

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
October 24, 2019
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez, Mr. Hairston, Mr. Parker, Mr. Corrigan (arrived, 12:11 p.m.), Ms. Washington (departed, 1:20 p.m.)

Absent: None

Ms. Rodriguez called the meeting to order at 12:10 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the Regular Board Meeting of 9/26/19. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

Presentation: 85th World Library and Information Congress of *IFLA* (Athens, Greece) - Lan Gao, Senior Subject Department Librarian, Youth Services Department

Before Director Thomas introduced Lan Gao, Senior Subject Department Librarian, Youth Services Department, he stated that Cleveland Public Library is known nationally as well as internationally. Because of this, the Library has been a part of the International Federation of Library Associations and Institutions (IFLA) for years. IFLA has an annual conference and Lan Gao has represented the Library and is on a number of committees for IFLA.

Ms. Gao thanked Director and the Board of Trustees for opportunity to attend the World Library and Information Congress (WLIC) 85th IFLA General Conference and Assembly that was held in Athens, Greece, August 24-30, 2019. This year's theme was "Libraries: Dialogue for Change". More than 3,300 delegates from over 130 countries attended the annual conference and over 250 open sessions and nearly 200 poster sessions were presented during the week-long conference.

REGULAR BOARD
MEETING 9/26/19
Approved

Ms. Gao stated that she attended the IFLA General Conference and Assembly as a Standing Committee member, Information Coordinator, as well as ALA EMIERT (Ethnic & Multicultural Information Exchange Round Table) Liaison. During the conference, Ms. Gao was elected to serve as Standing Committee Chair, IFLA Library Services to the Multicultural Populations Section for 2019-2021.

Ms. Gao stated that her leadership role, allows her to organize the Section Business Meeting, IFLA WLIC session, Mid-year Meeting, as well as a possible Satellite Meeting. Ms. Gao focuses on motivating and empowering Standing Committee members to have an enriching and positive professional experience serving on the IFLA committee.

During 2019-2020, the committee that Ms. Gao chairs will focus on two areas: (1) to empower people from ethnic, cultural and linguistic minorities to become experienced library workers and grow; and (2) to create and promote standards for library services to multicultural, refugee, and immigrant communities.

In conclusion, Ms. Gao stated that she looks forward to attending the WLIC 86th IFLA General Conference and Assembly in Dublin, Ireland, August 15-21, 2020. The theme will be "Inspire, Engage, Enable, Connect".

Ms. Rodriguez stated that in August 2018, she had the opportunity to attend the 84th World Library and Information Congress in Kuala Lumpur, in Malaysia. Ms. Rodriguez shared on her experience and the value of the Conference.

Finally, Ms. Rodriguez and other Trustees thanked Ms. Gao for her presentation.

COMMUNICATIONS

Director Thomas stated that there were Communications to be acknowledged.

Director Thomas announced that at the Cleveland Public Library Anniversary Affair on November 16, 2019, Bob Pincus will be presented with the Robert Pincus Service Award. In addition, the William Howard Brett Award for

Commitment to Libraries will be presented to Trustee Thomas D. Corrigan.

Director Thomas saluted Mr. Corrigan for his unwavering and steadfast commitment to Cleveland Public Library and the community that it serves.

Director Thomas recounted occasions after he relocated to Cleveland after accepting the library directorship and how very helpful Mr. Corrigan was to him and his family during this time of transition.

Mr. Corrigan stated that he was extremely humbled and appreciative of this honor and will accept it as a challenge rather than a recognition to further advance the Library.

Diane Downing, who was in attendance, and various Trustees expressed their sentiments and applauded Mr. Corrigan on this special occasion.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of September

(See page 1628)

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

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

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the month of September of 2019; now therefore be it

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

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF SEPTEMBER
2019
Approved

FIFTH AMENDMENT
TO THE YEAR 2019
APPROPRIATION
Approved

Fifth Amendment to the Year 2019 Appropriation

(See pages 1629-1635)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2019 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated October 18, 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 Fifth Amendment to the Year 2019 Appropriation Schedule be approved.

RESOLUTION TO
ACCEPT GRANT
FROM THE
CLEVELAND
FOUNDATION
FOR DIGITAL
LITERACY
INITIATIVES
Approved

Resolution to Accept Grant from the Cleveland Foundation
for Digital Literacy Initiatives

(See pages 1636-1640)

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

WHEREAS, The Cleveland Foundation began a digital inclusion initiative in 2017 to close the digital divide in Northeast Ohio with a goal to provide education, advocacy and awareness support to help more lower-income people have access to technology; and

WHEREAS, The success of the first year of the program prompted The Cleveland Foundation to invite the Library to apply for a second year of funding; and

WHEREAS, In an effort to further impact digital literacy in Cleveland, The Cleveland Foundation agreed to grant the Library \$90,000 to provide funds to purchase new hotspot devices as well as to bring the Public Library Association's digitallearn.org to Cleveland; and

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from The Cleveland Foundation, in the amount of \$90,000 for the grant period October 1, 2019 through September 30, 2020; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of the Grant and this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Resolution to Accept Gift from the Estate of Dorothy Ann Turick for Children's Services

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

WHEREAS, On December 14, 2014, Dorothy Ann Turick of Cuyahoga County, Ohio executed a Last Will and Testament and bequeathed Ten Thousand Dollars (\$10,000) to the Cleveland Public Library for Children's Services; and

WHEREAS, Ms. Turick died on October 29, 2017 and Joseph K. Rosalina, as attorney for the executor of Ms. Turick's estate, notified the Cleveland Public Library in January 2018 that Ms. Turick had passed away and of her bequest to the Cleveland Public Library; and

WHEREAS, Dorothy Ann Turick began her employment at the Cleveland Public Library in 1955 as a Junior Assistant in Public Relations and Exhibits. Ms. Turick left the Library in 1962, but returned to employment in 1971 as Special Projects coordinator in the Administrative Office. She was the Director of the Neighborhood

RESOLUTION TO
ACCEPT GIFT
FROM THE ESTATE
OF DOROTHY ANN
TURICK FOR
CHILDREN'S
SERVICES
Approved

Information Centers. Ms. Turick left the Cleveland Public Library in 1974; and

WHEREAS, In adhering to Ms. Turick's wishes that these funds are to be restricted for Children's Services only, the Youth Services staff would like to continue the practice of transporting Cleveland children to the Main Library for a day of programs and reading. This gifted amount will allow Youth Services to continue this popular service while honoring Ms. Turick and her commitment to children and her work to diverse communities; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library, pursuant to the authority set forth in R.C. § 3375.40(K), hereby accepts a gift from the Estate of Dorothy Ann Turick in the amount of \$10,000 to be restricted for Children's Services and for deposit into the Founders Fund Account No. 203046-46100-10713; and be it further

RESOLVED, That the Board of Trustees of the Cleveland Public Library expresses its heartfelt gratitude for this generous gift, and directs that a copy of this resolution be sent to the family of Dorothy Ann Turick, as an expression of sympathy and appreciation from this Board.

Director Thomas stated that Ms. Turick was employed by the Library on two occasions for a period of about 10 years and expressed his gratitude for Ms. Turick's thoughtful and generous gift.

Ms. Butts stated that Ms. Turick's gift will help transport school children to visit the Library.

Director Thomas thanked the Board for allowing the Foundation to use the occasion of this special gift as a call to action at the Anniversary Affair. Attendees will be challenged to match the \$10,000 gift so that the Library can create funds to provide bus rides to school children for this year and beyond.

Resolution to Authorize Payments to Royce Security Services LLC for Additional Branch Security Services

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

WHEREAS, On June 16, 2016, the Cleveland Public Library authorized the Library to enter into an agreement with Royce Security Services LLC for branch security guards and night alarm services and authorized the expenditure of \$3,118,670.88 for branch security services during the initial seventeen month term and both of the two one-year renewal terms; and

WHEREAS, The expenditure approved by this Board in June 2016 was based on the Library Administration's estimate of the total number of hours that branch security guards would work during the entire duration of the agreement; and

WHEREAS, At various points throughout the duration of the contract, which extends until December 31, 2019, the Library has requested, and Royce has provided, branch security guard services in excess of those in the Library's initial estimate; and

WHEREAS, Based on the Library's usage of branch security guards to date, the Library estimates that the expenditure approved by this Board in June 2016 should be increased by \$371,329.12, to a total amount not to exceed \$3,490,000 to cover the cost of branch security guard services through the end of the contract term; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes an increase to the expenditure for branch security guard services from that initially approved by this Board on June 16, 2016 by an additional \$371,329.12, for a total contract amount not to exceed \$3,490,000, which sum is to be charged to the General Fund Account No. 12930053-53380 (Contract Security).

Mr. Corrigan emphasized that this is a three year contract. When spread out, the increase is about

RESOLUTION TO
AUTHORIZE
PAYMENTS TO
ROYCE SECURITY
SERVICES LLC FOR
ADDITIONAL
BRANCH SECURITY
SERVICES
Approved

\$100,000 for each of the three years in terms of extra services over what we predicted. This is a reasonable and small percentage of the overall contract.

Resolution to Renew Maintenance Agreement with Integrated Precision Systems Inc. for Maintenance of People Counting Hardware, Software, and Firmware

(See page 1641)

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

WHEREAS, On November 21, 2013, the Board of Library Trustees authorized the Library to enter into a five-year agreement with Integrated Precision Systems, Inc. ("IPS") for maintenance of the Library's people counting hardware, software, and firmware at the cost of \$30,000 for the first year, with a 5% increase each subsequent year of the contract; and

WHEREAS, Each year since 2013, this Board has authorized the Library to renew the agreement with IPS for maintenance services for the Library's people counting system, and on October 20, 2018, this Board authorized the Library to renew the maintenance agreement for the period of November 15, 2018 through November 14, 2019 at a cost of \$42,047.29; and

WHEREAS, On June 18, 2019, this Board authorized the Library to amend the agreement with IPS for the 2018-2019 period to include maintenance of an additional people counter for an additional \$202.50, bringing the total cost contract amount to \$42,249.79; and

WHEREAS, IPS has proposed to provide maintenance to the Library's people counting hardware, software, and firmware for the period beginning on November 15, 2019 and ending on November 14, 2020 at a cost of \$45,497.15; and

WHEREAS, The Department of Information Technology recommends renewing the maintenance agreement with IPS for an additional year effective November 15, 2019 at a cost of \$45,497.15; now therefore be it

RESOLUTION TO
RENEW
MAINTENANCE
AGREEMENT
WITH
INTEGRATED
PRECISION
SYSTEMS INC.
FOR
MAINTENANCE
OF PEOPLE
COUNTING
HARDWARE,
SOFTWARE, AND
FIRMWARE
Approved

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an amendment to the agreement with Integrated Precision Systems Inc. for maintenance services for the Library's people counting hardware, software, and firmware for an additional year for a total amount of \$45,497.15, subject to approval of the Chief Legal Officer, with the expenditure being charged to 13010053-53360 (Computer Maintenance).

In response to a question from Trustee Butts about the downtown campus, Timothy Diamond, Special Assistant to the Director, explained that the people counting technology is installed at the front doors of the Main Building and the Louis Stokes Wing as well as in Brett Hall to track exhibit attendance and TechCentral because it attracts one-third of the visitors to the Stokes Wing.

Trustee Corrigan added that the cameras track body shapes only and do not use any facial recognition software, in keeping with the Library's policies on privacy.

Resolution to Revise Authorization of Expenditures for Proper Public Purpose

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

WHEREAS, Ohio Revised Code 3375.40 states that a Library Board of Trustees has authority to "[e]xpend for library purposes, and in the exercise of the power enumerated in this section, all moneys, whether derived from the county public library fund or otherwise, credited to the free public library under its jurisdiction and generally do all things it considers necessary for the establishment, maintenance, and improvement of the free public library under its jurisdiction;" and

WHEREAS, 1982 Ohio Attorney General Opinion No. 82-006 states that a governing public body may expend public funds to purchase refreshments and other amenities and that the decision to do so must be "memorialized by a

RESOLUTION TO
REVISE
AUTHORIZATION
OF
EXPENDITURES
FOR PROPER
PUBLIC
PURPOSE
Approved

duly enacted ordinance or resolution and may have prospective effect only;" and

WHEREAS, In December 2011, the Library Board adopted a resolution declaring the expenditure of public funds to provide refreshments and other amenities at Library programs for the public to be a proper and necessary public purpose; and

WHEREAS, The Library also sponsors professional conferences, in-service days and meetings for the purpose of advancing Library business, and desires on occasion to provide food, beverages (non-alcoholic), and amenities to participants in the conferences, in-service days and meetings, including Library employees. These amenities will be kept to a minimum and Library Administration will do their due diligence to find food and beverages that are affordable in nature; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees declares the expenditure of funds to provide food, beverages (non-alcoholic), and other amenities to Library employees and participants in professional conferences, in-service days and meetings to also be a proper public purpose and authorizes the Library's Fiscal Officer to expend moneys on occasion for these purposes.

Mr. Corrigan stated that this item was discussed at length at the Finance Committee Meeting. In the past, these expenditures were not authorized by the Board, the Friends or the Foundation would fund these. As the Foundation moves forward, they want to do more budget planning and avoid making decisions on these types of expenditures usually at the last minute. This gives us some flexibility in terms of doing more planning with the Foundation about supporting us on these sorts of expenditures.

In response to Ms. Washington's inquiry, Mr. Corrigan stated that although the cost of covering these expenditures is shifted to the Library, the Foundation is amenable as they plan and can begin to think about what they should be setting aside to pay for food and refreshments at actual scheduled events when known well ahead of time. This can be a part of their budget

process instead of responding to last minute requests, such as providing 200 lunches for the Pre-Proposal Meeting for Design Firms and Professionals. Mr. Corrigan noted that this precludes alcoholic beverages.

In response to Ms. Washington's inquiry, Shenise Johnson Thomas, Chief of External Relations and Development, stated that these expenditures will be paid from the Director's Office budget.

Mr. Corrigan stated that it is not likely that we would be spending amounts that would require Board authorization.

Mr. Hairston stated that because these expenditures will be paid from the Director's Office budget, this would result in more efficiency and reports will be monitored.

Resolution Authorizing Purchase of High Resolution Scanner for Cleveland Digital Public Library

(See pages 1642-1657)

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

WHEREAS, The Cleveland Digital Public Library assists individuals, families, and institutions with digitizing and preserving photographs, books, and other documents by providing access to high quality scanning equipment; and

WHEREAS, The Library desires to purchase an additional high resolution scanner to supplement its current oversize scanner in order to provide additional and expanded services for patrons; and

WHEREAS, The Library sought price proposals from 3 vendors to provide a high resolution planetary scanner capable of scanning books, photographs, and over-sized items and with the ability to calibrate to the highest level of imaging guidelines, a four star rating by the Federal Agency Digital Guidelines Initiative, and the Library received the attached proposals; and

WHEREAS, The Library received the following price proposals: 1) Digital Transitions -\$91,408

RESOLUTION
AUTHORIZING
PURCHASE OF
HIGH
RESOLUTION
SCANNER FOR
CLEVELAND
DIGITAL
PUBLIC
LIBRARY
Approved

(used/remanufactured scanner); 2) Image Retrieval - \$99,881 (new, with trade-in discount of \$12,434 for the Library's Atiz Book Scanner, final price is \$87,447); and 3) Ristech - \$105,100 (new, plus additional \$6,000 shipping fee applies); and

WHEREAS, The Library Administration has determined that, at a price of \$99,881, Image Retrieval's proposal offers the best price as it includes brand new equipment, and has an effective final price of \$87,447 after applying the trade-in discount; and

WHEREAS, The Library Administration recommends that this Board authorize the Library to enter into an agreement with Image Retrieval to purchase the scanner and related equipment for a total cost of \$99,881; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO, or his designee, to enter into a purchase agreement, subject to the approval of the Chief Legal Officer, to purchase scanning equipment from Image Retrieval, Inc. at a total cost not-to-exceed \$99,881, with the expenditure being charged to the General Fund Account 19650055-55520 (Equipment).

Ms. Butts explained that the current scanner which does not get much use will be replaced and used as a trade-in towards the purchase of the new high resolution scanner for Cleveland Digital Public Library.

FISCAL
OFFICER'S
REPORT
Submitted

Fiscal Officer's Report

(See pages 1658-1704)

REPORT ON
INVESTMENTS
Submitted

Report on Investments

(See pages 1705-1706)

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

Report on Conference and Travel Expenditures

(See pages 1707-1708)

Purchases from \$5,000-\$25,000, 7/1/19-9/30/19

(See page 1709)

Purchases Exceeding \$25,000, 7/1/19-9/30/19

(See page 1710)

Fees Paid for Legal Advice and Services to Ogletree, 7/1/19-9/30/19

(See page 1711)

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

(See pages 1712-1718)

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

(See page 1719)

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

(See page 1720)

Report on Expenditures Made from the Owner's Contingency Fund for Eastman Reading Garden Improvements

(See page 1721)

In response to Ms. Rodriguez' inquiry, Jeremiah Swetel, Chief Operations Officer, stated that we have not paid out completely for the South Branch Project with the contractor. There are some items on the punch list that we are still resolving. It is anticipated that this can be complete by the end of the year.

Ms. Washington asked for an update on the Lake Shore Facility.

Director Thomas stated that those discussions will be held at the next Capital Committee Meeting on November 19, 2019.

Mr. Corrigan noted that the bond proceeds can be found

PURCHASES FROM
\$5,000-\$25,000,
7/1/19-9/30/19
Submitted

PRUCHASES
EXCEEDING
\$25,000, 7/1/19-
9/30/19
Submitted

FEES 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 SOUTH
BRANCH
RENOVATION
PROJECT
Submitted

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
EASTMAN READING
GARDEN
IMPROVEMENTS
Submitted

in the financial report in the appropriations list. Mr. Corrigan recommended an additional monthly report that would reflect any changes as we spend down the \$62 million in line with the Capital Plan. As we begin hiring architects we will be drawing on those funds.

Carrie Krenicky, Chief Financial Officer, stated that this information can currently be found in the Fiscal Officer's Report under Capital Projects. Three funds are combined: the regular Building & Repair Fund; and two funds for constructions; Tax Exempt Fund and a Taxable Fund.

Ms. Krenicky also explained that Report B splits investments into Operating Investments which are normal investments and now that we have bond proceeds we have opened two separate accounts so that we can track them and remain transparent on the income that we are earning.

In response to Mr. Corrigan's inquiry, Ms. Krenicky confirmed that we have arbitrage restrictions as well on the Tax Exempt Fund.

HUMAN RESOURCES COMMITTEE REPORT

Before presenting his report, Mr. Hairston stated that he has been given the opportunity to meet with Director Thomas and Lynn Sargi, Chief Talent Officer, approximately two weeks prior to Human Resources Committee Meetings, for updates and review of board meeting agenda items.

Regular Employee Report

(See pages 1722-1728)

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

Resolution to Correct Revision to Human Resources Manual

(See page 1729)

Mr. Hairston moved approval of the following resolution.

REGULAR
EMPLOYMENT
REPORT
Approved

RESOLUTION
TO CORRECT
REVISION TO
HUMAN
RESOURCES
MANUAL
Approved

Mr. Corrigan seconded the motion, which passed with six in favor and one abstention by Ms. Washington

WHEREAS, On September 26, 2019 the Board of Trustees of the Cleveland Public Library approved revisions to the Human Resources Manual, including a rewritten Section 387, titled "Bereavement Leave", as set forth in Exhibit "K" to the Resolution adopted at that meeting; and

WHEREAS, It was discovered after the Board meeting that Exhibit "K" contained an error in that it failed to state that a non-bargaining unit employee's bereavement leave shall be deducted from their sick leave balance. If sick leave is not available, bereavement leave shall be deducted from an employee's vacation leave balance or be unpaid; and

WHEREAS, The Human Resources Department requests that this Board approve the corrected version of Bereavement Leave as set forth in Exhibit "A" attached to this Resolution, and declare it retroactive to September 27, 2019; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the corrected version of revisions to Section 387 "Bereavement Leave" in the Human Resources Manual as set forth in Exhibit "A", which shall be retroactively effective as of September 27, 2019, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

In Ms. Sargi's absence, Joyce Dodrill, Chief Legal Officer, explained that for non-bargaining employees, bereavement leave would be first taken from sick time. If there are not enough hours available in sick time, then it would be taken from vacation time.

Mr. Hairston stated that he believed that this would be taken before the Union as a part of negotiations. In response to Mr. Corrigan, Director Thomas stated that there were no employees retroactively affected by this correction.

In response to Ms. Washington's inquiry, Ms. Dodrill

explained that the Library will add this discussion topic during negotiations with the Union for the bargaining agreement.

Mr. Corrigan stated that in the past, we had no formal policy about bereavement. This policy formalizes the bank of time it is coming from.

In response to Ms. Washington's inquiry, Ms. Dodrill stated that she would anticipate push back from the Union because currently when bereavement leave is taken, it is just paid leave.

**REPORT ON PAID
SICK TIME**
Submitted

Report on Paid Sick Time Used by the Month

(See page 1730)

**EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT**
Submitted

Employee Demographics(EEO-4)Report

(See page 1731)

**INSURANCE
SUMMARY
REPORT**
Submitted

Insurance Summary Report

(See page 1732)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

**MONTHLY
ACTIVITY
REPORT**
Submitted

Monthly Activity Report

(See pages 1733-1738-)

Mr. Corrigan noted that total circulation continues to climb close to 20% year to date; electronic media has increase to well over 25%; and computer usage has increased.

Mr. Corrigan stated that this has been the longest sustained economic progress in terms of diminishment of unemployment where our walk-in count continues to increase. We continue to attract people to the Library even though economic times are better for most people. This shows that people who are not as economically well off are continuing to take advantage of the Library, the quality of our service and the commitment of staff who

make the Library more welcoming.

In conclusion, Mr. Corrigan stated that this report is not insignificant.

Ms. Rodriguez asked for an explanation for the decline in Mobile Units.

Director Thomas stated that we no longer have the bookmobile to do check-outs. However, we still go into day care centers.

Building Status Update

Jeremiah Swetel, Chief Operating Officer, stated that we are closing out projects and working through the final administrative details.

In response to Mr. Corrigan's inquiry, Mr. Swetel stated that the schematic design for the new Martin Luther King, Jr. branch finished toward the end of June. There has been a delay trying to work out project insurance with the developer. This delayed the project over the past few months. We have not had the chance to respond to design comments from UCI and we have not been before the Design Review Board. We anticipate that an update will be available for the upcoming Capital Committee Meeting.

Director Thomas stated that the delay, for the most part, has been on the Developer's side. They have had significant funding issues. Because we have to go before design review collectively, we are working within their schedule.

Mr. Corrigan stated that the luxury space in that area has already been built and selling. They now have to find a price point for their residential units that can meet their financing obligations. In connection with that, they threw in a fair amount of value engineering on their design. The value engineering must obtain approval from the various design review committees. Coupled with the insurance issue that is the reason for the delay.

Mr. Corrigan stated that although those in the UCI community are aware of this situation he is confident

**BUILDING
STATUS
UPDATE**
Presented

that the MLK community may not be aware. Therefore, it is important that there is some public record about knowing how the schematic design is going. Continuing 90 days without something on our public record about what the building will look like is not fair to our users and those who care about how the MLK Branch will look.

ADVOCACY
TASKFORCE
UPDATE
Presented

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that one of the 2019 advocacy goals for the Library was to work with our State association to assist with increasing the PLF. This goal has been successfully accomplished.

Another goal was to increase awareness with elected officials and other key stakeholders on the Library's community value. Ms. Johnson Thomas, Mr. Swetel, and on some occasions, Director Thomas, continue to meet with elected officials to ensure that City Council and County Council are advised of the Library's construction efforts in their respective wards. These elected officials have been very helpful in leveraging land bank resources and in other areas. Engaging the community will be the next phase as their input and support for their new branches are necessary as well.

Ms. Johnson Thomas stated that Michelle Gillcrist, Northern Ohio Regional Director, Office of Ohio Governor Mike DeWine, joined Director Thomas for a tour of OverDrive. Ms. Gillcrist expressed thoughts on how to leverage OverDrive technology to support academic success by getting more electronic books to children and students across the state.

Ms. Johnson Thomas thanked members of the Board who attended the South Brooklyn Branch Community Safety Meeting. Following the conclusion of the meeting, attendees had the opportunity to share ideas on what the Library can do to be more safe. Those ideas have been passed along to Mr. Swetel to integrate into the Safety Taskforce.

Mr. Corrigan stated that while meeting with elected state officials or statewide office holders, this is a

good time to thank them for their support of the Library and the increase in the PLF.

Ms. Johnson Thomas stated that Senator Nickie J. Antonio has invited Director Thomas to the Senate Chamber in November to accept a Resolution saluting the Library on its 150th Anniversary. This will provide Director Thomas an opportunity to thank many legislators at that time.

Mr. Hairston asked for clarification on the next phase to gather community input.

Director Thomas explained that the initial feed-back that we received from the community was essential in creating the plan that we are moving forward with. This input helped those who were responsible for architectural design to have an idea of the type of library the community had in mind. As we continue with individual meetings with councilpersons about the branches in their respective communities, this also provides an opportunity to engage the community. We will introduce the architect and invite the community to provide additional input on what they want in their branch which has yet to be designed.

Jeremiah Swetel, Chief Operations Officer, stated that there will be touch points for the community at every phase of the design. At the beginning, we will have a "design open house" and show images of library designs across the country to see what inspires them and what they would like to see in their libraries. That information will be compiled. In addition, a steering committee will be formed in each neighborhood whose members are recommended by the community and are residents of that neighborhood. Those members may include school age and high school students, adults, seniors, and other neighborhood residents who can help drive the design. The steering committee will report out to the community in larger sessions at the end of each of the following design phases: (1) schematic design, (2) design development, and (3) construction documents.

Mr. Hairston thanked Mr. Swetel and stated communication is essential for community and neighborhood buy-in.

**FOUNDATION
UPDATE**

Presented

Foundation Update

Mr. Corrigan stated that Bob Pincus held a Foundation event at his home on October 23, 2019 where Mr. Pincus was surprised to learn of the Robert Pincus Service Award that will be presented to him at the Anniversary Affair.

Shenise Johnson Thomas, Chief of External Relations and Development, reviewed the following Foundation grant efforts: \$10,000 grant from Verizon for STEM Programming; and \$90,000 from the Cleveland Foundation to purchase new hotspot devices as well as to bring the Public Library Association's digitallearn.org to Cleveland.

Ms. Johnson Thomas gave an update on Anniversary Affair sponsorship and support; CPL Foundation Board Meeting held in September and announced that the next Foundation Board Meeting and Annual Meeting will be held on December 4, 2019.

In response to Ms. Butts' inquiry, Ms. Johnson Thomas stated that the Annual Meeting will be held at the Library.

Diversity, Equity & Inclusion Update

**DIVERSITY,
EQUITY &
INCLUSION
UPDATE**

Presented

Sadie Winlock, Director, Equity & Inclusion Initiatives, gave an overview of the Board's trip to Memphis, TN to visit the National Civil Rights Museum to gather ideas about placing a social justice center in the Library's new Martin Luther King, Jr. branch. A meeting has been planned with the Social Justice Committee in December for further conversation about the possibility.

Ms. Winlock stated that last month the Board approved the Resolution Adopting Supplier Diversity Statement and was presented with an overview of the DEI Strategic Plan 2020-2022. Currently, all programs and services are being reviewed and if necessary modified to ensure that they are sensitive to diversity and inclusion.

Ms. Winlock stated that Outreach Programming Services recently completed a trauma training with the goal of eventually becoming a trauma informed agency. Many

issues staff encounter at the Library are related to issues such as mental illness and homelessness. Partnerships are being formed with professionals in that space to ensure that all who do business with the Library are familiar with the culture of the Library and are very sensitive with our Policy on Diversity, Equity, and Inclusion.

Mr. Corrigan stated that the National Civil Rights Museum in Memphis has set a high standard in terms of its architectural and structural aspects that included exhibits with electronics and amazing audio visual features. The update to those exhibits were a \$27 million project.

Mr. Corrigan noted that we must think carefully about the scope of what we can do. Most of all, this must be the Martin Luther King, Jr. Branch Library but we want to serve the Social Justice Center and Anisfeld Wolf Awards aspects of what this new building will be.

Ms. Winlock stated that because they are a museum and we are a library, we must consider and focus on ways that will improve the knowledge of social justice over the years and decades while honoring the significant roles that Cleveland has played. With the 6,000 feet of space, we must make it an educational experience for patrons and visitors.

Ms. Rodriguez stated that it is important to make the new branch a space where youth are educated and empowered.

After various Trustees shared their observations, they thanked Ms. Winlock for her hard work on the well planned trip to Memphis.

Mr. Corrigan stated that we must find ways to extend our hours of operation with the cooperation of the Union and non-bargaining unit employees. The Library is a resource that should be accessible and not closed when people could make use of it.

Mr. Hairston stated that when we begin to look at extending hours in our branches we must consider the

reality of safety issues in the communities and the importance of community commitment.

Ms. Rodriguez recommended that during the next phase of community engagement, participants should be asked about their preferences about hours of operation.

Discussion continued about exterior lighting in the branches and neighborhood safety brigades.

Director Thomas stated that we will be examining as we continue the work on our new buildings considering additional ways to update our buildings to be as safe as possible. This includes taking advantages of technological options that are available to make our buildings safer.

Jeremiah Swetel, Chief Operations Officer, stated that there are specific design aspects that we would like to take into consideration to make our buildings more accessible and appealing to patrons and visitors. In the visioning sessions that were done with the Cleveland Urban Design Collaborative and the work we did on the Master Plan, "extended hours" was a common theme among attendees.

Ms. Winlock introduced Georgetta "George" Thomas, Administrative Assistant, Outreach and Programming Services. After sharing a brief overview of her professional background, Ms. Winlock stated that Ms. Thomas brings a wealth of administrative support experience to the Library.

NEW BUSINESS

Ms. Rodriguez presented the following item of New Business.

Resolution in Support of City of Cleveland's Fannie Lewis Law

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

WHEREAS, In September of this year, the Ohio Supreme Court declared unenforceable what is referred to as the

"Fannie Lewis Resident Employment Law", an ordinance adopted by Cleveland City Council in 2003 requiring that contractors working on City funded improvement projects employ a certain number or percentage of City residents on the projects; and

WHEREAS, The Fannie Lewis Law was enacted after a study revealed that qualified Cleveland resident construction workers were receiving few of the employment opportunities associated with contracts entered into for City funded public improvement projects. Cleveland City Council determined that "the employment of City residents on construction projects funded..with City assistance will help alleviate unemployment and poverty in the City"; and

WHEREAS, The City of Cleveland demonstrated throughout the litigation before the Ohio Supreme Court that the Fannie Lewis Law has greatly served the welfare of City residents employed; nevertheless, the Supreme Court determined that Ohio Revised Code Section 9.75, a statute enacted by the State Legislature earlier this year prohibiting local governments from imposing hiring preferences that disfavor nonresident employees working in construction trades, supersedes the Fannie Lewis Law; and

WHEREAS, On October 4, 2019, the City of Cleveland filed a Motion for Reconsideration with the Ohio Supreme Court, requesting that it find the enactment of O.R.C. 9.75 to violate the Home-Rule authority granted to local governments under the Ohio Constitution, and allow the City to continue to enforce the Fannie Lewis Law; and

WHEREAS, This Board recognizes the importance of the Fannie Lewis Law in alleviating unemployment and poverty in the City of Cleveland, and desires to express its support of the City of Cleveland's Motion for Reconsideration; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby expresses its support of the Fannie Lewis Law and the City of Cleveland's Motion for Reconsideration filed with the Ohio Supreme Court on October 4, 2019.

Discussion continued among the Board about Home-Rule authority and support of the Fannie Lewis Law and the

City of Cleveland's Motion for Reconsideration filed with the Ohio Supreme Court on October 4, 2019.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas asked Harriette Parks, Director of Public Services, to introduce branch managers who were in attendance at today's Board Meeting.

Ms. Parks introduced the following Public Service Managers who were in attendance:

- Jaime Lauver, Assistant Manager, West Park Branch
- Michael Dalby, District Manager, West Park Branch
- Tonya Briggs, Branch Manager, Addison Branch
- Amiya Hutson, District Manager, Rice Branch
- Kristen Schmidt, Branch Manager, Harvard-Lee Branch
- Marina Marquez, Branch Manager, East 131st Street Branch
- Magnolia Peters, Branch Manager, Fleet Branch
- Bill Bradford, Branch Manager, Langston Hughes Branch
- Luigi Russo, District Manager, South Brooklyn Branch

Mr. Corrigan stated that the Library has reached 150 years due to the leadership demonstrated by these Public Services managers and their daily commitment to the patrons we serve.

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

MAIN LIBRARY

With the help of staff across Public Service departments and Lending, Assistant Director of Public Services Robin Wood created a POP-UP Library at the *Project 400: Our Lived Experience* at the Cleveland State University Wolstein Center on September 27th and 28th. Between sessions, staff was able to sign up new library card users, check out books and talk with conference attendees about the amazing resources available at their Library.

Assistant Director of Public Services Robin Wood also hosted a meeting of the outgoing Sugarman Committee on September 26th and took over coordinating the CPL Tour program in September.

On September 17th, staff from several areas across CPL attended the Northeast Ohio Regional Library System (NEO-RLS) Annual Membership Meeting. During the meeting CPL staff members were recognized for their support of NEO-RLS during the past year. These staff members include: Tracie Forfia, Lan Gao, Reginald Rudolph, Donald Boozer, Jaime Declet and Robin Wood.

Programs and Services

2020 Census

A cross functional group of staff members has been busy preparing for the 2020 Census. The Census Team is responsible for communicating information about the Census to our patrons and staff, providing Census training to staff and coordinating with outside agencies. Assistant Director of Public Services Robin Wood is leading the Census Team.

Center for Local and Global History Programs

Subject Department Librarian Terry Metter hosted Sandra Melton for her Beginning Genealogy Workshop on September 7th.

Mr. Metter assisted Outreach and Programing Services with the Writers and Readers on September 24th at Case Western Reserve University.

Subject Department Library Assistant Adam Jaenke attended the event *Keep Talking: A Story Telling Event* at Collinwood Branch on September 9th. The storytelling event was in conjunction with Cleveland Print Room for Cleveland 20/20. Mr. Jaenke photographed the event. Mr. Jaenke has been reaching out to local businesses, neighborhood groups, and people within the city of Cleveland for Cleveland 20/20. This month he contacted Cleveland Metroparks Zoo, Duck Rabbit Coffee, Joy Machines Bike Shop, Larder Delicatessen, East Side Daily News, Flower City Gift Shop, and Boddie Records. In addition to those businesses, Mr. Jaenke photographed Ohio City, Woodland Hills, Asia Town/Goodrich-Kirtland Park, Gordon Square/Detroit-Shoreway, Central, and Collinwood neighborhoods.

The African American Genealogy Society of Greater Cleveland's Genealogy and Family History Research Clinics returned from their summer hiatus and assisted eight people with their family history research on September 14th.

On September 21st, David Mould, Historian and author of *Moonson Postcards*, gave a talk on pivotal events for counties on Indian Ocean in 1947. His talk focused on India, Madagascar and Indonesia and how each country transitioned away from colonial rule.

Library Assistant Lisa Sanchez worked with Metadata Archivist Amia Wheatley and Branch Manager Jaime Declet to host a Hispanic Heritage Scanning Day at South Branch on September 28th. Patrons were encouraged to preserve their family history by scanning family photos, letters, recipes, and more. Patrons were able to keep the original documents, but images would be preserved online in the Digital Gallery. Mx. Sanchez selected photographs for the department's weekly TBT feature. Some of the images included Clifton Blvd., Sackett Elementary School, and the 1910 Labor Day Parade. Mx. Sanchez continued to select images to be featured on CPL's Instagram promoting the Cleveland 20/20 Project. In collaboration with Brian Meggitt and Olivia Hoge, Mx. Sanchez selects images, writes descriptions, and keeps track of images uploaded by participating Cleveland 20/20 photographers. Some of the subjects for September included poetry readings at Outlandish Press, a portrait by Ruddy Roye, and Zubal Books in Tremont.

The Photograph and Map Collection hosted a tour group of undergraduate and graduate students from Ursuline College (led by Librarian Raymond Rozman) on September 14th. Photograph Collection Librarian Brian Meggitt gave the group an overview of the Collection and its uses and showed them a display of photographs of Ursuline Convent, Ursuline Academy, and Ursuline College to illustrate how items are found in various sub-collections and provided to patrons. Subject Department Library Assistant Danilo Milich gave an overview of the Map Collection and had several examples of materials available in the Collection and how they can be used for research.

Business, Economics and Labor Programs

The Fall business series of classes, *Running Your Small Business*, debuted September 21st. The class *Buying and Selling Online - Amazon and Etsy* was attended by an engaged group. *Google: Get Your Business Online* followed on September 28th with another interested group of patrons.

Library Assistant Joseph Parnell, through the CPL FIT/Harvest for Hunger Committee, is helping to plan numerous programs for the 2020 season to not only promote the continued participation of CPL staff in the annual food drive, but to also create a sustainable model for giving/volunteering through the coming years.

Business, Economics, and Labor Librarian Susan Mullee taught GED students about office memos on September 9th. Students learned about the components of a memo and determined the purpose and facts of an example memo via Ready to Learn Reader & Language Arts Learner Workbook.

The Garfield-Perry Stamp Club contacted Cleveland Public Library regarding the status of the Club's donated reference-only collections held by Cleveland Public Library's Business, Economics & Labor Department. Following-up on the inquiry, Mr. Hay has undertaken a collection assessment project, working in consultation with Special Collections and Cleveland Public Library Archives staff to help locate, identify, and bring together items in this collection that may have changed shelving locations since the original donations that occurred in the 1940s and several decades that followed.

Fine Arts and Special Collections Programs

Staff from Special Collections hosted the Ohio Preservation Council in the Treasure Room on September 11th and hosted a primary resource class presentation for students from Ursuline college taking a Historic Preservation class on September 14th.

Literature Programs

The Ohio Center for the Book hosted a Cleveland Public Poetry event on September 21st entitled "Writing About Place" with poet, essayist, writer and journalist Lee Chilcote and guest poet, writer, literary artist, and community activist Damien Ware. Mr. Chilcote and Mr. Ware read their works and shared their experiences living and writing about Cleveland with attendees.

Literature/OCFTB Librarian Timothy Phillips presented the Literary Frolic Friday event on September 27th focusing on discussion of the 1955 novel *Run Silent, Run Deep* by Captain Edward "Ned" Latimer Beach, Jr., whose father was born in Ohio. The book discussion was paired with a viewing and comparison with the 1958 film of the same title. As part of his research, Mr. Phillips corresponded by email with the Reference Archivist at the Dwight D. Eisenhower Presidential Library in Abilene, Kansas, where Captain Beach's papers are archived.

Popular Programs

Popular Library Clerk Daunte Bolden worked at the eSports event in the Learning Commons. The group celebrated the 20th anniversary of the SEGA Dreamcast release by playing retro games.

CDPL/Learning Commons Programs

Cleveland Digital Public Library hosted classes during September. There was a papermaking class on the 7th and a Finding Fonts Class on the 28th. Working with CPL FIT, CDPL regularly hosted Yoga and Core Strengthening, attended by over 30 attendees a week, and 90 over the month. About half of attendees are from downtown

offices and half from library participants in our FIT program.

Music at Main

Local Cleveland jazz ensemble *The Biasella Trio* performed for an audience of 23 people on September 23rd.

Knitting at PAL

The Lunchtime Knitting Circle at City Hall hosted two meetings this month, on September 4th and 18th by Popular Library Manager Sarah Flinn and PAL Assistant Monica. Knitters are working on squares for blankets to donate for holidays. There were a few new attendees who stated that the meetings were fun, and they were glad they had been able to join.

Youth Services Programing

Cleveland Public Library Youth Services and Federal Reserve Bank of Cleveland Collaboration Initiatives - Senior Librarian Lan Gao attended the Danny Dollar Academy Educator Professional Development at Federal Reserve Bank of Cleveland. This program is based on children's book *Danny Dollar Millionaire Extraordinaire: Lemonade Escapade* by Ty Allan Jackson on September 10th. The students learn about Finance, Entrepreneurship, as well as Economics through this multi-week program. Lan promoted CPL resources and services such as Main Library field trips, puppet shows, Educator's Card, ConnectED Card, and YRead? Book Set to attending educators.

Youth Services staff Lan Gao and J.J. Lendl collaborated with the Federal Reserve Bank of Cleveland on their new "Fed Ops to Work" initiative - a program aimed at high school students to give them information about post high school work opportunities at the bank, as well as covering topics like tuition reimbursement and career mobility on September 19th. Youth Services recruited 20 teens to attend the event at the Federal Reserve Bank of Cleveland. Lan and J.J. accompanied them to the program where they were split into groups and given tours of three Fed departments. The teens also received information packets, spoke with employees, attended a keynote speech, and were provided dinner. The attendees had very positive feedback and the bank is currently

working to schedule another event in association with Youth Services. We are also seeking the possibility of long-term collaborations on this program between the library and the bank.

Youth Services staff member Lan Gao and J.J. Lendl participated at the *Educator Appreciation Night* event at the Federal Reserve Bank of Cleveland on September 24th. Teachers were invited to the event to learn about field trip opportunities to the bank's Money Museum and the Main Library, a partnership Youth Services has been maintaining for the last few years.

Main Library Tours and School Visits

Staff in Fine Arts and Special Collections hosted many tour groups during the month of September including: 34 students from Case Western Reserve *First Experience* class, 27 students from a Cleveland State University Urban Studies class, 30 students from Wilbur Wright school and 15 students from Nathan Hale school.

Youth Services welcomed over 120 students from two homeschooling groups, Wilbur Wright, Nathan Hale, and Padre Pio Academy for a live puppet performance by Madcap Productions Puppet Theatre from Cincinnati. Library tours and storytimes were also offered to four school groups. Staff members, including Julie Gabb, Christine Feczkanin, J.J. Lendl, Ben Ford, and Valerie Gee facilitated or ushered separate tours including visits to the World of Puppets Exhibit, TechCentral, Special Collections, the Superman Statue, and Youth Services.

Main Library Book Clubs

The OLBDP adult book club met on September 13th to discuss *Following Atticus* by Tom Ryan.

Award Winning Book Club

Literature/Ohio Center for the Book (OCFTB) Library Assistant Michael Haverman hosted the return of the Award-Winning Book Club with four patrons discussing *There There* by Tommy Orange on September 3rd. The title was selected in part because Mr. Orange would be

speaking in Cleveland in September for the Anisfield-Wolf Book Award ceremony.

Get Graphic!

Literature/OCFTB Library Assistant Nick Durda, along with former OCFTB Scholar-in-Residence Valentino Zullo, hosted the bi-weekly Get Graphic! Book Club on September 9th with a discussion of *Vietnamerica* by GB Tran with eight patrons taking part. On September 23rd, they hosted a discussion with 11 patrons of *The Best We Could Do* by Thi Bui for the bi-weekly Get Graphic! Book Club. On September 26th they hosted the 4th installment of the *Get Graphic!* Facebook Live event on the Ohio Center for the Book Facebook page to discuss the September book club books as well as future books and events. The four videos have gotten over 400 views.

Main Library Outreach

Ms. Hoge and Government Documents Supervisor Sarah Dobransky were invited by the International Women's Air & Space Museum to host a table at the Cleveland Airshow - Kiddie Koncourse on September 2nd. Ms. Hoge and Ms. Dobransky used crafts from OPS to interact with children and families. On September 4th, Ms. Hoge attended the *Keep Talking: A Story Telling Event* at Happy Dog; the theme was *My Cleveland*.

Business, Economics and Labor Senior Subject Librarian Sandy Witmer spoke with a group of Martin Luther King High School students for about 15 minutes during their tour on September 26th. She focused on career and personal finance sources.

Assistant Director of Public Services/Manager of Science and Technology Robin Wood and MLIS Practicum Student/Library Assistant Jefferson Branch Grace French hosted an information table at the City of Cleveland Employees Health Fair on September 14th at the Burke Lakefront Airport. Visitors to the table were delighted to discover all of the amazing resources available at the Library in the areas of health and fitness.

CDPL is working with William Bradford and CSU Professor Anne Galletta on a project related to creating exemplary oral history interviews of participants in the 1964 Freedom Day protest. The program seeks to involve CMSD

youth in the production and creation of the interviews. CDPL continues to work with the Cleveland Orchestra to scan scrapbooks, and Cleveland Architecture Foundation to support oral history interviews of prominent Cleveland architects. Scanning is completed of Cleveland Scene from 1970-2000. The end of 2019 is the target for finishing review and uploading the project. Working with the Internet Archive, Cleveland Digital Public Library is closing out the grant for curating web-content (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.

Fine Arts Librarian Bruce Biddle attended the *Arts Cleveland* advocacy group kick-Off gathering on September 5th. *Arts Cleveland* (originally the Community Partnership for Arts and Culture, or CPAC) has been successfully elevating arts and culture in greater Cleveland.

Lending Manager Stephen Wohl attended the "Passport Party at Market Garden" on September 17th, an event put on by Global Cleveland in celebration of 'Welcoming Week'. Mr. Wohl connected with patrons by providing informational handouts and speaking to patrons about the passport services available at CPL. Mr. Wohl also answered many non-passport related questions from curious patrons regarding different resources and services available at CPL, such as meeting room spaces/availability, and inquiries about the Patent and Research Center in Science and Technology.

The Literature department staff processed almost 150 packages for Homebound Services patrons. Librarian Timothy Phillips was the primary coordinator and processor of the Homebound Services program with assistance from Library Assistant Michael Haverman and Manager Don Boozer.

Literature/OCFTB Library Assistant Nick Durda created two Ohio Center for the Book Facebook events for the November *Coffee and Comics* programs. Mr. Durda also shared events on Facebook for Octavofest, Flaming River Con, and the Billy Ireland Cartoon Library and Museum to promote regional communities of learning and engagement. Librarian Evone Jeffries published two

articles and reviewed the Ohio Authors page on the Ohio Center for the Book website for biography revisions. Manager Don Boozer posted and re-posted tweets on Twitter throughout the month as well as at Flaming River Con on September 21st. Mr. Boozer staffed a table at Flaming River Con to promote the department's holdings of graphic novels (especially LGBTQ-themed materials) and other items in keeping with the "geek/nerd" focus of the convention.

On September 5th, the Cleveland Public Library vendor table was represented by Elaine Herroon from Public Administration Library. Thank you to Graphics, Outreach and Programming and Tech Central for providing the informational handouts and swag. The seniors enjoyed the day.

On September 13th, Public Administration Library Assistant David Furies held a book discussion in collaboration with the Cleveland Law Library Association and author Brad Ricca. The book discussed with the author and 11 attendees was, *Mrs. Sherlock Holmes: The True Story of New York City's Greatest Female Detective and the 1917 Missing Girl Case That Captivated a Nation*.

Popular Library Assistant April Lancaster prepared items for display at the satellite collection at Kelvin Smith Library.

OLBPD circulated 38,553 books and magazines directly to patrons. Additionally, OLBPD circulated 8,395 patron newsletters in September. OLBPD registered 130 new readers to the service. Approximately 673 BARD patrons among 1,326 active users downloaded 11,106 items.

Tech Central

Ingenuity Fest - TechCentral once again participated in IngenuityFest 2019 held on September 27th-29th. As part of the event, the Mobile MakerSpace was setup in the *Makers Mecca* area of the festival and showcased 3D printing, laser engraver, button making, and Virtual Reality in the VR area of the exhibit.

Corporate Challenge Spelling Bee 2019 - TechCentral Coordinator Melissa Canan and Library Assistant Computer Emphasis Allison Collins participated in the Corporate Challenge Spelling Bee on September 12th.

Main Library Displays

Business, Economics & Labor Department featured a display in honor of Hispanic Heritage Month. Business Subject Department Librarian Zachary Hay selected a variety of circulating and reference-only books, including analyses of the Cuban, Mexican, Argentinian, Nicaraguan, and Chilean economies, as well as books highlighting the achievements and struggles of Hispanic and Latin American individuals.

Social Sciences Librarian Mark Moore worked with Michael and Diane Nakel to put up a display of Cleveland Browns memorabilia in the Sports Research Center display cases on September 14th. Thanks to the electrical team getting the display lights up and running. Mr. Moore continued rotation of new books on display. The display space was reduced to accommodate the shift in legal materials.

Fine Arts Librarian Andy Kaplan hosted a book display in celebration of *Hispanic Heritage Month* featuring books on Hispanic musicians and artists.

Literature/OCFTB Librarian Evone Jeffries prepared a display in the Main Lending Department for reading recommendations to celebrate Hispanic Heritage Month and a display in the Literature Department that featured banned books to honor Banned Books Week. Library Assistant Michael Haverman created and maintained book displays for Award-Winning Book Club titles for September and October (*The Great Believers* by Rebecca Makkai) as well as a display related to the Cleveland Play House presentation of *Into the Breeches!* along with the bookmark Mr. Haverman designed.

CleveDPL support includes including maintaining the media displays in Brett Hall and programming and adding content to the Magic Box in the John G. White Gallery, and meeting with the US vendor of CCS products. Also, ClevDPL staff met with Property Management to consider a portion of the branch renovation project related to collections preservation.

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

- *Magic Box*
We continue to refresh the interactive content for the John G. White exhibit case over September.
- *Touch Wall*
The interactive touch wall in the third-floor space in Cleveland Digital Public Library continues to be used by casual visitors and classes. It had content updates during September, and we have continued to refine content to enhance accessibility and use. CleveDPL also did a proof of concept about using the large touch wall as a gaming screen using an Xbox. We are anticipating testing Google Stadia this November and hope to be planning and making decisions regarding games during October.
- *Kiosk*
The interactive kiosk is in Brett Hall and is being used to present information from the puppet exhibit for sesquicentennial.
- *Cell Phone Based Digital Exhibition Tools*
ClevDPL is anticipating continuing to work with a team of librarians and the CPL Foundation to implement a system that enables exploration of library exhibits using cell phones. The decision process is on hold until late fall of 2019.

Collection Development

Business, Economics and Labor Senior Subject Librarian Sandy Witmer began the process of updating the catalog records of BEL's LSW 8th floor microfiche holdings.

Mr. Meggitt continued a review of 2,000 CONTENTdm records of items from the Cleveland Picture Collection, to bring consistency and accuracy to the descriptive metadata. He completed 150 record revisions/corrections in September.

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 over 1,900 photographs, bringing the total to 22,942 (out of roughly 35,000 total items in the Board of Zoning Appeals section of

the Collection). Mx. Sanchez continued to add item descriptions to the Cleveland City Hall Collection. At the time of this report, Mx. Sanchez has described over 4,300 images.

Mr. Metter received permission to digitize and publish the complete run of the Free Times from Andrew Zelman, CEO of the Euclid Media Group.

Mr. Milich scanned 41 Cleveland City Hall park plans and uploaded with metadata 80 to Content DM.

Fine Arts librarian Andy Kaplan worked with the Planning Office to run a report for music books that have not circulated since 2004 located in stacks and on the 3rd floor. He will begin this weeding process and thus far, has weeded 99 books and withdrawn them from the collection.

Special Collections Librarian Stacie Brisker has been working with a researcher from Ireland to digitize early 20th century text on the Sikh religion by author Max Macauliffe (1842-1912). Macauliffe was a senior Sikh-British administrator, prolific scholar and author. Macauliffe is renowned for his translation of Sikh scripture and history. There are 15 items that have been added to the Digital Gallery. While Ms. Brisker was conducting her oral history interviews, she learned about the library-related activities of Dr. Charles H. Garvin (1890-1968). Dr. Garvin was a member of the Cleveland Public Library Board for 25 years. He was a former associate Professor of Urology on the staff of University Hospitals and was a well-known African American Cleveland doctor who was a contemporary of Dr. George Crile. Dr. Garvin was the first African American to sit on the CPL Library Board.

Special Collections Librarian Ray Rozman assisted a patron who was scanning chess tournament cross tables from the 1970s. These originals will fill gaps in the USCF's historical record of tournaments at <http://www.chesstour.com/cross.html>. Mr. Rozman will be credited in the upcoming book *Duchamp's Pipe: A Chess Romance: Marcel Duchamp & George Koltanowski* by Celia Rabinovitch. Ms. Rabinovitch used items from our collection for her book, which is set to be published in February 2020.

Special Collections Library Assistant Bill Chase had the *Anisfield Wolf Book Award* titles signed for the collection.

The Science and Technology staff ordered 163 book titles, processed 2 shelves of gift books and compiled a list of books for SCIENCE CAFE on "Marine Debris, Plastic Pollution and The Science behind Lake Erie's Most Critical Environment Issues".

Research that's Possible Only at Main Library

- BEL Librarian Susan Mulee used the American Bureau of Shipping, American Lloyds, the Standard American Classification of Shipping, Great Lakes Department and Passenger Ships of the World, Past and Present to assist a patron looking for sources to locate freight and passenger service/shipping companies that operated in Cleveland from 1880 to 1910.
- CLGH staff used the department's collection of local newspapers on microfilm and the Plain Dealer Historical database to find articles on the Sidaway Bridge for staff members from a local community development corporation.
- CLGH staff used the 1955 Cleveland City Directory to find a listing for a small grocery store that was run by a patron's mother and stepfather. The patron remembered the store from his childhood but couldn't remember the name.
- CLGH staff helped a local author find a map of the Flats area from 1858.
- CLGH staff helped a patron visiting from out of town find baptism records from Irish Parish registers using Ancestry Library Edition.
- CLGH staff found historic images of the Cody family in Cleveland for a local researcher. The Cody family settled early on Euclid Avenue in the East 70s to 80s; among the family was William F. ("Buffalo Bill") Cody's father. The images found include an image of Buffalo Bill with his Cleveland relatives.
- CLGH staff found images of Café Tia Juana, a mid-century hot spot for jazz located on East 105th Street, for a graduate student.

- CLGH staff found images of the old Glenville Depot on the New York Central Line for a researcher. The area where the depot was sited (and the street leading to it) was destroyed and replaced with Interstate 90.
- CLGH helped a writer find notable images of Cleveland circa 1888-early 1900s. Some of the subjects included Superior Ave., old City Hall, and the Case Block.
- A patron from California called and requested 3 pieces of music by former CIM president Beryl Rubinstein. Items were scanned and emailed them to the patron.
- Patron requests for the following art materials: drawing books on insects and flowers, watercolor basics, books on Tiffany, artist biography on Gainesborough, Sigmar Polke, architectural drawings of various aspects of trade, painting books by 17th century artist Georges De La Tour, jewelry design books, pottery techniques, history of anime, prints by Pablo Picasso, paintings by Botticelli, books on the designers Fendi, Chanel, Prada.
- Patron requests for the following music materials: information on the rap group *De La Soule*, connections to Cleveland Choral Society, analysis on tonal music.
- French chess researcher requested scans of a 1910 copy by J. Kappler of an 1870 French chess manuscript of *Essais analytiques sur les échecs, avec figures* by Chapais, ca 1780.
- Request for items donated by the Garfield Perry Stamp Club.
- Request for scans from an East India Co. mss from *The Diary of Mr. Hastie, govt. agent in Madagascar, from Sep. 8th, 1823 to 1 January 1824.*
- Patron from North Carolina requested to view the *Percy Roberts Show Dog Collection* and have scans made.
- Patron request for 1852 book, *Falconry in the valley of the Indus* by Sir Richard Burton, 1821-1890.

- Patron request for the 1912 publication by W.E.B. Du Bois entitled *The Crisis a record of the darker races*.
- Professor from Cleveland State University requested to view the *1903 Cleveland Group Plan*.
- Researcher requested the folklore titles: *The Mystic Mandrake* and *The Wondrous Mushroom: Mycolatry in Mesoamerica*.
- An artist working on an upcoming display for the Cleveland Museum of Art asked for books of wallpaper samples ca.1900 and went through over 20 volumes from the Schweinfurth trade catalog collection. She also requested: *The Complete Fortune teller, or, True book of fate* (an 1810 chapbook), and the 1808 *Secreti della magia bianca; ossia: Spiegazione dei giuochi di man sorprendenti del cavaliere Pinetti*.
- Literature patrons requested several items of note on this month's pull list including *The Nymph and the Lamp* (1950) by Thomas Raddall; CPL is the only Ohio library to own this item. *Flavors* (1970) by Mason Williams and *Heimskringla! Or The Stoned Angels* (1970) by Paul Foster; CPL is the only public library in Ohio to own these items.
- Patron requested documents from the 1952 Cleveland Law Department Opinions.
- A patron interested in the flag of Cleveland, requested to look at the branch's subject file.
- PAL assisted the Cleveland Department of Law with researching cable television contracts in the city of Cleveland.
- Emailed a patron information from the Karamu subject file.
- 1949 Chevrolet Deluxe Car Manuals were provided to a patron from Stack 9 reference car manual collection.
- 10 ASVAB review guides were sent to Collinwood Branch for group of students visiting the branch.
- Carnegie West branch is sponsoring a "tree walk" in the neighborhood. The branch requested "tree books" - anything on trees themselves, planting, crafts, etc. Three telescopes were sent to Carnegie West branch.

- Manager assisted SABR email question regarding former baseball scout, Joe Cambria.

Staff Development

Mx. Sanchez attended Philly Pilot - Session 1 on September 10th and Philly Pilot - Session 2 on September 24th.

Library Assistant Joseph Parnell still participates on the newly formed Security Task force committee. The See Something? Say Something initiative for staff safety is one result of the discussions being had in the committee.

Business, Economics, and Labor Librarian Susan Mullee attended Skills for Community-Centered Libraries: Building Connections. She participated in the workshop and gave feedback on the material presented.

Business Subject Department Librarian Zachary Hay attended the first (of four) trainings created by the Free Library of Philadelphia, through an IMLS grant-funded pilot program, Skills for Community-Centered Libraries.

Social Sciences Librarian Mark Moore watched a Booklist webinar on "Romantic Reads" on September 10th.

Helena Travka watched a Webinar -- Fall Mystery Preview - September 9th "Skills for Community Centered Leaders" and September 10th and 24th.

Fine Arts Librarian Andy Kaplan attended the pilot training workshops on September 10th & 24th. This is sponsored by the Institute of Museum and Library Services focusing on how public services staff can develop skills for community engagement, "*Skills for Community-Centered Libraries*".

Mr. Wohl attended the first two sessions of the pilot training series titled "Skills for Community Centered Libraries" on September 10th and 24th. The Institute of Museum and Library Services awarded the Free Library of Philadelphia a grant to design training for Public Services staff in skills for community engagement. "Skills for Community-Centered Libraries" will also be

piloted by six other public library systems across the United States and Canada and will eventually be made freely available to any public library. Mr. Wohl's and other CPL staff participation and feedback on the materials presented at these four workshops, will help shape the final training curriculum.

Subject Department Clerk Michael Earley attended the NEO-RLS webinar titled "Soft Skills for Strong Management: Cultivating Good Critical Thinking" on September 18th. The webinar was focused on investigating soft skills and learning ways to immediately improve them to become a more conscious and efficient critical thinker.

Mr. Isaac was invited to join the Norman A. Sugarman Children's Biography Awards Committee. The committee includes community partners in the Cleveland area, public and school librarians, educators, and other advocates for books, readers, and reading.

From September 25th through 27th, Literature/OCFTB Manager Don Boozer attended the Ohio Library Council Annual Convention and Expo in Cincinnati, Ohio. Mr. Boozer presented a 10-minute LIBChat ("fast-paced, high-energy talks from speakers who are truly passionate about their topics") along with 3 other speakers in the main ballroom of the convention center. Mr. Boozer's talk was entitled *Epicurean Librarians and Stoics in the Stacks* and looked at what ancient philosophy has to teach us about working in a 21st-century library. Mr. Boozer also coordinated and hosted the 2019 Buckeye Battledecks evening event. This is the 8th OLC convention for which Mr. Boozer has been asked by OLC to host the event.

Literature/OCFTB Library Assistant Nick Durda attended a webinar on *Addressing Identity Censorship* hosted by the Comic Book Legal Defense Fund on September 27th.

David Furies is participating in the Free Library of Philadelphia's Skills for Community-Centered Libraries training program. Following the four pilot training sessions this Fall, the Free Library will edit the curriculum, based on CPL's classroom feedback, and will make the curriculum available to public libraries across the country.

TechCentral Manager Suzi Perez, TechCentral Coordinator Melissa Canan, Director Felton Thomas, and Chief of External Relations & Development Shenise Johnson-Thomas met with representatives from DigitalC to discuss Digital Literacy in Cleveland on September 30th.

Senior Librarian Lan Gao, as Chair of IFLA Library Services to Multicultural Populations, is leading the Standing Committee to carry out multiple IFLA actions and projects for the next two years. Lan plans to provide effective and efficient communication channels as well as empowerment to Standing Committee Members to strengthen their roles on the committee.

Children's Librarian Eric Hanshaw presented a Dungeons and Dragons program for Teens called Afternoon Adventures on September 16th and 23rd.

Children's Librarian Julie Gabb presented a Virtual Reality Haunted House with collaboration from Public Services Techs and TechCentral on September 11th.

Children's Librarian Eric Hanshaw visited the University Hospital's Rainbow Center for Women and Children and modeled story time for the Centering Parenting group on September 23rd.

Special Collections Librarian Stacie Brisker attended the presentation of journalist Soledad O'Briend and rapper Michael "Killer Mike" Render at the Maltz Center. Special Collections staff Bill Chase, Ms. Brisker, Mr. Rozman, and Manager Pam Eyerdam attended the *Anisfield Wolf Book Awards*. Ms. Brisker continues conducting oral histories for the Ideastream project; interviewing chess researcher David Hatta and local actore Doug Pratt.

Ohio Library for the Blind and Physically Disabled (OLBPD)

The National Library Service (NLS) announced that it will be launching pilot projects in Texas and Pennsylvania next month to explore the impacts of easing access to the program for people with reading disabilities. Under current regulations, people with dyslexia and other reading disabilities may enroll in the NLS program—but only if a medical doctor certifies that their disability is the result of "organic

dysfunction." The pilot will begin October 1st, and continue through September 30, 2020.

OLBPD staff provided information and talks about the service at the Cleveland Metroparks Zoo Senior Safari on September 4th; Brecksville/Broadview Heights Health Fair on September 5th; Lutheran Ministries Fair on September 13th; North Royalton Wellness Fair on September 21st; Solon Wellness Expo on September 25th; Lakewood Low Vision Group and Avon Independence Village on September 26th; Orange Health and Wellness Fair on September 27th; Porter Public Library Health Fair and Stark County Street Fair on September 28th.

Other

St. Martin de Porres student Jon Reed returned his second year to work with CLGH for his Corporate Work Study location.

Special Collections still does not have a working security camera in the Reading Room. Some of the children's tour groups sometimes are too large for adequate supervision. A Special Collections staff member has addressed a security concern about filming in the Reading Room as a security risk and possibly an invasion of privacy. Perhaps a review of the policy is recommended. *Fusion Filmworks* filmed a promotion piece in Special Collections on Sept. 18th.

The Science and Technology Department is hosting a St. Martin de Porres Student this school year. The freshman is being trained to pull and shelve materials.

BRANCHES

During the month of September, the Public Services Branches maintained their commitment to provide effective service through programming and community engagement efforts. Additionally, staff appreciation efforts were administered to the top two branches with the highest number of completions for the Summer Lit League. Harvard-Lee and Fleet Branches were honored with pizza parties from their Director of Public Services as a way to empower and encourage the edifying of staff morale. Other branch highlights were: The East 131st Street Branch and the Corlett community welcomed

the Beit She'an, Israel delegation with a week of food, entertainment and conversation. Additionally, the Cleveland Public Library leadership held a safety community meeting on September 25th at the South Brooklyn Branch. This meeting was to share information on CPL's commitment to safety, listen to the concerns of our patrons, and provide stakeholders an opportunity to share their safety efforts. Additional branch highlights are as follows:

DISTRICT ONE

Eastman - Mr. Knape attended a Westown Community Development Corporation meeting on September 9th. Topics for discussion that impact the community were the new Dollar General on Bellaire Road and the new green parking lot on Detroit Avenue. Eastman Branch will again take part in the Saint Martin de Porres Corporate Work Study program. Jerrell Williams will be the freshman student working at the Branch.

Lorain - Youth programs presented at the Lorain Branch in September included weekly Origami Hour, DIY Photo Frame, Get Your Game On, a Hispanic Heritage Month Celebration, a Hobbit Day Party, a Butterfly Magic Craft, Duct Tape, Things that Go Boom, Giant Piano, and Flying Paper MakerLabs. A short story book club was held every other Saturday for adults. Branch Manager Crystal Tancak attended the West Side Collaborative meeting. Library Assistant Computer Emphasis Marlie Hooper attended the Soft Skills for Strong Management: Cultivating Good Critical Thinking webinar. Children's Librarian Adela Santana and Manager Tancak attended the Greater Cleveland Food Bank's Kids Café training and then trained the remaining staff at Lorain.

Rockport - Rockport Branch has been very busy since the start of school. We celebrated "Read a Book Day" and "Talk Like a Pirate Day" with dozens of children. The branch held our monthly Art Lab and Construction Club for large crowds. The Music Settlement visited the branch to perform Read to the Beat for two groups. Our new early literacy furniture and toys have been wildly popular. Students and families have been pouring in for the America Reads tutoring on Monday through Thursday. Patrons have been checking out books from our Hispanic Heritage Month and Back to School displays faster than

we can put them out! We also welcomed our new Page, Udeh Ndukwe, to the team!

The Best Buy Teen Tech Center has also been busy, with over 400 visitors since the start of school! A lot of new projects are underway. Members made "stained glass windows" with melted crayons for National Coloring Day and learned about nonviolent resistance on Peaceful Protest Day. Members learned how to take apart and assemble flat-screen TVs during the latest Frankenstein Camp.

Walz - Walz formed a new book club entitled "Saturday Morning Books, Movies plus Donuts". Patrons are to read the book OR watch the movie and then come for discussion with donuts. The September book/movie was *The Zookeepers Wife* with twelve participants from the St. Augustine Assisted Living facility. Tutoring is back at our branch with a high demand from parents. Our largest school in the community has moved. However, our Youth Librarian Ms. Jeannie, travels to their new location to ensure that we continue to service the needs of our youth.

West Park - September at West Park has been filled with programs: Reading with Huck (a service dog), Builder's Club on Saturdays, Knitting with Nina, Checkers Day, Talk Like a Pirate Day, and Mini-Golf at the Library. Our "Art Speaks to Youth" art therapy sessions recommenced and continue to be very popular with the after-school crowd. New displays were mounted to celebrate Hispanic Heritage Month and Banned Books Week. Staff also welcomed back the youth and the start of the new school year with a pizza party. Branch management met with the newly reorganized West Park Kamm's Neighborhood Development (formerly Kamm's Corners Development Corporation). We also met with the director of the Cleveland Food Bank to discuss concerns regarding the summer and after-school feeding programs. Manager Dalby completed Food Bank training and Early Childhood Literacy training, as well as attending a NEO-RLS membership breakfast and presentation.

DISTRICT TWO

Brooklyn - In an effort to engage our youth, children enjoyed Wii open play on each Thursday of the month. Class visits from Denison School took place on every

Tuesday of the month. Branch manager Ron Roberts joined a collaboration of branches as part of an outreach event for middle and high school refugee students.

Carnegie West - Branch Manager Angela Guinther, and Holden Arboretum Community Forester Courtney Blashka hosted the first Ohio City Tree Walk on September 20th in which twenty-seven people toured the neighborhood learning about various trees. Afterwards, they enjoyed tree-themed snacks, tree books on loan from Science and Technology, and received a Holden Arboretum bag full of tree-themed giveaways: acorns printed from Carnegie West's 3D printer, and CPL and Ohio City Inc. information. This new partnership will continue with seasonal tree walks in Ohio City and, hopefully, the introduction of tree walks at other library branches. Manager Guinther, Children's Librarian Helen Zaluckyj and L.A.C.E. Michael Webster hosted a table at the fifth annual Ohio City Street Festival on September 29th in which hundreds of children and parents visited the table in the Kids Zone to make crafts and select complimentary books courtesy of the Cleveland Book Bank.

Fulton - Fulton Branch had numerous organizations utilize the meeting room: Aspire (ESOL and Citizenship classes), and TechCentral (computer classes & MakersKit). Children Librarian Beverly Austin offered a dry erase board craft, Cooking for Kids programs, and word games to the youth, and had outreach to the following locations: Salvation Army, Garden Christian Academy, Kids of the Future, Clark Elementary, Thomas Jefferson Newcomers, and Lincoln. Library Assistants Rodney Lewallen, Niyre Merriweather and Justin Smith were busy providing resume, cover letter, and job application assistance to nearly a hundred patrons.

Jefferson - With the arrival of September, the Jefferson Branch swung into school mode. The branch played host to nine weekly visits by classes from Tremont Montessori elementary school. After school, the branch served lunches through the Kids' Café program, and children were engaged in a variety of educational programs and activities: Anime Club, Whatever Wednesdays crafts, Hispanic Heritage, Adulthood 101, and Civics 101. For adults, the Tremont Think and Drink book club continues to be strongly attended. Jefferson Branch hosted its first Adult Clubhouse, providing an opportunity for

adults to unwind and enjoy some activities usually reserved for youngsters. Staff enhanced their professional skills by participating in various continuing education courses: webinars, in-person workshops, BookEnds, and Food Bank training. To connect with the community, staff hosted tables at both the Tremont Farmers' Market and the Tremont Arts and Cultural Festival. City Councilman McCormack met with staff from the branch, Operations, and External Relations to get an overview of the Facilities Master Plan project.

South - The Youth Staff have been hard at work issuing new Library cards to students and recommending books to school age children. Children and teens have been getting their weekly dose of virtual reality in the Teen and Children's Room. The Branch kicked off Hispanic Heritage Month with a kickoff party. Patrons were able to learn about the different Hispanic countries and their flags, and had the opportunity to taste test and learn about the variety of popular Hispanic desserts. The Cleveland Classical Guitar Society started offering guitar lessons this month to children ages 10-17. The Legal Aid Society held a clinic bringing in a crowd of almost 75 people, in which 37 were seen by the lawyers. This month's Youth Services Meeting was held at the South Branch, and in attendance, were visitors from the Beit She'an Library, in Israel; the visitors led the meeting and shared how their library is run.

South Brooklyn - South Brooklyn Branch had numerous organizations utilize the meeting room: Fruitful in a Desert Place Ministry, Old Brooklyn Knitting Club, Metro Hospital, Baldwin Wallace College (during Kids Café), and Ohio Connections Academy. The Branch's Coffee Cart (staffed by Recovery Resources) continues to serve hot and cold refreshments. Assistant Manager Tammy Houghton hosted a knitting program and film talk about Tyler Perry; and attended Neighborhood Watch and Councilman Kelley's Ward 13 meeting. District Manager Luigi Russo participated in the following: 1-on-1s with the new BRK and JEF Branch Managers, Second District Community Relations Committee, Board Meeting, FUL and SBN staff program meeting, NEO-RLS Annual Membership Meeting, External Relations & Development meeting, and Community Safety Meeting. Branch staff received a new team member, Library Page Dayleni Lopez.

DISTRICT THREE

Garden Valley - For September, the Garden Valley Branch continued to provide and promote the Cleveland Public Library to the Central-Kinsman Neighborhood patrons. Mr. Burks and Ms. Csia initiated the first of two STEM programs which were presented by the OSU extension service. The first session involved building roller-coasters for a marble run, and in the second session, children constructed rockets which were launched from 2 liter Soda bottles. On behalf of the Garden Valley Branch, Mr. Donald Smith attended the MyCom meeting for the Central-Kinsman community. Representatives from the CollegeNow program also hosted an informational table at the Garden Valley Branch and provided young adults with insight and opportunities for enrollment.

Hough - Hough Branch offers tutoring services from both Braxton Tutors and CSU America Reads for our youth. Kids Cafe lunches started out serving 20 lunches daily and were increased to 25. Art therapy resumed; they will create the ABC's on canvases to be displayed around the branch. All letters will be connected to an author or illustrator as well! Youth programs held this month include: Equation Cup spinning, National Play Doh Day, the Makerlab: Digital Darkroom and a Chinese Moon Festival craft. Library Assistant - Youth Emphasis Romael Young is also in the process of starting a Yu-Gi-Oh club. All of the staff was delighted to obtain youth items from the Bruening grant. Mr. Young attended a one day training *What's New in Storytime: A Youth Services Network Event* in Stow. Branch Manager Lexy Kmiecik attended the first *Stopping Cancer in it's tracks Community Health Expo*, sponsored by the Cleveland Clinic. She also met with someone from the Cleveland Clinic to potentially hold employment workshops to help the public obtain work with the clinic. Mrs. Kmiecik attended the Ohio Library Council's Annual Conference and Expo in Cincinnati. She also attended the NEO-RLS Annual Membership Meeting and Breakfast and an informal gathering afterwards for her new membership on NEO-RLS's Bylaws/Policy Board Committee.

Martin L. King Jr. - Outreach to the community resumed with visits to PNC for story time conducted by public service youth staff members, Ms. Angela Pope Margerum

and Mr. Eric Eubanks. Ms. Pope and Mr. Eubanks also participated in Open Houses for Bolton elementary school, Cleveland School of the Arts & John Hay's Schools of Architecture and Design, Early College and Science and Medicine.

Ms. Pope attended the neighbor to neighbor community heritage street festival which ran along Wade Park Avenue; the fair consisted of music, stage performances, face paintings and an array of vendors. Mr. Eubanks facilitated an Early Literacy workshop which trained participants on the importance of literacy and learning milestones in small children. College Now/IMPACT 216 program began its fall session of ACT/SAT preparation. NACA (Neighborhood Assistance Corporation of America) presented its bi-monthly workshop on home ownership. Shanell Jones conducted the monthly book club with Fenway Manor residents, discussing *A Virtuous Woman* by Kaye Gibbons. Ms. Jones facilitated the Free Library of Philadelphia pilot course which discusses community engagement and techniques to establish relationships with community members.

Sterling - Sterling Branch now serves a significant number of children ages 4 - 8. The Art Therapy Studio is resuming their twice-weekly Express Yourself sessions. Branch Manager Monica Rudzinski is planning Fall/Winter programs with Center for Arts-Inspired Learning which will include yoga and music therapy. These proposed programs are a good complement to ATS and beneficial to our very young patrons. Art Books Cleveland artists returned for the monthly Octavofest program and are preparing the culminating Octavofest in Central art exhibit. Monica Rudzinski attended the Inamori Academic Symposium at CWRU featuring LeVar Burton. Sonja McCord participated in the Teen Empowerment and Leadership training.

Woodland - Mrs. Newsom and Ms. Drake El facilitated the Keep Calm and Make the Grade program, where students were able to personalize their calming bottle to help alleviate stress and promote a calmer emotional state while trying to study. Ms. Newsom attended the NEO-RLS workshop, "What's New in Storytime", and Ms. Drake El attended the Free Library of Philadelphia Skills for Community-Centered Libraries training program.

On behalf of the Woodland Branch, the youth services team also hosted an informational table at the George Washington Carver Open House. They answered questions and passed out information to parents, staff, and students about upcoming programs at the Woodland Branch. Manager Estrella attended the MyCom meeting for the Central-Goodrich community as well as the Cleveland Public Library's Security Task Force Meetings. The Woodland Branch has also welcomed the following services: Aspire Adult Basic Skills Classes as well as the Braxton Tutors.

DISTRICT FOUR

East 131ST Street - The East 131st Street Branch and the Corlett community welcomed the Beit She'an, Israel delegation with a week of food, entertainment and conversation. Kelli Minter facilitated the Aww Snaps Circuits Maker Lab for the Israel delegation. East 131 youth led a puppet making program for the delegation and both youth groups from East 131 and Beit She'an completed the hive model training workshop. Along with DJ Phatty Banks, both groups of teens created a song of unity. In conclusion both the Israel delegation and the East 131 community participated in the Express Yourself Art Workshop. The delegation of adults and youth from Beit She'an, Israel were impressed with CPL's warm welcome. East 131 held the following programs: a youth sign language choir performed songs in sign language and a prayer dancer performed for the group. The U.S. Census Bureau provided employment information sessions every Thursday. In addition, East 131 implemented a 20 minutes of Reading a Day challenge for children and youth. Manager Marquez attended the monthly Murtis Taylor Human Services System BUCS Collaborative meeting, met with the First Street Coalition to explore the expansion of the youth garden club for next summer, met with Lisa Mack (MyCom Regional Coordinator) and Kate Iverson (Cleveland Metroparks Naturalist) to explore future opportunities for natural science programming designed to support early childhood literacy.

Fleet - Branch Manager Magnolia Peters was busy making community connections. She was asked to join the sub-committee of Ohio Means Jobs Aspirational Goals. This committee's focus is to connect local employers with local employees. Ms. Peters attended the monthly P-16

Employment Committee Meeting and was formally introduced by former Fleet Manager Pasha Moncrief Robinson at the monthly P16 Neighborhood Partners Community Meeting held at Third Federal Bank. Branch Clerk R-Riana Spivey participated in a community Back2School Bash where free school supplies were given out to students. Fleet Branch is excited to host this year's Saint Martin De Porres student volunteer, freshman Jada Terry.

Harvard Lee - Harvard Lee was number one for the 4th year in a row for Summer Lit League registrations and completions. Mrs. Parks threw the Harvard-Lee team a pizza party in celebration of our accomplishment. Branch Manager Kristen Schmidt attended the Lee-Harvard Plaza Merchants Association meeting to discuss security issues in the plaza and work to improve communication. Youth Librarian Olivia Morales attended Adlai Stevenson's Open House and distributed free books to 50 families. Library Assistant Youth Emphasis Kevin Moore and Manager Schmidt distributed resources at the Harvard Healing Arts festival at Harvard Community Services Center. The Special Education class from JFK High School visited to browse books and spend time at the library with 15 students. A preschool class from Head Start's CEOGC Louis Stokes Daycare visited to browse books and spend time in the library while on their Safety Walk. JFK High School English teacher Ms. Jacqueline Little brought a total of 16 students for three research visits. Ms. Schmidt coordinated Harvard-Lee's first Adult Book Club meeting, in partnership with Oak Street Health and led by longtime patron Ms. Hutcherson. Harvard-Lee staff offered a maker Lab with Legos. Ms. Schmidt hosted the NOPEC Energy Bike program for all ages. Ms. Schmidt became a member of the Learning & Development training committee, and attended the monthly evening Ward 1 meeting at Harvard Community Services Center. The Adult Nonfiction collection was interfiled and shifted for simpler browsing and an updated look.

Mt. Pleasant - On Wednesdays throughout the month of September the Cleveland Food Bank nutritionist presented programs about healthy eating to our Summer Feeding attendees. Numerous kids enjoyed the presentations and "food tasting experiments." Children's programs included a back-to-school pizza party, a drum making craft presented by Library Assistant Computer Emphasis Kyra Berzonsky, a human tic tac toe game, salsa making,

autumn-themed crafts, and a free-form building of cardboard forts in the meeting room. Children's Librarian Mark Tidrick continues to engage the youth with on the spot programming such as card games, board games, and simple paper crafts. With all of the items purchased with our ELLPA grant incorporated into Mount Pleasant's children's area there has been an increase in imaginative play. Children's Librarian Mark Tidrick attended AJ Rickoff open house where he promoted library programs and made connections with the principal, teachers, and librarian. Also, Children's Librarian Mark Tidrick continues to attend the Murtis Taylor Building and Unifying Community Services Meeting and the Slavic Village P-16 Meeting. Mr. Tidrick also represents the library at the monthly MyCom meeting. MTP LACE staff has helped 12 people apply for jobs at the Cleveland Clinic which hopefully leads to new jobs for the community. Manager Lori Scurka retired after over 30 years of service.

Rice - Rice Branch welcomed Library Assistant Youth Emphasis Bridey Clark to the team. Her first month has been busy facilitating programs and forming relationships with Upcycle Parts Shop. Over 75 children have enjoyed Storytime this month! Youth Services staff unrolled a bright new carpet, welcomed a children display tree and positioned freshly painted book shelves in the children's area. A couch, large table and extra chairs have been added to the teen area to accommodate larger groups of teens and tweens that meet in the library. Rice Librarian Johnson has continued to care for the Rice garden with the youth. They have harvested 6 tomatoes, 1 zucchini and plenty of herbs and micro herbs. The Rice branch welcomed Saint Martin de Porres student worker Quentin Williams to assist with a wide range of library tasks. Rice closed the month with a very well-attended Bureau of Workers Compensation event where adult patrons were provided information on medical and compensation benefits for work-related injuries, diseases and deaths.

Union - Youth Library Assistant Valerie Johnson set up an information table at the Miles Park Elementary School Open House. Holden Tree Tale Tellers presented story time to our local daycare toddlers and preschoolers. After school students have begun to practice their weekly spelling words in preparation for a final

spelling bee at the end of the school year. St. Martin de Porres work study student Daniya Wilder began her work at Union. Ms. Williams set up an informational table at the Marshall Avenue Block Party sponsored by Myra Simmons who is also nominated as one of Union Branch's Unsung Drum Majors. Ms. Williams attended the Ohio Library Council (OLC) Convention and Expo to be held in Cincinnati, Ohio. The theme for this year's convention is Sharing Our Stories.

DISTRICT FIVE

Addison - September 9th, the Addison Branch began their afterschool Code.org program. The program is held every Monday and Wednesday from 3:30-5:30 pm. The branch is using Code.org's learning management system to track participants' progress and adjust the learning level of their courses. Addison received a \$1,000 grant from Famicos/MyCom to start the FIRST LEGO Robotics League tentatively to begin on October 1st. On September 18th, two Goodwill Ambassadors from Cuyahoga County's Board of Developmental Disabilities gave a presentation to Addison's staff. Manager Briggs is working with the local SPARK representatives to bring more early literacy programming and parents to Addison. They are planning an early literacy program for October.

Collinwood - Collinwood staff provided outreach at O.H. Perry and Collinwood High Schools. The Collinwood Branch received a very good review for our Literacy Monday Initiative that supports CPL's ELLPA grant (Early Literacy Library Program Assessment) through Ohio State University. Reports from staff and observations show that the children are really excited to engage with the new materials that were made possible via the grant. Manager Caroline Peak attended a Summit on Equity and Excellence in Education sponsored by the Cleveland Urban League. Our LACE's are gearing up for our next session on "What Every Tenant Should Know." NEON Health Services are once again providing a 6 week series on "Diabetes Management" every Thursday from 10am -noon.

Glenville - Glenville Branch began the month of September with GED classes. Additionally, the second season for the Tri-C Vocal Arts program for youth opened to all youth with a desire to sing. Tutoring will resume the third Monday this month. The Senior Forum book club

met and discussed the title *Undercover* by Danielle Steel. This month new staff, Jamilah Salaam-Bey started as District Branch Clerk, which included attending orientation. Branch Manager Sharon Jefferson attended the Early Childhood Literacy Initiative, Reader's & Writer's Workshop for this month, Anisfield-Wolf Book Award Ceremony, WVIZ's Ready to Learn Community Collaborative meeting and District Four/Five Managers Meeting. Clayton Cunningham resigned on September 27th from his position as Library Assistant Youth Emphasis.

Langston Hughes - The branch offered the following programs for the month of September: 3-D Maker Lab; Internet Basics Computer Classes; the Langston Hughes Chess Club; Learn How to Do Book Repairs. The Protest Sculptures were dedicated on September 19th and are permanently located on the northwest corner of the branch facing East Boulevard. The program included sculpture designer Olalekan "Lake" Jeyiforous from Nigeria and featured music from the Eddie Baccus trio. The Langston Hughes branch has partnered with Oberlin College and Oberlin Public libraries in conjunction with the Council of Independent Colleges that will be host to the traveling exhibit of the Oberlin Sanctuary Project that will be featured in the spring of 2020. Staff additions have included Anise Jefferson as our new District Clerk, Aquene Kimmel as our new LACE and Raihannah Abdullah as our new Page.

Memorial Nottingham - September has been an exciting month for Memorial-Nottingham Branch. Branch Manager Pasha Moncrief Robinson met with Regional and Center managers at Collinwood Recreation Center to form a partnership. Manager Moncrief Robinson updated feature display areas to better showcase the vast collection of materials at Memorial-Nottingham. LACE and Wellness Ambassador Ms. Dunn-Childress's Yoga series conducted by Collinwood High School teacher Ms. Collins was a huge success. The Board of Elections voting training was held in the Memorial-Nottingham meeting room. Also, for one week Benjamin Rose Senior events were held in the meeting room while their multi-purpose room was renovated. An "Ojos de Dios" program was conducted for Hispanic Heritage Month, at which 10 patrons attended. Participants in this program made "God's Eye" which is an ancient symbol made by the Huichol Indians of Mexico where you weave yarn around wooden

sticks to be protected under God's all seeing eye. The Youth Services Team reconfigured the youth area to provide a cohesive environment for youth to read, play, and learn. Joanna Rivera and LAYE Marvin Benton weeded children and young adult books, as well as shifted sections into new areas. The children's DVD area was moved to allow more books to be displayed in front of the youth services area. Ms. Rivera and Mr. Benton received the items requested from their Growth Plan, including a Write and Wipe board with Dry Erase Markers, Magnetic Letters and Numbers, and softer toys for baby and toddlers to use. A VOX Book Display was made for patrons in their new Writing Center, along with a new Hispanic Heritage Month Display for our wooden book case.

OUTREACH & PROGRAMMING SERVICES

On Tuesday, September 24th the Library welcomed musician and activist, Michael "Killer Mike" Render, and journalist Soledad O'Brien to the Maltz Performing Arts Center at University Circle. The onstage conversation, a part of the *Writers & Readers: Stories that Shape Us* centered on how books have influenced the personal and professional lives of the guests.

O'Brien is an award-winning journalist and host of the weekly syndicated political show *Matter of Fact*. A champion of diversity, she gives voice to the underserved and disenfranchised through her Emmy-winning reporting and acclaimed documentary series, *Black in America* and *Latino in America*. Additionally, O'Brien is a contributing editor for PBS NewsHour; a correspondent for HBO's *Real Sports with Bryant Gumbel*; the founder of PowHERful, a foundation that mentors and funds college tuition for young women; and author of the acclaimed memoir *The Next Big Story: My Journey through the Land of Possibilities*.

Michael Render, known professionally as "Killer Mike," is a Grammy award-winning rapper and actor whose album *Run the Jewels 2* was named Best Rap Album of 2014 by *Rolling Stone*. As a featured speaker in MIT's Hip Hop Speaker Series, Killer Mike lectured on topics including music, misogyny, community activism, cultural appropriation, social media, and police brutality. His

documentary series, *Trigger Warning with Killer Mike*, premiered on Netflix in 2019. In 2016, he shared with *Rolling Out* three books he believes every black person under 30 should read: *Momma Black Widow* by Robert Beck (Ice Berg Slim); *Black Reconstruction* by W.E.B. Du Bois; and Frederick Douglass' autobiography, *Narrative of the Life of Frederick Douglass*.

Youth Art Workshops are offered two days a week at E. 131st Street, Hough, Sterling, and West Park branches. In each session, participants learn to develop their art skills using different media - drawing, painting, sculpting - for self-expression. Licensed art therapists facilitate workshops. Sixty-four sessions were held during September.

Braxton Educational and Technology Consulting offered reading and math tutoring at Union, Woodland, and Addison Branches. Tutoring is offered Monday through Thursday, 4:00 - 6:00 p.m. Braxton tutoring services will continue through December 2019.

CSU Viking Corps and America Reads tutoring is offered thirteen branch locations: Collinwood, East 131st, Fleet, Fulton, Garden Valley, Glenville, Hough, Langston Hughes, Rice, Rockport, Sterling, Walz and Woodland Branches. Assistance is offered in the subjects of math, science, history, and language arts, Monday through Thursday, 3:00-6:00 p.m.

Main College Now attendance maintained an average of 10 students weekly. College Now, an ACT/SAT prep program resumed Main Library sessions in August and will continue through November 1st. Winter classes are scheduled to return in December 2019.

Through a partnership with the Greater Cleveland Food Bank, after-school snacks are delivered to all Cleveland Public Library branch locations and Main Library Monday through Friday. In addition to meal delivery, monthly nutrition education programs are provided. Cleveland Public Library serves about 6,500 meals monthly.

Read to the Beat, facilitated by the Music Settlement, provides music therapy sessions for preschoolers and

families, as reading and early literacy skills are demonstrated musically. During September, classes were offered at the West Park Branch, and through a partnership with Cuyahoga Community College, classes are offered at the Saturday Family Academy September 28 - November 2.

In Partnership with the Jewish Federation of Cleveland, The Cleveland Public Library hosted four Beit She'an, Israel Delegates, as part of an ongoing library collaboration. Two teens, Tomer Blaise and Noam Avichzer, their library leader, Eran Moskowitz, and neighborhood liaison, Orna Bader, visited Cleveland, Ohio, to facilitate youth-led programming workshops to students, Cleveland Public Library staff, and Northeast Ohio community leaders. The East 131st Street Branch is the pilot branch for youth-led programming at Cleveland Public Library. Students from East 131st Street Branch and Beit She'an, Israel continue their communication and idea-sharing through various media outlets.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- **Goal:** *Increase Elected Officials and Key Stakeholders' Awareness and Understanding of CPL's Community Impact:*
 - o South Brooklyn Branch Community Safety Meeting
 - ER&D coordinated the safety meeting at South Brooklyn with external stakeholders as a follow up to the branch incident in July. The goal was to share information on CPL's continued commitment to the safety of its patrons and staff, provide an opportunity for other lead community stakeholders to share information on their safety efforts, and listen to community members on their ideas to ensure a safe neighborhood. Community partners in attendance included Cleveland City Council President and Councilman for Ward 13 Kevin Kelley, Old Brooklyn Community Development Corporation

- Executive Director, Jeff Verespej,
Cleveland Police, and FrontLine Service.
- o Overdrive tour with Governor's Office
 - ER&D coordinated a tour of Overdrive with Michelle Gillcrist, Northern Ohio Regional Liaison for the Office of Ohio Governor Mike DeWine. Steve Potash led the tour along with Director Thomas and Shenise Johnson Thomas in attendance. The tour focused on OverDrive's local and global impact along with its products and services that support academic student success.
 - o CPL Facilities Master Plan (FMP) Local Elected Officials Outreach
 - Chief of Operations Jeremiah Swetel and Chief of External Relations & Development Shenise Johnson Thomas continue to meet with local elected officials to provide an overview of the facilities master plan. The meetings also serve as an opportunity to address questions and obtain feedback on FMP efforts from elected officials. Outreach will continue until all city and county council members within the CPL footprint have been briefed.
 - September briefings included:
 - o Councilperson Pernel Jones, Jr.
 - o Councilperson Shontel Brown
 - o Councilperson Kerry McCormack
 - o Councilperson Joseph Jones

CPL DEVELOPMENT UPDATES:

- **Goal:** *Reach Annual Financial Targets*
 - o Fundraising
 - Awarded grant from Verizon, \$25,000
 - Awarded grant from The Cleveland Foundation, \$90,000
- **Goal:** *Raise the Organizational Profile of the CPL Foundation*

- o Print & Media
 - Plain Dealer ad introducing the Cleveland Public Library Foundation, coordinated by marketing department, August, 2019
 - Television spot introducing the Cleveland Public Library Foundation, coordinated by marketing department, August, 2019

CPL FOUNDATION UPDATES:

- **Goal:** *Reach Annual Financial Targets*
 - o CPL150 Anniversary Affair:
 - Sponsorships Secured as of September 30th
 - Medical Mutual
 - The Legal Aid Society of Cleveland
 - John Rowland
 - Cuyahoga Community College
 - Turner Construction Company
 - GE Lighting
 - Cleveland Metropolitan Housing Authority
 - Third Federal Foundation
 - Sisters of Charity Foundation
 - Benesch Law
 - PNC
 - AT&T
 - Siemens
 - Margaret W. Wong & Associates LLC
 - Cleveland Metropolitan School District
 - Western Reserve Historical Society
 - Samantha Joseph & Tracy McGurk
 - Hosted CPL Foundation Board meeting Sept, 2019
 - Continued Anniversary Affair Planning Efforts

- Additional Efforts:
 - Hosted Writers & Readers VIP with Outreach and Programming Services

COLLECTION & TECHNICAL SERVICES

Managers and staff from Collection Services attended a joint meeting at the Lake Shore facility along with staff from the Memorial-Nottingham Branch and the Ohio Library for the Blind and Physically Disabled (OLBPD) to learn about the Facilities Master Plan (FMP) and how it would impact their work locations. The meeting was led by Chief Operations Officer Jeremiah Swetel and included a presentation about the first phase of the FMP and an overview of what staff could expect in regards to moving to a new work location.

Director of Collection Services Jean Duncan McFarren and Assistant Director of Collection and Technical Services and Acquisitions and High Demand Manager Sandy Jelar Elwell attended the first meeting of the Lake Shore Planning group led by Mr. Swetel. Ms. Jelar Elwell met with EBSCO Regional Sales Manager David Lubin to discuss CPL's subscription to Flipster.

Ms. McFarren continued to serve on the negotiating committee and the Project 400 Conference planning committee. Ms. McFarren and Assistant Director of Public Services Robin Wood met with colleagues from the Cleveland State University Library to coordinate efforts for the Project 400 Conference and she also attended the conference. Ms. McFarren attended the Safety Community Meeting at the South Brooklyn Branch and the 2019 Corporate Spelling Bee to cheer on the CPL team. Ms. McFarren and Collections Manager Pam Matthews attended the Writers and Readers Forum and the Anisfeld-Wolf Awards.

Acquisitions: The Acquisitions Department ordered 4,833 titles and 8,756 items (including periodical subscriptions and serial standing orders); received 13,575 items, 976 periodicals, and 107 serials; added 488 periodical items, 22 serial items, 621 paperbacks, and 655 comics; and processed 2,106 invoices.

Acquisitions Coordinator Alicia Naab worked with Assistant Director of Collection and Technical Services and Acquisitions and High Demand Manager Sandy Jelar Elwell to setup EDI invoicing for new accounts with Baker & Taylor (B&T).

Acquisitions Librarian Leslie Pultorak continued to assist with the unpacking and verifying of foreign language materials for the Lake Shore Shelf/Shipping Department.

Catalog: Librarians cataloged 3,412 titles and added 4,418 items for Cleveland Public Library, and added 1,303 titles for CLEVNET member libraries.

Technical Services Librarian Erin Valentine joined the rotation for handling email requests from CLEVNET staff and other CPL.Newcat tasks, with Senior Catalog Librarian Dawn Grattino providing training. Ms. Valentine made a workflow document on printing DVD and Blu-ray artwork for titles that the department will repackage. Technical Services Librarian Amei Hu participated in the first training session for reviewing Chinese authority records in Phase I of the Name Authority Cooperative Program CJK Funnel References Project, which will prepare for the transition to a linked data environment.

Collection Management: Collection Management selected 1,090 titles and 8,375 copies, and spent \$173,459 in September.

Collections Manager Pam Matthews attended the first two sessions of a pilot course on Community Engagement that was created by the Free Library of Philadelphia and a webinar entitled "Trends in Digital Content: Evolving Patron Expectations and the Demand for Unlimited Access Content." Collection Management Librarian Laura Mommers attended the following two webinars: "Fabulous Fall Series" and "Diverse Titles for Youth and Young Adults."

High Demand: The High Demand Department ordered 1,063 titles and 8,078 items; received and added 9,344 items; processed 396 invoices, and added 645 records for the CLEVNET libraries.

High Demand Librarian Dale Dickerson handled the cataloging and processing of Playaway Wonderbook titles and continued to catalog and process circulating maps.

Materials Processing: Technical Services Associates cataloged 372 new titles for the Cleveland Public Library and added 323 records for the CLEVNET libraries. Technical Services Associates and Senior Clerks added 2,997 items. The Materials Processing Technicians processed 9,293 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 48 items to the Main Library for requests and 88 items to fill holds. Main Library received 176 telescopes, the Branches received 364 telescopes, CLEVNET received 71 telescopes, CWRU received 5 telescopes, CSU received 2 telescopes, and Tri-C received 1 telescope. A total of 619 telescopes were shipped out. The Technicians sent out 700 items of foreign material and in total 13,247 new items were sent to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS

Writers & Readers was the focus of the Library's 150th anniversary (CPL150) campaign in September featuring Award-Winning journalist Soledad O'Brien and Grammy-Award Winning Rapper & Political Commentator, Michael "Killer Mike" Render.

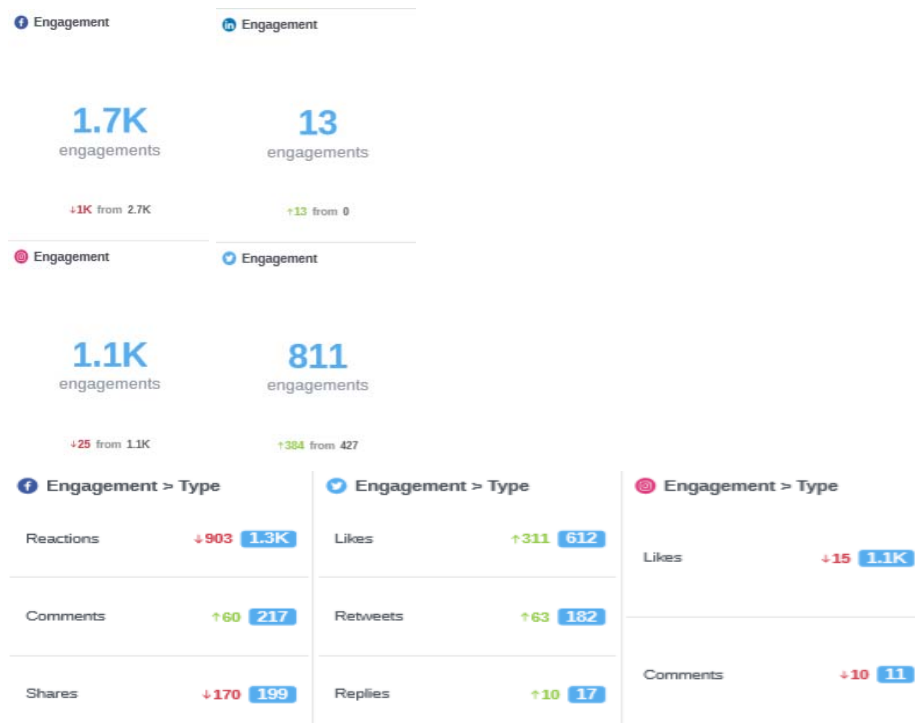
MEDIA RELATIONS HIGHLIGHTS

- CPL's Writers & Readers was included in the line-up of activities for [Cleveland Book Week](#), cleveland.com.
- Soledad O'Brien was interviewed on [The Sound of Ideas](#), ideastream.
- The Library was featured as one of [20 indoor activities in Cleveland for rainy days](#), cleveland.com
- The Cleveland Foundation announced its [3rd quarter grants](#), including the Teen Curatorial Arts Mastery program, a partnership between the Library and the Cleveland Museum of Art, Crain's Cleveland Business.

- Jean McFarren, Director of Collection Services, was quoted in a piece about the [new publishing policy](#) that could limit new release e-books and e-audiobooks.

SOCIAL MEDIA HIGHLIGHTS

Followers and engagement are generally up v. YAG. The social media platforms that experienced the most change in engagement were platforms that ran ads for Writers & Readers 2018.



Sentiment: While generally neutral, positive comments far outweigh negative across all platforms.

GRAPHICS



PROPERTY MANAGEMENT

Painters

- Lakeshore- finished painting ceiling and hallway by security station.
- Garden Valley- skimmed walls and painted children's area.
- Main- painted main offices for new staff.

Carpenters

- Main- removed old rubber from I-Beams that are located on the dock and reinstalled new rubber.
- Main- built shelving for new property staff.
- Branches- put together children's furniture and toys and delivered to all branches.

Maintenance Mechanics

- LSW/Main
 - worked with Hatzel and Buehler on restoring power (replacing burnt/shorted conductors) to main fire pumps.
 - worked with KONE elevators on decommissioning old dumbwaiters.
- Removed old elevator equipment to convert into office space for new capital projects staff.
 - P.M. on HVAC equipment.

- continued with cabling runs for security camera project.
- Walz
 - relocated alarm panel/entry keypad for basement level access.
 - worked with Borchert Fence co. to replace broken parking lot gates.
- Lorain
 - ran data lines and power for relocated desk.
 - worked with Borchert Fence on repairing broken parking lot gate.
- Rockport
 - ran data lines for two additional access points in main floor area of branch.
- Branches - P.M. on HVAC equipment.
 - Emergency service calls/Hippo work orders.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS manager attended the Metro Ohio Libraries Security Meeting September 16th at Columbus Metropolitan Library. Security managers and Chief's from the state's bigger metropolitan libraries met to discuss contract security issues, technology upgrades, officer deployments, etc.
- SPS is working on developing an emergency line for dispatch operations. The number will have a voice prompt for emergency and non-emergency calls and will be put on the CPL website.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Sept 2019	1792	19	62	24	243	52
Aug 2019	1854	13	46	26	147	272
July 2019	1916	25	64	20	186	96
June 2019	1939	23	53	24	147	35
May 2019	1958	24	58	38	116	65

April 2019	1970	22	48	46	90	47
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

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: LSW 2 event 9/17, East 131 event 9/18, Flaming River Arts 9/21, and vacation/sick call offs.
- SPS was present at the September 25th Safety Meeting at South Brooklyn branch.
- Video requests fulfilled for Cleveland Police Department and Homeland Security/FBI.
- SPS participated in CPL Safety Task Force Meetings, expulsion subcommittee meetings, CPL 150 Planning Anniversary, Diversity, Equity, and Inclusion meetings, Emergency Contact number meeting, and United Way committee.

Protective and Fire Systems

- Fire and burglar system troubles were addressed at Carnegie West, East 131, LSW, and Collinwood.
- A test of CPL panic buttons was completed during September.
- New passcodes were created for Collinwood branch staff to use on the new intrusion panel.
- A camera assessment at LSW and Main was conducted by SPS, Property Management, and third party vendors on two occasions.

Contract Security

- Royce replaced a patron's property allegedly broken by the Royce guard at South Brooklyn.

Administration

- SPS held only one Investigatory Meeting in September.
- SPS has three new officers in training.

- SPS held an in-house continuing education class regarding Online Reports. Officers were trained in the Legacy room using media.
- SPS is reaching out to schools that teach OPOTA classes to prospect for applicants close to graduation.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Executive Panel held its third regular meeting of the year on September 23, 2019, on the tenth floor of the Louis Stokes Wing. This was the first Panel meeting for Jamie Mason, Director of Rocky River Public Library, who is the new representative for the west region of CLEVNET.

Hilary Prisbylla, Director of CLEVNET, provided an update on her team's 16 priorities and goals for 2019, including the evaluation of the current complement and budget of CLEVNET databases. Megan Trifiletti, Library Systems and Applications Specialist, was present to provide details on the survey she designed to gather information about the goals, values, and expectations of the member libraries related to the usage and cost of databases purchased by CLEVNET.

Larry Finnegan, Director of IT, followed with a summary of where his team stands with their projects at the end of the third quarter of 2019. Mr. Finnegan and Ms. Prisbylla then provided the Panel with their proposed strategic priorities and goals for 2020, some of which will carry over from 2019. The Panel approved the 2020 list with the understanding that any additions or changes to the list must be brought to the Panel for approval, as required by CLEVNET's Operating Procedures.

Timothy Diamond, CPL's liaison to CLEVNET and member of the Panel, presented a draft budget for 2020 to the Panel that aligns with the strategic priorities and goals for next year. A lengthy discussion followed. The Panel agreed to maintain the \$1M cap on databases and emedia, split somewhat evenly between the two accounts. With the escalating cost of databases, however, a decision had to be made to drop one. The information provided earlier in the meeting by Ms. Trifiletti made it easier to make the painful decision to drop the

automotive repair database, AllData, the least used of the six CLEVNET databases.

Other budget considerations included: 1) investigating the purchase of a customer engagement product that could be used by member libraries for marketing email and e-newsletters; and 2) testing OverDrive to handle CLEVNET's ebook purchasing (for one year at no additional charge) instead of CPL's collection services staff (charged as administrative overhead to CLEVNET)01160 01200.

In March of this year, the Executive Panel asked Mr. Diamond to work with CPL's Executive Leadership Team to address the issue of CPL's disproportionate reliance on CLEVNET's computer networking technicians. The Executive Panel recognized that the transition would not happen overnight, but it was 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 expected 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 was that this transition process would be clearly defined and ready for implementation by September 2019 when the 2020 budget for CLEVNET would be drafted.

Mr. Diamond reported that the process is on track. CPL is budgeting for its own, independent IT department in 2020. The plan is to locate the staff near Mr. Finnegan's network/telecommunications team for a year of training and knowledge transfer. To make this co-location possible, Ms. Prisbylla's team of five librarians may need to move to an offsite location. In case rental space is needed, Mr. Diamond asked the Panel for a line item in the budget which the Panel approved.

Lorena Williams, Chair of the Executive Panel and Director of Hubbard Public Library, reported on her lunch meeting with Felton Thomas earlier that day. (The Panel Chair is required to meet with CPL's Executive Director once a year to discuss CLEVNET's strategic priorities.) Director Williams provided Director Thomas with a rundown on all the good things that CLEVNET is doing with a focus on transparency, communication, and

collaboration with partners such as OPLIN. In turn, Director Thomas discussed how CPL is establishing its own IT department and how he remains onboard to move CLEVNET from CPL; in fact, he stated that CLEVNET is better and stronger as a separate entity. In their conversation, Director Thomas did bring up the fact that other libraries have inquired about "à la carte" services from CPL that would preclude them from joining CLEVNET. Director Thomas assured Director Williams that CPL is committed to CLEVNET and would not make separate agreements of this sort with non-member library systems.

The next quarterly meeting (which is also the annual meeting) of the CLEVNET Directors will be held on Friday, October 25, at 10:00 a.m., on the second floor of the Louis Stokes Wing.

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

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR SEPTEMBER 2019

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	850	6,514
Periodicals	10	90
Publishers Gifts	4	17
Non-Print Materials	325	1,639
Total Library Service Materials	1,189	8,260

TECHNOLOGY RESOURCES

Tech Gifts	0	17
Total Technology Resources	0	17

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 152	\$ 36,247
Library Fund	Restricted	308	6,333
Young Fund	Restricted	13,163	39,490
Schweinfurth Fund	Restricted	0	72,576
Founders Fund	Restricted	0	53,800
Ohio Center for the Book	Restricted	0	2,300
Judd Fund	Restricted	60,135	181,939
Lockwood Thompson Fund	Restricted	0	94,747
Learning Centers	Restricted	0	25,000
Early Literacy	Restricted	0	150,000
Total Money Gifts		\$ 73,757	\$ 662,431

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	16	146	1,189	8,260
Technology Resources	0	5	0	17
Money Gifts	6	54	8	62
TOTAL GIFTS	22	205	1,197	8,339

Cleveland Public Library
2019

October 16, 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 Funds							
101	General Fund	\$ 16,754,161.56	\$ 36,035,180.00	\$ 36,035,180.00	\$ 1,943,650.96	\$ 1,943,650.96	\$ -
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			\$ 497,500.00	\$ 552,500.00	\$ 55,000.00
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			\$ 18,500.00	\$ 18,500.00	\$ -
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			\$ 242,074.00	\$ 242,074.00	\$ -
228	Lockwood Thompson	\$ 17,134.60			\$ 189,493.00	\$ 189,493.00	\$ -
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	\$ -
Debt Service							
301	Debt Service	\$ -	\$ -	\$ -	\$ 8,624,744.32	\$ 8,624,744.32	\$ -
Capital Projects Funds							
401	Building and Repair	\$ 2,607,169.58			\$ -	\$ 70,052.71	\$ 70,052.71
402	Construction - Tax-Exempt	\$ -			\$ 53,336,384.40	\$ 53,336,384.40	\$ -
401	Construction - Taxable	\$ -			\$ 9,034,378.23	\$ 9,034,378.23	\$ -
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	Weldenthal	\$ 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	\$ -
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 \$55,000 relating to an Increase In the Founders fund - \$45,000 for the Cleveland Foundation grant for digital learning Initiatives and \$10,000 for the gift from the Estate of Dorothy Ann Turlick, both to be accepted by the Board at the October Board meeting; and an Increase in the Building & Repair fund by \$70,052.71 for the reimbursement of the funds expended in 2018 for architect fees for the MLK Jr. Branch that will be paid from the bond proceeds.

Thank You,
Cavie Krenicky
Treasurer/CFO
Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

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

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

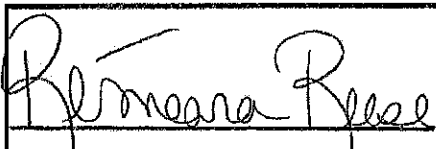
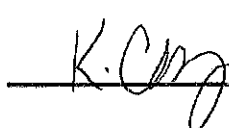
Cleveland, Ohio

October 18, 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	\$23,019,349.19	\$1,943,650.96	\$77,752,341.71
Special Revenue	\$17,560,017.75			\$9,098,755.07	\$26,658,772.82
Debt Service	\$0.00			\$8,624,744.32	\$8,624,744.32
Capital	\$2,607,169.58			\$62,440,815.34	\$65,047,984.92
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	\$23,019,349.19	\$82,344,315.69	\$181,703,491.05

 Rosemary Reese	Budget	 K. Cruz
Commission		

**CLEVELAND PUBLIC LIBRARY
2019 APPROPRIATION: FIFTH AMENDMENT
OCTOBER 24, 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)	23,019,349.19	0.00	23,019,349.19
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	77,752,341.71	0.00	77,752,341.71

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	37,024,369.88	0.00	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	7,150,000.00	0.00	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	56,752,181.79	-	56,752,181.79
Transfers	0.00	0.00	0.00
TOTAL APPROPRIATION	56,752,181.79	-	56,752,181.79

**CLEVELAND PUBLIC LIBRARY
2019 APPROPRIATION: FIFTH AMENDMENT
OCTOBER 24, 2019**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	26,603,772.82	55,000.00	26,658,772.82

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
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Anderson	344,311.88	0.00	344,311.88
Endowment for the Blind	2,803,421.78	0.00	2,803,421.78
Founders	4,467,441.47	55,000.00	4,522,441.47
Kaiser	77,325.37	0.00	77,325.37
Kraley	216,548.27	0.00	216,548.27
Library	191,225.37	0.00	191,225.37
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	299,559.48	0.00	299,559.48
Lockwood Thompson	206,627.60	0.00	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	24,036,715.32	55,000.00	24,091,715.32 (4)
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**CLEVELAND PUBLIC LIBRARY
2019 APPROPRIATION: FIFTH AMENDMENT
OCTOBER 24, 2019**

DEBT SERVICE FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	8,624,744.32	0.00	8,624,744.32
APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
DEBT SERVICE	5,767,702.06	0.00	5,767,702.06

CAPITAL PROJECT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	64,977,932.21	70,052.71	65,047,984.92
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Building & Repair	2,607,169.58	70,052.71	2,677,222.29
Construction - Tax-Exempt	6,735,749.93	0.00	6,735,749.93
Construction - Taxable	34,378.23	0.00	34,378.23
TOTAL APPROPRIATION	9,377,297.74	70,052.71	9,447,350.45 (5)

**CLEVELAND PUBLIC LIBRARY
2019 APPROPRIATION: FIFTH AMENDMENT
OCTOBER 24, 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/
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
McDonaid	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)

AGENCY FUNDS

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: FIFTH AMENDMENT
OCTOBER 24, 2019**

- (1) Certificate dated September 13, 2019
- (2) Certificate dated October 18, 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).
\$9,023,755.07 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.)
($\$17,815,032.75 - \$75,015 - \$180,000 - \$2,492,057.50 + \$9,023,755.07 = \$24,091,715.32$)
- (5) \$2,607,169.58 unencumbered cash carried forward to produce the carryover balance available for appropriation in 2019 in the Building & Repair fund (plus \$2,924,910.41 encumbered cash).
\$370,762.63 appropriated for note issuance costs
\$1,618,295.00 appropriated for anticipated Group 1A project spend in 2019
\$70,052.71 reimbursed from bond proceeds for architect fees for MLK Jr. branch
($\$2,607,169.58 + \$370,762.63 + \$6,399,365.53 + \$70,052.71 = \$9,447,340.45$)
- (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.)
($\$4,155,518.54 - \$784,316.36 + \$236,350 = \$3,607,552.18$)



September 30, 2019

Mr. Felton Thomas
Executive Director
Cleveland Public Library
325 Superior Avenue, N.E.
Cleveland, OH 44114

Dear Mr. Thomas:

We are pleased to inform you that the Board of Directors of the Cleveland Foundation has authorized a grant to Cleveland Public Library. By accepting the grant funds, you agree to accept the grant as detailed below and understand and agree to the enclosed Terms and Conditions of Grant and approved budget.

Requests to modify this grant must be approved in advance by the Foundation (Grantee toolkit/Grant Modification Form). Any funds not expended for the purpose agreed to, must be returned to the Foundation. **In an effort to reduce our environmental impact, we ask that any grant acknowledgement be sent electronically to grantsmgmt@clevefdn.org.**

GRANT ID:	314393
GRANT PURPOSE:	Continued support for library hotspot lending programs and refurbished computers retail services buildout, along with digital literacy support and digital readiness consortium creation
ANTICIPATED OUTCOMES: <i>(You will be required to report on these anticipated outcomes when completing your grant report(s))</i>	<ul style="list-style-type: none"> • Average about 7,500 hotspot lending/checkout opportunities for residents per year. • Monthly meeting participation and data-sharing contribution for the Digital Ambassadors pilot program.
AMOUNT:	\$90,000.00
GRANT PERIOD:	10/01/2019 - 09/30/2020
PAYMENT/S (ON OR ABOUT):	10/31/2019 \$30,000.00; \$15,000.00 <i>(separate checks)</i> 04/30/2020 \$45,000.00 <small>Funding Source: TCF Society National Bank (Ameritrust) Concentration Account (63410), Project: Digital Ambassadors Pilot Program (312644)</small>
REPORTING REQUIREMENT/S:	04/01/2020 Interim Grant Report 10/31/2020 Final Grant Report <i>Online reporting for this grant is accessible through your Grants Gateway Homepage</i>
PROGRAM OFFICER/DIRECTOR:	Leon Wilson

We wish you every success in the accomplishment of your goals.

Sincerely,

Ronald B. Richard
President and CEO

Enclosures

Funding source note

The TCF Concentration Account is made up of the following funds: The George and May Margaret Angell Trust • Anisfield-Wolf Fund • A. E. Convers Fund • S. Houghton Cox Fund • Frank J. Lynch Fund • The Lewis A. and Ellen E. McCreary Memorial Fund • Grace M. Pew Fund • Walter D. Price Fund • Frank E. Shepardson Fund • Sherwin Mem. No. 1 • Sherwin Mem. No. 2 • The Henry A. Sherwin and Frances M. Sherwin Fund • A. L. Somers Fund • Charles L. and Marion H. Stone Fund • The Katharine Holden Thayer Fund No. 1 • Ewald F. Tobold Fund • Blanche E. Norvell Fund • James H. Turner Fund • Rufus M. Ullman Fund • Walter C. and Fannie White Baker Fund • Howard and Edith Dingle Fund • Edwin A. and Julia Greene Dodd Fund No. 1 • Edwin A. and Julia Greene Dodd Fund No. 2 • Harry H. Drysdale Fund • The Thomas Dugan and Alice Dugan Memorial Fund • John and Helen A. Hay Memorial Fund • George Halle Hays Fund • Martha M. Linden Fund • Vida C. Logan Fund • The William F. and Anna Lawrence Gibbons Fund • William A. Giffhorn Fund • Edith Anisfield Wolf Fund No. 2 • Samuel C. Blake, Mary A. Camp Blake and Marian B. Leiner Memorial Charitable Trust • Katherine Bohm Fund • Ada C. Emerson Fund • H. Morley and Elizabeth Newberry Hitchcock Fund • The Katherine B. McKitterick Fund • The Albert Younglove Meriam and Kathryn A. Meriam Fund • E. Freeman Mould Fund • Jane C. Mould Fund • Charles L. Richman Fund • Nathan G. Richman Fund • William A. Ruehl and Mary Ruehl Memorial Fund • William C. Scofield Memorial Fund • Corinne T. Voss Fund • Mabel Breckenridge Wason Fund A • The Harry F. and Edna J. Burmester Charitable Remainder Unitrust No. 1 • The Irene Ewing Trust • Adrian D. Joyce Fund • The Fred H. Chapin Memorial Fund

Organization Name: Cleveland Public Library

Grant ID: 314393

Grant purpose: Continued support for library hotspot lending programs and refurbished computers retail services buildout, along with digital literacy support and digital readiness consortium creation

The approved allocations for this grant are detailed below.

PROJECT EXPENSES	Requested Amount	Foundation Award
Salaries and wages		
Consultants and professional services	\$12,000	\$12,000
Travel		
Equipment	\$19,534	\$19,534
Office Supplies/Materials		
Postage and mailing		
Indirect expenses ie: rent/occupancy, utilities, maintenance		
Printing		
Professional Development		
Other	\$58,466	\$58,466
TOTAL	\$90,000	\$90,000



TERMS AND CONDITIONS OF GRANT

1. ACCEPTANCE OF GRANT

The grant to your organization ("the Grantee") from the Cleveland Foundation ("the Foundation") is subject to the Terms and Conditions of Grant. Grantee confirms that it is organized in or under the laws of the United States, or any state of the United States and is recognized by the Internal Revenue Service as an organization described in Internal Revenue Code § 501(c)(3), or that it is otherwise exempt from taxation under I.R.C. § 501(c), or is a government entity, and that it will use the Grant funds solely for the specific charitable purposes identified in the Grant Agreement.

2. NONDISCRIMINATION

Grantee agrees that it will not unlawfully discriminate in its employment practices, volunteer opportunities, or the delivery of programs or services, on the basis of race, religion, gender, national origin, age, medical condition, handicap, veteran status, marital status, or sexual orientation.

3. EXPENDITURES OF GRANT FUNDS

This grant is for the explicit purpose(s) stated in the award notification. Grant funds may be spent only in accordance with the Terms and Conditions of Grant and Grantee's funding request and budget (if applicable) as approved by the Foundation. Any modifications require compliance with paragraph 6 (below). No funds provided by the Foundation may be used by Grantee to participate in or intervene in any political campaign. No portion of the grant funds may be used for purposes not clearly identified as charitable under the law. Without limiting the generality of the foregoing prohibitions, no portion of the grant funds may be used directly or indirectly to support or promote terrorism or violent acts. Expenses charged against this grant may not be incurred prior to the date on which the grant period begins or subsequent to its termination date.

4. RELEASE OF GRANT FUNDS

Grant funds will be disbursed to Grantee according to the payment schedule in the award notification and the satisfactory compliance with special conditions, if any, as described. The special conditions may make the release of funds conditional upon certain requirements. In such cases, Grantee must submit adequate evidence of compliance with the conditions before the funds are released. If Grantee has any questions about the special conditions, Grantee should contact the program officer responsible for the grant.

5. RECORDKEEPING; REPORTS TO THE FOUNDATION

Grantee shall maintain adequate supporting records consistent with generally accepted accounting practices for a period of seven (7) years following the end of the year during which the grant funds are exhausted. Staff may examine Grantee's financial record keeping and accounting procedures at any time. In compliance with the schedule set forth in the award notification, Grantee will furnish periodic narrative reviews of programmatic activity and financial detail of how grant funds have been expended. Staff may contact Grantee to arrange site visits to review current grant activities. Final reports should include a review of performance and activities over the entire grant period and include a financial reporting of expenditures. Such reports shall supply sufficient information as necessary for the Foundation (i) to determine that the grant is being used for the purposes described in the grant purpose and in a manner consistent with the Terms and Conditions of Grant and Grantee's funding request and budget (if applicable) as approved by the Foundation and (ii) to allow the Foundation to fulfill its own public reporting responsibilities.

6. MODIFICATION TO GRANT

The grant purpose identified in the award notification may be modified only with prior written approval. Grant funds may only be used as outlined in the approved budget (if applicable). Changes in expenditures must receive prior written approval. Grantee is responsible for reporting any other changes in the program/project as described in the funding request, including without limitation, changes in grant period, staff, funding from other sources, relationships with other agencies, etc. Requests for modifications or changes must be submitted to Grants Management via the Grant Modification form (*available under the Grantee Toolkit section of the Foundation's website*). The Foundation will notify Grantee upon review of the requested modification or change.

7. REVERSION OF GRANT FUNDS; TERMINATION OF GRANT

Grantee will immediately return any unexpended funds at the close of the grant period. The Foundation reserves the right to terminate the grant and/or seek return or repayment of the grant funds if any of the following apply: (i) Grantee loses its exemption from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code or ceases to be an entity organized in or under the laws of the United States, or any state of the United States; (ii) Grantee is listed by the U.S. Government or an agency thereof as an organization considered to be associated with terrorism or violent acts; (iii) the bankruptcy or insolvency of Grantee; (iv) Grantee's failure to comply with the Terms and Conditions of Grant or special conditions, if any, of the grant purpose; or (v) Grantee has made any misrepresentations, has in any way misappropriated grant funds, or has failed to perform the program, project, or other activity funded by the grant, in each case as determined by the Foundation in its sole discretion.

8. PUBLIC ACKNOWLEDGMENT

As the community trust of the Greater Cleveland area, the Cleveland Foundation is accountable to the community for its grantmaking and depends upon continued donations to make future grantmaking possible. Grantees' cooperation is essential to help publicize grant results and raise funds for future grantmaking.

Accordingly, Grantee agrees to credit the Foundation in any press releases, presentations, media coverage, or announcements resulting from the use of the grant funds. Public statements about the Foundation or its grantmaking should be cleared in advance by the appropriate Foundation program officer. Grantee agrees to notify staff members of any upcoming publicity or media coverage related to the grant.

Grantee also agrees to cooperate with the Foundation's efforts to highlight the programs it funds in the Foundation's own publications and publicity materials. This may include: setting up interviews or photo sessions with Grantee organization's staff, board, or clients; providing the Foundation with available photographs, slides, or graphics, with signed releases where required; or providing access to background material related to the funded project.

9. COPYRIGHTS AND PATENTS

Reports, materials, books, and articles resulting from this grant may be copyrighted by the organization receiving the grant or by the author, in accordance with the policies of the Grantee organization, toward the goal of obtaining the widest dissemination of such reports, materials, books, and articles. Grantee shall grant or cause the author to grant to the Foundation a perpetual, royalty-free license to use such publications. Grant funds shall not be used for activities which may lead to the award of a patent unless Grantee has first entered into a written agreement with the Foundation which specifies the name in which any patent awarded will be taken and avoids the possibility that grant funds will be used for private benefit in the Foundation's sole determination. No application shall be filed for a patent arising out of grant-funded activities without prior written consent, which consent will be conditioned as necessary to avoid private benefit from the use of grant funds. The Foundation agrees to attribute properly authorship in the use, reproduction or publication of any information developed under this grant award, and further agrees to include the copyright notice specified by Grantee in any of its publications, or any copyrighted materials.

10. LIMIT OF COMMITMENT

This grant award is made with the understanding that the Foundation has no obligation to provide other or additional support for this project; nor does this award represent any commitment to, or expectation of, future support from the Foundation for this or any other project of Grantee.

11. ASSIGNMENT

This grant may not be assigned by Grantee without the prior written consent of the Foundation.

Exhibit "A"



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

Investment Summary

Date: 9/9/2019
Prepared by: Valerie Fink
Customer Contact: Larry Finnegan

Prepared for
CPL Automation
Cleveland Public Library Main & Branches

PROJECT SCOPE: ANNUAL MAINTENANCE OF PEOPLE COUNTING SYSTEM
--

Qty	Part#	Product Description
1	Maintenance	GOLD Annual Installment 11/15/2019-11/14/2020

Grand Total: \$45,497.15

*Applicable Sales Tax not included

Investment Considerations:

<u>Addison</u>	<u>Brooklyn</u>	<u>Carnegie West</u>	<u>Collinwood</u>	<u>E. 131st</u>
<u>Eastman</u>	<u>Fleet</u>	<u>Fulton</u>	<u>Garden Valley</u>	<u>Glenville</u>
<u>Harvard-Lee</u>	<u>Hough</u>	<u>Jefferson</u>	<u>Langston Hughes</u>	<u>Lorain</u>
<u>Woodland</u>	<u>Memorial- Nottingham</u>	<u>MLK Jr.</u>	<u>Mt. Pleasant</u>	<u>Rice</u>
<u>Rockport</u>	<u>South Brooklyn</u>	<u>South</u>	<u>Sterling</u>	<u>Union</u>
<u>Walz</u>	<u>West Park</u>	<u>LSW/Main</u>	<u>Brett Hall</u>	

Accepted by: _____ Date: _____

Purchase Order #: _____ Deposit Check #: _____

Required Features	i2s A0	Ristech Hornet	Digital Transitions Copystand
Scanner meets (or exceeds) minimum ALCTS capture guidelines (http://www.ala.org/aiacts/resources/preserv/minimum-digitization-capture-recommendations)	Yes	Yes	Yes
Scanner functions as a true planetary scanner [scanner makes image from above, direct contact with between scanner and image on scanned item not required]	Yes	Yes	Yes
Scanner can easily capture face-up images from scrapbooks, photograph books, and other hybrid and/or collage forms of image	Yes	Yes	Yes
Scanner can easily capture face-up images of park plans, architectural plans, maps, and other oversize flat images	Yes	Yes	No
Scanner is new/not remanufactured	Yes	Yes	Yes
Comes with a software package that manages scanning effectively	Yes	Yes	Yes
*Software can be easily operated by and understood by trained staff	Yes	Yes	Yes
*Software could be learned by the public with instruction from staff	Yes	Yes	Yes
*Software enables regular calibration	Yes	Yes	Yes
*Software capable of producing standards compliant metadata (METS and /or Dublin Core)	Yes	Yes	Yes
*Software has zoning capabilities	Yes	Yes	Yes
*Software has capability for image correction during scanning	Yes	Yes	Yes
*Software saves appropriate formats for use in digital library application (.tif, .jpg, .jp2, .pdf)	Yes	Yes	Yes
Not a flatbed scanner [scanner does not require placing items face down on glass beneath a cover]	Yes	Yes	Yes
Not a roller scanner [scanner does not require scanning item by running them through a roller assembly]	Yes	Yes	Yes
Scanner supported by a US vendor	Yes	Yes	Yes
Scanner can capture A0 size (or larger) producing oversized images that meet Federal Agencies Digital Guidelines Initiative (FADGI) level 4.	Yes	Yes	No
Scanner in some cases able to meet Federal Agencies Digital Guidelines Initiative (FADGI) level 4.	Yes	Yes	Yes
Scanner will be easily used by technicians with relatively basic understanding of depth of field, focus, and general principles of photographic imaging.	Yes	Yes	No



Quotation

Digital Transitions, Inc
 35 West 35th Street 4th floor
 New York, NY 10001
www.digitaltransitions.com
 Phone: (212) 529-6825 / Fax: (212) 504-2713

Quote Number:
 mgc082419b
 Quote Date:
 10/16/19

Quote For: Cleveland Public Library
 Chatham B. Ewing
 325 Superior Avenue

Cleveland OH 44114

Phone: (216) 623-2813
 Fax:

Sales Rep	Shipping Method		Quote Valid Until
Michael Chan	Other		11/30/19
Payment Terms	Sales Tax	Rate	Lead Time
Net 30	Out of State	0.000%	4 weeks

Qty	Item	Description	Unit Price	Extension
1	DTRG3040-AC-US	Digital Transitions Element Reprographic System	\$ 93,908.00	\$ 93,908.00
1	Desc.	-Digital Transitions Element Reprographic Table -Digital Transitions Autocolumn -Phase One IXG 100MP Reprographic Camera (CERTIFIED PRE-OWNED DEMO UNIT) -Digital Transitions PhotonXL Adjustable LED Lighting System w/Stand -ISA FADGI Compliant Targets -Capture One Cultural Heritage Edition Software (4 Seats) Warranties: -Digital Transitions Products: Element Table, PhotonXL LED, Autocolumn: 3-Years Parts/Labor -Phase One IXG (CERTIFIED PRE-OWNED DEMO UNIT): 1-Year Parts/Labor Services: -All Shipping: Freight and Crating etc. -2-Day Onsite Installation and Training (Setup .5 days; Training 1.5 Days) -Unlimited Free: Phone, Email, Remote, Tech Support for the life of the System		
1	Discounts	Special	\$ (2,500.00)	\$ (2,500.00)

If you have any questions concerning this quote, contact Michael Chan
mgc@digitaltransitions.com 646 679-5090

Subtotal \$ 91,408.00

Notes:

IXG 100MP Demo Unit can be traded for IXG 150MP.
 IXG 100MP Demo Unit cost/credit towards IXG 150MP = \$40,000; Cleveland Public must provide the difference in cost between IXG 100 credit and IXG 150MP list cost (projected at \$56k). Projected additional cost is at least \$16k. This offer is good until 6/30/20.

Sales Tax \$ -

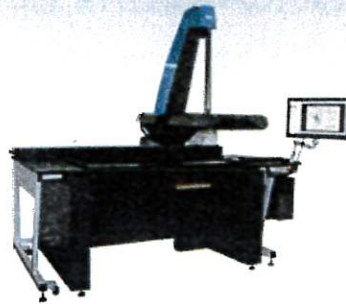
TOTAL \$ 91,408.00



Quote: i2s QUARTZ A0 HD

Quoted By:
 Andrew Jenkins
 Image Retrieval
 3620 N. Josey Lane, STE 103
 Carrollton, TX 75007
 (972) 492-0930 x62
 andrewj@iiri.com

To:
 Chatham Ewing
 Cleveland Public Library
 (216) 623-2813
 Chatham.ewing@cpl.org



QUOTE DATE	QUOTE EXPIRATION	DELIVERY	PAYMENT TERMS	SHIPPING TERMS
10/16/2019	30 Days	3-12 week from receipt of PO	NET30	FOB Destination

QTY	ITEM DESCRIPTION	UNIT PRICE	LINE TOTAL
1	i2S QUARTZ A0 HD LED Scanner: <ul style="list-style-type: none"> • Max imaging area 53 x 36 inch area • QUARTZ scanner head with automatic focus, 600 x 600 dpi resolution • FADGI 4* Compliant • Long life LED lights • QUARTZ workstation (including PC, monitor & scanner interface board) • LIMB Capture™ scanner software (for machine operation) 	\$94,600	\$94,600
1	Factory Calibration: Factory scanner calibration to comply with FADGI, METAMORFOZE, and ISO 19264 imaging quality guidelines.	\$1,331	\$1,331
1	IIRI Installation & Training: IIRI engineer will travel onsite for two days to assemble the unit & train up to 3 staff members. Includes expenses. (Customer will need to provide 1-2 staff members for assistance in moving & assembling heavy parts.)	\$3,950	\$3,950
SHIPPING AND WARRANTY			
1	Manufacturer's Warranty: 1 year depot parts & labor	Included	Included
1	Iimage Retrieval, Inc Service: Software/hardware diagnosis & phone support	Included	Included
1	Shipping: Freight, Insurance, & Customs to your site (Continental US)	Included	Included
SUBTOTAL:			\$99,881
APPLICABLE DISCOUNTS			
1	Trade In Discount- Atiz Book Scanner	--	(\$12,434)
TOTAL			\$87,447

*Options and Accessories on next page

QTY	ACCESSORIES AND OPTIONS	UNIT PRICE	LINE TOTAL
1	ACCESSORY - Motorized Book Cradle A0 (BC40): For books up to 40 cm (15.7 inches) thick with pressure sensitive motorized glass plate. (MSRP \$35,340)	\$32,460	\$32,460
1	ACCESSORY - A0 Manual Glass Plate with document support: Large A0 size table integrated with an A0 glass plate to scan oversized flat documents. (MSRP \$17,030)	\$15,780	\$15,780
1	ACCESSORY- A0 Vacuum Table: large table to hold down materials (MSRP \$24,070)	\$22,020	\$22,020
1	ACCESSORY - 120 Degree Book Holder: 2xA1 size, holds books open from 90° to 120° (MSRP \$9,920)	\$9,180	\$9,180
1	ACCESSORY - Light Table: 60 x 40 cm area (MSRP \$4,900)	\$4,550	\$4,550
1	Warranty extension 24 now for QUARTZ A0 HD: 12 months (24 total) warranty extension if purchased with scanner. Covers parts & labor. (Travel expenses charged separately.) (MSRP \$9,600)	\$8,720	\$8,720
1	Warranty extension 36 now for QUARTZ A0 HD: 24 months (36 total) warranty extension if purchased with scanner. Covers parts & labor. (Travel expenses charged separately.) (MSRP \$15,990)	\$14,540	\$14,540

This is a quotation on the goods named, subject to the conditions noted below. Pricing is based on the current Euro to USD exchange rate and is guaranteed for 30 days from the date of this quote.

Standard Terms & Conditions:

- Balance of purchase required Net 30
- All prices exclude any local, state or federal sales and use tax.

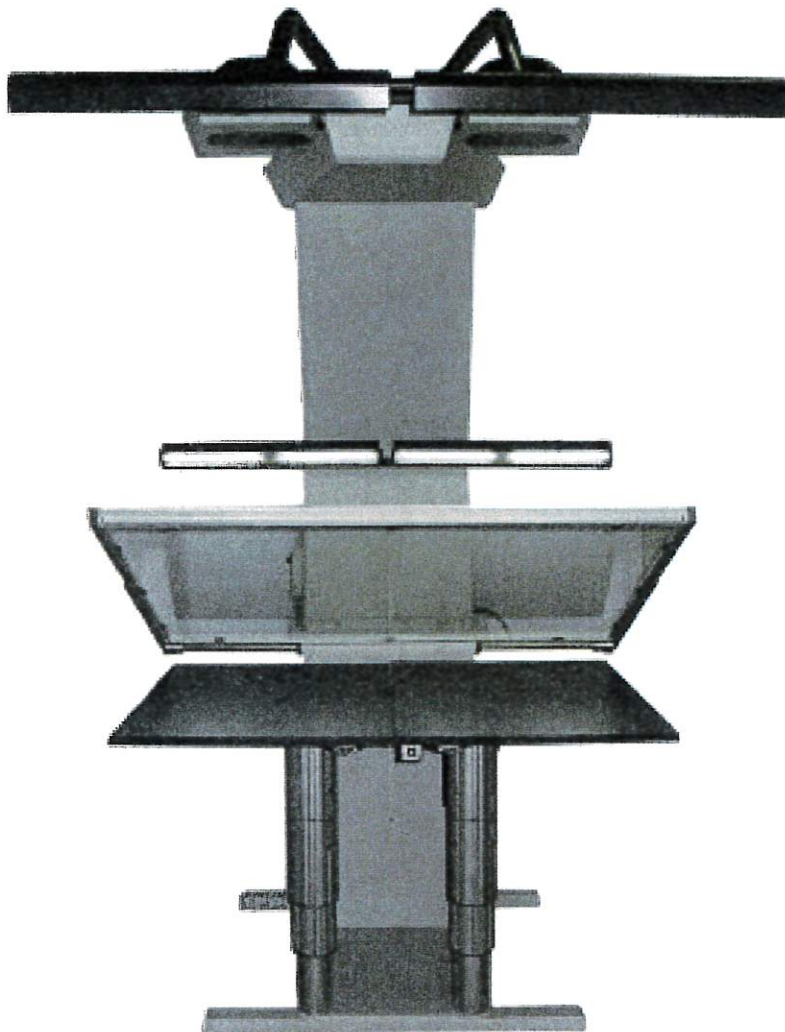
Delivery & Installation:

- Scanner ships within 3 to 12 weeks of receipt of PO
- FOB Destination
- Delivery is scheduled upon receipt of Purchase Order

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

BOOK2NET HORNET



Prepared for: Chatham Ewing
Cleveland Public Library

October 16, 2019



RISTeCH

Hornet Specifications and Overview

Optics

- Schneider precision lens
- Long-term durability
- Depth of field 12 cm
- Book-fold optimization
- Brilliant color reproduction
- Perfect linearity
- Distortion-free

LED-Illumination

- Cold-light LEDs
- Light-Control-System
- Fresnel lenses
- Uniform illumination
- Stable wave length
- Light intensity ≤ 2.500 Lux
- Lighting time ≤ 0.6 sec.
- > 3 years lifespan

Book cradle

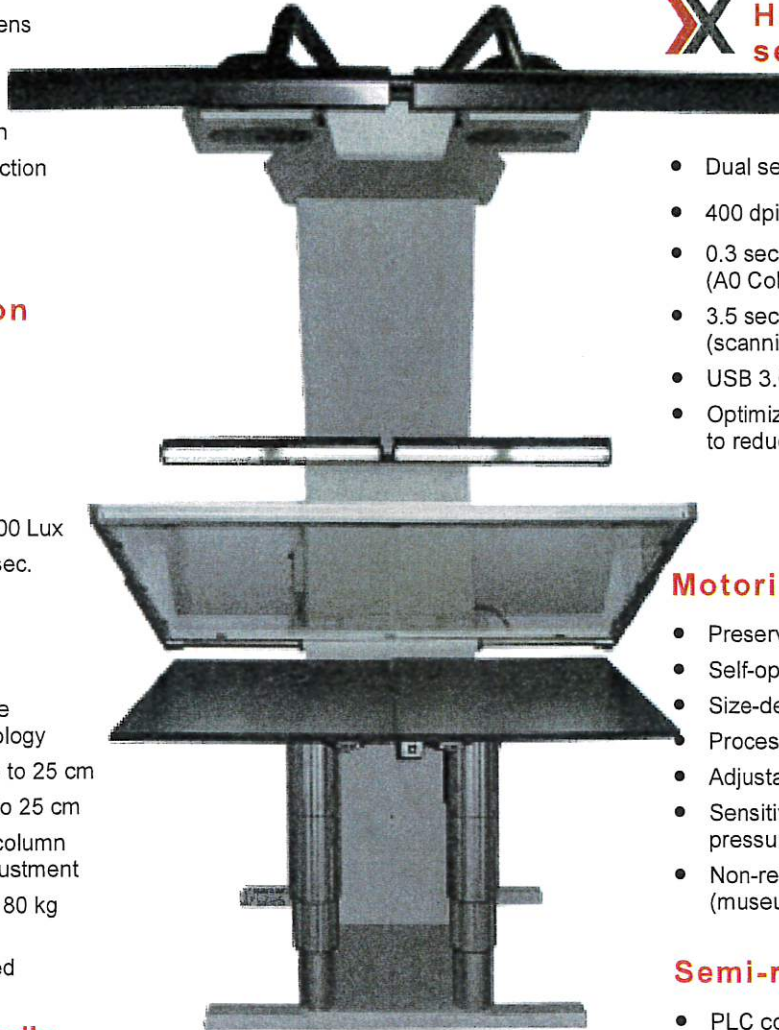
- Motorized book cradle with balancing technology
- Height adjustment up to 25 cm
- Spine exemption up to 25 cm
- Double profile lifting column for precise height adjustment
- Load capacity up to 180 kg per column
- Preservation approved

Environment friendly

- No UV / IR radiation
- No heat load
- Low noise emission
- Low-Energy-Control (LEC)
- Power consumption $\varnothing 290$ VA

Color Management

Integrated True Color Management according to **Metamorfoze, DFG, FADGI** standards regarding Color quality, resolution, noise, and linearity.



High-performance sensors

- Dual sensor technology
- 400 dpi
- 0.3 sec. Scanning time (A0 Color @ 400 dpi)
- 3.5 sec. Processing time (scanning – imaging – storage)
- USB 3.0 Interface
- Optimized for OCR applications due to reduced noise

Motorized glass plate

- Preserves originals
- Self-opening & self-closing
- Size-dependent opening angle
- Process-controlled glass plate
- Adjustable pressure sensitivity
- Sensitive, fully electronic pressure control
- Non-reflecting glass (museum glass optional)

Semi-robotic

- PLC control
- Variable control
 - fully automatic
 - semi-automatic
 - manual
 - time controlled
 - action-controlled
 - user-controlled
- Programmable scanning processes
- Book size-dependent traverse paths
- Process-controlled pressure
- Sensitive, fully electronic pressure control

Functionality and Use of the Hornet Scanner

Handling of different media types and formats

With a layout section of 25 x 36 inches (645 x 916 mm) the Hornet is able to handle a high diversity of materials of single pages and bound volumes up to 25 x 36" in size and a thickness of 9 inch (25 cm).

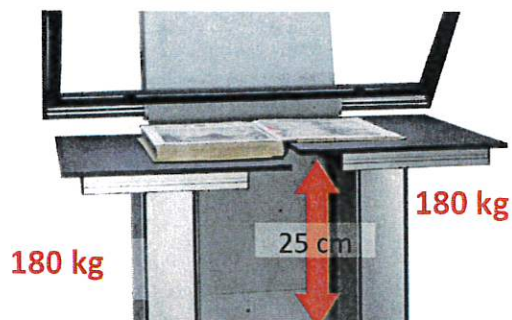
Book Cradle

Since large-format originals as newspapers might vary concerning their individual thickness and condition, the height adjustment of the book cradle is essential in order to achieve a true-scale digitization. Thanks to the dual laser system, the Hornet can be set to the ideal focus level within seconds.

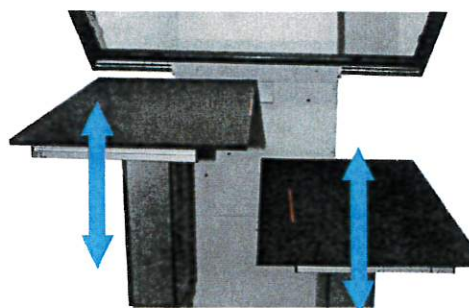
Industrial precision guidance, linear drive and PLC control ensure a smooth and steady guidance and adjustment of all moving parts.

+ Height adjustment of the entire book cradle for originals up to 25 cm thickness

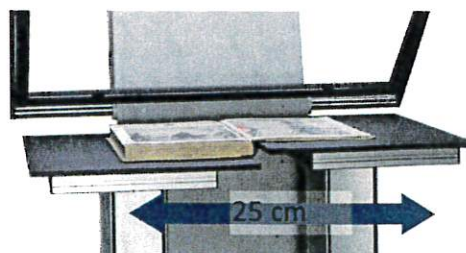
+ Loading capacity 180 kg. per column



+ Vertical adjustment of the left and right platforms

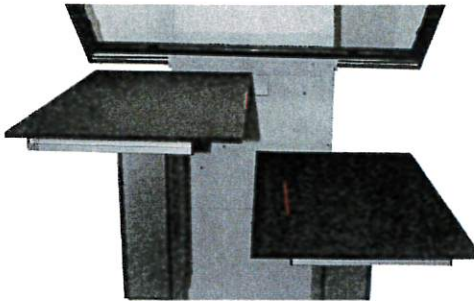


+ Spine-opening up to 25 cm to accommodate thick spines safely and reduce curvature of pages at the gutter.



Book cradle controller module

The book cradle controller module ensures an automated height compensation of the left and the right side of the book cradle to book thickness when scanning bound volumes.



Electronic weighing function



- Electronically controlled book cradle function
- Synchronized height compensation of the right and left side of the book cradle

Handling of ancient and fragile originals

The **sensitive, fully electronic pressure control** of the book cradle **ensures a particularly gentle treatment of fragile originals**. Thanks to the PLC controlled spindle drive, the specially developed motor driven profile lifting columns of the **Hornet** semi-robotic enable a precise continuous height adjustment of the book table up to 9 inches. Thus the pressure to the original can be easily adjusted in accordance to the individual requirements of the original.

Furthermore the **Hornet** semi-robotic provides the opportunity to capture the original without glass plate if required for conservational reasons. Thanks to the dual LED lighting system with integrated control module a shadow and reflection-free capturing of wavy originals is ensured. A depth of field of 5 inches ensures that the entire document will be captured pin sharp even with challenging originals

Designed for a payload of up to 396 pounds each; the handling of thick and large originals is extremely easy and comfortable. Thanks to the integrated micro sensors, they can be operated either by hand- or foot switch. The motor driven glass plate guarantees a comfortable working process for hours. It can be locked easily, if working without pressure system is desired. As the light distribution remains constant new white balance and color matching are not necessary when using the glass plate again.

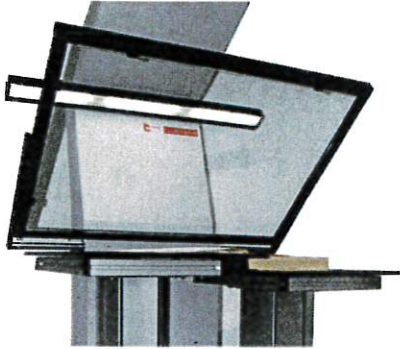
Controller Modules

Following customer requests, we developed two control modules and additional options for the glass pressure system and book cradle of the **Hornet** semi-robotic to specifically meet the complex requirements of various originals and working processes:

- Motorized glass pressure system via precision guided drive
- A0+ glass pressure system
- Gentle treatment of originals through pressure support
- Adjustable pressure sensitivity
- PLC controlled process flows with integrated motion monitoring

RISTeCH

Glass pressure controller 1



Controller for the optimization of the opening angle and the pressure system with automatic adjustment to the book size. The glass plate lifts as far as needed for a comfortable turning of the pages. This facilitates maximum efficiency and reduced processing times.

Glass pressure controller-2

Controller for optional control of the fully automatic, semi-automatic and manual operation:

- Program 1: fully automatic flow of the entire process (automated pressure procedure and initiation of scan within a programmed time period)
- Program 2: semi-automatic process(automated pressure procedure und manual initiation of scan)
- Program 3: manual process (each function is controlled manually)

Ergonomics

In order to ensure a relaxed, productive work in for many hours the operator support has been one of the main focuses in development of the **Hornet**.

- Exceptionally easy handling
- Customizable user interface
- Low light emission
- No noise emission

The **Hornet** semi-robotic is **controlled by PLC** (Programmable Logic Controller). Thus the unit can be adjusted to the requirements of the specific application for best operator support. The system provides **3 modes for fully automatic, semi-automatic or manual operation:**

- **Prog 1) Fully Automatic:** Automatic control of the entire process triggered by time intervals
- **Prog 2) Semi-Automatic:** Manual activation of scan + automatic movement of the cradle
- **Prog 3) Manual:** Manual control all functionalities



Controller is automatically optimizing the opening angle of the motorized plate to the book size. The setting is done simply by using a rotary switch on the hand control.

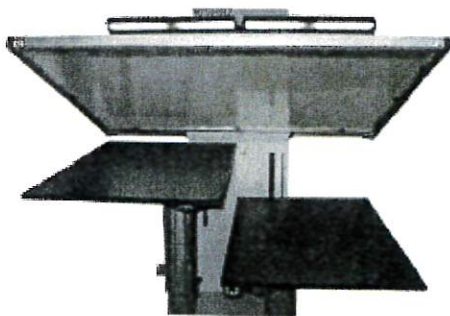
Operate Standing or Sitting

In close cooperation with selected partners, we have developed a highly accurate system that is taking particular account on the **production requirements**, while ensuring **high flexibility and ease of use**.

The **Hornet semi-robotic** is controlled by PLC (Programmable Logic Controller). Thus, the unit can be adjusted to the requirements of the specific application for **best operator support**.

The system provides 3 different modes for fully automatic, semi-automatic or manual operation. **The travel distances are optimized according to the book format**.

The **Hornet is designed as a standing or a sitting workstation**. The height of the book cradle ensures a relaxed, productive work in for many hours. Thanks to the design of the **Hornet** the unit is **easily accessible from three sides**. Thus the workstation can easily be suited to the specific demands so that the operator can conveniently load work material from three sides of the system

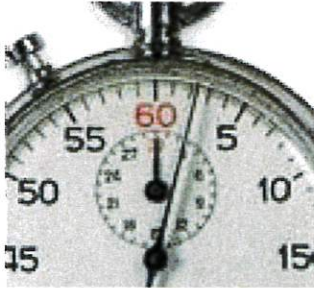


- **High degree of ergonomics**
- Thanks to the LED light source there is **no heat emission or UV/IR radiation** (according to EN60825-1)
- The LED lighting is completely **glare-free**
- The height of the book cradle is tailored to the requirements of a **sitting workstation**
- **Easy operation handling (foot- or hand control)**
- **Semi-robotic**
 - ▶ PLC control & linear drive
 - ▶ Motor driven book cradle
 - ▶ Motor driven pressure system
 - ▶ Manual, semi-automatic or fully automatic control on demand
- **Exceptionally quiet: Noise emission of only 44 dB(A)**
- **The operator safety is guaranteed by automatic shutdown upon contact of the hand** in the layout zone
- The book cradle allows an easy & precise adjustment to the document and facilitates the work, even with challenging originals.
- The two LED beams of the focus tool are supporting the operator to adjust the cradle to the perfect focus level within seconds.
- The glass plate can be easily locked in an upright position for scanning without glass plate. As the light always goes through the glass there is no additional white balance required.

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Productivity

Thanks to the cutting-edge CMOS technology in combination with a USB 3.0 interface the Hornet is providing an unrivalled productivity.



- Cutting-edge CMOS Technology
- **USB 3.0 Interface**
- 400 dpi
- **0.3 sec. scanning time** (A0 Color @ 300 dpi)
- **3.5 sec. processing time** (scanning – imaging – storage)
- SSD
- Extremely high throughput
- Longevity - downtimes are things of the past!
- No mechanical wear parts
- Electronic shutter
- Best contrast (signal-to-noise-relation) for
- Reduced file size
- Faster post-processing
- Faster OCR recognition

Expected output per hour

The following numbers represent the average throughput of the **Hornet** in the field based on experiences of our customers for book and single sheet applications. Note: Productivity might differ depending on the condition of the document (e.g. fragile material).

Book Scanning – 2 pages per scan	Low	High
cycle time (scan =2 pages)	7 sec / 2 pages = 3.5 sec/page	5 sec / 2 pages = 2.5 sec/page
pages/ year (250 working days)	2,056,250	2,880,000
pages/ day (8 paid working hours)	5,225	11,520
pages/ hour	1,028	1,440
Single Sheet Scanning	Low	High
cycle time (scan =1 page)	9 sec / 1 page	7 sec / 1 page
pages/ year (250 working days)	100,000	128,570
pages/ day (8 paid working hours)	3,200	4,112
pages/ hour	400	514

As compared to other scanners there are nearly no adjustments required: the **set-up time** for a book is **close to zero** and the **scanning process can start immediately**. Pages are turned manually by the operator to avoid damage on rare books with loose leaves and spreads.

*cycle time: Scanning,-Processing,-Storage, including the handling of the originals

Image Processing Software and User Interface

The intuitive user interface of the Easy Scan Professional software is providing direct access to all functionalities without branched submenus. Easy Scan Professional can be easily integrated into the post-processing workflow. An intelligent job processing with job creation, job retention, job continuation and job post-processing, provides a basis for a wide variety of uses. Routines for error prevention and intelligent management framework also ensure a smooth workflow.



The user interface can be easily customized to the individual requirements of the operator responsibilities for the application by enabling/ disabling functionalities.

Further modifications and additions of the software to the customers wishes is available as an option on the base of a feasibility analysis and mutually agreed requirement specifications.

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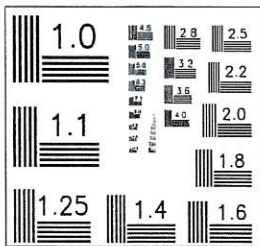
Image Quality

Thanks to the parallel use of two high-resolution CMOS sensors (single shot) in combination with the high quality Schneider-Kreuznach lens the **Hornet A0** achieves **best quality and sharpness** across the entire scanning area.

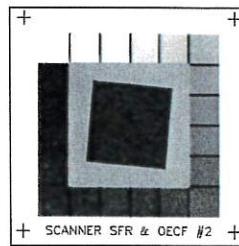
Compliance with the FADGI Guideline

The **Hornet semi-robotic A0** is fully compliant with the FADGI, and Metamorfoze guidelines. The delivery includes the targets for calibration and the unit will be calibrated at the date of installation according to Metamorfoze. A calibration of the unit on regularly bases will be supported by our product specialists as a part of the Customer Care Package. A later calibration on future standards such as ISO 19262 to 19264 is possible without any upgrade or modifications on the hard- or software and will be supported by our product specialists free of charge.

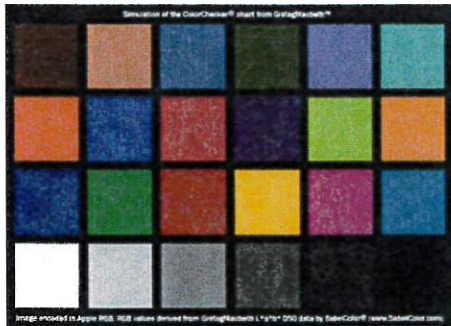
In order to provide our clients with constant, measurable quality, we work with ISO standard test charts for the calibration of resolution, grayscale and color.



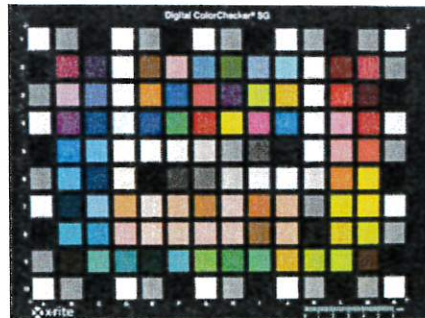
Applied Image Inc[®] ISO Resolution Chart No. 2



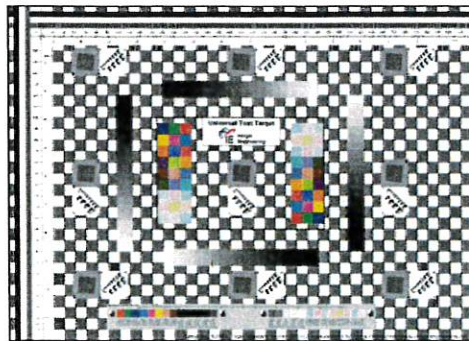
Imatest™ Grey Stepchart (ISO 16067-1-QA-61)



X-Rite[®] GretagMacbeth Color Checker



X-Rite[®] GretagMacbeth Color Checker SG



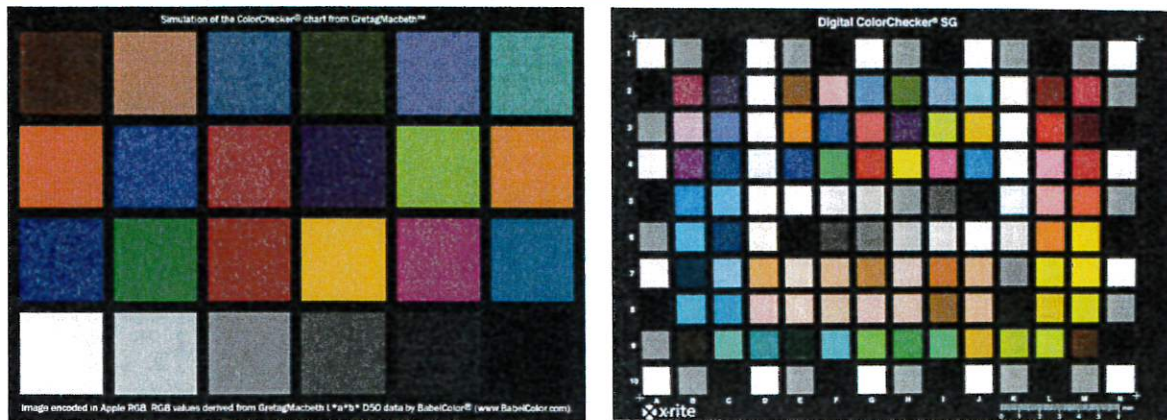
Universal Test Target (UTT)

The MiniScan application software comes with the Hornet provides for extremely easy and fast calibration of the relevant parameters:

Color Calibration

The default color output can be enhanced and suited to the place of installation and ambient light situation in accordance to the desired color working space by using an X-Rite ColorChecker® Classic or ColorChecker® Digital SG-Target.

As a unique feature, the advanced color correction of the Hornet allows the import/usage of the analyzed/measured reference data of the individual target for color correction.



The included MiniScan application is processing a variance analysis is made on all 24 color patches resulting in a machine specific color correction to be able to generate a standardized color output. The color value for each patch is analyzed and compared against the desired nominal color value of each patch on the color target. This process is done continuously and computed to minimize the absolute error.

ICC Profiling

The book2net cobra semi-robotic supports the output of true colour images according to the ICC standard. It is possible to embed an ICC profile into the image file.

Create Color Correction

Color ID	Nominal Value	Actual Value
1 - Dark Skin	117, 081, 067	119, 084, 070
2 - Light Skin	202, 147, 129	207, 142, 124
3 - Blue Sky	085, 123, 198	085, 123, 192
4 - Foliage	092, 107, 069	100, 109, 064
5 - Blue Flower	123, 129, 176	129, 134, 173
6 - Bluish Green	090, 190, 172	123, 186, 170
7 - Orange	250, 122, 047	224, 122, 037
8 - Purplish Blue	043, 093, 170	059, 102, 172
9 - Moderate Red	301, 032, 027	291, 081, 092
10 - Purple	090, 059, 105	106, 073, 111
11 - Yellow Green	187, 188, 065	179, 180, 073
12 - Orange Yellow	237, 161, 041	229, 164, 045
13 - Blue	000, 066, 147	000, 077, 152
14 - Green	075, 140, 075	100, 140, 076
15 - Red	193, 049, 056	193, 056, 056

Calculated Correction Matrix

1.689	-0.320	-0.603
-0.577	1.595	-0.183
-0.253	-1.118	2.269

Median Error

Red: 0.419 Green: 0.207 Blue: -0.371

Absolute Median Error

Red: 7.669 Green: 4.325 Blue: 2.135

RGB Working Space: sRGB - D65

Exposure Time: 0.0550

Save Matrix Edit Matrix Start Calibration Stop Calibration Runs: 246 Shoot Exit

Color Space

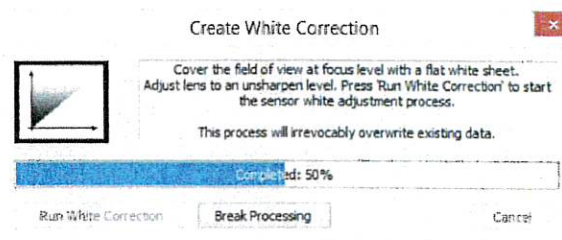
The RGB output color working space can be set to one of the following:

- sRGB - D65
- Adobe RGB - D65
- Wide Gamut - D50
- eciRGB-v1 - D50
- eciRGB-v2 - D50

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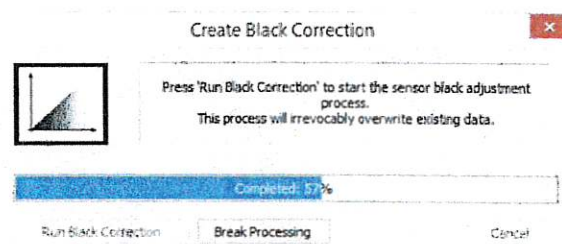
White Correction

Since ambient light conditions differ the scanner offers the opportunity to be calibrated according to the light conditions. The sensor white adjustment can be easily set automatically with the help of the adjustment dialog. In difference to other scanners available on the market the white correction is performed for each pixel.



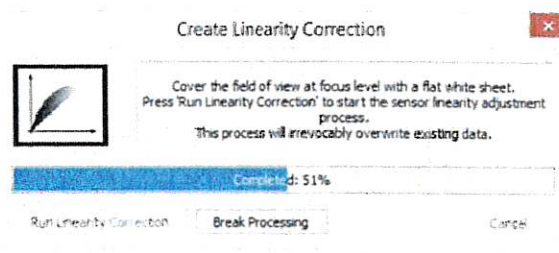
Black Correction

The sensor black adjustment values can be set automatically with the help of the adjustment dialog.



Linear Correction

The sensor linearity adjustment can be set automatically with the help of the adjustment dialog.

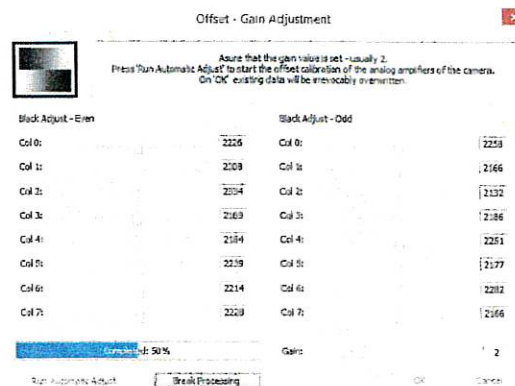


Defect Pixel Correction

Production-related all sensors available on the market may have defective pixels. The MiniScan application coming along with the book2net cobra semi-robotic allows an automatic pixel defect correction of the sensor.

Offset - Gain Adjustment

The analog amplifiers of the camera can be automatically adjusted with the help of the adjustment dialog.



RISTECH

HORNET A0 *semi-robotic*

\$105,100.00

Robust, extremely fast, productive, silent, economical, with superior color quality

Including

- Two High resolutions sensors; True-color reproduction
- Selectable resolution options: 400 ppi / 600 ppi
- USB 3.0 technology
- Book table for originals up to 645 mm x 916 mm (> A0) in size
- Conservational Illumination Cutting-edge Dual-LEDs
- Automatic light adjustment (LCS-Light Control System)
- Book Fold Optimization (BFO) for a sharp capturing of the book fold
- Optimized for operation with & without glass plate
- 12 month warranty on parts (warranty extension optional available)
- Professional Software Easy Scan Professional
- Motorized book cradle 25 cm *Semi-robotic*
- Motorized glass plate *Semi-robotic*
- Glass-plate / 2 Controller Modules 1 *Semi-robotic*
- Book cradle / Controller Module 3 *Semi-robotic*
- Manual control *Premium* Foot switch "Scan"
- Foot switch "Rescan"
- Calibration kit
- Focus tool
- ICC-Profiling
- MiniScan and EasyScan Pro Software Licenses
- Training & Installation
- Foot switch *Premium 2*

Shipping:

\$6,000.00

Warranty: 1 year

Annual maintenance : \$9000

Terms:

Prices include customs fees.

Ristech is a Canadian company and will not bill US Sales Tax. That is your responsibility to address locally. We will provide all necessary paperwork.

75% deposit payment with order; balance due net 30 days of delivery; via wire transfer.

Warranty is 12 months on parts, labor and travel.

Training class is for 2 operators and observing supervisor.

Installation area must have controls for ambient lighting.

Servicer dispatch is from Victor, NY

Quotation Expires December 15th, 2019

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD SEPTEMBER 1 – SEPTEMBER 30, 2019

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending September 30, 2019

	General Fund	Special Revenue	Debt Service	Capital Projects	Permanent	Agency	Total
41 Taxes	35,773,863.94	0.00	0.00	0.00	0.00	0.00	35,773,863.94
42 Intergovernmental	20,016,999.85	1,172,106.60	0.00	0.00	0.00	0.00	21,189,106.45
43 Fines & Fees	250,990.10	0.00	0.00	0.00	0.00	0.00	250,990.10
44 Investment Earnings	436,822.68	77,297.27	0.00	3,313.70	9,860.73	0.00	527,294.38
45 Charges for Services	0.00	4,383,064.53	0.00	0.00	0.00	0.00	4,383,064.53
46 Contributions & Donations	36,247.00	626,183.82	0.00	0.00	0.00	0.00	662,430.82
48 Miscellaneous Revenue	676,333.72	77,678.00	0.00	70,052.71	0.00	69,826.89	893,891.32
Total Revenues	\$ 57,191,257.29	\$ 6,336,330.22	\$ 0.00	\$ 73,366.41	\$ 9,860.73	\$ 69,826.89	\$ 63,680,641.54
51 Salaries/Benefits	26,999,461.77	2,369,472.31	0.00	0.00	0.00	0.00	29,368,934.08
52 Supplies	507,861.03	129,977.67	0.00	0.00	1,225.99	0.00	639,064.69
53 Purchased/Contracted Services	8,009,882.25	2,794,207.68	0.00	448,884.50	80,764.99	0.00	11,333,739.42
54 Library Materials	5,407,090.72	1,057,532.86	0.00	0.00	28,129.37	0.00	6,492,752.95
55 Capital Outlay	1,124,508.36	110,807.06	0.00	2,883,092.80	5,538.55	0.00	4,123,946.77
56 Debt Service	0.00	0.00	0.00	370,762.63	0.00	0.00	370,762.63
57 Miscellaneous Expenses	90,910.36	441,747.38	0.00	0.00	0.00	66,741.66	599,399.40
Total Expenditures	\$ 42,139,714.49	\$ 6,903,744.96	\$ 0.00	\$ 3,702,739.93	\$ 115,658.90	\$ 66,741.66	\$ 52,928,599.94
Revenue Over/(Under) Expenditures	\$ 15,051,542.80	\$(567,414.74)	\$ 0.00	\$(3,629,373.52)	\$(105,798.17)	\$ 3,085.23	\$ 10,752,041.60
95 Notes Issued	0.00	0.00	8,624,744.32	62,370,762.63	0.00	0.00	70,995,506.95
98 Advances	180,015.00	(180,015.00)	0.00	0.00	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$ 180,015.00	\$(180,015.00)	\$ 8,624,744.32	\$ 62,370,762.63	\$ 0.00	\$ 0.00	\$ 70,995,506.95
Revenue & Other Sources Over/ (Under) Expenditures & Other Uses	\$ 15,231,557.80	\$(747,429.74)	\$ 8,624,744.32	\$ 58,741,389.11	\$(105,798.17)	\$ 3,085.23	\$ 81,747,548.55
Beginning Year Cash Balance	\$ 22,691,431.19	\$ 19,102,200.53	\$ 0.00	\$ 5,532,079.99	\$ 4,180,956.91	\$ 12,095.10	\$ 51,518,763.72
Current Cash Balance	\$ 37,922,988.99	\$ 18,354,770.79	\$ 8,624,744.32	\$ 64,273,469.10	\$ 4,075,158.74	\$ 15,180.33	\$ 133,266,312.27

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending September 30, 2019

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	23,019,349	17,434,516	5,584,833	76%	76%
General Property Tax	33,635,180	35,773,864	(2,138,684)	106%	108%
Rollback, Homestead, CAT	2,400,000	2,582,484	(182,484)	108%	100%
Fines & Fees	180,800	250,990	(70,190)	139%	66%
Investment Earnings	574,090	436,823	137,267	76%	81%
Contributions	36,400	36,247	153	100%	100%
Miscellaneous	1,227,361	676,334	551,027	55%	135%
Return of Advances Out	0	255,015	(255,015)	0%	0%
Total	\$ 61,073,180	\$ 57,446,272	\$ 3,626,908	94%	94%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	37,182,278	27,014,599	10,167,679	73%	72%
Supplies	926,512	737,016	189,496	80%	63%
Purchased Services	11,742,382	10,374,962	1,367,419	88%	84%
Library Materials	10,928,033	7,984,081	2,943,952	73%	74%
Capital Outlay	1,989,586	1,217,905	771,681	61%	35%
Other	175,676	103,495	72,181	59%	92%
Subtotal	\$ 62,944,466	\$ 47,432,058	\$ 15,512,408	75%	74%
Advances Out	0	75,000	(75,000)		
Transfers Out	0	0	0		
Total	\$ 62,944,466	\$ 47,507,058	\$ 15,437,408	75%	75%

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

Note (2): Subtotal Amended Appropriation of \$6,752,181.79 plus carried forward encumbrance of \$6,192,284.63.

Note (3): Subtotal includes 67% expended and 8% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	12,241,512.39	11,181,392.39	8,208,638.07	0.00	2,972,754.32
51120 Clerical Salaries	10,760,259.04	10,405,209.04	7,617,155.52	0.00	2,788,053.52
51130 Non-Clerical Salaries	1,306,477.03	1,102,217.03	793,514.93	0.00	308,702.10
51140 Buildings Salaries	4,354,116.00	4,086,439.94	2,997,043.11	0.00	1,089,396.83
51150 Other Salaries	534,924.26	527,934.26	370,316.34	0.00	157,617.92
51180 Severance Pay	0.00	122,881.68	143,115.73	0.00	(20,234.05)
51190 Non-Base Pay	475,000.00	888,690.00	439,761.01	0.00	448,928.99
51400 OPERS	4,181,573.32	3,937,757.27	2,872,487.70	0.00	1,065,269.57
51610 Health Insurance	4,299,714.82	4,050,224.82	3,037,031.09	0.00	1,013,193.73
51611 Dental Insurance	225,998.16	206,578.16	153,073.12	0.00	53,505.04
51612 Vision Insurance	17,528.88	17,158.88	11,550.92	0.00	5,607.96
51620 Life Insurance	13,644.00	14,144.00	10,221.73	0.00	3,922.27
51625 Short Term Disability Insurance	27,792.24	29,032.24	21,878.51	0.00	7,153.73
51630 Workers Compensation	155,341.02	161,792.64	(13,810.48)	0.00	175,603.12
51640 Unemployment Compensation	10,000.00	29,702.66	43,953.73	745.51	(14,996.58)
51650 Medicare - ER	399,237.08	387,175.11	278,272.77	51.50	108,850.84
51900 Other Benefits	21,251.64	33,947.51	15,257.97	14,340.21	4,349.33
Salaries/Benefits	\$39,024,369.88	\$ 37,182,277.63	\$ 26,999,461.77	\$ 15,137.22	\$ 10,167,678.64
52110 Office Supplies	45,647.34	51,315.12	27,116.98	1,278.66	22,919.48
52120 Stationery	30,745.00	33,618.08	22,073.79	5,145.10	6,399.19
52130 Duplication Supplies	24,400.00	23,065.84	16,770.76	857.56	5,437.52
52140 Hand Tools	1,500.00	1,500.00	582.28	0.00	917.72
52150 Book Repair Supplies	66,000.00	66,404.82	36,595.04	6,517.06	23,292.72
52210 Janitorial Supplies	100,700.00	102,708.81	82,629.97	1,287.26	18,791.58

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	42,000.00	49,506.35	35,604.93	7,453.72	6,447.70
52230 Maintenance Supplies	293,500.00	342,433.62	184,798.84	145,629.89	12,004.89
52240 Uniforms	7,000.00	16,854.86	2,435.86	1,262.84	13,156.16
52300 Motor Vehicle Supplies	58,000.00	62,566.16	36,769.08	20,005.76	5,791.32
52900 Other Supplies	169,974.66	176,538.41	62,483.50	39,716.72	74,338.19
Supplies	\$839,467.00	\$ 926,512.07	\$ 507,861.03	\$ 229,154.57	\$ 189,496.47
53100 Travel/Meetings	100,000.00	114,823.72	65,756.87	14,385.44	34,681.41
53210 Telecommunications	272,836.00	297,253.07	158,835.88	109,556.34	28,860.85
53230 Postage/Freight	78,600.00	92,875.36	29,975.93	53,995.91	8,903.52
53240 PR/Other Communications	273,000.00	290,108.86	106,269.44	48,361.64	135,477.78
53310 Building Repairs	132,028.00	217,022.71	116,919.70	96,784.51	3,318.50
53320 Machine Repairs	21,000.00	23,300.26	8,781.70	1,384.68	13,133.88
53340 Building Maintenance	502,000.00	561,401.16	224,182.02	77,523.58	259,695.56
53350 Machine Maintenance	176,961.70	263,794.17	118,271.67	110,055.70	35,466.80
53360 Computer Maintenance	336,694.90	335,344.94	210,954.81	32,080.05	92,310.08
53370 Motor Vehicle Repairs/Maint	27,000.00	38,317.83	22,357.00	15,960.83	0.00
53380 Contract Security	680,000.00	1,074,146.51	709,632.94	4,513.57	360,000.00
53390 Landscaping	10,000.00	21,860.00	21,410.00	450.00	0.00
53400 Insurance	421,856.00	439,167.00	439,167.00	0.00	0.00
53510 Rent/Leases	154,127.49	170,484.08	108,668.72	59,445.82	2,369.54
53520 Equipment Rental	279,346.12	40,825.71	31,443.11	6,854.16	2,528.44
53610 Electricity	1,914,664.00	1,822,732.81	1,269,804.43	665,777.77	(112,849.39)
53620 Gas	135,594.00	158,258.49	104,604.71	51,738.56	1,915.22
53630 Chilled Water	795,776.00	858,379.05	598,075.90	258,112.68	2,190.47

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	125,273.00	173,772.45	110,835.21	37,607.84	25,329.40
53710 Professional Services	1,125,605.00	1,914,274.90	1,002,532.84	445,422.62	466,319.44
53720 Auditors Fees	695,000.00	866,471.50	835,281.00	30,728.80	461.70
53730 Bank Service Charges	11,000.00	11,000.00	4,161.71	0.00	6,838.29
53800 Library Material Control	266,500.00	436,497.64	193,963.05	242,066.75	467.84
53900 Other Purchased Services	1,519,212.61	1,520,269.36	1,517,996.61	2,272.75	0.00
Purchased/Contracted Services	\$10,054,074.82	\$ 11,742,381.58	\$ 8,009,882.25	\$ 2,365,080.00	\$ 1,367,419.33
54110 Books	2,085,000.00	2,480,741.52	1,358,337.40	457,687.60	664,716.52
54120 Continuations	291,000.00	486,205.10	234,424.81	133,811.20	117,969.09
54210 Periodicals	790,000.00	1,648,065.69	684,659.40	712,096.69	251,309.60
54220 Microforms	30,600.00	69,249.00	19,366.72	20,359.00	29,523.28
54310 Video Media	1,615,000.00	1,975,823.35	1,194,529.93	255,332.50	525,960.92
54320 Audio Media - Spoken	90,150.00	120,693.90	77,257.06	15,813.42	27,623.42
54325 Audio Media - Music	172,650.00	260,490.65	108,084.89	89,600.61	62,805.15
54350 Computer Media	0.00	729.88	693.38	0.00	36.50
54500 Database Services	570,000.00	1,223,120.47	642,006.66	62,396.69	518,717.12
54530 eMedia	1,622,600.00	2,289,454.39	942,244.40	681,105.42	666,104.57
54600 Interlibrary Loan	3,000.00	4,135.00	3,328.50	806.50	0.00
54710 Bookbinding	20,000.00	46,455.69	12,360.75	32,034.75	2,060.19
54720 Preservation Services	20,000.00	53,993.71	38,430.17	10,472.15	5,091.39
54730 Preservation Boxing	5,000.00	14,339.60	12,404.06	318.51	1,617.03
54790 Preservation Reformatting	25,000.00	50,515.20	19,460.89	19,664.27	11,390.04
54905 Other LM-Hotspots	200,000.00	200,000.00	56,085.00	85,491.00	58,424.00
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 September 30, 2019

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
Library Materials	\$7,540,000.00	\$ 10,928,032.85	\$ 5,407,090.72	\$ 2,576,990.31	\$ 2,943,951.82
55300 Construction/Improvements	0.00	34,415.88	7,047.23	19,096.89	8,271.76
55510 Furniture	219,787.80	168,623.40	78,727.22	10,998.18	78,898.00
55520 Equipment	358,256.77	899,664.24	649,655.25	8,647.56	241,361.43
55530 Computer Hardware	585,825.52	596,209.13	303,938.77	22,804.65	269,465.71
55540 Software	106,400.00	136,699.25	11,165.89	31,849.25	93,684.11
55700 Motor Vehicles	240,000.00	153,974.00	73,974.00	0.00	80,000.00
Capital Outlay	\$1,510,270.09	\$ 1,989,585.90	\$ 1,124,508.36	\$ 93,396.53	\$ 771,681.01
57100 Memberships	87,767.38	89,478.68	75,052.65	4,726.03	9,700.00
57200 Taxes	15,000.00	15,487.89	9,654.30	4,756.50	1,077.09
57500 Refunds/Reimbursements	71,232.62	70,709.82	6,203.41	3,102.51	61,403.90
Miscellaneous Expenses	\$174,000.00	\$ 175,676.39	\$ 90,910.36	\$ 12,585.04	\$ 72,180.99
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	\$ 62,944,466.42	\$ 42,214,714.49	\$ 5,292,343.67	\$ 15,437,408.26

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 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	57,446,272.29	42,214,714.49	5,292,343.67	32,630,645.32
Total General Fund	\$ 22,691,431.19	\$ 57,446,272.29	\$ 42,214,714.49	\$ 5,292,343.67	\$ 32,630,645.32
201 Anderson	346,454.39	13.09	528.08	0.00	345,939.40
202 Endowment for the Blind	2,653,421.78	(4,530.42)	6,666.68	3,333.32	2,638,891.36
203 Founders	7,113,384.74	144,060.83	1,314,348.50	445,718.21	5,497,378.86
204 Kaiser	73,325.37	0.00	0.00	0.00	73,325.37
205 Kralej	206,681.24	504.31	776.22	360.01	206,049.32
206 Library	177,000.37	6,026.10	4,674.56	404.90	177,947.01
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	0.00	1,633,298.30
209 Wittke	99,729.36	0.00	0.00	0.00	99,729.36
210 Young	5,007,491.72	28,691.96	6,288.84	3,144.43	5,026,750.41
225 Friends	4,490.87	0.00	3,052.50	100.00	1,338.37
226 Judd	63,460.85	181,939.25	115,623.89	18,172.09	111,604.12
228 Lockwood Thompson Memorial	158,275.27	94,746.50	128,248.69	85,328.25	39,444.83
229 Ohio Center for the Book	64.50	2,300.00	1,992.08	0.00	372.42
230 Schweinfurth	84,166.12	72,576.00	34,729.00	0.00	122,013.12
231 CLEVNET	926,146.62	4,460,742.53	3,940,511.11	471,859.34	974,518.70
251 OLBPD-Library for the Blind	52,461.90	1,131,145.00	1,106,938.73	81,887.96	(5,219.79)
254 MyCom	33,938.93	115,961.60	115,972.08	26,016.60	7,911.85
256 Learning Centers	49,264.60	25,000.00	32,979.21	8,669.57	32,615.82
257 Tech Centers	170,000.00	0.00	180,000.00	0.00	(10,000.00)
258 Early Literacy	94,400.93	150,000.00	165,429.79	77,452.86	1,518.28
Total Special Revenue Funds	\$ 19,102,200.53	\$ 6,411,330.22	\$ 7,158,759.96	\$ 1,222,447.54	\$ 17,132,323.25

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2019

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
301 Debt Service	0.00	8,624,744.32	0.00	0.00	8,624,744.32
Total Debt Service Fund	\$ 0.00	\$ 8,624,744.32	\$ 0.00	\$ 0.00	\$ 8,624,744.32
401 Building & Repair	5,532,079.99	70,052.71	2,822,611.77	800,018.23	1,979,502.70
402 Construction - Tax-Exempt	0.00	53,339,247.28	845,749.93	2,500.00	52,490,997.35
403 Construction - Taxable	0.00	9,034,829.05	34,378.23	0.00	9,000,450.82
Total Capital Project Funds	\$ 5,532,079.99	\$ 62,444,129.04	\$ 3,702,739.93	\$ 802,518.23	\$ 63,470,950.87
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	67,933.86	42,428.62	61,323.00
504 Klein	6,521.81	0.00	0.00	0.00	6,521.81
505 Malon/Schroeder	324,456.49	475.60	2,412.43	1,000.00	321,519.66
506 McDonald	228,826.19	69.11	6,158.55	2,170.00	220,566.75
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	178,304.90	4,093.37	13,583.69	10,207.91	158,606.67
511 Weidenthal	8,080.50	0.00	0.00	0.00	8,080.50
512 White	2,523,609.44	(2,046.35)	24,664.37	6,889.44	2,490,009.28
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	\$ 115,658.90	\$ 62,695.97	\$ 4,012,462.77
901 Unclaimed Funds	5,400.04	2,316.24	0.00	0.00	7,716.28
905 CLEVNET Fines & Fees	6,695.06	67,510.65	66,741.66	0.00	7,464.05
Total Agency Funds	\$ 12,095.10	\$ 69,826.89	\$ 66,741.66	\$ 0.00	\$ 15,180.33
Total All Funds	\$ 51,518,763.72	\$ 135,006,163.49	\$ 53,258,614.94	\$ 7,380,005.41	\$ 125,886,306.86

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending September 30, 2019

Balance of All Funds	<u>\$ 133,266,312.27</u>
Huntington - Checking	10,154.16
KeyBank - Checking (ZBA)	(335,142.07)
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>\$(317,585.20)</u>
U.S. Bank - 2019A-Money Market	3,113,419.31
U.S. Bank - 2019B-Money Market	1,253,027.02
U.S. Bank - Investments	34,249,349.21
U.S. Bank - Inv - Money Market	27,303.24
U.S. Bank - Series 2019A Notes	49,889,443.57
U.S. Bank - Series 2019B Notes	7,747,423.80
Huntington Trust -Money Market	8,624,744.32
STAR Ohio Investment	7,020,907.17
STAR Plus Program	2,506,794.56
Investments	<u>\$ 114,432,412.20</u>
PNC- Endowment Account	19,151,485.27
Endowment Account	<u>\$ 19,151,485.27</u>
Cash in Banks and On Hand	<u>\$ 133,266,312.27</u>

Summary

Change in account value

	This period	From Jan. 1, 2019
Beginning account value	\$24,301,784.87	\$22,501,009.11
Additions		
Asset contributions	\$2,909,677.42	\$2,909,677.42
Investment income	127,447.96	494,767.19
Other receipts	222.92	1,024.48
Disbursements		
Cash distributions	- \$838,000.00	- \$838,000.00
Asset distributions	- 2,909,677.42	- 2,909,677.42
Fees and charges	- 23,499.58	- 68,283.46
Other disbursements	- 25.00	- 910,775.00
Account to account transfers	838,000.00	838,000.00
Change in value of investments	28,727.83	2,424,874.92
Net accrued income	- 6,024.43	- 13,982.67
Ending account value	\$24,428,634.57	\$24,428,634.57

Investment income summary

	This period	From Jan. 1, 2019
Income-cash and cash equivalents	\$7,327.53	\$17,368.83
Interest-fixed income	55,361.01	152,898.50
Dividends-equities	64,759.42	317,066.25
Income-alternative investments	-	7,433.61
Total	\$127,447.96	\$474,767.19

Gain/loss summary

	This period	From Jan. 1, 2019
Fixed income	- \$1,077.77	- \$4,870.55
Equities	1,283,790.50	1,785,655.12
Alternative inv	-	-
Total	\$1,282,712.73	\$1,780,784.57

Accrued income summary

Accrued income on September 30	\$26,405.89
Accrued income on July 01	32,430.32
Net accrued income	\$6,024.43

Net unrealized gain/loss*
Since acquisition
\$34,152.05
3,259,751.08
- 164,219.56
\$3,129,683.57

* 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.

Summary

Transaction summary - measured by cash balance

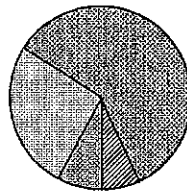
	Income	
	This period	From Jan. 1, 2019
Beginning cash balance	\$13,474.16	\$0.00
Additions		
Investment income	\$127,447.96	\$367,406.71
Sales and maturities	16,584.41	1,035,526.60
Other receipts	-	-
Disbursements		
Distributions	-	-
Purchases	-101,695.79	-391,638.69
Fees and charges	-23,499.58	-68,283.46
Other disbursements	-	-910,700.00
Account to account transfers	-	-
Ending cash balance	\$32,311.16	\$32,311.16
Change in cash	\$18,837.00	\$32,311.16

Transaction summary - measured by tax cost

	Principal	
	This period	From Jan. 1, 2019
Beginning tax cost	\$19,885,686.02	\$19,975,027.27
Additions		
Purchases	\$5,579,119.02	\$10,236,756.60
Securities received	1,776,325.24	2,405,162.24
Disbursements		
Sales	-\$4,192,259.99	-\$8,939,238.82
Securities delivered	-1,776,325.18	-2,405,162.18
Change in cash		
Ending tax cost	\$21,272,545.11	\$21,272,545.11
Change in cash	-\$18,837.00	-\$32,311.16

Analysis

Asset allocation



	Sep. 30, 2019
Cash and cash equivalents	7.73 %
Mutual funds	7.73 %
Fixed income	25.66 %
Corporate	3.76 %
US treasury	7.31 %
Agency	1.76 %
Mutual funds	12.51 %
Mortgages	0.26 %
Other	0.06 %
Equities	59.33 %
Stock	14.94 %
Etf's	32.07 %
Mutual funds	12.32 %
Alternative investments	7.28 %
Mutual funds	7.28 %

Equity sectors

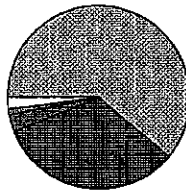
	Market value	% of equities	% of total portfolio
Industrials	\$291,029.24	7.99 %	1.19 %
Consumer discretionary	402,592.92	11.05 %	1.65 %
Consumer staples	243,580.17	6.68 %	1.00 %
Energy	93,418.38	2.56 %	0.38 %
Financial	546,628.33	15.00 %	2.24 %
Materials	209,292.83	5.74 %	0.86 %
Information technology	925,588.93	25.40 %	3.79 %
Real estate	88,151.84	2.42 %	0.36 %
Utilities	24,851.05	0.68 %	0.10 %
Health care	480,422.64	13.18 %	1.97 %
Telecommunication services	339,255.01	9.31 %	1.39 %
Total	\$3,644,811.34	100.00 %	14.93 %

Analysis

Bond analysis

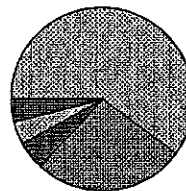
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$1,971,705.20	61.45 %	8.08 %
Moody's Aa1	25,794.25	0.80 %	0.11 %
Moody's Aa2	45,964.95	1.43 %	0.19 %
Moody's Aa3	91,411.40	2.85 %	0.38 %
Other	1,073,897.54	33.47 %	4.40 %



Maturity schedule

Market value [% of bonds maturing in]	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	4.06 %	\$115,261.10 (88.50 %)	- (-)	- (-)	\$14,978.70 (11.50 %)
1 - 5 years	60.17 %	443,871.35 (22.99 %)	1,486,719.10 (77.01 %)	- (-)	- (-)
6 - 10 years	26.59 %	357,902.55 (41.95 %)	430,795.27 (50.49 %)	- (-)	64,537.20 (7.56 %)
11 - 15 years	5.06 %	- (-)	162,214.63 (100.00 %)	- (-)	- (-)
16 or more years	4.13 %	- (-)	132,493.44 (100.00 %)	- (-)	- (-)



Detail

Portfolio - income

Cash and cash equivalents
 Uninvested cash

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH		32,311.16	\$1,000.00	\$32,311.16	0.14 %	\$1,000.00					

Mutual funds - money market

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC GOVT. MONEY MARKET FUND #405 PKIXX	\$198,435.01	279,947.580	\$1,000.00	\$279,947.58	1.15 %	\$1,000.00			1.89 %	\$5,267.53	\$379.40
PNC GOVT. MONEY MARKET FUND #405 PKIXX	24,850.28	28,449.090	1,000.00	28,449.09	0.12 %	1,000.00			1.89 %	535.30	76.09
PNC CAPITAL ADVISORS PNC GOVT. MONEY MARKET FUND #405 PKIXX			1,000.00		0.01 %						4.61

Total mutual funds - money market			\$308,396.67		1.26 %	\$308,396.67			1.88 %	\$5,802.83	\$460.10
Total cash and cash equivalents			\$340,707.83		1.40 %	\$340,707.83			1.70 %	\$5,802.83	\$460.10

Detail

**Fixed income
Corporate bonds**

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current							
APPLE INC CALL 12/09/2023 UNSC 03.000% DUE 02/09/2024 RATING: AA1 [037833CG3]	15,493.35	104.1970	15,000	15,429.55	104.1970	0.07 %	14,993.40	99.96	636.15	2.88 %	450.00	65.00
PNC CAPITAL ADVISORS AVALONBAY COMMUNITIES IN SR UNSEC CALL 07/01/20 @ 100 03.625% DUE 10/01/2020 RATING: A3 [05348EAS8]	25,337.75	101.0980	25,000	25,274.50	101.0980	0.11 %	26,572.00	106.29	- 1,297.50	3.59 %	906.25	453.12
PNC CAPITAL ADVISORS BB&T CORPORATION SER MTN CALL 11/06/2023 03.750% DUE 12/06/2023 RATING: A2 [05531FBF9]	26,385.50	105.8140	25,000	26,453.50	105.8140	0.11 %	24,961.50	99.85	1,492.00	3.55 %	937.50	299.48
PNC CAPITAL ADVISORS BANK OF AMERICA CORP SR UNSEC CALL 01/23/25 @ 100 VAR% DUE 01/23/2026 RATING: A2 [060516GZ6]	25,797.25	104.0140	25,000	26,003.50	104.0140	0.11 %	25,000.00	100.00	1,003.50	3.27 %	848.45	160.26
PNC CAPITAL ADVISORS BANK AMER CORP VAR% DUE 05/17/2022 RATING: A2 [06051GHH5]	10,192.70	101.9840	10,000	10,198.40	101.9840	0.05 %	10,000.00	100.00	198.40	3.46 %	352.79	131.32
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
		Current price per unit	Current market value					
CONNECTICUT LIGHT & PWR SER A CALL 12/15/2026 03.200% DUE 03/15/2027 RATING: A1 (207597EJ0)	20,000	211,132.40	21,028.60	0.09 %	103.80	3.03 %	640.00	348.44
		105.6620	105.14					
PNC CAPITAL ADVISORS								
CONSOLIDATED EDISON CO 0 SER D CALL 09/01/2028 04.000% DUE 12/01/2028 RATING: A3 (209111FS7)	16,483.80	16,789.20	14,988.90	0.07 %	1,800.30	3.58 %	600.00	200.00
	15,000	111.9280	99.93					
PNC CAPITAL ADVISORS								
JOHN DEERE CAPITAL CORP SER MTN UNSC 03.200% DUE 01/10/2022 RATING: A2 (24422EUQ0)	5,130.40	5,135.20	4,995.20	0.03 %	140.00	3.12 %	160.00	36.00
	5,000	102.7040	99.90					
PNC CAPITAL ADVISORS								
JOHN DEERE CAPITAL CORP SER MTN UNSC 02.250% DUE 09/14/2026 RATING: A2 (24422EVB2)	10,000	9,977.70	9,975.50	0.05 %	2.20	2.26 %	225.00	11.88
		99.7770	99.76					
PNC CAPITAL ADVISORS								
DUKE ENERGY INDIANA INC 1ST MORTGAGE 03.750% DUE 07/15/2020 RATING: AA3 (263901AC4)	10,143.30	10,127.30	10,900.90	0.05 %	- 773.60	3.71 %	375.00	79.17
	10,000	101.2730	109.01					
PNC CAPITAL ADVISORS								

Detail

Fixed income bonds
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					
JOHNSON & JOHNSON CALL 12/01/2025 @ 100.000 UNSC 02.450% DUE 03/01/2026 RATING: AAA (478160BY9)	20,109.40 20,000	20,350.60 101.7590		0.09 %	378.80	2.41 %	490.00	40.83
PNC CAPITAL ADVISORS KFW	30,580.20	30,700.20		0.13 %	849.90	2.33 %	712.50	182.08
SEDOL ISIN US500769HR85 02.375% DUE 12/29/2022 RATING: AAA (500769HR8)	30,000	102.3340						
PNC CAPITAL ADVISORS MASTERCARD INC CALL 03/01/2029 UNSC 02.950% DUE 06/01/2029 RATING: A1 (57636QAM6)	15,472.35 15,000	15,733.80 104.8920		0.07 %	754.50	2.82 %	442.50	148.73
PNC CAPITAL ADVISORS MERC & CO INC CALL 12/07/2028 UNSC 03.400% DUE 03/07/2029 RATING: A1 (58933YAX3)	21,287.80 20,000	21,695.20 108.4760		0.09 %	1,807.60	3.14 %	680.00	45.33
PNC CAPITAL ADVISORS METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 (59156RBB3)	16,219.50 15,000	16,220.55 108.1370		0.07 %	21.60	4.04 %	655.20	29.12
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						
SHELL INTERNATIONAL FIN SEDOL ISIN US822582BG61 02.125% DUE 05/11/2020 RATING: AA2 (822582BG6)	29,994.90	30,073.50	100.2450	0.13 %	137.10	2.12 %	637.50	247.92
PNC CAPITAL ADVISORS SIERRA PACIFIC POWER CO CALL 02/01/2026 MORT 02.600% DUE 05/01/2026 RATING: A2 (826418BM6)	19,829.40	20,253.60	101.2680	0.09 %	1,592.20	2.57 %	520.00	216.67
PNC CAPITAL ADVISORS SIMON PROPERTY GROUP SR UNSEC CALL 9/1/21 @ 100 04.125% DUE 12/01/2021 RATING: A2 (828807CG0)	15,598.80	15,585.75	103.9050	0.07 %	342.15	3.97 %	618.75	206.25
PNC CAPITAL ADVISORS SUMITOMO MITSUI FINL GRP SEDOL BZ1H048 ISIN US86562MAU45 02.778% DUE 10/18/2022 RATING: A1 (86562MAU4)	15,148.20	20,292.60	101.4630	0.09 %	333.35	2.74 %	555.60	251.56
PNC CAPITAL ADVISORS 3M COMPANY SER MTN CALL 01/14/2024 03.250% DUE 02/14/2024 RATING: A1 (88579YBB6)	10,446.60	10,516.20	105.1620	0.05 %	399.00	3.10 %	325.00	42.43
PNC CAPITAL ADVISORS								

Detail

**Fixed income
 Corporate bonds**

Description (Cusip)	Market value last period		Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit								
TOYOTA MOTOR CREDIT CORP SER GMTN UNSC 03.450% DUE 08/20/2023 RATING: AA3 (89236TFN0)	20,988.20	20,000	21,154.20 105.7710	0.09 %	19,960.80 99.80		1,193.40	3.27 %	690.00	21.08
PNC CAPITAL ADVISORS										
UNIONBANCAL CORP SR UNSEC 03.500% DUE 06/18/2022 RATING: A2 (908906AC4)	30,940.80	30,000	30,917.40 103.0580	0.13 %	30,614.40 102.05		303.00	3.40 %	1,050.00	300.42
PNC CAPITAL ADVISORS										
US BANCORP CALL 05/30/2029 SUB 03.000% DUE 07/30/2029 RATING: A1 (91159HHW3)	15,000		15,457.95 103.0530	0.07 %	14,998.65 99.99		459.30	2.92 %	450.00	77.50
PNC CAPITAL ADVISORS										
WALMART INC CALL 05/08/2026 UNSC 03.050% DUE 07/08/2026 RATING: AA2 (931142EM1)	15,713.85	15,000	15,891.45 105.9430	0.07 %	14,980.20 99.87		911.25	2.88 %	457.50	105.48
PNC CAPITAL ADVISORS										
WELLS FARGO & COMPANY SER MTN SUB 04.100% DUE 06/03/2026 RATING: A3 (94974BFY1)	10,605.20	10,000	10,711.80 107.1180	0.05 %	10,120.65 101.21		591.15	3.83 %	410.00	134.39
PNC CAPITAL ADVISORS										

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
			Current price per unit	Current market value							
WELLS FARGO & COMPANY	20,695.20	20,000	20,878.60	104,3930	0.09 %	20,026.15	100.13	852.45	3.17 %	660.00	40.33
SER MTN UNSC											
03.300% DUE 09/09/2024											
RATING: A2											
(94974BGAZ)											
PNC CAPITAL ADVISORS											
WESTPAC BANKING CORP	15,080.25	15,000	15,114.60	100.7640	0.07 %	14,989.65	99.93	124.95	2.63 %	397.50	72.87
SEDOL ISIN US961214DU48											
02.650% DUE 01/25/2021											
RATING: AA3											
(961214DU4)											
PNC CAPITAL ADVISORS											
XILINX INC	15,128.25	15,000	15,176.85	101.1790	0.07 %	15,016.05	100.11	160.80	2.97 %	450.00	20.00
UNSC											
03.000% DUE 03/15/2021											
RATING: A3											
(983919AH4)											
PNC CAPITAL ADVISORS											
Total corporate bonds			\$891,757.85		3.65 %	\$863,322.93		\$28,434.92	3.07 %	\$27,393.94	\$7,434.63

Treasury bonds

Description (Cusip)	Market value last period	Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
			Current price per unit	Current market value							
USA TREASURY NOTES	\$180,541.80	180,000	\$180,633.60	\$100.3520	0.75 %	\$179,876.56	\$99.93	\$757.04	2.00 %	\$3,600.00	\$310.00
02.000% DUE 02/28/2021											
RATING: AAA											
(912828B90)											
PNC CAPITAL ADVISORS											

Detail

Treasury bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current							
USA TREASURY NOTES 02.375% DUE 08/15/2024 RATING: AAA (912828D56)	298,497.00	363.044.50	350,000	103.7270	353,067.14	1.49 %	100.88	9,977.36	2.29 %	8,312.50	1,062.15	
PNC CAPITAL ADVISORS USA TREASURY NOTES 02.125% DUE 09/30/2021 RATING: AAA (912828F21)	166,392.60	166.514.70	165,000	100.9180	161,336.53	0.69 %	97.78	5,178.17	2.11 %	3,506.25	9.74	
PNC CAPITAL ADVISORS USA TREASURY NOTES 02.250% DUE 11/15/2025 RATING: AAA (912828M56)	40,964.00	20.741.40	20,000	103.7070	19,525.78	0.09 %	97.63	1,215.62	2.17 %	450.00	170.00	
PNC CAPITAL ADVISORS USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9)	284,130.75	245.325.85	245,000	100.1330	238,594.91	1.01 %	97.39	6,730.94	1.63 %	3,981.25	508.72	
PNC CAPITAL ADVISORS USA TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA (912828VS6)	139,077.00	134.514.90	130,000	103.4730	128,176.76	0.56 %	98.60	6,338.14	2.42 %	3,250.00	415.28	
PNC CAPITAL ADVISORS USA TREASURY NOTE 01.875% DUE 01/31/2022 RATING: AAA (912828V72)	180,633.60	175.971.25	175,000	100.5550	170,718.55	0.73 %	97.55	5,252.70	1.87 %	3,281.25	555.99	
PNC CAPITAL ADVISORS USA TREASURY NOTES 01.750% DUE 10/31/2020 RATING: AAA (912828WC0)	139,759.20	74.950.50	75,000	99.9340	74,602.54	0.31 %	99.47	347.96	1.76 %	1,312.50	550.52	

Detail

Treasury bonds

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
USA TREASURY NOTES 02.500% DUE 05/15/2024 RATING: AAA (912828WJ5)	144,807.60	145,763.80	140,000	104.1170	0.60 %	141,253.51	100.90	4,510.29	2.41 %	3,500.00	1,322.01
PNC CAPITAL ADVISORS USA TREASURY NOTES 02.375% DUE 05/15/2027 RATING: AAA (912828X88)	82,709.60	84,296.80	80,000	105.3710	0.35 %	76,059.57	95.07	8,237.23	2.26 %	1,900.00	717.78
PNC CAPITAL ADVISORS USA TREASURY NOTES TREASURY INFLATION PROTECT SECS 00.375% DUE 07/15/2027 RATING: N/A (9128282L3)	42,181.22	42,656.66	40,000	106.6417	0.18 %	40,171.26	100.43	2,485.40	0.37 %	153.92	32.63
PNC CAPITAL ADVISORS USA TREASURY NOTES 02.875% DUE 05/15/2028 RATING: AAA (9128284N7)	85,903.20	148,173.30	135,000	109.7580	0.61 %	144,365.02	106.94	3,808.28	2.62 %	3,881.25	1,478.07
Total treasury bonds		\$1,782,587.26			7.31 %	\$1,727,748.13		\$54,839.13	2.08 %	\$37,128.92	\$7,132.89

Agency bonds

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
FEDERAL NATL MTG ASSN UNSC 01.875% DUE 09/24/2026 RATING: AAA (313560QZ2)	74,235.75	\$75,930.75	75,000	\$101.2410	0.32 %	\$70,862.85	\$94.48	\$5,067.90	1.86 %	\$1,406.25	\$27.34
PNC CAPITAL ADVISORS											

Detail

Agency bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current market value							
FEDERAL NATL MTG ASSN	28,832.120	30,114.57		30,114.57		0.13 %	30,197.14	104.73	- 82.57	3.83 %	1,153.28	99.31
POOL CA0549		104.4480		104.4480								
04-000% DUE 10/01/2047												
RATING: N/A												
[3140Q7TF4]												
PNC CAPITAL ADVISORS												
FEDERAL NATL MTG ASSN	14,975.418	15,541.79		15,541.79		0.07 %	15,537.00	103.75	4.79	3.38 %	524.14	43.68
POOL FM0008		103.7820		103.7820								
03-500% DUE 08/01/2049												
RATING: N/A												
[3140X3AJ7]												
PNC CAPITAL ADVISORS												
FEDERAL NATL MTG ASSN	14,819.296	15,416.07		15,416.07		0.07 %	15,344.92	103.55	71.15	3.37 %	518.68	43.22
POOL FM1221		104.0270		104.0270								
03-500% DUE 07/01/2049												
RATING: N/A												
[3140X4LB0]												
PNC CAPITAL ADVISORS												
FEDERAL NATL MTG ASSN	55,333.12	53,335.94		53,335.94		0.22 %	49,290.22	98.73	4,045.72	3.75 %	1,997.04	171.97
POOL #AB2077	49,925.994	106.8300		106.8300								
04-000% DUE 01/01/2041												
RATING: N/A												
[31416XJX9]												
PNC CAPITAL ADVISORS												
FEDERAL NATL MTG ASSN	54,211.48	51,796.09		51,796.09		0.22 %	51,582.04	100.55	214.05	2.48 %	1,282.49	110.44
POOL MA2803	51,299.510	100.9680		100.9680								
02-500% DUE 11/01/2031												
RATING: N/A												
[31418CDH4]												
PNC CAPITAL ADVISORS												
Total agency bonds				\$429,635.18		1.76 %	\$419,909.63		\$9,725.55	2.83 %	\$12,153.92	\$949.95

Detail

Mutual funds - fixed income

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
DODGE & COX INCOME FUND (DODIX) FD #147	\$740,366.90	\$14.0900	\$749,947.49	\$14.0900	3.08 %	\$723,996.00	\$13.50	\$25,951.49	3.15 %	\$23,578.90	
21-75-073-4453885	53,225.514										
METROPOLITAN WEST UNCONSTRAINED (MWCIX) BOND FUND CLASS I FUND #0518	1,180,724.60	11.9200	1,181,715.97	11.9200	4.85 %	1,182,461.00	11.93	- 745.03	3.91 %	46,197.96	3,991.23
21-75-073-4453885	99,137.246										
T ROWE PRICE INSTITUTIONAL (PFFRX) FLOATING RATE FUND FD #430	569,622.89	9.8300	569,622.89	9.8300	2.34 %	580,873.00	10.02	- 11,250.11	5.16 %	29,379.33	2,168.13
21-75-073-4453885	57,947.395										
TEMPLETON GLOBAL BOND FUND R6 (FBNFX) 21-75-073-4453885	578,206.59	10.7000	551,469.13	10.7000	2.26 %	628,837.00	12.20	- 77,427.87	8.24 %	45,401.07	
21-75-073-4453885	51,533.564										
Total mutual funds - fixed income			\$3,052,695.48		12.51 %	\$3,116,167.00		- \$63,471.52	4.74 %	\$144,557.26	\$6,159.36

Mortgages

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
FHLMC MULTIFAMILY STRUCTURED P SERIES K067 CLASS A2 03.194% DUE 07/25/2027 RATING: AAA (3137FAWS3) PNC CAPITAL ADVISORS	60,000	\$107.5620	\$64,537.20	\$107.5620	0.27 %	\$60,183.20	\$100.31	\$4,354.00	2.97 %	\$1,916.40	\$159.70
Total mutual funds - fixed income					12.51 %	\$3,116,167.00		- \$63,471.52	4.74 %	\$144,557.26	\$6,159.36

Detail

Asset backed

Description (Cusip)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FIFTH THIRD AUTO TRUST SERIES 2019 1 CLASS A3	\$15,166.80	15,000	\$15,211.35	\$101.4090	0.07 %	\$14,996.70	\$99.98	\$214.65	2.61 %	\$396.00	\$17.60
02.640% DUE 12/15/2023 RATING: AAA [31680YAD9]											
PNC CAPITAL ADVISORS											
JOHN DEERE OWNER TRUST SERIES 2019 B CLASS A3		10,000	10,065.80	100.6580	0.05 %	9,997.88	99.98	67.92	2.20 %	221.00	9.82
02.210% DUE 12/15/2023 RATING: AAA [477870AC3]											
PNC CAPITAL ADVISORS											
Total asset backed			\$25,277.15		0.10 %	\$24,994.58		\$282.57	2.44 %	\$617.00	\$27.42

Other fixed income assets

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
INTL FINANCE CORP SER GMTN UNSC 01.750% DUE 03/30/2020	\$14,958.45	15,000	\$14,978.70	\$99.8580	0.07 %	\$14,991.30	\$99.94	-\$12.60	1.76 %	\$262.50	\$0.73
RATING: AAA [45950KCL2]											
PNC CAPITAL ADVISORS											
Total fixed income			\$6,261,468.82		25.66 %	\$6,227,316.77		\$34,152.05	3.58 %	\$224,029.94	\$21,864.68

Detail

Equities
Stocks
Consumer discretionary

Description (Symbol)	Quantity	Market value last period		Current market value price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit								
HELEN OF TROY LIMITED (HELE)	43			\$6,779.38	0.03 %	\$6,774.48	\$157.55	\$4.90			
SEDOL 2419530				\$157,600							
ISIN BMG4388N1065											
GW&K INVESTMENT MANAGEMENT											
JOHNSON CTLS INTL PLC (JCI)	817			35,858.13	0.15 %	35,641.71	43.63	216.42	2.37 %	849.68	
SEDOL BY7QL61				43,890							
ISIN IE00BY7QL619											
ARISTOTLE CAPITAL MANAGEMENT											
AMAZON COM INC (AMZN)	29			50,341.39	0.21 %	42,415.21	7,926.18				
EDGEWOOD MGMT				1,735,910		1,462.59					
BOOKING HOLDINGS INC (BKG)	19			37,289.59	0.16 %	37,621.14	-331.55				
EDGEWOOD MGMT				1,962,610		1,980.06					
CHURCHILL DOWNS INC (CHDN)	102			12,592.41	0.06 %	12,588.83	3.58	3.58	0.44 %	55.39	
GW&K INVESTMENT MANAGEMENT				123,450		123.42					
CHUY'S HOLDINGS INC (CHUY)	164			4,060.64	0.02 %	4,047.52	13.12				
GW&K INVESTMENT MANAGEMENT				24,760		24.68					
FIVE BELOW (FIVE)	129			16,266.90	0.07 %	16,665.50	-398.60				
GW&K INVESTMENT MANAGEMENT				126,100		129.19					
HOME DEPOT INC (HD)	165			38,283.30	0.16 %	13,720.80	24,562.50	24,562.50	2.35 %	897.60	
ARISTOTLE CAPITAL MANAGEMENT				232,020		83.16					
LENNAR CORP (LEN)	564			31,499.40	0.13 %	31,279.44	219.96	219.96	0.29 %	90.24	
CLASS A				55,850		55.46					
ARISTOTLE CAPITAL MANAGEMENT											
LITHIA MTRS INC (LAD)	130			17,209.40	0.08 %	17,131.39	78.01	78.01	0.91 %	156.00	
CL A				132,380		131.78					
GW&K INVESTMENT MANAGEMENT											
NIKE INC (NKE)	833			78,235.36	0.33 %	76,835.92	1,399.44	1,399.44	0.94 %	733.04	
CLASS B				93,920		92.24					
EDGEWOOD MGMT											
OXFORD INDUSTRIES INC (OXM)	96			6,883.20	0.03 %	6,749.75	133.45	133.45	2.07 %	142.08	
GW&K INVESTMENT MANAGEMENT				71,700		70.31					

Detail

Equities

Stocks

Consumer discretionary

Description (Symbol)	Market value last period	Quantity	Current market value price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
SKYLINE CHAMPION CORP (SKY)		360	10,832.40	0.05 %	10,930.46	30.36	-98.06	1.20 %	129.60	
GW&K INVESTMENT MANAGEMENT		608	35,951.04	0.15 %	35,841.60	58.95	109.44	0.40 %	141.66	6.08
SONY CORP AMERICAN SHARE NEW (SNE) SPONSORED ADR			59,1300							
ARISTOTLE CAPITAL MANAGEMENT			13,812.76	0.06 %	13,782.57		30.19	2.29 %	315.60	
TEXAS ROADHOUSE INC (TXRH)		263	52,5200		52.41					
GW&K INVESTMENT MANAGEMENT		237	6,697.62	0.03 %	6,762.04	28.53	-64.42	1.42 %	94.80	23.70
WOLVERINE WORLD WIDE INC (WWW)			28,2600							
GW&K INVESTMENT MANAGEMENT			\$402,592.92	1.65 %	\$368,788.36		\$33,804.56	0.90 %	\$3,605.69	\$29.78
Total consumer discretionary										

Consumer staples

Description (Symbol)	Market value last period	Quantity	Current market value price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
CENTRAL GARDEN & PET CO (CENT)		148	\$4,326.04	0.02 %	\$4,130.29	\$27.91	\$195.75			
GW&K INVESTMENT MANAGEMENT		349	\$29,2300	0.04 %	9,207.60	26.38	468.43			
CENTRAL GARDEN AND PET CO (CENTA) CL A			9,676.03							
GW&K INVESTMENT MANAGEMENT			27,7250							
COCA COLA CO (KO)		773	42,082.12	0.18 %	41,838.63	54.13	243.49	2.94 %	1,236.80	
ARISTOTLE CAPITAL MANAGEMENT			54,4400							
JOHN BEAN TECHNOLOGY (JBT)		72	7,158.96	0.03 %	7,277.91	101.08	-118.95	0.41 %	28.80	
GW&K INVESTMENT MANAGEMENT			99,4300							
LAUDER ESTEE COS INC (EL) CL A		300	59,685.00	0.25 %	48,866.62	162.89	10,818.38	0.87 %	516.00	
EDGEWOOD MGMT			198,9500							
PERFORMANCE FOOD GROUP CO (PFGC)		404	18,588.04	0.08 %	18,814.28	66.57	-226.24			
GW&K INVESTMENT MANAGEMENT			66,0100							
TYSON FOODS INC (TSN) CLASS A		433	37,298.62	0.16 %	37,187.64	85.88	110.98	1.75 %	649.50	
ARISTOTLE CAPITAL MANAGEMENT			86,1400							



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-***3885

July 1, 2019 - September 30, 2019

Detail

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
UNILEVER NV NEW YORK SHARES NEW (UN)	573	34,397.19	60.0300	0.15 %	34,420.11	60.07	- 22.92	2.57 %	882.99	
SEDOL 2416542										
ISIN US9047847093										
ARISTOTLE CAPITAL MANAGEMENT										
WD 40 CO (WDFC)	41	7,525.14	183.5400	0.04 %	7,538.12	183.86	- 12.98	1.33 %	100.04	
GW&K INVESTMENT MANAGEMENT										
WALGREENS BOOTS ALLIANCE INC (WBA)	413	22,843.03	55.3100	0.10 %	22,289.16	53.97	553.87	3.31 %	755.79	
ARISTOTLE CAPITAL MANAGEMENT										
Total consumer staples		\$243,580.17		1.00 %	\$231,570.36		\$12,009.81	1.71 %	\$4,169.92	

Energy

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
DRILL-QUIP INC (DRQ)	78	\$3,914.04	\$50.1800	0.02 %	\$4,359.73	\$55.89	- \$445.69			
GW&K INVESTMENT MANAGEMENT										
FORUM ENERGY TECHNOLOGIES INC (FET)	274	424.70	1.5500	0.01 %	490.46	1.79	- 65.76			
GW&K INVESTMENT MANAGEMENT										
HALLIBURTON CO (HAL)	840	15,834.00	18.8500	0.07 %	16,405.20	19.53	- 571.20	3.82 %	604.80	
ARISTOTLE CAPITAL MANAGEMENT										
MATADOR RESOURCES CO (MTDR)	656	10,843.68	16.5300	0.05 %	11,419.84	17.41	- 576.16			
GW&K INVESTMENT MANAGEMENT										
PHILLIPS 66 (PSX)	361	36,966.40	102.4000	0.16 %	37,211.52	103.08	- 245.12	3.52 %	1,299.60	
ARISTOTLE CAPITAL MANAGEMENT										
PIONEER NAT RES CO (PXD)	171	21,506.67	125.7700	0.09 %	22,387.32	130.92	- 880.65	1.40 %	300.96	75.24
ARISTOTLE CAPITAL MANAGEMENT										
WPX ENERGY INC (WPX)	371	3,928.89	10.5900	0.02 %	4,125.52	11.12	- 196.63			
GW&K INVESTMENT MANAGEMENT										
Total energy		\$93,418.38		0.38 %	\$96,399.59		-\$2,981.21	2.36 %	\$2,205.36	\$75.24

Detail

Financial

Description (Symbol)	Quantity	Current market value price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
CHUBB LTD (CB)	197	\$31,803.68	0.14 %	\$31,338.15	\$159.08	\$465.53	1.86 %	\$591.00	
SEDOL B3BQMF6		\$161.4400							
ISIN CH0044328745									
ARISTOTLE CAPITAL MANAGEMENT									
AMERISAFE INC (AMSF)	11,106.48		0.05 %	11,264.30		-157.82	1.52 %	168.00	
GW&K INVESTMENT MANAGEMENT	66,1100			67.05					
AMERIPRISE FINANCIAL INC (AMP)	36,333.70		0.15 %	35,602.97		730.73	2.54 %	958.36	
ARISTOTLE CAPITAL MANAGEMENT	147,1000			144.14					
AMERIS BANCORP (ABCB)	11,911.04		0.05 %	11,692.00		219.04	1.50 %	177.60	44.40
GW&K INVESTMENT MANAGEMENT	40,2400			39.50					
BOK FINL CORP (BOKF)	19,233.45		0.08 %	19,392.01		-158.56	2.53 %	486.00	
NEW	79,1500			79.80					
ARISTOTLE CAPITAL MANAGEMENT									
BANCO BILBAO VIZCAYA (BBVA)	22,812.40		0.10 %	22,549.18		263.22	4.60 %	1,048.49	
ARGENTARIA S A	5,2000			5.14					
SPONSORED ADR									
ARISTOTLE CAPITAL MANAGEMENT									
BANK OF AMERICA CORP (BAC)	45,009.31		0.19 %	44,762.91		246.40	2.47 %	1,110.96	
ARISTOTLE CAPITAL MANAGEMENT	29,1700			29.01					
CME GROUP INC (CME)	80,309.20		0.33 %	81,987.81		-1,678.61	1.42 %	1,140.00	
A DERIVATIVES EXCHANGE	211,3400			215.76					
EDGEWOOD MGMT									
CAPITAL ONE FINANCIAL CORP (COF)	30,933.20		0.13 %	31,110.00		-176.80	1.76 %	544.00	
ARISTOTLE CAPITAL MANAGEMENT	90,9800			91.50					
CATHAY GENERAL BANCORP (CATY)	12,921.42		0.06 %	13,171.48		-250.06	3.57 %	461.28	
GW&K INVESTMENT MANAGEMENT	34,7350			35.41					
COHEN & STEERS INC (CNS)	10,216.98		0.05 %	10,083.06		133.92	2.63 %	267.84	
GW&K INVESTMENT MANAGEMENT	54,9300			54.21					
CULLEN FROST BANKERS INC (CFR)	19,658.10		0.09 %	19,434.88		223.22	3.21 %	630.48	
ARISTOTLE CAPITAL MANAGEMENT	88,5500			87.55					
EAST WEST BANCORP INC (EWBC)	22,056.42		0.10 %	22,275.54		-219.12	2.49 %	547.80	
ARISTOTLE CAPITAL MANAGEMENT	44,2900			44.73					
GLACIER BANCORP INC (GBCI)	11,854.78		0.05 %	12,012.50		-157.72	2.87 %	339.88	
GW&K INVESTMENT MANAGEMENT	40,4600			41.00					

Detail

Health care

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
			price per unit							
ALCON INC (ALC)	502	29,261.58	58,2900	0.12 %	30,034.66	59.83	- 773.08			
SEDOL BLXBP41										
ISIN CH0432492467										
ARISTOTLE CAPITAL MANAGEMENT										
WRIGHT MEDICAL GROUP N V ORD (WMGI)	365	7,529.95	20,6300	0.04 %	7,659.67	20.99	- 129.72			
SEDOL BZ2JCC5										
ISIN NL0011327523										
GW&K INVESTMENT MANAGEMENT										
ALIGN TECHNOLOGY INC (ALGN)	228	41,249.76	180,9200	0.17 %	41,002.17	179.83	247.59			
EDGEWOOD MGMT										
AMGEN INC (AMGN)	212	41,024.12	193,5100	0.17 %	27,534.23	129.88	13,489.89	3.00 %	1,229.60	
ARISTOTLE CAPITAL MANAGEMENT										
ATRICURE INC (ATRC)	249	6,210.06	24,9400	0.03 %	6,332.79	25.43	- 122.73			
GW&K INVESTMENT MANAGEMENT										
BAXTER INTERNATIONAL INC (BAX)	32,760.00	87,4700		0.01 %						88.00
21-75-880-4453885										
CANTEL MEDICAL CORP (CMD)	151	11,294.80	74,8000	0.05 %	12,195.33	80.76	- 900.53	0.27 %	30.20	
GW&K INVESTMENT MANAGEMENT										
CATALENT INC (CTLT)	353	16,823.98	47,6600	0.07 %	18,259.52	51.73	- 1,435.54			
GW&K INVESTMENT MANAGEMENT										
DANAHER CORP (DHR)	382	55,172.26	144,6300	0.23 %	47,398.19	124.08	7,774.07	0.48 %	259.76	64.94
ARISTOTLE CAPITAL MANAGEMENT										
GLOBALUS MEDICAL INC A (GMED)	419	21,419.28	51,1200	0.09 %	21,941.06	52.37	- 521.78			
GW&K INVESTMENT MANAGEMENT										
ICU MED INC (ICUI)	53	8,458.80	159,6000	0.04 %	8,456.15	159.55	2.65			
GW&K INVESTMENT MANAGEMENT										
ILLUMINA INC (ILMN)	232	70,579.04	304,2200	0.29 %	69,764.16	300.71	814.88			
EDGEWOOD MGMT										
INTUITIVE SURGICAL INC (ISRG)	132	71,270.76	539,9300	0.30 %	71,876.64	544.52	- 605.88			
EDGEWOOD MGMT										
LHC GROUP INC (LHCG)	98	11,128.88	113,5600	0.05 %	11,586.40	118.23	- 457.52			
GW&K INVESTMENT MANAGEMENT										

Detail

Health care

Description [Symbol]	Quantity	Current market value	Current price per unit	Market value last period	Quantity	Current price per unit	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
NOVARTIS AG (NVS)	380	86.9000	33,022.00			32,843.40	86.43	0.14 %		178.60	2.12 %	699.96		
SPONSORED ADR														
ARISTOTLE CAPITAL MANAGEMENT														
SYNEOS HEALTH INC (SYNH)	311	53.2100	16,548.31			17,123.60	55.06	0.07 %		- 575.29				
GW&K INVESTMENT MANAGEMENT														
Total health care			\$480,422.64				\$464,169.64	1.97 %		\$16,253.00	0.63 %	\$3,003.60	\$348.96	

Industrials

Description [Symbol]	Quantity	Current market value	Current price per unit	Market value last period	Quantity	Current price per unit	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
ALLEGION PLC (ALLE)	352	\$103.6500	\$36,484.80			\$35,774.92	\$101.63	0.15 %		\$709.88	1.05 %	\$380.16		
SEDOL BFRT3W7														
ISIN IE00BFRT3W74														
ARISTOTLE CAPITAL MANAGEMENT														
AAR CORP (AIR)	226	41.2100	9,313.66			9,929.08	43.93	0.04 %		- 615.62	0.73 %	67.80		
GW&K INVESTMENT MANAGEMENT														
ALAMO GROUP INC (ALG)	92	117.7200	10,830.24			10,968.38	119.22	0.05 %		- 138.14	0.41 %	44.16		
GW&K INVESTMENT MANAGEMENT														
ALLEGIAN TRAVEL CO (ALGT)	78	149.6600	11,673.48			11,746.12	150.59	0.05 %		- 72.64	1.88 %	218.40		
GW&K INVESTMENT MANAGEMENT														
EXLSERVICE HOLDINGS INC (EXLS)	129	66.9600	8,637.84			8,458.75	65.57	0.04 %		179.09				
GW&K INVESTMENT MANAGEMENT														
GENERAL DYNAMICS CORP (GD)	185	33.80505	33,805.05			34,329.43	185.56	0.14 %		- 524.38	2.24 %	754.80		
ARISTOTLE CAPITAL MANAGEMENT														
HEARTLAND EXPRESS INC (HTLD)	393	21.5100	8,453.43			8,363.08	21.28	0.04 %		90.35	0.38 %	31.44		
GW&K INVESTMENT MANAGEMENT														
HELIOS TECHNOLOGIES INC (HLIO)	152	40.5700	6,166.64			6,487.13	42.68	0.03 %		- 320.49	0.89 %	54.72		
GW&K INVESTMENT MANAGEMENT														
ICF INTERNATIONAL INC (ICFI)	139	84.4700	11,741.33			10,947.20	78.76	0.05 %		794.13	0.67 %	77.84		
GW&K INVESTMENT MANAGEMENT														
MACOM TECHNOLOGY SOLUTIONS (MTSI)	263	5,653.19	5,653.19			5,831.81	22.17	0.03 %		- 178.62				
HOLDINGS INC														
GW&K INVESTMENT MANAGEMENT														

Detail

Industrials

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
MOBILE MINI INC (MINI)	269	9,178.14	36,860.00	0.04 %	8,391.52	33.70	786.62	2.99 %	273.90	
GW&K INVESTMENT MANAGEMENT		36,384.00	75,800.00	0.15 %	35,646.52	74.26	737.48	1.43 %	518.40	
OSHKOSH CORPORATION (OSK)	480									
CLASS B										
ARISTOTLE CAPITAL MANAGEMENT										
PARKER HANNIFIN CORP (PHI)	193	34,857.73	180,610.00	0.15 %	34,227.39	177.34	630.34	1.95 %	679.36	
ARISTOTLE CAPITAL MANAGEMENT										
PATRICK INDUSTRIES INC (PATK)	176	7,546.88	42,880.00	0.04 %	7,459.92	42.39	86.96	0.38 %	28.16	
GW&K INVESTMENT MANAGEMENT										
PAYLOCITY HOLDING CORP (PCTV)	142	13,856.36	97,580.00	0.06 %	14,234.08	100.24	- 377.72			
GW&K INVESTMENT MANAGEMENT										
PRIMORIS SERVICES CORP (PRIM)	447	8,765.67	19,610.00	0.04 %	8,844.30	19.79	- 78.63	1.23 %	107.28	26.82
GW&K INVESTMENT MANAGEMENT										
RITCHIE BROS AUCTIONEERS INC (RBA)	352	14,044.80	39,900.00	0.06 %	13,523.70	38.42	521.10	2.01 %	281.60	
SEDOL 2202729										
ISIN CA7677441056										
GW&K INVESTMENT MANAGEMENT										
SITEONE LANDSCAPE SUPPLY INC (SITE)	162	11,991.24	74,020.00	0.05 %	11,933.18	73.66	58.06			
GW&K INVESTMENT MANAGEMENT										
UNIVERSAL FST PRODS INC (UFPI)	292	11,644.96	39,880.00	0.05 %	11,609.92	39.76	35.04	1.01 %	116.80	
GW&K INVESTMENT MANAGEMENT										
Total industrials		\$291,029.24		1.19 %	\$288,706.43		\$2,322.81	1.25 %	\$3,634.82	\$26.82

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
GLOBANT SA (GLOB)	52	\$4,762.16	\$91,580.00	0.02 %	\$4,805.32	\$92.41	- \$43.16			
SEDOL BP40HF4										
ISIN LU0974299876										
GW&K INVESTMENT MANAGEMENT										
ADDBE INC (ADBE)	258	71,272.50	276,250.00	0.30 %	70,521.72	273.34	750.78	0.02 %	12.90	
ARISTOTLE CAPITAL MANAGEMENT										

Detail

Information technology

Description [Symbol]	Market value last period		Quantity	Current market value		% of total portfolio	Total tax cost		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current		Avg. tax cost per unit	Total tax cost				
PAYPAL HOLDINGS INC-W/ (PYPL)	812	84,115.08	812	103,590.00	0.35 %	84,488.60	104.05	- 373.52	0.76 %	44.88		
EDGEWOOD MGMT	66	5,968.38	66	90,430.00	0.03 %	6,121.46	92.75	- 153.08	0.76 %	44.88		
POWER INTEGRATIONS INC (POWI)	82	10,582.10	82	129,050.00	0.05 %	10,517.54	128.26	64.56	0.03 %	1.89		
PROOFPOINT INC (PFPT)	63	8,612.73	63	136,710.00	0.04 %	8,630.07	140.16	- 217.34	0.03 %	1.89		
GW&K INVESTMENT MANAGEMENT	137	15,254.95	137	111,350.00	0.07 %	15,762.05	115.05	- 507.10				
ROGERS CORP (ROG)	861	35,473.20	861	41,200.00	0.15 %	35,770.25	41.55	- 297.05				
GW&K INVESTMENT MANAGEMENT	621	106,818.21	621	172,010.00	0.44 %	62,733.66	101.02	44,084.55	0.59 %	621.00		
TWITTER INC (TWTR)		9,869.48		36,020.00	0.05 %	10,449.48	38.14	- 580.00				
ARISTOTLE CAPITAL MANAGEMENT	274		274		3.79 %	\$857,051.19		\$68,537.74	0.57 %	\$5,286.17	\$623.80	
VISA INC (V)												
CLASS A SHARES												
EDGEWOOD MGMT												
VIRTUSA CORP (VRTU)												
GW&K INVESTMENT MANAGEMENT												
Total information technology		\$925,588.93										

Materials

Description [Symbol]	Market value last period		Quantity	Current market value		% of total portfolio	Total tax cost		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current		Avg. tax cost per unit	Total tax cost				
BALCHEM CORP CL B (BCPC)	96	\$9,522.24	96	\$99,190.00	0.04 %	\$9,388.80	\$97.80	\$133.44	0.48 %	\$45.12		
GW&K INVESTMENT MANAGEMENT	155	9,222.50	155	59,500.00	0.04 %	9,242.48	59.63	- 19.98	0.21 %	18.60		
CAMBREX CORP (CBM)	114	6,439.86	114	56,490.00	0.03 %	6,595.99	57.86	- 156.13	5.10 %	328.32		
GW&K INVESTMENT MANAGEMENT	277	56,857.08	277	198,040.00	0.23 %	54,569.78	197.00	287.30	0.93 %	509.68		
COMPASS MINERALS INTL INC (CMP)	150	41,115.00	150	274,100.00	0.17 %	40,138.05	267.59	976.95	0.81 %	330.00		
GW&K INVESTMENT MANAGEMENT												
ECOLAB INC (ECL)												
EDGEWOOD MGMT												
MARTIN MARIETTA MATLS INC (MLM)												
ARISTOTLE CAPITAL MANAGEMENT												

Detail

Materials

Description (Symbol)	Market value last period Quantity	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit	Current market value					
PPG INDUSTRIES INC (PPG)	320	37,923.20	118,5100	0.16 %	599.07	1.73 %	652.80	
ARISTOTLE CAPITAL MANAGEMENT			116.64					
POLYONE CORPORATION (POL)	366	11,949.90	32,6500	0.05 %	102.48	2.39 %	285.48	
GW&K INVESTMENT MANAGEMENT			32.37					
RBC BEARINGS INC (ROLL)	97	16,093.27	16,300.11	0.07 %	-206.84			
GW&K INVESTMENT MANAGEMENT			168.04					
SILGAN HLDGS INC (SLGN)	389	11,683.62	11,598.11	0.05 %	85.51	1.47 %	171.16	
GW&K INVESTMENT MANAGEMENT			29.82					
US ECOLOGY INC (ECOL)	164	10,486.16	10,379.41	0.05 %	106.75	1.13 %	118.08	
GW&K INVESTMENT MANAGEMENT			63.29					
Total materials		\$209,292.83		0.86 %	\$1,908.55	1.18 %	\$2,459.24	

Real estate

Description (Symbol)	Market value last period Quantity	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit	Current market value					
EQUITY LIFESTYLE PROPERTIES (ELS) REIT	176	\$23,513.60	\$133,6000	0.10 %	\$326.48	1.84 %	\$431.20	\$107.80
ARISTOTLE CAPITAL MANAGEMENT			\$135.46					
NATIONAL HEALTH INVS INC (NHI)	118	9,722.02	9,878.56	0.04 %	-156.54	5.10 %	495.60	123.90
GW&K INVESTMENT MANAGEMENT			83.72					
PEBBLEBROOK HOTEL TRUST (PEB)	245	6,815.90	6,908.17	0.03 %	-92.27	5.47 %	372.40	93.10
GW&K INVESTMENT MANAGEMENT			28.20					
QTS REALTY TRUST INC-CL A (QTS)	246	12,646.86	12,481.06	0.06 %	165.80	3.43 %	432.96	
GW&K INVESTMENT MANAGEMENT			50.74					
STAG INDUSTRIES INC (STAG)	407	11,998.36	12,347.65	0.05 %	-349.29	4.86 %	582.01	
GW&K INVESTMENT MANAGEMENT			30.34					
SUN CMNTYS INC (SUJ)	158	23,455.10	23,800.55	0.10 %	-345.45	2.03 %	474.00	118.50
ARISTOTLE CAPITAL MANAGEMENT			150.64					
Total real estate		\$88,151.84	\$89,256.07	0.36 %	-\$1,104.23	3.16 %	\$2,788.17	\$443.30

Detail

Telecommunication services

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	Quantity	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
IHS MARKIT LTD (INFO)	887	\$59,322.56	\$66.8800				0.25 %	\$58,577.48	\$66.04	\$745.08			
SEDOL BD00558													
ISIN BMG475671050													
EDGEWOOD MGMT													
ALPHABET INC/CA-CL A (GOOGL)	69	84,258.66	1,221.1400				0.35 %	10,589.16	73,669.50				
EDGEWOOD MGMT													
AMERICAN TOWER CORP (AMT)	405	89,557.65	221.1300				0.37 %	90,080.30	222.42	- 522.65	1.64 %	1,462.05	
EDGEWOOD MGMT													
FACEBOOK INC (FB)	387	68,916.96	178.0800				0.29 %	50,649.12	18,267.84				
EDGEWOOD MGMT													
NETFLIX INC (NFLX)	139	37,199.18	267.6200				0.16 %	36,961.63	237.55				
EDGEWOOD MGMT													
OMNICOM GROUP (OMC)	28,682.50	78.3000					0.01 %	265.91					227.50
21-75-880-4453885													
Total telecommunication services		\$339,255.01					1.39 %	\$246,857.69	\$92,397.32	\$1,462.05	0.43 %	\$1,462.05	\$227.50

Utilities

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	Quantity	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
IDACORP INC (IDA)	100	\$11,267.00	\$112.6700				0.05 %	\$11,059.91	\$110.60	\$207.09	2.24 %	\$252.00	
GW&K INVESTMENT MANAGEMENT													
NORTHWESTERN CORPORATION (NWE)	181	13,584.05	75.0500				0.06 %	13,517.46	74.68	66.59	3.07 %	416.30	
GW&K INVESTMENT MANAGEMENT													
SEMPRA ENERGY (SRE)	27,488.00	147.6100					0.01 %						193.50
21-75-880-4453885													
Total utilities		\$24,851.05					0.10 %	\$24,577.37	\$273.68	\$283,891.96	2.69 %	\$668.30	\$193.50
Total stocks		\$3,644,811.34					14.94 %	\$3,360,919.38	\$273.68	\$283,891.96	1.13 %	\$41,276.25	\$2,097.64

Detail

Etf - equity

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit			Avg. tax cost per unit	per unit				
ISHARES CORE S&P 500 (IVV) ETF	13,796	\$4,118,381.92	\$298,5200	16.88 %	\$3,052,363.63	\$221.25	\$1,066,018.29	2.07 %	\$84,900.58	
ISHARES RUSSELL MID-CAP (IWR) ETF	2,413,360.52	1,929,379.80	55,9500	7.91 %	1,021,668.24	29.63	907,711.56	1.44 %	27,656.17	
VANGUARD FTSE ALL WORLD EX-US (VEU) INDEX FUND	14,577	727,392.30	49,9000	2.99 %	729,207.38	50.03	- 1,815.08	3.07 %	22,317.39	
VANGUARD REAL ESTATE (VNQ) ETF	2,696	251,402.00	93,2500	1.04 %	252,249.35	93.56	- 847.35	3.37 %	8,457.35	
VANGUARD SMALL CAP (VB) ETF	5,199	800,074.11	153,8900	3.28 %	700,407.71	134.72	99,666.40	1.39 %	11,068.67	
Total etf - equity		\$7,826,630.13		32.07 %	\$5,755,896.31		\$2,070,733.82	1.97 %	\$154,400.16	

Mutual funds - equity

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit			Avg. tax cost per unit	per unit				
SEAFARER OVERSEAS GROWTH & (SIGIX) INCOME INSTL CLASS	64,292.032	\$734,857.93	\$11,4300	3.02 %	\$741,729.00	\$11.54	- \$6,871.07	1.59 %	\$11,636.86	
LAZARD GLOBAL LISTED (GLIFX) INFRASTRUCTURE PORTFOLIO FUND# 1263	26,754.286	410,945.83	15,3600	1.69 %	412,016.00	15.40	- 1,070.17	7.09 %	29,135.42	

Detail

Mutual funds - equity

Description (Symbol)	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
PNC INTERNATIONAL EQUITY-R6 (PEIRX)	1,905,366.46	80,293.572	1,861,205.00	23,1800	7.63 %	948,138.46	11.81	913,066.54	1.03 %	19,109.87	
Total mutual funds - equity				\$3,007,008.76	12.32 %	\$2,101,883.46		\$905,125.30	1.99 %	\$59,882.15	
Total equities				\$14,478,450.23	59.33 %	\$11,218,699.15		\$3,259,751.08	1.77 %	\$255,558.56	\$2,097.64

Alternative investments

Mutual funds - alternative invest

Description (Symbol)	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
AQR LONG-SHORT EQUITY-I (QLEIX)	\$750,133.14	69,456.772	\$754,995.11	\$10,8700	3.10 %	\$937,487.00	\$13.50	-\$182,491.89	0.37 %	\$2,788.69	
GOLDMAN SACHS ABSOLUTE (GJRTX)	1,017,144.97	104,109.004	1,021,309.33	9,8100	4.19 %	1,003,037.00	9.63	18,272.33	1.02 %	10,410.90	
RETURN TRACKER FUND CL I FD # 3279											
Total mutual funds - alternative invest				\$1,776,304.44	7.28 %	\$1,940,524.00		-\$164,219.56	0.74 %	\$13,199.59	
Total alternative investments				\$1,776,304.44	7.28 %	\$1,940,524.00		-\$164,219.56	0.74 %	\$13,199.59	
Total portfolio				\$24,402,228.68	100.00 %	\$21,272,545.11		\$3,123,683.57	2.17 %	\$528,275.39	\$24,405.89

Pending Trades

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – September 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, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period September 1, 2019 through September 30, 2019.

OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Investment Form
09/01/19 - 09/30/19	30	Various	STAR Ohio	Various	12,645.13	Investment Pool
09/01/19 - 09/30/19	30	Various	STAR Plus	Various	4,615.79	Bank Deposit Program
09/01/19 - 09/30/19	30	Various	U.S. Bank	Various	150.30	Sweep Money Market
03/13/19 - 09/13/19	185	325,000	Federal Home Loan Bank	1.375%	3,198.65	Federal Agency
03/04/19 - 09/04/19	185	1,000,000	Federal Farm Credit Bank	1.250%	6,250.00	Federal Agency
03/30/19 - 09/30/19	185	500,000	Federal Home Loan Mortgage Corp.	1.250%	3,125.00	Federal Agency
03/06/19 - 09/06/19	185	1,000,000	Federal National Mortgage Assn.	1.125%	6,625.00	Federal Agency
03/31/19 - 09/30/19	184	535,000	United States Treasury Note	1.375%	3,678.13	Treasury Security
03/09/19 - 09/09/19	185	1,000,000	Federal Home Loan Mortgage Corp.	1.500%	8,950.00	Federal Agency
03/31/19 - 09/30/19	184	500,000	United States Treasury Note	1.125%	2,812.50	Treasury Security
03/13/19 - 09/13/19	185	520,000	Federal Home Loan Bank	1.875%	4,875.00	Federal Agency
03/01/19 - 09/01/19	185	100,000	Federal Farm Credit Bank	1.700%	850.00	Federal Agency
03/26/19 - 09/26/19	185	500,000	Federal Home Loan Bank	2.150%	5,375.00	Federal Agency
04/29/19 - 09/08/19	133	500,000	Federal Home Loan Bank	2.375%	4,255.21	Federal Agency
05/24/19 - 09/09/19	109	800,000	Federal Home Loan Bank	2.000%	4,666.67	Federal Agency
08/20/19 - 09/20/19	32	210,000	Merrick Bank	2.350%	419.14	Negotiable CD
08/27/19 - 09/27/19	32	249,000	Comenity Capital Bank	2.500%	528.70	Negotiable CD
08/30/19 - 09/30/19	32	249,000	Celtic Bank	1.850%	391.24	Negotiable CD

Earned Interest September 2019 \$ 73,411.46
 Earned Interest Year To Date \$ 436,822.68

SERIES 2019A TAX-EXEMPT NOTES:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
09/09/19 - 09/30/19	22	1,750,000	United States Treasury Note	1.375%	1,380.64	Treasury Security
09/16/19 - 09/30/19	15	3,100,000	United States Treasury Note	1.250%	1,482.24	Treasury Security
			Earned Interest September 2019		\$ 2,862.88	
			Earned Interest Year To Date		\$ 2,862.88	

SERIES 2019B TAXABLE NOTES:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
09/19/19 - 09/30/19	12	1,000,000	United States Treasury Note	1.500%	450.82	Treasury Security
			Earned Interest September 2019		\$ 450.82	
			Earned Interest Year To Date		\$ 450.82	

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting
October 24, 2019

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR SEPTEMBER 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
National Civil Rights Museum Site Visit (Facility Rental) Memphis, Tennessee	10/3/2019 - 10/5/2019	Board of Trustees (six members) and Administration (three members)	974.00
Northeast Ohio Regional Library System Emerging Tech Symposium Twinsburg, Ohio	6/6/2019	Brigid Clark	30.74
North American Learning Institute Conflict Resolution Class Cleveland, Ohio	8/27/2019	Andrea Csia	25.00
International Federation of Library Associations and Institutions World Library and Information Congress Annual Conference Athens, Greece	8/22/2019 - 8/30/2019	Lan Gao	2,827.08
Labor Arbitration Institute Labor Law and Labor Arbitration Conference Cleveland, Ohio	11/14/2019	Dawntae Jackson	275.00
Northeast Ohio Regional Library System A Day for Circ Staff Mentor, Ohio	8/13/2019	Anise Jefferson	15.00
Labor Arbitration Institute Labor Law and Labor Arbitration Conference Cleveland, Ohio	11/14/2019	Cedric Johns	275.00
Northeast Ohio Regional Library System Engage Your Learners Rocky River, Ohio	8/21/2019	Alexandra Kmleclik	8.12
American Payroll Association Statewide Meeting Columbus, Ohio	8/22/2019 - 8/23/2019	Ronelle Miller-Hood	535.09
HR Leadership Group of Northeast Ohio Summer Networking Social Cleveland, Ohio	8/14/2019	Lynn Sargi	50.00
Labor Arbitration Institute Labor Law and Labor Arbitration Conference Cleveland, Ohio	11/14/2019	Lynn Sargi	275.00
Ohio Library Council Technical Services Action Council Meeting Columbus, Ohio	8/22/2019	Barbara Satow	148.48
CONTENTdm User Group Meeting Indianapolis, Indiana	8/6/2019 - 8/9/2019	Rachel Senese	456.80
CONTENTdm User Group Meeting Indianapolis, Indiana	8/6/2019 - 8/9/2019	Amia Wheatley	815.59
TOTAL			\$ 6,710.90

SUMMARY

FUND	SEPTEMBER	YEAR TO DATE
General	\$2,909.82	\$65,756.87
Library for the Blind and Physically Disabled	0.00	\$3,085.06
Lockwood Thompson	0.00	\$13,286.47
CLEVNET	0.00	\$6,631.31
Founders	0.00	\$358.44
Thompson	3,801.08	\$10,083.69
TOTAL	\$6,710.90	\$99,201.84

REPORT D**CLEVELAND PUBLIC LIBRARY**

Board Meeting
October 24, 2019

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 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>
07/05/19	Computer Hardware	IT/CLEVNET	Logicalis	23,770.80
07/26/19	Backup A/C Equipment	Prop Mgmt.	Grainger	8,400.00
07/26/19	Summer Lit League Items	OPS	Bags In Bulk	5,120.40
07/26/19	Summer Lit League Items	OPS	Janway Company	6,840.00
08/02/19	Intrusion Alarm System	South	Integrated Precision Systems	5,093.13
08/16/19	Furniture	Memorial-Nottingham	Contract Source, Inc.	10,916.08
09/20/19	Early Childhood Supplies	Mobile Services	Lakeshore Learning Materials	9,645.43
09/30/19	Electrical Supplies	Prop Mgmt.	Mars Electric	10,123.73
09/30/19	Maintenance Supplies	Prop Mgmt.	Midland Hardware	9,274.40
09/30/19	Maintenance Supplies	Prop Mgmt.	Sutton Hardware	6,652.97
09/30/19	Maintenance Supplies	Prop Mgmt.	Trane Company	5,662.36
09/30/19	Gas for Vehicles	Prop Mgmt.	BP Oil Co.	11,784.28
09/30/19	Hospitality Items	OPS	Dave's Supermarket	6,853.80

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
October 24, 2019

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 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>
07/21/19	Hot Spots	Main Library	Mobile Beacon	56,085.00
08/30/19	Database Subscriptions	Main Library	West Publishing	35,281.75
09/27/19	Database Subscriptions	IT/CLEVNET	Infogroup	188,367.00
09/27/19	Database Subscriptions	IT/CLEVNET	Gale/Cengage	49,625.58
09/30/19	Database Subscriptions	IT/CLEVNET	Ohionet	103,238.00

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
09/27/19	Computer Maintenance	IT/CLEVNET	Centracomm	65,230.45

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
 October 24, 2019

**FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
 NASH, SMOAK & STEWART, PC. ("Ogletree")
 JULY 1 THROUGH SEPTEMBER 30, 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	\$	-
General Labor & Miscellaneous Matters		3,998.00
EEOC/OCRC		495.00
3rd Quarter Total	\$	<u>4,493.00</u>
Year to Date Total	\$	<u><u>76,627.48</u></u>

CLEVELAND PUBLIC LIBRARY

Board Meeting
October 24, 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 September 30, 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		29,593.78	420,336.22	
Regency Construction Services, Inc. - Construction Manager at Risk		(0.00)	4,254,062.46	
Direct Expenditures paid from Contingency Fund		5,448.00	85,690.50	
		\$ 35,041.78	\$ 4,793,817.39	
Available Budget from Owner's Contingency and Permit Fund				\$171,140.83

		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
1/22/2018	City of Cleveland	180314	Permits for Glenville, Harvard Lee, Lorain and Jefferson	-	19,256.25
7/15/2018	City of Cleveland	181262	Permits for Collinwood, Fulton, and Langston Hughes	-	18,752.25
10/22/2018	Grainger	181752	Upgrade/Replace existing indoor wall mount fixtures for Addison Branch that should have been part of Safe, Warm and Dry project	-	9,990.00
8/16/2019	Siemens Industry, Inc.	191021	Install new fire alarm panel, field devices and 28 zone intrusion panel at Collinwood	5,448.00	34,412.00
				\$ 5,448.00	\$ 85,690.50

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

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #15 03/21/18	Additional painting at Lorain behind existing removed light fixtures where walls were not painted	1,187.76
PCO #16 03/21/18	Furnish and install materials to repair the Lorain ramp	6,077.71
PCO #17 03/21/18	Added occupancy indicators at Lor, Jeff, and Rock	169.42
PCO #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
PCO #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
PCO #20 03/21/18	Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal	2,578.89
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)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
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
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)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
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)
PCO #80 09/19/18	Salvaging and rehangng 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	1,919.00
PCO #83 09/26/18	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	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.	526.21
PCO #65 08/28/18	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.	(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

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
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
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

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
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
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)
PCO #145R 02/11/19	Collinwood tile work and reconciliation of window patching allowance. The remainder of tile reconciliation for Fulton is included.	(623.17)
PCO #146R 02/26/19	(2) additional automatic air vents requested by the owner during the training session at Carnegie West	953.44

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
Change Order Number: 010		
05/29/19	Reconciliation of the contingency	(18,911.58)
	Total Change Orders to date	\$ (171,768.84)
Updated Guaranteed Maximum Price (GMP):		\$ 4,254,062.47

CLEVELAND PUBLIC LIBRARY

Board Meeting
October 24, 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 September 30, 2019

Date	Vendor	PO	Description	Owner's Contingency and Permit Fund		\$255,090.11 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	
9/3/2019	Scherba Industries Inc.	191317	46" X 158" Banner W/TS23 Frame System	1,425.00		
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
5/3/2019	The Albert M. Higley Co., LLC	161896	Change Order # 005			(14,476.37)
				\$ 1,425.00	\$ 57,188.87	\$ 92,450.91
				Owner's Contingency and Permit Fund Available Balance		\$104,025.33

			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 Furniture, Fixtures, Equipment and Technology			550,333.52	3,347,118.02	
Direct Expenditures paid from Contingency Fund			1,425.00	57,188.87	
			\$ 558,268.52	\$ 3,837,461.15	
			Available Budget as of 09/30/2019		\$ 104,270.33

Change Order Details

Change Order # 001

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

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

Change Order # 005

PCO #00026	Ceiling plaster repair Teen, Adult	\$ 2,401.26
PCO #00027	Deduct Clark Street scope	(10,582.02)
PCO #00028	Electrical field ticket work	11,181.98
PCO #00029	Electrical security wiring install	7,167.48
PCO #00030	Window film cost add change	3,221.30
PCO #00031	Temporary handrail install	8,672.26
PCO #00032	GMP contract deduct	(36,538.63)
		\$ (14,476.37)

CLEVELAND PUBLIC LIBRARY

Board Meeting

October 24, 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 September 30, 2019

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

				South Branch Renovation Project Budget*		\$ 703,551.30
				<u>Encumbered</u>	<u>Expended</u>	
Construction Resources, Inc. - Prepare Specifications/Construction Administration				\$ 5,060.00	\$ 44,840.00	
Warren Roofing & Insulating Co. - Contractor				-	643,500.00	
Direct Expenditures paid from Contingency Fund				-	10,151.30	
				\$ 5,060.00	\$ 698,491.30	
Available Budget as of 09/30/2019						\$ -

*Project nearly completed; budget reduced by \$296,448.70

CLEVELAND PUBLIC LIBRARY

Board Meeting

October 24, 2019

Eastman Reading Garden Improvements

In accordance with the Board resolution adopted on June 18, 2019, a report to the Board of Trustees on expenditures and contracts entered into, to cover the cost of unforeseen conditions or Library requested changes resulting in change orders, is hereby submitted:

For the Period Ending September 30, 2019

				Owner's Contingency and Permit Fund		\$22,000.00
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
			Clean Ornate Bronze Entrance			
7/31/2019	Stuart Dean Co. Inc.	191188	Gates and Bronze Figurines	\$ -	\$ 14,793.15	
8/5/2019	GOCHARGE, LLC.	191200	Solar Charging Locker	\$ 5,395.00		
				\$ 5,395.00	\$ 14,793.15	
Owner's Contingency and Permit Fund Available Balance						\$1,811.85
Eastman Reading Garden Improvements Budget						\$ 526,106.00
				<u>Encumbered</u>	<u>Expended</u>	
CT Consultants, Inc. - Landscape Architecture Services for the design of improvements				\$ 21,386.14	\$ 28,613.86	
Brookside Construction Services, Inc. - Contractor				65,507.92	154,191.08	
Furniture, plantings and other items				-	16,073.32	
Direct Expenditures paid from Contingency Fund				5,395.00	14,793.15	
				\$ 92,289.06	\$ 213,671.41	
Available Budget as of 09/30/2019						\$ 220,145.53

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
9/01/2019 TO 9/30/2019**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
CUNNINGHAM, CLAYTON A	Glenville	LIBRARY ASSISTANT-YOUTH	09/27/2019
MCKEN, AMELIA N	Branch Substitues	LIBRARIAN SUBSTITUTE	09/20/2019
REDD, AUTUMN W	Collinwood	PAGE	09/02/2019
SHARP, TIMOTHY T	Carnegie West	CUSTODIAN II (DAYS/BRANCHES)	09/26/2019
RETIREMENTS			
SCURKA, LORI J	Mount Pleasant	BRANCH MANAGER (MEDIUM)	09/30/2019
OTHER TERMINATIONS			
JOBE, PATRICIA A	Fleet	PAGE	09/09/2019

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 9/01/2019 TO 9/30/2019**

EMPLOYEE:	ISBY, RODNEY	CURRENT GRADE:	C	HIRE DATE:	9/29/2019
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1	HOURLY RATE:	19.41
LOCATION:	SECURITY	SALARY:	28,254.98		
EMPLOYEE:	MAYLE, KELLIE A	CURRENT GRADE:	I	HIRE DATE:	9/15/2019
JOB TITLE:	ER&D DEVELOPMENT COORDINATO	CURRENT STEP:	2	HOURLY RATE:	33.66
LOCATION:	EXTERNAL RELATIONS & DEV	SALARY:	65,632.30		
EMPLOYEE:	NDUKWE, UDEH E	CURRENT GRADE:	Z	HIRE DATE:	9/15/2019
JOB TITLE:	PAGE	CURRENT STEP:	1	HOURLY RATE:	10.46
LOCATION:	ROCKPORT	SALARY:	0.00		
EMPLOYEE:	PERRY, MICHELLE	CURRENT GRADE:	C	HIRE DATE:	9/29/2019
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1	HOURLY RATE:	19.41
LOCATION:	SECURITY	SALARY:	28,254.98		
EMPLOYEE:	PIPPEN, RONALD	CURRENT GRADE:	Z	HIRE DATE:	9/29/2019
JOB TITLE:	PAGE	CURRENT STEP:	1	HOURLY RATE:	10.46
LOCATION:	COLLINWOOD	SALARY:	0.00		
EMPLOYEE:	PORTER, AKILAH	CURRENT GRADE:	G	HIRE DATE:	9/15/2019
JOB TITLE:	MARKETING COORDINATOR	CURRENT STEP:	1	HOURLY RATE:	27.48
LOCATION:	PUBLIC RELATIONS	SALARY:	53,589.64		
EMPLOYEE:	SHARP, TIMOTHY T	CURRENT GRADE:	B	HIRE DATE:	9/15/2019
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1	HOURLY RATE:	17.77
LOCATION:	CARNEGIE WEST	SALARY:	34,648.12		
EMPLOYEE:	SONNHALTER, KATHLEEN	CURRENT GRADE:	H	HIRE DATE:	9/15/2019
JOB TITLE:	CAPITAL PROJ MANAGER	CURRENT STEP:	10	HOURLY RATE:	38.21
LOCATION:	FACILITIES	SALARY:	74,516.75		
EMPLOYEE:	TATE, ANGELO	CURRENT GRADE:	B	HIRE DATE:	9/01/2019
JOB TITLE:	CUSTODIAN II (DAYS/BRANCHES)	CURRENT STEP:	1	HOURLY RATE:	17.77
LOCATION:	MT PLEASANT	SALARY:	25,870.52		
EMPLOYEE:	WOODARD, KELLY L	CURRENT GRADE:	J	HIRE DATE:	9/15/2019
JOB TITLE:	COMMUNICATION MANAGER	CURRENT STEP:	2	HOURLY RATE:	35.54
LOCATION:	COMMUNICATIONS	SALARY:	69,304.51		

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 09/01/2019 TO 09/30/2019**

EMPLOYEE: BOLTON, SHAVONNE D CURRENT GRADE: S EFFECTIVE DATE
JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY NON BASE WAGE	24.03	24.03	

EMPLOYEE: CARR, MELISSA H CURRENT GRADE: S EFFECTIVE DATE
JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY NON BASE WAGE	24.03	24.03	

EMPLOYEE: CONRAD, CARLA R CURRENT GRADE: S EFFECTIVE DATE
JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	17.59	20.00	RECLASSIFICATION

EMPLOYEE: FORD, BENJAMIN K CURRENT GRADE: S EFFECTIVE DATE
JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY NON BASE WAGE	24.03	24.03	

EMPLOYEE: HEIZER, KENNETH R CURRENT GRADE: S EFFECTIVE DATE
JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 3 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	27.03	27.03	

EMPLOYEE: HENDERSON, WILLIE CURRENT GRADE: S EFFECTIVE DATE
 JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 5 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY NON BASE WAGE	29.24	29.24	

EMPLOYEE: JEFFERSON, ANISE CURRENT GRADE: B EFFECTIVE DATE
 JOB TITLE: BRANCH 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 NON BASE WAGE	34,648.12	34,648.12	TRANSFER

EMPLOYEE: KIMMEL, AQUENE R CURRENT GRADE: F EFFECTIVE DATE
 JOB TITLE: LIBRARY ASST-COMP EMPH CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	18.48	25.24	PROMOTION

EMPLOYEE: KRIEGER, NATHANIAL T CURRENT GRADE: S EFFECTIVE DATE
 JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY NON BASE WAGE	24.03	24.03	

EMPLOYEE: LENDL, JOSEPH CURRENT GRADE: S EFFECTIVE DATE
 JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY NON BASE WAGE	24.03	24.03	

EMPLOYEE: LEPELLEY, AIMEE M CURRENT GRADE: S EFFECTIVE DATE
 JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY NON BASE WAGE	24.03	24.03	

EMPLOYEE: MCGEE, MICHAEL J CURRENT GRADE: S EFFECTIVE DATE
 JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY NON BASE WAGE	24.03	24.03	

EMPLOYEE: MCGRADY, ANNIE Z CURRENT GRADE: S EFFECTIVE DATE
 JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	17.59	20.00	RECLASSIFICATION

EMPLOYEE: PAPPENHAGEN, JILL N CURRENT GRADE: H EFFECTIVE DATE
 JOB TITLE: TEEN TECH CENTER COORDIN CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	42,940.04	56,584.06	PROMOTION

EMPLOYEE: REID, AMIR J CURRENT GRADE: S EFFECTIVE DATE
 JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY NON BASE WAGE	24.03	24.03	

EMPLOYEE: RIGA, JILL CURRENT GRADE: S EFFECTIVE DATE
 JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY NON BASE WAGE	24.03	24.03	

EMPLOYEE: RODRIGUEZ, YARIMILKA CURRENT GRADE: G EFFECTIVE DATE
 JOB TITLE: HUMAN RESOURCES COORDII CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	52,710.58	55,733.08	RECLASSIFICATION

EMPLOYEE: SALAAM-BEY, JAMILAH K CURRENT GRADE: B EFFECTIVE DATE
 JOB TITLE: BRANCH CLERK CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	22,961.12	34,648.12	PROMOTION

EMPLOYEE: SMITH, DESIREE K CURRENT GRADE: S EFFECTIVE DATE
 JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY NON BASE WAGE	24.03	24.03	

EMPLOYEE: SUTTON, DANIEL S CURRENT GRADE: S EFFECTIVE DATE
 JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY NON BASE WAGE	24.03	24.03	

EMPLOYEE: SWETEL, JEREMIAH G CURRENT GRADE: W EFFECTIVE DATE
 JOB TITLE: CHIEF OPERATIONS OFFICER CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	129530.67	140000.00	RECLASSIFICATION
Annual Pay	129530.67	140000.00	STEP INCREASE

EMPLOYEE: SZALEWSKI, BRYAN K CURRENT GRADE: K EFFECTIVE DATE
 JOB TITLE: SENIOR LEGAL OFFICER CURRENT STEP: 3 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	66,638.37	81,104.72	RECLASSIFICATION

EMPLOYEE: WASHINGTON, ALONZO J CURRENT GRADE: S EFFECTIVE DATE
 JOB TITLE: PUBLIC SERVICE SUB CURRENT STEP: 3 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY NON BASE WAGE	27.03	27.03	

EMPLOYEE: WHITLEY, TENISE M
JOB TITLE: PUBLIC SERVICE SUB

CURRENT GRADE: S EFFECTIVE DATE
CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY NON BASE WAGE	24.03	24.03	

COMPENSATION PRACTICES – 300

BEREAVEMENT LEAVE – 387 (REVISED)

Bargaining unit employees shall be eligible for bereavement (funeral) leave pursuant to their collective bargaining agreement.

A non-bargaining unit employee's bereavement leave shall be deducted from their sick leave balance. If sick leave is not available, bereavement leave shall be deducted from an employee's vacation leave balance or be unpaid.

Bereavement leave shall be granted up to five (5) days bereavement leave for a death in the immediate family. Immediate family is defined as spouse, parent (including legal guardian or another person who stands in the place of a parent), child, or sibling. Up to three (3) days shall be granted for a death of other relatives including parents-in-law, stepchildren, grandchild, brother or sister-in-law, son or daughter-in-law, uncle, aunt, grandparent, niece or nephew.

March 17, 1976 (Funeral Leave)

Revised September 27, 2019

Approved by Board of Director October 24, 2019 retroactive to September 27, 2019

CLEVELAND PUBLIC LIBRARY

REPORT K

Human Resources Committee Report

Meeting Date:

Report Period: Sept 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	3,867.74	91,763.15
May	3768.36	6,050.12*	137,079.11*
June	5135.95*	3,239.28	91,656.87
July	3360.54	2,975.39	92,065.98
August	3710.82	3,682.01	92,653.25
September	3940.78	4,069.11	90,449.22
October	4268.98		
November	5562.59*		
December	4835.04		

*Covers three pay dates

Insurance Report for the Month of September 2019

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	7	2	9
Essential	59	14	73
Standard	234	136	370
Cobra		0	0
Total MMO			452
Dental Insurance	294	177	471
Vision Employee			267
Vision Children			39
Vision Spouse			51
Vision Family			75
Total Vision			432

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
September 1, 2019 - September 30, 2019
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT L**Human Resources Committee Report**

October 1, 2019

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	M
Officials/Administrators	85	24	14	2			26	15	3				1
Professionals	75	17	1			1	31	14	7	4			
Technicians	18	12	1	1			2	1	1				
Protective Service	30	7	13	2			1	6	1				
Para-Professionals	129	27	25	3		1	41	25	6	1			
Administrative Support	221	31	48	3		2	34	87	10	4		1	1
Skilled Craft	12	6	4	1				1					
Service Maintenance	48	8	31	1			1	6	1				
Grand Total	618	132	137	13	4	0	136	155	29	9	0	1	2

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR SEPTEMBER 2019

CIRCULATION ACTIVITY*	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library Branches	140,289	130,456	731	679	1,259,101	1,063,032	18.4%
Mobile Units	261,260	226,388	1,281	1,279	2,255,029	1,937,405	16.4%
Library for the Blind	2,617	2,966			21,940	32,044	-31.5%
OLBPD BARD	38,554	44,181			364,772	325,478	12.1%
eMedia	11,106	12,830			109,236	102,250	6.8%
TOTAL CIRCULATION	505,291	457,639			4,460,968	3,814,123	17%

ELECTRONIC MEDIA CIRCULATION*	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2019	2018	2019	2018	2019	2018
eBook	24,283	22,657	222,532	199,931	11.3%	
eAudiobook	18,738	15,164	158,905	129,683	22.5%	
eMusic	4,840	323	42,328	2,917	1351.1%	
eVideo	2,005	998	12,190	6,250	95.0%	
eMagazines	1,599	1,676	14,935	15,133	-1.3%	
TOTAL eCIRCULATION	51,465	40,818	450,890	353,914	27.4%	

Included in circulation activity

COMPUTER USAGE	Number of Computers		Number of Sessions		Hours in Use		YTD Gain/Loss
	2019	Average Sessions	2019	2018	2019	2018	
Main Library Branches	107	56 minutes	57,368	72,893	63,991	63,275	1.1%
	590	42 minutes	464,576	525,980	397,316	359,999	10.4%
TOTAL USAGE	697		521,944	598,873	461,307	423,274	9.0%

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
	878		6,415	

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library Branches	34,730	35,271	181	184	316,575	306,326	3.3%
	175,163	165,704	859	936	1,471,818	1,457,593	1.0%
TOTAL VISITS	209,893	200,975			1,788,393	1,763,919	1.4%

*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 TOTAL CIRCULATION FOR SEPTEMBER 2019

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	4,856	2,037	877	1,470	9,240	439	9,679
Brooklyn	3,042	1,311	393	809	5,555	485	6,040
Carnegie West	5,152	2,062	1,637	1,482	10,333	1,281	11,614
Collinwood	3,479	1,485	511	1,694	7,169	632	7,801
East 131st	2,002	656	347	427	3,432	344	3,776
Eastman	8,301	2,422	1,083	1,764	13,570	1,845	15,415
Fleet	6,497	1,768	823	1,320	10,408	759	11,167
Fulton	5,463	2,230	546	1,005	9,244	739	9,983
Garden Valley	2,412	971	128	345	3,856	225	4,081
Glenville	4,246	1,603	537	1,615	8,001	643	8,644
Harvard-Lee	4,368	911	584	1,084	6,947	861	7,808
Hough	4,405	1,275	396	595	6,671	422	7,093
Jefferson	2,801	864	663	965	5,293	678	5,971
Langston Hughes	3,774	2,057	522	1,086	7,439	474	7,913
Lorain	3,968	1,412	579	772	6,731	527	7,258
Martin Luther King, Jr.	2,859	943	652	1,204	5,658	653	6,311
Memorial-Nottingham	5,878	1,258	1,018	2,939	11,093	1,088	12,181
Mt. Pleasant	2,461	1,709	372	783	5,325	309	5,634
Rice	6,643	1,924	687	1,557	10,811	1,031	11,842
Rockport	11,705	2,170	1,476	2,094	17,445	1,587	19,032
South	6,611	1,425	580	682	9,298	1,045	10,343
South Brooklyn	9,702	1,687	1,747	2,594	15,730	1,793	17,523
Sterling	3,908	1,148	438	626	6,120	393	6,513
Union	2,774	947	479	816	5,016	461	5,477
Walz*	7,248	2,258	1,254	2,004	12,764	937	13,701
West Park	7,404	1,856	2,859	4,311	16,430	1,836	18,266
Woodland	6,762	1,603	513	705	9,583	611	10,194
TOTAL	138,721	41,992	21,701	36,748	239,162	22,098	261,260

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 TOTAL CIRCULATION COMPARATIVE FOR SEPTEMBER 2019**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2019	2018	2019	2018		
Addison	9,679	4,271	77,648	53,246	24,402	46%
Brooklyn	6,040	6,117	46,590	41,314	5,276	13%
Carnegie West	11,614	3,741	103,418	90,422	12,996	14%
Collinwood	7,801	6,673	65,925	55,085	10,840	20%
East 131st	3,776	4,577	36,021	39,510	-3,489	-9%
Eastman	15,415	17,634	141,153	143,891	-2,738	-2%
Fleet	11,167	10,775	94,487	95,718	-1,231	-1%
Fulton	9,983	3,788	82,330	75,167	7,163	10%
Garden Valley	4,081	3,393	34,302	29,566	4,736	16%
Glenville	8,644	7,392	71,376	36,952	34,424	93%
Harvard-Lee	7,808	7,177	59,522	48,981	10,541	22%
Hough	7,093	6,560	62,231	48,127	14,104	29%
Jefferson	5,971	6,410	56,396	35,931	20,465	57%
Langston Hughes	7,913	6,186	66,533	62,702	3,831	6%
Lorain	7,258	7,455	65,389	44,115	21,274	48%
Martin Luther King, Jr.	6,311	5,644	59,230	48,290	10,940	23%
Memorial-Nottingham	12,181	12,560	104,667	105,404	-737	-1%
Mt. Pleasant	5,634	4,212	42,078	35,305	6,773	19%
Rice	11,842	12,135	105,997	87,476	18,521	21%
Rockport	19,032	16,951	170,600	146,372	24,228	17%
South	10,343	8,440	92,917	71,018	21,899	31%
South Brooklyn	17,523	15,388	148,703	137,914	10,789	8%
Sterling	6,513	5,593	50,799	40,437	10,362	26%
Union	5,477	4,967	48,076	37,510	10,566	28%
Walz*	13,701	13,068	120,140	109,189	10,951	10%
West Park	18,266	17,206	170,045	155,144	14,901	10%
Woodland	10,194	8,075	78,456	62,619	15,837	25%
TOTAL	261,260	226,388	2,255,029	1,937,405	317,624	16%

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 ATTENDANCE SEPTEMBER 2019**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2019	2018	2019	2018		
Addison	4,369	1	38,714	24,440	14,274	58%
Brooklyn	3,230	4,021	28,925	28,206	719	3%
Carnegie West	6,069	0	63,998	63,329	669	1%
Collinwood	5,562	3,855	42,444	43,995	-1,551	-4%
East 131st	9,471	8,324	65,696	65,284	412	1%
Eastman	9,000	9,779	76,411	81,852	-5,441	-7%
Fleet	7,295	8,562	69,674	74,829	-5,155	-7%
Fulton	5,628	1,243	50,460	54,504	-4,044	-7%
Garden Valley	3,533	4,955	35,012	38,181	-3,169	-8%
Glenville	4,974	5,334	41,568	28,882	12,686	44%
Harvard-Lee	6,683	5,752	53,420	40,706	12,714	31%
Hough	6,976	7,268	55,247	60,310	-5,063	-8%
Jefferson	5,113	4,724	39,481	23,062	16,419	71%
Langston Hughes	6,284	3,397	50,561	55,739	-5,178	-9%
Lorain	5,233	6,382	47,559	37,124	10,435	28%
Martin Luther King, Jr.	4,982	4,910	42,240	42,554	-314	-1%
Memorial-Nottingham	4,831	6,487	45,130	48,135	-3,005	-6%
Mt. Pleasant	3,179	3,227	28,526	31,785	-3,259	-10%
Rice	11,965	11,800	85,408	83,686	1,722	2%
Rockport	9,116	8,791	68,456	64,276	4,180	7%
South	7,108	5,944	49,700	46,124	3,576	8%
South Brooklyn	10,474	13,559	93,505	97,941	-4,436	-5%
Sterling	7,802	8,035	69,147	66,364	2,783	4%
Union	6,424	5,450	51,970	51,075	895	2%
Walz*	5,820	7,329	49,860	66,156	-16,296	-25%
West Park	7,075	8,795	63,638	69,137	-5,499	-8%
Woodland	6,967	7,780	65,068	69,917	-4,849	-7%
TOTAL	175,163	165,704	1,471,818	1,457,593	14,225	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 SEPTEMBER 2019**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 Rockport	19,032	1 Rice	11,965	1 South Brooklyn	32,043
2 West Park	18,266	2 South Brooklyn	10,474	2 West Park	27,814
3 South Brooklyn	17,523	3 East 131st	9,471	Fleet*	26,727
4 Eastman	15,415	4 Rockport	9,116	Eastman	23,674
5 Walz*	13,701	5 Eastman	9,000	Rockport	19,896
6 Memorial-Nottingham	12,181	6 Sterling	7,802	Fulton	19,647
7 Rice	11,842	7 Fleet	7,295	Rice	19,462
8 Carnegie West	11,614	8 South	7,108	Memorial-Nottingham	19,271
9 Fleet	11,167	9 West Park	7,075	Harvard-Lee	17,655
10 South	10,343	10 Hough	6,976	Walz	16,063
11 Woodland	10,194	11 Woodland	6,967	Collinwood	14,769
12 Fulton	9,983	12 Harvard-Lee	6,683	Langston Hughes	14,439
13 Addison	9,679	13 Union	6,424	Glenville	14,006
14 Glenville	8,644	14 Langston Hughes	6,284	Addison	13,603
15 Langston Hughes	7,913	15 Carnegie West	6,069	East 131st	13,025
16 Harvard-Lee	7,808	16 Walz*	5,820	Mt. Pleasant	12,792
17 Collinwood	7,801	17 Fulton	5,628	Lorain	12,588
18 Lorain	7,258	18 Collinwood	5,562	Martin Luther King, Jr.	12,392
19 Hough	7,093	19 Lorain	5,233	Carnegie West	10,487
20 Sterling	6,513	20 Jefferson	5,113	Union	8,416
21 Martin Luther King, Jr.	6,311	21 Martin Luther King, Jr.	4,982	Sterling	8,267
22 Brooklyn	6,040	22 Glenville	4,974	Woodland	7,946
23 Jefferson	5,971	23 Memorial-Nottingham	4,831	South	6,325
24 Mt. Pleasant	5,634	24 Addison	4,369	Hough	5,667
25 Union	5,477	25 Garden Valley	3,533	Brooklyn	5,524
26 Garden Valley	4,081	26 Brooklyn	3,230	Jefferson	3,515
27 East 131st	3,776	27 Mt. Pleasant	3,179	Garden Valley	2,310
	261,260		175,163	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 SEPTEMBER 2019**

OTHER TRANSACTIONS

Loans* to:

**CLEVNET
Other Libraries**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
	68,413	63,318	643,185	514,587	25%
	577	410	3,518	4,034	-13%
	68,990	63,728	646,703	518,621	25%

*Totals included in Main Library and Branch circulation counts

REFERENCE QUESTION LOAD

Projected
Mail and Email Reference
Interlibrary Loan Requests

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
	12,720	11,408	119,993	146,794	-18%
	93	495	4,854	3,194	52%
	1,619	893	7,883	8,598	-8%
	14,432	12,796	132,730	158,586	-16%

CHANGES IN PERMANENT COLLECTION

New Titles Added
Total Items Added

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
	4,483	3,840	46,438	37,384	24%
	17,318	17,299	178,516	170,676	5%

HOURS OPEN

Main Library
Branches

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
	192	192	1,824	1,824	0%
	5,508	4,780	52,165	48,657	7%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)

Downloads
Users

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
	11,106	12,830	109,236	102,250	7%
	673	642	5,963	5,217	14%

Included in circulation activity

STREAMING MEDIA

	Monthly Total		Year-to-Date	
	Songs	Users	Songs	Users
	16010	290	139701	2689