CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
January 17, 2017
Trustees Room Louis Stokes Wing

12:00 Noon

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

Ms. Washington, Mr. Corrigan (arrived, 12:08

p.m.), Mr. Parker (arrived, 12:12 p.m.),

Ms. Rodriguez (arrived, 12:19 p.m.)

Absent: None

Mr. Seifullah called the meeting to order at 12:06 p.m.

Approval of the Minutes

Mr. Hairston moved approval of the minutes for the Regular Board Meeting of 12/15/16; and the Board Work Session and Joint Finance & Human Resources Committee Meeting of 12/13/16. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas stated that there were no communications to be acknowledged.

Ms. Rodriguez acknowledged the Reverend Pinkney Butts who displayed copies of two books that she had authored titled *Choose Life* and *The Passages of Pamela*. Rev. Pinkney Butts gave a brief background and overview of each book.

Rev. Pinkney Butts stated that books were written in honor of the memories of her parents who are now deceased.

Ms. Rodriguez thanked Ms. Pinkney Butts for attending the Board Meeting and for her presentation.

MOTION TO TEMPORARIALY SUSPEND THE REGULATIONS

Ms. Rodriguez stated that because of schedule conflicts, the Regular Board Meeting had been rescheduled for

REGULAR BOARD
MEETING 12/15/16;
AND BOARD WORK
SESSION AND
JOINT FINANCE
& HUMAN
RESOURCES
COMMITTEE
MEETING OF
12/13/16
Approved

MOTION TO TEMPORARILY SUSPEND THE REGULATIONS Approved today. As a result, there was no Finance Committee Meeting.

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

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for December

(See page 57)

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

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

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

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

Resolution Regarding December 31, 2016 General Fund Balance

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

WHEREAS, *Ohio Revised Code* Section 3375.40 (K) provides for the set aside of unencumbered General fund balances at the end of each fiscal year; and

RESOLUTION TO ACCEPT GIFTS FOR THE MONTH OF DECEMBER 2016 Approved

RESOLUTION REGARDING DECEMBER 31, 2016 GENERAL FUND BALANCE Approved WHEREAS, *Ohio Revised Code* Section 5705.14 provides for the transfer and advance of funds from the General fund to other funds; and

WHEREAS, The December 31, 2016 General fund cash balance is as follows:

General fund cash balance - 12/31/2016	\$ 27,013,868.65
Reserved for encumbrances	5,702,168.24
General fund unencumbered balance	\$ 21,311,700.41
Repayment of advances in 2017:	
MyCom fund	25,000.00
MyCom fund	15,750.00
Carryover balance available for appropriation in 2017	\$ 21,352,450.41
Transfer - Building and Repair fund	1,300,000.00
General fund unencumbered balance	\$ 20,052,450.41

Now therefore be it

RESOLVED, That the Unencumbered General Fund Balance of \$20,052,450.41 be carried forward for 2017 operating expenses and that the set aside of \$1,300,000.00 be transferred to the Building and Repair Fund at this year-end to fund capital projects, technology, and other assets, and for repairs, improvements and maintenance of library facilities.

First Amendment to the Year 2017 Appropriation

(See pages 58-62)

Mr. Seifullah 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

FIRST AMENDMENT TO THE YEAR 2017 APPROPRIATION Approved WHEREAS, It is now deemed necessary to amend the Year 2017 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources requested from the Cuyahoga County Budget Commission dated January 10, 2017; and

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

RESOLVED, That the sums indicated on the attached First Amendment to the Year 2017 Appropriation Schedule be approved.

Resolution to Advance Cash from the General Fund to the Friends Fund

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

WHEREAS, *Ohio Revised Code* Section 5705.14 provides for the transfer and advance of funds from the General Fund to other funds; and

WHEREAS, Libraries generally do not follow ORC Section 5705 for budgetary compliance, so the Library looks to the Auditor of State Bulletin 1997-003 to provide guidance pertaining to the accounting treatment for inter-fund cash advances; and

WHEREAS, The Board of Trustees of the Friends of the Cleveland Public Library approved the 2017 budget for Programs for the Cleveland Public Library in the amount of \$31,500; and

WHEREAS, The Friends fund will start the year with a \$5,000.00 fund balance, while awaiting payment(s) for the balance from the Friends of the Cleveland Public Library. Therefore, a cash advance from the Library's General Fund to the Friends Fund is a desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary "seed" for grants

RESOLUTION TO ADVANCE CASH FROM THE GENERAL FUND TO THE FRIENDS FUND Approved that are allocated on a reimbursement basis; now therefore be it

RESOLVED, That General Fund advance cash in the amount of \$26,500 to the Friends Fund for the same purpose for which the fund was established, for which repayment in an equal amount is made within the current year.

In response to Ms. Washington's inquiry, Ms. Krenicky confirmed that these funds are advanced to the Friends for programming for which they will reimburse the Library.

Mr. Corrigan asked for an update on State expectations for this year.

Ms. Krenicky stated that she has not received an update since December when the Library's PLF was slightly decreased from July's estimate. The PLF came in lower than the State's estimate for January.

In response to Mr. Corrigan's inquiry, Ms. Krenicky stated that the PLF distribution came in for Cleveland Public Library about \$9,000 less than the estimate.

Director Thomas stated that the PLF came in just under a percentage point system wide.

Director Thomas stated that from the feedback he received from OLC, Tim Cosgrove and others, is that there is significant fear on the Governor's part that the State could go back into a recession if a major tax cut is made.

Mr. Corrigan stated that to his understanding that most of the reduction on incoming funds to the State has been on the income tax side.

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

(See page 63)

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

RESOLUTION TO AMEND DESIGN SERVICES AGREEMENT WITH BOSTWICK DESIGN PARTNERSHIP FOR MAIN LIBRARY CONSOLIDATION PHASE 2 Approved WHEREAS, On April 16, 2015, the Board of Trustees approved a Resolution authorizing the Library to engage Bostwick Design Partnership in an amount not-to-exceed \$750,000 for design services in connection with the Phase 2 Main Library Consolidation Project. On June 25, 2015 this Board approved Bostwick's actual budget for design service fees in the amount of \$718,050.25; and

WHEREAS, On December 17, 2015, this Board Additional Services Requests #01 in the amount of \$29,940.00 for additional Architecture Design costs, and #02 in the amount of \$17,000 for additional Exhibitry Design costs, increasing the total design budget to \$764,990.25. An Additional Services Request #3 was approved by the Library on May 16, 2016 reallocating funds from contingencies to LSW Security Space HVAC design and additional signage in Main and LSW in a total amount of \$9,500; and

WHEREAS, During the construction phase of the project, in consultation with the construction manager and architect, the Library decided to change the location of the new chiller for the Main Building to the north side of the roof in order to eliminate extra piping runs. Bostwick engaged the services of structural engineer Barber & Hoffman, Inc. to perform a structural analysis to determine whether this portion of the roof could hold the additional weight. The cost of this analysis was \$1,600.00; and

WHEREAS, The Library Administration is, therefore, requesting that the Board of Trustees approve another amendment to the Agreement with Bostwick Design Partnership to increase the Architectural Design fees by \$1,600.00 to cover the cost of Barber & Hoffman's invoice, and to increase the design contract to \$766,590.25; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Director, CEO or his designees to enter into Additional Services Request #4 with Bostwick Design Partnership in the amount of \$1,600.00 for payment of the Barber & Hoffman invoice, for a total contract amount of \$766,590.25. Expenditures shall be charged to Building & Repair Fund Account 40190105-55300-11901.

Ms. Butts asked if the chiller had already been relocated to north side of the roof.

Eric Herman, Capital Projects Manager, clarified that the chiller was not moved but rather installed in that location.

Ms. Rodriguez asked if it were cheaper to put the chiller in that location.

Mr. Herman stated that there was a savings of approximately \$1,600 on Higley's side to relocate the chiller to that side.

Resolution to Enter Into an Agreement with Business Smarts for Hardware Maintenance

(See pages 64-67)

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

WHEREAS, The effective date of termination of the current hardware maintenance agreement with Business Smarts for the Library's Hewlett Packard ("HP") printers, desktop stations and servers is January 31, 2017; and

WHEREAS, The Library desires to utilize HP-approved support for its HP equipment in order to resolve problems reliably and to avoid a situation in which a non-HP maintenance vendor would be unable to resolve a problem because of its unfamiliarity with the operating system; and

WHEREAS, Business Smarts is an Elite HP Partner that provides in-house service for printers, desktop stations and industry standard server support; and

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

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into a Maintenance Agreement with Business Smarts, subject to the Chief Legal Officer's approval, for the period

RESOLUTION TO ENTER INTO AN AGREEMENT WITH BUSINESS SMARTS FOR HARDWARE MAINTENANCE Approved February 1, 2017 through January 31, 2018, at a cost not to exceed \$72,617.59, with the expenditure being charged to the General Fund Account 13010053-53360.

Mr. Corrigan asked if the Library had been satisfied with the service provided by Business Smarts.

Larry Finnegan, Director of IT, stated that Business Smarts is very helpful as PC's maintenance and servers.

Resolution Approving Change Order # M008 for the Heat Conversion Project and Authorizing Cleveland Public Library to Enter into a Settlement Agreement with Marlin Mechanical LLC.

(See pages 68-77)

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

WHEREAS, On February 14, 2013 the Cleveland Public Library entered into a building and construction contract (the "Contract") with Marlin Mechanical LLC for the conversion of the electric heating system to a gas heating system in the Library's Main Building and the Louis Stokes Wing (the "Project"); and

WHEREAS, The original Contract was in the amount of \$639,455.92. This Board approved seven (7) change orders to the Contract increasing the total amount to \$821,313.53. Change Order #M002 in the amount of \$68,750.00 added an electric humidification system to the Project, and Change Order #M005 in the amount of \$21,688.00 added a reverse osmosis system to the Project. The sum of \$148,121.51 remains in the Library's Project fund as Project retainage; and

WHEREAS, A dispute has arisen between the Library and Marlin Mechanical LLC concerning the design, installation, operation and maintenance of the electric humidification system and the reverse osmosis system. The Library claims the humidification system was improperly designed and undersized and has not been working properly, and that the reverse osmosis system is inoperable. The Contractor disputes these claims and further alleges that any failure of the humidification

RESOLUTION APPROVING CHANGE ORDER # M008 FOR THE HEAT CONVERSION PROJECT AND **AUTHORIZING** CLEVELAND PUBLIC LIBRARY TO ENTER INTO A SETTELEMENT AGREEMENT WITH MARLIN MECHANICAL LLC. Approved

or reverse osmosis systems is due to the Library's improper maintenance of these systems; and

WHEREAS, In order to resolve the dispute to avoid the expense and time of litigation and to close out the Project, the Library and Marlin Mechanical LLC would like to enter into a Project Close Out and Settlement Agreement whereby the Library will be permitted to keep the Project retainage and Marlin will pay the Library an additional \$30,000.00 to cover the costs of upgrading the humidification system and purchasing and installing new components for the reverse osmosis system. The following change order is necessary to deduct the Project retainage from the cost of the work from the Contract:

Contractor	Change	Amount	
Marlin Mechanical LLC	#M008	(\$ 148,121.51)	
Deduction for Project retainage under the Contract.			
Total Net Decrease		(\$ 148,121.51)	
TOTAL ADJUSTED CONTRACT AMOUNT		\$673,192.02	

WHEREAS, The Board of Library Trustees has the authority, in its discretion, to approve written change orders and subsequently amend the contract sum; now therefore be it

RESOLVED, That Change Order #M008 deducting the sum of \$148,121.51 from the Contract between the Cleveland Public Library and Marlin Mechanical LLC reducing the total amount of the Contract to \$673,192.02 is hereby approved, and a Project Closeout and Settlement Agreement providing for payment of \$30,000 by Marlin Mechanical LLC to the Library and the mutual release of the parties is also hereby approved. The Executive Director, CEO is authorized to execute the Change Order, the Project Closeout and Settlement Agreement and such other documents and instruments as are necessary to effectuate the actions authorized by this Resolution, subject to approval of the Chief Legal Officer.

Mr. Hairston thanked Ms. Dodrill for work negotiating this agreement.

Joyce Dodrill, Chief Legal Officer, acknowledged Eric Herman, Tim Murdock and Tim Janos, as members of the negotiating team and thanked them for their assistance.

Mr. Corrigan stated that despite the three years of construction, the Library compared to the initial contract remained under 8%.

Mr. Corrigan asked if either the Library's personnel or materials have been at risk because of the failure of the reverse osmosis or humidification systems.

Eric Herman, Capital Projects Manager, explained that the Library did not have the humidification system previous to this. However, books and materials have continued to age faster than they might have had the system been up and running. There were no specific additional risks to personnel created.

Ms. Butts asked for an explanation of reverse osmosis.

Mr. Herman explained that reverse osmosis is a method of treating water that removes ions that are not hydrogen and oxygen so that chloride is removed from chlorinated water. The result is there are no air borne chemicals in the steam that could react with materials in the building.

In response to Mr. Seifullah's inquiry, Ms. Dodrill confirmed that the Library is working to make both systems operate properly.

Resolution Approving Agreement with Stifel Nicolaus & Company, Incorporated, for Municipal Advisory Services

(See pages 78-83)

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

WHEREAS, On October 24, 2016, the Cleveland Public Library sent out requests for proposals for municipal advisory services to seven (7) financial firms providing municipal advisory services, including PFM, Sudsina &

RESOLUTION
APPROVING
AGREEMENT
WITH STIFEL
NICOLAUS &
COMPANY,
INCORPORATED,
FOR MUNICIPAL
ADVISORY
SERVICES
Approved

Associations, Rockmill Financial Consulting, Umbaugh, Stifel & Nicolaus, Inc., Acacia Financial Group, and Ross, Sinclaire & Associates; and

WHEREAS, On November 8, 2016, proposals were submitted to the Library by the following four (4) financial firms: Stifel & Nicolaus, Inc. ("Stifel"), Umbaugh, PFM, and Sudsina & Associates; and

WHEREAS, The Chief Financial Officer and Chief Legal Officer reviewed the proposals and invited Stifel and Umbaugh to the Library for interviews. An interview panel comprised of the Chief Financial Officer, Chief Legal Officer, Trustee Alesha Washington, and Michael Sharb, bond counsel from Squire Patton & Boggs, interviewed the two firms on December 14, 2016; and

WHEREAS, The interview panel collectively determined that Stifel was the best suited to the Library's needs for the following reasons: 1) their familiarity with laws applicable to public libraries in Ohio; 2) their experience with bond issuances for public libraries in Ohio as underwriters; 3) their extensive network of relationships and connections with governmental entities, rating agencies, and bond counsel; 4) their location here in Cleveland; and 5) the stability of their professional staff (each one has been with Stifel since at least 2009); and

WHEREAS, Stifel's fees for municipal advisory services are \$22,500 per year, plus reasonable out-of-pocket reimbursable expenses for travel, payable upon the completion of twelve (12) months, plus bond issuance transaction fees of \$20,000.00 for issuances in a par amount between \$1million and \$15 million, increasing by \$1,000.00 for each additional \$1 million par up to a maximum fee not-to-exceed \$40,000. Should the Library decide to extend the agreement into a second year, Stifel will charge an additional monthly municipal advisory fee of \$1,875.00 (12 months/\$22,500); now therefore be it

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees, to execute an agreement with Stifel & Nicolaus Inc. for municipal advisor services for a period of (twelve)12 months, with an option to renew for an additional (twelve) 12 months, for a fee of \$22,500.00 per year or \$1,875.00 per month

plus reasonable out-of-pocket reimbursable expenses for travel, and bond issuance service fees of \$20,000.00 for issuances in a par amount between \$1million and \$15 million, increasing by \$1,000.00 for each additional \$1 million par up to a maximum fee not-to-exceed \$40,000. The agreement will be subject to the approval of the Chief Legal Officer. Expenditures shall be charged to the General Fund Account 11100053-53710 (Professional Services).

In response to Mr. Corrigan's inquiry, Joyce Dodrill, Chief Legal Officer, confirmed that the cost was \$22,500 each year.

Ms. Dodrill introduced representatives from Stifel & Nicolaus Inc., who were available to answer any questions the Board may have had.

Ms. Butts asked why the Library needed municipal advisory services.

Ms. Dodrill explained that this was discussed and recommended by the Advocacy Taskforce that the Library needed a municipal advisor to provide advice regarding the financial planning for the upcoming levy, bond issues as well as the capital plan.

Ms. Rodriguez thanked Ms. Washington and the Advocacy Taskforce for their work on this issue.

Alan Baucco, Stifel & Nicolaus Inc., thanked the Board for the opportunity to provide services that take the Board's priorities and provide planning options and transactions that will pay for capital projects. Mr. Baucco concluded by sharing his impressive background and extensive experience in municipal financial planning.

In response to Director Thomas' inquiry, Mr. Baucco stated that he has worked with Dayton Metro, Columbus, Akron-Summit County Public Library and Cuyahoga County Public Library.

Mr. Corrigan stated that he has known Mr. Baucco and was delighted that he is on the Library's team.

Resolution Authorizing Agreement with Cintas Corporation for Uniform Rental Services

(See pages 84-111)

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

WHEREAS, On April 18, 2013, this Board authorized the Executive Director, CEO or his designee to enter into a three year agreement with Cintas Corporation No. 2, dba Cintas Corporation, for uniform rental services beginning on May 1, 2013; and

WHEREAS, The agreement with Cintas Corporation expired on April 30, 2016, and the Library has continued working with Cintas on a month-to-month basis;

WHEREAS, The Library sought proposals for Uniform Rental Services from five (5) vendors and received two (2) proposals for the period February 1, 2017 through December, 31, 2019 that were received as requested by 4:00 PM (Local Time) December 8, 2016:

Vendor Estimated Thirty-Five Month Contract Total

Cintas Corporation \$52,641.25 Unifirst Corporation \$60,474.54

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

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an up to thirty-five (35) month agreement with Cintas Corporation No. 2 dba Cintas Corporation, subject to the approval of the Chief Legal Officer, for Uniform Rental Services at an estimated thirty-five (35) month total cost of \$52,641.25 with the expenditure being charged to the General Fund Account 12100053-53340 Building Maintenance.

RESOLUTION AUTHORIZING AGREEMENT WITH CINTAS CORPORATION FOR UNIFORM RENTAL SERVICES Approved FISCAL OFFICER'S REPORT Submitted

REPORT ON INVESTMENTS
Submitted

REPORT ON CONFER. & TRAVEL EXPENDITURES Submitted

PURCHASES FROM \$5,000-\$25,000, 10/1/16-12/31/16 Submitted

PURCHASES EXCEEDING \$25,000, 10/1/16-12/31/16 Submitted

FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE Submitted

REPORT ON BRAVO WELLNESS INCENTIVE PROGRAM Submitted

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

REGULAR EMPLOYMENT REPORT Approved Fiscal Officer's Report

(See pages 112-164)

Report on Investments

(See page 165)

Report on Conference and Travel Expenditures

(See page 166)

<u>Purchases from \$5,000 to \$25,000 for the period</u> 10/1/16-12/31/16

(See page 167)

Purchases Exceeding \$25,000 for the period, 10/1/16-12/31/1

(See page 168)

Fees Paid for Legal Advice and Services to Ogletree

(See page 169)

Report on BRAVO Wellness Incentive Program

(See page 170)

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

(See pages 171-172)

Report on Library Service Materials for All Funds for 2016

(See pages 173-174)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 175-177)

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

Retirement Recognition Citation

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

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

Patricia Lowrey (15 years of service); Director of Technical Services; Grade O - Technical Services; retired 1/12/2017

Ernest Edwards (31 years of service); Subject Dept. Clerk; Grade B - Youth Services; retires 1/31/2017

Carlos Latimer (34 years of service); Asst. to Director Int/Ext Affairs; Grade M - Director's Office; retires 1/21/2017

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 to Mr. Edwards and Mr. Latimer, who were present and Ms. Lowrey in her absence, and expressed appreciation for their years of dedicated service to the Library and especially its patrons.

Library patron, Rev. Pinkney Butts, congratulated Mr. Latimer and thanked him for his welcoming attitude towards her in his capacity as liaison to the Director's Office and Library Administration.

RETIREMENT RECOGNITION CITATION Approved REPORT ON
PAID SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

INSURANCE SUMMARY REPORT Submitted

MONTHLY ACTIVITY REPORT Submitted

Report on Paid Sick Time Used by the Month

(See page 178)

Employee Demographics(EEO-4)Report

(See page 179)

Insurance Summary Report

(See page 180)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 181-186)

Mr. Corrigan acknowledged the year-to-date decline in circulation which was approximately 4% and noted that there was less walk-in traffic creating circulation. The year-end electronic media circulation, however, indicated an increase of more than 25% in 2016.

Director Thomas stated that many libraries are reporting double digit decreases in circulation in 2016.

Timothy Diamond, Chief Knowledge Officer, stated that fewer people are checking out DVD's and music CD's resulting in larger losses in overall circulation, especially in suburban areas where people are more likely to pay for streaming services. The circulation of print materials at CPL, however, appears pretty stable.

Mr. Corrigan stated that largest circulation losses were seen at Mt. Pleasant, Union and Rice branches.
Mr. Diamond stated that this can be attributed to a decrease in DVD circulation as people are shifting to streaming services that are low cost and offer collections libraries cannot begin to match.

Mr. Corrigan asked for an explanation for the increase in e-music.

After some discussion about the use of Freegal and Hoopla, Mr. Diamond stated that the percentage increase for e-music is high but the actual circulation count is still a small percentage of overall circulation. Mr. Corrigan noted that the decrease in walk-ins at Main Library in 2016 can be attributed in part to the Republican National Convention.

Building Status Update

Tim Murdock, Director of Property Management, stated that because of the recent rain, roofs were leaking at Lakeshore Facility and Glenville branch. They are in the process of being assessed and repaired.

Mr. Corrigan asked for an update on Phase 2.

Eric Herman, Capital Projects Manager, stated that possibly two more billings to completely close up the project. The work is complete with the exception of the final acceptance of the smaller air conditioning units for the Security Office and Louis Stoke Room. Because of the weather, the units have not been running enough to ensure that they are working properly. After the acceptance of that work, all of the turn over materials will go to Bostwick for completion of the as-built drawings and the project completes.

Mr. Corrigan asked Mr. Herman what was the biggest surprise that he encountered during this project.

Mr. Herman explained that he did not have the full sets of drawings for LSW. Although he had original construction drawings, he did not have as-built drawings. Therefore, he had drawings of what was planned; not what was built.

Mr. Corrigan asked if it was a function of the litigation with Turner.

Mr. Herman stated that Turner Construction probably did not turn the documents over to Holzmann Construction to create them.

Carrie Krenicky, Chief Financial Officer, stated that we are looking to come approximately \$500,000 under budget for Phase 2.

BUIDLING STATUS UPDATE Presented Mr. Herman stated that the next project would be to upgrade the audio and lighting for the LSW auditorium.

CPL150 STRATEGIC PLAN UPDATE Presented

SAFE, WARM & DRY UPDATE Presented

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, stated that the Cleveland Urban Design Collaborative will hold an informal open house at West Park Branch on Thursday, January 26, 2017, between 3:00-7:00 PM, kicking off the branch's Community Vision Plan. Visitors will be able to participate in a range of work stations to share what they would like to see at the branch in the future, including ideas for the building, grounds, neighborhood, and services. The advisory group for West Park branch recommended this new format to attract participants who might not otherwise wish to commit to a two-hour meeting.

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, stated that pricing estimates have been received from Osborn. Priority items #1 and #2 will use up the available funding. Some of the buildings are seeing significant shifts in how much work they specifically need. After determining work that has been required by code and budgets reviewed with Osborne, staff will return to the Board with a work plan proposal.

Mr. Corrigan asked if there were any shortcut considerations regarding compliance with the Americans with Disabilities Act regulations efforts.

Mr. Herman stated that they are currently looking at sinks located in the staff areas which are legally accessible via "side approach". As an individual pulls up next to it, one can reach across the sink. Currently, we do not have undercuts which is the preferred but not required method of approach. To make that adjustment in most of the branches would cost approximately \$4,000-10,000 per site.

Mr. Corrigan asked about our public sinks.

Mr. Herman confirmed that there will be accessible sinks for all of our public spaces.

Advocacy Taskforce Update

Ms. Washington, Chair, Advocacy Taskforce, stated that a year-end review was forwarded to Taskforce members and is available if any Trustee desires a copy. The next Advocacy Taskforce Meeting will be held on Monday, February 13, 2017 at 3:00PM in the Louis Stokes Legacy Room. Discussion items will include the levy and State budget. A more in depth report will be provided at the February Board Meeting.

Friends Board Update

Gretchen Faro, Executive Director, Friends of the Cleveland Public Library, stated that the Friends Annual Fund Campaign is wrapping up. The messaging for the campaign changed from the various levels of support to "what is it that you are supporting" which highlights various programs that Friends money is devoted to such as Summer Reading Club, On The Road to Reading clinics, etc. Although the funds raised matched last year's efforts, the campaign drew interest and even some donors increased their gifts and some former donors returned.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas introduced Denise Crudup, Special Assistant to the Director for Learning and Education. Ms. Crudup will focus much of her attention on The People's University initiative.

Various Trustees welcomed Ms. Crudup to Cleveland Public Library.

FIGHTING COMMUNITY DEFICITS

On December 10^{th} the Rice Branch hosted Legal Aid @ the Library. Sixteen attorneys and 4 law students from Case Western University participated in the clinic serving 37 The following law firms and patrons. governmental entities supplied the volunteer attorneys for clinic: Ulmer & Bern, Ice Miller, Tarolli, Jones Day, Sterigenics, Poly One and the Ohio State Treasurers Office.

Thanks to a generous \$10,000 donation from a Believe in Reading Foundation grant, to the CPL Read Up! Rise Up!

ADVOCACY TASKFORCE UPDATE Presented

FRIENDS UPDATE Presented

DIRECTOR'S REPORT Presented CLE summer reading program, select schools were gifted free books as the top participating schools. The grant allowed for the purchase of over 1,000 award-winning titles for pre-readers and readers in grades K through 12. In the month of December the majority of these titles were distributed to the schools as recognition of the exemplary performance in the library's summer reading program.

Sterling Branch

Special Kudos for R-Riana Spivey (Substitute), for going above and beyond and writing to 4 different Dollar Trees about the wonderful neighborhood children at Sterling and their needs especially at Christmas time. As a result, Sterling received 3 huge boxes of donations from one. Ms. Spivey divided up the gifts by gender and age range and they were handed out at the end of the Sterling holiday party. The Sterling community is lucky to have such caring library staff members.

FORMING COMMUNITIES OF LEARNING

The MLK Branch participated again in the annual CircleFest activities. Over 200 patrons participated in this wonderful and free event. Activities included make and take arts and crafts, face painting, Caricature Art Work, balloon twisting by Twista Girl, and music performances from CIM and Kamal Freeman Jazz Band.

Donation of Maker Faire Equipment

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Mozilla Web Literacy Training

The second of three training cohort series for Mozilla Web Literacy Ambassadors was held on December $5^{\rm th}$ and December $12^{\rm th}$. A total of 20 staff members from branches

Staff Development

Abstract Report from Alexandria: CPL's Senior Librarian Jim Bettinger at USPTO

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Exhibits and Displays

The "FirstFolio!" Exhibit closed in August. The "Wonder of Shakespeare" remains on display in Brett Hall, and "Making and Faking Shakespeare" continues to be shown in the J.G. White Gallery. "Question Bridge," a multimedia exhibit exploring the experience of African-American men in America has been regularly on display on the touch wall. Digital Shakespeares remains on display by request in the Digital Hub. We still have a Fourth Folio borrowed from the University of Akron on display in Brett Hall.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

CLEVNET

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

GRANTS & DEVELOPMENT

State of Ohio Dep't of Education

- Worked with East Cleveland Public Library for them to host two family engagement events in the spring
- Planned for creation of early literacy kits to distribute as part of community outreach portion of grant
- Arranged for four training sessions offered by the State to be held at CPL

Staff Appreciation

Assisted with Staff Appreciation gesture from Director

Summer Reading Club 2017

Continued with preparation of solicitation materials and identifying sponsors for the 2017 SRC

Starting Point Extension Contract

Helped create and process agreements to extend tutoring offered through BETC

Friends of Cleveland Public Library

Finalized 2016 spending

Letters of Support

- To Kansas City Public Library for their Peer 2 Peer University proposal to IMLS
- To the Internet Archive (San Francisco, CA) for their History Web Archives project

PUBLIC SERVICES

Outreach and Programming Services

In the month of December the Library hosted approximately 206 programs ranging from a book discussion in partnership with the Cleveland Law Library to the opening of the Question Bridge exhibit in the Cleveland Digital Public Library. Also during the month the Library offered 132 pre-school story times to children and parents as well as a special Legal Aid Clinic held at the Rice Branch. In the month of December the vast majority of GED and ESOL courses were temporarily discontinued for winter break; classes resume on January 4th.

On December 10th the Rice Branch hosted Legal Aid @ the Library. Sixteen attorneys and 4 law students from Case Western University participated in the clinic serving 37 patrons. The following law firms and governmental entities supplied the volunteer attorneys for the clinic: Ulmer & Bern, Ice Miller, Tarolli, Jones Day, Sessions, Sterigenics, Poly One and the Ohio State Treasurers Office.

Art Therapy Studio presented workshops for teens at MLK and E. 131 throughout the months of October and November. Each workshop series culminates in an exhibit and opening reception.

Opening receptions were held on Tuesday, December 20, 5-7 p.m. at both locations.

Thanks to a generous \$10,000 donation from a Believe in Reading Foundation grant, to the CPL Read Up! Rise Up! CLE summer reading program, select schools were gifted free books as the top participating schools. The grant allowed for the purchase of over 1,000 award-winning titles for pre-readers and readers in grades K through 12. In the month of December the majority of these titles were distributed to the following schools as recognition of the exemplary performance in the library's summer reading program:

MOBILE SERVICES

Mobile Services began the process of repurposing their collection in support of a new service model that emphasizes programing and deposit collections at various Senior Apartment Buildings throughout the city. The

repurposing of Mobile Services materials will help to increase the department's circulation and make the library more visible in the senior community. These deposit collections will be accompanied by Mobile Services staff members meeting with the residents at these buildings to establish relationships and encourage them to sign up for Homebound Services, which will allow them to have a more tailored library experience.

STAFF

On December 12th, Patricia McCoy, started as the new Senior Clerk- Homebound Services Emphasis. She was promoted from Lending Clerk, Main Library. Youth Outreach & Programming Coordinator, Nichole Shabazz attended two, all-day training sessions focusing on developing and managing capacity for change and stress management/self-care for leaders and assessing leadership practices of exemplary leaders.

MEETING ROOMS

The total number of requests for Main Library in the month of December was 157 with an estimated total attendance of 1,170. The Library's newly renovated Learning Commons on the 2nd floor of the Louis Stokes Wing was reserved 47 times and accommodated over 600 guests during the month of December. Branch meeting rooms were reserved 333 times with an estimated total attendance of 517. Lakeshore auditorium and meeting rooms were reserved 25 times primarily for staff related activities.

Genealogy Gems

The Center for Local and Global History hosted Dr. Deborah Abbott who conducted *Genealogy Gems* which showcased the genealogy resources available to patrons at the Cleveland Public Library. In addition Subject Department Librarian Terry Metter hosted his Genealogy @CPL class at Glenville Branch on December 17th.

Friday Frolics

Literature Department Librarian Timothy Phillips hosted a Literary Frolics program on F. Scott Fitzgerald's *The Great Gatsby* on December 9th. Following the discussion he screened Jack Clayton's 1974 film adaption. On December 16th, Mr. Phillips held an Ava Gardner Birthday Bash which featured her films, *Pandora and the Flying Dutchman* and *Mogambo*. On December 23rd, Mr. Phillips hosted a Literary Frolics on Truman Capote's novella,

Breakfast at Tiffany's. Following the discussion he screened Blake Edwards 1961 film adaption.

Music at Main

Soprano Kathleen Bosl of *Elegance* performed holiday music for 21 attendees on December 3rd.

Sports Icon Series

Social Sciences Library Assistant Pete Elwell coordinated the Sports Icon Interview with the Cleveland Indians' official drummer, John Adams on December 5th.

Get Graphic

Literature Department Senior Librarian Jean Collins joined Ohio Center for the Book Scholar-In-Residence Valentino Zullo for *Get Graphic! A Graphic Novel Book Club: Archives and Autobiography* on December 1st. Tom Hart's memoir *Rosalie Lightning* was the subject. Continuing the *Archives and Autobiography* series for the last segment of the book club, Senior Subject Department Librarian Jean Collins and Ohio Center for the Book Scholar-In-Residence Valentino Zullo joined patrons on December 15th in discussing Mariko and Jillian Tamaki's graphic memoir *This One Summer*.

Reading is Aloud

Literature Department Librarian Evone Jeffries hosted "Reading is Aloud at Cleveland Public Library," on December 17th. Patrons read aloud selected passages from short stories, chapbooks, and articles by Ohio authors.

Youth Services Programming

The Youth Services Department continued to serve lunches through CPL's partnership with the Cleveland Food Bank. In addition the Youth Services staff conducted Wee Read and Play and Super Sleuths Story times on Tuesdays and Wednesdays.

International Languages Programming

International Languages staff members hosted five programs during the month of December and served a total of 412 individuals.

Adult Education

Business, Economics & Labor Librarian Senior Librarian Sandy Witmer acted as proctor for two University of Toledo students on December $13^{\rm th}$ and $14^{\rm th}$. and Librarian

Susan Mullee proctored a Franklin University student on December $10^{\rm th}$. In addition, Ms. Mullee provided instruction to the GED students.

Main Library Book Clubs

Social Sciences Librarian Helena Travka and Library Assistant Lakeisha Winstead hosted the Social Sciences Non-Fiction Book Club discussion of Lesley Stahl's Becoming Grandma: The Joys and Science of the New Grandparenting on December 8th and Library Assistant Lisa Sanchez's Brown Bag Book Club on Everything You Know about Indians Is Wrong by Paul Chaat Smith was held on December 19th.

Main Library Tours and School Visits

During the month of December Main Library Staff members conducted tours for groups visiting Main Library including: students from Birchwood Schools, St. James School, West High School, staff members from the Cleveland Museum of Art, students and teachers from Birchwood School and students from Whitney Young High School on December 21st.

Exhibits and Displays

Main Library staff members created a number of informative, educational and interesting displays during the month of December. Senior Literature Department Librarian Jean Collins maintained theater table-top exhibits for the Cleveland Play House productions of A Christmas Story and Ken Ludwig's Baskerville: A Sherlock Holmes Mystery. Literature Department Librarian Evone Jeffries created the Ohio Center for the Book display highlighting the work of Mary Doria Russell. December's display in Government Documents focused on health and including recipe books and nutrition guides along with some of their children's materials on healthy eating and the dangers of diabetes. Substitute Library Assistant Laura Walter created a recipe book highlighting various holiday recipes from government agencies and their partners. Science & Technology Library Assistant Elvira Baron created a book display in memory of John Glenn. General Research Collections Manager Don Boozer organized a small display on the dinosaur tail discovered in a block of amber. Special Collections Library Assistant Bill Chase created a display of Dickens' A Christmas Carol and two of the artists' books by Juliette Hamelecourt entitled Kabachen. CLGH Library Assistant Danilo Milich created a display titled This

Month in History which included dates of events with a caption and appropriate books. Social Sciences Senior Librarian Mark Moore created a display of holiday books and Youth Services Librarians Lan Gao and Rebecca Donahue created displays featuring new children's books and books for the winter season.

Main Library Outreach

Government Documents Supervisor Sarah Dobransky along with CDPL Coordinator Rachel Senese and Literature Department Manager Amy Dawson coordinated a World Aids Day program. Ms. Dobransky worked with the Coordinator of Compass Services at MetroHealth to organize a panel discussion at the Carnegie West Branch. The panel was comprised of two current patients, a MetroHealth doctor, and a MetroHealth social worker.

Center for Local & Global History Manager Olivia Hoge volunteered at the History Day Research Rev Up at Western Reserve Historical Society on December 10th. Twenty-two students from area schools attended the event designed to help students prepare for the History Day competition and use WRHS resources and library.

Collection Development Highlights

International Department staff collected and processed a total of 2,106 long loan items serving six CLEVNET agencies.

Fine Arts librarian Andy Kaplan continues to work with CDPL to digitize scores from the Eyman collection. To date 40 of 2000 pieces have been digitized and posted on the Digital Gallery. He has also processed 7 of 28 boxes of the City Club Anvil Revue collection.

Review and weeding continues by the Center for Local and Global and History staff members. Half of the travel guides have been moved to their new location. Librarian Brian Meggitt continues to work on the Charles S. Hackett Collection of images of Cleveland from the 1950s, in both positive and negative formats. Mr. Meggitt re-housed and performed preliminary arrangement of 750 items to bring the total to 8,000 (out of roughly 12,000 items). Library Assistant Adam Jaenke continues to digitize the Jasper Wood collection of negatives and Library Assistant Lisa Sanchez has added 500 item descriptions to the Photograph collection's Unique Item

ID project. The current categorized total for the Unique Item ID project is 11,728.

Fine Arts and Special Collections Manager Pam Eyerdam discovered CPL owned two editions of Juliette Hamelecourt's book entitled Kabachen. Ms. Hamelecourt is an internationally known artist who relocated to Cleveland in 1980. Librarian Stacie Brisker worked with Catalog to create bibliographic records for the political items that were purchased for the RNC exhibit. Nina and James Gibans (Cleveland arts advocates) donated 14 art-related books to the collection and a generous local patron donated \$1,000 to CPL for the the Fine Arts Department.

Literature Manager Amy Dawson found a rare first edition of Jane Austin's Sense and Sensibility (1833) and transferred it to Special Collections. It is considered the first copy to illustrate the appearance of Austin. What is also unusual about this edition is that it advertised the release of a new edition of Shakespeare's illustrated volumes of the Boydell edition. According to WorldCat, it does not appear that such of volume was actually published.

Research that's Possible Only at Main Library

- Science and Technology Staff discovered that Cleveland Public Library is one of only 11 libraries in the world to own Foundations for Fashion authored by the Corset and Brassiere Association of America and only 15 libraries worldwide own the 1927 book authored by the Union Special Machine Company entitled The Manufacture of Knitted Undergarment.
- A researcher from France contacted CLGH to research race riots at Euclid Beach Amusement Park.
- A student from Northwestern University contacted CLGH to research ethnic relations at the West Side Market.
- Staff assisted a researcher with finding images of Cleveland Indians centerfielder Tris Speaker posing together with Detroit Tigers great Ty Cobb.
- Staff assisted a researcher with locating and obtaining images of, and pertaining to, businessman and Rotarian Arch Klumph for an upcoming biography.
- Staff assisted a patron who is a relative of Clevelander Guy Dwyer, whose trial in the early 1920s was heavily covered by the Plain Dealer.

- Staff helped a film producer from California locate photographs of drug raids and drug houses for use in replicating scenes for movie sets. The movie is about Cleveland, but will be filmed in Detroit.
- Staff assisted a teaching assistant find a Plain Dealer article from 1928 about Spanish anarchists arrested in Ohio.
- Canadian researcher requested a scan of an exhibition catalog, British Chess sets a Catalogue of British Playing sets 1700-1950.
- A Patron from Atlanta, Georgia requested information about the miniature book collection for a book he is writing.
- Patron requested scans from Beautiful Homes of Cleveland (1917).
- Patron requested information about the artist Vitale da Balogna, the Cleveland Museum of Art owns a painting by this artist.
- Urban Studies student from Cleveland State was assisted with research about the General Electric building at 4966 Woodland Ave. Staff found that it was built in 1930 and sold to the Cleveland School District in 1975.
- A patron requested information about the Library's collection of *Rubaiyats*. *Rubaiyats* are Persian poems that are part of the *John G. White Orientalia* collection.
- A conservator from Northwestern University Library in Illinois inquired about the Library's copy of Buckminster Fuller's manuscript entitled An Aphoristic Essay and wanted to know its condition. The Library copy is in very good condition and scans were sent.
- Local choir director requested a special reference loan for the *Eton Choirbook facsimile*.
- An ILL request came through requesting 1233 pages of scans from a pre-1923 journal The Ceylon National Review
- The online blog, Chess Notes thanked Special Collections for providing articles chess journal, Mirror of American Sports chess column, 1886. This is noted in their December 5th issue.
- A patron requested a scan of the *Indiana War Memorial* drawing (designed by Walker & Weeks) that hangs in the Fine Arts Department.

- A patron requested to see some of the Otto Ege medieval manuscripts.
- Patrons came in to research *The Cleveland Leader* issues (1876-1881).
- Social Sciences Senior Librarian Mark Moore, with the assistance of Fine Arts & Special Collections Manager Pam Eyerdam, helped a patron locate a blueprint set for Browns Stadium.
- In response to a request from the listserv of the American Library Association's Reference Service's Section, the Government Documents Department was able to provide the Rules of the House of Representatives for the 39th Congress (1865). The title, a precursor to the Congressional Record, was called the Congressional Globe, which the department has on microfilm.
- A patron emailed a reference question to PAL asking for the names of the East Cleveland City Council members during the 1960's and the 1970's.
- Two Cleveland State University students visited PAL to research and write their final papers. The topics were Cleveland Lakefront development (commercial over residential) and Hough neighborhood during 1960-1970.
- A patron from Northwestern University sent PAL an email about researching her thesis: "Italian immigrants in Cleveland from 1890-1930, specifically focused on their interaction with the West Side Market."

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Branches

District 1

Eastman

Branch Manager Ken Knape compiled a list of library patrons who frequent Eastman Branch for the CPL150 Community Vision Plan.

The CPL150 committee got together at Eastman Branch on Thursday December 15th from 5:30pm till 6:45pm. Fifteen people got together and discussed recommendations for ways to improve library visits for patrons who frequent the branch, such as outdoor site improvements or concepts for reprogramming interior spaces.

Lorain

December was a quiet month for Lorain Branch. Outreach storytimes and visits continued at local schools. Youth staff hosted several holiday-themed programs for young patrons and served approximately 425 lunches mostly to kids

Rockport

Rockport spent its \$250 Rolling & Responsive Micro-Grant on additional Lego supplies for Rockport's "Construction Club". The new supplies were used on December 19th for the branches monthly Lego program. Staff coordinated 6 in branch youth programs. Youth staff performed 4 external classroom visits and ROC received 5 internal class visits for story time. Healthy meals, courtesy of the Cleveland Food Bank, were served for Kids Café. America Reads Tutoring, courtesy of Cleveland State continues with multiple youth taking advantage of the service daily.

Walz

Walz staged a puppet show with a Christmas/Hanukkah/Kwanzaa theme for the K-2nd grades at Waverly Elementary School. Over 100 kids attended. Ms. Lefkowitz did a history of the Sunday comic strip program for the residents of St Augustine.

West Park

In December, nineteen children at the West Park Branch listened to the traditional story of The Gingerbread Man and decorated their own gingerbread houses afterward. Youth also participated in snowman bingo and celebrated the upcoming winter season with stories, crafts, handouts, and special treats during other programs. Thanks to a partnership with Bellaire-Puritas Development Corporation, participants of Fashion Club met twice during December and made pin cushions, stuffed gingerbread men and jingle bell bracelets and decorated stockings as well. Through another partnership with the Cleveland Food Bank, youth received free healthy and nutritious bagged meals on weekdays and a free nutrition program was presented on December 7th. The Cleveland Institute of Music's Chamber Music Quartet performed a free concert for patrons of all ages on December 3rd at the branch. Children's Librarian Vicki Beggiani and Library-Assistant, Youth Emphasis Jeanna Sauls conducted storytimes at Riverside Estates and Newton D. Baker Elementary School.

District 2

Brooklyn

On December 14, students calling themselves The Joyful Music Quartet from the Cleveland Institute of Music performed twice: once in the morning and once in the afternoon, for four classes from Denison grade school.

Carnegie West

Urban Community School students visited Monday thru Friday the week of December 12 and learned how to build with Magformers, using several new sets provided with money from the Friends of CPL. Branch Manager Angela Guinther continued with the Leadership Certification series taught by ERC, and with the Inter-library loan process improvement committee. Innovation grant funded Carnegie West Scholars and Mean Green Math Machine continue to be very well attended with the children learning something new every week and having fun while doing so.

Fulton

December highlight was Ms. Bev Austin's holiday gingerbread house decorating with the children. The tutoring program has really taken off and is now seeing double digit numbers for the participants.

Jefferson

The month of December brought in the celebration of three major Holiday traditions at the Branch. The celebrations were made possible with the generous donation of the Friends of the Library. The first program was the decorating of Gingerbread houses; over thirty children decorated their own gingerbread house made out of graham crackers. Branch patrons also shared in the celebrations of Hanukkah and Kwanzaa, in which both programs the participants learned about the traditions and customs of the two holidays. The Fresh Produce program continues to be popular with fifty bags of fresh produce moving quickly on a weekly basis. The Branch continued to receive visits from 12 classrooms, even throughout the week before the Winter Break.

South

The guitars purchased with the Innovation Grant have found a permanent home. Property Management Carpenters installed the guitar hooks to a board that will make the move to the permanent location simple; the guitars look fantastic and many more patrons are enquiring about the program. The children celebrated the three major Holidays at the Branch, thanks to the donation of the Friends of the Cleveland Public Library. The first program was the traditional Gingerbread House decoration, in which over fifty children decorated their own gingerbread house made of graham crackers. Branch patrons also shared in the celebration of Hanukkah, in which the participants had the opportunity to spin the giant South Branch Dreidel. The last holiday celebration was Kwanzaa; the participants learned about the seven principles. The staff also celebrated the holidays: the Dyad had its second annual Holiday party; staff from both branches joined in a potluck celebration with staff and family. The Children's Museum of Cleveland hosted a program from their Fatherhood Initiative at the Branch for fathers and their children.

South Brooklyn

South Brooklyn had a mild winter and continuous flow of activity for December, Club 16 (program in which patrons

have to check out 16 items, 16 times within a time limit) ended with two patrons completing the task, Kids' Café (free snack program in partnership with Food Bank) and free produce for patrons from Food Bank. College Now Greater Cleveland offered a Student Loan Rescue program to three patrons; the program was designed to educate adults about student loan payments, and for the adults to seek the help that is available. Assistant Manager Maria Estrella created an Employment Resources Bulleting Board, conducted the first Polar Express Pajama Party (nearly 50 patrons watched The Polar Express movie, made crafts, & 38 patrons road Lolly the Trolley to tour downtown Cleveland).

District 3

Hough Branch

Hough Staff continued with regular programming of inhouse story hour and off-site with Lexington-Bell preschool. Holiday programming included Movie and Book tie-in of How the Grinch Stole Christmas, Snowflake Creations for decorating for Branch, Magic of Christmas Magic Show, and Kwanzaa Celebration.

Martin Luther King Jr. Branch

The MLK Branch participated again in the annual CircleFest activities. Over 200 patrons participated in this wonderful and free event. Activities included make and take arts and crafts, face painting, Caricature Art Work, balloon twisting by Twista Girl, and music performances from CIM and Kamal Freeman Jazz Band. Teen Art therapy concluded its Fall session with a reception displaying the student's hard work. Some of the material will continue to stay on display for the upcoming Martin Luther King Jr. day festivities.

Sterling Branch

Special Kudos for R-Riana Spivey (Substitute), for going above and beyond and writing to 4 different Dollar Trees about the wonderful neighborhood children at Sterling and their needs especially at Christmas time. As a result, Sterling received 3 huge boxes of donations from one. Ms. Spivey divided up the gifts by gender and age range and they were handed out at the end of the Sterling holiday party. The Sterling community is lucky to have such caring library staff members.

District 4

East 131

On Wednesday December 7, Ms. Williams attended a Community Solutions Forum for Youth held at John Addams High School. The Art Therapy showcase reception was held on Tuesday December 20. Also on December 20, the Cleveland Food Bank held a healthy eating program for the youth attending the KidsCafe. Our Book to Movie club held its first movie showing on Friday December 30. The students have been reading The BFG by Roald Dahl and incorporated the movie with the book.

Fleet

Public Services Branch Manager, Pasha Moncrief-Robinson, met with Director Thomas, Director of Public Services, John Skrtic, and Margaret Bernstein, WKYC's Director of Advocacy and Community Initiatives regarding promoting literacy in the Slavic Village Community. Mrs. Moncrief-Robinson and Tracie Forfia, Children's Librarian, attended the Broadway P-16 Meeting at Third Federal Bank. Mrs. Moncrief-Robinson also attended the District Four Meeting with Lt. Duncan and Commander Kutz at Union Branch and the CPL District Four Meeting at Harvard-Lee with Mrs. Parks.

Harvard-Lee

Kristen Schmidt and Olivia Geaghan met with Victoria Davis of Moms First to continue disseminating information to new mothers in the community and inviting her contacts to our Story Times. To provide a productive, user friendly collection, Zachary Hay weeded and organized our DVD collection. Mrs. Parks participated on an interview panel for SPS Supervisors. Mr. Moore and Ms. Geaghan held a holiday gathering for youth, complete with movie and pizzas. In partnership with the London's Bridge Foundation, two youth were awarded bicycles for the holiday season.

Mount Pleasant

Mrs. Scurka attended a Mental Health Training at the Lake shore facility. The training focused on providing tools to help better understand and assist people with mental health challenges.

Rice

During the month of December at Rice Branch the knitting, kids knitting, yoga, meditation, and poetry

groups continue to meet successfully every week. A group of community carolers used the library as their meeting point before traveling through the neighborhood on December 9.

Union

In terms of serving youth in the Union-Miles community, Mr. Gregory Parker conducted six outreach story times during the month of December, servicing 330 students. Through partnership with Cleveland Food Bank, Union Branch served over 800 lunches during Kids Café. Additionally, over 20 students received tutoring assistance. The Polar Express program was a great success at Union Branch. The staff provided cookies, hot chocolate, prizes, a special reading of The Polar Express, and a visit from two real reindeer friends to 40 patrons on Thursday, December 15th.

District 5

Addison

Branch Manager, Magnolia Peters participated in the Ohio Infant Mortality Summit 2016. Youth Service Staff prepared for CMSD holiday break with fun craft activities, games, and a new tween/teen "Graphic Novel Book Discussion Group." The Cleveland Food Bank "Kids Café" program continued meal service during the school holiday break. In the spirit of the season, complimentary coffee and holiday cookies were provided to our adult customers in appreciation for their patronage.

Collinwood

The branch supported the girls' basketball team of Collinwood High School by providing "Kids Café" meals for them before games, via a request from their coach. Our youth staff completed three school visits. Programs included "A Holiday Gift Bag" and "Gingerbread House." Manager, Caroline Peak, attended and volunteered at Ohio Infant Mortality Conference. "Computer Basics" classes were presented by TechCentral. LACE staff, attended the Hoopla webinar to learn about the new platform. Our CPL Fit board continues to be maintained by LACE, Kristin Galewood.

Glenville

The Senior Book Club held a year end finale with food, fun and memories. The Senior Book Club will convene next February 2017 with our opening book offering.

Langston Hughes

Our ongoing partnership with the Cleveland Food Bank continued this month with the afternoon "Kids Café." Children's programming included: create paintings of the winter season with "Paint the Winter Landscape;" make your own snowflakes with "Paper Snowflakes;" find out how people around the world celebrate the new year with "Winter Wonderland."

Memorial Nottingham

Story times continued to be delivered to St. John Nottingham school, and Brilliant Beginnings day care.

TechCentral

Donation of Maker Faire Equipment

A Lakewood, OH small printing business donated a 54"-wide Vinyl Printer/Cutter to the Cleveland Public Library on December 8, with the intention that it be used within the TechCentral MakerSpace. After minor repair by Library staff, the equipment is fully operational. This additional Vinyl Printer/Cutter will help to relieve the heavily used existing Vinyl Printer/Cutter in the MakerSpace, while also opening the possibilities for different media types and large prints.

Mozilla Web Literacy Training

The second of three training cohort series for Mozilla Web Literacy Ambassadors was held on December 5th and December 12th. A total of 20 staff members from branches were trained on the Mozilla Web Literacy Curriculum. TechCentral Manager, CJ Lynce, led the trainings, assisted by Library Assistants, Computer Emphasis, Paolo Balboa and Karen Kelly Grasso.

3D Printing Queue

During the month of December, over 120 3D Printed items were completed by TechCentral Staff, as well as patrons in the MakerSpace. This is the larger number of prints completed in one month since we began offering 3D printings services in 2012.

Community Engagement: Visits and Outreach

TechCentral Manager, CJ Lynce, attended a NEO STREAM Gathering and Brainstorming meeting on December 1 at IdeaStream.

Mr. Lynce attended a planning meeting for the NEO STREAM Conference hosted by Congresswoman Marcia L. Fudge on December 7 at the Tri-C Metro Campus.

Library Assistant, Computer Emphasis, Paolo Balboa attended the Midway Bike Plan meeting with Bike Cleveland and Cleveland City Planning Commission meeting held on December 7 in the LSW Auditorium.

Mr. Lynce traveled to the Burton Public Library on December 14 to provide a demonstration on 3D printing at a staff and Burton Public Library Board of Trustees luncheon.

Cleveland Digital Public Library

Learning Commons

Cleveland Digital Public Library regularly hosts classes of various sorts. During December, we regularly hosted CPL Fit Yoga. The renovations at the Louis Stokes Wing on the second floor have created a new classroom space. TechCentral and International Services classes, which used to run in our classroom space, are using the new space. We are in the process of developing new curricular offerings that are derived from the digital gallery, developed with departments and branches at CPL, and coordinated with external partners.

Exhibits

The "First Folio!" Exhibit closed in August. The "Wonder of Shakespeare" remains on display in Brett Hall, and "Making and Faking Shakespeare" continues to be shown in the J.G. White Gallery. "Question Bridge," a multimedia exhibit exploring the experience of African-American men in America has been regularly on display on the touch wall. Digital Shakespeares remains on display by request in the Digital Hub. We still have a Fourth Folio borrowed from the University of Akron on display in Brett Hall.

Videography and Photography

ClevDPL documented library events through photography and video during December. Catherine Young did 11

projects including: Mini Book Stop Motion (video), Music at Main Winter Wonderland (video, Watercolor flower (video), Watercolor landscape (video), Ballet videos (video), Artist Tara Deethcreek (video), World Aids v1 (video), World Aids v2 (video), Russian Holiday (photos), Polish Holiday (photos), Mini Book Class (photos), RNC objects (photos). We have begun planning videos to complement the upcoming Superman exhibit.

Scanning Assistance

Cleveland Digital Public Library staff assisted over 22 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Patron Visits: Between December 1 and December 29 the Cleveland Digital Public Library had 315 visitors.

KIC Scanners: 53 KIC Scanner sessions resulting in 1,125 images/4,282.9 MB or 1.3 GB of scan volume.

Digital Gallery: From October 6-October 31 Google Analytics (GA) reports 3990 sessions for 2906 users and 20,223 page views. Per GA, our user base skews toward males, our users are 54% Male and 46% female. Per GA, our age breakdown skews towards youth. The age numbers are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per GA, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, and German speaking users. Additionally, GA user statistics related to location indicate that we have users from the US, United Kingdom, Canada, Italy, Saudi Arabia, Spain, France, Australia, the Netherlands, and Germany. Finally, GA shows that we have a diverse group of referrals to ContentDM from a variety of sources. Google search is the most common point of entry into our Digital Gallery at 38.65%, with direct access next at 17.69%. Referrals from our library website account for another 16.12%. We have 3.58% of our referrals from the library at CSU, which is a good sign for our collaborative link with Cleveland State.

Collection Development

Cleveland Digital Public Library staff has scanned 216 items (9,893 scans), post processed 80 items (3,230 files), and uploaded 74 items (515 files) into the Digital Gallery.

Preservation

Preservation staff did the following: paper treatments (in sheets): 4 complex, Book treatments: 11 simple, 41 complex, Enclosures: 11, Labels printed: 22, Books received: 20, Books returned: 34. Preservation staff has continued disassembly and repair on the American edition of Boydell's Shakespeare Gallery.

Disaster Response

ClevDPL staff responded to a leak in the Fine Arts Department. Buildings had removed an Ora Coltman from the wall because it was sitting over an area on the wall where there had been a water leak. Intermuseum Conservation was called to evaluate the painting. A requisition has been submitted for re-hanging the painting on an interior wall in the Cleveland Digital Public Library.

Environmental Monitoring

Working with buildings including Property Management Supervisor Tim Murdock and Oliver Reyes, Dr. Ewing continues to monitor from 22 placements around Main and LSW using PEM II environmental monitoring devices. We have identified an additional five placements at the Lakeshore Facility and have begun monitoring four of them. We are also monitoring the collections processing room at Lakeshore. We are regularly collecting and uploading data into E-Climate Notebook for sharing and analysis.

DPLA Ohio

With Dr. Ewing representing CPL, Cleveland Digital Public Library has completed participation 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. We have received the nod from DPLA Ohio to begin preparing metadata for submission to the DPLA. In preparation for DPLA, we completed an analysis and prioritization of records to upgrade and make ready to contribute to DPLA.

OLBPD

For December 2016, OLBPD circulated 43,491 books and magazines directly to patrons. Additionally, OLBPD circulated 12,984 patron newsletters in December. OLBPD registered 108 new readers to the service. Approximately 631 BARD patrons among 1,586 active users downloaded 12,827 items.

OLBPD participated in its annual Holiday Book Chat with classes of the Ohio State School for the Blind. On Friday, December 2nd, OLBPD discussed "Gus and Grandpa and the Christmas Cookies" by Claudia Mills with the K-3 students. On Friday, December 16th, OLBPD discussed "Five Alien Elves" by Gregory Maguire" with the 3-6 grade students.

OLBPD continued making plans for its annual Family Fun and Learning Day in 2017 in Cleveland at the Library for the Blind and Lakeshore Facility on Tuesday, July 11th. OLBPD Library Assistant Ken Redd contacted News 5 Anchor/Multimedia Journalist Leon Bibb, Broadcaster's Hall of Fame Inductee, and 5-time Emmy Award winner. He also contacted Paul Landis, Secret Service agent to President John F. Kennedy who witnessed the Dallas assassination in 1963 from the motorcade. Both have confirmed their interest in speaking at Family Fun and Learning Day. Arrangements are currently being made to finalize their participation.

The National Library Service (NLS) announced that the BARD Express application for personal computers is now available to network libraries and patrons. BARD Express is a free Windows-based application that simplifies searching for, downloading, and transferring audio materials from the Braille and Audio Reading Download service to a cartridge or a USB flash drive for playback on a digital player. An active BARD account and a personal computer running Windows XP, Vista, 7, 8, 8.1, or 10 are required to use BARD Express.

OLBPD and the State Library of Ohio (SLO) Talking Book Program were featured in the January/February 2017 American Libraries article "Bringing Assistive Technology to Patrons: Libraries and state agencies team up to offer training for patrons with visual impairments."

The OLBPD adult book club met on December 9th to discuss "Holidays on Ice" by David Sedaris.

TECHNICAL SERVICES

Patricia Lowrey, Director of Technical Services, spent much of the month finishing up projects in preparation for her retirement in January. She met frequently with Acquisitions Manager Sandy Jelar Elwell who has been selected to serve as the Interim Director of Technical Services. Ms. Lowrey met several times with Collection Manager Pam Matthews who will be taking over most of Ms. Lowrey's selection responsibilities for eBooks, large print, and Spanish language books. Ms. Lowrey also met with Acquisitions Coordinator Alicia Naab who has assumed responsibility for selecting eAudiobooks and managing that collection.

Ms. Lowrey completed the annual performance evaluations for the Technical Services Managers and the Technical Services Assistant.

<u>Collection Management:</u> Collection Management selected 2,148 titles, 31,170 copies, and spent \$512,334 in December. Sixty-two telescopes of materials were relocated.

Pam Matthews attended the pilot program for Mental Health Awareness, and provided feedback on the experience. She also attended two more sessions of Leadership training. Ms. Matthews worked with two different book vendors to set up programs to help cover the ongoing vacancy of a Children's and Young Adult selector. Laura Mommers and Eric Hanshaw worked very hard to help cover this shortage as well.

Ms. Mommers helped out the Materials Processing Department by reviewing extra copy trucks as well as by doing some physical processing of materials. Mr. Hanshaw continued his work with the system-wide United Way/Community Shares committee by helping with its Dave & Buster's gift card fundraising. He also attended a webinar sponsored by the Junior Library Guild on Spring 2017 Juvenile and YA Book releases.

<u>High Demand:</u> The High Demand Department had a very busy month. Staff ordered 1,551 titles and a phenomenal

28,731 items. They added 855 titles and 12,735 items, and paid 529 invoices valued at \$124,682.09. A large portion of the ordering was done in the last week before ordering shut down for the year.

Three staff and the manager attended the Diversity and Inclusion training.

<u>Shelf/Shipping:</u> Darryl Pless and Amber Alexander along with other employees in Technical Service met with Improve Consulting about ways to make Technical Service more efficient on December 1.

The staff of the Lake Shore Shelf/Shipping Department sent 65 items to the Main Library for requests and 68 holds. Main Library fill received telescopes, telescopes, the Branches received 834 CLEVNET received 82 telescopes, CASE received telescopes CSU received 7 telescopes and Tri-C received 6 telescopes. A total of 1,252 telescopes were shipped The Technicians sent out 297 items of foreign language material and in total 19,071 new items were sent to the Acquisitions and High Demand Departments.

<u>Acquisitions:</u> Staff in the Acquisitions and High Demand Departments placed the last of the orders for 2016 selections on December 22^{nd} . This was also the last day for staff to receive materials and pay invoices in Sirsi.

Patricia Lowrey, Director of Technical Services, and Sandy Jelar Elwell, Acquisitions Manager participated in a conference call with Erin Horne, Midwest Tape Account Executive, to discuss CPL's hoopla agreement for 2017. Alicia Naab, Acquisitions Coordinator, placed a large year-end order to the vendor Old Erie Street Bookstore for materials that had been selected for purchase by the Center for Local and Global History.

The IT Department generated several reports to assist staff in the Acquisitions and High Demand Departments in completing annual end of the year projects. Using these reports, the Librarians in the Acquisitions Department created new orderlines on existing purchase orders for titles with partial receipts; reviewed and edited order information; and deleted all invoices from Sirsi that had not been approved for payment before the end of the year.

Acquisitions staff attended the feedback session with Improve Consulting at the Lake Shore facility. Anarie Lanton, Technical Services Associate, returned from a leave of absence on December 12th.

The Acquisitions Department ordered a total of 2,580 titles and 39,287 items (including periodical subscriptions and serial standing orders); received 9,450 items, 1,433 periodicals, and 273 serials; added 534 periodical items, 162 serial items, 46 paperbacks, and 1,710 comics; and processed a total of 1,520 invoices.

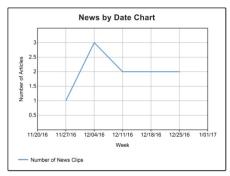
<u>Catalog:</u> The number of non-book titles handled by Catalog staff increased significantly in December to 554 titles. The average for the year was 280 non-book titles per month. Librarians cataloged 2,656 titles, including 545 books in 24 different languages, and added 3,271 items for Cleveland Public Library.

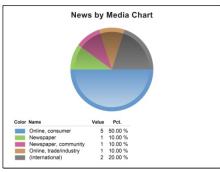
Librarian Barbara Satow presented a program on self-publishing to the Neighborhood Leadership Institute's youth group at Main Library on December 1st. Senior Librarian Dawn Grattino, Librarians Michael Gabe and Amei Hu attended Diversity and Inclusion training. Catalog Manager Andrea Johnson and Senior Librarian Regina Houseman met with Dr. Ellen Burts-Cooper, Improve Consulting and Training Group.

<u>Materials Processing:</u> The Associates cataloged 880 new titles for the Cleveland Public Library and added 1,382 records for the CLEVNET libraries. The Associates and Sr. Clerks added 3,329 items. The Technicians worked on 27,589 items.

Anarie Lanton from Acquisitions helped out processing books. Materials Processing Manager Elizabeth Hegstrom attended Mental Health Awareness Refresher training. Improve Consultants met with most of the bargaining unit staff and held a one-on-one meeting with Marsha Draeger.

MARKETING & COMMUNICATIONS





Media coverage for the month of December included 10 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$7,105.31. In December, the online media outlets that featured CPL events and programs received 11,808,430 unique visitors. No singular story about CPL dominated the news in December, but most had to do with CPL as a destination experience. Online Consumer accounted for most of the media articles.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,098 times on average per day, with an average of 131 clicks to the website per day resulting in a 12% click-through rate for the month. +public +library +cleveland oh was the most clicked-through phrase. No special ads were run on cleveland.com.

Social Media

Twitter

Total Tweets: 93

Tweet impressions: 76K Profile visits: 2,901

Mentions: 122 New followers: 62

Top media Tweet earned 2,148 impressions
Top media Tweet earned earned 2,148 impressions
#TBT Steelworkers prepare food packages for charity
drive, 1982. Cleveland Subject Collection No. 004059,
CPL Photograph Collection. pic.twitter.com/pYy2lzuEj9

Top Tweet earned 2,957 impressions twitter.com/CultureForward...

Top mention earned 597 engagements
Tremendous (sad?) view of 1951 transformation of League
Park to city park. Lower deck 1st-to-3rd would stay
about 10 yrs. thx @Cleveland_PL
pic.twitter.com/uXLISFkAo2

Facebook

45 Net Likes (8,773 total)
2,351 Avg Daily Post Reach (the number of people CPL posts were served to.)

3,345 Avg Total Reach (the number of people who were served any activity from CPL's Page including CPL posts, posts to CPL's Page by other people, Page like ads, mentions and check-ins)

Graphics

Graphics staff filled the regular requisitions for design, printing, and distribution, in addition to designing graphics for ads; the library website; digital signage; social media; staff newsletters; Off the Shelf e-newsletter; UpNext monthly program guide and MyBranch branch activity fliers; and weekly posting to website home page.

PROPERTY MANAGEMENT

Carpenters/Painters

 Removed snow, delivered salt to branches and salted driveways at all branches

Carpenters

- Eastman- removed old lock and installed new lock set.
- Glenville- removed broken toilet paper holder and installed two new stainless steel holders, drilled out lock on locker and replaced with a padlock also repaired lock to front door.
- Collinwood- repaired stall door in women's restroom also repaired lock to staff break room.
- New South- made decorative wood wall backer to hang guitars on mount it and hang all guitar to display for the public.

- LSW/HR- removed broken file cabinets and replaced them with cabinets that operate correctly. Insulated underground area between bricks and boarded door opening, also repaired chairs in OPS.
- Fulton- removed front door handle to replace broken bolts with new ones and reinstalled handle.
- M.L.K- replaced ceiling tiles and installed a ceiling grill cover.
- Garden Valley- removed broken electric strike and installed new electric strike, also removed door to safe to have it repaired and reinstalled.
- Woodland Garage- put together furniture, t.v stands and chairs for security.
- Union- removed safe door to have it repaired and reinstalled, delivered red IPad crayon.
- Rockport- removed metal book case and shelving.
- Carnegie-West- removed broken door closure to second set of entrance doors and installed a new closure.
- Woodland- removed safe door for repair and reinstalled door.

Auto Mechanic

- Installed starter in truck #25.
- Replaced battery in truck #17.
- Repaired windshield wipers on Director's car.
- New tires wire installed on truck #15 and 25.
- Oil change on vehicles #10,15,19 and 23.
- Road call to jump start mobile bus.
- Repaired front brakes on truck #25.
- Take security cars to dealer for recall of vehicles.

Painters

- Walz- painted back hallway and meeting room.
- Collinwood- patched and painted hallway wall where pay phone was removed.
- Main- Patched and painted wall on 3RD Floor Main.

 Brooklyn- repaired drywall in front entrance of branch, painted meeting room, patched hole in ceiling and in children's area and painted walls under windows.

Maintenance Mechanics

- MLK Continued re-lamping and replacing bad ballasts on the 2nd floor meeting area.
- Lakeshore Repaired plumbing leak in between public restroom walls on the 1st floor.
- Union Branch cold, repaired heating system.
- Rockport Worked with IPS to replace defective smoke detector and check fire alarm system.
- Lakeshore Drained remaining chilled water coils in AHU's and charged with glycol.
- Harvard-Lee Staff workroom cold, repaired rooftop HVAC unit.
- Union Repaired multiple leaks in public restrooms, transferred work order to carpenters to repair lifted/loose floor tiles.
- Lakeshore Replaced bad transformer and replaced burnt wires on RTU for stockroom.
- Brooklyn Branch cold, repaired heating system.
- Lakeshore Worked with Siemens on AHU and boiler controls.
- MLK (Early start/overtime) Completed teardown and preventative maintenance on Raypak boilers/pumps.
- Collinwood (Early start/overtime) Completed teardown and preventative maintenance on Raypak boilers/pumps.
- Carnegie West (Early start/overtime) Complete teardown and preventative maintenance on Raypak boilers/pumps.
- Glenville Re-lamped/repaired light fixtures in community room.
- Lakeshore Worked with D.B. Johnsen on preventative maintenance (tear down/cleaning) on main boiler #2.

- LSW Drained chilled water coils on AHU #5 and #25 and charged with glycol.
- Sterling Branch cold, replaced main blower bearings and shaft, checked boilers.
- Carnegie West Installed new pressure transducer for air handler VFD.
- Woodland (Early start/overtime) Completed teardown and preventative maintenance on Raypak boilers/pumps.
- LSW Replaced V-belts on AHU #1-4.
- Rockport (Early start/overtime) Completed teardown and preventative maintenance on Raypak boilers/pumps.
- Fulton Branch cold, replaced bad blower motor on meeting room unit.
- E.131 Branch cold, repaired heating system.
- Jefferson Installed new outdoor LED fixtures for parking lot lighting.
- Glenville Replaced/repaired both bearing assemblies on heating hot water circulating pumps.
- Brooklyn Installed new replacement drinking fountain.
- Woodland Repaired carpenter's shop furnace.
- Fleet Installed replacement outdoor LED fixture for parking lot lighting.

SAFETY & PROTECTIVE SERVICES

SAFETY SERVICES

- Pasha Moncrief reported an increase in CPD visits since the last Fourth District Manager's and Security meeting. The officers don't visit to just enforce the law, rather they mingle with staff and patrons.
- SPS Officer's Lodge and Patterson were terminated for unprofessional conduct.
- The next A.L.I.C.E. training classes will be February 16th and 24th.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emer- gencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Dec 2016	3087	123	34	108	372	160	68	29
Nov 2016	3404	155	52	113	568	116	74	40
Oct 2016	4127	165	73	118	707	148	81	49
Sept 2016	4074	163	76	136	604	119	69	63
Aug 2016	4866	175	98	170	784	132	70	117
July 2016	4141	155	87	77	697	105	75	46
June 2016	4307	163	82	50	652	120	70	76
May 2016	4694	196	59	143	713	124	90	68
April 2016	4822	161	125	143	845	162	117	68
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

Special Attention, Special Events, and Significant Incidents

- 12/2, a group of teens that have been disruptive and disrespectful towards staff at Rockport were expelled for similar behavior. The manager has requested SPS aid in addressing the patrons.
- 12/6, a male patron that was expelled from MLK for hitting returned to the branch and was expelled again for using offensive language towards females. While being expelled the male threaten all staff at the branch so CPD was called. SPS expelled the males for 30 days.
- 12/9, SPS officers expelled two intoxicated males from LSW. One of the males tried to fight patrons entering the building so SPS responded and told the males to move along and they started fighting each other. CPD responded and arrested one of the males.
- 12/14, Fleet branch staff contacted SPS because a male was smoking crack and masturbating in the restroom. CPD was called and they arrested the male for an outstanding warrant.

Protective and Fire Systems

- I will conduct an assessment of branch cameras. The placement of the cameras could be adjusted and in some cases repositioned to allow better coverage.
- I met with a vendor that provides mass notification services. I will include Sherry Parker on my next meeting.
- Mrs. Peters from Addison branch and I both agreed to adjust the start time of her Royce guard to allow her to continue her education at Tri-C.
- The Royce account manager asked if CPL would consider an extra guard at Sterling branch. Until a review of branch incidents is completed, branch patrol and the Main desk officer via cameras will pay special attention to Sterling.

Contract Security

- I requested all guards be given winter coats. They were supplied only when asked for which allowed for some very unprofessional looking guards.
- The Fleet guard was replaced for bringing personal issues to work. Males were threatening him at the branch because of a personal issue.

Administration

- I went to Columbus to meet with the Columbus Metropolitan Library's security manager and his management team. I will document my meeting and delivery it to Cindy Lombardo.
- I sent invitations to the Commanders of CPD's districts I've yet to correspond with. I haven't received a reply yet but I will address this with a CPD Deputy Chief at our next Law Enforcement breakfast.
- I started researching law enforcement combative control systems, otherwise known as self-defense classes. This may be a solution to help officers feel empowered and more confident in case of a sudden attack. I believe this would increase the confidence of officers that are weary of carrying guns but feel as if they don't have any tools to ensure their safety.

INFORMATION TECHNOLOGY & CLEVNET

New Members

Hilary Prisbylla, Director of CLEVNET, and her team continued to tackle the million and one details that must be addressed before Geauga County Public Library (GCPL) can be brought into CLEVNET. In December, Ms. Prisbylla's team finally got their hands on the data from GCPL's current vendor and they were able to complete a test load. With mapping that had been done back in November, they were able to look at all the pieces as they were loaded and removed duplicate data as they found it. Working with SirsiDynix, they were able to make sure the data, including call numbers, loaded correctly. At the same time, the team was busy setting up policy files behind the scenes so drop-down menus, receipts, circulation map, etc., work as they should. Access files had to be parsed and matched to SirsiDynix privileges. The team has also had to set up add-on's such as Acquisitions so GCPL can continue to work with the vendors they have contracts with, using customized grids. All of these efforts require working closely with GCPL staff to train them in new ways of processing materials and adjusting to changes in workflows. Notices must be set up. The phone automation system has to be configured. GCPL's marketing department has to be educated about the changes that are happening so they can keep their public informed. This is just a partial list of all that has to be done before the migration in February.

CLEVNET Data Center

At their regular meeting on December 9, 2016, the Board of Trustees of the Ohio Public Library Information Network (OPLIN) approved a project would provide equipment rack space in the State of Ohio Computer Center (SOCC) free of charge for servers that provide services to more than one library. This would allow consortia such as CLEVNET to place their servers in an extremely stable, protected and secure building at the heart of the OPLIN network in an area dedicated to public libraries. SOCC charges are calculated by the rack, with a set monthly lease cost plus the cost of power used. CLEVNET had budgeted for the costs of leasing SOCC rack space and power usage in its 2017 budget; this decision by the OPLIN Board will have a major positive impact on the CLEVNET budget. The CLEVNET

member libraries recognize and appreciate OPLIN's continued support and genuine partnership.

Major IT Projects

- Configured and installed new firewalls at Geauga County Public Library's Newbury and Thompson library stations for connectivity to CLEVNET.
- Configured routing for Medina County District Library's new ISP for branches.
- Replaced the domain controller Woodland Branch due to age, performance and reliability issues.
- Updated Microsoft Management Server to latest service release to support PC and system imaging.

NEW BUSINESS

Election of Nominating Committee for 2017 Library Officers

Ms. Rodriguez made a motion to select a Nominating Committee and designated Mr. Hairston as chair with Mr. Seifullah and Ms. Butts to serve on the Committee. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Ms. Rodriguez adjourned the regular Board Meeting at 1:17 p.m. so that the Nominating Committee could meet.

Mr. Hairston, Nominating Committee Chair, called the Nominating Committee to order and motioned that the following slate be presented at the 2017 Organizational Meeting for consideration and approval. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

Presi	dentMaritza	a Ro	odriguez
Vice	PresidentAlesha	Was	shington
Secre	taryThomas	D.	Corrigan

Mr. Hairston closed the Nominating Committee Meeting.

Ms. Rodriguez adjourned to the Regular Board Meeting at 1:23 p.m.

Mr. Corrigan moved to adjourn the Regular Board Meeting to the 2017 Organizational Meeting. Mr. Hairston seconded the motion, which passed unanimously by roll call vote at 1:24 p.m.

Ms. Rodriguez adjourned to the Organizational Meeting at $1:24~\mathrm{p.m.}$

Maritza Rodriguez President Thomas C. Corrigan Secretary

2017 ORGANIZATIONAL MEETING OF THE LIBRARY BOARD

Ms. Rodriguez called the meeting to order at 1:25 p.m.

Election of Officers

Mr. Hairston, Nominating Committee Chair, presented the following report on behalf of the Nominating Committee which was comprised of himself, Alan Seifullah and Alice Butts.

Mr. Hairston moved that the nominations be closed. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

Mr. Corrigan moved to accept the Nominating Committee's recommendations as proposed. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

Ms. Rodriguez thanked the Nominating Committee.

Election of Fiscal Officer & Appointment of Deputy Fiscal Officer

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

BE IT RESOLVED, That <u>Carolyn ("Carrie") Krenicky</u> be elected to serve as Fiscal Officer from the Year 2017 Organizational Meeting through the Year 2018 Organizational Meeting and that a stipend of \$400.00 per month be paid for the duties as Fiscal Officer; and

BE IT RESOLVED, That <u>Laura Armstrong</u> be appointed to serve as Deputy Fiscal Officer from the Year 2017 Organizational Meeting through the Year 2018 Organizational Meeting and that a stipend of \$250.00 per month be paid for the duties as Deputy Fiscal Officer.

OFFICERS Elected

ELECTION OF FISCAL OFFICER & APPOINTMENT OF DEPUTY FISCAL OFFICER Elected

Renewal of Surety Bonds on Fiscal Officers

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

BE IT RESOLVED, That the Public Official Surety Bond on the Fiscal Officer and Deputy Fiscal Officer for coverage of \$50,000 be renewed through the next Organizational Meeting in 2018.

Ms. Rodriguez adjourned the Organizational Meeting at 1:28 p.m.

GIFT REPORT FOR DECEMBER 2016

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY			
	Month	Year to date		
Books Periodicals	326 2	8,191 203		
Publishers Gifts Non-Print Materials	1 12	37 2,241		
TOTAL LIBRARY SERVICE MATERIALS	341	10,672		

MONEY GIFTS

FUND	PURPOSE		AMOUNT			
			Month	Υ	ear to date	
General Fund	Unrestricted	\$	0	\$	1,365	
Library Fund	Restricted		1,225		6,515	
Young Fund	Restricted		12,558		50,231	
Friends Fund	Restricted		29,500		29,500	
Schweinfurth Fund	Restricted		0		74,717	
Founders Fund	Restricted		5,000		513,828	
Ohio Center for the Book	Restricted		0		900	
Judd Fund	Restricted		57,173		230,207	
Lockwood Thompson Fund	Restricted		90,199		180,399	
Learning Centers	Restricted		86,000		172,000	
TOTAL MONEY GIFTS		\$	281,655	\$	1,259,661	

SUMMARY

CATEGORY	DON	ORS	QUANTITY		
	Month	Year to date	Month	Year to date	
Library Service Materials	12	1,355	341	10,672	
Money Gifts	9	88	9	88	
TOTAL GIFTS	21	1,443	350	10,760	

58 Cleveland Public Library 2017

January 10, 2017

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 r Description	-	Actual nencumbered salance as of 1-Jan-16	Take Section 1	'Taxes/PLF" from:		Requested "Taxes/PLF" to	"C	Other Sources" from:	"0	Requested ther Sources" to		Overall Increase/ (Decrease)
101	General Fund	\$	21,352,450.41	\$	26,357,875.29 22,115,859.96	\$	26,357,875.29 22,115,859.96	\$	1,878,628.61	\$	1,852,128.61	\$	(26,500.00)
Special	Revenue Funds		years and a special section										
201	Anderson	\$	298,256.67	J. Swallen		and the same of th		\$	19,000.00	\$	19,000.00	\$	-
202	Endowment for the Blind	\$	2,315,138.10					\$	145,000.00	\$	145,000.00	\$	
203	Founders	\$	6,519,469.54					\$	375,000.00	\$	375,000.00	\$: <u>-</u>
204	Kaiser	\$	63,388.19					\$	4,000.00	\$	4,000.00	\$	_
205	Kraley	\$	186,152.65					\$	11,000.00	\$	11,000.00	\$	· -
206	Library	\$	165,285.26					\$	12,000.00	\$	12,000.00	\$	-
207	Pepke	\$	136,083.10					\$	9,000.00	\$	9,000.00	\$	-
208	Wickwire	\$	1,441,278.03					\$	95,000.00	\$	95,000.00	\$:
209	Wittke	\$	93,248.13					\$	6,000.00	\$	6,000.00	\$:=:
210	Young	\$	4,284,457.50					\$	300,000.00	\$	300,000.00	\$	-
. 225	Friends	\$	5,000.00					\$	31,500.00	\$	53,000.00	\$	21,500.00
226	Judd	\$	-					\$	220,000.00	\$	220,000.00	\$	-
228	Lockwood Thompson	\$	17,630.70					\$	180,000.00	\$	180,000.00	\$	-
229	Ohio Center for the Book	\$	-					\$	900.00	\$	900.00	\$	-
230	Schweinfurth	\$	105,500.75					\$	50,000.00	\$	50,000.00	\$	-
231	CLEVNET	\$	355,090.36					\$	5,080,208.53	\$	5,080,208.53	\$	-
251	OLBPD	\$	(7,291.61)					\$	1,508,194.00	\$	1,508,194.00	\$	-
252	LSTA-Know It Now	\$	- 1					\$	40,750.00	\$	40,750.00	\$	_
254	MyCom	\$	(35,658.92)					\$		\$	-	\$	-
256	Learning Centers	\$						\$	-	\$	-	\$	-
			15,943,028.45					Ġ	8,087,552.53	3	8,109,052.53	S	21,500.00
Capital	Projects Funds												
401	Building and Repair	\$	8,876,395.08	SILVED IN	The control of the co	de la real	CONTRACTOR AND ASSESSMENT OF THE SAME	\$	CO COLORA VINNA ANT CORNEL ATTEMATION CO	\$	1,300,000.00	\$	1,300,000.00
Perman	ent Funds					100							
THE STREET SHOWING THE PERSON	Abel	\$	226,173.04	Marked Ly.	A SECURIOR DE COMPANSO DE LA COMPANSO DE C		STANDSHIVE THOMAS HIGH BETTSCHISCHE	\$	15,500.00	\$	15,500.00	\$	-
502	Ambler	\$	2,193.48					\$	150.00	\$	150.00	\$	-
503	Beard	\$	128,479.79					\$	9,200.00	\$	9,200.00	\$	-
504	Klein	\$	5,163.48	*				\$	350.00	\$	350.00	\$	-
505	Malon/Schroeder	\$	184,284.84					\$	17,500.00	\$	17,500.00	\$	· -
506	McDonald	\$	188,343.08					\$	12,000.00	\$	12,000.00	\$	-
507	Ratner	\$	91,907.78					\$	6,500.00	\$	6,500.00	\$	-
508	Root	\$	35,410.29					\$	2,500.00	\$	2,500.00	\$	-
509	Sugarman	\$	52,295.93					\$	12,000.00	\$	12,000.00	\$	-
510	Thompson	\$	117,350.04					\$	11,000.00	\$	11,000.00	\$	_
	Weidenthal	\$	6,522.12					\$	430.00	\$	430.00	\$	151
512	White	\$	1,830,468.94					\$	145,000.00	\$	145,000.00	\$	9=3
513	Beard Anna Young	\$	18,417.34					\$	4,400.00	\$	4,400.00	\$	-
			2,887,010.15					Ó	236,530.00		236,530,00	9	
Agency	Funds												
	Unclaimed Funds	\$	7,601.54	-	CONTRACTOR OF STREET	-co-relati	THE REAL PROPERTY OF THE PARTY	\$	-	\$	-	\$	-
905	CLEVNET Fines & Fees	\$	-					\$	-	\$	-	\$	-
	*	4	7,601,54					5		3.50A		8	

The reason for the increase/decrease in Estimated Resources:

Please reflect the current Actual Unencumbered Balances for January 1, 2017 along with a decrease in Other Sources-General Fund by \$26,500; an increase in Other Sources-Special Revenue by \$21,500 (which reflects a decrease in the Friends fund revenue of \$5,000 and an advance from the General fund of \$26,500); and an increase in Other Sources-Capital Projects of \$1,300,000. These reflect the resolutions going before the Board for approval on January 17, 2017 for the transfer of funds into the Building & Repair fund from the General fund and the cash advance of \$26,500 from the General fund to the Friends fund.

I updated the Property Tax and PLF numbers as certified on 12/15/2016.

Thank You,

Cavrie Krenicky

Treasurer/CFO

Cleveland Public Library

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)	
Cash January 1	19,919,778.68	1,432,671.73	21,352,450.41	(3)
Taxes - General Property	23,957,875.29	0.00	23,957,875.29	
Public Library Fund (PLF)	22,115,859.96	0.00	22,115,859.96	
State Rollbacks/CAT	2,412,489.54	0.00	2,412,489.54	
Fines and Fees	399,000.00	0.00	399,000.00	
Earned Interest	387,440.00	0.00	387,440.00	
Services	0.00	0.00	0.00	
Unrestricted Gifts	0.00	0.00	0.00	
Miscellaneous	1,079,699.07	0.00	1,079,699.07	
Return of Advances/(Advances Out)	0.00	(26,500.00)	(26,500.00)	
TOTAL RESOURCES	70,272,142.54	1,406,171.73	71,678,314.27	

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	37,109,688.28	0.00	37,109,688.28
Supplies	1,076,042.00	0.00	1,076,042.00
Purchased/Contracted			
Services	10,114,403.43	0.00	10,114,403.43
Library Materials/			
Information	6,749,723.65	0.00	6,749,723.65
Capital Outlay	1,109,182.87	0.00	1,109,182.87
Other Objects	145,762.38	0.00	145,762.38
1	11 0000 M S - 0000 00000000		San Caracia Pro Microsoft Control
SUBTOTAL OPERATING	56,304,802.61	0.00	56,304,802.61
Transfers	0.00	1,300,000.00	1,300,000.00
TOTAL APPROPRIATION	56,304,802.61	1,300,000.00	57,604,802.61

SPECIAL REVENUE FUNDS

	Prior Certificate	Increase/	Amended
CERTIFIED REVENUE	(1)	Decrease	Certificate (2)
	22,535,560.03	1,516,520.95	24,052,080.98
1			
	Prior Fund		Amended
.1	Balance/	Increase/	Fund Balance/
APPROPRIATION	Appropriation	Decrease	Appropriation
Anderson	275,100.00	22,014.16	297,114.16
Endowment for the Blind	2,265,000.00	195,138.10	2,460,138.10
Founders	4,005,000.00	424,807.18	4,429,807.18
Kaiser	62,600.00	4,788.19	67,388.19
Kraley	184,600.00	12,552.65	197,152.65
Library	159,700.00	17,585.26	177,285.26
Pepke	135,200.00	9,883.10	145,083.10
Wickwire	1,403,500.00	125,525.40	1,529,025.40
Wittke	92,200.00	7,048.13	99,248.13
Young	4,260,000.00	324,457.50	4,584,457.50
Friends	31,500.00	0.00	31,500.00
Judd	220,000.00	0.00	220,000.00
Lockwood Thompson	180,000.00	17,630.70	197,630.70
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	179,800.00	(24,299.25)	155,500.75
CLEVNET	5,080,208.53	355,090.36	5,435,298.89
LSTA-OLBPD	1,508,194.00	(7,291.61)	1,500,902.39
MyCom	1,506,194.00	5,091.08	5,091.08
		the second contract of	0.00
Learning Centers	0.00	0.00	0.00
TOTAL APPROPRIATION	20,043,502.53	1,490,020.95	21,533,523.48 (4)
TOTAL ALTROPHIATION	20,040,002.00	1,450,020.55	21,000,020.40
CAPITAL PROJECTS FUND			
	Prior Certificate	Increase/	Amended
CERTIFIED REVENUE	(1)	Decrease	Certificate (2)
	4,466,000.00	5,710,395.08	10,176,395.08
	, , , , , , , , , , , , , , , , , , , ,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	Prior Fund		Amended
	Balance/	Increase/	Fund Balance/
APPROPRIATION	Appropriation	Decrease	Appropriation

4,466,000.00

5,710,395.08

BUILDING & REPAIR

10,176,395.08 (5)

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1) 2,832,530.00	Increase/ Decrease 291,010.15	Amended Certificate (2) 3,123,540.15
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel Ambler Beard Klein Malon/Schroeder McDonald Ratner Root Sugarman Thompson Weidenthal White Beard Anna Young	216,400.00 2,150.00 127,200.00 5,050.00 181,500.00 185,900.00 91,300.00 34,800.00 48,300.00 116,600.00 6,430.00 1,810,000.00 6,900.00	25,273.04 193.48 10,479.79 463.48 20,284.84 14,443.08 7,107.78 3,110.29 15,995.93 11,750.04 522.12 165,468.94 15,917.34	241,673.04 2,343.48 137,679.79 5,513.48 201,784.84 200,343.08 98,407.78 37,910.29 64,295.93 128,350.04 6,952.12 1,975,468.94 22,817.34
TOTAL APPROPRIATION	2,832,530.00	291,010.15	3,123,540.15 (6)
AGENCY FUND CERTIFIED REVENUE	Prior Certificate (1) 4,000.00	Increase/ Decrease -4,000.00	Amended Certificate (2) 0.00
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Unclaimed Funds CLEVNET Fines & Fees	4,000.00 0.00	3,601.54 0.00	7,601.54 0.00
TOTAL APPROPRIATION	4,000.00	3,601.54	7,601.54

- (1) Certificate updated December 15, 2016
- (2) Certificate requested January 10, 2017
- (3) \$21,311,700.41 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$5,702,168.24 encumbered cash.
- (4) \$15,983,778.45 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$848,312.41 encumbered cash. \$8,082,552.53 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts. (\$15,943,028.45 + \$8,082,552.53 \$2,492,057.50 = \$21,533,523.48)
- (5) \$8,876,395.08 unencumbered cash carried forward; plus \$1,615,639.76 encumbered cash. \$1,300,000.00 transfer from General Fund. \$0 additional revenue.
- (6) \$3,671,326.51 unencumbered cash carried forward; plus \$13,352.22 encumbered cash. \$236,530 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts. (\$3,671,326.51 + \$236,530.00 \$784,316.36 = \$3,123,540.15)

Invoice



BARBER & HOFFMAN, INC.

Consulting Engineers

December 29, 2015

Invoice No:

15242 - 1

Brian Wahl Bostwick Design Partnership 2729 Prospect Ave. Cleveland, OH 44115

Project

15242

Cleveland Public Library (Downtown) - Chiller

LOAD ANALYSIS AND MEMO

Professional Services from November 01, 2015 to November 30, 2015

Fee

Billing Phase	Fee	Percent Complete	Earned	
LOAD ANALYSIS & MEMO REPORT	1,600.00	100.00	1,600.00	
REINFORCEMENT	3,500.00	0.00	0.00	
Total Fee	5,100.00		1,600.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	1,600.00	
		Total Fee		

1,600.00

Total this Invoice

\$1,600.00

Billings to Date

	Current	Prior	Total
Fee	1,600.00	0.00	1,600.00
Totals	1,600.00	0.00	1,600.00

2217 East 9th Street

Suite 350

Cleveland, OH

44115-1257 216.875.0100

15.00

FAX 875.0111

PLEASE REMIT A COPY OF INVOICE OR REFERENCE PROJECT NUMBER WITH PAYMENT. THANK YOU. TIN#34-1045790

CRANBERRY TWP. PA | COLUM

COLUMBUS OH

bh-cle@barberhoffman.com



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

(240) 358-7179

Fax

INTEGRATING KNOWLEDGE & TECHNOLOGY

 Quote #
 AAAQ6151

 Date
 01/10/17

SERVICE QUOTE

01/10/17 Jerry Short

Sales Rep.

Quote To:
Cleveland Public Library
Bill Hood
325 Superior Ave
Cleveland, Oh 44114

Cpl Contract Eff 2/1/2017

3	200	Cpi Contract Eff 2/1/2017	/201/					
# - -	Qty	Qty Part Num	Serial No	Description	Service Level	Hours	Unit Cost Month Cost	Month Cost
1				Laser Printers				
2	_	44685G	JPRC94H00S	LJ 9050	NBD	13 00 00	\$54.90	\$54.90
က	~	1 44685G	JPRL89Y06K	LJ 9050	NBD	13 00 00	\$54.90	\$54.90
4	1	1 11455208	CN24N1K020	DesignJet Z3200PS	NBD	00 00 60	\$53.43	\$53.43
5	_	1 10244178	SG08R39019	DesignJet T1200	NBD	00 00 60	\$185.69	\$185.69
9								
_			8	Branch Servers				
00				Intel Servers				
6	0	assas 0	EA28KZRZ3C	ML350 G3 * End of Service Life	4HR	13 00 00	\$45.92	
10	0	O 98089D	EA3YKZRZ38	ML350 G3 * End of Service Life	4HR	13 00 00	\$45.92	
11				*)				
12	-	15597G	USM5100441	ML350 G4	4HR	13 00 00	\$30.75	\$30.75

64

# "	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost Month Cost	Aonth Cost
13	-	15597G	USM541V019	ML350 G4	4HR	13 00 00	\$30.75	\$30.75
14	-	52049N	2UX83000PB	DL380 G5	NBD	13 00 00	\$41.25	\$41.25
15	-	52049N	2UX80206TT	DL380 G5	NBD	13 00 00	\$41.25	\$41.25
16	-	52049N	2UX802074A	DL380 G5	NBD	13 00 00	\$41.25	\$41.25
17				Rackmount Tape Library				
18	-	17990G	USE8060008	1u USB Tape Array	NBD	13 00 00	\$14.61	\$14.61
19				Data Protector				
20	2		20	Data Protector Starter Pak			\$75.17	\$150.33
21	10	U0J92PE	LIST	ML330	NBD	13 00 00	\$16.83	\$168.33
22				MyCloud Renewal				
23	150	DB8054-12MO		AE VDA SNGL LANG SUB VL OLV NL 12MO AP PER DEV			\$8.41	\$1,261.50
24	150	PA7794-12MO		AE OLV SNGL LANG 12MO SUB VL VDI STE W/ MDOP NL AP PER DEV			\$1.84	\$276.13 9
25	0	2511482	LIST	6360t Mobile Thin Client	NBD	00 00 60	\$9.04	
26				New 2016				
27	25	UW9810	LIST	ML310E HP Foundation Care - 1 Year Post Warranty - Service - 24×7 - On-site - Maintenance -	4HR	24 24 24	\$10.92	\$272.92
28	14	2511482	LIST	4540s Laptop Care Pack Hardware Support Post Warranty - 1 Year - Warranty - 9 x 5 Next Business Day - On-site -	NBD	00 00 60	\$10.08	\$141.17
59	9	1047425	LIST	8570 Laptop Care Pack - 1 Year - Service - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	00 00 60	\$18.75	\$112.50
30	-	1047425	LIST	Folio Laptop Care Pack - 1 Year - Service - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	00 00 60	\$18.75	\$18.75
31	-	3461924	LIST	Spectra Laptop CarePack - 1 Year - Warranty - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	00 00 60	\$15.98	\$15.98
32				New 2017				

33 230 103 34 99 103 35 11 312						
99	1038412 LIST	800g1 HP Warranty - 1 Year - Warranty - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	00 00 60	\$7.13	\$1,639.90
F	1038412 LIST	400g1 aio HP Warranty - 1 Year - Warranty - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	00 00 60	\$7.13	\$705.87
	3128726 LIST	z230 WS HP Care Pack Hardware Support Post Warranty - 1 Year Extended Service - Warranty - Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	00 00 60	\$8.67	\$95.33
36 22 251	2511482 LIST	450 pro Laptop. Care Pack Hardware Support Post Warranty - 1 Year - Warranty - 9 \times 5 Next Business Day - On-site -	NBD	00 00 60	\$10.08	\$221.83
37 2 103	1038412 LIST	800g1 aio HP Warranty - 1 Year - Warranty - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	00 00 60	\$7.55	\$15.10
38 4 104	1047425 LIST	Folio Laptop Care Pack - 1 Year - Service - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	00 00 60	\$18.75	\$75.00
39 3 251	2511480 LIST	Sbook HP Care Pack Hardware Support - 1 Year - Service - Business Hour - On-site - Maintenance - Parts & Labor - Electronic and Physical Service(Business Hour, Next Business Day)	NBD	00 00 60	\$17.33	\$52.00
40 1 346	3461924 LIST	HP CarePack - 1 Year - Warranty - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	00 00 60	\$15.17	\$15.17
41 3 336	3366424 LIST	m602dn HP Care Pack - 1 Year - Warranty - 9 \times 5 Next Business Day - Technical - Electronic Service(Next Business Day)	NBD	00 00 60	\$10.83	\$32.50 O
42 18 102	10241317 LIST	P3015dn HP Care Pack - 1 Year Extended Service - Service - Next Business Day - Maintenance - Physical Service(Next Business Day)	NBD	00 00 60	\$6.42	\$115.50
43 9		AE OLV SNGL LANG 12MO SUB VL VDI STE W/MDOP NL AP PER DEV			\$1.87	\$16.84
44 9		AE VDA SNGL LANG SUB VL OLV NL 12MO AP PER DEV			\$11.12	\$100.04
				Monthly Total	otal	\$6,051.47

\$72,617.59

Total

\$72,617.59

Yearly Invoice

This document is an offer by Business Smarts (an authorized Hewlett Packard reseller) to sell to Cleveland Public Library a Hewlett Packard maintenance service agreement for the products listed herein.

The term of this agreement is for one year beginning February 1, 2017. The cost of this agreement is \$72,617.59 and is to be paid within 30 days of the beginning of the contract or within 30 days after invoicing, whichever is later.

This agreement is governed by Hewlett Packard's standard terms and conditions for the United States which is attached. Technical descriptions of the services are also attached to this document.

Business Smarts

Cleveland Public Library



Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: M-8	OWNER: 🖂
Cleveland Public Library - Main Library Heat Conversion Project	DATE: 1/6/2017	ARCHITECT: ⊠
325 Superior Avenue Cleveland, Ohio 44114		CONTRACTOR:
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER:	FIELD:
Marlin Mechanical, LLC	CONTRACT DATE: 3/1/2013	OTHER:
6600 Grant Avenue Cleveland, Ohio 44105	CONTRACT FOR: Mechanical Work	
THE CONTRACT IS CHANGED AS FOLLO (Include, where applicable, any undisputed Reduction of contract value to resolve disposmosis system.	DWS: d amount attributable to previously executed Coute between Contractor and Owner regarding to	Construction Change Directives) the humidification system and the reverse
The original Contract Sum was		\$ 639,455.92
The net change by previously authorized C The Contract Sum prior to this Change Oro		\$ <u>181,857.61</u> \$ <u>821,313.53</u>
The Contract Sum will be decreased by thi		\$ <u>821,313.33</u> \$ 148,121.51
The new Contract Sum including this Char		\$ 673,192.02
The Contract Time will be unchanged by Z The date of Substantial Completion as of the	Zero (0) days. ne date of this Change Order therefore is 1/6/20	017
been authorized by Construction Change D	changes in the Contract Sum, Contract Time or birective until the cost and time have been agre is executed to supersede the Construction Char	ed upon by both the Owner and
NOT VALID UNTIL SIGNED BY THE	ARCHITECT, CONTRACTOR AND OWNER	г .
Spectrum Energy Concepts, Inc. (Project Manager)	Marlin Mechanical	Cleveland Public Library
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
3346 Arbor Way	6600 Grant Ave., Cleveland, OH 44105	325 Superior Ave., Cleveland, OH 44114
ADDRESS	ADDRESS	ADDRESS
BY (Signature)	BY (Signature)	BY (Signature)
	John Kresila	
(Typed name)	(Typed name)	(Typed name)
DATE	DATE	DATE

DATE

DATE

MUTUAL RELEASE, PROJECT CLOSE OUT AND SETTLEMENT AGREEMENT BY AND BETWEEN MARLIN MECHANICAL LLC AND THE CLEVELAND PUBLIC LIBRARY

This Mutual Release, Project Close Out and Settlement Agreement ("Agreement") is effective the last date of execution, and is made by and between **Marlin Mechanical LLC**, with an office located at 6600 Grant Avenue, Cleveland, Ohio 44105 ("Contractor"), and the **Cleveland Public Library**, with its principal place of business at 325 Superior Avenue, Cleveland, Ohio 44114 (the "Library").

RECITALS

- A. The Library and the Contractor (jointly referred to herein as the "Parties") entered into a building and construction contract ("Contract") on February 14, 2013 for the conversion of the electric heating system to a gas heating system in the Library's Main Building and the Louis Stokes Wing (the "Project").
- B. The original amount of the Contract was \$639,455.92. The Parties entered into seven (7) Change Order amendments to the Contract, Change Orders M001 through M007, increasing the total contract amount to \$821,313.53. Change Order M002 in the amount of \$68,750.00 added an electric humidification system to the Project, Change Order M005 in the amount of \$21,688.00 added a reverse osmosis system to the Project, and Change Order M007 in the amount of \$5,082.00 covered the cost of replacing the distribution tubes for the reverse osmosis system.
- C. A dispute has arisen concerning the design, installation, operation, and maintenance of the humidification system and the reverse osmosis system. The Library claims the humidification system was improperly designed and undersized, and that the reverse osmosis system is

inoperable. The Contractor disputes these claims and further alleges that the Library improperly maintained these systems ("Disputed Matters").

D. The Parties, without intending to admit any wrongdoing, fault, or liability whatsoever, desire to resolve the Disputed Matters in an effort to avoid the expense and time of litigation.

NOW THEREFORE, in consideration of the foregoing and the mutual promises, covenants and understandings recited herein, the adequacy and sufficiency of which is hereby acknowledged, the Parties agree as follows:

- 1. Contractor agrees to execute Change Order M008, reducing the amount of the Contract by \$148,121.51. This sum includes Project Retainage under the Contract and Contractor hereby releases and holds the Library harmless from any claims or demands to said Retainage. A Copy of Change Order M008 is attached to this Agreement and incorporated herein by reference as Exhibit "A".
- 2. Contractor further agrees to pay the Library within thirty (30) calendar days of the full execution of this Agreement and receipt of a completed W-9 form from the Library, the sum of \$30,000.00 by certified check or money order made payable to the Cleveland Public Library.
- 3. In order that the Library may properly close out this Project, the Contractor further agrees to provide the Library with a signed Certification of Contract Completion (attached hereto and incorporated herein as Exhibit "B"), an Affidavit of Compliance with regard to the payment of Prevailing wages on this Project (attached hereto and incorporated herein as Exhibit "C"), and final Lien Wavers and Releases from all subcontractors on the Project, within 30 days calendar days from the full execution of this

Agreement. The Certification of Contract Completion shall be subject to modifications of the Contract contained in Change Order No. 8 and this Agreement.

- 4. If and to the extent that warranties provided by manufacturers of equipment supplied by Contractor to the Library under the Contract are still in effect, and if and to the extent that such warranties are assignable, Contractor hereby assigns such warranties to the Library. Contractor shall provide Library with all documents in Contractor's possession or control concerning said warranties within thirty (30) calendar days of the full execution of this Agreement.
- 5. In consideration of the Change Order value and payment described in Sections 1 and 2 of this Agreement, respectively, the receipt and sufficiency of which is hereby acknowledged, the Parties, on behalf of themselves, their officers, employees, agents, assigns, successors, any predecessors in interest or parent companies, hereby irrevocably and unconditionally release, acquit and forever discharge each other and each other's respective officers, directors, employees and agents, successors and assigns of and from any and all claims, causes of action, damages, back charges, demands, losses, expenses, costs, charges and liabilities of whatever kind, nature or description, known or unknown, arising out, by reason of, or in any manner related to the Contract, the Disputed Matters, the Project, or this Agreement.
- 6. This Agreement shall be construed in accordance the laws of the State of Ohio and inure to the benefit of and will be binding upon the successors and assigns of the Library and Contractor.

- 7. It is understood and agreed that the exchange of consideration described herein is not to be construed as an admission of any liability, fault, or responsibility on the part of either Party in relation to the Disputed Matters.
- 8. The Parties agree that each party will be responsible for its own costs, attorney's fees and consultant fees incurred in connection with this Agreement and the actions prescribed herein.
- 9. The Parties shall keep confidential this Agreement and its terms, and shall not disclose the same, except that disclosure of the terms and conditions of this Agreement shall be allowed to the Parties' attorneys, accountants, auditors, agents, brokers, boards of directors, officers, member, sureties, insurers, reinsurers, regulators, governmental agencies, tax preparers, and financial advisors. Each of the Parties may disclose the terms and conditions of this Agreement insofar as such disclosure may be necessary to enforce its terms, obligations or conditions. Nothing in this Agreement shall prohibit a Party from disclosing this Agreement or the terms and conditions of this Agreement as required by law. Contractor acknowledges that the Library is a public office as defined under Ohio public record laws, and that this Agreement is considered a public record under these laws.
- 10. This Agreement contains the entire agreement, and supersedes all prior agreements, arrangements or understandings, between Contractor and the Library with regard to the matters set forth herein.
- 11. This Agreement may not be changed, waived, discharged or terminated, except by an instrument in writing signed by the Party against whom enforcement of the change, waiver, discharge or termination is sought. No failure to act by any Party hereto shall be

deemed to constitute a waiver of any of such Party's rights or remedies hereunder. The waiver by any Party hereto of a breach of any provision or condition of this Agreement shall not operate as or be construed as a waiver of any subsequent breach or of any other provisions or conditions hereof.

12. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original.

IN WITNESS WHEREOF, the Parties have	executed this Agreement by their authorized officers
at Cleveland, Ohio thisday of Janu	ary, 2017.
Marlin Mechanical LLC	The Cleveland Public Library
By	ByFelton Thomas Jr., Executive Director, CEO
Data	Data

EXHIBIT A



Change Order

DATE

PROJECT (Name and address):	CHANGE ORDER NUMBER: M-8	OWNER: ⊠
Cleveland Public Library - Main Library	DATE: 1/6/2017	ARCHITECT: ⊠
Heat Conversion Project 325 Superior Avenue		CONTRACTOR:
Cleveland, Ohio 44114	ADQUITECTIO DDO IDOT MUNICIPAL	FIELD:
TO CONTRACTOR (Name and address): Marlin Mechanical, LLC	ARCHITECT'S PROJECT NUMBER:	
6600 Grant Avenue Cleveland, Ohio 44105	CONTRACT DATE: 2/14/2013 CONTRACT FOR: Mechanical Work	OTHER:
THE CONTRACT IS CHANGED AS FOLLO (Include, where applicable, any undisputed Reduction of contract value to resolve disposmosis system.	DWS: If amount attributable to previously executed (oute between Contractor and Owner regarding	Construction Change Directives) the humidification system and the reverse
The original Contract Sum was The net change by previously authorized C The Contract Sum prior to this Change Ore The Contract Sum will be decreased by thi The new Contract Sum including this Char	der was s Change Order in the amount of	\$ 639,455.92 \$ 181,857.61 \$ 821,313.53 \$ 148,121.51 \$ 673,192.02
The Contract Time will be unchanged by Z The date of Substantial Completion as of the	Zero (0) days. ne date of this Change Order therefore is 1/6/2	
been authorized by Construction Change D	changes in the Contract Sum, Contract Time or prective until the cost and time have been agre is executed to supersede the Construction Cha	eed upon by both the Owner and
NOT VALID UNTIL SIGNED BY THE /	ARCHITECT, CONTRACTOR AND OWNER	₹.
Spectrum Energy Concepts, Inc. (Project Manager)	Marlin Mechanical	Cleveland Public Library
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
3346 Arbor Way	6600 Grant Ave., Cleveland, OH 44105	325 Superior Ave., Cleveland, OH 44114
ADDRESS	ADDRESS	ADDRESS
BY (Signature)	BY (Signature)	BY (Signature)
	John Kresila	
Typed name)	(Typed name)	(Typed name)

DATE

DATE

EXHIBIT B

Certification of Contract Completion State of Ohio Standard Forms and Documents

Project Name	Cleveland Public Library 325 Superior Ave, Cleveland	Contract Number	
Project Location	OH 44114	Contractor .	Marlin Mechanical LLC
This Certification of Contract contained	tional pages if necessary) of Contract Completion incorporates the d in Change Order No. 8 and the Mutua nt Agreement By and Between Marlin M Library.	I Release, Project Close echanical and the	Required Completion Date Date of execution of the Mutual Release, Project Close Out and Settlement Agreement.
100 percent complete, is in Documents and that all other release of retainage have be	Work, except as noted above, is conformance with the Contract er requirements for final payment and een completed. Contractor agrees that it g work indicated above on or before the	NameSignature	
CM and A/E Certification Each firm signing below ce knowledge prior to signing,		Owner Acceptance Name	
Construction Manager	(if applicable)	Signature	Date
Signature Architect/Engineer	Date	\$1000 TANK \$10 OF THE RESERVE OF THE PROPERTY	ce (check one) nished with no exceptions noted)
Signature	Date	Signature	Date

[Project Name]



EXHIBIT C

Bureau of Wage and Hour Administration 6606 Tussing Road - PO Box 4009 Reynoldsburg, OH 43068-9009 Phone 614-644-2239 | Fax 614-728-8639 TTY/TDD 800-750-0750 www.com.ohio.gov An Equal Opportunity Employer and Service Provider

John R. Kasich, Governor Andre T. Porter, Director

Affidavit Of Compliance

PREVAILING WAGES

l,
(Name of person signing affidavit) (Title)
do hereby certify that the wages paid to all employees of
(Company Name)
for all hours worked on the
(Project name and location)
project, during the period from to are in (Project Dates)
compliance with prevailing wage requirements of Chapter 4115 of the Ohio Revised Code. I further
certify that no rebates or deductions have been or will be made, directly or indirectly, from any wages
paid in connection with this project, other than those provided by law.
(Signature of Officer or Agent)
Sworn to and subscribed in my presence this day of
20
(Notary Public)

The above affidavit must be executed and sworn to by the officer or agent of the contractor or subcontractor who supervises the payment of employees. This affidavit must be submitted to the owner (public authority) before the surety is released or final payment due under the terms of the contract is made.

STIFEL

200 Public Square, Suite 2955 Cleveland, OH 44114

Tel: 216-592-6840 Fax: 216-664-1038

January 10, 2017

Felton Thomas, Jr., Director and Chief Executive Officer Joyce M. Dodrill, Chief Legal Officer Cleveland Public Library 525 Superior Avenue, 10th Floor Cleveland, Ohio 44114

RE: MUNICIPAL ADVISOR SERVICES

Cleveland Public Library - Independent Registered Municipal Advisor Services

Dear Mr. Thomas and Ms. Dodrill:

Stifel, Nicolaus & Company, Incorporated ("Stifel") presents for your acceptance this Agreement to retain Stifel as municipal advisor to the Cleveland Public Library (the "Library," or "CPL"), specifically to perform the scope of services outlined below (Management Scope of Services) for the period beginning upon the execution of this agreement by an authorized Library representative and ending December 31, 2017 ("Agreement"). This agreement may also be terminated on thirty (30) days written notice by either the Library or Stifel.

Management Scope of Services

The services to be provided include those services customarily provided by a municipal advisor to a governmental entity of a size and scope comparable to that of the Cleveland Public Library, and shall include the following:

a. Ongoing Services:

- 1. Provide technical financial analysis and comprehensive advice and recommendations related to financing options for various capital projects. The Library is contemplating a debt issuance in 2018 to finance capital expenditures, and seeks assistance with the debt issuance and long range financial planning as a result of this potential debt issuance.
- 2. Provide advice to CPL Staff and its Board to develop a financing plan for debt issuance including recommended size, structure, and specific terms and conditions.
- Attend meetings of the Library and its staff on an as-needed basis to discuss financing
 projects. Provide advice concerning upcoming tax levy providing general tax rate studies
 and millage estimates.
- 4. Municipal Advisor shall:
 - evaluate the best use of public library fund (PLF) revenue vs. property taxes
 - project revenue related to different tax streams
 - determine how much each tax revenue can support
 - calculate the tax rate to achieve the desired goals
 - provide usable taxing options
 - provide a calculator for bond millage rates
 - provide a calculator for levy millage rates
 - provide a table of the tax cost for residents

b. Transaction Related Services:

- 1. Develop Requests for Proposals for services and help evaluate proposals as required, including selection of underwriter.
- 2. Work with CPL staff, bond counsel and investment bankers in developing financing programs and marketing of bonds or notes.
- 3. Coordinate with bond counsel and other participants the timing and process of the bond or note issuance.
- 4. Present information to rating agencies on behalf of the Library, as needed.
- 5. Make presentations to the Board of Trustees regarding the recommended timing and structure of debt issue and final results of the bond or note sale.
- 6. Coordinate and participate in all aspects of the bond or note issuance process, from creating and maintaining a schedule, preparing staff reports and assisting with resolutions, conducting independent analysis of financing alternatives, reviewing all aspects of negotiated pricings, monitoring performance of underwriting team, to post-issuance analysis and all tasks during the process.
- 7. Assist with preparation of the Preliminary Official Statement and Official Statement, as needed.
- c. Provide other financial services as mutually agreed to in writing.

Issuer's Obligations

Library agrees that its staff and consultants will cooperate with Stifel and make available any data in Library's possession necessary to perform Stifel's financial advisory services and regulatory obligations as described in Exhibit A to this agreement.

Regulatory Disclosures

- a.) Library is aware of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Securities and Exchange Commission's adopted rule commonly known as the "Municipal Advisor Rule" (SEC Rule 15Ba1-1 to 15Ba1-8 -"the Rule"). Stifel will be serving as a municipal advisor to the Library under the Rule and this agreement documents the municipal advisory relationship between Stifel and the Library.
- b.) MSRB Rule G-42 requires that a municipal advisor provide its client with certain written disclosures. Please see Exhibit A to this agreement for those disclosures.

Public Records

Stifel acknowledges that Library is a public office and is subject to Ohio public records laws. In the event Stifel receives a request for any records created as a result of its engagement with the Library, it will immediately notify Library and refrain from responding to the request unless directed to by Library; provided, however, that Library acknowledges that Stifel must respond promptly to requests

for records from federal and state securities regulators, and to the extent allowed by law, Stifel will notify Library prior to disclosures to federal and state securities regulators.

Confidentiality

Stifel acknowledges that certain confidential information may be furnished by the Library to Stifel in connection with its services pursuant to this Agreement. "Confidential Information" includes information that is not publicly available or is exempt from disclosure under Ohio's public records laws. Stifel agrees that unless otherwise approved by Library, it will only disclose such confidential information to those parties who have a need to know such information in connection with the issuance of bonds or notes or transaction related services provided under this Agreement or upon request of federal and state securities regulators.

Compensation

Stifel's fee for ongoing services will be \$22,500 payable at the completion of the term of our 12 month contract with the Library.

If the Library issues debt or other long-term obligations of the Library during the contract term, at the request of the Library Stifel would be willing to include our fee for ongoing services in the Library borrowing, along with an additional fee for services related to debt issuance in accordance with the following schedule:

Transaction related fees (\$1-\$15mm par amount of long-term debt = \$20,000 increasing \$1,000 per \$1 million par amount of bonds up to a maximum of \$40,000). The maximum total contract fee assuming a bond issue less than \$15 million would be \$42,500 (\$22,500+\$20,000) and the maximum total contract fee assuming a bond issue of \$35 million or more would be \$62,500 (\$22,500+\$40,000).

If the Library issues multiple series of bonds less than \$15 million during the contract term, Stifel would propose including fees for ongoing services during the term of our contract in the first bond issue, and any debt thereafter would only include fees for services related to debt issuance per our proposed bond pricing schedule.

If the Library chooses to extend the contract of Stifel for an additional term of 12 months, we would request payment of 50% of our fee for ongoing services at the completion of our initial contract term (\$11,250), and the payment to Stifel of the remaining 50% of our fee for services for the first 12 month contract may be delayed at the discretion of the Library in anticipation of a debt issuance in the second year of our contract, but no later than December 31, 2018. Upon a first debt issuance in year two of the contract, Stifel would then include the remaining fees due for ongoing services for year one of our contract (\$11,250).

If the Library and Stifel agree to an extension of the contract into a second year, an additional monthly fee will be paid by the Library to Stifel in the amount of \$1,875 (\$22,500/12 months) for each month municipal advisor services are provided. Fees for services related to a long-term debt issuance in year two would be per the same schedule as detailed above for a debt issuance in year one of our contract.

If the library extends the contract with Stifel for an additional one year, and does not issue any debt within the two year period of our contract, all fees for ongoing services not paid after year one of the contract will be due and payable at the completion of year two of the contract.

At the sole discretion of the Library, if the contract for municipal advisor services is extended into a second year, as noted above the Library can defer payment of ½ of the year one municipal advisor fee of \$11,250 as well as the monthly fees for year two of the contract until a bond or note is issued, if expected in year two (2018). Alternatively, if preferred by the Library, fees for both ½ of year one services and any monthly year two services can be paid semi-annually at June 30, 2018 and December 31, 2018.

Stifel would also be reimbursed for any reasonable out-of-town travel expenses (out-of-pocket only) relating to discussions with rating agencies and the pricing of any securities, provided Stifel seeks prior approval of the Library of the estimated costs of the out of town travel.

Stifel acknowledges and agrees that the approval of the Library's Board of Trustees is required prior to an extension of the contract into a second year, and for any fees for services related to the issuance of long term debt.

Authority to Direct Municipal Advisor

The following individuals have the authority to direct Stifel's performance of its Management Scope of Services:

- Joyce M. Dodrill, Chief Legal Officer
- Carrie Krenicky, Chief Financial Officer/Fiscal Officer
- Cindy Lombardo, Deputy Director and Chief Operating Officer

Respectfully submitted this 3rd day of January, 2017 STIFEL, NICOLAUS & COMPANY, INCORPORATED

Alan G. Baucco Managing Director

ACCEPTANCE

I, Felton Thomas, Jr., Director and Chief Executive Officer, upon approval by the governing body of the Cleveland Public Library, hereby accept the agreement as submitted by Stifel, Nicolaus & Company, Incorporated relative to the municipal advisor services, as described herein.

_		
Bv:		

Name: Felton Thomas, Jr.

Title: Director and Chief Executive Officer Cleveland Public Library

Date:

EXHIBIT A

Cleveland Public Library Municipal Advisory Services

MSRB Rule G-42 Disclosures

As municipal advisor to Cleveland Public Library, Ohio ("you"), Stifel Nicolaus ("Stifel" or "we") is subject to the rules of the Municipal Securities Rulemaking Board (MSRB), including MSRB Rule G-42, which took effect on June 23, 2016. We do not believe that Rule G-42 has substantively changed our obligations to you. The rule does, however, direct us to make certain disclosures to you. Please review the following disclosures and contact your Stifel municipal advisor if you have any questions.

Our Duties as Your Municipal Advisor

Rule G-42 describes our basic duties to you. Most importantly, we owe you a fiduciary duty, the principal element of which is a duty of loyalty. Under the duty of loyalty, we are required to deal honestly and in the utmost good faith with you and to act in your best interests without regard to our financial or other interests. We may not serve as your municipal advisor if we believe that we have any conflicts of interest that we cannot manage or mitigate so that we can act in your best interests.

Rule G-42 also provides that we owe you a duty of care. As part of that duty, we must possess the degree of knowledge and expertise needed to provide you with informed advice. Also, under that duty, when we make recommendations to you or help you to evaluate the recommendations of others, we may need to ask questions to make sure that we have all the relevant facts.

Disclosure of Conflicts

Rule G-42 requires us to disclose to you any "material" conflicts of interest, including any conflicts associated with contingent fee arrangements. As described in our engagement letter, the payment of a portion of our fee will be contingent on the closing of potential bond issues described in the engagement letter, and the amount of compensation will be based on a percentage of the principal amount of the bond issue(s). While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since we may have an incentive to recommend a transaction to you that is unnecessary or to recommend that the size of the bond issue be larger than is necessary. We would, of course, be willing to discuss an alternative fee arrangement, if that is your preference.

Stifel has not identified any additional potential or actual material conflicts that require disclosure.

Legal and Disciplinary Event Disclosures

Each firm that is registered as a municipal advisor with the U.S. Securities and Exchange Commission (SEC) is required to file Form MA with the SEC and update that form periodically and as events change. The firm is also required to file a Form MA-I for each of its employees who is engaged in municipal advisory activities. Stifel's most recent Form MA and the Form MA-1 for each current Stifel municipal advisor employee may be found on the SEC's EDGAR website using the following hyperlink: http://www.sec.gov/cgi-bin/browse-

edgar?CIK=0000094403&owner=exclude&action=getcompany&Find=Search.

Item 9 of Form MA requires each municipal advisor firm to disclose any criminal, regulatory violations, or self-regulatory violations and certain civil litigation. Because we are a broker-dealer firm, Form MA permits us to cross-reference to our Form BD, which is available on the website of the Financial Industry Regulatory Authority (FINRA), and our Form ADV, which is available on the SEC website. For your convenience, you may access our Form BD by using the following hyperlink: http://brokercheck.finra.org/Firm/Summary/793. You may access our Form ADV by using the following hyperlink: http://www.adviserinfo.sec.gov/IAPD/Firm/793. Item 6 of each Form MA-I requires comparable disclosure about a municipal advisor individual, as well as customer complaint, arbitration, investigation, termination, financial, and judgment/lien disclosure. When an individual has a disciplinary history, Form MA-I permits us to cross-reference to that individual's Form U-4. The disciplinary history

on an individual's Form U-4 is accessible entering the individual's name in FINRA's "Broker-Check" service, using the following hyperlink: http://brokercheck.finra.org/.

In our view, none of the legal and disciplinary event disclosures described in our Form MA or our Form MA-I is material to our ability to serve as your municipal advisor. Our Form MA was amended on January 4, 2017 to reflect the following settlement with the SEC:

On December 6, 2016, a final judgment ("Judgment") was entered against Stifel, Nicolaus & Company, Incorporated ("Stifel") by the United States District Court for the Eastern District of Wisconsin resolving a civil lawsuit filed in 2011 by the SEC in which the SEC alleged that Stifel violated suitability and antifraud rules when it sold synthetic collateralized debt obligations ("CDOs") to five Wisconsin school districts (the "School Districts") in 2006. Under the Order: (i) Stifel is required to cease and desist from committing or causing any violations and any future violations of Sections 17(a)(2) and 17(a)(3) of the Securities Act; and (ii) Stifel is required to pay a civil penalty of \$22.5 million, as well as disgorgement and prejudgment interest. Stifel previously resolved litigation with the School Districts. As a result of the previous settlement with the School Districts and the Judgment, the School Districts have been made whole for the losses they incurred on the CDOs.

Evaluation of Recommendations/Suitability

As provided in our engagement letter, we will assist you in evaluating recommendations, whether made by Stifel or, upon your written request, by third-parties, such as underwriters. We will provide you with our evaluation of the material risks, potential benefits, structure, and other characteristics of the transaction or product. We will discuss with you why we think a recommendation we make is suitable for you. In the case of recommendations made by an underwriter or other third-party that you request in writing that we review, we will discuss with you why we think the recommended transaction or product is or is not suitable for you. We will also inform you of any other reasonably feasible alternatives considered.

In order for us to evaluate whether we think a recommendation is suitable for you, we are required to consider the following factors and we may need information from you about those factors, much as if you were opening a brokerage account:

- financial situation and needs,
- objectives,
- tax status.
- risk tolerance,
- liquidity needs,
- experience with municipal securities transactions or municipal financial products generally or of the type and complexity being recommended,
- financial capacity to withstand changes in market conditions during the term of the municipal financial product or the period that municipal securities to be issued in the municipal securities transaction were reasonably expected to be outstanding, and
- any other material information known by the municipal advisor about the client and the municipal securities transaction or municipal financial product, after reasonable inquiry.

		Cintas	Unifirst
Year One			
Standard Plan - Prop. Mgmt.	\$	7,489.15	\$ 8,532.48
Standard Plan - SPS	\$	5,702.40	\$ 5,385.60
Alternate Plan - Prop. Mgmt.	\$	2,813.18	\$ 3,231.36
Total Weekly Cost	\$	285.60	\$ 98.40
Total Year One Cost	\$	16,290.34	\$ 17,247.84
Year Two			
Standard Plan - Prop. Mgmt.	\$	8,276.84	\$ 9,769.76
Standard Plan - SPS	\$	6,297.72	\$ 6,177.60
Alternate Plan - Prop. Mgmt.	\$	3,109.39	\$ 3,706.56
Total Weekly Cost	\$	315.64	\$ 111.93
Total Year Two Cost	\$	17,999.59	\$ 19,765.85
Year Three			
Standard Plan - Prop. Mgmt.	\$	8,440.44	\$ 10,307.44
Standard Plan - SPS	\$	6,417.84	\$ 6,520.80
Alternate Plan - Prop. Mgmt.	\$	3,171.17	\$ 3,912.48
Total Weekly Cost	\$	321.88	\$ 117.53
Total Year Two Cost	\$	18,351.33	\$ 20,858.25
Total Three-Year Price	\$	52,641.25	\$ 57,871.94
Start-Up Costs (Based on Year One On	ly,	Not Included in Above Price)	
Total Per Garment	\$	-	\$ 2.10
Total Start-Up Costs	\$	-	\$ 2,602.60
Total Cost (with start-up)	\$	52,641.25	\$ 60,474.54
Alternate Plan - SPS			
Year One (annual per employee)			
Pants	\$	46.08	\$ 54.72
Shirts	\$	69.60	\$ 43.20
Total Year One Per Employee	\$	115.68	\$ 97.92
Year Two (annual per employee)			
Pants	\$	50.86	\$ 62.40
Shirts	\$	63.65	\$ 49.92
Total Year Two Per Employee	\$	114.50	\$ 112.32
Year Three (annual per employee)			
Pants	\$	51.80	\$ 65.52
Shirts	\$	64.90	\$ 53.04
Total Year Three Per Employee	\$	116.70	\$ 118.56
Replacement Costs			
Poly/Cotton Shirt	\$	14.00	\$ 10.45
Poly/Cotton Pant	\$	16.00	\$ 14.05
Fire Resistent Shirt	\$	35.00	\$ 38.30
Fire Resistent Pant	\$	35.00	\$ 41.30
Security Shirt	\$	18.00	\$ Η.
Security Pant	\$	16.00	\$ 18.00

Year 1

Feb. 1, 2017 - Dec. 31, 2017

Standard Rental Plan - Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost		# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$	1.76	39	48	\$ 3,294.72
Shirts	\$	1.496	39	48	\$ 2,800.51
Fire Resistant Pants	\$	3.96	4	48	\$ 760.32
Fire Resistant Shirts	\$	3.30	4	48	\$ 633.60
			Total Annual Es	timated Cost	\$ 7,489.15

Standard Rental Plan - Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.76	30	48	\$ 2,534.40
Shirts	\$ 2.20	30	48	\$ 3,168.00
	Total Annual Estimated Cost		\$ 5,702.40	

Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly Rental Cost		# of Employees	# of Weeks	Annu	ıal Estimated Cost
Pants	\$	0.96	33	48	\$	1,520.64
Shirts	\$	0.816	33	48	\$	1,292.54
			Total Annual Es	stimated Cost	\$	2,813.18
Year 2				OPERAL () AND THE OWNER WOODERS AND THE OWNER AND THE OWN		

Jan. 1, 2018 – Dec. 31, 2018

Standard Rental Plan - Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.793	39	52	\$ 3,636.20
Shirts	\$ 1.529	39	52	\$ 3,100.81
Fire Resistant Pants	\$ 4.037	4	52	\$ 839.70
Fire Resistant Shirts	\$ 3.366	4	52	\$ 700.13
THE RESERVE THE PROPERTY OF TH	**************************************	Total Annual Estimated Cost		\$ 8,276.84

Standard Rental Plan - Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost		# of Employees	# of Weeks	Annual	Estimated Cost
Pants	\$	1.793	30	52	\$	2,797.08
Shirts	\$	2.244	30	52	\$	3,500.64
			Total Annual Estimated Cost		\$	6,297.72

Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly Rental Cost		# of Employees	# of Weeks	Annual	Estimated Cost
Pants	\$	0.978	33	52	\$	1,678.25
Shirts	\$	0.834	33	52	\$	1,431.14
		 Collection of the expense of the contract of the	Total Annual	Estimated Cost	\$	3,109.39
Year 3 Jan. 1, 2019 –	Dec. 31, 2019				N. Contraction	

Standard Rental Plan – Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost		# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$	1.826	39	52	\$ 3,703.13
Shirts	\$	1.562	39	52	\$ 3,167.74
Fire Resistant Pants	\$	4.114	4	52	\$ 855.71
Fire Resistant Shirts	\$	3.432	4	52	\$ 713.86
			Total Annual Es	\$ 8,440.44	

Standard Rental Plan - Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.826	30	52	\$ 2,848.56
Shirts	\$ 2.288	30	52	\$ 3,569.28
	\$ 6,417.84			

Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 0.996	33	52	\$ 1,709.14
Shirts	\$ 0.852	33	52	\$ 1,462.03
Total Annual Estimated Cost				\$ 3,171.17

Year 1 Feb. 1, 2017 – Dec. 31, 2017

Standard Rental Plan - Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost		# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$	2.09	39	48	\$ 3,912.48
Shirts	\$	1.65	39	48	\$ 3,088.80
Fire Resistant Pants	\$	4.19	4	48	\$ 804.67
Fire Resistant Shirts	\$	3.78	4	48	\$ 726.53
			Total Annual Es	timated Cost	\$ 8,532.48

Standard Rental Plan - Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost		# of Employees	# of Weeks	Annual	Estimated Cost
Pants	\$	2.09	30	48	\$	3,009.60
Shirts	\$	1.65	30	48	\$	2,376.00
			Total Annual	Estimated Cost	\$	5,385.60

Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly Rental Cost		# of Employees	# of Weeks	Annual	Estimated Cost
Pants	\$	1.14	33	48	\$	1,805.76
Shirts	\$	0.90	33	48	\$	1,425.60
			Total Annual Es	timated Cost	\$	3,231.36

Year 2 Jan. 1, 2018 – Dec. 31, 2018

Standard Rental Plan - Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost		# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$	2.20	39	52	\$ 4,461.60
Shirts	\$	1.76	39	52	\$ 3,569.28
Fire Resistant Pants	\$	4.40	4	52	\$ 915.20
Fire Resistant Shirts	\$	3.96	4	52	\$ 823.68
			Total Annual	Estimated Cost	\$ 9,769.76

Standard Rental Plan - Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 2.20	30	52	\$ 3,432.00
Shirts	\$ 1.76	30	52	\$ 2,745.60
		Total Annual Es	timated Cost	\$ 6,177.60

Alternate Lease Plan - Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly Rental Cost		# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$	1.20	33	52	\$ 2,059.20
Shirts	\$	0.96	33	52	\$ 1,647.36
Total Annual Estimated Cost					\$ 3,706.56

Year 3

Jan. 1, 2019 – Dec. 31, 2019

Standard Rental Plan - Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental Cost		# of Employees	# of Weeks	Annu	al Estimated Cost
Pants	\$	2.31	39	52	\$	4,684.68
Shirts	\$	1.87	39	52	\$	3,792.36
Fire Resistant Pants	\$	4.62	4	52	\$	960.96
Fire Resistant Shirts	\$	4.18	4	52	\$	869.44
			Total Annual	Estimated Cost	\$	10,307.44

Standard Rental Plan - Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly Rental	Cost	# of Employees	# of Weeks	Annua	l Estimated Cost
Pants	\$	2.31	30	52	\$	3,603.60
Shirts	\$	1.87	30	52	\$	2,917.20
Total Annual Estimated Cost				\$	6,520.80	

Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly Rental Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.26	33	52	\$ 2,162.16
Shirts	\$ 1.02	33	52	\$ 1,750.32
		Total Annual Es	stimated Cost	\$ 3,912.48



325 Superior Avenue • Geveland Ohlo 44114 • 216.623,2800 • www.cpt.org

BID FORM 1 OF 5

Year 1

Feb. 1, 2017 - Dec. 31, 2017

Standard Rental Plan - Property Management and Shipping (11 Shirts and 11 Pants to be

laundered by Vendor)

Garment	Weekly	Ren	tal Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.76	UR	80.16	39	48	#3294.72
Shirts	\$1.496	oa.	80.136	39	48	\$ 2800.51
Fire Resistant Pants	\$3.96	or	80.36	4	48	\$ 760.32
Fire Resistant Shirts	\$ 3.30	or	\$0.80	4	48	\$ 633.60
		70.00 \$50mm \$50m		Total Annual	Estimated Cost	\$ 7489.15

Standard Rental Plan - Safety and Protective Services (11 Shirts and 11 Pants to be

laundered by Vendor)

Garment	Weeldy Ren	tal Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$1.76 ca	80.16	30	48	#2534.40
Shirts	\$ 2.20 00	\$0.20	30	48	\$ 3168.00
			Total Annual	Estimated Cost	\$ 5702.40

Alternate Lease Plan - Property Management and Shipping (6 shirts and 6 pants to be

laundered by employee)

Garment	Weekly	Rent	al Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 0.96	on	\$0.16	33	48	# 1520.64
Shirts	#0.816	Od	\$0.136	33	48	\$ 1292.54
	L			Total Annual	Estimated Cost	\$ 2813.18

Alternate Lease Plan - Safety and Protective Services

No Safety and Protective Services employees utilize the alternate lease plan offered by the current vendor. However, as this option will be offered to employees, please quote your weekly rental price for 6 pants and 6 shirts per employee for 2017 on the space provided below:

SECURITY SHIRTS - QTY 6. \$0.20 × 6 = \$ 1.20 × 48 WEEKS = \$57.60 × 30 EE'S = \$ 1728.00

COMFORT PANTS - QTY 6. \$0.16 x 6 = \$0.96 x 48 WEEKS = \$46.08 x 30 EE'S = \$ 1382.40



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BID FORM 2 OF 5

Year 2 Jan. 1, 2018 – Dec. 31, 2018

2% API

Standard Rental Plan - Property Management and Shipping (11 Shirts and 11 Pants to be

laundered by Vendor)

Garment	Weekly	Rent	al Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$1.793	OL	\$0.163	39	52	# 3636.20
Shirts	\$1.529	OR	\$0.139	39	52	\$ 3100.81
Fire Resistant Pants	5 4.037	on	80.367	4	52	# 839.70
Fire Resistant Shirts	43.366	02	a 0.306	4	52	\$ 700.13
				Total Annual	Estimated Cost	\$ 8276.84

Standard Rental Plan - Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

Garment	Weekly	Rent:	al Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.793	OR	40.163	30	52	\$ 2797.08
Shirts	\$ 2.244	OA	8 0.204	30	52	\$ 3500.64
		al anni il più minetanin paresti		Total Anuual	Estimated Cost	\$ 62.97.72

Alternate Lease Plan - Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

Garment	Weekly	Rent	al Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	80.978	OA	80.163	33	52	\$ 1678.25
Shirts	80-834	on	10.139	33	52	\$ 1431.14
and the second	••••••			Total Annual	Estimated Cost	# 3109.39

Alternate Lease Plan - Safety and Protective Services

No Safety and Protective Services employees utilize the alternate lease plan offered by the current vendor. However, as this option will be offered to employees, please quote your weekly rental price for 6 pants and 6 shirts per employee for 2018 on the space provided below:

SECURITY SHIETS - QTG . X \$0.204 = \$1.224 x 52 WEEKS = \$63.65 x 30 EE'S = \$1909.50

SECURITY PANTS - QTY 6 x 80.163 = \$0.978 x 52 WEEKS = \$50.86 \$ 30 EE'S = \$1525.80



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BID FORM 3 OF 5

Year 3 Jan. 1, 2019 – Dec. 31, 2019

2% API

Standard Rental Plan - Property Management and Shipping (11 Shirts and 11 Pants to be

laundered by Vendor)

Garment	Weekly	W. 940 S. 1748	al Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	\$ 1.826	os.	\$0.166	39	52	\$ 3703.13
Shirts	\$1.562	oa.	40.142	39	52	\$ 3167.74
Fire Resistant Pants	84.114	04	\$ 0.374	4	52	# 855.71
Fire Resistant Shirts	\$3.432	on	40.312	4	52	\$ 713.86
and the state of t	I	***************************************	sample the second second second	Total Annual	Estimated Cost	# 8440.44

Standard Rental Plan - Safety and Protective Services (11 Shirts and 11 Pants to be

laundered by Vendor)

Garment	Weekly	Rent	al Cost	# of Employees	#of Weeks	Annual Estimated Cost
Pants	\$1.826	or	\$0.166	30	52	A 2848.56
Shirts	\$2.28B	62	\$ 0.20B	30	52	# 3569.28
	W. W. C.			Total Anunal	Estimated Cost	\$ 6417.84

Alternate Lease Plan - Property Management and Shipping (6 shirts and 6 pants to be

laundered by employee)

Garment	b distributed	in the state of	al Cost	# of Employees	# of Weeks	Annual Estimated Cost
Pants	80.996	OR	#0.166	33	52	\$ 1709.14
Shirts	80.852	on	40.142	33	52	\$ 1462.03
######################################			and the second s	Total Annual	Estimated Cost	\$ 3171.17

Alternate Lease Plan - Safety and Protective Services

No Safety and Protective Services employees utilize the alternate lease plan offered by the current vendor. However, as this option will be offered to employees, please quote your weekly rental price for 6 pants and 6 shirts per employee for 2019 on the space provided below:

SECURITY SHIRTS - QTY 6 × \$0.208 = \$1.248 × 52 WEEKS = \$64.90 × 30 EE'S = \$ 1947.00

SECURITY PANTS - QTY 6 × \$0.166 = \$0.996 × 52 WEEKS = \$51.80 × 30 EE'S = \$ 1554.00



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BID FORM 4 OF 5

Description	Cost	Fixed	% of Invoice
Make Up Charge (per garment)	\$0.50	1	-WAIVED GALLY AT
Name Emblem Charge (per garment)	\$0.75	8	- WAINED DALY AT
Company Emblem Charge (per garment)	\$1.50	/	- WANED ONLY AT
Locker Charge - Clean Garments (weekly)	Ø	/	
Locker Charge – Soiled Garments (weekly)	Ø		
Service Charge (weekly)	\$5.95	6	
Environmental Charge (weekly)	NA		
DEFE Charge (weekly)	NIV		
Fuel Charge (weekly)	NA		
Size Premium Charge (per garment)	Ø	1	
Damage Charge (per garment)	ø	1	
Loss/Replacement Charge - Poly/Cotton Shirt	\$14.00	V	
Loss/Replacement Charge - Poly/Cotton Pant	\$ 16.00	V	
Loss/Replacement Charge - Fire Resistant Shirt	835.00		
Loss/Replacement Charge – Fire Resistant Pant	a 35.00	✓	
oss/Replacement Charge – Security Shirt	\$18.00	/	
oss/Replacement Charge – Cargo Pant	\$ 16.00	1	

Please list below any additional fees that may apply:

***Please Note: Cleveland Public Library is not held responsible for any charges that are not listed below.

Description		C	ost	Fixed	i	% of In	voice	
K SEE ADDENOUM IN RELACIOS TO	BuyB	ACK E	F SE	CURITY	SHIRE	rs and	PLAME	-
RESISTANT GARMENTS SIGNED IN	20	is if	CPL	DOES	NOT	RENEW	AGREE	MENT
WITH CINTAS FOR 35 MONTHS:	***************************************							
	0	STUR	TY SH	ets - 9	TY 33	0 × 514.	75 EACH	= \$ 4867.50
	2	FR SI	HILTS	- 97	। पप	× \$65,0	o each f	· \$ 2860.00
	(3)	FR P	ANTS	- QTY	भुष	K \$55.00	EACH =	\$ 2420.00



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BID FORM 5 OF 5

ESTIMATED ANNUAL EXPENDITURES

First Year Estimated Costs - 2017		
Cost of Standard Rental Plan	\$	nu00 15
 Property Management and Shipping 	Φ	7489.15
Cost of Alternate Lease Plan	\$	1012 10
- Property Management and Shipping	Φ	2813.18
Cost of Standard Rental Plan	\$	
 Safety and Protective Services 	Φ	5702.40
Total Weekly Additional Fees (for 48 weeks)	\$	285.60
Total Estimated Cost	\$	16,290.33

SERVICE CHARLE \$5.95

Second Year Estimated Costs - 2018	
Cost of Standard Rental Plan - Property Management and Shipping	\$ 8276.84
Cost of Alternate Lease Plan – Property Management and Shipping	\$ 3109.39
Cost of Standard Rental Plan — Safety and Protective Services	\$ 6297.72
Total Weekly Additional Fees (for 52 weeks)	\$ 315.64
Total Estimated Cost	\$ 17,999.59

SERVICE CHARLE \$6.07

Third Year Estimated Costs - 2019.		
Cost of Standard Rental Plan – Property Management and Shipping	\$ 8440.44	
Cost of Alternate Lease Plan – Property Management and Shipping	\$ 3171.17	
Cost of Standard Rental Plan — Safety and Protective Services	\$ 6417.84	
Total Weekly Additional Fees (for 52 weeks)	\$ 321.88	
Total Estimated Cost	\$ 18,351.33	

SERVICE CHARLE \$6.19

ESTIMATED TOTAL COST OF BID \$ 52,641.25



Addendum to Service Agreement #3371 between Cleveland Public Library and Cintas Corp

Customer is adding a garment that is flame resistant and security shirts with emblems on sleeves.

Flame Resistant Garments- Customer bears full responsibility for selecting the fabrics under this agreement. Customer acknowledges that Company has made no warranty, or covenant with respect to the flame-resistant qualities of the fabrics or garments with respect to the fitness or suitability of the fabrics or garments for this purpose. Customer acknowledges that numerous manufacturers market fabrics represented to be flame-resistant. Company makes no independent representation as to the flame-resistant qualities of the fabric selected by Customer as compared to other available fabrics or fabrics which may become available in the future. Customer agrees to notify all employees of Customer who will be wearing the flame-resistant garments that the garments are not designed for long term high heat exposure or for use around open flames and that no representation is made as to the garment's ability to protect users from injury or death.

Garments to be added:

Garment	Weekly Rental	Loss Replacement Charge/Buyback Rate
Carhartt FR Shirt	\$.35 per garment	\$65.00 per garment
Carhartt FR Pant	\$.35 per garment	\$55.00 per garment
Security Shirt	\$.20 per garment	\$14.75 per garment
Application fee for emblems sewn onto sleeves	\$2.00 per emblem paid one-time each, not a weekly fee	n/a

If current Service Agreement is not renewed before or after May 2016 for a minimum extension of thirty-six (36) months, or these flame-resistant garments and/or security shirts are stopped from service for any reason before current Service Agreement expires in May 2016, Customer will buy back each garment at the Replacement Rate listed above. If Service Agreement is renewed before May 2016 with an extension of at least thirty-six (36) months, there will be no penalty to stop the flame-resistant garments from rental program as long as they are returned in reusable condition. The Security Shirt will be considered non-standard at all times & will always be bought back by Customer at sald rate if ever stopped from the program for any reason.

Accepted By: Junice Litization	Ву:	X Jelly Chows
Cintas Location #	Name:	Felton Thomas
	Title:	Director
	Company:	Cleveland Public Library



Addendum B to Service Agreement #3371 between Cleveland Public Library and Cintas Corp

Customer is adding a garment that is flame resistant and security shirts with emblems on sleeves in August 2015. When the contract is possibly renewed in 2016, these garments that were added in August 2015 will not be re-ordered at the time of contract renewal. If the contract is not renewed in 2016, the garments added in August 2015 will all be bought back per the terms in the addendum signed on 2016.

Accepted By: Tanull D

Cintas Location #

By:

Name: -felton Inomas

Title: Director

Company: Cleveland Public Library

Policy #R-1003 Exhibit F Revised: May 18, 2011

IMMEDIATE BUY BACK AGREEMENT Non-Standard Product / Special Size Garments

Cleveland Public Library (Customer) orders from CINTAS CORPORATION ("Company") or any of its subsidiaries a garment rental service requiring garments that are not standard to Company's normal rental product line.

In the event non-standard products are returned to Cintas for reasons other than normal wear, the Customer agrees to buy back all non-standard products assigned to that employee at the rate listed below as the buy back rate. In the event an employee requiring a special size garment discontinues the service for any reason, the Customer agrees to buy back the garment at the rates listed as buy back rate below. The customer will be billed on the following week's invoice.

These garments taken out of service and purchased by the Customer will remain with the Customer.

In the event the Customer deletes the non-standard product, alters the design of the non-standard product, below terminates the rental agreement or fails to renew the rental agreement, the Customer agrees to buy back all the remaining non-standard products that Company has in inventory in-service and out-of-service at the rate listed as buy back rate. When an employee is terminated from the rental program, or does a size change, the Company will be invoiced for all the shirts allocated to that employee on the following week's invoice. Company may in its sole discretion elect to waive the buy back, in which case, customer is obligated to return all garments to company in good and usable condition.

Example 1: John Smith of ABC Rentco rents standard pants and non standard/exception shirts. John Smith leaves the employment of ABC Rentco. If all pants are returned in rentable condition, the company is not charged. The company is charged for all shirts at the agreed buy back rate and customer retains possession of the shirts.

Example 2: Mary Jones of AMD SteelFab rents non standard/exception shirts and pants. Mary requires a smaller size of both shirts and pants. The new sized shirts and pants are secured for rental and the company is charged for all old shirts and pants at the agreed buy back rate. These garments are retained in the customer's possession.

Non-Standard and/or Special

Size Product	Day Mack Letter
838- Security Shirt	\$14.75 per garment
Accepted By: Kingull 197	UIV. By: Heldon
Cintas Location #()]	Name: Felton Thomas
	Title: Director
	Company: Cleveland Public Library
	/

Ruy Book Data



Accepted-GM:

SPECIALTY APPAREL RENTAL SERVICE AGREEMENT

Location	No.	011	STIZON6SVIL
		7	

Contract No.	3371	

Customer	No.	6062	.3371

Date 🛞	2	11	12017
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	Date 🛞	2/1/201
	Phone (216) 623-2800
City_ CLEVELAND	State_OH	Zip_ U 4114
Non-Standard (Bu	y Back) item	Unit Price
Yes		0.136
		0.16
		0,20
		0.16
		0.30
		0.36
		0.00
rom date of installation.	and a suite of the second seco	
% of Inventory\$_ % of Inventory\$_ % of Inventory\$_ he average of the first 4 weeks of small or large sizes, unusually shoremium \$per group towels may not be used to close the color of the	Ea. Ea. invoicing or most recer for or long sleeve or le garment for shirts/pant lean up oil or solvent s sipping: \$ t not limited to, costs on scellaneous costs in amples". A charge	ength, etc.) premiur ts per week spills. directly or indirectly
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		Discount
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is discontinued for any employed	e, or Customer deletes	any of the garment
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are removed from service at the	e then current replace	ment values.
<u>(8)</u>	-	Act of the second
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	Non-Standard (Bu Yes	City CUEVEAND State OH Non-Standard (Buy Back) item Yes (To) Tom date of installation. Stive upon notice to Customer, which notice may be in Sure ea If Amount Due is Carried to Following Week) of of Inventory \$ Ea. for Inventory \$ Ea. for Inventory \$ Ea. for Inventory \$ Ea. for Inventory \$ Inventories of items in post or long sleeve or leading to the first 4 weeks of invoicing or most recernance of the first 4 weeks of invoicing or most recernance of the first 4 weeks of invoicing or most recernance of the first 4 weeks of invoicing or most recernance of the first 4 weeks of invoicing or most recernance of the first 4 weeks of invoicing or most recernance of the first 4 weeks of invoicing or most recernance of the first 4 weeks of invoicing or most recernance of the first 4 weeks of invoicing or most recernance of the first 4 weeks of invoicing or most recernance of the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance of the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or the first 4 weeks of invoicing or most recernance or first 4 weeks of invoicing or most recernance or first 4 weeks of invoicing or most recernance or first 4 weeks of invoicing or most recernance or first 4 weeks of invoicing or most recernance or first 4 weeks of invoicing or most recernance or first 4 wee

_ Please Print Title 🔊

Form Distribution: (1) White-Office

Email (%)
(2) Canary-Customer

(3) Pink-Corporate Office



SPECIALTY APPAREL RENTAL SERVICE AGREEMENT

The customer, its successors and assigns ("Customer") orders from CINTAS CORPORATION or any of its subsidiaries, successors and
assigns ("Company") all of the Customer's requirements of garment rental services and other items covered by this agreement during the term of
this agreement all in accordance with the pricing, terms and conditions contained herein. Pricing is based on 52 weeks billing per rental item per
year.

All garments and other rented items will be cleaned and maintained by Company and remain the property of the Company. Any garments that require replacement due to normal wear will be replaced by Company at no charge to Customer. If garment needs to be replaced outside of

normal wear and tear, the customer will be charged the then current replacement value.

Customer agrees to notify Company, in writing of any hazardous materials that may be picked up by Company in the soiled garments or other textiles serviced under this agreement. In no case will hazardous materials be present to the extent that they may be harmful to Company's

The weekly rental charge for any individual leaving the employ of Customer can be terminated, but only after all garments issued to that individual, or the current replacement value of same, have been returned or paid to-Company. Any special products (i.e., logo mats, non-standard garments, non-standard facility services products, etc.) must be purchased by the customer if service is stopped for any reason. If items are lost or damaged by any means other than normal wear and tear, Customer will pay the then current replacement values for said items. Should Customer require garment sizes that are outside the standard size range, Customer agrees to pay the specific premium price for those items and sizes designated on page 1 of this agreement.

This agreement is effective as of the date of execution. The initial term of this agreement shall be as set forth on the front of this agreement and shall automatically renew for the same period of time unless Company is notified, to the contrary, in writing, 60 days in advance of the expiration of the then current term. Company has the right to increase prices. The Customer has the right to reject the price increase within ten (10) days of the notice. If Customer rejects the price increase, Company may terminate this agreement. If the customer receives discount pricing due to bundling of products/services, Customer acknowledges that discount is subject to Customer continuing the bundling of the product/services. Should customer discontinue bundling, pricing may be increased to the non-discounted price. All invoices must be paid within ten days after the end of the month. Interest will accrue on any amounts which are not paid when due from the date due to the date of payment in full at an annual percentage rate equal to the lesser of (a) either percent 18% or (b) the maximum rate permitted by applicable law.

Customer hereby agrees to defend, indemnify and hold harmless Company from any claims and damages arising out of or associated with this agreement or resulting from Customer's or its employee's use of the garments. Further, customer releases Company from any and all liability

that results or may result from the use of the garments.

Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of the service which have not been resolved in the normal course of business must be sent by registered letter to Company's General Manager. If Company then fails to resolve any material complaint in a reasonable period of time, Customer may terminate this agreement provided all rental items are paid for at the then current replacement values or returned to Company in good and usable condition.

Any dispute or matter arising in connection with or relating to this agreement shall be resolved by binding and final arbitration under both the laws of the state where Customer is located and applicable federal laws providing for the enforcement of agreements to arbitrate disputes. Arbitration shall be administered by a single arbitrator selected by agreement of the parties. Any such dispute shall be determined on an individual basis, shall be considered unique as to its facts, and shall not be consolidated in any arbitration or other proceeding with any claim or controversy of any other party. The exclusive jurisdiction and forum for resolution of any such dispute shall lie in the state where the Customer is located.

Customer certifies that Company is in no way infringing upon any existing contract between Customer and any other service provider.

This agreement contains the entire agreement of the parties with respect to the subject matter of this agreement and supersedes all prior negotiations, agreements and understandings with respect thereto. This agreement may only be amended by a written document executed by all parties.

Company is a licensee and not the owner of the Carhartt trademarked products. If Company should no longer have such license, then Company will substitute the Carhartt trademarked garments with garments of similar material and quality.

For flame resistant garments, Customer bears full responsibility for selecting the fabrics under this agreement. Customer acknowledges that Company has made no warranty, or covenant with respect to the flame-resistant qualities of the fabrics or garments or with respect to the fitness or suitability of the fabrics or garments for this purpose. Customer acknowledges that numerous manufacturers market fabrics represented to be flame-resistant. Company makes no independent representation as to the flame-resistant qualities of the fabric selected by Customer as compared to other available fabrics or fabrics which may become available in the future. Customer agrees to notify all employees of Customer who will be wearing the flame-resistant garments that the garments are not designed for long term high heat exposure or for use around open flames and that no representation is made as to the garment's ability to protect users from injury or death.

For high visibility garments, Customer bears sole responsibility for: (a) determining the level of visibility needed by wearers of the garments for their specific work conditions or uses: (b) identifying and selecting which garments meet the required level of visibility for any particular work conditions or uses; and (c) determining when garments require repair or replacement to meet the required level of visibility. If garment needs to be replaced outside of normal wear and tear, the customer will be charged the then current replacement value, Customer acknowledges and understands that the garments alone do not ensure visibility of the wearer. Customer further acknowledges that Company is relying upon Customer to determine whether any garments need repair or replacement to maintain the required level of visibility. Company represents only that the garments supplied satisfy certain ANSI/ISEA standards to the extent the garments are so labeled. Customer acknowledges that Company has made no other representations, covenants or warranties whether express or implied, related to the garments.

Additional customer employees, products and services may be added to this agreement and shall automatically become a part of and subject to the terms hereof this agreement, and subject to all of its provisions. If this agreement is terminated early, the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this agreement is terminated by Customer prior to the applicable expiration date for any reasons other than documented quality of service reasons which are not cured as set forth above, or terminated by Company for cause at any time, Customer will pay to Company, as liquidated damages and not as a penalty, the greater of 50% of the average weekly invoice total multiplied by the number of weeks remaining in the unexpired term, or buy back all garments and other products allocated to Customer at the then current replacement values. Customer shall also be responsible for any unpaid charges on Customer's account prior to termination.

This Agreement may not be modified, amended or supplemented except in writing signed by an authorized representative of Cintas, provided, however, if a Federal, state or local governmental body or its representative is a party to this Agreement, the proposed modification, amendment or supplement must be in a writing signed by a President or Senior Vice President of Cintas.

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Liberty Mutual Surety

10 South Riverside Plaza Suite 300 Chicago, IL 60606

December 6, 2016

Carol A. Hubler Procurement & Contract Coordinator Cleveland Public Library 325 Superior Avenue Cleveland, Ohio 44114-1271

RE:

Cintas Corporation Cincinnati, OH

Project: Uniform Rental Services

Dear Ms. Hubler:

As the exclusive surety broker for CINTAS CORPORATION, Aon Risk Services is pleased to confirm the excellent relationship between Cintas Corporation and Liberty Mutual Insurance Company. Liberty has a Best Rating of "A" (Excellent), Financial Size Category of Class XV (\$2 Billion or more).

Cintas Corporation has a bonding capacity established with \$500,000 single limit with a \$20,000,000 aggregate program. Projects over these amounts will be considered on a project specific basis by Liberty. Please note that the decision to issue performance and payment bonds is a matter between Cintas and Liberty, and will be subject to our standard underwriting at the time of the final bond request, which will include but not be limited to the acceptability of the contract documents, bond forms and financing. This is a surety reference letter and we assume no liability to any third party if for any reason we do not execute such bonds.

Aon and Liberty are proud of their association with Cintas Corporation and we can provide whatever additional information you may require in regard to their surety relationship. Please contact us at phone number of 312-381-4478.

Sincerely,

LIBERTY MUTUAL INSURANCE COMPANY

Michelle D. Krebs, Attorney-In-Fact

Aon Construction Services



12/7/2016

Cintas Reference List for Cleveland Public Library Bid

- Cleveland Tank and Supply customer since 1998
 Contact: Rich Ferris 216-771-8265
- Cleveland Hilton (brand new site) customer since 2016
 Contact: Michael Hammer 216-413-5000
- 3. City of Cleveland (brand new customer) customer since 2015 Contact: Many
- Steel Improvement and Forge customer since 1984
 Contact: Pat 216-432-6291
- Horsburgh and Scott customer since 1984
 Contact: Dean McClelland 216-431-3900
- Central Cadillac customer since 1998
 Contact: Mike Wonder 216-861-5800
- 7. Hanna CRE customer since 2008 Paula Koenig – 216-861-5388

^{**}more references upon request. Service many customers in Downtown Cleveland.

Corporate Policy #C-170 (United States)
Exhibit A
Reviewed September 3, 2015
Revised September 3, 2015



A NOTICE AND INVITATION TO ALL EMPLOYEES AND APPLICANTS

John Miller, General Manager, Cintas Corporation

AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

STATEMENT

Cintas has been and will continue to be an equal opportunity employer. To assure full implementation of this equal employment policy, we will take steps to assure that:

- a. Persons are recruited, hired, assigned and promoted without regard to race, religion, color, citizenship, sex, sexual orientation, gender identity, national origin veteran's status, age or disability.
- b. All other personnel actions, such as compensation, benefits, transfers, and access to training, are administered without regard to race, religion, color, veteran's status, citizenship, sex, sexual orientation, gender identity, national origin age or disability.
- c. Partners and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have: (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity or (4) exercised any other right protected by federal, state or local law requiring equal opportunity.

The HR Manager has been assigned the responsibilities of EEO Coordinator. As EEO Coordinator, the HR Manager is responsible for the day to day implementation and monitoring of this Affirmative Action Plan. As part of that responsibility, the HR Manager will periodically analyze the Company's personnel actions and their effects to ensure compliance with our equal employment policy.

If you, as one of our partners or as an applicant for employment, have any questions about this policy, please contact the HR Manager during regular business hours.

Scott Farmer, CEO of Cintas, has reviewed and fully endorses our Affirmative Action and Equal Employment Opportunity program.



REQUEST FOR PROPOSALS FOR UNIFORM RENTAL SERVICES

November 28, 2016

The purpose of this Request for Proposals ("RFP") is to identify a vendor to provide uniform rental services for the Cleveland Public Library (the "Library"). The successful vendor must be capable of providing laundry, alteration, and repair services for the uniforms, and must be able to provide the services for an initial contract period of up to thirty-five (35) months beginning on February 1, 2017 and ending as late as December 31, 2019.

I. SCOPE OF SERVICES

A. Garments

The selected vendor must provide uniforms for the employees in the Library's Safety and Protective Services, Property Management, and Shipping Departments. There are approximately 30 employees in the Safety and Protective Services Department, 57 in the Property Management Department, and 10 in the Shipping Department. The number of employees in each department is subject to increase and decrease periodically, and the selected vendor must be able to meet the Library's changing demand for uniform services.

The garments provided for the Safety and Protective Services Department must be new (never used) consist of tactical or utility cargo pants (painter's pants are unacceptable), short sleeve button-down security uniform shirts, and long sleeve button-down security uniform shirts. The shirts must be permanent press, comprised of a fabric or blend suitable for performing security duties, and must have the Library's logo on their sleeves. The size, color, shape, and placement of the logos are subject to the Library's approval, if the embroidered logos are not provided by the Library.

The garments supplied for the Property Management and Shipping Departments must also be new (never used), permanent press, and composed of sixty-five percent (65%) polyester and thirty-five percent (35%) cotton. Substitute permanent press fabrics may be quoted provided that their durability and appearance are equal to or better than the stated fabric blend. All garments provided for Property Management and Shipping employees must have a lined collar, two (2) buttoning breast pockets, bar tacks at stress points, seven (7) matching buttons, sewn-in collar, and a neck button (not a snap or gripper). Additionally, the garments provided for the three maintenance mechanics and their foreman must be fire resistant.

The shirts provided for the Property Management and Shipping Departments must have affixed name plates and Library logos. Each name plate must contain the employee's first name, and must be sewn onto the shirt above the right breast pocket. The Library logo must be sewn onto the shirt above the left breast pocket. The name plates and logos must be thread embroidered, and the name plates must contain the employees' names in script lettering. The Library must approve the size, color, shape, and placement of the name plates and logos, if the



embroidered logos are not provided by the Library. Used name plates and logos that can be reused will be put back into service at no cost to the Library.

All garments provided by the vendor must be marked with individual identification numbers and the employee's last name.

The prospective vendor is responsible for proving that the garments comply with the requirements stated herein. Approval or disapproval of the garments will be determined by the Director of Property Management and the Safety and Protective Services Manager.

B. Delivery, Laundry, Repairs, and Replacements

The selected vendor will be responsible for pickup and delivery of garments. All garments are to be delivered to 325 Superior Avenue in wrinkle-free condition and on hangers. The delivery schedule will be agreed upon between the selected vendor and the Director of Property Management. All deliveries must be inventoried, and the delivery receipt must be signed by the Director of Property Management or his designee.

The vendor will also be responsible for laundering the garments on a weekly basis. All garments must be cleaned in a water wash with a detergent. No dry cleaning solvents or methods are acceptable. The garments should be starched if needed in order to reduce wrinkles.

Garments must be repaired and alterations performed as needed on a weekly basis. The selected vendor must provide the Library with "Service Needed" forms which will serve as a notification to the vendor of necessary repairs or service and delivery problems.

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

C. Lockers

The selected vendor will provide uniform exchange lockers ("Change-O-Matic" type) to be located at the Main Library of the Cleveland Public Library. The lockers should be new, but with the approval of the Director of Property Management, may be in "like new" condition. The vendor will be responsible for maintaining and cleaning the lockers.

D. Rent/Lease Option

The selected vendor must offer two service options that Library employees may choose from. The first service option will be a standard rental service option and will be designated as the "Standard Rental Plan" on the bid form located at the end of this RFP. Under the Standard Rental Plan, the vendor will pick up dirty uniforms at the Main Library, wash them, make necessary repairs or replacements, and return the uniforms on hangers to the lockers described



above on a weekly basis. Employees choosing this option must be provided with eleven (11) shirts and eleven (11) pairs of pants.

The second option will be a lease service and will be designated as the "Alternate Lease Plan" on the attached bid form. Under the Alternate Lease Plan, Library employees are responsible for storing and washing their uniforms. The vendor will remain responsible for repair and replacement services. Employees choosing this option must be provided with six (6) shirts and six (6) pairs of pants.

A detailed listing of the distribution of uniforms based on the most recent invoice received by the Library is attached to this Request for Proposals. The total number of uniforms needed and employees are subject to change during the term of the contract awarded.

E. Issuing and Decommissioning Uniforms

Prior to issuing uniforms, the successful bidder will be responsible for measuring Library staff during the Library's normal operating hours. Branch staff are to be measured at the branch where they report to work. All other staff are to be measured at the Main Library. Night custodians may be measured between 6:30 p.m. and 7:00 p.m. Uniforms must be provided beginning on February 1, 2017, and measurements may be completed at any time after Library selects a vendor.

When a new staff member is hired, the Library will notify the vendor to arrange a time for the vendor to measure the new employee for his or her uniform. The vendor must provide uniforms for the new employee within ten (10) business days after receiving notice from the Library.

When a staff member leaves a position, the Library will notify the vendor and will arrange with the employee to have his or her uniforms ready for the next scheduled pick up by the vendor. The vendor may not reuse the uniforms for other Library employees unless approved to do so by the Director of Property Management.

F. Customer Service

The selected vendor must provide a single point of contact for all of the Library's customer service needs. The customer service contact must check the status of the Library's account with designated Library representatives at least once per month and must be reachable during normal business hours to resolve any service issues encountered by the Library. Ideally, the customer service contact will be located at the vendor's local offices, but in any event, must be an individual other than the delivery driver.



II. PROPOSAL REQUIREMENTS

In order to be considered for award of the contract under this RFP, the successful proposer's proposal must meet each of the below-enumerated requirements. The proposal, at a minimum, must contain:

- o All three completed bid forms
- o Samples of all quoted garments;
- o A sample rental agreement;
- o A list of no fewer than three (3) references for whom proposer has completed similar services in the past five (5)-years;
- o Evidence of capability to provide a performance bond drawn in favor of the Cleveland Public Library in the amount of the first year contract cost; and
- o Proposer's policies and practices with regard to equal opportunity employment.

III. FORM OF PROPOSAL

Two paper copies of the Proposal shall be submitted to Carol Hubler, Procurement and Contract Coordinator, Cleveland Public Library, 325 Superior Avenue, Cleveland, Ohio 44114, and one digital copy to Ms. Hubler at carol.hubler@cpl.org or on a digital media device submitted with the hard copy of the proposal and capable of being opened on a standard Windows PC.

IV. SUBMISSION OF PROPOSALS

Proposal submissions must be received by Ms. Hubler no later than 4:00 P.M. on Thursday, December 8, 2016. CPL reserves the right to, at its sole discretion, to disregard and treat as invalid any Proposal not received by the designated person by the time and date specified above.

V. <u>COMMUNICATIONS</u>

All questions should be submitted to Ms. Hubler at (216) 623-2843 or in writing to carol.hubler@cpl.org no later than 5:00 P.M. on Wednesday, December 7, 2016. Please be aware that contact with any other personnel within the Cleveland Public Library, or any other organization with which the Cleveland Public Library is associated regarding this Request for Proposal, may disqualify your proposal from further consideration.

VI. EVALUATION CRITERIA

Evaluation criteria shall include, but not be limited to, responsiveness of the Proposal to the requirements of the RFP, perceived quality of garments, service history, experience, and cost. The Library reserves the right to determine the weight to be given to each individual factor, and may select a proposal it deems best suited to its needs and requirements.



The Library participates in cooperative purchasing programs as a member of both US Communities and State of Ohio Purchasing Communities. Vendors should indicate in their proposals whether program pricing is available, and if so, the available rate.

The Library may request additional information, samples, interviews, or presentations in support of proposals. Additionally, the Library may conduct an interview with any Proposer under consideration to confirm or clarify any information provided, or to collect more evidence of managerial, financial, and technical abilities.

VII. CANCELLATION/REJECTION --

The Library reserves the right to reject all proposals and cancel at any time for any reason this RFP, any portion of this RFP or any phase of the Project. The Library shall have no liability to any proposer arising out of such cancellation or rejection, and is not obligated to enter into an agreement with the lowest proposal. The Library reserves the right to waive minor variations from the RFP in the selection process. The Library assumes no responsibility for costs incurred in the preparation, presentation or submission of the proposals.

VIII. AMENDMENTS TO RFP

At its discretion, the Library may amend this RFP, including any attachments hereto, at any time prior to the deadline for receipt of Proposals, and distribute the amendments to all firms who are on record as having been furnished a copy of this RFP.

IX. NOTICE OF AWARD

The Library will notify all proposers if and when a proposal is selected under this RFP. The Library reserves the right to indicate in its notice to the successful proposer, if one is selected, which services under this RFP the Library will contract with the proposer for.

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***	CLEVELAND PUBLIC	245 Supprior Avenue - Geneland, Oblo 44114 - 216623 2500 - warmcpi arg

DEPARTMENT / UNIT	GARMENT STYLE	COLOR	ESTIMATED CHANGES/WEEK	UNIFORMS	TOTAL STAFF
Supervisors	Pants Shirts	Navy Blue White	ر د		4
Drivers	Pants Shirts	Navy Blue Blue w/ Navy Stripes	איא	11 11	ю
Carpenters	Pants Shirts *	Navy Blue Blue w/ Navy Stripes	νv	11 11	2
Painters	Pants Shirts	Navy Blue Blue w/ Navy Stripes	ري د	11 11	C
Garage	Pants Shirts	Navy Blue Blue w/ Navy Stripes	יט יט	11	
Maintenance Mechanic	Pants Shirts	Navy Blue Blue w/ Navy Stripes	N N	11	4
Shipping & Receiving	Pants Shirts	Navy Blue Blue w/ Navy Stripes	w w	11	10
Main Custodial	Pants Shirts	Navy Blue Blue w/ Navy Stripes	5	11	14
Branch Custodial	Pants Shirts	Navy Blue Blue w/ Navy Stripes	5 5	11 11	23
Lakeshore Custodial	Pants Shirts	Navy Blue Blue w/ Navy Stripes	5 5	11 11	4
Safety & Protective Services	Pants Pants	Navy Blue Navy Blue	ላ ላ	hend hend	30

Page 6 of 11



BID FORM 1 OF 5

Standard Rental Plan - Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

. Kamanioni	Wooldy RenandCost	Antidopinyans	7/70)) Wedls	Ammai Issimaind Cosi
Pants	019×11=2,09	39	48	3912.48
Shirts	0/5×11=1,65	39	48	3,088,80
Fire Resistant Pants	.381 x11 = 4.191	4	48	804.G7a
Fire Resistant Shirts	1344×11 = 3,784	4	48	726,538
	*	Total Amund Estimated Cost		8,533,48

Standard Rental Plan - Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

(Синикон) (Синикон)	Weddy-Rental Cost	-::aidlamployags	#of Weeks	Ammedilkijingilali Covi
Pants	,19 × 11 = 2.09	30	48	3609.66
Shirts	15x 11 = 1.65	30	48	2,5376.00
		Eard Avioual	5,385.60	

Alternate Lease Plan - Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

(Shianteni	AWearly-Remarknist	#Foretamployees	noi=\XY99ks	Amon Estineted Gost
Pants	,19x16 = 1,14	33	48	1.805,76
Shirts	15×6=.90	33	48	1,485,60
	•	Tom Ammatication and Con-		3,231.36

Alternate Lease Plan - Safety and Protective Services

No Safety and Protective Services employees utilize the alternate lease plan offered by the current vendor. However, as this option will be offered to employees, please quote your weekly rental price for 6 pants and 6 shirts per employee for 2017 on the space provided below:

poly-blend Parts , 15 xG = 90 a week

poly-blend Parts , 19 xG = 1.14 a week



BID FORM 2 OF 5

Year 2 Jan 1 2018 Dec 30 2018

Standard Rental Plan - Property Management and Shipping (11 Shirts and 11 Pants to be laundered by Vendor)

			I make a make the second of th	
as arumojá:	Weekly Rollind Gost	#2013 Employees	# of wedles	≛åvimalliktfinemede Gost
Pants	.20x 11 = 2,20	39	52	4.461.60
Shirts	.16 x 11 = 1.76	39	52	3.569.80
Fire Resistant Pants	.40 x 11 = 4,40	4	52	915,20
Fire Resistant Shirts	.36 x 11 = 3.96	4.	52	823,68
		. Konikamoni	Distributed Cost	9 770 28

Standard Rental Plan - Safety and Protective Services (11 Shirts and 11 Pants to be laundered by Vendor)

- -Сантиен -	Avodnys Romat Cost		— Jan Madies —	Ammalikalmajed. Cosi
Pants	06,6=11×06,	30	52	3,433,00
Shirts	16×11 = 1.76	30	52	2,745,00
		Teokil Aymari		

Alternate Lease Plan – Property Management and Shipping (6 shirts and 6 pants to be laundered by employee)

-(вяньсей <u>-</u>	- Worldk-Roman Cost-	Lagranian de la compa	=#of Wedke=	Aminatorinatori (Cost
Pants	.20x6 = 1.20	33	52	2,059,20
Shirts	.16×6= .96	33	52	1,647.36
		Limit Aminat L	Balins (al Cont	3,706.56

Alternate Lease Plan - Safety and Protective Services

No Safety and Protective Services employees utilize the alternate lease plan offered by the current vendor. However, as this option will be offered to employees, please quote your weekly rental price for 6 pants and 6 shirts per employee for 2018 on the space provided below:

poly-blend pont: 30x6=1.20 per week

poly-blend shirt: 16x6=396 per week

Page 8 of 11



BID FORM 4 OF 5

Piesonipioni, - i	Gbc4	Hiseria -	— WeatHiskoiiso
Make Up Charge (per garment)/Coment Pic	0	.50	
Name Emblem Charge (per garment)	4	,3 5	
Company Emblem Charge (per garment)		1, 25	
Locker Charge - Clean Garments (weekly)		Ø	
Locker Charge - Soiled Garments (weekly)		Ø	
Service Charge (weekly)	00	na	na
Environmental Charge (weekly)	na	na	00
DEFE Charge (weekly)		\$2.05	
Fuel Charge (weekly)	no	na	na
Size Premium Charge (per garment)	na	l na	na
Damage Charge (per garment)	nai	na	na
Loss/Replacement Charge - Poly/Cotton Shirt		10.45	
Loss/Replacement Charge – Poly/Cotton Pant		14.05	
Loss/Replacement Charge - Fire Resistant Shirt		38,30	
Loss/Replacement Charge - Fire Resistant Pant		41.30	
Loss/Replacement Charge - Security Shirt			
Loss/Replacement Charge – Cargo Pant		18.00	

Please list below any additional fees that may apply:

***Please Note: Cleveland Public Library is not held responsible for any charges that are not listed below.

Dienalpition	(Cost	laiskoil	— Zood Hinzolae
	`		
			*



BID FORM 5 OF 5

ESTIMATED ANNUAL EXPENDITURES

Huse Youthmand Costs 2017	,
Cost of Standard Rental Plan - Property Management and Shipping	\$8,532.48
Cost of Alternate Lease Plan - Property Management and Shipping	\$3,031.36
Cost of Standard Rental Plan — Safety and Protective Services	\$ 5,385,60
Total Weekly Additional Fees (for 48 weeks)	\$ 98.40
Lotal Extraver Cost	\$17,247.84

Second Ayear Estimated Costs 2018	
Cost of Standard Rental Plan - Property Management and Shipping	\$9,770,08
Cost of Alternate Lease Plan - Property Management and Shipping	\$ 3,706,56
Cost of Standard Rental Plan — Safety and Protective Services	\$ 6,177,60
Total Weekly Additional Fees (for 52 weeks)	\$ 111.93
timal Extinuitation	\$ 19,766.37

ing Arend Krimmted Enrice 2019	
Cost of Standard Rental Plan - Property Management and Shipping	\$ 10,207,44
Cost of Alternate Lease Plan - Property Management and Shipping	\$3,912.48.
Cost of Standard Rental Plan – Safety and Protective Services	\$ 6,530.80
Total Weekly Additional Fees (for 52 weeks)	\$ 117,53
Leonal Estimated Sessi	\$ 20,858,25

*57,872,46

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

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	ı	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
4	Taxes	25,338,596.38	0.00	0.00	0.00	\$ 0.00	25,338,596.38
42	Intergovernmental	24,446,629.88	1,612,067.36	00.00	0.00	\$ 0.00	26,058,697.24
43	Fines & Fees	382,844.40	0.00	0.00	0.00	\$ 0.00	382,844.40
44	Investment Earnings	451,088.66	1,064,441.98	0.00	281,860.41	\$ 0.00	1,797,391.05
45	Charges for Services	0.00	5,069,704.01	00.00	00.00	\$ 0.00	5,069,704.01
46	Contributions & Donations	1,365.00	1,258,295.62	0.00	0.00	\$ 0.00	1,259,660.62
48	Miscellaneous Revenue	1,449,476.35	70,890.00	3,500.16	0.00	\$ 113,759.12	1,637,625.63
	Total Revenues	\$ 52,070,000.67	\$ 9,075,398.97	\$ 3,500.16	\$ 281,860.41	\$ 113,759.12	\$ 61,544,519.33
51	Salaries/Benefits	35,266,633.71	2,969,859.04	0.00	0.00	\$ 0.00	38,236,492.75
52	Supplies	771,229.35	89,327.70	00'0	3,888.73	\$ 0.00	864,445.78
53	Purchased/Contracted Services	9,716,378.24	2,076,251.59	652.40	19,241.05	\$ 0.00	11,812,523.28
54	Library Materials	7,179,332.45	1,044,156.93	00.00	51,328.25	\$ 0.00	8,274,817.63
22	Capital Outlay	875,290.59	453,021.16	4,259,437.17	0.00	\$ 0.00	5,587,748.92
57	Miscellaneous Expenses	109,565.20	853,546.72	0.00	0.00	\$ 124,398.91	1,087,510.83
	Total Expenditures	\$ 53,918,429.54	\$ 7,486,163.14	\$ 4,260,089.57	\$ 74,458.03	\$ 124,398.91	\$ 65,863,539.19
Reve	Revenue Over/(Under) Expenditures	\$(1,848,428.87)	\$ 1,589,235.83	\$(4,256,589.41)	\$ 207,402.38	\$(10,639.79)	\$(4,319,019.86)
91	Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
88	Advances	68,410.00	(68,410.00)	0.00	0.00	\$ 0.00	0.00
66	Transfers	(1,500,000.00)	0.00	1,500,000.00	0.00	\$ 0.00	0.00
Reve	Total Other Sources / Uses Revenue & Other Sources Over/(Index)	\$(1,431,590.00)	\$(68,410.00)	\$ 1,500,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Expe	Expenditures & Other Uses	\$(3,280,018.87)	\$ 1,520,825.83	\$(2,756,589.41)	\$ 207,402.38	\$(10,639.79)	\$(4,319,019.86)
Begir	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
Curre	Current Cash Balance	\$ 27,013,868.65	\$ 16,832,090.86	\$ 10,492,034.84	\$ 3,684,678.73	\$ 7,601.54	\$ 58,030,274.62

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

	~	Certified Revenue (1)	Income To Date		Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	\$	21,419,757	\$ 21,419,757	↔	ť	100%	100%
General Property Tax		25,322,947	25,338,596		(15,649.78)	100%	100%
Rollback, Homestead, CAT		3,022,616	3,026,873		(4,257.22)	100%	100%
Fines & Fees		399,000	382,844		16,155.60	%96	102%
Investment Earnings		422,870	451,089		(28,218.55)	107%	102%
Contributions		1,260	1,365		(105.00)	100%	100%
Miscellaneous		1,252,555	1,449,476		(196,921.52)	116%	102%
Return of Advances Out		0	138,660		(138,660.00)	%0	%0
Total	8	51,841,004	\$ 52,208,661	↔	(367,656)	101%	100%
							Percent
			Expended/			Percent	Prior
	Арр	Appropriation (2)	Encumpered	1	Balance	To Date (3)	Year
Salaries/Benefits	€>	35,489,356	\$ 35,442,663	↔	46,693	100%	%66
Supplies		1,134,841	901,329		233,512	%62	85%
Purchased Services		11,677,367	11,191,861		485,507	%96	95%
Library Materials		10,671,638	10,623,971		47,666	100%	%86
Capital Outlay		1,696,721	1,332,578		364,143	%62	%28
Other		154,351	128,196		26,154	83%	63%
Sub Total	€	60,824,273	\$ 59,620,598	↔	1,203,675	%86	%96
Advances Out Transfers Out		0.00	70,250.00		(70,250.00)	100%	%0 %0
Total	8	62,324,273	\$ 61,190,848	8	1,133,425	%86	%26

Note (1): Certificate from Cuyahoga County Budget Commission dated December 8, 2016 (includes Advances Out). Note (2): Amended Appropriation of \$56,476,215 plus carried forward encumbrance of \$5,848,058. Note (3): Subtotal includes 88.6% expended and 9.4% encumbered.

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

Unencumbered Balance	300,959.41	(248,047.54)	157,346.01	359,630.69	33,086.62	(287,321.75)	(137,808.52)	29,484.63	(123,405.36)	(1,057.89)	(151.34)	251.45	96.009	(18,161.32)	68.52	(3,407.29)	(15,374.75)	\$ 46,692.53	7,698.92	14,965.39	12,224.43	154.71	21,671.11	21,868.30
Encumbered and Unpaid	0.00	0.00	0.00	0.00	0.00	141,660.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,433.84	6,557.87	2,347.58	13,029.31	\$ 176,029.35	7,069.31	5,723.92	1,009.55	0.00	10,615.67	4,208.92
Current Year Expenditures	10,187,956.57	10,312,197.08	1,195,148.20	3,871,440.83	471,629.02	305,693.62	406,423.25	3,719,868.21	3,789,496.33	203,253.15	14,909.41	12,276.80	28,866.09	352,770.70	18,672.73	352,208.00	23,823.72	\$ 35,266,633.71	36,773.90	32,275.43	26,077.25	499.65	63,613.22	102,223.63
Total Appropriated Funds	10,488,915.98	10,064,149.54	1,352,494.21	4,231,071.52	504,715.64	160,032.62	268,614.73	3,749,352.84	3,666,090.97	202,195.26	14,758.07	12,528.25	29,467.05	347,043.22	25,299.12	351,148.29	21,478.28	\$ 35,489,355.59	51,542.13	52,964.74	39,311.23	654.36	95,900.00	128,300.85
Current Year Appropriation	10,357,232.30	9,763,561.38	1,352,494.21	4,231,071.52	504,715.64	0.00	268,614.73	3,747,870.46	3,666,090.97	202,195.26	14,758.07	12,528.25	29,467.05	216,511.75	20,000.00	348,684.34	21,478.28	\$34,757,274.21	45,600.00	54,200.00	39,850.00	00'009	102,500.00	118,900.00
	Professional Salaries	Clerical Salaries	Non-Clerical Salaries	Buildings Salaries	Other Salaries	Severance Pay	Non-Base Pay	OPERS	Health Insurance	Dental Insurance	Vision Insurance	Life Insurance	Short Term Disability Insurace	Workers Compensation	Unemployment Compensation	Medicare - ER	Other Benefits	Salaries/Benefits	Office Supplies	Stationery	Duplication Supplies	Hand Tools	Book Repair Supplies	Janitorial Supplies
	51110	51120	51130	51140	51150	51180	51190	51400	51610	51611	51612	51620	51625	51630	51640	51650	51900	Sal	52110	52120	52130	52140	52150	52210

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

Unencumbered Balance	11,830.00	21,793.44	15,154.50	45,751.32	60,400.01	\$ 233,512.13	15,824.96	4,144.53	9,348.27	48,699.09	114,473.09	9,281.25	1,648.58	25,091.22	13,246.10	2,303.34	26,820.74	6,716.75	87.00	15,315.71	31,693.27	34,562.91	33,969.98	4,127.62
Encumbered and Unpaid	3,805.56	31,652.82	00.0	23,334.05	42,679.77	\$ 130,099.57	18,524.79	19,032.07	9,376.86	21,133.72	51,189.90	4,431.27	19,053.74	120,848.86	60,381.78	3,958.92	20,819.40	2,842.00	58,639.92	15,424.30	3,500.58	125,320.83	12,032.40	23,555.68
Current Year Expenditures	52,564.56	223,842.68	7,845.50	45,607.77	179,905.76	\$ 771,229.35	75,414.62	305,351.02	82,168.10	140,089.71	270,695.14	19,405.33	219,241.37	260,681.91	278,715.09	31,614.60	926,451.21	18,719.00	434,801.69	168,938.73	42,398.01	1,742,373.09	112,227.16	819,283.65
Total Appropriated Funds	68,200.12	277,288.94	23,000.00	114,693.14	282,985.54	\$ 1,134,841.05	109,764.37	328,527.62	100,893.23	209,922.52	436,358.13	33,117.85	239,943.69	406,621.99	352,342.97	37,876.86	974,091.35	28,277.75	493,528.61	199,678.74	77,591.86	1,902,256.83	158,229.54	846,966.95
Current Year Appropriation	63,600.00	263,050.00	23,000.00	78,000.00	263,238.00	\$1,052,538.00	200,000.00	300,316.00	91,500.00	166,000.00	407,000.00	17,550.00	171,279.00	240,641.00	347,189.95	25,000.00	800,000.00	25,440.00	429,039.00	178,749.24	57,403.00	1,936,774.33	195,527.22	946,859.92
	Electrical Supplies	Maintenance Supplies	Uniforms	Motor Vehicle Supplies	Other Supplies	Supplies	TraveI/Meetings	Telecommunications	Postage/Freight	PR/Other Communications	Building Repairs	Machine Repairs	Building Maintenance	Machine Maintenance	Computer Maintenance	Motor Vehicle Repairs	Contract Security	Landscaping	Insurance	Rent/Leases	Equipment Rental	Electricity	Gas	Chilled Water
	52220	52230	52240	52300	52900	Suk	53100	53210	53230	53240	53310	53320	53340	53350	53360	53370	53380	53390	53400	53510	53520	53610	53620	53630

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

Unencumbered Balance	11,547.40	63,835.95	24.28	10,294.40	2,450.16	0.00	\$ 485,506.60	73,451.70	4,270.14	70,607.09	95.65	(64,062.56)	774.33	3,220.12	(90,024.68)	221.98	287.50	0.00	48,474.45	350.54	00.00	\$ 47,666.26	0.00	64,545.82
Encumbered and Unpaid	7,571.12	651,337.21	86,700.00	0.00	139,370.46	436.50	\$ 1,475,482.31	665,869.07	354,976.37	316,484.24	199,878.22	528,401.76	39,737.46	203,171.67	642,873.41	436,747.12	1,391.50	32,356.69	2,269.24	328.89	20,153.33	\$ 3,444,638.97	0.00	60,410.78
Current Year Expenditures	111,827.55	1,045,142.34	575,842.60	9,765.60	224,867.70	1,800,363.02	\$ 9,716,378.24	2,131,694.61	460,033.85	804,052.84	61,242.26	1,777,229.48	131,049.34	349,306.24	457,484.35	929,202.41	2,299.00	21,284.45	44,123.60	5,314.72	5,015.30	\$ 7,179,332.45	689.85	107,164.08
Total Appropriated Funds	130,946.07	1,760,315.50	662,566.88	20,060.00	366,688.32	1,800,799.52	\$ 11,677,367.15	2,871,015.38	819,280.36	1,191,144.17	261,216.13	2,241,568.68	171,561.13	555,698.03	1,010,333.08	1,366,171.51	3,978.00	53,641.14	94,867.29	5,994.15	25,168.63	\$ 10,671,637.68	689.85	232,120.68
Current Year Appropriation	87,230.72	963,562.58	780,030.07	20,060.00	250,000.00	1,800,648.52	\$10,437,800.55	2,360,000.00	372,000.00	825,000.00	77,000.00	1,928,180.00	151,000.00	363,000.00	570,000.00	602,000.00	3,000.00	25,000.00	45,000.00	5,000.00	22,000.00	\$7,348,180.00	0.00	152,200.00
	Water/Sewer	Professional Services	Auditors Fees	Bank Service Charges	Library Material Control	Other Purchased Services	Purchased/Contracted Services	Books	Continuations	Periodicals	Microforms	Video Media	Audio Media - Spoken	Audio Media - Music	Database Services	eMedia	Interlibrary Loan	Bookbinding	Preservation Services	Preservation Boxing	Preservation Reformatting	Library Materials	Construction/Improvements	Furniture
	53640	53710	53720	53730	53800	53900	Pui	54110	54120	54210	54220	54310	54320	54325	54500	54530	54600	54710	54720	54730	54790	Lib	55300	55510

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

Ā
188,500.00
536,000.00
314,500.00
\$1,191,200.00
70,555.78
12,000.00
49,204.22
\$131,760.00
0.00
\$0.00
0.00
\$0.00
\$54,918,752.76

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

Unencumbered Balance	21,311,700.41	\$ 21,311,700.41	298,256.67	2,315,138.10	6,519,469.54	63,388.19	186,152.65	165,285.26	136,083.10	1,441,278.03	93,248.13	4,284,457.50	5,000.00	0.00	17,630.70	0.00	105,500,75	355,090.36	(7,291.61)	0.00	5,091.08	0.00	\$ 15,983,778.45	
Year to Date Ur Encumbrances	5,702,168.24	\$ 5,702,168.24	0.00	0.00	189,051.51	00:00	310.83	3,205.02	00:00	859.19	00:00	246.91	8,194.64	4,336.84	140,170.22	0.00	17,185.00	390,357.45	12,904.65	0.00	15,974.05	65,516.10	\$ 848,312.41	
Year to Date Expenditures	55,488,679.54	\$ 55,488,679,54	00.0	23,056.65	330,709.44	0.00	5,978.64	28,971.72	0.00	20,424.92	0.00	51,352.39	45,805.36	231,842.39	159,224.08	00.006	41,203.54	4,886,145.45	1,502,580.96	27,058.22	163,085.48	106,483.90	\$ 7,624,823.14	
Year to Date Receipts	52,208,660.67	\$ 52,208,660.67	21,959.68	167,929.06	944,684.84	4,773.31	12,771.65	19,339.88	8,337.51	112,541.56	6,982.20	335,694.91	59,000.00	230,207.00	180,399.00	00.006	74,717.00	5,140,594.01	1,508,194.00	00.00	144,623.36	172,000.00	\$ 9,145,648.97	
Beginning Year Balance	30,293,887.52	\$ 30,293,887.52	276,296.99	2,170,265.69	6,094,545.65	58,614.88	179,670.47	178,122.12	127,745.59	1,350,020.58	86,265.93	4,000,361.89	0.00	5,972.23	136,626.00	00:00	89,172.29	490,999.25	00.00	27,058.22	39,527.25	0.00	\$ 15,311,265.03	
	General Fund	Total General Fund	Anderson	Endowment for the Blind	Founders	Kaiser	Kraley	Library	Pepke	Wickwire	Wittke	Young	Friends	Judd	Lockwood Thompson Memorial	Ohio Center for the Book	Schweinfurth	CLEVNET	OLBPD-Library for the Blind	LSTA-Know It Now	MyCom	Learning Centers	Total Special Revenue Funds	
	101		201	202	203	204	205	206	207	208	209	210	225	226	228	229	230	231	251	252	254	256		

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

		Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501	Abel	218,076.10	18,991.94	895.00	0.00	236,173.04
502	Ambler	2,218.69	174.79	0.00	00:00	2,393.48
503	Beard	132,508.14	9,670.58	2,527.19	2,285.81	137,365.72
504	Klein	5,251.17	412.31	0.00	00:00	5,663.48
505	Malon/Schroeder	280,913.05	20,885.32	7,458.71	54.82	294,284.84
506	McDonald	182,871.96	14,402.72	0.00	00:00	197,274.68
202	Ratner	90,938.24	5,969.54	0.00	0.00	96,907.78
508	Root	38,361.65	3,048.64	0.00	0.00	41,410.29
509	Sugarman	198,051.98	14,739.46	11,618.07	200.00	200,673.37
510	Thompson	155,047.07	12,023.67	2,850.00	3,116.95	161,103.79
511	Weidenthal	6,513.72	508.40	0.00	00:00	7,022.12
512	White	2,082,088.70	175,574.57	47,583.25	4,724.45	2,205,355.57
513	Beard Anna Young	84,435.88	5,458.47	1,525.81	2,670.19	85,698.35
	Total Permanent Funds	\$ 3,477,276.35	\$ 281,860.41	\$ 74,458.03	\$ 13,352.22	\$ 3,671,326.51
901	Unclaimed Funds	10,735.01	3,598.07	6,731.54	0.00	7,601.54
905	CLEVNET Fines & Fees	7,506.32	110,161.05	117,667.37	0.00	0.00
	Others	\$ 18,241.33	\$ 113,759.12	\$ 124,398.91	\$ 0.00	\$ 7,601.54
	Total All Funds	\$ 62,349,294.48	\$ 63,253,429.33	\$ 67,572,449.19	\$ 8,179,472.63	\$ 49,850,801.99

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

Balance of All Funds	\$ 58,030,274.62
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	113,961.64
KeyBank - Merchant Acct	0.00
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	\$ 124,394.35
PNC - Money Market	10,047.30
PNC - Investments	37,188,267.29
PNC - Investments Money Market	38,145.21
STAR Ohio Investment	2,644,014.04
STAR Plus Program	00.00
Investments	\$ 39,880,473,84
PNC- Endowment Account	18,025,406.43
Endowment Account	\$ 18,025,406.43
Cash in Banks and On Hand	\$ 58,030,274.62

CLEVE PUB LIB ENDMT CONS INVESTMENT MANAGEMENT STATEMENT Account number 21-75-501-4453885 December 1, 2016 - December 30, 2016

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Total portfolio value

\$21,834,774.85	21,522,868.52	\$311,906.33
Total portfolio value on December: 30	Total portfolio value on December 1	Total change in value

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

Bulletin board

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

Purchase/Sale Advice: PNC Institutional Asset
Management effects transactions in your account of
which you are entitled to receive written notification at
the time and in the form agreed to in writing by each
party, and at no additional charge to you. Unless you
direct us otherwise in writing, you agree to accept your
periodic account statement, which lists all securities
transactions, receipts and disbursements during the
period, together with a listing of the assets held in your
accountls), in lieu of receiving copies of each
transactional advice,

Your Relationship Managers
Carisa L Dillinger
PNC
1900 E 9TH ST
Cleveland , OH 44114
[216] 222-8495
carisa-dillinger@pnc.com

www.pnc.com

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

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



CLEVE PUB LIB ENDMT CONS INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885 December 1, 2016 - December 30, 2016

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NOTICE OF LIMITATION OF LIABILITY - Trust Accounts

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

AL: 2 years from mailing IL: 3 years from receipt 0H: 2 years from mailing DC: 1 year from mailing PA: 30 months from receipt DE: 2 years from receipt MI: 1 year from mailing PA: 1 year from mailing PA: 4 years from mailing PA: 2 years from mailing DA: 2 years from receipt NJ: 6 months from mailing WI: 1 year from mailing DA: 2 years from receipt NJ: 6 months from mailing WI: 1 year from mailing

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

About your account

Protection Act ("Act"). Investment management and related products and services provided to a Member FD C, and investment management activities conducted by PNC Capital Advisors, LLC, a registered investment adviser ("PNC Capital Advisors"). PNC Bank uses the marketing name terms are defined in the Act) will be provided by PNC Capital Advisors. "Vested Interest," "PNC Institutional Asset Management," "PNC Retirement Solutions," and "PNC Institutional Advisory trustee, and other related services. Standalone custody, escrow, and directed trustee services, 'municipal entity" or "obligated person" regarding "proceeds of municipal securities" (as such FDIC-insured banking products and services, and lending of funds are also provided through investment activities conducted by PNC Bank, National Association ("PNC Bank"), which is a services in any jurisdiction in which it is not authorized to conduct business. PNC Bank is not The PNC Financial Services Group, Inc. ("PNC") uses the marketing name PNC Institutional PNC Bank. PNC does not provide legal, tax, or accounting advice unless, with respect to tax advice, PNC Bank has entered into a written tax services agreement. PNC does not provide registered as a municipal advisor under the Dodd-Frank Wall Street Reform and Consumer PNC Institutional Advisory Solutions® to provide discretionary investment management, Asset Management® for the various discretionary and non-discretionary institutional Solutions" are registered service marks of The PNC Financial Services Group, Inc. The securities in this account, including shares of mutual funds, are not bank deposits. PNC Bank and other banks do not guarantee these securities, the FDIC does not insure them nor does any government agency or government-sponsored agency of the federal government or any state. Securities involve investment risks, including the possible loss of the amount invested.

Please contact your PNC Institutional Asset Management investment professional via phone or in writing if there have been any changes in your investment objectives, financial situation, risk This statement contains information obtained from sources believed to be reliable. These sources may include other service providers that may also be under contractual obligation to you. tolerance, or specific investment restrictions on the management of your account.

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

Insurance: Not FDIC Insured. No Bank or Federal Government Guarantee. Not a Deposit. May Lose Value.

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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December 1, 2016 - December 30, 2016

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Summary

Portfolio value

	\$21,834,774.85	21,522,868.52	\$311,906.33
Total	Total portfolio value on December 30 \$21,834,774.8	Total portfolio value on December 1	Total change in value
	\$21,466,621.47	21,087,527.73	\$379,093.74
Principal	Principal on December 30 \$21,466,621.47	Principal on December 1	Change in value
	\$368,153.38	435,340.79	- \$67,187.41
Income	Income on December 30 \$368,153.38	Income on December 1 435,340.79	Change in value

Portfolio value by asset class

псоте	Value Dec. 30	Value Dec. 1	כוומוואב ווו אמנתב	ISON YPI
Cash and cash equivalents	\$368,153.38	\$435,340.79	- \$67,187.41	\$368,153.38
Principal	Value Dec. 30	Value Dec. 1	Change in value	Tax cost*
Cash and cash equivalents	\$457,529.03	\$203,348.79	\$254,180.24	\$457,529.03
ixed income	5,779,304.17	6,278,272.37	- 498,968.20	5,838,759.19
Equities	14,789,926.10	14,605,906.57	184,019.53	10,922,448.83
Alternative investments	439,862.17	•	439,862.17	438,516.00

^{*} 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 Carisa Dillinger your Account Advisor.



INVESTMENT MANAGEMENT STATEMENT December 1, 2016 - December 30, 2016 Account number 21-75-501-4453885 **CLEVE PUB LIB ENDMT**

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Summary

Change in account value

∑				lotal		*	all assets, yo information	
From Jan. 1, 2016	\$20,963,025.78			2,420.19		- \$57,751.14	- 186,925.00	
This period	\$21,567,491.99		\$80,874.77	L		- \$14,247.65	- 186,925.00	
	Beginning account value	Additions	Investment income	Other receipts	Disbursements	Fees and charges	Other disbursements	

Gain/toss summary

Net realiz	Net realized gain/loss		Net unrealized gain/loss*
	This period	This period From Jan. 1, 2016	Since acquisition
Fixed income	- \$8,475.43	\$969.79	- \$59,455.02
Equities	87,511.01	1,022,048.01	3,867,477.27
Alternative inv	1	1	1,346.17
Total	\$79,035.58	\$1,023,017.80	\$3,809,368,42

ed gain/loss information is based on tax cost. When this information is not available for vour portfolio's tax cost may be understated. To determine if we have tax cost for all your assets, call Carisa Dillinger your Account Advisor.

Accrued income summary

771,640.74

2,272.03

- 5,615.47

Change in value of investments 245,279.21

Net accrued income Value of non cash transactions

Ending account value

\$21,873,782.85

- 1,157.64 \$21,873,782.85

Accrued income on December 30 \$39,008.00	\$39,008.00
Accrued income on December 01	44,623.47
Net accrued income	- \$5 6 15:47

Investment income summary

	This period	From Jan. 1, 2016	Estimated annual income	Accrued income
Income-cash and cash equivalents	\$208.74	\$589.00	\$2,298.59	\$125.75
Interest-fixed income	9,175.31	132,589.11	136,458.74	32,818.51
Dividends-equities	71,490.72	247,079.78	247,822.94	6,063.74
Income-alternative investments	,	1	8,178.00	·
Total	\$80.87 <i>f.77</i>	\$380.357.89	450 24	00 000 004



CLEVE PUB LIB ENDMT CONS INVESTMENT MANAGEMENT STATEMENT Account number 21-75-501-4453885 December 1, 2016 - December 30, 2016

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Transaction summary - measured by tax cost

Summary

Transaction summary - measured by cash balance

Additions Investment income \$80,874.77 Sales and maturities 66,449.46 Transfers within account - Disbursements - F57,441.26 Transfers within account - 133,814.53 Fees and charges - 14,247.65 Other disbursements - Ending cash balance \$0.00



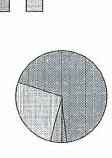
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Analysis

Asset allocation

Equity sectors



	Dec. 30, 2016		Market value	% of equities	% of total portfolio
Cash and cash equivalents	3.78%	Industrials	\$497,888.37	12.98 %	2.28 %
Mutual funds	3.78 %	Consumer discretionary	540,802.00	14.10 %	2.48 %
Fixed income	26.47 %	Consumer staples	360,962.90	9.41%	1.65 %
Corporate	12.76 %	Energy	242,583.70	% 88.9	1.11%
US treasury	11.29 %	Financial	661,594.05	17.25 %	3.03 %
Agency	2.03 %	Materials	94,872.10	2.47 %	0.44 %
Other	0.38 %	Information technology	698,595.40	18.22 %	3.20 %
Fauities	% 7L LY	Real estate	76,852.10	2.00 %	0.35 %
Stock	17.57 %	Utilities	106,521.90	2.78 %	% 67.0
Etf's	28.20 %	Health care	481,566.50	12.56 %	2.21 %
Mutual funds	21.97 %	Telecommunication services	73,130.60	1.91%	0.34 %
Alternative investments Mutual funds	2.02 % 2.02 %	Total	\$3,835,369.62	100.00%	17.58 %

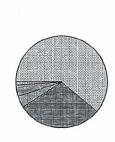
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Analysis

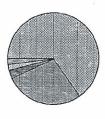
Bond analysis

Bond rating



Market Value		% of bonds	% of total portfolio
Moody's Aaa		61.11%	61.11% 16.17%
Moody's Aa1	59,142.70	1.02 %	0.27 %
Moody's Aa2	236,642.84 4.10%	4.10 %	4.10% 1.08%
Moody's Aa3	204,859.20	3.55 %	0.94 %
Other	1,747,186.35	30.23 %	8.00 %

Maturity schedule



	Market value			US treasury	sury				
200	(% of bonds maturing in)	% of bonds	% of bonds Corporate and agency Municipal Other	and agency	ency	Municipal	ipal		Other
	Less than 1 year	1.69 %	[-] - \$97,786.47 (100.00 %) - [-]	1	<u>-</u>	,	Ξ	,	Ξ
	1 - 5 years	65.01 %	65.01% 1,852,059.29 [49.29%] 1,842,332.35 [49.03%] - [-]	1,842,332.35 [49.03 %]	33 %]		Ξ	62,946.65 [1.68%]	[1.68 %]
	6 - 10 years	28.02 %	28.02% 837,059.40 [51.69%] 763,181.91 (47.12%] - (-) 19,250.44 [1.19%]	763,181.91 (47.12%)	12 %]	,	Ξ	19,250.44 [1.19%]	[1.19 %]
	11 - 15 years	2.01 %	2.01% - [-] 115,953.04 [100.00 %] - [-]	115,953.04 [100.00 %]	00 %]	,	Ξ		Ξ
	16 or more years	3.27 %		187,826.53 [99.52 %]	52 %]			908.09 [0.48 %]	[0.48 %]

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Detail

Portfolio - income

Cash and cash equivalents							
Mutual funds - money market		Current	ď				
Market	Market value last period	Current	of total	Total +av cost		7-10-11	
Description	Quantity	price per unit	portfolio	And the forthern the transfer of the forthern the forther	Cur ent	Estimated	Accrued .
DNO TREACIEV	¢210 712 12	40,0450	2 6	ליטילי יפא בספר אפו מווור סווו בפווצבת אפווו/נספפ	yietu	annual Income	Income
MONEY MARKET	368 153 380	\$508, 133.38 \$1 0000	1.67 %	\$368, 153.38 \$1.00	0.28 %	\$1,024.89	\$49.34
FUND #431				00:14			
21-75-073-4453885							
PNC TREASURY	97 677 99		0.01%				
MONEY MARKET		1,000					7.30
FUND #431							
PNC CAPITAL ADVISORS							
PNC TREASURY			0.01%				15
MONEY MARKET		1,0000	9		75		7.10
FUND #431							
PCA LCC ADVANTAGE							
Total mutual funds - money market		\$368,153.38	1.69 %	\$368.153.38	% 80 0	¢1 027.90	## 00 F73
72		-		9999	2	4.04.0	00:100
Total cash and cash equivalents		\$368,153.38	1.69 %	\$368,153.38	0.28 %	\$1,024.89	\$61.00

CLEVE PUB LIB ENDMT CONS INVESTMENT MANAGEMENT STATEMENT Account number 21-75-501-4453885
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Detail

Portfolio - principal

Cash and cash equivalents								
Mutual funds - money market		Current market value	%					
Σ	Market value last period	Current	of total	Total tax cost		Current	Fetimated	Accrised
Description	Quantity	price per unit	portfolio	Avg. tax cost per unit	Avg. tax cost per unit Unrealized gain/loss	<u>4</u>	anoni lendae	pan iou
PNC TREASURY MONEY MARKET	\$218,579.34 381.534.710	\$381,534.71	1.75 %	\$381,534.71	1	0.28 %	\$1,062.14	\$41.78
FUND #431 21-75-073-4453885		2		}				
PNC TREASURY MONEY MADKET	00000	40,899.19	0.19 %	40,899.19		0.28 %	113.86	14.87
FUND #431 PNC CAPITAL ADVISORS	40,677.170	0000.1		1.00				
PNCTREASURY	42,948.66	35,095.13	0.17 %	35.095.13		0.28%	07.70	8 10
MONEY MARKET FUND #431	35,095.130	1.0000		1.00		2		<u>.</u>
PCA LCC ADVANTAGE								
Total mutual funds - money market		\$457,529.03	2.10 %	\$457,529.03		0.28 %	\$1,273.70	\$64.75
Total cash and cash equivalents		\$457,529.03	2.10 %	\$457,529.03		0.28 %	\$1,273.70	\$64.75
								The control of the co

156.22

740.00

3.63 %

504.40

385.42

925.00

3.58 %

551.75

135.33

840.00

2.47 %

498.95

226.56

3.50 %

- 612.50

\$105.78

\$340.00

annual income

yield 1.77 %

Estimated

Current

income

Accrued



Detail

INVESTMENT MANAGEMENT STATEMENT December 1, 2016 - December 30, 2016 Account number 21-75-501-4453885 CONS **CLEVE PUB LIB ENDMT**

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> Total tax cost
> Avg. tax cost per unit Unrealized gain/loss
> \$19,760.00
> \$99.80 25,291.00 26,572.00 19,931.20 33,581.25 95.95 portfolio 0.09 % 0.12% 0.16% 0.10% 0.12% of total \$19,301.20 \$96.5060 20,435.60 25,842.75 25,959.50 34,080.20 Current market value Current 20,471.20 20,000 25,899.75 25,000 68,136.60 35,000 25,994.75 25,000 Market value last period Quantity \$19,322.40 20,000 Description (Cusip)
> AMERICAN HONDA FINANCE AVALONBAY COMMUNITIES IN SR UNSECD CALL 07/01/20 @100 03.625% DUE 10/01/2020 RATING: A3 (05348EAS8) PNC CAPITAL ADVISORS ANHEUSER-BUSCH INBEV FIN AMERIPRISE FINANCIAL INC (02665WBG5) PNC CAPITAL ADVISORS PNC CAPITAL ADVISORS PNC CAPITAL ADVISORS SER MTN UNSC 01.700% DUE 09/09/2021 03.700% DUE 10/15/2024 02.400% DUE 05/03/2023 RATING: AA1 Corporate bonds 03.700% DUE 02/01/2024 PNC CAPITAL ADVISORS Fixed income RATING: A3 (03524BAE6) [03076CAG1] [037833AK6] RATING: A3 APPLE INC RATING: A1 COGT

CLEVE PUB LIB ENDMT CONS INVESTMENT MANAGEMENT STATEMENT

INSTITUTIONAL ASSET MANAGEMENT			: 4 O	ccount numbe ecember 1, 20	Account number 21-75-501-4453885 December 1, 2016 - December 30, 2016	1,41,51,51,51,51,51,51,51,51,51,51,51,51,51	Page	13 of 88
Detail								
Fixed income Corporate bonds		Current market value	%					
Description (Cusip)	Market value last period Quantity	Current price per unit	of total portfolio	Total tax cost Avg. tax cost per unit	t Unrealized gain/loss	Current yield	Estimated annual income	Accrued
BB&T CORPORATION SR UNSEC 06.850% DUE 04/30/2019 RATING: A2 (05531FAB9) PNC CAPITAL ADVISORS	22,242.80 20,000	22,166.40 110.8320	0.11%	24,791.00 123.96	2,624.60	6.19 %	1,370.00	232.14
BP CAPITAL MARKETS PLC ISIN US055650BZ00 SEDOL B87XBL5 03.245% DUE 05/06/2022 RATING: A2 (055650BZ0) PNC CAPITAL ADVISORS	30,587.10 30,000	30,633.90 102.1130	0.15 %	29,540.20 98.47	1,093.70	3.18 %	973.50	148.73
BNP PARIBAS SEDOL ISIN US05574LPT97 02.700% DUE 08/20/2018 RATING: A1 (05574LPT9) PNC CAPITAL ADVISORS	15,210,45 15,000	15,195,15 101,3010	% 40.0	14,972.10 99.81	223.05	2.67%	405.00	147.38
BANK OF NOVA SCOTIA SEDOL BQRYVD6 ISIN US06416CAA62 02.125% DUE 09/11/2019 RATING: AAA (06416CAA6) PNC CAPITAL ADVISORS	50,250,50 50,000	50,254,50 100.5090	0.24 %	50,754.95 101.51	- 500.45	2.12%	1,062.50	324.65
BERKSHIRE HATHAWAY INC SR UNSEC 03.750% DUE 08/15/2021 RATING: AA2 (084670BC1) PNC CAPITAL ADVISORS	26,640.25 25,000	26,475.75 105.9030	0.13 %	25,836.05 103.34	639.70	3.55 %	937.50	354.17

Fixed income

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Cornorate bonde								
col pol are pollus		Current		×				
		market value	%					
	Market value last period	Current	of total	Total tax cost		Current	Estimated	Accrued
Description (Cusip)	Quantity	price per unit		Avg. tax cost per unit L	nrealized gain/loss	yield	annual income	income
PROGRESS ENERGY CAROLINA	21,465.60	21,378.00	0.10 %	19,981.60	1,396.40	% 96.7	1,060.00	488.78
1ST MTG 05 300% DHE 01/15/2019	20,000	106.8900		99.91	ē			
RATING: AA3								
(144141CZ9)								
PNC CAPITAL ADVISORS								
CATERPILLAR FINANCIAL SE		29,735.70	0.14 %	29,601.90	133.80	2.02 %	900.009	193.33
SER MTN UNSC	30,000	99.1190		29.86				
82.000/8 EQE 03/03/2020 RATING: A3								
(14912L6J5)								
PNC CAPITAL ADVISORS								
CHEVRON CORP	19,962.80	19,954.80	0.10 %	20,000.00	- 45.20	1.11%	220.80	15.95
SR UNSEC CALL 11/5/17 @100	20,000	09.7740		100.00				
01.104% DUE 12/05/2017								
RATING: AA2								
[166764AA8]								
PNC CAPITAL ADVISORS								
CHEVRON CORP	68,596.50	39,254.40	0.18 %	38,792.40	462.00	2.40 %	942.00	68.03
SR UNSEC CALL 9/5/22 @ 100	40,000	98.1360		86.96				
02.355% DUE 12/05/2022								
RATING: AA2								
[166764AB6]								
PNC CAPITAL ADVISORS								
CISCO SYSTEMS INC	21,434.40	21,434.80	0.10%	23,019.40	- 1,584.60	4.16%	890.00	410.39
SR NTS	20,000	107.1740		115.10				
04.450% DUE 01/15/2020								
RATING: A1								
(17275RAH5)								
PNC CAPITAL ADVISORS								

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Accrued	230.56	110.21	227.81	326.94	69.75
Estimated	500.00	862.50	506.25	1,337.50	295.43
Current	2.56 %	2.86%	3.38 %	5.11%	1.18%
	- 292.20	3.55	- 465.25	1,267.50	148.25
Total tax cost	19,870.20 - 292.20 99.35	30,225.05 100.75	15,478,90 103.19	24,923.50 99.69	25,000.00 100.00
	% 60.0	0.14 %	0.07 %	0.12%	0.12%
Current market value Current	19,578.00 97.8900	30,228,60 100.7620	15,013.65 100.0910	26,191.00 104.7640	25,148,25 100.5930
Market value last period	19,632.20 20,000	30,137.10 30,000	15,045.30 15,000	26,263.25 25,000	25,167.75 25,000
Fixed income Corporate bonds	CONNECTICUT LIGHT & PWR CALL 10/15/2022 @ 100.000 MORT 02.500% DUE 01/15/2023 RATING: A2 [207597EF8] PNC CAPITAL ADVISORS	CONOCOPHILLIPS COMPANY CALL 09/15/2021 @ 100.000 COGT 02.875% DUE 11/15/2021 RATING: BAA2 (20826FAE6) PNC CAPITAL ADVISORS	RABOBANK NEDERLAND UTREC ISIN US21686CAD20 SEDOL B5MKX70 03.375% DUE 01/19/2017 RATING: AA2 (21686CAD2) PNC CAPITAL ADVISORS	JOHN DEERE CAPITAL CORP SR UNSECURED SER MTN 05.350% DUE 04/03/2018 RATING: A2 (24422EQR3) PNC CAPITAL ADVISORS	JOHN DEERE CAPITAL CORP UNSC VAR% DUE 01/08/2019 RATING: A2 (2442ETD1) PNC CAPITAL ADVISORS

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Accrued	52.22	172.92	242.08	327.30	57.29
Estimated	1,775.00	375.00	525.00	1,111.60	25,018,00 0.12 % 23,932.70 1,085.30 2.75 % 687.50 57.29 100.0720 95.73
Current	5.63%	3.58 %	5.06 %	3.14 %	2.75 %
Inrealized dain loce	- 3,702.60	- 407.80	409.90	- 678.95	1,085.30
Total tax cost	24,573.00 - 3,702.60 122.87	10,900,90	99°66 99°66	36,127.70 103.22	23,932.70 95.73
% of total portfelio	0.10 %	0.05 %	0.05 %	0.17 %	0.12 %
Current market value Current	20,870.40 104.3520	10,493.10 104.9310	10,375,90 103.7590	35,428.75 101.2250	
Market value last period	20,957.20 20,000	10,497.80 10,000	10,417.40 10,000	35,609.35 35,000	25,081.25 25,000
Fixed income Corporate bonds Description (Cusip)	WALT DISNEY COMPANY NTS SERIES B 05.875% DUE 12/15/2017 RATING: AZ (25468PCB0) PNC CAPITAL ADVISORS	DUKE ENERGY INDIANA INC 1ST MORTGAGE 03.750% DUE 07/15/2020 RATING. AA3 (263901AC4) PNC CAPITAL ADVISORS	DUKE ENERGY CAROLINAS 1ST MORTGAGE 05.250% DUE 01/15/2018 RATING: AA2 (26442CAC8) PNC CAPITAL ADVISORS	EXXON MOBIL CORPORATION CALL 12/15/2023 18 100.000 UNSC 03.176% DUE 03/15/2024 RATING: AAA (302316AC4) PNC CAPITAL ADVISORS	FLORIDA POWER & LIGHT CALL 12/01/2022 © 100.000 MORT 02.750% DUE 06/01/2023 RATING: AA2 (341081FJ1) PNC CAPITAL ADVISORS

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Fetimated		375.00 144.79	1,627.50 334.54	630.00 199.50	1,080.00	712.50 104.90
C.	vield	1.98 %	4.24 %	3.09 %	5.14 %	2.83 %
	Jnrealized gain/loss	- 849.20	- 124.35	330.20	- 1,025.60	521.50
Total tax cost	Avg. tax cost per unit	19,863.20 99.32	38,517.25 110.05	20,095.80 100.48	22,065.80 110.33	24,679.25 98.72
% of total		% 60:0	0.18%	0.10%	0.10%	0.12 %
Current market value Current	price per unit	19,014,00 95.0700	38,392,90 109.6940	20,426,00 102.1300	21,040,20 105,2010	25,200.75 100.8030
Market value last period	Quantity	19,060,40 20,000	38,586,80 35,000	20,539.40 20,000	21,138,40 20,000	25,161,50 25,000
Fixed income Corporate bonds	Description (Cusip)	GENERAL DYNAMICS CORP CALL 06/15/2023 @ 100.000 COGT 01.875% DUE 08/15/2023 RATING: A2 (369550AW8) PNC CAPITAL ADVISORS	GENERAL ELEC CAP CORP SR UNSEC 04.650% DUE 10/17/2021 RATING: A1 (36%2G5J9) PNC CAPITAL ADVISORS	GENERAL ELEC CAP CORP SR UNSECD 03.150% DUE 09/07/2022 RATING: A1 (3696266F6) PNC CAPITAL ADVISORS	GEORGIA POWER COMPANY NOTES 05.400% DUE 06/01/2018 RATING: A3 (373334JK8) PNC CAPITAL ADVISORS	GLAXOSMITHKLINE CAPITAL ISIN US377373AD71 SEDOL B84G0G5 02.850% DUE 05/08/2022 RATING: A2 (377373AD7)

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Accrued income 501.53	487.33	43.75	18.00	262.08
Estimated annual income 1, 150.00	2,040.00	525.00	405,00	1,850.00
Current yield 5.12 %	4.72%	2.62%	2.69 %	4.30%
Jnrealized gain/loss - 617.80	- 64.00	170.00	865.65	- 2,335.00
Total tax cost Avg. tax cost per unit Unrealized gain/loss 23,102.20 115.51	43,292.40 108.23	19,926.40 99.63	14,202.00 94.68	45,404.20 113.51
% of total portfolio 0.11%	0.20%	0.10 %	0.07%	0.20 %
Current market value Current price per unit 22,484,40 112.4220	43,228,40 108.0710	20,096,40 100,4820	15,067,65 100,4510	43,069.20
Market value last period Ouantity 22,587.20 20,000	43,190.40 40,000	20,062.80 20,000	15,128,70 15,000	43,098.00 40,000
Fixed income Corporate bonds Description (Cusip.) GOLDMAN SACHS GROUP INC SR UNSEC 05.750% DUE 01/24/2022 RATING: A3 (3814106:S7) PNC CAPITAL ADVISORS	HSBC HOLDINGS PLC SR UNSEC ISIN US404280AK50 SEDOL B61GQ88 05.100% DUE 04/05/2021 RATING: A1 (404280AK5) PNC CAPITAL ADVISORS	HOME DEPOT INC CALL 05/01/2022 @ 100.000 UNSC 02.625% DUE 06/01/2022 RATING: A2 (437076BG6) PNC CAPITAL ADVISORS	INTEL CORP SR UNSECD 02.700% DUE 12/15/2022 RATING: A1 (458140AM2) PNC CAPITAL ADVISORS	JPMORGAN CHASE & CO NOTES 04.625% DUE 05/10/2021 RATING: A3 (4625H726) PNC CAPITAL ADVISORS

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Accrued income 530.83	23.52	126.56	189.06	38.33
Estimated annual income 1,592.50	384.90	506.25	1,031.25	873.60
Current yield 2.57 %	1.28 %	3.29 %	6.47 %	4.06 %
Unrealized gain/loss - 2,740.40	229.20	405.30	- 331.35	720.00
Total tax cost Avg. tax cost per unit Unrealized gain/loss 64,908.35 - 2,740,40	29,844.90	15,023.55 100.16	16,275.00 108.50	20,802.00 104.01
% of total portfolio / 0.29 %	0.14 %	% 80.0	% 80.0	0.10%
Current market value Current price per unit 62,167,95	30,074,10 100.2470	15,428.85 102.8590	15,943,65 106.2910	21,522.00 107.6100
Market value last period — Quantity 62,296.00 65,000	30,064,50	15,478,95 15,000	16,004,40 15,000	21,586,40 20,000
Fixed income Corporate bonds Description (Cusip.) JOHNSON & JOHNSON CALL 12/01/2025 @ 100.000 UNSC 02.450% DUE 03/01/2026 RATING: AAA (47816/08Y9)	PNC CAPITAL ADVISORS LOWE'S COS INC UNSC VAR % DUE 09/10/2019 RATING: A3 (548641DB0) PNC CAPITAL ADVISORS	MASTERCARD INC UNSC 03.375% DUE 04/01/2024 RATING: A2 (57636QAB0) PNC CAPITAL ADVISORS	MERRILL LYNCH & CO NOTES SERIES MTN 06.875% DUE 04/25/2018 RATING: BAA1 (59018YN64) PNC CAPITAL ADVISORS	METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 (59156RBB3) PNC CAPITAL ADVISORS

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Estimated annual income	180.00 24.00	1,048.75 412.66	795.00	1,093.75 273.44	0.08 % 18,672.75 - 2,367.60 5.71 % 930.00 390.08 124.49
Current	3.55%	2.39 %	2.64 %	4.05 %	5.71%
Total tax cost Avg. tax cost per unit Unrealized gain/loss	84.15	- 232.65	- 142.80	95,50	- 2,367.60
	;	45,051.75 100.12		26,912.50 107.65	18,672.75 124.49
% of total portfolio	0.03 %	0.21 %	0.14 %	0.13 %	% 80.0
Current market value Current price per unit	5,083,75 101.6750	44,819.10 99.5980	30,141.30 100.4710	27,008.00 108.0320	16,305.15 108.7010
Market value last period Quantity	5,117.05 5,000	44,900.10 45,000	30,183.00 30,000	26,970.25 25,000	16,389,45 15,000
Corporate bonds Description (Cusip.)	METLIFE INC CALL 08/13/2025 @ 100.000 UNSC 03.600% DUE 11/13/2025 RATING: A3 (59156RBQ0) PNC CAPITAL ADVISORS	MICROSOFT CORP CALL 01/12/2022 @ 100.000 UNSC 02.375% DUE 02/12/2022 RATING: AAA (594918BA1) PNC CAPITAL ADVISORS	MORGAN STANLEY UNSC 02.650% DUE 01/27/2020 RATING: A3 (61747YDW2) PNC CAPITAL ADVISORS	NBCUNIVERSAL MEDIA LLC WI SR UNSEC 04.375% DUE 04/01/2021 RATING: A3 (43946BAE0) PNC CAPITAL ADVISORS	NEXEN INC ISIN US65334HAK86 06.200% DUE 07/30/2019 RATING: AA3 (65334HAK8) PNC CAPITAL ADVISORS

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Fixed income Corporate bonds		Current						
Description (Cusip)	Market value last period Quantity	market value Current price per unit	% of total portfolio	Total tax cost	nrealized asin/loss	Current	Estimated	Accrued
ORACLE CORP CALL 04/15/2026 (3 100.000 UNSC 02.650% DUE 07/15/2026 RATING: A1 (68389XBM6) PNC CAPITAL ADVISORS	28,472.70 30,000	28,476.30	0.14 %	29,887.20 - 1,410.90 99.62	- 1,410.90	2.80%	795.00	384.25 384.25
PECO ENERGY CO 1ST REF MORT 05.350% DUE 03/01/2018 RATING: AA3 (693304AL1) PNC CAPITAL ADVISORS	10,466.60 10,000	10,429.40 104.2940	0.05 %	9,983.20 99.83	446.20	5.13%	535.00	178.33
PACIFICORP 1ST MT6 CALL 03/15/21 @ 100 03.850% DUE 06/15/2021 RATING: A1 (695114CM8) PNC CAPITAL ADVISORS	26,542.50 25,000	26,495,50 105,9820	0.13%	27,752.65 111.01	- 1,257.15	3.64 %	962.50	42.78
PEPSICO INC SR UNSECD 02.750% DUE 03/05/2022 RATING: A1 (713448BY3) PNC CAPITAL ADVISORS	35,488.15 35,000	35,414,05 101,1830	0.17 %	34,819.55 99.48	594.50	2.72 %	962.50	310.14
PROCTER & GAMBLE CO/THE UNSC VAR% DUE 11/01/2019 RATING: AA3 (742718EH8) PNC CAPITAL ADVISORS	45,000 45,000	45,080,55 100,1790	0.21 %	44,910.63 99.80	169.92	% 09.0	269.51	45.67

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Fixed income

	Accrued	532.29	51.00	84.84	411.25	88.54
į	Estimated	1,312.50	180.00	492.60	705.00	637.50
Ç	Current	1.89 %	1.21%	1.24 %	2.35%	2.13 %
	Unrealized gain/loss	- 334.60	- 18.60	- 23.20	- 161.40	27.90
- - -	Avg. tax cost per unit l	69,990.20	14,998.50 99.99	40,000.40 100.00	30,180.30 100.60	29,936.40 99.79
%		0.32 %	0.07 %	0.19 %	0.14 %	0.14 %
Current market value	current price per unit	69,655.60 99.5080	14,979,90 99.8660	39,977,20 99,9430	30,018,90 100.0630	99.8810
Mark to Jack	Mai het value tast per lou Quantity	69,633.90 70,000	14,998.35 15,000	40,104,00 40,000	30,005,10 30,000	29,931,90 30,000
Corporate bonds	Description (Cusip)	ROYAL BANK OF CANADA SEDOL ISIN US780082AA14 01.875% DUE 02/05/2020 RATING: AAA (780082AA1) PNC CAPITAL ADVISORS	ROYAL BANK OF CANADA ISIN US78011DAC83 SEDOL B&W2NM8 01.200% DUE 09/19/2017 RATING: AAA (78011DAC8) PNC CAPITAL ADVISORS	ROYAL BANK OF CANADA SER GMTN UNSC VAR% DUE 07/29/2019 RATING: AA3 (78012KRL3) PNC CAPITAL ADVISORS	SANTANDER UK PLC SEDOL BYVGB67 ISIN US80283LAH69 02.350% DUE 09/10/2019 RATING: AA3 [80283LAH6] PNC CAPITAL ADVISORS	SHELL INTERNATIONAL FIN SEDOL ISIN US822582B661 02.125% DUE 05/11/2020 RATING: AA2 (822582B66) PNC CAPITAL ADVISORS

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Accrued income 431.25	253.13	262.50	282.62	264.15
Estimated annual income 1,035.00	1,012.50	1,050.00	765.00	531.25
Current yield 3.48 %	3.35 %	3.37 %	2.53 %	2.12%
Inrealized gain/loss - 208.80	371.40	1,038.80	329.40	93.25
Total tax cost Avg. tax cost per unit Unrealized gain/loss 30,030.30 - 208.80	29,908.20 99.69	30,138.10 100.46	29,973.30 99.91	24,969.25 99.88
% of total portfolio , 0.14 %	0.14 %	0.15%	0.14 %	0.12%
Current market value Current price per unit 29,821.50 99.4050	30,279.60 100.9320	31,176,90 103.9230	30,302,70 101.0090	25,042,50 100.2500
Market value last period Ouantity 29,974.50	30,375.00 30,000	31,286,40 30,000	30,282,30 30,000	25,095,00 25,000
Fixed income Corporate bonds Description (Cusip.) SHERWIN-WILLIAMS CO CALL 05/01/2025 (87.450%, DUE 08/01/2025 RATING: A3 (82.4348AR7) PNC CAPITAL ADVISORS	SIMON PROPERTY GROUP LP UNSC 03.375% DUE 10/01/2024 RATING: A2 [828807CS4] PNC CAPITAL ADVISORS	SOUTHERN CAL EDISON SER C CALL 07/01/23 @100 MORT 03.500% DUE 10/01/2023 RATING: AA3 [842400F74] PNC CAPITAL ADVISORS	STATE STREET CORP UNSC 02.550% DUE 08/18/2020 RATING: A1 (857477AS2) PNC CAPITAL ADVISORS	TORONTO-DOMINION BANK SEDOL ISIN US89114QAS75 02.125% DUE 07/02/2019 RATING: AA1 [89114QAS7] PNC CAPITAL ADVISORS

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Accrued	37.92	634.03	204.04	137.25	26.44
Estimated	1,050.00	1,375.00	442.50	810.00	560.00
Current	3.43 %	5.28 %	2.94 %	5.16%	2.79 %
Unrealized cain/loss	58.50	- 2,228.25	907.35	- 975.90	113.20
Total tax cost Avg. tax cost ber unit L	30,614.40 102.05	28,283.25 113.13	14,181.60 94.54	16,703.55 111.36	20,112.00 0.10 % 19,998.80 100.5600 99.99
	0.15 %	0.12 %	0.07 %	0.08 %	0.10 %
Current market value Current price per unit	30, <i>672,9</i> 0 102.2430	26,055.00 104.2200	15,088,95 100.5930	15,727,65 104.8510	
Market value last period Quantity	30,759,60 30,000	26,138.00 25,000	15,128.70 15,000	15,778.45 15,000	20,146.60 20,000
v	UNIONBANCAL CORP SR UNSEC 03.500% DUE 06/18/2022 RATING: A3 (908906AC4) PNC CAPITAL ADVISORS	UNITED PARCEL SERVICE SR NOTES 05.500% DUE 01/15/2018 RATING: A1 (911312AH9) PNC CAPITAL ADVISORS	US BANCORP SER MTN CALL 06/15/22 @100 02.950% DUE 07/15/2022 RATING: A1 (91159.JAA4) PNC CAPITAL ADVISORS	VIRGINIA ELEC & POWER CO SR UNSECURED 05.400% DUE 04/30/2018 RATING: A2 (927804FF6) PNC CAPITAL ADVISORS	VISA INC SER 7YR CALL 10/14/22 @100 UNSC 20,000 02.800% DUE 12/14/2022 RATING: A1 (92826CAC6) PNC CAPITAL ADVISORS

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		Current market value	%					
	Market value last period Quantity	Current price per unit	of total portfolio	Total tax cost	Unrealized gain/loss	Current	Estimated	Accrued
	21,133.00 20,000	21,141.80 105.7090	0.10 %	21,129.30	12.50	3.43%	725.00	348.40
	30,528.00 30,000	30,395.70 101.3190	0.14 %	30,623.85 102.08	- 228.15	4.05 %	1,230.00	95.67
10	19,890.80 20,000	19,795.00 98.9750	0.10 %	20,026.15 100.13	- 231.15	3.34 %	98.00	205.33
WESTPAC BANKING CORP SEDOL BCJ52J2 ISIN US961214CC58 02.250% DUE 07/30/2018 RATING: AA2 (961214CC5)	30,242.40 30,000	30,193.80 100.6460	0.14 %	30,020,80 100.07	173.00	2.24 %	675.00	283.13
	15,157.05 15,000	15,187.80 101.2520	0.07 %	14,893.40 99.29	294.40	2.97 %	450.00	132.50
		\$1,858,467.55	8.51 %	\$1,871,499.28	- \$13,031.73	3.10%	\$57,662.69	\$15,472.87

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Treasury bonds	ı	Current market value	%					
(-:	Market value last period	Current		Total tax cost	:	Current	Estimated	Accrued
Uescription (Cusip.) USA TREASURY NOTES 02.000% DUE 02/28/2021 RATING: AAA (9/12828B90)	Quantity \$343,386.40 215,000	\$216,713.55 \$100.7970	portfolio 1.00 %	Avg. tax cost per unit \$221,077.34 \$102.83	Unrealized gain/loss - \$4,363.79	yield 1.99 %	\$4,300.00	income \$1,445.08
USA TREASURY NOTES 02.375% DUE 08/15/2024 RATING: AAA (912828D56) PNC CAPITAL ADVISORS	40,296.80 40,000	40,186.00 100.4650	0.19 %	40,046.05 100.12	139.95	2.37 %	950.00	360.79
USA TREASURY NOTES 02.125% DUE 09/30/2021 RATING: AAA (912828F21) PNC CAPITAL ADVISORS	70,790,30 275,000	277,439,25 100.8870	1.28 %	277,417.19 100.88	22.06	2.11%	5,843.75	1,484.89
USA TREASURY NOTES 32.250% DUE 11/15/2024 RATING: AAA 912828G38] PNC CAPITAL ADVISORS	84,714.40 85,000	84,478.95 99.3870	0.39 %	87,390,43 102.81	- 2,911.48	2.27 %	1,912.50	245.59
USA TREASURY NOTE 01.625% DUE 12/31/2019 RATING: AAA (912828695) PNC CAPITAL ADVISORS	321,875.20 290,000	291,426,80 100.4920	1.34 %	289,433.60	1,993.20	1.62%	4,712.50	2,382.00
USA TREASURY NOTES 01.250% DUE 01/31/2020 RATING: AAA (912828H52) PNC CAPITAL ADVISORS	00'006 00'006	89,339.40 99.2660	0.41%	90,520.31 100.58	- 1,180.91	1.26 %	1,125.00	473.36
USA TREASURY NOTES 02.250% DUE 11/15/2025 RATING: AAA (912828M56) PNC CAPITAL ADVISORS	109,041,90 110,000	108,590,90 98.7190	0.50 %	114,612.69 104.19	- 6,021.79	2.28 %	2,475.00	317.83

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Ourset Ectimated	annualincome	2.54 % 6,956.25 2,627.50	2.54 % 4,068.75 528.26	1.74 % 325.00 123.43	2.11% 7,012.50 2,648.74	1.75 % 487.50 62.60	1.67% 975.00 368.27	1.98 % 700.00 294.54
C	,	- 5,288.85	- 603.35	- 966.31	- 9,038.41	121.87	- 929.56	- 1,067.76
Total tax cost		279,293.55 105.39	160,809.80 103.75	19,653.91 98.27	342,170.11 103.69	27,853.13 92.84	59,443.36 99.07	36,520.31 104.34
% of total	portfolio	1.26 %	0.74 %	% 60:0	1.53 %	0.13 %	0.27 %	0.17 %
Current market value Current	price per unit	274,004,70 103.3980	160,206,45 103.3590	18,687,60 93,4380	333,131,70 100.9490	27,975,00 93.2500	58,513.80 97,5230	35,452.55 101.2930
Market value last period	Quantity	274,388,95 265,000	160,522.45 155,000	18,744,80 20,000	465,372,80 330,000	000'06	58,722,60 60,000	35,475,65 35,000
Treasury bonds	Description (Cusip)	USA TREASURY NOTES 02.625% DUE 08/15/2020 RATING: AAA (912828NT3) PNC CAPITAL ADVISORS	USA TREASURY NOTES 02.625% DUE 11/15/2020 RATING: AAA (912828PC8) PNC CAPITAL ADVISORS	USA TREASURY NOTES 01.625% DUE 02/15/2026 RATING: AAA (912828P46) PNC CAPITAL ADVISORS	USA TREASURY NOTES 02.125% DUE 08/15/2021 RATING: AAA (912828RC6) PNC CAPITAL ADVISORS	USA TREASURY NOTES 01.750% DUE 05/15/2026 RATING: AAA (912828R36) PNC CAPITAL ADVISORS	USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9) PNC CAPITAL ADVISORS	USA TREASURY NOTES 02.000% DUE 07/31/2020 RATING: AAA (912828VP2) PNC CAPITAL ADVISORS

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Estimated	2,537.50 429.85	6 6,587.50 845.94	\$14,638.67		t Estimated Accrued	d annual income income	\$250.00	6 750.00 195.83	6 1,706.25 545.05
. 0	1.75 %	2.17%	3 2.07 %		Ö	yield		2.05 %	2.60 %
nien harileen	- 305.78	- 11,434.17	- \$41,835.08			Jurealized	- \$589.60	- 2,997.60	1,222.65
Total tax cost	145,594.33	315,330.27 101.72	\$2,507,166.38		Total tax cost	Avg. tax cost per unit	\$19,919.00 \$99.60	39,746.80 99.37	64,406.55 99.09
% of total	0.67 %	1.40 %	11.29 %	%	of total	portfolio	0.09 %	0.17 %	0.31%
Current market value Current	145,288.55	303,896,10 98.0310	\$2,465,331.30	Current market value	Current	price per unit	\$19,329.40 \$96.6470	36,749,20 91.8730	65,629.20 100.9680
Market value last period Quantity	145,430.65 145,000	305,012.10 310,000			Market value last period	Quantity	\$19,408.80 20,000	37,030.40 40,000	00'59
Treasury bonds Description (Cusip.)	USA TREASURY NOTES 01.875% DUE 10/31/2020 RATING: AAA (912828WC0) PNC CAPITAL ADVISORS	USA TREASURY NOTES 02.125% DUE 05/15/2025 RATING: AAA (912828XB1) PNC CAPITAL ADVISORS	Total treasury bonds	Agency bonds		Description (Cusip)	PEDERAL NATL MTG ASSN NTS 01.250% DUE 08/17/2021 RATING: AAA (313560N82) PNC CAPITAL ADVISORS	FEDERAL NATL MTG ASSN UNSC 01.875% DUE 09/24/2026 RATING: AAA (313560022) PNC CAPITAL ADVISORS	FEDERAL NATL MTG ASSN BNDS 02.625% DUE 09/06/2024 RATING: AAA (3135602R7)

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Agency bonds		Current market value	% ;	2 2 1				
	Market value last period Quantity	Current price per unit	of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current	Estimated annual income	Accrued
FEDERAL NATL MTG ASSN POOL #AH3765 0.000% DUE 01/01/2041 RATING: N/A 3138A5FF4] PNC CAPITAL ADVISORS	27,495.17 25,327.640	26,678,62 105,3340	0.13 %	27,128.22 107.11	- 449.60	3.80%	1,013.11	87.24
FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 RATING: N/A (3138EGUC6)	19,015,34 17,710.421	18,475,16 104.3180	% 60:0	18,864.22 106.52	90'88'-	3.36%	619.86	53.38
FEDERAL NATL MTG ASSN POOL AS0024 33.500% DUE 07/01/2043 RATING: N/A 3138W9A26] PNC CAPITAL ADVISORS	24,279.41 23,097.111	23,805,73 103.0680	0.11%	24, 107. 61 104.38	- 301.88	3.40 %	808.40	69.61
FEDERAL NATL MTG ASSN POOL BC4777 02.500% DUE 10/01/2031 RATING: N/A [3140F0JX3] PNC CAPITAL ADVISORS	79,853.29 78,658.572	78,852.86 100.2470	0.37 %	80,477.55 102.31	- 1,624.69	2.50%	1,966.46	169.33
FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A (31416XJX9)	76,663.38 70,970.064	75,187.11 105.9420	0.35%	70,066.29 98.73	5,120.82	3.78%	2,838.80	244.45
FEDERAL NATL MTG ASSN 21,378.48 POOL # AB2275 04.500% DUE 02/01/2041 RATING: N/A [31416X052] PNC CAPITAL ADVISORS	21,378.48 19,402.540	20,980.35	0.10 %	19,866.38 102.39	1,113.97	4.17%	873.11	75.18

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	Estimated Accrued		082.24 93.19				1207 /5						\$13,305.68 \$1,746.66			ii.	Estimated Accrued						
	Current Est		2.92 % 1.082.24				3 // 0 %						3.00 % \$13,				Current Est	yield annual income					
	O		:				57.2.75						\$507.61			(Unrealized gain/loss	- \$15.89				
2	Total tax cost		38	106.00			70 631 97	101.77					\$443,454.92			ŀ	lotal tax cost	Avg. tax cost per unit	\$923.98	n/:ln1:⊀0			
%	of total	portfolio	0.17 %				0.19 %	:					2.03 %		70	ρ -	of total	portfolio	0.01 %				
Current market value	Current	price per unit	37,100.18	102.8430			41.174.72	103.1250					\$443,962.53		Current	וופו עפר אפותם	Current	price per unit	\$908.09	0006.484			
	Market value last period	Quantity	38,008.11	36,074.578			42.076.08	39,927.006								Mary to the state of the state	Market value last period	Quantity	\$1,066.08	708.340			
Agency bonds		Description (Cusip)	FEDERAL NATL MTG ASSN	POOL #AB6373 03.000% DUE 10/01/2027	RATING: N/A	(31417DCK7) PNC CAPITAL ADVISORS	FEDERAL NATL MTG ASSN	POOL #MA1003	03.500% DUE 03/01/2042	RATING: N/A	(31418ADH8)	PNC CAPITAL ADVISORS	Total agency bonds	of the state of th	Moi igages			Description (Cusip)	GS MTG SEC CORP	VAR% DUE 08/10/2044	RATING: AAA	[361917AZ1] PNC CAPITAL ADVISORS	つじつつこと コモニ してつ うくこ

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Accrea	псоше \$66.22	18.13	32.89	29.54	28.47	70.67
Estimated	\$1,490.00	408.00	740.00	625.50	603.00	1,590.00
Current	yield 1.49 %	1.37 %	1.48 %	1.40 %	1.36 %	1.59 %
	Unrealized gain/loss - \$477.12	- 10.50	19.79	- 14.69	- 497.84	0.46 % 100,632.81 - 348.81 1.59 % 100.63
Total tax cost	Avg. tax cost per unit \$100,703.12 \$100.70	29,996.40 99.99	50,083.21 100.17	44,993.54 99.99	44,999.69 100.00	100,632.81 100.63
% of total	portfolio 0.46 %	0.14 %	0.23 %	0.21%	0.21%	0.46 %
Current market value Current	\$100,226.00 \$100,226.00 \$100,2260	29,985.90 99.9530	50,103.00	44,978.85 99.9530	44,501.85 98.8930	100,284.00 100,2840
Market value last period	\$100,265.00 \$100,000	30,022.20 30,000	50,128.50 50,000	45,048.15 45,000	44,716.05 45,000	100,363.00 100,000
	Description (Cusip.) AMERICAN EXPRESS CREDIT ACCOUN. SERIES 2014.3 CLASS A 01.490%. DUE 04/15/2020 RATING: AAA (02882JGU8) PNC CAPITAL ADVISORS	BANK OF AMERICA CREDIT CARD TR SERIES 2015 A2 CLASS A 01.360% DUE 09/15/2020 RATING: N/A (05522RCU0) PNC CAPITAL ADVISORS	CAPITAL ONE MULTI-ASSET EXECUT SERIES 2014 A5 CLASS A 01.480% DUE 07/15/2020 NOT RATED (1404.1NET4) PNC CAPITAL ADVISORS	CAPITAL ONE MULTI-ASSET EXECUT SERIES 2015 A1 CLASS A 01.390% DUE 01/15/2021 NOT RATED (14041NEU1) PNC CAPITAL ADVISORS	CAPITAL ONE MULTI-ASSET EXECUT SERIES 2016 A3 CLASS A3 01.340% DUE 04/15/2022 NOT RATED (14041NFE6) PNC CAPITAL ADVISORS	CHASE ISSUANCE TRUST SERIES 2015 A2 CLASS A 01.590% DUE 02/18/2020 RATING: AAA [1615716T5] PNC CAPITAL ADVISORS

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Asset backed Market value last period	Current market value ist period Current	ie % at of total	otal tax cost		Current	Estimated	Accrued
Quantity 100,000	price per unit 99,559.00 99.5590	<u>ā.</u> :	•	Unrealized gain/loss - 435.64	yield 1.76 %	annual income	income 111.81
55,067.65 55,000	55,032.45 100.0590	00 0.26 %	54,991.04 99.98	41.41	1.42 %	781.00	34.71
18,641,95 17,410.070	17,416.86 100.0390	% 80.0 0.0 0.0	17,408.69 99.99	8.17	1.28 %	222.85	06'6
100,098.00 100,000	100,055.00	00 0.46 %	99,961.14 99.96	93.86	1.36 %	1,360.00	60.44
19,802.00 20,000	19,742.20 98.7110	0.10%	19,995.11 99.98	- 252.91	1.35 %	266.00	9.61
20,000	19,951.00	0.10 %	19,997.31 99.99	- 46.31	1.24 %	246.00	6.83

PNC INSTITUTIONAL ASSET MANAGEMENT

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Asset backed		Current	è					
	Market value last period	Market value	% -+0++0	Total track			1	•
Description (Cusip)	Vitagin	price per unit	or total	ו טופו ופא כטפו		Current	Estimated	Accrued
HONDA ALITO DECENVADI ES OMNES T	00000	pire bel alli	יייייייייייייייייייייייייייייייייייייי	Avg. tax cost per unit	Onrealized gain/loss	yiera	annual income	Income
SERIES 2016 2 CLASS A3 01.390% DUE 04/15/2020 RATING: AAA		7,784.4U 99.844O	0.U5 %	10,038.28 100.38	- 53.88	1.40 %	139.00	6.18
PNC CAPITAL ADVISORS								
HYUNDAI AUTO RECEIVABLES TRUST SERIES 2013 B CLASS A4 01.01% DUE 02/15/2019 RATING: AAA (44890LAD&) PNC CAPITAL ADVISORS	18,465,69 14,615,200	14,613.30 99.9870	0.07 %	14,620.91 100.04	- 7.61	1.02 %	147.61	6.56
HYUNDAI AUTO RECEIVABLES TRUST SERIES 2015 A CLASS A3 01.050% DUE 04/15/2019 RATING: N/A (44890WAC4) PNC CAPITAL ADVISORS	15,471.35 14,244.950	14,237,40 99,9470	0.07 %	14,242.38 99.99	- 5.48	1.06 %	149.57	6.65
JOHN DEERE OWNER TRUST SERIES 2014 B CLASS A3 01.070% DUE 11/15/2018 RATING: AAA (477877AD6) PNC CAPITAL ADVISORS	21,552.13 19,669.890	19,668.51 99.9930	0.10 %	19,665.59 99.98	2.92	1.08 %	210.47	9.35
JOHN DEERE OWNER TRUST SERIES 2016 A CLASS A3 01.360% DUE 04/15/2020 RATING: AAA (47788MAC4) PNC CAPITAL ADVISORS	14,977.65 15,000	14,960.55 99.7370	0.07 %	14,997.64 99.98	- 37.09	1.37 %	204.00	9.07
MERCEDES-BENZ AUTO RECEIVABLES SERIES 2016 1 CLASS A3 01.260% DUE 02/16/2021 RATING: N/A (58769BAD6) PNC CAPITAL ADVISORS	S 19,914,40 20,000	19,839.00 99.1950	0.10%	19,997.56 99.99	- 158.56	1.28 %	252.00	11.20

NC	STITUTIONAL	SET MANAGEMENT	
F	INST	ASSI	
A			

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Asset backed		Current						
	Market value last noriod	market value	%	T			: : :	
Description (Cusip)	Quantity	price per unit	portfolio		200 / dien harileard I	Current	Estimated	Accrued
MERCEDES-BENZ AUTO RECEIVABLES SERIES 2015 1 CLASS A2 00.000% DUE 06/15/2018 RATING: N/A (58772PAB4) PNC CAPITAL ADVISORS	26,613.81 21,469.830	21,463.17 99.9690	0.10%	21,469,46 100.00	- 6.29	0.83 %	176.05	7.82
NISSAN AUTO RECEIVABLES OWNER SERIES 2015 C CLASS A3 01.370% DUE 05/15/2020 RATING: AAA (65478AAD5) PNC CAPITAL ADVISORS	25,003.50 25,000	24,961.25 99.8450	0.12 %	24,996.82 99.99	- 35.57	1.38 %	342.50	15.22
TOYOTA AUTO RECEIVABLES OWNER SERIES 2015 C CLASS A3 01.440% DUE 06/17/2019 RATING: AAA (89231TAD2) PNC CAPITAL ADVISORS	50,068.50 50,000	50,002.50 100.0050	0.23 %	50,123.05 100.25	- 120.55	1.34 %	670.00	29.78
TOYOTA AUTO RECEIVABLES OWNER SERIES 2016 B CLASS A3 01.300% DUE 04/15/2020 RATING: AAA (89231UAD9) PNC CAPITAL ADVISORS	29,977.80 30,000	29,903.70 99.6790	0.14 %	29,998.47 100.00	- 94.77	1.31 %	390.00	17.33
VOLKSWAGEN AUTO LEASE TRUST SERIES 2015 A CLASS A3 01.250% DUE 12/20/2017 RATING: AAA (92867VAD2) PNC CAPITAL ADVISORS	29,989.80 26,965.560	26,967.72 100.0080	0.13 %	26,970,42 100.02	- 2.70	1.25 %	337.07	10.30
Total asset backed		\$928,437.61	4.25 %	\$930,877.78	- \$2,440.17	1.41%	\$13,100.62	\$608.68

PZC	INSTITUTIONAL	ASSET MANAGEMENT	

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Other fixed income assets	Market value last period	Current market value	% of total	Total tax voct		1		,
Description (Cusip.)	Quantity	price per unit	portfolio		Unrealized gain/loss	vield	annual income	Accrued
INTL BK RECON & DEVELOP SER EMTN UNSC 01.375% DUE 09/20/2021 RATING: AAA (459058FP3) PNC CAPITAL ADVISORS	\$63,168.30 65,000	\$96.8410 \$96.8410	0.29 %	\$99.84		1.42%	\$893.75	\$250.75
PROVINCE OF QUEBEC SEDOL BD39V56 ISIN US748149AJ05 02.500% DUE 04/20/2026 RATING: AA2 (748149AJ0) PNC CAPITAL ADVISORS	19,353.00 20,000	19,250,44 96,2522	% 60:0	19,940.20 99.70	- 689.76	2.60 %	500.00	98.61
Total other fixed income assets	es es	\$82,197.09	0.38 %	\$84,836.85	- \$2,639.76	1.70 %	\$1,393.75	\$349.36
Total fixed income		\$5,779,304.17	26.47 %	\$5,838,759.19	- \$59,455.02	2.36 %	\$136,458.74	\$32,818.51
Equities Stocks <i>Consumer discretionary</i>	,	Current market value	%					
	Market value last period	Current	of total	Total tax cost		Current	Estimated	Accrued
Description (Symbol)	Quantity	price per unit	portfolio	Avg. tax cost per unit	Unrealized gain/loss	yield	annual income	income
BURLINGTON STORES INC (BURL) PCA LCC ADVANTAGE	\$44,839.20 450	\$38,137.50 \$84.7500	0.18 %	\$36,310.63 \$80.69	\$1,826.87			
CBS CORP CLASS B WI (CBS) PCA LCC ADVANTAGE	47,968.80 730	46,442.60 63.6200	0.22 %	38,000.23 52.06	8,442.37	1.14 %	525.60	142.20
COMCAST CORPORATION CL A (CMCSA) PCA LCC ADVANTAGE	5A) 89,667.90 1,200	82,860.00 69.0500	0.38 %	28,422.36	54,437.64	1.60 %	1,320.00	330.00
DICK'S SPORTING GOODS, INC. (DKS) PCA LCC ADVANTAGE	38,986.20 600	31,860.00 53.1000	0.15 %	35,987.73 59.98	- 4,127.73	1.14 %	363.00	
DISNEY WALT CO (DIS) PCA LCC ADVANTAGE	75,331.20 710	73,996.20	0.34 %	31,657.90 44.59	42,338.30	1.50 %	1,107.60	592.80



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December 1, 2016 - December 30, 2016

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Equities								
Stocks Consumer discretionary	2	Current market value	%					
	Market value last period	Current	of total	Total tax cost		Current	Estimated	Accrued
Description (Symbol)	Quantity	price per unit	portfolio	Avg. tax cost per unit	Unrealized gain/loss	yield	annual income	income
HOME DEPOT INC (HD)	80,228.00	77,766.40	% 98:0	25,0	52,709.88	2.06 %	1,600.80	:
	OSC	134.0800		43.20				
MUHAWK INUS INC (MHK) PCA LCC ADVANTAGE	39,488.00 190	37,939.20 199.6800	0.18 %	40,502.09 213.17	- 2,562.89			
NIKE INC (NKE) CLASS B	49,068.60	46,255.30	0.22 %	52,610.33	- 6,355.03	1.42 %	655.20	176.40
PCA LCC ADVANTAGE		2000		10.70				
O REILLY AUTOMOTIVE INC (ORLY) PCA LCC ADVANTAGE	63,135.00 220	61,250.20 278.4100	0.29 %	52,654.14 239.34	8,596.06			
WYNDHAM WORLDWIDE CORP (WYN) PCA LCC ADVANTAGE	45,353.70 580	44,294.60 76.3700	0.21 %	36,261.14 62.52	8,033.46	2.62%	1,160.00	
Total consumer discretionary		\$540,802.00	2.48 %	\$377,463.07	\$163,338.93	1.25 %	\$6,732.20	\$1,241.40
Consumer staples	,	Current market value	%					
	Market value last period	Current	of total	Total tax cost		Current	Estimated	Accrued
Description (Symbol)	Quantity	price per unit	portfolio	Avg. tax cost per unit	Unrealized gain/loss	yield	annual income	income
ALTRIA GROUP INC (MO) PCA LCC ADVANTAGE	\$51,783.30 770	\$52,067.40 \$67.6200	0.24 %	\$28,470.37 \$36.98	\$23,597.03	3.61%	\$1,878.80	\$494.10
CONSTELLATION BRANDS INC (STZ) CL A PCA LCC ADVANTAGE	80,104.20 490	75,121.90 153.3100	0.35 %	38,999.20 79.59	36,122.70	1.05 %	784.00	
DR PEPPER SNAPPLE GROUP INC (DPS) PCA LCC ADVANTAGE	5) 72,861.60 780	70,722.60 90.6700	0.33 %	50,156.26 64.30	20,566.34	2.34 %	1,653.60	445.20
KRAFT HEINZ CO/THE (KHC) PCA LCC ADVANTAGE	64,503.50 750	65,490.00 87.3200	0.30 %	66,009.42 88.01	- 519.42	2.75 %	1,800.00	
PEPSICO INC (PEP) PCA LCC ADVANTAGE	66,066.00 620	64,870.60 104.6300	0.30 %	63,144.54 101.85	1,726.06	2.88 %	1,866.20	496.65

400.00

1,500.00

1,320.00

\$213.60

813.19

2,671.11

1,392.00

\$1,213.19

\$7,096.71

Accrued income

Estimated

3,062.40

907.20

\$653.60

income

Accrued

Estimated

\$1,435.95

Detail

INVESTMENT MANAGEMENT STATEMENT December 1, 2016 - December 30, 2016 Account number 21-75-501-4453885 CONS **CLEVE PUB LIB ENDMT**

88 37 of Page Accrued income

Estimated

477.00

annual income annual income annual income \$8,459.60 yield 1.46 % yield 1 61 % 1.35 % yield 3.33 % 2.39 % 4.48 % 2.23 % 0.53% 3.52 % 2.93 % Current Current 2.34 % Current 10,842.60 655.95 Total tax cost
Avg. tax cost per unit Unrealized gain/loss 10,787.82 - 3,101.72 284.03 102,770.75 Avg. tax cost per unit Unrealized gain/loss Avg. tax cost per unit Unrealized gain/loss \$4,249.19 2,629.50 \$78,390.99 \$18,661.27 \$6,246.61 \$40.12 56,552.88 21.86 62,306.55 39,341.57 67.83 29.92 35,792.12 \$40.90 65.62 \$34,500.19 34,861.80 Total tax cost Total tax cost \$36,397.11 28,871.80 57,005.40 48.72 \$282,571.91 \$223,922.43 portfolio 0.15% 0.19 % 0.19 % 0.29 % 0.28 % 0.19 % 0.19 % 0.31% % 79.0 of total 1.65 % of total portfolio 1.11% of total portfolio 59,634.90 50.9700 39,625.60 68.3200 \$40,646.30 62,962.50 83.9500 86.2900 Current \$47.3800 39,714.40 67,340.70 137,632.55 Current 32,690.40 \$360,962.90 Current market value price per unit Current market value 90.2600 \$242,583.70 market value Current price per unit \$40,746.80 35,6300 price per unit 61.6800 Current 67,240.00 750 Quantity 31,813.60 530 Quantity \$47,363.40 53,253.00 68,025.30 Market value last period Market value last period 890 440 860 1,890 1,595 78,162.40 1,170 580 Market value last period Quantity \$44,100.60 137,491.55 BANK NEW YORK MELLON CORP COM (BK) EXXON MOBIL CORP (XOM) JPMORGAN CHASE & CO (JPM) PCA LCC ADVANTAGE CITIZENS FINANCIAL GROUP (CFG) DEVON ENERGY CORP NEW (DVN) PCA LCC ADVANTAGE VALERO ENERGY CORP (VLO) SCHLUMBERGER LTD (SLB) Consumer staples Total consumer staples TYSON FOODS INC (TSN) PCA LCC ADVANTAGE Description (Symbol) Description (Symbol) Description (Symbol) ISIN AN8068571086 TOTAL S A (TOT) Financial SEDOL 277920 Total energy Energy CLASS A

Detail

CLEVE PUB LIB ENDMT CONS INVESTMENT MANAGEMENT STATEMENT Account number 21-75-501-4453885 December 1, 2016 - December 30, 2016

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307.80 \$623.20 income income Accrued Accrued 1,261.60 1,444.00 1,088.00 Estimated annual income 720.00 1,374.88 402.60 350.00 1,155.20 \$12,069.48 Estimated annual income \$985.80 2,208,00 1.90 % yield yield 1.96% 2.76% 3.15% 1.71% 1.34 % 1.90 % 0.85 % 2.76 % 1.82 % Current 0.81% 18,453.14 14,776.80 41,453.80 6,076.83 - 357.30 23,563.81 6,004.59 28,586.45 \$222,031.34 Avg. tax cost per unit Unrealized gain/loss 13,893.48 Avg. tax cost per unit Unrealized gain/loss \$35,514.56 \$206.74 21,846.73 13,184.17 55.13 45,450.25 53,784.52 70.77 54,127.30 23,768.05 21,556.77 61.59 38,041.10 33.42 58,430.77 \$38.19 66.23 108.26 70.40 115.43 51,377.39 31,791.83 Total tax cost 54,058.56 40.89 24,028.39 otal tax cost 55,404.00 321.11 \$439,562.71 3.03 % portfolio 0.31% 0.25 % 0.30 % 0.34 % 0.22 % 0.24 % portfolio 0.17% 0.20 % 0.21 % 0.21% 0.37 % of total of total 0.33 % 0.27 % 93.7000 89.0500 47,592.20 52,354.50 \$38.4100 43,403.50 124.0100 45,372.80 283.5800 107.5400 42.2500 44,976.00 115.2100 67,678.00 53,770.00 64,507.60 54.8500 \$661,594.05 70,180.80 market value Current price per unit 57,460.00 77.7200 72,511.70 Current market value Current price per unit 146.2100 087 102,396.00 Quantity 59,144.80 70,132.00 53,978.40 49,719.20 1,360 50,258.00 49,991.90 42,253.50 Market value last period 66,541.50 64,254.60 73,353.40 Quantity \$38,450.70 74,916.40 830 930 320 160 500 Market value last period (LNL) NORNHOL & NORNHOL EDWARDS LIFESCIENCES CORP (EW ABBOTT LABORATORIES INC (ABT) WELLS FARGO & COMPANY (WFC) NORTHERN TRUST CORP (NTRS) SUNTRUST BANKS INC (STI) MORGAN STANLEY (MS S&P GLOBAL INC (SPGI) STATE STR CORP (STT) CLASS A SHARES PCA LCC ADVANTAGE AETNA INC NEW (AET PCA LCC ADVANTAGE PCA LCC ADVANTAGE PCA LCC ADVANTAGE PCA LCC ADVANTAGE Description (Symbol) Description (Symbol) AMGEN INC (AMGN) Health care BIOGEN INC (BIIB) Financial Total financial VISA INC (V)

CLEVE PUB LIB ENDMT CONS INVESTMENT MANAGEMENT STATEMENT Account number 21-75-501-4453885 December 1, 2016 - December 30, 2016

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Σ	Market value last period	Current market value	%	Total Last		Ċ		
	Quantity	price per unit	portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current	Estimated annual income	Accrued
	78,743.00 2,280	74,054.40 32.4800	0.34 %	:		3.95 %	2,918.40	
	49,038.50 320	45,152.00 141.1000	0.21 %	42,552.90 132.98	2,599.10	0.43 %	192.00	
	44,329.60 270	43,210.80 160.0400	0.20 %	38,368. <i>67</i> 142.11	4,842.13	1.57 %	675.00	
		\$481,566.50	2.21 %	\$388,577.15	\$92,989.35	1.98 %	\$9,537.20	
		Current market value	%					
rket va	Market value last period	Current	of total	Total tax cost		Current	Estimated	Accrued
	Quantity	price per unit	portfolio	Avg. tax cost per unit	Unrealized gain/loss	yield	annualincome	income
	\$43,978.60 540	\$40,521.60 \$75.0400	0.19 %	\$35,806.53 \$66.31	\$4,715.07	2.14 %	\$864.00	
	64,701.00 1,210	58,963.30 48.7300	0.28 %	53,366.37 44.10	5,596.93			
	53,862.00 440	50,846.40 115.5600	0.24 %	35,146.63 79.88	15,699.77	1.16%	585.20	
	36,509.55 289	34,168.47 118.2300	0.16 %	35,352.84 122.33	- 1,184.37	1.12%	381.48	
	68,386.50 360	62,157.60 172.6600	0.29 %	50,561.03 140.45	11,596.57	1.77 %	1,094.40	
	40,295.60 1,240	39,184.00 31.6000	0.18 %	20,474.10 16.51	18,709.90	3.04 %	1,190.40	297.60
	59,248.80 480	55,608.00 115.8500	0.26 %	47,142.14 98.21	8,465.86	2.30 %	1,276.80	
	58,834.60	53,882.40	0.25 %	41,335.44	12,546.96	2.13%	1,144.00	286.00



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INVESTMENT MANAGEMENT STATEMENT
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Current of total and control of total and cost and control of total and cost and control of cost and c		Current Estimated A vield annual income	1.55 %	4,123.46 2.07% 820.40 205.10	\$99,203.27 1.67% \$8,328.68 \$788.70		Current Estimated Accrued	lized gain/loss yield annual income income		77,546.41	92,401.44 1.97% 1,960.80	2,374.29 1.24 % 776.00	1,796.05 3.45% 1,071.20	4,389.35	1,083.16 2.87% 1,112.80		16,531.91 1.71% 1,152.00 310.50
cet value last period	-	Unrea					Total tax cost	Unrea									06.6/
et value last period Quantity 69,902.00 44,862.00 44,862.00 44,862.00 Guantity \$48,966.30 \$48,966.30 \$40,598.00 116,382.00 116,382.00 116,382.00 116,382.00 116,382.00 116,382.00 116,382.00 119,40 33,696.60 119,40 33,696.60 119,40 33,696.60 119,40 33,696.60 110,657.00 40,599.00 40,599.00 40,599.00	%	of total portfolio A	0.29 %	0.19 %	2.28 %	%	of total			0.51 %	0.46 %	0.29 %	0.15 %	0.43 %	0.18 %	0.31%	
et value	market value	Current price per unit	62,796.60 232.5800	39,760.00 142.0000	\$497,888.37	Current market value	Current	price per unit	\$44,509.40 \$117.1300	110,943.00 792.4500	99,605.20 115.8200	62,603.80 32.2700	31,126.60	92,040.00 115.0500	38,808.90 36.2700	67,667.20	103.7300
	boison to Louley to Jack	Market value tast period	NORTHROP GRUMMAN CORPORATION (NOC) 69,902.00 PCA LCC ADVANTAGE 270	44,862.00 280		,	Market value last period	Quantity	\$48,966.30 380	116,382.00 140	101,678.40 860	67,298.00 1,940	33,69.60 1,030	100,657.00 800	40,599.00 1,070	73,153.80	2



CLEVE PUB LIB ENDMT CONS INVESTMENT MANAGEMENT STATEMENT Account number 21-75-501-4453885 December 1, 2016 - December 30, 2016

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Information technology		Current market value	%					
	Market value last period	Current	of total	Total tax cost		Current	Estimated	Accrued
Description (Symbol)	Quantity	price per unit	portfolio	Avg. tax cost per unit	Unrealized gain/loss	vield	emooni lennue	9 0000
TEXAS INSTRUMENTS INC (TXN) PCA LCC ADVANTAGE	71,712.10	65,673.00	0.31 %	50,627.95	-	2.75%	1,800.00	
VANTIV INC CLASS A (VNTV) PCA LCC ADVANTAGE	40,065.30 670	39,945.40 59.6200	0.19 %	36,459.22 54.42	3,486.18			
Total information technology		\$698,595.40	3.20 %	\$418,302.86	\$280,292.54	1.42 %	\$9,939.00	\$310.50
Materials	-	Current market value	%	1				
Description (Symbol)	Market value last period Quantity	Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current	Estimated	Accrued
DOW CHEMICAL CO (DOW) PCA LCC ADVANTAGE	\$58,506.00	\$56,075.60	0.26 %	\$50,507.21	\$5,568.39	3.22 %	\$1,803.20	\$450.80
VULCAN MATERIALS CO (VMC) PCA LCC ADVANTAGE	42,721.00 310	38,796.50 125.1500	0.18 %	38,753.01 125.01	67:65	0.64 %	248.00	
Total materials		\$94,872.10	0.44 %	\$89,260.22	\$5,611.88	2.16%	\$2,051.20	\$450.80
Real estate	1	Current market value	%					
Description (Symbol)	Market value last period	Current	of total	Total tax cost	sectional	Current	Estimated	Accrued
PROLOGIS INC (PLD) PCA LCC ADVANTAGE	\$45,810.00 850	\$44,871.50	0.21 %	\$44,603.18 \$52.47	\$268.32	3.19 %	\$1,428.00	D :
SIMON PROPERTY GROUP INC (SPG) PCA LCC ADVANTAGE	34,133.50 180	31,980.60	0.15%	36,881.98 204.90	- 4,901.38	3.66 %	1,170.00	
Total real estate		\$76,852.10	0.35 %	\$81,485.16	- \$4,633.06	3.38 %	\$2,598.00	
Telecommunication services	- səɔ	Current market value	%					
Deerrintion (Sumbol)	Market value last period	Current	of total	Total tax cost	: :	Current	Estimated	Accrued
VERIZON COMMUNICATIONS INC (VZ)	\$73,353.00	\$73,130.60	0.34 %	\$70,097.83	\$3,032.77	yieta 4.33 %	\$3,164.70	псот
PCA LCC ADVANTAGE	1,370	\$53.3800		\$51.17				



CLEVE PUB LIB ENDMT CONS INVESTMENT MANAGEMENT STATEMENT Account number 21-75-501-4453885 December 1, 2016 - December 30, 2016

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Utilities		Current market value	%					
	Market value last period	Current	of total	Total tax cost		Current	Estimated	Accrued
Description (Symbol)		price per unit	portfolio	Avg. tax cost per unit	Unrealized gain/loss	yield	annual income	income
AMERICAN WATER WORKS CO INC (AWK) PCA LCC ADVANTAGE	↔	\$39,074.40	0.18 %	\$34,375.73 \$63.66	\$4,698.67	2.08 %	\$810.00	
WEC ENERGY GROUP INC (WEC) PCA LCC ADVANTAGE	72,252.90 1,150	67,447.50 58.6500	0.31%	23,180.25 20.16	44,267.25	3.55 %	2,392.00	
Total utilities		\$106,521.90	% 67.0	\$57,555.98	\$48,965.92	3.01 %	\$3,202.00	
Total stocks		\$3,835,369.62	17.57 %	\$2,827,484.42	\$1,007,885.20	1.91 %	\$73,178.77	\$6,063.74
Etf - equity		Current market value	%					
	Market value last period	Current	of total	Total tax cost		Current	Estimated	Accrued
Description (Symbol)	Quantity	price per unit	portfolio	Avg. tax cost per unit	Unrealized gain/loss	yield	annual income	іпсоте
ISHARES CORE S&P 500 (IVV) ETF 21-75-073-4453885	\$4,119,793.41 17,639	\$3,968,598.61 \$224.9900	18.18 %	\$3,902,626.99 \$221.25	\$65,971.62	2.02 %	\$79,781.20	5
ISHARES RUSSELL MID-CAP (IWR) ETF 21-75-073-4453885	2,175,782.40 12,240	2,189,246.40 178.8600	10.03 %	1,526,539.37 124.72	662,707.03	1.72 %	37,613.52	
Total etf - equity		\$6,157,845.01	28.20 %	\$5,429,166.36	\$728,678.65	1.91 %	\$117,394.72	
Mutual funds - equity		Current market value	%					
	Market value last period	Current	of total	Total tax cost		Current	Estimated	Accrued
Description (Symbol)	Quantity	price per unit	portfolio	Avg. tax cost per unit	Unrealized gain/loss	yield	annual income	income
SEAFARER OVERSEAS GROWTH & (SIGIX) INCOME INSTL CLASS FD # 11602 21-75-073-4453885		\$444,097.11 \$11.1400	2.04 %	\$438,516.00 \$11.00	\$5,581.11	1.79 %	\$7,933.15	
PNC INTERNATIONAL EQUITY FUND (PIUIX) CLASS I FUND 409 21-75-073-4453885	IUIX] 1,484,420.38 80,325.778	1,484,420.38 18.4800	% 08.9	948,138.46 11.80	536,281.92	2.01%	29,800.86	

Detail

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Mutual funds – equity	Current market value	ent Ilue %					
Market value last period Description (Symbol) Quantity PNC SMALL CAP FUND (PPCIX) 2,056,945,85 FUND #426 91,75,073,446,5385	riod Current tity price per unit 5.85 2,132,458.98 451 24.0100	ent of total Linit portfolio 8.98 9.77 % 100	Total tax cost Avg. tax cost per unit 1 656,477.44	Unrealized gain/loss 1,475,979.54	Current yield 0.13 %	Estimated annual income 2,735.52	Accrued
T ROWE PRICE REAL ESTATE FUND (TRREX) 714,308.33 FD #122 25,815.263	3.33 735,735.00 263 28.5000	3.37 % 000	622,664.15 24.12	113,070.85	2.29 %	16,779.92	
Total mutual funds - equity	\$4,796,711.47	.47 21.97%	\$2,665,798.05	\$2,130,913.42	1.19 %	\$57,249.45	
Total equities	\$14,789,926.10	.10 67.74 %	\$10,922,448.83	\$3,867,477.27	1.68 %	\$247,822.94	\$6,063.74
Alternative investments Mutual funds - alternative invest	Current market value	ent lue %					
Market value last period Description (Symbol) AQR LONG-SHORT EQUITY-I (QLEIX) 21-75-073-4453885 33,654.336	riod Current tity price per unit \$439,862.17 336 \$13.0700	ent of total unit portfolio 2.02 %	Total tax cost Avg. tax cost per unit Unrealized gain/loss \$4.38,516.00 \$1,346.17 \$13.03	Unrealized gain/loss \$1,346.17	Current yield 1.86 %	Estimated annual income \$8,178.00	Accrued
Total portfolio	20 44 700 100	700 00 000	() (0) 200	#40 43E /0/ /0			

Board Meeting

REPORT ON INVESTMENTS - December 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 December 1, 2016 through December 31, 2016.

Investment Investment Form	2,905.02 Investment Pool		0.41 Money Market	525.00 Federal Agency	3,075.00 Federal Agency	8,520.00 Federal Agency	1,625.00 Federal Agency	1,500.00 Federal Agency	2,100.00 Federal Agency	2,486.11 Federal Agency	3,125.00 Federal Agency	2,850.00 Federal Agency	4,425.00 Federal Agency	33,149.48
														↔
Interest Rate	Various	Various	Varions	1.050%	1.230%	1.125%	1.300%	1.200%	1.200%	1.000%	1.250%	1.140%	1.200%	Earned Interest December 2016
Bank	STAR Ohio	PNC	PNC	Federal National Mortgage Assn.	Federal Home Loan Bank	Federal National Mortgage Assn.	Federal Farm Credit Bank	Federal National Mortgage Assn.	Federal National Mortgage Assn.	Federal Home Loan Mortgage Corp.	Federal National Mortgage Assn.	Federal Farm Credit Bank	Federal National Mortgage Assn.	Earned Interes
Amount	Various	Various	Various	100,000	200,000	1,000,000	250,000	250,000	350,000	200,000	200,000	200,000	750,000	
No. of Days	33	9 5	31	184	184	172	184	184	184	183	184	184	181	
Period				•		12/02/16				12/23/16	12/28/16	12/29/16	12/27/16	
Investment Period	12/01/16 -	12/01/16 -	12/01/16 -	06/06/16 -	06/06/16 -	06/14/16 -	06/14/16 -	06/28/16 -	06/30/16 -	06/24/16 -	06/28/16 -	06/29/16 -	06/30/16 -	

451,088.66

s

Earned Interest Year To Date

REPORT C

Board Meeting

January 17, 2017

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR DECEMBER 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
Preserve This Introduction to EAD Cleveland, Ohio	11/7/2016 - 12/5/2016	Nick Durda	175.00
Northern Ohio Technical Services Librarians Fall 2016 Meeting Parma, Ohio	11/21/2016	Amei Hu	50.00
American Payroll Association Chapter Meeting Independence, Ohio	12/8/2016	Ronelle Miller-Hood	30.00
Microsoft SharePoint Fest Chicago, Illinois	12/7/2016 - 12/10/2016	Nancy Mocsiran	1,350.74
Ohio Library Council Leadership Conference Columbus, Ohio	11/1/2016	Shayna Muckerheide	189.48
Northeast Ohio Regional Library System Finance Committee Meeting Hudson, Ohio	11/15/2016	Gregory Parker	31.97
Cleveland Public Library Neighborhood Leadership Youth Meetings Cleveland, Ohio	11/29/2016 - 12/1/2016	Barbara Satow	5.00
University School Enspire 2016 Hunting Valley, Ohio	11/12/2016	Nichole Shabazz	47.65
TOTAL		a 18 o kalo - Boshino I o	\$1,879.84

SUMMARY

FUND	DECEMBER	YEAR TO DATE
General	\$529.10	\$75,414.62
Lockwood Thompson	1,350.74	16,834.35
Endowment for the Blind Fund (OLBPD)	0.00	2,735.43
Library for the Blind and Physically Disabled	0.00	408.24
CLEVNET	0.00	8,280.21
TOTAL	\$1,879.84	\$103,672.85

Board Meeting January 17, 2017

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

DATE	ITEM DESCRIPTION	AGENCY	SUPPLIER	AMOUNT
10/14/16	Computer Hardware	IT/CLEVNET	Business Smarts	17,947.68
11/18/16	Computer Hardware	IT/CLEVNET	Wadsworth Northeast	8,000.00
12/16/16	Book Jackets	Materials Processing	Kapco	5,591.31
12/30/16	Equipment	Rockport	CDWG	7,185.48
12/30/16	Computer Hardware	IT/CLEVNET	Business Smarts	22,620.70
12/30/16	Computer Hardware	IT/CLEVNET	Quadstar Digital Guidance	8,274.00
12/31/16	Computer Hardware	IT/CLEVNET	CDWG	6,402.63
12/31/16	Summer Reading Club	OPS	Ingram Library Services	7,351.90
12/31/16	Maintenance Supplies	Prop Mgmt.	Cleveland Hermetic & Supply	5,332.35
12/31/16	Maintenance Supplies	Prop Mgmt.	Sutton Industrial Hardware	5,379.63
12/31/16	Gas for Vehicles	Prop Mgmt.	BP Oil Co.	9,102.40

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 January 17, 2017

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD OCTOBER 1 THROUGH DECEMBER 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>	Agency	Supplier	<u>Amount</u>
11/10/16	Database Subscriptions	Main Library	West Publishing	28,178.00
12/30/16	Database Subscriptions	Main Library	EBSCO	498,051.28
12/30/16	Periodicals	Branches/Main Library	The Plain Dealer Publishing Company	30,963.60

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	Supplier	<u>Amount</u>
10/14/16	Computer Maintenance	IT/CLEVNET	Logicalis	57,522.49
10/28/16	Computer Hardware	IT/CLEVNET	Wadsworth Northeast	60,945.00
12/09/16	Computer Maintenance	IT/CLEVNET	Logicalis	72,758.30
12/16/16	Computer Hardware	IT/CLEVNET	Network Dynamics	25,300.00
12/30/16	Computer Hardware	IT/CLEVNET	Network Dynamics	103,054.05

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 January 17, 2017

FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS, NASH, SMOAK & STEWART, PC. ("Ogletree") OCTOBER 1 THROUGH DECEMBER 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	\$ 17,004.84
General Labor & Miscellaneous Matters	11,558.10
FMLA Compliance	0.00
EEOC	0.00
4th Quarter Total	\$ 28,562.94
Year to Date Total	\$ 94,185.62

REPORT G

CLEVELAND PUBLIC LIBRARY

Board Meeting January 17, 2017

REPORT ON BRAVO WELLNESS INCENTIVE PROGRAM

In accordance with the Board resolution adopted on October 18, 2012, in January 2013, and at the end of each contract year through 2016, the Fiscal Officer shall report to the Board the following for approval:

26
8
48
119
153
91
445
419

Board Meeting January 17, 2017

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, any change order in excess of \$50,000 would be submitted to the Board for approval, which increase the GMP (2), is hereby submitted:

		FOI TO A STATE OF THE S	r the Period Ending Decembe	er 31, 2016		\$250,000.00 (1)
Date	<u>Vendor</u>	<u>PO</u>	<u>Decription</u>	Encumbered	Expended	\$250,000.00 (1)
11/17/2015	City of Cleveland	151810	Building Permits		33,622.86	
	Watson Carpet	151965	Repairing, Cleaning and			
* * * * * * * * * * * * * * * * * * * *	Company, Inc.		Storing the 3 rugs in Brett			
			Hall	_	9,708.00	
3/29/2016)	151965-1	Add'l repairs needed that			
			were covered on (2)			
			smaller rugs by bookcases			
				-0	810.00	
12/31/2015	Barrie Projects, LLC	151998	To assist in the			
S10 10 K			transformation of Brett Hall			
			into a state-of-the-art			
			gallery facility	-	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			
				-	25,000.00	
2/24/2016	The Ohio Desk	160447	Thread Power Distribution			
	Company		System	-		
6/28/2016	Plantscaping	161103	Indoor plants	-	71,408.04	
9/16/2016	Ohio Desk	161414	Recover Lending chairs	_	816.56	
			People Counting, 3			
9/16/2016	IPS	161419	entrances at Main	-	12,474.26	
			Partitions to reconfigure			
9/29/2016	Ohio Desk	161465	OPS LSW2	-	16,730.31	
	100 V V V V V V V V V V V V V V V V V V		Design and installation of			
	Karen Skunta &		the Andrew J. Venable, Jr.			
9/30/2016	Company	161479	exhibit	7,310.00	3,375.00	
				7,310.00	224,250.22	

\$18,439.78

Available Balance

					\$250,000.00 (2)
Date	Change Order	PO	<u>Decription</u>	Amount	
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	
4/13/2016	15	151476	New security desk for LSW	38,650.59	
4/13/2016	16	151476	Design assist adds	66,771.46	App'd by Board 3/29/16
4/13/2016	17	151476	Electrical work for th Thread system	5,154.66	
4/22/2016	18	151476	Paint tickets	1,108.81	
4/22/2016	19	151476	Extra wall protection	7,415.25	
4/22/2016	20	151476	Water pump move Extra time for Owner adds	5,233.09	
4/22/2016	21	151476	Extend contract 30 days	-	
			Power and lighting for		
5/3/2016	22	151476	Welcome Room	7,528.96	
6/6/2016	23	151476	Added wayfinding signs	3,990.53	
6/19/2019	24	151476	Added sink on LSW 2	7,199.80	47F 0F2 C0
			(6145)	Available Balance	
	Executed Gu	iaranteed IVI	aximum Price (GMP) - Approved by the		
			Change Orders paid from		
			Updated GIVIP a	as of June 30, 2016:	\$ 3,530,293.40

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).

					\$535,000.00
<u>Date</u> <u>Vendor</u>	PO	<u>Decription</u>	Encumbered	Expended	
4/7/2016 Environments 4	160670	For LSW2, Front Lending,			
Business, LLC		LSW Entry Lobby	_	34,098.67	
4/5/2016 Contract Source, Inc.	160665	For LSW2, Security, Front			
*		Lending, LSW Entry Lobby		209,136.62	
4/5/2016 Ohio Desk	160658	For LSW2, Indoor Garden,			
		LSW Conference 1	_	73,078.79	
			-	316,314.08	
			Avai	lable Balance	\$218,685.92

In accordance with the Board resolution adopted on February 18, 2016, the Board of Trustees authorized the Executive Directo to make expenditures and enter into agreements in excess of \$25,000 each in a combined amount not to exceed \$300,000 for the purchase of exhibit furniture and equipment for Brett Hall from the lowest and best exhibit furniture vendors. A report of such expenditures is hereby submitted:

			experiared es is hereby sub-	meeca.		
						\$300,000.00
Date	<u>Vendor</u>	PO	<u>Decription</u>	Encumbered	Expended	
4/26/2016 Be	enchmark	160768	Exhibit Furniture for Brett			
Cı	raftsman, Inc.		Hall	1,900.00	167,870.00	
				1,900.00	167,870.00	
				Avai	lable Balance	\$130,230.00

Cleveland Public Library Library Service Materials All Funds

All Funds
Appropriation, Expenditures and Balances
For the Period Ending December 31, 2016

	Current Year	Total Appropriated	Current	Encumbered	Unencumbered	%
	Appropriation	Funds	Expenditures	Unpaid	Balance	Used
13 Deputy Director's Office	10,000.00	10,083.95	2,508.20	47.68	7,528.07	25.35%
41 Technical Services	50,000.00	00.009,09	31,655.50	14,000.00	14,944.50	75.34%
70 Branches	1,116,400.00	1,428,508.28	1,050,540.90	330,594.98	47,372.40	%89.96
90 Main Library	1,350,836.69	1,586,552.70	1,181,765.18	357,696.32	47,091.20	97.03%
54110 Books	\$ 2,527,236.69	\$ 3,085,744.93	\$ 2,266,469.78	\$ 702,338.98	\$ 116,936.17	96.21%
54111 Books - Floating Collections	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	100.00%
41 Technical Services	12,000.00	12,000.00	6,081.80	5,900.00	18.20	99.85%
70 Branches	35,000.00	83,248.26	33,373.98	46,203.56	3,670.72	95.59%
90 Main Library	325,000.00	724,032.10	420,578.07	302,872.81	581.22	99.95%
54120 Continuations	\$ 372,000.00	\$ 819,280.36	\$ 460,033.85	\$ 354,976.37	\$ 4,270.14	99.48%
30 Automation Services	40,000.00	357.76	357.76	0.00	0.00	100.00%
41 Technical Services	25,000.00	25,573.00	36,200.85	4,095.00	(14,722.85)	157.57%
70 Branches	150,000.00	180,024.68	130,061.36	49,921.30	42.02	86.66
90 Main Library	650,000.00	985,546.49	637,790.63	262,467.94	85,287.92	91.35%
54210 Periodicals	\$ 865,000.00	\$ 1,191,501.93	\$ 804,410.60	\$ 316,484.24	\$ 70,607.09	94.07%
41 Technical Services	2,000.00	2,000.00	563.73	1,400.00	36.27	98.19%
90 Main Library	75,000.00	259,216.13	60,678.53	198,478.22	59.38	86.66
54220 Microforms	\$ 77,000.00	\$ 261,216.13	\$ 61,242.26	\$ 199,878.22	\$ 95.65	%96.66
41 Technical Services	20,000.00	38,600.00	9,373.52	29,200.00	26.48	99.93%
70 Branches	1,450,000.00	1,717,198.62	1,352,499.49	471,568.90	(106,869.77)	106.22%
90 Main Library	458,180.00	485,770.06	415,356.47	27,632.86	42,780.73	91.19%
54310 Video Media	\$ 1,928,180.00	\$ 2,241,568.68	\$ 1,777,229.48	\$ 528,401.76	\$(64,062.56)	102.86%
41 Technical Services	1,000.00	1,000.00	504.87	400.00	95.13	90.49%
70 Branches	95,108.00	109,902.19	80,032.01	27,636.51	2,233.67	%26.76
90 Main Library	65,000.00	70,766.94	60,649.44	11,700.95	(1,583.45)	102.24%

All Funds
Appropriation, Expenditures and Balances
For the Period Ending December 31, 2016 Cleveland Public Library Library Service Materials

	Current	Total	Current	Encumbered		
	Year Appropriation	Appropriated Funds	Year Expenditures	and Unpaid	Unencumbered Balance	% Used
54320 Audio Media - Spoken	\$ 161,108.00	\$ 181,669.13	\$ 141,186.32	\$ 39,737.46	\$ 745.35	99.59%
41 Technical Services	3,000.00	3,000.00	119.49	2,800.00	80.51	97.32%
70 Branches	335,000.00	527,410.21	320,786.72	196,415.45	10,208.04	98.06%
90 Main Library	25,000.00	25,287.82	28,400.03	3,956.22	(7,068.43)	127.95%
54325 Audio Media - Music	\$ 363,000.00	\$ 555,698.03	\$ 349,306.24	\$ 203,171.67	\$ 3,220.12	99.42%
54350 Computer Media	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	100.00%
30 Automation Services	635,196.50	730,202.12	712,027.90	18,174.00	0.22	100.00%
Technical Services	20,000.00	20,000.00	314.00	19,664.12	21.88	99.89%
90 Main Library	920,000.00	990,333.08	457,170.35	623,209.29	(90,046.56)	109.09%
54500 Database Services	\$ 1,205,196.50	\$ 1,740,535.20	\$ 1,169,512.25	\$ 661,047.41	\$(90,024.46)	105.17%
30 Automation Services	324,803.50	390,604.12	238,187.37	152,352.00	64.75	86.66
Technical Services	2,000.00	2,000.00	0.00	2,000.00	0.00	100.00%
70 Branches	350,000.00	855,494.00	569,001.00	286,493.00	0.00	100.00%
90 Main Library	250,000.00	508,677.51	360,201.41	148,254.12	221.98	%96.66
54530 eMedia	\$ 926,803.50	\$ 1,756,775.63	\$ 1,167,389.78	\$ 589,099.12	\$ 286.73	%86.66
TOTAL	\$ 8,425,524.69	\$ 11,833,990.02	\$ 8,196,780.56	\$ 3,595,135.23	\$ 42,074.23	99.64%

EXHIBIT 10

CLEVELAND PUBLIC LIBRARY Regular Employment Report 12/01/2016 TO 12/31/2016

EMPLOYEE NAME	DEPARTMENT	JOB TITLE	TERM/INACT DATE
RESIGNATIONS			
BARNES, SHILA I	Jefferson	LIBRARY ASST-COMP EMPH	12/30/2016
LIN, XIAOYU Y	Foreign Literarure	PAGE	12/23/2016
RHODES, SAMIRA		PAGE	12/22/2016
ROBINSON, DAVIYONA M	Harvard Lee	PAGE	12/30/2016
TYE, AMBER D		PAGE	12/05/2016
RETIREMENTS SWINERTON, DAVID D	Accounting	ACCOUNTING-PURCHASING MGR	12/31/2016
OTHER TERMINATIONS LODGE, JOSEPH A PATTERSON, JOHN C ROBERTS, TRISHA G	Security Security Shipping	SAFETY&PROTECTIVE SVC OFFICER SAFETY&PROTECTIVE SVC OFFICER SHIPPING CLERK	12/08/2016 12/08/2016 12/19/2016

CLEVELAND PUBLIC LIBRARY SALARY CHANGES REPORT FROM 12/01/2016 TO 12/31/2016

EMPLOYEE:

ELLIOTT, ALLISON T

CURRENT GRADE:

F EFFECTIVE DATE

JOB TITLE:

LIBRARY ASST SUBSTITUTE CURRENT STEP:

1 FOR GRADE/STEP

PREVIOUS

CURRENT

TYPE OF CHANGE

VALUE

VALUE

REASON FOR CHANGE

SALARY AFFECTS BASE W

16.42

22.42

PROMOTION

EMPLOYEE:

GUERIN, ALISON L

CURRENT GRADE:

F EFFECTIVE DATE

JOB TITLE:

LIBRARY ASST SUBSTITUTE

PREVIOUS

VALUE

CURRENT STEP:

1 FOR GRADE/STEP

TYPE OF CHANGE

CURRENT

VALUE

REASON FOR CHANGE

SALARY AFFECTS BASE W

16.42

22.42

PROMOTION

EMPLOYEE:

LIANG, ANTHONY

CURRENT GRADE:

D EFFECTIVE DATE

JOB TITLE:

ACCOUNT CLERK

CURRENT STEP:

1 FOR GRADE/STEP

TYPE OF CHANGE

PREVIOUS VALUE

CURRENT VALUE

REASON FOR CHANGE

SALARY AFFECTS BASE W

31,854.16

37.316.50

PROMOTION

EMPLOYEE:

MCCOY, PATRICIA A

CURRENT GRADE:

C EFFECTIVE DATE

JOB TITLE:

SENIOR CLERK HOMEBOUND: CURRENT STEP:

9 FOR GRADE/STEP

TYPE OF CHANGE

PREVIOUS VALUE

CURRENT VALUE

REASON FOR CHANGE

SALARY AFFECTS BASE W

42,789.76

44,705.70

PROMOTION

CLEVELAND PUBLIC LIBRARY NEW HIRE REPORT FROM 12/01/2016 TO 12/31/2016

EMPLOYEE: JOB TITLE: LOCATION:	BURTON, PAUL SAFETY&PROTECTIVE SVC OFFICEI SECURITY	CURRENT GRADE: C CURRENT STEP: 1 SALARY: 26,366.08	HIRE DATE:	12/25/2016 18.11
EGGATION.		3ALAKT. 20,300.00	HOURET RATE.	10.11
EMPLOYEE: JOB TITLE:	HART, MONICA CHILDRENS LIBRARIAN	CURRENT GRADE: H CURRENT STEP: 1	HIRE DATE:	12/11/2016
LOCATION:	GARDEN VALLEY	SALARY: 53,328.34	HOURLY RATE:	27.35
EMPLOYEE: JOB TITLE:	LEE, MILTON SAFETY&PROTECTIVE SVC OFFICEI	CURRENT GRADE: C CURRENT STEP: 1	HIRE DATE:	12/25/2016
LOCATION:	SECURITY	SALARY: 26,366.08	HOURLY RATE:	18.11
EMPLOYEE: JOB TITLE:	LUCARELLI, JOSEPH SAFETY&PROTECTIVE SVC OFFICEI	CURRENT GRADE: C CURRENT STEP: 1	HIRE DATE:	12/25/2016
LOCATION:	SECURITY	SALARY: 26,366.08	HOURLY RATE:	18.11
EMPLOYEE: JOB TITLE:	SIMPKINS, ERIC SAFETY&PROTECTIVE SVC OFFICEI	CURRENT GRADE: C CURRENT STEP: 1	HIRE DATE:	12/25/2016
LOCATION:	SECURITY	SALARY: 26,366.08	HOURLY RATE:	18.11
EMPLOYEE: JOB TITLE:	SKORA, WILLIAM WEB ADMINISTRATOR	CURRENT GRADE: K CURRENT STEP: 1	HIRE DATE:	12/04/2016
LOCATION:	PLANNING AND RESEARCH	SALARY: 69,973.21	HOURLY RATE:	35.88

REPORT J

Human Resources Committee Report

Meeting Date: January 17, 2017 Report Period: December 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	3,657.15	94,683.73
May	3,615.00	3,883.60	94,543.84
June	3,229.18	2,939.22	93,738.87
July *	5,098.30	5,035.66	142,543.97
August	4,176.95	3,271.22	93,706.81
September	3,736.86	3,728.05	91,485.65
October	3,865.35	3,447.60	90,813.96
November	3,198.85	3,861.75	90,869.86
December *	5,348.30	5,835.93	135,643.95
	· · · · · · · · · · · · · · · · · · ·		

^{*}Covers three pay dates

REPORT K

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

Human Resources Committee Report

January 17, 2017

Totals	Male							Fema	le	
Job Category	Α	В	С	D	E F	G	Н	1	J K	Sec.
Officials/Administrators	75	22	9	1		27	15	1		
Professionals	79	16	1		1	39	15	4	3	
Technicians	18	9	2	1		4	1	1		
Protective Service	24	10	13	1			0			
Para-Professionals	131	23	31	2	2	36	28	7	2	
Administrative Support	324	42	59	4	4 1	52	142	18	1 1	
Skilled Craft	13	7	3	1	1		1			
Service Maintenance	48	7	32	1		2	5	1		
Grand Total	712	136	150	11	8 1	160	207	32	6 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 December 2016

Human Resources Committee Report January 17, 2017

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	5	1	6
Essential	28	8	36
Standard	248	147	395
Standard with OAD	0	2	2
Total MMO	a a		439
Dental Insurance	187	281	468
Vision Employee			248
Vision Children			39
Vision Spouse			49
Vision Family		U.	79
Total Vision			415
Workers' Comper	nsation		
Lost Time Rep	oort		
			Total days missed during report
Classification	Dept/Location	Date of Injury	month

CLEVELAND PUBLIC LIBRARY MONTHLY ACTIVITY REPORT FOR DECEMBER 2016

CIRCULATION	Monthly Total	Total	Average Hourly	Hourly	Year-	Year-to-Date	YTD
ACTIVITY	2016	2015	2016	2015	2016	2015	Gain/Loss
Main Library	105,759	119,589	529	598	1,385,667	1,485,679	-6.7%
Branches	237,404	277,473	1,120	1,303	3,077,500	3,267,268	-5.8%
Mobile Units*	1,793	901			22,257	49.632	-55.2%
Library for the Blind	43,504	48,096			562,214	579,777	-3.0%
OLBPD BARD	12,827	10,926			140,005	132,516	5.7%
eMedia	30,243	27,101			359,266	286,100	25.6%
TOTAL CIRCULATION	431,530	484,086			5,546,909	5,800,972	-4.4%
ELECTRONIC MEDIA	Monthly Total	' Total	Year-to-Date	Date	YTD		
CIRCULATION	2016	2015	2016	2015	Gain/Loss		
eBook	18,653	16,693	205,439	183,774	13.6%		
eAudiobook	8,594	7,204	108,197	73,761	37.4%		
eMusic	1,342	169	6,192	1,015	510.0%		
eVideo	292	809	7,037	4,165	%0.69	*eMagazine total does not	s not
eMagazines	*988	2,336	32401*	21,385	51.5%	include new Flipster activity	activity
TOTAL eCIRCULATION	30,243	27,010	359,266	286,100	25.6%	Included in circulation activity	n activity
COMPUTER	Number of	Average	Number of Sessions	ons	Hours	Hours in Use	YTD
USAGE	Computers	Sessions	2016	2015	2016	2015	Gain/Loss
Main Library	100	45 minutes	126,212	147,344	97,777	106,362	-8.1%
Branches	525	40 minutes	924,816	951,365	626,427	627,269	-0.1%
TOTAL USAGE	625		1,051,028	1,098,709	724,204	733,631	-1.3%
WIRELESS SESSIONS	Sessions less than 5 minutes Monthly Total	minutes exluded. H	Sessions less than 5 minutes exluded. Hours in use does not include grece periods computers are held for patrons. Monthly Total YTD YTD	clude grace periods	computers are held YTD	for patrons.	
	2016	2015	2016	2015	Gain/Loss		
TOTAL SESSIONS	111,028	N/A	1,080,093	N/A	N/A		
	≣ach session represe	ents a unique user o	Each session represents a unique user of public wireless internet	ļ.			
WALK-IN	Monthly Total	, Total	Average Hourly	Jourly	Year-t	Year-to-Date	YTD
COUNT	2016	2015	2016	2015	2016	2015	Gain/Loss

*Bookmobile is providing lobby stops as of November 2015. This changes the way the Library measures use.

244,981

207,644

TOTAL VISITS

REPORT M

-7.4% -2.4% -100.0%

485,570 2,581,332 4,917

449,613 2,518,436

197 965

168 821

39,447 205,534

33,680 173,964

Main Library

Mobile Unit* Branches

-3.4%

3,071,819

2,968,049

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR DECEMBER 2016

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D	Total Circulation (e+f)	8,477	4,699	11,689	5,916	3,890	16,306	11,730	11,473	3,429	5,531	9,172	4,568	6,784	7,257	7,561	6,430	10,868	3,304	10,157	16,021	7,924	16,031	4,603	4,504	12,382	17,674	9,024	237,404
4	her		370	937	490	259	1,814	771	989	154	338	809	175	517	489	549	580	1,042	227	809	1,388	583	1,461	257	334	897	1,730	486	18,351
Φ	Todal Direct Circulation (a+b+c+d)	7,876	4,329	10,752	5,426	3,631	14,492	10,959	10,787	3,275	5,193	8,564	4,393	6,267	6,768	7,012	5,850	9,826	3,077	9,549	14,633	7,341	14,570	4,346	4,170	11,485	15,944	8,538	219,053
ب م	Sent from Other CLENVET Systems	1,002	430	1,531	650	409	2,147	1,549	1,027	223	643	1,061	454	1,117	883	929	1,022	1,759	353	1,106	1,885	738	2,228	467	387	1,571	3,218	845	29,642
O	Sent from Main	624	278	1,350	288	271	1,234	945	661	132	321	999	293	932	534	770	695	1,137	232	687	1,291	531	1,344	315	242	1,068	2,320	494	19,655
q	Sent from Other Branches	909	316	783	263	264	979	827	531	203	273	559	460	592	516	631	410	688	288	499	863	574	915	393	310	675	1,088	496	15,002
m	Branch Circulation	5,644	3,305	7,088	4,225	2,687	10,132	7,638	8,568	2,711	3,956	6,278	3,186	3,626	4,830	4,685	3,723	6,242	2,204	7,257	10,594	5,498	10,083	3,171	3,231	8,171	9,318	6,703	154,754
															es		King, Jr.	ngham					_						TOTAL
	BRANCH	Addison	Brooklyn	Carnegie West	Collinwood	East 131st	Eastman	Fleet*	Fulton	Garden Valley	Glenville	Harvard-Lee	Hough	Jefferson	Langston Hughes	Lorain	Martin Luther King, Jr.	Memorial-Nottingham	Mt. Pleasant	Rice	Rockport	South	South Brooklyn	Sterling	Union	Walz	West Park	Woodland	

*Fleet Branch circulation includes remaining circulation generated by Broadway Branch items.

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR DECEMBER 2016

	Monthly Total	/ Total	Year-to-Date	o-Date	YTD	YTD
BRANCH	2016	2015	2016	2015	Gain/Loss	%G/L
Addison	8,477	9,260	101,419	112,002	-10583	-9.4%
Brooklyn	4,699	6,750	65,510	71,635	-6125	-8.6%
Carnegie West	11,689	12,727	146,365	152,838	-6473	-4.2%
Collinwood	5,916	7,521	82,789	94,094	-11305	-12.0%
East 131st	3,890	4,388	48,829	54,812	-5983	-10.9%
Eastman	16,306	20,200	226,088	237,722	-11634	-4.9%
Fleet*	11,730	13,031	141,271	145,846	-4575	-3.1%
Fulton	11,473	11,825	161,960	133,075	28885	21.7%
Garden Valley	3,429	3,833	41,403	40,390	1013	2.5%
Glenville	5,531	9/9/9	71,700	79,301	-7601	%9.6-
Harvard-Lee	9,172	10,710	108,056	110,474	-2418	-2.2%
Hough	4,568	5,874	58,685	55,843	2842	5.1%
Jefferson	6,784	7,080	82,825	90,390	-7565	-8.4%
Langston Hughes	7,257	6,601	80,797	81,435	-638	%8:0-
Lorain	7,561	9,779	106,911	121,259	-14348	-11.8%
Martin Luther King, Jr.	6,430	7,887	97,004	111,278	-14274	-12.8%
Memorial-Nottingham	10,868	13,341	147,556	151,140	-3584	-2.4%
Mt. Pleasant	3,304	4,693	45,614	55,307	-9693	-17.5%
Rice	10,157	14,584	126,498	148,329	-21831	-14.7%
Rockport	16,021	17,772	202,054	221,849	-19795	-8.9%
South	7,924	8,995	100,821	101,020	-199	-0.2%
South Brooklyn	16,031	18,224	209,087	223,700	-14613	-6.5%
Sterling	4,603	4,787	55,107	60,122	-5015	-8.3%
Union	4,504	6,779	68,373	80,675	-12302	-15.2%
Walz	12,382	13,828	162,094	170,811	-8717	-5.1%
West Park	17,674	21,017	235,179	249,414	-14235	-5.7%
Woodland	9,024	9,311	103,505	112,507	-9002	-8.0%
TOTAL	237,404	277,473	3,077,500	3,267,268	-189,768	-5.8%

*Fleet Branch circulation includes remaining circulation generated by Broadway Branch items.

CLEVELAND PUBLIC LIBRARY BRANCH ATTENDANCE DECEMBER 2016

		Monthly Total	y Total	Year-to-Date	o-Date	YTD	YTD
BRANCH		2016	2015	2016	2015	Gain/Loss	%G/L
Addison		4,791	5,211	63,704	62,146	1,558	2.5%
Brooklyn		3,190	3,730	47,569	42,045	5,524	13.1%
Carnegie West		9,798	15,129	122,842	186,622	-63,780	-34.2%
Collinwood		5,530	7,844	87,695	80,249	7,446	9.3%
East 131st		5,234	7,296	85,552	89,041	-3,489	-3.9%
Eastman		8,644	9,188	126,228	122,151	4,077	3.3%
Fleet*		8,487	9,395	118,577	119,480	-903	-0.8%
Fulton		6,566	6,457	100,576	87,485	13,091	15.0%
Garden Valley		3,062	4,425	49,739	51,861	-2,122	-4.1%
Glenville		4,548	8,807	73,488	96,826	-23,338	-24.1%
Harvard-Lee		6,308	7,689	90,783	91,217	-434	-0.5%
Hough		5,368	7,883	84,588	122,906	-38,318	-31.2%
Jefferson		3,705	7,513	62,903	81,428	-18,525	-22.8%
Langston Hughes		7,239	6,379	93,911	80,755	13,156	16.3%
Lorain		5,333	6,619	82,937	85,244	-2,307	-2.7%
Martin Luther King, Jr.		6,780	7,900	93,191	87,340	5,851	%2'9
Memorial-Nottingham		3,950	4,426	68,682	62,578	6,104	9.8%
Mt. Pleasant		3,908	5,546	63,524	68,259	-4,735	%6.9-
Rice		10,405	10,573	138,261	151,848	-13,587	-8.9%
Rockport		7,699	7,919	119,422	118,786	989	0.5%
South		5,868	6,652	75,395	79,649	-4,254	-5.3%
South Brooklyn		12,052	11,811	172,095	149,791	22,304	14.9%
Sterling		8,171	10,323	121,163	105,686	15,477	14.6%
Union		4,802	4,949	960'02	74,425	-4,329	-5.8%
Walz		7,636	7,652	103,871	94,375	9,496	10.1%
West Park		6,870	8,835	108,273	104,242	4,031	3.9%
Woodland		8,020	5,383	93,371	84,897	8,474	10.0%
	TOTAL	173,964	205,534	2,518,436	2,581,332	-62,896	-2.4%

BRANCH RANKINGS DECEMBER 2016 CLEVELAND PUBLIC LIBRARY

7,561 15 South 7,257 16 Collinwood 6,784 17 Hough 6,430 18 Lorain 5,916 19 East 131st 5,531 20 Union 4,699 21 Addison 4,603 22 Glenville
7,257 15 South 7,257 16 Collinwood 6,784 17 Hough 6,430 18 Lorain 5,916 19 East 131st 5,531 20 Union 4,699 21 Addison 4,603 22 Glenville
7,561 15 7,257 16 6,784 17 6,430 18 5,916 19 4,699 21 4,603 22
7,561 7,257 6,784 6,430 5,916 4,699 4,603
- 4
Lorain Langston Hughes Langston Hughes Perferson Rartin Luther King, Jr. Collinwood Clenville Brooklyn Sterling Hough

**Broadway and Fleet service areas merged

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

CLEVELAND PUBLIC LIBRARY MONTHLY ACTIVITY REPORT FOR DECEMBER 2016

Monthly Total Year-to-Date	2016 2015	855,560 897,260	308 290 4,587 4,700 -2.4%	5,539 4,621	865,686 906,58
OTHER TRANSACTIONS	Loans* to:	CLEVNET	MORE	Other Libraries	TOTAL

*Totals included in Main Librry and Branch circulation counts

otal Year-to-Date YTD	2016 2015	19,986 230,819 237,066 -2.6%	1,138		,	20,727 243,838 247,525 -1%
Monthly Total	2016	9:636		346	752	11,034
ANALYSIS OF MAIN LIBRARY	REFERENCE QUESTION LOAD	Projected	KnowitNow Web Reference*	Mail and Email Reference	Interlibrary Loan Requests	TOTAL

*KnowltNow statewide reference service ceased on 12/31/2015

										Included in circulation activity	
YTD	Gain/Loss	-1.5%	8.8%	YTD	Gain/Loss	0.4%	0.3%	YTD	Gain/Loss	5.7%	4.4%
Year-to-Date	2015	65,134	249,031	Year-to-Date	2015	2,407	69,014	Year-to-Date	2015	132,516	7.370
Year-t	2016	64,161	270,838	Year-t	2016	2,416	69,192	Year-t	2016	140,005	7,695
/ Total	2015	3,735	14,396	/ Total	2015	200	5,751	/ Total	2015	10,926	640
Monthly Total	2016	4,378	19,654	Monthly Total	2016	200	5,724	Monthly Total	2016	12,827	631
CHANGES IN PERMANENT	COLLECTION	New Titles Added	Total Items Added	HOURS OPEN	•	Main Library	Branches	OHIO BRAILLE & AUDIO	READING DOWNLOAD (BARD)	Downloads	Users