

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
April 18, 2019
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Mr. Corrigan, Ms. Rodriguez, Mr. Hairston,
Ms. Washington, Mr. Parker

Absent: Ms. Butts, Mr. Seifullah

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

Approval of the Minutes

Ms. Rodriguez moved approval of the Regular Board Meeting of 3/21/19 and Joint Finance, Capital & Community Services Committee Meeting of 3/19/19. Mr. Corrigan 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 following guests: The Reverend Pamela Pinkney-Butts, who shared literature from Cleveland Rise about the services they offer and Greater Cleveland Regional Transit Authority's Free Ride Program; presented a thank you letter to the Board for promoting her book; Steve Katanovic, who expressed his disapproval for the Library using XLerator hand dryers rather than paper towel dispensers.

FINANCE COMMITTEE REPORT

In Mr. Seifullah's absence, Mr. Corrigan presented the following report.

Resolution to Accept Gifts for the Month of March

(See page 677)

Mr. Corrigan moved approval of the following resolution.

REGULAR BOARD
MEETING 3/21/19;
and JOINT
FINANCE,
CAPITAL &
COMMUNITY
SERVICES
COMMITTEE
MEETING OF
3/19/19
Approved

Ms. Rodriguez seconded the motion, which passed unanimously by roll call vote.

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of March of 2019; now therefore be it

RESOLVED, That the gifts described in the Gift Report for March of 2019 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Third Amendment to the Year 2019 Appropriation

(See pages 678-683)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2019 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated April 9, 2019; 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 Third Amendment to the Year 2019 Appropriation Schedule be approved.

Mr. Corrigan stated that this item was reviewed at the Finance Committee Meeting and the changes were discussed.

THIRD
AMENDMENT TO
THE YEAR 2019
APPROPRIATION
Approved

Resolution Revising the Library's Investment Policy

(See pages 684-693)

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

WHEREAS, On June 16, 2016, the Board of Library Trustees approved the Library's Investment Policy; and

WHEREAS, It is now deemed necessary to amend the Library's Investment Policy; now therefore be it

RESOLVED, That the Board of Library Trustees approves the attached Cleveland Public Library Investment Policy to become effective April 18, 2019; and be it further resolved

RESOLVED, That the Fiscal Officer obtain the required acknowledgments and convey this policy to the Auditor of State.

Mr. Corrigan stated that this item was discussed in detail at Finance Committee Meeting.

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

(See pages 694-695)

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

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

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

RESOLUTION
REVISING THE
LIBRARY'S
INVESTMENT
POLICY

Approved

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

Approved

WHEREAS, The effective date of termination of the current maintenance agreement with Tyler Technologies, Inc. for the support and to update licensing of the Library's MUNIS ERP system is May 16, 2019; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to execute all documents necessary to renew the Maintenance Agreement with Tyler Technologies, Inc., subject to the Chief Legal Officer's approval, for the period beginning May 17, 2019 and ending May 16, 2020 at a cost not-to-exceed \$69,680.65, with the expenditure being charged to the General Fund Account 13010053-53360 (Computer Maintenance).

Resolution Amending Resolution to Engage L.A.N.D. Studio Inc. to Organize 2019 See Also Program

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

WHEREAS, This Board hereby amends the Resolution it adopted on March 21, 2019 to clarify that the agreement authorized by this Board is in addition to a preliminary agreement that the Library has already entered into with L.A.N.D. Studio Inc.; and

WHEREAS, On February 14, 2019, the Cleveland Public Library entered into a preliminary agreement with L.A.N.D. Studio Inc. in the amount of \$20,000 to engage L.A.N.D. Studio to work with artist Cyril Lancelin to develop a design for the 2019 *See Also* art installation; and

WHEREAS, The Resolution adopted by this Board on March 21, 2019 authorized the Library to enter into an agreement with L.A.N.D. Studio Inc. to organize the spring 2019 *See Also* temporary public art program in the amount of \$80,000; and

WHEREAS, The agreement authorized by this Board on March 21, 2019 for *See Also* is separate from the agreement entered into by the Library on February 14, 2019, and therefore, the combined total of both contracts amounts to \$100,000; now therefore be it

RESOLUTION
AMENDING
RESOLUTION
TO ENGAGE
L.A.N.D.
STUDIO INC.
TO ORGANIZE
2019 SEE ALSO
PROGRAM
Approved

RESOLVED, That this Board hereby amends the Resolution it adopted on March 21, 2019 to clarify that the Executive Director, CEO, or his designee is authorized to enter into an agreement between the Cleveland Public Library and L.A.N.D. Studio Inc. for the Spring 2019 *See Also* temporary public art program in an amount not-to-exceed \$80,000, which is in addition to an agreement in the amount of \$20,000 entered into by the Library and L.A.N.D. Studio Inc. on February 14, 2019, thus bringing the total value of both contracts for the Spring 2019 *See Also* program to \$100,000, with the additional \$20,000 being charged to the Founders Fund Account 20380103-53710 (Professional Services).

Mr. Corrigan stated that this resolution is an attempt to clarify the record about both contracts being for the same program and that we understood the total amount to be \$100,000.

Resolution Authorizing Agreements for Entertainment and Vendors for 2019 Street Fest

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

WHEREAS, In commemoration of 150 years of service to the people of Cleveland, the Library will be hosting a day-long outdoor event for the public on July 27, 2019 and other activities throughout the year known as the CPL150 activities; and

WHEREAS, The CPL150 activities will consist of author events and entertainment; and

WHEREAS, In order to make the CPL150 activities a success, the Library must enter into agreements with vendors and entertainers such as authors, television personalities, musicians, and performers as well as with various vendors to provide technical support services for the activities; and

WHEREAS, The Library anticipates that some of the individual agreements for entertainment and vendors will be in excess of \$25,000 and that the total cost of the remaining agreements for entertainment and vendors will not exceed \$244,000; and

RESOLUTION
AUTHORIZING
AGREEMENTS
FOR
ENTERTAINMENT
AND VENDORS
FOR 2019
STREET FAIR
Approved

WHEREAS, Due to the demand for some of the entertainment and vendors, the Library may be required to enter into agreements to engage particular entertainment or vendors before such agreements may be able to be presented to this Board for approval; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into agreements, including those in excess of \$25,000, for entertainment and vendors for the CPL150 activities, provided that the total cost of all agreements does not exceed \$244,000, which costs shall be charged to the Founders Fund Account 20380103-537100 (Professional Services) and which agreements shall be subject to the review and approval of the Chief Legal Officer; and be it further

RESOLVED, The Library shall report monthly to the Board of Trustees on all agreements for entertainment and vendors for the CPL150 activities entered into by the Library at their next regularly scheduled meeting.

Mr. Corrigan stated that this is an attempt to make sure that we authorize those things that for publicity purposes, we are trying to keep secret about some of the authors and speakers. However, the Board will be advised as each agreement is entered into. We wanted to make sure what our budget was and empower the Director and staff to move forward to make sure that the activities are successful.

Resolution Selecting Underwriting Team for Issuance of PLF Notes

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

WHEREAS, On February 25, 2019, the Cleveland Public Library sent out requests for qualifications for underwriting services to twelve (12) firms with experience in underwriting and marketing municipal bonds on a national scale and in Ohio. The selected firms were recommended by the Library's Municipal Advisor, Stifel Nicolaus & Company ("Stifel"), based upon the firms' qualifications, experience, and rankings; and

RESOLUTION
SELECTING
UNDERWRITING
TEAM FOR
ISSUANCE OF
PLF NOTES
Approved

WHEREAS, On March 18, 2019, proposals from seven (7) firms were received by the Library, and were vetted by Stifel, the Chief Legal Officer and the Chief Financial Officer. A short list of three (3) firms were selected based upon criteria including the proposed fees, the public finance platform, experience nationally and in Ohio, firm capital, the distribution platform, proposed structure and marketing, and rating suggestions and rationale; and

WHEREAS, The three (3) firms were interviewed by Stifel, the Chief Legal Officer, the Chief Financial Officer and a member of the Board's Capital Committee, and the interviewing panel found the firms to be qualified to provide excellent underwriting services in connection with the Library's PLF Notes. The Chief Financial Officer, therefore, recommends that this Board approve the underwriting team to include PNC Capital Markets, LLC, Loop Capital Markets and IFS Securities, with PNC Capital Markets, LLC as the Senior Manager, for the following fees and expenses:

Fee	\$62,000,000 Note Issue Amount	
Management Fee	\$0.00	
Average Take Down	\$2.50 / 1,000 per note	\$155,000
Expenses	\$0.41 / 1,000 per note	\$ 25,420 (estimated)
Gross Spread	\$2.91 / 1,000 per note	\$180,420

Now therefore be it

RESOLVED, That the Board approves the selection of PNC Capital Markets, LLC, Loop Capital Markets, and IFS Securities as the underwriting team for the Library's issuance of PLF Notes in 2019, with PNC as the Senior Manager, at the fees and expenses set forth in this Resolution. The Board also authorizes the Executive Director, CEO or his designees, to negotiate and execute any agreements necessary to engage the underwriting team, which agreements will be subject to the approval of the Chief Legal Officer. Underwriting fees shall be paid from the proceeds of the future note issuance at closing.

In response to Ms. Washington's inquiry, Ms. Krenicky stated that Ms. Butts was a member of the interview panel.

Ms. Krenicky introduced Bob Franz of Steifel and Mark Fisher, Managing Director of PNC, who were available to answer any questions the Board may have had.

Mr. Corrigan stated that with significant financial involvement, we want to make sure that we are respecting the Library's goals for diversity and maximization of opportunity for Cleveland firms.

In response to Ms. Washington's inquiry, Ms. Krenicky stated that Loop Capital Markets and IFS Securities are the two minority underwriter firms that were interviewed and who will be included in team as well.

Resolution Approving Group 1 of Facilities Master Plan

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

WHEREAS, On June 19, 2018, the Board of Library Trustees authorized the Library to enter into an agreement with Bialosky and Partners, Architects, LLC for architectural design services for the creation of a facilities master plan. Bialosky proceeded by obtaining community feedback, and analyzing the state of existing facilities, their current usage and how the facilities support the library's plans for the future; and

WHEREAS, Bialosky completed a draft of the facilities master plan ("Master Plan") which it submitted to the Library in March of 2019 for review. The Master Plan provides options for the renovation, expansion, consolidation, or relocation of all of the Library's buildings over the next decade in order to meet the Library's long term goals. An implementation plan has also been created as part of the Master Plan, recommending that the entire Master Plan be phased in and that a certain number of facilities improvements be implemented initially as a part of Group 1, in order to allow the Library to work within a responsible budget necessary to support the financing for the projects; and

RESOLUTION
APPROVING
GROUP 1 OF
FACILITIES
MASTER PLAN
Approved

WHEREAS, The Master Plan recommends that the following branches and work be included in Group 1: **Dr. Martin Luther King, Jr.**, relocation and new building; **Jefferson**, renovation with minor addition; **Hough**, relocation and new building; **Walz**, new building on expanded site; **Memorial-Nottingham**, relocation and new building; **West Park**, renovation with addition; **Sterling**, renovation with addition; **Lorain**, renovation with addition; **Brooklyn**, renovation; **Eastman**, renovation; **Woodland**, major renovation with new central distribution facility; **Rockport**, new building on existing site; **Mount Pleasant**, consolidate with E. 131st branch at new location; **E. 131st Street**, consolidate with Mount Pleasant branch at new location; and

WHEREAS, The Master Plan estimates that the total cost of the Group 1 buildings will be \$62,000,000, and recommends that the work be conducted over a five year period; and

WHEREAS, This Board, upon due consideration of the Master Plan and the recommendation of its Capital Committee, has determined that implementation of Group 1 of the Master Plan serves the needs of the community in an equitable manner and moves the Library forward towards its strategic priority of being ready for the future; now therefore be it

RESOLVED, That the Board of Library Trustees hereby approves the selection of the branches in Group 1 of the Master Plan and the approves the recommended types of improvements for each branch, and authorizes the Executive Director, CEO and the Chief Operating Officer, and their designee(s), to begin the implementation process by obtaining designs, costs estimates, and establishing schedules; be it further

RESOLVED, That the Board also authorizes the Executive Director, CEO and the Chief Operating Officer, or their designee(s) to begin exploring property acquisition for the Woodland, Mount Pleasant/E. 131st Street, Memorial-Nottingham and South Brooklyn branches, and to also explore the potential sale and development of the Lakeshore property; be it further

RESOLVED, That the Board also authorizes the Executive Director, CEO and his designees, to enter into such

agreements as may be necessary, including those over \$25,000, to effectuate the implementation and exploration process as described in this Resolution.

Ms. Washington thanked staff for their hard work providing thorough information at the Capital Committee Work Session and asked the record to reflect that as the plan is rolled out, it should be combined with the work that Ms. Winlock is doing to ensure that diversity and inclusion goals are a part of our RFP's and everything issued as a part of this. Ms. Washington stressed that this continues throughout the process and these things are aligned with each other.

Director Thomas asked Ms. Winlock and Mr. Swetel to explain what has been done to make those timelines more even.

Mr. Swetel stated that the organization has reached a significant milestone by approving Phase 1 of the Master Plan and thanked the Board for their commitment in the process.

Mr. Swetel stated that the Library is committed to supplier diversity and making sure that those timelines come together. Ms. Winlock arranged a meeting with Casandra Johnson with whom staff met.

Mr. Hairston asked for background on Ms. Johnson.

Ms. Winlock stated that Ms. Johnson is currently a consultant and is the former director of construction for University Hospital for eight years. Ms. Johnson led University Hospital's Vision 2010 plan around construction and supplier diversity.

Ms. Winlock stated that the Library is currently in the process of engaging Ms. Johnson.

Mr. Swetel stated Ms. Johnson is determined to make sure that the Library has the best program possible.

Mr. Swetel gave an overview of the following goals: (1) Ensuring that there is language in our RFQ's that go out guaranteeing that we are attracting the best inclusive group that reflects the diversity of the professional community for design services for the first 13 branches;

and (2) Within the next 90 days, establish a Supplier a Diversity Council and work on our Education Program. Our plan is to take a thoughtful approach to be as inclusive as possible and setting the standard in Northeast Ohio for diversity and inclusion.

Ms. Winlock stated that we have asked Ms. Johnson to present the Library with a proposal for the short term goals to engage her on how we develop language around our RFQ's as well as the language that should be incorporated in our agreement with Panzica around diversity and inclusion. We would also like to engage her to help identify individuals, in addition to the Board to participate on our Diversity Council who will help us develop a policy that will be presented and recommended to the Board for consideration and approval. Once that has been completed, we will be able to build our strategy that will drive the Master Plan. Those timelines have been aligned.

Ms. Washington wanted to be clear that this would also include not only the RFQ but handling the responses that come in.

Ms. Winlock stated that Ms. Johnson will help us build all of those processes from beginning to end.

Ms. Winlock stated that she was excited about the education component and explained that as the People's University and trying to create a learning environment. Ms. Johnson spoke about engaging minority suppliers and providing education opportunities on how to do business with the Library as well as educate them on how to grow their own businesses.

Mr. Swetel introduced Ben Crabtree and Aaron Hill from Bialosky who was available to answer any questions the Board may have had.

Mr. Hairston expressed that he will need additional information regarding decisions for Memorial Nottingham. Mr. Hairston noted the following: the building is beautiful but expensive; there are no parking issues; on the bus line; patrons are senior citizens from surrounding apartments and students from nearby schools. Mr. Hairston stated that he would approve this with the

understanding that the Board be involved in any future decisions about the building.

Mr. Corrigan expressed that the entire Board supports Mr. Hairston's request and it is proper fiduciary care on the part of the Board to make sure that this is done very appropriately. In consideration of our values both as a library and as an entity in the City of Cleveland.

Director Thomas stated that considering the history of the building, value of the space and the politics involved, it is essential that the Board is involved in this process as much as it can possibly be.

Mr. Corrigan thanked Bialosky and its principals for helping the Library get to this point. Mr. Corrigan stated that the Library is being very careful, as it has in the past, over taxpayer funds and dividing the Capital Plan into two phases. Given what libraries have endured in the past, whether they be state budget changes, the impact the foreclosure crisis had on property values in our tax base, Mr. Corrigan commended staff, community leaders and Bialosky for making the fact and appearance of how we are doing this fairly evident for selection of locations and the types of projects in Phase 1.

Mr. Parker stated that he approved the plans for East 131st Street and Mount Pleasant and shared how it would benefit the residents and schools in the communities.

Resolution Declaring Official Intent Under U.S. Treasury Regulations with Respect to Reimbursements from PLF Note Proceeds

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

RESOLUTION AUTHORIZING THE USE OF A PORTION OF THE PROCEEDS OF THE PROPOSED MAXIMUM \$62,000,000 OF OBLIGATIONS FOR THE LIBRARY DATED NOT EARLIER THAN APRIL 18, 2019, FOR THE PURPOSE OF PURCHASING, LEASING, CONSTRUCTING, RENOVATING AND IMPROVING LIBRARY FACILITIES AND REAL PROPERTY AND PAYING THE COSTS OF OTHER PROPERTY REFERRED TO IN SECTION 3375.40(C), OHIO REVISED CODE TO REIMBURSE THE LIBRARY'S GENERAL OR

RESOLUTION
DECLARING
OFFICIAL
INTENT UNDER
U.S. TREASURY
REGULATIONS
WITH RESPECT
TO REIMBURSE-
MENTS FROM
PLF NOTE
PROCEEDS
Approved

BUILDING FUND FOR MONEYS PREVIOUSLY ADVANCED FOR SUCH PURPOSE

WHEREAS, the Library reasonably anticipates that it will incur certain Original Expenditures (as defined in Treasury Regulations Section 1.150-2(c) and Section 1.150-2(d)(3)) for the above-referenced purpose (the "Project"); and

WHEREAS, the Library may advance costs for Original Expenditures for the Project from its General Fund or its Building Fund; and

WHEREAS, the Library intends to reimburse itself, within 18 months from the later of the date of the Original Expenditures or the date the Project is placed in service (but in no event more than three years after the Original Expenditures are paid or, alternatively, five years after the Original Expenditures are paid if the special rule for long-term construction projects set forth in Treasury Regulations Section 1.150-2(d)(2)(iii) is applicable), for Original Expenditures of not to exceed \$62,000,000 for the Project from the proceeds of one or more series of tax-exempt obligations (the "Obligations") to be issued by the Library;

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of Cleveland Public Library, County of Cuyahoga, Ohio, that:

Section 1. **Declaration of Official Intent.** The Board of Trustees of the Cleveland Public Library intends that this resolution constitute an "official intent" for purposes of Section 1.150-2(e) of the Treasury Regulations prescribed under the Internal Revenue Code of 1986, as amended, and declares its intention to use a portion of the proceeds of the Obligations to reimburse the Library for expenses of the Project advanced from its General or Building Fund.

Section 2. **Intent to Issue Obligations.** The maximum principal amount of Obligations to be issued is expected not to exceed \$62,000,000, or such other amount as is necessary to pay actual costs of the Project.

Section 3. **Purpose.** The Library intends to make a reimbursement allocation on its books for the Original Expenditures within the "reimbursement period" set forth under Section 1.150-2(d)(2) of the Treasury Regulations.

Section 4. **Compliance with Open Meeting**

Requirements. It is hereby found and determined that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

Section 5. **Captions and Headings.** The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof.

Section 6. **Effective Date.** This Resolution shall be in full force and effect from and immediately upon its adoption.

Thomas D. Corrigan **Motioned to approve.**
John M. Hairston, Jr. **Seconded the motion.**

Upon roll call on the adoption of the Resolution, the vote was as follows:

Thomas D. Corrigan	Yes
Maritza Rodriguez	Yes
John M. Hairston, Jr.	Yes
Alesha Washington	Yes
Anthony T. Parker	Yes

CERTIFICATION

The above is a true and correct extract from the minutes of a regular meeting of the Board of Library Trustees of the Cleveland Public Library, Ohio, held on April 18, 2019, commencing at 12:00 p.m., in the Board Room on the 10th Floor of the Louis Stokes Wing of the

Main Library, 325 Superior Avenue, Cleveland, Ohio, showing the adoption of the Resolution hereinabove set forth.

Dated: April 18, 2019

Michael Fisher
Assistant to the Board of
Trustees
Cleveland Public Library, Ohio

Mr. Corrigan stated that this is the technical and legal language that is required under the Internal Revenue Code and the Department of Treasury Regulations to do an appropriate public bond issuance.

Mr. Corrigan stated that this item was widely discussed at the Finance Committee Meeting which is an open and public forum where a vote was taken.

Fiscal Officer's Report

(See pages 696-740)

Report on Investments

(See page 741)

Report on Conference and Travel Expenditures

(See pages 742-743)

Purchases from \$5,000-\$25,000 for the period 1/1/19-3/31/19

(See page 744)

Purchases Exceeding \$25,000 for the period 1/1/19-3/31/19

(See page 745)

Fees Paid for Legal Advice and Services to Ogletree

(See page 746)

FISCAL
OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

PURCHASES
FROM \$5,000-
\$25,000, 1/1/19-
3/31/19
Submitted

PRUCHASES
EXCEEDING
\$25,000, 1/1/19-
3/31/19
Submitted

FEEES PAID FOR
LEGAL ADVICE
AND SERVICES
TO OGLETREE
Submitted

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

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

(See pages 747-752)

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

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

(See page 753)

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

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

(See page 754)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 755-759)

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

Report on Paid Sick Time Used by the Month

(See page 760)

REGULAR
EMPLOYMENT
REPORT
Approved

Employee Demographics (EEO-4) Report

REPORT ON PAID
SICK TIME
Submitted

(See page 761)

Insurance Summary Report

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

(See page 762)

COMMUNITY SERVICES

INSURANCE
SUMMARY
REPORT
Submitted

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 763-768)

Mr. Corrigan noted the following: YTD circulation is up; increased circulation in electronic media; 21% new titles have been added in the permanent collection; and Ohio Braille & Audio Reading Download (BARD) is up 13% from last year.

Ms. Rodriguez asked for an update on the possibility of obtaining additional hotspots from the Cleveland Foundation.

Director Thomas stated that he is scheduled to meet today with Leon Wilson, Cleveland Foundation, to discuss our digital strategy.

Building Status Update

Jeremiah Swetel, Chief Operating Officer, gave an update on the façade cleaning for Main and LSW and cleaning landscaping stones in the Eastman Reading Garden. The project is progressing and should be complete within the next couple of weeks.

In response to Ms. Rodriguez's inquiry, Mr. Swetel explained that there are some areas that will need additional care. The cleaners will revisit those areas with deeper soiling and use different methods to remove the soiling out of the stone.

Mr. Swetel stated that the Foundation has helped to arrange discussions with Karcher who have indicated their willingness to clean some of our Carnegie buildings at no cost to the Library. They have given advice on how to clean the Main Library.

Safe, Warm and Dry Update

In response to Mr. Corrigan's inquiry, Mr. Swetel stated the close out process is near completion.

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that our primary work to date has

**MONTHLY
ACTIVITY
REPORT**
Submitted

**BUILDING
STATUS
UPDATE**
Presented

**SAFE,
WARM AND
DRY
UPDATE**
Presented

**ADVOCACY
TASKFORC
E UPDATE**
Presented

been to support the statewide work of the Ohio Library Council in restoring the PLF. OLC Legislative Day at the Statehouse on April 9, 2019, went well. Tim Cosgrove, Squire Patton Boggs, will attend the Regular Board Meeting in May to provide an update on the status of PLF and the results of OLC Legislative Day.

**FOUNDATION
UPDATE**
Presented

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that we have raised about 70% of our overall goal with an additional 28-30% to raise. We have recently received a gift from First Energy in the amount of \$15,000.

Ms. Johnson Thomas stated that preliminary meetings with the event planner for the Gala that will be held on November 16, 2019. An upcoming meeting that will include Director Thomas will be held to discuss timeline, theme and other details.

NEW BUSINESS

Ms. Rodriguez presented the following item of New Business.

Resolution Establishing Policy for Diversity, Equity,
and Inclusion

(See page 769)

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

WHEREAS, Cleveland Public Library recognizes that diversity, equity and inclusion are mutually reinforcing and must be woven through the Library's vision, mission, values, strategic priorities, goals, and objectives; and

WHEREAS, Over the last seven years, the Library has strategically readied itself for the future and is now set to embark on a bold plan to position the Cleveland Public Library as the center of learning in each of the neighborhood communities we serve; and

**RESOLUTION
ESTABLISHING
POLICY FOR
DIVERSITY,
EQUITY, AND
INCLUSION**
Approved

WHEREAS, The Library wishes to adopt a formal policy on diversity, equity, and inclusion to guide its deliberations, decisions, and actions as the plan becomes a reality; now therefore be it

RESOLVED, That the Board of Library Trustees adopts the attached policy, to be effective immediately. Sadie Winlock, Director, Equity & Inclusion Initiatives, stated that she gave a presentation at the Capital Committee Work Session on Saturday, April 13, 2019, that included a recommendation for the Library's Policy on Diversity, Equity and Inclusion.

Ms. Winlock explained that over the last several months, she interviewed several Chief Diversity Officers, Chief Executive Officers, and other leaders in the community about how they would define diversity, equity and inclusion to help us understand what we need to do as an organization. As a result of those conversations, staff has made a recommendation resulting in this policy drafted for Board consideration and approval.

Ms. Winlock stated that diversity can be considered an umbrella with the following pillars under it: (1) Our Employees, (2) Our Patrons; and (3) Supplier Diversity, This policy addresses the first two pillars. We will be working with Mr. Swetel and Ms. Johnson on the third pillar.

Ms. Rodriguez thanked Ms. Winlock for her work on this initiative.

Mr. Hairston stated that after 150 years which we are now celebrating, we have a Diversity, Equity & Inclusion Policy. Mr. Hairston congratulated and thanked Director Thomas, the Board, and staff for their vision and their work to establish this important policy that will open the doors of "The Peoples University" making it possible for many people who otherwise would not be involved.

Director Thomas thanked Ms. Winlock and stated that the Library has not had an aggressive plan that addresses how diversity fits into every aspect of the organization. This piece must fit into our Strategic Plan to ensure that it is a part of everything we do as an organization.

Ms. Washington commended his starting point and stated that it is unfortunate that organizations still must celebrate moments like these when this should be the normal way we do business. Now that the policy is in writing and has been approved, Ms. Washington stated that she looks forward to seeing the actual strategy behind it and receiving regular reports on the progress of the Library and the results on what has been identified in this Resolution.

Ms. Winlock stated that our next steps will be similar to Supplier Diversity Council which will be the development of a DEI Committee. The Board is invited to participate in the DEI Committee to help us determine how we do this work and build an education program.

Mr. Corrigan stated that this was an appropriate improved sophistication of what this Library should be doing. Mr. Corrigan noted that Main and Louis Stokes Wing was easily the most successful diversity, equity and inclusive public construction projects in the City of Cleveland for more than 20 years. In fact, we exceeded our goals so much that other entities that were building buildings did not report their outcomes because they could not come close to the Library's outcomes. This is building on a tradition when we named this building Louis Stokes we took seriously then. The \$62 million is the first large pot of money where we can expect to impact construction and suppliers. In the interim, we have done things to continue what this building itself has established as our tradition.

Mr. Corrigan stated that he was very grateful to Ms. Winlock and staff for all that they have done to take us to the next level and make sure that we've set standards and a bar for ourselves that is as high as our tradition has asked for.

Ms. Rodriguez requested that future Board Meeting agendas include a Diversity, Equity & Inclusion Update provided by Sadie Winlock, Director, Equity & Inclusion Initiatives.

DIRECTOR'S
REPORT
Presented

DIRECTOR'S REPORT

Before presenting his report, Director thanked Aaron

Mason, the Outreach & Programming staff and others for their hard work on the kick-off for The World of Puppets: From Stage to Screen Exhibit and The Association of College & Research Libraries (ACRL) Conference. Over 4,000 librarians attended the conference and many of the attendees visited Cleveland Public Library.

Director Thomas presented the WOW! Empowerment Award to Crystal Tancak, Lorain Branch Manager. The Empowerment Award is given to a manager who exhibits an empowering attitude in their routine dealings with staff and personnel issues, as well as for their abilities in coaching, mentoring, and developing a more skillful workforce.

Ms. Tancak received multiple nominations for her professional and friendly encouragement of staff and patrons. Ms. Tancak made efforts to get Lorain Branch involved in Project Red Cord, an initiative dedicated to preventing human trafficking in their neighborhood. The WOW Committee consists of Melinda Graves, Yari Rodriguez, Peter London, Tracey Josey-Allen, Heidi Strickland, Barbara Satow and Crystal Bridges.

Director Thomas introduced Jaime Declet, Dyad Branch Manager, South & Jefferson Branches, who stated that he and the Cleveland Public Library Board of Trustees were recipients of the Metro North Block Club of Tremont's Good Neighbor Award in November 2018. The Library was recognized for "listening to the neighborhood community to keep the South Branch Library in the historic Carnegie Building on Scranton Road." Mr. Declet accepted the award on behalf of the Board on March 26, 2019.

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

PUBLIC SERVICES

Programs and Services

Government Documents Supervisor Sarah Dobransky and CLGH Manager Olivia Hoge provided a program on women's role during the Vietnam War called *Fight: Women in Vietnam* on March 8th. They hosted forty-six high school students who were able to participate in the *Fight the Power* program, watch a film about women's changing role in the U.S. military, and attend a presentation by author of *Courageous Women of the Vietnam War*, Kathryn Atwood. On March 9th, Photograph Collection Librarian Brian Meggitt assisted with the screening of *Freeway City* in the Louis Stokes wing auditorium. The documentary, by local filmmaker Brad Masi, drew in part from images in the Collection. The screening was attended by 72 visitors, and was followed by a Q and A with Mr. Masi. Afterward, many of the attendees visited the Photograph Collection to view the companion exhibit.

On March 16th Special Collections had a viewing of the film *Zare* which is a 1927 Armenian silent film about a Kurdish couple living in the hills of the Armenian mountains. There were 17 people in attendance who also watched a Russian chess documentary after the viewing. On March 20th, Fine Arts Library Assistant Mark Fox Morgan held an Art Lab session in Youth Services related to the art of Henri Matisse. There were 9 participants. March 21-22th, the 19th *Annual Progress with Chess Challenge* was coordinated by Fine Arts & Special Collections Manager Pam Eyerdam. Over 300 Cleveland students attended the 2 day event earning trophies, medals and scholarship money. Ms. Eyerdam was able to recruit 8 former Library employees to volunteer as well as 20 current CPL employees.

In honor of Women's History Month, a traveling exhibit from the International Women's Air and Space Museum (located at Burke Lakefront Airport) entitled *Mercury Women: The Forgotten Link to the Future* was on display in Science and Technology during March. The exhibit relays the unsung story of the women who were in

training to be astronauts before Congress and NASA put a stop to the program.

On March 1, Social Sciences Library Assistant Pete Elwell held the Sports Icon Series Interview with Dick Ambrose and arranged the Sports Icon Series interview conducted by Dan Coughlin with Les Levine held March 26. Mr. Elwell is also coordinating a program over the summer at the West Park Branch featuring Dan Coughlin's new book, *Just One More Story: A Last Batch of Stories About the Most Unusual, Eccentric and Outlandish People I've Known in Five Decades as a Sports Journalist*. On March 11, Business, Economics and Labor Librarian Susan Mullee finished teaching the GED students about map reading skills. The students answered questions about the weather in the Pacific Northwest and Great Lakes regions utilizing authoritative websites to find the answers.

On March 22nd, Business, Economics and Labor Librarian Susan Mullee volunteered for *Chess for Success*, teaching the Cleveland School participants how to make buttons with TechCentral's button maker. Near the end of March, Business, Economics and Labor Senior Librarian Sandy Witmer emailed an announcement about the Business Department's upcoming *Running Your Small Business: Nuts and Bolts* six-part series workshop to everyone on the department's email list. This month, Business, Economics and Labor Librarian Susan Mullee continued to facilitate the ordering and distribution of city and federal tax products. The Government Documents department is also facilitating the distribution of Ohio tax forms due to the limited supply provided to the library from Columbus.

The International Languages Department hosted 29 programs both in-house and off-site during the month. Caroline Han, Senior Subject librarian, planned 27 of these events which instructed both children and adults in aspects of Chinese language and culture. Victoria Kabo, Subject Librarian, planned two children-focused Russian literary events. Total of 303 patrons participated in CPL sponsored events during the month. In addition, International Language Manager Milos Markovic hosted three tours of CPL campus for outside groups including Berea-Midpark High School, Cleveland Hiking Club and CMHA management team.

Two knitting meetings were held this month. On March 20th group members were taught how to make hats using round looms. There were a total of 12 people in attendance and several in the group mentioned it would be nice to keep looms at the branch, or even have them as available for check out. One member of the knitting group stayed after the meeting was over to complete his small loom hat with Monica's assistance. Another member of the knitting group, has been taking breaks during the day with her loom in the library and completed her hat on March 28th.

Cleveland Digital Public Library regularly hosts classes. During March, we regularly hosted CPL Fit Yoga, QiGong, and CPL Chess Club. We have held four meetings of the CPL Chess Club with a total of 11 attendees over the month. Our weekly Yoga and Qigong offerings are regularly attended by 10 or more people, with a total of around 80 attendees over the month, about half of whom are from downtown offices. Between March 1st and March 28th the Cleveland Digital Public Library had 529 visitors. There were 22 KIC Scanner sessions (KIC user data this month is incomplete due to a glitch in the KIC systems). ClevDPL had 14 programs for 313 people. Cleveland Digital Public Library staff assisted 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.

OLBPD circulated 40,687 books and magazines directly to patrons. OLBPD also circulated an additional 13,026 Dimensions newsletters to readers. OLBPD registered 145 new readers to the service. Approximately 676 BARD patrons among 1,470 active users downloaded 12,820 items. OLBPD is currently conducting a survey to collect feedback from its readers regarding library services, how well we perform them, and ways to improve services in the future. The survey launched March 1st, and is open until July 31, 2019. OLBPD is testing a new version of its online public access catalog. OLBPD staff members along with select patrons have been invited to test for accessibility and usability. Depending on feedback, the new version could be available to patrons as soon as next month. Staff members are visiting Main Library and

Branches to discuss displaying items to promote OLBDP services, educate CPL staff on OLBDP services, and assess adaptive technology equipment.

Main Library Tours and School Visits

On March 12th, General Research Collections Manager Don Boozer and Business, Economics and Labor Library Assistant Joseph Parnell provided a tour for nineteen senior citizens from the city of Independence. The tour was very well received, and the coordinator for the program subsequently emailed that participants "loved the tour and would even like to go back maybe next year." On March 12th, General Research Collections Manager Don Boozer assisted International Languages Manager Milos Markovic in providing a tour of the library to 40 members of an area hiking group.

Youth Services Department staff hosted tours for the schools and groups with a total attendance of about 370 students and educators from BARD High School Early College East, Hershey Montessori, Lincoln West Science & Health School, Triad Residential Solutions Tentative, St. Raphael School, Anton Grdina, Lexington Bell Community Center, Marion C. Seltzer, and New Beginnings.

CPL Puppetry Initiatives

Exhibit Media Preview

On March 21st, before the World of Puppets: From Stage to Screen Exhibit opened to the public, a media preview event was hosted in Brett Hall. Attending this event were Melanie McCarter & Aaron Mason from Outreach & Programming Services, Lan Gao from Youth Services; Brad Clark, Curator, Professor of Theatre & Film, Bowling Green State University; Vincent Polowy, President of PGNO and Artistic Director of Great Lakes National Puppet Theater and Robin Van Lear, Artistic, Director of Community Arts for the Cleveland Museum of Art. The group answered questions and talked about the exhibit to Media representatives.

School Tour Exhibit Preview & Performance

On March 22nd, Youth Services hosted 5 groups equaling over 140 students, teachers and adults to present a sneak preview of our new exhibit The World of Puppets: From Stage to Screen alongside performances of a Punch and Judy puppet show by celebrated puppeteer Guy

Thompson. Groups were greeted by designated staff and accompanied to various departments for tours of the campus. The tours were designed and facilitated to best serve each particular group, which included Toddler and Pre-K students, 4th, 5th and 6th graders, as well as developmentally challenged adults. Each group was given a 20-minute tour of the new exhibit by J.J. Lendl and attended one of the two Guy Thompson performances that took place in the International Languages Gallery. A number of groups also used library spaces in order to eat lunch during their visits. Senior Librarian Lan Gao coordinated and facilitated this event.

Hickory Hideout Reunion

On March 22nd, Cast of Hickory Hideout reunited at Cleveland Public Library to kick off World of Puppets exhibition, producer, host and puppeteers from the show were featured in this event having an on-stage conversation about the show produced by WKYC-TV.

Exhibit Opening/World Day of Puppetry Event

On March 23rd, Youth Services, in close partnership with OPS and other Main departments, helped to facilitate the World Day of Puppetry event. Hundreds of patrons were greeted throughout the day to a variety of festivities including numerous puppet shows, meet and greets with Elmo, a workshop with world famous puppet mastermind Jim Kroupa, arts and crafts in the Youth Services department, a pop-up puppet shop, and the grand opening of the new World of Puppetry exhibit in Brett Hall. Youth Services coordinated with the many participating members of the Puppetry Guild throughout the day, offering Puppet Makers collaborated with PGNO to present this event at the library.

Music At Main

March 9th, the Celtic group called *Nessa* performed to a group of 51 attendees.

Main Library Book Clubs

Ms. Hoge hosted the Broads, Books, and Beer book discussion at Noble Beast on March 13th. Attendees discussed *Ladies of the Ticker* by George Robb. On March 18th, Subject Department Librarian Terry Metter held a Brown Bag Book and a Movie Club program.

On March 26th, General Research Collections Manager Don Boozer and Science and Technology Library Assistant Peter London hosted the Books on Tap book discussion at Noble Beast Brewing Company. In honor of Women's History Month, the book highlighted was *Blood, Bones, and Butter: The Inadvertent Education of a Reluctant Chef* by Gabrielle Hamilton. The six attendees enjoyed a lively discussion.

The OLBPD adult book club met on March 8th to discuss "Educated: a memoir" by Tara Westover and Julia Whelan.

Main Library Outreach

On March 1st, Ms. Hoge conducted a presentation on research and databases for a Bard High School Early College class. Students selected a country to research. Ms. Sanchez held a program at the Jefferson branch, *Putting Jefferson on the Map* on March 12th. The program used historic images from the Photograph Collection on the Digital Gallery to have a conversation with kids about the neighborhood's past, present, and future. Participants also looked at historic maps of the area using ArcGIS maps and discussed the changing geography of Tremont. To end the program, kids drew a picture of how they envision their neighborhood in the future. "Putting Tremont on the Map" had 10 student attendees.

March 1st, Special Collections Librarian Ray Rozman did a presentation about the *John G. White Collection* at Appletree Books in Cleveland Hts. He was an invited guest speaker to 6 people in attendance. On March 2nd, Fine Arts & Special Collections Manager Pam Eyerdam and CDPL Coordinator Rachel Senese attended the Natural History Museum event for Trout fisherman to promote the *John G. White Exhibition and Collection*. There were over 100 people at the event. On March 14th, Special Collections Librarian Mr. Rozman gave a presentation about Special Collections and the *John G. White Collection* to the local chapter of the Cleveland Scottish Rite Freemasons. There were 10 people in attendance.

In March, Center for Local and Global History Manager Olivia Hoge and Government Documents Supervisor Sarah Dobransky hosted 40 Cleveland Public School Children from John Marshall and James Ford Rhodes high schools. The program, *Fight! Women in Vietnam*, included a session

of the Rock and Roll Hall of Fame's *Fight the Power* presentation, the screening of an episode of the PBS series *Makers* entitled "Women in Combat", and a visit from author Kathryn Atwood speaking about her book *Courageous Women of the Vietnam War*. The Rock Hall provided PowerPoint slides to include early heavy metal protest songs ("War Pigs" by Black Sabbath). Ms. Dobransky worked with Rock and Roll Hall of Fame Manager for Community and Family Programs to adapt the *Fight the Power* program to include music from the Kent State Shootings ("Ohio" by Crosby, Stills, Nash, and Young) and examples of soul protest music (e.g., "What's Going On?" by Marvin Gaye).

On March 16th, Government Documents Supervisor Sarah Dobransky served as a judge for the Region 3 Ohio National History Day competition hosted by the Cleveland History center at the Western Reserve Historical Society. Ms. Dobransky served on a three-person panel evaluating websites for the Junior Division (grades 6-8). Ms. Dobransky has been promoting primary government resources to History Day students for several years now and will also be judging for the state-wide competition in April in Columbus.

General Research Collections Manager Don Boozer and Science and Technology Senior Librarian Jim Bettinger participated in a phone call with an official from LIGHTS (Leveraging Innovation Gateways and Hubs Toward Sustainability), founded by Ohio University's Innovation Center in 2016. With an office on the campus of Ohio University, Athens, LIGHTS partners with entrepreneurial support groups in a 28-county area of Southeast Ohio. Mr. Boozer and Mr. Bettinger are leading a process of inquiry about servicing intellectual property requests from LIGHTS members with other Patent and Trademark Resource Center (PTRC) member libraries at West Virginia University, Wright State University, Northern Kentucky University, the Public Library of Cincinnati and Hamilton County, and Carnegie Library of Pittsburgh.

General Research department staff was busy filling Long Loan requests for 12 CPL/CLEVNET agencies. Total of 5,093 items were selected, processed and shipped to fill outstanding requests. To promote new materials, encourage greater use of library resources and increase awareness of CPL sponsored events, staff forwarded 14

distinct emails/mailings to 4,798 patrons affiliated with department's mailing lists and listserv databases. These messages contained booklists of newly arrived materials, notices of upcoming library closings and related CPL news. Yaritza Rondon, St. Martin de Porres High School intern, is no longer enrolled in her work study program and as a result has stopped reporting to department on a weekly basis.

Public Administration Library Assistant David Furies held a book discussion in collaboration with the Cleveland Law Library Association and author James Robenalt. The author's book *Ballots And Bullets: Black Power Politics And Urban Guerrilla Warfare In 1968 Cleveland*, was discussed. Flyers for Senior Day 2019 were distributed to the branches.

ClevDPL again prompted local history organizations to assist, and will contribute to, History Makers on a city-wide collection survey and an oral history project. ClevDPL continues to work with the Cleveland Orchestra to scan scrapbooks. ClevDPL have been working with a vendor to complete the scanning of Cleveland Scene, and the scanning part of the project should be finished in April. By mid-April, the digital conversion of Scene in order to load it into ContentDM should be complete. Cleveland Digital Public Library continues to work with local newspapers to provide access to the back files of member news organizations. We already provide access to Tremonster, Plain Press, and East Side Daily News. We are continuing to work with our vendor to get Cleveland Scene digitized. Delayed until May, we will embark on a COM (computer output microfilm) project with the Daily Legal News. We are developing a project to digitize the Cleveland Leader. We are working with the Internet Archive, Cleveland Digital Public Library continues curating web- content as part of a 35,000 dollar IMLS grant working with the Internet Archive's ArchiveIT project to document local web-content and local digital resources. ClevDPL has created a collection in the Digital Gallery (ContentDM) for Web Archives, and has populated the collection during October - we will be ready to open it up to the public in October. ClevDPL staff have continued to enhance demonstration digitization projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library,

Cleveland Orchestra and the South Brooklyn Historical Society.

We have arranged with the administrator of the Literature Collection regarding storing the surveyed, refoldered, reboxed, and relabeled W. Ward Marsh collection and will be moving the collection to Literature in April. Cleveland Digital Public Library is planning the next meeting for NEWDL for late April

TechCentral is again partnering with Cleveland Catholic Charities Migration and Refugee Services near the Walz Branch to offer a series of digital literacy and computer instruction classes for refugees. This 20-week long program started on January 7 and will be held at the Walz Branch Library. Library Assistants Computer Emphasis Alison Guerin and Michael Credico, and TechCentral Coordinator Melissa Canan participated in Progress with Chess with the button maker and 3D printer. TechCentral Manager CJ Lynce and TechCentral Coordinators Melissa Canan and Suzi Perez prepared personalized coffee mugs for upcoming Legislative Day in April. Ms. Canan prepared dog tags for CMHA event on March 26th and dog tags for elected officials breakfast on March 29th.

Main Library Displays

The exhibits for the *John G. White Collection and 150th* were installed in March. Fine Arts staff exhibited music and art books related to Irish traditions. Special Collections staff displayed the 1887 limited edition facsimile of *The Book of Ballymote*. The original manuscript was compiled in the late 14th century and is considered one of the most remarkable of Irish manuscripts to exist. The work was photographed by the Royal Irish Academy in 1887 and 200 copies were made, one of which is owned by CPL.

Specific devices supported by ClevDPL have been integrated into CPL exhibit programs:

- *Magic Box*

After a shift in priorities by the puppet exhibit, Cleveland Digital Public Library has moved the Magic Box exhibit case to the John G. White Gallery on the third floor of Main. We are refreshing the

content with John G. White content for the upcoming John G. White exhibit for 2019.

- *Touch Wall*

The touch wall in the third floor space in Cleveland Digital Public Library continues to be used by casual visitors and classes. It has had content updates in March, and we have continued to refine content to enhance accessibility and use.

- *Kiosk*

The kiosk has been moved to Brett Hall and will be used in presenting information from the upcoming puppet exhibit for sesquicentennial.

Videography and Photography

ClevDPL has taken on the responsibility of doing video work for the Sports Research Center. We have finished loading all of the videos from Sports Research Center, Cleveland Restoration Society, the Andrew Venable Oral History Project, Cleveland Growing Strong, and Library Institutional Oral History interviews onto Internet Archive and YouTube and linked them out of ContentDM records. Working with WebWare, we have used HTML embedding in ContentDM to make video content from these projects more easily available through ContentDM. We are also currently leveraging the automated closed captioning in YouTube to create searchable transcripts for all of the above oral history recordings.

During March ClevDPL did a variety of media projects focused mainly on producing video content for Sesquicentennial exhibits in Brett Hall, the John G. White Gallery, and the Library History exhibit. Videos included: Iota Phi Lambda (video), *CPL Puppets (video), *Artist Box Moss (video), *Progress with Chess day 1 (video), *Progress with Chess day 2 (video), *Media Preview Thursday (video), *World of Puppets Friday (video), *Sports Interview (video), Steven Nelson Leek (video), and Chess Game (video).

Collection Development

Photograph Collection Librarian Mr. Meggitt continued the item-level inventory of the Cleveland City Hall Collection. During the month he added unique identifying numbers, re-housed items, and created initial metadata for more than 2,300 photographs, bringing the total to

9,600 (out of roughly 35,000 total items in the Board of Zoning Appeals section of the Collection). Mr. Meggitt created a basic inventory of panoramic and oversize photographs from the Subject Cleveland Collection, the Subject Ohio Collection, and the General Subject Collection. The inventory will be used to plan for digitization of materials, and improve individual housings for the items. Mr. Meggitt trained Library Assistant Substitute Aimee LePelley to review and edit files in CONTENTdm. Ms. LePelley will be reviewing about 1,500 previously-created records for Cleveland City Hall images, correcting any erroneous data, adding new descriptive metadata, and updating information to meet current Photograph Collection standards.

Special Collections Librarian Ray Rozman recorded an audio clip for the Magic Box on the subject of a historical chess game. The Magic Box is part of the *John G. White Exhibit* for the 150th. Special Collections staff assisted Library Archivist Ann Marie Wieland with scanning items from Archives and preparing labels.

A Collection profile sheet was written about the 1953 publication of a Chinese Shadow puppet theater entitled *Das Pekinger Schattenspiel*. To celebrate the opening of the exhibit *World of Puppets*, books about puppetry will be on view in Special Collections. Kent Practicum student Michael Barkacs completed the Finding Aid in OhioLINK for the *Newman Guttman Chess Problems*, had it cataloged and boxed the item for shelving.

<http://ead.ohiolink.edu/xtf-ead/view?docId=ead/OC10100.xml&query=&brand=default>

Two items of interest were purchased, a booklet about Harvey Pekar's comments about Zubal books and a 19th century collection of chess clippings. While preparing items for the 150th exhibit, Archivist Ann Marie Wieland found a letter in a 1928 book from Special Collections entitled *From Victorian Days; Lyrics and Sonnets* by Will F. Smyth. Smyth was the grandson of Anson Smyth who gave the address at the Library's inaugural in 1869.

In addition, Special Collections processed 102 Catalog Corrections, 30 books, 3 items were transferred to Special Collections from Storage, 2 misc GIFTS received, and 31 Chess magazines were checked in. 23 music scores were

digitized from the Eyman Dance Collection and added to the Digital Gallery.

Social Sciences Senior Librarian Mark Moore completed initial processing of the non-baseball materials included in the Dahlburg donation for the Sports Research Center. Mr. Moore also submitted artwork for a Dahlburg donation bookplate to Graphics.

Social Sciences Supervisor Ron Antonucci submitted and received approval for the All-Star Game program on July 8. There were other All-Star-related activities in the department this month as well. Senior Librarian Mark Moore scanned some new baseball magazine covers for use in the baseball All-Star Game displays (including a large political election cartoon from 1889) and then delivered them to Preservation for special treatment. Library Assistant Pete Elwell found and purchased Major League All-Star Game programs from 1954 and 1963, both held in Cleveland, for the collection. Social Sciences Library Assistant Pete Elwell continued to provide time stamps to index the Sports Icon Series interviews. The Digital Public Library will add these to the online recordings, greatly improving the accessibility of these important archival interviews. Social Sciences Librarian Forrest Kilb processed a number of yearbooks and related Cleveland-area school miscellanea which were donated to the collection. Librarian Helena Travka completed weeding the United Nations papers.

Business, Economics and Labor Librarian Zachary Hay met with Cleveland Digital Public Library Metadata Archivist Amia Wheatley for approval of the procedures followed for transcribing the first of two Garfield-Perry documents to be uploaded to the Digital Gallery. The files have been cropped and are now ready to be uploaded. Transcription of the second document is now underway. The Garfield-Perry Stamp Club is one of the oldest stamp clubs still in existence in the United States.

Martin Hauserman donated *The Man Who Saved Cleveland History* by Laura Taxel to PAL's collection.

ClevDPL worked with Special Collections on registering, shipping and storing the items and supported the cooperative project with the art museum involving

youngsters as curators of art work at our ML King Branch. A full run of Scene magazine has been re-scanned after a quality control glitch, and is currently in post-production, correction, and revision. Staff digitization includes

- Upload: 36 items, 1135 files uploaded
- Scan: 30 items, 7199 images
- Post: 44 items, 8146 images

CDPL Library Staff does Metadata

ContentDM revisions:

- 14449 metadata revision across Cle History, Newspapers, CPL History, Farm to Table, Photographs, PAL, and Sports Research
- OCLC's Digital Collection Gateway
 - Added 1744 records
 - Replaced 16593 records
 - Skipped 445 records
- DPLA Uploads
 - idle

Research That's Possible Only at Main Library

- Staff assisted a patron with finding and obtaining historic images of buildings within the Gateway District, particularly images of Huron Road and of the White Elephant theater and saloon that had once been located on East 4th Street.
- Staff assisted a researcher with locating images of Randall Park Mall and Euclid Square Mall for a short documentary on the life-span of the two shopping centers.
- A visiting researcher studying the role of four local women in post-WWII peacekeeping efforts used CLGH's Biography Clipping File and local newspapers on microfilm
- Staff helped a couple who have found that they are related to the Waring family, whom a block in downtown Cleveland is named after. Staff helped them acquire newspaper articles, Sanborn Fire Insurance maps, and photographs of the block.

- Staff helped a student who has moved on to the state round of the History Day competition. Her main focus is on local history, most notably the theater district of Cleveland. Staff were able to give her items from multiple areas of the Photograph Collection including Subject Cleveland, the Cleveland Picture Collection, the City Hall Collection, and the Charles Hackett Collection.
- Staff assisted a patron with locating articles who recently found out that he was abandoned as a baby inside Terminal Tower/Union Terminal. Referred to as "Terry Tower", the patron was abandoned by his original parents and wrongfully claimed by a woman who was trying to claim a \$30,000 legacy from her father in law. The patron was then taken from the imposter's custody by child services and adopted out to a local family. The patron didn't know the full details of the story until he was sent the articles.
- Staff helped a patron find the location of an old factory on the east side of Cleveland. Using the Cleveland City Directories and the Ohio Secretary of State Business search, Ms. Sanchez was able to find the location of Mill Run Products (6118 Kinsman Ave.) in the mid-1980s.
- Using the Cleveland City Directories, staff were able to help a patron find information about G.W. Mercer, a florist shop operating in Cleveland in 1940. The shop had three locations, including 2991 West 25th St., an office in the Hanna Building, and a location in Hotel Cleveland.
- Organ music score by James H. Rogers requested. Rogers was the organist for the Euclid Ave. Temple in the 1880s. He composed over 550 works: over 50 compositions for the organ.
- Patron requested to see the 2 examples of a Jewish Haggadah (sacred text that would be read at Passover). The examples in Special Collections are encased in a silver case and another in a blue velvet cover.

- Patron request to see the 1930 first edition of *Moby Dick* illustrated by Rockwell Kent
- Patron request for a scan from the 19th century *Bretano's Chess Magazine*
- Architectural historian from New York came to CPL to do research on Ann Halle, wife of architect Robert Little. The full *Little collection* of 19 boxes of documentation was pulled as well as architectural drawings for her research.
- A researcher from CA requested scans from the tarot card collection donated by former Special Collections cataloger William Green
- Patron requested to see some of the classic juvenile books in Special Collections. Most of these are first editions and signed copies by the authors/ illustrators.
- Researcher from Venice, Italy inquired about pagination in the CPL copy of the 16th century chess manuscript by Damiano da Odemira. Scans were sent to her.
- Patron requested information on a building that housed the Spang Bakery on Barber Road in 1911. Articles were scanned and sent.
- Researcher and author requested to review the copies of *Nests and Eggs of the Birds of Ohio* (1886) by the Jones family. This was a unique project conducted by the family and considered the "other Audubon".
- A retired architect requested information about the structure of the Cleveland Grays Armory.
- Special Collections staff worked with the Director of the Soldiers' & Sailors' Monument to verify if several men mentioned in some documents were Civil War veterans.
- The following music scores were requested: Lyin Eyes by The Eagles, The Messiah, songs by the Beatles, Irish ballads
- The following art related materials were requested: books on Greek & Roman mosaics, baroque

architecture of Sicily, books on Van Gogh, art of Basquiat, Dutch marine painting, Delft ceramics

- Patron came into Fine Arts to use the physical copy of the *Avery Index to Architectural Periodicals* to search for articles written in the 1980s that appeared in *Architectural Digest* on communities in London, England.
- Researcher from New York looking for information about the 1030 Gallery that was once active in the late 1940s and located on Euclid Ave. Newspaper articles were found in the *Plain Dealer* and the Cleveland Museum of Art had a clipping file about the gallery.
- Graduate student from Youngstown State contacted Fine Arts to try to find articles from the early 20th century dealing with apartment designs. The online version of the *Avery Index to Architectural Periodicals* is a paid database that select institutions have. Youngstown is not one of them so her only option was either to go to Kent State Library on site or come to Fine Arts and use the print copy. Most academic institutions either sent their print copies to storage or withdrew their copies.
- A researcher for Retro Report, a New York based non-profit newsroom working on a TV show for PBS was looking for film footage about the 1969 fire on the Cuyahoga. She was referred to the Photograph Collection and to contact Cleveland State University that has the WKYC film series called *Montage* and John Carroll University *Tim Russet Communications Dept. Archive* of local film footage. Special Collections librarians learned about these resources from their meeting with the Cleveland Archival Roundtable sessions.
- Researcher who wrote her dissertation in 2014 about the Library's copy of a 14th century French manuscript about Philippe de Mezieres posted online a tribute entitled *The Memory of Philippe de Mezieres in Songe du viel Pelerin Manuscripts. The*

author now teaches at the University of Southern Denmark.

- Local researcher requested information about the architectural firm Bohnard & Parsson that was in business between 1905-1932
- Over the course of this month, Social Sciences Librarian Forrest Kilb assisted a former secretary of the City Club of Cleveland by locating and scanning to PDF selections of microfilm transcripts from City Club Forum speeches of the 1920s to aid in the patron's research for a book he is writing. Mr. Kilb has established a good working relationship with this patron and continues to assist him with further research.
- In a group effort, the Government Documents Department provided information for an Australian researcher looking for any information on a Cleveland-based radio tube business. The Business, Economics and Labor Department forwarded the request for a patent to Government Documents. Although the information provided by the researcher was inaccurate, Government Documents Supervisor Sarah Dobransky was able to find the company's patent, issued to a different inventor than the one listed by the researcher. Using the print index from 1932 and the company's name, Ms. Dobransky was able to locate the correct inventor and use that information to find the patent number. The online PubEAST version of the patent had technical issues with the original scan and was unable to be read. Therefore, Ms. Dobransky had to rely on the original microfilm reels to retrieve the information.
- Additionally, as part of the library's Patent and Trademark Resource Center (PTRC) program, Science and Technology Senior Librarian Jim Bettinger had 13 intellectual property consults (each between 2 and 3 hours) in March. The most common request was for entrepreneurs who wanted to start a music-related business (e.g., band, DJ) requiring information on trademarking the name of the band or

the entertainer's stage name; copyrighting any new lyrics, music, melody, or performance; and legal implications if the performance gets loaded onto Youtube.

- General Research Collections Manager Don Boozer and Social Sciences Senior Librarian Mark Moore contributed to a 42nd Parallel production research request about the 1912 Ohio Suffrage campaign for a PBS program. Mr. Boozer provided the researcher with a link to the digitized 13-volume scrapbook compiled by the Woman Suffrage Party of Greater Cleveland between 1911 and 1920. Mr. Moore supplied contact information to an Oberlin College historian and information about the Dayton Public Library's special collection of Ohio Suffrage materials.
- Business, Economics and Labor Librarian Susan Mullee provided a patron with a selection of Sherwin-Williams annual report information (1977-1980) that the department has on microfiche.
- Business, Economics and Labor Librarian Zachary Hay researched historical information related to a florist company originating in Cleveland in the late 1890s named G.W. Mercer, Inc. Resources consulted included the 1914 and 1916 volumes of *American Florist Company's directory of florists, nurserymen and seedsmen of the United States and Canada* (CPL is the ONLY Ohio public library to own these); and the 1955-1957 editions of the *Midwest Florist Directory* (CPL is the ONLY library in WorldCat to own these volumes).
- Mr. Hay assisted a Business, Economics and Labor patron in finding and retrieving the department's complete set of *Best's Aggregates & Averages - Property/Casualty, United States & Canada* series. The patron came specifically to view the resource in the department, and CPL is the only Ohio public library to own this series.
- A Science and Technology customer requested information regarding the Harshaw Chemical Company, especially any current information from the US Army Corps of Engineers regarding their site along the

Jennings Freeway at Spring Road. The patron also needed to know the toxicity levels of uranium, and the thorium levels at the bottom of the swale at Bradley Road. Harshaw Chemical contributed to the Manhattan Project by making uranium chemicals from 1942 - 1953 on the site and then shipping their products to Oak Ridge. Sources used for this query included *Patty's Industrial Hygiene and Toxicology* (1991) and *Toxicology of Metals* (1996). CPL is the ONLY public library in Ohio to own these two resources. The *Administrative Record File, Formerly Utilized Sites Remedial Action Program (FUSRAP) for the Former Harshaw Chemical Site, Cleveland, OH from the US Army Corps of Engineers* (2011) was also helpful, and CPL is the ONLY library in WorldCat to own this resource.

- PAL staff assisted patrons with ordinance questions related to water bill rates, street dedication, dogs and Ohio State University and Parkworks agreement.

On March 13th, Director of Main Library & Research, John Skrtic worked with Cleveland Museum of Art (CMA) administrators to set up a tour for the Main Managers. The tour provided a behind the scenes look into some of the services and exhibits offered at the CMA, as well as the evolution in the way they deliver their services to meet the ever changing needs of their patrons.

BRANCHES

DISTRICT ONE

Eastman - On March 7, 2019, Westtown Community Development Corporation held its Annual Meeting at Eastman Library Branch in the community room. Over 40 people showed up to meet featured guest speaker John Hildebrandt, author of "Always Cedar Point." John was raised in the West Park neighborhood. The meeting also included the Community Builder's Awards with Councilperson Dona Brady and Council President Kevin Kelley in attendance.

Lorain - A Human Trafficking Community Forum was held at Lorain Branch to bring awareness to the issue; forum was well-attended by forty-four patrons. Our Tech Central held Microsoft Word classes on Thursdays. Children enjoyed a Celebration for Dr. Suess' Birthday, Planting a Martian Garden, a Sci-Fi story time, a Film Screening of The Martian, Drums of Spring Music Exploration, a Mars Libs Writing Workshop, Captain Kirk Day, Get Your Game On, and the Aw Snap Circuits and Making Paracord Survival Bands MakerLabs. Branch Manager Crystal Tancak attended the Second District Community Relations Meeting, the West Side Collaborative Meeting, and the Lorain Avenue Merchant Meeting.

Rockport - Rockport had a very busy month of March! The Great Lakes Science Center visited our branch every Tuesday to facilitate STEM programs with the children in the branch, including building gliders, alka seltzer rockets, making slime. The Youth Services staff did programs as well: St. Patrick's Day scavenger hunt, Dr. Seuss program, Makerkit Mania and monthly ArtLab program.

Rockport hosted AARP to do taxes every Wednesday in March for the community, as well as a Saturday morning Legal Aid visit for patrons!

Walz - After many discussions, Walz new Aquarium has been delivered. It stands nearly 5 ft high and over 6 ft in length and two foot wide. Since it is shrouded waiting for its fish to arrive, it has provoked much excitement and conversation with our patrons.

West Park - The last of our tall, free-standing shelves have been removed and the collection has been rearranged to accommodate these changes. Our YS Team completed the branch Growth Plan. In partnership with Kamm's Corners Development Corporation, The Hope Center and 5 Points Coffee and Tea, a screening of the movie "On Exile" was held at The Hope Center with 52 adults attending the event. A Q&A session, regarding local immigrants and refugees settling in the West Park area, was held after the movie screening. CCA started their tax assistance this month. Little Bits Open Play was a success this month. Our branch Program Planning Team held our second meeting this month. The purpose of the meeting is to work together to brainstorm, plan and execute our branch

programming. SMART Goals have been reviewed with all staff. The first meeting of the Blue Collar Book Club - a partnership with the West Park and Rockport branches with Working Class Brewery - was held the month. The Book Club will meet the last Tuesday of each month at 6:00.

DISTRICT TWO

Brooklyn - LAYE Cathy Hankins provided outreach and crafts to the Denison schools and teachers, with Children Librarian Laura McShane assisting with class curriculums and lesson plans. Ms. McShane offered her CPL knowledge to the Metrohealth Patient Family Advisory Committee, and attended the Youth Services Meeting. The meeting room was utilized by Ohio Occupational Training, and Cuyahoga County Family Services. The branch staff welcomed new Interim Branch Manager Ron Roberts.

Carnegie West - Manager Angela Guinther attended Ohio City Incorporated's (OCI) annual meeting the evening of March 19th: Carnegie West Branch is featured in the Partner Highlights section of OCI's 2018 annual report, and accompanying the write-up and photograph of the library is a quote provided by Ms. Guinther highlighting the branch's partnership with the community development corporation.

In partnership with the Cleveland Seedbank, the Seed Library reopened on March 20th providing twenty-five varieties of heirloom, non-gmo and organic seeds free to patrons; a value-added library service for a community that takes its gardening quite seriously. Les Delices (The Delights) played to full house of patrons, including children from Paul L. AARP provided free tax preparation continues to be a popular service; every appointment available each Tuesday has been reserved.

Fulton - Children Librarian Beverly Austin offered activities for the youth: Mardi Gras masks; assisted with Mean Green Science Machine. CPD officer Allan visited the branch with his K-9 to talk about CPD. Numerous organizations/programs utilized the meeting room: Aspire (ESOL), Sahaja Yoga Meditation Group, Everyday English, North Coast Education, Ohio Guidestone, and Opportunities for Ohioans with

Disabilities. The branch staff welcomed new Interim Branch Manager Steve Capuozzo.

Jefferson - The Jefferson Branch was fortunate to host one of the chamber music performances of Les Delices as part of Les Delices Steps Out outreach events. While the Nintendo Switch has continued to be popular, the youth who visit the Branch have also appreciated the chance to paint rocks, make paper bag puppets, and share anime. Club Create has also resumed programs in the Branch combining language and arts. The Center for Local and Global History visited and led a lively program, "Putting Tremont on the Map," exploring what the neighborhood once looked like, how it is now, and how it might look if the kids designed it for the future. The Tremont Think & Drink book club discussed *Heartland* by Sarah Smarsh. The Jefferson Branch Staff bid farewell to our own Assistant Manager Steve Capuozzo, who has been appointed Interim Branch Manager of the Fulton Branch. The Jefferson Branch is again serving as a Seed Library for the Cleveland Seed Bank, which will distribute heirloom seeds to community members in the building and at various warm-weather outreach events.

South - The South Branch had multiple class visits from the surrounding schools. The recording studio, meeting rooms, and conference rooms continue to be extremely popular. The Rainey Institute have been presenting programming at the South Branch, in which the children have enjoyed creating art work on Tuesdays and learning new dance moves on Thursdays. The plumbing issues that have plagued the Branch since its opening have been corrected by the Plumbing Contractor and there has been no further problems.

South Brooklyn - South Brooklyn Branch had numerous organizations utilize the meeting room: Greater Cleveland Foodbank offered benefits information; Fruitful in a Desert Place Ministry held weekly coaching for youth; AARP Tax, Councilman Kelley's Ward 13 Democratic Club/Community meeting, and Los Amigos Spanish Class. Assistant Manager Tammy Houghton met with BRK, FUL & SBN youth staff to discuss growth plans, and offered a Monday Night Knit & Stitch program. The branch welcomed PT Clerk Grace Wen and LACE Abigail Larion.

DISTRICT THREE

Garden Valley - Ms. Csia presented the "Hear Your Heart program" where children made homemade stethoscopes. Mr. Burks facilitated the Dr. Seuss Birthday Celebration program where children enjoyed the great stories of Dr. Seuss, made mask, mustaches, hair, and hats. Ms. Csia also coordinated a tour of the Garden Valley Branch with a second-grade class from Anton Grdina School. With the constant need for computer assistance from the Garden Valley Branch neighborhood patrons, LACEs, Ms. Alycia Woodman and Ms. Latoya Barnes continued to assist patrons with job applications, resumes, unemployment registrations, and various other computer needs. Ms. Woodman and Ms. Barnes also conducted 3D model program where children had the option to build a Bear, Squirrel, or an Owl out of cardboard and glue.

Hough - The highlight of the month was former LACE Romael Young being promoted to the Library Assistant-Youth Emphasis position. Mr. Young and Youth Services librarian Manisha Spivey worked on the branch's growth plan and discussed it further at the monthly youth services meeting. Their goal is to bring more literacy rich art into the building created by the youth. The Cleveland State University tutoring continued along with the Braxton tutoring. Hough is also an official seed library and started displaying the seed library at the end of the month.

Mrs. Kmiecik attended two Martin Luther King Jr. Branch Design Charrette meetings to assist with the collection development of the exciting new branch. Mrs. Kmiecik also attended the semi-annual Ohio Library Council Membership meeting in Columbus.

Martin Luther King, Jr. - Outreach to the community continued with visits to PNC Neighborhood Center for interactive story times by Angela Pope Margerum and Eric Eubanks. Shanell Jones visited Fenway Manor Senior Living for the monthly book club; the book, "My sister the serial killer by Oyinkan Braithwaite" was discussed.

"Fight the Power": Women's History Month Edition was presented. Participants gained an understanding of female artist such as, Tina Turner, Diana Ross, Madonna and more; and their journey through music. Angela Pope

Margerum and Eric Eubanks also developed and discussed their Early Childhood Growth Plans for the branch and its community. College Now wrapped up its Spring semester of ACT/SAT prep for area high schoolers. Line dance instruction continued with Eric Eubanks. Prince Foster held his weekly game and anime activities for teens. Shanell Jones participated in the MLK Design Charrette to discuss the current design for the future library. Shanell Jones also attended an informational session to gain updates on the upcoming Parade the Circle event. Shanell Jones accepted the role of MLK's Interim Branch Manager until filled.

Sterling - The world of Dr. Seuss was brought to musical life with a performance of Green Eggs and Ham, A Children's Opera. Lara Troyer and friends appeared at Sterling through the Center for Arts-Inspired Learning. Sonja McCord and Charles Bailey presented the first of three "Fight the Power! Rock and Civil Rights" programs. Octavofest in Promise returned to Sterling for the first book arts program of 2019. The teachers at Bingham and William Patrick Day appreciate the Book Bag program. The residents of Joseph's Home are delighted to receive A-V materials and magazines.

Woodland - Our branch bid farewell to Ms. Whitney Johnson as she was promoted to Rice Branch's Youth Librarian position. Public Services Manager, Maria F. Estrella, attended the George Washington Carver Partners MTG, Ward 5 Community Meeting, Cleveland Central Promise Collaborative Meeting, and the Central Family-to-Family Collaborative Meeting during the month of March 2019. She also attended the NEO-RLS Difficult Conversations: Corrective Action & Termination Workshop on Tuesday, March 12, 2019.

DISTRICT FOUR

East 131st Street - During the month of March Children's Librarian, Kelli Minter and Library Assistant, Rosa Simone held travel programs every Tuesday called "Travel Tuesday". Youth virtually traveled to 1600 Pennsylvania Avenue, the Lincoln Memorial, the Martin Luther King Jr. Memorial, and the Washington Monument and had an adventure in Las Vegas. Additional internal programs during the month of March were Plant Nite and vision boarding with E 131 Clerks Ms. Karie Felder and Ms.

Cathy Jennings. External partner programs offered at E 131 branch include: Art Therapy Classes and CFB Nutrition Food Classes during the Cleveland Food Banks meal program. Ms. Simone also represented the Cleveland Public Library at John Adams High School for a program geared towards girls for Women's International Day with presenter Ms. Yvonne Pointer. Ms. Marina Marquez began as the interim Manager at East 131.

Fleet - Branch Manager, Pasha Moncrief Robinson met with Councilwoman Gigi Traore from The Village of Newburgh Heights to discuss services and programs offered at Fleet Branch and the implementation of deposit collections at Village Hall in May. Mrs. Robinson attended CSU's Women Courageous Conversations at Cleveland State University Maxine Goodman College of Urban Affairs and Drury Hotel. Mrs. Robinson also attended P-16 Employment Committee Meetings and Mound Block Club Meeting. Branch Clerk, R-Riana Spivey attended Slavic Village Neighborhood Summit. Mrs. Robinson, Children's Librarian, Tracie Forfia, and Library Assistant, Youth Emphasis, Anna Fullmer met to design the Children's Department growth plan. They also met with Lynn Roderman and Susan Gordon of Slavic Village Development to discuss partnering with Stella Walsh Recreation Center. Ms. Robinson and Ms. Fullmer met with representatives from Huntington National Bank to discuss financial literacy. Fleet staff ended the month of March by gifting goodie bags filled with CPL swag, calendars, beauty products, and sweet treats to women in the Broadway/Slavic Village/Newburgh Heights communities.

Harvard-Lee - March was an exciting month for the branch - we kicked off on Saturday March 2, 2019 with a seminar on Colon Health presented by the Cleveland Clinic. Twenty plus patrons attended this information session. Finally, Mr. Moore and Ms. Morales taught information literacy classes on to senior classes from JFK High School. The high school seniors were working on social justice research papers. They learned about the library databases, and how to place holds and sign up for library cards.

Mount Pleasant - The Mt. Pleasant Branch hosted a St. Patrick Day arts and craft class; the children made paper Celtic Knots, played a game called, Guess how many

coins are in a Pot of Gold, made Rainbow Collages, and enjoyed a Scavenger Hunt. For Dr. Seuss's Birthday, the children created crafts based on their favorite characters. CPL's Maker Space Lab came to the branch and created a Duct Tape Universe for their Make and Take Craft. Mrs. Scurka attended the Partner Appreciation Luncheon at the St. Martin De Porres High School for the Mt. Pleasant volunteer student Ray'Vonne Williams. She also attended the CSU Women's Leadership Conversation with Dr. Cecile Brennan.

Rice - Councilwoman Yvonne Conwell held her monthly meeting after hours. Amiya Hutson and Kristen Schmidt attended the Women in Leadership: Courageous Conversations workshop at CSU, and attended the St Martin de Porres High School's partner appreciation luncheon with their youth Tai'Jay Foxx. Whitney Johnson (promotion/transfer from Woodland) started as Rice's Children's Librarian, and Nyshia Norris (new to CPL) started as Rice's Branch Clerk. Ms. Schmidt transferred to Harvard-Lee as Interim Branch Manager. With all of this movement and change happening the Rice Team had an all-staff meeting in celebration of new and promoted staff that ended with a vision boarding exercise that taught the team more about each other and focused our aspirations.

Union - This month's teen book discussion was #Murder Trending by Gretchen McNeil. TechCentral presented two Maker labs which were Make a Statement: Button Making and Mobile Makerspace Demo. Patrons of all ages enjoyed both events. A March Madness 3 point shootout was held on March 21 and 28. Ms. Williams, as a representative for CPL, attended the Harvest for Hunger Kick-off event which was held at the Cleveland Food Bank. Ms. Williams also attended the Women in Leadership Series: Courageous Conversations workshop. The workshop was held at Cleveland State University.

DISTRICT FIVE

Addison - St. Francis's Orchestra Director, Marque Davis had his students play for preschoolers at Addison Branch with 22 preschoolers and parents in attendance. Branch programs with The Ohio State University's Food and Consumer Sciences program were confirmed for four Saturdays beginning in April 2019. The sessions will

focus on budgeting and meal planning. The branch is creating a parenting section in the children's area and adjusting the materials to make the children's area more accessible while trying to promote the collection more effectively as a part of our Early Literacy Library Program Assessment Growth Plan.

Collinwood - The Youth Services staff participated in surveys and prepared a report to identify what the children's section reflects toward early literacy support for young children and their caregivers. The use and need for support using our MFD and resume continues to be a vital part of patron assistance. Sadie Winlock, CPL's new Director of Equity and Inclusion Initiatives visited the Branch and interviewed Manager, Caroline Peak about the successes, partnerships and community partners.

Glenville - This month the Vocal Arts Program in partnership with Tri-C College provided our youth in grades 3-12 a great opportunity to learn how to sing and perform as a group. Neighborhood Connections hosted a pizza party for youth ages 14-24 to sign up for summer employment through the partnership with the Y.O.U. organization. GED classes are back in session.

Langston Hughes - The after school chess program for kids continued with a special treat of pizza provided during one of the weekly sessions. Two maker lab sessions were held highlighted by TinkerCad introduction. The month's programming also included a special musical performance by Les Delices. The America Reads afterschool tutoring program continued with two tutors coming on Tuesdays and Thursdays. The month saw staff changes as Branch Clerk Valerie Johnson was promoted to a Library Assistant position at the Union Branch. Assistant Branch Manager Ronald Roberts accepted an interim Branch Manager assignment at the Brooklyn Branch. Mr. Bradford, Branch and District Manager, and Mr. Roberts participated in the second part of a community engagement workshop for managers.

Memorial Nottingham - This month welcomed Women's History Month with a book discussion of the Michelle Obama memoir, "Becoming." Chief of External Relations and Development for Cleveland Public Library, Shenise Johnson-Thomas, graciously agreed to be the program's

moderator. The event was scheduled in agreement with the monthly Zeta Phi Beta Sorority meeting whose members agreed to be the audience for this program. In addition, the sorority made a monetary donation to the Branch as a thank you for the years of providing them with a safe, clean and friendly meeting space.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

In the month of March the Library hosted approximately 321 programs ranging from Cleveland Humanities Festival author visits to tac preparation clinics. The Library offered 59 preschool story times to children throughout the city in addition to food service at all 28 locations. Education services such as GED and ESOL classes, and SAT and ACT preparation classes were held at 14 branch locations and Main Library; K-8 tutoring will resume at 13 locations in the month of March.

YOUTH

Express Yourself! Youth Art Workshops continue at East 131, Hough, Sterling and West Park branches. Workshops are offered two days a week at each of the participating locations.

In each session, participants learn to develop their art skills using different media - drawing, painting, sculpting- for self-expression. Licensed art therapists facilitate workshops. Throughout the four branches, some staff may observe intergenerational participation, creating an opportunity for peer relationship building.

The Cleveland Museum of Natural History (CMNH) Family Pass Program is an expansion of a two-year pilot program. Passes for a one-time general admission visit to the museum for a family of up to 6 people are available for check out at all Cleveland Public Library locations. Each library location will receive five passes per month. Fifty additional passes per month will be held in OPS. Passes are valid up to 30 days from the checkout date.

Cleveland Public Library and the Greater Cleveland Food Bank continuously work together to provide after

children with a nutritious after-school meals. These healthy meals are delivered Monday through Friday at all Cleveland Public Library locations. Monthly nutrition education programming is provided at each location. The Cleveland Public Library served approximately 10,080 lunches in March 2019.

College Now, an ACT/SAT prep program continued classes at Main Library. The winter session concluded during the month of March, with 5-8 students finishing. Spring classes are scheduled to resume Monday, April 15th at Main Library. Recruitment for spring classes are underway.

Rainey Institute engages Cleveland Public Library youth patrons in exploring visual art techniques, PHIT (Physical health and international training) sessions and dance for students ages seven and up. Rockin' with Rainey classes are currently at the South Branch on Tuesdays and Thursdays, with approximately 9 kids in attendance.

Sponsored by the Rock and Roll Hall of Fame and PNC, Cleveland Public Library youth staff continues to present *Fight the Power* programs at branch locations, making Rock Hall educational resources accessible to all at the Cleveland Public Library. In "Fight the Power," students will think critically about how rock & roll musicians in the 1960s and early 1970s challenged audiences to consider alternatives and make changes in their communities. Students listen to and view performances by legendary artists as they are engaged in identifying social commentary in lyrics, performance styles, and historical images. Sterling Branch and Garden Valley Branches hosted *Fight the Power* presentations in March.

Free tutoring and homework help is offered at various Cleveland Public Library locations, thanks to Cleveland State University America Reads tutors and Braxton Educational and Technology Consulting Tutors. Tutor is offered at the following branches Monday through Thursday; Addison, Collinwood, East 131, Fleet, Fulton, Garden Valley, Glenville, Hough, Langston Hughes, Rice, Rockport, Sterling, Union, Walz and Woodland.

The cast of *Hickory Hideout*, an Emmy Award winning television program for children which aired on WKYC-TV from 1981 to 1991, gathered for a reunion at the Cleveland Public Library on Friday, March 22, in honor of the grand opening of *The World of Puppets Exhibition*. The exhibit features puppets from all around the world, included *Hickory Hideout* puppets and photography. The reunion cast featured the shows human hosts, Cassie Wolfe and Wayne Turney, along with Nancy Sander and Linda A. Wells. Outreach and Programming Services Project Coordinator, obtained a video message from castmate Kathryn Hahn, who was unable to attend.

March 23 marked the Grand Opening of our *World of Puppets: From Stage to Screen Exhibit* Brett Hall at Main Library. Led by Melanie McCarter, Outreach and Programming Services Project Coordinator, the library also celebrated World Day of Puppetry, alongside the Puppeteers Guild of Northeastern Ohio. Hundreds of families were in attendance, enjoying free puppet shows, snacks and puppet crafts.

ADULT

On March 2, Literary Cleveland offered the second of a two-part writing series based on *Citizen: An American Lyric* as part of The Big Read community program led by the Center for Arts-Inspired Learning.

On March 9 the Rockport Branch hosted Legal Aid @ the Library. Eight attorneys (CWRU, FTC, American Greetings Corp., Fisher Phillips, ABB/ACC NEO), 7 non-attorney volunteers, and 6 Legal Aid staff assisted 22 families at the January clinic.

Les Délices, Cleveland's Baroque orchestra, introduced patrons of all ages through interactive, family friendly performances at Langston Hughes Branch on March 13, and Carnegie West and Jefferson Branches on March 14.

In partnership with VITA & ESOP Cleveland, the CPL hosted two no-cost tax clinics that provided return preparation services, benefit checks, and referrals for patrons who registered for the free sessions through 2-1-1 First Call for Help. Over 100 visitors were served at two clinics held at the Lakeshore Facility on March 16 & 23.

On March 25 as part of the Cleveland Humanities Festival, author Andrew Reeves and ideastream/wviz broadcaster, Mike McIntyre, discussed Mr. Reeves' book *Overrun: Dispatches from the Asian Carp Crisis* and the related threats to Great Lakes ecosystems, native fish and wildlife, and the regional economy.

STAFF

Erica Marks, Youth Outreach and Programming Coordinator, and Leslie Barrett, Outreach and Programming Services Project Coordinator, attended the 2nd Annual School Quality Guide Release event on March 21st. Transformation Alliance distributes school quality reports to the public, by way of partnerships with local organizations and businesses'. The Cleveland Public Library is one of the largest school quality guide distributors, as families can access these guides at all Cleveland Public Library locations.

OPS Project Coordinator Debbie Hajzak participated in the following professional development opportunities: Re-Imagining Branch Libraries - Principles Committee - Mar 22, Labor Management Committee - Mar 14, and SEIU District 1199 Chapter Leadership Meeting - Mar 20.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- *External Relations & Advocacy*
 - o CPL Elected Officials Breakfast: On March 29th Director Thomas and the ER&D department hosted a breakfast for elected officials and key stakeholders to deepen understanding on the value libraries bring communities and provide an opportunity for local constituents to share the impact CPL has had for them in the below areas. The breakfast was also in support of the state-wide work being done for public libraries with the Public Library Fund (PLF).
 - Constituents Focus Areas:
 - Education
 - Technology
 - Entrepreneurship

Representatives from the offices of Governor DeWine, Congresswoman Fudge and Kaptur, and Senator Portman attended the breakfast. Cleveland City Council President Kevin Kelley along with other city and county councilpersons attended the breakfast as well.

CPL DEVELOPMENT UPDATES:

- *Fundraising*
 - Funding Proposals/Applications Submitted:
 - Gund Foundation for CPL150 programming
 - PNC for CPL150 programming
 - Sisters of Charity application for discretionary grant for Sterling Branch
 - Submitted materials to Parker Hannifin for CPL150

CPL FOUNDATION UPDATES:

- *Governance:*
 - CPLF Board Meeting held on 3/8/19
- *Fundraising:*
 - CPL150 Funding Meetings/Calls:
 - PNC
 - Parker Hannifin
 - CPL150 Sponsorship Secured in March, 2019:
 - Tri-C
 - AT&T
 - RPM
 - Midwest Tape
 - Dix and Eaton
 - Osborn Engineering
 - Youth Opportunities Unlimited
 - Applied Industrial Technologies
 - CPL150 Gala planning meetings held with event planner Deb Herman
- *Marketing:*
 - Submitted materials for Partner Profile article in May issue of Community Leader

COLLECTION & TECHNICAL SERVICES

Director of Collection Services Jean Duncan McFarren, Assistant Director of Collection and Technical Services and Acquisitions and High Demand Manager Sandy Jelar Elwell, and Collections Manager Pam Matthews met with

Ingram Director of Sales Jim Heuer and Senior Sales Representative Eric Shotwell to discuss the selecting and ordering of opening day collections.

Ms. McFarren and Ms. Jelar Elwell met with Chief Knowledge Officer Timothy Diamond and Knowledge Manager Nancy Mocsiran to discuss creating holding codes for leased popular titles in book, Blu-ray, and DVD formats, possibly purchasing and implementing a data dashboard to aid in managing branch collections, and allowing blocked users access to eMedia and databases.

Ms. McFarren attended a tour of the Cleveland Museum of Art along with other CPL staff, a meeting to discuss the current design for the new Martin L. King, Jr. Branch, and the breakfast for elected officials and local stakeholders at the South Branch. Ms. Jelar Elwell volunteered to help with the Progress with Chess program at the Main Library.

Acquisitions: The Acquisitions Department ordered 7,094 titles and 23,291 items (including periodical subscriptions and serial standing orders); received 20,388 items, 1,420 periodicals, and 188 serials; added 342 periodical items, 90 serial items, 382 paperbacks, and 694 comics; and processed 2,331 invoices and 75 gift items.

Acquisitions Coordinator Alicia Naab assisted International Languages Manager Milos Markovic and Digital Library Strategist Chatham Ewing in locating a costume that a patron needed to have photographed. Ms. Naab directed Mr. Ewing to the art storage area and Microsoft Access art database and also located a photograph of the item in Cleveland Public Library's Digital Gallery. Ms. Naab worked with Assistant Director of Collection and Technical Services Sandy Jelar Elwell and Collections Manager Pam Matthews to adjust the 2019 eMedia budgets so that better weekly allotments could be determined and more patron holds filled.

Acquisitions Librarian Leslie Pultorak continued to assist with the unpacking and verifying of foreign language materials for the Lake Shore Shelf/Shipping Department. Technical Services Senior Clerk Paula Stout continued to volunteer with the unpacking and verifying

of new materials in the Lake Shore Shelf/Shipping Department when needed.

Catalog: Librarians cataloged 4,749 titles and added 5,433 items for Cleveland Public Library, and cataloged 1,284 titles for CLEVNET member libraries.

The Department staff finished cataloging a large volume of DVD's and Blu-rays received in January. Catalog Manager Andrea Johnson showed Technical Services Associates Christon Hicks and Dwayne Jones how to add items and make labels for DVD's and Blu-rays.

Technical Services Librarian Amei Hu cataloged one Japanese rare book. She worked on the AV problem truck and reviewed the AV trucks while the Catalog Manager was on vacation. Technical Services Librarian Barbara Satow cataloged a finding aid record for Special Collections and derived seven records for the Map Collection from existing German records. Technical Services Librarian Erin Valentine created an original record for a collection of 97 postcards depicting architecture and scenes from New York City.

Senior Catalog Librarian Dawn Grattino attended the webinar "Cataloging is not a neutral act" sponsored by NEO-RLS and presented by Andrew Clark, Discovery and Metadata Librarian at Simmons University in Boston. Technical Services Librarian Celia Halkovich created ten title records for Rocky River Public Library sets of "binge box" DVD's consisting of four to six movies. A small number of CLEVNET libraries have entered or requested records for these library-selected sets of movies based on a theme.

Collection Management: Collection Management selected 1,076 titles and 11,089 copies, and spent \$199,361 in March.

Collections Manager Pam Matthews completed a four week online class offered by Infopeople entitled "Getting Started with User Experience." Collection Management Librarian Laura Mommers attended a webinar on "Spring Picture Books for the Newest Readers" to learn more about upcoming publications for young children.

Ms. Matthews and Ms. Mommers started their Branch visits for 2019, visiting both the Addison and Carnegie West Branches.

High Demand: The High Demand Department ordered 1,089 titles and 10,934 items; received and added 12,706 items; and processed 589 invoices.

High Demand Librarian Dale Dickerson and Technical Services Senior Clerk Mya Warner continued to volunteer with the unpacking and verifying of new materials in the Lake Shore Shelf/Shipping Department when needed.

Materials Processing: Technical Services Associates cataloged 745 new titles for the Cleveland Public Library and added 800 records for the CLEVNET libraries. Technical Services Associates and Senior Clerks added 5,065 new items. The Materials Processing Technicians processed 26,564 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 69 items to the Main Library for requests and 122 items to fill holds. Main Library received 170 telescopes, the Branches received 510 telescopes, CLEVNET received 72 telescopes, CASE received 6 telescopes, CSU received 2 telescopes, and Tri-C received 1 telescopes. A total of 761 telescopes were shipped out. Staff from other Collection Services Departments continued to volunteer in the Lake Shore Shelf/Shipping Department and assisted the Department with sending out 396 items of foreign material and a total 11,002 new items were sent to the Acquisitions and High Demand Departments.

Receiving and Distribution Supervisor James Clardy attended the Page Orientation held at the Lake Shore facility. Receiving/Distribution Technician Amber Alexander began a leave of absence on April 6th.

MARKETING & COMMUNICATIONS

MARKETING

The Library's 150th anniversary (CPL150) campaign was in full swing in March, ending with the opening of the puppetry exhibit, *The World of Puppets: From Stage to Screen*, on March 23rd. Highlights include:

- TV Appearances: WKYC *Live on Lakeside* and WOIO *Sunny Side Up* on March 21st
- A new [:15 TV spot](#) features *The World of Puppets*.
- Puppetry exhibit Media Preview was held on March 21st
- Puppetry exhibit VIP Sneak Peek was held on March 22nd
- Social Media Ads started appearing in April

MEDIA RELATIONS

- A media release about the Puppetry exhibit was distributed on March 15th
- The Director; Shenise Johnson Thomas, Chief of External Relations & Development, and Tana Peckham, CMO, met with the *Cleveland Magazine* editorial board on March 26th
- A few headline highlights included *The World of Puppets*, the Library's fine free decision, and the Director was quoted in a few articles regarding the retirement of CCPL's Sari Feldman. For a full list of CPL150 media releases and coverage, visit <https://150.cpl.org/newsroom/>.

Date	Headline	Publication	Reach
03/26/19	The magical world of puppets	The Plain Dealer	187,208
03/23/19	Our picks of what's happening today	The Plain Dealer	270,354
03/23/19	'The World of Puppets' show brings a rich and colorful history to Cleveland Public Library	Cleveland.com	1,361,118
03/22/19	Cast of 'Hickory Hideout' reunites at Cleveland Public Library to kick off World of Puppets exhibition	WKYC.com	304,430
03/20/19	Forward Together sets kick-off meeting for Shaker city, schools, library on Tuesday (March 26)	Cleveland.com	1,361,118
03/19/19	The Memory of Philippe de Mézières in Songe du viel Pelerin Manuscripts	Oxford Academy - FS	5,407,155
03/14/19	Feldman to retire at county library	The Plain Dealer	187,208
03/14/19	Sari Feldman as Cuyahoga County Public Library director: A timeline	Cleveland.com	1,361,118
03/13/19	Sari Feldman to retire as Cuyahoga County Public Library executive director	Cleveland.com	1,361,118

03/10/19	New works to share orchestra spotlight next season	The Plain Dealer	270,354
03/08/19	Tears, Cheers & Jeers	The Plain Dealer	187,208
03/03/19	Unearthing the library's historical treasures	The Plain Dealer	270,354

Date	Headline	Publication	Reach
03/01/19	Tuesday at 1 p	The Plain Dealer	187,208
03/01/19	Area organizations that accept donations:	The Plain Dealer	270,354
03/01/19	Decluttering guru sparks increase in thrift store donations	The Plain Dealer	270,354
03/01/19	Cleveland Public Library to go fine-free as part of 150th anniversary	Fox 8	768,109

GRAPHICS

In-house graphics fulfilled requisitions for design, printing, and distribution, in addition to designing and updating graphics for cpl.org, digital signage, social media, and CPL's e-newsletter, and *Off the Shelf* and worked with staff Special Collections and archives to help mount exhibits related to the 150th anniversary: *The Life & Legacy of John G. White* on the 3rd floor and *Through the Eyes of Staff* on the 2nd floor of Main Library.

SOCIAL MEDIA

FACEBOOK

	2019	2018	YoY	NOTES
Net Page Likes	125	528	-76%	CPL150 Campaign Ads started
Avg Post Reach	8311	8158	2%	
Avg Total Reach	9375	9307	1%	
Avg Engagement	85	120	-41%	

TWITTER

	2019	2018	YoY	NOTES
Top Tweet (impressions)	15,400	10,976	40.31%	
Top Mention (engagements)	3,753	963	289.72%	
Top Media Tweet	9,279	10,623	-12.65%	
Summary				
Tweets	30	83	-63.86%	Fewer, more strategic tweets. Gaining more followers due to CPL150 campaign.
New Followers	158	127	24.41%	

PROPERTY MANAGEMENTPainters

- Westpark- painted custodial closet.
- Carnegie West- painted elevator handicap entrance.
- LSW- painted accounting supervisor's office and staffs break area.
- Garden Valley- painted outside rooms and children's area.
- M.L.K- continued working on Cleveland Museum of Art display.

Carpenters

- Main- continued working on shipping dept. new office and repaired locks in Brett Hall.
- Sterling- replaced lockset to meeting room door.
- Union- replaced broken pole to fence and reinstalled gate with new hardware.
- Rice- repaired lock on main door also finished cap and trim on waist high wall.
- Rockport- patched holes in parking lot.
- Walz- sealed around front window frame to prevent water from coming into building.

Maintenance Mechanics

- Lakeshore - checked electrical circuits in LBPH, replaced faulty light switches.
 - Serviced/reset AHU-10 chiller.
 - Repaired/replaced outdoor light fixtures by shipping department.
 - Water leak from AHU#1 +2 mechanical room. Replaced leaking automatic air vent on heating loop.
- LSW - removed old intercom system from drive -up window, repaired/replaced CAT6 cabling.
 - Repaired leaking faucet/replaced cartridges in Tech Central staff work room.
 - Repaired leaking toilet in Tech Central work room.
 - Repaired humidifiers for AHU#1+2, replaced broken heating elements.
 - Replaced Insta-hot water heater in 10th floor staff kitchenette.
- South Brooklyn - replaced damaged smoke detector from leak in kitchenette upstairs. Checked/dried electrical circuits repaired plumbing issue.
- Network Fleet - checked module/connections on several fleet vehicles.
- Main - replaced bad blower bearings on AHU-26, replaced remote grease lines and belts.
 - Replaced bad fusible link for exhaust fan #23, re-attached ductwork and sealed.
 - Repaired HVAC unit in Graphics/print shop.
 - Repaired /re-attached women's public restroom ADA sink, replaced plumbing connections.
 - Repaired leaking faucet in Fine Arts workroom ladies rom.
- Langston Hughes - troubleshoots, reset and checked operation of heat pump #3/called in warranty repair.
- Westpark - replaced bad emergency and exit lights in basement meeting rooms.

- Rice - repaired/secured electrical floor boxes.
- Union - replaced broken/vandalized toilet in men's public restroom.
- MLK - converted fluorescent lighting from T12 ballasts to T8's, re-lamped second floor exhibit area fixtures.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS has an officer posted in Brett Hall daily for the World Puppetry Exhibit.
- SPS officers were directed to check the staff intranet daily for updates on CPL 150 events.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
March 2019	126	42	45	79	168	75
Feb 2019	2249	53	117	32	153	178
Jan 2019	2830	36	46	41	84	56
Dec 2018	3166	45	95	90	78	51
Nov 2018	3669	42	51	41	76	51
Oct 2018	4128	25	46	77	77	74
Sept 2018	3463	30	53	68	37	63
Aug 2018	3788	61	65	95	87	71
July 2018	4594	51	62	81	35	106
June 2018	3785	68	54	69	22	42
May 2018	5913	44	60	73	29	33
April 2018	4172	55	56	93	80	53
March 2018	4271	55	66	147	78	79

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: Upstage Players, Pay Station repairs (with Tech Central staff), St. Patrick's Day, Ward meeting at South Brooklyn branch, Cleveland Leadership Center on LSW 2.

- Video requests fulfilled for Cleveland Police Department, CPL Human Resources, SEIU,
- Multiple CPL vehicles were moved to Woodland facility during the Saint Patrick's Day parade as a precaution.
- SPS posted a branch patrol car at the MLK parking lot to redirect construction workers at nearby projects away from the CPL lot. Construction workers were monopolizing the parking spaces at the branch.

Protective and Fire Systems

- SPS made property management aware of a damaged portion of the security fence at Union branch.
- Fire and burglar system troubles were addressed at Fulton, Lake Shore, and Rice branch.
- CPL first quarter fire drills are complete.

Contract Security

- Royce guards from Langston Hughes, Union and Hough were removed from the CPL account.
- SPS management met with Royce Security leadership at Royce Security offices.

Administration

- SPS supervisor Gary Harris introduced at the Branch Manager's meeting.
- Monthly SPS and CPL Legal team meetings will resume in April.
- A meeting is scheduled between Cleveland Police Fourth District Commander and CPD officers, CPL Fourth District Manager and Branch managers, and SPS in April at Fleet branch.
- I was deposed at Ogletree Deakins for the Creter vs. CPL case March 29th.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Executive Panel held its first regular meeting of the year on March 14, 2019, at Twinsburg Public Library. This was the first Panel meeting for two new regional representatives: Molly Carver of Sandusky Library and Laura Leonard, the director at Twinsburg.

Most of the meeting's discussion focused on the first reports being shared from ConnectWise Manage, CLEVNET's new business management platform that replaced a less sophisticated help desk ticketing system in the third quarter of 2018. CLEVNET purchased ConnectWise Manage in response to one of the primary recommendations made by GFOA (Government Finance Officers Association) in their CLEVNET-commissioned 2017 report, *CLEVNET Price Model Analysis: Recommended Updates to Current Pricing Model*. GFOA worked closely with Carrie Krenicky, CPL's Chief Financial Officer, who headed a special pricing model review work group made up of fiscal officers and directors from five other CLEVNET-member libraries. The work group was formed in July 2015 as one of the action steps from CLEVNET's 2014 strategic planning retreats.

In their report, GFOA recommended that CLEVNET "implement a tracking system to help log and track helpdesk calls, tickets, and technician onsite and offsite activity" to replace the old ticketing system that made it "difficult to determine the cost and types of support that CLEVNET provides its members." GFOA further recommended that "after there is sufficient helpdesk data, to review and analyze the data so CLEVNET and the member library systems have a thorough understanding of the services provided."

GFOA made these recommendations in response to the concerns of some work group members "regarding the types of services CLEVNET is responsible for and whether or not CLEVNET IT staff is providing services beyond the scope of the contractual agreement. Some library systems also believe the cause of rising membership costs is due to the greater demand by some libraries on CLEVNET's IT resources."

Hilary Prisbylla, Director of CLEVNET, presented the Connect Wise Manage reports to the Executive Panel. She explained that IT/CLEVNET staff made every effort to channel their work through the new system, beginning August 14, 2018, to capture all communication with the member libraries. But some things were not captured, mostly from CPL staff members who are accustomed to calling or stopping in the department. Another large piece of the puzzle, not captured in the data, is the time IT/CLEVNET staff spend on CPL's maintenance agreements and procuring hardware, software, licenses,

etc., for CPL. The procurement process is still driven by paper forms at CPL. Even though all of the data related to CPL as a contributing member library were not captured, the number of hours spent on CPL tickets by CLEVNET's computer networking technicians constituted 53 percent of their total documented hours during the six-month period, 8/14/2018-2/14/2019. This number stands in sharp contrast to the hours spent on CPL by the Network staff and the ILS team: 17 percent and 22 percent, respectively; numbers that are in line with the time CLEVNET staff should be spending on CPL. The percentage spent on CPL by CLEVNET's technicians is clearly "beyond the scope," confirming the concerns raised during the pricing model project. No other CLEVNET member library relies on CLEVNET staff to be its de facto IT department. The larger member libraries have three to five staff members dedicated to the work. Some of the smaller libraries in the same geographic region share the cost of a computer technician. At least one library uses a consultant.

After analyzing the data and much discussion, the Executive Panel asked Timothy Diamond, CPL's liaison to CLEVNET and member of the Panel, to work with CPL's Executive Team to address the issue of CPL's disproportionate reliance on CLEVNET's computer networking technicians. The Executive Panel recognizes that the transition will not happen overnight, but it is time for CPL to conform with the new pricing model which is tied to the amended and restated CLEVNET System Agreement and the new CLEVNET Operating Procedures, adopted last year. The Panel expects CPL to establish its own IT department, or find other means, to provide the IT services that it needs that are "beyond the scope" of the services CLEVNET staff provide to all member libraries. The expectation of the Panel is that this transition process will be clearly defined and ready for implementation by September 2019 when the 2020 budget for CLEVNET will be drafted.

The next quarterly of the CLEVNET Directors will be held on Friday, April 26, at 10:00 a.m., at Madison Public Library in Madison, Ohio.

Ms. Rodriguez adjourned the Regular Board Meeting at
1:05 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR MARCH 2019

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	512	2,477
Periodicals	3	26
Publishers Gifts	0	4
Non-Print Materials	32	367
Total Library Service Materials	547	2,874

TECHNOLOGY RESOURCES

Tech Gifts	3	4
Total Technology Resources	3	4

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
*General Fund	Unrestricted	\$ (75)	\$ 35,075
Library Fund	Restricted	308	513
Young Fund	Restricted	13,163	13,163
Schweinfurth Fund	Restricted	0	72,576
Founders Fund	Restricted	0	53,300
Ohio Center for the Book	Restricted	2,300	2,300
Judd Fund	Restricted	61,670	61,670
Learning Centers	Restricted	0	25,000
Early Literacy	Restricted	0	150,000
Total Money Gifts		\$ 77,365	\$ 413,596

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	13	48	547	2,874
Technology Resources	1	2	3	4
Money Gifts	6	22	9	26
TOTAL GIFTS	20	72	559	2,904

*To correct (reverse) the posting made in error in January from the General Fund to the Library Fund

**Cleveland Public Library
2019**

April 9, 2019

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

Dear Bryan,

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

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-19	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 16,754,161.56	\$ 36,035,180.00	\$ 36,035,180.00	\$ 1,943,650.96	\$ 1,943,650.96	\$ -
			22,447,382.88	22,447,382.88			
Special Revenue Funds							
201	Anderson	\$ 346,454.39			\$ 18,000.00	\$ 18,000.00	\$ -
202	Endowment for the Blind	\$ 2,653,421.78			\$ 150,000.00	\$ 150,000.00	\$ -
203	Founders	\$ 6,434,603.83			\$ 407,500.00	\$ 422,500.00	\$ 15,000.00
204	Kaiser	\$ 73,325.37			\$ 4,000.00	\$ 4,000.00	\$ -
205	Kraley	\$ 206,548.27			\$ 10,000.00	\$ 10,000.00	\$ -
206	Library	\$ 172,725.37			\$ 14,000.00	\$ 14,000.00	\$ -
207	Pepke	\$ 158,161.91			\$ 8,000.00	\$ 8,000.00	\$ -
208	Wickwire	\$ 1,629,879.06			\$ 100,000.00	\$ 100,000.00	\$ -
209	Wittke	\$ 99,729.36			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 5,007,491.72			\$ 320,000.00	\$ 320,000.00	\$ -
225	Friends	\$ 4,390.87			\$ -	\$ -	\$ -
226	Judd	\$ 57,485.48			\$ 230,000.00	\$ 242,074.00	\$ 12,074.00
228	Lockwood Thompson	\$ 17,134.60			\$ 180,000.00	\$ 189,493.00	\$ 9,493.00
229	Ohio Center for the Book	\$ 64.50			\$ 2,300.00	\$ 2,300.00	\$ -
230	Schweinfurth	\$ 76,006.12			\$ 72,576.00	\$ 72,576.00	\$ -
231	CLEVNET	\$ 584,271.71			\$ 5,521,042.00	\$ 5,521,042.00	\$ -
251	OLBPD	\$ 41,256.96			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (41,082.83)			\$ 191,076.07	\$ 191,076.07	\$ -
256	Learning Centers	\$ 26,534.35			\$ 25,000.00	\$ 25,000.00	\$ -
257	Tech Centers	\$ (10,000.00)			\$ 10,000.00	\$ 10,000.00	\$ -
258	Early Literacy	\$ 21,614.93			\$ 150,000.00	\$ 150,000.00	\$ -
		\$ 17,560,017.75			\$ 8,927,688.07	\$ 8,964,255.07	\$ 36,567.00
Capital Projects Funds							
401	Building and Repair	\$ 2,607,169.58			\$ -	\$ -	\$ -
Permanent Funds							
501	Abel	\$ 261,024.22			\$ 15,000.00	\$ 15,000.00	\$ -
502	Ambler	\$ 2,557.40			\$ 150.00	\$ 150.00	\$ -
503	Beard	\$ 150,830.72			\$ 8,000.00	\$ 8,000.00	\$ -
504	Klein	\$ 6,021.81			\$ 300.00	\$ 300.00	\$ -
505	Malon/Schroeder	\$ 214,456.49			\$ 18,000.00	\$ 18,000.00	\$ -
506	McDonald	\$ 214,356.04			\$ 12,000.00	\$ 12,000.00	\$ -
507	Ratner	\$ 105,935.10			\$ 5,000.00	\$ 5,000.00	\$ -
508	Root	\$ 41,757.00			\$ 2,500.00	\$ 2,500.00	\$ -
509	Sugarman	\$ 69,420.67			\$ 11,000.00	\$ 11,000.00	\$ -
510	Thompson	\$ 131,051.15			\$ 10,000.00	\$ 10,000.00	\$ -
511	Weidenthal	\$ 7,580.50			\$ 400.00	\$ 400.00	\$ -
512	White	\$ 2,137,403.47			\$ 150,000.00	\$ 150,000.00	\$ -
513	Beard Anna Young	\$ 28,807.61			\$ 4,000.00	\$ 4,000.00	\$ -
		\$ 3,371,202.18			\$ 236,350.00	\$ 236,350.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 5,400.04			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 6,695.06			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$36,567 relating to an increase in the Founders fund - \$15,000 for the Amazon grant; an increase in the Judd fund - \$12,074; and an increase in the Lockwood Thompson fund - \$9,493.

Thank You,
Carrie Krenicky
Treasurer/CFO
Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 87.89% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

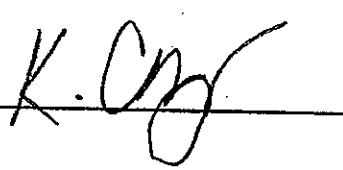
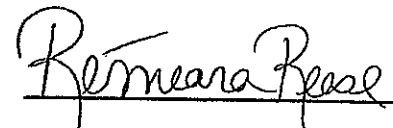
April 9, 2019

To the Board of Library Trustees of the:

Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2019, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balace	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$16,754,161.56	\$36,035,180.00	\$22,447,382.88	\$1,943,650.96	\$77,180,375.40
Special Revenue	\$17,560,017.75			\$8,964,255.07	\$26,524,272.82
Capital	\$2,607,169.58			\$0.00	\$2,607,169.58
Permanent	\$3,371,202.18			\$236,350.00	\$3,607,552.18
Agency	\$12,095.10			\$0.00	\$12,095.10
Totals/Subtotals	\$40,304,646.17	\$36,035,180.00	\$22,447,382.88	\$11,144,256.03	\$109,931,465.08

	<p>Budget Commission</p>	
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**CLEVELAND PUBLIC LIBRARY
2019 APPROPRIATION: THIRD AMENDMENT
APRIL 18, 2019**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	16,754,161.56	0.00	16,754,161.56 (3)
Taxes - General Property	33,635,180.00	0.00	33,635,180.00
Public Library Fund (PLF)	22,447,382.88	0.00	22,447,382.88
State Rollbacks/CAT	2,400,000.00	0.00	2,400,000.00
Fines and Fees	180,800.00	0.00	180,800.00
Earned Interest	574,090.00	0.00	574,090.00
Restricted Gifts	35,000.00	0.00	35,000.00
Unrestricted Gifts	1,400.00	0.00	1,400.00
Miscellaneous	1,227,360.96	0.00	1,227,360.96
Return of Advances/(Advances Out)	(75,000.00)	0.00	(75,000.00)
TOTAL RESOURCES	77,180,375.40	0.00	77,180,375.40

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	39,024,369.88	(2,000,000.00)	37,024,369.88
Supplies	839,467.00	0.00	839,467.00
Purchased/Contracted Services	10,054,074.82	0.00	10,054,074.82
Library Materials/ Information	7,575,000.00	(425,000.00)	7,150,000.00
Capital Outlay	1,510,270.09	0.00	1,510,270.09
Other Objects	174,000.00	0.00	174,000.00
SUBTOTAL OPERATING	59,177,181.79	(2,425,000.00)	56,752,181.79
Transfers	0.00	0.00	0.00
TOTAL APPROPRIATION	59,177,181.79	(2,425,000.00)	56,752,181.79

**CLEVELAND PUBLIC LIBRARY
2019 APPROPRIATION: THIRD AMENDMENT
APRIL 18, 2019**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	26,487,705.82	36,567.00	26,524,272.82
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	344,311.88	0.00	344,311.88
Endowment for the Blind	2,803,421.78	0.00	2,803,421.78
Founders	4,377,441.47	15,000.00	4,392,441.47
Kaiser	77,325.37	0.00	77,325.37
Kraley	216,548.27	0.00	216,548.27
Library	186,725.37	0.00	186,725.37
Pepke	166,161.91	0.00	166,161.91
Wickwire	1,722,626.43	0.00	1,722,626.43
Wittke	105,729.36	0.00	105,729.36
Young	5,327,491.72	0.00	5,327,491.72
Friends	4,390.87	0.00	4,390.87
Judd	287,485.48	12,074.00	299,559.48
Lockwood Thompson	197,134.60	9,493.00	206,627.60
Ohio Center for the Book	2,364.50	0.00	2,364.50
Schweinfurth	148,582.12	0.00	148,582.12
CLEVNET	6,105,313.71	0.00	6,105,313.71
LSTA-OLBPD	1,549,450.96	0.00	1,549,450.96
MyCom	74,993.24	0.00	74,993.24
Learning Centers	51,534.35	0.00	51,534.35
Tech Centers	0.00	0.00	0.00
Early Literacy	171,614.93	0.00	171,614.93
TOTAL APPROPRIATION	23,920,648.32	36,567.00	23,957,215.32 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,607,169.58	0.00	2,607,169.58
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	2,607,169.58	0.00	2,607,169.58 (5)

**CLEVELAND PUBLIC LIBRARY
2019 APPROPRIATION: THIRD AMENDMENT
APRIL 18, 2019**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,607,552.18	0.00	3,607,552.18

APPROPRIATION	Prior Fund Balance/	Increase/ Decrease	Amended Fund Balance/
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Abel	276,024.22	0.00	276,024.22
Ambler	2,707.40	0.00	2,707.40
Beard	158,830.72	0.00	158,830.72
Klein	6,321.81	0.00	6,321.81
Malon/Schroeder	232,456.49	0.00	232,456.49
McDonald	226,356.04	0.00	226,356.04
Ratner	110,935.10	0.00	110,935.10
Root	44,257.00	0.00	44,257.00
Sugarman	80,420.67	0.00	80,420.67
Thompson	141,051.15	0.00	141,051.15
Weidenthal	7,980.50	0.00	7,980.50
White	2,287,403.47	0.00	2,287,403.47
Beard Anna Young	32,807.61	0.00	32,807.61

TOTAL APPROPRIATION	3,607,552.18	0.00	3,607,552.18 (6)
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AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	12,095.10	0.00	12,095.10

APPROPRIATION	Prior Fund Balance/	Increase/ Decrease	Amended Fund Balance/
----------------------	--------------------------------	-------------------------------	----------------------------------

Unclaimed Funds	5,400.04	0.00	5,400.04
CLEVNET Fines & Fees	6,695.06	0.00	6,695.06

TOTAL APPROPRIATION	12,095.10	0.00	12,095.10
----------------------------	------------------	-------------	------------------

**CLEVELAND PUBLIC LIBRARY
2019 APPROPRIATION: THIRD AMENDMENT
APRIL 18, 2019**

- (1) Certificate dated February 13, 2019
- (2) Certificate dated April 9, 2019
- (3) \$16,499,146.56 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,015 and Tech Centers of \$180,000 to produce the carryover balance available for appropriation in 2019 (plus \$6,192,284.63 encumbered cash).
- (4) \$17,815,032.75 unencumbered cash carried forward less the repayment of advances to be made from MyCom of \$75,015 and Tech Centers of \$180,000 less non-expendable principal amounts of \$2,492,057.50 to produce the carryover balance available for appropriation in 2019 (plus \$1,287,167.78 encumbered cash).
\$8,889,552.07 additional revenue.
(Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.)
(\$17,815,032.75 - \$75,015 - \$180,000 - \$2,492,057.50 + \$8,889,255.07 = \$23,957,215.32)
- (5) \$2,607,169.58 unencumbered cash carried forward to produce the carryover balance available for appropriation in 2019 (plus \$2,924,910.41 encumbered cash).
- (6) \$4,155,518.54 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 to produce the carryover balance available for appropriation in 2019 (plus \$25,438.37 encumbered cash). \$236,350 additional revenue.
(Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.)
(\$4,155,518.54 - \$784,316.36 + \$236,350 = \$3,607,552.18)

CLEVELAND PUBLIC LIBRARY INVESTMENT POLICY

I. Introduction

The purpose of this investment policy is to establish priorities and guidelines regarding the investment management of the Library's investment funds [hereinafter referred to as the "Portfolio" (section II)] and the Library's endowment funds [hereinafter referred to as the "Endowments" (section III)]. Overall priorities and guidelines for the Portfolio are based upon *Ohio Revised Code* Chapter 135.14 and prudent money management. Guidelines for the Endowments are based upon *Ohio Revised Code* Chapter 2109.37 and 2109.371 as delineated by a 1975 Cuyahoga County Probate Court Order and a ruling from the Cuyahoga County Prosecutor's Office.

The effective date of this policy is April 18, 2019 and represents a revision to the previously submitted policy, June 16, 2016. It is the fifth revision to the original submitted policy dated June 17, 2000 (1st revision September 18, 2003; 2nd revision September 15, 2005; 3rd revision March 20, 2014; 4th revision June 16, 2016). This policy includes [totally or partially] sections of the statute in order to describe eligible investments. In some sections, the policy places further limits upon the use of eligible investments or investment transactions.

II. The Portfolio

A. Investment Objectives

The investment objectives of the Portfolio, in priority order, include:

1. *Compliance with all Federal and State laws*
2. *Safety of principal*

Safety of principal is the most important objective. The investment of Library funds shall be conducted in a manner that seeks to ensure the preservation of capital within the context of the following criteria:

Credit Risk

Credit risk is the risk of loss due to the failure of a security issuer to pay principal or interest, or the failure of the issuer to make timely payments of principal or interest. Eligible investments, pursuant to Chapter 135.14 ORC, affected by credit risk include certificates of deposit, commercial paper, and bankers acceptances. Credit risk will be minimized by (1) diversifying assets by issuer; (2) ensuring that required, minimum credit quality ratings exist prior to the purchase of commercial paper and bankers acceptances; and (3) maintaining adequate collateralization of certificates of deposit and other deposit accounts pursuant to the method as determined by the Fiscal Officer.

Market risk

The market value of securities in the Library's portfolio will increase or decrease based upon changes in the general level of interest rates. The effects of market value fluctuations will be mitigated by (1) maintenance of adequate liquidity so that current obligations can be met without a sale of securities; (2) diversification of maturities; (3) diversification of assets.

3. *Liquidity*

The portfolio shall remain sufficiently liquid to meet all current obligations of the Library. Minimum liquidity levels [as a percentage of average investable funds] may be established in order to meet all current obligations. The portfolio may also be structured so that securities mature concurrently with cash needs.

4. *Yield*

The portfolio shall be managed to consistently attain a market rate of return throughout budgetary and economic cycles. Whenever possible, and consistent with risk limitations and prudent investment management, the Library will seek to augment returns above the market average through the implementation of active portfolio management strategies.

B. Authorized Investments (itemized)

-U.S. Treasury Bills, Notes, and Bonds; various federal agency securities including issues of Federal National Mortgage Assn. (FNMA), Federal Home Loan Mortgage Corp. (FHLMC), Federal Home Loan Bank (FHLB), Federal Farm Credit Bank (FFCB), Government National Mortgage Association (GNMA), and other agencies or instrumentalities of the United States. Eligible investments include securities that may be "called" [by the issuer] prior to the final maturity date. Any eligible investment may be purchased at a premium or a discount. All federal agency securities shall be direct issuances of federal government agencies or instrumentalities.

-Interim deposits in the eligible institutions applying for interim moneys as provided in Section 135.08 ORC.

-No-load money market mutual funds, as defined in 135.14(B)(5), rated in the highest category by at least one nationally recognized rating agency, investing exclusively in the same types of eligible securities as defined in Division B(1) or B(2) under 135.14 ORC, and repurchase agreements secured by such obligations. Eligible money market funds shall comply with 135.01 ORC, regarding limitations and restrictions.

-Repurchase agreements with any eligible institution mentioned in section 135.03 ORC, or any eligible securities dealer pursuant to (M) of 135.14 ORC of this section, except that such eligible securities dealers shall be *restricted to primary government securities dealers*. Repurchase agreements will settle on a delivery vs payment basis with repo collateral held at a qualified custodian or agent, designated by the Library. Eligible repo collateral is restricted to securities

listed in division (B)(1) or (B)(2) under 135.14 ORC. The market value of securities subject to a repurchase agreement must exceed the principal value of the repo amount by at least 2%. Prior to the execution of any repo transaction, a master repurchase agreement will be signed by the Library and the eligible parties.

-Commercial paper notes issued by companies incorporated under the laws of the United States and bankers acceptances issued by any domestic bank rated in the highest category by a nationally recognized rating agency; specific limitations regarding the investment in commercial paper and bankers acceptances apply as defined under 135.14 (B)(7) ORC.

-The state treasurer's investment pool [STAROHIO], pursuant to Section 135.45 ORC, and any other investment alternative offered to political subdivisions by the Treasurer of State.

-The use of derivative securities, as defined in 135.14 (C), is expressly prohibited.

-All eligible investments will mature within five years from the date of settlement, unless the investment is matched to a specific future obligation or debt of the Library, and the investment is specifically approved by the Board of Trustees.

C. Safekeeping and Custody

Securities purchased for the Library will be held in safekeeping by a qualified trustee [hereinafter referred to as the "Custodian"], as provided in Section 135.37 ORC. Securities held in safekeeping by the custodian will be evidenced by a monthly statement describing such securities. The custodian may safekeep the Library's securities in (1) Federal Reserve Bank book entry form; (2) Depository Trust Company (DTC) book entry form in the account of the custodian or the custodian's correspondent bank; or (3) Non-book entry (physical) securities held by the custodian or the custodian's correspondent bank. All securities transactions will settle using standard delivery-vs-payment (DVP) procedures. The records of the custodian shall identify such securities in the name of the Library. Under no circumstances will the Library's investment assets be held in safekeeping by a broker/dealer firm, or a firm acting on behalf of a broker/dealer firm.

D. The Board of Trustees of the Library

The Library Board of Trustees shall meet as necessary to review the Portfolio. Specific areas of review include the investment inventory, transactions for the period, and realized income. The Fiscal Officer may also recommend changes to the existing investment policy.

Any amended policy that has been approved by the Library Board shall be filed with the Auditor of State.

E. Portfolio Reporting

The Library shall maintain an inventory of all portfolio assets. A description of each security will include security type, issue/issuer, cost [original purchase cost or current book value], par value [maturity value], maturity date, settlement date [delivery versus payment date of purchased or sold securities], and any coupon [interest] rate. The investment report will also include a record of all security purchases and sales. Regularly issued reports will include a monthly portfolio report and a quarterly portfolio report to the Library detailing the *current* inventory of all securities, all investment transactions, any income received [maturities, interest payments, and sales], and any expenses paid. The report will also include the purchase yield of each security, the average-weighted yield and average-weighted maturity of the portfolio.

The portfolio report shall state the name(s) of any persons or entity effecting transactions on behalf of the investing authority.

F. Investment Advisors, Qualified Dealers and Financial Institutions

The Library may retain the services of a registered investment advisor. The investment advisor will manage the Library's portfolio and will be responsible for the investment and reinvestment of such investment assets, including the execution of investment transactions.

Upon the request of the Fiscal Officer, the investment advisor will attend meetings and will discuss all aspects of the Library's portfolio, including bond market conditions affecting the value of the Library's investments. The investment advisor will be required to issue portfolio reports as defined under section II-E of this investment policy ["Portfolio Reporting"].

The investment advisor may transact business (execute the purchase and/or sale of securities) with eligible Ohio financial institutions, primary securities dealers regularly reporting to the New York Federal Reserve Bank, and regional securities firms or broker dealers licensed with the Ohio Department of Commerce, Division of Securities, to transact business in the State of Ohio.

Under no circumstances will brokers or broker/dealer firms act as an investment advisor or in a similar capacity as an investment advisor, either directly or indirectly, if such broker/dealer participates in transaction business (purchase and sale of securities) with the Fiscal Officer or the Fiscal Officer's investment advisor.

All persons or entities transacting investment business with the Library are required to sign the approved investment policy as an acknowledgment and understanding of the contents of said policy.

G. Sale of Securities Prior to Maturity

Portfolio securities may be "redeemed or sold" prior to maturity under the following conditions:

- (1) To meet additional liquidity needs
- (2) To purchase another security to increase yield or current income
- (3) To lengthen or shorten the portfolio's average maturity (average duration)
- (4) To realize any capital gains and/or income
- (5) To adjust the portfolio's asset allocation

Such transactions may be referred to as a "sale and purchase" or a "bond swap". For purposes of this section, redeemed shall also mean "called" in the case of a callable security.

H. Procedures for the Purchase and Sale of Securities

Securities will be purchased or sold through approved broker/dealers on a "best price and execution" basis. All such investment transactions will be communicated by electronic transmission to the Fiscal Officer or to an authorized representative, designated by the Fiscal Officer. A purchase or sale of securities will be represented by transaction advices issued by the Library's investment advisor, which will describe the transaction, including par value, coupon (if any), maturity date, and cost. A facsimile transmission will also be sent to the Library's designated custodian bank and will serve as an authorization to said custodian to receive or deliver securities versus payment. Confirmation advices, representing the purchase or sale of securities, will be issued by the eligible broker/dealer and sent to the investing authority. Copies of such advices will be sent to the Library's investment advisor.

III. The Endowment

A. Investment Objectives

The Library seeks to maximize the long-term total return of its Endowments. As a result, the maintenance and growth of the funds are the primary objectives. The Library's ability to achieve these returns will depend upon the acceptance of moderate risk, recognizing that a reasonable degree of volatility in market value is necessary to achieve long-term capital appreciation.

B. Authorized Investments

In recognition of the expected returns and volatility from financial assets, the Library will be invested in the following ranges with the target allocation noted:

	<u>Range</u>	<u>Target</u>
Equities	50-70%	60%
Fixed Income	15-35%	25%
Alternatives	0-30%	15%
Cash Equivalents	0-20%	

The midpoints of the above ranges will be considered the long-term or policy allocation. Any deviations beyond this mix of securities must have prior approval by the Board of Library Trustees. Allocations to cash equivalents are to be considered a subset of the Fixed Income allocation along with Convertible Assets.

Within the above ranges, the Library's Endowment Fund Manager will make all tactical asset allocation decisions (over-and-under-weights). Deviations outside of the above ranges require prior approval from the Library.

C. Equity Guidelines

Objective – Achieve long term returns which exceed those of the overall equity market. Specialty equities (styles differing from the S&P 500) have been incorporated into this policy with the intention of delivering superior long-term performance and improved diversification.

In evaluating long term (full market cycle) performance, overall equity returns will be compared to the indices noted below.

In recognition of the expected returns and volatility provided by different segments of the equity market, equity assets will be invested in the following ranges with the policy allocation noted:

	<u>Range</u>	<u>% Allocation</u>
Large-Cap Stocks	40-80%	60%
Mid-Cap Stocks	0-20%	10%
Small-Cap Stocks	0-20%	10%
International Equities	10-30%	20%

Equity assets will be managed in accordance with the following:

- Equity investments should be broadly diversified. The equity investment in any single company should not exceed 5 percent of the equity portfolio, based on market value. Investments in mutual funds are not be subject to this limit. Short sales, private securities, letter stock, commodities, and put and call contracts are expressly prohibited.
- Investments in Mid-Cap, Small Cap and International Equities may be made through the use of funds. Funds selected will be diversified and generally conform to the above-mentioned company and industry guidelines.
- Real Estate investment will be implemented through REIT investments or through the use of a REIT-based mutual fund.
- The overall equity benchmark is the MSCI ACWI. Managers will be measured against their respective category benchmark (i.e. Russell 2000 Index).

D. Fixed Income Guidelines

Objective – Achieve returns that exceed those of the investment grade aggregate bond market and to provide additional long-term performance. The Fixed Income Investment style returns will be compared to the Barclays Capital U.S. Aggregate Bond Index.

Fixed income assets will be managed in accordance with the following:

- Minimum criteria for direct investment in a bond:

Par Value of issue	\$100 million outstanding at time of purchase
Quality of issue	A or better by Standard & Poor's Or A2 or better by Moody's
- The Market value of the aggregate holdings of an individual corporate debtor should not exceed 5% of the organization's debt related assets.

- The average maturity of the bond portfolio should be within a +/- 25% range of the Barclays Capital U.S. Aggregate Bond Index. The investment manager will have full discretion to determine the average maturity within this range.
- The maximum maturity for individual U.S. Treasuries, Agencies, and corporate bonds will be 20 years.
- Individual mortgage-backed securities (MBS) and asset-backed securities (ABS) may have maturities of greater than 20 years but the duration should not exceed 12 years.
- Fixed Income mutual funds may be used to further enhance diversification, provide better coverage of the yield curve, and/or improve liquidity.

E. Liquidity Guidelines

Objective – Cash equivalents will be invested in an appropriate cash-equivalent fund. Returns should be comparable to or benchmarked to the 90-day Bank of America Merrill-Lynch Treasury Bill Index.

Cash equivalent investments must be made in high quality obligations of the U.S. Government and its Agencies. Money market mutual funds may be used, so long as these mutual funds meet the high standards suitable for the funds of this nature.

F. Prohibited Investments

The investment manager is prohibited from investments in the followings:

- Fixed Income securities not denominated in U.S. Dollars or Eurodollars
- Venture Capital
- Guaranteed Insurance Contracts
- Commodities
- Precious Metals or Gems
- Options, futures, or any contract whose value is derived from the price of an underlying asset or index (Derivatives)
- Short-selling and other hedging strategies
- Private Placements or “restricted” stock
- No investments in securities deemed to be in violation of prohibited transaction standard of ERISA.
- It is understood that investments into funds (i.e. mutual or ETF’s) may utilize derivatives and are exempted from the above exceptions.

G. Investment Review

Objective – Achieve financial returns for the Library which preserve the principal asset value and are competitive relative to those offered by the financial markets.

Review – The Investment Committee will compare the investment performance of the Investment Manager to the following benchmarks:

- The blended performance of 60% MSCI ACWI and 40% Barclays Capital U.S. Aggregate Bond Index policy benchmark over a full market cycle.

In addition, the Investment Committee will compare the various asset classes to the following benchmarks:

1. The annual total return of U.S. equity securities will be compared to the Russell 3000 Index measured over a three to five year time period.
2. Within each equity allocation/style, performance will be compared to the respective manager benchmark.
3. The annual total return of fixed income securities will be compared to the Barclays Capital Aggregate Bond Index over a three to five year time period.
4. Real Estate investment will be compared to the NAREIT (applicable benchmark) Index; Convertible Assets will be compared to BoA/Merrill Lynch Investment Grade Convertible Securities index.
5. The annual total return of cash equivalents will be compared to the BoA/Merrill Lynch 90 day T-Bill Index.

H. Endowment Fund Manager

The Board of Library Trustees shall select an endowment fund manager and custodian for the Library's Endowments by authorizing Board resolution. The Board of Library Trustees shall approve a separate written agreement with its selected endowment fund manager governing terms of service, compensation, and related issues.

IV. Statements of Compliance

This investment policy has been approved by the investing authority and the governing board and filed with the Auditor of State, pursuant to *Ohio Revised Code* 135.14 (N)(1).

All brokers, dealers, and financial institutions executing transactions initiated by the Library or the Library's investment advisor have signed the approved investment policy. Investment policies [signed by such brokers, dealers, and financial institutions] are filed with the Fiscal Officer of the Library.

The Library's Portfolio and Endowment investment advisors are registered with the Securities and Exchange Commission and/or the Comptroller of the Currency and possesses public funds investment management experience, specifically in the area of state and local government investment portfolios. The investment advisor has additionally signed the approved investment policy and the signed policy is filed with the Fiscal Officer of the Library.

Any amendments to this policy will be filed with the Auditor of State [Attn: Clerk of the Bureau, P.O. Box 1140, Columbus, OH, 43216-1140] within fifteen days of the effective date of the amendment.

The following broker/dealer/financial institution/investment advisor or endowment fund manager has signed, herein, this approved investment policy, having read the policy's contents thereby acknowledging comprehension and receipt:

For. _____
Name of Broker/Dealer/Bank Advisor/Manager

Date

Signature of Register Representative or
Financial Institution Representative

Type Name of Registered Representative or
Financial Institution Representative



RECEIVED
FINANCIAL SERVICES

2019 MAR 29 PM 2:15

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

Invoice REC 780

Invoice No	Date	Page
045-256455	04/01/2019	1 of 2

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



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

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

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
1618	120387		USD	NET30	05/01/2019

Date	Description	Units	Rate	Extended Price
Contract No.: CLEVELAND PUBLIC LIBRARY				
	SUPPORT & UPDATE LICENSING - ACCTG/GL/BUDGET/AP	1	17,734.52	17,734.52
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	MUNIS GUI/SITE LICENSE SUPPORT <i>Not part of Annual Support Agreement</i>	1	2,700.00	2,700.00
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE	1	3,733.59	3,733.59
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - APPLICANT TRACKING	1	1,612.61	1,612.61
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - INTERFACE TO BMI TRACKING	1	1,289.79	1,289.79
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - PURCHASE ORDERS	1	4,073.00	4,073.00
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - GENERAL BILLING	1	1,697.08	1,697.08
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - HUMAN RESOURCES MANAGEMENT	1	3,371.83	3,371.83
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - CRYSTAL REPORTS	1	1,895.06	1,895.06
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - MUNIS OFFICE	1	1,357.67	1,357.67
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - PAYROLL	1	6,890.23	6,890.23
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - PROJECT ACCOUNTING	1	3,394.19	3,394.19
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - FIXED ASSETS	1	4,073.00	4,073.00
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - REQUISITIONS	1	3,394.19	3,394.19
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - ROLE TAILORED DASHBOARD	1	2,492.23	2,492.23
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - EMPLOYEE EXPENSE REIMBURSEMENT	1	1,519.68	1,519.68
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - INVENTORY	1	2,786.07	2,786.07
	Maintenance: Start: 17/May/2019, End: 16/May/2020			
	SUPPORT & UPDATE LICENSING - TYLER CONTENT MANAGER SE	1	4,594.61	4,594.61
	Maintenance: Start: 17/May/2019, End: 16/May/2020			



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

Invoice

Invoice No	Date	Page
045-256455	04/01/2019	2 of 2

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

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

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

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
1618	120387		USD	NET30	05/01/2019

Date	Description	Units	Rate	Extended Price
	SUPPORT & UPDATE LICENSING - TYLER FORMS PROCESSING Maintenance: Start: 17/May/2019, End: 16/May/2020	1	3,771.30	3,771.30

Was 66,362.52 x 5% inc

Annual \$ 69,680.65
 GUI 2,700.00

****ATTENTION****
 Order your checks and forms from
 Tyler Business Forms at 877-749-2090 or
 tylerbusinessforms.com to guarantee
 100% compliance with your software.

Subtotal	72,380.65
Sales Tax	0.00
Invoice Total	72,380.65

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD MARCH 1 - MARCH 31, 2019

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending March 31, 2019

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	19,297,997.15	0.00	0.00	0.00	\$ 0.00	19,297,997.15
42 Intergovernmental	5,502,835.46	387,969.00	0.00	0.00	\$ 0.00	5,890,804.46
43 Fines & Fees	82,074.72	0.00	0.00	0.00	\$ 0.00	82,074.72
44 Investment Earnings	99,721.06	77,297.27	0.00	9,860.73	\$ 0.00	186,879.06
45 Charges for Services	0.00	2,431,802.06	0.00	0.00	\$ 0.00	2,431,802.06
46 Contributions & Donations	35,075.00	378,521.44	0.00	0.00	\$ 0.00	413,596.44
48 Miscellaneous Revenue	79,428.60	0.00	0.00	0.00	\$ 26,422.05	105,850.65
Total Revenues	\$ 25,097,131.99	\$ 3,275,589.77	\$ 0.00	\$ 9,860.73	\$ 26,422.05	\$ 28,409,004.54
51 Salaries/Benefits	8,693,759.83	787,796.94	0.00	0.00	\$ 0.00	9,481,556.77
52 Supplies	164,973.73	11,008.66	0.00	406.00	\$ 0.00	176,388.39
53 Purchased/Contracted Services	3,910,781.65	1,142,402.37	23,442.50	2,747.00	\$ 0.00	5,079,373.52
54 Library Materials	2,589,946.52	301,104.65	0.00	14,877.92	\$ 0.00	2,905,929.09
55 Capital Outlay	404,145.05	21,875.19	1,560,937.58	0.00	\$ 0.00	1,986,957.82
57 Miscellaneous Expenses	42,373.39	9,255.35	0.00	0.00	\$ 24,966.68	76,595.42
Total Expenditures	\$ 15,805,980.17	\$ 2,273,443.16	\$ 1,584,380.08	\$ 18,030.92	\$ 24,966.68	\$ 19,706,801.01
Revenue Over/(Under) Expenditures	\$ 9,291,151.82	\$ 1,002,146.61	\$(1,584,380.08)	\$(8,170.19)	\$ 1,455.37	\$ 8,702,203.53
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	50,015.00	(50,015.00)	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$ 50,015.00	\$(50,015.00)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 9,341,166.82	\$ 952,131.61	\$(1,584,380.08)	\$(8,170.19)	\$ 1,455.37	\$ 8,702,203.53
Beginning Year Cash Balance	\$ 22,691,431.19	\$ 19,102,200.53	\$ 5,532,079.99	\$ 4,180,956.91	\$ 12,095.10	\$ 51,518,763.72
Current Cash Balance	\$ 32,032,598.01	\$ 20,054,332.14	\$ 3,947,699.91	\$ 4,172,786.72	\$ 13,550.47	\$ 60,220,967.25

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending March 31, 2019

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	22,447,383	5,502,835	16,944,547	25%	26%
General Property Tax	33,635,180	19,297,997	14,337,183	57%	57%
Rollback, Homestead, CAT	2,400,000	0	2,400,000	0%	0%
Fines & Fees	180,800	82,075	98,725	45%	24%
Investment Earnings	574,090	99,721	474,369	17%	21%
Contributions	36,400	35,075	1,325	96%	100%
Miscellaneous	1,227,361	79,429	1,147,932	6%	11%
Return of Advances Out	0	125,015	(125,015)	0%	0%
Total	\$ 60,501,214	\$ 25,222,147	\$ 35,279,067	42%	40%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	39,182,278	8,716,436	30,465,842	22%	23%
Supplies	926,512	551,257	375,255	59%	37%
Purchased Services	11,742,382	8,523,676	3,218,705	73%	69%
Library Materials	11,353,033	4,848,063	6,504,970	43%	51%
Capital Outlay	1,989,586	571,009	1,418,577	29%	28%
Other	175,676	72,307	103,370	41%	56%
Subtotal	\$ 65,369,466	\$ 23,282,748	\$ 42,086,718	36%	37%
Advances Out	0	75,000	(75,000)		
Transfers Out	0	0	0		
Total	\$ 65,369,466	\$ 23,357,748	\$ 42,011,718	36%	39%

Note (1): Certificate from Cuyahoga County Budget Commission dated February 13, 2019.

Note (2): Subtotal Original Appropriation of \$59,177,181.79 plus carried forward encumbrance of \$6,192,284.63.

Note (3): Subtotal includes 24.2% expended and 11.4% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending March 31, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	12,241,512.39	12,241,512.39	2,570,085.57	0.00	9,671,426.82
51120 Clerical Salaries	10,760,259.04	10,760,259.04	2,395,490.81	0.00	8,364,768.23
51130 Non-Clerical Salaries	1,306,477.03	1,306,477.03	255,416.12	0.00	1,051,060.91
51140 Buildings Salaries	4,354,116.00	4,365,929.94	946,172.19	0.00	3,419,757.75
51150 Other Salaries	534,924.26	534,924.26	121,908.28	0.00	413,015.98
51180 Severance Pay	0.00	109,571.68	114,595.24	0.00	(5,023.56)
51190 Non-Base Pay	475,000.00	475,000.00	174,005.60	0.00	300,994.40
51400 OPERS	4,181,573.32	4,183,227.27	906,424.93	0.00	3,276,802.34
51610 Health Insurance	4,299,714.82	4,299,714.82	1,015,383.84	0.00	3,284,330.98
51611 Dental Insurance	225,998.16	225,998.16	51,236.80	0.00	174,761.36
51612 Vision Insurance	17,528.88	17,528.88	3,908.21	0.00	13,620.67
51620 Life Insurance	13,644.00	13,644.00	3,348.00	0.00	10,296.00
51625 Short Term Disability Insurance	27,792.24	27,792.24	6,915.57	0.00	20,876.67
51630 Workers Compensation	155,341.02	161,792.64	5,772.70	0.00	156,019.94
51640 Unemployment Compensation	10,000.00	23,702.66	27,327.23	2,372.01	(5,996.58)
51650 Medicare - ER	399,237.08	401,255.11	88,791.60	482.97	311,980.54
51900 Other Benefits	21,251.64	33,947.51	6,977.14	19,821.04	7,149.33
Salaries/Benefits	\$39,024,369.88	\$ 39,182,277.63	\$ 8,693,759.83	\$ 22,676.02	\$ 30,465,841.78
52110 Office Supplies	45,647.34	51,479.96	9,648.23	2,624.05	39,207.68
52120 Stationery	30,745.00	31,884.29	12,078.17	0.00	19,806.12
52130 Duplication Supplies	24,400.00	25,065.84	5,852.16	230.27	18,983.41
52140 Hand Tools	1,500.00	1,500.00	8.80	23.46	1,467.74
52150 Book Repair Supplies	66,000.00	66,507.30	10,868.33	5,427.75	50,211.22
52210 Janitorial Supplies	100,700.00	105,596.57	37,698.39	7,274.26	60,623.92

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending March 31, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	42,000.00	47,097.25	5,334.63	32,946.01	8,816.61
52230	293,500.00	347,353.24	56,075.14	262,787.44	28,490.66
52240	7,000.00	8,164.14	0.00	2,868.74	5,295.40
52300	58,000.00	63,980.98	8,815.67	50,729.09	4,436.22
52900	169,974.66	177,882.50	18,594.21	21,372.53	137,915.76
Supplies	\$839,467.00	\$ 926,512.07	\$ 164,973.73	\$ 386,283.60	\$ 375,254.74
53100	100,000.00	117,023.72	24,548.39	25,296.88	67,178.45
53210	272,836.00	297,253.07	62,531.24	206,330.98	28,390.85
53230	78,600.00	92,875.36	14,609.21	69,579.34	8,686.81
53240	273,000.00	316,832.82	34,622.39	27,379.43	254,831.00
53310	132,028.00	142,248.25	23,406.54	63,263.92	55,577.79
53320	21,000.00	26,433.62	7,008.53	1,618.41	17,806.68
53340	502,000.00	623,962.78	132,970.89	79,015.14	411,976.75
53350	176,961.70	276,061.84	56,246.38	100,414.26	119,401.20
53360	336,694.90	347,344.94	119,606.68	14,610.48	213,127.78
53370	27,000.00	31,938.23	4,966.30	20,214.33	6,757.60
53380	680,000.00	729,958.82	248,119.80	466,026.71	15,812.31
53390	10,000.00	10,450.00	2,880.00	450.00	7,120.00
53400	421,856.00	421,856.00	346.00	0.00	421,510.00
53510	154,127.49	158,484.08	31,364.37	124,750.17	2,369.54
53520	279,346.12	114,563.14	6,003.00	13,458.95	95,101.19
53610	1,914,664.00	1,960,138.93	367,426.75	1,568,155.45	24,556.73
53620	135,594.00	158,258.49	65,140.74	91,202.50	1,915.25
53630	795,776.00	904,311.44	47,952.14	808,236.44	48,122.86

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending March 31, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	125,273.00	143,841.94	25,688.20	102,451.95	15,701.79
53710 Professional Services	1,125,605.00	2,151,232.36	552,938.28	662,659.38	935,634.70
53720 Auditors Fees	695,000.00	750,353.50	501,983.05	55,953.50	193,016.95
53730 Bank Service Charges	11,000.00	11,000.00	2,007.36	0.00	8,992.64
53800 Library Material Control	266,500.00	436,497.64	63,747.05	107,735.59	265,015.00
53900 Other Purchased Services	1,519,212.61	1,519,460.61	1,514,668.36	4,691.00	101.25
Purchased/Contracted Services	\$10,054,074.82	\$ 11,742,381.58	\$ 3,910,781.65	\$ 4,612,894.81	\$ 3,218,705.12
54110 Books	2,085,000.00	2,584,991.42	438,000.46	496,365.32	1,650,625.64
54120 Continuations	291,000.00	500,755.10	93,520.35	193,154.37	214,080.38
54210 Periodicals	790,000.00	1,687,565.69	648,200.73	217,883.61	821,481.35
54220 Microforms	30,600.00	70,779.00	18,216.61	21,729.00	30,833.39
54310 Video Media	1,615,000.00	2,059,573.40	464,206.94	303,933.05	1,291,433.41
54320 Audio Media - Spoken	90,150.00	122,201.45	29,228.10	18,848.65	74,124.70
54325 Audio Media - Music	172,650.00	269,123.15	38,354.23	86,590.83	144,178.09
54350 Computer Media	0.00	729.88	655.39	37.99	36.50
54500 Database Services	570,000.00	1,251,620.47	526,634.47	155,761.50	569,224.50
54530 eMedia	1,622,600.00	2,432,234.39	297,037.10	561,346.24	1,573,851.05
54600 Interlibrary Loan	3,000.00	4,135.00	1,094.50	3,040.50	0.00
54710 Bookbinding	20,000.00	46,455.69	3,603.07	22,852.62	20,000.00
54720 Preservation Services	20,000.00	53,993.71	11,824.75	22,168.96	20,000.00
54730 Preservation Boxing	5,000.00	14,339.60	3,325.52	6,014.08	5,000.00
54790 Preservation Reformatting	25,000.00	50,515.20	12,627.60	13,393.80	24,493.80
54905 Other LM-Hotspots	200,000.00	200,000.00	0.00	134,996.00	65,004.00
54910 Other LM-Tablets & Devices	0.00	4,019.70	3,416.70	0.00	603.00

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending March 31, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
Library Materials	\$7,540,000.00	\$ 11,353,032.85	\$ 2,589,946.52	\$ 2,258,116.52	\$ 6,504,969.81
55300 Construction/Improvements	0.00	26,144.12	0.00	26,144.12	0.00
55510 Furniture	219,787.80	262,584.97	44,142.28	3,324.84	215,117.85
55520 Equipment	358,256.77	428,974.43	84,820.56	12,224.28	331,929.59
55530 Computer Hardware	585,825.52	821,209.13	264,016.32	21,285.55	535,907.26
55540 Software	106,400.00	136,699.25	11,165.89	29,911.25	95,622.11
55700 Motor Vehicles	240,000.00	313,974.00	0.00	73,974.00	240,000.00
Capital Outlay	\$1,510,270.09	\$ 1,989,585.90	\$ 404,145.05	\$ 166,864.04	\$ 1,418,576.81
57100 Memberships	87,767.38	89,478.68	37,729.12	15,466.56	36,283.00
57200 Taxes	15,000.00	15,487.89	2,963.01	11,447.79	1,077.09
57500 Refunds/Reimbursements	71,232.62	70,709.82	1,681.26	3,018.80	66,009.76
Miscellaneous Expenses	\$174,000.00	\$ 175,676.39	\$ 42,373.39	\$ 29,933.15	\$ 103,369.85
59810 Advances Out	0.00	0.00	75,000.00	0.00	(75,000.00)
Advances	\$0.00	\$ 0.00	\$ 75,000.00	\$ 0.00	\$(75,000.00)
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$59,142,181.79	\$ 65,369,466.42	\$ 15,880,980.17	\$ 7,476,768.14	\$ 42,011,718.11

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending March 31, 2019

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	22,691,431.19	25,222,146.99	15,880,980.17	7,476,768.14	24,555,829.87
Total General Fund	\$ 22,691,431.19	\$ 25,222,146.99	\$ 15,880,980.17	\$ 7,476,768.14	\$ 24,555,829.87
201 Anderson	346,454.39	13.09	0.00	0.00	346,467.48
202 Endowment for the Blind	2,653,421.78	(4,530.42)	0.00	0.00	2,648,891.36
203 Founders	7,113,384.74	143,560.83	205,688.95	829,202.25	6,222,054.37
204 Kaiser	73,325.37	0.00	0.00	0.00	73,325.37
205 Kralley	206,681.24	504.31	0.00	19.99	207,165.56
206 Library	177,000.37	206.10	0.00	4,275.00	172,931.47
207 Pepke	158,161.91	(1,265.77)	0.00	0.00	156,896.14
208 Wickwire	1,629,879.06	3,419.24	0.00	11,498.31	1,621,799.99
209 Wittke	99,729.36	0.00	0.00	0.00	99,729.36
210 Young	5,007,491.72	2,365.58	0.00	0.00	5,009,857.30
225 Friends	4,490.87	0.00	0.00	100.00	4,390.87
226 Judd	63,460.85	61,669.75	30,922.09	40,880.05	53,328.46
228 Lockwood Thompson Memorial	158,275.27	0.00	45,040.03	111,180.58	2,054.66
229 Ohio Center for the Book	64.50	2,300.00	0.00	0.00	2,364.50
230 Schweinfurth	84,166.12	72,576.00	18,354.00	0.00	138,388.12
231 CLEVNET	926,146.62	2,431,802.06	1,518,926.80	1,277,503.74	561,518.14
251 OLBPD-Library for the Blind	52,461.90	377,049.00	366,612.47	20,114.06	42,784.37
254 MyCom	33,938.93	85,920.00	75,015.00	0.00	44,843.93
256 Learning Centers	49,264.60	25,000.00	0.00	47,730.25	26,534.35
257 Tech Centers	170,000.00	0.00	50,000.00	0.00	120,000.00
258 Early Literacy	94,400.93	150,000.00	87,898.82	0.00	156,502.11
Total Special Revenue Funds	\$ 19,102,200.53	\$ 3,350,589.77	\$ 2,398,458.16	\$ 2,342,504.23	\$ 17,711,827.91

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2019

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
401 Building & Repair	5,532,079.99	0.00	1,584,380.08	1,776,929.43	2,170,770.48
Total Capital Project Funds	\$ 5,532,079.99	\$ 0.00	\$ 1,584,380.08	\$ 1,776,929.43	\$ 2,170,770.48
501 Abel	271,024.22	0.00	0.00	0.00	271,024.22
502 Ambler	2,757.40	0.00	0.00	0.00	2,757.40
503 Beard	163,891.13	7,794.35	1,347.00	9,015.48	161,323.00
504 Klein	6,521.81	0.00	0.00	0.00	6,521.81
505 Maloni/Schroeder	324,456.49	475.60	900.00	300.00	323,732.09
506 McDonald	228,826.19	69.11	0.00	5,538.55	223,356.75
507 Ratner	110,935.10	(490.78)	0.00	0.00	110,444.32
508 Root	47,757.00	0.00	0.00	0.00	47,757.00
509 Sugarman	218,704.11	(34.57)	906.00	0.00	217,763.54
510 Thompson	176,304.90	4,093.37	0.00	13,599.16	168,799.11
511 Weidenthal	8,080.50	0.00	0.00	0.00	8,080.50
512 White	2,523,609.44	(2,046.35)	14,877.92	7,519.59	2,499,165.58
513 Beard Anna Young	96,088.62	0.00	0.00	0.00	96,088.62
Total Permanent Funds	\$ 4,180,956.91	\$ 9,860.73	\$ 18,030.92	\$ 35,972.78	\$ 4,136,813.94
901 Unclaimed Funds	5,400.04	21.28	0.00	0.00	5,421.32
905 CLEVNET Fines & Fees	6,695.06	26,400.77	24,966.68	0.00	8,129.15
Others	\$ 12,095.10	\$ 26,422.05	\$ 24,966.68	\$ 0.00	\$ 13,550.47
Total All Funds	\$ 51,518,763.72	\$ 28,609,019.54	\$ 19,906,816.01	\$ 11,632,174.58	\$ 48,588,792.67

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending March 31, 2019

Balance of All Funds	<u><u>\$ 60,220,967.25</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	539,833.80
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,620.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$ 547,236.51</u></u>
PNC - Money Market	10,178.17
U.S. Bank - Investments	33,892,428.21
U.S. Bank - Inv - Money Market	99,886.08
STAR Ohio Investment	6,519,753.01
STAR Plus Program	0.00
Investments	<u><u>\$ 40,522,245.47</u></u>
PNC- Endowment Account	19,151,485.27
Endowment Account	<u><u>\$ 19,151,485.27</u></u>
Cash in Banks and On Hand	<u><u>\$ 60,220,967.25</u></u>



CLEVE PUB LIB ENDMT CONS
 MANAGED ACCOUNT SUMMARY
 Account number 21-75-501-4453885
 March 29, 2019

Your PNC Managed Account

Asset manager	Investment style	Manager number	% of portfolio	Value on 01/01/19	Investment income	Other additions	Other disbursements	Cash transfers	Fees and charges	Change in value of investments	Current account value
PCA LCC ADVANTAGE	Large cap core	073	70.5%	\$15,808,768	\$73,323	\$801	-\$910,750	\$130,237	-\$22,391	\$1,531,578	\$16,611,568
PNC CAPITAL ADVISORS	Taxable intermediate	880	16.4%	3,482,318	17,369	-	-	-17,369	-	376,594	3,858,912
		573	13.3%	3,169,533	20,040	-	-	-112,868	-	43,792	3,120,497
					\$110,733.54		-\$910,750.00		-\$22,391.77		
Total portfolio value				\$22,460,620.55		\$801.56		\$0.00		\$1,951,964.99	\$23,590,978.87
Accrued income				\$40,388.56							\$29,732.06
Total account value				\$22,501,009.11							\$23,320,710.93

Note: amounts reflected on this page represent activity from 01/01/19 through 03/29/19

Total portfolio value

Total portfolio value on March 29	\$23,590,278.87
Total portfolio value on January 1	22,460,620.55
Total change in value	\$1,130,358.32

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Investment objective: 60% Equity 25% Fixed 15% Alternative

Bulletin board

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If you suspect you've received a fraudulent text message that appears to be from PNC, take a screen shot of the text message on your mobile phone and forward it to PNC Abuse (abuse@pnc.com). If you believe you may have responded to a fraudulent text, email or phone call and disclosed personal information, immediately change your PNC password, then contact your PNC Team.

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

NOTICE OF LIMITATION OF LIABILITY - Trust Accounts

An action for breach of trust based on matters disclosed in a trust accounting or other written reports of the trustee such as this statement - may be subject to a statute of limitations under the laws of the state governing the trust, which limits your right to sue, measured from the date the trust accounting, statement, or written report is sent, delivered, given, furnished or received, as listed in the following chart. If you have questions regarding your rights, please contact your attorney.

AL: 2 years from date sent	KY: 1 year from date sent	SC: 1 year from date sent
AZ: 1 year from date sent	MI: 1 year from date sent	TN: 1 year from date given
DC: 1 year from date sent	MN: 3 years from date sent	VA: 1 year from date sent
DE: 2 years from date sent	MO: 1 year from date sent	WA: 1 year from delivery
FL: 6 months from receipt	NJ: 6 months from date sent	WI: 1 year from date sent
GA: 2 years from receipt	OH: 2 years from date sent	
IL: 3 years from date furnished	PA: 30 months from date sent	

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About your account

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

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

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Summary

Portfolio value

	Income	Principal	Total
Income on March 29	\$129,926.35	Principal on March 29	\$23,461,052.52
Income on January 1	952,284.58	Principal on January 1	21,508,335.97
Change in value	-\$822,358.23	Change in value	\$1,952,716.55
			Total
			Total portfolio value on March 29
			\$23,590,978.87
			Total portfolio value on January 1
			22,460,620.55
			Total change in value
			\$1,130,358.32

Portfolio value by asset class

	Income	Value Mar. 29	Value Jan. 1	Change in value	Tax cost*
Cash and cash equivalents		\$129,926.35	\$952,284.58	-\$822,358.23	\$129,926.35
Principal					
Cash and cash equivalents		Value Mar. 29	Value Jan. 1	Change in value	Tax cost*
Fixed income		\$531,136.26	\$577,835.29	-\$46,699.03	\$531,136.26
Equities		5,371,745.46	5,263,516.21	108,229.25	5,424,130.79
Alternative investments		16,061,943.77	14,231,324.68	1,830,619.09	11,446,630.94
Total		1,496,227.03	1,435,659.79	60,567.24	1,649,689.00
		\$23,590,978.87	\$22,460,620.55	\$1,130,358.32	\$19,181,513.34

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

Summary

Change in account value

Beginning account value	This period	From Jan. 1, 2019
	\$22,501,009.11	\$22,501,009.11
Additions		
Investment income	\$110,733.54	\$110,733.54
Other receipts	801.56	801.56
Disbursements		
Fees and charges	-\$22,391.77	-\$22,391.77
Other disbursements	- 910,750.00	- 910,750.00
Change in value of investments	1,951,964.99	1,951,964.99
Net accrued income	- 10,656.50	- 10,656.50
Ending account value	\$23,620,710.93	\$23,620,710.93

Gain/loss summary

	This period	From Jan. 1, 2019	Net unrealized gain/loss*
Fixed income	- \$725.52	-\$725.52	Since acquisition
Equities	28,818.26	28,818.26	- \$52,385.33
Alternative inv	-	-	4,615,312.83
Total	\$28,092.74	\$28,092.74	- 153,461.97
			\$4,409,465.53

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

Accrued income summary

Accrued income on March 29	\$29,732.06
Accrued income on January 01	40,388.56
Net accrued income	\$10,656.50

Investment income summary

	This period	From Jan. 1, 2019	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$3,806.76	\$3,806.76	\$14,726.04	\$1,224.46
Interest-fixed income	46,202.01	46,202.01	189,606.33	23,325.64
Dividends-equities	53,291.16	53,291.16	271,728.81	5,181.96
Income-alternative investments	7,433.61	7,433.61	10,207.46	-
Total	\$110,733.54	\$110,733.54	\$486,268.64	\$29,732.06

Summary

Transaction summary - measured by cash balance

	Income		Principal	
	This period	From Jan. 1, 2019	This period	From Jan. 1, 2019
Beginning cash balance	\$0.00	\$0.00	\$0.00	\$0.00
Additions				
Investment income	\$110,733.54	\$110,733.54	-	-
Sales and maturities	883,875.58	883,875.58	1,073,516.95	1,073,516.95
Other receipts	-	-	801.56	801.56
Disbursements				
Purchases	-\$61,517.35	-\$61,517.35	-\$1,074,268.51	-\$1,074,268.51
Fees and charges	-22,391.77	-22,391.77	-	-
Other disbursements	-910,700.00	-910,700.00	-	-
Ending cash balance	\$0.00	\$0.00	\$0.00	\$0.00
Change in cash	\$0.00	\$0.00	\$0.00	\$0.00

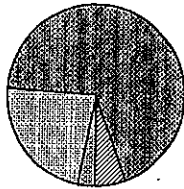
Transaction summary - measured by tax cost

Beginning tax cost	\$19,975,027.27	From Jan. 1, 2019	\$19,975,027.27
Additions			
Purchases	\$1,135,785.86		\$1,135,785.86
Disbursements			
Sales	-\$1,929,299.79		-\$1,929,299.79
Change in cash	\$0.00		\$0.00
Ending tax cost	\$19,181,513.34		\$19,181,513.34

Analysis

Asset allocation

	Mar. 29, 2019
Cash and cash equivalents	2.80 %
Mutual funds	2.80 %
Fixed income	22.77 %
Corporate	3.62 %
US treasury	7.52 %
Agency	1.65 %
Mutual funds	9.66 %
Mortgages	0.26 %
Other	0.06 %
Equities	68.09 %
Stock	16.34 %
Etf's	37.05 %
Mutual funds	14.70 %
Alternative investments	6.34 %
Mutual funds	6.34 %



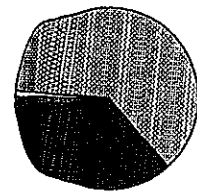
Equity sectors

	Market value	% of equities	% of total portfolio
Industrials	\$405,748.35	10.52 %	1.72 %
Consumer discretionary	467,103.63	12.12 %	1.98 %
Consumer staples	254,899.00	6.61 %	1.08 %
Energy	177,357.40	4.60 %	0.75 %
Financial	569,457.45	14.77 %	2.41 %
Materials	120,499.70	3.13 %	0.51 %
Information technology	767,312.30	19.90 %	3.25 %
Real estate	68,241.00	1.77 %	0.29 %
Utilities	156,142.80	4.05 %	0.66 %
Health care	506,006.00	13.13 %	2.14 %
Telecommunication services	362,570.02	9.40 %	1.54 %
Total	\$3,855,337.65	100.00 %	16.33 %

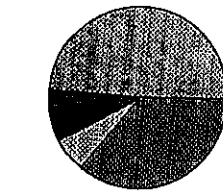
Analysis

Bond analysis

Bond rating



Maturity schedule



Detail

Portfolio - income

Cash and cash equivalents
 Mutual funds - money market

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431 PD1XX 21-75-073-4453885	\$952,284.58	109,885.870	\$1,000.00	\$109,885.87	0.47%	\$1.00	\$109,885.87		2.23%	\$2,447.85	\$146.75
PNC TREASURY MONEY MARKET FUND #431 PD1XX	20,040.480		20,040.48	1.0000	0.09%	20,040.48	1.00		2.23%	446.43	33.86
PNC CAPITAL ADVISORS MONEY MARKET FUND #431 PD1XX			1.0000		0.01%						10.03
Total mutual funds - money market			\$129,926.35		0.55%	\$129,926.35			2.23%	\$2,894.28	\$190.64
Total cash and cash equivalents			\$129,926.35		0.55%	\$129,926.35			2.23%	\$2,894.28	\$190.64



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CLEVE PUB LIB ENDMT CONS
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Portfolio - principal

Cash and cash equivalents
Mutual funds - money market

Description	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current							
PNC TREASURY MONEY MARKET FUND #431 PDIXX	520,979.36	\$406,979.36	\$520,598.92	\$1,000	2.21%	\$520,598.92	\$1.00	\$11,597.03	2.23%	\$11,597.03	\$978.71
21-75-073-4453885											
PNC TREASURY MONEY MARKET FUND #431 PDIXX	6,962.270	6,962.27	6,962.27	1,000	0.03%	6,962.27	1.00	155.09	2.23%	155.09	23.70
PNC CAPITAL ADVISORS											
PNC TREASURY MONEY MARKET FUND #431 PDIXX	3,575.070	21,765.71	3,575.07	1,000	0.02%	3,575.07	1.00	79.64	2.23%	79.64	31.41
PCA LCC ADVANTAGE											
Total mutual funds - money market			\$531,136.26		2.25%	\$531,136.26		\$11,831.76	2.23%	\$11,831.76	\$1,033.82
Total cash and cash equivalents			\$531,136.26		2.25%	\$531,136.26		\$11,831.76	2.23%	\$11,831.76	\$1,033.82



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Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Quantity	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AMERICAN EXPRESS CREDIT	\$19,422.00	20,000	\$20,288.20	0.09 %	\$98.77	\$19,754.80	\$503.40	3.26 %	\$660.00	\$271.33
SER MTN CALL 04/03/2027			\$101,291.0							
03.300% DUE 05/03/2027										
RATING: A2										
(0258M0EL9)										
PNC CAPITAL ADVISORS										
AMERIPRISE FINANCIAL INC										
SR UNSEC	20,508.60	20,000	20,470.20	0.09 %	104.99	20,998.70	- 528.50	5.18 %	1,060.00	47.11
05.300% DUE 03/15/2020			102.3510							
RATING: A3										
(03076CAE6)										
PNC CAPITAL ADVISORS										
APPLE INC										
UNSC	9,669.30	10,000	9,903.50	0.05 %	90.72	9,071.90	831.60	2.43 %	240.00	98.67
02.400% DUE 05/03/2023			99.0350							
RATING: AA1										
(037833AK6)										
PNC CAPITAL ADVISORS										
APPLE INC										
CALL 12/09/2023 UNSC	14,813.55	15,000	15,204.45	0.07 %	99.96	14,993.40	211.05	2.96 %	450.00	65.00
03.000% DUE 02/09/2024			101.3630							
RATING: AA1										
(037833CG3)										
PNC CAPITAL ADVISORS										
AVALONBAY COMMUNITIES IN										
SR UNSEC CALL 07/01/20 @100	25,143.50	25,000	25,291.00	0.11 %	106.29	26,572.00	- 1,281.00	3.59 %	906.25	453.12
03.625% DUE 10/01/2020			101.1640							
RATING: A3										
(05348EAS8)										
PNC CAPITAL ADVISORS										

Detail

**Fixed income
 Corporate bonds**

Description (CUSIP)	Market value last period		Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current market value					
BB&T CORPORATION	20,245.80	20,064.60	100.3230	20,064.60	0.09 %	-4,726.40	6.83 %	1,370.00	574.64
06.850% DUE 04/30/2019									
RATING: A2									
(05531FAB9)									
PNC CAPITAL ADVISORS									
BB&T CORPORATION	25,210.25	25,941.25	103.7650	25,941.25	0.11 %	979.75	3.62 %	937.50	299.48
SER MTN CALL 11/06/2023									
03.750% DUE 12/06/2023	25,000	103.7650							
RATING: A2									
(05531FBF9)									
PNC CAPITAL ADVISORS									
BANK OF AMERICA CORP	29,902.25	25,017.50	100.0700	25,017.50	0.11 %	17.50	3.37 %	841.50	198.95
SR UNSEC CALL 01/23/25 @ 100	25,000	100.0700							
VAR% DUE 01/23/2026									
RATING: A2									
(06051GGZ6)									
PNC CAPITAL ADVISORS									
BANK AMER CORP	10,001.50	10,117.10	101.1710	10,117.10	0.05 %	117.10	3.46 %	349.90	130.24
VAR% DUE 05/17/2022	10,000	101.1710							
RATING: A2									
(06051GHH5)									
PNC CAPITAL ADVISORS									
BANK OF NEW YORK MELLON	9,948.20	10,214.80	102.1480	10,214.80	0.05 %	302.30	3.33 %	340.00	128.44
CALL 04/15/2024 @ 100.000 UNSC	10,000	102.1480							
03.400% DUE 05/15/2024									
RATING: A1									
(06406HCY9)									
PNC CAPITAL ADVISORS									



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Fixed income
Corporate bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current							
DUKE ENERGY INDIANA INC 1ST MORTGAGE 03.750% DUE 07/15/2020 RATING: AA3 (263901AC4) PNC CAPITAL ADVISORS	10,131.80	101.4230	10,000	10,142.30	101.4230	0.09 %	10,900.90	109.01	- 758.60	3.70 %	375.00	79.17
DUKE ENERGY FLORIDA LLC CALL 04/15/2028 MORT 03.800% DUE 07/15/2028 RATING: A1 (26444HAE1) PNC CAPITAL ADVISORS	15,149.85	15.659.55	15,000	104.3970	15,031.80	0.07 %	15,031.80	100.21	627.75	3.64 %	570.00	120.33
HSBC HOLDINGS PLC SR UNSEC ISIN US404280AK50 SEDOL B619088 05.100% DUE 04/05/2021 RATING: A2 (404280AK5) PNC CAPITAL ADVISORS	20,482.20	20.852.40	20,000	104.2620	20,930.60	0.09 %	20,930.60	104.65	- 78.20	4.90 %	1,020.00	498.67
INTEL CORP CALL 03/11/2024 UNSC 02.875% DUE 05/11/2024 RATING: A1 (458140BD1) PNC CAPITAL ADVISORS	29,267.40	30.189.90	30,000	100.6330	30,018.75	0.13 %	30,018.75	100.06	171.15	2.86 %	862.50	335.42
JPMORGAN CHASE & CO SR UNSEC VAR% DUE 12/05/2024 RATING: A2 (46647PAY2) PNC CAPITAL ADVISORS	45,358.20	46,700.10	45,000	103.7780	45,026.10	0.20 %	45,026.10	100.06	1,674.00	3.88 %	1,810.35	583.34

Detail

Fixed income
 Corporate bonds

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Total tax cost					
JOHNSON & JOHNSON CALL 12/01/2025 @ 100.000 UNSC 02.450% DUE 03/01/2026 RATING: AAA (478160BY9)	18,784.40 20,000	19,550.40 97.7520	19,971.80 99.86	19,971.80 99.86	0.09 %	-421.40	2.51 %	490.00	40.83
PNC CAPITAL ADVISORS									
KFW SEDOL ISIN US500769HR85 02.375% DUE 12/29/2022 RATING: AAA (500769HR8)	29,693.40 30,000	30,039.60 100.1320	29,850.30 99.50	29,850.30 99.50	0.13 %	189.30	2.38 %	712.50	182.08
PNC CAPITAL ADVISORS									
LOWE'S COS INC UNSC VAR % DUE 09/10/2019 RATING: BAA1 (548661DB0)	29,968.50 30,000	30,029.70 100.0990	29,844.90 99.48	29,844.90 99.48	0.13 %	184.80	3.27 %	980.16	59.90
PNC CAPITAL ADVISORS									
MERCK & CO INC CALL 12/07/2028 UNSC 03.400% DUE 03/07/2029 RATING: A1 (58933YAX3)	20,000	20,518.00 102.5900	19,987.60 99.44	19,987.60 99.44	0.09 %	630.40	3.32 %	680.00	45.33
PNC CAPITAL ADVISORS									
METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 (59156RBB3)	15,442.95 15,000	16,013.40 106.7560	16,198.95 107.99	16,198.95 107.99	0.07 %	185.55	4.10 %	655.20	29.12
PNC CAPITAL ADVISORS									

Detail

**Fixed income
Corporate bonds**

Description (Cusip.)	Market value last period	Quantity	Current market value price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
MORGAN STANLEY UNSC	29,774.70	30,000	29,966.40	0.13 %	30,284.10	100.95	- 317.70	2.66 %	795.00	141.33
02.650% DUE 01/27/2020										
RATING: A3 (61747DW2)										
PNC CAPITAL ADVISORS										
NEXEN INC	15,258.90	15,000	15,154.35	0.07 %	18,672.75	124.49	- 3,518.40	6.14 %	930.00	157.58
ISIN US65334HAK86										
06.200% DUE 07/30/2019										
RATING: A1 (65334HAK8)										
PNC CAPITAL ADVISORS										
ORACLE CORP	27,802.80	30,000	29,020.80	0.13 %	29,887.20	99.62	- 866.40	2.74 %	795.00	167.83
CALL 04/15/2026 @ 100.000 UNSC										
02.650% DUE 07/15/2026										
RATING: A1 (68889XBM6)										
PNC CAPITAL ADVISORS										
PROCTER & GAMBLE CO/THE UNSC	45,023.85	45,000	45,066.15	0.20 %	44,910.63	99.80	155.52	2.85 %	1,282.50	210.19
VAR% DUE 11/01/2019										
RATING: AA3 (742718EH8)										
PNC CAPITAL ADVISORS										
ROYAL BANK OF CANADA	9,895.80	10,000	9,935.70	0.05 %	9,950.00	99.50	- 14.30	1.89 %	187.50	29.17
SEDOL ISIN US780082AA14										
01.875% DUE 02/05/2020										
RATING: AAA (780082AA1)										
PNC CAPITAL ADVISORS										



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Fixed income
Corporate bonds

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current market value					
ROYAL BANK OF CANADA	20,015.20	20,034.00	100,1700	100.00	0.09 %	33.80	3.03 %	606.14	255.93
SER GMTN UNSC	20,000	100.1700	100.1700	100.00					
VAR% DUE 07/29/2019									
RATING: AA2									
(78012KRL3)									
PNC CAPITAL ADVISORS									
ROYAL BANK OF CANADA	10,040.10	5,165.80	103,3160	4,989.60	0.03 %	176.20	3.59 %	185.00	90.44
SEDOL ISIN US78013XW204	5,000	103.3160	103.3160	99.79					
03.700% DUE 10/05/2023									
RATING: A2									
(78013XW20)									
PNC CAPITAL ADVISORS									
SHELL INTERNATIONAL FIN	29,719.50	29,847.30	99,4910	29,936.40	0.13 %	-89.10	2.14 %	637.50	247.92
SEDOL ISIN US822582B661	30,000	29,847.30	99,4910	99.79					
02.125% DUE 05/11/2020									
RATING: AA2									
(822582B66)									
PNC CAPITAL ADVISORS									
SIERRA PACIFIC POWER CO	18,632.60	19,207.20	96,0360	18,661.40	0.09 %	545.80	2.71 %	520.00	216.67
CALL 02/01/2026 MORI	20,000	19,207.20	96.0360	93.31					
02.600% DUE 05/01/2026									
RATING: A2									
(826418BM6)									
PNC CAPITAL ADVISORS									
SIMON PROPERTY GROUP	15,355.05	15,515.85	103,4390	15,243.60	0.07 %	272.25	3.99 %	618.75	206.25
SR UNSEC CALL 9/1/21 @ 100	15,000	103.4390	103.4390	101.62					
04.125% DUE 12/01/2021									
RATING: A2									
(828807CG0)									
PNC CAPITAL ADVISORS									

Detail

Fixed income
 Corporate bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current market value					
SUMITOMO MITSUI FINL GRP	14,556.30	14,932.50	15,000	14,932.50	99.5500	0.07 %	42.45	2.80 %	416.70	188.67
SEDOL BZ1H048 ISIN US66562MAU45										
02.778% DUE 10/18/2022										
RATING: A1										
(86562MAU4)										
PNC CAPITAL ADVISORS										
3M COMPANY										
SER MTN CALL 01/14/2024	10,000	103.0330	10,000	10,303.30	103.0330	0.05 %	186.10	3.16 %	325.00	177.85
03.250% DUE 02/14/2024										
RATING: A1										
(88579YBB6)										
PNC CAPITAL ADVISORS										
TOYOTA MOTOR CREDIT CORP										
SER GMTN UNSC	20,033.40	103.0870	20,000	20,617.40	103.0870	0.09 %	656.60	3.35 %	690.00	21.08
03.450% DUE 09/20/2023										
RATING: AA3										
(89236TFN0)										
PNC CAPITAL ADVISORS										
UNIONBANCAL CORP										
SR UNSEC	30,071.70	101.5440	30,000	30,463.20	101.5440	0.13 %	-151.20	3.45 %	1,050.00	300.42
03.500% DUE 06/18/2022										
RATING: A2										
(908906AC4)										
PNC CAPITAL ADVISORS										
WELLS FARGO & COMPANY										
SER MTN SUB	9,765.30	102.2340	10,000	10,223.40	102.2340	0.05 %	102.75	4.02 %	410.00	134.39
04.100% DUE 06/03/2026										
RATING: A3										
(94974BFY1)										
PNC CAPITAL ADVISORS										

Detail

Treasury bonds

Description (Cusip)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/Loss	Current yield	Estimated annual income	Accrued income
USA TREASURY NOTES 02.375% DUE 08/15/2024 RATING: AAA (912828D56)	287,337.80	290,000	291,461.60	100.5040	1.24 %	290,514.80	100.18	946.80	2.37 %	6,887.50	880.07
PNC CAPITAL ADVISORS											
USA TREASURY NOTES 02.125% DUE 09/30/2021 RATING: AAA (912828F21)	163,434.15	165,000	164,458.80	99.6720	0.70 %	161,336.53	97.78	3,122.27	2.14 %	3,506.25	1,762.86
PNC CAPITAL ADVISORS											
USA TREASURY NOTE 01.625% DUE 12/31/2019 RATING: AAA (912828G95)	64,352.60	10,000	9,938.30	99.3830	0.05 %	9,866.40	98.66	71.90	1.64 %	162.50	41.08
PNC CAPITAL ADVISORS											
USA TREASURY NOTES 02.250% DUE 11/15/2025 RATING: AAA (912828M56)	39,117.20	40,000	39,818.80	99.5470	0.17 %	39,258.40	98.15	560.40	2.27 %	900.00	340.00
PNC CAPITAL ADVISORS											
USA TREASURY NOTES 01.625% DUE 05/15/2026 RATING: AAA (912828R36)	70,037.25	25,000	23,846.75	95.3870	0.11 %	22,834.76	91.34	1,011.99	1.71 %	406.25	153.47
PNC CAPITAL ADVISORS											
USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9)	286,209.00	285,000	279,365.55	98.0230	1.19 %	278,126.16	97.59	1,239.39	1.66 %	4,631.25	591.77
PNC CAPITAL ADVISORS											
USA TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA (912828V56)	114,944.35	135,000	136,444.50	101.0700	0.58 %	133,190.04	98.66	3,254.46	2.48 %	3,375.00	431.25
PNC CAPITAL ADVISORS											

Detail

Treasury bonds

Description (Cusip)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
USA TREASURY NOTE 01.875% DUE 01/31/2022 RATING: AAA (912828V72)	68,753.30	195,000	193,026.60	98.9880	0.82 %	190,380.27	97.63	2,646.33	1.90 %	3,656.25	619.53
PNC CAPITAL ADVISORS USA TREASURY NOTES 01.750% DUE 10/31/2020 RATING: AAA (912828W00)	192,334.35	195,000	193,172.85	99.0630	0.82 %	194,513.47	99.75	-1,340.62	1.77 %	3,412.50	1,431.35
PNC CAPITAL ADVISORS USA TREASURY NOTES 02.500% DUE 05/15/2024 RATING: AAA (912828WJ5)	105,000	105,000	106,205.40	101.1480	0.46 %	105,498.82	100.48	706.58	2.48 %	2,625.00	993.44
PNC CAPITAL ADVISORS USA TREASURY NOTES 02.375% DUE 05/15/2027 RATING: AAA (912828X88)	107,696.60	100,000	100,102.00	100.1020	0.43 %	95,162.70	95.16	4,939.30	2.38 %	2,375.00	897.22
PNC CAPITAL ADVISORS USA TREASURY NOTES TREASURY INFLATION PROTECT SECS 00.375% DUE 07/15/2027 RATING: N/A (912828L3)	45,000	45,000	45,958.27	102.1295	0.20 %	44,525.62	98.95	1,432.65	0.38 %	173.16	36.35
PNC CAPITAL ADVISORS USA TREASURY NOTES 02.875% DUE 05/15/2028 RATING: AAA (9128284N7)	10,000	10,000	10,387.10	103.8710	0.05 %	10,418.75	104.19	-31.65	2.77 %	287.50	107.91
Total treasury bonds			\$1,773,160.52		7.52 %	\$1,755,503.28		\$17,657.24	2.03 %	\$35,998.16	\$8,596.30



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Detail

Agency bonds

Description [Cusip]	Market value, last period	Quantity	Current price per unit	Current market value	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FEDERAL NATL MTG ASSN UNSC 01.875% DUE 09/24/2026 RATING: AAA (3135G0Q22) PNC CAPITAL ADVISORS	\$69,783.75 75,000		\$71,737.50 \$95.6500		0.31 %	\$70,862.85 \$94.48		\$874.65	1.97 %	\$1,406.25	\$27.34
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A (3138A9FF4) PNC CAPITAL ADVISORS	19,450.81 18,523.040		19,211.73 103.7180		0.09 %	19,839.87 107.11		-628.14	3.86 %	740.92	63.80
FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 RATING: N/A (3138EGUC6) PNC CAPITAL ADVISORS	10,752.05 9,998.261		10,227.92 102.2970		0.05 %	10,649.61 106.52		-421.69	3.43 %	349.94	30.13
FEDERAL NATL MTG ASSN POOL AS5327 03.000% DUE 07/01/2030 RATING: N/A (3138WE4M8) PNC CAPITAL ADVISORS	45,603.27 44,124.325		44,618.08 101.1190		0.19 %	45,587.66 103.32		-969.58	2.97 %	1,323.73	113.99
FEDERAL NATL MTG ASSN POOL AS8018 03.000% DUE 09/01/2031 RATING: N/A (3138WH4C3) PNC CAPITAL ADVISORS	36,049.90 34,698.990		35,087.62 101.1200		0.15 %	35,848.39 103.31		-760.77	2.97 %	1,040.97	89.64
FEDERAL NATL MTG ASSN POOL BC4777 02.500% DUE 10/01/2031 RATING: N/A (3140F0JX3) PNC CAPITAL ADVISORS	40,933.77 40,638.678		40,440.77 99.5130		0.18 %	41,578.45 102.31		-1,137.68	2.52 %	1,015.97	87.49



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Agency bonds

Description (Cusip)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FEDERAL NATL MTG ASSN POOL BM3954 02.500% DUE 12/01/2028 RATING: N/A (3140J8MC4)	57,623.96 55,662.448		55,631.83 99.9450		0.24 %	54,514.40 97.94		1,117.43	2.51 %	1,391.56	119.83
PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A (31416XJX9)	56,799.14 53,833.574		56,193.64 104.3840		0.24 %	53,148.04 98.73		3,045.60	3.84 %	2,163.34	185.43
PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL MA2803 02.500% DUE 11/01/2031 RATING: N/A (31418CDH4)	56,719.65 56,250.600		55,976.66 99.5130		0.24 %	56,560.41 100.55		- 583.75	2.52 %	1,406.27	121.10
Total agency bonds			\$389,125.75		1.65 %	\$388,589.68		\$536.07	2.78 %	\$10,828.95	\$838.75

Mutual funds - fixed income

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
DODGE & COX INCOME FUND (DODIX) FD #147 21-75-073-4453885	\$239,841.11 18,087.565		\$246,714.39 \$13.6400		1.05 %	\$244,363.00 \$13.51		\$2,351.39	3.03 %	\$7,470.16	
METROPOLITAN WEST UNCONSTRAINED (MWCIX) BOND FUND CLASS I FUND #0518 21-75-073-4453885	916,423.80 78,798.263		929,031.52 11.7900		3.94 %	942,461.00 11.96		- 13,429.48	3.78 %	35,065.23	3,145.89



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Mutual funds - fixed income

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
T ROWE PRICE INSTITUTIONAL (PFFRX)	553,977.10	57,947.395	567,305.00	9.7900	2.41%	580,873.00	10.02	- 13,568.00	5.10%	28,915.75	2,595.85
FLOATING RATE FUND FD #430	57,947.395		9,790.00								
21-75-073-4453885											
TEMPLETON GLOBAL BOND FUND AD (TGBAX)	532,831.29	47,362.781	535,199.43	11.3000	2.27%	580,873.00	12.26	- 45,673.57	7.54%	40,305.73	
FUND #616											
21-75-073-4453885											
Total mutual funds - fixed income			\$2,278,250.34		9.66%	\$2,348,570.00		- \$70,319.66	4.91%	\$111,756.87	\$5,714.74

Mortgages

Description (Cusip)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FHLMC MULTIFAMILY STRUCTURED P SERIES K067 CLASS A2 03.194% DUE 07/25/2027	\$59,578.20	60,000	\$61,333.80	\$102.2230	0.26%	\$60,183.20	\$100.31	\$1,150.60	3.13%	\$1,916.40	\$159.70
RATING: AAA (3137FAW53) PNC CAPITAL ADVISORS											

Other fixed income assets

Description (Cusip)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
INTL FINANCE CORP SER GMTN UNSC 01.750% DUE 03/30/2020	\$14,836.05	15,000	\$14,888.25	\$99.2550	0.07%	\$14,991.30	\$99.94	- \$103.05	1.77%	\$262.50	\$131.98
RATING: AAA (45950KCL2) PNC CAPITAL ADVISORS											
Total fixed income			\$5,371,745.46		22.77%	\$5,424,130.79		- \$52,385.33	3.53%	\$189,606.33	\$23,325.64



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Equities

Stocks

Consumer discretionary

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AMAZON COM INC (AMZN)	77	\$115,651.69	\$137,117.75	0.59 %	\$1,780.7500	\$1,519.50	\$20,116.53			
PCA LCC ADVANTAGE	57,845.46		70,664.28	0.30 %	53,712.81	16,951.47				
AUTOZONE INC (AZO)	69		1,024.1200		778.45					
PCA LCC ADVANTAGE	74,828.20		32,902.80	0.14 %	16,944.98	15,957.84				
BURLINGTON STORES INC (BURL)	210		156.6800		80.69					
PCA LCC ADVANTAGE	35,666.40		39,369.00	0.17 %	38,731.66	637.34	1.08 %	422.40		
DOLLAR GENERAL CORP (DG)	330		119.3000		117.37					
PCA LCC ADVANTAGE	67,009.80		74,837.10	0.32 %	16,848.35	57,988.75	2.84 %	2,121.60		
HOME DEPOT INC (HD)	390		191.8900		43.20					
PCA LCC ADVANTAGE	40,667.40		41,949.70	0.18 %	40,238.69	1,711.01	3.90 %	1,634.80		408.70
KOHL'S CORP (KSS)	610		68.7700		65.97					
PCA LCC ADVANTAGE	65,700.90		70,263.00	0.30 %	56,804.81	13,458.19	2.45 %	1,716.80		
MCDONALD'S CORP (MCD)	370		189.9000		153.53					
PCA LCC ADVANTAGE										
Total consumer discretionary			\$467,103.63	1.98 %	\$340,282.50	\$126,821.13	1.26 %	\$5,895.60	\$408.70	

Consumer staples

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
CHURCH & DWIGHT INC (CHD)	570		\$40,601.10	0.18 %	\$36,746.75	\$66.67	\$3,854.35	1.28 %	\$518.70	
PCA LCC ADVANTAGE	38,704.90		58,113.60	0.25 %	53,473.79	4,639.81	0.95 %	547.20		
COSTCO WHOLESALE CORP (COST)	240		242.1400		222.81					
PCA LCC ADVANTAGE										
LAUDER ESTEE COS INC (EL)	330		56,631.50	0.24 %	51,202.28	3,429.22	1.04 %	567.60		
CLA			165.5500		155.16					
PCA LCC ADVANTAGE	54,876.24		101,552.80	0.44 %	92,167.80	9,385.00	2.76 %	2,800.14		
PROCTER & GAMBLE CO (PG)	976		104.0500		94.43					
PCA LCC ADVANTAGE										
Total consumer staples			\$254,899.00	1.08 %	\$233,590.62	\$21,308.38	1.74 %	\$4,433.64		

Detail

Energy

Description (Symbol)	Quantity	Market value last period	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BP PLC (BP)	890		\$38,910.80	\$43.7200	0.17%	\$37,812.39	\$42.49	\$1,098.41	5.59%	\$2,171.60	
SPONSORED ADR											
PCA LCC ADVANTAGE											
CHEVRON CORPORATION (CVX)	65,274.00		39,417.60	123.1800	0.17%	39,981.17	124.94	- 563.57	3.87%	1,523.20	
PCA LCC ADVANTAGE	320										
CONOCOPHILLIPS (COP)	43,645.00		46,718.00	66.7400	0.20%	37,213.08	53.16	9,504.92	1.83%	854.00	
PCA LCC ADVANTAGE	700										
TOTAL SA (TOT)	49,049.20		52,311.00	55.6500	0.23%	45,725.64	48.64	6,585.36	4.38%	2,288.90	680.18
PCA LCC ADVANTAGE	940										
Total energy			\$177,357.40		0.75%	\$160,732.28		\$16,625.12	3.86%	\$6,837.70	\$680.18

Financial

Description (Symbol)	Quantity	Market value last period	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BANK OF AMERICA CORP (BAC)	3,450	\$44,598.40	\$95,185.50	\$27.5900	0.41%	\$102,828.81	\$29.81	-\$7,643.31	2.18%	\$2,070.00	
PCA LCC ADVANTAGE											
BANK NEW YORK MELLON CORP COM (BK)	32,478.30		34,796.70	50.4300	0.15%	27,680.38	40.12	7,116.32	2.23%	772.80	
PCA LCC ADVANTAGE	690										
CITIZENS FINANCIAL GROUP (CFG)	45,189.60		49,400.00	32.5000	0.21%	45,268.33	29.78	4,131.67	3.94%	1,945.60	
PCA LCC ADVANTAGE	1,520										
JPMORGAN CHASE & CO (JPM)	124,465.50		129,068.25	101.2300	0.55%	26,609.25	20.87	102,459.00	3.17%	4,080.00	
PCA LCC ADVANTAGE	1,275										
M&T BK CORP (MTB)	380		59,667.60	157.0200	0.26%	59,536.50	156.68	131.10	2.55%	1,520.00	
PCA LCC ADVANTAGE	760										
PROGRESSIVE CORP OHIO (PGR)	760		54,788.40	72.0900	0.24%	52,246.42	68.75	2,541.98	2.76%	1,508.60	
PCA LCC ADVANTAGE	400										
S&P GLOBAL INC (SPGI)	67,976.00		84,220.00	210.5500	0.36%	43,301.84	108.26	40,918.16	1.09%	912.00	
PCA LCC ADVANTAGE	400										
SUNTRUST BANKS INC (STI)	53,062.88		62,331.00	59.2500	0.27%	43,017.86	40.89	19,313.14	3.38%	2,104.00	
PCA LCC ADVANTAGE	1,052										
Total financial			\$569,457.45		2.41%	\$400,489.39		\$168,968.06	2.82%	\$14,913.00	



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Health care

Description (Symbol)	Market value last period	Quantity	Current market value	% of portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
ALEXION PHARMACEUTICALS INC (ALXN)		290	\$39,202.20	0.17%	\$37,834.45	\$1,367.75				
AMGEN INC (AMGN)	73,974.60		\$135,180.00	0.31%	\$130.46		28,330.90	3.06%	2,204.00	
PCA LCC ADVANTAGE		380	72,192.40		43,861.50					
BAXTER INTERNATIONAL INC (BAX)	37,517.40		189,980.00	0.20%	115.43		7,351.40	0.94%	433.20	108.30
PCA LCC ADVANTAGE		570	46,346.70		38,995.30					
BRISTOL MYERS SQUIBB CO (BMY)	37,945.40		81,310.00	0.15%	68.41		-9,668.63	3.44%	1,197.20	
PCA LCC ADVANTAGE		730	34,828.30		44,476.93					
CENTENE CORP (CNC)	39,202.00		47,710.00	0.16%	60.93		-1,017.36			
PCA LCC ADVANTAGE		680	36,108.00		37,125.36					
DANAHER CORP (DHR)	41,248.00		53,100.00	0.23%	54.60		11,975.04	0.52%	272.00	68.00
PCA LCC ADVANTAGE		400	52,808.00		40,832.96					
HCA HEALTHCARE INC (HCA)		290	132,020.00	0.17%	102.08		-1,433.50	1.23%	464.00	
PCA LCC ADVANTAGE		440	37,810.20		39,243.70					
LILLY ELI & CO (LLV)	50,916.80		130,380.00	0.25%	135.32		17,716.54	1.99%	1,135.20	
PCA LCC ADVANTAGE		640	57,094.40		39,377.86					
PFIZER INC (PFE)	64,602.00		129,760.00	0.27%	89.50		10,993.29	3.40%	2,131.20	
PCA LCC ADVANTAGE		1,480	62,855.60		51,862.31					
UNITEDHEALTH GROUP INC (UNH)	67,262.40		42,470.00	0.29%	35.04		28,391.53	1.46%	972.00	
PCA LCC ADVANTAGE		270	66,760.20		38,368.67					
Total health care			\$506,006.00	2.15%		\$411,979.04	\$94,026.96	1.74%	\$8,808.80	\$176.30

Industrials

Description (Symbol)	Market value last period	Quantity	Current market value	% of portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BOEING CO (BA)		200	\$74,284.00	0.33%	\$57,525.39		\$18,758.61	2.16%	\$1,644.00	
PCA LCC ADVANTAGE		200	\$381,420.00		\$287.63					
CSX CORP (CSX)	51,567.90		62,100.60	0.27%	59,014.57		3,086.03	1.29%	796.80	
PCA LCC ADVANTAGE		830	74,820.00		71.10					
NORFOLK SOUTHERN CORP (NSC)	50,095.90		62,608.15	0.27%	56,033.83		6,574.32	1.85%	1,152.40	
PCA LCC ADVANTAGE		335	186,890.00		167.27					



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Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
NORTHROP GRUMMAN CORPORATION (NOC)	36,735.00	40,440.00	40,440.00	0.18 %	24,050.60	160.34	16,389.40	1.79 %	720.00	
PCA LCC ADVANTAGE	150	269,6000	269,6000							
RAYTHEON COMPANY (RTN)	33,737.00	40,057.60	40,057.60	0.17 %	27,999.24	127.27	12,058.36	2.08 %	829.40	
PCA LCC ADVANTAGE	220	182,0800	182,0800							
UNITED RENTALS INC (URI)	36,910.80	41,130.00	41,130.00	0.18 %	43,807.19	121.69	-2,677.19			
PCA LCC ADVANTAGE	340	114,2500	114,2500							
WASTE MANAGEMENT INC (WM)	71,192.00	83,128.00	83,128.00	0.36 %	67,690.34	84.61	15,437.66	1.98 %	1,640.00	
PCA LCC ADVANTAGE	800	103,9100	103,9100							
Total Industrials		\$405,748.35	\$405,748.35	1.72 %	\$336,121.16	\$84.61	\$69,627.19	1.67 %	\$6,782.60	

Information technology

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AMPHENOL CORP NEW (APH)	34,028.40	\$39,664.80	\$39,664.80	0.17 %	\$37,892.12	\$90.22	\$1,772.68	0.98 %	\$386.40	\$96.60
CLA	420	\$94,4400	\$94,4400							
PCA LCC ADVANTAGE										
APPLE INC (AAPL)	164,049.60	94,874.50	94,874.50	0.42 %	4,272.00	8.38	92,602.50	1.54 %	1,489.20	
PCA LCC ADVANTAGE	510	189,9500	189,9500							
AUTOMATIC DATA PROCESSING INC (ADP)	59,004.00	71,883.00	71,883.00	0.31 %	58,307.05	129.57	13,575.95	1.98 %	1,422.00	355.50
PCA LCC ADVANTAGE	450	159,7400	159,7400							
BOOZ ALLEN HAMILTON HOLDING (BAH)										
PCA LCC ADVANTAGE	940	55,814.40	55,814.40	0.24 %	46,190.20	49.12	9,624.20	1.59 %	883.20	
BROADCOM INC (AVGO)										
PCA LCC ADVANTAGE	200	60,142.00	60,142.00	0.26 %	54,605.99	273.03	5,536.01	3.53 %	2,120.00	
CISCO SYSTEMS INC (CSCO)	73,227.70	91,243.10	91,243.10	0.39 %	54,127.43	32.03	37,115.67	2.60 %	2,366.00	
PCA LCC ADVANTAGE	1,690	53,9900	53,9900							
INTEL CORP (INTC)	77,434.50	88,605.00	88,605.00	0.38 %	67,790.08	41.05	20,874.92	2.35 %	2,079.00	
PCA LCC ADVANTAGE	1,650	53,7000	53,7000							
MICROSOFT CORP (MSFT)	162,004.15	188,114.30	188,114.30	0.80 %	112,585.44	70.59	75,528.86	1.57 %	2,934.80	
PCA LCC ADVANTAGE	1,595	117,9400	117,9400							

Detail

Information technology

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
VISA INC (V)	63,331.20	74,971.20	74,971.20	0.32 %	18,907.58	39.39	56,063.62	0.65 %	480.00	
CLASS A SHARES	480	156.1900								
PCA LCC ADVANTAGE										
Total information technology		\$767,312.30		3.25 %	\$454,617.89		\$312,694.41	1.85 %	\$14,160.60	\$452.10

Materials

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
CELANESE CORP (CE)	\$53,082.30	\$58,179.90	\$58,179.90	0.25 %	\$62,209.76		-\$4,029.86	2.20 %	\$1,274.40	
PCA LCC ADVANTAGE	590	\$98.6100								
EASTMAN CHEM CO (EMN)	27,781.80	28,834.40	28,834.40	0.13 %	\$105.44		-10,501.85	3.27 %	942.40	235.60
PCA LCC ADVANTAGE	380	75.8800								
INTERNATIONAL FLAVORS & (IFF)										
FRAGRANCES INC		33,485.40	33,485.40	0.15 %	103.52		-3,378.51	2.27 %	759.20	189.80
PCA LCC ADVANTAGE	260	128.7900								
Total materials		\$120,499.70		0.51 %	\$138,409.92		-\$17,910.22	2.47 %	\$2,976.00	\$425.40

Real estate

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
CBRE GROUP INC (CBRE)	\$55,255.20	\$68,241.00	\$68,241.00	0.29 %	\$64,600.61		\$3,640.39			
PCA LCC ADVANTAGE	1,380	\$49.4500								
Total real estate		\$120,499.70		0.51 %	\$138,409.92		-\$17,910.22	2.47 %	\$2,976.00	\$425.40

Telecommunication services

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
ALPHABET INC/CA-CL A (GOOGL)	\$125,395.20	\$176,533.50	\$176,533.50	0.75 %	\$55,656.35		\$120,877.15			
PCA LCC ADVANTAGE	150	\$1,176.8900								
COMCAST CORPORATION CL A (CMCSA)	69,427.95	81,519.22	81,519.22	0.35 %	\$371.04		43,949.74	2.11 %	1,712.76	
PCA LCC ADVANTAGE	2,039	39.9800								
Total telecommunication services		\$297,348.92		1.25 %	\$138,409.92		\$120,877.15	2.11 %	\$3,425.52	\$1,712.76

Detail

Telecommunication services

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FACEBOOK INC (FB)	48,503.30	370	61,675.30	166.6900	0.27%	40,538.43	109.56	21,136.87			
PCA LCC ADVANTAGE	39,438.20	620	42,842.00	69.1000	0.19%	41,968.89	67.69	873.11			
T-MOBILE US INC (TMUS)											
PCA LCC ADVANTAGE											
Total telecommunication services			\$362,570.02		1.54%	\$175,713.15		\$186,856.87	0.47%	\$1,712.76	

Utilities

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AMERICAN WATER WORKS CO INC (AWK)	\$38,123.40	420	\$43,789.20	\$104.2600	0.19%	\$26,731.28	\$63.65	\$17,057.92	1.75%	\$764.40	
DUKE ENERGY HOLDING CORP (DUK)	37,972.00	440	39,600.00	90.0000	0.17%	39,989.57	90.89	-389.57	4.13%	1,632.40	
WEC ENERGY GROUP INC (WEC)	63,719.20	920	72,753.60	79.0800	0.31%	18,534.98	20.15	54,218.62	2.99%	2,171.20	
PCA LCC ADVANTAGE											
Total utilities			\$156,142.80		0.66%	\$85,255.83		\$70,886.97	2.93%	\$4,568.00	
Total stocks			\$3,855,337.65		16.34%	\$2,801,792.39		\$1,053,545.26	1.84%	\$71,088.70	\$2,142.68

Etf - equity

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
ISHARES CORE S&P 500 (IWW)	\$4,093,946.31	16,271	\$4,630,075.76	\$284.5600	19.63%	\$3,599,957.13	\$221.25	\$1,030,118.63	1.92%	\$88,725.76	
21-75-073-4453885											
ISHARES RUSSELL MID-CAP (IWR)	2,007,750.08	43,196	2,330,424.20	53.9500	9.88%	1,325,511.66	30.69	1,004,912.54	1.73%	40,215.48	
21-75-073-4453885											

Detail

Etf - equity

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
VANGUARD FTSE ALL WORLD EX-US (VEU) INDEX FUND ETF	730,966.46	16,037	804,255.55	50.1500	3.41 %	807,461.19	50.35	-3,205.64	3.02 %	24,247.94	
21-75-073-4453885											
VANGUARD SMALL CAP (VBI) ETF	841,700.23	6,377	974,405.60	152.8000	4.14 %	859,107.52	134.72	115,298.08	1.46 %	14,176.07	3,039.28
21-75-073-4453885											
Total etf - equity			\$8,739,161.11		37.05 %	\$6,592,037.50		\$2,147,123.61	1.92 %	\$167,365.25	\$3,039.28

Mutual funds - equity

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
SEAFARER OVERSEAS GROWTH & (SIGIX) INCOME INSTL CLASS	\$596,265.98	57,946.159	\$645,221.91	\$11.4800	2.82 %	\$668,688.00	\$11.54	-\$3,466.09	1.00 %	\$6,605.86	
FD # 11602											
21-75-073-4453885											
PNC SMALL CAP FUND (PPCIX) CLASS 1	624,439.82	39,446.609	711,222.36	18.0300	3.02 %	231,946.06	5.88	479,276.30	0.18 %	1,214.96	
FUND #426											
21-75-073-4453885											
PNC INTERNATIONAL EQUITY-R6 (PEIRX)	1,666,091.62	80,293.572	1,849,160.96	23.0300	7.84 %	948,138.46	11.81	901,022.50	1.04 %	19,109.87	
21-75-073-4453885											
T ROWE PRICE REAL ESTATE FUND (TRREX) FD #122	209,611.39	8,458.894	241,839.78	28.5900	1.03 %	204,028.53	24.12	37,811.25	2.63 %	6,344.17	
21-75-073-4453885											
Total mutual funds - equity			\$3,467,445.01		14.70 %	\$2,052,801.05		\$1,414,643.96	0.96 %	\$33,274.86	
Total equities			\$16,061,943.77		68.09 %	\$11,446,630.94		\$4,615,312.83	1.69 %	\$271,728.81	\$5,181.96

Detail

**Alternative investments
 Mutual funds - alternative invest**

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current market value						
AQR LONG-SHORT EQUITY-I (QLEIX)	760,551.65	\$786,250.66	\$786,250.66		3.34 %	\$937,487.00	-\$151,236.34	0.36 %	\$2,788.69	
21-75-073-4453885	69,456.772	\$11,320.00	\$11,320.00			\$13.50				
GOLDMAN SACHS ABSOLUTE (GJRTX)	675,108.14	709,976.37	709,976.37		3.01 %	712,202.00	-2,225.63	1.05 %	7,418.77	
RETURN TRACKER FUND CL I	74,187.708	9,570.00	9,570.00			9.60				
21-75-073-4453885										
Total mutual funds - alternative invest			\$1,496,227.03		6.34 %	\$1,649,689.00	-\$153,461.97	0.68 %	\$10,207.46	
Total alternative investments			\$1,496,227.03		6.34 %	\$1,649,689.00	-\$153,461.97	0.68 %	\$10,207.46	
Total portfolio			\$23,590,978.87		100.00 %	\$19,181,513.34	\$4,409,465.53	2.06 %	\$485,268.64	\$29,732.06

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – March 2019

1. INTERIM DEPOSITS

In accordance with Ohio Revised Code Section 135.14, funds that become available periodically throughout the fiscal year are invested in short term investments known as interim deposits. The investments are in securities that provide the highest interest rate consistent with the highest degree of safety. Other balances are invested in US Treasury issues, Agency issues, and commercial paper as managed by United American Capital Corporation, STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period March 1, 2019 through March 31, 2019.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
03/01/19 - 03/31/19	31	Various	STAR Ohio	Various	14,703.51	Investment Pool
03/01/19 - 03/31/19	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
03/01/19 - 03/31/19	31	Various	U.S. Bank	Various	1,371.50	Sweep Money Market
03/01/19 - 03/31/19	31	Various	PNC	Various	9.70	Money Market
09/13/18 - 03/13/19	182	325,000	Federal Home Loan Bank	1.375%	2,234.38	Federal Agency
09/04/18 - 03/04/19	182	1,000,000	Federal Farm Credit Bank	1.250%	6,250.00	Federal Agency
09/06/18 - 03/06/19	182	1,000,000	Federal National Mortgage Assn.	1.125%	5,625.00	Federal Agency
09/09/18 - 03/09/19	182	1,000,000	Federal Home Loan Mortgage Corp.	1.500%	7,500.00	Federal Agency
09/13/18 - 03/13/19	182	520,000	Federal Home Loan Bank	1.875%	4,875.00	Federal Agency
09/01/18 - 03/01/19	182	100,000	Federal Farm Credit Bank	1.700%	850.00	Federal Agency
02/25/19 - 03/26/19	30	500,000	Federal Home Loan Bank	2.150%	925.69	Federal Agency

Earned Interest March 2019 \$ 44,344.78
 Earned Interest Year To Date \$ 99,721.06

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

April 18, 2019

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MARCH 2019

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
Learning Revolution Project Library Advocacy: Everyday Marketing Tools and Techniques Cleveland, Ohio	2/21/2019	Allison Collins	95.00
Northeast Ohio Regional Library System New Supervisors' Academy (presenter) Twinsburg, Ohio	2/28/2019	Jaime Declet	33.93
American Library Association Mid-Winter Conference Seattle, Washington	1/25/2019 - 1/27/2019	Julie Gabb	829.37
Cleveland Society for Human Resource Management Northeast Ohio Human Resources Conference Cleveland, Ohio	3/22/2019	Melinda Graves	310.00
American Library Association Mid-Winter Conference Seattle, Washington	1/25/2019 - 1/29/2019	Amiya Hutson	1,543.82
Cleveland Society for Human Resource Management Northeast Ohio Human Resources Conference Cleveland, Ohio	3/22/2019	Dawntae Jackson	310.00
American Library Association Mid-Winter Conference Seattle, Washington	1/25/2019 - 1/28/2019	Annisha Jeffries	997.00
Cuyahoga Community College Northeast Ohio Conflict Resolution Youth Symposium Cleveland, Ohio	2/1/2019	Sherri Jones	16.74
Music Library Association Annual Conference St. Louis, Missouri	2/20/2019 - 2/23/2019	Andrew Kaplan	1,007.22
American Library Association Mid-Winter Conference Seattle, Washington	1/24/2019 - 1/28/2019	Jean McFarren	1,821.43
American Payroll Association Chapter Meeting Independence, Ohio	2/21/2019	Ronelle Miller-Hood	35.00
Euclid Public Library Adapted Storytime Meeting Euclid, Ohio	2/28/2019	Ronald Palka-Roman	18.90

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Bureau of Workers' Compensation Ohio Safety Congress Expo Columbus, Ohio	3/6/2019 - 3/8/2019	Sherry Parker	249.12
South by Southwest SXSW EDU Austin, Texas	3/3/2019 - 3/5/2019	Felton Thomas	1,063.10
Northern Ohio Technical Services Librarians Board Meeting Cleveland, Ohio	2/8/2019	Erin Valentine	26.45
TOTAL			\$8,357.08

SUMMARY

FUND	MARCH	YEAR TO DATE
General	\$8,357.08	\$24,548.39
CLEVNET	0.00	\$1,550.00
TOTAL	\$8,357.08	\$26,098.39

REPORT D**CLEVELAND PUBLIC LIBRARY****Board Meeting**

April 18, 2019

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
JANUARY 1 THROUGH MARCH 31, 2019**

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
01/11/19	Equipment	Prop Mgmt.	Grainger	5,861.22
01/11/19	Equipment	History	Business Smarts	16,405.37
01/25/19	Furniture	Tech Central	Ohio Desk	6,005.90
01/25/19	Furniture	Subject Depts	Ohio Desk	11,489.60
01/25/19	Furniture	Glenville	Ohio Desk	16,562.66
01/25/19	Computer Hardware	IT/CLEVNET	CDW Government, Inc.	7,900.00
02/08/19	Equipment	Prop Mgmt.	Grainger	15,000.00
02/08/19	Computer Hardware	IT/CLEVNET	CDW Government, Inc.	14,734.74
02/08/19	Janitorial Supplies	Stockroom	American Merchandising Serv	5,069.90
03/08/19	Equipment	South	Integrated Precision Systems	23,580.15
03/08/19	Computer Hardware	IT/CLEVNET	Amazon	9,800.80
03/08/19	Security Strips	Stockroom	Ohionet	5,363.30
03/22/19	Computer Hardware	IT/CLEVNET	Business Smarts	5,878.44
03/29/19	Equipment	Harvard-Lee	Integrated Precision Systems	6,911.66
03/29/19	Computer Hardware	IT/CLEVNET	Integrated Precision Systems	5,823.94
03/29/19	Software	IT/CLEVNET	OARnet/OSC	7,706.46
03/29/19	Software	IT/CLEVNET	OARnet/OSC	5,137.64
03/31/19	Janitorial Supplies	Prop Mgmt.	Buckeye International, Inc.	9,724.33
03/31/19	Maintenance Supplies	Prop Mgmt.	Cleveland Hermetic & Supply	5,271.66
03/31/19	Maintenance Supplies	Prop Mgmt.	Sutton Industrial Hardware	7,406.24
03/31/19	Maintenance Supplies	Prop Mgmt.	Grainger	6,599.16
03/31/19	Maintenance Supplies	Prop Mgmt.	Winzer Corporation	9,955.36
03/31/19	Gas for Vehicles	Prop Mgmt.	BP Oil Co.	12,189.01

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

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

April 18, 2019

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
JANUARY 1 THROUGH MARCH 31, 2019**

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

LIBRARY SERVICE MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
02/01/19	Periodicals	Tech Services	EBSCO	27,210.59
02/01/19	Periodicals	Main Library	EBSCO	471,729.04
02/08/19	Periodicals	Main Library Branch/Outreach Tech Services	The Plain Dealer	31,335.04
02/08/19	Database Subscriptions	Main Library	West Publishing	31,326.00
02/15/19	Database Subscriptions	Main Library	Ohionet	175,395.00
02/15/19	Database Subscriptions	IT/CLEVNET	Ohionet	57,923.00
02/22/19	Database Subscriptions	IT/CLEVNET	EBSCO	82,927.00
02/22/19	Database Subscriptions	Main Library	Mergent, Inc.	34,110.00
03/01/19	Database Subscriptions	Main Library	OCLC	31,542.00
03/01/19	Database Subscriptions	Main Library	CCH Incorporated	25,488.33
03/22/19	Database Subscriptions	Main Library	Library Ideas, LLC	80,000.00
03/22/19	Database Subscriptions	Main Library	Proquest	46,176.00
03/29/19	Database Subscriptions	Main Library	S&P Capital	27,400.00

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
02/15/19	Computer Maintenance	IT/CLEVNET	SirsiDynix	637,586.27
02/15/19	Computer Maintenance	IT/CLEVNET	Librarica	35,128.96
02/15/19	Computer Maintenance	IT/CLEVNET	Springshare, LLC	45,639.00

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

REPORT F**CLEVELAND PUBLIC LIBRARY**

Board Meeting
April 18, 2019

**FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
NASH, SMOAK & STEWART, PC. ("Ogletree")
JANUARY 1 THROUGH MARCH 31, 2019**

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	\$ 11,440.78
General Labor & Miscellaneous Matters	82.50
EEOC/OCRC	30,723.10
1st Quarter Total	<u>\$ 42,246.38</u>
Year to Date Total	<u>\$ 42,246.38</u>

CLEVELAND PUBLIC LIBRARY

Board Meeting
April 18, 2019

Safe, Warm and Dry Construction Project

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

For the Period Ending March 31, 2019

		Safe, Warm and Dry Construction Initiative Budget		\$5,000,000.00
		Encumbered	Expended	
URS Corporation - Asbestos Survey and Testing		\$ -	\$ 33,728.21	
Osborn Engineering Company - Professional Architectural and Engineering Services		31,579.05	418,350.95	
Regency Construction Services, Inc. - Construction Manager at Risk		464,468.12	3,808,175.66	
Direct Expenditures paid from Contingency Fund		-	51,278.50	
		\$ 496,047.17	\$ 4,311,533.32	
Available Budget from Owner's Contingency and Permit Fund				\$192,419.51

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

Direct Expenditures

Date	Vendor	PO	Description	Encumbered	Expended
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00
			Permits for Glenville, Harvard		
1/22/2018	City of Cleveland	180314	Lee, Lorain and Jefferson	-	19,256.25
			Permits for Collinwood, Fulton,		
7/15/2018	City of Cleveland	181262	and Langston Hughes	-	18,752.25
			Upgrade/Replace existing		
			indoor wall mount fixtures for		
			Addison Branch that should		
			have been part of Safe, Warm		
10/22/2018	Grainger	181752	and Dry project	-	9,990.00
				\$ -	\$ 51,278.50

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

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

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
PCO #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
PCO #20 03/21/18	Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal	2,578.89
PCO #21 03/21/18	Plumbing camera and investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL	1,483.69
PCO #25 04/10/18	Repair/infill abandoned window opening that was discovered under the exterior ramp during ramp rework	805.84
PCO #26 04/10/18	Added flashing in the Lorain basement to help water infiltration issues	1,181.70
PCO #1 03/21/18 rec'd 5/14	Alternate #2 Carnegie West restroom configuration option budget pricing	17,546.21
PCO #22 03/28/18 rec'd 5/14	Added check valves at Lorain	755.48
PCO #23 03/28/18 rec'd 5/14	Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout	855.19
PCO #24 03/28/18 rec'd 5/14	Lorain concrete repairs at exterior storage closet door	3,415.28
PCO #3 02/21/18 rec'd 5/18	Credit for signage manufacturer	(858.50)
Amendment No 2 05/23/18-PCO #33	Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund)	(305,582.46)
PCO #38 05/23/18	Steel costs for infilling the unforeseen restroom hole	7,184.13
PCO #39 05/30/18	Jefferson Boiler #1 and #2 cleaning/preventative maintenance and inspection as required by the city inspector	680.74
PCO #40 05/30/18	Jefferson unit heater demo to accommodate updated restroom layout	680.74
PCO #42 05/30/18	Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch	16,649.55
PCO #43 06/06/18	Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman	398.92
PCO #44 06/20/18	The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch	757.50
PCO #27aR 04/25/18 rec'd 7/13	Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO 27b.	14,714.10
PCO #27b 04/25/18	Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPI	4,922.71
PCO #28 04/25/18	Revised hardware at Lorain	742.35
PCO #29 04/25/18	Harvard Lee exit signs and emergency lights per RFI 42	1,324.69
PCO #30 05/01/18	Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion	3,439.45
PCO #31 05/01/18	Jefferson emergency lights	2,878.50
PCO #32 05/01/18	Glenville lintel repair as directed in the RFI response	339.94
PCO #41a 07/11/18	Credit for the elimination of the HL handrails	(1,050.40)
PCO #41b 07/11/18	Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values	7,857.80
PCO #45 8/8/18	Fabrication and installation of aluminum jacketing to insulate two duct enclosures and make these ducts weathertight per RFI 69	8,733.47
PCO #46 8/7/18	Furnish and install a new flue through the roof for the existing hot water tank at the Addison Branch per RFI 81	678.69

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #47 8/7/18	Light fixtures called out in RFI 79. Lighting not originally called out for the ceiling area in the toilet rooms.	2,011.73
PCO #48 8/7/18	Remove and replace caulk and backer rod at the northeast walkway at the Jefferson Branch	235.40
PCO #49 8/7/18	Exploration, excavation and subsequent corrective work at and adjacent to the frost slab at the Jefferson Branch due to an unforeseen pipe. Leech beds were added to the ends of the pipe that was uncovered per CPL direction	2,140.40
PCO #50 8/7/18	Credit for not completing the step crack repair at the Jefferson Branch	(2,020.00)
PCO #51 8/7/18	Credit for not installing the book drop at the Jefferson Branch	(151.50)
PCO #52 8/14/18	Cost to add emergency signs and exit lights back into the Carnegie West branch per RFI 90	6,155.99
PCO #55 8/14/18	Cost to install Carnegie West restroom subfloor as directed in RFI 93	4,272.30
PCO #56 8/15/18	Concrete floor infill work and tile patching at the Jefferson Branch due to RFI 65	1,143.32
PCO #57 8/22/18	Addition of 6 vibration isolators for the rooftop AHU at Carnegie West per RFI 99. Purchase of vibration isolators was previously approved to avoid schedule delays.	3,753.16
PCO #60 8/22/18	Additional terracotta repair at the Carnegie West Branch per RFI 95	3,787.50
PCO #61 8/22/18	Increasing tuckpointing from 50% to 100% at north and west turret structure at the Langston Hughes Branch per RFI 88. Added sealant removal and replacement at the same location	6,344.82
PCO #64 8/29/18	Core drilling and filling/grouting the sunken slabs to level the sidewalks at the Langston Hughes Branch per RFI 109. This price does not include modification to the existing curb.	4,421.78
PCO #66 8/29/18	Lowering pull stations per the city inspector at the Jefferson Branch.	664.58
PCO #67 8/29/18	Lowering one fire alarm pull station per RFI 92 at the Carnegie West Branch.	124.23
PCO #68 8/29/18	Lighting controls for lighting zones per RFI 31 for the Carnegie West Branch	778.44
PCO #69 8/29/18	Modify and re-route the return air duct through the bathroom at the Addison Branch per RFI 97	992.12
PCO #72 08/31/18	Furnish and install new soffit in front of existing window to allow for installation of ceiling at 8'6" at the Carnegie West Branch per RFI 106	388.85
PCO #73 08/31/18	Shift new toilet 3" east to accommodate location of floor joists at the Carnegie West Branch per RFI 111. Patching of floor at original location of the toilet and adjusting wall type "C" to maintain 5'0" turning radius	515.10
PCO #74 08/31/18	Lowering of fire alarm pull stations at the Addison Branch per RFI 92	1,440.60
PCO #58 09/04/18	Cost to seal roof seams at the Carnegie West Branch	17,574.00
PCO #71 09/12/18	Remove and replace (9) existing smoke detectors, (1) pull station, and (1) horn strobe that were not shown in the drawings at Carnegie West per RFI 104	7,113.13
PCO #75 09/19/18	Installation of window film to the window in the new restroom at Carnegie West per RFI 100. Window film to be installed as "3M Fasara Glass Finish" and the pattern is to be "Frost and Mat Milky White"	570.65
PCO #76 09/19/18	Credit for 2 roof strainers at the Lorain Branch	(101.00)
PCO #77 09/19/18	Resupporting existing to remain ceiling lights that were attached to the roof and not properly installed at the Fulton Branch per RFI 122	3,429.70
PCO #78 09/19/18	Installation of one wall hydrant in the men's room per RFI 121	353.50
PCO #79 09/19/18	Final Rockport mechanical credit including mechanical items that were able to be returned.	(81,100.98)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #80 09/19/18	Salvaging and rehanging the women's restroom door at the Addison Branch per RFI 116	161.79
PCO #81 09/19/18	Addition of (1) 2" wye strainer before the heating water pumps at the Jefferson Branch per punchlist request.	1,551.36
PCO #82 09/19/18	Installation of new ceiling tile and grid in the Men's Restroom and Women's Restroom at the Fulton Branch Cleaning quote for Carnegie West requested by Eric Herman. This includes washing the interior and exterior windows and frames of the skylight, vacuuming all carpet, sweeping and mopping floors and cleaning the restroom area	1,919.00
PCO #83 09/26/18		2,020.00
PCO #84 09/25/18	Replacement of damaged storm clean out pipe and fittings at the Fulton Branch per RFI 117	895.87
PCO #85 09/25/18	Roof maintenance reconciliation allowance completed at the Glenville Branch. Roofing work includes the following: strip in all seams and roof curb flashings, clean roof drains, strip in all vent pipes and conduit penetrations, infill all pitch pockets with pourable sealer and install walk pads for a total of \$14,480 of the the \$15,000	(525.20)
PCO #62 08/28/18	Fabrication and installation of 4 pipe reducers at Carnegie West per RFI 80. Credit for door 17CW at Carnegie West per RFI 86. RFI 86 called for the installation of a new frame, door and hardware for opening 17CW to be removed from the scope of work. Door, frame and hardware material was turned over the library.	526.21
PCO #65 08/28/18		(383.77)
PCO #70 10/03/18	Removal and reconstruction of an existing pier at the Addison Branch per RFI 98. This price includes the removal and reinstallation of 3 light fixtures in the pier.	5,476.65
PCO #86 10/03/18	Additional striping requested by Eric Herman at the handicap ramp at the Jefferson Branch	505.00
PCO #87 10/03/18	Additional work and material needed for updated asphalt amount needed per RFI 119. Price includes additional 246 square feet of full depth pavement replacement	3,076.46
PCO #88 10/03/18	Addition of single circuit and 3 wires for a direct tie in for a future door opener at ADA entrance at Carnegie West per RFI 105. Price includes painting of conduit to match existing wall color.	850.37
PCO #89 10/03/18	Fabrication and installation of 3 LED wall packs to the exterior back wall of the Addison Branch per RFI 114 and Eric Herman's request.	2,542.14
PCO #90 10/03/18	Providing power to the circulating pumps at Carnegie West per RFI 129	7,387.54
PCO #93 10/10/18	Exit and Emergency lights needed for the restrooms at the Fulton Branch.	4,552.03
PCO #95 10/22/18	Additional concrete work requested at the Collinwood Branch including removal and replacement of concrete and steel reinforcements.	12,870.43
PCO #96 10/24/18	Provide and install light fixtures for the restroom at Fulton requested in the RFI 125	1,782.69
PCO #98 10/24/18	Removal of TruSpun pip and fittings with cast iron pipe and fittings for the chase vent at the restrooms. Patch and repair walls and ceilings will come out of the interiors patching allowance. A 10 day time extension to the substantial completion date is requested due to discovery, pricing, approval and work completion of this piping. This extension is based on a 10/23/18 approval	3,620.85
PCO #94 10/29/18	Additional terracotta repair at Carnegie West. Repairs are recommended due to cracks, failed/missing mortar and displacement of terracotta. Not to exceed price.	9,288.97
PCO #63 10/31/18	Cost for a 3.5'x7'x4" section of concrete pavement at the Glenville branch	488.35
PCO #92R 10/31/18	Additional contractors and switching per the lighting zones provided in RFI 31 for the Collinwood branch. This pricing has been revised to exclude tax that was accidentally included in PCO 92.	3,585.40
PCO #99 10/31/18	Additional asphalt work requested by the Cleveland Public Library for the alleyway next to the Collinwood Branch.	13,020.13

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #100 10/31/18	Credit for the deleted light pole work at the Addison branch per RFI 114	(390.73)
PCO #101 10/31/18	Removal and replacement of the air separator, air vent and expansion tank at Collinwood per RFI 144	2,232.00
PCO #102 10/31/18	Demolition of old conduit and wire and replacement with new feeder to AHU-1 at Collinwood per RFI 135	1,363.01
PCO #103 10/31/18	Price to demolish tile and drywall and replace tile in the restroom at FL due to mold and RFI 117. This price also includes the removal of ACT ceiling in the restrooms at Fulton.	697.81
PCO #104 10/31/18	Price to replace 200 amp disconnect for CU-1 at Collinwood per RFI 136	858.91
PCO #105 10/31/18	Labor and scaffolding costs to change 38 light bulbs at Carnegie West per CPL request	924.27
PCO #106 11/09/18	Touch up painting of the door at Fulton per RFI 131 and Eric Herman request. Pricing also includes labor credit for installation of door that was deleted.	(39.13)
PCO #107 11/09/18	Replacing the N20s for motor power disconnect at Carnegie West per RFI 130	136.04
PCO #109 11/09/18	Mold removal needed in the mechanical room at Fulton.	675.92
PCO #110 11/09/18	Scraping and painting the exterior railings on the west side of Collinwood per RFI 137 and 139.	1,262.50
PCO #112 11/09/18	Installation of a backflow for the new boiler feed at Carnegie West per RFI 134.	1,085.75
PCO #108 11/14/18	Additional heater and wiring and replacement of the motor starter for the air handling unit at Fulton per RFI 143.	710.02
PCO #111 11/14/18	Labor credit for installing (2) exterior railings on the west side of Collinwood per RFI 137 and 139. Railings were ordered previously and will be turned over to the library.	(1,756.36)
PCO #113 11/14/18	Labor credit for the installation of the heater that was not needed at Langston Hughes per RFI 120.	(707.00)
PCO #114 11/14/18	Installation of backflow preventer on the water main at Carnegie West per RFI 134.	1,633.17
PCO #115 11/14/18	Removal and reinstallation of new fuses at Langston Hughes needed per city inspector.	293.95
PCO #116 11/14/18	Rework of the restrooms at Collinwood due to the discovery of tru spun piping and RFI 149. Price includes demolition of existing restroom features.	6,453.10
PCO #117 11/14/18	Replacement of 5 horn strobe devices to sync with fire alarm system and painting patching required at Fulton per RFI 142.	1,506.47
PCO #118 11/14/18	Budget reconciliation for electrical wire protection at Collinwood that was not needed.	(5,050.00)
PCO #120 11/26/18	Replace TruSpun Pipe and Fittings with cast Iron in the staff bathroom, to the drinking fountain air admittance valve and the front sink pipe in the basement.	3,847.09
PCO #122 11/26/18	Replacement of the fiberglass reinforced panel behind the drinking fountain at Collinwood.	368.64
PCO #97 11/28/18	Demolition required as described in RFI 93 for the unforeseen floor grout infill that was discovered after tile demolition in the restroom at Carnegie West that took place on 8/1 and 8/3.	3,765.28
PCO #119 11/28/18	Additional conduit and motor starters needed for pumps 3 and 4 at Collinwood per RFI 153.	3,398.72
PCO #123 11/28/18	Budget reconciliation for ground penetrating radar allowance that was not needed.	(3,030.00)
PCO #124 11/28/18	Replacement of the water heater at Collinwood due to poor condition of the existing water heater.	557.52

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #125 11/28/18	Additional abatement that took place on 8/28 in the basement at Carnegie West due to the shift of toilet per RFI 111	1,761.65
PCO #127 12/20/18	Inspection of VAVs and reconnection of VAVs 3 and 7 at Collinwood. Inspection of VAVs took place per Eric Herman's approval.	629.31
PCO #128 12/20/18	Demolition of (2) exhaust drops, installation of (2) new exhaust ducts and (3) exhaust grills in the restroom at Collinwood	1,510.54
PCO #138 12/21/18	Repair of an additional lintel on the east elevation that was approved to be done on time and material basis at Collinwood	2,265.28
PCO #139 12/26/18	Credit for not installing the door operator at Lorain that was unable to be installed due to existing condition space limitations. Door operator was turned over to CPL	(204.50)
PCO #130 12/27/18	Fixing the hanging light that was damaged at Fulton due to the previous improper connection of the light fixture	144.23
PCO #131 12/27/18	Credit for the tuckpointing of the west elevation of Collinwood that was deleted from the scope per RFI 138	(4,490.46)
PCO #132 12/27/18	Credit for the deletion of the replacement of the west entrance stair/platform at Collinwood per RFI 137	(2,038.18)
PCO #133 12/27/18	Credit for the elimination of clear coat application to (21) Terra Cotta Columns at Carnegie West per owner and architect direction	(1,939.20)
PCO #134 12/27/18	Fixing and maintaining the existing frost slab at Fulton in lieu of replacing it per RFI 124	(1,010.00)
PCO #137 12/27/18	Caulking to fill voids in the concrete steps and landing at the west entry and the joint between the asphalt and concrete at the west basement stair at Collinwood per RFIs 137 and 139	901.93
PCO #129 01/08/19	Budget reconciliation for the door closer allowance that was not needed.	(1,313.00)
PCO #136 01/03/19	Caulking at the exterior of the restroom at Fulton to stop and prevent further water leakage into the building.	556.50
PCO #140 01/03/19	Additional electrical work required by the electrical inspector at Collinwood	558.61
PCO #141 01/08/19	Reconciliation of drywall patching allowances that was included in the Interiors package. Allowance will be reconciled as follows: Carnegie West (\$1,896.00), Fulton (\$1,468.65) and Jefferson (\$1,896.00).	(5,313.26)
PCO #135 01/28/19	Addition of a guardrail to the ramp at Collinwood and painting the guardrail per Andy Cygan's bulletin. A temporary guardrail has been installed while the permanent guardrail is being fabricated.	3,880.82
PCO #144 01/25/19	Reconciliation of the temporary HVAC allowance	(4,385.68)
PCO #142 01/25/19	Reconciliation of the art protection allowance	(1,443.83)
PCO #142 01/25/19	Reconciliation of the door rework allowance	(11,417.01)
Total Change Orders to date		\$ (153,187.53)
Updated Guaranteed Maximum Price (GMP):		\$ 4,272,643.78

CLEVELAND PUBLIC LIBRARY

Board Meeting
April 18, 2019

South Branch Renovation Project

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

For the Period Ending March 31, 2019

Date	Vendor	PO	Description	Owner's Contingency and Permit Fund		GMP Increase
				Encumbered	Expended	
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
				\$ -	\$ 57,188.87	106,927.28
			Owner's Contingency and Permit Fund Available Balance			\$90,973.96

South Branch Renovation Project Budget \$ 4,500,000.00

	Encumbered	Expended
HBM Architects, LLC - Architectural Design Services	\$ 6,510.00	\$ 317,500.00
The Albert M. Higley Co., LLC - Construction Manager at Risk	564,809.89	3,347,118.02
Furniture, Fixtures, Equipment and Technology	-	115,654.26
Direct Expenditures paid from Contingency Fund	-	57,188.87
	\$ 571,319.89	\$ 3,837,461.15
Available Budget as of 03/31/2019		\$ 91,218.96

Change Order DetailsChange Order # 001

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

Change Order # 002

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

Change Order # 003

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

Change Order # 004

PCO #00015	Schedule extension	\$ 18,004.00
PCO #00016	Added wall panel millwork only	6,463.52
PCO #00017	Ceiling patch	741.65
PCO #00018	Backflow testing	288.60
PCO #00019	Ceiling repairs	4,850.79
PCO #00020	Clerestory blocking and lintel	701.40
		\$ 31,049.96

CLEVELAND PUBLIC LIBRARY

Board Meeting
April 18, 2019

Lakeshore Facility Roof Replacement Project

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

For the Period Ending March 31, 2019

				Owner's Contingency and Permit Fund		\$64,550.00
Date	Vendor	PO	Description	Encumbered	Expended	
7/16/2018	Warren Roofing & Insulating Co.	181234	City permit	\$ -	\$ 10,151.30	
				\$ -	\$ 10,151.30	
				Owner's Contingency and Permit Fund Available Balance		\$54,398.70
				South Branch Renovation Project Budget		\$ 1,000,000.00
				Encumbered	Expended	
Construction Resources, Inc. - Prepare Specifications/Construction Administration				\$ 5,390.00	\$ 44,510.00	
Warren Roofing & Insulating Co. - Contractor				64,350.00	579,150.00	
Direct Expenditures paid from Contingency Fund				-	10,151.30	
				\$ 69,740.00	\$ 633,811.30	
				Available Budget as of 03/31/2019		\$ 296,448.70

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
3/01/2019 TO 3/31/2019**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
CRISP, KENYATTA B	Martin Luther King	PAGE	03/09/2019
MILLER, MICHELLE S	Glenville	CHILDRENS LIBRARIAN	03/15/2019
RETIREMENTS			
NAGAJ, DONALD J	Garage	AUTOMOTIVE MECHANIC	03/31/2019
OTHER TERMINATIONS			
FARANDA, CAMMIE M	Fulton	PAGE	03/01/2019
SMITH, STEVEN H	Addison	CUSTODIAN II (DAYS/BRANCHES)	03/13/2019

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 3/01/2019 TO 3/31/2019**

EMPLOYEE:	FORD, BOBBY J	CURRENT GRADE:	B	HIRE DATE:	3/03/2019
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1	HOURLY RATE:	17.77
LOCATION:	STERLING	SALARY:	34,648.12		
EMPLOYEE:	JOHNS, JEREMIAH	CURRENT GRADE:	C	HIRE DATE:	3/03/2019
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICE	CURRENT STEP:	1	HOURLY RATE:	19.41
LOCATION:	SECURITY	SALARY:	28,254.98		
EMPLOYEE:	MATTHEWS, CARVELL D	CURRENT GRADE:	B	HIRE DATE:	3/03/2019
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1	HOURLY RATE:	17.77
LOCATION:	FLEET	SALARY:	34,648.12		
EMPLOYEE:	MOCSIRAN, ANDREW	CURRENT GRADE:	B	HIRE DATE:	3/03/2019
JOB TITLE:	BRANCH CLERK	CURRENT STEP:	1	HOURLY RATE:	17.77
LOCATION:	BROOKLYN	SALARY:	34,648.12		
EMPLOYEE:	NORRIS, NYSHIA	CURRENT GRADE:	B	HIRE DATE:	3/03/2019
JOB TITLE:	BRANCH CLERK	CURRENT STEP:	1	HOURLY RATE:	17.77
LOCATION:	RICE	SALARY:	34,648.12		
EMPLOYEE:	WEN, GRACE WEI-CHIH	CURRENT GRADE:	B	HIRE DATE:	3/03/2019
JOB TITLE:	BRANCH CLERK	CURRENT STEP:	1	HOURLY RATE:	17.77
LOCATION:	SOUTH BROOKLYN	SALARY:	25,870.52		

CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 03/01/2019 TO 03/31/2019

EMPLOYEE:	AUCHTER, KYLE J	CURRENT GRADE:	F EFFECTIVE DATE
JOB TITLE:	LIBRARY ASST-COMP EMPH	CURRENT STEP:	1 FOR GRADE/STEP
<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	24.03	24.27	PROMOTION

EMPLOYEE:	CAPUOZZO, STEVEN K	CURRENT GRADE:	J EFFECTIVE DATE
JOB TITLE:	BRANCH MANAGER (MEDIUM)	CURRENT STEP:	1 FOR GRADE/STEP
<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	63,107.88	66,638.37	PROMOTION

EMPLOYEE:	EARLEY, MICHAEL D	CURRENT GRADE:	B EFFECTIVE DATE
JOB TITLE:	SUBJECT DEPARTMENT CLERK	CURRENT STEP:	1 FOR GRADE/STEP
<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
ANNUAL PAY	16,810.04	34,648.12	PROMOTION

EMPLOYEE:	FIELDS, EBONY	CURRENT GRADE:	B EFFECTIVE DATE
JOB TITLE:	SUBJECT DEPARTMENT CLERK	CURRENT STEP:	1 FOR GRADE/STEP
<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	10.46	34,648.12	PROMOTION

EMPLOYEE:	HARRIS, GARY P	CURRENT GRADE:	F EFFECTIVE DATE
JOB TITLE:	SAFETY&PROTECTIVE SVCS	CURRENT STEP:	1 FOR GRADE/STEP
<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	40,364.22	49,983.44	PROMOTION

EMPLOYEE: JACKSON, RICHARD M CURRENT GRADE: B EFFECTIVE DATE
 JOB TITLE: RECEIVING & DISTRIBUTION TE CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	34,648.12	34,648.12	TRANSFER

EMPLOYEE: JOHNSON, VALERIE S CURRENT GRADE: F EFFECTIVE DATE
 JOB TITLE: LIBRARY ASST-YOUTH CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	47,473.66	49,220.08	PROMOTION

EMPLOYEE: JOHNSON, WHITNEY CURRENT GRADE: H EFFECTIVE DATE
 JOB TITLE: CHILDRENS LIBRARIAN CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	49,220.08	57,148.78	PROMOTION

EMPLOYEE: JONES, SHANELL V CURRENT GRADE: J EFFECTIVE DATE
 JOB TITLE: BRANCH MANAGER (MEDIUM) CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	63,107.88	66,638.37	PROMOTION

EMPLOYEE: KING, TAI-RENEE D CURRENT GRADE: Z EFFECTIVE DATE
 JOB TITLE: PAGE CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	17.59	10.46	DEMOTION

EMPLOYEE: LARION, ABIGAIL A CURRENT GRADE: F EFFECTIVE DATE
 JOB TITLE: LIBRARY ASST-COMP EMPH CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	10.46	24.27	PROMOTION

EMPLOYEE: MARQUEZ, MARINA B CURRENT GRADE: J EFFECTIVE DATE
 JOB TITLE: BRANCH MANAGER (MEDIUM) CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	53,589.64	66,638.37	PROMOTION

EMPLOYEE:	PEREZ, SUZI	CURRENT GRADE:	J EFFECTIVE DATE
JOB TITLE:	TECH CENTRAL MANAGER	CURRENT STEP:	1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	56,584.06	66,638.37	PROMOTION

EMPLOYEE:	ROBERTS, RONALD A	CURRENT GRADE:	J EFFECTIVE DATE
JOB TITLE:	BRANCH MANAGER (MEDIUM)	CURRENT STEP:	1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	63,107.88	66,638.37	PROMOTION

EMPLOYEE:	SCHMIDT, KRISTEN M	CURRENT GRADE:	J EFFECTIVE DATE
JOB TITLE:	BRANCH MANAGER (MEDIUM)	CURRENT STEP:	1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	63,107.88	66,638.37	PROMOTION

EMPLOYEE:	WEBSTER, MICHAEL J	CURRENT GRADE:	F EFFECTIVE DATE
JOB TITLE:	LIBRARY ASST-COMP EMPH	CURRENT STEP:	1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE	24.03	24.27	PROMOTION

EMPLOYEE:	YOUNG, ROMAEL P	CURRENT GRADE:	F EFFECTIVE DATE
JOB TITLE:	LIBRARY ASST-YOUTH	CURRENT STEP:	1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	24.27	24.27	TRANSFER

CLEVELAND PUBLIC LIBRARY

REPORT J

Human Resources Committee Report

Meeting Date:

Report Period: March 2019

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

MONTH	2018 SICK LEAVE HOURS USED	2019 SICK LEAVE HOURS USED	2019 TOTAL HOURS
January	3931.18	3,251.75	95,303.43
February	4368.48	3,853.94	91,826.85
March	3941.66	4,016.19	91,808.99
April	3899.74		
May	3768.36		
June	5135.95*		
July	3360.54		
August	3710.82		
September	3940.78		
October	4268.98		
November	5562.59*		
December	4835.04		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
MARCH 1, 2019 - MARCH 31, 2019
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT K**Human Resources Committee Report**

April 1, 2019

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	M
Officials/Administrators	86	26	14	2			26	14	3				1
Professionals	71	16	1		1		31	12	6	4			
Technicians	19	12	1	1			3	1	1				
Protective Service	27	7	12	3			1	4					
Para-Professionals	140	32	28	3	1		40	29	6	1			
Administrative Support	219	26	49	3	2		35	88	12	3		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	45	8	30	1			1	4	1				
Grand Total	620	134	139	14	4	0	137	153	29	8	0	1	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

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

Insurance Report for the Month of March 2019

REPORT L

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	5	3	8
Essential	55	13	68
Standard	232	140	372
Cobra		2	2
Total MMO			450
Dental Insurance	287	185	472
Vision Employee			260
Vision Children			42
Vision Spouse			52
Vision Family			75
Total Vision			429
Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAR 2019**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library Branches	146,882	112,390	706	520	414,358	319,490	29.7%
Mobile Units	233,242	191,570	1,060	839	691,691	574,784	20.3%
Library for the Blind	3,238	4,055			9,267	10,702	-13.4%
OLBPD BARD	40,692	43,103			116,260	119,018	-2.3%
eMedia	12,820	11,929			38,410	34,042	12.8%
	50,053	39,452			145,002	113,157	28.1%
TOTAL CIRCULATION	486,927	402,499			1,414,988	1,171,193	21%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
eBook	25,682	22,642	72,886	65,218	11.8%
eAudiobook	17,037	14,377	50,713	40,910	24.0%
eMusic	4,926	322	13,839	1,030	1243.6%
eVideo	700	627	2,054	1,905	7.8%
eMagazines	1,708	1,484	5,510	4,094	34.6%
TOTAL eCIRCULATION	50,053	39,452	145,002	113,157	28.1%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2019	2018	2019	2018	
Main Library Branches	107	56 minutes	20,719	23,636	19,458	20,987	-7.3%
	590	42 minutes	168,918	172,017	118,384	119,221	-0.7%
TOTAL USAGE	697		189,637	195,653	137,842	140,208	-1.7%

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

WIFI Hotspot Checkouts	Monthly Total		Year-to-Date	
	2019	2018	2019	2018
	560		1,861	

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library Branches	33,916	34,231	163	158	90,273	92,522	-2%
	163,553	161,743	744	708	458,374	461,710	-1%
TOTAL VISITS	197,469	195,974			548,647	554,232	-1.0%

REPORT M

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR MAR 2019

Branch	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEUNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEUNET Systems	g Total Circulation (e+f)
Addison	3,986	1,446	695	1,352	7,479	443	7,922
Brooklyn	2,267	686	303	497	3,753	466	4,219
Carnegie West	5,039	1,604	1,468	1,429	9,540	1,156	10,696
Collinwood	2,679	1,262	489	2,245	6,675	490	7,165
East 131st	1,657	628	282	534	3,101	267	3,368
Eastman	8,083	1,715	1,206	2,153	13,157	2,067	15,224
Fleet	5,102	1,404	762	1,319	8,587	726	9,313
Fulton	4,418	1,506	528	960	7,412	778	8,190
Garden Valley	2,071	414	166	375	3,026	245	3,271
Glenville	3,517	1,245	516	1,716	6,994	514	7,508
Harvard-Lee	2,814	865	607	1,045	5,331	712	6,043
Hough	4,045	911	383	906	6,245	431	6,676
Jefferson	3,015	944	806	1,164	5,929	735	6,664
Langston Hughes	3,139	1,310	562	1,142	6,153	491	6,644
Lorain	3,289	995	398	734	5,416	572	5,988
Martin Luther King, Jr.	2,435	964	774	1,587	5,760	526	6,286
Memorial-Nottingham	4,935	916	1,131	2,938	9,920	1,228	11,148
Mt. Pleasant	1,993	832	318	685	3,828	234	4,062
Rice	6,126	1,280	864	2,283	10,553	844	11,397
Rockport	10,712	1,685	1,492	2,249	16,138	1,721	17,859
South	6,960	1,032	430	788	9,210	903	10,113
South Brooklyn	8,188	1,168	1,350	2,407	13,113	1,683	14,796
Sterling	3,044	746	383	623	4,796	323	5,119
Union	2,695	770	319	844	4,628	411	5,039
Walz	6,581	1,675	1,086	1,903	11,245	1,040	12,285
West Park	7,655	1,701	2,806	4,371	16,533	2,123	18,656
Woodland	4,959	1,106	374	689	7,128	463	7,591
TOTAL	121,404	30,810	20,498	38,938	211,650	21,592	233,242

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MAR 2019**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2019	2018	2019	2018		
Addison	7,922	7,179	24,012	20,453	3,559	17%
Brooklyn	4,219	3,816	13,591	10,934	2,657	24%
Carnegie West	10,696	9,898	32,057	29,148	2,909	10%
Collinwood	7,165	5,766	18,554	16,501	2,053	12%
East 131st	3,368	3,611	10,682	10,498	184	2%
Eastman	15,224	14,106	46,144	40,376	5,768	14%
Fleet	9,313	9,579	28,520	27,364	1,156	4%
Fulton	8,190	7,528	23,513	24,087	-574	-2%
Garden Valley	3,271	2,974	10,363	8,235	2,128	26%
Glennville	7,508	488	21,679	5,647	16,032	284%
Harvard-Lee	6,043	6,617	17,832	19,827	-1,995	-10%
Hough	6,676	4,494	18,677	13,663	5,014	37%
Jefferson	6,664	5,399	18,966	16,477	2,489	15%
Langston Hughes	6,644	6,400	20,077	17,599	2,478	14%
Lorain	5,988	395	18,301	9,293	9,008	97%
Martin Luther King, Jr.	6,286	4,709	17,796	14,626	3,170	22%
Memorial-Nottingham	11,148	10,673	33,707	30,948	2,759	9%
Mt. Pleasant	4,062	3,463	11,761	9,980	-1,781	18%
Rice	11,397	8,127	33,924	24,629	9,295	38%
Rockport	17,859	14,111	51,863	40,944	10,919	27%
South	10,113	7,166	29,059	19,853	9,206	46%
South Brooklyn	14,796	14,699	44,655	41,556	3,099	7%
Sterling	5,119	3,092	15,673	11,297	4,376	39%
Union	5,039	3,323	14,946	10,467	4,479	43%
Walz	12,285	11,338	36,956	33,658	3,298	10%
West Park	18,656	16,810	55,030	48,847	6,183	13%
Woodland	7,591	5,809	23,353	17,877	5,476	31%
TOTAL	233,242	191,570	691,691	574,784	116,907	20%

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glennville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE MAR 2019**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2019	2018	2019	2018			
Addison	4,261	4,737	11,524	12,576	-1,052	-8%	
Brooklyn	3,229	2,945	9,136	8,189	947	12%	
Carnegie West	8,060	9,779	23,240	24,015	-775	-3%	
Collinwood	3,718	4,985	10,655	14,362	-3,707	-26%	
East 131st	6,780	7,130	18,591	20,297	-1,706	-8%	
Eastman	8,512	9,592	23,886	26,743	-2,857	-11%	
Fleet	6,949	7,875	21,497	23,363	-1,866	-8%	
Fulton	5,728	6,567	15,502	18,573	-3,071	-17%	
Garden Valley	4,115	3,472	11,104	9,969	1,135	11%	
Glenville	4,344	0	12,677	4,965	7,712	155%	
Harvard-Lee	6,252	6,935	17,554	20,163	-2,609	-13%	
Hough	5,759	5,949	16,725	19,415	-2,690	-14%	
Jefferson	3,945	4,141	12,180	11,443	737	6%	
Langston Hughes	5,329	6,300	15,568	17,695	-2,127	-12%	
Lorain	5,007	0	13,446	6,344	7,102	112%	
Martin Luther King, Jr.	4,710	4,722	13,361	14,899	-1,538	-10%	
Memorial-Nottingham	4,681	4,809	13,372	10,120	3,252	32%	
Mt. Pleasant	3,216	3,091	8,367	9,568	-1,201	-13%	
Rice	9,180	9,290	27,438	27,337	101	0%	
Rockport	7,015	6,825	19,934	19,803	131	1%	
South	6,306	4,516	11,802	13,473	-1,671	-12%	
South Brooklyn	11,371	12,113	32,023	25,199	6,824	27%	
Sterling	7,278	6,739	21,805	20,680	1,125	5%	
Union	6,222	5,638	15,796	16,276	-480	-3%	
Walz	6,144	8,000	17,432	21,698	-4,266	-20%	
West Park	8,023	7,708	23,013	21,787	1,226	6%	
Woodland	7,419	7,885	20,746	22,758	-2,012	-9%	
TOTAL	163,553	161,743	458,374	461,710	-3,336	-1%	

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS MAR 2019**

Branch	Total Circulation
1 West Park	18,656
2 Rockport	17,859
3 Eastman	15,224
4 South Brooklyn	14,796
5 Walz	12,285
6 Rice	11,397
7 Memorial-Nottingham	11,148
8 Carnegie West	10,696
9 South	10,113
10 Fleet	9,313
11 Fulton	8,190
12 Addison	7,922
13 Woodland	7,591
14 Glenville	7,508
15 Collinwood	7,165
16 Hough	6,676
17 Jefferson	6,664
18 Langston Hughes	6,644
19 Martin Luther King, Jr.	6,286
20 Harvard-Lee	6,043
21 Lorain	5,988
22 Sterling	5,119
23 Union	5,039
24 Brooklyn	4,219
25 Mt. Pleasant	4,062
26 East 131st	3,368
27 Garden Valley	3,271
	233,242

Branch	Attendance
South Brooklyn	11,371
Rice	9,180
Eastman	8,512
Carnegie West	8,060
West Park	8,023
Woodland	7,419
Sterling	7,278
Rockport	7,015
Fleet	6,949
East 131st	6,780
South	6,306
Harvard-Lee	6,252
Union	6,222
Walz	6,144
Hough	5,759
Fulton	5,728
Langston Hughes	5,329
Lorain	5,007
Martin Luther King, Jr.	4,710
Memorial-Nottingham	4,681
Glenville	4,344
Addison	4,261
Garden Valley	4,115
Jefferson	3,945
Collinwood	3,718
Brooklyn	3,229
Mt. Pleasant	3,216
	163,553

Branch	2010	Population
1 South Brooklyn	32,043	34,217
2 West Park	27,814	29,398
3 Fleet*	26,727	34,598
4 Eastman	23,674	25,873
5 Rockport	19,896	21,467
6 Fulton	19,647	22,575
7 Rice	19,462	25,893
8 Memorial-Nottingham	19,271	22,598
9 Harvard-Lee	17,655	21,246
10 Walz	16,063	18,497
11 Collinwood	14,769	19,377
12 Langston Hughes	14,439	21,224
13 Glenville	14,006	20,302
14 Addison	13,603	19,263
15 East 131st	13,025	18,001
16 Mt. Pleasant	12,792	17,155
17 Lorain	12,588	14,589
18 Martin Luther King, Jr.	12,392	15,483
19 Carnegie West	10,487	11,716
20 Union	8,416	12,603
21 Sterling	8,267	8,712
22 Woodland	7,946	7,213
23 South	6,325	7,729
24 Hough	5,667	7,845
25 Brooklyn	5,524	6,430
26 Jefferson	3,515	3,987
27 Garden Valley	2,310	3,220
28 Broadway*		1,966
	388,323	473,177

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

*Broadway and Fleet service areas merged

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

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAR 2019**

OTHER TRANSACTIONS
Loans* to:

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
CLEVNET	74,277	67,302	216,296	187,215	16%
Other Libraries	460	484	1,479	1,532	-3%
TOTAL	74,737	67,786	217,775	188,747	15%

*Totals included in Main Library and Branch circulation counts

**ANALYSIS OF MAIN LIBRARY
REFERENCE QUESTION LOAD**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Projected	15,789	13,248	41,936	45,365	-8%
Mail and Email Reference	904	412	1,813	847	114%
Interlibrary Loan Requests	971	968	2,718	3,249	-16%
TOTAL	17,664	14,628	46,467	49,461	-6%

**CHANGES IN PERMANENT
COLLECTION**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
New Titles Added	5,850	4,023	15,456	12,737	21%
Total Items Added	24,825	20,950	61,460	61,083	1%

HOURS OPEN

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Main Library	208	216	592	600	-1%
Branches	5,939	6,165	16,883	17,154	-2%

**OHIO BRAILLE & AUDIO
READING DOWNLOAD (BARD)**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
Downloads	12,820	11,929	38,410	34,042	13%
Users	676	693	1,986	1,975	1%

Included in circulation activity

CLEVELAND PUBLIC LIBRARY

Policy on Diversity, Equity, and Inclusion

Cleveland Public Library embraces and supports the diversity of our workforce as well as our community to include differences in race, ethnicity, language, culture, religion, gender, sexual orientation, gender identity or expression, socioeconomic status, military status, physical or mental ability or disability.

The Library demonstrates its support by:

- Engaging the board, leadership, and staff in ongoing inclusion training, education, and professional development;
- Creating a safe workplace environment in which employees' voices can be included, heard, valued, and treated with respect;
- Developing and implementing programs and services that incorporate the differences that make us a community, ensuring fair and equitable treatment with access to appropriate resources and opportunities; and
- Developing a supplier diversity program that mirrors the patrons we serve.