

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
January 18, 2018  
Trustees Room                      Louis Stokes Wing  
12:00 Noon

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

Absent: Mr. Seifullah, Ms. Washington, Mr. Parker

Ms. Rodriguez called the meeting to order at 12:07 p.m.

**Approval of the Minutes**

Ms. Rodriguez moved approval of the minutes for the Regular Board Meeting of 12/21/17; and Joint Finance, Human Resources and Community Services Committee Meeting of 12/19/17. Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

**PRESENTATIONS**

**Endowment Portfolio**, Glen Danahey, PNC

After an introduction by Carrie Krenicky, Chief Financial Officer, Glen Danahey, Senior Vice President, Senior Portfolio Manager, PNC Institutional Asset Management, gave a review of the Library's Endowment Portfolio for Period ending December 31, 2017.

Mr. Danahey's detailed presentation included but was not limited to the following: Capital Markets Review (Fourth Quarter Events, U.S. Tax Reform, U.S. Economic Review, The Federal Reserve and U.S. Monetary Policy, Global Monetary Policy, Developed International Economic Review, Emerging Markets Economic Review, Energy and Policy, Foreign Exchange Rates, Corporate Earnings and Expectations, U.S. Equity markets, Non-U.S. Equity Markets, Taxable fixed Income Markets, Alternatives - Commodities, Real Estate Investment Trusts/Infrastructure, Economic and Asset Class Outlook).

Mr. Danahey continued his presentation with the Investment Policy Statement; Portfolio Review (Asset Allocation, Portfolio Holdings); and Investment

REGULAR BOARD  
MEETING 12/21/17;  
AND JOINT  
FINANCE, HUMAN  
RESOURCES and  
COMMUNITY  
SERVICES  
COMMITTEE  
MEETING OF  
12/19/17  
Approved

Performance (Manager Performance, 3 Year Risk Reward Analysis, 5 year Risk Reward Analysis, Historical Balances and Cash Flows, Large Cap Core Advantage Portfolio, Fixed Income Allocation, Fixed Income Structure).

Mr. Danahey was available to answer any questions that the Board may have had.

Mr. Corrigan stated that although the fund overall has grown from the perspective of the manager, there is a need for the Foundation to do its job to get us more endowment in light of the commitment our voters have made by passing the levy.

After some discussion, Ms. Rodriguez thanked Mr. Danahey for his thorough presentation.

**The Honorable Judge Jean Murrell Capers (Naming Request), James Lamb**

James Lamb shared with the Trustees highlights from the bio of the Judge Jean Murrell Capers.

Born in Georgetown, Kentucky, Capers moved with her family to Cleveland, Ohio in 1919. She went to the Cleveland public schools, graduating from Old Central High School at age 16. As a young woman, she was athletic and received awards in tennis and basketball, even though she was never more than 5'3". A city tennis court is named in her honor.

Jean Murrell graduated from Western Reserve University, now known as Case Western Reserve University in 1932 as a teacher. She taught until 1937. She eloped with Clifford E. Capers in 1943. They were married for 53 years until his death in 1996. She received her law degree from Cleveland-Marshall College of Law in 1945 and was admitted to the Ohio bar that same year. Capers was an assistant police prosecutor from 1946-49.

In 1949, Capers was the first black woman elected to Cleveland City Council and was re-elected four times, focusing on jobs, housing and recreation programs. Jean Murrell Capers was appointed an assistant state attorney general in 1959 and served as a Cleveland

Municipal Court judge from 1977 until 1986, leaving only because Ohio law required judges to retire at the age of 70.

Jean Murrell Capers was also known for her activism, which ranged from organizing street clubs in the 1940s to protesting the Chief Wahoo logo in the '90s. Speaking at the City Club in 1998, she noted that she was once among protesters picketing the club, which barred women until 1972.

Judge Jean Murrell Capers lived to be 104 years old. Judge Capers passed away on July 18, 2017. In conclusion, Mr. Lamb requested that the Board seriously consider acknowledging Judge Capers and her legacy and commitment to the citizens of Cuyahoga County, Cleveland, the State of Ohio and United States by naming a law section in her honor at the new Martin Luther King, Jr. branch when it is constructed.

Director Thomas stated that he invited Mr. Lamb to make his presentation to the Board. The Library has a naming policy that needs to be re-examined and re-evaluated.

Ms. Butts stated that although a law section would not normally be at a branch, we will take Mr. Lamb's request under consideration.

Ms. Rodriguez thanked Mr. Lamb for his presentation.

### **COMMUNICATIONS**

Director Thomas acknowledged an email from Bridget McHugh who expressed appreciation for the books and resources at Main Library that had a positive impact on her career.

Director Thomas stated that library resources serve an important role in the lives of people daily.

Ms. Rodriguez acknowledged the following guests who requested to comment: Reverend Pamela Pinkney Butts who spoke about her book "Choose Life", shared her concerns about literacy, the inability to put money on her library card in the Youth Services Department, discrimination the National Women's March, and extended an invitation for the Board to a domestic violence event; Steve Katanovitz, library patron, who expressed

EMAIL. FROM:  
BRIDGET  
McHUGH  
Acknowledged

his appreciation for the library providing designated eating areas, shared his concerns about the library spending tax payer money on digital screens and encouraged library administration to consider spending money on non-digital technology as well as making public courtesy phones available to patrons and visitors; Rico Dancy, National Black Deaf Advocates, shared his concerns about the welfare of deaf library patrons and visitors and the need for safety, training and education for library Safety and Protective Services officers.

Ms. Rodriguez thanked Revered Pinkney Butts, Steve Katanovitz and Rico Dancy for attending the Board Meeting and sharing their presentations.

#### **FINANCE COMMITTEE REPORT**

Before presenting the following report on behalf of Mr. Seifullah, Ms. Rodriguez stated that she will read portions of each resolution. Ms. Rodriguez noted that each item was discussed at length at the Finance Committee Meeting. Resolutions can be found in their entirety in the Board Meeting Minutes.

#### **Resolution to Accept Gifts for the Month of December**

(See page 73)

Ms. Rodriguez moved approval of the following resolution. Mr. Hairston 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 December of 2017; now therefore be it

RESOLVED, That the gifts described in the Gift Report for December of 2017 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  
DECEMBER  
2017  
Approved

Resolution Regarding December 31, 2017 General Fund Balance

RESOLUTION  
REGARDING  
DECEMBER  
31, 2017  
GENERAL  
FUND  
BALANCE  
Approved

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

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

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

WHEREAS, The December 31, 2017 General fund cash balance is as follows:

General fund cash balance – 12/31/2017	\$ 24,971,598.35
Reserved for encumbrances	6,023,344.28
General fund unencumbered balance	<u>\$ 18,948,254.07</u>
Repayment of advances in 2017:	
MyCom fund	<u>75,000.00</u>
Carryover balance available for appropriation in 2018	<u>\$ 19,023,254.07</u>
Transfer – Building and Repair fund	<u>2,000,000.00</u>
General fund unencumbered balance	<u><u>\$ 17,023,254.07</u></u>

Now therefore be it

RESOLVED, That the Unencumbered General Fund Balance of \$17,023,254.07 be carried forward for 2018 operating expenses and that the set aside of \$2,000,000.00 be transferred to the Building and Repair Fund at this year-end to fund capital projects, technology, and other assets, and for repairs, improvements and maintenance of library facilities.

First Amendment to the Year 2018 Appropriation

(See pages 74-79)

FIRST  
AMENDMENT TO  
THE YEAR 2017  
APPROPRIATION  
Approved

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

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

WHEREAS, It is now deemed necessary to amend the Year 2018 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated January 9, 2018; and

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

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

Resolution to Ratify Agreement for Purchase of Electricity

(See pages 80-88)

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

WHEREAS, On December 21, 2017 the Board of Library Trustees authorized the Executive Director or his designee, to enter into a contract for electricity either through a broker or directly, as the Library Administration deems appropriate, with suppliers that have the best fixed rates for periods of time up to and including 36 months, provided the rates do not exceed the rates currently being paid by the Library for electric; and

WHEREAS, The Cleveland Public Library currently has a contract with Dynegy Energy Services, LLC for the supply of electricity through August 2018 at the rate of \$5.540 per kWh; and

WHEREAS, The Library entered into an agreement with Dynegy Energy Services, LLC at the rate of \$4.400 per kWh from August 2018 through August 2020; now therefore be it

RESOLUTION  
TO RATIFY  
AGREEMENT  
FOR  
PURCHASE OF  
ELECTRICITY  
Approved

RESOLVED, That the Board of Library Trustees hereby ratifies the agreement entered into by the Library on December 21, 2017 with Dynegy Energy Services, LLC for electricity at the rate of \$4.400 per kWh for a 24 month term from August 2018 through August 2020.

Resolution to Accept Gift from the Jean Z. Piety Trust

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

WHEREAS, Jean Z. Piety faithfully served the public as a librarian at Cleveland Public Library for fifty years, beginning in 1957, when she was appointed to what was then the Science and Technology Division of the Main Library; and

WHEREAS, During her long tenure as a subject department head at Main Library, Ms. Piety distinguished herself as an expert in the field of science and technology librarianship, receiving numerous awards and recognition for her contributions to the profession; and

WHEREAS, Ms. Piety was a wonder and an inspiration to her fellow staff members for the way she balanced her demanding work life with an equally busy social life—a whirl of dancing, theater, and music—that she and her husband delighted in with an energy that put her younger colleagues to shame; and

WHEREAS, On December 27, 2017, the Cleveland Public Library received notice from Schneider Smeltz Spieth Bell LLP law firm including a check in the amount of \$100,000 from the Jean Z. Piety Trust, representing a significant partial distribution of assets to the Cleveland Public Library; and

WHEREAS, There is no restriction on the use of the distribution received by the Cleveland Public Library; and

WHEREAS, On March 13, 2012, this Board adopted a Resolution that directs the Fiscal Officer to present unrestricted donations of more than \$25,000 or more to the Board of Trustees for further direction in depositing the funds; and

RESOLUTION  
TO ACCEPT  
GIFT FROM  
THE JEAN Z.  
PIETY TRUST  
Approved

WHEREAS, The Library Administration requests that the gift be expended for purposes of developing and expanding a MakerSpace on the first floor of LSW, which is in line with Ms. Piety dedicating her career to Science and Technology. The Fiscal Officer, therefore, recommends that this distribution be placed into the Founders Fund; now therefore be it

RESOLVED That the Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a gift from the Jean Z. Piety Trust in the amount of at least \$100,000 for deposit into the Founders Fund Account No. 203046-46100-11962 to be used for expenditures in connection with the development and expansion of a MakerSpace on the first floor of LSW; and be it further

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

RESOLVED, That the Board of Trustees of the Cleveland Public Library expresses its heartfelt gratitude for this generous gift, and that a copy of this resolution be shared with library staff so those who knew this remarkable woman may pause to remember her, and those who never had the pleasure of knowing her may honor her legacy.

Mr. Corrigan stated that Ms. Piety was a good example of the amazing staff the Library has had over the years and is indicative of the staff who make the Library their life and service to the public a key center of what they do.

Resolution to Engage Synchronicity Consulting, LLC for Strategic Planning Services

(See pages 89-92)

Ms. Rodriguez moved approval of the following resolution. Mr. Hairston seconded the motion, which



passed unanimously by roll call vote.

WHEREAS, At their regular meeting on December 15, 2016, the Board of Trustees of the Cleveland Public Library approved the extension of the Strategic Plan through 2019 to coincide with CPL150, the Library's sesquicentennial celebration; and

WHEREAS, When the festivities of CPL150 are over, it will be time to reset the compass and set the Library on course for its next fifty years; and

WHEREAS, To that end, the Library recognizes the need to engage a professional services firm with expert knowledge and skills in strategic planning to align the goals and objectives of the Library with the needs of the people it serves; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Synchronicity Consulting, LLC, subject to the approval of the Chief Legal Officer, to provide the services as outlined in their proposal in an amount not to exceed \$80,000 (including reimbursables) to be charged to General Fund Account 11980053-53710 (Professional Services).

Resolution Declaring Official Intent Under U.S. Treasury Regulations With Respect to Reimbursements from Note and Bond Proceeds of Temporary Advances Made for Original Expenditures Prior to Issuance

WHEREAS, Treasury Regulation §1.150-2 issued pursuant to Section 150 of the Internal Revenue Code of 1986, as amended (the "Code"), prescribes certain requirements by which proceeds of tax-exempt bonds, notes, certificates or other obligations included in the meaning of "bonds" under Section 150 of the Code used to reimburse advances made for Original Expenditures (as defined in Treasury Regulation §1.150-2 ), may be deemed spent for purposes of Sections 103 and 141 - 150 of the Code, and therefore no longer subject to requirements or restrictions under those sections of the Code; and

WHEREAS, Treasure Regulation §1.150-2 requires that this Board, as an "Issuer" of the bonds, make a Declaration of Official Intent to reimburse Original Expenditures paid prior to issue of bonds intended to fund such

RESOLUTION  
DECLARING  
OFFICIAL INTENT  
UNDER U.S.  
TREASURY  
REGULATIONS  
WITH RESPECT TO  
REIMBURSEMENTS  
FROM NOTE AND  
BOND PROCEEDS  
OF TEMPORARY  
ADVANCES MADE  
FOR ORIGINAL  
EXPENDITURES  
PRIOR TO  
INSURANCE  
Approved

Original Expenditures, no later than sixty (60) days after payment of the Original Expenditures, and further requires that any proceeds of such bonds be used to reimburse the Original Expenditures no later than eighteen (18) months after the later of the date of payment of the Original Expenditure or the date the property resulting from the Original Expenditures is placed into service, but in no event more than three (3) years after payment of the Original Expenditures; and

WHEREAS, the Board of Library Trustees wishes to take steps to comply with the Treasury Regulation;

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

Section 1. **Declaration of Official Intent.** The Board of Trustees of the Cleveland Public Library reasonably expects that Original Expenditures for the Safe, Warm and Dry Project, the South Renovation Project, the Martin Luther King, Jr. New Branch Project, the Lakeshore Roof Replacement Project, the Union Roof Project, the Glenville Parking Lot Project, and other Original Expenditures for the purchase, lease, improvement, construction, renovation, remodel and equipment necessary for the proper maintenance and operation of Cleveland Public Library buildings or parts of buildings, will be reimbursed with proceeds of bonds or notes to be issued by the Library; and

Section 2. **Intent to Issue Bonds.** The maximum principal amount of bonds or notes to be issued is expected to be Twenty-Seven Million Dollars (\$27,000,000.00), or such other amount as is necessary to pay actual costs of these projects; and

Section 3. **Purpose.** The purpose of this Resolution is for the Board of Trustees to declare its "official intent" for the issuance of bonds or notes within the meaning of US Treasury Regulation §1.150-2; and

Section 4. **Compliance with Open Meeting Requirements.** It is hereby found and determined that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board or committees, and that all deliberations of this Board

and of any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law.

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

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

Maritza Rodriguez Motioned approval of the resolution.

John M. Hairston, Jr. Seconded the motion.

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

Alice G. Butts	Yes
Thomas D. Corrigan	Yes
Maritza Rodriguez	Yes
John M. Hairston, Jr.	Yes
_____	_____
_____	_____
_____	_____

**CERTIFICATION**

The above is a true and correct extract from the minutes of a regular meeting of the Board of Library Trustees of the Cleveland Public Library, Ohio, held on January 18, 2018, commencing at 12:07 p.m., in the Board Room on the 10<sup>th</sup> Floor of the Louis Stokes Wing of the Main Library, 325 Superior Avenue, Cleveland, Ohio, showing the adoption of the Resolution hereinabove set forth.

Dated: January 18, 2018

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

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

(See pages 93-126)

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

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

WHEREAS, On February 19, 2017, this Board approved a Project budget of \$3.5 million dollars; and

WHEREAS, On December 15, 2016 and September 21, 2017, this Board authorized amendments to the Agreement for the performance of additional work in the amount of \$3,700 for assessing the large central skylight and \$79,066.54 for asbestos abatement and utility pole relocation, respectively, increasing the total contract price to \$372,053.75; and

WHEREAS, As contemplated by the Agreement, following the finalization of design and Higley's procurement of subcontractor construction bids for the work, Higley has prepared a Guaranteed Maximum Price Proposal which sets forth a maximum construction budget and final schedule; and

WHEREAS, The subcontractors selected by Higley include 16.44% Minority Business Enterprise firms, 35.96% Female Business Enterprise firms, and 18.38% Small Business Enterprise firms, and will cost the Library a premium of

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

\$22,337.88 over the cost of using non-MBE, FBE, and SBE subcontractors; and

WHEREAS, The Guaranteed Maximum Price ("GMP") for the cost of the work (\$3,271,240.76), construction manager's fee (\$86,112.64, plus up to \$21,984 to be paid from any remaining unspent GMP funds), general conditions (\$48,244.00), the construction contingency (\$95,765.23), and other costs (\$267,038.00) totals **\$3,768,400.63**. The GMP also includes the costs of asbestos abatement and utility pole and wire relocation which totaled \$79,066.54 and which this Board approved on September 19, 2017, and

WHEREAS, The GMP exceeds the original estimated construction budget upon which this Board based its approval of the \$3.5 million Project budget. The difference between the original construction budget and the GMP is \$1,061,057.63 due to subcontractor bids being higher than anticipated, despite Higley bidding the subcontractor packages on two different occasions. The Library is hereby requesting approval from the Board to increase the construction budget by \$1,000,000 (with the \$61,057.63 to be taken from the Owner's Contingency and the Design Contingency) and to authorize an Owner's Contingency and Permit Fund in the amount of \$156,131.37, for a total Project budget increase of \$1,000,000 from \$3,500,000 to \$4,500,000 to cover the increase in construction costs and funds being allocated to an Owner's Contingency and Permit Fund; and

WHEREAS, The GMP does not include certain expenses which were in the original estimated construction budget that the Library has now decided to pay for directly, including permitting, pre-construction costs, FF&E, owner's contingency, design fees, and technology in the estimated amount of \$731,599.37; now therefore be it

RESOLVED, That The Board of Trustees of the Cleveland Public Library approves a \$1,000,000 increase to the Project budget, bringing the total Project budget to \$4,500,000, which includes all construction costs, design fees, FF&E, technology, Owner's Contingency, and construction contingencies; be it further

RESOLVED, That the Board authorizes the Executive Director, CEO or his designees to accept the Guaranteed Maximum Price proposal and enter into and execute an

amendment to the Agreement between the Cleveland Public Library and The Albert M. Higley Co., LLC approving the subcontract packages and increasing the contract amount from \$372,053.75 to \$3,768,400.63, which shall be paid from the Building and Repair fund account 40178305-55300-10783 (Construction/Improvements); be it further

RESOLVED, That the Executive Director, CEO or his designees, is authorized to make expenditures and enter into contracts in excess of \$25,000 for the purchase of FF&E, technology, and other expenses as budgeted for the Project; and is further authorized to establish an Owner's Contingency and Permit Fund in the amount of \$156,131.37 and to make expenditures and enter into contracts 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. The Library shall report monthly to the Board on expenditures from the Owner's Contingency and Permitting Fund.

Ms. Rodriguez stated that this item was discussed at length at Finance Committee Meeting. Mr. Peter MacEwan, Consultant, attended and discussed some differences and variances to this increase. For Trustees who were unable to attend the Finance Committee Meeting, an email will be sent to provide information on Peter MacEwan's findings.

Mr. Corrigan stated that he would like the record to reflect that because it looks abnormal to go from a contract amount of \$372,000 to \$3,768,000 is a direct reflection of us now paying them this guaranteed maximum price for construction. Now we are getting a GMP and they are paying for the costs of construction in effect. We are not paying them ten times as much. Now the contract includes them agreeing to the guaranteed maximum price that we are approving with this contract.

Joyce Dodrill, Chief Legal Officer, stated that they are paying all of the contractors and subcontractors directly and we are not.

Mr. Corrigan stated that they are taking the risk of any of those subcontractors running over and asking for more money. That is their obligation as this contract is guaranteed maximum price. The actual cost of building

the building has shifted from the Library to the contractor who is making the guaranteed maximum price agreement with us. Mr. Corrigan stated that it this should be reflected in the records so that the general public and media will not be confused.

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

(See pages 127-134)

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

WHEREAS, The effective date of termination of the current hardware maintenance agreement with Business Smarts for the Library's Hewlett Packard ("HP") printers, desktop stations and servers is January 31, 2018; and

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

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

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

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into a Maintenance Agreement with Business Smarts, subject to the Chief Legal Officer's approval, for the period February 1, 2018 through January 31, 2019, at a cost not to exceed \$107,710.33, with the expenditure being charged to the General Fund Account 13010053-53360.

RESOLUTION  
TO ENTER  
INTO AN  
AGREEMENT  
WITH  
BUSINESS  
SMARTS FOR  
HARDWARE  
MAINTENANCE  
Approved

FISCAL  
OFFICER'S  
REPORT  
Submitted

Mr. Corrigan stated that this is for maintenance on approximately \$11 million worth of equipment.

REPORT ON  
INVESTMENTS  
Submitted

Fiscal Officer's Report

(See pages 135-177)

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

Report on Investments

(See page 178)

PURCHASES  
FROM \$5,000-  
\$25,000, 10/1/17-  
12/31/17  
Submitted

Report on Conference and Travel Expenditures

(See pages 179-181)

PURCHASES  
EXCEEDING  
\$25,000,  
10/1/17-12/31/17  
Submitted

Purchases from \$5,000 to \$25,000 for the period  
10/1/17-12/31/17

(See page 182)

FEES PAID FOR  
LEGAL ADVICE  
AND SERVICES  
TO OGLETREE  
Submitted

Purchases Exceeding \$25,000 for the period, 10/1/17-  
12/31/17

(See page 183)

REPORT ON  
BRAVO  
WELLNESS  
INCENTIVE  
PROGRAM  
Submitted

Fees Paid for Legal Advice and Services to Ogletree

(See page 184)

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

Report on BRAVO Wellness Incentive Program

(See page 185)

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

(See pages 186-188)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hairston presented the following report.

REGULAR  
EMPLOYMENT  
REPORT  
Approved

Regular Employee Report

(See pages 189-192)



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

In response to Mr. Hairston's inquiry, Director Thomas stated that when he began at the Library, there were up to 1,000 employees.

Mr. Hairston stated that this Board has done a wonderful job maintaining the quality of this institution during the loss of valuable employees based on retirements and resignations.

Report on Paid Sick Time Used by the Month

(See page 193)

REPORT ON  
PAID SICK TIME  
Submitted

Employee Demographics (EEO-4) Report

(See page 194)

EMPLOYEE  
DEMOGRAPHICS  
(EEO-4) REPORT  
Submitted

Insurance Summary Report

(See page 195)

INSURANCE  
SUMMARY  
REPORT  
Submitted

**COMMUNITY SERVICES**

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 196-201)

MONTHLY  
ACTIVITY  
REPORT  
Submitted

Mr. Corrigan acknowledged the decline in circulation which generally occurs during economic upticks is around 7-15%. However, the year-end electronic media circulation indicates an increase of more than 12.5%. Computer usage is down a little as well as the number of sessions. Wireless sessions are up over a 72% increase. Branches have seen the greatest decline in circulation.

Building Status Update

BUILDING  
STATUS UPDATE  
Presented

Tim Murdock, Director of Property Management, stated that buildings have been maintained fairly well given the recent winter weather conditions. However, there

were a couple of roof problems that cannot be addressed until the weather improves.

In response to Mr. Corrigan's inquiry, Mr. Murdock stated that there were no water main breaks.

#### Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, stated that the Main Library Phase 2 Project is now complete and has been officially closed out.

Carrie Krenicky, Chief Financial Officer, stated that we were approximately \$600,000 under budget.

Mr. Herman gave an update on the Safe, Warm and Dry project and distributed a list of building closure dates. The first branches to close will be Glenville and Lorain. They will shut down on February 3 at 6:00 p.m. The branches will be prepped for turnover the week of February 5. The branches will be turned over to Regency Construction Services on February 12.

In response to Mr. Corrigan's inquiry, Mr. Herman stated that Carnegie West Branch would be closed the longest.

Mr. Herman stated that a staff task force had been assembled to work on the details of the project, including shadowing collections, transporting materials, staff assignments, etc.

Ms. Rodriguez asked how patrons would be informed of branch closings.

Timothy Diamond, Chief Knowledge Officer, stated that digital signage has been installed inside the branches behind the circulation desks informing patrons of the upcoming closures and directing them to the closest branches. Complete information is available on the library website explaining the reasons for closures. A flier explaining the closures is being handed to each person who visits these branches. Signage is on the doors and a large construction sign will be erected on the premises.

Ms. Rodriguez recommended that a closing notice be on the screen when patrons log on to computers. Mr. Diamond replied that he would look into the logistics of doing

that, but knowing that patrons tend to click past permission screens, it may be more effective to put paper notices on each workstation.

John Skrtic, Director of Public Services, stated that branch managers and staff have been engaging patrons for weeks before the scheduled closures to inform them of the closures and directing them to the closest branches for service.

Mr. Hairston stated that it is important to keep councilpersons informed.

Mr. Diamond stated that councilpersons and community stakeholders of affected branches have been contacted.

Mr. Hairston asked where Sterling Branch fits into Safe, Warm and Dry.

Mr. Diamond explained that Sterling Branch is a part of the Community Vision Plan which deals with the 13 branches studied by Kent State University's Cleveland Urban Design Collaborative (CUDC). The Board needs to review the recommendations made by CUDC and make decisions about the future of those 13 branches based on CUDC's reports.

Director Thomas stated that a Board Work Session will be held in March to provide an overview of those 13 buildings.

Shenise Johnson Thomas, Director of Community & Government Relations, stated that a personal communication will go to each City and County Council representative and to all the community development corporations from Director Thomas. Ms. Johnson Thomas is working with the Marketing & Communications Department on the message.

Ms. Johnson Thomas stated that after emails have been sent to those stakeholders, she will place a phone call with each asking if there are any additional questions that can be addressed. In addition, branches are equipped with talking points for managers and staff.

**ADVOCACY  
TASKFORCE  
UPDATE**  
Presented

Advocacy Taskforce Update

Shenise Johnson Thomas, Director of Community & Government Relations, stated that the draft charter for the future work of the Advocacy Taskforce has been reviewed by Ms. Washington.

**FOUNDATION  
UPDATE**  
Presented

Foundation Update

Gretchen Faro, Executive Director, Cleveland Public Library Foundation, stated that we are now closing on 2017 and will defer her report on fundraising until the next Board Meeting.

Mr. Corrigan asked if there was improvement on the number of contributions from the smaller group.

Ms. Faro stated by leveraging that information and going back to past donors, we were able to accomplish the following: (1) reengaging past donors, (2) asking more frequently, and (3) increasing the average gift amount received from current donors.

**DIRECTOR'S  
REPORT**  
Presented

**DIRECTOR'S REPORT**

Before presenting his report, Director Thomas asked Debbie Hajzak, Library Assistant, Outreach and Programming Services, to give an update on Warm Up Cleveland.

Ms. Hajzak stated that there has been a record donation made by Warm Up Cleveland this year. Since the Library is not a charitable organization, we do not distribute to individuals directly. We distribute items to approximately 12-14 locations who then distribute the items to those in need.

Director Thomas thanked Ms. Hajzak and Cindy Lombardo for their hard work with the Warm Up Cleveland project.

Ms. Hajzak stated that for the first year in 2010, participation was with staff only and over 250 items were donated that year. It has since continued and in eight years, we went from 250 items to over 2,250 items.

Ms. Butts asked if there were many requests for socks.

In response, Ms. Hajzak stated that we do not get many requests for socks. However, we donate items such as hats, scarfs and mittens.

Director Thomas announced that a community-wide reading event of the Pulitzer Prize-winning book "Evicted: Poverty and Profit in the American City" will be the centerpiece of an effort by all nine local library systems, the City Club of Cleveland and Playhouse Square to bring to the forefront issues faced by many families in Cleveland's poorest neighborhoods. The shared-reading experience will conclude on March 15 with an appearance by the book's author, Harvard sociologist Matthew Desmond at Playhouse Square.

Director Thomas distributed copies of "Evicted" to the Board.

Mr. Corrigan announced that he was invited to attend the China Library Pre-Conference and Conference in May.

#### **FIGHTING COMMUNITY DEFICITS**

On Saturday, December 9<sup>th</sup>, a Legal Aid @ the Library advice clinic was held at the Rice Branch. Nineteen attorneys and 23 student volunteers served 35 families. Pro-bono attorneys were represented from the following firms and organizations: Norman S. Minor Bar Association, American Greetings, and Baker & Taylor.

Rice Branch continues to serve as the community hub for the Network Night where communities from the Buckeye, Mount Pleasant, Larchmere, Woodland Hills, Shaker Square come together to discuss issues within the community. There were over 90 people in attendance. Also, on December 21, 2017 many residents, community leaders, and other stake holders held a town hall meeting to share and exchange information as well as formulate a sustainable action plan to improve the quality of life in the Buckeye Road area. This initiative was derived from the recent activities of violence in the neighborhood.

**FORMING COMMUNITIES OF LEARNING**

Cleveland State University's America Reads K-8 after-school tutoring program will offer individualized and group tutoring sessions in subject areas consistent with the Cleveland Municipal School District's Scope and Sequence. CSU America Reads tutoring is currently offered at 11 locations: Collinwood, Fleet, Fulton, Glenville, Langston Hughes, Mt. Pleasant, Rice, Rockport, Sterling, Walz, and Woodland.

The Math Corps, is a program developed by the Cleveland State University's Department of Mathematics, it aims to improve the academic achievement and educational opportunities of middle and high-school aged students. A cadre of students through a peer-to-peer network will serve as role models and academic mentors to students in neighborhood branches. The Math Corp Program will be offered at two CPL locations in 2018.

Club Create, a program facilitated by Lake Erie Ink will offer 3 additional (2 clinics are currently in session) writing clinics based on the creative youth development model and project-based learning designed to meet the needs of students creatively, academically, and developmentally. The clinics are offered 2-days a week for 32 weeks.

The Art Therapy Studio will offer after-school programming facilitated by credentialed art therapists will engage students in art making within the context of a therapeutic relationship. The art therapist will focus on using a variety of art materials to engage clients in creative experiences, with an emphasis placed on the creation of visual art. Students will be encouraged to explore many topics and express thoughts and feelings that are important to them. Choice and control will remain in the hands of the individual. Art Therapy services will also be offered at 5 locations 2-days a week for 32 weeks

**Progress with Chess**

A new partnership was developed with the *Progress with Chess* program to host a chess tournament that was open to any student living in Cleveland. There were 77 participants in attendance on December 16<sup>th</sup>. The winning high school student received a \$1000 college

scholarship. All participants received a free membership to the U.S. Chess Federation

### **Celebrating a Global Perspective**

#### **Get Graphic! With Ohio Center for the Book**

Senior Subject Department Librarian Jean Collins maintained the tabletop exhibit of books for *Get Graphic! A Graphic Novel Book Club: Black Lives in Comics*. This series of discussions will be held from December - February and includes 8 titles highlighting African American authors and comics characters. Senior Librarian Jean Collins, along with Guest Reader Valentino Zullo, presented *African American Classics* the first title in the series and *Monster: A Graphic Novel*, by Walter Dean Myers; adapted by Guy Sims was the second title in the series, was discussed on December 21<sup>st</sup>.

#### **Exhibits and Displays**

Throughout the month of December staff conducted tours numerous tours for groups visiting the library including: 400 students from CMSD visiting the Superman exhibit, a group of 30 Girl Scouts and their chaperones from Strongsville, 27 fifth graders from Lake Ridge Academy, and 12 students and 2 teachers from Hershey Montessori School.

#### **Research that's possible only at Main Library**

- Staff assisted a researcher who was looking into the history of the Millionaire's Row residence of Morris Bradley. The researcher was particularly interested in historic images of the Bradley carriage house. Photographs of the Bradley residence did not depict the full estate, and the carriage house was not in view. Staff searched through the Cleveland City Hall Collection of Board of Zoning Appeals images and was able to find multiple views of the carriage house from the side streets of East 73<sup>rd</sup> Street and Simpson Court.
- Staff assisted a researcher with finding and obtaining images of the interior of Cleveland Arena, set up for a Cleveland Barons hockey game.
- Staff assisted a researcher with locating and obtaining images of historic homes (many now demolished) on Prospect Avenue and Euclid Avenue.

- Staff finished an ongoing project for a patron from Australia who is a collector of historic newspaper puzzles. They were able to supply the patron with ten missing puzzles from the Cleveland News in 1908.
- Staff assisted a researcher find news articles about Jesse Taft Smith. Mrs. Smith was a Clevelander and one of the few survivors of the Lusitania sinking in 1915.
- Staff assisted Archives with a request for plans and resources for a house in Palm Beach, Florida from the *Clarence Mack collection*.
- Staff assisted with an information request about the statue in front of the Federal Reserve Bank (in Cleveland) designed by artist Henry Hering. The building was designed by architects Walker & Weeks who also designed Main Library (1925).
- Staff assisted a patron with a request for an operetta by Dmitri Shostakovich, Fine Arts has it in Cyrillic.
- Staff assisted a patron from Italy with a request for *Bellissima canzoneta* (an Italian chapbook in Special Collections) dated 1633.
- BEL Librarian Susan Mullee assisted a patron who needed information from the book *Photographing Farmworkers in California* by Richard Steven Street. Cleveland Public Library is one of only two public libraries in Ohio to own this book.
- One of the books pulled for a patron working on cleaning marble building exteriors, *Stonework: Designing with Stone* (2001) has CPL highlighted in the chapter on quarry stone. CPL is one of 10 libraries worldwide to own this book.
- A patron who lives near a county club was interested in finding out how to scientifically measure the amount of noise generated by skeet shooting. Science and Technology has relevant ASTM standards. No other regional library has the ASTM standards available.
- A Science and Technology department patron wanted an article from the 1968 *Joint Conference on Cosmetic Sciences*. Cleveland Public Library is the only library in the world owning a copy of the conference proceedings.
- The Government Documents department received a letter asking for primary resources regarding the



Indian Ring Scandal from President U.S. Grant's administration. Government Documents Supervisor Sarah Dobransky and Library Assistant Alea Lytle were able to provide resources regarding the impeachment of Grant's Secretary of War, William Belknap, from the House of Representatives and Senate, and other secondary resources about the scandal via EBSCOHost.

- Staff helped a patron find an article from Journalism History which discussed the impact of Medgar Evers and the start of his newspaper The Mississippi Free Press in 1961.

## **Strategic Plan**

### **Our Mission:**

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

### **Our Strategic Priorities:**

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

### **CLEVNET**

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

## **GRANTS & DEVELOPMENT**

### State Library of Ohio

Following a presentation to the State Library of Ohio Board of Trustees, CPL was awarded a LSTA Competitive Grant (in the Outreach and Partnerships Category) for \$50,000 to create a new Book Box, to be stationed at the Edgewater Live Summer Concert Series, with a goal to increase visibility and awareness of the Library while offering families convenient access to their favorite library materials.

The Hershey Foundation

Submitted letter of interest for support of a new puppet theater stage.

The Thomas H. White Foundation

Submitted grant to support puppet theater programming.

William M. Weiss Foundation

Submitted request to support increased access to the Maker Space for teens. Award in the amount of \$10,000 was made to the Cleveland Public Library Foundation

Eva L and Joseph M Bruening Foundation

Held first quarterly update meeting on progress for early literacy training grant

- Attended CPL Foundation Annual Meeting.
- Attended first Innovation Team meeting to create new revenue-generating ideas for CPL.

**PUBLIC SERVICES**

In the month of December the Library hosted approximately 157 programs and 24 story times at neighborhood branches and Main library. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library. The library's after-school food program occurred Monday-Friday at 28 locations with 6 branches taking advantage of the Greater Cleveland FoodBank's produce program. The Cleveland Foundation awarded the Cleveland Public Library \$165,000 to support of out-of-school time (OST) programming in neighborhood branches. Services that will begin in January of 2018 are the following:

Cleveland State University's America Reads K-8 after-school tutoring program will offer individualized and group tutoring sessions in subject areas consistent with the Cleveland Municipal School District's Scope and Sequence. CSU America Reads tutoring is currently offered at 11 locations: Collinwood, Fleet, Fulton, Glenville, Langston Hughes, Mt. Pleasant, Rice, Rockport, Sterling, Walz, and Woodland.

The Math Corps, are program developed by the Cleveland State University's Department of Mathematics, aims to improve the academic achievement and educational opportunities middle and high-school aged students. A cadre of students through a peer-to-peer network will serve as role models and academic mentors to students in neighborhood branches. The Math Corp Program will be offered at two CPL locations in 2018.

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### **Services to families and children**

On December 5<sup>th</sup>, neighborhood families were given the opportunity take part in the *Jolley Storytime Trolley*: a holiday tour and accompanying story time conducted by Lolly the Trolley tour provider. The tours were held at five CPL locations: Memorial Nottingham, Fleet, Woodland, Rockport and Jefferson Branch. Children's librarian's and support staff read *The Polar Express* to families as they enjoyed neighborhood tours provided by Lolly the Trolley. Over 600 families participated in this event.

### **Services to adults**

On Saturday, December 9<sup>th</sup>, a Legal Aid @ the Library advice clinic was held at the Rice Branch. Nineteen attorneys and 23 student volunteers served 35 families. Pro-bono attorneys were represented the following firms

and organizations: Norman S. Minor Bar Association, American Greetings, and Baker & Taylor.

#### **Cleveland Public Poetry: Writer's Open Mic Monday**

Literature Department Librarian Evone Jeffries hosted an open mic poetry reading series on December 11<sup>th</sup>. Eight patrons attended and 6 read original works of poetry and fiction.

#### **National History Day**

The Center for Local & Global History hosted twenty-one seventh graders and twelve eighth graders on December 13<sup>th</sup> from the Birchwood School of Hawken to conduct their National History Day Research. CLGH Manager Olivia Hoge organized the class visits and Librarian Terry Metter provided an overview presentation on the Library's catalog. Books were pulled for students in the relevant subject departments and the Microform Center pulled microfilm. Photograph Collection Librarian Brian Meggitt pulled photographs for most of the students, and Library Assistant Lisa Sanchez, Library Assistant Adam Jaenke, and Library Assistant Dan Milich assisted students in the Photograph Collection.

#### **Progress with Chess**

A new partnership was developed with the *Progress with Chess* program to host a chess tournament that was open to any student living in Cleveland. There were 77 participants in attendance on December 16<sup>th</sup>. The winning high school student received a \$1000 college scholarship. All participants received a free membership to the U.S. Chess Federation.

#### **Pieter Bruegel in the Art Lab**

Fine Arts Library Assistant Mark Fox Morgan collaborated with Youth Services in the Art Lab on December 20<sup>th</sup> on an art activity related to Pieter Bruegel (a Northern Renaissance artist). Participants looked through books on Bruegel's artwork and had to "find" certain elements like the *Where's Waldo* books. Participants were provided with coloring sheets to complete the program!

#### **Patent Research Training**

Science and Technology Senior Librarian Jim Bettinger continued his patent training sessions in December with several members from Case Western Reserve University's Intellectual Property Venture Clinic (IPVC) - the pro bono legal clinic for patents. Mr. Bettinger assisted

with patent searching techniques, elements of a patent, and demonstrated databases that are only available at a Patent and Trademark Resource Center (PTRC).

### **Believing in Cleveland**

Thirty-three patrons and visitors attended a talk by Cleveland State University Professor Mark Souther. Dr. Souther discussed his newly published book, *Believing in Cleveland: Managing Decline in the "Best Location in the Nation"*. CLGH Librarian Terry Metter coordinated the program on December 16<sup>th</sup> which was held in the Louis Stokes Wing Indoor Reading Garden.

### **Music at Main**

Cleveland instrumental guitarist Victor Samalot performed a mix of Christmas and original music at Main Library on December 9<sup>th</sup>. Fourteen people braved the winter weather to enjoy this wonderful holiday musical performance.

### **Knitting at PAL**

Two knitting meetings were held on December 6<sup>th</sup> & December 20<sup>th</sup>. The group has completed the collaborative baby blankets that will be donated in January. Altogether 10 blankets will be donated. Five were completed as a group and 5 more were donated by one individual member.

### **Main Library Book Clubs**

CLGH Manager Olivia Hoge led the Brown Bag Book Discussion on *Sargent's Women* by Donna Lucey on December 18<sup>th</sup>. Social Sciences Librarian Helena Travka and Library Assistant Lakeisha Winstead hosted the Social Sciences Non-Fiction book club on *The Power of Positive Thinking* by Norman Vincent Peale. Literature Department Library Assistant Michael Haverman hosted his monthly Award-Winning Book Club on December 5<sup>th</sup>. They discussed the novel *The Brief Wondrous Life of Oscar Wao* by Junot Diaz. PAL Library Assistant David Furies hosted a book discussion in collaboration with the Cleveland Law Library Association to discuss the book *Called to rise: a life in faithful service to the community that made me* by David O. Brown.

### **Get Graphic! With Ohio Center for the Book**

Senior Subject Department Librarian Jean Collins maintained the tabletop exhibit of books for *Get Graphic! A Graphic Novel Book Club: Black Lives in*

*Comics*. This series of discussions will be held from December - February and includes 8 titles highlighting African American authors and comics characters. Senior Librarian Jean Collins, along with Guest Reader Valentino Zullo, presented *African American Classics* the first title in the series and *Monster: A Graphic Novel*, by Walter Dean Myers; adapted by Guy Sims was the second title in the series, was discussed on December 21<sup>st</sup>.

### **Main Library Tours and School Visits**

Throughout the month of December staff conducted tours numerous tours for groups visiting the library including: 400 students from CMSD visiting the Superman exhibit, a group of 30 Girl Scouts and their chaperones from Strongsville, 27 fifth graders from Lake Ridge Academy, and 12 students and 2 teachers from Hershey Montessori School.

### **Main Library Displays**

Literature Senior Librarian Jean Collins collected books for the *Staff Picks* display in Lending along with Library Assistant Michael Haverman. Ms. Collins also maintained the *First in Series* display in the Literature Department and a display honoring three of the big winners of the 2017 American Poets Prize and Mr. Haverman also maintained the table display in the Literature Department lobby featuring a flier and arrangement of current and upcoming book club books. *Homegoing*, *Behold the Dreamers* and *the Leavers*.

Special Collections staff organized a tabletop exhibit featuring items donated by the Jewish Community in the 1920s and 30s. Profile sheets were created about the Queen Esther scrolls, a menorah, and a shofar.

### **Collection Development**

The staff of the Center for Local and Global History conducted processing several collections including the Charles S. Hackett Collection of Cleveland, the G.M. Hopkins Plat Books of Cleveland & Cuyahoga County, the City of Cleveland Historical Park maps, and the Cleveland Photographers' Studio collection, a collection of portraitist work from the early 20th century in Cleveland.

Several donations were made to the collection in December including:

- The Center for Local & Global History received forty-five complimentary *Cleveland Memories: the Early Years* from Pediment Publishing for using CPL photographs in their book.
- Thomas Bier, PhD donated a copy of his book *Housing Dynamics in Northeast Ohio: Setting the Stage for Resurgence* to PAL on December 1<sup>st</sup>.
- The Department of Community Development donated *2016-2017 First Year Consolidated Annual Performance and Evaluation Report (CAPER)* and *2017-2018 Second Program Year Annual Action Plan* to the Public Administration Library.
- Plans for Fence and Gates for West Park Cemetery under the Department of Parks and Public Property by City Architect Herman Kregelius. The drawing number is 21-1, dated April 9, 1926.

#### **Research that's possible only at Main Library**

- Staff assisted a researcher who was looking into the history of the Millionaire's Row residence of Morris Bradley. The researcher was particularly interested in historic images of the Bradley carriage house. Photographs of the Bradley residence did not depict the full estate, and the carriage house was not in view. Staff searched through the Cleveland City Hall Collection of Board of Zoning Appeals images and was able to find multiple views of the carriage house from the side streets of East 73<sup>rd</sup> Street and Simpson Court.
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- Staff helped a patron find an article from Journalism History which discussed the impact of Medgar Evers and the start of his newspaper The Mississippi Free Press in 1961.

### **Other Library News**

BEL Library Assistant Joseph Parnell, through the CPL FIT Wellness Committee, is helping to put together wellness "challenges" for the staff for 2018. These programs and events will include biking, financial awareness, and a brand new fitness challenge.

Fine Arts & Special Collections Manager Pam Eyerdam worked with Library Archivist Ann Marie Wieland to research questions for an oral history video with arts activist Nina Gibans related to the commission of the Brett Hall murals that were installed in the 1970s.

Stephen Wohl worked with Nancy Mocsiran and Will Skora from the Knowledge Office to further revise the online application for CPL eCards. Adjustments were made to make the eCard application more user-friendly; as well as now requiring online applicants to upload documentation to prove they meet the residency requirements to registering for an account with the library.

### **TechCentral**

#### **Maker Monday Evening Event Series**

TechCentral and Outreach and Programming staff collaborated to present the second monthly *Maker Monday* evening event at the Lorain Branch Library December 4<sup>th</sup>. Activities included the mobile Laser Engraver and 3D printer, photo button making, knitting, duct-tape wallets, and sewing.

#### **Mozilla Web Literacy Staff Training**

TechCentral Manager, CJ Lynce, led Mozilla Web Literacy Training sessions for Library Assistants, Computer Emphasis throughout the system. A total of 31 L.A.C.E. staff and two TechCentral Coordinators received the first of three sessions in December, with the remaining two sessions to happen in January and February. An additional 18 L.A.C.E. staff have previously been trained on Mozilla Web Literacy.

### **Maker Space Research**

Doctoral Candidate, University of Illinois at Urbana-Champaign, Rebecca Teasdale began conducting her research on maker spaces on December 19<sup>th</sup>. Ms. Teasdale met with eight TechCentral staff members on December 19<sup>th</sup>, and observed in the TechCentral MakerSpace on December 20, 21, and 22. Ms. Teasdale will be conducting more initial and follow-up group interviews in 2018.

### **Staffing Changes**

Melissa Canan was promoted to the position of TechCentral Coordinator on December 9<sup>th</sup>, formerly being a Library Assistant, Computer Emphasis, PTR, TechCentral. Suzi Perez was promoted to the position of TechCentral Coordinator on December 9<sup>th</sup>, formerly being a Library Assistant, Computer Emphasis, PTR, TechCentral.

### **Community Engagement: Visits and Outreach**

TechCentral hosted a hands-on evening in the TechCentral MakerSpace for twelve students and four adult leaders from the College Now, Greater Cleveland program on December 7<sup>th</sup>. Students and adults were able to create and design their own 3D printer keychains, laser-engraved wood coasters, and contributed towards a group t-shirt using the vinyl cutter and heat press.

TechCentral Manager, CJ Lynce, met with a group from NASA Glenn Research Center in order to answer questions about the TechCentral Mobile MakerSpace and investigate possibilities for creating community partnerships.

Mr. Lynce coordinated and led a tour of the TechCentral MakerSpace and other Main Library departments and exhibits for 17 alumni from Case Western Reserve University on December 29<sup>th</sup>.

### **Cleveland Digital Public Library**

#### **Programs, Services & Exhibits**

##### *Learning Commons*

Cleveland Digital Public Library regularly hosts classes. During December, we hosted the CPL Fit Yoga series on Wednesdays and Fridays, and the Meditation Monday series. We regularly host CPL Chess Club and ran a chess tournament this month. ClevDPL has also developed new curricular offerings related to digitization, including classes on Google apps, and

Digital Photography for seniors (with graphics and TechCentral). Future programs will continue to include classes on digitization by appointment, and we have video classes in development. We will be contacting the Positive Coaching Alliance to further develop out a workshop or workshops on using digital coaching tools within their framework. Our Learning Commons area has seen significant use of our laptops - which can be reserved for use by the public, and we will continue to offer 3D scanning as a service using the HP Sprout Scanner.

#### *Programs*

We held four meetings of the CPL Chess Club with a total of 18 attendees. Coordinating with CPL FIT, we host Yoga and Meditation offerings MWF at 1:00 and have 12 or more regular attenders, about half of whom are from downtown offices. The CPL Wikipedians met in in the classroom. We hosted a chess tournament, and delivered an art of the book program.

#### *Exhibits*

ClevDPL continues to assist with Superman exhibits including providing support for the registration of incoming items, support maintaining the three multimedia displays and the Magic Box in Brett Hall, supporting the media content in the John G. White Gallery, and advising on both media conservation & environmental monitoring.

- *Magic Box*  
Cleveland Digital Public Library has placed the Magic Box exhibit case on display in Brett Hall. We developed and now maintain digital content for the Magic Box for Superman exhibit, including a video done by and for children, a video on the significance of Action #1, and a facsimile of Action #1 that customers can flip through.
  
- *Kiosk*  
During June ClevDPL obtained display kiosk as a loan from CCS. The kiosk has been placed in a central position in the John G. White Gallery. Content now on display was produced by ClevDPL as a complement to the Antiquities exhibit. ClevDPL has previously created content for the kiosk, and has refreshed content several times, focusing, as appropriate, on chess, Dr. Zelma George, and general special collections. Feedback on the kiosk

has been generally positive - the special collections staff feels it adds new interactive experiences to their exhibits. Because of usage statistics and positive feedback, we will be purchasing the kiosk for future use.

- *Digital Exhibition Tools*  
ClevDPL continues to investigate using augmented reality and/or QR codes for the upcoming exhibits. Multimedia might be provided through the Magic Box, the kiosk, and more traditional means.

#### *Videography and Photography*

ClevDPL has continued collaborating with Sports Research Center by creating interview videos. After working to update rights clearances on forms, these videos are being loaded onto Internet Archive, and Sports Research Center staff are in the process of providing time-indexed tables of contents to enhance the ContentDM records pointing to the interviews.

During the three-week reporting period for this December ClevDPL produced the following multimedia: Happy Holidays (video), Handbell Choir (video), W.O.W. Recognition (photos), Music at Main (video), Music at Main (photos), The Great Lake Exposition (video), Digital Research class (photos), Director's Message - Pay It Forward (video), and Director's Message - Gala (video).

#### Scanning Assistance

Cleveland Digital Public Library staff assisted 16 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

#### Public Services Statistics

*Patron Visits:* Between December 1<sup>st</sup> and December 23<sup>rd</sup> the Cleveland Digital Public Library had 498 patron interactions. There were 127 KIC Scanner sessions resulting in 6,179 images / 12214.4 or somewhat more than 12 GB of scan volume. We had a total of 75 attendees at programs.

*Digital Gallery:* For the partial month reported from December 1, 2017-December 21, 2017, Google Analytics (GA) reports 3,361 sessions for 2025 users and 57,608 page views. Per GA, our user base skews toward males, our users are 54% Male and 46% female. Per GA, our age breakdown skews towards youth. The age numbers, which have remained stable for some time, are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per GA, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, German, Croatian, and Chinese speaking users. Additionally, GA user statistics related to location indicate that we have users from the US, United Kingdom, Canada, India, Brazil, Spain, France, and Switzerland. Finally, GA shows that we have a diverse group of channels that deliver users to CPL's ContentDM:

- *Organic Search* channels 37% of our accesses, and Google accounts for 36% of those.
- *Direct Access* through CDM search accounted for 42% of our accesses.
- *Referrals* through other websites are about 13% of our access volume (around 17% of all referrals are from Wikipedia, up 1% from last month. Referrals from our library website, cpl.org, only account for less than 1% (.61%) of our referral total. This number is decreasing. The current version of the library website is not effectively referring patrons to the digital gallery from the library website.
- *Social Media* accounted for 7.42% of our accesses (of that Facebook accounts 31% and Twitter the remaining 61% -- our absolute numbers for Twitter are increasing and our absolute numbers from Facebook remain the same).
- *Platform:* A little more than a third of our sessions in December occurred on Mobile devices (more than half of these on iPhones and iPads). Our switch to the responsive design website is borne out by the increasing numbers of mobile users accessing the digital gallery.
- *Browser Use:* This month, 50% of our users use Chrome, 25% Safari, 9% Firefox, and 9% Explorer, and 3% Edge.

### **Outreach**

Cleveland Digital Public Library continues curating web-content as part of a 35,000 dollar IMLS grant working

with the Internet Archives ArchiveIT project to document local web-content and local digital resources.

Staff have continued to enhance demonstration digitization projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, Cleveland Orchestra and the South Brooklyn Historical Society.

We met again this month with Karamu House regarding strengthening our partnership for collections management, arrangement, description, preservation, display, and programming. CPL, through ClevDPL, is now a partner with the Cleveland Museum of Art and Karamu on the arrangement, description, and digitization of Karamu archives. We are planning to augment the digital surrogates of several hundred Karamu programs online in a new "Cleveland Theater" collection, and we anticipate a rich partnership with Karamu and the Cleveland Museum of Art with regard to digitization. Cleveland Digital Public library will work with Summer on the Cuyahoga to implement an internship with their program this summer at CPL and will also be partnering with Summer on the Cuyahoga and Karamu House on another internship related to the Karamu archives this summer.

Dr. Ewing met with Director Thomas, Olexander Debych (a Fulbright Scholar from Ukraine), and Andrew Fedynsky from the Ukrainian Museum and Archives to plan on further developing their partnership involving DPLA, the Ukrainian National Archives, The Holocaust Museum, Ohio State University, and Cleveland Public Library.

Twitter continues to be a successful tool for promoting the Digital Gallery. ClevDPL has 20 new followers and now has nearly 600 followers. Our top Tweet with 6632 impressions was: View of a street car that was overturned on an icy morning in early December as it plunged down Cedar Hill in 1937 [ow.ly/KG7u30h0ekA](https://www.ow.ly/KG7u30h0ekA)  
[pic.twitter.com/X30AneJLSZ](https://pic.twitter.com/X30AneJLSZ)

### **Collection Development**

Library Staff Does Digitization  
Cleveland Digital Public Library staff has scanned 331 items (3883 files), did post-processing for 257 items (4,081 files), and uploaded 330 items (334 files) into the Digital Gallery.

We touched 70,592 items while doing metadata revision for DPLA and did our first upload of over 10,000 records to OCLC's Digital Collection Gateway, revising field structures and contents, adding latitude and longitude, and adding a back-end storage field.

### **Interlibrary Loan**

The ILL/Photo Duplication staff have been integrated into ClevDPL, and we can report that there has been no drop off in service volume, and a slight improvement in service delivery. ClevDPL staff have been trained to support and back-up ILL and Photoduplication functions. ILL numbers are as follows for November [December unavailable]):

Borrower Activity Overview Report:

CPL Patron Requests Initiated: 69

CPL Requests Filled: 34

Lender Activity Overview Report

ILL Loans requested of CPL: 1477

ILL Loans filled by CPL: 410

Loans: 381

Copies: 29

We addressed the turnaround time for unfilled requests, reducing the amount of time in response over October by 20%. We are closing in on a useful benchmark for delivering a rapid negative response when borrowers seek to get a book from us that we do not have.

Loan request turn-around time for **filled** requests in November averaged roughly 4 days and 5 hours, below average for our ILL unit. Before we introduce more efficient retrieval, a simple benchmarking on averages means that we should be able to turn items around in 3 days. It is useful to note that even our slow months are faster than industry average. We expect that now that we have two pages directly fetching books we will have a smaller range in the average time to completion and that the absolute time required fill for our ILL requests will decrease. We may have to take additional steps to increase filled request speed, but this is a start.

Copy deliveries are up 50% over October, and this is a solid trend.

We have completed tweaked our standard operating document for ILL processes, and will treat it as a

working, dynamic procedural guide subject to modification and improvement as we figure out how to do things better and faster.

### **Staff Development**

Chatham Ewing gave a talk and participated in a workshop at the Internet Archive in early December. ClevDPL staff all took the online workshop "Hazard Communication and GHS - What Employees Need to Know." Catherine Young took the "Bookends" customer service training. Metadata Archivist Amia Wheatley took a linked data workshop, "Newton's Third Law: An Action-and-Reaction Approach to Setting Linked Data in Motion." Digital Library Coordinator Rachel Senese and Ms. Wheatley participated in an online DocWorks user-group webinar.

### **Preservation**

Preservation staff did the following:

Paper Treatment: 16 items, 71 sheets (54 simple treatments in sheets, 17 complex treatments in sheets)

Book Treatment: 56 (4 simple, 52 complex)

Enclosures: 19

Labels: 32

Books received: 60

Book returned: 196

### **Environmental Monitoring**

Working with buildings including Property Management Supervisor Tim Murdock and Oliver Reyes, Dr. Ewing continues to monitor from 22 placements around Main and LSW using PEM II environmental monitoring devices. We have added an additional five placements at the Lakeshore Facility and have begun monitoring all five of them. We are also monitoring the collections processing room at Lakeshore. We are regularly collecting and uploading data into E-Climate Notebook for sharing and analysis. We have now licensed an additional 10 slots in E-Climate Notebook and have placed them in galleries to gather and share information from exhibit areas monitored by our portable monitors (Artens, Hobos, and PEMIIs). We are currently working with buildings to address the environment out at Lakeshore in the cold room. The Liebert unit has been failing for some time.

### **Stacks and Collections**

ClevDPL has completed its work on studying potential stack options for storing oversized maps from the maps collection. We have received appropriate conservation



housings, but have not obtained appropriate storage racks to be placed on the seventh floor of the Louis Stokes Wing in stack areas currently used for general storage. We will be working with buildings to clear the area and store the maps.

**IPM monitoring**

ClevDPL has placed insect traps appropriate for establishing the detection portion of an integrated pest management (IPM) program in Main, LSW, and Lakeshore Facility. We are currently monitoring LSW, Main, and Lakeshore.

**Facility Report**

ClevDPL continues to work on an American Museum Association facility report for Cleveland Public Library. We are currently working with several units in the library to get the report completed. We have a sketch of our facilities conditions that we have labeled a 'facilities brief' to use as a stop-gap until we have been able to monitor and record conditions for the requisite year.

**Exhibits Monitoring and Install**

ClevDPL has been using Arten devices to monitor light, temperature and humidity levels in Brett Hall, and the John G. White Gallery where materials that might need to be monitored have been installed. These readings are being recorded and maintained for future reference. Brett Hall is also being monitored with a PEM II device which are concealed within the exhibit hall.

**Superman Exhibits**

ClevDPL was involved in repairing, prepping, and preparing items for display for the Superman opening. ClevDPL is coordinating with the Intermuseum Conservation Association to overseeing boxing of selected items from the collections. The department has been taking part in the planning discussions regarding the exhibit being curated by the library. Currently ClevDPL is serving as the library registrar for exhibit items loaned to the library from external sources, however we are not the initial point of entry for materials into the library and we should be.

**Metadata Revision**

By the end of December, ClevDPL has been working with the State Library of Ohio to put final tweaks into

implementing our plan for revising and updating records from the Digital Gallery to make our metadata ready for inclusion in DPLA. Except for the photograph collection, we are ready to contribute data from most of our collections to DPLA. This month we contributed to OCLC's Digital Collection Gateway. Working with OCLC, we are migrating and consolidating collections in the Digital Gallery to improve ease of access to our digital materials.

### **Planning Activities**

**Inter-Library Loan/Photoduplication Integration**  
ClevDPL staff have continued working with the library's process improvement group to integrate the Inter-Library Loan and Photoduplication units into ClevDPL. ClevDPL is working with Special Collections to resolve space-allocation concerns. We have continued to develop a plan that will make use of a newly designated area in stacks storage for collections processing. The initial steps in this planning process are complete and we are ready to take next steps.

### **DPLA Ohio**

Cleveland Digital Public Library continues to strongly participate in the development of the Ohio DPLA. We have upgraded our metadata for submission to the DPLA. As noted above, we finished with the revision and update process involved in making our metadata ready for DPLA.

## **Branches**

### **District One**

**Eastman** - Mr. Knape along with Children's Librarian Cassandra Feliciano and Library Assistant Nancy Smith attended the 8th Annual Westown Winter Frolic at Halloran Park Skating Rink on Friday December 8, 2017. The Frolic consisted of the Salvation Army Cleveland Westpark Junior Songsters, free photo with Santa, and a craft table manned by Cassandra and Nancy who handed out Library pencils and flyers and helped the children make a reindeer craft.

**Lorain** - December was a quiet month for Lorain Branch. Outreach story times and visits continued at local schools. Youth staff hosted several holiday-themed programs for young patrons and served approximately 425

lunches mostly to kids. Staff also rearranged the DVD collection to accommodate more DVDs.

**Rockport** - Rockport started the month with a booked schedule of Jolly Story time Trolley rides. Patrons of all ages rode Lolly the Trolley through the Bellaire-Puritas neighborhood, Youth staff read the story of the Polar Express to kids as they rode Lolly and sang Christmas Carols. When Lolly the Trolley returned to Rockport Branch, hot cocoa was served to participants and we played the movie Rudolph. The Jolly Story time Trolley program ended with holiday coloring sheets given to all. The month was additionally full with Great Lakes Science Center STREAM, Wii gaming, and Lego Club programming. Healthy meals, courtesy of the Cleveland Food Bank, were served for Kids Café. America Reads Tutoring, courtesy of Cleveland State University started with multiple youth daily taking advantage of the service. ROC ended the month with a hot chocolate bar that consisted of marshmallows, whip cream and sprinkles. Cookies were served as Christmas music played for patrons of all ages. Emily Crompton attended strategic planning for Bellaire Puritas. Rockport shifted the youth books to prepare for the entrance of the Best Buy Teen Tech Center.

### **Walz**

The branch was decorated with care  
 Snowmen where hung everywhere  
 Tea light Snowmen were crafted by little hands  
 And impromptu Puppet shows graced Walz Land.

And what to our wondering eyes should appear  
 With Satellites like horns of a deer  
 Non other than Channel 19 News VAN  
 And there in the corner is Fox 8 newsman.

With Channel 3 and Channel five gathered around  
 Walz parking lot was the most crowded in town.  
 And through it all Walz Staff smiled and provided a safe  
 place.

A lunch, a smile, a bathroom break, a chance to escape  
 the rat race.

Knowing that this Holiday season  
 Some things are completely without reason.

Walz branch provided a full month long calendar of lunches, GED classes, crafts, School visits and computer lessons during the month of December but by far the biggest event was our parking lot being used as a staging ground for media covering a horrendous crime in a property adjoining ours. Walz stayed open and provided a sense of normalcy, a safe place.

**West Park** - Children visited the West Park Branch and listened to the traditional story of The Gingerbread Man as they decorated their own gingerbread houses. Thanks to a partnership with Bellaire-Puritas Development Corporation, participants of Fashion Club met twice during December and made pin cushions, stuffed gingerbread men and jingle bell bracelets and decorated stockings as well.

### **District Two**

**Brooklyn** - The Brooklyn branch welcomed a new clerk this month: William Javier Arce Mantilla joined the staff on November 27, 2017. Mr. Mantilla is bilingual and has already made an impact in assisting our Hispanic patrons. The Children's staff had been very busy making Rudolph the Red Nose Reindeer ornaments for the upcoming holidays, as well as visiting the local schools to do holiday-themed programs. The branch will serve the late afternoon Kids Cafe lunches at lunch-time during the CMSD holiday break schedule.

**Carnegie West** - A school age entrepreneurial program based at Urban Community School chose Carnegie West branch as its test site. Children's librarian Helen Zaluckyj "wrapped around" Paul L. Dunbar Elementary School this month by visiting a first grade special needs class unable to come to the branch for story time. She also hosted a Christmas craft for toddlers and parents. Branch manager Angela Guinther attended a steering committee meeting for MyCom Ohio City. The community development corporation is launching the youth-oriented initiative in the spring and is gathering neighborhood stakeholders to assist in the efforts. She also attended a meeting of the Ohio City Dialogues Human Services Group. Duane Deskins, head of the city's new youth violence prevention efforts, and Second District Commander Thomas Stacho were the invited guests.

**Fulton** - The highlight for the month was the meeting about the Fulton Reading Garden. The branch will receive a new outdoor piece of art, which is being relocated from the Eastman reading garden. Creating a Holiday Ornament was the most popular program; Ms. Gail Hanks provided materials for making several different kinds of ornaments for both children and adults.

**Jefferson** - The Polar Express, Lolly the Trolley neighborhood tours was held at Jefferson Branch. Six tours departed from the Jefferson Branch with a total of 133 participants. Branch Staff was so excited with this program that they turned the Branch into a winter wonderland. There was a photo booth area, and snowflakes everywhere, as well as the North Pole marker. The attendees partook in hot chocolate and cookies, while they waited for their tour or after they came back from their tour. Three holiday celebrations were made possible by donations from the Cleveland Public Library Foundation. The first program was the Hanukah celebration in which the participants learned how to make Dreidels out of milk cartons. Later they used the Dreidels in order to spin and earn candy. Next program was the yearly popular tradition of decorating Gingerbread Houses, in which children decorated their own gingerbread houses made of graham crackers. Our last Holiday celebration was Kwanzaa, in which the participants learned about the seven principles. Also celebrating the holidays, the Dyad Staff had its third annual Holiday party: staff from both Branches joined in a potluck celebration with staff and family; good food and great company was enjoyed by all.

**South** - Children of all ages once again celebrated three major Holidays at the Branch, thanks to the donation from the Cleveland Public Library Foundation. The first program was the celebration of Hanukkah. Branch patrons shared in the opportunity to spin the giant South Branch Dreidel in order to win pieces of candy. The children learned about the traditions celebrated during the eight days of Hanukkah. The next yearly tradition was the decorating of Gingerbread Houses, in which children decorated their own gingerbread houses made of graham crackers. Our last Holiday celebration was Kwanzaa where the participants learned about the seven principles. During the holiday edition of Manga Mondays, attendees decorated cookies with their favorite Anime and Manga facial expression.

**South Brooklyn** - Children's Librarian Tammy Houghton provided outreach to Charles A. Mooney Special Pre-K (20 youth); had a school visit from Luther Memorial (45 in attendance); invited Ghostbusters: Cleveland for supernatural fun to the branch for 35 youth; hosted SBN Toshokan (anime club; 10 attended), SBN Gamer's Guild, three different Crafts for children (Reindeer, snowman, and end of year). Adult Library Assistant Anna Kaufman Ford had a Christmas Holiday Party with her monthly book club to discuss the 2018 book line up. Variety of staff completed Good Housekeep Training. LACEs Cheryl Williamson and Justin Smith attended Mozilla Training. Assistant Manager Forrest Lykins participated in CPL FIT Committee and Book Ends meetings, and helped assist at South Branch. District Manager Luigi Russo participated in the following: coaching session, Branch Managers meeting, Process Improvement Plan meeting, Unconscious Bias Workshop and visits to D2 branches.

### **Third District**

**Garden Valley** - Maria Estrella (Branch Manager) sat on interview panels for the position of Children's Librarian. The Garden Valley Branch welcomed Children's Librarian Ms. Andrea Csia to the branch. Ms. Csia immediately sprang into action by adding aesthetic touches to the branch in holiday decorations and book displays. Assistant Manager Kevin Ray continues to foster community relations with Burten Bell Carr Development, Inc. Mr. Ray was given a tour of the WOVU 95.9 Radio Station next door to the branch and was informed that partnerships between the branch and the station were welcomed for community programs in their meeting space.

**Hough** - A representative from the Foodbank set up a table at the branch to reach out to patrons that need assistance. Children's Librarian Manisha Spivey held an end of the year celebration and grab bag with refreshments and gifts. Library Assistant- Youth Emphasis Joanna Rivera had a Snowman gram activity where kids could write a message to Santa Clause on a graham cracker. Library Assistant- Computer Emphasis Romael Young brought in his Xbox one bi-weekly for the kids to enjoy. They really enjoy the dancing programs.

**Martin Luther King, Jr.** - December was a month of special branch programming. The branch held Circlefest

which included live entertainment featuring Cleveland Institute of Music, face painting, balloon twisting, and picture taking using the photo booth and crafts. Lake Erie Ink in partnership with Cleveland Public Library ended their creative writing workshop with a party for participants. CEOGC visited the branch and held a workshop for parents and caregivers on ways to improve literacy while the toddlers and babies enjoyed story time.

**Sterling** - Bitty Dorr and "the Quilters" (a group of Sterling friends and Central neighbors) dedicated three Saturday mornings in December to make blankets with Sterling families. The Quilters provided Hot Wheels cars, coloring books, colored pencils, crayons and handmade, holiday themed pillow cases to use as gift bags. The toys, coloring books, colored pencils and crayons were tucked in the blanket which was tucked in the pillow case and tied with a white grosgrain ribbon. Children/adults could make 42 cozy warm blankets, thanks to two anonymous donors who provided \$500 in materials.

**Woodland** - Whitney Johnson continues to work on developing the branch relationship and connecting with the Dike school of the Arts and George Washington Carver. Ms. Johnson conducted a winter program entitled "what is family to you" story times to several pre-k through first grade classes. Ms. Johnson also led the Tiny Winter Wonders Program, where children enjoyed designing their own winter snow-globe with twine ribbon, glitter, snow, bells and miniature trees. These festive ornaments made great seasonal decor and gifts!

Ms. Drake El provided community outreach by visiting the Child Development Center at Friendly Inn. She conducted storytimes to the pre-k and kindergarten classrooms. She also gave tips to teachers on using phonological awareness, retelling, alphabet, and sorting for teacher's to utilizing during their storytimes.

The Woodland branch experienced great success serving as one of the "Jolly Story-time Trolley" host sites. Families enjoyed a scenic ride on Cleveland's own Lolly the Trolley while enjoying a reading of "The Polar Express". Families also enjoyed popcorn, a fun cereal

necklace craft, hot cocoa and a viewing of the movie: The Polar Express!

#### **District 4**

**East 131<sup>st</sup> Street** - Lisa Quinn, Library Assistant-Computer Emphasis (LACE), continues to provide weekly writing workshops with teens and juveniles, on laptops from our TechCentral Department. Ms. Schmidt presented as a trainer at the Customer Service training module on December 7, 2017. Manager Kristen Schmidt and staff hosted the branch's first Patron Appreciation Day on December 19, 2017 with funding from the Friends Foundation. Ms. Rosa attended the MyCom Mt Pleasant meeting and Ms. Schmidt hosted the Network Night at the Rice Branch location on December 20.

**Fleet** - Fleet Branch maintained over twenty-five patrons who attended each Movie Night on December 4th and 11th. Patrons enjoyed watching their favorite holiday movies while indulging on buttery popcorn and punch. On December 7th, Fleet hosted Jolly Trolley Storytime where a reading of the Polar Express took place on Lolly the Trolley for families to enjoy. While waiting to ride the trolley, children and parents also enjoyed listening to Pete the Cat Saves Christmas, sipping hot chocolate, and a wreath and stocking craft. On December 14, 2017, twenty-five youth created their own gingerbread houses from graham crackers, frosting, jelly beans, marshmallows, peppermints, and other candies. The program was a huge success as participants showcased their architectural skills. Mrs. Robinson and Ms. Fullmer created Winter Holidays and Winter Blues displays to promote the collection. Ms. Fullmer, Ms. Lawson, and Ms. Spivey decorated the branch for the holidays.

**Harvard-Lee** - The Harvard-Lee Youth Services team continues to address the needs of our day cares by visiting their locations to conduct story times and crafts. Ms. Olivia Geaghan was selected to work with the Fleet Branch/OPS Polar Express event. She read to participants on the Jolly Trolley, which provided an amazing experience. I completed my weeding list and am going through the children's dvds currently. Club Create continues to be a success at the branch for our youth. Harvard-Lee held its Annual Patron Appreciation Day event On December 21, 2017. Patrons enjoyed food,



fun, and friendship. There were 30 patrons in attendance. In promoting team unity and fellowship, Harvard-Lee staff held its team pot luck and gift exchange on December 21.

**Mount Pleasant** - During the Month of December, the Mt. Pleasant Branch hosted the MyCom monthly meeting at our branch. Many community partners collaborated together to discuss concerns and create resolutions. Mrs. Scurka was selected to join the Murtis Taylor Human Services Mt. Pleasant/Southeast Collaborative BUCS Committee, (Building and Unifying Community Services).

**Rice** - This month, the branch hosted its long-standing programs such as Knitting, Poetic Power, Meditation, Line Dancing, Yoga, and Qi Gong. Additionally, Rice Branch continues to serve as the community hub for the Network Night where communities from the Buckeye, Mount Pleasant, Larchmere, Woodland Hills, Shaker Square come together to discuss issues within the community. There were over 90 people in attendance. Also, on December 21, 2017 many residents, community leaders, and other stakeholders held a town hall meeting to share and exchange information as well as formulate a sustainable action plan to improve the quality of life in the Buckeye Road area. This initiative was derived from the recent activities of violence in the neighborhood. Rice Branch received \$1500 from an anonymous donor specified for literacy based programming for the youth. The Youth Services staff is excited and is working with Tracy Martin to develop a plan to utilize the funds. Interviews were conducted for the District/Branch Manager position at Rice. Ms. Amiya Hutson has been selected as the next leader of the branch. We look forward to the great things Rice will accomplish under her leadership.

**Union** - On December 6<sup>th</sup> and 7<sup>th</sup>, scholars from E-Prep Woodland Hills hosted Lemonade Day at Union Branch. The students belong to the Open Door Academy after school program which partners with the Young Entrepreneur program to teach the students entrepreneurial skills. The students shared items such as lemonade, cupcakes, artwork and more. Miles Elementary School scholars will host Lemonade Day at the branch on Wednesday, December 20<sup>th</sup>. So far in the month of December, Union Branch has served over 400 meals during the Kids Café. Youth staff Tamara Steward and Gregory Parker presented outreach

story times to CEOGC, Katai Daycare, Oakfield Daycare, E-Prep Woodland Hills, Miles Elementary, Miles Park Elementary, and Nathan Hale Elementary. On Wednesday, December 20th, students will create snowflakes and have cookies and cocoa. The snowflakes will be used to decorate the bulletin board for the winter season.

### **District 5**

**Addison** - IT installed and mounted the branches TV for showcasing Library Events/programs. O.M.J, Gail Hugely returned to replace employment specialist, Maria Ramos only to be removed permanently, due to restructuring at the O.M.J Head Office. Currently, this service has been suspended. Youth Service Staff conducted a "cinnamon scented" ornament holiday craft with children. A week of customer appreciation with coffee and sweets, courtesy of the **CPL Foundation** Card, was provided as a thank you for the community's support in passing **issue 60**. In an effort to push the circulation of holiday music, the branch did some collection merchandising by playing holiday music CD's at the circulation desk for check out.

**Collinwood** - The Cleveland Museum of Art's "Art in the Neighborhood" program still amazes us with the opportunities they provide for our youth. Through this partnership, most recently children of all ages were able to learn about the art of scroll making, where the medium originated. Their work will be displayed in the Atrium of the Art Museum during their annual Martin Luther King Jr. Day celebration. The scrolls will be on view during the Museum's normal hours from Saturday, January 13th through Monday, January 15th. Collinwood Library had children from O. H. Perry, East Clark and East Academy created beautiful scrolls out of torn paper, ink, markers, and glue.

**Glenville** - The branch prepared care packages for five families in our service area here in the first annual "Adopt a Family" program, in which the youth staff delivered to the families homes for the holiday season. Staff enjoyed our year end potluck with each person bringing in a dish. The Senior Forum book club completed another year with their annual potluck as well, with a guest and fellowship. Branch Manager, Sharon

Jefferson, attended the Manager's meeting and the Innovation Team meeting.

**Langston Hughes** - The branch held several programs that included: Get your Game On!; Giant Jenga!; Toys of Yesteryear; Making a Gingerbread House; Anime Film Day; Musical Exploration; Recycle Today, Reduce Tomorrow. Our Kid's Café continues along with tutoring that ended On December 14th but will start again in February 2018.

**Memorial Nottingham** - On December 7, 2017, we were one of the host sights for the Polar Express. Children and adults of all ages had a great time. On December 14, 2017, to keep the fun and excitement of the upcoming holidays going, Memorial-Nottingham hosted a holiday party for the youth who frequent our branch. Memorial-Nottingham also welcomed Victoria Kabo from Foreign Literature, as she hosted programs for our Russian community on December 2nd, and 16<sup>th</sup>. Magnolia Peters would be joining our branch on January 8, 2018, to serve as our new branch manager. We extend a warm welcome to Ms. Peters.

#### **OLBPD**

For December 2017, OLBPD circulated 36,363 books and magazines directly to patrons, along with 12,935 copies of the OLBPD Dimensions newsletter. OLBPD registered 121 new readers to the service. Approximately 612 BARD patrons among 1,810 active users downloaded 10,054 items.

As 2017 came to an end, the Ohio Library for the Blind and Physically Disabled (OLBPD) enjoyed another busy and productive year. OLBPD circulated approximately 583,611 items to 13,756 active readers. The collection has more than 63,000 titles, including new Playaway books as well as described Blu-Ray and DVD titles. Patrons using BARD downloaded 144,149 books and magazines and OLBPD answered over 2,400 BARD service and tech support requests. OLBPD inspected over 500,000 returned books, and less than one-percent were damaged or missing media. OLBPD repaired 100 cassette and digital talking books and added over 7,000 copies of high-demand digital talking books to meet patron reading needs. OLBPD answered over 21,000 patron phone calls requesting service and over 7,400 mail and email requests.

OLBPD participated in its annual Holiday Book Chat with classes of the Ohio State School for the Blind. On Friday, December 8th, OLBPD discussed "Elijah's Angel: A Story for Chanukah and Christmas" by Michael Rosen with the K-3 students; and "Candlelight for Rebecca" by Jacqueline Dembar Greene with the 3rd-6th grade students.

The National Library Service (NLS) introduced a new remote control unit for use with the digital talking book machine (DTBM). The surface of the remote control has 15 buttons that are identical in shape and function to the buttons of the DTBM advanced model. The only DTBM button not available on the remote control is Power On/Off. DTBM remote controls are now available upon request.

As of December 4<sup>th</sup>, the National Library Service has posted its 100,000<sup>th</sup> book to the Braille and Audio Reading Download (BARD) service. BARD began in in October 2006 for what was then called the NLS Download, which had 1,200 talking-book titles and 10 magazines. The NLS Download was renamed BARD a year later, and in April 2009—after NLS introduced the digital talking-book machine—the full site launched.

### **EDUCATION AND LEARNING**

#### Best Buy Teen Tech Center Grant

Marina Marquez along with Amiya Hutson, Tracy Martin and Eric Herman met with William Woodworth and the Best Buy team for the standing bi-weekly telephone conference calls. We discussed updates on the Tech Center Supervisor position and construction plans and budget for the Best Buy Teen Tech Center at the Rockport Branch. Along with Amiya Hutson, Cindy Lombardo and Tracy Martin, Marina reviewed and selected the best firms to send a request for quotes for interior design and construction timeline of the Teen Tech Center at Rockport. Eric Herman received the construction quotes, HBM was selected, and Bryan Szalewski completed the contract with HBM to complete the project.

The Tech Center Supervisor position has been posted on the CPL website and on Indeed.com. The job posting was

also shared with faculty at Case Western Reserve University, Cleveland State University and Cuyahoga Community College. Along with Amiya Hutson and Dawntae Jackson, Marina Marquez reviewed all the applications and resumes submitted for the Tech Center Supervisor position. Nine candidates were selected and contacted to be interviewed on January 3, 2018.

#### Book Box - LSTA Competitive Grant

On December 12<sup>th</sup> Marina Marquez and Tracy Martin presented the LSTA project proposal to the State Library of Ohio Board. LSTA Review Committee approved funds for the CPL proposal.

Director Thomas, Tracy Martin and Marina Marquez had a conference call with Brian Zimmerman, CEO of the Cleveland Metroparks, and Natalie Ronayne, Chief Development Officer of the Cleveland Metroparks, to discuss the next steps to place the Book Box at Edgewater Beach for the Edgewater Live events.

The new Book Box will increase CPL's community outreach efforts by creating a space that is an accessible community gathering spot. In addition to providing library card materials for the whole family to enjoy onsite or for check out, the Book Box will offer library card registration, sign-ups for our popular summer reading club and even programming.

CPL's Office of Education and Learning is partnering with the Department of Physics at Cleveland State University to offer families demonstrations of how physics affect everyday and real life. Programming will be based off the book *The Flying Circus of Physics* written by Dr. Jearl Walker, professor of Physics at CSU. This book makes physics relevant and fun teaching people that physics has everything to do with your life. The demonstrations will answer intriguing questions about relevant, fun, and completely real physical phenomena. Below are examples of questions that will be answered through the demonstrations: 1. *What causes the pattern of cusps that adorn many beaches?*; 2. *What holds a sandcastle together?*; 3. *How do ducks stay dry when they float or swim?* ; 4. *Why does a V-shape wake form behind objects, such as ducks and boats, moving across water?*

While CSU will provide the physics demonstrations CPL will support the learning taking place by provide physics kits for family engagement and hands-on learning. The Book Box and the services it will provide will help to connect and reconnect people with the library resources by meeting them where they are - Edgewater Live.

#### Bruening Grant

Tracy Martin and Marina Marquez had a phone meeting with Jeanine Gergel for the scheduled quarterly meeting.

Updates included the following:

- The consultant was selected and Legal sent the engagement agreement to the consultant for review and signature.
- The Learning and Impact Specialist job description was completed and submitted for approval to be posted.

#### Digital Photography Learning Path

Registration for the digital photography path opened to the public on December 26, 2018 and will close on January 21, 2018. The first class will begin on January 23, 2018.

#### Community Wellness Programs Initiative

Marina Marquez and Shayna Muckerheide met with Lisa Eulinberg, HomeHEALTH Manager at NEOMED-CSU Partnership for Urban Health. Along with MetroHealth, this partnership will begin leading education sessions, medication reviews, and blood pressure screenings at the branches. Between March and May, med-students, under doctor supervision, will lead the one-on-one sessions. Five branches expressed an interest to host the sessions. OPS will coordinate with NEOMED-CSU/MetroHealth to confirm dates and Marina Marquez will coordinate with Mrs. Parks and the branch managers to schedule the health screenings. The program will be re-assessed in May for changes.

#### Dance Cleveland

Tracy Martin and Marina Marquez have been in conversations with Katie Gnagy Crosby, Community Engagement & Education Coordinator of Dance Cleveland, regarding the early childhood program *Read to Learn*,

*Dance to Move* in the branches. Mrs. Parks has been included in helping select the two branches to begin the pilot.

CWRU-IP Venture Clinic (IPVC)

Along with Don Boozer, Jim Bettinger and Sarah Dobransky, CJ Lynce, Suzie Perez, Marina Marquez, Theodore Theofrastous, Managing Attorney, IP Venture Clinic, Zahra Smith, IPVC Director, and Scarlet White, Client Coordinator of the IPVC and the Ohio Patent Pro Bono Programs, met with Ian Charnas, Manager of the Sears think[box], and Tiffany McNamara, Outreach Director at the Sears think[box]. Director McNamara and Mr. Charnas gave us a tour of the Sears think[box]. We also discussed creating educational training for entrepreneurs, inventors, and law students to take classes around using CPL's Patent Trademark Center.

Learning Land Lab - Carnegie West

Along with Angela Guinther and Eric Herman, Marina Marquez met with Cathi Lehn, Sustainable Cleveland Coordinator, and Jessica Gift, Manager of Parks and Recreation, Research and Planning, Mary Lineberger and Garrett Ormiston, Cleveland Museum of Natural History, and Amy Roskilly, Education Coordinator at Cuyahoga Soil and Water Conservation, to discuss the landscape design for Carnegie West's pollinator garden. Amy Roskilly presented the grant she received from the Native Plant Society of Northeast Ohio. She has \$414.17 to plant a 100 sq. ft. garden at CPL's Carnegie West Branch. The plan is to plant the garden in the fall of 2018 to take advantage of discounted plants. Along with this grant Amy will be presenting to the Native Plant Society on Saturday, January 27, 2018, at 10am at the Chagrin Falls Library. Angela Guinther, Jessica Gift, and Marina Marquez expressed an interest to co- presentation with Amy.

Eric Herman shared the updates on changes to the Safe, Warm, and Dry renovation schedule at Carnegie West. The months Carnegie West is expected to be closed will now be May 2018 to August 2018. Eric also mentioned that CPL is participating in the Northeast Ohio Regional Sewer Districts Library Rain Gardens program. These sites would be perfect to grow additional pollinator gardens throughout CPL.

Mayor's Office of Sustainability

Along with Mrs. Parks and several branch managers, Marina Marquez was able to confirm the Mayor's Office of Sustainability community workshops on health, community and climate action. The workshops will provide learning opportunities about how climate action can improve health, quality of life and community. A majority of time will be dedicated for residents to provide input on the Cleveland Action Plan by working together to turn issues into ideas and opportunities. From this residents will develop climate action projects that have a positive impact on their lives and their community. There are funds available through ioby and the Cleveland Climate Action Fund to help the residents turn their project ideas into action. The Mayor's Office of Sustainability will lead the workshops, provide refreshments and welcome children.

Starting Point/MyCom: Out-Of-School Database

OEL updated the Out-of-School Time (OST) youth referral database with all the CPL youth programming for December 2017 and January 2018. Starting Point and MyCom are partnering to help Cleveland children, youth and their families access quality after-school, holiday and summer activities that supplement and enhance school learning; nurture talents and interests; develop leadership skills and foster 21<sup>st</sup> century abilities that help young people become productive citizens and future leaders of our community.

Project Outcome

Marina Marquez completed PLA's webinar, Using Data to Understand Your Community & Measure Impact. Using Project Outcome, surveys will be created for pre and post assessment of the Digital Photography classes in 2018.

Pollinator Plan of North East Ohio

Along with Helen Zaluckyj, Marina Marquez attended the Pollinator Plan of NEO Education sub-committee meeting at Cleveland Public Library's Carnegie West Branch.

Miscellaneous

- Marina Marquez attended bi-weekly CPL-FIT meetings.
- Marina Marquez attended bi-weekly Best Buy Teen Tech Center meetings.



**ADVOCACY & COMMUNITY AND GOVERNMENT RELATIONS****ADVOCACY TASK FORCE:**

Recommendations have been drafted for the future work of the Advocacy Task Force. This information has been shared with Trustee and Advocacy Task Force Chair, Alesha Washington, for review and feedback.

**COMMUNITY AND GOVERNMENT RELATIONS:*****I. Sustain and Increase Public Support:*****Gubernatorial Candidates Tour Invitation Letter**

Working with Bricker & Eckler, the eight Metropolitan Libraries of Ohio collectively invited current Ohio gubernatorial candidates to schedule a tour throughout their campaign to learn more about libraries and their state-wide impact.

**Mayor Frank Jackson's Inauguration**

Shenise Johnson Thomas attended Mayor Frank Jackson's record fourth 4-year term inauguration on January 2, 2018 on behalf of Director Thomas and the Cleveland Public Library.

***II. Increase CPL's Community Relations Capacity***

Baseline information on current community engagement efforts have been obtained from the first internal audience and will be shared in January and February during staff meetings. This information will be assessed to determine if there are additional resources needed to enhance community relation efforts.

This work supports the Office of Community and Government Relations' goal to increase the organization's capacity to engage with the community.

**TECHNICAL SERVICES**

Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell attended the Branch Manager's Monthly Meeting to answer any questions regarding the elimination of the floating collection in the Branches.

Ms. Jelar Elwell met with Director of Public Services John Skrtic to discuss the 2018 appropriations for the Main Library materials funds. Ms. Jelar Elwell met with Technical Services Associates Nathaniel Infante and Anarie Lanton and Technical Services Senior Clerk Paula Stout to discuss the redistribution of tasks that were previously being performed by Technical Services Associate Glennis Blair who retired in November.

Librarian Beverly Austin was temporarily reassigned to Technical Services and began working in the Acquisitions Department on December 11th. Ms. Austin assisted the Acquisitions Department with several end of the year orders and projects.

Organizational Performance and Development Program Manager Sherrill Marino met with the Technical Services Managers to provide an overview of the Customer Service training modules. Brian Chambers from the Ohio Bureau of Workers' Compensation (BWC) completed ergonomic assessments for staff in the Technical Services Departments.

**Acquisitions:** The Acquisitions Department ordered 5,768 titles and 28,321 items (including periodical subscriptions and serial standing orders); received 19,821 items, 1,505 periodicals, and 185 serials; added 437 periodical items, 72 serial items, 898 paperbacks, and 454 comics; and processed 1,832 invoices.

Staff in the Acquisitions and High Demand Departments placed the last of the orders for 2017 selections on December 29th. The IT Department generated several reports to assist staff in both Departments in completing annual end of the year projects. EDI reports were temporarily suspended until staff can begin ordering for the 2018 fiscal year.

Acquisitions Coordinator Alicia Naab coordinated a large end of the year order of materials from the vendor Old Erie Street Bookstore that had been selected for

purchase by the Center for Local and Global History. Ms. Naab trained High Demand Librarian Dale Dickerson and Librarian Beverly Austin in creating the manual orders for the purchase of these materials. Ms. Naab worked with Collections Manager Pam Matthews to expend the remaining 2017 eMedia funds for CPL and CLEVNET.

Ms. Naab attended the Northern Ohio Technical Services Librarians (NOTSL) Fall 2017 Meeting "The Road Ahead: Trends in Cataloging and Metadata."

**Catalog:** Staff cataloged 2,210 titles and 3,215 items for Cleveland Public Library.

Most of the Department worked on CLEVNET copy cataloging as part of a push to complete all overlay requests before the CLEVNET fiscal year ends. Librarian Michael Gabe joined the CPL Innovation Team, which will explore alternative and/or creative revenue generating opportunities for the Library.

Catalog Manager Andrea Johnson, Senior Librarian Dawn Grattino, and Librarians Yeshen Dugarova-Montgomery, Celia Halkovich, Amei Hu, Perry Huang, Barbara Satow and Erin Valentine attended the Northern Ohio Technical Services Librarians (NOTSL) Fall 2017 Meeting "The Road Ahead: Trends in Cataloging and Metadata." Ms. Hu participated in the last Public Library Advisory Board WebEx meeting on December 15. Ms. Johnson attended the Book Ends Customer Service Training.

**Collection Management:** Collection Management selected 2,732 titles, 7,999 copies, and spent \$337,483 in December. 48 telescopes of materials were relocated. Technical Services Assistant Eric Hanshaw continued his service on the United Way/Community Shares committee, which met this month to plan its 2018 fundraising.

**High Demand:** The High Demand Department ordered 727 titles and 9,534 items; received and added 6,403 items; and processed 828 invoices.

High Demand Librarian Dale Dickerson assisted the Materials Processing Department with the processing of DVDs that require special handling such as DVD sets that need to be added to separate records. Acquisitions Coordinator Alicia Naab trained Mr. Dickerson in

creating manual orders for the purchase of materials from the vendor Old Erie Street Bookstore.

Mr. Dickerson attended the Northern Ohio Technical Services Librarians (NOTSL) Fall 2017 Meeting "The Road Ahead: Trends in Cataloging and Metadata."

**Materials Processing:** The Technical Services Associates cataloged 988 new titles for the Cleveland Public Library and added 977 records for the CLEVNET libraries. The Technical Services Associates and Senior Clerks added 8,811 items. The Materials Processing Technicians worked on 20,213 items.

Doug Huston attended the Book Ends Customer Service Training. Technical Services Senior Clerks Sabrina Rosario-Laureano and Shirley Jones added items for the High Demand Department when there was a backlog. Materials Processing Manager Elizabeth Hegstrom met with Ms. Rosario-Laureano, Ms. Jones, and Technical Services Associates Christon Hicks, Dwayne Jones, and Karima Ward to discuss changes for the end of the year and beginning of the new year.

**Shelf/Shipping:** The Lake Shore Shelf/Shipping Department staff sent 90 items to the Main Library for requests and 82 items to fill holds. Main Library received 282 telescopes, the Branches received 590 telescopes, CLEVNET received 56 telescopes, CASE received 5 telescopes, CSU received 4 telescopes, and Tri-C received 1 telescopes. A total of 938 telescopes were shipped out. The Receiving/Distribution Technicians sent out 1,150 items of foreign material and in total 14,878 new items were sent to the Acquisitions and High Demand Departments.

### **MARKETING & COMMUNICATIONS**

Media coverage for the month of December included 29 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$27,392.14. During the month, the online media outlets that featured CPL events and programs received 64,908,463 unique visitors. The media stories varied, but the one that got the most traction focused on the Cleveland Museum of Art's announcement of a citywide initiative to address the long-standing lack

of diversity in the museum profession. The Library will be a key partner in this grant-funded initiative.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,049 times on average per day, with an average of 147 clicks to the website per day resulting in a 14% click-through rate for the month. Nearly 72% of the click-through's were from some combination of the keywords *library, libraries, public, and cleveland oh*. No special ads were run on cleveland.com.

### Facebook

	2017	2016	YoY
Net Page Likes	83	45	84%
Avg Post Reach	2,055	2,351	-13%
Avg Total Reach	2,674	3,345	-20%
Average engagement	45	34	32%
Reactions	41	31	32%
Comments	4	3	33%
Shares	5	7	-29%

### Twitter

	2017	2016	YoY
Top Tweet (Impressions)	11,576	2,957	291%
Top Mention (Engagements)	1,133	597	90%
Top Media Tweet (Impressions)	1,402	2,148	-35%
Summary			
Tweets	66	93	-29%
New Followers	169	62	173%

The Library continues to be more active on Instagram with 144 points of engagement, attracting 211 new followers, and 235 people signed up for *Off the Shelf* e-newsletter.

### Graphics

Graphics staff filled the regular requisitions for design, printing, and distribution, in addition to designing graphics for ads; the library website; digital signage; social media; staff newsletters; *Off the Shelf* e-newsletter; and weekly postings to the website home

page. Ryan Jaenke, Graphics Designer, created a new format for *UpNext*, the Library's program guide. The first issue in the new format is the Winter 2018 issue that covers programs and classes in January and February; thereafter, it will be published quarterly (spring, summer, fall, and winter). The new format also includes a feature article and programs previously promoted separately in the MyBranch branch activity fliers.

### **PROPERTY MANAGEMENT**

#### Painters

- Delivered salt and plowed all CPL branches.
- Union- patched and sanded lobby ceiling.
- Garden Valley- patched holes.
- South Brooklyn- patched, mudded and sanded ceiling in public men's restroom.
- Painter's also covered west side branch delivery due to regular driver out sick.

#### Carpenters

- Cleaned out storage shed in back of woodland garage.
- Put plows on trucks.
- Hung white board in tech central. Also, put together and delivered tool carts, installed mail boxes for SPS.
- Union- cut hole in boiler room door and installed a door louver. Filled holes and cracks where mice can enter.
- Snow plowed and salted all CPL facilities.
- E.131- put together chairs and delivered to branch.

#### Maintenance Mechanics

- LSW - replaced TEC controller for VAV #10VV7S above file room by H.R. assistant/room was cold.
- Lakeshore - drained and winterized AHU#10 CHW coil.
- Union - completed hand dryer installation for men's and women's public restrooms.

- Rockport - replaced boiler circulating pump bearing assembly and motor.
- South - checked/repared automatic doors with Action Controls.
- Lakeshore - rented outdoor lift and repaired parking lot lighting.
- LSW - installed replacement circuit board for 1<sup>st</sup> floor. Elevator lobby smoke detector.
- Eastman Garden - replaced bad GFCI's in outdoor power boxes for X-mas lights.
- Glenville - completed hand dryer installation for men's and women's public restrooms.
- Main - completed fire cable pull for Digital hub.
- Fleet - installed replacement blower motor for main AHU.
- Carnegie West - replaced bad boiler gas valves for stage 1 boiler.
- Sterling - replaced old toilet flush assemblies/ checked plumbing fixtures for leaks (water bill was higher).
- Mt. Pleasant - repaired radiant heat for the front area of building.
- Main - wired in direct coupled actuator motor for new basement hallway dampers (garage/dock make-up air unit).
- Glenville - replaced bad vestibule heater fan motors.
- South Brooklyn - replaced broken supply lines and faucet for the staff lunchroom sink.
- Woodland - replaced bad actuators on AHU heating valves.
- LSW - installed replacement blower motor for drive-up window air handler.
- Woodland - repaired electrical short by garage door, reconfigured conduit piping and wiring.

**SAFETY & PROTECTIVE SERVICES****SAFETY SERVICES**

- SPS officers were issued pepper gel and holsters January 2<sup>nd</sup> in compliance with the contract language.
- SPS is now closing the LSW inner lobby doors to ensure the lockdown button can be used effectively. Eric Herman was consulted to ensure LSW building would remain ADA compliant.

**PROTECTIVE SERVICES**

## Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Dec 2017	3743	156	61	77	704	109	73	34
Nov 2017	3929	163	68	78	706	93	70	119
Oct 2017	4092	157	62	65	676	66	65	68
Sept 2017	3900	156	79	55	742	56	65	54
Aug 2017	4173	155	91	59	827	55	58	46
July 2017	3498	140	49	57	679	75	138	53
June 2017	4126	159	111	45	877	107	72	60
May 2017	3772	145	85	70	600	83	89	51
April 2017	3609	144	73	63	646	120	57	47
March 2017	4084	151	102	85	728	174	68	48
Feb 2017	3574	155	65	109	586	164	80	40
Jan 2017	2920	127	44	112	470	115	80	93
Dec 2016	3087	123	34	108	372	160	68	29

## Special Attention, Special Events, and Significant Incidents

- 2/5, at South Brooklyn a group of juveniles entered the branch and a female juvenile went after a male juvenile. The SPS officer intervened and the female then pushed several books off of a nearby shelf. The officer had to physically restrain the female and escorted her from the building. Once outside the female attempted to regain entry and was stopped by the officer. She was expelled for 30 days.



- 12/6, a male patron exposed himself to a female patron and began masturbating. The victim notified a fellow patron who passed the information on to branch personnel. SPS was notified and the male was located on the first floor. SPS spoke with the male who changed his story repeatedly. CPD was responded and the male was arrested. He was given a 60 day expulsion and was told by CPD not to return at all.
- 12/6, a branch employee found a gang tag, "HVD-Fleet Gang Shit" written on a branch table. She also found this same tag written on a self-portrait she had drawn and hung up with some patrons' art work. The employee perceived this as a possible threat and submitted her report to SPS. The issue was assigned to an investigator for follow-up. Follow up: On 12/8/17 Officer Green identified the juvenile through video identification. The juvenile will be suspended for 30 days.
- 12/7, a female juvenile entered Carnegie West branch and approached a second female. Based on the posture and aggressive speech it was apparent that a fight was about to happen. Both females were escorted from the branch without incident.
- 12/8, a male patron suspected of being drunk became irate and threw his cell phone to the ground inside of Tech Central. The SPS officer on scene approached the male as he repeated the action. The male was told to leave and the officer called for assistance. The male was escorted from the building by several officers. He threw his phone into the street and repeatedly walked into traffic. The male eventually left the area.
- 12/8, a group of teens were discovered in the Mt. Pleasant men's room "rolling drugs" by the Royce guard. The males were suspended and told they could return on Monday to speak with the manager. One male returned the following day and refused repeatedly to leave. Once assistance was called the male left, but stood at the front door. He was gone when SPS arrived.
- 12/11, A juvenile female patron entered South Brooklyn branch and stated she had been physically assaulted by her father while she was at home. SPS was dispatched along with CPD. A report was filed with CPD and the juvenile was released to her mother.

- 12/12, a male patron was observed stealing DVDs from Walz branch by an employee. When confronted he produced 4 DVDs that he had in his pocket. He was told that he needed to return all the DVDs he has taken. To date this has totaled to a couple bags of DVDs. The number of DVDs and their total worth is still being tallied. Further investigation is required with possible charges being filed.
- 12/12, an employee entered an administrative area at Lake Shore. The staff member had no reason to be in the area and he used a computer registered to another employee. The unauthorized employee's login credentials were observed on the computer in question. Entry was verified by the on duty officer.
- 12/15, two females were confronted by the on duty officers at Hough branch and were told that there was no eating or drinking in the library. One female responded "Ya'll petty as fuck." They were told to leave repeatedly and refused. The female told the officer to "shut the fuck up" and stated she would "beat your ass, bitch." She then picked up a chair and threatened to throw it at the officer. SPS was notified. The female eventually put the chair down and they exited the building, yelling profanity and threats. They repeatedly tried to get the officer to exit the building. The building was placed on lockdown for a period of time. The females are unknown at this point, but officers will attempt to identify them once they return.
- 12/21, a male patron in LSW Tech Central attempted to print a document that he accidentally sent to a remote location. Following his discussion with staff, he became irate when she indicated she could not refund his money as it was his error. He refused to listen to staff and SPS had to be called. He was escorted from the building.
- 12/27, three juveniles (7, 5, and 3) were found outside of the Harvard Lee branch at 13:20 hours. They had no socks, no gloves and no hats. They were unaccompanied and appeared to be suffering from the initial stages of frostbite. The SPS officer on scene called for EMS. SPS, Royce and branch managers used items on scene to help warm the children. A 10 year old child came to the branch a short time later looking for the children. He

called his mother who arrived shortly after EMS and CPD arrived. The EMT's believed one of the children was in the initial stages of frostbite, but the mother declined treatment. The children were released to the mother's custody by CPD. A teenage sister was reportedly the babysitter at the time.

#### Protective and Fire Systems

- Fourth quarter fire drills were completed.
- SPS branch patrol officers will act as safety ambassador's and start checking emergency lights at branches as well as fire extinguishers. The locations will be noted on a branch map before Dec.31<sup>st</sup>. Sherry Parker will keep track of and correct any issues noted.
- IPS will completed card reader installs at E. 131, Glenville, Hough, and Sterling branches.

#### Contract Security

- Royce Security quoted CPL \$55 per visit to have their guards open the branches closed for Safe, Warm, and Dry. I am getting two other quotes because the total will be over \$25k. SPS branch patrol officers will arm the buildings when contractors finish working at 3:30 pm.

#### Administration

- SPS officers have been staffing South Brooklyn for Fire Watch for the past two weeks.
- Two scripts for the Emergency Text Notification system have been completed and uploaded by IT.

#### **INFORMATION TECHNOLOGY & CLEVNET**

The CLEVNET Directors Panel met on December 6, 2017, at Medina Library to plan the next quarterly CLEVNET meeting, check progress on the strategic plan, and discuss various issues brought forward by the membership.

At the top of the agenda was a discussion of the new pricing model ballot results. Carrie Krenicky, Chief Financial Officer at Cleveland Public Library, had given a detailed presentation of the proposed new pricing

model at the October 2017 quarterly meeting of the CLEVNET directors. The Pricing Model Review Group, composed of CLEVNET directors and fiscal officers, had been working on this project since 2015 with GFOA (Government Finance Officers Association), consultants on the project. The proposed pricing model generated a great deal of discussion at the October meeting as 12 member libraries could face increases of more than 10% and/or \$10,000 per year. The general consensus, however, was that the proposal is equitable and, since it would not be implemented until 2019, libraries would have time to prepare for the cost increases. The member libraries had until the end of November to vote on the proposal, giving them time to discuss with their boards. When the online voting results were tallied, 32 member libraries voted in favor of the new model; nine were opposed; and three did not vote. The Directors Panel asked Hilary Prisbylla, Director of CLEVNET, to share the ballot results in the aggregate with the CLEVNET directors with a note to address questions or concerns to their representatives on the Panel.

The second major project set in motion by CLEVNET's strategic planning process is the revision of CLEVNET's provisional bylaws. The ad hoc committee that worked on the project, headed by Barberton Public Library Director Julianne Bedel, submitted their final draft to the Directors Panel. The Panel discussed the revision at length, but had no substantive changes to make. The Panel expressed their appreciation for the ad hoc committee's work and asked that the revision be sent to the full membership before the January 2018 quarterly meeting. After discussion at the January meeting, the directors will have one month to vote for or against adoption. If approved by the membership, work can begin on amending and restating the CLEVNET agreement. The goal is to have an amended and restated agreement signed by the board of each member library by the end of the second quarter of 2018.

Ms. Prisbylla provided an update on Morley Library in Painesville. The Board of Trustees of Morley Library had unanimously approved a motion to apply for membership in CLEVNET at their regular meeting on September 20, 2017. The Directors Panel had reviewed their request and unanimously recommended that it go to Cleveland Public Library's Board of Trustees for approval. At their regular meeting on November 16, 2017, CPL's Board

unanimously passed a resolution to enter into an agreement with the Morley Library Board. The migration is scheduled for September 2018.

Ms. Prisbylla also reported that the long-awaited CLEVNET mobile app is ready for a soft launch and promotion of it should begin in February 2018.

The Panel also discussed standardized policies and automatic renewals. The work of standardizing ILS policies will continue throughout the new year with the purpose of improving the user experience and reducing the size of the circulation map. Automatic renewals will be discussed at the January quarterly meeting.

Ms. Rodriguez adjourned to the 2018 Organizational Meeting at 1:38 p.m.

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Secretary

2018 ORGANIZATIONAL MEETING OF THE LIBRARY BOARD

Mr. Hairston called the meeting to order at 1:39 p.m.

Election of Officers

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

President-----Maritza Rodriguez  
Vice President-----Alesha Washington  
Secretary-----Thomas D. Corrigan

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

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

After Mr. Hairston congratulated the 2018 Officers, Ms. Rodriguez thanked the Nominating Committee.

Election of Fiscal Officer & Appointment of Deputy Fiscal Officer

Director Thomas asked when was the last time the stipend for the Fiscal Officer and Deputy Fiscal Officer was increased.

Mr. Corrigan stated that the stipend has remained the same for at least the past ten years.

Ms. Rodriguez asked Ms. Dodrill how stipend amounts for the Fiscal Officer and Deputy Fiscal Officer could be increased to an amount commensurate to the cost of living.

Joyce Dodrill, Chief Legal Officer, stated that the Board had the authority to change the stipend amounts for the Fiscal Officer and Deputy Fiscal Officer in this Organizational Meeting.

OFFICERS  
Elected

FISCAL  
OFFICER  
Elected

DEPUTY FISCAL  
OFFICER  
Appointed

MOTION TO  
INCREASE  
STIPEND  
AMOUNTS FOR  
FISCAL  
OFFICER &  
DEPUTY FISCAL  
OFFICER  
Approved

Mr. Hairston asked what would be an appropriate amount to increase the stipends.

Ms. Krenicky stated that many of the fiscal officers in libraries strictly report to the board are not a chief financial officer or financial services manager, so they do not get a salary in addition to this amount. This is why the board sets this salary annually.

Mr. Corrigan stated that cost of living has increased over the years around 20%.

After some discussion, Mr. Corrigan moved that the following resolution be amended to reflect the following stipend increases: *Fiscal Officer, from \$400 to \$500 per month; and Deputy Fiscal Officer, from \$250 to \$350 per month.* Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

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

BE IT RESOLVED, That Carolyn ("Carrie") Krenicky be elected to serve as Fiscal Officer from the Year 2018 Organizational Meeting through the Year 2019 Organizational Meeting and that a stipend of \$500.00 per month be paid for the duties as Fiscal Officer; and

BE IT RESOLVED, That Laura Armstrong be appointed to serve as Deputy Fiscal Officer from the Year 2018 Organizational Meeting through the Year 2019 Organizational Meeting and that a stipend of \$350.00 per month be paid for the duties as Deputy Fiscal Officer.

#### Renewal of Surety Bonds on Fiscal Officers

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

BE IT RESOLVED, That the Public Official Surety Bond on the Fiscal Officer and Deputy Fiscal Officer for coverage of \$50,000 be renewed through the next Organizational Meeting in 2019.

RENEWAL  
OF  
SURETY  
BONDS ON  
FISCAL  
OFFICERS  
Approved

Ms. Rodriguez adjourned the Organizational Meeting at  
1:49 p.m.

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Secretary



## GIFT REPORT FOR DECEMBER 2017

### LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	747	9,622
Periodicals	1	1,318
Publishers Gifts	8	16
Non-Print Materials	11	1,405
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>767</b>	<b>12,361</b>

### MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 90	\$ 2,605
Library Fund	Restricted	2,778	5,548
Young Fund	Restricted	12,155	48,622
Friends Fund	Restricted	26,500	26,500
Schweinfurth Fund	Restricted	68,023	70,508
Founders Fund	Restricted	57,000	150,584
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	58,303	234,733
Lockwood Thompson Fund	Restricted	91,768	183,536
Learning Centers	Restricted	82,500	82,500
Early Literacy	Restricted	0	150,000
<b>TOTAL MONEY GIFTS</b>		<b>\$ 399,117</b>	<b>\$ 956,036</b>

### SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	17	189	767	12,361
Money Gifts	20	93	20	93
<b>TOTAL GIFTS</b>	<b>37</b>	<b>282</b>	<b>787</b>	<b>12,454</b>

**Cleveland Public Library**  
2018

January 8, 2018

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

Dear Bryan,

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

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-18	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
<b>General Fund</b>							
101	General Fund	\$ 19,023,254.07	\$ 27,314,507.45	\$ 27,314,507.45	\$ 1,796,433.87	\$ 1,796,433.87	\$ -
			\$ 21,528,119.75	\$ 21,528,119.75			
<b>Special Revenue Funds</b>							
201	Anderson	\$ 325,589.18			\$ 20,000.00	\$ 20,000.00	\$ -
202	Endowment for the Blind	\$ 2,532,943.39			\$ 170,000.00	\$ 170,000.00	\$ -
203	Founders	\$ 6,838,452.10			\$ 400,000.00	\$ 400,000.00	\$ -
204	Kaiser	\$ 69,460.47			\$ 4,500.00	\$ 4,500.00	\$ -
205	Kraley	\$ 196,944.48			\$ 11,000.00	\$ 11,000.00	\$ -
206	Library	\$ 167,563.38			\$ 11,000.00	\$ 11,000.00	\$ -
207	Pepke	\$ 148,118.99			\$ 8,000.00	\$ 8,000.00	\$ -
208	Wickwire	\$ 1,554,863.99			\$ 109,000.00	\$ 109,000.00	\$ -
209	Wittke	\$ 102,130.38			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 4,724,548.65			\$ 370,000.00	\$ 370,000.00	\$ -
225	Friends	\$ -			\$ 12,000.00	\$ 12,000.00	\$ -
226	Judd	\$ -			\$ 230,000.00	\$ 230,000.00	\$ -
228	Lockwood Thompson	\$ 44,368.84			\$ 180,000.00	\$ 180,000.00	\$ -
229	Ohio Center for the Book	\$ 25.00			\$ 2,100.00	\$ 2,100.00	\$ -
230	Schweinfurth	\$ 121,674.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 375,851.74			\$ 5,208,249.57	\$ 5,208,249.57	\$ -
251	OLBPD	\$ 6,347.99			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (68,950.00)			\$ 75,000.00	\$ 75,000.00	\$ -
256	Learning Centers	\$ 82,500.00			\$ 165,000.00	\$ 82,500.00	\$ (82,500.00)
257	Tech Centers	\$ -			\$ 40,000.00	\$ 40,000.00	\$ -
258	Early Literacy	\$ 148,827.50			\$ -	\$ -	\$ -
		\$ 17,371,260.83			\$ 8,540,043.57	\$ 8,497,543.57	\$ (82,500.00)
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 5,529,927.24			\$ 50,000.00	\$ 2,050,000.00	\$ 2,000,000.00
<b>Permanent Funds</b>							
501	Abel	\$ 248,034.08			\$ 17,000.00	\$ 17,000.00	\$ -
502	Ambler	\$ 2,415.85			\$ 175.00	\$ 175.00	\$ -
503	Beard	\$ 137,945.62			\$ 5,000.00	\$ 5,000.00	\$ -
504	Klein	\$ 5,687.98			\$ 420.00	\$ 420.00	\$ -
505	Malon/Schroeder	\$ 205,793.75			\$ 19,000.00	\$ 19,000.00	\$ -
506	McDonald	\$ 206,056.35			\$ 13,000.00	\$ 13,000.00	\$ -
507	Ratner	\$ 100,560.62			\$ 6,000.00	\$ 6,000.00	\$ -
508	Root	\$ 39,288.56			\$ 3,000.00	\$ 3,000.00	\$ -
509	Sugarman	\$ 69,475.98			\$ 12,000.00	\$ 12,000.00	\$ -
510	Thompson	\$ 129,107.03			\$ 11,000.00	\$ 11,000.00	\$ -
511	Weidenthal	\$ 7,168.86			\$ 520.00	\$ 520.00	\$ -
512	White	\$ 2,017,277.05			\$ 150,000.00	\$ 150,000.00	\$ -
513	Beard Anna Young	\$ 24,788.92			\$ 5,000.00	\$ 5,000.00	\$ -
		\$ 3,193,600.65			\$ 242,115.00	\$ 242,115.00	\$ -
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 6,372.39			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 9,395.76			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

Please reflect the current Actual Unencumbered Balances for January 1, 2018 along with a decrease in Other Sources-Special Revenue by \$82,500 relating to revenue received in 2017 that was expected in 2018 and an increase in Other Sources-Capital Projects of \$2,000,000, which reflects the resolution going before the Board for approval on January 18, 2018 for the transfer of funds into the Building & Repair fund from the General fund.

I updated the Property Tax number as certified on 12/19/2017.

Thank You,

*Carric 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 88.86% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio


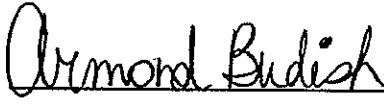
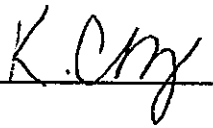
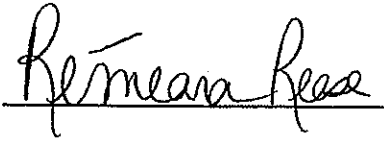
January 9, 2018

To the Board of Library Trustees of the:

**Cleveland Library**

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2018, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$19,023,254.07	\$27,314,507.45	\$21,528,119.75	\$1,796,433.87	\$69,662,315.14
Special Revenue	\$17,371,260.83			\$8,497,543.57	\$25,868,804.40
Capital	\$5,529,927.24			\$2,050,000.00	\$7,579,927.24
Permanent	\$3,193,600.85			\$242,115.00	\$3,435,715.85
Agency	\$15,768.15			\$0.00	\$15,768.15
<b>Totals/Subtotals</b>	<b>\$45,133,811.14</b>	<b>\$27,314,507.45</b>	<b>\$21,528,119.75</b>	<b>\$12,586,092.44</b>	<b>\$106,562,530.78</b>

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY  
2018 APPROPRIATION: FIRST AMENDMENT  
JANUARY 18, 2018**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	17,181,974.83	1,841,279.24	19,023,254.07 (3)
Taxes - General Property	24,914,507.45	0.00	24,914,507.45
Public Library Fund (PLF)	21,528,119.75	0.00	21,528,119.75
State Rollbacks/CAT	2,400,000.00	0.00	2,400,000.00
Fines and Fees	381,033.86	0.00	381,033.86
Earned Interest	524,913.00	0.00	524,913.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	890,487.01	0.00	890,487.01
Return of Advances/(Advances Out)	0.00	0.00	0.00
<b>TOTAL RESOURCES</b>	<b>67,821,035.90</b>	<b>1,841,279.24</b>	<b>69,662,315.14</b>

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	36,631,162.50	0.00	36,631,162.50
Supplies	1,001,537.75	0.00	1,001,537.75
Purchased/Contracted Services	10,752,186.41	0.00	10,752,186.41
Library Materials/ Information	6,734,347.09	0.00	6,734,347.09
Capital Outlay	1,090,467.00	0.00	1,090,467.00
Other Objects	155,408.01	0.00	155,408.01
<b>SUBTOTAL OPERATING</b>	<b>56,365,108.76</b>	<b>0.00</b>	<b>56,365,108.76</b>
Transfers	0.00	2,000,000.00	2,000,000.00
<b>TOTAL APPROPRIATION</b>	<b>56,365,108.76</b>	<b>2,000,000.00</b>	<b>58,365,108.76</b>

**CLEVELAND PUBLIC LIBRARY  
2018 APPROPRIATION: FIRST AMENDMENT  
JANUARY 18, 2018**

**SPECIAL REVENUE FUNDS**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	<b>22,887,626.07</b>	<b>2,981,178.33</b>	<b>25,868,804.40</b>
<b>APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
Anderson	297,100.00	28,346.67	325,446.67
Endowment for the Blind	2,444,000.00	258,943.39	2,702,943.39
Founders	3,348,000.00	1,425,789.74	4,773,789.74
Kaiser	67,800.00	6,160.47	73,960.47
Kraley	191,600.00	16,344.48	207,944.48
Library	142,500.00	36,063.38	178,563.38
Pepke	143,300.00	12,818.99	156,118.99
Wickwire	1,514,900.00	141,711.36	1,656,611.36
Wittke	99,200.00	8,930.38	108,130.38
Young	4,635,600.00	458,948.65	5,094,548.65
Friends	12,000.00	0.00	12,000.00
Judd	230,000.00	0.00	230,000.00
Lockwood Thompson	180,000.00	44,368.84	224,368.84
Ohio Center for the Book	2,125.00	0.00	2,125.00
Schweinfurth	166,000.00	5,674.75	171,674.75
CLEVNET	5,208,249.57	375,851.74	5,584,101.31
LSTA-OLBPD	1,508,194.00	6,347.99	1,514,541.99
MyCom	0.00	6,050.00	6,050.00
Learning Centers	165,000.00	0.00	165,000.00
Tech Centers	40,000.00	0.00	40,000.00
Early Literacy	0.00	148,827.50	148,827.50
<b>TOTAL APPROPRIATION</b>	<b>20,395,568.57</b>	<b>2,981,178.33</b>	<b>23,376,746.90</b> (4)

**CAPITAL PROJECTS FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	<b>1,807,200.00</b>	<b>5,772,727.24</b>	<b>7,579,927.24</b>
<b>APPROPRIATION</b>	<b>Prior Fund Balance/ Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/ Appropriation</b>
<b>BUILDING &amp; REPAIR</b>	<b>1,807,200.00</b>	<b>5,772,727.24</b>	<b>7,579,927.24</b> (5)

**CLEVELAND PUBLIC LIBRARY  
2018 APPROPRIATION: FIRST AMENDMENT  
JANUARY 18, 2018**

**PERMANENT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,089,915.00	345,800.65	3,435,715.65
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	242,300.00	22,734.08	265,034.08
Ambler	2,275.00	315.85	2,590.85
Beard	129,400.00	13,545.62	142,945.62
Klein	5,520.00	587.98	6,107.98
Malon/Schroeder	199,200.00	25,593.75	224,793.75
McDonald	200,300.00	18,756.35	219,056.35
Ratner	97,200.00	9,360.62	106,560.62
Root	38,400.00	3,888.56	42,288.56
Sugarman	64,200.00	17,275.98	81,475.98
Thompson	125,000.00	15,107.03	140,107.03
Weidenthal	7,020.00	668.86	7,688.86
White	1,958,600.00	208,677.05	2,167,277.05
Beard Anna Young	20,500.00	9,288.92	29,788.92
<b>TOTAL APPROPRIATION</b>	<b>3,089,915.00</b>	<b>345,800.65</b>	<b>3,435,715.65</b> (6)

**AGENCY FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	6,100.00	9,668.15	15,768.15
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Unclaimed Funds	6,100.00	272.39	6,372.39
CLEVNET Fines & Fees	0.00	9,395.76	9,395.76
<b>TOTAL APPROPRIATION</b>	<b>6,100.00</b>	<b>9,668.15</b>	<b>15,768.15</b>

**CLEVELAND PUBLIC LIBRARY  
2018 APPROPRIATION: FIRST AMENDMENT  
JANUARY 18, 2018**

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- (1) Certificate updated December 19, 2017 (from December 8, 2017)
- (2) Certificate dated January 9, 2018
- (3) \$18,948,254.07 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,000 to produce the carryover balance available for appropriation in 2018 (plus \$6,023,344.28 encumbered cash).
- (4) \$17,446,260.83 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 less non-expendable principal amounts of \$2,492,057.50 to produce the carryover balance available for appropriation in 2018 (plus \$652,342.87 encumbered cash). \$8,580,043.53 additional revenue. (Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.)  
 $(\$17,446,260.83 - \$75,000 - \$2,492,057.50 + \$8,580,043.57 = \$23,459,246.90)$
- (5) \$5,529,927.24 unencumbered cash carried forward to produce the carryover balance available for appropriation in 2018 (plus \$5,119,525.82 encumbered cash). \$2,000,000.00 transfer from General Fund. \$50,000 additional revenue.  
 $(\$5,529,927.24 + \$2,000,000 + \$50,000 = \$7,579,927.24)$
- (6) \$3,977,917.01 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 to produce the carryover balance available for appropriation in 2018 (plus \$12,790.52 encumbered cash). \$242,115 additional revenue. (Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.)  
 $(\$3,977,917.01 - \$784,316.36 + \$242,115 = \$3,435,715.65)$



Thank you for the opportunity to serve you as your energy consultant. Enclosed is your fully executed electric supplier agreement. Please contact us if you have any questions or if you are going to make any changes to your business (expand, move, close or sell).



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**Business Development Manager**  
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 Public Utilities of Ohio Certified Electric Retail Service Provider Lic # 09-167E(2)





**ELECTRIC SERVICE AGREEMENT  
EXHIBIT A – Standard Large Stable  
Issued: December 21, 2017**

This offer is presented to CLEVELAND PUBLIC LIBRARY ("Customer") by DYNEGY ENERGY SERVICES EAST, LLC ("Supplier") and represents a price for Customer's full requirement retail power ("Retail Power") needs at the service location(s) listed in Table 2, each service location referred to as an ("Account"). Upon acceptance, this offer will become Exhibit A of Supplier's Electric Service Agreement Terms and Conditions ("Agreement"), a copy of which is attached. By signing this Exhibit A, Customer is authorizing Supplier to enroll each Account with the Utility ("Utility") noted in Table 1.

THIS EXECUTABLE OFFER EXPIRES MIDNIGHT DECEMBER 21, 2017 EST

Table 1					
Select Term:	Quote #:	Delivery Term Begins:	Delivery Term Ends:	Power Price (/kWh):	Voluntary REC Quantity (%):
X		August 2018	August 2020	\$0.0440	N/A
Utility:		Cleveland Electric Illuminating Company			
Regional Transmission Organization (RTO):		PJM			
Broker Consultant (If blank, N/A):		North Shore Energy Consulting			

**Power Price:** Supplier will arrange for delivery of Customer's Retail Power. The Power Price noted in Table 1 includes charges for energy, capacity, applicable Regional Transmission Operator, ancillary services and other market settlement charges, distribution and transmission energy losses, charges associated with the purchase, acquisition and delivery of renewable energy certificates (RECs) in accordance with the state-mandated Renewable Portfolio Standards ("RPS") requirements, if applicable, the charge for additional voluntary RECs, and scheduling and load forecasting associated with the delivery of Customer's Retail Power.

**Voluntary REC Quantity:** If applicable in Table 1, the Power Price in Table 1 will include a charge associated with the Voluntary REC Quantity requested by Customer. Retail Power shall be associated with the generation of electricity from a renewable energy resource such that the percentage required, when added to Customer's obligation under the RPS of this Agreement, shall equal the Voluntary REC Quantity (%) selected in Table 1.

The Parties agree and understand a REC is separate from the Retail Power being delivered but, nonetheless, constitutes value associated with the provision of Retail Power. It is understood and agreed that any RECs purchased and retired in accordance with the aforesaid state mandate is not the property of Customer and Customer has no claim, interest, or right to said RECs, or any value derived therefrom.

Customer will incur additional service and delivery charges from the Utility, and Customer is solely responsible for payments of all charges related to the delivery of electricity from the Utility.

**NET METERING.** Customer must enroll, and be accepted in, as applicable by state law, Supplier's net metering program in order to participate in net metering with Supplier.

The validity, interpretation and performance of this Agreement shall be governed by and performed in accordance with the laws of the State of Ohio. Notwithstanding any language in this Agreement to the contrary, the electricity sold by Supplier to Customer is deemed to be "a good" for purposes of the Uniform Commercial Code of Ohio, and the parties agree that the provisions of the Uniform Commercial Code of Ohio shall apply to this Agreement.

This offer is contingent on acceptance by the Utility of the enrollment of Customer with Supplier. By signing below, you certify that 1) you are authorized on behalf of Customer to enter into this Agreement with Supplier, 2) Customer has read the Terms & Conditions of this Agreement and agrees to be bound by them, and 3) Customer authorizes Supplier to enroll the Account(s) listed in Table 2 with the Utility which will allow Supplier to provide retail electricity.

IN WITNESS WHEREOF, subject to any of the foregoing execution conditions, the Parties have executed and delivered this Agreement on the date last signed by the Parties.

<p><b>DYNEGY ENERGY SERVICES EAST, LLC</b>  <i>William Fleissner</i>                  William Fleissner                  Manager                  12/26/17</p>	<p><b>CLEVELAND PUBLIC LIBRARY</b>                  By: <i>[Signature]</i>                  Name: <u>Fallon Thomas, Jr.</u>                  Title: <u>Executive Director, CEO</u>                  Date: <u>12-21-2017</u>                  **Signatory certifies authorization to enter in to this Agreement</p>
--	--

<b>BILLING AND NOTICE INFORMATION</b>	
FEIN or DUNS#: _____	
<input type="checkbox"/> Check here if you are a local government entity subject to the Ohio Prompt Payment Requirements Act as defined by ORC 126.30/OAC 126-3-01	
If applicable, see Section 4 of the Terms & Conditions for below:	
<input type="checkbox"/> Check here to receive one master invoice that includes detailed usage by Account. If blank, an individual invoice for each Account will be issued.	
<input type="checkbox"/> Check here if you want invoices mailed to the Service Location, Attn: Accounts Payable. Otherwise, please complete Invoice information below.	
<p><b><u>Invoices</u></b>                      Attn: <u>Billing Contact</u>                      Address: _____                      E-mail: _____                      Phone: _____</p>	<p><b><u>Notices</u></b>                      Attn: _____                      Address: _____                      E-mail: _____                      Phone: _____</p>
<p><b><u>Sales Contact</u></b>                      Name: _____                      Address: _____                      E-mail: _____                      Phone: _____</p>	<p><b><u>Notices/Inquires</u></b>                      Attn: <u>Customer Care</u>                      Address: _____                      E-mail: _____                      Phone: _____</p>

Upon execution and delivery to Supplier, this Agreement is binding. Please retain a copy for your records and send a signed copy to [DynegyEnergyServicesOhio@Dynegy.com](mailto:DynegyEnergyServicesOhio@Dynegy.com). Supplier will forward all necessary documents to the Utility.

*[Signature]*  
 \_\_\_\_\_

**ELECTRIC SERVICE AGREEMENT**  
**ACCOUNT INFORMATION SHEET FOR**  
**CLEVELAND PUBLIC LIBRARY AS OF DECEMBER 21, 2017**

Table 2 Utility: CEI			
	Account #	Bill Group	Service Location
1	08004607261050095671	10	10200 SUPERIOR AVE
2	08004607261230000974	14	2200 E 30TH ST
3	08004607261250001296	16	525 SUPERIOR AVE
4	08004607261350000312	18	4421 W 140TH ST
5	08004607261400000345	4	3805 W 157TH ST
6	08004607261450000155	20	7910 DETROIT AVE
7	08004607261460094095	3	17133 LAKE SHORE BLVD
8	08004607261490000929	13	7200 BROADWAY AVE
9	08004607261570000786	5	16918 HARVARD AVE
10	08004607261570001012	4	14000 KINSMAN RD
11	08004607261580001118	11	1566 CRAWFORD RD
12	08004607261610000956	10	3463 E 93RD ST
13	08004607261620000179	18	3545 FULTON RD
14	08004607261670000172	17	850 JEFFERSON AVE
15	08004607261670000420	13	4303 PEARL RD
16	08004607261700000161	20	11602 LORAIN AVE
17	08004607261710000178	18	3706 PEARL RD
18	08004607261910001136	10	1980 STOKES BLVD

19	08004607261960000915	9	3830 E 131ST ST
20	08004607265000036749	20	850 Jefferson Ave
21	08004607265000039831	10	7200 Broadway Ave POL
22	08004607265000040244	3	4303 Pearl Rd A/L
23	08004607265000040862	16	525 SUPERIOR AVE
24	08004607265000041062	19	3463 E 93rd St
25	08004607265000041155	11	14000 Kinsman Rd
26	08004607265000041540	21	3545 Fulton Rd POL
27	08004607265000041544	3	17133 Lake Shore Blvd
28	08004607265000042566	10	10200 SUPERIOR AVE
29	08004607265000043233	2	3805 W 157th St A/L
30	08004607265000043234	2	4421 W 140th St OAL
31	08004607265000043340	6	10200 Superior Ave A/L
32	08004607265000043341	14	2200 E 30th St
33	08004607265000043622	14	1980 Stokes Blvd
34	08004607265000044129	20	7910 DETROIT AVE
35	08004607265000341555	12	11535 SHAKER BLVD

*Leah Nam*

**ELECTRIC SERVICE AGREEMENT  
GENERAL TERMS AND CONDITIONS**

This Electric Service Agreement ("Agreement") is between Supplier and Customer and is dated and effective as of the date the Exhibit A is signed by both parties. To the extent there is a conflict in the terms, interpretation or understanding of this Agreement and Exhibit A, the terms of Exhibit A shall supersede the terms of this Agreement.

**1. ELECTRIC ENERGY SERVICES**

Supplier shall supply and deliver to Customer and Customer shall exclusively purchase and receive from Supplier all Retail Power as defined in Exhibit A, pursuant to the terms and conditions which are described in the attached Exhibit A and incorporated herein for all purposes. The Retail Power will be delivered to the interconnection between the transmission system of the applicable transmission provider and the Utility's ("Utility") distribution system ("Delivery Point"). Customer's Utility will be responsible for delivery of Retail Power to Customer's meter from the Delivery Point. The delivery of Retail Power over the Utility's distribution system is subject to the terms and conditions of the Utility's tariff relating to delivery and metering. Customer's Utility will send Customer a notice confirming the switch to Supplier for electricity (the "Confirmation"). Customer shall provide written notice as soon as practicable of any changes to Customer's Account and meter numbers and/or billing locations associated with Customer's delivery services. Customer is solely responsible for payments of all charges related to the delivery of the Retail Power from the Utility whether billed to Supplier or Customer. Customer represents and warrants it is eligible to receive electric energy services from Supplier and that it has given all required notices to the supplier currently serving Customer, if applicable.

**2. TERM OF AGREEMENT**

After Supplier and the Utility process Customer's enrollment request, Retail Power delivery will begin for each Account with the first available meter reading date of the month noted under "Delivery Term Begins" in Table 1 or as soon as possible thereafter, and ends with the regularly scheduled meter reading date for the month noted under "Delivery Term Ends" in Table 1 on Exhibit A ("Term"). At the end of the Term of this Agreement, Supplier will return Customer to Utility default service, unless a written amendment has been executed to renew the Term. Notwithstanding the foregoing, the Term is subject to renewal pursuant to the conditions under Section 3, Monthly Renewal.

**3. MONTHLY RENEWAL**

This Agreement shall automatically continue on a monthly basis ("Renewal Term") at the rates determined by Supplier, which may vary from month to month. If Customer has not notified Supplier that Customer has elected to obtain Retail Power from another retail supplier, then Supplier may, in its sole discretion, place Customer on Renewal Term service or

Supplier may return Customer to Utility default service, thereby terminating this Agreement.

**4. PAYMENTS/INVOICES**

Supplier will issue an invoice via mail or e-mail based on actual usage data provided by the Utility as soon as practicable after the end of each Monthly Billing Cycle in which service was provided. Each invoice will include Supplier charges set forth in this Agreement and payments shall be sent to Supplier within thirty (30) Calendar Days following the issue date of each invoice, the "Due Date". Alternatively and upon mutual agreement of the Parties and approval by Utility, Supplier may issue an invoice that includes both Supplier charges set forth in this Agreement and the Utility's delivery service charges, in which case the Due Date shall be reduced to fourteen (14) days. All payments shall be made via an electronic method or check to the account specified on each invoice. Should the Utility fail to provide the customer's usage information to Supplier within five (5) Business Days after the published meter read date, Supplier reserves the right to provide the Customer with an estimated bill to be trued up in an invoice that follows receipt of the actual bill. If Customer in good faith disputes the correctness of any invoice rendered under this Agreement, then Customer shall 1) provide written explanation of the basis of the dispute to Supplier no later than the Due Date and 2) pay the undisputed portion of the amount invoiced no later than the Due Date. If the disputed amount is determined in good faith to have been due by Supplier, it shall be paid to Supplier within (ten (10)) Business Days of such determination. For purposes of this Agreement, "Business Day" shall mean any day except a Saturday, Sunday, or a Federal Reserve Bank holiday, and "Calendar Day" shall mean every day including Saturday, Sunday and Federal Reserve Bank holidays.

Alternatively, if eligible, Customer will receive a single bill from the Utility that contains Supplier charges set forth in this Agreement and Utility charges. Customer will make payments to the Utility according to the Utility's billing rules and schedules. Failure to pay Supplier charges may result in the Account(s) being returned to the Utility's standard service and forfeiture of Customer's right to choose another retail electric service provider until past due amounts are paid. Failure to pay invoice charges may result in the Account(s) being disconnected in accordance with the Utility's business practices. If, due to Utility rules, any Account(s) become ineligible for a single bill from the Utility at any time during contract, then Supplier will issue an invoice for all ineligible Account(s). Supplier's invoice will reflect the Power Price for Retail Power times the kWh each month for those accounts billed by supplier, and Customer will make payments to Supplier in the terms described above in Supplier billing.

If Customer is a state government entity as defined by its local government Prompt Payment Requirements Act indicated in Exhibit A, then, in such event, said Act shall control with regard to the calculation of payment due dates

*[Handwritten Signature]*

and late payment charges. All other provisions in this paragraph remain the same and are in effect.

#### 5. CUSTOMER INFORMATION

Customer authorizes Supplier to receive current and historical energy billing and usage data from the Utility and such authorization shall remain in effect unless Customer rescinds such authorization in writing. Supplier reserves the right to cancel this Agreement in the event that Customer rescinds such authorization. Customer has the right to request from Supplier, twice within a twelve (12) month period without charge, up to twenty-four (24) months of Customer's payment history.

#### 6. TAXES

Customer is a tax-exempt governmental entity and is not responsible for any taxes. It is understood that Supplier is responsible for all taxes applicable prior to Supplier's delivery to the Delivery Point, and Supplier agrees to hold harmless and indemnify Customer from any liability, demand or payment for same.

#### 7. CREDIT

Supplier requires credit review and approval for any Agreement for electricity involving the sale of more than 5 Mw per year or \$375,000 max 60-day notional value. Should Customer's creditworthiness or financial condition deteriorate following the date of this Agreement, Supplier may request adequate financial security from Customer in a form acceptable to Supplier as determined in a commercially reasonable manner. The failure of Customer to provide adequate financial security to Supplier within ten (10) Business Days of a written request by Supplier shall be considered an Event of Default under Section 14. For purposes of this Section, creditworthiness or financial condition shall be determined by Supplier in a commercially reasonable manner, based upon but not limited to, reasonable concern over Customer's payment pattern, discovery of negative or derogatory public information, and/or based upon a review of Customer's most recently audited annual financial statements or such other documents that may be necessary to adequately determine Customer's creditworthiness (which, if available, shall be supplied by Customer upon the reasonable request of Supplier). In addition, for certain larger customers with peak load in excess of approximately five mega-watts (5) MW, the determination of creditworthiness or financial condition may include consideration of the market exposure assumed by Supplier relevant to the liquidation value of this Agreement under Section 14.

#### 8. CONFIDENTIALITY

To the extent permitted by the Ohio Public Records Act, Customer and Customer's agents and Supplier and/or Supplier's agents shall treat as confidential all terms and conditions of this Agreement, including all information and documentation exchanged by the Parties during the negotiations of this Agreement. Neither Party will disclose terms and conditions of this Agreement to any other party, except as required by law. Notwithstanding the foregoing,

Standard Large Stable

Page 6 of 8

Supplier and/or Supplier's agents and Customer and/or Customer's agents shall be allowed to acknowledge that an Agreement for Retail Power services does exist between the Parties.

#### 9. WARRANTY, DISCLAIMER AND LIMITATION OF LIABILITY

Supplier warrants title to all Retail Power delivered hereunder, and sells such Retail Power to Customer free from liens and adverse claims to the delivery point. THIS IS SUPPLIER'S ONLY WARRANTY CONCERNING THE RETAIL POWER PROVIDED HEREUNDER, AND IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES AND REPRESENTATIONS, EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY OR OTHERWISE. UTILITY WILL PROVIDE DELIVERY SERVICES UNDER THIS AGREEMENT; THEREFORE, SUPPLIER IS NOT LIABLE FOR ANY DAMAGES RESULTING FROM FAILURE BY THE UTILITY OR RTO. SUPPLIER DOES NOT GUARANTEE UNINTERRUPTED SERVICE AND SHALL NOT BE LIABLE FOR ANY DAMAGES SUSTAINED BY CUSTOMER BY REASON OF ANY FAILURE, ALTERATION OR INTERRUPTION OF SERVICE. NEITHER PARTY SHALL BE RESPONSIBLE UNDER ANY CIRCUMSTANCES FOR ANY SPECIAL, INCIDENTAL, INDIRECT, EXEMPLARY, OR CONSEQUENTIAL DAMAGES, INCLUDING LOSS OF PROFITS, OR OTHER BUSINESS INTERRUPTION DAMAGES, BY STATUTE, IN TORT OR CONTRACT, UNDER ANY INDEMNITY PROVISION OR OTHERWISE, INCURRED BY THE OTHER PARTY.

#### 10. FORCE MAJEURE

If a Party is prevented by Force Majeure from carrying out, in whole or part, its obligations under this Agreement (the "Claiming Party") and gives notice and details of the Force Majeure to the other Party as soon as practicable, then the Claiming Party shall be excused from the performance of its obligations under this Agreement (other than the obligation to make payments then due or becoming due with respect to performance prior to the Force Majeure). The Claiming Party shall remedy the Force Majeure with all reasonable dispatch. During the period excused by Force Majeure, the non-Claiming Party shall not be required to perform its obligations under this Agreement. "Force Majeure" shall mean an event or circumstance which prevents the Claiming Party from performing its obligations or causes delay in the Claiming Party's performance under this Agreement, which event or circumstance was not anticipated as of the date this Agreement was agreed to, which is not within the reasonable control of, or the result of the negligence of, the Claiming Party, and which, by the exercise of due diligence or use of good utility practice, as defined in the applicable transmission tariff, the Claiming Party is unable to overcome or avoid or cause to be avoided, such as, but not limited to: acts of God, fire, flood, earthquake, war, riots, strikes, walkouts, lockouts and other labor disputes that affect Customer or Supplier. Force Majeure shall not be based on 1) Customer's inability to economically use the Retail Power purchased hereunder; or 2) Supplier's ability to sell the

Confidential Document - See Sec. 8

*[Handwritten Signature]*

Retail Power at a price greater than the price under this Agreement.

#### 11. CHANGE IN LAW OR REGULATORY EVENT

In the event that any change in or enactment of any rule, regulation, Utility operating procedure, tariff, ordinance, statute, or law affecting the sale or transmission, distribution, or purchase or other obligation under this Agreement (including but not limited to any administrative ruling, interpretation, or judicial decision), of Retail Power to Customer affects Supplier's costs to deliver Retail Power, as determined in Supplier's reasonable discretion, Supplier shall, except in the instances where the change or enactment relates to the pricing or charges associated with Transmission, Ancillary Services or RPS, whereby those terms in Exhibit A are controlling, 1) provide written notice to Customer of the change, 2) specify the effect on price necessary to accommodate the impact of the legal and/or regulatory change, and 3) state the date upon which such new pricing shall be effective, which date shall not be less than thirty (30) business days from the date of the written notice and shall coincide with the next Monthly Billing Cycle invoice that follows the thirty (30) business day period. Customer agrees that it shall be bound by the new pricing set forth in the written notice described in the foregoing provision. In the event the new pricing exceeds the current pricing by 5% or more, Customer shall have the right to terminate this agreement on the next available meter read date after the expiration of the thirty (30) business day period without penalty or charges set forth in Section 14, and Customer shall return to Customer's electric utility for electricity.

#### 12. ASSIGNMENT/CUSTOMER NAME CHANGE

This Agreement shall be binding on each Party's successors and permitted assigns. Neither Party shall assign this Agreement or its rights without the prior written consent of the other Party, which consent shall not be unreasonably withheld; provided, however, 1) Supplier may assign its rights and obligations under this Agreement to an affiliate without consent of the Customer, or 2) the assigning party ("Assignor") shall be released from all liability under this Agreement if assignee agrees in writing to be bound by the terms and conditions and assumes the liability of Assignor under this Agreement.

If Customer undergoes a change of legal name during any term of this Agreement, Customer is responsible for notifying the Utility and Supplier of such change in Customer's legal name (such new name, the "New Name") as soon as practicable. Customer further agrees to take any and all steps as may be required by the Utility to continue as Supplier's customer or to re-enroll with Supplier.

#### 13. WAIVER

Except as otherwise set forth in this Agreement, failure or delay on the part of either Party to exercise any right, power, or privilege under this Agreement shall not operate as a waiver of such right, power or privilege of this Agreement.

#### 14. EVENTS OF DEFAULT

**Definition:** An "Event of Default" shall mean, with respect to a defaulting party (the "Defaulting Party"), the occurrence of any of the following: (a) the failure to make, when due, any payment required pursuant to this Agreement if such failure is not remedied within five(5) Business Days (as such term is defined in Section 4 above) after receipt of written notice of such failure; (b) any representation or warranty made by such Party herein is false or misleading in any material respect when made or when deemed made or repeated; (c) the failure to perform any material covenant or obligation set forth in this Agreement (except to the extent constituting a separate Event of Default, and except for such Party's obligations to deliver or receive where such Party has made payments due for such failure to deliver or receive) if such failure is not remedied within five (5) Business Days (as such term is defined in Section 4 above) after receipt of written notice by Supplier to Customer; (d) such Party (1) files a petition or otherwise commences, authorizes or acquiesces in the commencement of a proceeding or cause of action under any bankruptcy, insolvency, reorganization or similar law, or has any such petition filed or commenced against it, (2) makes an assignment or any general arrangement for the benefit of creditors, (3) otherwise becomes bankrupt or insolvent (however evidenced), or (4) has a liquidator, administrator, receiver, trustee, conservator or similar official appointed with respect to it or any substantial portion of its property or assets as part of bankruptcy proceeding or reorganization for the benefit of creditors; (e) the failure of Customer to satisfy the creditworthiness/collateral requirements under Section 7 of this Agreement; or (f) a Party consolidates or merges with or into, or transfers all or substantially all of its assets to another entity and, at the time of such consolidation, amalgamation, merger or transfer, the resulting, surviving or transferee entity fails to assume all the obligations of such Party under this Agreement, or the resulting, surviving or transferee entity does not satisfy the creditworthiness requirements/collateral requirement set forth in Section 7 of this Agreement (each, an "Event of Default").

**Suspension and Early Termination:** If an Event of Default occurs, the non-defaulting Party ("the Non-Defaulting Party") may, at its option and in its sole discretion 1) suspend its performance under this Agreement, or 2) terminate this Agreement ("Early Termination"), at which Early Termination, the Non-Defaulting Party shall have the right to liquidate this Agreement and to demand payment of, which the defaulting Party ("the Defaulting Party") shall pay upon invoice, a settlement amount which shall be equal to a) if Customer is the Defaulting Party, any unpaid invoices plus the positive difference (if any) of the Power Price minus the Market Price multiplied by the Total Monthly Usage kWh in the Monthly Billing Cycles remaining in the Term or Renewal Term, or b) if Supplier is the Defaulting Party, the net result of any unpaid invoices by Customer to Supplier

X *[Signature]*

and, the positive difference (if any) of the Market Price minus the Power Price multiplied by the Total Monthly Usage kWh in the Monthly Billing Cycles remaining in the Term or Renewal Term. Any such calculation shall be discounted to present value, plus other costs, expenses and charges under this Agreement which the Non-Defaulting Party incurs as a result of such Early Termination, in addition to and without prejudice to any right of setoff, recoupment, combination of accounts, lien or other right to which the Non-Defaulting Party is otherwise entitled, whether by operation of law, equity, contract or otherwise as a result of the Event of Default and early termination of this Agreement, subject to any limitations on liability as set forth in Section 9 WARRANTY, DISCLAIMER AND LIMITATION OF LIABILITY. For the purposes of this section "Market Price" shall mean the amount, as determined by the Non-Defaulting Party, that a bona fide third party would pay for the subject kWh at the then current prevailing energy prices. The non-Defaulting Party may consider, among other things, quotations from the leading dealers in the wholesale energy industry, internally developed forward market prices and other bona fide third party offers as commercially available to the Non-Defaulting Party, which will be adjusted, as necessary, for the period and differences in transmission costs, volume, and other factors, as reasonably determined by the Non-Defaulting Party.

#### 15. MISCELLANEOUS

This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this Agreement and supersedes and extinguishes any and all prior oral or written agreements between the parties concerning the subject matter of this Agreement. This Agreement may only be modified or amended through a written document signed by both parties. Except as otherwise set forth in this Agreement, failure or delay on the part of Supplier to exercise any right, power, or privilege under this Agreement shall not operate as a waiver of such right, power or privilege of this Agreement.

#### 16. FORWARD CONTRACT/NON-UTILITY

##### ACKNOWLEDGEMENT

The Parties agree this Agreement is construed and understood to be a "forward contract" as defined by the U.S. Bankruptcy Code. Each party agrees that, for purposes of this Agreement, the other party is not a "utility" as such term is used in Section 366 of the U.S. Bankruptcy Code, and each party waives and agrees not to assert the applicability of the provisions of such Section 366 in any bankruptcy proceeding wherein such party is a debtor.

#### 17. RESOLUTION OF DISPUTES/ARBITRATION

If a question or controversy arises between the Parties concerning the observance or performance of any of the terms, provisions or conditions contained herein or the rights or obligations of either Party under this Agreement, such question or controversy shall in the first instance be the subject of a meeting between the Parties to negotiate a resolution of such dispute. Such meeting shall be held within fifteen (15) days of a written request by either Party. If within fifteen (15) days after that meeting the Parties have not negotiated a resolution or mutually extended the period of negotiation, the question or controversy may be resolved by arbitration in accordance with arbitration procedures established from time to time by the American Arbitration Association ("AAA") if both Parties agree. The panel of arbitrators to be provided shall be competent in their expertise and qualifications to understand and arbitrate the dispute. In addition to the arbitration procedures established by the AAA, arbitration shall be conducted pursuant to the Federal Rules of Evidence. The arbitrators may award only damages as allowed for by this Agreement. Any decision and award of the majority of arbitrators shall be binding upon both Parties. Judgment upon the award rendered may be entered in any court of competent jurisdiction. The costs of arbitration shall be shared equally amongst the Parties.

#### 18. EXECUTION

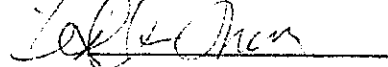
Customer may provide Supplier with an executed facsimile copy of the Agreement, or other form of an electronic execution of the Agreement, and in such event the Agreement is binding on the Parties upon acceptance and execution by Supplier, and shall be deemed an original.

#### 19. CHANGES IN CONSUMPTION

Customer will provide Supplier advanced notification of any planned shut-downs or known or anticipated changes to Customer's operations that will have an impact on Supplier's ability to accurately forecast Customer's load and/or notice of any Account closings that may occur or may be expected to occur during the Term. Supplier may incorporate a request that Customer provide a periodic production or load forecast, to the extent practicable, to aid in forecasting Customer's load requirements as part of the terms of this Agreement.

#### 20. CUSTOMER SERVICE

For questions about your invoice or Supplier service, please contact our Customer Care Department by calling Supplier at the toll free number listed on the Notices Schedule. To report a service outage in an emergency or for any other questions, please contact your Utility directly.







### **Situation Appraisal**

Cleveland Public Library (CPL) will celebrate 150 years in 2019. The launch of a new strategic planning process in 2018, along with the commitment to take *The People's University* from a tagline to a comprehensive patron initiative, CPL is positioned to reach its 150<sup>th</sup> anniversary with a tremendous amount of success. In the coming year, CPL will focus on developing clear measurable goals and objectives, and conveying impact and organizational success through the development of a new strategic plan.

Synchronicity Consulting will support CPL in these efforts through 1) a stakeholder engagement process, and 2) the development of a new strategic plan.

Deliverables will include:

- Development of a strategic planning steering committee
- A partner engagement and vetting process for the strategic plan
- A new strategic plan that includes operational goals and objectives

Synchronicity Consulting will use approaches that are grounded in human centered design, appreciative inquiry, and implementation science. The overall process for these approaches are organized into phases with key activities found in the Scope of Work.

### **Process and Timeline**

The four phases of the process include: Discovery, Analysis, Framing, and Launch.

Phase I: Discovery (February- March)-The discovery phase will include extensive stakeholder engagement, such as meetings and interviews with patrons, staff, board,

community partners, elected officials, and other key collaborators. The goal of the discovery phase will be to listen intently to what the stakeholders are saying about CPL, and what they envision for the future.

**Phase II: Analysis (March-April)**-The analysis phase will entail a thorough review of all the information gathered during the discovery phase, resulting in the identification of key themes that resonated across all of the stakeholder groups. This phase will also include analysis of best practices in the field, with a keen focus on issues of concern or interest for CPL and/or other areas highlighted by the strategic planning committee. This phase will culminate with the consultants and CPL Knowledge Office staff taking the key themes and best practice information back to the strategic planning committee (and some select stakeholders such as the Board or key staff) for feedback and input. This approach will ensure that the analysis of trends, themes and best practices are consistent with what key stakeholders have experienced during the planning process.

**Phase III: Framing (April-July)**-The framing phase will be aimed at establishing what will ultimately become the high-leverage strategic goals. This will include developing quantitative data to measure performance-based outcomes, action steps, and a multi-year implementation plan (including the alignment of key assignments to key individuals and/or stakeholder groups) and the creation of an outcomes based dashboard. This phase will also entail time with the Knowledge Office staff and strategic planning committee to establish, revise or refine a working mission statement, vision statement and core values.

**Phase IV: Launch (July-September)**- The launch phase will entail finalizing the draft of the strategic planning document, producing the executive summary and a presentation to the strategic planning committee and other key stakeholders for final input. The final plan may also be presented to the community at-large through a community forum or similar convening that Synchronicity would help to organize and facilitate.

### **Scope of Work (SOW)**

The following SOW highlights the key activities for each phase.

<b>Phase</b>	<b>Strategic Plan Key Activities</b>
I. Discovery	<ul style="list-style-type: none"> <li>•Project plan development with Knowledge Office</li> <li>•Information mining</li> <li>•Stakeholder interviews</li> <li>•Formation of the steering committee</li> </ul>
II. Analysis	<ul style="list-style-type: none"> <li>•Organization of key themes</li> <li>•Best and next practice inventory</li> </ul>

III. Framing	<ul style="list-style-type: none"> <li>•Process for plan development (milestones, schedule, and prioritization)</li> <li>•Development of high level strategic goals</li> <li>•Development of outcomes and action steps</li> <li>•Strategic plan draft</li> </ul>
IV. Launch	<ul style="list-style-type: none"> <li>•Finalizing and presenting the strategic plan</li> </ul>

### **Fee & Payment Terms**

The fee for the agreed upon deliverables as described above for Synchronicity Consulting is \$75,000 starting February 2018 and concluding September 2018. Hours will meet the needs identified and agreed upon with staff, and not exceed 50 hours per month.

The fee for this project is \$75,000 plus expenses. There is a 50% deposit required to commence work, with the balance paid in monthly installments by the 15th day of each month.

### **Organization & Leadership Background**

Synchronicity is a boutique consultancy that delivers facilitation, project management, and research & planning services through a collaborative team of consultants. Sonya Pryor-Jones is the CEO of Synchronicity Consulting LLC, and in 2011 launched Synchronicity, a boutique consultancy, supporting clients in change and innovation efforts. Clients including Big Picture Learning, Cleveland Public Library, Cuyahoga Valley National Park, First Interstate Properties, MAYA, Destination Cleveland, and TIES.

A sought after speaker with past engagements including SXSW, Fab 13, The Moscow Maker Faire, NSBE National Convention, Make: Education Forum, Aspen Ideas Festival, National Governors Association, and the PLTW Innovation Summit, Sonya contributes to the commentary surrounding innovation in education and workforce in today's global society. In 2016, Sonya was honored by the White House as a Champion for Change. In 2017 she received an American Baptist Association-Cleveland Urban Ministry Award.

Sonya is an educator by training in adult learning and development, a lifelong learner and change agent with over 15 years of experience in educational leadership, community development, and philanthropy. Sonya has been involved in some of Northeast Ohio's

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most high risk and high reward initiatives ranging from the opening of the community's first national Blue Ribbon charter school to the design and launch of a regional education effort for STEM (science, technology, engineering, and math) education with over 50 nonprofit and business partners. Most recently, Sonya served as the Director for a place based neighborhood transformation initiative implementing cradle to career strategies for student success. Currently, Sonya serves as the Chief Implementation Officer for The Fab Foundation. The spin off of the Center for Bits and Atoms at MIT that supports communities all over the world in innovation through personal fabrication and the scale of Fab Labs.

Sonya received a B.A. in International Studies and History from Kenyon College, and a M.Ed. in Education from Cleveland State University. She also holds Certificates in Executive Education and Appreciative Inquiry from The Weatherhead School of Management at Case Western Reserve University.

A community leader, Sonya is a Cleveland Foundation CORO Executive Fellow, and a German Marshall Memorial Fellow. Sonya has also served the community on numerous boards and committees including Invest In Children (co-chair), Church of the Master American Baptist Church (vice-president), Sankofa Fine Arts Plus, ACE Mentor Program, Glenville Development Corporation, South Euclid Neighbors, the Cuyahoga County Workforce Investment Board Youth Council, and 100Kin10.

Sonya is also a fitness enthusiast. She is a certified Zumba instructor and member of Black Girls Run. She and her family are also active members of their church and neighborhood association.

**AMENDMENT NO. 3 TO CONSTRUCTION MANAGEMENT AGREEMENT  
BETWEEN THE ALBERT M. HIGLEY CO. AND THE CLEVELAND PUBLIC  
LIBRARY**

Pursuant to the terms of the AIA A133-2009 Construction Management Agreement (the "Agreement") dated as of November 9, 2016, by and between **BOARD OF TRUSTEES OF THE CLEVELAND PUBLIC LIBRARY** ("Owner") and **THE ALBERT M. HIGLEY CO.** ("Construction Manager"), the Owner and the Construction Manager desire to enter into this Amendment to Construction Management Agreement (this "Amendment") to establish a GMP for a portion of the Work described in the Agreement. Therefore, the Owner and the Construction Manager agree as follows:

1. Construction Manager's guaranteed maximum price for a portion of the Work described in the Agreement and as more fully described in the Exhibits attached hereto and incorporated herein by reference (the "GMP"), including the Cost of the Work, Construction Manager's Fee, the General Conditions Costs Compensation, and the Construction Contingency is Three Million Six Hundred Eighty-Nine Thousand Three Hundred Thirty-Four Dollars and Nine Cents (\$3,689,334.09).
2. Construction Manager's Fee shall be Eighty-Six Thousand One Hundred Twelve Dollars and Sixty-Four Cents (\$86,112.64). This value includes a voluntary reduction of \$21,984 in fee. Should any construction money be left unspent at the conclusion of the project, up to the first \$21,984 shall be given to the construction manager as additional fee.
3. The Construction Manager as Adviser Fee (if applicable) shall be NA \_\_\_\_\_ Dollars (\$\_\_\_\_\_).
4. The Construction Contingency shall be Ninety-Five Thousand Seven Hundred Sixty-Five Dollars and Twenty-Three Cents (\$95,765.23).
5. The attached Exhibits are a part of the Agreement as if each were physically incorporated therein.

**EXHIBIT 1** Schedule of Values, dated 12/12/17, 1 page.

**EXHIBIT 2** Allowance items, dated 12/12/17, 1 page.

**EXHIBIT 3** Drawings and Specifications upon which the GMP is based, dated 12/12/17, 10 pages.

**EXHIBIT 4** Construction Schedule, dated 10/20/17, 5 pages.

**EXHIBIT 5** Unit Prices, dated 12/12/17, 9 pages.

**EXHIBIT 6** Assumptions and Clarifications, dated 12/12/17, 5 page.

**EXHIBIT 7** Identified Claims, dated NA, \_\_\_\_\_ 0 \_\_\_\_\_ pages.

**EXHIBIT 8** Deduct Alternates Schedule, dated 12/12/17, 1 pages.

- 6. Capitalized words and phrases herein shall have the same meanings as are ascribed to such words in the Agreement.
- 7. This Amendment may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute but one and the same instrument.
- 8. Except as specifically amended herein, all of the provisions of the Agreement remain in full force and effect and all terms and conditions of the Agreement shall apply. In the event of an irreconcilable conflict between the terms of the Agreement and those of this Amendment, the terms of this Amendment shall control.
- 9. By execution of this Amendment, the Construction Manager acknowledges that, as of the date of this Amendment, the Construction Manager is not aware of, and has not reserved, any claim against the Owner except as otherwise identified on **EXHIBIT 7** (if any).

This Amendment is entered as of December 15, 2017.

**CLEVELAND PUBLIC LIBRARY**

**THE ALBERT M. HIGLEY CO.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

# The Cleveland Public Library

## South Branch

Cleveland, Ohio

12/12/2017

### Summary Cost Estimate

ITEM	TRADE SUMMARY	South Branch
	Demolition	\$ 41,100.00
	Site Work	\$ 40,645.25
	Landscaping	In Allowances
	Concrete	\$ 307,500.00
	Masonry	\$ 234,815.00
	Steel	\$ 129,655.00
	General Trades	\$ 184,850.00
	Metal Studs and Drywall	\$ 203,000.00
	Millwork	\$ 155,717.10
	Roofing	\$ 55,000.00
	Glass	\$ 201,600.00
	Tile	\$ 40,750.00
	Carpet	\$ 71,150.00
	Paint	\$ 55,800.00
	Signage	\$ 33,000.00
	Fire Protection	\$ 9,850.00
	Plumbing	\$ 158,600.00
	Mechanical	\$ 593,700.00
	Electrical	\$ 446,590.00
	Construction Allowances	\$ 191,000.00
	Subcontractor Default Insurance	\$ 37,851.87
	<b>Trade Subtotal</b>	<b>\$ 3,192,174.22</b>
	Construction Contingency - 3%	\$ 95,765.23
	General Conditions	\$ 48,244.00
	General Requirements	\$ 68,800.00
	Staff & Staff Support	\$ 134,025.00
	AMH CM Bond	\$ 24,576.00
	Building Permit (By Owner)	\$ -
	Taxes & Insurance	\$ 39,637.00
	<b>Subtotal</b>	<b>\$ 3,603,221.45</b>
	Construction Manager's Fee - 3%	\$ 86,112.64
<b>TOTAL ESTIMATED CONSTRUCTION COST</b>		<b>\$ 3,689,334.09</b>

PREVIOUSLY APPROVED GMP AMENDMENTS	
Precon	\$ 32,900.00
Skylight Exploration	\$ 3,700.00
Abatement and AT&T	\$ 79,066.54
<b>TOTAL ESTIMATED PPROJECT COST</b>	<b>\$ 3,805,000.63</b>

## Cleveland Public Library- South Branch

The Cleveland Public Library

Date: 12/12/17

### Exhibit 2- Allowance Items

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The GMP includes the following allowances:

• Added Abatement Allowance	\$ 15,000.00
• Misc. Patch and Repair Allowance	\$ 15,000.00
• Sand and Stain Existing Shelves Allowance	\$ 15,000.00
• Special Testing and Inspection	\$ 5,000.00
• Poor Soils Allowance	\$ 10,000.00
• Paint Touch Up Allowance	\$ 10,000.00
• Building Pictures/Video allowance	\$ 10,000.00
• Landscape Contract Allowance	\$ 20,000.00
• Electrical Work for Network Allowance	\$ 75,000.00
• Floor Opening Reinstall Allowance	\$ 5,000.00
• Floor Prep at Abatement Allowance	\$ 3,500.00
• Crawl Space Masonry Holes Allowance	\$ 7,500.00

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Total \$191,000.00



**Cleveland Public Library- South Branch**

The Cleveland Public Library

Date: 12/12/17

### Exhibit 3- GMP Drawings and Specifications

**GENERAL**

A0 COVER SHEET- 6/12/17

A0.1 PROJECT INFORMATION- 6/12/17

A0.2 LEVEL 1 - CODE PLAN- 6/12/17

A0.3 LEVEL 0 & MEZZANINE LEVEL - CODE PLANS- 6/12/17

A0.4 PARTITION TYPES & DETAILS- 6/12/17

**CIVIL**

-- EXISTING SURVEY (FOR REFERENCE ONLY) - 6/12/17

C1.0 SITE PREPARATION PLAN- 6/12/17

C2.0 GEOMETRIC AND UTILITY PLAN- 6/12/17

C3.0 GRADING AND EROSION & SEDIMENT CONTROL PLAN- 6/12/17

C4.0 SITE DETAILS- 6/12/17

C4.1 SITE DETAILS- 6/12/17

C5.0 EROSION & SEDIMENT CONTROL GENERAL NOTES- 6/12/17

C5.1 EROSION & SEDIMENT CONTROL NOTES & DETAILS- 6/12/17

C5.2 EROSION & SEDIMENT CONTROL NOTES & DETAILS- 6/12/17

**LANDSCAPE**

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## The Cleveland Public Library

**South Branch**

Cleveland, Ohio

12/12/2017

## Exhibit 5 GMP Unit Pricing

ITEM	Value		
	Regular	Overtime	Double Time
General Labor Foreman	\$67.17	\$100.76	\$134.34
Laborer Foreman	\$65.66	\$98.49	\$131.32
Laborer	\$61.98	\$92.97	\$123.96
Carpenter	\$68.84	\$103.26	\$137.68
Carpetry Foreman	\$72.70	\$109.05	\$145.40
General Carpentry Foreman	\$75.53	\$113.30	\$151.06
CSG Gen. Carpentry Foreman	\$86.05	\$129.08	\$172.10
Cement Finisher Foreman	\$71.17	\$106.76	\$142.34
Cement Finisher	\$68.82	\$103.23	\$137.64

## AM Higley Equipment Rentals

Item Description	Type	Ext. Price	OTC Ext.
<b>Miscellaneous Equipment</b>			
Ardex Tools - drum, spreader, smoother, hand	R	150	
Banding Tools:			
Banding Cart (dispenser)	R	20	
Tensioner	R	20	
Crimper	R	20	
Bottle Jacks (all sizes)	R	10	
Rolling Magnet	R	20	
Two Ton Floor Jack	R	25	
Water Jug w/cup dispenser	OTC		20
Waterstop Splice Iron	R	15	
Weed Bumer w/ 15' hose	R	10	
<b>Skid Steer Loader</b>			
Mustang Loader 2060 w/bucket	R	1450	
Mustang Pallet Forks	R	75	
Mustang Gradall Bucket	R	75	
Mustang Street Sweeper	R	150	
Mustang Grappler Bucket	R	100	
<b>Hepa Filter Machines</b>			
Hepa Filter Machines - 3 microns	R	200	
<b>Diesel Compressors</b>			
185 C.F.M. Diesel Compressor	R	500	
Air Hose 3/4" x 50' w/chicago ftg.	R	15	
Air Hose "Y" 3/4"	OTC		5
<b>Signage</b>			
Danger Signs - 18 x 30 w/logo	OTC	25	
AMH Logo Signs - 10 x 14	OTC	20	
<b>Air Tools</b>			
<b>Breaker Hammers</b>			
Breaker Hammer 35lb.	R	170	
Breaker Hammer 60lb.	R	200	
Breaker Hammer 90lb.	R	210	
<b>Breaker Hammer Bits (60-90lb.)</b>			
Points & Chisels	OTC		8
Wide Chisels	OTC		15
Asphalt Cutter	OTC		20
<b>Rock Drills</b>			
Rock Drill MRD9 - 17lb.	R	80	
Rock Drill 35lb. (7/8" x 3 1/4" shank)	R	220	
Rock Drill 60lb. (1" x 4 1/4" shank)	R	240	
<b>Rock Drill Steels</b>			
Short 7/8" x 3 1/4" (12"-18")	OTC		10

Long 7/8" x 3 1/4" (24"-36)	OTC		20
Short 1" x 4 1/4" (12"-18")	OTC		15
Long 1" x 4 1/4" (24"-36")	OTC		30
<b>Air Chipping Hammer</b>			
Chipping Hammer 18lb.	R	90	
<b>Chipping Hammer Bits</b>			
Points & Chisels	OTC		5
Wide Chisel	OTC		10
Bushing Tool	OTC		20
<b>Rivet Busters</b>			
Rivet Buster Bits			
Points & Chisels	OTC		5
<b>Miscellaneous</b>			
Air Scraper (floor scraper)	R	50	
Air Spade	R	100	
Blow Pipe	R	10	
Impact Wrench (pneumatic)	R	40	
Oil'er (in line, 3/4")	R	20	
Tanner De-Icer 3/4"	R	30	
<b>Electric Chipping &amp; Rotary Hammers</b>			
Electric Rotary Hammer (Milwaukee)	R	75	
Electric Chipping/Rotary Hammer (DeWalt)	R	90	
Hilti Chipping/Rotary Hammer (TE55)	R	150	
<b>Electric Chipping Hammer Bits</b>			
Points & Chisels	OTC		5
Wide Chisels	OTC		15
Bushing Tools	OTC		20
Hilti TE70ATC Combination Hammer	R		330
Hilti Points & Chisels	OTC		10
Hilti Wide Chisels	OTC		18
Hilti SDS Max Bit	OTC		Call for pricing
Hilti Electric Breaker Hammer 60lb.	R		350
Hilti Points & Chisels	OTC		15
Hilti Wide Chisels	OTC		20
<b>Pressure Washers</b>			
Pressure Washer w/3000-3500 psi	R	550	
Steam Cleaner w/2100 psi, 250 deg.	R	500	
<b>Weather Protection Equipment</b>			
Tarps 16' x 20'	R	45	
<b>Cutting Torches</b>			
Cutting Torch Set includes: cart, gauges, hose, torch, tip, striker, glasses, wrench	R	150	
Cutting Torch - 4' (acetylene)	R	65	
<b>Electric Power Tools</b>			
Adjustable Clutch Screwguns	R	35	
Autofeed Screwgun	R	40	
Belt Sander 4" x 24"	R	40	
Circular Saw 7 1/4"	R	40	
Close Quarters Drill - 1/2"	R	30	
Cordless Drill Kit w/2 batteries	R	50	
Cordless Impact Only Kit	R	40	
Detail Sander	R	20	
Drill Motor 3/8" (electric)	R	35	
Drywall Cut-Out Tool	R	30	
Drywall Sander - P/C	R	90	
Drywall Screwguns	R	30	
Dustless Grinder Vac - Sawtec, 4 1/2"	R	85	
Grinder 4 1/2"	R	10	
Grinder 4 1/2" Metabo Dustless w/shroud	R	55	
Grinder 5" Hilti w/cutting shroud	R	85	
Grinder 5" Hilti w/grinding Shroud	R	65	
Grinder 6"	R	40	
Grinder 7" - 9"	R	35	

Grinder 7" Metabo Dustless w/shroud	R	75	
Hammer Drill 1/2"	R	40	
Heat Gun	R	20	
Hole Hawg Drill	R	60	
Hole Hawg Drill Paddle Bit	OTC		10
Impact Wrench (electric, 1/2")	R	50	
Impact Wrench (electric, 3/4")	R	60	
Jigsaw / Bayonet Saw	R	35	
Laminate Trimmer	R	30	
Metal Shear	R	50	
Palm Sander 1/4" (sheet sander)	R	35	
Pneumatic Ratchet 3/8"	OTC		25
QuickDrive Screwgun	R	60	
Random Orbit Sander 5"	R	30	
Right Angle Drill	R	40	
RotoZip Tool	R	15	45
Router w/ 1 1/2 h.p.	R	35	
Router w/ 3 h.p.	R	45	
Sander/Grinder 7"-9"	R	30	
Sawzall	R	50	
Surface Planer - Hand Held, Makita	R	10	
Tap Guns (metal)	R	40	
Worm Drive Skil Saw	R	40	
<b>Finish Trowel Machines</b>			
Combination Blades - 36" (8" x 14")	OTC	40	
Combination Blades - 48" (8" x 18")	R	50	
Finish Blades 36"	R		
Finish Blades 48"	R		
Float Shoes New 36"	R	60	
Float Shoes New 48"	R	60	
Float Shoes Used 36"	R	20	
Float Shoes Used 48"	R	20	
Trowel Machine 36"	R	330	
Trowel Machine 48"	R	350	
Trowel Machine Float Pan - 36"	R	50	
<b>Fans and Lights</b>			
Box Fans 48" (large)	R	80	
Circular Floor Fans 36"	R	60	
Floor Carpet Fan/Dryer	R	35	
Pedestal Fans	R	60	
Double 500wt. w/tripod	R	5	30
Single 500wt. Quartz (no stand)	OTC		20
<b>Heaters</b>			
Propane Salamander (torpedo)			
200,000 b.t.u. - no fan	R	50	
Universal Propane			
100,000 - 120,000 b.t.u. w/fan	R	65	
Tank Mount Radiant Heater	OTC		30
Office Heater (750 / 1500 wt.)	OTC		25
<b>Standard Cycle Generators</b>			
L.C. 4500	R	300	
H.P. 4500 - Pow'r Gard 6000	R	400	
H.P. 9500 - key start	R	500	
Full Power Cord Box	R	10	
<b>Hi-Cycle Generators</b>			
Generator (runs 2 vibrators)	R	350	
Hi-Cycle Cords 50'	R	20	
<b>Electrical Cords &amp; Boxes - 12/3 - P/S</b>			
Cords 50'	OTC		30
Cords 100'	OTC		55
G.F.C.I. Box	OTC		30
<b>Power Buggies</b>			
Power Buggy 16 cu. ft.	R	600	
Power Buggy 16 cu. ft. (with scrubber)	R	680	

<b>Nailing Equipment</b>			
Bostlich Crown Stapler	R	20	
Extra Air Holding Tank (120 gal)	R	20	
Gas Operated Comp. (2-3 guns)	R	100	
LS1 Pinner (18ga 1/2, 3/4, 1")	R	30	
M II Stapler	R	50	
Micro Pinner FP10 (23 ga., 1/2" - 1" pins)	R	25	
Micro Pinner FP11 (23 ga., 1" - 2" pins)	R	25	
Nail Gun Air Hose "T" (3/8")	OTC		5
Nail Gun Air Hoses 3/8" x 50'	R	5	
Nail Gun Compressor	R	75	
Paslode Finish Nailgun (18ga., air)	R	60	
Senco Micro Pinner	R	25	
SFN 40 Nailgun (same as SFNI & IIB)	R	40	
SFN, I, II-B Finish Nailgun	R	40	
SKS Finish Staple Gun	R	50	
SLP-20 Brad Nailgun	R	35	
SN IV Spiker	R	60	
SNII Nailgun or 325	R	60	
<b>Shoring, Scaffolding &amp; Accessories</b>			
<b>Man Scaffold</b>			
Aluminum Stages, Pics (per foot)	R	2	
Baseplates	R	1	
Casters	R	5	
Guard Rail Posts	R	2	
Guard Rails 5'	R	1	
Guard Rails 7'	R	1	
Outriggers	R	3	
Plank 16' (OSHA)	R	5	
Plank 8' (OSHA)	R	3	
Scaffold Frames 5' step type	R	4	
Scaffold Frames 6'-6" walk thru	R	4	
Scaffold Pins (2" L-Pins)	R	0.50	
Screwjacks	R	2	
Side Arm Brackets	R	2	
Stair Sections w/rails	R	25	
Wood/Aluminum Pics 7'	R	10	
X-Braces	R	1	
Baker Scaffolding: set includes; 2 frames w	R	50	
Baker Guard Rail (hinged set)	R	12	
Guard Rail Stanchions (slab mount)	R	4	
<b>Stair Tower</b>			
Steps w/ in & outside rails	R	40	
Platform	R	40	
<b>Hi-Load Scaffolding</b>			
Beam Clamps	OTC	0.75	1.50
Bottom Plates (base plates)	R	1	
Braces, 2 hole, X-Type	R	1	
C-Clamps 6"-8"	R	1	
Connectors	R	0.50	
I-Beams (jr. beams 6' - 12')	R	3	
J-Heads (top plates)	R	1	
Scaffold Frames 3' & 4' x 4'	R	6	
Scaffold Frames 5' & 6' x 4'	R	7	
Scaffold Pins (and t-lock)	R	0.50	
Screwjacks	R	2	
<b>Post Shores</b>			
Long 8'-13', Short 6'-11' staff w/base	R	6	
<b>Trash Chutes</b>			
Steel Lined Hopper	R	40	
Center Chute (unlined)	R	30	
Center Chute (lined)	R	35	
Bottom Chute (steel lined)	R	35	
Outriggers Set (slab or parapet mt.)	R	20	
<b>Ladders</b>			
Extension Ladder 16'	R	35	

Extension Ladder 24'	R	40	
Extension Ladder 32'	R	50	
Extension Ladder 35'	R	55	
Extension Ladder 40'	R	60	
Fiberglass Stepladder 4'	R	15	
Fiberglass Stepladder 6'	R	18	
Fiberglass Stepladder 8'	R	20	
Fiberglass Stepladder 10'	R	25	
Fiberglass Stepladder 12'	R	30	
Ladder Extension Safety System	R	30	
<b>Portable Radios</b>			
Radio	R	50	
Charger (single)	R	5	
Multi Charger	R	25	
Organizers (TK360 & HT750)	R	25	
Microphones	R	5	
<b>Gas Water Pumps</b>			
Gas Water Pump 1 1/2" to 2"	R	250	
Gas Water Pump 3"	R	350	
<b>Electric Pumps</b>			
Garden Hose Pump (zero clearance)	R	25	
Handy Pump 2" (submersible)	R	50	
Plug in Float Switch	R	20	
Submersible 2" w/built in float	R	70	
<b>Hoses</b>			
Garden Hose 5/8" x 50'	OTC		15
Discharge Hose 2" x 50'	R	20	
Discharge Hose 3" x 50'	R	30	
Strainers 2" - 3"	R	4	
Suction Hose 2" x 10'	R	15	
Suction Hose 3" x 10'	R	25	
<b>Concrete Floor Saws</b>			
Electric Floor Saw Cable 10-3x50'	R	30	
Electric Walk Behind 14" (norton clipper)	R	350	
Gas Walk Behind 14"	R	300	
Gas Walk Behind 16"	R	400	
Microcon Mini Soft Cut 8"	R	225	
<b>Gas Demo &amp; Chain Saws</b>			
Electric Demo Saw 14" (Husquvama)	R	350	
Gas Demo Saw 14"	R	300	
Chain Saws 16" - 18"	R	130	
Air Demo Saw - 14" (sawtec)	R	300	
Concrete Chain Saw (ics)	R	200	
<b>Surveying Equipment</b>			
Additional Target/Receiver	R	50	
Auto Levels (Topcon Wild)	R	50	
Column Clamps - beam/post mount	R	10	
Hilti Laser Range Finder PD4	R	40	
Laser Level w/ target/receiver	R	400	
Laser Line Level (Bosch, DeWalt)	R	35	
Philadelphia Rods (extra)	R	10	
Pipe Laser w/receiver	R	575	
Rotary Level (cabinets)	R	80	
Total Station - Trimble	R	6000	
Total Station Tribrack - #NH0183	R	0	
Transits	R	325	
Tripods (extra)	R	15	
<b>Security System</b>			
Tattletale Alarm System	R		700
Motion Detector	R		150
Warning Signs	OTC		4
<b>Trailers</b>			
Guard Shack 8' x 8'	R	125	
Laborer's Trailer 8' x 36' (w/storage)	R	100	

Office Trailer 10' x 50'	R	240	
Office Trailer 12' x 50'	R	270	
Office Trailer 12' x 60'	R	310	
Office Trailer Steps	R	30	200
Steel Storage Container 8' x 20'	R	100	
Trailer Auger Tie Downs w/bolts	OTC		5
Trailer Jackstands	OTC		5
<b>Vacuum Cleaners</b>			
Single Upright Vacuum	R	40	140
Dustless Hepa Shop Vac - Metabo, Fein	R	100	
Wet/Dry Shop Vac w/accessories - Ridgid	R	30	100
<b>Standard Cycle Vibrators</b>			
Backpack Vibrator	R	100	
Vibrator 3 h.p., 2" head, 110vt.	R	220	
Vibrator 2 h.p., 1 3/8" head, flex shaft	R	190	
Pencil Head Vibrator 1 h.p.	R	170	
<b>Hi-Cycle Vibrators</b>			
Hi-Cycle Vibrator	R	240	
Hi-Cycle Vibrator w/no spring - 1 7/8" head	R	200	
Hi-Cycle Cord 50'	R	20	
<b>Welders</b>			
Gas Welder w/leads	R	400	
Additional Cable (25')	R	15	
Welding Hood	R	10	
Welding Hood - speedglas, automatic	R	40	
Mig Welder - Millermatic 130XP	R	100	
<b>Diamond Blades</b>			
Diamond Blade - 8" (SD5+, barracuda)	R	20	
Diamond Blade - 12" & 14"	R	35	
<b>Confined Space Ventilator</b>			
Blower Motor	R	75	
Additional Hose - 35'	R	30	
<b>Carts</b>			
Drum Stand	R	8	
Drywall Cart	R	50	
Flat Cart w/handle	R	40	
Furniture Mover	R	10	
Pallet Jack	R	80	
Rubbermaid Dumpster 1 1/2 yard	R	80	
Rubbermaid Dumpster 1 yard	R	60	
Rubbermaid Dumpster 1/2 yard	R	50	
Steel Tilt Dumpster 2 yard	R	100	
Two Wheel Dolly	R	15	
Two Wheel Dolly - convertible	R	30	
Wheelbarrow	R	25	
Wheelbarrow Sling	R	45	
<b>Mortar Mixers</b>			
Electric Mortar Mixer	R	300	
Mortar Mixer (8 cu/ft. for stone)	R	300	
Cable	R	20	
<b>Office Furniture</b>			
Blueprint Rack w/sticks (mobile)	OTC		200
Blueprint Rack w/sticks (wall mt.)	OTC		150
Blueprint Rack Sticks (included with rack)	OTC		nc
Blueprint Rack Sticks (in addition to 12)	OTC		30
Bookshelf (4')	OTC		40
Chairs (metal folding)	OTC		10
Chairs (stackable w/arms)	OTC		20
Desk Top 3' x 5' w/file cabinets	OTC		225
Desk Chair (on casters)	OTC		125
File Cabinet (2 drawer)	OTC		90
File Cabinet (4 drawer)	OTC		120
Folding Table (6')	OTC		25

Folding Table (8')	OTC		40
<b>Moisture Meter</b>			
Delmhorst BD2100	R	65	
<b>Digital Gram Scale</b>			
Ohaus CL5000	R	25	
<b>Safety Equipment</b>			
Beam Straps	R	5	
Full Body Harness	R	20	
Positioning Hook w/chain assembly	R	8	
Retractable Lifelines 11' (miller-minilite)	R	25	
Retractable Lifelines 20' & 30'	R	60	
Retractable Lifelines 50'	R	75	
Roof Anchors	OTC		20
Rope Grabs	OTC		15
Shock Absorb Lanyards 6'	R	10	
<b>Plate/Jumping Jack Tampers</b>			
Jumping Jack Tamper	R	275	
Plate Tamper	R	250	
<b>Traffic Barrels &amp; Barricades</b>			
A-Frame Barricades w/8' cross bar	R	10	
Traffic Barrels w/bases	R	5	
Concrete Road Barricades 8' - 10'	R	10	
Cones	R	5	
<b>Gang Boxes</b>			
Large Cabinet Style Boxes (upright)	R	80	
Medium Gang Boxes	R	45	
Small Gang Boxes	R	35	
Front Opening - for trailers	R	30	
<b>Electrical Office Equipment</b>			
Fax Machine	OTC		140
Telephones (2 lines)	OTC		50
<b>Cleaning Equipment &amp; Supplies</b>			
Mop Bucket & Wringer Set	OTC		30
Floor Squeegees 24"	OTC		15
<b>Fuel Cans</b>			
Fuel Cans (5 gallon)	OTC		10
Fuel Cans (1-2 gallon)	OTC		5
<b>Glass Suction Cups</b>			
Glass Suction Cups (Phipps)	R	80	
<b>Fire Hose &amp; Hydrant Accessories</b>			
Fire Hose - 1 1/2" x 50'	R	25	75
Hydrant Adapter	OTC		10
Hydrant Wrench	OTC		15
<b>Hoisting Equipment</b>			
Cable Come Along (2 ton, 20')		20	
Well Wheels	OTC		10
Chain Hoist (2 - 3 ton)	R	15	
Chain Hoist - 2 ton (electric)	R	200	
Cable Clamps (wire rope 3/8"-1/2"-5/8"-3/4")	OTC		1.5
<b>Concrete Forms &amp; Accessories</b>			
Nail Stakes 18" - 24"	OTC		1.50
Nail Stakes 30" - 36"	OTC		2
Nail Stakes 42" - 48"	OTC		2.50
Nail Stake Puller	OTC		25
Pipe Wrench 24"	OTC		10
Pipe Wrench 36"	OTC		15
Pipe Wrench 48"	OTC		20
<b>Curb Forms</b>			

All 10' straight or flex. 15"-18"	R	15	
Curb Form Spreader	R	5	
Connector Pins (radius forms)	R	1	
<b>Saws - Mitre, Table, &amp; Radial Arm</b>			
Compound Mitre Box Saw 12"	R	50	
Cut-Off Saw 14" (chop saw)	R	35	
Festool Plunge Panel Saw (w/long & short)	R	100	
Mitre Box Saw 10"	R	30	
Porta-Band Saw	R	40	
Portable Table Saw (Ridgid)	R	90	
Portable Table Saw (table top)	R	15	
Radial Arm Saw 10"	R	110	
Radial Arm Saw 16"	R	200	
Slide Compound Mitre Box 8"-10"	R	50	
Table Saw 10"	R	100	
<b>Fire Extinguishers</b>			
All Sizes	OTC		40
Extra FE Brackets	OTC		3
<b>Spray Cans</b>			
Chepin Spray Can (3/5 gal. #1949)	R	20	
Trombone Sprayer	R	15	
<b>Powder Actuated Tools</b>			
Autofeed Hilli DX460MX	R	108	
Heavy Duty (Hilli or HD Ramset)	R	80	
Ramset Trakfast Gun - TF1100, TF1200	R	80	
Standard (Ramset AS270)	R	60	
<b>Carpentry Tools</b>			
Aluminum Straight Edge	R	10	
Door Buck-Ups	R	5	
Hinge Butt Template Kit	R	30	
Plate Joiner	R	35	
Porta-Plane	R	35	
<b>Leaf Blowers</b>			
Back Pack Leaf Blower	R	70	
<b>Snow Blower</b>			
Snow Blower	R	130	
<b>Concrete Tools / Wood Forming Acc.</b>			
Bolt Cutters 18" - 24"	R	5	
Bolt Cutters 36"	R	10	
Bolt Cutters 48"	R	15	
Bull Float Handles 6'	R	5	
Bull Float Hustler Head	R	0	
Bull Floats (all sizes)	R	10	
Cat Head Puller (set screw)	OTC		25
Cat Head Puller (spring type)	OTC		50
Cat Heads	OTC		1.50
Coil Rod Extenders	OTC		1
Column Clamp Set (2pc, any size)	R	10	
Concrete Come-Along	OTC		16
Concrete Finish Broom - 36", fine	R	15	
Ellis Shore Brackets	OTC		0.80
Ellis Shore Jack	OTC		20
Fresno Floats (all sizes)	R	10	
Hairpins (5 gal bucket = 110)	OTC		0.80
Jahn Clamps	OTC		0.40
Jahn Scaffold Brackets	R	4	
Plate Washers	OTC		0.30
Rebar Caps (flat plate type)	OTC		0.70
Tie Extenders (long & Short)	OTC		0.25
Tumbuckles	OTC		3
<b>Concrete Chutes</b>			
All Aluminum 10' - 16'	R	40	
Concrete Hopper 6" (orange)	R	50	



Concrete Hopper 8" (orange)	R	45	
Concrete Hopper Collar 6" w/chain	R	10	
Concrete Hopper Collar 8" w/chain	R	8	
<b>Concrete Buckets</b>			
Up to 1 Yard	R	125	
1 Yard to 1 1/2 Yards	R	175	
Over 1 1/2 Yards	R	250	
<b>Straight Edges</b>			
Straight Edge 8', 10', 12'	R	20	
Straight Edge 14' - 16'	R	25	
Straight Edge Bump Cutter	R	50	
<b>Yard Trucking &amp; Labor</b>			
Trucking (Pick-Up Truck per/hr inc driver)	R	65	
Trucking (Flatbed Truck per/hr inc driver)	R	75	
Mechanic's Labor (price per hour)	R	80	
<b>One Time Charge Items ONLY</b>			
<b>Digging Tools</b>			
Digger Tamper Bars	OTC		30
Drain Spade	OTC		30
Mortar Hoe	OTC		20
Pick/Mattock	OTC		20
Pinch Bar 1 1/4" x 60"	OTC		20
Post Hole Digger	OTC		40
Railroad Pick	OTC		15
Scoop Shovels	OTC		20
Shovels (long handle, coal)	OTC		25
Shovels (round point)	OTC		10
Shovels (square point)	OTC		10
<b>Rakes and Scrapers</b>			
Landscape Rake (aluminum)	OTC		27
Road & Stone Rake	OTC		30
Sidewalk Scraper	OTC		20
<b>Sledge Hammers</b>			
Sledge Hammers (8lb., 10lb., 12lb.)	OTC		6
<b>Wrecking Bars</b>			
Higley Bars 36" x 1"	OTC		40
Small Ripping Bars	OTC		10
<b>Miscellaneous</b>			
Caulk Guns (large)	OTC		5
Caulk Guns (small)	OTC		10
Epoxy Gun (2 part, Rawl)	OTC		8
Fence Post Driver	OTC		10
Fence Posts (all sizes)	OTC		1
Propane Pigtails & "T's"	OTC		5
Saw Horses	OTC		35
Squeegees 24"	OTC		15

**Cleveland Public Library- South Branch**

The Cleveland Public Library

Date: 12/12/17

## Exhibit 6- Assumptions and Clarifications

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### Description

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The GMP includes the following:

All work shall be done during normal working hours (1<sup>st</sup> Shift).

#### Interior Demolition

- Demolish all flooring, walls and ceilings per demolition drawings. This includes providing the required dumpsters.
- The work includes the demolition of the existing front desk

#### Excavation

- Perform complete excavation for site.
- Includes excavating and waterproofing SE corner of building

#### Concrete

- Furnish and install a complete concrete scope of work.
- Shall undercut footers 6' below for building
- Shall fill addition's empty area under slab with stone.
- The walk that runs parallel to ramp is excluded
- The exterior steps at ramp are excluded

#### Masonry

- Furnish and install all new masonry that includes masonry units, cast stone, dimensional stone.
- Perform cleaning of exterior wall at project completion.
- Repair damaged clay tile block in basement
- Includes 60% tuckpointing of building exterior masonry
- Includes alternate approved mortar.

#### Steel

- Furnish and install complete steel package per drawings and specifications
- Furnish and install rear entry sign
- Furnish and install steel for teen glazing system

#### Carpentry

- Furnish and install wood blocking and plywood backing as required.

## Cleveland Public Library- South Branch

The Cleveland Public Library

Date: 12/12/17

- Install of millwork, shelves, solid surface and laminate tops.
- Furnish and install of all H.M. frames, wood doors, and hardware as required
- Install refurbished skylight panels
- Furnish and install bath accessories and toilet partitions as described on the contract documents
- Furnish and install extendable ladder safety posts
- Furnish and install employee lockers
- Coordinate all keying
- Furnish and install all fire extinguishers and cabinets.
- Install owner provided book drop

### Metal Studs, Drywall and Ceilings

- New walls consisting of metals studs, drywall, and finishing of all drywall walls
- New exterior walls including metal studs, rigid insulation, furring, and fluid applied vapor barrier
- Furnish and install exterior metal panels.
- Furnish and install cement board at tile walls
- Opening and closing existing wood floor for MEP access
- Sleepers and 2x4 and subfloor at multipurpose room

### Millwork

- Furnish all millwork, countertops, supports as described in contract documents.
- Replace entire computer desk with only "dog legs" with the center removed
- Revised Corian specification from group D color to group A color for service desk and computer desk

### Roofing

- Furnish and install a complete roofing system
- Furnish and install walkway pads at rooftop unit
- Shall reinforce coping at ladder areas
- The ½" coverboard is excluded

### Glass & Glazing

- Replacing skylight glazing
- \$8,000 allowance in contract for window film
- Interior storefront system at teen area.
- All mirrors
- Replacing broken glass at existing exterior windows
- Recording studio glass system
- Specified door hardware

**Cleveland Public Library- South Branch**

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**Tile**

- Furnish and install ceramic tile as outlined on the finish plan Including all transitions.
- Furnish and install all wall tile as outlined on the contract documents
- CT-2 material shall be Anatolia Encore in lieu of specified CT-2

**Carpet**

- Furnish and install carpet specification per the finish plans.
- Forbo MCT tile shall be provided in lieu of sheet linoleum for the 2<sup>nd</sup> floor.
- Field carpet shall be installed in lieu of accent carpet.

**Paint & Wallcovering**

- Paint walls and ceilings per the finish schedule
- Sand and refinish all frames and doors that are to remain

**Window Treatments**

- Window treatments are not included

**Fire Suppression**

- Provide a fully functional fire suppression system as required.
- All permits and engineered drawings

**Plumbing**

- Furnish and install a complete plumbing system as required
- Furnish and install fixtures at Restrooms
- Furnish and install PVC piping for sanitary and storm below grade
- Storm and water lines will be located in addition instead of in crawl space
- Bathroom fixtures shall be manual flush

**Mechanical**

- Furnish, install, & relocate HVAC ductwork as required
- Refrigeration lines will be run in new addition as much as possible
- Revised flues from stainless steel to PVC
- Pipe insulation will not have pvc jacket

**Electrical**

- Furnish and install a complete electrical system for this space (this includes power, tele/data rough in, lighting, lighting control systems, fire alarm, exit signs etc. as shown on contract documents
- Feeders shall be aluminum instead of copper
- Furnish and install hand dryers
- Furnish and install empty conduit from machine room to rooftop for future control wiring

## Cleveland Public Library- South Branch

The Cleveland Public Library

Date: 12/12/17

The GMP is based on a target completion date of September 27th.

### Exclusions / Clarifications

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This GMP does not include for the following, unless specifically noted herein:

- AV, IT, and security work with the exception of rough in.
- All involvement with asbestos, lead paint, or any other hazardous material not specifically detailed in the contract documents.
- Work associated with – MEP obstructions to specified ceiling heights
  - AMH is carrying the construction of soffits and ceilings as specified
- Removal or demolition of any loose furniture or wall mounted items.
- Emergency response communication system
- Exterior walkway next to ramp
- The exterior steps
- All window treatments
- Copper feeders. Feeders are now aluminum
- All underground storm and sanitary will be PVC
- Sheet linoleum on 2<sup>nd</sup> floors. Forbo MCT shall replace it.
- Accent carpet tile. Field carpet to replace them.
- Roof ½" coverboard
- All refrigeration and plumbing lines will be run in addition (as best as possible)
- All flues to be PVC and not stainless steel
- Pipe insulation PVCjacket
- Specified mortar spec. Alternate mortar has been accepted
- Specified CT-2 tile. The alternate Anatolia Encore has been approved
- Specified Corian group D color to group A color.
- Desk shall be removed and a new desk shall be fabricated. The new desk will only include the "dog leg" sections. Center section is excluded.
- Any owner furnished items such as computers, phone, etc

## The Cleveland Public Library

**South Branch**

Cleveland, Ohio

12/12/2017

## Exhibit 8- Deduct Alternate Not Included in GMP

ITEM	TRADE SUMMARY	Approximate Values
1	Remove both quiet rooms	\$ (30,000)
2	Remove quiet room 108A	\$ (10,500)
3	Different glazing hardware (TBD)	\$ (10,000)
4	Alternate light fixtures	\$ (14,473)
	<b>Total VE Potential</b>	<b>\$ (64,973)</b>
	SDI	\$ (780)
	AMH CM Bond	\$ (637)
	Taxes & Insurance	\$ (780)
	<b>Subtotal</b>	<b>\$ (67,169)</b>
	Construction Manager's Fee - 3%	\$ (2,077.40)
<b>TOTAL ESTIMATED VE SAVINGS:</b>		<b>\$ (69,247)</b>



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6770 West Snowville  
Brecksville, OH 44141  
Phone (440) 526-2471  
Fax (240) 358-7179

Quote To:

Cleveland Public Library  
Bill Hood  
325 Superior Ave  
Cleveland, Oh 44114

**SERVICE QUOTE**

Quote # AAAQ6341  
Date 01/10/18  
Sales Rep. Jerry Short

**Cpl Contract Eff 2/1/2018**

Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
<b>Laser Printers</b>								
1								
2	1	44685G	JPRC94H00S	LJ 9050	NBD	13 00 00	\$56.08	\$56.08
3	1	44685G	JPRL89Y06K	LJ 9050	NBD	13 00 00	\$56.08	\$56.08
4	1	11455208	CN24N1K020	DesignJet Z3200PS	NBD	09 00 00	\$53.43	\$53.43
5	1	10244178	SG08R39019	DesignJet T1200	NBD	09 00 00	\$185.69	\$185.69
6								
7	1	52049N	2UX83000PB	DL380 G5	NBD	13 00 00	\$48.61	\$48.61
8	1	52049N	2UX80206TT	DL380 G5	NBD	13 00 00	\$48.61	\$48.61
9	1	52049N	2UX802074A	DL380 G5	NBD	13 00 00	\$48.61	\$48.61
10	10	U0J92PE	LIST	ML330	NBD	13 00 00	\$19.91	\$199.08
11				<b>New 2016</b>				
12	27	UW9810	LIST	ML310E HP Foundation Care - 1 Year Post Warranty - Service - 24 x 7 - On-site - Maintenance -	4HR	24 24 24	\$8.24	\$222.50

Ln #	Qty	Part Num	Serial No.	Description	Service Level	Hours	Unit Cost	Month Cost
13				<b>New 2017</b>				
14	110	1038412	LIST	800g1 HP Warranty - 1 Year - Warranty - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$7.13	\$784.30
15	150	1038412	LIST	400g1 aio HP Warranty - 1 Year - Warranty - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$7.13	\$1,089.50
16	12	3128726	LIST	z230 WS HP Care Pack Hardware Support Post Warranty - 1 Year Extended Service - Warranty - Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$8.59	\$103.13
17	60	2511482	LIST	450 pro Laptop Care Pack Hardware Support Post Warranty - 1 Year - Warranty - 9 x 5 Next Business Day - On-site -	NBD	09 00 00	\$10.00	\$600.00
18	8	1047425	LIST	Folio Laptop Care Pack - 1 Year - Service - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$18.70	\$149.63
19	4	2511480	LIST	Zbook HP Care Pack Hardware Support - 1 Year - Service - Business Hour - On-site - Maintenance - Parts & Labor - Electronic and Physical Service(Business Hour, Next Business Day)	NBD	09 00 00	\$18.70	\$74.81
20	1	3461924	LIST	HP CarePack - 1 Year - Warranty - 9 x 5 - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$15.09	\$15.09
21	3	3366424	LIST	m602dn HP Care Pack - 1 Year - Warranty - 9 x 5 Next Business Day - Technical - Electronic Service(Next Business Day)	NBD	09 00 00	\$10.74	\$32.22
22	18	10241317	LIST	P3015dn HP Care Pack - 1 Year Extended Service - Service - Next Business Day - Maintenance - Physical Service(Next Business Day)	NBD	09 00 00	\$6.48	\$116.67
23	1	52049N	2UX63802JR	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
24	1	52049N	2UX63802LC	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
25	1	52049N	2UX70900AX	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
26	1	52049N	2UX728009Y	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
27	1	52049N	2UX72800AS	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
28	1	52049N	USE714NFB1	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
29	1	52049N	USE714NFB2	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
30	1	52049N	USE740NCPS	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
31	1	52049N	USE740NCVB	DL380 G5	NBD	13 00 00	\$48.52	\$48.52



Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
32	1	52049N	USE740ND0J	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
33	1	52049N	USE740ND0K	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
34	1	52710N	USE715NAMT	DL320 G5	NBD	13 00 00	\$16.39	\$16.39
35	1	38296G	USE519A5ZA	DL380 G4	4HR Hard	13 00 00	\$45.83	\$45.83
36	1	52049N	2UX91008RD	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
37	1	52049N	2UX9190279	DL380 G5	NBD	13 00 00	\$48.52	\$48.52
38	1	3062470	2UX9420SZR	DL380 G6	NBD	13 00 00	\$43.33	\$43.33
39	1	3062470	2UX9430BVL	DL380 G6	NBD	13 00 00	\$43.33	\$43.33
40	1	3175368	MXQ01703CZ	DL360 G6	NBD	13 00 00	\$43.33	\$43.33
41	1	3062469	2UX00306JW	DL380 G6	NBD	13 00 00	\$43.33	\$43.33
42	1	3062470	2UX016031U	DL380 G6	NBD	13 00 00	\$43.33	\$43.33
43	1	3062470	2UX01100ZM	DL380 G6	NBD	13 00 00	\$43.33	\$43.33
44	1	3062470	2UX00900NJ	DL380 G6	NBD	13 00 00	\$43.33	\$43.33
45	1	11148188	MXQ1030HX	ProLiant BL460c G7	NBD	13 00 00	\$28.24	\$28.24
46	1	11148188	MXQ051000P	ProLiant BL460c G7	NBD	13 00 00	\$28.24	\$28.24
47	1	10751783	MXQ0500NJ2	ML350 G6	NBD	13 00 00	\$34.63	\$34.63
48	1	10246046	SGI0490016	SB40c storage blade	NBD	13 00 00	\$13.33	\$13.33
49	1	10246046	SGI946003W	SB40c storage blade	NBD	13 00 00	\$13.33	\$13.33
50	1	11114261	USE109NA87	ProLiant DL380 G7	NBD	13 00 00	\$51.94	\$51.94
51	1	11114261	USE145KAFN	ProLiant DL380 G7	NBD	13 00 00	\$51.94	\$51.94
52	1	11114261	2M210501AW	ProLiant DL380 G7	NBD	13 00 00	\$51.94	\$51.94
53	1	HR169PE	SG113718CY	P6300 EVA Dual Controller and Command View	Support +24	24 24 24	\$72.94	\$72.94

Ln#	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
54	42	HN744PE	SG113718CY	P6300 EVA Hard Disk Drive	4HR	24 24 24	\$3.30	\$138.60
55	1	HN705PE	SG113718CY	P6300 EVA Drive Enclosure	4HR	24 24 24	\$29.83	\$29.83
56	1	HA107A3 Q1Z	SG113718CY	Business Copy P6300 EVA	Support+ 24	24 24 24	\$26.19	\$26.19
57	1	HA107A3 Q1Z	SG113718CY	Business Copy P6300 EVA	Update	24 24 24	\$26.19	\$26.19
58	1	11398752	USE2151J0B	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
59	1	11398752	USE2151J0A	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
60	1	11398752	USE2151J08	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
61	1	11398752	USE2161MT0	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
62	1	11398752	USE212YB9A	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
63	1	11398752	USE212YB9B	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
64	1	11398752	USE212YC2R	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
65	1	11398752	USE212YC2P	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
66	1	11398752	USE212YC2N	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
67	1	11398752	USE212YC2T	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
68	1	11398752	USE2151J09	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
69	1	11398752	MXQ24306LB	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
70	1	11398752	MXQ24306LC	BL460C 24x7 Foundation Support	NBD	24 24 24	\$28.52	\$28.52
71	1	11399005	USE223677M	24x7 DL380 G7 Foundation Care Serv	NBD	24 24 24	\$51.94	\$51.94
72	1	11399005	USE212YC2V	24x7 DL380 G7 Foundation Care Serv	NBD	24 24 24	\$51.94	\$51.94
73	1	11520516	USE249NW30	24x7 DL380 G8 Foundation Care Serv	NBD	24 24 24	\$51.94	\$51.94
74	1	11520516	USE302S96R	24x7 DL380 G8 Foundation Care Serv	NBD	24 24 24	\$51.94	\$51.94
75	1	11520516	USE302S96T	24x7 DL380 G8 Foundation Care Serv	NBD	24 24 24	\$51.94	\$51.94

Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
76	1	11520516	USE302S96W	24x7 DL380 G8 Foundation Care Serv	NBD	24 24 24	\$51.94	\$51.94
77	10	11399519	Branch	ML370 G6 24x7 Foundation Support	NBD	24 24 24	\$45.83	\$458.33
78	1	11399025	CN8136P245	D2700 Storage Shelf 24x7 Foundation Support	NBD	24 24 24	\$41.47	\$41.47
79	1	4077916	USE350MRSJ	BL460C 24x7 Foundation Support	NBD	24 24 24	\$36.39	\$36.39
80	1	4077916	USE350MRSF	BL460C 24x7 Foundation Support	NBD	24 24 24	\$36.39	\$36.39
81	1	4077916	USE350MRSJ	BL460C 24x7 Foundation Support	NBD	24 24 24	\$36.39	\$36.39
82	1	4077916	USE350MXPL	BL460C 24x7 Foundation Support	NBD	24 24 24	\$36.39	\$36.39
83	1	4077916	USE350MXPJ	BL460C 24x7 Foundation Support	NBD	24 24 24	\$36.39	\$36.39
84	1	4077916	MXQ33402Y2	BL460C 24x7 Foundation Support	NBD	24 24 24	\$36.39	\$36.39
85	1	3838542	MXQ21704HC	P4330 HP Foundation Care Service - 1 Year Post Warranty - Warranty -4hr 24x7	NBD	24 24 24	\$167.45	\$167.45
86	1	3838542	MXQ44304XV	P4330 HP Foundation Care Service - 1 Year Post Warranty - Warranty -4hr 24x7	NBD	24 24 24	\$167.45	\$167.45
87	1	3838542	MXQ44304XW	P4330 HP Foundation Care Service - 1 Year Post Warranty - Warranty -4hr 24x7	NBD	24 24 24	\$167.45	\$167.45
88	1	3838428	3UV1210L4S	P4500 HP Foundation Care Service - 1 Year Post Warranty - Warranty - 24 x 7 x 4 Hour -	NBD	24 24 24	\$316.86	\$316.86
89	1	3837857	5C7241P015	D2700/d2600 HP Foundation Care Post Warranty - 1 Year Extended Service - Service - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical Service	NBD	24 24 24	\$41.47	\$41.47
90	1	3837857	5C7252P4W5	D2700/d2600 HP Foundation Care Post Warranty - 1 Year Extended Service - Service - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical Service	NBD	24 24 24	\$41.47	\$41.47
91	1	4104991	TWT32700KG	D2220sb HP Foundation Care Post Warranty - 1 Year Extended Service - Service - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical Service	NBD	24 24 24	\$32.06	\$32.06
92	1	3971865	USE32361AR	DL380 G8 HP Foundation Care Post Warranty - 1 Year Extended Service - Service - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical Service	NBD	24 24 24	\$56.30	\$56.30
93	1	11617814	MXQ35002H1	DL360 HP Foundation Care Post Warranty - 1 Year Extended Service - Service - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical Service	NBD	24 24 24	\$28.06	\$28.06

Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
94	1	4384029	2M2442020T	DL380 g8 HP Foundation Care Post Warranty with Comprehensive Defective Material Retention - 1 Year Extended Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	13 00 00	\$56.30	\$56.30
95	1	4384029	2M2441056Q	DL380 g8 HP Foundation Care Post Warranty with Comprehensive Defective Material Retention - 1 Year Extended Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	13 00 00	\$56.30	\$56.30
96	1	4384029	2M2443076B	DL380 g8 HP Foundation Care Post Warranty with Comprehensive Defective Material Retention - 1 Year Extended Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	13 00 00	\$56.30	\$56.30
97	1	4384029	2m2441003h	DL380 g8 HP Foundation Care Post Warranty with Comprehensive Defective Material Retention - 1 Year Extended Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	13 00 00	\$56.30	\$56.30
98	1	4384029	2M241605D7	DL380 g8 HP Foundation Care Post Warranty with Comprehensive Defective Material Retention - 1 Year Extended Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	13 00 00	\$56.30	\$56.30
99	1	4384029	2M242902TS	DL380 g8 HP Foundation Care Post Warranty with Comprehensive Defective Material Retention - 1 Year Extended Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	13 00 00	\$56.30	\$56.30
100	1	4384029	2M241605DL	DL380 g8 HP Foundation Care Post Warranty with Comprehensive Defective Material Retention - 1 Year Extended Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	13 00 00	\$56.30	\$56.30
101	1	4384029	2M242902TR	DL380 g8 HP Foundation Care Post Warranty with Comprehensive Defective Material Retention - 1 Year Extended Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	13 00 00	\$56.30	\$56.30
102	1	3837574	2M204001LN	DL380 g7 HP Care Pack Foundation Care - 1 Year Post Warranty - Service - 9 x 5 - On-site - Maintenance - Parts & Labor - Electronic and Physical Service(Next Business Day)	NBD	13 00 00	\$51.94	\$51.94
103	1	3837574	2LUX02601ZD	DL380 g7 HP Care Pack Foundation Care - 1 Year Post Warranty - Service - 9 x 5 - On-site - Maintenance - Parts & Labor - Electronic and Physical Service(Next Business Day)	NBD	13 00 00	\$51.94	\$51.94
104	2	3838497	LIST	4330HP Foundation Care Service - 1 Year Post Warranty - Warranty - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Electronic and Physical Service			\$86.79	\$173.57

Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
105	1	3837857	LIST	d3700 HP Foundation Care Post Warranty - 1 Year Extended Service - Service - 24 x 7 x 4 Hour - On-site - Maintenance - Parts & Labor - Physical Service	NBD	24 24 24	\$61.33	\$61.33
106	9	4384029		AE OLV SNGL LANG 12MO SUB VL VDI STE WIMDOP NL AP PER DEV	NBD		\$1.87	\$16.84
107	9	3837874		AE VDA SNGL LANG SUB VL OLV NL 12MO AP PER DEV	NBD		\$11.12	\$100.04
108				<b>new 2018</b>				
109	1	3837494	USE212YC2S	BL460c HP Care Pack Foundation Care - 1 Year Post Warranty - Service - 9 x 5 - On-site - Maintenance - Parts & Labor - Electronic and Physical Service	NBD		\$30.28	\$30.28
110	1	4077916	MXQ40402NV	BL460c HP Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD		\$38.55	\$38.55
111	1	4077916	MXQ4040171	BL460c HP Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD		\$38.55	\$38.55
112	1	4077916	MXQ404016Y	BL460c HP Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD		\$38.55	\$38.55
113	1	4077916	MXQ40402N2	BL460c HP Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD		\$38.55	\$38.55
114	1	4077916	MXQ40402MQ	BL460c HP Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD		\$38.55	\$38.55

Monthly Total \$8,975.86

Yearly Invoice \$107,710.33

**Total \$107,710.33**

Pricing conforms to Ohio State Local Government, NASPOVP OH 0A1067-14. This document is an offer by Business Smarts (an authorized Hewlett Packard reseller) to sell to Cleveland Public Library a Hewlett Packard maintenance service agreement for the products listed herein.

The term of this agreement is for one year beginning February 1, 2018. The cost of this agreement is \$107,710.33 and is to be paid within 30 days of the beginning of the contract or within 30 days after invoicing, whichever is later.

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

Business Smarts

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Cleveland Public Library

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REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD DECEMBER 1 – DECEMBER 31, 2017

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending December 31, 2017**

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	26,415,991.84	0.00	0.00	0.00	\$ 0.00	26,415,991.84
42 Intergovernmental	23,948,892.85	1,593,078.48	0.00	0.00	\$ 0.00	25,541,971.33
43 Fines & Fees	369,637.46	0.00	0.00	0.00	\$ 0.00	369,637.46
44 Investment Earnings	581,183.39	1,347,154.33	0.00	345,356.74	\$ 0.00	2,273,694.46
45 Charges for Services	0.00	5,149,436.08	0.00	0.00	\$ 0.00	5,149,436.08
46 Contributions & Donations	2,604.53	953,431.20	0.00	0.00	\$ 0.00	956,035.73
48 Miscellaneous Revenue	1,243,027.31	97,699.57	30,000.00	0.00	\$ 136,472.04	1,507,198.92
<b>Total Revenues</b>	<b>\$ 52,561,337.38</b>	<b>\$ 9,140,799.66</b>	<b>\$ 30,000.00</b>	<b>\$ 345,356.74</b>	<b>\$ 136,472.04</b>	<b>\$ 62,213,965.82</b>
51 Salaries/Benefits	35,695,206.04	3,145,482.54	0.00	0.00	\$ 0.00	38,840,688.58
52 Supplies	899,372.70	104,948.15	0.00	2,914.96	\$ 0.00	1,007,235.81
53 Purchased/Contracted Services	9,644,405.87	2,387,265.53	0.00	7,521.44	\$ 0.00	12,039,192.84
54 Library Materials	6,003,960.50	1,237,693.69	0.00	28,891.54	\$ 0.00	7,270,545.73
55 Capital Outlay	902,787.67	521,741.53	1,172,581.78	0.00	\$ 0.00	2,597,110.98
57 Miscellaneous Expenses	123,624.90	511,405.38	0.00	0.00	\$ 128,305.43	763,335.71
<b>Total Expenditures</b>	<b>\$ 53,269,357.68</b>	<b>\$ 7,908,536.82</b>	<b>\$ 1,172,581.78</b>	<b>\$ 39,327.94</b>	<b>\$ 128,305.43</b>	<b>\$ 62,518,109.65</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$(708,020.30)</b>	<b>\$ 1,232,262.84</b>	<b>\$(1,142,581.78)</b>	<b>\$ 306,028.80</b>	<b>\$ 8,166.61</b>	<b>\$(304,143.83)</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(34,250.00)	34,250.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,300,000.00)	0.00	1,300,000.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(1,334,250.00)</b>	<b>\$ 34,250.00</b>	<b>\$ 1,300,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Revenue &amp; Other Sources Over/(Under) Expenditures &amp; Other Uses</b>	<b>\$(2,042,270.30)</b>	<b>\$ 1,266,512.84</b>	<b>\$ 157,418.22</b>	<b>\$ 306,028.80</b>	<b>\$ 8,166.61</b>	<b>\$(304,143.83)</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 27,013,858.65</b>	<b>\$ 16,832,090.86</b>	<b>\$ 10,492,034.84</b>	<b>\$ 3,684,678.73</b>	<b>\$ 7,601.54</b>	<b>\$ 58,030,274.62</b>
<b>Current Cash Balance</b>	<b>\$ 24,971,598.35</b>	<b>\$ 18,098,603.70</b>	<b>\$ 10,649,453.06</b>	<b>\$ 3,990,707.53</b>	<b>\$ 15,768.15</b>	<b>\$ 57,726,130.79</b>



**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the Period Ending December 31, 2017**

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	21,464,343	21,506,144	(41,801)	100%	100%
General Property Tax	26,414,755	26,415,992	(1,237)	100%	100%
Rollback, Homestead, CAT	2,438,176	2,442,749	(4,574)	100%	100%
Fines & Fees	381,034	369,637	11,396	97%	96%
Investment Earnings	580,601	581,183	(582)	100%	107%
Contributions	2,447	2,605	(158)	100%	100%
Miscellaneous	1,222,677	1,243,027	(20,350)	102%	116%
Return of Advances Out	0	67,250	(67,250)		
<b>Total</b>	<b>\$ 52,504,032</b>	<b>\$ 52,628,587</b>	<b>\$ (124,555)</b>	<b>100%</b>	<b>101%</b>

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	36,271,193	35,841,473	429,719	99%	100%
Supplies	1,206,142	1,038,487	167,655	86%	79%
Purchased Services	11,589,886	11,107,483	482,403	96%	96%
Library Materials	10,194,363	9,895,536	298,827	97%	100%
Capital Outlay	1,580,995	1,271,742	309,253	80%	79%
Other	164,393	137,981	26,413	84%	83%
<b>Sub Total</b>	<b>\$ 61,006,971</b>	<b>\$ 59,292,702</b>	<b>\$ 1,714,269</b>	<b>97%</b>	<b>98%</b>
Advances Out	0	101,500	(101,500)		
Transfers Out	1,300,000	1,300,000	0	100%	100%
<b>Total</b>	<b>\$ 62,306,971</b>	<b>\$ 60,694,202</b>	<b>\$ 1,612,769</b>	<b>97%</b>	<b>98%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated December 8, 2017 (includes Advances Out).

Note (2): Total Amended Appropriation of \$56,604,803 plus carried forward encumbrance of \$5,702,168.

Note (3): Subtotal includes 87% expended and 10% encumbered.

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending December 31, 2017**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,966,049.11	10,268,314.22	10,240,679.08	0.00	27,635.14
51120 Clerical Salaries	10,947,183.68	10,414,746.50	10,397,436.90	0.00	17,309.60
51130 Non-Clerical Salaries	1,230,677.60	1,164,460.12	1,141,188.29	0.00	23,291.83
51140 Buildings Salaries	4,488,079.03	4,127,927.48	4,118,299.28	0.00	9,628.20
51150 Other Salaries	548,735.98	552,394.37	549,870.38	0.00	2,523.99
51180 Severance Pay	0.00	446,082.91	296,210.40	125,681.06	24,191.45
51190 Non-Base Pay	311,881.13	481,877.94	480,177.75	0.00	1,700.19
51400 OPERS	4,006,560.61	3,781,522.42	3,752,671.31	0.00	28,851.11
51610 Health Insurance	3,775,744.08	3,958,650.69	3,926,176.46	0.00	32,474.23
51611 Dental Insurance	202,006.32	236,006.32	208,489.95	0.00	27,516.37
51612 Vision Insurance	14,781.84	17,733.64	15,349.36	0.00	2,384.28
51620 Life Insurance	12,420.00	37,441.00	12,890.93	0.00	24,550.07
51625 Short Term Disability Insurance	28,563.36	52,572.00	28,197.08	0.00	24,374.92
51630 Workers Compensation	163,599.67	296,802.03	140,087.65	0.00	156,714.38
51640 Unemployment Compensation	20,200.00	21,200.00	1,607.31	18,613.57	979.12
51650 Medicare - ER	381,531.21	388,757.02	362,377.95	1,972.63	24,406.44
51900 Other Benefits	11,674.66	24,703.97	23,515.96	0.00	1,188.01
	<b>\$37,109,688.28</b>	<b>\$ 36,271,192.63</b>	<b>\$ 35,695,206.04</b>	<b>\$ 146,267.26</b>	<b>\$ 429,719.33</b>
<b>Salaries/Benefits</b>					
52110 Office Supplies	51,637.75	58,305.66	48,371.07	747.74	9,186.85
52120 Stationery	42,700.00	52,410.28	37,345.50	1,122.28	13,942.50
52130 Duplication Supplies	39,850.00	34,207.43	20,814.82	0.00	13,392.61
52140 Hand Tools	3,200.00	2,358.39	631.83	66.08	1,660.48
52150 Book Repair Supplies	72,100.00	84,125.15	77,726.41	15.99	6,382.75
52210 Janitorial Supplies	118,800.00	117,474.57	107,421.40	3,427.86	6,625.31

**Cleveland Public Library**  
**Appropriation, Expenditures and Balances**  
**General Fund**  
**For the Period Ending December 31, 2017**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	63,750.00	74,278.82	52,160.03	15,718.16	6,400.63
52230 Maintenance Supplies	323,954.00	382,823.50	330,970.52	51,730.77	122.21
52240 Uniforms	23,000.00	23,181.87	9,780.46	1,476.55	11,924.86
52300 Motor Vehicle Supplies	78,000.00	83,786.20	47,232.50	20,864.47	15,689.23
52900 Other Supplies	259,050.25	293,189.70	166,918.16	43,944.05	82,327.49
<b>Supplies</b>	<b>\$1,076,042.00</b>	<b>\$ 1,206,141.57</b>	<b>\$ 899,372.70</b>	<b>\$ 139,113.95</b>	<b>\$ 167,654.92</b>
53100 Travel/Meetings	125,000.00	103,470.75	64,152.31	32,511.43	6,807.01
53210 Telecommunications	288,616.00	307,648.07	279,029.64	24,386.52	4,231.91
53230 Postage/Freight	89,000.00	98,376.86	78,323.84	12,679.68	7,373.34
53240 PR/Other Communications	153,000.00	155,501.23	101,386.49	30,614.59	23,500.15
53310 Building Repairs	480,800.00	516,172.61	311,317.76	118,169.78	86,685.07
53320 Machine Repairs	21,200.00	26,098.13	13,623.16	1,150.53	11,324.44
53340 Building Maintenance	267,000.00	286,053.74	123,523.40	142,522.94	20,007.40
53350 Machine Maintenance	262,286.46	385,759.98	247,504.92	95,475.80	42,779.26
53360 Computer Maintenance	179,847.00	305,429.09	303,216.97	1,405.00	807.12
53370 Motor Vehicle Repairs	37,000.00	40,958.92	18,900.61	6,589.80	15,468.51
53380 Contract Security	950,000.00	1,044,487.40	996,401.68	48,085.72	0.00
53390 Landscaping	62,210.00	65,052.00	34,987.00	2,842.00	27,223.00
53400 Insurance	451,885.00	510,524.92	461,852.46	0.00	48,672.46
53510 Rent/Leases	182,632.64	200,726.34	177,858.42	11,836.41	11,031.51
53520 Equipment Rental	30,853.20	42,583.27	36,142.28	3,446.96	2,994.03
53610 Electricity	1,859,045.00	1,969,208.03	1,836,179.38	126,286.31	6,742.34
53620 Gas	125,750.00	127,330.21	110,568.73	13,304.56	3,456.92
53630 Chilled Water	787,000.00	842,839.33	793,915.17	48,924.16	0.00

Cleveland Public Library  
Appropriation, Expenditures and Balances  
General Fund  
For the Period Ending December 31, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	119,621.28	133,449.68	120,349.92	11,313.12	1,786.64
53710	1,009,985.00	1,544,532.32	919,652.70	484,127.49	140,752.13
53720	653,595.00	735,799.05	654,171.74	72,924.50	8,702.81
53730	11,000.00	11,000.00	9,929.80	0.00	1,070.20
53800	255,000.00	394,370.46	242,280.39	143,426.14	8,663.93
53900	1,712,076.85	1,742,513.35	1,709,137.10	31,053.75	2,322.50
	<b>\$10,114,403.43</b>	<b>\$ 11,589,885.74</b>	<b>\$ 9,644,405.87</b>	<b>\$ 1,463,077.19</b>	<b>\$ 482,402.68</b>
<b>Purchased/Contracted Services</b>					
54110	2,130,000.00	2,785,703.35	1,873,904.65	821,389.65	90,409.05
54120	318,723.65	673,865.74	405,741.31	268,124.43	0.00
54210	760,000.00	1,111,484.24	208,390.20	903,002.24	91.80
54220	31,000.00	230,878.22	42,627.92	188,143.26	107.04
54310	1,765,000.00	2,268,401.76	1,724,420.04	427,703.47	116,278.25
54320	136,000.00	183,737.46	133,214.18	44,982.03	5,541.25
54325	332,000.00	535,171.67	289,774.13	207,766.53	37,631.01
54500	570,000.00	1,212,873.41	596,371.78	616,415.04	86.59
54530	602,000.00	1,030,747.12	664,720.78	363,981.32	2,045.02
54600	4,000.00	5,391.50	2,927.00	2,079.00	385.50
54710	20,000.00	52,356.69	20,934.69	31,422.00	0.00
54720	45,000.00	47,227.90	12,368.26	4,800.00	30,059.64
54730	6,000.00	6,370.23	6,107.38	229.45	33.40
54790	30,000.00	50,153.33	22,458.18	11,537.00	16,158.15
	<b>\$6,749,723.65</b>	<b>\$ 10,194,362.62</b>	<b>\$ 6,003,960.50</b>	<b>\$ 3,891,575.42</b>	<b>\$ 298,826.70</b>
<b>Library Materials</b>					
55300	20,452.87	39,815.75	34,966.26	4,849.49	0.00
55510	210,025.00	215,384.47	98,287.20	16,498.50	100,598.77

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending December 31, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	187,505.00	284,010.60	193,938.15	50,369.45	39,703.00
55530 Computer Hardware	568,200.00	878,492.81	526,320.63	264,030.12	88,142.06
55540 Software	123,000.00	163,291.28	49,275.43	33,207.03	80,808.82
<b>Capital Outlay</b>	<b>\$1,109,182.87</b>	<b>\$ 1,580,994.91</b>	<b>\$ 902,787.67</b>	<b>\$ 368,954.59</b>	<b>\$ 309,252.65</b>
57100 Memberships	71,451.78	82,207.24	80,155.24	0.00	2,052.00
57200 Taxes	13,000.00	13,510.00	13,223.57	286.43	0.00
57500 Refunds/Reimbursements	61,310.60	68,676.14	30,246.09	14,069.44	24,360.61
<b>Miscellaneous Expenses</b>	<b>\$145,762.38</b>	<b>\$ 164,393.38</b>	<b>\$ 123,624.90</b>	<b>\$ 14,355.87</b>	<b>\$ 26,412.61</b>
59810 Advances Out	0.00	0.00	101,500.00	0.00	(101,500.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 101,500.00</b>	<b>\$ 0.00</b>	<b>\$(101,500.00)</b>
59900 Transfers Out	0.00	1,300,000.00	1,300,000.00	0.00	0.00
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 1,300,000.00</b>	<b>\$ 1,300,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$56,304,802.61</b>	<b>\$ 62,306,970.85</b>	<b>\$ 54,670,857.68</b>	<b>\$ 6,023,344.28</b>	<b>\$ 1,612,768.89</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending December 31, 2017**

	<b>Beginning Year Balance</b>	<b>Year to Date Receipts</b>	<b>Year to Date Expenditures</b>	<b>Year to Date Encumbrances</b>	<b>Unencumbered Balance</b>
101 General Fund	27,013,868.65	52,628,587.38	54,670,857.68	6,023,344.28	18,948,254.07
<b>Total General Fund</b>	<b>\$ 27,013,868.65</b>	<b>\$ 52,628,587.38</b>	<b>\$ 54,670,857.68</b>	<b>\$ 6,023,344.28</b>	<b>\$ 18,948,254.07</b>
201 Anderson	298,256.67	27,332.51	0.00	0.00	325,589.18
202 Endowment for the Blind	2,315,138.10	218,842.79	1,037.50	0.00	2,532,943.39
203 Founders	6,708,521.05	712,790.20	413,058.48	169,800.67	6,838,452.10
204 Kaiser	63,388.19	6,072.28	0.00	0.00	69,460.47
205 Kralley	186,463.48	15,531.96	4,120.54	930.42	196,944.48
206 Library	168,490.28	20,770.76	21,580.84	116.82	167,563.38
207 Pepke	136,083.10	12,035.89	0.00	0.00	148,118.99
208 Wickwire	1,442,137.22	139,627.51	26,884.29	16.45	1,554,863.99
209 Wittke	93,248.13	8,882.25	0.00	0.00	102,130.38
210 Young	4,284,704.41	439,844.24	0.00	0.00	4,724,548.65
225 Friends	13,194.64	53,000.00	61,925.20	4,269.44	0.00
226 Judd	4,336.84	234,733.00	225,705.86	13,363.98	0.00
228 Lockwood Thompson Memorial	157,800.92	183,536.00	184,258.81	112,709.27	44,368.84
229 Ohio Center for the Book	0.00	900.00	875.00	0.00	25.00
230 Schweinfurth	122,685.75	70,508.00	51,939.00	19,580.00	121,674.75
231 CLEVNET	745,447.81	5,247,135.65	5,297,380.66	319,351.06	375,851.74
251 OLBDP-Library for the Blind	5,613.04	1,508,194.00	1,498,963.14	8,495.91	6,347.99
254 MyCom	21,065.13	110,062.62	125,077.75	0.00	6,050.00
256 Learning Centers	65,516.10	82,500.00	61,807.25	3,708.85	82,500.00
258 Early Literacy	0.00	150,000.00	1,172.50	0.00	148,827.50
<b>Total Special Revenue Funds</b>	<b>\$ 16,832,090.86</b>	<b>\$ 9,242,299.66</b>	<b>\$ 7,975,786.82</b>	<b>\$ 652,342.87</b>	<b>\$ 17,446,260.83</b>
401 Building & Repair	10,492,034.84	1,330,000.00	1,172,581.78	5,119,525.82	5,529,927.24
<b>Total Capital Project Funds</b>	<b>\$ 10,492,034.84</b>	<b>\$ 1,330,000.00</b>	<b>\$ 1,172,581.78</b>	<b>\$ 5,119,525.82</b>	<b>\$ 5,529,927.24</b>

**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending December 31, 2017**

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
501 Abel	236,173.04	21,861.04	0.00	0.00	258,034.08
502 Ambler	2,393.48	222.37	0.00	0.00	2,615.85
503 Beard	139,651.53	13,693.79	2,887.77	3,626.00	146,831.55
504 Klein	5,663.48	524.50	0.00	0.00	6,187.98
505 Malon/Schroeder	294,339.66	26,104.01	4,379.15	270.77	315,793.75
506 McDonald	197,274.68	17,713.27	0.00	0.00	214,987.95
507 Ratner	96,907.78	8,652.84	0.00	0.00	105,560.62
508 Root	41,410.29	3,878.27	0.00	0.00	45,288.56
509 Sugarman	201,173.37	16,680.05	0.00	0.00	217,853.42
510 Thompson	164,220.74	15,211.17	3,862.13	2,709.00	172,860.78
511 Weidenthal	7,022.12	646.74	0.00	0.00	7,668.86
512 White	2,210,080.02	213,332.82	25,064.41	6,184.75	2,392,163.68
513 Beard Anna Young	88,368.54	6,836.87	3,134.48	0.00	92,069.93
<b>Total Permanent Funds</b>	<b>\$ 3,684,678.73</b>	<b>\$ 345,356.74</b>	<b>\$ 39,327.94</b>	<b>\$ 12,790.52</b>	<b>\$ 3,977,917.01</b>
901 Unclaimed Funds	7,601.54	214.98	1,444.13	0.00	6,372.39
905 CLEVNET Fines & Fees	0.00	136,257.06	126,861.30	0.00	9,395.76
<b>Others</b>	<b>\$ 7,601.54</b>	<b>\$ 136,472.04</b>	<b>\$ 128,305.43</b>	<b>\$ 0.00</b>	<b>\$ 15,768.15</b>
<b>Total All Funds</b>	<b>\$ 58,030,274.62</b>	<b>\$ 63,682,715.82</b>	<b>\$ 63,986,859.65</b>	<b>\$ 11,808,003.49</b>	<b>\$ 45,918,127.30</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending December 31, 2017

Balance of All Funds	<u><u>\$ 57,726,130.79</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	30,188.35
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,585.00
KeyBank-Payroll Account (ZBA)	255.52
<b>Cash in Library Treasury</b>	<u><b>\$ 37,556.06</b></u>
PNC - Money Market	10,066.45
PNC - Investments	37,714,714.25
PNC - Investments Money Market	27,591.80
STAR Ohio Investment	459,284.73
STAR Plus Program	0.00
<b>Investments</b>	<u><b>\$ 38,211,657.23</b></u>
PNC- Endowment Account	19,476,917.50
<b>Endowment Account</b>	<u><b>\$ 19,476,917.50</b></u>
<b>Cash in Banks and On Hand</b>	<u><u><b>\$ 57,726,130.79</b></u></u>



**Total portfolio value**

Total portfolio value on December 29	\$24,668,511.35
Total portfolio value on December 1	24,690,592.48
Total change in value	\$177,918.87

**Investment policy and market outlook**

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

**Bulletin board**

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

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

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

**NOTICE OF LIMITATION OF LIABILITY - Trust Accounts**

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

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

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Summary

Portfolio value

	Principal	Total
Income		
Income on December 29	\$630,762.10	
Income on December 1	553,038.00	
Change in value	\$77,724.10	
Principal on December 29	\$24,237,749.25	
Principal on December 1	24,137,554.48	
Change in value	\$100,194.77	
<b>Total</b>		
		<b>\$24,868,511.35</b>
		<b>24,690,592.48</b>
		<b>\$177,918.87</b>

Portfolio value by asset class

	Value Dec. 29	Value Dec. 1	Change in value	Tax cost*
Income				
Cash and cash equivalents	\$630,762.10	\$553,038.00	\$77,724.10	\$630,762.10
Principal				
Cash and cash equivalents	\$504,476.51	\$340,090.69	\$164,385.82	\$504,476.51
Fixed income	5,183,786.60	5,186,669.00	-2,882.40	5,221,788.77
Equities	17,357,138.56	17,363,607.60	-6,469.04	11,969,085.12
Alternative investments	1,192,347.58	1,247,187.19	-54,839.61	1,150,805.00
<b>Total</b>	<b>\$24,868,511.35</b>	<b>\$24,690,592.48</b>	<b>\$177,918.87</b>	<b>\$19,476,917.50</b>

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

*Summary*

*Change in account value*

Beginning account value	\$24,719,196.66	From Jan. 1, 2017 \$21,871,426.88
<b>Additions</b>		
Investment income	\$275,773.68	\$592,176.17
Other receipts	225.33	1,394.48
<b>Disbursements</b>		
Fees and charges	-\$19,361.83	-\$73,282.68
Other disbursements	-	-241,097.37
Change in value of investments	-78,718.31	2,754,548.86
Net accrued income	3,782.48	-4,265.37
Value of non cash transactions	-	-2.96
<b>Ending account value</b>	<b>\$24,900,898.01</b>	<b>\$24,900,898.01</b>

*Gain/loss summary*

	Net realized gain/loss	This period	From Jan. 1, 2017
Fixed income	-\$6,007.98	-\$42,324.06	-
Equities	12,216.15	1,214,647.58	-
Alternative inv	-	-	-
<b>Total</b>	<b>-\$6,208.17</b>	<b>\$1,172,323.52</b>	<b>\$1,172,323.52</b>

	Net unrealized gain/loss*
Since acquisition	-\$38,002.17
	5,388,053.44
	41,542.58
<b>Total</b>	<b>\$5,391,593.85</b>

\* 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 Carisa Dillinger your Account Advisor.

*Accrued income summary*

Accrued income on December 29	\$32,386.66
Accrued income on December 01	28,604.18
<b>Net accrued income</b>	<b>\$3,782.48</b>

*Investment income summary*

	This period	From Jan. 1, 2017	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$642.86	\$4,549.75	\$12,034.86	\$810.13
Interest-fixed income	13,838.39	152,492.67	142,783.90	23,767.37
Dividends-equities	197,887.25	371,728.57	275,486.30	4,119.26
Income-alternative investments	63,405.18	63,405.18	31,756.38	3,689.90
<b>Total</b>	<b>\$275,773.68</b>	<b>\$592,176.17</b>	<b>\$442,061.44</b>	<b>\$32,386.66</b>

*Summary*

*Transaction summary - measured by cash balance*

	Income	Principal
	This period	From Jan. 1, 2017
Beginning cash balance	\$3,951.88	\$0.00
<b>Additions</b>		
Investment income	\$146,797.18	\$463,199.65
Sales and maturities	41,997.09	110,078.32
Transfers within account	-	-
Other receipts	-	-
<b>Disbursements</b>		
Purchases	-\$123,673.07	-\$372,687.04
Transfers within account	-49,711.25	-127,308.25
Fees and charges	-19,361.83	-73,282.68
Other disbursements	-	-
<b>Ending cash balance</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Change in cash</b>	<b>-\$3,951.88</b>	<b>-</b>

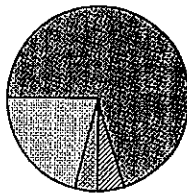
*Transaction summary - measured by tax cost*

	This period	From Jan. 1, 2017
Beginning tax cost	\$19,214,072.15	\$18,025,406.43
<b>Additions</b>		
Purchases	\$612,143.30	\$14,083,592.80
Securities received	-	47,766.27
<b>Disbursements</b>		
Sales	-\$349,297.95	-\$12,632,078.68
Securities delivered	-	-47,769.32
Change in cash	-	-
<b>Ending tax cost</b>	<b>\$19,476,917.50</b>	<b>\$19,476,917.50</b>

Analysis

Asset allocation

	Dec. 29, 2017
Cash and cash equivalents	4.57 %
Mutual funds	4.57 %
Fixed income	20.85 %
Corporate	3.92 %
US treasury	6.65 %
Agency	1.72 %
Mutual funds	8.38 %
Mortgages	0.12 %
Other	0.06 %
Equities	69.80 %
Stock	15.46 %
Etf's	37.23 %
Mutual funds	17.11 %
Alternative investments	4.80 %
Mutual funds	4.80 %



Equity sectors

	Market value	% of equities	% of total portfolio
Industrials	\$464,948.80	12.10 %	1.87 %
Consumer discretionary	541,195.70	14.08 %	2.18 %
Consumer staples	311,871.70	8.11 %	1.25 %
Energy	206,307.70	5.37 %	0.83 %
Financial	650,902.28	16.93 %	2.62 %
Materials	154,177.70	4.01 %	0.62 %
Information technology	811,608.30	21.11 %	3.26 %
Real estate	66,445.30	1.73 %	0.27 %
Utilities	99,541.40	2.59 %	0.40 %
Health care	497,677.20	12.95 %	2.00 %
Telecommunication services	39,376.20	1.02 %	0.16 %
<b>Total</b>	<b>\$3,844,052.28</b>	<b>100.00 %</b>	<b>15.46 %</b>

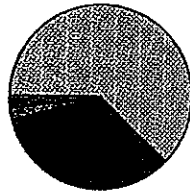


*Analysis*

*Bond analysis*

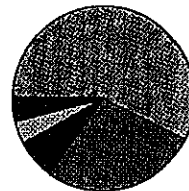
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$1,919,448.61	61.90 %	7.72 %
Moody's Aa1	49,830.20	1.61 %	0.20 %
Moody's Aa2	64,946.15	2.09 %	0.26 %
Moody's Aa3	161,446.50	5.21 %	0.65 %
Other	905,382.03	29.20 %	3.64 %



Maturity schedule

Market value (% of bonds maturing in)	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	4.39 %	\$136,080.80 (100.00 %)	- (-)	- (-)	- (-)
1 - 5 years	57.44 %	585,160.55 (32.85 %)	1,181,144.66 (66.31 %)	- (-)	14,902.45 (0.84 %)
6 - 10 years	28.42 %	252,902.90 (28.70 %)	597,604.70 (67.81 %)	- (-)	30,803.10 (3.50 %)
11 - 15 years	6.89 %	- (-)	213,691.80 (100.00 %)	- (-)	- (-)
16 or more years	2.86 %	- (-)	88,762.33 (100.00 %)	- (-)	- (-)



Detail

*Portfolio - income*

Cash and cash equivalents  
 Mutual funds - money market

Description	Market value last period	Quantity	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	\$507,089.03	630,762.10	\$630,762.10	2.54 %	\$630,762.10	\$1.00		1.07 %	\$6,686.82	\$484.37
21-75-073-4453885			\$1.0000							
PNC TREASURY MONEY MARKET FUND #431	41,997.09		1.0000	0.01 %						39.61
PNC CAPITAL ADVISORS PNC TREASURY MONEY MARKET FUND #431			1.0000	0.01 %						3.76
<b>Total mutual funds - money market</b>			<b>\$630,762.10</b>	<b>2.54 %</b>	<b>\$630,762.10</b>			<b>1.06 %</b>	<b>\$6,686.82</b>	<b>\$484.37</b>
<b>Total cash and cash equivalents</b>			<b>\$630,762.10</b>	<b>2.54 %</b>	<b>\$630,762.10</b>			<b>1.06 %</b>	<b>\$6,686.82</b>	<b>\$484.37</b>

*Detail*

*Portfolio - principal*

**Cash and cash equivalents**  
**Mutual funds - money market**

Description	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
PNC TREASURY MONEY MARKET FUND #431	\$301,657.19	430,859.020	\$1.0000	\$430,859.02	1.74 %	\$430,859.02	\$1.00		1.07 %	\$4,567.61	\$276.34
21-75-073-4453885											
PNC TREASURY MONEY MARKET FUND #431	30,694.050		1.0000	30,694.05	0.13 %	30,694.05	1.00		1.07 %	325.39	13.60
PNC CAPITAL ADVISORS											
PNC TREASURY MONEY MARKET FUND #431	42,385.38	42,923.440	1.0000	42,923.44	0.18 %	42,923.44	1.00		1.07 %	455.04	35.82
PCA LCC ADVANTAGE											
<b>Total mutual funds - money market</b>				<b>\$504,476.51</b>	<b>2.03 %</b>	<b>\$504,476.51</b>			<b>1.06 %</b>	<b>\$5,348.04</b>	<b>\$325.76</b>
<b>Total cash and cash equivalents</b>				<b>\$504,476.51</b>	<b>2.03 %</b>	<b>\$504,476.51</b>			<b>1.06 %</b>	<b>\$5,348.04</b>	<b>\$325.76</b>



*Detail*

**Fixed income  
 Corporate bonds**

Description [Cusip]	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BB&T CORPORATION	21,309.60	21,309.60	21,202.20	106.0110	0.09 %	24,791.00	123.96	- 3,588.80	6.47 %	1,370.00	232.14
SR UNSEC	20,000										
06.850% DUE 04/30/2019											
RATING: A2											
[05531FAB9]											
PNC CAPITAL ADVISORS											
BP CAPITAL MARKETS PLC	30,793.20	30,793.20	30,749.40	102.4980	0.13 %	29,540.20	98.47	1,209.20	3.17 %	973.50	148.73
ISIN US05550QBZ00 SEDOL B87XBLS	30,000										
03.245% DUE 05/06/2022											
RATING: A1											
[05565QBZ0]											
PNC CAPITAL ADVISORS											
BNP PARIBAS	15,084.60	15,084.60	15,066.45	100.4430	0.07 %	14,972.10	99.81	94.35	2.69 %	405.00	147.38
SEDOL ISIN US05574LPT97	15,000										
02.700% DUE 08/20/2018											
RATING: AA3											
[05574LPT9]											
PNC CAPITAL ADVISORS											
BANK OF AMERICA CORP	14,840.40	14,840.40	14,830.20	98.9360	0.06 %	14,830.20	98.87	10.20	2.53 %	375.45	73.00
SER MTN CALL 10/21/21 @ 100 UNSC	15,000										
02.503% DUE 10/21/2022											
RATING: A3											
[06051GFZ7]											
PNC CAPITAL ADVISORS											
BANK OF NY MELLON CORP	9,765.50	9,765.50	9,778.30	97.6550	0.04 %	9,778.30	97.78	- 12.80	2.87 %	280.00	44.33
SER MTN CALL 02/04/26 @ 100 UNSC	10,000										
02.800% DUE 05/04/2026											
RATING: A1											
[06406FAC7]											
PNC CAPITAL ADVISORS											



*Detail*

**Fixed income  
 Corporate bonds**

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
DUKE ENERGY CAROLINAS	10,041.70	100.1130	10,011.30	100.1130	0.05%	9,966.00	99.66	45.30	5.25%	525.00	242.08
1ST MORTGAGE	10,000										
05.250% DUE 01/15/2018											
RATING: AA2											
[26442CAC8]											
PNC CAPITAL ADVISORS											
GEORGIA POWER COMPANY	20,352.20		20,288.00		0.09%	22,065.80	110.33	-1,777.80	5.33%	1,080.00	90.00
NOTES	20,000		101.4400								
05.400% DUE 06/01/2018											
RATING: A3											
[373334JK8]											
PNC CAPITAL ADVISORS											
INTEL CORP	30,210.30		30,275.10		0.13%	30,018.75	100.06	256.35	2.85%	862.50	119.79
CALL 03/11/2024 UNSC	30,000		100.9170								
02.875% DUE 05/11/2024											
RATING: A1											
[458140BD1]											
PNC CAPITAL ADVISORS											
JPMORGAN CHASE & CO	44,811.45		44,758.35		0.18%	45,042.30	100.09	-283.95	2.42%	1,080.00	72.00
CALL 05/07/2021 @ 100.000 UNSC	45,000		99.4630								
02.400% DUE 06/07/2021											
RATING: A3											
[46625HRT9]											
PNC CAPITAL ADVISORS											
JOHNSON & JOHNSON	19,467.20		19,503.60		0.08%	19,271.80	99.86	-468.20	2.52%	490.00	163.33
CALL 12/01/2025 @ 100.000 UNSC	20,000		97.5180								
02.450% DUE 03/01/2026											
RATING: AAA											
[478160BY9]											
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
	Quantity	price per unit		Current	price per unit							
NEXEN INC ISIN US65334HAK86 06.200% DUE 07/30/2019 RATING: A1	15,816.15	15,740.85	15,000	15,740.85	104,9390	0.07%	18,672.75	124.49	-2,931.90	5.91%	930.00	390.08
PNC CAPITAL ADVISORS ORACLE CORP CALL 04/15/2026 @ 100.000 UNSC 02.450% DUE 07/15/2026 RATING: A1	29,092.20	29,248.50	30,000	29,248.50	97,4950	0.12%	29,887.20	99.62	-638.70	2.72%	795.00	366.58
PNC CAPITAL ADVISORS PECO ENERGY CO 1ST REF MORT 05.350% DUE 03/01/2018 RATING: AA3	10,094.60	10,057.70	10,000	10,057.70	100.5770	0.05%	9,983.20	99.83	74.50	5.32%	535.00	178.33
PNC CAPITAL ADVISORS PROCTER & GAMBLE CO/THE UNSC VAR% DUE 11/01/2019 RATING: AA3	45,168.30	45,172.35	45,000	45,172.35	100.3830	0.19%	44,910.63	99.80	261.72	1.60%	721.13	122.19
PNC CAPITAL ADVISORS ROYAL BANK OF CANADA SEDOL ISIN US780082AA14 01.875% DUE 02/05/2020 RATING: AAA	19,848.40	19,834.20	20,000	19,834.20	99.1710	0.08%	19,924.30	99.62	-90.10	1.90%	375.00	152.08
PNC CAPITAL ADVISORS												



*Detail*

**Fixed income  
 Corporate bonds**

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current value							
UNIONBANCAL CORP SR UNSEC 03.500% DUE 06/18/2022 RATING: A2 (908906AC4)	30,840.00	30,752.10	30,000	30,752.10	102,507.0	0.13 %	30,614.40	102.05	137.70	3.42 %	1,050.00	37.92
PNC CAPITAL ADVISORS UNITED PARCEL SERVICE SR NOTES 05.500% DUE 01/15/2018 RATING: A1 (911312AH9)	25,106.50	25,029.00	25,000	25,029.00	100,116.0	0.11 %	28,283.25	113.13	-3,254.25	5.50 %	1,375.00	634.03
PNC CAPITAL ADVISORS VIRGINIA ELEC & POWER CO SR UNSECURED 05.400% DUE 04/30/2018 RATING: A2 (927804FF6)	15,216.75	15,169.65	15,000	15,169.65	101,131.0	0.07 %	16,703.55	111.36	-1,533.90	5.34 %	810.00	137.25
PNC CAPITAL ADVISORS WELLS FARGO & COMPANY SER MTN SUB 04.100% DUE 06/03/2026 RATING: A3 (94974BFY1)	31,194.30	31,458.60	30,000	31,458.60	104,862.0	0.13 %	30,623.85	102.08	834.75	3.91 %	1,230.00	95.67
PNC CAPITAL ADVISORS WELLS FARGO & COMPANY SER MTN UNSEC 03.300% DUE 07/09/2024 RATING: A2 (94974BGA2)	20,279.40	20,310.20	20,000	20,310.20	101,551.0	0.09 %	20,026.15	100.13	284.05	3.25 %	660.00	205.33
PNC CAPITAL ADVISORS												





INSTITUTIONAL  
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885

December 1, 2017 - December 29, 2017

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Detail

Treasury bonds

Description (Cusip)	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							
USA TREASURY NOTES 02.250% DUE 11/15/2025 RATING: AAA (912828M56)	49,564.50	39,648.40	79.1210	0.16 %	39,258.40	98.15	390.00	2.27 %	900.00	115.89
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 01.625% DUE 05/15/2026 RATING: AAA (912828R36)	61,189.05	61,222.20	94.1880	0.25 %	61,701.17	94.93	- 478.97	1.73 %	1,056.25	136.01
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 00.125% DUE 01/15/2022 RATING: AAA (912828SA9)	86,713.71	86,873.66	108.5921	0.35 %	86,755.62	108.45	118.04	0.13 %	108.08	49.93
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9)	215,274.40	307,641.60	97.6640	1.24 %	310,635.35	98.61	- 2,993.75	1.67 %	5,118.75	1,933.44
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA (912828V56)	45,680.40	45,610.20	101.3550	0.19 %	45,685.55	101.52	- 75.35	2.47 %	1,125.00	428.42
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 01.750% DUE 10/31/2020 RATING: AAA (912828WC0)	328,531.50	328,132.20	99.4340	1.32 %	329,692.18	99.91	- 1,559.98	1.76 %	5,775.00	980.96
PNC CAPITAL ADVISORS										
<b>Total treasury bonds</b>		<b>\$1,654,065.46</b>		<b>6.65 %</b>	<b>\$1,659,724.13</b>		<b>- \$5,658.67</b>	<b>1.84 %</b>	<b>\$30,370.58</b>	<b>\$10,047.05</b>



*Detail*

**Agency bonds**

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit						
FEDERAL NATL MTG ASSN POOL BC4777	48,898.93	48,278.96	48,330.678	99.8930		0.20 %	49,448.32	- 1,169.36	2.51 %	1,208.27	104.05
02.500% DUE 10/01/2031 RATING: N/A (3140FOJX3)							102.31				
PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL #AB2077	67,191.52	66,454.36	62,705.804	105.9780		0.27 %	61,907.27	4,547.09	3.78 %	2,508.23	215.99
04.000% DUE 01/01/2041 RATING: N/A (31416XJX9)							98.73				
PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL MA2803	67,231.20	66,566.08	66,637.380	99.8930		0.27 %	67,004.40	- 438.32	2.51 %	1,665.93	143.46
02.500% DUE 11/01/2031 RATING: N/A (31418CDH4)							100.55				
PNC CAPITAL ADVISORS											
<b>Total agency bonds</b>						<b>1.72 %</b>	<b>\$426,697.93</b>	<b>\$440.10</b>	<b>2.71 %</b>	<b>\$11,578.03</b>	<b>\$1,257.89</b>

**Mutual funds - fixed income**

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						
METROPOLITAN WEST UNCONSTRAINED (MWCX) BOND FUND CLASS I FUND #0518	\$943,215.21	\$940,851.26	78,798.263	\$11.9400		3.79 %	\$942,461.00	- \$1,609.74	2.58 %	\$24,269.87	\$2,647.78
21-75-073-4453885							\$11.96				
T ROWE PRICE INSTITUTIONAL (PFFRX) FLOATING RATE FUND FD #430	580,632.90	580,632.90	57,947.395	10.0200		2.34 %	580,873.00	- 240.10	4.20 %	24,337.91	1,945.41
21-75-073-4453885							10.02				

*Detail*

**Mutual funds - fixed income**

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
TEMPLETON GLOBAL BOND FUND AD (TGBAX) FUND #616 21-75-073-4453885	574,036.91 47,362.781	\$1,248.95 11.9500	\$2,082,733.11	2.26 % 8.38 %	580,873.00 12.26	\$2,104,207.00	- 19,624.05	3.61 % 3.31 %	20,223.91	
<b>Total mutual funds - fixed income</b>							<b>- \$21,473.89</b>		<b>\$68,831.69</b>	<b>\$4,593.19</b>

**Mortgages**

Description (Cusip)	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
FHLMC MULTIFAMILY STRUCTURED P SERIES K067 CLASS A2 03.194% DUE 07/25/2027 RATING: AAA (3137FAWS3) PNC CAPITAL ADVISORS	30,000	\$30,660.60	\$30,803.10 \$102.6770	0.13 %	\$30,815.63 \$102.72		- \$12.53	3.12 %	\$958.20	\$79.85

**Other fixed income assets**

Description (Cusip)	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
INTL FINANCE CORP SER GMTN UNSC 01.750% DUE 03/30/2020 RATING: AAA (45950KCL2) PNC CAPITAL ADVISORS	15,000	\$14,923.95	\$14,902.65 \$99.3510	0.06 %	\$14,991.30 \$99.94		- \$88.65	1.77 %	\$262.50	\$66.35
<b>Total fixed income</b>			<b>\$5,183,786.60</b>	<b>20.85 %</b>	<b>\$5,221,788.77</b>		<b>- \$38,002.17</b>	<b>2.75 %</b>	<b>\$142,763.90</b>	<b>\$23,767.37</b>





INSTITUTIONAL  
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT  
Account number 21-75-501-4453885  
December 1, 2017 - December 29, 2017

Detail

Equities

Stocks

Consumer discretionary

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
ROYAL CARIBBEAN CRUISES LTD (RCL)	440	\$54,507.20	\$52,483.20	0.22%	\$42,973.03	\$97.67	\$9,510.17	2.02%	\$1,056.00	\$264.00
PCA LCC ADVANTAGE	440		\$119,2800							
BORG WARNER INC. (BWA)	61,248.00		56,199.00	0.23%	50,970.77		5,228.23	1.34%	748.00	
PCA LCC ADVANTAGE	1,100		51,0900		46.34					
BURLINGTON STORES INC (BURL)	48,930.20		56,993.80	0.23%	37,250.71		19,343.09			
PCA LCC ADVANTAGE	460		123,0300		80.98					
CBS CORP CLASS B WI (CBS)	32,514.80		34,220.00	0.14%	30,191.97		4,028.03	1.23%	417.60	104.40
PCA LCC ADVANTAGE	580		59,0000		52.06					
COMCAST CORPORATION CL A (CMCSA)	72,827.60		77,697.00	0.32%	22,974.74		54,722.26	1.58%	1,222.20	
PCA LCC ADVANTAGE	1,940		40,0500		11.84					
HOME DEPOT INC (HD)	84,515.40		89,079.10	0.36%	20,304.42		68,774.68	1.88%	1,673.20	
PCA LCC ADVANTAGE	470		189,5300		43.20					
MCDONALD'S CORP (MCD)	63,628.90		63,684.40	0.26%	56,804.81		6,879.59	2.35%	1,494.80	
PCA LCC ADVANTAGE	370		172,1200		153.53					
MOHAWK INDS INC (MHK)	59,348.10		57,939.00	0.24%	45,832.36		12,106.64			
PCA LCC ADVANTAGE	210		275,9000		218.25					
WYNDHAM WORLDWIDE CORP (WYN)	51,699.40		53,300.20	0.22%	28,758.84		24,541.36	2.01%	1,067.20	
PCA LCC ADVANTAGE	460		115,8700		62.52					
<b>Total consumer discretionary</b>			<b>\$541,195.70</b>	<b>2.18%</b>	<b>\$336,061.65</b>		<b>\$205,134.05</b>	<b>1.42%</b>	<b>\$7,679.00</b>	<b>\$368.40</b>

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
ALTRIA GROUP INC (MO)	610	\$41,376.30	\$43,560.10	0.18%	\$22,554.44	\$36.97	\$21,005.66	3.70%	\$1,610.40	\$402.60
PCA LCC ADVANTAGE	610		\$71,4100							
CONSTELLATION BRANDS INC (STZ)	84,860.10		89,142.30	0.36%	31,040.18		58,102.12	0.92%	811.20	
PCA LCC ADVANTAGE	390		228,5700		79.59					

Detail

**Consumer staples**

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit							
LAUDER ESTEE COS INC (EL)	63,663.30	510	64,892.40	0.27%	54,997.75	107.84	9,894.65	1.20%	775.20	
PCA LCC ADVANTAGE			127.2400							
PEPSICO INC (PEP)	58,260.00	500	59,960.00	0.25%	50,922.23	101.84	9,037.77	2.69%	1,610.00	402.50
PCA LCC ADVANTAGE			119.9200							
TYSON FOODS INC (TSN)	55,107.50	670	54,316.90	0.22%	45,941.38	68.57	8,375.52	1.49%	804.00	
CLASS A			81.0700							
PCA LCC ADVANTAGE										
<b>Total consumer staples</b>			<b>\$311,871.70</b>	<b>1.25%</b>	<b>\$205,455.98</b>		<b>\$106,415.72</b>	<b>1.80%</b>	<b>\$5,610.80</b>	<b>\$805.10</b>

**Energy**

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							
CONOCOPHILLIPS (COP)	\$35,616.00	700	\$38,423.00	0.16%	\$37,213.08	\$53.16	\$1,209.92	1.94%	\$742.00	
PCA LCC ADVANTAGE			\$54.8900							
HALLIBURTON CO (HAL)	35,930.80	860	42,028.20	0.17%	49,522.23	57.58	-7,494.03	1.48%	619.20	
PCA LCC ADVANTAGE			48.8700							
ROYAL DUTCH SHELL PLC (RDSA)	37,830.80	590	39,358.90	0.16%	36,095.82	61.18	3,263.08	4.80%	1,885.64	
ADR A			66.7100							
PCA LCC ADVANTAGE										
TOTAL S (TOT)	53,157.00	940	51,963.20	0.21%	45,725.64	48.64	6,237.56	4.28%	2,222.16	689.87
PCA LCC ADVANTAGE			55.2800							
TRANSCANADA CORP (HOLDING CO) (TRP)	34,101.30	710	34,534.40	0.14%	33,427.20	47.08	1,107.20	4.04%	1,395.15	348.68
PCA LCC ADVANTAGE			48.6400							
<b>Total energy</b>			<b>\$206,307.70</b>	<b>0.83%</b>	<b>\$201,983.97</b>		<b>\$4,323.73</b>	<b>3.33%</b>	<b>\$6,864.15</b>	<b>\$1,038.55</b>

*Detail*

**Financial**

Description (Symbol)	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
BANK NEW YORK MELLON CORP COM (BK)	\$37,770.60	890	\$42,618.20	\$37,770.60	0.15%	\$27,680.38	\$40.12	\$9,483.02	1.79%	\$662.40	
PCA LCC ADVANTAGE											
CITIGROUP INC (C)	46,055.00	610	\$74,410.00	45,390.10	0.19%	41,209.13	67.56	4,180.97	1.73%	780.80	
PCA LCC ADVANTAGE											
CITIZENS FINANCIAL GROUP (CFG)	61,864.00	1,520	\$41,980.00	63,809.60	0.26%	45,268.33	29.78	18,541.27	1.72%	1,094.40	
PCA LCC ADVANTAGE											
JPMORGAN CHASE & CO (JPM)	133,263.00	1,275	\$104,940.00	136,348.50	0.55%	26,609.25	20.87	109,739.25	2.10%	2,856.00	
PCA LCC ADVANTAGE											
MORGAN STANLEY (MS)	55,738.80	1,080	\$52,470.00	56,667.60	0.23%	36,092.84	33.42	20,574.76	1.91%	1,080.00	
PCA LCC ADVANTAGE											
PRICE T ROWE GROUP INC (TROW)	55,576.80	540	\$104,930.00	56,662.20	0.23%	45,378.76	84.04	11,283.44	2.18%	1,231.20	
PCA LCC ADVANTAGE											
S&P GLOBAL INC (SPGI)	66,192.00	400	\$169,400.00	67,760.00	0.28%	43,301.84	108.26	24,458.16	0.97%	656.00	
PCA LCC ADVANTAGE											
STATE STR CORP (STT)	62,931.00	660	\$97,610.00	64,422.60	0.26%	46,448.11	70.38	17,974.49	1.73%	1,108.80	277.20
PCA LCC ADVANTAGE											
SUNTRUST BANKS INC (STI)	64,834.76	1,052	\$64,590.00	67,948.68	0.28%	43,017.86	40.89	24,930.82	2.48%	1,683.20	
PCA LCC ADVANTAGE											
VISA INC (V)	54,043.20	480	\$114,020.00	56,729.40	0.23%	18,907.58	39.39	35,822.02	0.69%	374.40	
CLASS A SHARES											
PCA LCC ADVANTAGE											
<b>Total financial</b>				<b>\$650,902.28</b>	<b>2.62%</b>	<b>\$373,914.08</b>		<b>\$276,988.20</b>	<b>1.77%</b>	<b>\$11,527.20</b>	<b>\$277.20</b>

**Health care**

Description (Symbol)	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
ABBVIE INC (ABBV)											
PCA LCC ADVANTAGE											
AETNA INC NEW (AET)	420	420	\$96.7100	37,881.90	0.16%	12,934.06	61.59	24,947.84	1.11%	420.00	
PCA LCC ADVANTAGE											
AGILENT TECHNOLOGIES (IPO) (A)	54,007.20	780	\$69,700.00	52,236.60	0.22%	42,673.41	54.71	9,563.19	0.89%	464.88	116.22
PCA LCC ADVANTAGE											
<b>Total health care</b>											

*Detail*

**Health care**

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
			Current price per unit	Current						
AMGEN INC (AMGN)	66,750.80	380	66,082.00	173,9000	0.27 %	43,861.50	22,220.50	3.04 %	2,006.40	
PCA LCC ADVANTAGE						115.43				
BIOMER INC (BIIB)	61,212.30	190	60,528.30	318,5700	0.25 %	53,610.19	6,918.11			
PCA LCC ADVANTAGE						282.16				
JOHNSON & JOHNSON (JNJ)	39,012.40	280	39,121.60	139,7200	0.16 %	14,786.38	24,335.22	2.41 %	940.80	
PCA LCC ADVANTAGE						52.81				
PEIZER INC (PFE)	53,664.30	1,480	53,605.60	34,2200	0.22 %	51,862.31	1,743.29	3.76 %	2,012.80	
PCA LCC ADVANTAGE						35.04				
STRYKER CORP (SYK)	39,000.00	250	38,710.00	154,8400	0.16 %	32,790.68	5,919.32	1.22 %	470.00	117.50
PCA LCC ADVANTAGE						131.16				
THERMO FISHER SCIENTIFIC INC (TMO)	50,117.60	260	49,368.80	189,8800	0.20 %	34,573.71	14,795.09	0.32 %	156.00	39.00
PCA LCC ADVANTAGE						132.98				
UNITEDHEALTH GROUP INC (UNH)	61,605.90	270	59,524.20	220,4600	0.24 %	38,368.67	21,155.53	1.37 %	810.00	
PCA LCC ADVANTAGE						142.11				
<b>Total health care</b>			<b>\$497,677.20</b>		<b>2.00 %</b>	<b>\$365,779.78</b>	<b>\$131,897.42</b>	<b>1.70 %</b>	<b>\$8,473.68</b>	<b>\$272.72</b>

**Industrials**

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
			Current price per unit	Current						
BOEING CO (BA)	\$47,056.00	170	\$50,134.70	\$294,9100	0.21 %	\$44,901.60	\$5,233.10	2.32 %	\$1,162.80	
PCA LCC ADVANTAGE						\$264.13				
CUMMINS INC (CMI)	36,828.00	220	38,860.80	176,6400	0.16 %	33,751.29	5,109.51	2.45 %	950.40	
PCA LCC ADVANTAGE						153.42				
GENERAL DYNAMICS CORP (GD)	45,575.20	220	44,759.00	203,4500	0.18 %	30,892.43	13,866.57	1.66 %	739.20	
PCA LCC ADVANTAGE						140.42				
HONEYWELL INTL INC (HON)	43,668.80	280	42,940.80	153,3600	0.18 %	27,499.58	15,441.22	1.95 %	834.40	
PCA LCC ADVANTAGE						98.21				
ILLINOIS TOOL WORKS INC (ITW)	59,237.50	350	58,397.50	166,8500	0.24 %	32,788.45	25,609.05	1.87 %	1,092.00	273.00
PCA LCC ADVANTAGE						93.68				
NORTHROP GRUMMAN CORPORATION (NOC)	46,110.00	150	46,036.50	306,9100	0.19 %	24,050.60	21,985.90	1.31 %	600.00	
PCA LCC ADVANTAGE						160.34				



INSTITUTIONAL  
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885

December 1, 2017 - December 29, 2017

Detail

Industrials

Description (Symbol)	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							
PARKER HANNIFIN CORP (PH)	48,747.40	240	51,890.80	199,580.00	0.21%	4,189.49	161.13	9,996.61	1.33%	686.40	
PCALCC ADVANTAGE											
RAYTHEON COMPANY (RTN)	42,053.00	220	41,327.00	187,850.00	0.17%	27,999.24	127.27	13,327.76	1.70%	701.80	
PCALCC ADVANTAGE											
STANLEY BLACK & DECKER INC (SWK)	39,014.90	230	39,028.70	169,690.00	0.16%	37,789.74	164.30	1,238.96	1.49%	579.60	
PCALCC ADVANTAGE											
UNITED RENTALS INC (URI)	47,844.00	300	51,573.00	171,910.00	0.21%	33,730.98	112.44	17,842.02			
PCALCC ADVANTAGE											
<b>Total Industrials</b>			<b>\$464,948.80</b>		<b>1.87%</b>	<b>\$335,298.10</b>		<b>\$129,850.70</b>	<b>1.58%</b>	<b>\$7,346.60</b>	<b>\$273.00</b>

Information technology

Description (Symbol)	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							
TE CONNECTIVITY LTD (TEL)	\$66,108.00	700	\$66,528.00	\$95,040.00	0.27%	\$54,839.71	\$78.34	\$11,688.29	1.69%	\$1,120.00	
SEDOL B6287C3 ISIN CH0102993182											
PCALCC ADVANTAGE											
ALPHABET INC/CA-CL A (GOOGL)	124,340.40	120	126,408.00	1,053,400.00	0.51%	23,381.25	194.84	103,026.75			
PCALCC ADVANTAGE											
ANALOG DEVICES INC (ADI)	52,527.10	610	54,308.30	89,030.00	0.22%	49,961.50	81.90	4,346.80	2.03%	1,098.00	
PCALCC ADVANTAGE											
APPLE INC (AAPL)	178,724.00	1,040	175,999.20	169,230.00	0.71%	32,747.73	31.49	143,251.47	1.49%	2,620.80	
PCALCC ADVANTAGE											
APPLIED MATERIALS INC (AMAT)	42,216.00	800	40,896.00	51,120.00	0.17%	20,713.20	25.89	20,182.80	0.79%	320.00	
PCALCC ADVANTAGE											
CISCO SYSTEMS INC (CSCO)	30,686.00	820	31,406.00	38,300.00	0.13%	15,335.18	18.70	16,070.82	3.03%	951.20	
PCALCC ADVANTAGE											
FACEBOOK INC A (FB)	113,395.20	640	112,934.40	176,460.00	0.46%	70,120.52	109.56	42,813.88			
PCALCC ADVANTAGE											
INTEL CORP (INTC)	38,114.00	850	39,236.00	46,160.00	0.16%	29,949.04	35.26	9,266.96	2.37%	926.50	
PCALCC ADVANTAGE											
LAM RESEARCH CORP (LRCX)	40,389.30	210	38,654.70	184,070.00	0.16%	16,284.21	77.54	22,370.49	1.09%	420.00	105.00
PCALCC ADVANTAGE											

*Detail*

**Information technology**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
MICROSOFT CORP (MSFT)	49,239.45	585	50,040.90	85.5400	0.21 %	5,022.77	8.59	45,018.13	1.97 %	982.80	
TEXAS INSTRUMENTS INC (TXN)	70,048.80	720	75,196.80	104.4600	0.31 %	40,210.44	55.85	34,986.36	2.38 %	1,785.60	
PCA LCC ADVANTAGE											
<b>Total information technology</b>			<b>\$811,608.30</b>		<b>3.26 %</b>	<b>\$358,585.55</b>		<b>\$453,022.75</b>	<b>1.26 %</b>	<b>\$10,224.90</b>	<b>\$105.00</b>

**Materials**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BERRY GLOBAL GROUP INC (BERY)	\$57,976.90	970	\$56,909.90	\$58.6700	0.23 %	\$42,660.46	\$43.98	\$14,249.44			
PCA LCC ADVANTAGE											
DOWDUPONT INC (DWDPI)	56,848.40	790	56,263.80	71.2200	0.23 %	40,713.91	51.54	15,549.89	2.14 %	1,200.80	
PCA LCC ADVANTAGE											
SHERWIN-WILLIAMS CO (SHW)	39,942.00	100	41,004.00	410.0400	0.17 %	35,598.37	355.98	5,405.63	0.83 %	340.00	
PCA LCC ADVANTAGE											
<b>Total materials</b>			<b>\$154,177.70</b>		<b>0.62 %</b>	<b>\$118,972.74</b>		<b>\$35,204.96</b>	<b>1.00 %</b>	<b>\$1,540.80</b>	

**Real estate**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PROLOGIS INC (PLD)	\$68,216.90	1,030	\$64,445.30	\$64.5100	0.27 %	\$54,842.48	\$53.25	\$11,602.82	2.73 %	\$1,812.80	
PCA LCC ADVANTAGE											

**Telecommunication services**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
T-MOBILE US INC (TMUS)	\$37,863.40	620	\$39,376.20	\$63.5100	0.16 %	\$4,198.89	\$67.69	-\$2,592.69			
PCA LCC ADVANTAGE											

*Detail*

**Utilities**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AMERICAN WATER WORKS CO INC (AWK)	\$38,455.20	420	\$91,490.00	\$61,115.60	0.16 %	\$26,731.28	\$11,694.52	\$11,694.52	1.82 %	\$697.20	
PCA LCC ADVANTAGE	63,930.80	920	66,430.00		0.25 %	\$63.65	42,580.62		3.14 %	1,913.60	
WEC ENERGY GROUP INC (WEC)											
PCA LCC ADVANTAGE											
<b>Total utilities</b>			<b>\$99,541.40</b>		<b>0.40 %</b>	<b>\$45,266.26</b>	<b>\$54,275.14</b>	<b>\$54,275.14</b>	<b>2.62 %</b>	<b>\$2,610.80</b>	
<b>Total stocks</b>			<b>\$3,844,052.28</b>		<b>15.46 %</b>	<b>\$2,438,129.48</b>	<b>\$1,405,922.80</b>	<b>\$1,405,922.80</b>	<b>1.66 %</b>	<b>\$63,690.73</b>	<b>\$3,139.97</b>

**Etf - equity**

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
ISHARES CORE S&P 500 (IVV)	\$4,707,672.71	17,639	\$268,850.00	\$4,742,245.15	19.07 %	\$3,902,626.99	\$839,618.16	\$839,618.16	1.76 %	\$83,009.13	
21-75-073-4453885											
ISHARES RUSSELL MID-CAP (IWR)	2,485,592.85	11,999	2,497,351.87	208,130.00	10.05 %	1,492,918.50	1,004,433.37	1,004,433.37	1.52 %	37,868.84	
21-75-073-4453885											
VANGUARD FTSE ALL WORLD EX-US (VEU)	867,280.96	16,037	877,544.64	54,720.00	3.53 %	807,461.19	70,083.45	70,083.45	2.66 %	23,333.84	
21-75-073-4453885											
VANGUARD SMALL CAP (VBI)	1,142,456.84	7,724	1,141,607.20	147,800.00	4.60 %	1,040,574.96	101,032.24	101,032.24	1.35 %	15,409.38	
21-75-073-4453885											
<b>Total etf - equity</b>			<b>\$9,258,748.86</b>		<b>37.23 %</b>	<b>\$7,243,581.64</b>	<b>\$2,015,167.22</b>	<b>\$2,015,167.22</b>	<b>1.72 %</b>	<b>\$159,621.19</b>	



INSTITUTIONAL  
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885

December 1, 2017 - December 29, 2017

Detail

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	Current price per unit	Current		Avg. tax cost per unit	Unrealized gain/loss				
SEAFARER OVERSEAS GROWTH & (SIGIX)	785,749.92	\$789,806.15	\$789,806.15	\$13.6300	3.18 %	\$668,688.00	\$121,118.15	2.80 %	\$22,077.49	\$979.29	
INCOME INSTL CLASS FD # 11602	57,946.159					\$11.54					
21-75-073-4453885											
PNC INTERNATIONAL EQUITY FUND (PIUIX)	1,947,096.86	1,963,162.01	1,963,162.01	24.4400	7.90 %	948,138.46	1,015,023.55	0.77 %	15,020.92		
CLASS I FUND 409	80,325.778		24.4400			11.80					
21-75-073-4453885											
PNC SMALL CAP FUND (PPCIX)	1,111,842.17	993,649.33	993,649.33	23.9600	4.00 %	243,850.50	749,798.83	0.13 %	1,277.31		
CLASS I FUND #426	41,471.174		23.9600			5.88					
21-75-073-4453885											
T ROWE PRICE REAL ESTATE FUND (TRREX)	517,980.48	507,719.93	507,719.93	28.7000	2.05 %	426,697.04	81,022.89	2.72 %	13,798.66		
FD # 122	17,690.590		28.7000			24.12					
21-75-073-4453885											
<b>Total mutual funds - equity</b>			<b>\$4,254,337.42</b>		<b>17.11 %</b>	<b>\$2,287,374.00</b>	<b>\$1,966,963.42</b>	<b>1.23 %</b>	<b>\$52,174.38</b>	<b>\$979.29</b>	

Total equities

			<b>\$17,357,138.56</b>		<b>69.80 %</b>	<b>\$11,969,085.12</b>	<b>\$5,388,053.44</b>	<b>1.59 %</b>	<b>\$275,486.30</b>	<b>\$4,119.26</b>
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Alternative investments

Mutual funds - alternative invest

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Total tax cost		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current		Avg. tax cost per unit	Unrealized gain/loss				
AGR LONG-SHORT EQUITY-I (GLEIX)	755,790.21	\$695,647.75	\$695,647.75	\$13.8800	2.80 %	\$668,688.00	\$26,957.75	4.04 %	\$28,066.48		
21-75-073-4453885	50,118.714		\$13.8800			\$13.34					
ASG GLOBAL ALTERNATIVES FUND (GAFYX)	491,396.98	496,699.83	496,699.83	11.2400	2.00 %	482,117.00	14,582.83	0.75 %	3,689.90	3,689.90	
CL Y 21-75-073-4453885	44,190.376		11.2400			10.91					
<b>Total mutual funds - alternative invest</b>			<b>\$1,192,347.58</b>		<b>4.80 %</b>	<b>\$1,150,805.00</b>	<b>\$41,562.58</b>	<b>2.66 %</b>	<b>\$31,756.38</b>	<b>\$3,689.90</b>	



*Detail*

**Alternative investments**  
**Mutual funds - alternative invest**

Description (Symbol)	Market value last period Quantity	Current market value Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
<b>Total alternative investments</b>		<b>\$1,192,347.58</b>	<b>4.80 %</b>	<b>\$1,150,805.00</b>	<b>\$41,542.58</b>	<b>2.66 %</b>	<b>\$31,756.38</b>	<b>\$3,689.90</b>	
<b>Total portfolio</b>		<b>\$24,868,511.35</b>	<b>100.00 %</b>	<b>\$19,476,917.50</b>	<b>\$5,391,593.85</b>	<b>1.86 %</b>	<b>\$462,061.44</b>	<b>\$32,386.66</b>	

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – December 2017

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period December 1, 2017 through December 31, 2017.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment	
					Income	Form
12/01/17 - 12/31/17	31	Various	STAR Ohio	Various	3,177.02	Investment Pool
12/01/17 - 12/31/17	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
12/01/17 - 12/31/17	31	Various	PNC	Various	38.81	Sweep Money Market
12/01/17 - 12/31/17	31	Various	PNC	Various	2.83	Money Market
06/06/17 - 12/06/17	184	100,000	Federal National Mortgage Assn.	1.050%	525.00	Federal Agency
06/06/17 - 12/06/17	184	500,000	Federal Home Loan Bank	1.230%	3,075.00	Federal Agency
06/14/17 - 12/14/17	184	250,000	Federal Farm Credit Bank	1.300%	1,625.00	Federal Agency
06/28/17 - 12/28/17	184	250,000	Federal National Mortgage Assn.	1.200%	1,500.00	Federal Agency
06/23/17 - 12/23/17	184	500,000	Federal Home Loan Mortgage Corp.	1.000%	2,500.00	Federal Agency
06/28/17 - 12/28/17	184	500,000	Federal National Mortgage Assn.	1.250%	3,125.00	Federal Agency
06/29/17 - 12/29/17	184	500,000	Federal Farm Credit Bank	1.140%	2,850.00	Federal Agency
06/27/17 - 12/27/17	184	750,000	Federal National Mortgage Assn.	1.200%	4,500.00	Federal Agency
03/20/17 - 12/11/17	267	500,000	NATIXIS NY Branch	1.440%	5,320.00	Commercial Paper
06/10/17 - 12/10/17	184	500,000	Federal Home Loan Mortgage Corp.	2.000%	5,000.00	Federal Agency
04/07/17 - 12/29/17	267	1,000,000	JP Morgan Securities LLC	1.430%	10,566.12	Commercial Paper
06/30/17 - 12/14/17	168	1,000,000	Federal Farm Credit Bank	1.870%	8,518.89	Federal Agency
					\$ 52,323.67	Earned Interest December 2017
					\$ 581,183.39	Earned Interest Year To Date

## CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting  
January 18, 2018

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR DECEMBER 2017

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
Your Partner in HR Unconscious Bias Revealed Valley View, Ohio	12/7/2017	Crystal Brooks	22.50
Gardiner HVAC Technical Training Solon, Ohio	10/23/2017 - 10/26/2017	Derrick Brown	885.68
Lincoln Electric Gas Metal Arc Welding Cleveland, Ohio	11/27/2017 - 12/1/2017	Joe Bulejski	687.74
Lorain County Community College Virtual and Cloud Computing North Ridgeville, Ohio	10/28/2017 - 12/16/2017	Andrew Busch	793.33
Gardiner HVAC Technical Training Solon, Ohio	10/23/2017 - 10/26/2017	Gordon Cemey	939.61
Your Partner in HR Unconscious Bias Revealed Valley View, Ohio	12/7/2017	Madeline Corchado	22.50
M.I.T. Media Lab Open Leadership Camp Cambridge, Massachusetts	11/29/2017 - 12/1/2017	Timothy Diamond	520.00
Northern Ohio Technical Services Librarians Fall Meeting Parma, Ohio	12/11/2017	Dale Dickerson	50.00
Northern Ohio Technical Services Librarians Fall Meeting Parma, Ohio	12/11/2017	Yeshen Dugarova-Montgomery	50.00
Northeast Ohio Regional Library System How to Facilitate a Presentation and Not Lose Your Audience Twinsburg, Ohio	11/16/2017	Maria Estrella	26.22
Internet Archive Archive It Conference San Francisco, California	11/2/2017 - 11/4/2017	Chatham Ewing	881.40
Dover Public Library Interactive Literacy Workshop Dover, Ohio	12/13/2017	Patricia Fullmer	50.00
Gardiner HVAC Technical Training Solon, Ohio	10/23/2017 - 10/26/2017	Arjuna Hakim	870.91
Northern Ohio Technical Services Librarians Fall Meeting Parma, Ohio	12/11/2017	Celia Halkovich	74.08

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northern Ohio Technical Services Librarians Fall Meeting Parma, Ohio	12/11/2017	Perry Huang	50.00
Case Western Reserve University Measuring Outcomes That Drive Your Work Cleveland, Ohio	12/1/2017	Amiya Hutson	19.83
Public Library Association Leadership Academy Chicago, Illinois	12/4/2017 - 12/8/2017	Amiya Hutson	850.01
Northern Ohio Technical Services Librarians Fall Meeting Parma, Ohio	12/11/2017	Dawn Grattino	50.00
Cleveland Society for Human Resource Management How to Create User Adoption of HR Software Applications Cleveland, Ohio	11/17/2017	Dawntae Jackson	20.00
Your Partner in HR Unconscious Bias Revealed Valley View, Ohio	12/7/2017	Dawntae Jackson	22.50
Your Partner in HR Unconscious Bias Revealed Valley View, Ohio	12/7/2017	Cedric Johns	22.50
Bureau of Educational Research What's New in Young Adult Literature Independence, Ohio	11/17/2017	Cynthia Lombardo	259.00
Northeast Ohio Regional Library System A Day for Circulation Staff Avon Lake, Ohio	11/15/2017	Marla McConnell	15.00
Ohio Library Council Managing Space, Managing Expectations Cleveland, Ohio	12/7/2017	Corina Mesenger	20.00
American Payroll Association Chapter Meeting Independence, Ohio	12/7/2017	Ronelle Miller-Hood	30.00
Microsoft SharePoint Fest Chicago, Illinois	12/6/2017 - 12/9/2017	Nancy Mocsiran	613.91
Northeast Ohio Regional Library System Record Retention and Sunshine Laws Twinsburg, Ohio	11/17/2017	Nancy Mocsiran	15.00
Dover Public Library Interactive Literacy Workshop Dover, Ohio	12/13/2017	Sandra Nosse	50.00
Northeast Ohio Regional Library System A Day for Circulation Staff Avon Lake, Ohio	11/15/2017	Lindsay Palma	32.23
Your Partner in HR Unconscious Bias Revealed Valley View, Ohio	12/7/2017	Toni Parker	22.50

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Your Partner in HR Unconscious Bias Revealed Valley View, Ohio	12/7/2017	Harriette Parks	22.50
Bureau of Educational Research What's New in Young Adult Literature Independence, Ohio	11/17/2017	Ronald Roberts	259.00
Your Partner in HR Unconscious Bias Revealed Valley View, Ohio	12/7/2017	Luigi Russo	22.50
Lincoln Electric Gas Metal Arc Welding Cleveland, Ohio	11/27/2017 - 12/1/2017	Justin Samsa	616.32
Northern Ohio Technical Services Librarians Fall Meeting Parma, Ohio	12/11/2017	Barbara Satow	50.00
Ohio Library Council Leadership Conference Columbus, Ohio	11/9/2017	Barbara Satow	171.96
Ohio Digitization Interest Group November Meeting Columbus, Ohio	11/15/2017	Rachel Senese	145.52
M.I.T. Media Lab Open Leadership Camp Cambridge, Massachusetts	11/29/2017 - 12/1/2017	Felton Thomas	1,145.37
Northeast Ohio Regional Library System Record Retention and Sunshine Laws Twinsburg, Ohio	11/17/2017	Ann Marie Wieland	15.00
Your Partner in HR Unconscious Bias Revealed Valley View, Ohio	12/7/2017	Zeta Wilkins	22.50
Northern Ohio Technical Services Librarians Fall Meeting Parma, Ohio	12/11/2017	Erin Valentine	33.22
<b>TOTAL</b>			<b>\$10,470.34</b>

**SUMMARY**

FUND	DECEMBER	YEAR TO DATE
General	\$5,485.50	\$64,152.31
Founders Fund	881.40	881.40
Lockwood Thompson	3,310.11	20,462.62
Library for the Blind and Physically Disabled	0.00	2,491.71
CLEVNET	793.33	10,829.46
<b>TOTAL</b>	<b>\$10,470.34</b>	<b>\$98,817.50</b>

REPORT D

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
January 18, 2018

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD  
OCTOBER 1 THROUGH DECEMBER 31, 2017

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>
10/06/17	Software	IT/CLEVNET	Librarica	9,860.29
11/03/17	Equipment	Security	Motorola Solutions	6,502.00
11/17/17	Software	IT/CLEVNET	Network Dynamics	16,698.00
11/17/17	Book Jackets	Materials Processing	Kapco	6,564.97
11/17/17	Rock Salt	Prop Mgmt.	Kurtz Bros	5,157.18
12/15/17	New Workstations	OPS	Ohio Desk	14,322.08
12/15/17	Hard Drives	IT/CLEVNET	Business Smarts	7,230.88
12/22/17	Equipment	Tech Central	B & H Photo Video	13,164.00
12/22/17	Equipment	Digital Library	CCS Content Conversion	8,955.00
12/29/17	Computer Hardware	IT/CLEVNET	Business Smarts	24,600.00
12/31/17	Maintenance Supplies	Prop Mgmt.	Graybar	5,627.17
12/31/17	Gas for Vehicles	Prop Mgmt.	BP Oil Co.	13,949.25

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

REPORT E

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
January 18, 2018

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD  
OCTOBER 1 THROUGH DECEMBER 31, 2017

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>
12/08/17	Database Subscriptions	IT/CLEVNET	InfoGroup	181,967.00
12/15/17	Database Subscriptions	IT/CLEVNET	OhioNet	76,950.00
12/29/17	Database Subscriptions	Main Library	West Publishing	29,916.00

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
10/27/17	Computer Maintenance	IT/CLEVNET	SirsiDynix	483,436.86
10/27/17	Computer Maintenance	IT/CLEVNET	CentraComm	184,850.00
11/10/17	Computer Hardware	IT/CLEVNET	Network Dynamics	78,820.00
12/01/17	Computer Maintenance	IT/CLEVNET	SirsiDynix	46,000.00

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

REPORT FCLEVELAND PUBLIC LIBRARY

**Board Meeting**  
January 18, 2018

**FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,  
NASH, SMOAK & STEWART, PC. ("Ogletree")  
OCTOBER 1 THROUGH DECEMBER 31, 2017**

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	\$ 26,876.72
General Labor & Miscellaneous Matters	2,172.50
EEOC	12,769.50
4th Quarter Total	<u>\$ 41,818.72</u>
Year to Date Total	<u>\$ 159,867.63</u>



REPORT GCLEVELAND PUBLIC LIBRARY

**Board Meeting**  
January 18, 2018

REPORT ON BRAVO WELLNESS INCENTIVE PROGRAM

In accordance with the Board resolution adopted on September 15, 2016, in January 2018, the Fiscal Officer shall report to the Board the following for approval:

2017 Wellness Participant Results:	
No Points/Nonparticipating	42
One Point	10
Two Points	39
Three Points	116
Four Points	147
Five Points	99
Total on MMO Insurance	<u>453</u>
Total number of employees participating in the health screenings	438

## CLEVELAND PUBLIC LIBRARY

Board Meeting  
January 18, 2018

This is the final report

The total project closed under budget by \$697,230

\$350,643.70 was not used in the Owner's Contingency Fund, Furniture Allowance and Brett Hall Exhibit; and \$117,768.30 was not used in the GMP

In accordance with the Board resolution adopted on November 19, 2015 and amended on December 17, 2015, a report to the Board of Trustees on expenditures made from the Owner's Contingency Fund resulting from changes and additions to the Project that have already been made by the Library, and will be made in the future, and which are not included in the GMP (1); and change orders with Higley for Additional Work, any change order in excess of \$50,000 would be submitted to the Board for approval, which increase the GMP (2), is hereby submitted:

## For the Period Ending November 30, 2017

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
						\$250,000.00 (1)
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86	
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	-	9,708.00	
3/29/2016		151965-1	Add'l repairs needed that were covered on (2) smaller rugs by bookcases	-	810.00	
12/31/2015	Barrie Projects, LLC	151998	To assist in the transformation of Brett Hall into a state-of-the-art gallery facility	-	20,000.00	
3/1/2016	Barrie Projects, LLC	151998-1	1st Amendment-work with design and fabrication to assure timely delivery, fabrication and installation of exhibit systems in Brett Hall..	-	25,000.00	
2/24/2016	The Ohio Desk Company	160447	Thread Power Distribution System	-	30,305.19	
6/28/2016	Plantscaping	161103	Indoor plants	-	71,408.04	
9/16/2016	Ohio Desk	161414	Recover Lending chairs	-	816.56	
9/16/2016	IPS	161419	People Counting, 3 entrances at Main	-	12,474.26	
9/29/2016	Ohio Desk	161465	Partitions to reconfigure OPS LSW2	-	16,730.31	
9/30/2016	Karen Skunta & Company	161479	Design and installation of the Andrew J. Venable, Jr. exhibit	-	10,685.00	
1/17/2017	Karen Skunta & Company	170256	LSW Self Check Out Sign	-	650.00	
				-	232,210.22	
					<b>Available Balance</b>	<b>\$17,789.78</b>

\$250,000.00 (2)

<u>Date</u>	<u>Change Order</u>	<u>PO</u>	<u>Description</u>	<u>Amount</u>	
2/5/2016	1	151476	AV owner increase	11,789.38	
2/5/2016	2	151476	Added power in Security	741.47	
2/5/2016	3	151476	Added door hardware in Security	1,425.34	
2/5/2016	4	151476	Added millwork	1,900.47	
2/25/2016	8	151476	Roof Access Ladder	5,719.84	
2/25/2016	9	151476	Millwork and Security Desk	2,823.56	
3/3/2016	7	151476	Millwork Shops Revisions	5,096.51	
3/3/2016	11	151476	New door frame	508.32	
3/22/2016	14	151476	Added under counter organizer	988.36	
4/13/2016	15	151476	New security desk for LSW	38,650.59	
4/13/2016	16	151476	Design assist adds	66,771.46	App'd by Board 3/29/16
4/13/2016	17	151476	Electrical work for th Thread system	5,154.66	
4/22/2016	18	151476	Paint tickets	1,108.81	
4/22/2016	19	151476	Extra wall protection	7,415.25	
4/22/2016	20	151476	Water pump move Extra time for Owner adds	5,233.09	
4/22/2016	21	151476	Extend contract 30 days Power and lighting for	-	
5/3/2016	22	151476	Welcome Room	7,528.96	
6/6/2016	23	151476	Added wayfinding signs	3,990.53	
6/19/2019	24	151476	Added sink on LSW 2	7,199.80	
				<b>Available Balance</b>	<b>\$75,953.60</b>
<b>Executed Guaranteed Maximum Price (GMP) - Approved by the Board 11/19/15:</b>				<b>\$</b>	<b>3,356,247.00</b>
<b>Change Orders paid from Contingency Fund</b>				<b>\$</b>	<b>174,046.40</b> 5.19%
<b>Updated GMP as of June 30, 2016:</b>				<b>\$</b>	<b><u>3,530,293.40</u></b>

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

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

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

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
4/26/2016	Benchmark Craftsman, Inc.	160768	Exhibit Furniture for Brett Hall	-	167,870.00	
3/8/2017	Benchmark Craftsman, Inc.	170506	Movable Wall Storage for Brett Hall	-	17,962.00	
				-	185,832.00	
				<b>Available Balance</b>	<b>\$114,168.00</b>	

## CLEVELAND PUBLIC LIBRARY

## Board Meeting

January 18, 2018

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:

<b>For the Period Ending December 31, 2017</b>					<b>Owner's Contingency and Permit Fund</b>		<b>\$76,288.69</b>
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>		
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00		
				\$ -	\$ 3,280.00		
<b>Owner's Contingency and Permit Fund Available Balance</b>							<b>\$73,008.69</b>
<b>Safe, Warm and Dry Construction Initiative Budget</b>					<b>\$5,000,000.00</b>		
				<u>Encumbered</u>	<u>Expended</u>		
URS Corporation - Asbestos Survey and Testing				\$ 14,221.79	\$ 33,728.21		
Osborn Engineering Company - Professional Architectural and Engineering Services				145,532.80	304,397.20		
Regency Construction Services, Inc. - Construction Manager at Risk				4,416,704.81	9,126.50		
Direct Expenditures paid from Contingency Fund				-	3,280.00		
				\$ 4,576,459.40	\$ 350,531.91		
<b>Available Budget as of 12/31/2017</b>							<b>\$73,008.69</b>

CLEVELAND PUBLIC LIBRARY  
Regular Employment Report  
12/01/2017 TO 12/31/2017

EXHIBIT 9

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
<b>RESIGNATIONS</b>			
ABOUSERHAL, KATHERINE A	Jefferson	PAGE	12/07/2017
MITCHELL, ANDREA	Literature	PAGE	12/14/2017
WILLIAMS, SHENELL R	Harvard Lee	PAGE	12/21/2017

**CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 12/01/2017 TO 12/31/2017**

<b>EMPLOYEE:</b>	ASHPIS, ARI B	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	12/03/2017
<b>JOB TITLE:</b>	LIBRARY ASST SUBSTITUTE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	23.44
<b>LOCATION:</b>	BRANCH SUBSTITUTES	<b>SALARY:</b>	22,401.08		

<b>EMPLOYEE:</b>	LATEEF, JALILURAHMAN A	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	12/03/2017
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	10.20
<b>LOCATION:</b>	SHELF OFFICE	<b>SALARY:</b>	0.00		

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 12/01/2017 TO 12/31/2017**

**EMPLOYEE:** AUSTIN, BEVERLY R                      **CURRENT GRADE:** H **EFFECTIVE DATE**  
**JOB TITLE:** CHILDRENS LIBRARIAN              **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	54,395.12	53,328.34	TRANSFER
SALARY AFFECTS BASE W	53,328.34	55,754.92	

**EMPLOYEE:** CANAN, MELISSA K                      **CURRENT GRADE:** H **EFFECTIVE DATE**  
**JOB TITLE:** TECHCENTRAL COORDINATOR      **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	43,510.48	53,857.70	PROMOTION
SALARY AFFECTS BASE W	53,857.70	55,204.24	

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

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	23.10	22.65	TRANSFER
SALARY AFFECTS BASE W	22.65	23.68	

**EMPLOYEE:** CSIA, ANDREA                      **CURRENT GRADE:** H **EFFECTIVE DATE**  
**JOB TITLE:** CHILDRENS LIBRARIAN              **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	54,395.12	53,328.34	TRANSFER
SALARY AFFECTS BASE W	53,328.34	55,754.92	

EMPLOYEE: HAMMOND, CRYSTAL C      CURRENT GRADE: B EFFECTIVE DATE  
 JOB TITLE: BRANCH CLERK      CURRENT STEP: 2 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
TRANSFER	34,298.42	33,625.80	TRANSFER
SALARY AFFECTS BASE W	33,625.80	35,155.90	

EMPLOYEE: KOTAR, NATALIE      CURRENT GRADE: Z EFFECTIVE DATE  
 JOB TITLE: PAGE      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
TRANSFER	9.95	9.95	TRANSFER
SALARY AFFECTS BASE W	9.95	10.20	

EMPLOYEE: LEVERT, WILLIAM M      CURRENT GRADE: Z EFFECTIVE DATE  
 JOB TITLE: PAGE      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
TRANSFER	9.95	9.95	TRANSFER
SALARY AFFECTS BASE W	9.95	10.20	

EMPLOYEE: PEREZ, SUZI      CURRENT GRADE: H EFFECTIVE DATE  
 JOB TITLE: TECHCENTRAL COORDINATOR      CURRENT STEP: 1 FOR GRADE/STEP

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	43,510.48	53,857.70	PROMOTION
SALARY AFFECTS BASE W	53,857.70	55,204.24	



## CLEVELAND PUBLIC LIBRARY

REPORT J

Human Resources Committee Report  
 Meeting Date: January 18, 2018  
 Report Period: December 2017

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

<b>MONTH</b>	<b>2016 SICK LEAVE HOURS USED</b>	<b>2017 SICK LEAVE HOURS USED</b>	<b>2017 TOTAL HOURS</b>
January	3,679.06	3,694.16	96,216.46
February	4,071.17	4,134.06	91,563.99
March	3,109.32	3,876.96	90,793.59
April	3,657.15	3,739.41	92,542.91
May	3,883.60	3,819.00	93,774.06
June *	2,939.22	5,529.04	139,682.85
July	5,035.66	3,388.19	93,946.72
August	3,271.22	3,775.11	95,341.73
September	3,728.05	3,806.95	94,438.79
October	3,447.60	3,946.00	93,472.79
November	3,861.75	3,767.85	94,154.69
December *	5,835.93	6,026.33	141,014.78

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY  
December 1, 2017 - December 31, 2017  
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT  
FULL/PART-TIME EMPLOYEES**

**REPORT K**

**Human Resources Committee Report**

January 18, 2018

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	79	23	11	2			24	15	4				
Professionals	72	13	1		1		35	12	6	4			
Technicians	21	13	2	1			3	1	1				
Protective Service	32	10	14	3			1	4					
Para-Professionals	139	30	29	2	2		39	29	7	1			
Administrative Support	276	34	50	5	1		43	103	13	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	48	9	33	1			1	3	1				
<b>Grand Total</b>	<b>656</b>	<b>139</b>	<b>144</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>146</b>	<b>168</b>	<b>32</b>	<b>7</b>	<b>0</b>	<b>1</b>	<b>0</b>

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

# Insurance Report for the Month of December 2017

Human Resources Committee Report  
January 18, 2018

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	5	5	10
<b>Essential</b>	41	9	50
<b>Standard</b>	248	146	394
<b>Standard with OAD</b>		1	1
<b>Total MMO</b>			455
<b>Dental Insurance</b>	299	187	486
<b>Vision Employee</b>			262
<b>Vision Children</b>			38
<b>Vision Spouse</b>			51
<b>Vision Family</b>			81
<b>Total Vision</b>			432
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>
			0

**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR DEC 2017**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	100,752	105,759	504	529	1,280,659	1,385,667	-7.6%
Branches	200,040	237,404	948	1,120	2,593,390	3,077,500	-15.7%
Mobile Units	1,782	1,793			35,408	22,257	59.1%
Library for the Blind	36,363	43,504			472,566	562,214	-15.9%
OLBPD BARD	10,054	12,827			129,317	140,005	-7.6%
eMedia	35,863	30,243			404,302	359,266	12.5%
<b>TOTAL CIRCULATION</b>	<b>384,854</b>	<b>431,530</b>			<b>4,915,642</b>	<b>5,546,909</b>	<b>-11%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
eBook	20,947	18,653	237,364	205,439	15.5%
eAudiobook	12,875	8,594	139,784	108,197	29.2%
eMusic	358	1,342	5,749	6,192	-7.2%
eVideo	564	768	6,823	7,037	-3.0%
eMagazines	1,119	886	14,582	32,401	-55.0%
<b>TOTAL eCIRCULATION</b>	<b>35,863</b>	<b>30,243</b>	<b>404,302</b>	<b>359,266</b>	<b>12.5%</b>

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2017	2016	2017	2016	
Main Library	107	50 minutes	115,619	126,212	90,198	97,777	-7.8%
Branches	569	40 minutes	816,752	924,816	550,346	626,427	-12.1%
<b>TOTAL USAGE</b>	<b>676</b>		<b>932,371</b>	<b>1,051,028</b>	<b>640,544</b>	<b>724,204</b>	<b>-11.6%</b>

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

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
<b>TOTAL SESSIONS</b>	<b>176,336</b>	<b>111,028</b>	<b>1,858,415</b>	<b>1,080,093</b>	<b>72.1%</b>

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	30,068	33,680	150	168	444,807	449,613	-1%
Branches	154,279	173,964	731	821	2,223,600	2,518,436	-12%
<b>TOTAL VISITS</b>	<b>184,347</b>	<b>207,644</b>			<b>2,668,407</b>	<b>2,968,049</b>	<b>-10.1%</b>

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR DEC 2017

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEANET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEANET Systems	g Total Circulation (e+f)
Addison	4,521	472	525	939	6,457	325	6,782
Brooklyn	2,657	214	281	502	3,654	333	3,987
Carnegie West	6,828	567	1,206	1,541	10,142	868	11,010
Collinwood	3,236	368	371	892	4,867	379	5,246
East 131st	2,578	267	328	434	3,607	214	3,821
Eastman	8,332	666	884	1,429	11,311	1,630	12,941
Fleet	6,239	445	692	1,220	8,596	608	9,204
Fulton	6,230	410	482	854	7,976	715	8,691
Garden Valley	2,194	104	112	237	2,647	198	2,845
Glenville	3,357	223	266	474	4,320	319	4,639
Harvard-Lee	4,886	362	550	847	6,645	663	7,308
Hough	3,126	657	243	498	4,524	238	4,762
Jefferson	2,567	388	974	1,142	5,071	560	5,631
Langston Hughes	3,924	301	391	569	5,185	380	5,565
Lorain	3,955	366	464	824	5,609	448	6,057
Martin Luther King, Jr.	2,397	298	521	865	4,081	406	4,487
Memorial-Nottingham	5,530	599	899	1,575	8,603	915	9,518
Mt. Pleasant	1,719	313	219	360	2,611	194	2,805
Rice	6,066	439	549	864	7,918	474	8,392
Rockport	7,961	664	1,116	1,828	11,569	1,225	12,794
South	4,856	544	488	803	6,691	395	7,086
South Brooklyn	8,641	735	1,332	2,135	12,843	1,401	14,244
Sterling	3,177	269	287	417	4,150	228	4,378
Union	2,523	231	190	362	3,306	257	3,563
Walz	7,133	674	1,200	1,675	10,682	952	11,634
West Park	8,054	1,089	2,023	3,184	14,350	1,669	16,019
Woodland	4,721	446	410	713	6,290	341	6,631
<b>TOTAL</b>	<b>127,408</b>	<b>12,111</b>	<b>17,003</b>	<b>27,183</b>	<b>183,705</b>	<b>16,335</b>	<b>200,040</b>

CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR DEC 2017

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	6,782	8,477	86,379	101,419	-15,040	-15%
Brooklyn	3,987	4,699	52,776	65,510	-12,734	-19%
Carnegie West	11,010	11,689	137,434	146,365	-8,931	-6%
Collinwood	5,246	5,916	62,900	82,789	-19,889	-24%
East 131st	3,821	3,890	45,036	48,829	-3,793	-8%
Eastman	12,941	16,306	180,473	226,088	-45,615	-20%
Fleet	9,204	11,730	115,355	141,271	-25,916	-18%
Fulton	8,691	11,473	124,556	161,960	-37,404	-23%
Garden Valley	2,845	3,429	37,459	41,403	-3,944	-10%
Glenville	4,639	5,531	62,464	71,700	-9,236	-13%
Harvard-Lee	7,308	9,172	89,276	108,056	-18,780	-17%
Hough	4,762	4,568	51,490	58,685	-7,195	-12%
Jefferson	5,631	6,784	74,916	82,825	-7,909	-10%
Langston Hughes	5,565	7,257	73,011	80,797	-7,786	-10%
Lorain	6,057	7,561	81,754	106,911	-25,157	-24%
Martin Luther King, Jr.	4,487	6,430	63,865	97,004	-33,139	-34%
Memorial-Nottingham	9,518	10,868	127,723	147,556	-19,833	-13%
Mt. Pleasant	2,805	3,304	39,059	45,614	-6,555	-14%
Rice	8,392	10,157	109,544	126,498	-16,954	-13%
Rockport	12,794	16,021	180,751	202,054	-21,303	-11%
South	7,086	7,924	85,866	100,821	-14,955	-15%
South Brooklyn	14,244	16,031	178,078	209,087	-31,009	-15%
Sterling	4,378	4,603	49,849	55,107	-5,258	-10%
Union	3,563	4,504	47,723	68,373	-20,650	-30%
Walz	11,634	12,382	149,395	162,094	-12,699	-8%
West Park	16,019	17,674	200,895	235,179	-34,284	-15%
Woodland	6,631	9,024	85,363	103,505	-18,142	-18%
<b>TOTAL</b>	<b>200,040</b>	<b>237,404</b>	<b>2,593,390</b>	<b>3,077,500</b>	<b>-484,110</b>	<b>-16%</b>

CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE DEC 2017

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	4,106	4,791	60,211	63,704	-3,493	-5%
Brooklyn	2,850	3,190	43,043	47,569	-4,526	-10%
Carnegie West	8,483	9,798	107,785	122,842	-15,057	-12%
Collinwood	4,091	5,530	66,780	87,695	-20,915	-24%
East 131st	6,675	5,234	86,016	85,552	464	1%
Eastman	8,171	8,644	118,387	126,228	-7,841	-6%
Fleet	7,034	8,487	105,435	118,577	-13,142	-11%
Fulton	5,595	6,566	85,714	100,576	-14,862	-15%
Garden Valley	3,451	3,062	43,661	49,739	-6,078	-12%
Glenville	4,532	4,548	59,998	73,488	-13,490	-18%
Harvard-Lee	6,677	6,308	92,044	90,783	1,261	1%
Hough	6,240	5,368	85,117	84,588	529	1%
Jefferson	4,533	3,705	58,264	62,903	-4,639	-7%
Langston Hughes	5,713	7,239	82,558	93,911	-11,353	-12%
Lorain	5,676	5,333	77,254	82,937	-5,683	-7%
Martin Luther King, Jr.	5,087	6,780	72,756	93,191	-20,435	-22%
Memorial-Nottingham	3,042	3,950	64,871	68,682	-3,811	-6%
Mt. Pleasant	3,358	3,908	48,421	63,524	-15,103	-24%
Rice	8,694	10,405	127,143	138,261	-11,118	-8%
Rockport	6,570	7,699	96,452	119,422	-22,970	-19%
South	4,322	5,868	66,931	75,395	-8,464	-11%
South Brooklyn	5,484	12,052	120,438	172,095	-51,657	-30%
Sterling	7,582	8,171	102,649	121,163	-18,514	-15%
Union	5,240	4,802	63,664	70,096	-6,432	-9%
Walz	6,693	7,636	96,409	103,871	-7,462	-7%
West Park	6,183	6,870	86,837	108,273	-21,436	-20%
Woodland	8,197	8,020	104,762	93,371	11,391	12%
<b>TOTAL</b>	<b>154,279</b>	<b>173,964</b>	<b>2,223,600</b>	<b>2,518,436</b>	<b>-294,836</b>	<b>-12%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS DEC 2017**

Branch	Total Circulation	Attendance	Branch	Population 2010	Population 2000
1 West Park	16,019	8,694	1 South Brooklyn	32,043	34,217
2 South Brooklyn	14,244	8,483	2 West Park	27,814	29,398
3 Eastman	12,941	8,197	3 Fleet*	26,727	34,598
4 Rockport	12,794	8,171	4 Eastman	23,674	25,873
5 Walz	11,634	7,582	5 Rockport	19,896	21,467
6 Carnegie West	11,010	7,034	6 Fulton	19,647	22,575
7 Memorial-Nottingham	9,518	6,693	7 Rice	19,462	25,893
8 Fleet	9,204	6,677	8 Memorial-Nottingham	19,271	22,598
9 Fulton	8,691	6,675	9 Harvard-Lee	17,655	21,246
10 Rice	8,392	6,570	10 Walz	16,063	18,497
11 Harvard-Lee	7,308	6,240	11 Collinwood	14,769	19,377
12 South	7,086	6,183	12 Langston Hughes	14,439	21,224
13 Addison	6,782	5,713	13 Glenville	14,006	20,302
14 Woodland	6,631	5,676	14 Addison	13,603	19,263
15 Lorain	6,057	5,595	15 East 131st	13,025	18,001
16 Jefferson	5,631	5,484	16 Mt. Pleasant	12,792	17,155
17 Langston Hughes	5,565	5,240	17 Lorain	12,588	14,589
18 Collinwood	5,246	5,087	18 Martin Luther King, Jr.	12,392	15,483
19 Hough	4,762	4,533	19 Carnegie West	10,487	11,716
20 Glenville	4,639	4,532	20 Union	8,416	12,603
21 Martin Luther King, Jr.	4,487	4,322	21 Sterling	8,267	8,712
22 Sterling	4,378	4,106	22 Woodland	7,946	7,213
23 Brooklyn	3,987	4,091	23 South	6,325	7,729
24 East 131st	3,821	3,451	24 Hough	5,667	7,845
25 Union	3,563	3,358	25 Brooklyn	5,524	6,430
26 Garden Valley	2,845	3,042	26 Jefferson	3,515	3,987
27 Mt. Pleasant	2,805	2,850	27 Garden Valley	2,310	3,220
	200,040	154,279	28 Broadway*	388,323	473,177

\*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 DEC 2017**

**OTHER TRANSACTIONS**

Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
CLEVNET	56,703	63,908	732,127	855,560	-14%
MORE**	0	308	1,794	4,587	-61%
Other Libraries	454	444	5,474	5,539	-1%
<b>TOTAL</b>	<b>57,157</b>	<b>64,660</b>	<b>739,395</b>	<b>865,686</b>	<b>-15%</b>

\*Totals included in Main Library and Branch circulation counts  
\*\*MORE discontinued as of 5/31/2017

**ANALYSIS OF MAIN LIBRARY  
REFERENCE QUESTION LOAD**

Projected	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Mail and Email Reference	12,837	9,936	188,521	230,819	-18%
Interlibrary Loan Requests	267	346	4,549	2,893	57%
<b>TOTAL</b>	<b>14,006</b>	<b>11,034</b>	<b>204,773</b>	<b>243,838</b>	<b>-16%</b>

**CHANGES IN PERMANENT  
COLLECTION**

New Titles Added	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Total Items Added	4,143	4,378	53,343	64,161	-17%
	20,900	19,654	252,986	270,838	-7%

**HOURS OPEN**

Main Library Branches	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
	200	200	2,424	2,416	0%
	5,697	5,724	69,356	69,192	0%

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

Downloads Users	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
	10,054	12,827	129,317	140,005	-8%
	612	631	7,023	7,695	-9%

Included in circulation activity