

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 April 19, 2016
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,
 Ms. Rodriguez, Ms. Washington, Mr. Parker

Absent: Mr. Hairston

Ms. Rodriguez called the meeting to order at 12:00 noon.

Approval of the Minutes

Ms. Rodriguez moved approval of the minutes for the 3/15/16 Regular Board Meeting and the 3/29/16 Special Board Meeting. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged a letter from Lender Salone, Hough Branch patron, who expressed appreciation for Donna Willingham, Branch Manager and the Hough Branch staff, for their helpfulness during his preparation for a missionary trip to Ghana, West Africa; and a letter from Regennia N. Williams, PhD, Humanities Scholar and Independent Consultant (formerly of Cleveland State University) and Workshop Leader for "From Jubilees to Jazz", who expressed gratitude for the Library's in-kind contribution and support of the January 2016 "From Jubilees to Jazz: Black Sacred Music, At Home and Abroad". Dr. Williams specifically thanked Pamela Eyerdam, Chatham Ewing and Catherine Young and other staff for their support as well.

MOTION TO TEMPORARIALY SUSPEND THE REGULATIONS

Ms. Rodriguez stated that because of schedule conflicts, the Regular Board Meeting had been rescheduled for today. As a result, there was no Finance Committee Meeting.

REGULAR BOARD
 MEETING OF
 3/15/16; SPECIAL
 BOARD MEETING
 OF 3/29/16
 Approved

LTRS. FROM:
 LENDER SALONE,
 HOUGH BRANCH
 PATRON;
 REGENNIA N.
 WILLIAMS, PhD,
 WORKSHOP
 LEADER, "FROM
 JUBILEES TO
 JAZZ"
 Acknowledged

MOTION TO
 TEMPORARILY
 SUSPEND THE
 REGULATIONS
 Approved

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

FINANCE COMMITTEE REPORT

Until Mr. Seifullah arrived, Ms. Butts presented the following report.

Resolution to Accept Gifts for the Month of March

(See page 555)

Ms. Butts moved approval of the Gift Report. Ms. Washington seconded the motion, which passed unanimously by roll call vote.

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of March of 2016; now therefore be it

RESOLVED, That the gifts described in the Gift Report for March of 2016 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Fourth Amendment to the Year 2016 Appropriation

(See pages 556-561)

Ms. Butts moved approval of the following resolution. Mr. Parker 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 2016 Appropriation Measure to comply with the attached

RESOLUTION TO
ACCEPT GIFTS
FOR THE
MONTH OF
MARCH 2016
Approved

FOURTH
AMENDMENT TO
THE YEAR 2016
APPROPRIATION
Approved

April 8, 2016 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Fourth Amendment to the Year 2016 Appropriation Schedule be approved.

Resolution to Accept Award from OneCommunity for Opening the Cleveland City Record Project

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

WHEREAS, On February 26, 2016, Open Cleveland, a Code for America Brigade, and the Cleveland Public Library jointly submitted a proposal to OneCommunity, an Ohio non-profit corporation aimed at expanding high-speed broadband access throughout Northeast Ohio, as part of a contest to win a Ten Thousand Dollar (\$10,000.00) prize to be used to fund a public interest project; and

WHEREAS, The proposal submitted by Open Cleveland and the Cleveland Public Library described a project titled "Opening the Cleveland City Record" wherein Open Cleveland and the Cleveland Public Library would work collaboratively to digitize and make the City Record available to the public electronically via the Internet; and

WHEREAS, On March 16, 2016, OneCommunity notified Open Cleveland and the Cleveland Public Library that "Opening the Cleveland City Record" had been selected for the \$10,000 prize; and

WHEREAS, OneCommunity requires that these funds be restricted for use in connection with creating and maintaining the "Opening the Cleveland City Record" project only; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library, pursuant to the authority set forth in

RESOLUTION TO
ACCEPT AWARD
FROM
ONECOMMUNITY
FOR OPENING
THE CLEVELAND
CITY RECORD
PROJECT
Approved

R.C. § 3375.40(K), hereby accepts, as a gift from OneCommunity, the prize in the amount of \$10,000 to be restricted to use in connection with the creation and maintenance of the "Opening the Cleveland City Record" project, and for deposit into the Founders Fund Account 203046-46100-11198.

Anastasia Diamond-Ortiz, Director of Strategy and Innovation, introduced Eamon Johnson, computer programmer and professor from Case Western Reserve University, who gave background on Open Cleveland and the Opening Cleveland City Record project.

Mr. Johnson explained that Open Cleveland is a group of volunteers interested in civic action and technology. Although not all volunteers have technology skills, those involved in the "Opening the Cleveland City Record" project possess technology skills. "Opening the Cleveland City Record" project is about taking the information that is produced by City Council each week, publish it online with search capabilities, and structuring the data so that all citizens have equal access to the information.

Ms. Rodriguez thanked Mr. Johnson for attending the Board Meeting and sharing information on the "Opening the Cleveland City Record" project.

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

(See pages 562-563)

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

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

WHEREAS, The Library's MUNIS ERP system includes Financials, Human Resources, Payroll and General Revenue and the Library needs to continue maintenance support of these modules and to update licensing; and

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

Approved

WHEREAS, The effective date of termination of the current maintenance agreement with Tyler Technologies, Inc. for support and maintenance and to update licensing of the Library's MUNIS ERP system is May 16, 2016; and

WHEREAS, The renewal rate is consistent with the terms of the system agreement and is capped at a 5% increase per year and covers the modules in place; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to execute all documents necessary to renew the maintenance agreement and update licensing with Tyler Technologies, Inc., subject to the Chief Legal Officer's approval, for the period from May 17, 2016 through May 16, 2017 at a cost not to exceed \$56,223.77, with the expenditure being charged to the General Fund Account 13010053-53360.

Resolution Authorizing the Upgrade of the People Counting Hardware with Integrated Precisions Systems Inc.

(See pages 564-565)

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

WHEREAS, On September 18, 2004, the Board of Library Trustees authorized the expenditure for the purchase, installation, and configuration of the customized "People Counting" system, created by a company named ShopperTrak, with the proprietary iSolve database management system from Integrated Precision Systems, Inc. ("IPS"); and

WHEREAS, In June 2015, purchase order #150920 was issued to install and upgrade ShopperTrak hardware for five (5) branches: Addison, Carnegie West, Garden Valley, Rice and South, for a total of \$17,008.12. In November 2015, this Board authorized IPS to install and upgrade ShopperTrak hardware for eleven (11) branches: Brooklyn, Collinwood, East 131st Street, Eastman, Fleet, Fulton, Glenville, Harvard Lee, Hough, Jefferson and Langston Hughes, for a total of \$63,503.75; and

RESOLUTION
AUTHORIZING
THE UPGRADE
OF THE PEOPLE
COUNTING
HARDWARE
WITH
INTEGRATED
PRECISIONS
SYSTEMS, INC.
Approved

WHEREAS, The Department of Information Technology recommends completing the hardware upgrade and has received a proposal from IPS to install and upgrade ShopperTrak hardware for ten additional (10) branches: Lorain, Martin Luther King, Jr., South Brooklyn, Union, Rockport, Sterling, Walz, West Park, Woodland and Mount Pleasant, for a total of \$58,982.23; and

WHEREAS, IPS has provided the attached letter attesting that they are the sole source provider for this system. IPS has provided good, reliable products and service in the past; 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 enter into an agreement with Integrated Precision Systems Inc. for the upgrade of the Library's people counting hardware, software, and firmware for ten (10) branches: Lorain, Martin Luther King, Jr., South Brooklyn, Union, Rockport, Sterling, Walz, West Park, Woodland and Mount Pleasant, in the amount of \$58,982.23, subject to approval of the Chief Legal Officer, with the expenditure being charged to 13010053-55530 (Computer Hardware).

In response to Ms. Butts' inquiry, Director Thomas stated that the "People Counting" system had been installed at Main library as well.

Myron Scruggs, Director of Property Management, stated that the "People Counting" system is being upgraded with current software.

Larry Finnegan, Director of IT, stated that half of the "People Counting" system was upgraded last year and the remainder would be upgraded this year.

Resolution to Enter into an Agreement with KONE Inc. for Repair Service to Elevator Drives in the Main Library

(See pages 566-572)

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

WHEREAS, The Property Management Department has determined that the DC drives on the elevators in the

RESOLUTION
TO ENTER
INTO AN
AGREEMENT
WITH KONE
INC. FOR
REPAIR
SERVICE TO
ELEVATOR
DRIVES IN
MAIN
LIBRARY
Approved

Main Library complex are obsolete. The elevator drives are located in the controllers and control the energy necessary to safely and smoothly raise and lower the elevator. The drives in the elevators are no longer being manufactured and are nearing the end of their product life cycle; and

WHEREAS, The Director of Property Management recommends installing new drives and software for two (#20012127 and #20090017) out of ten elevators in the Main Library complex for a total cost of \$39,028. As each drive is being repaired, the parts will be saved in the event parts are needed for the remaining eight drives. Property Management is planning to replace two elevator drives a year until all 10 have been replaced; and

WHEREAS, KONE Inc. has provided the attached letter attesting that they are the sole source provider for this drives in the Library's elevator system. KONE Inc. has provided good, reliable products and service in the past; 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 enter into an agreement with KONE Inc. for the labor and materials to install new drives and software on elevator numbers 20012127 and 20090017 in the amount of \$39,028, subject to approval of the Chief Legal Officer, with the expenditure being charged to 12100053-53310 (Building Repair).

Myron Scruggs, Director of Property Management, stated that because the drives in the elevators are no longer being manufactured and are nearing the end of their product life cycle, he recommends installing new drives and software for two out of ten elevators in the Main Library. As each drive is being repaired, the parts will be saved in the event parts are needed for the remaining eight drives. Property Management is planning to replace two elevator drives a year until all 10 have been replaced. Elevator down time can be minimized by saving and using the spare parts.

Some discussion continued about how the elevator drives control the energy necessary to safely and smoothly raise and lower the elevator.

Resolution Authorizing Agreement with HBM Architects, LLC, for Architectural Design Services for the South Branch of the Cleveland Public Library

(See pages 573-579)

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

WHEREAS, On March 17, 2015, the Board of Trustees of the Cleveland Public Library approved the selection of HBM Architects, Inc. as the top-ranked, most qualified firm to provide design services for the renovation of the South Branch, and authorized the Executive Director to enter into negotiations for an agreement; and

WHEREAS, The Library estimates that the cost of construction will range from \$2,500,000 to \$2,800,000, plus the cost of a construction manager, which is anticipated to cost approximately \$140,000. HBM has submitted a proposal for the architect fees in the amount of \$310,000, \$30,000 of which is for predesign services. The architect fee, not including the cost of predesign services, amounts to approximately 9.5% of \$2,800,000 plus the \$140,000 cost of a construction manager totaling \$2,940,000; and

WHEREAS, This Board finds that the fee is fair and reasonable; now therefore be it

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees, to execute an agreement with HBM Architects, Inc., in an amount not-to-exceed \$310,000 upon such terms and conditions as are approved by the Library's Chief Legal Officer, and such other documents as are necessary or appropriate to effectuate the Agreement in accordance with this Resolution, with the expenditure of \$310,000 being charged to the Building and Repair fund account 40178305-55300-10783.

Joyce Dodrill, Chief Legal Officer, stated that the project construction costs are estimated between \$2.5-\$2.8 million and HBM's fee is \$310,000. This is the final negotiated number.

RESOLUTION
AUTHORIZING
AGREEMENT
WITH HBM
ARCHITECTS,
LLC, FOR
ARCHITECTURAL
DESIGN
SERVICES FOR
THE SOUTH
BRANCH OF
THE
CLEVELAND
PUBLIC
LIBRARY
Approved

Ms. Dodrill introduced Dan Meehan, Principal, HBM Architects who explained the Professional Fee & Budget Summary for the Library's South Branch.

Mr. Meehan stated that the total project budget is \$3,300,000 and noted that the following information builds the Total Project Budget:

Construction Costs - <i>Includes:</i>	\$2,800,000
• Design Contingency	
• Owner contingency	
• Hazardous Material Abatement	
• Interior Furnishings (new & existing)	
• Cabinetry & Display	
Construction Management Fee (5%)	<u>\$ 140,000</u>
Total Construction Budget	\$2,940,000
Project Expenses - <i>Includes:</i>	\$ 50,000
• Site Survey	
• Geotechnical Investigation/Survey	
• Construction Testing & Special Inspections	
• Reimbursable Expenses	
HBM Pre-Design Services	\$ 30,000
• Program Validation	
• Budget Development	
• Update the Facilities Assessment Report (with the library facilities dept.)	
• Assist with Hazardous Materials Scope,	
• Proposal & Coordination	
HBM Professional Services (9.5% of Construction Budget)	\$ 280,000
Includes the Following Additional Services:	
• Assist with Geotechnical & Survey RFP's & Coordination	
• Additional Meetings	
• Library Interior Design	
• Exterior Rendering & 3D Cutaway Plan Rendering	
• Landmarks Commission Reviews,	
• Presentations & Approval	

Ms. Butts asked for clarification of the 5% Construction Management Fee.

Mr. Meehan stated that the CM at Risk charges a fee for them to administer and construct the project. Although we do not know the exact fee until the selection process and the fee are negotiated, the 5% fee is a place holder for the CM at Risk. The fees are usually 3-5%, which of \$2,800,000 is \$140,000. Sometimes the fee is listed as a specific amount cost and other times the fee is listed as a percent of the total construction budget.

Mr. Meehan stated that we are using the high construction number and the high CM at Risk number and will continue to build the budget until it is refined. The goal is to use as much money for the building.

Ms. Butts asked if it had been decided to include an addition to South Branch.

Mr. Meehan stated that part of this process would be to consider this option.

Ms. Rodriguez asked if the addition was included in the total amount.

Mr. Meehan confirmed that the addition was included and also explained that if hazardous materials were detected, decisions would have to be made on how to proportion the money.

Discussion continued about the abatement of hazardous materials.

Mr. Seifullah asked if a time frame had been developed.

Mr. Meehan stated that an initial time frame had been developed but it may be aggressive.

Ms. Dodrill stated that according to the agreement there is a 24 month construction period but does not include designs.

Ms. Dodrill also noted that if the \$30,000 pre-design fee were not included in the calculation, the architect's fee is \$280,000 which is 10% of the high end of the construction range that was estimated. If the construction manager fee was added, which HBM, says

should be included in the calculation of construction costs, then it is a 9.5% fee.

Ms. Dodrill further explained that she was informed that the typical range for renovation projects under \$5 million is 8-10%.

Ms. Dodrill noted that the building is of historical landmark status which brings additional complications. HBM has included in their basic services some services that are typically included as additional services for an additional fee.

Mr. Meehan stated that this is a wonderful opportunity as HBM has worked with approximately 20 Carnegie buildings and noted that the building needs a lot of care and HBM is committed to providing those services.

In response to Ms. Washington's inquiry about this project, Timothy Diamond, Chief Knowledge Officer, stated that this initiative was a part of the recommendations of the Community Vision Plan.

Mr. Meehan thanked the Board for the opportunity to work on this important project.

Resolution to Enter into an Agreement with Bibliotheca, LLC for the Purchase of 3M™ SelfCheck™ Systems

(See pages 580-582)

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

WHEREAS, As part of Cleveland Public Library's strategic priority to *Innovate for Efficient and Sustainable Operations*, while improving productivity and enhancing customer service, the Library's Information Technology department is requesting approval to provide three self-check-out machines, two at the Main Library and one at a Branch; and

WHEREAS, The IT department sought two proposals from Bibliotheca, LLC ("Bibliotheca"); one that offers three tabletop center mount systems totaling \$39,390, and one that offers one tabletop center mount system and two systems that install in a desk, which requires cutting

RESOLUTION
TO ENTER INTO
AN
AGREEMENT
WITH
BIBLIOTHECA,
LLC FOR THE
PURCHASE OF
3M™
SELF-CHECK™
SYSTEMS
Approved

holes, totaling \$36,186. Both proposals include one year of annual support and maintenance, on-site installation and/or training and shipping. The IT department is waiting on the recommendation of the Construction Manager and Administration for the best option, but desires to move forward to remain on schedule with the Main Library Phase 2 Project; and

WHEREAS, The Library uses 3M™Tattle-Tape™ strips for security in its library materials, and Bibliotheca maintains patents and patents pending protecting several portions of the system technologies, including the ability to detect and process materials protected by Tattle-Tape strips. Therefore, Bibliotheca is the logical source for a self-check-out solution that will have to demagnetize the strips in library materials; now therefore be it

RESOLVED That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into a purchase agreement with Bibliotheca, LLC for either (3) 3M™ SelfCheck™ Systems Model 6422, including annual support and maintenance, on-site installation and/or training and shipping for a total cost of \$39,390 or (1) 3M™ SelfCheck™ Systems Model 6422 and (2) 3M™ SelfCheck™ Systems Model 6420, including annual support and maintenance, on-site installation and/or training and shipping for a total cost of \$36,186, with the expenditure being charged to the General Fund Accounts 13010055-55530/53360 Computer Hardware/Computer Maintenance. The purchase agreement shall be subject to the approval of the Chief Legal Officer.

Ms. Butts asked which branch and at what two locations at Main would the self-check-out machines be installed.

Larry Finnegan, Director of IT, stated that the self-check-out machines would be located in the lobby of the Louis Stokes Wing and at South Brooklyn Branch.

Resolution to Ratify the Agreement with The Center for Families and Children for the Employee Assistance Service Program

(See pages 583-603)

RESOLUTION
TO RATIFY
THE
AGREEMENT
WITH THE
CENTER FOR
FAMILIES AND
CHILDREN
FOR THE
EMPLOYEE
ASSISSTANCE
SERVICE
PROGRAM
Approved

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

WHEREAS, In March 2016, the Executive Director of the Cleveland Public Library entered into an agreement ("Agreement") with The Centers for Families and Children for its Employee Assistance Program known as "ease@work" for a two year period beginning on March 1, 2016. The "ease@work" program consists of a variety of services aimed at improving employee wellness including, but not limited to, counseling, wellness coaching, and referrals to community resources; and

WHEREAS, The total cost of the Agreement is \$27,552 which is payable in annual installments of \$13,776. The annual cost is based on a rate of \$24 per employee for 574 employees; and

WHEREAS, The total cost of the Agreement exceeds the \$25,000 contracting authority granted to the Director by the Board of Library Trustees by Resolution adopted on April 18, 1996 and reaffirmed by Resolution adopted on May 16, 2002; and

WHEREAS, The Executive Director hereby requests that the Board of Library Trustees ratify the Agreement entered into with The Centers for Families and Children and authorize the expenditure by Cleveland Public Library of funds in the amount of \$27,552 toward the "ease@work" program; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies and approves the agreement entered into with The Centers for Families and Children in the amount of \$27,552 for the "ease@work" program for the period beginning on March 1, 2016 and expiring on February 28, 2018, allocated to object code 51900 (Salaries/Benefits - Other Benefits) based on employee's organizational code.

Mr. Corrigan asked if the previous contract included legal services consulting as well.

Madeline Corchado, Director of Human Resources, confirmed that legal services consulting has always been included as part of their services.

FISCAL
OFFICER'S
REPORT
Submitted

Mr. Seifullah submitted the following reports.

Fiscal Officer's Report

(See pages 604-656)

REPORT ON
INVESTMENTS
Submitted

Report on Investments

(See page 657)

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

Report on Conference and Travel Expenditures

(See pages 658-659)

PURCHASES
FROM \$5,000-
\$25,000, 1/1/16-
3/31/16
Submitted

Purchases from \$5,000-\$25,000 for the period 1/1/16-
3/31/16

(See page 660)

PRUCHASES
EXCEEDING
\$25,000, 1/1/16-
3/31/16
Submitted

Purchases Exceeding \$25,000 for the period 1/1/16-
3/31/16

(See page 661)

FEE PAID FOR
LEGAL ADVISE
AND SERVICES
TO OGLETREE
Submitted

Fee Paid for Legal Advice and Services to Ogletree

(See page 662)

REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR MAIN
LIBRARY PHASE
2
CONSTRUCTION
PROJECT
Submitted

Report on Expenditures Made from the Owner's Contingency
Fund For Main Library Phase 2 Construction Project

(See page 663)

HUMAN RESOURCES COMMITTEE REPORT

On behalf of Mr. Hairston who was absent, Ms. Washington presented the following report.

Regular Employee Report

(See pages 664-666)

REGULAR
EMPLOYEE
REPORT
Approved

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

RETIREMENT
RECOGNITION
CITATION
Approved

Retirement Recognition Citation

Ms. Washington 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:

Myron Scruggs (25 years of service); Director of Property Management; Grade N - Facilities; retires 04/29/2016

Carl Stone (29 years of service); Carpenter Paint Auto Mechanic Foreman; Grade I - Carpenters; retires 04/29/2016

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.

Various Trustees, Director Thomas, members of the Leadership Team and staff extended wholehearted congratulations and expressed appreciation to Mr. Scruggs for his friendship and years of dedicated service to the Library.

Mr. Scruggs reflected on his years of service at the Library and thanked the Board for the opportunity to serve.

Ms. Washington submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 667)

Employee Demographics (EEO-4) Report

(See page 668)

REPORT ON PAID
SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

Insurance Summary Report

(See page 669)

COMMUNITY SERVICES REPORT

Mr. Corrigan submitted the following report.

Resolution to Revise Library Circulation Policy Fees
Schedule

(See pages 670-673)

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

WHEREAS, The Cleveland Public Library Board of Trustees adopted a Circulation Policy on December 15, 2011, with revisions on June 19, 2014, and October 17, 2015, to better communicate the circulation policies of the Library to the public; and

WHEREAS, The Library is an enthusiastic partner with the City of Cleveland and Cleveland Metropolitan School District in support of the President Obama's Connected initiative to ensure that all youth have access to digital information and is embarking on a campaign to provide new Connected library cards to all students attending school in Cleveland; and

WHEREAS, The Library will use the new Connected card as a way to register youth for the 2016 Read Up! Rise Up! Summer reading program and will provide youth with access to library print and online resources irrespective of their current borrowing status; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees amends the Circulation Policy, as attached, to be effective April 19, 2016.

Mr. Corrigan stated that this important initiative is supported by the President and the Library. The Library is very happy to be take part in it.

RESOLUTION
TO REVISE
LIBRARY
CIRCULATION
POLICY FEES
SCHEDULE
Approved

Ms. Washington asked for clarification on the policy changes.

Mr. Corrigan stated that the change reflects the inclusion of the ConnectED library cards.

Monthly Activity Report

(See pages 674-680)

Mr. Corrigan noted the decline in circulation and acknowledged the CPL Kids Café Snack Program in Relation to SNAP Benefits Recipients diagram as prepared by Anastasia-Diamond-Ortiz, Director of Strategy and Innovation.

Comparative Statement of Annual Statistics 2015

(See pages 681-687)

Building Status Update

Tim Murdock, Assistant Director of Property Management, gave an update on camera installation and stated that the installation is being completed in the Louis Stokes Wing and will begin in Main. In addition, the high ceilings in Rice Branch have caused a delay in the wiring for the camera installation and is being resolved.

Ms. Butts acknowledged the new furniture at Carnegie West and encouraged Trustees to visit.

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, stated that the Cleveland Urban Design Collaborative (CUDC) will hold the first public meeting for the Mount Pleasant Branch and East 131st Street Branch neighborhoods on Saturday, April 23, 2016, from 1:00-3:00PM at Murtis Taylor Center on Kinsman Road, midway between the two branches. Because of its interactive, participatory format, the meeting is being promoted as a workshop, at the suggestion of the advisory committee of community residents and stakeholders.

MONTHLY
ACTIVITY
REPORT
Submitted

COMPARATIVE
STATEMENT
OF ANNUAL
STATISTICS
2015
Submitted

BUILDING
STATUS
UPDATE
Presented

CPL150
STRATEGIC
PLAN UPDATE
Presented

**SAFE, WARM
AND DRY
UPDATE**
Presented

Safe, Warm and Dry Update

Eric Herman, Construction Project Manager, stated that ten firms have requested the Request for Qualifications; the site walk of Carnegie West and Rockport was held to review items that need to be included in the scope of work. Statements of Qualification are expected to be submitted by the end the day on Friday. There may be requests for extensions of the submittal date.

**FRIENDS
BOARD
UPDATE**
Presented

Friends Board Update

Gretchen Farro, Executive Director, Friends of Cleveland Public Library, expressed her appreciation for the opportunity to serve in her new capacity.

Mr. Corrigan thanked Ms. Farro for accepting this leadership position and stated that the transformation of the Friends is a critical part of the Library's 150th anniversary.

In response to Ms. Butts' inquiry, Ms. Farro announced the 3rd Annual AMP FEST to be held on Thursday, June 2, 6:00-9:00 p.m. at the Cleveland Airport Marriott. The AMP FEST is an all-inclusive, infusion of local spirits, cuisine, and music festival benefiting the Friends of the Cleveland Public Library.

Ms. Farro also announced that the Shakespeare Preview Night is scheduled for Friday, June 24, 2016 in Brett Hall, Main Library.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas announced that Cathy Poilpre, Director of Marketing & Communications has resigned her position with the Library and will be assuming a new position for the Cleveland Metroparks. Director Thomas expressed his appreciation to Ms. Poilpre for her contributions to the Library and extended well-wishes on her new position.

FIGHTING COMMUNITY DEFICITS

On March 12th the Rice Branch hosted Legal Aid @ the Library. Thirteen volunteer attorneys, five Legal Aid attorneys and 9 law students from Case Western

University participated in the clinic. The volunteer group of attorneys consisted of representatives from the U.S. Attorney's Office, Federal Trade Commission, and the Cuyahoga County District Attorney's Office. Thirty-six patrons registered for consultations and received consultations.

FORMING COMMUNITIES OF LEARNING

The Library provided 722 hours of K-8 homework assistance, 176 hours of K-3 intensive reading and math instruction, and 120 hours of ACT test preparation courses. Self-Organized Learning Environment (SOLE) sessions were held once a week at four locations.

The co-founder of the Cleveland Seed Bank visited Science & Technology on March 3rd and discussed her international involvement in promoting suitable seeds to persons growing food and her attendance at the United Nations Climate Change meeting in Paris.

Government Documents Supervisor Sarah Dobransky gave a presentation at an event coordinated by Director of Strategy and Innovation Anastasia Diamond-Ortiz, *Code Across America*, held at the Public Administration Library on March 4th. Ms. Dobransky spoke on the recent open government data movement, highlighting basic resources for anyone to access as well as open datasets that could be downloaded and used for research or other purposes.

CELEBRATE DIVERSITY

On Tuesday March 1st School Library Media Specialist and Lead Librarian for the East St. Louis School District in East St. Louis, Illinois gave a presentation on Street Lit and African American girls. The teen afterschool groups FLOW (Future Leaders of the World) were among the patrons who attended this insightful and informative event that opened Women's History Month.

On Saturday, March 5th the Library hosted a screening of the film *Beyond the Powder: The Legacy of the First Women's Cross-Country Air Race*. *Beyond the Powder* is a documentary about the 1929 women's air race shown through the continuing legacy of the women pilots who are flying the race today.

Subject Department Manager's Milos Markovic and Annisha Jeffries along with OLBDP Library Assistant Doris Yee planned and hosted CPL's Annual Lunar New Year event on March 12th. Over 150 guests enjoyed arts and crafts, balloon twisting and a puppet show on the fourth floor of Main Library. Later in the afternoon over 275 guests attended the program in the auditorium.

Foreign Literature Programs

During the month of February Foreign Literature staff planned and conducted a total of 28 programs serving 119 individuals comprised of Russian, Chinese, English and Spanish speaking patrons. Senior Subject Librarian Caroline Han, conducted two off-site ESOL lessons for seniors at Goodrich-Gannett Community and planned eight language learning sessions with the local chapter of the Confucius Institute.

Exhibits

Main library staff members created a number of informative, educational and interesting displays during the month of March. PAL staff members created displays featuring crafts and taxes. Literature Department Library Assistant Nick Durda created a Batman vs. Superman graphic novel display that coincided with the film release. In addition Mr. Durda created a display promoting Irish Literature in honor of St. Patrick's Day. Library Assistant Evone Jeffries pulled books for a display in the Lending Department on Street Lit for Teens. Fine Arts staff members curated and installed the exhibit *Humor in Times of Crisis* on the 2nd floor of Main Library. Children's Librarians, Maria Estrella, Kristen Schmidt and Library Assistant, Crystal Huggins created displays celebrating spring, Dr. Seuss' Birthday, Chinese New Year and Woman's History Month. Government Documents Library Assistant Mona Brown created displays featuring National Anthem Day and National Women's History Month and Social Sciences Clerk Lisa Malone created a St. Patrick's Day display incorporating Irish-themed organized crime in Cleveland.

Research That's Possible Only at Main Library

- Staff assisted a researcher in finding images of Collinwood High School in the mid-1960s for use in his graduating class' 50th Reunion. When the Photograph Collection proved to have few examples, staff directed the patron to the Digital Gallery

where Collinwood High School's student newspaper, the Collinwood Spotlight, provided a trove of usable images.

- Staff assisted a researcher and writer with finding dozens of photographs and maps of Hough Avenue and the Hough neighborhood for future publication.
- Staff provided scans and paper copies of plans for the Greek cultural Gardens committee for the 75th Anniversary.
- An author used CLGH's newspaper microfilm holdings to do research for a book about the Cleveland Indians teams of 1946-1948.
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- A researcher requested information about William Sommer's painting called Landscape with Yellow Clouds (c1915). The Library owns several of Sommer's paintings and drawings.
- A PhD student from Oxford England requested information about the Tiffany Windows in the Wade Chapel of Lakeview Cemetery. Staff found articles in the historical Plain Dealer and art vertical files.
- Social Sciences Library Assistant Pete Elwell and Social Sciences Senior Librarian Mark Moore assisted a writer from New York City in finding relevant materials in the Sports Research Center for a book he is writing about the Veeck-era Cleveland Indians.
- Social Sciences Librarian Helena Travka assisted a Ph.D. student at Kent State University in researching the United Nations and its formation using Social Sciences' United Nations collection.
- Social Sciences Senior Librarian Mark Moore assisted a patron in obtaining a copy of the 1851 Constitution, By-laws and Regulations of the Mercantile Library Association of Cleveland.
- A staff member from a large downtown legal firm called Government Documents asking for a particular Congressional document. The department had the needed document on microfiche and made it available to the firm using the ScanPro 3000 microfilm reader in the department.
- A patron from a local church needed access to an older Congressional Report and a Congressional Hearing that were not accessible online. The items

were pulled (both on microfiche) by Government Documents staff for him to use in the department.

- The International Society of Automation (ISA) Cleveland Section donated a book to Science & Technology this month entitled *Alarm Management for Process Control* written by Clevelander Douglas H. Rothenberg. The book is an important addition to the collection and is the topic of an ISA meeting planned for this year in Cleveland.
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- Staff assisted a researcher with images of early 20th Century Buckeye Road.
- Staff assisted a researcher with images of the Mother's Day Peace March in downtown Cleveland, 1937.

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 nearly 11,000 followers on Twitter and the Facebook page currently has 7,500 fans.

GRANTS & DEVELOPMENTKnight Foundation News Challenge

Submitted application for the 2016 News Challenge "How might libraries serve 21st century information needs?"

Believe in Reading Foundation

Submitted request for \$10,000 to purchase books for Summer Reading Club (new foundation started by Steve Potash).

Cleveland Foundation Endowment Reports

Submitted final reports for 2015 Lockwood Thompson Memorial Fund and the Services to Shut-ins Funds (Judd, Ridley, Winbigler, Meyeette, Magee).

Cleveland Foundation Summer Intern

Participated in interviews for summer intern. We were selected as a host site for one intern over the summer through a competitive application process where the Cleveland Foundation pays for interns to learn about local nonprofit organizations.

Shakespeare's Songbook

Helped in planning for this April 23 program being paid for by the Friends of CPL (see attached flier).

ALA ConnectED

Continued to meet with group to plan the library card distribution. Wrote an announcement letter that will be issued as a joint release by the City of Cleveland, CPL and Cleveland Metropolitan School District.

ALA Transforming Libraries promotional video

Finalized interviews and logistical support of video shooting for this series of films commissioned by ALA, to be featured at the upcoming PLA Conference.

Construction completion open house

Began planning an open house event to introduce the public to the completed renovations (see attached draft flier), working with Carlos Latimer.

Letters of Support

- Network for Neighborhood Success - wrote two letters to support their programming at Rice Branch
- Legal Aid Society of Cleveland - wrote letter highlighting our partnership to Saint Luke's Foundation
- Letter of Recommendation to Edward Banks for the Reading RAMM program and partnership with CPL
- One Community - in support of their application for Cleveland to become a Mozilla Hive Community

PUBLIC SERVICES

Programs, Services & Exhibits

In the month of March the Library hosted approximately 235 programs ranging from a community Lunar New Year celebration and Chinese language instruction to a presentation on teen literature to an audience of both educators and students. Also during the month the Library offered 202 story times to children and parents. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes we held at 14 branch locations. The after-school food program, Kid's Café continued service at 18 locations throughout the system.

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On March 12th the Rice Branch hosted Legal Aid @ the Library. Thirteen volunteer attorneys, five Legal Aid attorney's and 9 law students from Case Western University participated in the clinic. The volunteer group of attorneys consisted of representatives from the U.S. Attorney's Office, Federal Trade Commission, and the Cuyahoga County District Attorney's Office. Thirty-six patrons registered for consultations and received consultations.

The OPS department encumbered \$6,080.00 in support of 2016 programming and took in \$350.00 for the use of our facilities.

PARTNERSHIPS

On Saturday, March 5 the Library partnered with the Cleveland Transformation Alliance on the Quality Choice School Fair in the Public Auditorium. Library staff presented 3 workshops to visiting parents and staffed an information table to promote the 2016 Summer Reading Club.

MOBILE SERVICES

MomsFirst a division of the Cleveland Department of Public Health held a workshop on March 18th for their agency coordinators. The workshop was held to help their coordinators better understand their new role in providing early literacy to mothers. Mobile Services manager, Rhonda Pai was invited to give a brief talk about how the library can help provide resources and tools for their mothers. She talked about the Early Literacy Calendar and how to use it to transition a conversation to the topic of early literacy. She also gave them Every Child Ready to Read brochures and spoke about the five behaviors that support early literacy.

MEETING ROOMS

The total number of requests for Main Library in the month of March was 168 with an estimated total attendance of 4,495. The Lake Shore Facility meeting rooms were reserved 51 times. There were 380 requests for branch meeting rooms during the month with an estimated total attendance of 7,140.

STAFF

Youth Outreach & Programming Coordinator, Ms. Nichole Shabazz attended the *How Was Your Summer Youth Workshop* on Wednesday, March 16. The workshop was geared toward increasing the effectiveness of summer learning programs. The focus of the training was to help in assessing the effectiveness of youth summer programming based on research and best/promising practices. Quality standards to plan for upcoming summer programming were utilized throughout the workshop.

Lunar New Year

Subject Department Manager's Milos Markovic and Annisha Jeffries along with OLBDP Library Assistant Doris Yee planned and hosted CPL's Annual Lunar New Year event on March 12th. Over 150 guests enjoyed arts and crafts, balloon twisting and a puppet show on the fourth floor of Main Library. Later in the afternoon over 275 guests attended the program in the auditorium.

Genealogy and Family History Research Clinics

The Center for Local and Global History hosted a Genealogy and Family History Research Clinic presented by volunteers from the African American Genealogical Society of Cleveland on March 12th. 15 patrons made extensive use of the Ancestry database and Map Collection holdings.

Music at Main

A live music performance was held at Main Library on March 12th. Singer Alex Smith performed a variety of folk songs.

Main Library Book Clubs

The Social Sciences Non-Fiction Book Club discussed *The Bilderberg Conspiracy* by H. Paul Jeffers with Social Sciences Library Assistant Lakeisha Winstead and Social Sciences Librarian Helena Travka hosting the discussion on March 10th. CLGH Librarian Terry Metter hosted a discussion of Beryl Markham's *West with the Night*, Literature Department Librarian Jean Collins and Ohio Center for the Book Scholar-In-Residence Valentino Zullo held the 6th *Get Graphic! Wonder Women* book club on March 17th with *Batgirl: The Batgirl of Burnside*, by Brendan Fletcher, and The Literary Book Club discussed *The Moon and Sixpence* by W. Somerset Maugham.

Sports Icon Series

Social Sciences Library Assistant Pete Elwell hosted Dan Coughlin and the Chairman of the Cleveland-area Soap Box Derby for the 26th Sports Icon interview on March 23rd.

Foreign Literature Programs

During the month of March, Foreign Literature staff members planned and coordinated a total of 33 programs. Senior Subject Librarian Caroline Han conducted two off-site ESOL lessons for seniors at Goodrich-Gannett Community Center and planned 15 language learning sessions with the local chapter of the Confucius Institute. In addition, three Tai Chi classes and six children's classes were sponsored in conjunction with the Confucius Institute. Subject Librarian, Mary Torres continued her bilingual story time efforts with two events. In addition, Ms. Torres also partnered with the Woodland Branch to host a Shamrock Scavenger Hunt.

Main Library Tours and School Visits

Main Library staff members provided tours throughout the month of March. Groups visiting included: students from CEGCO, a writer from a local magazine, representatives from the Cleveland Clinic Global Services Patient Plus Unit and a group from Geauga County Department of Aging.

Exhibits and Displays

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History Month and Social Sciences Clerk Lisa Malone created a St. Patrick's Day display incorporating Irish-themed organized crime in Cleveland.

Main Library Outreach

Popular Library Manager Sarah Flinn visited Rainbow Babies and Children's Hospital to present story times for an outpatient group of new mothers and talk about CPL programs and services.

Youth Services staff members presented story times at Metro Health Broadway Health and Fed Kids and Youth Services Manager Annisha Jeffries continues to partner and promote the Library and services through weekly story times for 1 to 9 month old children at Rainbow Babies and Children's Hospital's Centering Pregnancy program.

Business, Economics & Labor Senior Librarian Susan Mullee volunteered for Youth Opportunities Unlimited (Y.O.U.) at Glenville High School for the Mock Interviews sessions on March 3rd.

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Along with Fine Arts/Special Collections Manager Pam Eyerdam and Children's Librarian Lan Gao, General Research Collections Manager Don Boozer participated in the Kent State University Career Expo hosted by the College of Communication & Information at the Cleveland Convention Center on March 4th.

Collection Development Highlights

Director of Strategy and Innovation Anastasia Diamond-

Ortiz informed PAL staff on March 17th that Open Cleveland won the One Community Open Data Challenge with a proposal to work with CPL to digitize and parse the City Record in an effort to open it up to the public.

CLGH Librarian Brian Meggitt completed a general survey of the Photograph Collection (including unprocessed items), while also beginning an index/catalog of the collections based on individual catalog entries for sub-collections. Additionally, he began a project assigning unique item identifiers to each image in the Cleveland Subject Collection while simultaneously creating an item level inventory for that same collection. The Cleveland Subject Collection totals roughly 25,000 photographs.

CLGH Staff Members Tom Edwards and Dan Milich continue to inventory the Cleveland City Hall Park plans, roughly one hundred and fifty plans were processed in March.

CLGH Manager and ERC Committee Chair Olivia Hoge worked with the Electronic Resource Committee to purchase Rosetta Stone for CPL patrons.

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- Staff assisted a researcher with images of the Mother's Day Peace March in downtown Cleveland, 1937.

Staff Development

Science & Technology Library Assistant Elvira Baron completed a Gale Courses online entitled "Explore a Career in Medical Writing" on March 1st.

Government Documents Library Assistant Mona Brown virtually attended four webinars this month covering topics such as trade data resources from the federal government, the function of the Government Accountability Office, and the new Census Business Builder and its new Regional Analyst Edition.

Science & Technology Librarian Jim Bettinger and Government Documents Supervisor Sarah Dobransky participated in the 38th Annual Patent and Trademark Resource Center Program Training Seminar in Alexandria, Virginia March 21st - 24th. In addition, Ms. Dobransky participated in a webinar on "Motivating Student Research in Government Information" and a Census Business Builder webinar.

Fine Arts Librarian Andy Kaplan attended the national Music Librarians Association conference on March 2nd - 5th.

Fine Arts & Special Collections Manager Pam Eyerdam attended the National Art Librarians Society conference in Seattle, WA on March 9th -12th. In addition, she coordinated CPL's representation at the Kent State

Career Expo held at the Cleveland Convention Center on March 4th.

Special Collections librarian Stacie Brisker attended the workshop, Fundamentals of Project Management sponsored by the Society of American Archivists at Case Western Reserve on March 10th.

Special Collections Library Assistant Bill Chase attended miniature book presentation by Todd Sommerfield at the Akron Antiquarian Book Fair on March 26th.

Manager of the Literature Department and Ohio Center for the Book Amy Dawson attended the Ohio Library Council organization meeting for the Subject and Special Collections Division on Friday, March 11th. Ms. Dawson is the SSCD Coordinator for 2016.

PAL Library Assistant David Furies viewed four Federal Depository Library Program (FDLP) Academy Webinars on learning to navigate Federal Digital System (FDsys) online resource for official publications

TechCentral

Maker Services Update

A new 3D Printer was installed at Lorain Branch on March 3rd, replacing the previous printer that had failed.

TechCentral Manager CJ Lynce coordinated a Teen Tech Week MakerLab program offering with YALSA and Best Buy on the topic of Web Making. The program was held at the Martin L. King Jr. Branch on March 10th, and had 25 teens in attendance.

Installation of two additional windows in the TechCentral Mobile Lab and MakerSpace, vehicle #29, is in process. These windows will provide better visibility when driving the vehicle

Over 60 3D print jobs were completed for patrons at TechCentral, Main Library, during the month of March.

Professional Development and Meetings

TechCentral Coordinator Forrest Lykins attended the CPLFIT Committee Meetings on March 1st and March 29th.

Library Assistants Computer Emphasis Corina Mesenger and Paolo Balboa attended the *Interviewing Workshop* at the Lakeshore facility on March 3rd.

Executive Director, Felton Thomas, and TechCentral Manager, CJ Lynce, gave a presentation on *The Maker Movement* to the O'Neill Foundation on March 7th.

Mr. Lynce met with Organizational Performance and Development Program Manager Sherrill Marino on March 17th to discuss plans for a Staff Development Day breakout session.

Mr. Lykins attended the *Role of a Supervisor* workshop at the Lakeshore facility on March 24th.

Mr. Lynce met with Fleet Branch Manager Pasha Moncrief on March 29th to discuss TechCentral's involvement at Fleet Branch.

Library Assistant Computer Emphasis Karen Kelly Grasso attended a NEO-RLS webinar on March 3st, *Intellectual Freedom... The Good, The Bad, and The Ugly*.

Computer Classes, MakerLabs, and One-on-One Sessions

The following are the statistics for Computer Class and MakerLab programs for March 2016:

	Branches	Main	Totals
Number of Computer Classes	49	20	69
Attendance in Computer Classes	192	59	251
Cancelled Computer Classes (in-advance, no registrations)	4	1	5
No-Show Computer Classes	1	1	2
Cancelled Computer Classes Due to Weather	0	0	0

	Branches	Main	Totals
Number of MakerLabs	19	2	21
Attendance at MakerLabs	278	5	283
Cancelled MakerLabs (in-advance, no registrations)	0	0	0
No-Show MakerLabs	1	0	1
Cancelled MakerLabs Due to Weather	0	0	0

Cleveland Digital Public Library

Programs, Services & Exhibits

Learning Commons

Cleveland Digital Public Library currently regularly hosts Tech Central's computer classes, International Services (ESL) classes, CPL Fit Yoga, and hosted Government Documents database workshops March 19th, and the Cleveland Leadership Academy March 18th.

Magic Box

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in the Digital Library. The case contains both physical and digital materials relating to Louis Stokes and the library.

Videography and Photography

Library Assistant Catherine Young photographed the Poetry Out Loud finals, KC Boyd Street Lit event, Beyond

the Powder, main library construction, the St. Patrick's Day parade, Deborah Butterfield's artwork, the Lunar New Year event, and Great Lakes Theatre costumes. She also filmed the Lunar New Year event, and behind the scenes with Great Lakes Theatre.

Scanning Assistance

Cleveland Digital Public Library staff assisted over 14 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

Between March 1st and March 21st the Cleveland Digital Public Library had 276 visitors and 100 KIC Scanner sessions resulting in 2,394 images/3,900.6 MB. The Digital Gallery had 5,034 sessions by 3,565 users resulting in 22,754 page views. Of the 3,565 users, 317 are located outside of the United States.

Outreach

Cleveland Digital Public Library Coordinator Rachel Senese attended OhioDIG March 9th at the Ohio History Connection.

Digital Strategist Chatham Ewing worked with the Cuyahoga County Archives to create a pilot project to scan and host a selection of real estate cards from the Archives.

Dr. Ewing spoke with Felicia Hall about digital programming consulting at the West Side Market. Ms. Senese will meet with Ms. Hall at the West Side Market for the consultation on March 23rd.

Dr. Ewing and Ms. Senese will meet with Todd Masuda and Daniel Wenninger about creating a Cleveland music scene collection in the Digital Gallery March 25th.

Cleveland Digital Public Library staff has scanned 82 items; post processed 179 items, and uploaded 378 items containing 494 files into the Digital Gallery. Notable items include: *East Side Daily News*, *Atlas of Lorain County*, *Insurance Maps of Fremont, Sandusky County, Ohio*, Portraits from the Chess Portraits collection,

John Hay High School Yearbooks, Benedictine High School Yearbooks, and City Directories.

Preservation

The preservation staff has received 84 books for preservation work, and has sent back 69 books to the owning department. Preservation staff has completed 54 (47 complex, 7 simple) book treatments, 39 enclosures, and printed 51 labels.

Shakespeare Folio

Planning has been ongoing on activities related to the Shakespeare Folio exhibit at Cleveland Public Library in summer 2016. Dr. Ewing has met with Library Staff, Folger Shakespeare Library Staff, Shaker Library Staff, ICA staff, and English Speaking Union to coordinate events to take place during spring and summer. Currently, Dr. Ewing is assessing website options.

Planning Activities

Golden Thread Image Analysis

Cleveland Digital Public Library staff will be analyzing how images taken on the I2S, ATIZ, Epson, KIC, and MFD scanners adhere to federal guidelines. Staff will also use the data collected to determine what can be done to minimize negative environmental impacts (light pollution) and change settings within the equipment and software.

DPLA Ohio

The Cleveland Digital Public Library is part of an LSTA Planning grant to develop a plan for Ohio Cultural heritage institutions to participate in the Digital Public Library of America through an Ohio service hub. Dr. Ewing serves on the steering committee and as the co-chair of the Legal Agreements working group. Ms. Senese serves on the Advocacy working group and Metadata Archivist Raymond Rozman serves on the Tactical Strategy for Technical Infrastructure working group.

Cleveland Foundation Project

Starting June 1st, Ms. Senese, Center for Local and Global History Manager Olivia Hoge, and Grants and Development Coordinator Tracy Martin will be working with an intern through the Cleveland Foundation to create, execute, and evaluate a pilot project to conduct

oral histories at 4 branches. Ms. Senese, Ms. Hoge, and Ms. Martin interviewed two possible candidates March 21st.

Branches

Addison - Branch Manager, Magnolia Peters attended Ward 7 Club Meeting and Black Lives Matter: Community Garden Club. Branch Programs, Services & Exhibits: Braxton continues to provide FREE 3rd Grade Reading Guarantee tutoring. Cleveland Food Bank: provided their monthly Food Stamp Sign-up in addition to the "Free Fresh Produce" giveaway initiative. Branch Outreach activities (Preschool visits, book clubs): Branch Manager, Magnolia Peters continues to provide literature drops at area community centers. Youth Librarian, Heidi Landskroener continued her off-site Storytime and provides emails concerning the Early Literacy calendar, branch program guide, and other items of interest to local teachers. LA (Youth), Ron Clark resumed his off-site Storytime.

Brooklyn - On March 11th Brooklyn Branch conducted a Virtual Rock Band class. Patrons were able to use the smart drums, piano, guitar and string instruments to play along on several songs such as Pharrell's Happy, Smooth Jazz Salutes, Queen's We Will Rock You and other great music favorites. They were also given time to freestyle using any instrument they chose. Some of the patrons displayed musical talent. There were nine children in attendance between the ages of 6 and 13.

Carnegie West - Saturday, March 19th was an especially vibrant day at Carnegie West as families and their children enjoyed the beautiful music of Les Délices, a local baroque ensemble performing as part of a weekend long residency in Ohio City. Over seventy neighborhood residents and first-time visitors attended. Afterwards, the Cleveland Children's Museum helped children access their inner super hero through activity and crafts as part of their regular visits to Carnegie West. TechCentral staff member Jon Alhibshi hosted a wonderful 3D Pet Monster maker lab that thrilled thirty-three children.

Branch Manager Angela Guinther attended Ohio City Inc.'s annual meeting at Urban Community School on March 22nd. The community development corporation is a great partner

to Carnegie West, regularly publishing the branch's news and events in its weekly e-newsletter. Their staff brought children from Lakeview Terrace to Carnegie West for a scavenger hunt on March 30th.

Collinwood - The Collinwood Branch marched into March by making improvements in the branch by rearranging and removing some furniture to allow for more user friendly collection access, displays and seating. This supported a good review on our bi-annual branch checklist.

East 131st - On March 2 the branch celebrated Dr. Seuss' birthday with over 200 visitors on National Read Across America Day. Police from the 4th district read aloud stories to the audience and guests had a special visit from the Cat in the Hat! This month an instructor from Tech Central held email basics and resume writing classes every Monday. On March 7th the CPL 150 advisory committee for the E131 and MTP branches held its first meeting.

Eastman - March 8: Adults and children celebrated the birthday of Dr. Seuss with crafts, videos, stories, refreshments and a visit by the cat in the Hat. Photos were taken with the cat and this brought much joy to the attendees. The book Happy Birthday to You was read and One Fish, Two Fish, Red Fish, Blue Fish was shown on the smart board as people munched on goldfish crackers. Children also sang happy birthday and had cake and punch to honor Dr. Seuss.

March 17: Adult and youth patrons had the chance to celebrate Irish culture on St. Patrick's Day with bagpiper, Colin Donahue.

Fleet - Sixteen story time sessions were performed at various locations by Tracie Forfia and Emily Crompton; Eleven organizations met in the Community Room; Marcel Dorsey attended the Annual Neighborhood Summit hosted by Slavic Village Development where he promoted programs and services offered by Fleet Branch; 212 patrons attended the following programs: Horton Glasses for Read Across America Day; Fun @ Fleet Jester Hats; Kaleidoscope Art (MakerLab); Fun @ Fleet Crowns; 3D Cookie Cutter Lab; Fun @ Fleet Shamrock Necklaces; TechCentral taught Microsoft PowerPoint classes; Sketch free Self Portrait Coloring.

Fulton - The outstanding items to note for Fulton Branch for March are: Sewing 101 had 1 person win a sewing machine for attending 6 classes! Participants are making pillow cases and sleep pants. Mean Green Science Machine had the children making catapults out of popsicle sticks. The jelly bean that flew the furthest won a bag of jelly beans! The children were thoroughly engaged!

Garden Valley - Property Management installed a wall-mounted television, as part of the Garden Valley Innovation Grant. The branch is provided computers and internet access for area residents participating in a job readiness/career interest program sponsored by Burten, Bell, Carr Development Corp. and the statewide "Ohio Means Jobs" Initiative. The large-screen television was installed in the meeting room for the Innovation Grant. Youth created 3D pet monster at the branch's MakerLab taught by TechCentral. TechCentral staff also held classes on Computer and Internet use for adults. Staff attended Supervisors' Training at the Cleveland Food Bank for the Summer Lunch Program.

Glenville - Manager Sharon Jefferson attend the Branch Manager's meeting on 3/2 and the Leadership Certification Series Program on 3/24. Branch Programs, Services & Exhibits:
Literary Cleveland presents "Superman" 3/12; "S" is for Shamrock 3/17; STEAM 3/25.
Staff Development: Anthony Balford - Page was sent to Shelf Division for 2 weeks for retraining.

The Harvard-Lee Branch - On March 1, 2016, Mrs. Parks attended Councilman Terrell Pruitt's Vision Plan Committee meeting for which she has been appointed.

Mrs. Parks was selected to participate in the Lean Six Sigma Task Force for CPL. The Harvard-Lee team enjoyed a catered SUPERBOWL champion luncheon with their manager on March 1.

Mrs. Parks assisted Ms. Pasha Moncrief is conducting her one-on-ones with her new staff. On March 7, Mr. Kevin Moore attended the Action Plan meeting for the Louis Stokes Daycare. Mrs. Lori Scurka interviewed for the Assistant Manager position at Harvard-Lee Branch and has been named the successful candidate. On March 21, 2106, Mrs. Parks and Mrs. Scurka are scheduled to meet with

Mr. Wendell Fields from B-Buzz Baseball League to discuss Summer Reading Club registrations.

Hough Branch - The entire staff of Hough Branch was recognized with a complimentary letter from Patron F. Salone. Ms. Salone is a Senior patron, and has been preparing for a trip to Ghana, West Africa. Hough Branch Staff have assisted Ms. Salone in finalizing her plans by helping her complete research on Ghana, obtaining information on needed travel documents and travel procedures, and proof reading documents that she has written.

Jefferson - The Jefferson Branch welcomed back the Central Tremont Block Club. This Block Club used to meet at the Jefferson Branch but stopped when the Library shortened their hours in 2010. Once again the Branch hosted the Cleveland Kennel this month, with a more subdued group of 26 volunteers being trained at the branch to work at the Kennel. The Youth Services Staff hosted a number of programs from celebrating Pi Day, Johnny Appleseed's birthday and Saint Patrick's Day. The Jefferson Branch staff is brainstorming possible improvements that can be made to the Branch and to programming as a result of the \$120,619.00 donation made to the Library from the estate of Julius Zajac.

Langston Hughes - The Langston Hughes branch featured these programs during the month of March: The Kids Café; Super Sleuth Readers; Make a little Bits Synthesizer; Cleveland Museum of Arts' - Cool Knights: Armor from the European Middle Ages. Microsoft & Mail Merge Computer classes. Fifth District Mgr., Mr. Bradford, met with the newly formed Hough/Glenville - Cleveland Museum of Art/Cleveland Orchestra outreach Committee whose purpose is to better serve the two Cleveland neighborhoods. Mr. Bradford will also attend the NE Chapter Conference of the Ohio Library Council that will be held at Kent St. on Wednesday.

Lorain - Staff learned how to use a new 3-D Printer, led Ohio Wildlife and 3D Printing programs during CMSD Spring Break, and offered many story times. Lorain Branch also served as a polling place on March 15. Branch Manager Shayna Muckerheide met the Principal and attended a meeting for the new E Prep & Village Prep Willard Campus school set to open nearby in Fall 2016. She also represented CPL and OLC's Intellectual Freedom

Committee by co-presenting 3 workshops at the Northeast Ohio Chapter Conference on March 23 and began CPL Leadership Certification training on March 24.

Martin Luther King Jr. - Toni Parker attended the following meetings: Manager's, Board, and DM meetings. Also, with Peter Whitt for MLK staff input and the upcoming Community Engagement forum with patrons concerning the new MLK Branch. Shanell Jones also attended the interview workshop with Sherrill Marino held at the Lakeshore Facility. Shanell Jones, Ron Roberts, and Prince Foster helped to facilitate the Web Making Workshop in which teens experienced a hands-on approach to web making and coding and the "Teen Network Time", and The kick-off will be Thursday March 17th and will continue until June. Shanell Jones and Ron Roberts visited the Juvenile Justice Center to deliver a deposit collection, checkout materials, and to start a book club with the teens. Ron Roberts and Jeff Butts continued the weekly instructional and gameplay chess program at MLK with over 20 students participating. Mr. Roberts attended the NEON community center for story time.

Memorial Nottingham - The Cleveland Museum of Art hosted a community forum at the Branch on Monday February 22nd 2016. 15 community residents were attended the event to share ideas with the Museum about program ideas with the museum. Northeast Shores Development Corporation is displaying Ballot Box project posters in the branch for the month of February. Mr. Ray attended the K.C. Boyd presentation on Street Lit and its use to promote literacy amongst inner city youth.

Mt. Pleasant -12 outreach story times; 4 story time in the branch-Super Sleuth Readers for preschoolers; 3/8: Paddy's Day Parade Prep: Decorate a float for our first ever parade in the branch, show of your skills as you learn about the luck of the Irish! 3/10: Mt. Pleasant's St. Patrick's Day Parade: It's time for a parade through the branch! Wear some green and come look for the pot of gold!

Rice - Youth programs at Rice included select Women's History and St. Patrick's Day crafts and trivia, story times, school class visits 4 days a week; the Kids' Café, the Kid's Knitting Club, Friday Chess Club, Monday Word Bingo, Friday Movies, weekend video games, and the

We Are Our Brothers' Keeper Club. A Spelling Bee for grades 4-8 was held as well as a March Madness Video Game Tournament. For adults, there was Books at Work Community Book Discussion, Nia Literary Society Book Discussion, Knitting Group, Poetic Power, yoga, meditation, and MetroHealth smoking cessation classes.

Rockport - On March 1st Ward 16 City Councilman Brian Kazy held his first open office hours at the library providing a neutral place for constituents to come meet with him. On March 2nd over 50 children celebrated Dr. Seuss' birthday on Read Across America Day with snacks, crafts, a scavenger hunt, and a showing of the Lorax. Rockport's Chess and Construction Clubs continue to grow with several new players and builders joining this month. AARP Tax Preparation Assistance continued to be popular on Fridays with every available appointment booked for the duration of March. Rockport hosted an over capacity Computer Basics class on Thursdays. Several activities took place during Teen Technology Week including the creation of a "Why I Love the Library" iPad video during which children gave short interviews explaining what they love about Rockport. During Teen Technology week children also did karaoke, made light up pins, and played video games.

South Brooklyn - South Brooklyn had a mild March with continuous flow of programming: AARP free tax preparation every Saturday, CCA free city tax preparation, and the ACT prep program, entitled impACT the 216! began its Spring Session. In partnership with the Greater Cleveland Food Bank, the branch received free produce once a week to give to patrons, along with free lunches for the students participating in impACT the 216! Various staff put up displays: the adult side had Women's History, Oscar movies and National Craft Month; the children side had state books, male sci-fi/fantasy characters and space exploration. Tammy Houghton offered Super Sleuth Readers for ages 3-5, SNB Gamers' Guild (video game club), South Brooklyn Toshakan (anime club), and attended the YS meeting. Adult Library Assistant, Anna Kaufman Ford had her monthly Book Discussion: *Insane City* by Dave Barry.

South Branch - The South Branch was Rocking and Rolling with the start of Music Mondays. This program educates as well as celebrates all things music. In the first session, Youth Staff supplied guitars and gave a lesson

on how to play simple guitar chords. Every participant walked away with their own custom guitar pick stamped out of a library card. Youth Services Staff also tried a new program by having mini-comic book discussions to gain additional knowledge about and generate more interest in this popular media. The goal is to start and grow a Comic Book Club in June that will meet monthly. Exciting news in the Carnegie South construction project the committee that interviewed the top three firms that responded to the Library's RFP were ranked and a recommendation submitted to the Board of Trustees.

Sterling - The Make It and Take It programs continue to be popular and well attended. This month the children had a Dr. Seuss Birthday Bash, made friendship bracelets and welcomed Spring with a Cherry Blossom Finger Paint Festival and a Butterflies and Eggs Finger-paint Festival. The Children's Museum presented "Make Your Own Slime". Total attendance for these programs: 102. While we know that through arts and crafts activities children enrich their vocabulary and broaden their language skills, children love these activities because it is fun and an outlet for creativity and self-expression.

Union Branch - Hands On Northeast Ohio will provide free tax preparation at Union Branch on Saturday, March 26th from 3:00-5:00 and on Monday, March 28th from 11:30-4:30. Branch Manager, Marcie Williams attended the Corporate Work Study Program panel breakfast on Thursday March 24th held at Omnova Solutions. Library Assistant, Gregory Parker held a March Madness Xbox Basketball program. Fourteen adults and youth participated. Children's Librarian Kelli Minter presented story times at Mather Daycare and Education with Imagination. Library Assistant Gregory Parker presented story times at Oakfield Daycare and Miles Elementary School.

Walz Branch - Walz is a community deficit fighter, giving away 200 bags of produce each and every week in addition to Kid's Café. We also provide GED classes 3 days a week and two different tutoring programs 4 days a week. March outreach to the Nursing homes was making shamrock felt pins and playing Shamrock Tic, Tac Toe. March Crafts with school agers concentrated on the holidays; both St. Patrick's day and Easter. Tuesday

March 22, we hosted our first Talk about It book club with a discussion of *A Lesson Before Dying*.

West Park - March 16, 2016, Library Assistant, Youth Emphasis, Jeanna Sauls went to Cover to Cover, an independent bookstore in Columbus, and met author Drew Daywalt. A Ceremony was held for Mr. Daywalt, awarding him The Buckeye Children's and Teens Book Award in the K-2 category for his book: *The Day the Crayons Quit* (illustrated by Oliver Jeffers). This award is the only award where children do all the nominating and voting. The votes are tallied by teachers and librarians from various Ohio professional organization sponsors. Mr. Daywalt is originally from the Stow-Monroe Falls area.

He is currently touring to promote his sequel: *The Day the Crayons Came Home* (also illustrated by Oliver Jeffers).

Woodland Branch - Staff member Arlist Hunter led Woodland youth (grades 1-12) in a Paper craft Modelling MakerLab. Kids printed out and assembled 3D models and learned how to use cardboard to create an owl in 3D! Staff member Whitney Johnson was selected to the CPL Lean Six Sigma Team.

OLBPD

OLBPD is pleased to announce that we have produced another local audio book that was added to BARD, and is now available to all patrons of the NLS network libraries. The book produced was "Ghoulardi: Inside Cleveland TV's Wildest Ride" by Tom Ferans. The book was narrated by Eric Broviak, a volunteer reader from Youngstown who also reads for the Youngstown Radio Reading Service. In addition to BARD, the book is also available to NLS patrons on digital cartridge. "Ghoulardi" is the third book to be produced and made available on BARD from OLBPD. OLBPD also produces local magazines such as "Cleveland Magazine," "Cincinnati Magazine," "Columbus Monthly," "Ohio Magazine," "Good Old Days," and "Timeline" from the Ohio Historical Society.

NLS announced that they have developed a high-volume version of the digital talking-book machine (DTBM) for use by patrons who are hearing impaired. The high-volume player, which is paired with a headset, is available as a standard or advanced (DS-1/DA-1) model that has been programmed to have an amplified volume up to 120 dB. It

can be issued only by NLS and will bear a warning label. The high-volume feature only works with the set of stereo headphones that NLS provides. The pairing replaces the previous amplifier/headset accessory.

NLS also launched its new awareness and promotional campaign "That All May Read." This campaign is a national outreach initiative to introduce potential readers to the benefits of the NLS free audio and braille library service. NLS is asking for help in spreading the word about their library service. More information about the NLS "That All May Read" initiative is available at <http://www.loc.gov/nls/>.

The OLBPD adult book club met on March 11th to discuss "The Beach House" by Jane Greene.

TECHNICAL SERVICES

Technical Services staff members said goodbye to Stephen Wohl the Lake Shore Shelf/Shipping Supervisor on March 4. Mr. Wohl was promoted to the position of Lending Manager in the Main Library. Collection Manager Pam Matthews has temporarily assumed responsibility for overseeing the Shelf/Shipping Department.

Crickett Rastall from Improve Consulting met with Technical Services Managers on March 9 as a follow up for the project completed last summer. Georgianne Doyle, Technical Services Manager from Geauga County Public Library visited Technical Services on March 18 to meet the managers and tour the facility. Geauga County Public Library is considering joining CLEVNET and she had questions about the cataloging of titles and the SIRSI/Dynix software.

Director of Technical Services Patricia Lowrey, Ms. Matthews, Dan Oreskovic Main Shelf Shipping Manager, and Human Resources Recruiter Dawntae Jackson conducted interviews on March 30 for a Temporary Receiving/Distribution Technician to help out while the Shelf/Shipping Department is short-handed.

Collection Management: Collection Management selected 2,223 titles, 15,879 copies, and spent \$269,301 in March. Fifty-three telescopes of materials were relocated. Collection Management staff visited the

following Branches: Brooklyn, Eastman, Fleet, Hough, Langston Hughes, Rockport, and South.

Collection Manager Pam Mathews attended the Ohio Library Council Technical Services Retreat. As a committee member, she helped facilitate conference sessions. Mr. Hanshaw participated in a webinar hosted by *Booklist* on graphic novels, and Ms. Matthews participated in one from InfoPeople entitled "Emerging Tech Trends in Libraries - Part 3." Laura Mommers attended a half-day seminar on Hoopla, an audio-visual streaming service used by CLEVNET.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 40 items to the Main Library for requests and 122 items to fill holds. Main Library received 365 telescopes, the Branches received 868 telescopes, CLEVNET received 114 telescopes, CASE received 5 telescopes CSU received 4 telescopes and Tri-C received 2 telescopes. A total of 1,358 telescopes were shipped out. The Technicians sent out 642 items of foreign language material and a total 20,307 new items were sent to the Acquisitions and High Demand Departments.

Catalog: Catalog Manager Andrea Johnson, Librarians Yeshen Dugarova-Montgomery, Regina Houseman, Barbara Satow, and Senior Librarian Michael Monaco gathered data about errors found while reviewing trucks. Senior Librarian Dawn Grattino cataloged two Arabic manuscripts for Special Collections. Librarians cataloged 3,349 titles and added 3,385 items for Cleveland Public Library.

Most of the department watched a SirsiDynix webinar on searching. Mr. Monaco attended a meeting of the Ohio Library Council's 2016 Convention & Expo Program Committee. Librarian Amei Hu attended the 2016 Cataloging Workshop presented by the Council on East Asian Libraries at the University of Washington on March 28.

High Demand: The High Demand staff pitched in and had a very productive month. They ordered 1,742 titles and 15,122 items. They added 1,184 titles and 14,272 items. These are significant increases over the numbers from March 2015, with the number of items added up 24% and

the number of titles added up 63%. In addition, they processed 300 items for other departments.

Carole Brachna, High Demand Manager, met with some of the other technical services managers and a representative from Improve Consulting to discuss how implementation of Improve's recommendations had gone. She met via phone March 9 with Pam Matthews, Collection Manager, Sandy Jelar-Elwell, Acquisitions Manager, and representatives from Baker & Taylor to discuss how to expand the amount of selection records being sent to us. As a result of this meeting, several hundred more selection records were loaded later in the month, offering patrons a wider selection of items on which to place holds.

Mrs. Brachna met with Pam Matthews and Laura Mommers, Collection Librarian, to discuss procedures for working with the weekly Holds Reorder Report, as well as the new nonbook selection Records with Holds report. As a result of this, about 100 music CDs and movies have been ordered and will be processed to fill patron holds. IT is working on a procedure to make this automatic, but until it becomes so, it will be done manually, perhaps on a bi-weekly basis.

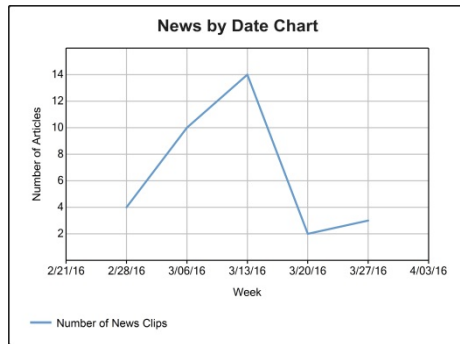
Dale Dickerson, High Demand Librarian, participated in a webinar on effective searching of Sirsi.

Materials Processing: The Associates cataloged 1,649 new titles for the Cleveland Public Library and added 1,392 records for the CLEVNET libraries. The Associates and Sr. Clerks added 6,236 items. The Technicians worked on 23,248 items.

Shirley Jones attended the Interview workshop. Elizabeth Hegstrom gave a brief overview of the Materials Processing Department to the Head of Technical Services from Geauga County. Crickett Rastall from Improve Consulting met with Ms. Hegstrom, Andrea Johnson, Sandy Jelar-Elwell and Carole Brachna to discuss what changes were made after the report Ms. Rastall submitted about the workflows in Technical Services. Patricia Lowrey and Ms. Hegstrom began meeting once a week. Ms. Hegstrom met with the Associates and Sr. Clerks to discuss how statistics were being gathered in support of the Materials Processing portion of the Operational Plan.

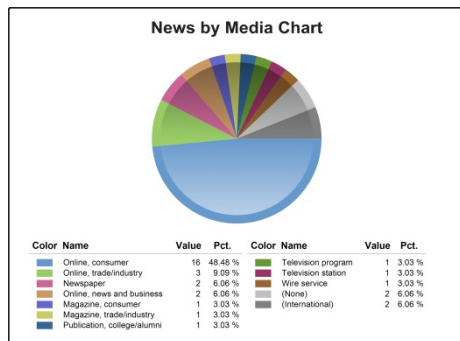
Acquisitions: Sandy Jelar Elwell, Acquisitions Manager, met with Stephen Wohl, Lake Shore Receiving and Distribution Supervisor, to create and revise instructions for the handling of outgoing packages via UPS and Fed Ex. The Lake Shore Shelf Shipping Department currently uses a Pitney Bowes mail machine and tracking software to handle outgoing packages, but this function will be transferred to the Main Library to save money. Alicia Naab, Acquisitions Coordinator, assumed the responsibilities for the handling, packing, and shipping of Special Collections materials. Ms. Naab attended the Kent State University Career Expo on behalf of the Northern Ohio Technical Services Librarians (NOTSL). Glennis Blair, Technical Services Associate, attended the Interview Workshop presented by Sherrill Marino, Organizational Performance & Development Program Manager.

MARKETING & COMMUNICATIONS



Media coverage for the month of March included 35 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$24,205.88. In March, the online media outlets that featured CPL events and programs received 18,152,931

unique visitors. Most activity centered on various music programs. Online Consumer accounted for most of the media articles.



Ads to promote to promote the Amy Casey library card were placed in *La Prensa*, *Profile News Ohio*, *Campus Observer*, *Call & Post*, *Lotus* and *Ohio Life*.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 5,685 times on average per week, with an average of 712 clicks to the website per week resulting in a 13% click-through rate for the month. *Public library + Cleveland* was the

most clicked-through phrase and the ad most clicked on was *Great Collection of Digital and Written Materials*.

March-SOCIAL MEDIA

Twitter followers are up from 10,300 in 2015 to 12,145 currently. Facebook fans are up from 7,093 in 2015 to 7,929 currently.

The top 5 most clicked on links from BOTH Facebook & Twitter:

1. March 24th: Build towering structures and unique objects with LEGO® Bricks and K'NEX® Building sets at MakerKit Mania tomorrow! (Link to event page) (This link had to be corrected but the incorrect version is still in the report)
2. March 13th: Use your Cleveland Public Library card for a FREE Family Pass to @goCMNH <http://ow.ly/Zpdbb> (Link to CMNH)
3. March 19th: Grab your knitting needles and start crafting to help our neighbors in need stay warm this winter. Learn more: <http://ow.ly/ZE47P> (Link to crafting page)
4. March 23rd: Our Chinese Language for Children classes introduce children to fundamental words and phrases through fun activities <http://ow.ly/ZS6zt> (Link to Event page)
5. March 21st: Friday at the Carnegie West Branch, Children's Museum educators will lead a lesson on how volcanoes form and erupt. (link to Event page)

Top 5 most engaging posts on Facebook (includes likes, comments, etc.):

1. March 31st: Food for Fines beginning April 1
2. March 20th: Free Family Pass to CMNH
3. March 15th: Lunar New Year photos
4. March 5th: Cleveland Transformation Alliance
5. March 7th: Cuyahoga County Board of Elections 101

GRAPHICS

Graphics staff designed, printed, and distributed 171 items in March in addition to graphics for ads; the library website; social media; 5 staff newsletters; CPL Fit newsletter; Food for Fines promotion and barrel wrapping; Exhibit graphics and print collateral for *Making and Faking Shakespeare*; bookmarks for the Cleveland Playhouse production of *Mr. Wolf*; OLBDP

Dimensions newsletter; UpNext monthly program guide and MyBranch branch activity fliers; weekly posting to website home page.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We are meeting weekly on the progress of Phase II for Main and LSW. We are reviewing proposals for engineering services for chiller plant analysis and design.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Repairs were made to sinks and toilets at Addison, Fleet and Rockport. The low temperature detection thermostat for the rooftop HVAC unit was replaced at Carnegie West. The fan motor bracket for the multipurpose room HVAC unit was repaired at Fleet. The room sensor for the multipurpose room HVAC unit was replaced and the floor louvers in the adult area were replaced with new heavy duty louvers at Harvard-Lee. The new cooling tower fan motor was rewired from a two speed motor to a variable speed motor, the domestic hot water tank was replaced, the humidity sensor for the stack areas was replaced and preventative maintenance on the A/C units to get ready for the summer was completed at Lakeshore. Clocks were reset for the time change throughout the system. The domestic hot water tank was replaced and the flow sensor for air handling unit #5 was replaced at LSW. The hot deck controller for the air handling unit was replaced at MLK. A new door bell was installed at Mobil Services. Repairs were made to the heating circulating pump at West Park. Work continues on the installation of the wiring for the security cameras at LSW and Main.

The Carpenters completed lock and door repairs at Brooklyn, Lakeshore, Langston Hughes, Main, LSW, Jefferson and Fleet. The white board was removed and relocated and a new 55" TV was installed in the meeting room at Garden Valley. Shelving was removed and carpet was installed where the shelving was at Glenville.

The Garage is working on servicing lawn equipment for the branches.

SAFETY & PROTECTIVE SERVICES**Safety Services**

- SPS staff will participate in a mandatory Professional Development Needs to Exist workshop on April 17th at Lakeshore.
- SPS has an officer posted at East 131 daily to assist staff and the G4S guard enforce the Patron Code of Conduct.
- SPS management participated in a Safety Partners meeting at CMSD Police Department 3/23/2016.
- SPS management went to Cleveland Clinic's Police Headquarters 3/11/2016 to observe their communications office setup and procedures.
- SPS will participate in a 30 day pilot program trying out new GPS units in the SPS vehicles. This will allow SPS management the ability to track vehicle locations and speed remotely.

Protective Services

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
March 2016	5424	200	129	76	893	156	104	82
Feb 2016	4856	202	89	101	776	184	116	115
Jan 2016	4613	177	133	54	637	152	126	63
Dec 2015	4351	189	113	39	627	154	60	37
Nov 2015	4252	185	136	127	754	129	78	58
Oct 2015	5810	215	167	51	682	167	67	47
Sept 2015	5520	221	101	40	675	157	56	56
Aug 2015	6132	236	112	46	850	146	76	68
July 2015	7336	282	122	55	1006	144	87	73
June 2015	6992	280	140	42	592	170	55	58
May 2015	6010	240	140	37	390	250	52	55
April 2015	5818	223	154	39	219	294	50	64
Mar 2015	5363	206	169	32	195	278	65	73

Special Attention, Special Events, and Significant Incidents

3/1, a patron told staff at Eastman "you don't know what I've got under here, I've got knives." The patron wanted to file a complaint against a staff member but left the building.

3/4, a patron banned from Carnegie West branch (Hayes Rowan) entered the branch and was advised by G4S that he was not allowed at the branch. The patron left without incident.

3/4, a juvenile entered Harvard Lee branch and informed staff that he was just robbed at gun point near a school. Staff called CPD, SPS, and EMS

3/1, A juvenile patron entered Fleet branch and stated someone punched him in the face at the bus stop and tried to rob him. G4S allowed him to call his mother and gave him ice for his face.

3/2, SPS responded to a report of two patrons engaging in sexual activity in LSW stairwell 15. SPS made contact with the two individuals and both were expelled for 1 week.

3/3, SPS responded to a report at South branch of a male patron unconscious with a needle in his right hand. EMS transported the patron to a local hospital.

3/4, multiple South Brooklyn staff have made complaints about a juvenile patron making threats, using profane/abusive language or gestures. SPS advised the patron a meeting with her parents will be warranted if issues persist.

3/9, a juvenile patron at Walz notified staff that another patron exposed himself to her at the computer area. Staff attempted to locate the suspect but he left the building.

3/10, while on patrol in the Main building an SPS officer (Carrie Krouse) observed a male patron take a DVD out of the enclosed case and put it in his pocket. The patron was expelled for a week.

3/9, while on exterior patrol at E. 131 an SPS officer noticed two juveniles enter a vehicle and drive off. A staff member advised SPS that the two juveniles just assaulted another juvenile who was bleeding excessively from the nose and mouth. The juvenile refused treatment or EMS and left the branch.

3/10, while entering the branch a staff member noticed an adult male speaking loudly to a younger female. He grabbed her head and forced her down the stairs. He then forced the female down the street while she resisted. After yelling at the male to stop the staff member called CPD. Another male that witnessed the incident said he believes it was a father yelling at his daughter for violating parole.

3/10, at East 131 a patron reported a group of teens were becoming verbally aggressive with each other outside the branch. An unknown teen attempted to use a stun gun on another juvenile. The group of approx. 20 juveniles left the area.

3/12, a staff member at LSW told SPS that a male patron made racial slurs to her in the front LL tunnel. SPS located the male in Tech Central. He was given a two week expulsion.

3/12, a disorderly male patron was asked to leave Mt. Pleasant after being told about his behavior multiple times. The patron pushed the G4S guard as she approached him and he then ran across the street.

3/14, SPS responded to Woodland branch for a suicidal juvenile. Staff advised SPS that the juvenile was arguing with her mother and threatened to commit suicide. SPS kept the parties separated until CPD arrived.

3/16, a juvenile female patron approached the SPS officer at Rice branch about a male she thought was following her. The male entered the branch but went to the children's area and was advised he couldn't be there. The juvenile called her coach from school whom came to escort her to the school practice. The male left shortly after.

3/19, staff at MLK reported a male patron became disorderly and made verbal threats to staff. The patron was warned for eating and made the threats as he was leaving the branch.

3/17, two juvenile patrons were involved in a fight outside of E.131. The aggressor fled the area and the victim declined medical attention.

3/21, a staff member informed SPS that a male patron at Walz branch requested help from the staff member. When the staff member arrived at the patron's table, the male's genitals were out and he was massaging himself. The male was asked to leave and he immediately complied.

3/23 at South Brooklyn, SPS officers were dispatched for a disorderly juvenile female. The juvenile was the same juvenile from an earlier SIR and was expelled 30 days for being belligerent and using profanities at officers.

3/28, a female entered Union branch stating her husband just assaulted her. The male entered the branch and logged onto a computer while the staff hid the female and called CPD. CPD arrived and took the man into custody.

3/30, a male stole an SPS members lunch box and wallet from the window ledge on East 6th. The male was caught and CPD arrived to transport the male.

3/31, a group of teens were asked to leave E. 131 branch after being accused of stealing someone else's property. Two of the teens then robbed and assaulted a juvenile off property before coming back to the branch to sit on the stairs. CPD arrived a short time later and took the two males into custody.

Protective and Fire Systems

- Cameras are operational at 26 branches and facilities.
- The fire protections system company found an old smoke detector compatible with Harvard Lee's current system and installed it. The library saved tens of thousands of dollars not having to replace the fire system.
- Smoke detector replaced at the Old South branch.
- 1st quarter fire drills complete

Contract Security

- Mount Pleasant now has two G4S guards daily.
- The Request for Proposal is complete.

Administration

- SPS has terminated the employment of an officer on probation for making disparaging remarks about a clerk at Hough branch.
- Met with payroll to discuss a method to streamline SPS payroll. Ronelle and Roszita came to roll call one morning to answer questions from officers.
- Officer Slesingers pre-termination hearing took place 4/6/2016.

INFORMATION TECHNOLOGY & CLEVNETCLEVNET Directors' Panel

The CLEVNET Directors' Panel met March 9, 2016, in Milan, Ohio, where Panel Member James Tolbert is the Director of the Milan-Berlin Library District. After years of meeting only at CPL's Lake Shore Facility, the decision was made at the last Panel meeting to rotate the location of the Panel meetings. This follows the practice adopted last year of moving the quarterly CLEVNET meeting around to give the Directors an opportunity to tour other CLEVNET libraries they might otherwise not have a chance to visit. The Panel members were happy to tour the Milan Public Library, a richly detailed Carnegie building on the town square. A recent renovation/addition features a children's room that celebrates Thomas A. Edison, Milan's native son.

Virginia Sharp March, Director of Perry Public Library and Panel Chair, welcomed Lorena Williams, Director of Hubbard Public Library, to the Panel. Director Williams replaces Patrick Finan who was one of the three members representing the eastern library systems. Mr. Finan retired in February from McKinley Memorial Library in Niles, Ohio, where he had been the director for the last eighteen years.

Hilary Prisbylla, Director of CLEVNET, informed the group that Hawken School will be leaving CLEVNET later this year. They have decided that it makes more sense for them to take advantage of the automation services delivered by INFOhio, using the Ohio Education Computer Network. IT/CLEVNET staff will do everything they can to make the transition an easy one for the staff at Hawken. The school will pay its monthly fees through the end of CLEVNET's fiscal year, per the CLEVNET agreement. Hawken School has been a member of CLEVNET since 2000. With the departure of Hawken, only one non-public library remains in CLEVNET: Cleveland Law Library.

The Panel reviewed and discussed the status of the actions steps in CLEVNET's Strategic Plan beginning with the work of the Pricing Model Review Group and the Bylaws Ad Hoc Committee.

The Pricing Model Review Group is receiving responses to an RFP sent out to four consulting firms on January 28,

2016. (When the RFP was sent out in the fall of 2015, it received only one response.) A decision will be made in early April and the work can begin. The Bylaws Ad Hoc Committee will meet in April to review draft documents being prepared by Julianne Bedel, Director of Barberton Public Library, and Rick Werner, Director of Willoughby-Eastlake Public Library.

On the topic of "voice," which deals with giving the contract libraries more say in how CLEVNET is run and the direction it should go, Virginia Sharp March is scheduled to meet with Felton Thomas on April 1, 2016, at Perry Public Library to discuss CLEVNET's Strategic Plan in general and specifically what might be done about a salary study of the IT staff. Having Computer & Networking Technicians at two different grades is an issue. The Panel members are concerned about attracting and retaining talented technicians.

Ms. Prisbylla gave a demonstration of the new Enterprise catalog that will replace Bibliocommons this summer. The plan is to get the Training SIG involved in mid-April. Bibliocommons ends July 31, 2016.

Ms. Prisbylla gave a report on the SirsiDynix BLUEcloud Analytics training provided by IT/CLEVNET staff in four locations across CLEVNET's 12-county service area: Medina, Ritter Public Library in Vermilion, Willoughby-Eastlake, and Andover. BLUEcloud Analytics is a sophisticated and powerful reporting tool that has replaced Directors Station, a SirsiDynix product that had been a source of consternation and disappointment to users of it since its inception.

Larry Finnegan, Director of IT, gave an update on Open DNS through OPLIN that will provide a filtering service at no additional expense to CLEVNET-member libraries. Mr. Finnegan also spoke about the need for stricter security measures when Office 365 is used on mobile devices.

Anastasia Diamond-Ortiz, Director of Strategy & Innovation, reported on the progress being made to get SharePoint up and running at CPL. The plan is to make it available to all other interested CLEVNET libraries once the governance issues are worked out. IT/CLEVNET is working with a consultant from CDW-G to make it

possible for each CLEVNET library to set up its own SharePoint, if it chooses, without affecting the others.

Yammer is another Office 365 tool that is available but has not been turned on because, unlike SharePoint, it cannot be restricted for use within one library system. Once turned on, the social network would be open to all of CLEVNET. The Panel members saw this as more of an opportunity than a problem and directed IT/CLEVNET to turn it on.

Freegal® music service was discussed. The Panel members agreed that CLEVNET would never enter into this type of contract/payment arrangement again, with some libraries in and some libraries out. It was suggested that this issue be addressed by the Bylaws Ad Hoc Committee to prevent the same mistake being made again in the future. At this point, each library that wishes to continue with the service will need a separate contract with Freegal and must be invoiced directly.

This led to a discussion of the "Greater Good" as a guiding principle for CLEVNET. While we wish to honor the autonomy of each library system in CLEVNET to make its own decisions about products and services, some of these decisions affect CLEVNET adversely by consuming IT/CLEVNET staff time when support problems arise. Examples include the use of separate email systems and unique archiving hardware. It was suggested that this issue also be referred to the Bylaws Ad Hoc Committee for consideration.

The member libraries in Ashtabula County had asked IT/CLEVNET to allow a receipt coupon vendor access to the ILS to set up a rewards program for their patrons based on number of pages read. The Panel members voted unanimously to deny the request, citing concerns of privacy and confidentiality.

The next quarterly CLEVNET meeting will be held on April 29, 2016, at 9:30am at the West River Branch of the Elyria Public Library.

CLEVNET Visits

Hilary Prisbylla, Larry Finnegan, and Timothy Diamond visited Norwalk Public Library and Clyde Public Library on March 25, 2016.

CLEVNET Projects

- Hubbard Public Library migrated to CLEVNET VoIP.
- New domain controller for Wickliffe Public Library.
- Repair of damaged child domain for Wickliffe Public Library.
- Rock Creek Public Library upgraded from 10mb to 50mb.
- Orrville Public Library upgraded from 10mb to 50mb.

CPL Projects

- SAM™, the PC access management system from Comprise Technologies, Inc., was upgraded to Version 10 at all CPL locations; the upgrade will provide more complete and accurate data on the usage of CPL's public computers.

Ms. Rodriguez adjourned the Regular Board meeting at 1:06 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR MARCH 2016

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	824	2,962
Periodicals	73	93
Publishers Gifts	0	0
Non-Print Materials	254	353
TOTAL LIBRARY SERVICE MATERIALS	1,151	3,408

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 0	\$ 1,250
Building & Repair Fund	Restricted	0	0
Library Fund	Restricted	650	2,990
Young Fund	Restricted	12,558	12,558
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	7,715	7,715
Friends Fund	Restricted	0	0
Founders Fund	Restricted	63,715	309,953
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	58,687	58,687
Lockwood Thompson Fund	Restricted	0	0
Learning Centers	Restricted	0	0
TOTAL MONEY GIFTS		\$ 143,324	\$ 394,052

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	15	1,203	1,151	3,408
Money Gifts	16	35	16	35
TOTAL GIFTS	31	1,238	1,167	3,443

Cleveland Public Library
2016

April 8, 2016

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-16	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 24,554,989.34	\$ 23,766,763.55	\$ 23,766,763.55	\$ 2,619,805.62	\$ 2,619,805.62	\$ -
Special Revenue Funds							
201	Anderson	\$ 276,296.99			\$ 11,000.00	\$ 11,000.00	\$ -
202	Endowment for the Blind	\$ 2,170,265.69			\$ 84,400.00	\$ 84,400.00	\$ -
203	Founders	\$ 5,885,671.83			\$ 454,438.00	\$ 585,075.15	\$ 130,637.15
204	Kaiser	\$ 58,614.88			\$ 2,300.00	\$ 2,300.00	\$ -
205	Kraley	\$ 179,009.06			\$ 6,400.00	\$ 6,400.00	\$ -
206	Library	\$ 177,111.07			\$ 10,700.00	\$ 10,700.00	\$ -
207	Pepke	\$ 127,745.59			\$ 4,800.00	\$ 4,800.00	\$ -
208	Wickwire	\$ 1,349,668.46			\$ 54,600.00	\$ 54,600.00	\$ -
209	Wittke	\$ 86,265.93			\$ 3,400.00	\$ 3,400.00	\$ -
210	Young	\$ 4,000,361.89			\$ 200,400.00	\$ 200,400.00	\$ -
225	Friends	\$ -			\$ 59,000.00	\$ 59,000.00	\$ -
226	Judd	\$ -			\$ 230,207.00	\$ 230,207.00	\$ -
228	Lockwood Thompson	\$ 54,674.88			\$ 180,399.00	\$ 180,399.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 80,722.29			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 158,419.24			\$ 5,037,729.97	\$ 5,037,729.97	\$ -
251	OLBPD	\$ (14,144.26)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ 27,058.22			\$ -	\$ -	\$ -
254	MyCom	\$ (104,540.53)			\$ 104,245.61	\$ 104,245.61	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
		\$ 14,513,201.23			\$ 8,003,113.58	\$ 8,133,750.73	\$ 130,637.15
Capital Projects Funds							
401	Building and Repair	\$ 9,083,634.76			\$ 1,503,500.16	\$ 1,503,500.16	\$ -
Permanent Funds							
501	Abel	\$ 208,076.10			\$ 9,000.00	\$ 9,000.00	\$ -
502	Ambler	\$ 2,018.69			\$ 86.00	\$ 86.00	\$ -
503	Beard	\$ 123,622.21			\$ 5,100.00	\$ 5,100.00	\$ -
504	Klein	\$ 4,751.17			\$ 200.00	\$ 200.00	\$ -
505	Malon/Schroeder	\$ 170,913.05			\$ 10,200.00	\$ 10,200.00	\$ -
506	McDonald	\$ 173,940.36			\$ 7,100.00	\$ 7,100.00	\$ -
507	Ratner	\$ 85,938.24			\$ 3,400.00	\$ 3,400.00	\$ -
508	Root	\$ 32,361.65			\$ 1,500.00	\$ 1,500.00	\$ -
509	Sugarman	\$ 49,674.54			\$ 7,000.00	\$ 7,000.00	\$ -
510	Thompson	\$ 111,293.32			\$ 6,000.00	\$ 6,000.00	\$ -
511	Weidenthal	\$ 6,013.72			\$ 250.00	\$ 250.00	\$ -
512	White	\$ 1,697,362.18			\$ 85,000.00	\$ 85,000.00	\$ -
513	Beard Anna Young	\$ 17,154.87			\$ 2,700.00	\$ 2,700.00	\$ -
		\$ 2,683,120.10			\$ 137,538.00	\$ 137,538.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 10,735.01			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 7,506.32			\$ -	\$ -	\$ -
		\$ 18,241.33			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$130,637.15 relating to the Founders fund for restricted gifts - \$10,000 Krejsa Estate, \$63,715.29 Brody Estate Settlement, \$46,921.86 Santos Estate Settlement and \$10,000 OneCommunity.

Thank You,
Cavie Krenicky
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 79.25% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

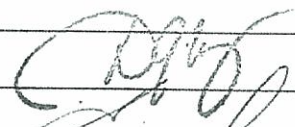
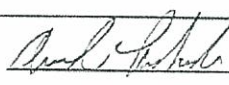
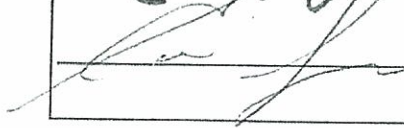

Cleveland, Ohio

April 8, 2016

To the Board of Library Trustees of the: **CLEVELAND PUBLIC LIBRARY**

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2016, as revised by the Budget Commission of said County, which shall govern the total of appropriate appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2016	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	24,554,989.34	23,766,763.55	22,003,404.59	2,619,805.62	72,944,963.10
Special Revenue	14,513,201.23			8,133,750.73	22,646,951.96
Capital	9,083,634.76			1,503,500.16	10,587,134.92
Permanent	2,683,120.10			137,536.00	2,820,656.10
Agency	18,241.33			0.00	18,241.33
Totals/Subtotals	50,853,186.76	23,766,763.55	22,003,404.59	12,394,592.51	109,017,947.41

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: FOURTH AMENDMENT
APRIL 19, 2016**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	24,554,989.34	0.00	24,554,989.34 (3)
Taxes - General Property	21,766,763.55	0.00	21,766,763.55
Public Library Fund (PLF)	22,003,404.59	0.00	22,003,404.59
State Rollbacks/CAT	2,565,829.28	0.00	2,565,829.28
Fines and Fees	399,000.00	0.00	399,000.00
Earned Interest	320,862.50	0.00	320,862.50
Services	0.00	0.00	0.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	1,363,613.84	0.00	1,363,613.84
Return of Advances	(29,500.00)	0.00	(29,500.00)
TOTAL RESOURCES	72,944,963.10	0.00	72,944,963.10

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	34,757,274.21	0.00	34,757,274.21
Supplies	1,052,538.00	0.00	1,052,538.00
Purchased/Contracted Services	10,437,800.55	0.00	10,437,800.55
Library Materials/ Information	7,348,180.00	0.00	7,348,180.00
Capital Outlay	1,191,200.00	0.00	1,191,200.00
Other Objects	131,760.00	0.00	131,760.00
SUBTOTAL OPERATING	54,918,752.76	0.00	54,918,752.76
Transfers/Advances	1,500,000.00	0.00	1,500,000.00
TOTAL APPROPRIATION	56,418,752.76	0.00	56,418,752.76

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: FOURTH AMENDMENT
APRIL 19, 2016**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	22,516,314.81	130,637.15	22,646,951.96
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	267,154.48	0.00	267,154.48
Endowment for the Blind	2,254,665.69	0.00	2,254,665.69
Founders	3,875,447.47	130,637.15	4,006,084.62
Kaiser	60,914.88	0.00	60,914.88
Kraley	185,409.06	0.00	185,409.06
Library	187,811.07	0.00	187,811.07
Pepke	132,545.59	0.00	132,545.59
Wickwire	1,397,015.83	0.00	1,397,015.83
Wittke	89,665.93	0.00	89,665.93
Young	4,200,761.89	0.00	4,200,761.89
Friends	29,500.00	0.00	29,500.00
Judd	230,207.00	0.00	230,207.00
Lockwood Thompson	235,073.88	0.00	235,073.88
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	130,722.29	0.00	130,722.29
CLEVNET	5,196,149.21	0.00	5,196,149.21
LSTA-OLBPD	1,494,049.74	0.00	1,494,049.74
LSTA-Know It Now	27,058.22	0.00	27,058.22
MyCom	(294.92)	0.00	(294.92)
Learning Centers	0.00	0.00	0.00
TOTAL APPROPRIATION	19,994,757.31	130,637.15	20,125,394.46 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,587,134.92	0.00	10,587,134.92
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	10,587,134.92	0.00	10,587,134.92 (5)

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: FOURTH AMENDMENT
APRIL 19, 2016**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,820,656.10	0.00	2,820,656.10
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	217,076.10	0.00	217,076.10
Ambler	2,104.69	0.00	2,104.69
Beard	128,722.21	0.00	128,722.21
Klein	4,951.17	0.00	4,951.17
Malon/Schroeder	181,113.05	0.00	181,113.05
McDonald	181,040.36	0.00	181,040.36
Ratner	89,338.24	0.00	89,338.24
Root	33,861.65	0.00	33,861.65
Sugarman	56,674.54	0.00	56,674.54
Thompson	117,293.32	0.00	117,293.32
Weidenthal	6,263.72	0.00	6,263.72
White	1,782,362.18	0.00	1,782,362.18
Beard Anna Young	19,854.87	0.00	19,854.87
TOTAL APPROPRIATION	2,820,656.10	0.00	2,820,656.10 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	18,241.33	0.00	18,241.33
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Unclaimed Funds	10,735.01	0.00	10,735.01
CLEVNET Fines & Fees	7,506.32	0.00	7,506.32
TOTAL APPROPRIATION	18,241.33	0.00	18,241.33

**CLEVELAND PUBLIC LIBRARY
2016 APPROPRIATION: FOURTH AMENDMENT
APRIL 19, 2016**

- (1) Certificate dated March 7, 2016
- (2) Certificate dated April 8, 2016
- (3) \$24,554,989.34 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$55,000 and \$54,160 to produce the carryover balance available for appropriation in 2016; plus \$5,848,058.18 encumbered cash.
- (4) \$14,513,201.23 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$55,000 and \$54,160 to produce the carryover balance available for appropriation in 2016; plus \$688,903.80 encumbered cash. \$8,104,250.73 additional revenue; plus cash advance of \$29,500 to Friends. 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. ($\$14,513,201.23 + \$8,104,250.73 - \$2,492,057.50 = \$20,125,394.46$)
- (5) \$9,083,634.76 unencumbered cash carried forward; plus \$4,164,989.49 encumbered cash. \$1,500,000.00 transfer from General Fund. \$3,500.16 additional revenue. ($\$9,083,634.76 + \$1,500,000.00 + \$3,500.16 = \$10,587,134.92$)
- (6) \$3,467,436.46 unencumbered cash carried forward; plus \$9,839.89 encumbered cash. \$137,536 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts. ($\$3,467,436.46 + \$137,536 - \$784,316.36 = \$2,820,656.10$)



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

Invoice

Invoice No	Date	Page
045-155525	04/01/2016	1 of 2

Empowering people who serve the public®

Questions:

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



Bill To: CLEVELAND PUBLIC LIBRARY
ATTN: CARRIE KRENICKY
325 SUPERIOR AVENUE
CLEVELAND, OH 44114

Ship To: CLEVELAND PUBLIC LIBRARY
ATTN: CARRIE KRENICKY
325 SUPERIOR AVENUE
CLEVELAND, OH 44114

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
1618	76712		USD	NET30	05/01/2016
Date	Description	Units	Rate	Extended Price	
Contract No.: CLEVELAND PUBLIC LIBRARY					
	SUPPORT & UPDATE LICENSING - ACCTG/GL/BUDGET/AP Maintenance: Start: 17/May/2016, End: 16/May/2017	1	15,319.74	15,319.74	
	SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE Maintenance: Start: 17/May/2016, End: 16/May/2017	1	3,225.22	3,225.22	
	SUPPORT & UPDATE LICENSING - APPLICANT TRACKING Maintenance: Start: 17/May/2016, End: 16/May/2017	1	1,393.04	1,393.04	
	SUPPORT & UPDATE LICENSING - INTERFACE TO BMI TRACKING Maintenance: Start: 17/May/2016, End: 16/May/2017	1	1,114.17	1,114.17	
	SUPPORT & UPDATE LICENSING - PURCHASE ORDERS Maintenance: Start: 17/May/2016, End: 16/May/2017	1	3,518.41	3,518.41	
	SUPPORT & UPDATE LICENSING - GENERAL BILLING Maintenance: Start: 17/May/2016, End: 16/May/2017	1	1,466.00	1,466.00	
	SUPPORT & UPDATE LICENSING - HUMAN RESOURCES MANAGEMENT Maintenance: Start: 17/May/2016, End: 16/May/2017	1	2,912.71	2,912.71	
	SUPPORT & UPDATE LICENSING - CRYSTAL REPORTS Maintenance: Start: 17/May/2016, End: 16/May/2017	1	1,637.03	1,637.03	
	SUPPORT & UPDATE LICENSING - MUNIS OFFICE Maintenance: Start: 17/May/2016, End: 16/May/2017	1	1,172.81	1,172.81	
	SUPPORT & UPDATE LICENSING - PAYROLL Maintenance: Start: 17/May/2016, End: 16/May/2017	1	5,952.04	5,952.04	
	SUPPORT & UPDATE LICENSING - PROJECT ACCOUNTING Maintenance: Start: 17/May/2016, End: 16/May/2017	1	2,932.03	2,932.03	
	SUPPORT & UPDATE LICENSING - FIXED ASSETS Maintenance: Start: 17/May/2016, End: 16/May/2017	1	3,518.41	3,518.41	
	SUPPORT & UPDATE LICENSING - REQUISITIONS Maintenance: Start: 17/May/2016, End: 16/May/2017	1	2,932.03	2,932.03	
	SUPPORT & UPDATE LICENSING - ROLE TAILORED DASHBOARD Maintenance: Start: 17/May/2016, End: 16/May/2017	1	2,152.88	2,152.88	
	TYLER FORM PROCESSING SUPPORT Maintenance: Start: 17/May/2016, End: 16/May/2017	1	3,257.79	3,257.79	
	SUPPORT & UPDATE LICENSING - EMPLOYEE EXPENSE REIMBURSEMENT Maintenance: Start: 17/May/2016, End: 16/May/2017	1	1,312.75	1,312.75	
	SUPPORT & UPDATE LICENSING - INVENTORY Maintenance: Start: 17/May/2016, End: 16/May/2017	1	2,406.71	2,406.71	



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

Invoice

<i>Invoice No</i>	<i>Date</i>	<i>Page</i>
045-155525	04/01/2016	2 of 2

Empowering people who serve the public®

Questions:

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

Bill To: CLEVELAND PUBLIC LIBRARY
 ATTN: CARRIE KRENICKY
 325 SUPERIOR AVENUE
 CLEVELAND, OH 44114

Ship To: CLEVELAND PUBLIC LIBRARY
 ATTN: CARRIE KRENICKY
 325 SUPERIOR AVENUE
 CLEVELAND, OH 44114

<i>Customer No.</i>	<i>Ord No</i>	<i>PO Number</i>	<i>Currency</i>	<i>Terms</i>	<i>Due Date</i>
1618	76712		USD	NET30	05/01/2016
<i>Date</i>	<i>Description</i>		<i>Units</i>	<i>Rate</i>	<i>Extended Price</i>

RECEIVED
 2016 MAR 21 AM 11:11

<p>**ATTENTION** Order your checks and forms from Tyler Business Forms at 877-749-2090 or tylerbusinessforms.com to guarantee 100% compliance with your software.</p>	Subtotal	56,223.77
	Sales Tax	0.00
	Invoice Total	56,223.77



Integrated
Precision
Systems, Inc.

9321 Ravenna Rd.
Twinsburg, Ohio 44087

Phone: 330-963-0064
FAX: 330-963-0065

August 9, 2004
Cleveland Public Library
Cleveland, Ohio

RE: Sole Source Letter

Dear Mr. Carterette,

This letter is to confirm that Integrated Precision Systems of Ohio is the designer, manufacturer, implementer and sole source of the customized "People Counting" system specified by the Cleveland Public Library. Specifically, the new system has been designed to replace an existing method of counting people at the Cleveland Public Library buildings.

As well, Integrated Precision Systems is the author and sole source of the iSolve™ knowledge base that is provided as an on-line support mechanism for the specified system.

Should you require any additional information, please do not hesitate to call.

Sincerely,

Jim Butkovic, President
Integrated Precision Systems, Inc.
330-963-0064 x-221
jbutkovic@ipsid.com



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

Investment Summary

Date: 3/10/2016
Prepared by: Jim Butkovic
Customer Contact: Larry Finnegan

Prepared for CPL Automation

Project Scope:

Install People Counting hardware upgrade as follows:

- Lorain - Upgrade (2) Orbit 3's to Orbit 5's and ST100 to TS600 = \$7930.00
- MLK Jr. - Upgrade (2) Orbit 3's to Orbit 5's and ST100 to TS600 = \$7930.00
- South Brooklyn - Upgrade (2) Orbit 3's to Orbit 5's and ST100 to TS600 = \$7930.00
- Union - Upgrade (2) Orbit 3's to Orbit 5's and ST100 to TS600 = \$7930.00
- Rockport - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00
- Sterling - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00
- Walz - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00
- West Park - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00
- Woodland - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00
- Mt. Pleasant - Upgrade Orbit 3 to Orbit 5 and TS100 to TS600 = \$4515.00

Project# 9913

Replacement Orbits at remaining branches as outlined above

Qty	Part#	Product Description	Unit Price	Extended
10	IPS-LABOR	IPS LABOR – Installation – Orbit IP Interface module (ST600)	\$320.00	\$3,200.00
14	IPS-LABOR	IPS LABOR – Installation – Orbit 5	\$420.00	\$5,880.00
14	SHT-Orbit5	Orbit 5	\$2,995.00	\$41,930.00
10	SHT-ST600	Orbit 5 protocol converter – ST600	\$780.00	\$7,800.00
1	IPS-Shipping	Shipping And Handling	\$172.23	\$172.23

Grand Total: \$58,982.23

Investment Considerations:

- Installation: 2-4 weeks from receipt of order



Elevators Escalators

April 15, 2016

Cleveland Public Library
325 Superior Avenue
Cleveland OH 44114

Attn: Myron Scruggs

Dear Mr. Scruggs,

Please be advised KONE Inc. is the sole source of material for the elevator drive upgrade for your KONE MIPROM elevators.

Should you have further questions or concerns please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Judy Foreman". To the right of the signature is a circular stamp containing the initials "JF".

Judy Foreman
KONE Inc.
P 440-546-1100
F 440-546-1106
Email: judy.foreman@kone.com

KONE Inc. Proposal/Contract



February 18, 2016

Tim Murdock
 CLEVELAND PUBLIC LIBRARY
 325 SUPERIOR AVE
 CLEVELAND, OH 44114-1902

KONE Inc.
 6670 W. Snowville Road
 BRECKSVILLE, OH 44141-3242
 Tel 440-546-1100 x 216
 Fax 440-546-1106
 www.kone.com
 judy.foreman@kone.com

Subject: Proposal and Contract for Quoted Repair

Property: Cleveland Public Library

Dear Mr. Tim Murdock,

KONE Inc. (KONE) is pleased to offer you (Purchaser) this proposal and contract for the repair service described below.

The price stated in this letter is valid for a period of thirty (30) days from the date of the letter.

1. Equipment.

#20012127, 20090017

2. Description of Work. KONE will provide labor and materials to perform the following services:

Install new drives and software. Once complete, KONE will load car to capacity weight and test operation.

The DC Drives on your elevators are obsolete. The elevator drive is located in the controller and controls the energy necessary to safely and smoothly raise and lower the elevator. The drive in your elevator is no longer manufactured, and is nearing the end of its product life cycle.

Confidential – KONE Inc.

- 3. **Price.** The total price to perform the services described above is \$ \$39,028.00, plus applicable taxes and is based on 50% down payment.
- 4. **Payment Terms.** KONE will invoice Purchaser the down payment amount promptly after Purchaser executes this letter or after KONE starts the services described in this letter. KONE will invoice Purchaser for the balance of the total price promptly after completing the services.
- 5. **General Terms and Conditions.** This letter and the General Terms and Conditions below form the contract between Purchaser and KONE. This contract is effective on the earlier of (a) the date KONE's authorized representative signs below; or (b) the date KONE begins the services described in this letter. This contract expires automatically when KONE completes its services.

Kind Regards,

Judy Foreman
Sales Consultant

Accepted for KONE INC.

Accepted for PURCHASER

Signature

Signature

Printed Name

Printed Name

Title

Title

Date of Acceptance (Effective Date)

GENERAL TERMS AND CONDITIONS

Hours of Service. Unless expressly provided otherwise in the Agreement, all services will be performed during the regular working hours of the regular working days of the elevator or escalator trade in the location in which the services are performed.

Cancellation. Any cancellation or other termination of KONE's services under this contract constitutes a material breach. In such case, Purchaser will pay as a cancellation fee an amount equal the following percentages of the total price or not-to-exceed price: (i) 30% after the date KONE approves the contract; (i) 80% after the date KONE orders materials; and (ii) 100% after the date KONE starts work.

Warranty. KONE warrants the materials and workmanship of the parts delivered under this contract for a period of ninety (90) days from the date services are complete. KONE will in its sole discretion repair or replace any defective part(s) at its material cost. This warranty excludes the price of the labor associated with the repair or replacement of parts, which is the responsibility of Purchaser. KONE is not liable for damage due to normal wear and tear, vandalism, abuse, misuse, neglect, work performed by third parties, or any other cause beyond KONE's control or without its fault. This provision provides an express warranty for parts provided under this contract. All parts covered by the warranty in this contract must be provided by KONE. KONE's warranty becomes null and void when a part is supplied by a third party. Purchaser waives all claims against KONE arising from or related to a part supplied by a third party. Except for this express warranty, KONE disclaims all other warranties of any kind, whether express, implied, statutory or otherwise, to the extent that such other warranties may be disclaimed under applicable law. Purchaser's sole remedy and KONE's sole liability for breach of warranty is repair of existing parts or delivery of conforming parts.

Payment Terms. Payment is due net thirty (30) days from the date of the invoice. A charge of the greater of: (i) 1½%; or (ii) the maximum rate permitted by applicable law will be applied to the unpaid balance. Purchaser will reimburse KONE for all costs of collection, including without limitation court costs and reasonable attorneys' fees. If this contract states a total price or a not-to-exceed price to be made in more than one payment, KONE is not obliged to start work until it receives Purchaser's initial payment. If Purchaser fails to make timely payment, any indemnity provided by KONE under this contract is null and void as to any damages that arise during the period of non-payment. Purchaser waives all claims against KONE arising from or related to suspension of services pursuant to this provision.

Risk of Loss. KONE will deliver all parts FOB Purchaser's premises and title to such parts will pass to and vest in Purchaser upon full payment of the total price. If Purchaser pays for any parts in full in advance, title to such parts will pass upon receipt of full payment in advance.

Indemnity. Purchaser will indemnify, defend, and hold KONE harmless from and against any and all claims, demands, actions, suits, proceedings, judgments, damages, loss, liabilities, costs, or expenses, including without limitation court costs and reasonable attorney's fees, whether arising from or related to Purchaser's, KONE's, or any third party's negligence, willful misconduct, or acts or omissions in performance of this contract.

Waiver of Consequential Damages and Claims. In no event will either party be liable to the other party for indirect, incidental, consequential, special, exemplary, or punitive damages of any kind or nature arising from or related to performance of this contract, including without limitation loss of profits, loss or inaccuracy of data, or loss of use damages, even if the party has been advised of the possibility of such damages and even if under applicable law such damages would not be considered indirect, incidental, consequential, special, exemplary, or punitive damages. Each party hereby waives its rights to such damages to the fullest extent permitted by applicable law. Any waiver of claims, damages, or other rights, whether such rights arise under this contract or by law or in equity, purported to be made by KONE in this contract is null and void and will not be considered in interpreting this contract.

Insurance. Purchaser will name KONE as an additional insured on its insurance policy.

Limitation of Liability. KONE's total liability for any direct or indirect damages arising under this contract will not exceed the total amount paid by Purchaser to KONE under this contract.

U.S. Government Sales. If the product(s) or service(s) provided under this contract are for end use by a federal, state, or local government customer, KONE makes no representations, certifications, or warranties whatsoever with respect to the ability of its product(s), service(s), or price(s) to satisfy any applicable federal, state, or local statutes or regulations, including without limitation the Federal Acquisition Regulation ("FAR").

Force Majeure. A party is not liable for failure to perform its obligations under this contract if such failure is beyond its control and without its fault and results from Acts of God (including without limitation fire, flood, earthquake, storm, hurricane, or other natural disaster), labor disputes, strikes, lockouts, or other force majeure events. The non-performing party must promptly notify the other party in writing of the force majeure event and resume performance immediately upon cessation of the event.

Intellectual Property Rights. KONE retains all rights, title, and interest, including all intellectual property rights, in and to the written materials it provides to Purchaser or uses to perform this contract, including without limitation shop drawings, technical documentation, and user manuals. KONE or its licensors retain all rights, title, and interest,

including all intellectual property rights, in and to any software provided with equipment manufactured by KONE. Purchaser will not use such software except in connection with the use and operation of this equipment. Purchaser will not reverse engineer or otherwise attempt to obtain the source code of any software in object code form.

KONE Property. KONE will provide Purchaser with any of its information or materials that it provides to its customers generally in the ordinary course of its business. Any tools, devices, or other equipment that KONE uses to perform this contract remains its sole property. If this contract terminates or expires for any reason, Purchaser will give KONE access to the premises to remove such any tools, devices, or other equipment at KONE's expense.

Miscellaneous. This contract is governed by the laws of the State of Illinois without regard to or application of its rules on the conflict of laws. The parties expressly exclude the application to this contract of the United Nations Convention on the International Sale of Goods. This contract supersedes all prior written or oral negotiations, commitments, agreements, and understandings between the parties relating to the subject thereof, and constitutes the entire agreement between the parties with respect to the subject matter hereof. The parties agree that any purchase order, work order, agreement, or other terms or conditions provided by Purchaser to KONE concurrent with either party signing this contract or after the effective date of this contract are null and void and will not be considered in interpreting the contract unless such terms and conditions are set forth in a writing signed by KONE and Purchaser. No amendment, modification, cancellation, or alteration of this contract is effective unless made in a writing signed by the parties' authorized representatives. The contract may be executed in multiple counterparts, each of which is an original and all of which taken together constitutes one and the same agreement. This contract may not be modified, amended, canceled, or altered by custom and usage of trade or course of dealing. Any section headings are for convenience only and will not in any way limit the scope or affect the interpretation of any provision of this contract. In the event any part of this contract is determined to be invalid or non-enforceable, the remaining part or provisions will continue in full force and effect. Failure or delay by a party to exercise any right, remedy, power, or privilege accorded by this contract does not constitute a waiver of such right, remedy, power, or privilege. A waiver is effective only if in writing and signed by the waiving party. A written waiver of default will not operate as a waiver of any other default or of the same default in the future. The terms and conditions of this contract that by their sense and context are intended to survive expiration or termination of this contract will so survive, including without limitation the making of all payments hereunder.

DOWN PAYMENT INVOICE/RECEIPT

Receipt #: 141803 02/18/2016 Receipt Date: 02/18/2016 Customer PO #:	<u>Area Office:</u> KONE Federal Tax ID #: 36 2357423 KONE, INC 6670 W. Snowville Road BRECKSVILLE, OH 44141-3242
<u>Bill To:</u> CLEVELAND PUBLIC LIBRARY 325 SUPERIOR AVE CLEVELAND, OH 44114-1902	<u>Project Location:</u> CLEVELAND PUBLIC LIBRARY 325 & 525 SUPERIOR AVE CLEVELAND, OH 44114-1902
In reference to proposal dated 01/13/2016,	
Contract Price:	\$39,028.00
Down Payment Amount Due:	\$19,514.00
Total Down Payment Amount:	\$19,514.00

Please return this portion with your payment.

<u>Payer:</u> CLEVELAND PUBLIC LIBRARY 325 SUPERIOR AVE CLEVELAND, OH 44114-1902	Receipt #: 141803 02/18/2016 Date: 02/18/2016 Customer #: 141803 Area Office #: 120
<u>Remit To:</u> KONE Inc. 6670 W. Snowville Road BRECKSVILLE, OH 44141-3242	AMOUNT: \$19,514.00

Page 6 of 6
KONE QR Proposal/Contract



April 14, 2016 revised

Schedule of professional fees & Project Approach

CLEVELAND PUBLIC LIBRARY, SOUTH BRANCH – CLEVELAND, OHIO

COMPENSATION

Professional Services:

1.0	Pre-Design Services	\$30,000
2.0	Schematic Design	\$47,600
3.0	Design Development	\$70,000
4.0	Construction Documents	\$98,000
5.0	Bidding and Contracts	\$ 8,400
6.0	Construction Administration	\$56,000

Total Fixed Fee: \$310,000

Compensation for basic services was derived utilizing a total project budget of \$3,300,000. Should the budget be increased beyond \$3,300,000 the total fixed fee for professional services would be adjusted accordingly.

Billing for services (This can be clarified in base AIA doc)

BASIC SERVICES include the following:

Pre-Design Services

- Program Validation - we will provide a high-level overview of the program objectives to confirm the scope of this project.
- Work with the Library facilities department to update the Facility Assessment Report with any known new items that need to be address in the design of the renovations.
- Prepare Hazardous Material scope and specification for 3rd party Environmental Health Engineer.
- Work with the library to develop / confirm the project budget

Additionally, this phase will include the Building Making Design Charrette as defined below:

Design Charrette: A collaborative process to evaluate alternatives to meet the goals and needs of the Library

1. Introductions and roles of those involved
2. Review Charrette agenda / process
3. Statement/Definition of the Project Goals
4. Building Making – collaborative Charrette to develop initial ideas, concepts and options for new building
5. Identify basic cost implications of concepts and options,

6. Synthesize ideas, concepts and options into one
7. Finalize preferred option

The Charrette process will conclude with the identification of a preferred option by the stakeholders with justification noted.

Other activities in this phase will include: Preparation of initial conceptual site plan / floor plan design

Schematic Design Phase`

- Diagram layout options for adjacencies and flow
- Assist the Library with the development of the scope and request for proposals for site survey and geotechnical investigations and assist the Library in the coordination of the consultant's work.
- Develop Schematic Design Concepts (site, building)
- Review and refine diagrams with Library Design Committee
- Initial Review with City Planning Dept.
- Initial Review with City Landmarks Commission
- Prepare SD cost estimate
- Finalize Schematic Design
- Meet with Library Design Committee for review and approval of SD documents.
- Assist the Client with the selection process for the Construction Manager.
- Presentation of SD design concept to Library Board.
- SD phase will include one (1) 3d cut away floor plan and one (1) exterior colored rendering.

Design Development Phase

- Advance SD documents with A/E team through the Design development phase.
- Coordinate design concept with the hazardous materials report and work with the environmental health engineer and their recommendations for the process and procedures for properly handling hazardous material that may be identified.
- Prepared initial interior design concepts (finishes & furnishings)
- Review and refine design of architecture and interiors with Library Design Committee
- Finalize Design Development and provide documents to CM for DD cost estimate.
- Constructability review in conjunction with the CM and Library.
- City Planning / City Landmark Commission presentations for preliminary approval.
- Meet with Library Design Committee for review and approval of DD documents (documents to include T.O.C for specifications).

Construction Documents Phase

- Construction documents (site, building, interiors)
- In conjunction with the CM and the Library - Review the Cost Estimate and constructability review at 50, 90 and 100% CDs.
- Complete construction documents
- Work with the Planning and Building Development Dept. to obtain final approval of site and building plans along with City Landmark Commission for certificate of appropriateness.
- Meet with Library Design Committee for review and approval of CD documents.
 - release documents to City for plan review
 - release documents to CM for bidding

Bidding Phase

- We will assist the Library and CM with the bidding phase, to include fielding and responding to RFIs during the bid period and providing appropriate information sufficient to release addenda as necessary.

Construction Administration Phase

- Attend weekly construction meetings with the understanding that HBM or its team will not be required to attend every meeting.
- Review / Process shop drawings, field requests, and applications for payment
- Project close-out

Civil / Landscape

Civil and landscape services will include design of grading, drainage, site utilities including coordination with utility companies, storm water management (both quantity and quality) as required by governing authorities, erosion control, pavement and parking, plantings and site furnishings.

Structural

Structural services assume the building structural systems will include steel framing on shallow foundations. It is our assumption that the site has suitable soils for such construction.

MEPT Engineering

Mechanical, Electrical, Plumbing and Technology (MEPT) Engineering services include:

- HVAC systems and Temperature Control as required to maintain code required and normal design standard environmental conditions. Design will include capabilities for remote monitoring and control compatible with the Library's current system.
- Plumbing systems and equipment.
- Fire Protection systems for the areas involved in the project. HBM documents will include performance specifications, the service entrance, risers and riser diagrams.
- Site design for the following systems: site lighting, power, telecommunication conduit, if included.
- Lighting systems.
- Power Distribution and Grounding systems, including receptacles.
- Fire Alarm system as required by national, state and/or local codes.
- Conduit and Rough-in Box Systems for Low Voltage / Technology Systems.
- Definition and coordination of required interior building technology pathways and spaces.

Interior Architecture Services**Furnishings and Fixtures**

We will work with CPL to identify and select appropriate existing furnishings and fixtures from current building or in storage to accommodate the agreed upon program and scope. This activity will require an inventory and a condition assessment of existing furnishings to determine if specific items are applicable to reuse. If the total project budget allows, HBM will design and specify new

furnishings to be selected from either open lines or the State of Ohio approved Vendor list where possible and available.

In either case, HBM shall provide oversight for installation and inspection upon completion the installation of existing furnishing or new as part of the construction administration phase.

Meetings

Community Engagement

Conduct (1) public meeting presentation with community, attend additional public meetings in support of Library. HBM is expected to provide only one full presentation.

Pre-Construction Services

HBM anticipates to attend up to 18 Meetings with the Library Design Committee as a part of Design and Document preparation process. In addition, HBM will plan meetings with City Planning department and Landmarks Commission necessary to achieve approval required and 4 meetings with Library Board (3 in design phase and 1 in construction)

Construction Administration Services

Project meetings will take place and HBM anticipates a total of 30 site visits and up to 2 inspections to determine whether the work is substantially complete, and 1 final inspection to determine whether the work is complete in accordance with the Contract Documents.

A. ADDITIONAL SERVICES

- | | |
|---|--------------------|
| 1. Creation of record drawings | \$TBD Hourly |
| 2. Energy modeling | |
| a. Range from Basic Life Cycle Cost to full Energy Model (non-LEED) | \$3,000 to \$6,000 |

B. SERVICES NOT INCLUDED in basic or additional services

The following items are not included in our basic or additional scope of services:

1. Site survey indicating topography, easements, underground utilities (natural gas, water, storm, sanitary, electrical, telecommunications) shall be completed and available from the Library.
2. Geotechnical inspections and report
3. New Facilities Condition Assessment report.
4. A structural condition survey with report.
5. Historic research report
6. Cost Estimates beyond SD
7. Exterior Utility upgrades to incoming services
8. Environmental and hazardous materials testing and reporting & specifications for abatement or proper handling of material identified in the report.
9. Traffic Analysis
9. Coordination and approvals with State Department of Transportation related to any modifications to road work beyond property line (curb cuts and on site development of drive and parking area if applicable will be part of basic service)
10. Data / Technology wiring

- a. Wire and terminations of devices will be by others – empty conduit and boxes will be included in basic services. Technology design i.e. computer systems, phone, security, CATV and any other IT/AV items will be by others.
 - b. Access Controls, Book Security and Site Surveillance items will be by others.
11. Structural special inspections mandated by the building code. These inspections are separate from normal construction phase site observations and are to be provided by the Owner.
12. Laboratory materials testing / inspections (during construction)
13. Interior / exterior way finding signage design services (code related interior building signage will be included as basic services)

C. ASSUMPTIONS, QUALIFICATIONS, AND EXCLUSIONS.

1. Field investigations and verifications are neither comprehensive nor exhaustive; and are limited to exposed visual conditions. Above ceiling investigation is minimal, and limited to reasonable due diligence to generally identify building areas served.
2. Available record drawings are assumed to be incomplete.
3. Facility renovation will not be subject to USGBC LEED sustainability requirements or seek any specific LEED sustainability rating.

D. REGULAR HOURLY RATES

HB+M	
Managing Principal	205.00 / hr
Principal	195.00 / hr
Associate	175.00 / hr
Project Manager	165.00 / hr
Project Architect	135.00 / hr
Interiors	130.00 / hr
Staff Architect	105.00 / hr
Interns	93.00 / hr
Cadd Technician	85.00 / hr
Admin. Assist.	65.00 / hr
Consultants @ cost x 1.10	

Hourly rates will be fixed for the duration of this project.

Consultants include:

Thorson Baker and Associates (TBA)	
Principal/Project Director	\$180 / hr
Project Manager	\$150 / hr
Senior Engineer	\$135 / hr
Associate Engineer	\$115 / hr
Associate Designer	\$95 / hr
CADD	\$80 / hr
Clerical	\$50 / hr

E. PROPOSED PROJECT SCHEDULE

We anticipate the following approximate time periods for the project.

- Pre-Design Services April – May 2016
- Schematic Design May – July 2016
- CM selection June 2016
- Design Development Aug - Nov 2016
- Construction Documents Nov 2016 – March 2017
- Bidding March – May 2017
- Start Construction May 2017
- Complete Construction April 2018

F. REIMBURSABLE EXPENSES

Certain expenses may be incurred during the course of the project and are not included in our basic scope of services. A budget of \$7,500 for Reimbursable Expenses may include but are not limited to:

1. Fees paid for reviews, approvals and permits from authorities having jurisdiction. The Library may pay these fees directly if preferred.
2. Plotting and printing presentation materials, design, construction documents for meetings with the Library.
3. 3D printed model of existing bldg. depicting addition and site improvements.
4. Special delivery costs including courier service and overnight delivery.
5. Travel Costs
 - a. Mileage billed at IRS Government Rate /mile

END OF DOCUMENT



April 13, 2016

*Professional Fee & Budget Summary***CLEVELAND PUBLIC LIBRARY, SOUTH BRANCH – CLEVELAND, OHIO**

Total Project Budget:		\$3,300,000
(Note: The information below builds to this Total Project Budget)		
Construction Costs - <i>Includes:</i>	\$2,800,000	
Design Contingency		
Owner Contingency		
Hazardous Material Abatement		
Interior Furnishings (new & existing)		
Cabinetry & Display		
Construction Management Fee (5%)	<u>\$ 140,000</u>	
Total Construction Budget:		\$2,940,000
Project Expenses – <i>Includes:</i>		\$ 50,000
Site Survey		
Geotechnical Investigation		
Hazardous Material Investigation / Survey		
Construction Testing & Special Inspections		
Reimbursable Expenses		
HBM Pre-Design Services		\$ 30,000
Program Validation		
Budget Development		
Update the Facilities Assessment Report (with the library facilities dept.)		
Assist with Hazardous Material Scope, Proposal, & Coordination		
HBM Professional Services (9.5% of Construction Budget)		\$ 280,000
<i>Includes the Following Additional Services:</i>		
Assist with Geotechnical & Survey RFP's & Coordination		
Additional Meetings		
Library Interior Design		
Exterior Rendering & 3D Cutaway Plan Rendering		
Landmarks Commission Reviews, Presentations , & Approvals		

Customer Official System Quote



Quote Number: QUO-31773-K8T5, Rev: 0

Quote Date: April 07, 2016

Name: Doug Potts

Email: d.potts@bibliotheca.com

Telephone: 877-207-3127 ext. 126

Quote To

Cleveland Public Library (OH)
 Larry Finnegan
 325 Superior Avenue,
 Cleveland, OH 44114
 United States of America
 larry.finnegan@cpl.org
 (216) 623-2827

Quote Details:

Cleveland PL-Selfchecks, 3 Table Top

Quote expires sixty (60) days from Quote Date above.

Includes onsite installation of 1 Selfcheck and Phone support for the other units installed by library

Item ID	Item Type	Quantity	Sale Price	Sub Total
SHP000001-000-US	Shipping, Handling, and Administration	3	\$450.000	\$1,350.00
SVC000001-000-US	On-Site Installation and/or Training (per training site)	3	\$333.000	\$999.00
SUP000002-000-US	Annual Support and Maintenance	3	\$1,971.000	\$5,913.00
SCK334000-000-US	SelfCheck™ System Color Choice (Cabinet Base)	3	\$1.000	\$3.00
SCK334001-000-US	SelfCheck™ System Color Choice (System Top)	3	\$1.000	\$3.00
SCK318005-000-US	3M™ SelfCheck™ System Model 6422 (V2) Tabletop Center Mount	3	\$10,374.000	\$31,122.00
Total				\$39,390.00
(Less Sales Tax):				

Grand Total:	\$39,390.000
---------------------	---------------------

Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, please provide Tax Exempt Certificate.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

A copy of Tax Exemption Certificate is required with purchase order for all tax exempt customers.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60 day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

Manager Approval: _____

Submit Purchase Order by fax to 1-877-689-2269 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

Bibliotheca, LLC
 3169 Holcomb Bridge Road, NW, Suite 200,
 Norcross, GA 30071, USA

Phone No - 1-800 328 0067
 Fax No - 1-877 689 2269
www.bibliotheca.com

Customer Official System Quote



Quote Number: QUO-30715-P7X2, Rev: 2

Quote Date: April 06, 2016

Name: Doug Potts

Email: d.potts@bibliotheca.com

Telephone: 877-207-3127 ext. 126

Quote To

Cleveland Public Library (OH)
 Larry Finnegan
 325 Superior Avenue,
 Cleveland, OH 44114
 United States of America
 larry.finnegan@cpl.org
 216-623-2811

Quote Details:

Cleveland PL-SelfChecks

Quote expires sixty (60) days from Quote Date above.

Includes onsite installation of 1 Table Top and 1 Parts Only, Phone support for the other unit installed by library

Item ID	Item Type	Quantity	Sale Price	Sub Total
SCK318005-000-US	3M™ SelfCheck™ System Model 6422 (V2) Tabletop Center Mount	1	\$10,374.000	\$10,374.00
SCK317002-000-US	3M™ SelfCheck™ System Model 6420 (V2) Parts Only Center Mount	2	\$8,774.000	\$17,548.00
SCK334001-000-US	SelfCheck™ System Color Choice (System Top) Included in cost of selfcheck	1	\$1.000	\$1.00
SCK334000-000-US	SelfCheck™ System Color Choice (Cabinet Base) Included in cost of selfcheck	1	\$1.000	\$1.00
SUP000002-000-US	Annual Support and Maintenance	3	\$1,971.000	\$5,913.00
SVC000001-000-US	On-Site Installation and/or Training (per training site)	3	\$333.000	\$999.00
SHP000001-000-US	Shipping, Handling, and Administration	3	\$450.000	\$1,350.00
Total				\$36,186.00
(Less Sales Tax):				

Grand Total:	\$36,186.000
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Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, please provide Tax Exempt Certificate.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

A copy of Tax Exemption Certificate is required with purchase order for all tax exempt customers.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60 day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

Manager Approval: _____

Submit Purchase Order by fax to 1-877-689-2269 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

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Employee Assistance Service Program Agreement
Between
Cleveland Public Library
And
The Centers for Families and Children

This Employee Assistance Program Agreement ("Agreement") is entered into as of March 1, 2016 ("Effective Date"), by and between The Centers for Families and Children, an Ohio public benefit corporation ("THE CENTERS"), and The Board of Trustees of the Cleveland Public Library, ("Client").

1. ease@work. Subject to the terms and conditions of this Agreement, THE CENTERS agrees to make the Employee Assistance Program ("ease@work") available to Client and its Eligible Participants; as such term is defined in Section 3 of this Agreement. Services included in the ease@work Program, and the limitations on the availability of such services are further described in Exhibit A, which is attached hereto and incorporated by reference herein.
2. Compensation. Client agrees to pay THE CENTERS compensation for the services rendered pursuant to this Agreement in an amount determined by the fee schedule set forth in Exhibit B to this Agreement, which is attached hereto and incorporated by reference herein.
3. Eligible Participants. Individuals eligible to participate in the ease@work Program include individuals listed on an eligibility list provided by the Client to THE CENTERS and the dependents of such individuals. This list typically includes client's active, non-retired full-time and part-time employees (collectively, "Eligible Participants"). Client may choose to extend the EAP benefit to additional classes of individuals including volunteers, retirees, board members, long term temporary employees, etc. Client may also choose to exclude some classes of individuals like part-time employees. For purposes of defining Eligible Participants, the term "dependents" includes the spouse or domestic partner of an active, non-retired employee and a child, step-child, adopted child, or foster child of such an employee who satisfies all of the following eligibility requirements:
 - a. The child is no more than twenty-six (26) years old;
 - b. The child is not employed by an employer that offers any health benefit plan under which the child is eligible for cover;
 - c. The child is not eligible for coverage under Medicaid or Medicare



The older child does not have to live with the parent, be financially dependent on the parent, or be a student.

Client agrees to furnish THE CENTERS with a list of Eligible Participants no later than ten (10) days following the Effective Date and, thereafter, to provide THE CENTERS with reasonable notice of any modifications to such list.

4. Professional Liability Insurance. THE CENTERS shall maintain professional liability insurance from a commercial carrier, or through a bona fide program of self-insurance, covering THE CENTERS and its staff against claims arising out of its performance of any professional services included in the ease@work Program.
5. Nondisclosure. The parties and their respective employees shall, at all times during and after the term of this Agreement, hold in strictest confidence any and all confidential or proprietary information of or about another party, including the terms of this Agreement and the mode of service delivery hereunder, within its or their knowledge (whether acquired prior to or during the term of this Agreement), except to the extent required by law and except that the parties may disclose such information to their respective attorneys and advisors that have a duty of non-disclosure in connection with such information.
6. Confidentiality of Eligible Participant Information. THE CENTERS and Client agree that information concerning Eligible Participants shall be kept confidential and shall only be disclosed as authorized by the Eligible Participant or the Eligible Participant's legal guardian or as otherwise required or permitted by law, including without limitation as permitted or required by the Health Insurance Portability and Accountability Act of 1996. THE CENTERS shall defend, hold harmless and indemnify Client, its officers, employees and agents from and against any and all claims, demands, losses, costs, damages, expenses and liabilities including reasonable attorney fees and costs arising out of or attributable to the unauthorized and/or inadvertent disclosure or dissemination of information concerning Eligible Participants by THE CENTERS, its employees and agents.
7. Use of member website. As part of the services included in the ease@work Program, Client may provide Eligible Participants with access to the member website maintained by THE CENTERS ("Site"). Client acknowledges that the information contained on the Site is confidential and proprietary information of THE CENTERS and is being made available to Client for its Eligible Participants solely in accordance with the terms of this Agreement. Client acknowledges further that the unauthorized use or disclosure of the Site, including any information available through the Site, will irreparably harm THE CENTERS. Accordingly, the Client agrees: (a) to inform Eligible Participants that they are permitted to use the Site solely for the purpose of obtaining information concerning their own needs; and (b) to instruct Eligible Participants not to copy, disseminate, or



distribute the link to the Site or any information available through the Site to any third party.

8. Dependent Care Providers. As part of the services included in the ease@work Program, THE CENTERS may provide Eligible Participants with information concerning dependent care providers. Client acknowledges and agrees that the information disclosed by THE CENTERS to Eligible Participants concerning such providers is supplied by third parties and that THE CENTERS is under no obligation to verify the accuracy of such information.
9. Independent Contractor. The provisions of this Agreement are not intended to create, and shall not be deemed or construed to create, any relationship between THE CENTERS and the Client, or between any staff member of THE CENTERS and the Client, other than that of independent entities contracting with each other solely to affect the purposes of this Agreement. THE CENTERS agrees that its employees are not "public employees" for purposes of membership in the Ohio Public Employees Retirement System.
10. Term and Termination. This Agreement shall commence as of the Effective Date and continue for a period of two (2) years, unless earlier terminated as provided in this Section. Either party may terminate this Agreement upon thirty (30) days written notice to the other. If the Client elects to terminate this Agreement, the Client shall pay THE CENTERS for all services rendered through the termination date and agrees that THE CENTERS may retain a pro rata share of any prepaid fees through the date of termination. If THE CENTERS elects to terminate this Agreement, it shall pay to Client the unused portion of any prepaid fees.
11. Limitation of Liability. Client acknowledges and agrees that Client, in its sole discretion, shall make the determination about:
 - a. whether an employee must undergo a Fitness for Duty exam and
 - b. whether an employee is fit for duty.

THE CENTERS shall have no liability to Client or otherwise for Client's Fitness for Duty determinations whether or not made taking into account information supplied by THE CENTERS or the results of examinations by providers referred by THE CENTERS.

In no event will either party be liable to the other under this agreement for any special, incidental or consequential damages, whether based on breach of contract, tort or otherwise, whether or not the party has been advised of the possibility of such damages. The liability of any party for damages or alleged damages hereunder, whether in contract, tort or any other legal theory is limited to, and will not exceed, the amounts paid and/or due to consultant during the term of this agreement. Notwithstanding the foregoing, the limitations of liability set forth above shall not apply to the following:



- c. THE CENTERS' indemnification obligation;
 - d. either party's breach of its confidentiality obligations; and/or
 - e. the willful misconduct and/or intentional or grossly negligent actions of either party hereunder.
12. No Fault. No failure, delay or default in performance of any obligation of either party shall constitute an event of default or breach of the Agreement to the extent that such failure to perform, delay or default arises out of a cause, existing or future, that is beyond the control and without negligence of either party, including, but not limited to: action or inaction of governmental, civil or military authority; fire, strike, lockout or other labor dispute; flood, war; terrorism; riot; theft; earthquake and other natural disaster.
13. Utilization Reporting. THE CENTERS will provide Client with regular utilization review and trend analysis as indicated in Exhibit A ease@work Program Management Services. Utilization will be defined and calculated as follows:
- a. Mental Health Case. A documented record of contact between an EAP counselor and an eligible user. Services provided by an EAP counselor may include an assessment, a plan of action, advice, information, short-term counseling and a follow up plan.
 - b. Work Life Case. A documented record of contact with a geriatric specialist, childcare specialist, education specialist, attorney, financial professional or retirement specialist. A minimal level of assessment is conducted and a plan of action is developed, including but not limited to advice, information and referrals.
 - c. Wellness Case. A documented record of contact between an EAP nutritionist, holistic health coach, fitness coach, stress reduction coach or tobacco cessation coach and an eligible user. Services provided by a wellness coach may include an assessment, a plan of action, advice, information and a follow up plan.
 - d. Workplace Consultation. Specialized technical consultation provided to a supervisor, work group, union official or other appropriate individuals in an organization regarding employee performance issues, recommended approaches to situations, and suggestions on how to achieve the most desirable outcome.
 - d. New Case. A new case is defined as a first time request for service for a specific mental health, management or work life issue. Case limitations are as follows:
 - i. Mental health and wellness coaching cases are limited to the number of sessions identified in Exhibit B.



- ii. A dependent care case including childcare resource and referral and eldercare resource and referral is unlimited. The dependent care specialist will work with the client until their care giving issue is resolved.
- iii. A case for legal consultation is limited to one thirty-minute phone consultation per issue per year and one thirty-minute in-person consultation per issue per year. If the employee retains the attorney providing the in-person consultation they will receive a discount (generally 25%) off of rates set by that attorney.
- iv. A case for financial consultation is unlimited in duration but there is a limit of one per year.
- e. Calculating Utilization. For the purpose of calculating utilization, the total number of cases is divided by the number of eligible employees during a 12-month period. While organizational services such as employee and management orientations, trainings, utilization promotion activities, critical incident services and website activity are considered to be important services which are noted on the utilization report, they are not calculated into the organization's utilization rate. Employee contacts which do not result in the opening of a case as defined above are also not calculated into the organization's utilization rate. Examples include interactions at an onsite visibility by the account manager which is intended for program promotion and calls to intake for information about the program.
- f. Missed Appointments. An appointment is considered missed if the employee fails to attend a scheduled appointment without a one business day notice being provided to the ease@work intake department. ease@work allows each employee at least one missed appointment without effecting the number of sessions that they are eligible to receive within their benefit limit. Beginning with the second missed appointment, the number of eligible counseling sessions will be reduced by one with each missed appointment. Missed appointments will not be counted in utilization.

14. General Provisions.

- a. Equal Opportunity Employer. THE CENTERS and Client each acknowledge and agree that it is an Equal Opportunity Employer and that no employee or applicant is discriminated against in employment because of race, religion, national origin or ancestry, sex, sexual orientation, disability or military status.
- b. Legal Construction. This Agreement shall be construed in accordance with the laws of the State of Ohio.
- c. Reformation of Agreement; Severability. In the event that any provision or term of this Agreement is found by a court of competent jurisdiction to be void or



unenforceable to any extent for any reason, it is the agreed upon intent of the parties hereto that all remaining provisions or terms of the Agreement shall remain in full force and effect to the maximum extent permitted and that the Agreement shall be enforceable as if such void or unenforceable provision or term had never been a part hereof.

- d. Waiver. The failure of a party at any time to enforce any provision of this Agreement or to require performance by another party of any provision hereof shall in no way affect the validity of this Agreement or any part hereof or the right of a party thereafter to enforce its rights under this Agreement.
- e. Entire Agreement. This Agreement contains the entire understanding and agreement of all parties regarding the subject matter hereof. It may only be modified by an agreement in writing signed by all parties. In the event the parties agree to the provision of additional services not included hereunder, such agreement shall be reflected in a duly executed amendment to this Agreement.
- f. Assignment. This Agreement shall not be assigned by any party without the prior written consent of the others, which consent shall not be unreasonably withheld.
- g. Notice. All notices, requests, and approvals required under this Agreement shall be in writing and shall be deemed to have been properly provided on the date of delivery when delivered in person, three (3) days after the postmark when sent by certified mail, return receipt requested, twenty-four (24) hours after being sent by standard form of telefacsimile, or the next business day after being sent by Federal Express or other overnight courier service providing delivery confirmation, to the following addresses or at such other address as any party, from time to time, may designate by written notice to the other:

The Centers for Families and Children
Janet Schiavoni
Director, ease@work
4500 Euclid Avenue
Cleveland, OH 44103

Cleveland Public Library
Madeline Corchado
Director of Human Resources
525 Superior Ave.
Cleveland, OH 44114

- h. Dispute Resolution. Those disputes which may arise out of the terms and conditions of this Agreement, and which are not resolved through informal discussion, may be addressed upon mutual agreement of the parties through mediation conducted in the City of Cleveland by a mediator approved by all parties. The parties shall agree upon a mediator within thirty (30) days of the request for mediation by another party. The proceedings of the mediation shall be confidential and may not be introduced or used in subsequent proceedings by any party. If the parties are unable to resolve any matter through mediation, the remaining matter(s) may, if the



parties mutually agree, be submitted to binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association, in effect at the time of the arbitration. The decision of the arbitrator(s) may be entered into judgment in a court of competent jurisdiction. The parties will equally share any costs associated with mediation or arbitration.

- i. Compliance with Law. The Centers agrees that all services provided pursuant to this Agreement shall be performed in compliance with all applicable federal and Ohio state and local laws, regulations, executive orders and ordinances. The Centers has and shall maintain throughout the Term of this Agreement: (a) all professional and business licenses, certifications and similar requirements as required by Law and (b) all accrediting requirements to perform the services under this Agreement.
- j. Payment. Client must pay for an ordered service within 45 days after the Client's receipt of an accurate invoice. The Centers will not place Client on credit hold for any reason.
- k. Counterparts. This Agreement may be executed in counterparts, each of which taken together shall constitute one single agreement between the parties. Faxed signatures or signatures in PDF copies transmitted via e-mail will be deemed original signatures for all purposes.

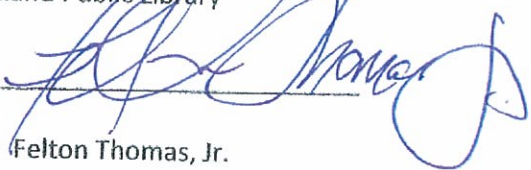


IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their respective and duly authorized representatives in Ohio.

The Centers for Families and Children

Cleveland Public Library

By: 

By: 

Print: Patrick Gaul

Print: Felton Thomas, Jr.

Title: Manager of Account Services

Title: Executive Director, CEO

Date: 3/14/16

Date: 3/14/16



EXHIBIT A
Cleveland Public Library

Scope of Services

Short-Term Assessment and Referral Services:

Full service core technology Employee Assistance Program (EAP) providing assessment, referral, and problem focused counseling sessions for employees and their family members to help identify problems and develop a plan for resolution.

- Centralized intake assessment and screening
- Assessment, referral and short-term problem resolution for mental health concerns including, but not limited to:
 - Alcohol Abuse
 - Coworker Conflict
 - Depression and Anxiety
 - Domestic Violence
 - Drug Abuse
 - Relationship Issues
 - Grief Counseling
 - Marital Relationships
 - Stress
- 24-hour counselor availability
- Referrals to community resources and follow-up
- In-person, telephonic or virtual counseling/assessment sessions

Each employee and each family member is entitled to the number of in-person counseling sessions per issue as identified in Exhibit B.

Management Consultation: *A confidential telephonic consultation between management and a licensed clinician that can address a variety of challenging situations in the workplace affecting one or more employees.*

- Unlimited, 24/7 access to a credentialed counselor specializing in management of workplace behavior and performance issues.
- Common topics for consultation include reasonable suspicion, preparation for difficult conversations, employee attitude, among others

Management Referrals: *Referral of employee clients for assistance with performance-based issues for diagnosis, treatment, and assistance, plus case monitoring and follow-up services. This process includes:*

- Release of information enabling limited communication about the employee to the referring manager, supervisor or HR rep.
- Employee assessment.
- Counseling sessions (not limited by per-issue limit for voluntary referrals)
- Supervisor or human resources consultation and feedback with Clinical Liaison.



<ul style="list-style-type: none"> ▪ Referral linkage to services or programs. ▪ Compliance monitoring and reporting. ▪ Return-to-work assessment.
<p><u>Return to Work Consultations:</u> <i>Assistance for Client regarding Client's assessment and determination of an employee's Fitness for Duty.</i></p> <ul style="list-style-type: none"> ▪ Obtain and review documentation regarding recent work-related behaviors and performance concerns. ▪ Assess current workplace issues with manager/supervisor. ▪ Return to work coordination. ▪ Monitor and report employee's compliance with <ul style="list-style-type: none"> ○ Fitness for Duty examination/evaluation recommendations, ○ Short-term Disability recommendations, ○ FMLA recommendations.
<p><u>Critical Incident Response:</u> <i>Deployment of personnel during traumatic or life-threatening events at the workplace.</i></p> <ul style="list-style-type: none"> ▪ Consultation when traumatic incident occurs. ▪ Onsite services including professional consultation for human resources and other staff and individual or group counseling sessions for employees. ▪ Follow up consultation. ▪ Materials/information for participants. <p>Any service that requires on-site counseling is \$280.00 per hour.</p>
<p><u>Ask the Coach Employee Wellness Coaching:</u> <i>Individual coaching addresses a variety of health related issues that may be impacting employee productivity and engagement. Services can positively affect healthcare costs by improving employee wellness.</i></p> <ul style="list-style-type: none"> ▪ Nutritional coaching, up to three (3) one-hour sessions. ▪ Fitness coaching, up to three (3) one-hour sessions. ▪ Nicotine cessation coaching, up to three (3) one-hour sessions. ▪ Stress reduction / resiliency coaching, up to three (3) one-hour sessions.



Work / Life Services:

Information and resources to increase productivity and decrease turnover by improving employee work / life integration.

- Legal consultation with attorney: 30 minutes telephonic and 30 minutes in-person, per issue/year.
- Financial consultation with financial professionals: unlimited telephonic assistance.
- Online legal and financial information and resources.
- Childcare Resource and Referral including unlimited telephone consultations with a Child Care Specialist, customized provider recruitment and follow up.
- "Class Act" resource and coaching program for support of employees with school aged children. Assistance and advocacy for special needs children.
- Elder Care Resource and Referral including unlimited telephone consultations with an Elder Care Specialist.
- Retirement Coaching for employees preparing for retirement – three (3) sessions/year.

Account Management Services:

A dedicated contact person to assist with developing, implementing, and monitoring EAP program details and service utilization.

- Onsite employee and supervisory staff orientations.
- Quarterly newsletters and tip sheets for supervisors and employees on current and seasonal issues.
- Promotional flyers representing program services.
- Promotional wallet cards with service and website contact information.
- Utilization Review and Trend Analysis.
- Assistance with EAP Policy Development.
- Discuss training needs through preliminary needs assessments.

Human Resource Consulting: *A confidential telephonic consultation between management and a Human Resource Consultant that can address Organizational HR concerns or needs.*

- Phone consultation to develop HR Strategy for issues or concerns, such as, but not limited to:
 - Process, Procedure and Compliance Issues,
 - Talent Management Strategies / Hiring & Retention,
 - Leadership Identification and Assessment,
 - Change Management / Right-sizing,
 - Benefits, Insurance and Reward Strategies,
 - Internship and Volunteer program development.
- Common topic for consultation includes determining the need for hiring in-house HR versus outside resources; when and what level.



Member Website

- A comprehensive member-only website with easy-to-access content.
- Explanation of ease@work employee services with information on scheduling via telephone or secure e-mail.
- Information and links on a variety of mental health topics.
- Access to an extensive database of legal articles and links.
- Access to an extensive database of financial articles, links and calculators
- Child Care and Eldercare provider database search.
- Supervisors and Managers unique login with information on management referrals, consultations, CISM, drug free workplace training, seminars, and organizational development.
- Core work/life content on 6 areas including:
 - Parenting –child care and parenting,
 - Aging – older adults and elder caregiving,
 - Balancing – family, relationships and personal growth,
 - Wellness – wellness and healthful living for all ages,
 - Working – career development and workplace issues,
 - Living – everyday life and convenience,
 - Legal/Financial – articles, downloadable forms, and more
- Web-based training including skill builders with printable certificates and a variety of assessments, articles, audio and video presentations.
- Monthly live webinars and a large database of recorded webinar content
- Savings Center offers savings from 25% - 70% with membership in Corporate Perks.
- Pet Care Locator, Relocation Center, Tax Center and much more.



EXHIBIT B
Cleveland Public Library

Client shall compensate THE CENTERS at the following rates:

\$24/per employee per year; based upon a 3 session model for 574 employees. If the count falls below 100, the rate will revert to \$2,600/year.

Billing

Client shall be invoiced annually at the inception of the Agreement. Any charges for additional services will be billed monthly.

Billing Contact Name: Madeline Corchado
 Billing Contact email: madeline.corchado@cpl.org (invoice by email? Y-)
 Billing contact phone: (216) 623-2892

Other Service Options:

<p>Workplace Training: <i>On site seminars delivered by professional presenters addressing a variety of workplace issues including, but not limited to:</i></p> <ul style="list-style-type: none"> ▪ Compliance Training ▪ Customer Service ▪ Change Management ▪ Conflict Management ▪ Train-the-Trainer ▪ Personal Development ▪ Health & Wellness <p><i>*Includes logistics coordination, vetted presenter/S.M.E., preplanning discussion to identify scope of work and goals, handout preparation and evaluations.</i></p>	<p style="text-align: center;"><i>\$300.00 per seminar*</i></p>
<p>Drug Free Workplace Training: <i>Onsite Training for Employees & Supervisors/Managers as mandated by Ohio Bureau of Worker's Compensation for Drug-Free Workplace Compliance.</i></p> <p>Training Content includes:</p> <ul style="list-style-type: none"> ▪ Effects of drug/alcohol abuse in the workplace/information & facts ▪ Disease Models/signs and Symptoms associated with use ▪ Instituting Reasonable Suspicious procedures ▪ Referring employees to testing and treatment 	<p style="text-align: center;"><i>\$200 per hour*</i></p>



<p>Organizational Development: <i>Customized services to facilitate change and enhance performance.</i></p> <ul style="list-style-type: none"> ▪ Professional Leadership Coaching ▪ Project Management ▪ Strategic Planning ▪ Mediation ▪ Organizational Assessment <p><i>All pricing for OD Services are outlined/itemized through a formal proposal.</i></p>	<p style="text-align: center;"><i>From \$175 per hour*</i></p>
<p><u>"Ask the Expert" Series: Ask the Pharmacist</u></p> <p><i>An interactive, multi-channel program that educates your staff on issues impacting their well-being. Experts are available online, over the phone, or onsite, to motivate your employees to ask the questions that open the door to meaningful action.</i></p> <ul style="list-style-type: none"> ▪ Onsite programs: biometric screenings, flu shots, advice booth (Ask the Pharmacist). ▪ Customized programming, such as: participatory and contingent wellness program designs, employee/employer health assessment consultations, and a wellness incentive appeals process (compliant with the ACA). ▪ Medication therapy management program including: comprehensive medication reviews, patient adherence monitoring, and telephonic support. ▪ Our education series, including: "Medication Interactions," "Food Pharmacy," and "Understanding Your Biometrics." 	<p style="text-align: center;">Pricing is Commensurate with program design</p>
<p><u>"Ask the Expert" Series: Ask the Practitioner</u></p> <p><i>Programs that advance wellness from a holistic approach by focusing on mind/body health to improve well-being through our Coordinated Care Model.</i></p> <ul style="list-style-type: none"> ▪ Assessment & short-term coaching ▪ Lifestyle coaching programs ▪ Traditional and alternative stress management programs ▪ Occupational health referrals for performance-based issues 	<p style="text-align: center;">Pricing is Commensurate with program design</p>



<p>EASEy Weigh: Group Weight Management Program <i>Onsite health & weight management program facilitated by credentialed wellness professionals who focus on not just weight, but overall health!</i></p> <ul style="list-style-type: none"> ▪ 12 weekly 1-hour sessions facilitated by a Registered Dietician and /or Certified Fitness coach. Sessions are tailored to the needs of the group. ▪ Participants receive biometric measures at scheduled increments during the program, journals, recipes, questionnaires, and more <p>Company receives documented results. Upon completion, an aggregate report is presented addressing program results, key findings and recommendations for next step.</p>	<p>\$2,800 <i>1-25 participants</i></p>
<p>Smoking Cessation: An 8-week behavior modification program <i>Participants take a thorough look into the emotional, physiological and psychological impact of smoking, with the group support and motivation needed to end nicotine use.</i></p> <ul style="list-style-type: none"> ▪ 8 weekly 1-hour sessions; Ease provides all written materials & evaluations ▪ Explores nicotine replacements, stress management and relaxation techniques, craving control, the importance of diet and exercise, and relapse prevention. ▪ Curriculum is interactive incorporating surveys, quizzes, exercises and discussion. Facilitator offers support & discusses individual concerns. ▪ Facilitator check-ins: in between sessions & post 30-days with each person. 	<p>\$2,000 <i>1-12 participants</i></p> <p>\$2,400 <i>13-24 participants</i></p>



BUSINESS ASSOCIATE AGREEMENT

THIS BUSINESS ASSOCIATE AGREEMENT is entered into as of March 7 , 2016 by and between The Board of Trustees of the Cleveland Public Library, with administrative offices at 325 Superior Ave. Cleveland, OH 44114 ("Covered Entity") and The Centers for Families and Children, an Ohio nonprofit corporation, with administrative offices at 4500 Euclid Avenue, Cleveland, Ohio 44103 ("Business Associate").

RECITALS

WHEREAS, Covered Entity and Business Associate have entered into an Agreement (as defined below) under which Business Associate provides certain services on behalf of Covered Entity;

WHEREAS, in connection with the services provided by Business Associate pursuant to the Agreement, Covered Entity may provide Business Associate with access to certain Protected Health Information (as defined below);

WHEREAS, to comply with the requirements of the Standards for Privacy of Individually Identifiable Health Information and the Standards for Security of Individually Identifiable Health Information at 45 C.F.R. Parts 160 and 164 under the Health Insurance Portability and Accountability Act of 1996, as amended from time to time (the "Privacy Rule" and the "Security Rule", respectively), Covered Entity and the Business Associate desire to enter into this Business Associate Agreement documenting the permitted uses and disclosures of Protected Health Information (as defined below) by Business Associate and other rights and obligations of each of the parties to this Business Associate Agreement (collectively the "Parties");

NOW, THEREFORE, in consideration of the mutual promises set forth in this Business Associate Agreement and the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. Definitions. Terms used, but not otherwise defined, in this Business Associate Agreement shall have the same meaning as those terms in the Privacy and Security Rules.
 - a. Agreement. "Agreement" shall mean the Employee Assistance Program Agreement entered into as of March 7 , 2016, by and between Business Associate, and Covered Entity under which Business Associate may have access to certain Protected Health Information created by or for, or maintained by, Covered Entity.
 - b. Individual. "Individual" shall have the same meaning as the term "individual" in 45 C.F.R. § 160.103 of the Privacy Rule and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g) of the Privacy Rule.



- c. Protected Health Information. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 C.F.R. § 160.103 of the Privacy Rule, including electronic protected health information, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
 - d. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 C.F.R. § 164.103 of the Privacy Rule.
 - e. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his or her designee.
2. Obligations and Activities of Business Associate.
- a. Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by the Agreement or as Required By Law.
 - b. Business Associate agrees to use appropriate safeguards, and comply with the Security Rule with respect to electronic Protected Health Information, to prevent use or disclosure of the Protected Health Information other than as provided for by this Business Associate Agreement.
 - c. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is or becomes known to Business Associate of a use or disclosure of Protected Health Information by Business Associate or any of its employees, contractors, or subcontractors in violation of the requirements of this Business Associate Agreement.
 - d. Business Associate agrees to report to Covered Entity any use or disclosure of the Protected Health Information not provided for by this Business Associate Agreement of which it becomes aware, including Breaches of Unsecured Protected Health Information (as defined in 45 C.F.R. §164.402).
 - e. Business Associate agrees to report to Covered Entity (i) any actual, successful Security Incident (as defined in 45 C.F.R. §164.304) within thirty (30) days of when Business Associate becomes aware of such successful Security Incident; and (ii) any attempted, unsuccessful Security Incident of which Business Associate becomes aware, in writing, on a reasonable basis, at the written request of Covered Entity.
 - f. Business Associate agrees to require, in accordance with 45 C.F.R. §§ 164.502(e)(1)(ii) and 164.308(b), that any subcontractor who creates, receives, maintains or transmits Protected Health Information on behalf of Business Associate



- agrees in writing to the same restrictions and conditions that apply through this Business Associate Agreement to Business Associate with respect to Protected Health Information.
- g. Within thirty (30) days of Covered Entity's request, Business Associate agrees to make available to Covered Entity or, at Covered Entity's direction, make available to Individual, access to Individual's Protected Health Information in accordance with the requirements of and to the extent required by the Privacy Rule.
 - h. Within thirty (30) days of Covered Entity's request, Business Associate agrees to make any amendment(s) to Protected Health Information as directed or agreed to by Covered Entity in accordance with the requirements of and to the extent required by the Privacy Rule.
 - i. Business Associate agrees to make its internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary (or his or her designee) for purposes of determining Covered Entity's compliance with the Privacy Rule.
 - j. Business Associate agrees to document disclosures of Protected Health Information and information related to such disclosures that will enable Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with the Privacy Rule.
 - k. Business Associate agrees to provide to Covered Entity within thirty (30) days of Covered Entity's request, information collected in accordance with Section 2(j) of this Business Associate Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with the Privacy Rule.
 - l. To the extent Business Associate is to carry out one or more of Covered Entity's obligations under the Privacy Rule, Business Associate will comply with the requirements of the Privacy Rule that apply to Covered Entity in the performance of such obligations.
3. Permitted Uses and Disclosures by Business Associate. Except as otherwise limited in this Business Associate Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in the Agreement or in this Business Associate Agreement. In accordance with and to the extent required by the Privacy Rule, Business Associate will use or disclose only the minimum necessary Protected Health Information to accomplish the intended purpose of its uses or disclosures. Business Associate may not use or disclose Protected Health Information in any manner that would constitute a



violation of the Privacy Rule if used or disclosed by Covered Entity. Business Associate may also use and disclose Protected Health Information received by it in its capacity as a business associate of Covered Entity when necessary for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate provided, however, in the case of a disclosure:

- a. The disclosure is required by Law; or
- b. Business Associate obtains reasonable assurances from the person to whom information is disclosed that (i) it will be held confidentially and used or further disclosed only as Required by Law or for the purpose for which disclosed and (ii) such person will notify Business Associate of any instances of which it is aware in which the confidentiality of the Protected Health Information has been breached.

4. Obligations of Covered Entity.

- a. Covered Entity will obtain from Individuals the authorizations and other permissions necessary, ***on forms supplied by ease@work***, to make the uses or disclosures of Protected Health Information required in connection with ***management referrals under the ease@work program*** or the Agreement.
- b. Covered Entity will notify Business Associate promptly in writing of any restrictions on the use or disclosure of Protected Health Information that Covered Entity has agreed to, or any changes in, or revocation of, permission by an Individual for use or disclosure of Protected Health Information, ***in each case, with respect to clients referred to Covered Entity under the ease@work program or the Agreement.***
- c. Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would be impermissible under the Privacy Rule if used or disclosed by Covered Entity.

5. Term and Termination.

- a. Term. This Business Associate Agreement shall be effective as of the later of the date first written above or the date as of which the Agreement is first effective ("Effective Date"), and shall remain in effect so long as the Agreement remains in force; provided, however, Covered Entity may immediately terminate the Business Associate Agreement if Covered Entity determines that Business Associate has violated a material term, responsibility, or obligation of this Business Associate Agreement and has failed to provide satisfactory assurances to Covered Entity within thirty (30) days of notice of such violation that the violation has been cured and steps taken to prevent its recurrence. The provisions of Section 5(b) shall survive any termination of this Business Associate Agreement.



- b. Effect of Termination.
- i. Except as provided in Section 5(b)(ii) below, upon termination of this Business Associate Agreement for any reason, Business Associate shall return or destroy all Protected Health Information covered by this Business Associate Agreement. Business Associate shall retain no copies of Protected Health Information.
 - ii. In the event that Business Associate reasonably determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity written notification of the conditions that make return or destruction infeasible. Business Associate shall extend the protections of this Business Associate Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.
6. Miscellaneous.
- a. Regulatory References. A reference in this Business Associate Agreement to a provision of a law or regulation means the provision as in effect or as amended.
 - b. Amendment. The Parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as may be required for Covered Entity to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 and the regulations issued thereunder (collectively, "HIPAA").
 - c. Interpretation. Any ambiguity in this Business Associate Agreement shall be resolved in a manner permitting compliance with HIPAA.
 - d. Governing Agreement. The terms and conditions of this Business Associate Agreement shall supersede all conflicting terms and conditions of all prior or other agreements, including the Agreement, with respect to the subject matter set forth herein.



IN WITNESS WHEREOF, the parties hereto have executed this Business Associate Agreement, and it shall be incorporated into and made a part of the Agreement as of the Effective Date.

The Centers for Families and Children

Cleveland Public Library

By: *Patrick Gaul*

By: *Felton Thomas, Jr.*

Print: Patrick Gaul

Print: Felton Thomas, Jr.

Title: Manager of Account Services

Title: Executive Director, CEO

Date: 3/19/16

Date: 3/14/16



REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD MARCH 1 – MARCH 31, 2016

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending March 31, 2016

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	13,328,464.42	0.00	0.00	0.00	\$ 0.00	13,328,464.42
42 Intergovernmental	5,919,107.84	410,512.36	0.00	0.00	\$ 0.00	6,329,620.20
43 Fines & Fees	97,990.23	0.00	0.00	0.00	\$ 0.00	97,990.23
44 Investment Earnings	81,254.87	20,333.05	0.00	13,084.02	\$ 0.00	114,671.94
45 Charges for Services	0.00	2,494,687.02	0.00	0.00	\$ 0.00	2,494,687.02
46 Contributions & Donations	1,250.00	392,802.38	0.00	0.00	\$ 0.00	394,052.38
48 Miscellaneous Revenue	125,940.35	0.00	3,500.16	0.00	\$ 31,889.77	161,330.28
Total Revenues	\$ 19,554,007.71	\$ 3,318,334.81	\$ 3,500.16	\$ 13,084.02	\$ 31,889.77	\$ 22,920,816.47
51 Salaries/Benefits	8,428,152.34	699,230.18	0.00	0.00	\$ 0.00	9,127,382.52
52 Supplies	158,972.45	1,992.77	0.00	191.56	\$ 0.00	161,156.78
53 Purchased/Contracted Services	3,666,450.17	845,560.26	0.00	682.00	\$ 0.00	4,512,692.43
54 Library Materials	1,565,426.88	177,946.99	0.00	18,729.19	\$ 0.00	1,762,103.06
55 Capital Outlay	240,204.20	126,566.70	480,648.47	0.00	\$ 0.00	847,419.37
57 Miscellaneous Expenses	43,040.09	8,306.42	0.00	0.00	\$ 28,579.70	79,926.21
Total Expenditures	\$ 14,102,246.13	\$ 1,859,603.32	\$ 480,648.47	\$ 19,602.75	\$ 28,579.70	\$ 16,490,680.37
Revenue Over/(Under) Expenditures	\$ 5,451,761.58	\$ 1,458,731.49	\$(477,148.31)	\$(6,518.73)	\$ 3,310.07	\$ 6,430,136.10
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(29,500.00)	29,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,500,000.00)	0.00	1,500,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(1,529,500.00)	\$ 29,500.00	\$ 1,500,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 3,922,261.58	\$ 1,488,231.49	\$ 1,022,851.69	\$(6,518.73)	\$ 3,310.07	\$ 6,430,136.10
Beginning Year Cash Balance	\$ 30,293,887.52	\$ 15,311,265.03	\$ 13,248,624.25	\$ 3,477,276.35	\$ 18,241.33	\$ 62,349,294.48
Current Cash Balance	\$ 34,216,149.10	\$ 16,799,496.52	\$ 14,271,475.94	\$ 3,470,757.62	\$ 21,551.40	\$ 68,779,430.58

Cleveland Public Library
 Certified Revenue, Appropriations and Balances
 General Fund
 For the Period Ending March 31, 2016

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	\$ 22,003,405	\$ 5,365,768	\$ 16,637,637	24%	25%
General Property Tax	21,766,764	13,328,464	8,438,299	61%	53%
Rollback, Homestead, CAT	2,565,829	553,340	2,012,490	22%	0%
Fines & Fees	399,000	97,990	301,010	25%	28%
Investment Earnings	320,863	81,255	239,608	25%	43%
Contributions	0	1,250	(1,250)	100%	0%
Miscellaneous	1,363,614	125,940	1,237,673	9%	14%
Total	\$ 48,419,474	\$ 19,554,008	\$ 28,865,466	40%	37%

	Appropriation (2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	\$ 35,067,672	\$ 8,474,266	\$ 26,593,406	24%	26%
Supplies	1,132,081	459,737	672,344	41%	49%
Purchased Services	12,087,367	8,604,403	3,482,964	71%	66%
Library Materials	10,671,638	4,602,261	6,069,377	43%	45%
Capital Outlay	1,669,663	569,870	1,099,793	34%	24%
Other	138,391	84,032	54,358	61%	59%
Sub Total	\$ 60,766,811	\$ 22,794,570	\$ 37,972,241	38%	38%
Advances Out	0.00	29,500.00	(29,500.00)		
Transfers Out	1,500,000	1,500,000	0	100%	0%
Total	\$ 62,266,811	\$ 24,324,070	\$ 37,942,741	39%	40%

Note (1): Certificate from Cuyahoga County Budget Commission dated March 7, 2016.

Note (2): Subtotal Amended Appropriation of \$54,918,752 plus carried forward encumbrance of \$5,848,058.

Note (3): Subtotal includes 23% expended and 15% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending March 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,600.00	66,645.01	11,493.99	30,612.82	24,538.20
52230	263,050.00	287,212.31	42,233.51	132,227.68	112,751.12
52240	23,000.00	23,000.00	0.00	3,531.30	19,468.70
52300	78,000.00	114,693.14	7,921.07	61,387.66	45,384.41
52900	263,238.00	274,412.44	29,797.39	41,339.03	203,276.02
	\$1,052,538.00	\$ 1,132,080.85	\$ 158,972.45	\$ 300,764.79	\$ 672,343.61
Supplies					
53100	200,000.00	209,764.37	14,633.47	70,152.90	124,978.00
53210	300,316.00	374,527.62	84,125.15	251,960.17	38,442.30
53230	91,500.00	100,893.23	21,538.51	42,565.33	36,789.39
53240	166,000.00	208,547.52	35,522.95	49,841.58	123,182.99
53310	407,000.00	519,098.03	74,027.26	51,598.42	393,472.35
53320	17,550.00	20,315.19	513.24	7,265.19	12,536.76
53340	171,279.00	204,759.05	26,003.36	99,492.90	79,262.79
53350	240,641.00	363,810.02	79,860.07	151,780.47	132,169.48
53360	347,189.95	352,342.97	95,890.23	13,691.02	242,761.72
53370	25,000.00	35,668.55	4,037.96	18,481.59	13,149.00
53380	800,000.00	824,091.35	196,171.39	227,919.96	400,000.00
53390	25,440.00	28,277.75	0.00	3,893.75	24,384.00
53400	429,039.00	487,812.33	68,780.44	0.00	419,031.89
53510	178,749.24	189,545.42	51,971.93	132,391.08	5,182.41
53520	57,403.00	62,591.86	7,525.64	14,302.12	40,764.10
53610	1,936,774.33	2,046,756.83	384,019.41	1,651,609.46	11,127.96
53620	195,527.22	249,079.54	58,901.64	190,177.90	0.00
53630	946,859.92	999,966.95	43,736.34	891,541.69	64,688.92

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending March 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	87,230.72	95,446.07	21,133.71	74,312.36	0.00
53710	963,562.58	1,694,584.95	246,102.79	880,474.98	568,007.18
53720	780,030.07	814,530.07	299,462.86	34,500.00	480,567.21
53730	20,060.00	20,060.00	2,515.90	0.00	17,544.10
53800	250,000.00	384,097.96	52,612.90	77,781.14	253,703.92
53900	1,800,648.52	1,800,799.52	1,797,363.02	2,219.00	1,217.50
	\$10,437,800.55	\$ 12,087,367.15	\$ 3,666,450.17	\$ 4,937,953.01	\$ 3,482,963.97
Purchased/Contracted Services					
54110	2,360,000.00	2,871,015.38	469,978.27	531,351.16	1,869,685.95
54120	372,000.00	819,280.36	139,738.05	356,214.00	323,328.31
54210	825,000.00	1,191,144.17	63,358.89	315,298.15	812,487.13
54220	77,000.00	261,216.13	54,281.51	133,530.33	73,404.29
54310	1,928,180.00	2,241,568.68	296,630.43	478,021.25	1,466,917.00
54320	151,000.00	171,561.13	21,983.45	29,895.59	119,682.09
54325	363,000.00	555,698.03	93,984.13	179,427.58	282,286.32
54500	570,000.00	1,010,333.08	305,715.02	209,720.27	494,897.79
54530	602,000.00	1,366,171.51	103,838.32	729,761.45	532,571.74
54600	3,000.00	3,978.00	690.50	287.50	3,000.00
54710	25,000.00	53,641.14	4,919.42	23,721.72	25,000.00
54720	45,000.00	95,762.59	8,602.21	42,216.34	44,944.04
54730	5,000.00	5,994.15	1,072.43	734.51	4,187.21
54790	22,000.00	24,273.33	634.25	6,654.38	16,984.70
	\$7,348,180.00	\$ 10,671,637.68	\$ 1,565,426.88	\$ 3,036,834.23	\$ 6,069,376.57
Library Materials					
55510	152,200.00	231,039.69	35,607.11	47,577.30	147,855.28
55520	188,500.00	262,936.00	80,002.93	6,708.48	176,224.59

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending March 31, 2016

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	536,000.00	628,765.47	39,086.56	100,688.34	488,990.57
55540 Software	314,500.00	546,921.59	85,507.60	174,691.29	286,722.70
Capital Outlay	\$1,191,200.00	\$ 1,669,662.75	\$ 240,204.20	\$ 329,665.41	\$ 1,099,793.14
57100 Memberships	70,555.78	73,551.16	38,696.52	22,238.42	12,616.22
57200 Taxes	12,000.00	13,352.97	2,814.27	10,064.01	474.69
57500 Refunds/Reimbursements	49,204.22	51,486.47	1,529.30	8,689.84	41,267.33
Miscellaneous Expenses	\$131,760.00	\$ 138,390.60	\$ 43,040.09	\$ 40,992.27	\$ 54,358.24
59810 Advances Out	0.00	0.00	29,500.00	0.00	(29,500.00)
Advances	\$0.00	\$ 0.00	\$ 29,500.00	\$ 0.00	\$(29,500.00)
59900 Transfers Out	0.00	1,500,000.00	1,500,000.00	0.00	0.00
Transfers	\$0.00	\$ 1,500,000.00	\$ 1,500,000.00	\$ 0.00	\$ 0.00
TOTAL	\$54,918,752.76	\$ 62,266,810.94	\$ 15,631,746.13	\$ 8,692,323.68	\$ 37,942,741.13

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending March 31, 2016

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,293,887.52	19,554,007.71	15,631,746.13	8,692,844.90	25,523,304.20
Total General Fund	\$ 30,293,887.52	\$ 19,554,007.71	\$ 15,631,746.13	\$ 8,692,844.90	\$ 25,523,304.20
201 Anderson	276,296.99	0.00	0.00	0.00	276,296.99
202 Endowment for the Blind	2,170,265.69	0.00	1,037.50	23,616.01	2,145,612.18
203 Founders	6,094,545.65	344,521.90	82,215.49	177,736.58	6,179,115.48
204 Kaiser	58,614.88	0.00	0.00	0.00	58,614.88
205 Kralley	179,670.47	599.53	111.55	335.55	179,822.90
206 Library	178,122.12	5,195.53	4,792.47	2,037.75	176,487.43
207 Pepke	127,745.59	(1,485.96)	0.00	0.00	126,259.63
208 Wickwire	1,350,020.58	6,090.87	0.00	11,948.38	1,344,163.07
209 Wittke	86,265.93	0.00	0.00	0.00	86,265.93
210 Young	4,000,361.89	(9,087.94)	5,753.85	13,378.58	3,972,141.52
225 Friends	0.00	29,500.00	0.00	359.64	29,140.36
226 Judd	5,972.23	58,686.50	37,844.34	49,054.95	(22,240.56)
228 Lockwood Thompson Memorial	136,626.00	0.00	21,141.64	92,094.21	23,390.15
229 Ohio Center for the Book	0.00	900.00	0.00	0.00	900.00
230 Schweinfurth	89,172.29	7,715.00	12,965.00	0.00	83,922.29
231 CLEVNET	490,999.25	2,494,687.02	1,284,367.14	938,427.21	762,891.92
251 OLBPD-Library for the Blind	0.00	377,049.00	391,948.98	19,437.60	(34,337.58)
252 LSTA-Know It Now	27,058.22	0.00	0.00	0.00	27,058.22
254 MyCom	39,527.25	33,463.36	17,425.36	17,187.50	38,377.75
Total Special Revenue Funds	\$ 15,311,265.03	\$ 3,347,834.81	\$ 1,859,603.32	\$ 1,345,613.96	\$ 15,453,882.56
401 Building & Repair	13,248,624.25	1,503,500.16	480,648.47	3,755,684.24	10,515,791.70
Total Capital Project Funds	\$ 13,248,624.25	\$ 1,503,500.16	\$ 480,648.47	\$ 3,755,684.24	\$ 10,515,791.70
501 Abel	218,076.10	1,902.62	0.00	0.00	219,978.72

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2016

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	2,218.69	0.00	0.00	0.00	2,218.69
503 Beard	132,508.14	(614.51)	582.00	1,746.00	129,565.63
504 Klein	5,251.17	0.00	0.00	0.00	5,251.17
505 Malon/Schroeder	280,913.05	622.26	291.56	3,220.90	278,022.85
506 McDonald	182,871.96	0.00	0.00	0.00	182,871.96
507 Ratner	90,938.24	(1,138.21)	0.00	0.00	89,800.03
508 Root	38,361.65	0.00	0.00	0.00	38,361.65
509 Sugarman	198,051.98	1,627.54	0.00	0.00	199,679.52
510 Thompson	155,047.07	360.20	2,850.00	0.00	152,557.27
511 Weidenthal	6,513.72	0.00	0.00	0.00	6,513.72
512 White	2,082,088.70	10,379.15	15,879.19	728.65	2,075,860.01
513 Beard Anna Young	84,435.88	(55.03)	0.00	0.00	84,380.85
Total Permanent Funds	\$ 3,477,276.35	\$ 13,084.02	\$ 19,602.75	\$ 5,695.55	\$ 3,465,062.07
901 Unclaimed Funds	10,735.01	459.99	100.00	0.00	11,095.00
905 CLEVNET Fines & Fees	7,506.32	31,429.78	28,479.70	0.00	10,456.40
Others	\$ 18,241.33	\$ 31,889.77	\$ 28,579.70	\$ 0.00	\$ 21,551.40
Total All Funds	\$ 62,349,294.48	\$ 24,450,316.47	\$ 18,020,180.37	\$ 13,799,838.65	\$ 54,979,591.93

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending March 31, 2016

Balance of All Funds	<u><u>\$ 68,779,430.58</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	1,779,488.15
KeyBank - Merchant Acct	16,348.56
KeyBank - FSA Account	5,207.19
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$ 1,806,269.42</u></u>
PNC - Money Market	10,043.54
PNC - Investments	40,277,448.14
PNC - Investments Money Market	114,526.44
STAR Ohio Investment	6,533,727.87
STAR Plus Program	3,324,894.06
Investments	<u><u>\$ 50,260,640.05</u></u>
PNC- Endowment Account	16,712,521.11
Endowment Account	<u><u>\$ 16,712,521.11</u></u>
Cash in Banks and On Hand	<u><u>\$ 68,779,430.58</u></u>

Total portfolio value

Total portfolio value on March 31	\$20,851,821.67
Total portfolio value on January 1	20,926,289.81
Total change in value	-\$74,468.14

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

Bulletin board

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www.pnc.com

Your Relationship Managers

Laura Gockel
 PNC
 1900 E 9TH ST
 Cleveland, OH 44114
 (216) 222-9831
laura.gockel@pnc.com

Glen Danahey
 PNC
 1900 E 9TH ST
 Cleveland, OH 44114
 (216) 222-9736
glen.danahey@pnc.com

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

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About your account

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This statement includes an accounting of asset holdings and transactional activity as well as additional informational schedules. It is not intended to be used for tax reporting purposes or to replace or supplement any tax information provided to you for that purpose.

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Summary

Portfolio value

	Principal	Change in value	Total
Income			
Income on March 31	\$246,895.53	Principal on March 31	\$20,604,926.14
Income on January 1	178,299.83	Principal on January 1	20,747,989.98
Change in value	\$68,595.70	Change in value	-\$143,063.84
			Total portfolio value on March 31
			20,926,289.81
			Total portfolio value on January 1
			20,926,289.81
			Total change in value
			-\$74,468.14

Portfolio value by asset class

	Value Mar. 31	Value Jan. 1	Change in value	Tax cost*
Income				
Cash and cash equivalents	\$246,895.53	\$178,299.83	\$68,595.70	\$246,895.53
Principal				
Cash and cash equivalents	\$385,023.53	\$599,845.90	-\$214,822.37	\$385,023.53
Fixed income	6,294,054.90	6,161,283.96	132,770.94	6,199,268.90
Equities	13,925,847.71	13,986,860.12	-\$61,012.41	9,980,598.55
Total	\$20,851,821.67	\$20,926,289.81	-\$74,468.14	\$16,811,786.51

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

Summary

Change in account value

	This period	From Jan. 1, 2016
Beginning account value	\$20,963,025.78	\$20,963,025.78
Additions:		
Investment income	\$82,634.35	\$82,634.35
Other receipts	277.74	277.74
Disbursements:		
Fees and charges	-\$14,038.65	-\$14,038.65
Other disbursements	-186,900.00	-186,900.00
Change in value of investments	43,558.42	43,558.42
Net accrued income	4,071.24	4,071.24
Ending account value	<u>\$20,892,628.88</u>	<u>\$20,892,628.88</u>

Investment income summary

	This period	From Jan. 1, 2016
Income-cash and cash equivalents	\$46.52	\$46.52
Interest-fixed income	32,675.96	32,675.96
Dividends-equities	49,911.87	49,911.87
Total	<u>\$82,634.35</u>	<u>\$82,634.35</u>

Gain/loss summary

	Net realized gain/loss	This period	From Jan. 1, 2016	Net unrealized gain/loss*
Fixed income	-\$4,666.30	-\$4,666.30	-\$4,666.30	\$94,786.00
Equities	68,475.33	68,475.33	68,475.33	3,945,249.16
Total	<u>\$63,809.03</u>	<u>\$63,809.03</u>	<u>\$63,809.03</u>	<u>\$4,040,035.16</u>

* All unrealized gain/loss information is based on tax cost. When this information is not available for all assets, your portfolio's tax cost may be understated. To determine if we have tax cost information for all your assets, call Laura Gockel your Account Advisor.

Accrued income summary

Accrued income on March 31	\$40,807.21
Accrued income on January 01	36,735.97
Net accrued income	<u>\$4,071.24</u>

	Estimated annual income	Accrued income this period
	\$172.07	\$25.55
	132,756.10	29,909.83
	244,818.13	10,871.83
Total	<u>\$377,746.30</u>	<u>\$40,807.21</u>

Summary

Transaction summary - measured by cash balance

	Income		Principal	
	This period	From Jan. 1, 2016	This period	From Jan. 1, 2016
Beginning cash balance	\$0.00	\$0.00	\$0.00	\$0.00
Additions				
Investment income	\$82,634.35	\$82,634.35	-	-
Sales and maturities	-	-	1,533,411.32	1,533,411.32
Other receipts	-	-	277.74	277.74
Disbursements				
Purchases	-\$68,595.70	-\$68,595.70	-\$1,346,789.06	-\$1,346,789.06
Fees and charges	- 14,038.65	- 14,038.65	-	-
Other disbursements	-	-	-	-
Ending cash balance	\$0.00	\$0.00	\$0.00	\$0.00
Change in cash	-	-	-	-

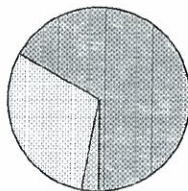
Transaction summary - measured by tax cost

	This period	From Jan. 1, 2016
Beginning tax cost	\$16,866,004.04	\$16,866,004.04
Additions		
Purchases	\$1,415,384.76	\$1,415,384.76
Disbursements	-	-
Sales	-\$1,469,602.29	-\$1,469,602.29
Change in cash	-	-
Ending tax cost	\$16,811,786.51	\$16,811,786.51

Analysis

Asset allocation

	Mar. 31, 2016
Cash and cash equivalents	3.03 %
Mutual funds	3.03 %
Fixed income	30.19 %
Corporate	15.55 %
US treasury	12.70 %
Agency	1.74 %
Mortgages	0.20 %
Equities	66.79 %
Stock	37.89 %
Etf's	9.56 %
Mutual funds	19.33 %



Equity sectors

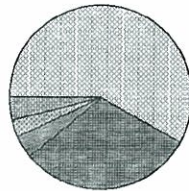
	Market value	% of equities	% of total portfolio
Industrials	\$1,014,183.00	12.84 %	4.86 %
Consumer discretionary	1,208,175.40	15.29 %	5.79 %
Consumer staples	868,846.30	11.00 %	4.17 %
Energy	355,212.80	4.50 %	1.70 %
Financial	1,093,051.00	13.84 %	5.24 %
Materials	313,542.80	3.97 %	1.50 %
Information technology	1,507,261.55	19.08 %	7.23 %
Utilities	325,768.10	4.12 %	1.56 %
Health care	1,054,092.30	13.34 %	5.06 %
Telecommunication services	160,617.60	2.03 %	0.77 %
Total	\$7,900,750.85	100.00 %	37.88 %

Analysis

Bond analysis

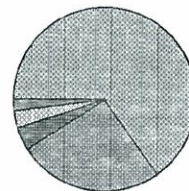
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$3,675,085.49	58.39 %	17.63 %
Moody's Aa1	215,999.50	3.43 %	1.04 %
Moody's Aa2	180,612.60	2.87 %	0.87 %
Moody's Aa3	253,900.40	4.03 %	1.22 %
Other	1,968,456.91	31.27 %	9.44 %



Maturity schedule

Market value [% of bonds maturing in]	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	3.02 %	\$190,070.90 (100.00 %)	-	-	-
1 - 5 years	64.93 %	1,895,077.50 (46.37 %)	2,191,848.25 (53.63 %)	-	-
6 - 10 years	26.21 %	1,125,106.45 (68.20 %)	524,665.74 (31.80 %)	-	-
11 - 15 years	1.59 %	31,486.50 (31.44 %)	68,649.83 (68.56 %)	-	-
16 or more years	4.24 %	-	225,877.03 (84.55 %)	-	41,272.70 (15.45 %)



Detail

Portfolio - income

Cash and cash equivalents
 Mutual funds - money market

Description	Market value Last period	Quantity	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	\$178,299.83	214,212.520	\$214,212.52	1.03 %	\$1.0000	\$214,212.52	\$1.00	0.03 %	\$68.33	\$7.93
21-75-073-4453885										
PNC TREASURY MONEY MARKET FUND #431	32,683.010	32,683.010	32,683.01	0.16 %	1.0000	32,683.01	1.00	0.03 %	8.90	1.24
PNC CAPITAL ADVISORS MONEY MARKET FUND #431			1.0000	0.01 %						0.56
Total mutual funds - money market			\$246,895.53	1.18 %		\$246,895.53		0.03 %	\$67.23	\$9.73
Total cash and cash equivalents			\$246,895.53	1.18 %		\$246,895.53		0.03 %	\$67.23	\$9.73

Detail

Portfolio - principal

Cash and cash equivalents
Mutual funds - money market

Description	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit	Quantity	Price per unit							
PNC TREASURY MONEY MARKET FUND #431	349,669.88	\$163,047.62	163,047.62	\$1.0000	0.79 %	\$163,047.62	\$1.00	\$44.40	0.03 %	\$44.40	\$6.87
21-75-073-4453885											
PNC TREASURY MONEY MARKET FUND #431	89,425.53	63,167.20	63,167.20	1.0000	0.31 %	63,167.20	1.00	17.20	0.03 %	17.20	2.20
PNC CAPITAL ADVISORS											
PNC TREASURY MONEY MARKET FUND #431	160,750.49	158,808.71	158,808.71	1.0000	0.77 %	158,808.71	1.00	43.24	0.03 %	43.24	6.75
PCA ADVANTAGE PORTFOLIO											
Total mutual funds - money market					1.85 %	\$385,023.53		\$104.84	0.03 %	\$104.84	\$15.82
Total cash and cash equivalents					1.85 %	\$385,023.53		\$104.84	0.03 %	\$104.84	\$15.82

Detail

**Fixed income
 Corporate bonds**

Description (Cusip)	Market value last period	Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
			Current	price per unit							
AT & T INC	\$42,574.00	15,000	\$16,386.45	\$109,2430	0.08 %	\$16,213.70	\$172.75	4.08 %	\$667.50	\$252.17	
04.450% DUE 05/15/2021 RATING: BAA1 (00206RAX0) PNC CAPITAL ADVISORS						\$108.09					
AT&T INC	5,105.45	5,000	5,276.85	105,5370	0.03 %	5,128.55	148.30	3.70 %	195.00	10.83	
CALL 12/11/2023 @ 100.00 UNSC 03.900% DUE 03/11/2024 RATING: BAA1 (00206RCE0) PNC CAPITAL ADVISORS						102.57					
ABBEEY NATL TREASURY SERV SEDOL ISIN US002799AQ76 02.350% DUE 09/10/2019 RATING: A1 (002799AQ7) PNC CAPITAL ADVISORS	30,000	30,000	30,112.20	100,3740	0.15 %	30,180.30	- 68.10	2.35 %	705.00	41.12	
AMERICAN EXPRESS CREDIT UNSC VAR % DUE 07/29/2016 RATING: A2 (0258M0DH9) PNC CAPITAL ADVISORS	30,005.10	30,000	30,038.10	100,1270	0.15 %	30,063.50	- 25.40	0.85 %	253.62	44.38	
AMERICAN HONDA FINANCE UNSC VAR % DUE 10/07/2016 RATING: A1 (02665WAA9) PNC CAPITAL ADVISORS	25,045.75	25,000	25,052.00	100,2080	0.13 %	25,000.00	52.00	0.84 %	208.65	49.26	

Detail

**Fixed income
 Corporate bonds**

Description [Cusip.]	Market value last period	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit							
AMERICAN HONDA FINANCE	25,061.50	25,582.75	102.3310	0.13 %	24,953.75	99.82	629.00	2.20 %	562.50	71.88
SER MTN UNSC	25,000	102.3310								
02.250% DUE 08/15/2019										
RATING: A1										
[02665WAH4]										
PNC CAPITAL ADVISORS	35,685.65	36,251.95	103.5770	0.18 %	34,879.60	99.66	1,372.35	3.58 %	1,295.00	597.14
AMERIPRISE FINANCIAL INC	35,000	103.5770								
UNSC										
03.700% DUE 10/15/2024										
RATING: A3										
[03076CAG1]										
PNC CAPITAL ADVISORS	25,505.25	26,746.00	106.9840	0.13 %	25,291.00	101.16	1,455.00	3.46 %	925.00	154.17
ANHEUSER-BUSCH INBEV FIN	25,000	106.9840								
COGT										
03.700% DUE 02/01/2024										
RATING: A2										
[03524BAE6]										
PNC CAPITAL ADVISORS	68,205.90	70,425.60	100.6080	0.34 %	68,534.70	97.91	1,890.90	2.39 %	1,680.00	690.67
APPLE INC	70,000	100.6080								
UNSC										
02.400% DUE 05/03/2023										
RATING: AA1										
[037833AK6]										
PNC CAPITAL ADVISORS	22,796.60	22,887.80	114.4390	0.11 %	24,791.00	123.96	-1,903.20	5.99 %	1,370.00	574.64
BB&T CORPORATION	20,000	114.4390								
SR UNSEC										
06.850% DUE 04/30/2019										
RATING: A2										
[05531FAB9]										
PNC CAPITAL ADVISORS										

Detail

**Fixed income
 Corporate bonds**

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
BP CAPITAL MARKETS PLC ISIN US055650BZ00 SEDOL 887XBLS 03.245% DUE 05/06/2022 RATING: A2 [055650BZ0] PNC CAPITAL ADVISORS	29,626.20 30,000	30,873.90 102.9130	29,540.20 98.47	30,873.90 102.9130	0.15 %	29,540.20 98.47	1,333.70	3.16 %	973.50	392.10	
BNP PARIBAS SEDOL ISIN US05574LPT97 02.700% DUE 08/20/2018 RATING: A1 [05574LPT9] PNC CAPITAL ADVISORS	25,358.50 25,000	25,557.50 102.2300	24,953.50 99.81	25,557.50 102.2300	0.13 %	24,953.50 99.81	604.00	2.65 %	675.00	76.88	
BANK OF MONTREAL UNSC SERIES BKNT VAR % DUE 07/14/2017 RATING: AA3 [06366RVE2] PNC CAPITAL ADVISORS	59,805.00 60,000	59,840.40 99.7340	59,932.20 99.89	59,840.40 99.7340	0.29 %	59,932.20 99.89	- 91.80	0.89 %	347.16	74.25	
BANK OF NOVA SCOTIA SEDOL BQRVYD6 ISIN US06416CAA62 02.125% DUE 09/11/2019 RATING: AAA [06416CAA6] PNC CAPITAL ADVISORS	34,965.00 35,000	35,550.55 101.5730	35,428.40 101.22	35,550.55 101.5730	0.18 %	35,428.40 101.22	122.15	2.10 %	743.75	41.32	
BERKSHIRE HATHAWAY INC SR UNSEC 03.750% DUE 08/15/2021 RATING: AA2 [084670BC1] PNC CAPITAL ADVISORS	26,660.50 25,000	27,362.75 109.4510	25,836.05 103.34	27,362.75 109.4510	0.14 %	25,836.05 103.34	1,526.70	3.43 %	937.50	119.79	

Detail

**Fixed income
 Corporate bonds**

Description [Cusip]	Market value last period	Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit						
PROGRESS ENERGY CAROLINA 1ST MTG 05.300% DUE 01/15/2019 RATING: AA3 (144141CZ9)	21,970.00 20,000	22,093.20 110.4660		0.11 %	19,981.60 99.91	2,111.60	4.80 %	1,060.00	223.78
PNC CAPITAL ADVISORS CATHOLIC HEALTH INITIATI SECURED 01.600% DUE 11/01/2017 RATING: A2 (14916RAB0)	14,970.90 15,000	15,020.55 100.1370		0.08 %	14,995.65 99.97	24.90	1.60 %	240.00	100.00
PNC CAPITAL ADVISORS CHEVRON CORP SR UNSEC CALL 11/5/17 @ 100 01.104% DUE 12/05/2017 RATING: AA1 (166764AA8)	19,862.40 20,000	19,965.40 99.8270		0.10 %	20,000.00 100.00	- 34.60	1.11 %	220.80	71.15
PNC CAPITAL ADVISORS CHEVRON CORP SR UNSEC CALL 9/5/22 @ 100 02.355% DUE 12/05/2022 RATING: AA1 (166764AB6)	66,842.30 70,000	69,952.40 99.9320		0.34 %	67,886.70 96.98	2,065.70	2.36 %	1,648.50	531.18
PNC CAPITAL ADVISORS CISCO SYSTEMS INC SR NTS 04.450% DUE 01/15/2020 RATING: A1 (17275RAH5)	21,761.20 20,000	22,166.60 110.8330		0.11 %	23,019.40 115.10	- 852.80	4.02 %	890.00	187.89
PNC CAPITAL ADVISORS									

Detail

**Fixed income
Corporate bonds**

Description [Cusip]	Market value last period		Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current market value					
COCA-COLA CO/THE	29,997.30	30,004.80	30,004.80	100.0160	0.15 %	-32.80	0.44 %	129.03	53.76
UNSC	30,000	100.0160	100.0160	100.0160					
VAR% DUE 11/01/2016									
RATING: AA3									
(191216BC3)									
PNC CAPITAL ADVISORS									
CONNECTICUT LIGHT & PWR	19,362.60	19,957.60	19,957.60	103.0930	0.10 %	87.40	2.51 %	500.00	105.56
CALL 10/15/2022 @ 100.000 MORT	20,000	99.7880	99.7880	99.7880					
02.500% DUE 01/15/2023									
RATING: A2									
(207597EF8)									
PNC CAPITAL ADVISORS									
CONOCOPHILLIPS COMPANY	43,698.15	29,424.90	29,424.90	98.0830	0.15 %	-800.15	2.94 %	862.50	325.83
CALL 09/15/2021 @ 100.000 COGT	30,000	98.0830	98.0830	98.0830					
02.875% DUE 11/15/2021									
RATING: BAA2									
(20826FAE6)									
PNC CAPITAL ADVISORS									
RABOBANK NEDERLAND UTREC	15,333.45	15,268.50	15,268.50	103.19	0.08 %	-210.40	3.32 %	506.25	101.25
ISIN US21686CAD20 SEDOL B5MKX70	15,000	101.7900	101.7900	103.19					
03.375% DUE 01/19/2017									
RATING: AA2									
(21686CAD2)									
PNC CAPITAL ADVISORS									
JOHN DEERE CAPITAL CORP	26,999.25	27,000.50	27,000.50	108.0020	0.13 %	2,077.00	4.96 %	1,337.50	661.32
SR UNSECURED SER MTN	25,000	108.0020	108.0020	108.0020					
05.350% DUE 04/03/2018									
RATING: A2									
(24422EQR3)									
PNC CAPITAL ADVISORS									

Detail

**Fixed income
 Corporate bonds**

Description [Cusip]	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit						
JOHN DEERE CAPITAL CORP		25,000	25,061.25	0.13 %	25,000.00	61.25	1.18 %	295.43	144.43
VAR% DUE 01/08/2019			100.2450		100.00				
RATING: A2									
[24422ETD1]									
PNC CAPITAL ADVISORS									
WALT DISNEY COMPANY	21,745.00	21,745.00	21,674.20	0.11 %	24,573.00	- 2,898.80	5.43 %	1,175.00	345.97
NTS SERIES B	20,000	20,000	108.3710		122.87				
05.875% DUE 12/15/2017									
RATING: A2									
[25468PCB0]									
PNC CAPITAL ADVISORS									
DUKE ENERGY INDIANA INC	10,527.70	10,527.70	10,773.60	0.06 %	10,900.90	- 127.30	3.49 %	375.00	79.17
1ST MORTGAGE	10,000	10,000	107.7360		109.01				
03.750% DUE 07/15/2020									
RATING: AA3									
[26390TAC4]									
PNC CAPITAL ADVISORS									
DUKE ENERGY CAROLINAS	10,669.00	10,669.00	10,690.90	0.06 %	9,966.00	724.90	4.92 %	525.00	110.83
1ST MORTGAGE	10,000	10,000	106.9090		99.66				
05.250% DUE 01/15/2018									
RATING: AA2									
[26442CAC8]									
PNC CAPITAL ADVISORS									
EXXON MOBIL CORPORATION	89,855.10	89,855.10	89,707.50	0.44 %	90,000.00	- 292.50	0.57 %	503.64	23.78
UNSC	90,000	90,000	99.6750		100.00				
VAR % DUE 03/15/2017									
RATING: AAA									
[30231GAB8]									
PNC CAPITAL ADVISORS									

Detail

Fixed income
 Corporate bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current						
GILEAD SCIENCES INC	32,403.60	16,756.65	15,000	111,711.00	0.09 %	16,435.80	320.85	3.94 %	660.00	220.00	
SR UNSEC CALL 09/01/21 @100						109.57					
04.400% DUE 12/01/2021											
RATING: A3											
[375588AU7]											
PNC CAPITAL ADVISORS											
GLAXOSMITHKLINE CAPITAL	25,194.25	26,186.75	25,000	104,747.00	0.13 %	24,679.25	1,507.50	2.73 %	712.50	283.02	
ISIN US377373AD71 SEDOL B84G0G5						98.72					
02.850% DUE 05/08/2022											
RATING: A2											
[377373AD7]											
PNC CAPITAL ADVISORS											
GOLDMAN SACHS GROUP INC	22,744.40	23,074.40	20,000	115,372.00	0.12 %	23,102.20	- 27.80	4.99 %	1,150.00	214.03	
SR UNSEC						115.51					
05.750% DUE 01/24/2022											
RATING: A3											
[381416GS7]											
PNC CAPITAL ADVISORS											
GOOGLE INC	31,944.30	33,032.10	30,000	110,107.00	0.16 %	33,118.00	- 85.90	3.30 %	1,087.50	398.75	
SR UNSEC						110.39					
03.625% DUE 05/19/2021											
RATING: AA2											
[38259PAB8]											
PNC CAPITAL ADVISORS											
HSBC HOLDINGS PLC SR UNSEC	38,911.60	43,999.60	40,000	109,999.00	0.22 %	43,292.40	707.20	4.64 %	2,040.00	997.33	
ISIN US404280AK50 SEDOL B61GQ88						108.23					
05.100% DUE 04/05/2021											
RATING: A1											
[404280AK5]											
PNC CAPITAL ADVISORS											

Detail

**Fixed income
 Corporate bonds**

Description (Cusip)	Market value	Quantity	Current market value		% of total portfolio	Unrealized gain/loss	Current Yield	Estimated annual income	Accrued income
			Current	price per unit					
HOME DEPOT INC	19,979.20	20,000	20,688.60	103.4430	0.10 %	762.20	2.54 %	525.00	175.00
CALL 05/01/2022 @ 100.000 UNSC 02.625% DUE 06/01/2022 RATING: A2 (437078BG6) PNC CAPITAL ADVISORS	29,679.90	30,000	30,927.30	103.0910	0.15 %	2,523.30	2.62 %	810.00	238.50
INTEL CORP SR UNSEC 02.700% DUE 12/15/2022 RATING: A1 (458140AM2) PNC CAPITAL ADVISORS	43,206.00	40,000	44,348.40	110.8710	0.22 %	- 1,055.80	4.18 %	1,850.00	724.58
JPMORGAN CHASE & CO NOTES 04.625% DUE 05/10/2021 RATING: A3 (46625HHZ6) PNC CAPITAL ADVISORS	65,000	65,000	65,237.90	100.3660	0.32 %	329.55	2.45 %	1,592.50	928.96
JOHNSON & JOHNSON CALL 12/01/2025 @ 100.000 UNSC 02.450% DUE 03/01/2026 RATING: AAA (478160BY9) PNC CAPITAL ADVISORS	29,817.90	30,000	29,949.60	99.8320	0.15 %	104.70	0.93 %	275.70	16.85
LOWE'S COS INC UNSC VAR % DUE 09/10/2019 RATING: A3 (548661DB0) PNC CAPITAL ADVISORS			29,844.90	99.48					

Detail

**Fixed income
 Corporate bonds**

Description (Cusip)	Market value Quantity	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit	Current market value						
MASTERCARD INC UNSC 03.375% DUE 04/01/2024 RATING: A2 (57696QAB0)	15,329.10 15,000	16,041.15 106.9410	15,023.55 100.16	0.08 %	1,017.60	3.16 %	506.25	253.13	
PNC CAPITAL ADVISORS MERRILL LYNCH & CO NOTES SERIES MTN 06.875% DUE 04/25/2018 RATING: BAA1 (59018YN64)	16,548.90 15,000	16,470.30 109.8020	16,275.00 108.50	0.08 %	195.30	6.27 %	1,031.25	446.87	
PNC CAPITAL ADVISORS METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 (59156RBB3)	21,474.00 20,000	21,867.80 109.3390	20,802.00 104.01	0.11 %	1,065.80	4.00 %	873.60	38.83	
PNC CAPITAL ADVISORS METLIFE INC CALL 08/13/2025 @ 100.000 UNSC 03.600% DUE 11/13/2025 RATING: A3 (59156RBQ0)	5,035.15 5,000	5,123.25 102.4650	4,999.60 99.99	0.03 %	123.65	3.52 %	180.00	159.00	
PNC CAPITAL ADVISORS MICROSOFT CORP CALL 01/12/2022 @ 100.000 UNSC 02.375% DUE 02/12/2022 RATING: AAA (594918BA1)	44,417.25 45,000	46,359.90 103.0220	45,051.75 100.12	0.23 %	1,308.15	2.31 %	1,068.75	145.47	
PNC CAPITAL ADVISORS									

Detail

**Fixed income
 Corporate bonds**

Description [Cusip]	Market value last period		Quantity	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current price per unit						
MORGAN STANLEY UNSC	29,918.40	30,443.70	30,000	101.4790	30,284.10	0.15 %	100.95	159.60	2.62 %	795.00	141.33
02.650% DUE 01/27/2020 RATING: A3 [61747YDW2] PNC CAPITAL ADVISORS	27,155.75	27,955.00	25,000	111.8200	26,912.50	0.14 %	107.65	1,042.50	3.92 %	1,093.75	546.87
NBCUNIVERSAL MEDIA LLC WISR UNSEC 04.375% DUE 04/01/2021 RATING: A3 [63946BAE0] PNC CAPITAL ADVISORS	16,583.40	16,562.85	15,000	110.4190	18,672.75	0.08 %	124.49	-2,109.90	5.62 %	930.00	157.58
NEXEN INC ISIN US65334HAK86 06.200% DUE 07/30/2019 RATING: AA3 [65334HAK8] PNC CAPITAL ADVISORS	25,386.00	25,916.00	25,000	103.6640	25,141.25	0.13 %	100.57	774.75	2.30 %	593.75	125.35
ORACLE CORP UNSC 02.375% DUE 01/15/2019 RATING: A1 [68389XAQ8] PNC CAPITAL ADVISORS	10,744.80	10,707.60	10,000	107.0760	9,983.20	0.06 %	99.83	724.40	5.00 %	535.00	44.58
PECO ENERGY CO 1ST REF MORT 05.350% DUE 03/01/2018 RATING: AA3 [693304AL1] PNC CAPITAL ADVISORS											

Detail

**Fixed income
 Corporate bonds**

Description (Cusip)	Market value Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current Yield	Estimated annual income	Accrued income
		Current	price per unit							
PACIFICORP 1ST MTG CALL 03/15/21 @ 100 03.850% DUE 06/15/2021 RATING: A1	26,294.25 25,000	27,152.50 108.6100	0.14 %	27,752.65 111.01	- 600.15	3.55 %	962.50	283.40		
PNC CAPITAL ADVISORS PEPSICO INC SR UNSECD 02.750% DUE 03/05/2022 RATING: A1 (713448BY3)	35,086.10 35,000	36,728.65 104.9390	0.18 %	34,819.55 99.48	1,909.10	2.63 %	962.50	69.51		
PNC CAPITAL ADVISORS PROCTER & GAMBLE CO/THE UNSC VAR% DUE 11/01/2019 RATING: AA3 (742718EH8)	44,852.40 45,000	44,807.85 99.5730	0.22 %	44,910.63 99.80	- 102.78	0.61 %	269.51	44.92		
RIO TINTO FIN USA LTD SEDOL ISIN US767201AS58 03.750% DUE 06/15/2025 RATING: BAA1 (767201AS5)	27,232.50 15,000	14,618.70 97.4580	0.08 %	14,899.95 99.33	- 281.25	3.85 %	562.50	165.62		
PNC CAPITAL ADVISORS ROYAL BANK OF CANADA SEDOL ISIN US780082AA14 01.875% DUE 02/05/2020 RATING: AAA (780082AA1)	68,723.90 70,000	70,334.60 100.4780	0.34 %	69,990.20 99.99	344.40	1.87 %	1,312.50	204.17		
PNC CAPITAL ADVISORS										

Detail

Fixed income
 Corporate bonds

Description [Cusip]	Market value	Quantity	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
			price per unit	Current						
STATE STREET CORP UNSC	30,373.50	30,000	30,897.30	102.9910	0.15 %	29,973.30 99.91	924.00	2.48 %	765.00	91.37
02.550% DUE 08/18/2020 RATING: A2 (957477AS2) PNC CAPITAL ADVISORS										
TORONTO-DOMINION BANK SEDOL ISIN US89114QAS75	24,966.75	25,000	25,378.00	101.5120	0.13 %	24,969.25 99.88	408.75	2.10 %	531.25	131.34
02.125% DUE 07/02/2019 RATING: AA1 (89114QAS7) PNC CAPITAL ADVISORS										
UNIONBANCAL CORP SR UNSEC	30,423.60	30,000	31,144.20	103.8140	0.15 %	30,614.40 102.05	529.80	3.38 %	1,050.00	300.42
03.500% DUE 06/18/2022 RATING: A3 (908906AC4) PNC CAPITAL ADVISORS										
UNITED PARCEL SERVICE SR NOTES	27,058.00	25,000	27,009.50	108.0380	0.13 %	28,283.25 113.13	- 1,273.75	5.10 %	1,375.00	290.28
05.500% DUE 01/15/2018 RATING: AA3 (911312AH9) PNC CAPITAL ADVISORS										
US BANCORP SER MTN CALL 06/15/22 @ 100	14,913.60	15,000	15,396.90	102.6460	0.08 %	14,181.60 94.54	1,215.30	2.88 %	442.50	93.42
02.950% DUE 07/15/2022 RATING: A1 (91159JAA4) PNC CAPITAL ADVISORS										

Detail

Fixed income
 Corporate bonds

Description (Cusip)	Market value	Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
			Current	price per unit							
VIRGINIA ELEEC & POWER CO	16,216.50	15,000	16,204.65	108.0310	0.08 %	16,703.55	111.36	- 498.90	5.00 %	810.00	339.75
SR UNSECURED											
05.400% DUE 04/30/2018											
RATING: A2											
(927804FF6)											
PNC CAPITAL ADVISORS											
VISA INC	20,082.60	20,000	20,857.40	104.2870	0.11 %	19,998.80	99.99	858.60	2.69 %	560.00	166.44
SER 7YR CALL 10/14/22 @100 UNSC											
02.800% DUE 12/14/2022											
RATING: A1											
(92826CAC6)											
PNC CAPITAL ADVISORS											
WAL-MART STORES INC	37,448.60	35,000	38,192.35	109.1210	0.19 %	38,042.10	108.69	150.25	3.33 %	1,268.75	292.52
SR UNSEC											
03.625% DUE 07/08/2020											
RATING: AA2											
(931142CU5)											
PNC CAPITAL ADVISORS											
WELLS FARGO & COMPANY	5,046.95	30,000	31,486.50	104.9550	0.16 %	30,623.85	102.08	862.65	3.91 %	1,230.00	403.17
SER MTN SUB											
04.100% DUE 06/03/2026											
RATING: A3											
(94974BFY1)											
PNC CAPITAL ADVISORS											
WELLS FARGO & COMPANY	14,922.30	20,000	20,634.60	103.1730	0.10 %	20,026.15	100.13	608.45	3.20 %	660.00	40.33
SER MTN UNSC											
03.300% DUE 09/09/2024											
RATING: A2											
(94974BGA2)											
PNC CAPITAL ADVISORS											

Detail

**Fixed income
 Corporate bonds**

Description [Cusip]	Market value	Current market value		Quantity	Last period	%	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current	price per unit									
WESTPAC BANKING CORP SEDOL BCJ52J2 ISIN US961214CC58 RATING: AA2 02.250% DUE 07/30/2018	30,245.10	30,478.50	101.5950	30,000		0.15 %	30,020.80	100.07	457.70	2.22 %	675.00	114.38
PNC CAPITAL ADVISORS XILINX INC UNSC 03.000% DUE 03/15/2021 RATING: A3 (983919AH4) PNC CAPITAL ADVISORS	15,038.40	15,566.85	103.7790	15,000		0.08 %	14,893.40	99.29	673.45	2.90 %	450.00	20.00
Total corporate bonds		\$2,284,293.55				10.96 %	\$2,251,311.48		\$32,982.07	2.80 %	\$64,054.49	\$18,545.48

Treasury bonds

Description [Cusip]	Market value	Current market value		Quantity	Last period	%	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current	price per unit									
USA TREASURY NOTES 02.000% DUE 02/26/2021 RATING: AAA (912828B90) PNC CAPITAL ADVISORS	215,000	\$222,793.75	\$103.6250	215,000		1.07 %	\$221,362.51	\$102.96	\$1,431.24	1.94 %	\$4,300.00	\$375.96
USA TREASURY NOTES 02.375% DUE 08/15/2024 RATING: AAA (912828D56) PNC CAPITAL ADVISORS	40,417.20	42,125.20	105.3130	40,000		0.21 %	40,046.05	100.12	2,079.15	2.26 %	950.00	119.40

Detail

Treasury bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
USA TREASURY NOTES 02.250% DUE 11/15/2024 RATING: AAA	34,982.15	36,490.30	35,000	104.2580	34,592.97	0.18 %	98.84	1,897.33	2.16 %	787.50	296.93	
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 01.000% DUE 12/15/2017 RATING: AAA	259,643.80	220,979.00	220,000	100.4450	219,888.28	1.06 %	99.95	1,090.72	1.00 %	2,200.00	649.18	
PNC CAPITAL ADVISORS												
USA TREASURY NOTE 01.625% DUE 12/31/2019 RATING: AAA	400,016.00	408,468.00	400,000	102.1170	399,464.85	1.96 %	99.87	9,003.15	1.60 %	6,500.00	1,651.64	
PNC CAPITAL ADVISORS												
USA TREASURY NOTES TREASURY INFLATION PROTECT SECS 0.250 % DUE 01/15/2025 RATING: AAA	95,937.46	131,312.34	130,000	101.0095	126,083.98	0.63 %	96.99	5,228.36	0.25 %	326.04	68.97	
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 02.625% DUE 08/15/2020 RATING: AAA	259,697.50	265,665.00	250,000	106.2660	263,362.50	1.28 %	105.35	2,302.50	2.48 %	6,562.50	829.33	
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 02.625% DUE 11/15/2020 RATING: AAA	161,041.90	164,856.45	155,000	106.3590	160,809.80	0.80 %	103.75	4,046.65	2.47 %	4,068.75	1,542.55	
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 02.125% DUE 08/15/2021 RATING: AAA	5,059.20	31,245.60	30,000	104.1520	30,672.85	0.15 %	102.24	572.75	2.05 %	637.50	80.56	
PNC CAPITAL ADVISORS												

Detail

Treasury bonds

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current market value							
USA TREASURY NOTE 01.500% DUE 08/31/2018 RATING: AAA (912828RE2)	196,294.80	244,058.40	101.6910	100.84	1.18 %	242,014.73	100.84	2,043.67	1.48 %	3,600.00	313.04
PNC CAPITAL ADVISORS											
USA TREASURY NOTES 01.250% DUE 01/31/2019 RATING: AAA (912828SD3)	254,143.20	338,728.55	101.1130	99.11	1.63 %	332,009.19	99.11	6,719.36	1.24 %	4,187.50	701.75
PNC CAPITAL ADVISORS											
USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9)	9,740.20	65,500.50	100.7700	99.15	0.32 %	64,444.92	99.15	1,055.58	1.62 %	1,056.25	133.48
PNC CAPITAL ADVISORS											
USA TREASURY NOTES 01.125% DUE 10/31/2019 RATING: AAA (912828TV2)	83,997.00	85,740.35	100.8710	99.72	0.42 %	84,760.94	99.72	979.41	1.24 %	1,062.50	446.60
PNC CAPITAL ADVISORS											
USA TREASURY NOTES 01.875% DUE 10/31/2020 RATING: AAA (912828WC0)	154,758.20	158,808.35	102.4570	100.42	0.77 %	155,656.44	100.42	3,151.91	1.71 %	2,712.50	1,133.91
PNC CAPITAL ADVISORS											
USA TREASURY NOTE 01.625% DUE 07/31/2019 RATING: AAA (912828WW6)	80,278.40	81,750.40	102.1880	100.40	0.40 %	80,318.75	100.40	1,431.65	1.60 %	1,300.00	216.67
PNC CAPITAL ADVISORS											

Detail

Treasury bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
USA TREASURY NOTES	152,977.25	149,480.50	152,977.25	149,480.50	0.72 %	144,831.44	99.88	4,649.06	2.07 %	3,081.25	1,161.78	
02.125% DUE 05/15/2025	145,000	103.0900	145,000	103.0900								
RATING: AAA												
(912828XB1)												
PNC CAPITAL ADVISORS												
Total treasury bonds				\$2,648,002.69	12.70 %	\$2,600,320.20		\$47,682.49	1.64 %	\$43,332.29	\$9,721.75	

Agency bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
FEDERAL NATL MTG ASSN	65,686.40	\$68,511.30	65,686.40	\$68,511.30	0.33 %	\$64,406.55	\$99.09	\$4,104.75	2.50 %	\$1,706.25	\$118.49	
BND5	65,000	\$105.4020	65,000	\$105.4020								
02.625% DUE 09/06/2024												
RATING: AAA												
(313500ZR7)												
PNC CAPITAL ADVISORS												
FEDERAL NATL MTG ASSN	36,230.42	34,713.95	36,230.42	34,713.95	0.17 %	34,686.15	107.11	27.80	3.74 %	1,295.36	111.54	
POOL #AH3765	32,383.930	107.1950	32,383.930	107.1950								
04.000% DUE 01/01/2041												
RATING: N/A												
(3138A5FF4)												
PNC CAPITAL ADVISORS												
FEDERAL NATL MTG ASSN	23,853.14	22,844.09	23,853.14	22,844.09	0.11 %	23,011.05	106.52	- 166.96	3.31 %	756.13	65.11	
POOL #AL0578	21,603.611	105.7420	21,603.611	105.7420								
03.500% DUE 08/01/2026												
RATING: N/A												
(3138EGUC6)												
PNC CAPITAL ADVISORS												



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2016 - March 31, 2016

Detail

Agency bonds

Description [Cusip]	Market value last period	Quantity	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FEDERAL NATL MTG ASSN	31,160.36	0.021	104.8970	0.01 %	0.02 *					
POOL AQ4804										
03.500% DUE 11/01/2042										
RATING: N/A										
[3138MLKS2]										
PNC CAPITAL ADVISORS										
FEDERAL NATL MTG ASSN	26,774.571		28,120.80	0.14 %	27,945.96	174.84	3.34 %	937.11	78.09	
POOL AS0024			105.0280		104.38					
03.500% DUE 07/01/2043										
RATING: N/A										
[3138W9A26]										
PNC CAPITAL ADVISORS										
FEDERAL NATL MTG ASSN	90,292.95		88,531.76	0.43 %	80,849.84	7,681.92	3.71 %	3,275.71	282.07	
POOL #AB2077	81,892.714		108.1070		98.73					
04.000% DUE 01/01/2041										
RATING: N/A										
[31416XJX9]										
PNC CAPITAL ADVISORS										
FEDERAL NATL MTG ASSN	25,805.63		24,883.09	0.12 %	23,269.88	1,613.21	4.12 %	1,022.70	88.07	
POOL # AB2275	22,726.570		109.4890		102.39					
04.500% DUE 02/01/2041										
RATING: N/A										
[31416XQ52]										
PNC CAPITAL ADVISORS										
FEDERAL NATL MTG ASSN	47,501.15		45,805.74	0.22 %	46,375.60	- 569.86	2.87 %	1,312.47	113.02	
POOL #AB6373	43,749.098		104.7010		106.00					
03.000% DUE 10/01/2027										
RATING: N/A										
[31417DCK7]										
PNC CAPITAL ADVISORS										

Detail

Agency bonds

Description [Cusip]	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FEDERAL NATL MTG ASSN POOL #MA1003 C3-500% DUE 03/01/2042 RATING: N/A (31418ADH8) PNC CAPITAL ADVISORS	50,459.62 47,224.176	49,627.41 105.0890			0.24 %	48,057.98 101.77	1,569.43	3.34 %	1,652.85	142.33	
Total agency bonds			\$363,038.16		1.74 %	\$348,603.03	\$14,435.13	3.29 %	\$11,958.58	\$998.72	

Mortgages

Description [Cusip]	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
GS MTG SEC CORP SERIES 2011-GC5 CLASS A2 VAR% DUE 08/10/2044 RATING: AAA (36191YAZ1) PNC CAPITAL ADVISORS	\$49,517.94 41,210.470	\$41,272.70 \$100.1510			0.20 %	\$41,910.73 \$101.70			3.00 %	\$1,235.90	\$102.99

Asset backed

Description [Cusip]	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AMERICAN EXPRESS CREDIT ACCOUN SERIES 2014.3 CLASS A 01.490% DUE 04/15/2020 RATING: AAA (02582JG08) PNC CAPITAL ADVISORS	\$100,035.00 100,000	\$100,579.00 \$100.5790			0.49 %	\$100,703.12 \$100.70			1.49 %	\$1,490.00	\$66.22

Detail

Asset backed

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit						
BANK OF AMERICA CREDIT CARD TR	29,796.60	30,101.70	29,796.60	30,101.70	0.15 %	29,996.40	105.30	1.36 %	408.00	18.13	
SERIES 2015 A2 CLASS A			30,000	100.3390		99.99					
RATING: N/A											
PNC CAPITAL ADVISORS											
(05522RCU0)											
CAPITAL ONE MULTI-ASSET EXECUT	50,009.00	50,268.00	50,009.00	50,268.00	0.25 %	50,083.21	184.79	1.48 %	740.00	32.89	
SERIES 2014 A5 CLASS A	50,000	100.5360	50,000	100.5360		100.17					
01.480% DUE 07/15/2020											
NOT RATED											
(14041NET4)											
PNC CAPITAL ADVISORS											
(14041NEU1)											
CAPITAL ONE MULTI-ASSET EXECUT	44,745.30	45,144.90	44,745.30	45,144.90	0.22 %	44,993.54	151.36	1.39 %	625.50	29.54	
SERIES 2015 A1 CLASS A	45,000	100.3220	45,000	100.3220		99.99					
01.390% DUE 01/15/2021											
NOT RATED											
(14041NEU1)											
PNC CAPITAL ADVISORS											
(14041NEU1)											
CHASE ISSUANCE TRUST	99,986.00	100,758.00	99,986.00	100,758.00	0.49 %	100,632.81	125.19	1.58 %	1,590.00	70.67	
SERIES 2015 A2 CLASS A	100,000	100.7580	100,000	100.7580		100.63					
01.590% DUE 02/18/2020											
RATING: AAA											
(161571GT5)											
PNC CAPITAL ADVISORS											
(31680GAD8)											
FIFTH THIRD AUTO TRUST	54,577.60	55,144.65	54,577.60	55,144.65	0.27 %	54,991.04	153.61	1.42 %	781.00	34.71	
SERIES 2015 1 CLASS A3	55,000	100.2630	55,000	100.2630		99.98					
01.360% DUE 03/16/2020											
RATING: AAA											
(31680GAD8)											
PNC CAPITAL ADVISORS											
(31680GAD8)											
FORD CREDIT AUTO OWNER TRUST	94,774.85	94,959.15	94,774.85	94,959.15	0.46 %	95,019.80	-60.65	1.07 %	1,007.00	44.76	
SERIES 2014 C CLASS A3	95,000	99.9570	95,000	99.9570		100.02					
01.060% DUE 05/15/2019											
RATING: N/A											
(34530PAD4)											
PNC CAPITAL ADVISORS											
(34530PAD4)											

Detail

Asset backed

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit						
FORD CREDIT AUTO OWNER TRUST SERIES 2015 A CLASS A3 01.280% DUE 09/15/2019 RATING: AAA (345300AD2) PNC CAPITAL ADVISORS	19,967.60	20,036.40	20,000	100.1820	19,998.41	0.10 %	99.99	37.99	1.28 %	256.00	11.38
6E CAPITAL CREDIT CARD MASTER SERIES 2012-6 CLASS A 01.360% DUE 08/17/2020 NOT RATED (36159JDH1) PNC CAPITAL ADVISORS	99,505.00	99,921.00	100,000	99.9210	99,961.14	0.48 %	99.96	-40.14	1.37 %	1,360.00	60.44
HONDA AUTO RECEIVABLES OWNERT SERIES 2013 3 CLASS A3 00.770% DUE 05/15/2017 RATING: AAA (43812XAC9) PNC CAPITAL ADVISORS	3,550.79	1,956.65	1,957.320	99.9660	1,957.00	0.01 %	99.98	-0.35	0.78 %	15.07	0.67
HONDA AUTO RECEIVABLES OWNERT SERIES 2014 3 CLASS A3 00.880% DUE 06/15/2018 RATING: N/A (43814HAC2) PNC CAPITAL ADVISORS	24,937.75	24,385.82	24,402.170	99.9330	24,397.47	0.12 %	99.98	-11.65	0.89 %	214.74	9.54
HONDA AUTO RECEIVABLES OWNERT SERIES 2015 1 CLASS A3 01.050% DUE 10/15/2018 RATING: AAA (43814KAC5) PNC CAPITAL ADVISORS	14,948.40	14,996.70	15,000	99.9780	14,998.85	0.08 %	99.99	-2.15	1.06 %	157.50	7.00
HONDA AUTO RECEIVABLES OWNERT SERIES 2015 4 CLASS A3 01.230% DUE 09/23/2019 RATING: AAA (43814LAC3) PNC CAPITAL ADVISORS	19,835.80	20,013.00	20,000	100.0650	19,997.31	0.10 %	99.99	15.69	1.23 %	246.00	6.83

Detail

Asset backed

Description [Cusip]	Market value last period		Quantity	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current price per unit					
HYUNDAI AUTO RECEIVABLES TRUST SERIES 2013 B CLASS A4 01.010% DUE 02/15/2019 RATING: AAA PNC CAPITAL ADVISORS (44890LAD6)	44,956.35	44,996.40	45,000	99,992.00	99,992.00	0.22 %	- 21.18	1.02 %	454.50	20.20
HYUNDAI AUTO RECEIVABLES TRUST SERIES 2015 A CLASS A3 01.050% DUE 04/15/2019 RATING: N/A PNC CAPITAL ADVISORS (44890WAC4)	19,919.00	19,996.40	20,000	99,982.00	99,982.00	0.10 %	- 0.69	1.06 %	210.00	9.33
JOHN DEERE OWNER TRUST SERIES 2014 B CLASS A3 01.070% DUE 11/15/2018 RATING: AAA PNC CAPITAL ADVISORS (477877AD6)	34,836.90	34,984.60	35,000	99,956.00	99,956.00	0.17 %	- 18.06	1.08 %	374.50	16.64
JOHN DEERE OWNER TRUST SERIES 2016 A CLASS A3 01.360% DUE 04/15/2020 RATING: AAA PNC CAPITAL ADVISORS (47788MAC4)	15,000	14,986.95	15,000	99,913.00	99,913.00	0.08 %	- 10.69	1.37 %	204.00	16.43
MERCEDES-BENZ AUTO RECEIVABLES SERIES 2015 1 CLASS A2 00.000% DUE 06/15/2018 RATING: N/A PNC CAPITAL ADVISORS (58772PAB4)	79,816.00	73,966.83	74,020.870	99,927.00	99,927.00	0.36 %	- 52.74	0.83 %	606.97	26.98
NISSAN AUTO RECEIVABLES OWNER SERIES 2015 C CLASS A3 01.370% DUE 05/15/2020 RATING: AAA PNC CAPITAL ADVISORS (65478AAD5)	24,827.00	25,067.25	25,000	100,269.00	100,269.00	0.13 %	70.43	1.37 %	342.50	15.22



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2016 - March 31, 2016

Detail

Asset backed

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit						
TOYOTA AUTO RECEIVABLES OWNER	49,878.50	50,131.50		50,131.50		0.25 %	50,123.05	8.45	1.34 %	670.00	29.78
SERIES 2015 C CLASS A3			50,000	100,2630			100.25				
01.440% DUE 06/17/2019											
RATING: AAA											
(89231TAD2)											
PNC CAPITAL ADVISORS											
TOYOTA AUTO RECEIVABLES OWNER	8,424.20	5,231.10		5,231.10		0.03 %	5,231.48	- 0.38	0.90 %	46.56	2.07
SERIES 2013 B CLASS A3	5,231.730	99,9880		99,9880			100.00				
00.890% DUE 07/17/2017											
RATING: AAA											
(89236VAC4)											
PNC CAPITAL ADVISORS											
VOLKSWAGEN AUTO LEASE TRUST	29,701.80	29,821.80		29,821.80		0.15 %	30,007.47	- 185.67	1.26 %	375.00	11.46
SERIES 2015 A CLASS A3	30,000	99,4060		99,4060			100.03				
01.250% DUE 12/20/2017											
RATING: AAA											
(92867VAD2)											
PNC CAPITAL ADVISORS											
Total asset backed				\$957,447.80		4.59 %	\$957,123.46	\$324.34	1.27 %	\$12,174.84	\$540.89

Total fixed income

				\$6,294,054.90		30.19 %	\$6,199,268.90	\$94,786.00	2.11 %	\$132,756.10	\$29,909.83
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Equities

Stocks
Consumer discretionary

Description (Symbol)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit						
COMCAST CORPORATION CL A (CMCSA)				\$160,029.60		0.77 %	\$76,342.26	\$83,687.34	1.81 %	\$2,882.00	
PCA ADVANTAGE PORTFOLIO	2,620	\$61.0800		\$61.0800			\$29.14				
D R HORTON INC (DHI)	83,278.00	78,598.00		78,598.00		0.38 %	77,475.04	1,122.96	1.06 %	832.00	
PCA ADVANTAGE PORTFOLIO	2,600	30.2300		30.2300			29.80				



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2016 - March 31, 2016

Detail

Equities

Stocks
Consumer discretionary

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
DISNEY WALT CO (DIS)	161,823.20	152,937.40	152,937.40	152,937.40	0.74%	80,985.08	52.59	71,952.32	1.43%	2,186.80	
PCA ADVANTAGE PORTFOLIO	1,540	99.3100	99.3100	99.3100							
FOOT LOCKER INC (FL)	106,096.70	105,135.00	105,135.00	105,135.00	0.51%	78,211.58	47.98	26,923.42	1.71%	1,793.00	
PCA ADVANTAGE PORTFOLIO	1,630	64.5000	64.5000	64.5000							
HOME DEPOT INC (HD)	166,635.00	168,121.80	168,121.80	168,121.80	0.81%	74,652.76	59.25	93,469.04	2.07%	3,477.60	
PCA ADVANTAGE PORTFOLIO	1,260	133.4300	133.4300	133.4300							
L BRANDS INC (LB)	105,402.00	96,591.00	96,591.00	96,591.00	0.47%	74,676.80	67.89	21,914.20	2.74%	2,640.00	
PCA ADVANTAGE PORTFOLIO	1,100	87.8100	87.8100	87.8100							
NIKE INC (NKE)	123,750.00	121,710.60	121,710.60	121,710.60	0.59%	114,949.45	58.06	6,761.15	1.05%	1,267.20	316.80
CLASS B	1,980	61.4700	61.4700	61.4700							
PCA ADVANTAGE PORTFOLIO											
O REILLY AUTOMOTIVE INC (ORLY)	119,107.40	128,620.20	128,620.20	128,620.20	0.62%	114,838.70	244.34	13,781.50			
PCA ADVANTAGE PORTFOLIO	470	273.6600	273.6600	273.6600							
TRACTOR SUPPLY CO (TSCO)	93,195.00	98,601.40	98,601.40	98,601.40	0.48%	98,522.77	90.39	78.63	0.89%	872.00	
PCA ADVANTAGE PORTFOLIO	1,090	90.4600	90.4600	90.4600							
WYNDHAM WORLDWIDE CORP (WYN)	92,992.00	97,830.40	97,830.40	97,830.40	0.47%	84,640.57	66.13	13,189.83	2.62%	2,560.00	
PCA ADVANTAGE PORTFOLIO	1,280	76.4300	76.4300	76.4300							
Total consumer discretionary		\$1,208,175.40	\$1,208,175.40	\$1,208,175.40	5.79%	\$875,295.01		\$332,880.39	1.53%	\$18,510.60	\$316.80

Consumer staples

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
ALTRIA GROUP INC (MO)	142,032.40	\$152,890.40	\$152,890.40	\$152,890.40	0.74%	\$90,232.24	\$36.98	\$62,658.16	3.61%	\$5,514.40	\$1,378.60
PCA ADVANTAGE PORTFOLIO	2,440	\$62.6600	\$62.6600	\$62.6600							
CVS HEALTH CORPORATION (CVS)	156,432.00	165,968.00	165,968.00	165,968.00	0.80%	82,943.51	51.84	83,024.49	1.64%	2,720.00	
PCA ADVANTAGE PORTFOLIO	1,600	103.7300	103.7300	103.7300							
CONSTELLATION BRANDS INC (STZ)	152,410.80	161,666.30	161,666.30	161,666.30	0.78%	86,643.11	80.98	75,023.19	0.83%	1,326.80	
CLA	1,070	151.0900	151.0900	151.0900							
PCA ADVANTAGE PORTFOLIO											
DR PEPPER SNAPPLE GROUP INC (DPS)	159,372.00	152,908.20	152,908.20	152,908.20	0.74%	113,793.01	66.55	39,115.19	2.38%	3,625.20	906.30
PCA ADVANTAGE PORTFOLIO	1,710	89.4200	89.4200	89.4200							

Detail

Consumer staples

Description (Symbol)	Market value last period	Current market value		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit				
HORMEL FOODS CORP (HRL)	1,900	82,156.00	75,869.46	6,286.54	1.35 %	1,102.00	
PCA ADVANTAGE PORTFOLIO	161,463.80	77,265.00	46,573.02	30,691.98	1.10 %	848.40	
KROGER CO (KR)	2,020	38,250.00	23.06				
TYSON FOODS INC (TSN)	1,140	75,992.40	76,986.82	-994.42	0.91 %	684.00	
CLASS A		66,660.00	67.53				
PCA ADVANTAGE PORTFOLIO							
Total consumer staples		\$868,846.30	\$573,041.17	\$295,805.13	1.82 %	\$15,820.80	\$2,284.90

Energy

Description (Symbol)	Market value last period	Current market value		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit				
EXXON MOBIL CORP (XOM)	\$122,381.50	\$131,236.30	\$126,672.49	\$4,563.81	3.50 %	\$4,584.40	
PCA ADVANTAGE PORTFOLIO	1,570	\$83,590.00	\$80.68				
SCHLUMBERGER LTD (SLB)	138,802.50	146,762.50	177,299.85	-30,537.35	2.72 %	3,980.00	995.00
SEDOL 2779201	1,990	73,750.00	89.10				
ISIN AN8068571086							
PCA ADVANTAGE PORTFOLIO							
TOTAL S A (TOT)	76,415.00	77,214.00	86,045.47	-8,831.47	5.02 %	3,869.20	1,144.95
PCA ADVANTAGE PORTFOLIO	1,700	45,420.00	50.62				
Total energy		\$355,212.80	\$390,017.81	-\$34,805.01	3.50 %	\$12,433.60	\$2,139.95

Financial

Description (Symbol)	Market value last period	Current market value		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit				
AMERIPRISE FINANCIAL INC (AMP)	\$62,787.80	\$55,465.90	\$76,567.10	-\$21,101.20	2.86 %	\$1,581.20	
PCA ADVANTAGE PORTFOLIO	590	\$94,010.00	\$129.78				
JPMORGAN CHASE & CO (JPM)	229,454.25	205,789.50	121,871.16	83,918.34	2.98 %	6,116.00	
PCA ADVANTAGE PORTFOLIO	3,475	59,220.00	35.07				
LINCOLN NATIONAL CORP (LNC)	114,090.20	88,984.00	114,623.39	-25,639.39	2.56 %	2,270.00	
PCA ADVANTAGE PORTFOLIO	2,270	39,200.00	50.50				

Detail

Financial

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit						
PRINCIPAL FINANCIAL GROUP (PFG)	125,944.00	110.460.00	113,942.00	126,881.80	0.53 %	143,870.28	- 33,410.28	3.86 %	4,256.00	
PCA ADVANTAGE PORTFOLIO	2,800	39.4500				51.38				
PUBLIC STORAGE (PSA)	113,942.00	126,881.80	460	275,8300	0.61 %	93,232.39	33,649.41	2.47 %	3,128.00	
PCA ADVANTAGE PORTFOLIO						202.68				
SIMON PROPERTY GROUP INC (SPG)	390	80,999.10			0.39 %	80,093.15	905.95	3.01 %	2,437.50	
PCA ADVANTAGE PORTFOLIO		207.6900				205.37				
THE TRAVELERS COS INC (TRV)	150,103.80	155,224.30			0.75 %	125,964.50	29,259.80	2.10 %	3,245.20	
PCA ADVANTAGE PORTFOLIO	1,330	116.7100				94.71				
VISA INC (V)	102,366.00	100,953.60			0.49 %	51,995.86	48,957.74	0.74 %	739.20	
CLASS A SHARES	1,320	76.4800				39.39				
PCA ADVANTAGE PORTFOLIO						92,280.53	76,012.27	3.11 %	5,220.00	
WELLS FARGO & COMPANY (WFC)	189,172.80	168,292.80			0.81 %	26.52				
PCA ADVANTAGE PORTFOLIO	3,480	48.3600								
Total financial		\$1,093,051.00			5.24 %	\$900,498.36	\$192,552.64	2.65 %	\$28,993.10	

Health care

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit						
AETNA INC NEW (AET)	82,171.20	\$85,386.00			0.41 %	\$46,816.25	\$38,569.75	0.90 %	\$760.00	
PCA ADVANTAGE PORTFOLIO	760	\$112.3500				\$61.60				
AMGEN INC (AMGN)	170,446.50	157,426.50			0.76 %	124,141.43	33,285.07	2.67 %	4,200.00	
PCA ADVANTAGE PORTFOLIO	1,050	149.9300				118.23				
CIGNA CORP (CI)	87,798.00	82,344.00			0.40 %	55,962.18	26,381.82	0.03 %	24.00	24.00
PCA ADVANTAGE PORTFOLIO	600	137.2400				93.27				
EDWARDS LIFESCIENCES CORP (EW)	150,062.00	167,599.00			0.81 %	126,723.75	40,875.25			
PCA ADVANTAGE PORTFOLIO	1,900	88.2100				66.70				
GILEAD SCIENCES INC (GILD)	83,987.70	76,243.80			0.37 %	90,683.85	- 14,440.05	1.88 %	1,427.60	
PCA ADVANTAGE PORTFOLIO	830	91.8600				109.26				
JOHNSON & JOHNSON (JNJ)	158,188.80	166,628.00			0.80 %	92,555.38	74,072.62	2.78 %	4,620.00	
PCA ADVANTAGE PORTFOLIO	1,540	108.2000				60.10				

Detail

Health care

Description (Symbol)	Market value last period		Current market value		Quantity	Current price per unit	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit	Current price per unit	Avg. tax cost per unit								
PFIZER INC (PFE)	160,108.80	147,014.40	147,014.40	29.6400	4,960	166,309.37	0.71 %	33.53	- 19,294.97	4.05 %	5,952.00	
PCA ADVANTAGE PORTFOLIO			29.6400									
THERMO FISHER SCIENTIFIC INC (TMO)	99,295.00	99,113.00	99,113.00	141.5900	700	132.98	0.48 %	93,087.77	6,025.23	0.43 %	420.00	105.00
PCA ADVANTAGE PORTFOLIO			141.5900									
UNIVERSAL HEALTH SERVICES INC (UHS)	69,304.20	72,337.60	72,337.60	124.7200	580	140.84	0.35 %	81,689.29	- 9,351.69	0.33 %	232.00	
CLASS B												
PCA ADVANTAGE PORTFOLIO			124.7200									
Total health care		\$1,054,092.30	\$1,054,092.30			\$877,969.27	5.06 %	\$877,969.27	\$176,123.03	1.67 %	\$17,635.60	\$129.00

Industrials

Description (Symbol)	Market value last period		Current market value		Quantity	Current price per unit	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit	Current price per unit	Avg. tax cost per unit								
ALASKA AIR GROUP INC (ALK)	\$82,120.20	\$83,660.40	\$83,660.40	89.8100	1,020	\$79,357.61	0.41 %	\$77.80	\$4,302.79	1.35 %	\$1,122.00	
PCA ADVANTAGE PORTFOLIO			89.8100									
CINTAS CORP (CTAS)	136,575.00	134,715.00	134,715.00	89.8100	1,500	122,471.40	0.65 %	81.65	12,243.60	1.17 %	1,575.00	
PCA ADVANTAGE PORTFOLIO			89.8100									
GENERAL DYNAMICS CORP (GD)	107,140.80	102,468.60	102,468.60	131.3700	780	109,579.78	0.50 %	140.49	- 7,111.18	2.32 %	2,371.20	
PCA ADVANTAGE PORTFOLIO			131.3700									
GENERAL ELECTRIC CO (GE)	101,549.00	103,635.40	103,635.40	31.7900	3,260	53,997.21	0.50 %	16.56	49,638.19	2.90 %	2,999.20	749.80
PCA ADVANTAGE PORTFOLIO			31.7900									
HONEYWELL INTL INC (HON)	142,926.60	154,629.00	154,629.00	112.0500	1,380	140,310.40	0.75 %	101.67	14,318.60	2.13 %	3,284.40	
PCA ADVANTAGE PORTFOLIO			112.0500									
ILLINOIS TOOL WORKS INC (ITW)	96,293.60	96,293.60	96,293.60	102.4400	940	88,818.69	0.47 %	94.49	7,474.91	2.15 %	2,068.00	517.00
PCA ADVANTAGE PORTFOLIO			102.4400									
LOCKHEED MARTIN CORP (LMT)	91,203.00	93,030.00	93,030.00	221.5000	420	59,348.12	0.45 %	141.31	33,681.88	2.98 %	2,772.00	
PCA ADVANTAGE PORTFOLIO			221.5000									
NORTHROP GRUMMAN CORPORATION (NOC)	164,264.70	172,173.00	172,173.00	197.9000	870	146,170.05	0.83 %	168.01	26,002.95	1.62 %	2,784.00	
PCA ADVANTAGE PORTFOLIO			197.9000									
RAYTHEON COMPANY (RTN)	73,578.00	73,578.00	73,578.00	122.6300	600	76,368.83	0.36 %	127.28	- 2,790.83	2.39 %	1,758.00	
PCA ADVANTAGE PORTFOLIO			122.6300									
Total industrials		\$1,014,183.00	\$1,014,183.00			\$876,422.09	4.86 %	\$876,422.09	\$137,760.91	2.04 %	\$20,733.80	\$1,266.80

Detail

Information technology

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
ACCENTURE PLC CLASS A (ACN)	\$86,735.00	\$95,782.00	\$115,400.00	\$115,400.00	0.46 %	\$83,508.79	\$100.61	\$12,273.21	1.91 %	\$1,826.00	
ISIN IE00B4BNMY34 SEDOL B4BNMY3 PCA ADVANTAGE PORTFOLIO	830										
TE CONNECTIVITY LTD (TEL)	118,882.40	113,932.80	61,920.00	113,932.80	0.55 %	106,702.07	57.99	7,230.73	2.14 %	2,428.80	
SEDOL B62B7C3 ISIN CH0102993182 PCA ADVANTAGE PORTFOLIO	1,840			61,920.00							
CHECK POINT SOFTWARE TECH (CHKP)	86,262.80	92,718.20	87,470.00	92,718.20	0.45 %	74,998.29	70.38	18,119.91			
SEDOL 2181334 ISIN IL0010824113 PCA ADVANTAGE PORTFOLIO	1,060			87,470.00							
ALPHABET INC/CA-CL A (GOOGL)	241,183.10	236,499.00	762,900.00	236,499.00	1.14 %	153,411.62	494.88	83,087.38			
PCA ADVANTAGE PORTFOLIO	310			762,900.00							
APPLE INC (AAPL)	363,147.00	292,093.20	108,990.00	292,093.20	1.41 %	74,978.89	27.98	217,114.31	1.91 %	5,574.40	
PCA ADVANTAGE PORTFOLIO	2,680			108,990.00							
CISCO SYSTEMS INC (CSCO)	188,727.25	197,866.50	28,470.00	197,866.50	0.95 %	156,103.13	22.46	41,763.37	3.66 %	7,228.00	
PCA ADVANTAGE PORTFOLIO	6,950			28,470.00							
FACEBOOK INC A (FB)	1,060	120,946.00	114,100.00	120,946.00	0.59 %	116,137.10	109.56	4,808.90			
PCA ADVANTAGE PORTFOLIO	1,060			114,100.00							
LAM RESEARCH CORP (LRCX)	110,393.80	114,814.00	82,600.00	114,814.00	0.56 %	113,687.28	81.79	1,126.72	1.46 %	1,668.00	417.00
PCA ADVANTAGE PORTFOLIO	1,390			82,600.00							
MICROSOFT CORP (MSFT)	130,655.40	130,066.65	55,230.00	130,066.65	0.63 %	54,915.52	23.32	75,151.13	2.61 %	3,391.20	
PCA ADVANTAGE PORTFOLIO	2,355			55,230.00							
TEXAS INSTRUMENTS INC (TXN)	107,427.60	112,543.20	57,420.00	112,543.20	0.54 %	111,975.56	57.13	567.64	2.65 %	2,979.20	
PCA ADVANTAGE PORTFOLIO	1,960			57,420.00							
Total information technology				\$1,507,261.55	7.23 %	\$1,046,018.25		\$461,243.30	1.67 %	\$25,095.60	\$4,17.00

Detail

Materials

Description [Symbol]	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit						
CELANESE CORP-SERIES A (CE)	1,530	\$103,014.90	1,530	\$65,5000	0.49 %	\$104,740.57	-\$4,525.57	1.84 %	\$1,836.00	
PCA ADVANTAGE PORTFOLIO	107,593.20	106,297.40	107,593.20	106,297.40	0.51 %	107,856.00	- 1,558.60	3.62 %	3,845.60	961.40
DOW CHEMICAL CO (DOW)	2,090	50,8400	2,090	50,8400		51.61				
PCA ADVANTAGE PORTFOLIO	94,867.20	107,030.40	94,867.20	107,030.40	0.52 %	113,364.89	- 6,334.49	1.30 %	1,382.40	
PPG INDUSTRIES INC (PPG)	960	111,4900	960	111,4900		118.09				
PCA ADVANTAGE PORTFOLIO										
Total materials					1.50 %	\$325,961.46	-\$12,418.66	2.25 %	\$7,064.00	\$961.40

Telecommunication services

Description [Symbol]	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit						
VERIZON COMMUNICATIONS INC (VZ)	2,970	\$137,273.40	2,970	\$54,0800	0.78 %	\$155,657.67	\$4,959.93	4.18 %	\$6,712.20	
PCA ADVANTAGE PORTFOLIO						\$52.41				

Utilities

Description [Symbol]	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit						
AMERICAN ELECTRIC POWER INC (AEP)	1,320	\$76,916.40	1,320	\$66,4000	0.43 %	\$77,071.62	\$10,576.38	3.38 %	\$2,956.80	
PCA ADVANTAGE PORTFOLIO						\$58.39				
AMERICAN WATER WORKS CO INC (AWK)	1,180	81,337.40	1,180	68,9300	0.40 %	76,156.77	5,180.63	1.98 %	1,604.80	
PCA ADVANTAGE PORTFOLIO						64.54				
WEC ENERGY GROUP INC (WEC)	2,610	133,919.10	2,610	60,0700	0.76 %	52,667.65	104,115.05	3.03 %	4,737.15	
PCA ADVANTAGE PORTFOLIO						20.18				
Total utilities					1.56 %	\$205,896.04	\$119,872.06	2.85 %	\$9,298.75	
Total stocks					37.89 %	\$6,226,777.13	\$1,673,973.72	2.05 %	\$162,298.05	\$7,515.85

Detail

Etf - equity

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
ISHARES RUSSELL MID-CAP (IWR) ETF	\$1,960,603.20	12,240	\$162,9200	\$1,994,140.80	9.57%	\$1,526,539.37	\$124.72	\$467,601.43	1.71%	\$33,978.24	

Mutual funds - equity

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC INTERNATIONAL EQUITY FUND (PIUIX) CLASS I FUND 409	\$1,491,649.70	80,325.778	\$18,1700	\$1,459,519.39	7.00%	\$948,138.46	\$11.80	\$511,380.93	2.05%	\$29,800.86	
PNC SMALL CAP FUND (PPCIX) CLASS I FUND #426	1,937,953.14	88,815.451	20,6600	1,834,927.22	8.80%	656,479.44	7.39	1,178,447.78	0.15%	2,735.52	
T ROWE PRICE REAL ESTATE FUND (TRREX) FD #122	709,661.58	25,815.263	28,5300	736,509.45	3.54%	622,664.15	24.12	113,845.30	2.18%	16,005.46	3,355.98

Total mutual funds - equity			\$4,030,956.06		19.33%	\$2,227,282.05		\$1,803,674.01	1.20%	\$48,541.84	\$3,355.98
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Total equities			\$13,925,847.71		66.79%	\$9,980,598.55		\$3,945,249.16	1.76%	\$244,818.13	\$10,871.83
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Total portfolio			\$20,851,821.67		100.00%	\$16,811,786.51		\$4,040,035.16	1.81%	\$377,746.30	\$40,807.21
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* We have been unable to obtain tax cost information for these assets. When this information is not available for all assets, your portfolio's tax cost may be understated. If you have any information regarding tax cost call Laura Gockel your Account Advisor.

Pending Trades

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – March 2016

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 March 1, 2016 through March 31, 2016.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
03/01/16 - 03/31/16	31	Various	STAR Ohio	Various	2,829.15	Investment Pool
03/01/16 - 03/31/16	31	Various	STAR Plus	Various	922.85	Bank Deposit Program
03/01/16 - 03/31/16	31	Various	PNC	Various	1.11	Sweep Money Market
03/01/16 - 03/31/16	31	Various	PNC	Various	0.42	Money Market
09/27/15 - 03/27/16	183	1,000,000	Federal National Mortgage Assn.	1.000%	5,000.00	Federal Agency
09/20/15 - 03/20/16	183	2,500,000	Federal Home Loan Bank	0.625%	7,812.50	Federal Agency
09/27/15 - 03/27/16	183	1,000,000	Federal Home Loan Mortgage Corp.	1.000%	5,000.00	Federal Agency
09/12/15 - 03/12/16	183	1,000,000	Federal Farm Credit Bank	1.125%	5,625.00	Federal Agency
11/30/15 - 03/08/16	100	1,000,000	Federal Home Loan Bank	1.050%	3,408.33	Federal Agency
08/18/15 - 03/14/16	210	500,000	Federal Home Loan Bank	1.125%	3,218.75	Federal Agency
09/27/15 - 03/27/16	183	750,000	Federal Home Loan Bank	1.300%	4,875.00	Federal Agency
09/21/15 - 03/13/16	175	325,000	Federal Home Loan Bank	1.375%	2,135.07	Federal Agency
					Earned Interest March 2016	\$ 40,828.18
					Earned Interest Year To Date	\$ 81,254.87

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

April 19, 2016

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MARCH 2016

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
Society of American Archivists Fundamentals of Project Management Cleveland, Ohio	3/10/2016	Stacie Brisker	260.00
Cleveland Society for Human Resource Management Northern Ohio Human Resources Conference Cleveland, Ohio	3/11/2016	Crystal Brooks	285.00
Ohio Library Council Trustee Dinner Cleveland, Ohio	4/26/2016	Alice Butts	40.00
Ohio Library Council Legislative Day Columbus, Ohio	4/13/2016	Thomas Corrigan	20.00
Ohio Library Council/NEORLS Legislative Day Columbus, Ohio	4/13/2016	Emily Crompton	55.00
Ohio Library Council/NEORLS Legislative Day Columbus, Ohio	4/13/2016	Sarah Dobransky	55.00
Art Libraries Society of North America Annual Conference Seattle, Washington	3/8/2016 - 3/12/2016	Pamela Eyerdam	280.00
Ohio Library Council/NEORLS Legislative Day Columbus, Ohio	4/13/2016	Angela Guinther	55.00
Ohio Library Council/NEORLS Legislative Day Columbus, Ohio	4/13/2016	Eric Hanshaw	55.00
Cleveland Society for Human Resource Management Northern Ohio Human Resources Conference Cleveland, Ohio	3/11/2016	Dawntae Jackson	285.00
Cleveland Society for Human Resource Management Northern Ohio Human Resources Conference Cleveland, Ohio	3/10/2016 - 3/11/2016	Cedric Johns	375.00
Music Library Association Annual Conference Cincinnati, Ohio	3/2/2016 - 3/5/2016	Andrew Kaplan	1,150.09
Ohio Library Council/NEORLS Legislative Day	4/13/2016	Carlos Latimer	55.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Columbus, Ohio			
Northeast Ohio Regional Library System Legislative Day (Bus) Columbus, Ohio	4/13/2016	Cynthia Lombardo	35.00
Ohio Library Council Convention and Expo Program Committee Meeting Columbus, Ohio	3/16/2016	Michael Monaco	132.84
Society of American Archivists Fundamentals of Project Management Cleveland, Ohio	3/10/2016	Timothy Phillips	262.01
Ohio Library Council/NEORLS Legislative Day Columbus, Ohio	4/13/2016	Kenneth Redd	55.00
Northeast Ohio Regional Library System Picture This Hudson, Ohio	3/3/2016	Kristen Schmidt	15.00
Ohio Library Council Legislative Day Columbus, Ohio	4/13/2016	Alan Seifullah	20.00
Ohio Digitization Interest Group Monthly Meeting Columbus, Ohio	3/9/2016	Rachel Senese	149.04
Society of American Archivists Fundamentals of Project Management Cleveland, Ohio	3/10/2016	Rachel Senese	258.50
Cleveland Metropolitan Bar Association Municipal Law Seminar Cleveland, Ohio	2/25/2016	Bryan Szalewski	50.00
Ohio Library Council/NEORLS Legislative Day Columbus, Ohio	4/13/2016	Bryan Szalewski	55.00
Ohio Library Council/NEORLS Legislative Day Columbus, Ohio	4/13/2016	Felton Thomas	55.00
Ohio Library Council/NEORLS Legislative Day Columbus, Ohio	4/13/2016	Tristan Wheeler	55.00
TOTAL			\$4,112.48

SUMMARY

FUND	MARCH	YEAR TO DATE
General	\$2,962.39	\$14,633.47
Lockwood Thompson	1,150.09	1,150.09
TOTAL	\$4,112.48	\$15,783.56

CLEVELAND PUBLIC LIBRARY**Board Meeting**

April 19, 2016

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
JANUARY 1 THROUGH MARCH 31, 2016**

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>
01/08/16	PC Workstations	IT/CLEVNET	Business Smarts	11,797.94
01/22/16	PC Workstations	IT/CLEVNET	Business Smarts	15,115.80
01/26/16	Servers	IT/CLEVNET	Sirsi Corp	19,878.00
01/31/16	Snow Blowers	Prop Mgmt.	Shearer Equipment	9,512.00
02/26/16	Furniture	TechCentral	Ohio Desk	7,086.93
02/26/16	8th Floor Reconfiguration	Human Resources	Ohio Desk	8,480.74
02/26/16	Laser Engraver	TechCentral	Buckeye Educational Systems	21,845.00
02/26/16	Motorized Book Cradle	CDPL	Image Retrieval	24,490.00
02/26/16	Security Strips	Stockroom	Ohionet	9,980.00
02/26/16	Copy Paper	Stockroom	Millcraft Paper Co	6,112.30
03/11/16	Furniture	TechCentral	Littebits	9,498.10
03/31/16	Gas for Vehicles	Prop Mgmt.	BP Oil Co	7,181.81

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**

April 19, 2016

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
JANUARY 1 THROUGH MARCH 31, 2016**

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

LIBRARY SERVICE MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
02/12/16	Database Subscriptions	IT/CLEVNET	Ohionet	43,865.00
01/13/16	Books	Main Library	Baker & Taylor	35,967.40
02/12/16	Database Subscriptions	Main Library	Ohionet	46,678.00
02/19/16	Database Subscriptions	Main Library	Standard & Poors	25,289.80

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
02/12/16	Sirsi Dynix Maintenance	IT/CLEVNET	Sirsi Corp	453,802.65
02/19/16	Computer Maintenance	IT/CLEVNET	Business Smarts	76,807.96
02/12/16	Computer Hardware/Software	IT/CLEVNET	Logicalis	60,168.00
03/11/16	Computer Hardware/Software	IT/CLEVNET	CDWG	37,686.00

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

REPORT F**CLEVELAND PUBLIC LIBRARY**

Board Meeting
April 19, 2016

**FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
NASH, SMOAK & STEWART, PC. ("Ogletree")
JANUARY 1 THROUGH MARCH 31, 2016**

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	\$	6,180.00
General Labor & Miscellaneous Matters		6,292.50
FMLA Compliance		8,630.00
EEOC		1,492.50
1st Quarter Total	\$	<u>22,595.00</u>
Year to Date Total	\$	<u><u>22,595.00</u></u>

CLEVELAND PUBLIC LIBRARY

Board Meeting
April 19, 2016

In accordance with the Board resolution adopted on November 19, 2015 and amended on December 17, 2015, a report to the Board of Trustees on 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 (1); and change orders with Higley for Additional Work, up to \$50,000 each, which increase the GMP (2), is hereby submitted:

For the Period Ending March 31, 2016

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86	
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	4,854.00	4,854.00	
3/29/2016		151965-1	Add'l repairs needed that were covered on (2) smaller rugs by bookcases	810.00		
12/31/2015	Barrie Projects, LLC	151998	To assist in the transformation of Brett Hall into a state-of-the-art gallery facility	1,000.00	20,000.00	
3/1/2016	Barrie Projects, LLC	151998-1	1st Amendment-work with design and fabrication to assure timely delivery, fabrication and installation of exhibit systems in Brett Hall..	20,000.00	5,000.00	
2/24/2016	The Ohio Desk Company	160447	Thread Power Distribution System	30,348.27		
				57,012.27	63,476.86	
				Available Balance		\$129,510.87

\$250,000.00 (1)

<u>Date</u>	<u>Change Order</u>	<u>PO</u>	<u>Description</u>	<u>Amount</u>	
2/5/2016	1	151476	AV owner increase	11,789.38	
2/5/2016	2	151476	Added power in Security	741.47	
2/5/2016	3	151476	Added door hardware in Security	1,425.34	
2/5/2016	4	151476	Added millwork	1,900.47	
2/25/2016	8	151476	Roof Access Ladder	5,719.84	
2/25/2016	9	151476	Millwork and Security Desk	2,823.56	
3/3/2016	7	151476	Millwork Shops Revisions	5,096.51	
3/3/2016	11	151476	New door frame	508.32	
3/22/2016	14	151476	Added under counter organizer	988.36	
				Available Balance	\$219,006.75
Executed Guaranteed Maximum Price (GMP) - Approved by the Board 11/19/15:				\$	3,356,247.00
Change Orders to date				\$	30,993.25 0.92%
Updated GMP as of March 31, 2016:				\$	3,387,240.25

Additionally, within the same resolution, the Board authorized the Executive Director, CEO or his designees, to make expenditures and enter into contracts in excess of \$25,000 for the purchase of furniture for the Project (an allowance of \$535,000 was granted).

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
						\$535,000.00
						Available Balance
						\$535,000.00

CLEVELAND PUBLIC LIBRARY
Regular Employment Report
3/01/2016 TO 3/31/2016

EXHIBIT 12

EMPLOYEE NAME	DEPARTMENT	JOB TITLE	TERMINATE DATE
RESIGNATIONS			
MOLINA, MARC A	Foreign Literature	PAGE	03/08/2016
RUFIN, JENNIFER M	Literature	PAGE	03/25/2016

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 03/01/2016 TO 03/31/2016
April Board Meeting**

EMPLOYEE: BUXTON, CATHERINE N **CURRENT GRADE:** Z **EFFECTIVE DATE** 03/01/2016
JOB TITLE: PAGE **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
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EMPLOYEE: HUBLER, CAROLA **CURRENT GRADE:** H **EFFECTIVE DATE** 03/06/2016
JOB TITLE: PROCUREMENT AND CONTRA **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
MASTER CHANGE MISC	52,801.54	52,801.54	PROMOTION
SALARY AFFECTS BASE W	0.00	52,801.54	PROMOTION

EMPLOYEE: PORTIS, PAULA T **CURRENT GRADE:** C **EFFECTIVE DATE** 03/08/2016
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
NEW HIRE	0.00	18.11	VACANCY

EMPLOYEE: WOHL, STEPHEN N **CURRENT GRADE:** I **EFFECTIVE DATE** 03/07/2016
JOB TITLE: AUDIO VISUAL- LENDING MGR **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	0.00	58,889.21	PROMOTION

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 3/01/2016 TO 3/31/2016**

EMPLOYEE:	BUXTON, CATHERINE N	CURRENT GRADE:	Z	HIRE DATE:	3/01/2016
JOB TITLE:	PAGE	CURRENT STEP:	1		
LOCATION:	ADDISON	SALARY:	0.00	HOURLY RATE:	9.76

EMPLOYEE:	PORTIS, PAULA T	CURRENT GRADE:	C	HIRE DATE:	3/06/2016
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1		
LOCATION:	SECURITY	SALARY:	26,366.08	HOURLY RATE:	18.11

CLEVELAND PUBLIC LIBRARY

REPORT H

Human Resources Committee Report
 Meeting Date: April 19, 2016
 Report Period: March, 2016

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

MONTH	2015 SICK LEAVE HOURS USED	2016 SICK LEAVE HOURS USED	2016 TOTAL HOURS
January	4,564.09	3,679.06	98,023.38
February	3,605.82	4,071.17	93,936.09
March	3,202.84	3,109.32	94,816.27
April	3,809.46		
May	3,615.00		
June	3,229.18		
July *	5,098.30		
August	4,176.95		
September	3,736.86		
October	3,865.35		
November	3,198.85		
December *	5,348.30		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
March 1, 2016- March 31, 2016
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT I**Human Resources Committee Report**

April 19, 2016

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	22	10	1			28	16	1		
Professionals	76	15	1			1	38	14	4	3	
Technicians	19	9	2	1			4	1	1		
Protective Service	16	7	8					2			
Para-Professionals	129	23	31	2	2		35	27	7	2	
Administrative Support	300	45	64	4	3	1	51	138	17	2	1
Skilled Craft	11	7	3	1	1			1			
Service Maintenance	50	7	31	1			2	4	1		
Grand Total	703	135	150	10	7	1	158	203	31	7	1

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

Insurance Report for the Month of March 2016

Human Resources Committee Report

April 19, 2016

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	6	0	6
Essential	20	5	25
Standard	267	149	416
Standard with OAD	0	1	1
Total MMO	293	155	448
Dental Insurance	296	183	479
Vision Employee			260
Vision Children			39
Vision Spouse			47
Vision Family			79
Total Vision			425
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>

LOSS OF BORROWING PRIVILEGES

A patron is unable to borrow materials when fines and/or fees are in excess of \$24.99, 10 or more items are overdue, more than 50 items are already charged out, the patron's library card has expired, or the account has been referred for material recovery services. Youth aged 17 and under whose borrowing privileges have been suspended are eligible to apply for the 3 for Me card.

MATERIALS RECOVERY

Accounts of borrowers aged 18 or older with fines and/or fees in excess of \$24.99 on their account are referred to material recovery services for processing and may be subject to credit reporting. Youth aged 17 or younger with fines and/or fees in excess of \$24.99 are referred to material recovery services for processing; however, their name will not be reported to a credit bureau. A collection fee will be assessed to the patron when the account is referred for material recovery services. A patron's borrowing privileges will be restored once the balance on the user's account is zero.

CONFIDENTIALITY OF LIBRARY RECORDS

In keeping with the Library's Policy on Confidentiality and the Privacy of Library Records, family members or friends are not given information about the accounts of the borrowers whose cards they are using, except in situations specified by Section 149.432 of Ohio Revised Code, e.g., a parent can get the account information of a minor child.

A parent or guardian may request overdue information and information about current items charged out on a minor child's library card, if the parent or guardian has the minor child's card, or the parent or guardian has photo identification with same address as that listed in the minor child's registration and proof of parentage or guardianship satisfactory to the Library.

Approved by the Board of Library Trustees, April 19, 2016

A total of fifty circulating items may be on a borrower's record at any given time; of these, a total of eight (8) CPL-owned DVDs may be on a borrower's record. Loan periods depend upon the type of material being loaned; borrowers should note the due dates on the receipt provided at checkout. The Library upholds the circulation policy and loan periods for items owned by CLEVNET member libraries although they may differ from the loan periods of Cleveland Public Library.

Most CPL materials are renewable, and, depending on the item, may be renewed up to five times, provided there are no reservation requests pending and the patron has not accumulated more than \$24.99 in fines and/or fees on the account.

FINES & FEES

Once library materials are overdue, the cardholder will be charged overdue fines according to the Fines & Fees Schedule, approved by the Cleveland Public Library Board of Trustees. The Library will accept payment for lost or damaged materials, overdue fines and fees associated with materials owned by other CLEVNET member libraries at any CPL location. The Library will not wave any fines or fees associated with materials owned by other CLEVNET member libraries. If an item owned by another CLEVNET member library is found at a later date, the patron must return the item to the owning library to request a refund. CPL will not issue refunds for materials owned by another library system.

The Library does not charge overdue fines for circulating materials borrowed by patrons aged 60 and over, or those who are totally and permanently disabled. To qualify for a disabled card, the patron must present a permanent Golden Buckeye card issued by the Ohio Department of Aging at the time of application. Patrons aged 60 and over or those who are totally and permanently disabled are still responsible for lost item charges.

Once an item is twenty-eight (28) or more days overdue, the Library will mail the borrower a bill for the cost of the item. When an item does not have a cost associated with it in the online catalog, the borrower is responsible for the replacement cost listed in the Fines & Fees Schedule. If the lost CPL item is found within 90 days of payment, the patron may contact the Library for a refund, less the maximum overdue fine for the item. In the event that a borrower believes that an item was returned on time, the borrower should contact the owning library to ask staff to check the shelf for the item. If the item is owned by CPL and not found after a shelf check, it is the sole discretion of the library manager to grant or deny CLAIMS RETURNED status for the item.

government-issued photo identification and current proof of address. The parent or guardian may choose to allow DVDs borrowing privileges at that time.

Additionally, youth aged 17 and under may apply for one 3 for Me card or ConnectED card with borrowing privileges restricted to print materials only. The 3 for Me or ConnectED card may be used as a primary library card or as a secondary library card. Youth may apply for this card without the signature of a parent or guardian.

Library card privileges must be renewed every two years. Valid photo identification and current proof of address must be presented when renewing library privileges.

BORROWER RESPONSIBILITIES

Borrowers must present a valid library card when charging out materials. If the patron does not have the library card but still wishes to charge out materials, valid photo identification will be accepted. Borrowers are responsible for paying any fines or other charges imposed for the late return of materials, loss, or the mutilation of library materials. Parents or guardians who sign a library card application on behalf of an applicant aged 17 or under are financially responsible for all materials borrowed on the card. Borrowers are responsible for reporting any changes in the account information in a timely fashion.

It is the borrower's responsibility and choice as to who has access to the library card for the account. A patron may allow a family member or friend to use his or her library card to check out materials, pick up materials on hold, and pay fines that are outstanding on that card. However, a valid library card must be presented and the Library reserves the right to ask a borrower for photo identification to verify identity before charging out materials.

LOST OR STOLEN LIBRARY CARD

If the borrower's card is lost or stolen, it is the borrower's responsibility to report the loss or theft to Cleveland Public Library or to another CLEVNET-member library immediately. A police report is required when a patron claims materials were checked out without permission. A new library card must be issued for lost, damaged or stolen cards; the cost for a replacement card is \$1.00. All charges or loans attached to the lost card will be transferred to the new card.

BORROWING GUIDELINES

CLEVELAND PUBLIC LIBRARY CIRCULATION POLICY

LIBRARY CARD ELIGIBILITY

Permanent residents of Ohio qualify for a free library card. Persons who go to school in Ohio, work on a permanent basis in Ohio, and those who own property in Ohio also qualify for a free library card. Only one card is allowed per individual, with the exceptions of library cards issued to teachers who work or live in Cuyahoga County, 3 for Me library cards or ConnectED cards issued to youth aged 17 and under with borrowing privileges restricted to print only. Cleveland Public Library honors the library cards of other CLEVNET libraries for the circulation of materials. Special cards, such as the 3 for Me card, ConnectED and those issued to businesses, educators, and temporary residents are governed by procedures set forth by Library administration.

APPLYING FOR A LIBRARY CARD

To apply for a library card, adults aged 18 or older must fill out an application and present valid, government-issued photo identification and current proof of address, if not listed on the photo identification. Acceptable forms of photo identification include a driver's license, state ID card, passport, and US. Military ID. Acceptable proof of a current address is either a printed personal check showing the address on the application or an envelope, utility bill, or postcard with a recent (within last 30 days) postmark received at the address shown on the application.

Adults aged 18 and over may also apply for a card online. This card will be valid for electronic materials **only** until the borrower presents valid, government-issued photo identification (and current proof of address if not listed on the photo identification) in person at the Main Library Lending desk or any Cleveland Public Library branch.

Youth aged 17 and under who are not accompanied by a parent or guardian may apply for and be issued a library card that excludes DVD borrowing privileges. The signature of a parent or other adult accepting financial responsibility along with their valid, government-issued identification number is required on the application. Photo identification is required for applicants aged 14 through 17 years old. Acceptable forms of photo identification for applicants in this age group include school ID, a report card, or a class schedule with the applicant's name on it.

Youth aged 17 and under who wish to borrow DVDs must be accompanied by a parent or other adult accepting financial responsibility at the time of application. The parent or other adult accepting financial responsibility must present valid,

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MARCH 2016**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	2016	2015	
Main Library	126,508	130,129	586	626	362,622	374,297	-3.1%
Branches	270,516	282,877	1,326	1,341	790,998	813,918	-2.8%
Mobile Units*	1,661	6,294			4,836	18,398	-73.7%
Library for the Blind	51,148	50,124			145,382	145,404	0.0%
OLBPD BARD	11,970	14,250			34,829	37,829	-7.9%
eMedia	30,051	22,791			91,347	65,868	38.7%
TOTAL CIRCULATION	491,854	506,465			1,430,014	1,455,714	-1.8%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2016	2015	2016	2015	Gain/Loss	YTD Gain/Loss
eBook	10,814	15,204	46,628	44,420		5.0%
eAudiobook	15,746	5,696	31,876	16,107		97.9%
eMusic	187	20	466	56		732.1%
eVideo	580	230	1,741	609		185.9%
eMagazines	2,724	1,641	10,636	4,676		127.5%
TOTAL eCIRCULATION	30,051	22,791	91,347	55,868		38.7%

Included in circulation activity.

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2016	2015	2016	2015	
Main Library	100	45 minutes	31,697	34,332	26,048	25,370	2.7%
Branches	547	40 minutes	231,368	219,819	153,216	145,181	5.5%
TOTAL USAGE	647		263,065	254,151	179,264	170,551	5.1%

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 Gain/Loss
	2016	2015	2016	2015	
TOTAL SESSIONS	69,277	NA	199,409	NA	NA

Each session represents a unique user of public wireless internet. January number does not include Brooklyn and Lorain branches

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	2016	2015	
Main Library	43,205	45,765	200	220	107,709	113,000	-4.7%
Branches	219,933	230,501	1,078	1,092	621,599	604,642	2.8%
Mobile Unit*	0	457			0	1,491	-100.0%
TOTAL VISITS	263,138	276,723			729,308	719,133	1.4%

REPORT K

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR MARCH 2016**

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	5,137	631	778	1,064	7,610	608	8,218
Brooklyn	3,670	389	481	610	5,150	579	5,729
Carnegie West	8,274	912	1,538	1,607	12,331	1,209	13,540
Collinwood	4,664	418	496	715	6,293	491	6,784
East 131st	2,863	262	371	484	3,980	312	4,292
Eastman	12,620	1,332	2,132	2,535	18,619	2,185	20,804
Fleet*	8,114	840	1,101	1,321	11,376	854	12,230
Fulton	13,481	677	986	1,340	16,484	904	17,388
Garden Valley	2,030	215	192	351	2,788	240	3,028
Glenville	4,608	443	438	705	6,194	449	6,643
Harvard-Lee	5,296	731	999	1,377	8,403	705	9,108
Hough	3,450	421	404	734	5,009	322	5,331
Jefferson	3,585	620	1,083	1,372	6,660	569	7,229
Langston Hughes	3,596	541	492	721	5,350	516	5,866
Lorain	5,572	807	1,089	1,309	8,777	693	9,470
Martin Luther King, Jr.	5,532	495	744	1,168	7,939	802	8,741
Memorial-Nottingham	7,163	883	1,330	2,181	11,557	1,109	12,666
Mt. Pleasant	2,297	304	323	463	3,387	283	3,670
Rice	7,212	495	705	1,318	9,730	796	10,526
Rockport	11,792	1,075	1,708	2,124	16,699	1,788	18,487
South	5,781	564	658	913	7,916	583	8,499
South Brooklyn	11,319	1,229	2,278	2,830	17,656	1,860	19,516
Sterling	2,458	323	456	529	3,766	394	4,160
Union	4,086	635	552	728	6,001	457	6,458
Walz	8,480	857	1,245	1,793	12,375	1,183	13,558
West Park	10,049	1,388	2,986	3,660	18,083	2,228	20,311
Woodland	6,068	488	463	704	7,723	541	8,264
TOTAL	169,197	17,975	26,028	34,656	247,856	22,660	270,516

*Fleet branch circulation includes remaining circulation generated by Broadway branch items

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MARCH 2016

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2016	2015		
Addison	8,218	9,843	24,546	28,659	-4,113	-14.4%
Brooklyn	5,729	6,208	17,495	19,066	-1,571	-8.2%
Carnegie West	13,540	13,286	38,698	37,125	1,573	4.2%
Collinwood	6,784	8,463	21,280	23,658	-2,378	-10.1%
East 131st	4,292	4,710	12,503	13,122	-619	-4.7%
Eastman	20,804	20,503	59,999	57,939	2,060	3.6%
Fleet*	12,230	11,594	36,318	34,505	1,813	5.3%
Fulton	17,388	10,746	44,896	30,223	14,673	48.5%
Garden Valley	3,028	3,346	9,770	9,503	267	2.8%
Glenville	6,643	7,417	19,662	20,256	-594	-2.9%
Harvard-Lee	9,108	8,086	25,954	23,393	2,561	10.9%
Hough	5,331	4,818	15,929	14,059	1,870	13.3%
Jefferson	7,229	8,974	20,953	24,201	-3,248	-13.4%
Langston Hughes	5,866	7,308	17,646	21,684	-4,038	-18.6%
Lorain	9,470	9,654	27,995	28,582	-587	-2.1%
Martin Luther King, Jr.	8,741	12,155	22,670	33,322	-10,652	-32.0%
Memorial-Nottingham	12,666	12,669	37,309	36,869	440	1.2%
Mt. Pleasant	3,670	4,062	10,875	12,947	-2,072	-16.0%
Rice	10,526	12,357	32,504	34,093	-1,589	-4.7%
Rockport	18,487	19,743	52,636	56,271	-3,635	-6.5%
South	8,499	9,101	25,500	27,254	-1,754	-6.4%
South Brooklyn	19,516	19,504	56,567	56,431	136	0.2%
Sterling	4,160	5,622	13,364	16,182	-2,818	-17.4%
Union	6,458	6,436	19,024	19,709	-685	-3.5%
Walz	13,558	14,423	40,181	42,374	-2,193	-5.2%
West Park	20,311	21,834	61,304	63,253	-1,949	-3.1%
Woodland	8,264	10,015	25,420	29,238	-3,818	-13.1%
TOTAL	270,516	282,877	790,998	813,918	-22,920	-2.8%

*Fleet branch circulation includes remaining circulation generated by Broadway branch items

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE MARCH 2016

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2016	2015	2016	2015			
Addison	5,214	5,492	15,281	14,948	333	2.2%	
Brooklyn	3,860	3,486	11,485	10,084	1,401	13.9%	
Carnegie West	11,432	15,825	33,166	45,410	-12,244	-27.0%	
Collinwood	7,960	6,739	24,004	17,417	6,587	37.8%	
East 131st	8,838	7,949	26,922	19,554	7,368	37.7%	
Eastman	10,792	11,347	31,468	31,908	-440	-1.4%	
Fleet	10,682	10,101	31,090	28,244	2,846	10.1%	
Fulton	7,819	7,483	21,583	19,567	2,016	10.3%	
Garden Valley	4,473	4,362	12,608	12,158	450	3.7%	
Glenville	4,586	7,451	22,718	18,474	4,244	23.0%	
Harvard-Lee	7,525	8,272	24,264	22,502	1,762	7.8%	
Hough	8,228	11,827	24,312	29,037	-4,725	-16.3%	
Jefferson	7,360	7,453	22,769	21,132	1,637	7.7%	
Langston Hughes	6,609	7,210	18,512	19,203	-691	-3.6%	
Lorain	7,267	7,540	21,408	19,664	1,744	8.9%	
Martin Luther King, Jr.	8,069	7,378	25,851	21,308	4,543	21.3%	
Memorial-Nottingham	5,255	4,781	15,084	13,602	1,482	10.9%	
Mt. Pleasant	6,081	6,710	17,105	17,719	-614	-3.5%	
Rice	11,755	13,960	33,194	39,604	-6,410	-16.2%	
Rockport	10,990	11,308	29,662	28,095	1,567	5.6%	
South	6,223	7,544	17,792	19,920	-2,128	-10.7%	
South Brooklyn	15,528	14,970	46,313	38,551	7,762	20.1%	
Sterling	9,943	9,004	30,090	26,078	4,012	15.4%	
Union	6,154	6,855	17,525	18,026	-501	-2.8%	
Walz	9,141	8,685	25,143	22,980	2,163	9.4%	
West Park	11,175	10,030	30,938	27,236	3,702	13.6%	
Woodland	6,974	6,739	18,982	19,178	-196	-1.0%	
TOTAL	219,933	230,501	649,269	621,599	27,670	4.5%	

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS MARCH 2016**

Branch	Total Circulation	Branch	Attendance	Branch	Population 2010	Population 2000
1 Eastman	20,804	1 South Brooklyn	15,528	1 South Brooklyn	32,043	34,217
2 West Park	20,311	2 Rice	11,755	2 West Park	27,814	29,398
3 South Brooklyn	19,516	3 Carnegie West	11,432	3 Fleet**	26,727	34,598
4 Rockport	18,487	4 West Park	11,175	4 Eastman	23,674	25,873
5 Fulton	17,388	5 Rockport	10,990	5 Rockport	19,896	21,467
6 Walz	13,558	6 Eastman	10,792	6 Fulton	19,647	22,575
7 Carnegie West	13,540	7 Fleet	10,682	7 Rice	19,462	25,893
8 Memorial-Nottingham	12,666	8 Sterling	9,943	8 Memorial-Nottingham	19,271	22,598
9 Fleet	12,230	9 Walz	9,141	9 Harvard-Lee	17,655	21,246
10 Rice	10,526	10 East 131st	8,838	10 Walz	16,063	18,497
11 Lorain	9,470	11 Hough	8,228	11 Collinwood	14,769	19,377
12 Harvard-Lee	9,108	12 Martin Luther King, Jr.	8,069	12 Langston Hughes	14,439	21,224
13 Martin Luther King, Jr.	8,741	13 Collinwood	7,960	13 Glenville	14,006	20,302
14 South	8,499	14 Fulton	7,819	14 Addison	13,603	19,263
15 Woodland	8,264	15 Harvard-Lee	7,525	15 East 131st	13,025	18,001
16 Addison	8,218	16 Jefferson	7,360	16 Mt. Pleasant	12,792	17,155
17 Jefferson	7,229	17 Lorain	7,267	17 Lorain	12,588	14,589
18 Collinwood	6,784	18 Woodland	6,974	18 Martin Luther King, Jr.	12,392	15,483
19 Glenville	6,643	19 Langston Hughes	6,609	19 Carnegie West	10,487	11,716
20 Union	6,458	20 South	6,223	20 Union	8,416	12,603
21 Langston Hughes	5,866	21 Union	6,154	21 Sterling	8,267	8,712
22 Brooklyn	5,729	22 Mt. Pleasant	6,081	22 Woodland	7,946	7,213
23 Hough	5,331	23 Memorial-Nottingham	5,255	23 South	6,325	7,729
24 East 131st	4,292	24 Addison	5,214	24 Hough	5,667	7,845
25 Sterling	4,160	25 Glenville	4,586	25 Brooklyn	5,524	6,430
26 Mt. Pleasant	3,670	26 Garden Valley	4,473	26 Jefferson	3,515	3,987
27 Garden Valley	3,028	27 Brooklyn	3,860	27 Garden Valley	2,310	3,220
	270,516		219,933	28 Broadway**		1,966
					388,323	473,177

**Broadway and Fleet services areas merged

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

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MARCH 2016**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
CLEVNET	79,026	78,793	229,472	229,430	0.0%
MORE	404	386	1,269	1,208	5.0%
Other Libraries	445	292	1,491	1,159	28.6%
TOTAL	79,875	79,471	232,232	231,797	0.2%

*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Projected	22,376	20,500	65,492	52,810	24.0%
KnowItNow Web Reference*	0	160	0	453	-100.0%
Mail and Email Reference	276	78	555	254	118.5%
Interlibrary Loan Requests	849	678	2,760	2,367	16.6%
TOTAL	23,501	21,416	68,807	55,884	23.1%

*KnowItNow statewide reference service ceased on 12/31/2015.

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
New Titles Added	6,276	6,073	16,567	16,769	-1.2%
Total Items Added	24,710	21,795	56,818	55,137	3.0%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Main Library	216	208	600	591	1.6%
Branches	6,210	5,994	17,199	16,916	1.7%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2016	2015	2016	2015	
Downloads	11,970	14,250	34,829	37,829	-7.9%
Users	641	623	1,947	1,878	3.7%

Included in circulation activity

**CLEVELAND PUBLIC LIBRARY
COMPARATIVE STATEMENT OF ANNUAL STATISTICS 2015**

CIRCULATION ACTIVITY	2015	2014	Change	%Change
Main Library	1,485,679	1,585,841	-100,162	-6.3%
Branches	3,267,268	3,738,259	-470,991	-12.6%
Mobile Units	49,632	75,324	-25,692	-34.1%
Library for the Blind	579,777	626,457	-46,680	-7.5%
OLBPD BARD	132,516	132,962	-446	-0.3%
eMedia	286,100	240,273	45,827	19.1%
TOTAL CIRCULATION	5,800,972	6,399,116	-598,144	-9.3%

REFERENCE TRANSACTIONS	2015	2014	Change	%Change
Main Library	249,150	237,982	11,168	4.7%
Branches & Mobile Unit	688,428	743,028	-54,600	-7.3%
Library for the Blind	32,093	35,030	-2,937	-8.4%
TOTAL QUESTIONS	969,671	1,016,040	-46,369	-4.6%

COMPUTER SESSIONS	2015	2014	Change	%Change
Main Library	147,344	155,287	-7,943	-5.1%
Branches	949,911	1,027,999	-78,088	-7.6%
TOTAL USAGE	1,097,255	1,183,286	-86,031	-7.3%

Sessions less than 5 minutes excluded. In 2015, not all sessions were counted due to problems with counting software.

WALK-IN COUNT	2015	2014	Change	%Change
Main Library	485,570	524,934	-39,364	-7.5%
Branches	2,581,332	2,812,259	-230,927	-8.2%
Mobile Unit	4,917	6,885	-1,968	-28.6%
TOTAL VISITS	3,071,819	3,344,078	-272,259	-8.1%

REPORT L

**CLEVELAND PUBLIC LIBRARY
CIRCULATION ANALYSIS FOR 2015**

AUTOMATED CIRCULATION OF THE COLLECTION BY FORMAT

Ranked by percentage of circulation

FORMAT	MAIN	BRANCHES	TOTAL	% CIRC
Videos	312,853	1,523,279	1,836,132	41.2%
Books	950,156	819,544	1,769,700	39.7%
Sound Recordings	131,493	301,562	433,055	9.7%
eMedia			286,100	6.4%
Magazines	50,636	78,538	129,174	2.9%
Other	384	2,426	2,810	0.1%
TOTAL	1,445,522	2,725,349	4,456,971	

INTERLIBRARY LOAN

	2015	2014	Change	% Change
CLEVNET	897,260	922,033	-24,773	-2.7%
MORE	4,700	6,457	-1,757	-27.2%
Other Libraries	4,621	6,827	-2,206	-32.3%
TOTAL	906,581	935,317	-28,736	-3.1%

CHANGES IN PERMANENT COLLECTION

	2015	2014	Change	% Change
New Titles Added	65,134	69,742	-4,608	-6.6%
Total Items Added	249,031	241,486	7,545	3.1%
Total Items Withdrawn	393,853	406,258	-12,415	-3.1%

LIBRARY CARDS ISSUED

	21,966	LIBRARY FOR THE BLIND	New Users 1,685
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REGISTERED BORROWERS

Adult	272,192
Juvenile	57,025
TOTAL	329,217

CLEVELAND PUBLIC LIBRARY
ATTENDANCE AT MAIN LIBRARY FOR 2015

MONTH	MAIN	L. S. WING	TOTAL ATTENDANCE		Gain/Loss	DAYS OPEN		DAILY AVG	
			2015	2014		2015	2014	2015	2014
January	13,470	21,006	34,476	36,051	-1,575	25.0	23.0	1,379	1,567
February	11,541	21,218	32,759	34,597	-1,838	23.0	23.0	1,424	1,504
March	17,960	27,805	45,765	48,439	-2,674	26.0	26.0	1,760	1,863
April	15,289	27,371	42,660	50,240	-7,580	26.0	26.0	1,641	1,932
May	14,007	25,034	39,041	49,478	-10,437	25.0	26.0	1,562	1,903
June	15,813	29,520	45,333	44,031	1,302	25.0	24.0	1,813	1,835
July	15,921	27,975	43,896	48,149	-4,253	26.0	26.0	1,688	1,852
August	15,868	26,951	42,819	45,694	-2,875	26.0	26.0	1,647	1,757
September	15,951	23,494	39,445	43,162	-3,717	25.0	25.0	1,578	1,726
October	17,064	23,874	40,938	46,299	-5,361	26.0	26.0	1,575	1,781
November	16,172	22,819	38,991	40,759	-1,768	23.0	23.0	1,695	1,772
December	17,145	22,302	39,447	38,035	1,412	25.0	25.0	1,578	1,521
TOTAL	186,201	299,369	485,570	524,934	-39,364	301.0	299.0	1,613	1,756

CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE FOR 2015

BRANCH	2015	2014	Change	% Change
Addison	62,146	72,321	-10,175	-14.1%
Brooklyn	42,045	49,522	-7,477	-15.1%
Carnegie West	186,622	180,128	6,494	3.6%
Collinwood	80,249	88,168	-7,919	-9.0%
East 131st	89,041	88,142	899	1.0%
Eastman	122,151	138,529	-16,378	-11.8%
Fleet	119,480	130,267	-10,787	-8.3%
Fulton	87,485	94,896	-7,411	-7.8%
Garden Valley	51,861	62,097	-10,236	-16.5%
Glenville	96,826	79,139	17,687	22.3%
Harvard-Lee	91,217	111,718	-20,501	-18.4%
Hough	122,906	137,401	-14,495	-10.5%
Jefferson	81,428	87,303	-5,875	-6.7%
Langston Hughes	80,755	88,849	-8,094	-9.1%
Lorain	85,244	102,420	-17,176	-16.8%
Martin Luther King, Jr.	87,340	83,444	3,896	4.7%
Memorial-Nottingham	62,578	77,104	-14,526	-18.8%
Mt. Pleasant	68,259	77,113	-8,854	-11.5%
Rice	151,848	142,561	9,287	6.5%
Rockport	118,786	144,589	-25,803	-17.8%
South	79,649	92,489	-12,840	-13.9%
South Brooklyn	149,791	155,588	-5,797	-3.7%
Sterling	105,686	130,795	-25,109	-19.2%
Union	74,425	76,564	-2,139	-2.8%
Walz	94,375	111,135	-16,760	-15.1%
West Park	104,242	117,319	-13,077	-11.1%
Woodland	84,897	92,658	-7,761	-8.4%
BRANCH TOTAL	2,581,332	2,812,259	-230,927	-8.2%

CLEVELAND PUBLIC LIBRARY
BRANCH CIRCULATION TRANSACTIONS FOR 2015

BRANCH	2015	2014	Change	% Change
Addison	112,002	136,577	-24,575	-18.0%
Brooklyn	71,635	81,878	-10,243	-12.5%
Carnegie West	152,838	168,320	-15,482	-9.2%
Collinwood	94,094	108,760	-14,666	-13.5%
East 131st	54,812	66,857	-12,045	-18.0%
Eastman	237,722	252,785	-15,063	-6.0%
Fleet	145,846	169,136	-23,290	-13.8%
Fulton	133,075	173,058	-39,983	-23.1%
Garden Valley	40,390	46,944	-6,554	-14.0%
Glenville	79,301	98,786	-19,485	-19.7%
Harvard-Lee	110,474	109,856	618	0.6%
Hough	55,843	63,285	-7,442	-11.8%
Jefferson	90,390	98,087	-7,697	-7.8%
Langston Hughes	81,435	95,843	-14,408	-15.0%
Lorain	121,259	138,404	-17,145	-12.4%
Martin Luther King, Jr.	111,278	137,547	-26,269	-19.1%
Memorial-Nottingham	151,140	179,584	-28,444	-15.8%
Mt. Pleasant	55,307	71,723	-16,416	-22.9%
Rice	148,329	150,738	-2,409	-1.6%
Rockport	221,849	252,301	-30,452	-12.1%
South	101,020	115,694	-14,674	-12.7%
South Brooklyn	223,700	260,635	-36,935	-14.2%
Sterling	60,122	75,031	-14,909	-19.9%
Union	80,675	96,951	-16,276	-16.8%
Walz	170,811	196,782	-25,971	-13.2%
West Park	249,414	264,864	-15,450	-5.8%
Woodland	112,507	127,833	-15,326	-12.0%
BRANCH TOTAL	3,267,268	3,738,259	-470,991	-12.6%

CLEVELAND PUBLIC LIBRARY
BRANCH COLLECTION COUNT

BRANCH	2015	2014	Change	% Change
Addison	19,302	22,489	-3,187	-14.2%
Brooklyn	21,032	20,424	608	3.0%
Carnegie West	25,910	28,095	-2,185	-7.8%
Collinwood	18,499	19,639	-1,140	-5.8%
East 131st	15,449	15,510	-61	-0.4%
Eastman	42,908	43,595	-687	-1.6%
Fleet	25,227	29,961	-4,734	-15.8%
Fulton	32,487	31,230	1,257	4.0%
Garden Valley	13,069	2,453	616	4.9%
Glenville	17,814	20,149	-2,335	-11.6%
Harvard-Lee	20,992	23,397	-2,405	-10.3%
Hough	18,037	8,990	953	-5.0%
Jefferson	20,969	21,804	-835	-3.8%
Langston Hughes	29,789	30,423	-634	-2.1%
Lorain	22,991	25,194	-2,203	-8.7%
Martin Luther King, Jr.	30,784	31,348	-564	-1.8%
Memorial-Nottingham	31,480	27,984	3,496	12.5%
Mt. Pleasant	15,793	16,514	-721	-4.4%
Rice	33,809	34,671	-862	-2.5%
Rockport	48,493	50,142	-1,649	-3.3%
South	13,054	14,558	-1,504	-10.3%
South Brooklyn	33,472	36,388	-2,916	-8.0%
Sterling	18,169	18,846	-677	-3.6%
Union	18,902	20,947	-2,045	-9.8%
Walz	36,880	36,590	290	0.8%
West Park	41,113	40,403	710	1.8%
Woodland	22,263	23,298	-1,035	-4.4%
Mobile Unit	29,009	28,034	975	3.5%
TOTALS	717,696	743,076	-25,380	-3.4%

CLEVELAND PUBLIC LIBRARY
2015 COLLECTION STATISTICS

FORMAT	MAIN COLLECTION	BRANCH COLLECTION	TOTAL COLLECTION
Books	2,772,079	458,888	3,230,967
Bound Periodicals	269,256	0	269,256
Computer Media	1,480	169	1,649
Government Documents	569,667	0	569,667
Maps	55,312	0	55,312
Microforms	4,662,501	0	4,662,501
Photographs, Pictures	1,390,974	0	1,390,974
Sheet Music	18,000	0	18,000
Sound Recordings	54,514	82,419	136,933
Video	67,070	136,098	203,168
TOTAL ITEMS	9,860,853	677,574	10,538,427

TOTAL SYSTEM TITLES: 2,517,294