

CLEVELAND PUBLIC LIBRARY  
Minutes of the Regular Board Meeting  
September 21, 2017  
Trustees Room                    Louis Stokes Wing  
12:00 Noon

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

Absent: None

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 6/15/17 Regular Board Meeting and 8/18/17 Special Board Meeting. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

**PRESENTATION - Kent State University's Cleveland Urban Design Collaborative**

*CPL150 Community Vision Plan Group 2 Report, Group 3 Report, and Summary Report: 2014-2017*

Timothy Diamond, Chief Knowledge Officer, introduced David Jurca, Associate Director and Kristen Zeiber, Urban Designer and Project Manager, Kent State University's Cleveland Urban Design Collaborative (CUDC). We have been working with CUDC since 2014 on the Library's CPL150 Community Vision Plan.

This is a project that came out of the Library's Strategic Plan as we sought to answer the question: "What should the Library's neighborhood presence look like in 2019 when we celebrate 150 years of service to the people of Cleveland?"

To answer that question, we knew that we had to engage our community in substantive conversations about our service model, the changing demographics of our city, our fiscal situation and the condition of our buildings. The Trustees charged Library staff to come up with a "comprehensive, thoughtful process" to achieve this

REGULAR BOARD  
MEETING OF  
6/15/17; and  
SPECIAL BOARD  
MEETING OF  
8/18/17  
Approved

goal. To help us design a comprehensive and thoughtful process, we hired CUDC, a well-respected, non-profit, urban design practice that is committed to a sustainable vibrant inclusive urban future. They have a deep knowledge of Cleveland's neighborhoods and nearly 20 years of public engagement and physical urban design projects.

This project focused on 13 branches broken down into three groups. The Group 1 report was completed in 2015. Mr. Jurca presented their findings and recommendations to the CPL150 Ad Hoc Committee of the Library Board on June 23, 2015. As a result of that report, the South Branch Renovation Project is now underway. Today, David Jurca and Kristen Zeiber are here to formally present to the Board the final reports for Group 2 and Group 3 as well as a summary report for the entire project.

Because of today's full Board Meeting agenda, CUDC is willing to present this report in more detail at a future Board Work Session.

Ms. Zeiber gave an overview of the process and identified the three Groups:

- Group 1: South, Sterling, Woodland and Fleet branches
- Group 2: Brooklyn, South Brooklyn, East 131<sup>st</sup> Street, Mount Pleasant branches
- Group 3: Eastman, Hough, Union, Walz and West Park branches

Ms. Zeiber acknowledged Library staff and branch managers and thanked them for their assistance.

Ms. Zeiber showed an infographic that illustrated the library branch network and noted that patrons consider CPL staff as the number one asset at each branch.

Ms. Zeiber explained the three phases used in the process:

- Phase 1: Existing Conditions
- Phase 2: Gather Community Priorities
- Phase 3: Develop Recommendations



Ms. Zeiber shared additional information contained in the report, including:

- Advisory Committee Members
- Public Meeting Attendees
- Open House Attendees
- Focus Group Participants
- Survey Results

Ms. Zeiber stated that there were over 1,560 total points of engagement that provided the community with a variety of opportunities for response. Because young patrons and seniors are less likely to attend public meetings or fill out surveys, these two groups were reached out to through focus groups and interviews. The Library is particularly important to these user groups. According to Ms. Zeiber, youth tend to have the best observations and the best ideas for their neighborhoods.

Ms. Zeiber stated that a report was produced for each group with recommendations tailored to each branch, including:

- Exterior architectural renovations
- Concepts for reprogramming interior spaces
- Outdoor site improvements
- Framework for prioritizing library services
- Streetscape enhancements
- Creative ideas for bridging the digital divide
- Partnerships with community organizations

Ms. Zeiber discussed the CPL branch experience that includes the library building, grounds, neighborhood and services.

The report reflects recommendations for some buildings for:

- Renovation - Brooklyn, Woodland, Fleet, Union, Eastman
- Renovation or Relocation - South Brooklyn, West Park, Walz, Hough
- Renovation & Addition - South, Sterling
- Consolidation - East 131<sup>st</sup> Street & Mount Pleasant

All reports including presentations and engagements can be found on the website [CPL150.org](http://CPL150.org).

Ms. Washington asked how much involvement or engagement City Council representatives had in this process.

Ms. Zeiber stated that in some cases the City Council member would attend the public meetings. They were always invited and notices were sent to them. On some occasions, one-on-one meetings were held with them. Meetings were also held with every community development corporation (CDC) before, during and after the process. Although participation with council members varied, every CDC was actively involved. Recommendations were reviewed with them before incorporating them in the final report.

Mr. Jurca stated that this has brought up many interesting questions for the work of CUDC. As we move forward, the questions that libraries bring up are relevant to other domains particularly concerning "experience design." This interaction between a physical place and digital platforms must be designed together.

Ms. Butts stressed the importance of libraries to be inviting.

After discussion about the importance of access points that affect the library experience, Ms. Washington asked about the process for branches that were not included in this process.

Mr. Diamond explained that branches that are not included in this process are in the Safe, Warm and Dry category. The Library will be working on them to fix the problems and deficiencies itemized in the Facilities Assessment report. However, once that work is completed, the question will be how reprogram the interior space and re-envision those buildings for the library of today and tomorrow. Another level of engagement will be needed with those communities regarding how they want to use the interior space in those branches.

Ms. Washington asked what would be the time frame for a plan to move forward.

Mr. Diamond stated that this will have to be a part of the Capital Projects Plan that the Director is planning for 2018.

Director Thomas stated that the Safe, Warm and Dry branches were in buildings that were well-located, not candidates for relocation or consolidation, and not in need of major renovations or additions. As such, these branches did not require the same level of community engagement as the branches reported on today. However, once the infrastructure work is completed in the Safe, Warm and Dry branches, the Library will have to engage those communities in discussions on how to reprogram the interior spaces and the library grounds. It is not enough for us to just fix those branches. Those communities deserve to dream as well.

Ms. Butts expressed her concerns about parents who did not graduate from high school who now have school age children. How do we connect them with library services?

Mr. Corrigan stated that this process provides evidence of what libraries do in neighborhoods. Libraries are a critical part of the day-to-day life of neighborhoods and the city.

Ms. Zeiber stated that people view their local library as information hubs and not just a repository for books.

Ms. Rodriguez thanked Mr. Jurca and Ms. Zeiber for their presentation.

### COMMUNICATIONS

Director Thomas acknowledged letters from: Robert Berry, Manager, Patent and Trademark Resource Center Program, United States Patent and Trademark Office, thanking Jim Bettinger, Senior Subject Librarian, Science & Technology Department, for his assistance in the preparation and hosting of the PTRC Program's 39<sup>th</sup> Annual Training Seminar; Mary McNamara, Director, Cleveland Department of Aging, expressing appreciation for the assistance the Library provided to make the 2017 Senior Day a success; and emails from: Dr. Afroz J. Zaman, Electronics Engineer, NASA, expressing gratitude for the commitment of the Library for sponsoring the 3rd Annual Bangla Cultural Celebration in which the Library honored the achievements and culture of the people of Bangladesh; and Leona Davis, Patron, Harvard-Lee Branch, who applauded staff for the compassionate assistance

LTRS. FROM:  
ROBERT  
BERRY, UNITED  
STATES  
PATENT AND  
TRADEMARK  
OFFICE; MARY  
McNAMARA,  
CLEVELAND  
DEPARTMENT  
OF AGING; and  
EMAILS FROM:  
DR. AFROZ J.  
ZAMAN,  
ELECTORNICS  
ENGINEER,  
NASA; LEONA  
DAVIS, PATRON,  
HARVARD-LEE  
BRANCH  
Acknowledged

they provided to a young mother and her restless baby at the branch.

Mr. Bettinger, who was in attendance, thanked Director Thomas and various library administrators and staff for their support.

Ms. Rodriguez acknowledged Stephen Katanovic, Library patron, who offered suggestions for the use of old CRT computer terminals; framing new computer terminals with historical architecture; and provided a recommendation that the Library install traditional hand dryers in bathrooms rather than new ones in an effort to reduce loud noise.

Ms. Rodriguez acknowledged James Jackson, representative of BFAC apps, who shared information about BFAC apps including the benefits of a texting app as a method to proactively communicate to the Library's staff and patrons. Director Thomas referred Mr. Jackson to Timothy Diamond, Chief Knowledge Officer, for appropriate follow-up.

#### **FINANCE COMMITTEE REPORT**

Mr. Seifullah presented the following report.

#### **Resolution to Accept Gifts for the Months of June, July, August 2017**

(See pages 1027-1029)

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

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

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the months of June, July and August of 2017; now therefore be it

RESOLVED, That the gifts described in the Gift Report for June, July and August of 2017 be accepted upon the

RESOLUTION  
TO ACCEPT  
GIFTS FOR  
THE MONTHS  
OF JUNE, JULY,  
AUGUST 2017  
Approved

conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution to Ratify and Approve the Purchase of Insurance Coverage for Policies Effective August 1, 2017 and September 18, 2017

(See pages 1030-1048)

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

WHEREAS, On June 15, 2017, the Board of Library Trustees authorized the Executive Director to make the final determination to accept the insurance package that best meets the objectives defined in the specifications, and directed that the coverage purchased be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting; and

WHEREAS, Three (3) insurance representatives submitted proposals that were analyzed and reviewed by Crain, Langner & Co.; and

WHEREAS, Crain, Langner & Co. recommended the following proposals as providing coverage to meet the Library's risk needs at cost effective premiums:

Coverage	Agency	Insurer
Property, including Boiler & Machinery	McGowan & Co., Inc.	Affiliated FM
General Liability, including Employee Benefits and Employers Liability and Abuse and Molestation	McGowan & Co., Inc.	Philadelphia Indemnity Insurance Company
Automotive Coverage	McGowan & Co., Inc.	Philadelphia Indemnity Insurance Company
Umbrella Liability	McGowan & Co., Inc.	Philadelphia Indemnity Insurance Company/Ohio Casualty Insurance Company
Crime	McGowan & Co., Inc.	Travelers Casualty and Surety Company of America

RESOLUTION TO RATIFY AND APPROVE THE PURCHASE OF INSURANCE COVERAGE FOR POLICIES EFFECTIVE AUGUST 1, 2017 AND SEPTEMBER 18, 2017  
Approved

Cyber Liability	McGowan & Co., Inc.	Illinois National Insurance Company - AIG
Public Officials and Employment Practices Liability	McGowan & Co., Inc	Illinois National Insurance Company - AIG

WHEREAS, The Library's Executive Director authorized the acceptance of the McGowan package (Property, General Liability, Automotive, Umbrella Liability, Crime and Cyber Liability) for coverage effective August 1, 2017; and the acceptance of McGowan's Public Officials and Employment Practices Liability coverage effective date of September 18, 2017; and

WHEREAS, The combined annual premiums yielded a 4% savings (or \$17,538) compared to the expiring program premiums; and

WHEREAS, Crain, Langner & Co. recommends that the interests of the Library can be best served by maintaining a long-term continuously improved, and open relationship with its agents and insurers and support the Library's purchase of the recommended coverages and, absent compelling reasons to the contrary, its renewal of these coverages annually for each of the next four (4) years before undertaking another full marketing process; now therefore be it

RESOLVED, That the Board of Library Trustees ratifies the decision to purchase Property, General Liability, Automotive, Umbrella Liability, Crime and Cyber Liability Insurance through McGowan & Co., Inc. for the first year's premium of \$365,927 for the period August 1, 2017 through August 1, 2018; and be it further resolved

RESOLVED, That the Board of Library Trustees ratifies the decision to purchase Public Officials Liability and Employment Practices Liability Insurance through McGowan & Co., Inc. for the first year's premium of \$39,802 for the period September 18, 2017 through August 1, 2018, a shorter term policy issued to align the effective dates of the Library's policies; and be it further resolved

RESOLVED, That it is the intention of this Board to renew the insurance packages stated within this

Resolution for four, one-year renewal periods commencing on August 1, 2018, provided terms, conditions, and

pricing remain comparable to the current programs and consistent with then current market conditions.

Seventh Amendment to the Year 2017 Appropriation

(See pages 1049-1054)

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

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

WHEREAS, It is now deemed necessary to amend the Year 2017 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated September 11, 2017; and

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

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

Resolution to Accept Best Buy Teen Tech Centers Grant to Build a Creative and Safe Learning Space that Provides After School Programming for Teens at Rockport Branch

(See pages 1055-1067)

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

WHEREAS, In partnership with the international Clubhouse Network, Best Buy announced a competitive grant to open new Teen Tech Centers in six new U.S. cities to complement the 12 current Teen Tech Centers nationwide; and

SEVENTH  
AMENDMENT TO  
THE YEAR 2017  
APPROPRIATION  
Approved

RESOLUTION TO  
ACCEPT BEST  
BUY TEEN TECH  
CENTERS  
GRANT TO  
BUILD A  
CREATIVE AND  
SAFE LEARNING  
SPACE THAT  
PROVIDES  
AFTER SCHOOL  
PROGRAMMING  
FOR TEENS AT  
ROCKPORT  
BRANCH  
Approved

WHEREAS, Best Buy Teen Tech Centers are a place where teens can develop critical skills through hands-on activities exploring their interests in programming, filmmaking, music production and design. Each location works to bridge the digital divide by giving students access to the tech education and building the confidence they will need to be successful in school and in their future careers; and

WHEREAS, Cleveland Public Library applied for and received the only Cleveland grant to open a Best Buy Teen Tech Center at the Rockport Branch in 2018. Grant funds will provide up to \$180,000 in cash and donated equipment, including a \$50,000 Program grant (for staffing), \$50,000 in cash and in-kind donations of equipment, a \$30,000 furniture grant and a potential \$50,000 construction grant (provided on a 1:1 matching basis); and

WHEREAS, A special revenue fund, 257-Tech Centers, will be established to account for this grant and possible other resources whose uses are committed to this purpose; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from Best Buy in an amount up to \$180,000; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute such agreements and instruments as approved by the Library's Chief Legal Officer that are necessary or appropriate, including those in excess of \$25,000.00, to effectuate the terms and conditions of the Grant and this Resolution, including, without limitation, a transfer of required matching funds from the General Fund Account: 19990099-59900 (Transfers Out) to the 257-Tech Centers Fund Account: 257099-49900 (Transfers In) in an amount up to \$50,000 to match the \$50,000 construction grant requirement.



Resolution to Accept Grant from the Eva L. and Joseph M. Bruening Foundation in Support of an Early Literacy Training Initiative

(See pages 1068-1077)

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

WHEREAS, The Eva L. and Joseph M. Bruening Foundation announced their Strong Start proactive grant making strategy in 2014 focusing on organizations that can deliver literacy interventions to the youngest children, ages 0-3 years, and their families; and

WHEREAS, Cleveland Public Library applied for and received a \$300,000 grant, to be distributed over two years, to train 200 Cleveland Public Library public services staff to provide them with tools to engage parents with babies aged 0-3 years around the Every Child Ready to Read strategies developed by the Public Library Association; and

WHEREAS, A special revenue fund, 258 -Early Literacy, will be established to account for this grant and possible other resources whose uses are committed to this purpose; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from the Bruening Foundation in the amount of \$300,000; and be it further

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

RESOLUTION TO  
ACCEPT GRANT  
FROM THE EVA  
L. AND JOSEPH  
M. BRUENING  
FOUNDATION IN  
SUPPORT OF AN  
EARLY  
LITERACY  
TRAINING  
INITIATIVE  
Approved

Resolution to Accept Mozilla Foundation Extension Grant  
for the Employee Enrichment Center

RESOLUTION  
TO ACCEPT  
MOZILLA  
FOUNDATION  
EXTENSION  
GRANT FOR  
THE  
EMPLOYEE  
ENRICHMENT  
CENTER  
Approved

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

WHEREAS, Mozilla is a nonprofit organization best known as the makers of Firefox (web browser), with a mission to promote openness, innovation, and opportunity online; and

WHEREAS, On June 16, 2016, the Cleveland Public Library Board of Trustees accepted a grant from The Mozilla Foundation, in the amount of \$10,000 for library staff to learn core web literacy skills and have the opportunity to become digital leaders, people committed to teaching others, and to shaping the future of the Web; and

WHEREAS, The Mozilla Foundation invited the Cleveland Public Library to apply for an extension grant to train additional staff and agreed to grant the Library an additional \$10,000 which will be used to purchase equipment and furniture for the Employee Enrichment Center to benefit future trainings; now therefore be it

RESOLVED, The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant from The Mozilla Foundation, in the amount of \$10,000; and be it further

RESOLVED, That the Executive Director is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Resolution to Authorize Director to Negotiate and Enter Into Gas Contract to Take Effect After Expiration of Current Contract

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

WHEREAS, On October 20, 2016 the Board of Library Trustees ratified the agreement entered into by the Executive Director on September 16, 2016 with Volunteer Energy Services, Inc. for natural gas at the rate of \$2.95 per MCF for a 12 month term from November 2016 through October 31, 2017; and

WHEREAS, North Shore Energy Consulting, LLC, has notified the Library that the lowest current gas rates on the market are estimated to be \$3.000 per Mcf for a 12-month agreement and \$3.300 per Mcf for a 24-month agreement; and

WHEREAS, The Library Administration is requesting authority to negotiate a new natural gas rate that is lower than the rate of \$3.50 per Mcf either directly with the natural gas suppliers or through a broker and to enter into a new agreement commencing November 2017 for a 12- month, 24- month, or 32 to 36-month term; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director, CEO or his designee, to negotiate and enter into a new agreement commencing November 2017, either through a broker or directly, as the Library deems appropriate, with natural gas suppliers that have the best fixed rates for periods of time up to and including 36 months, provided the rates do not exceed the rate of \$3.50 per Mcf, which agreement shall be subject to approval of the Chief Legal Officer; be it further

RESOLVED, That the contract entered into will be presented for ratification by the Board of Library Trustees at their next regularly scheduled meeting.

Resolution Authorizing Addendum to Agreement with BRAVO Wellness, LLC for Wellness Post Screening Health Services

(See pages 1078-1079)

RESOLUTION TO AUTHORIZE DIRECTOR TO NEGOTIATE AND ENTER INTO GAS CONTRACT TO TAKE EFFECT AFTER EXPIRATION OF CURRENT CONTRACT  
Approved

RESOLUTION AUTHORIZING ADDENDUM TO AGREEMENT WITH BRAVO WELLNESS, LLC FOR WELLNESS POST SCREENING HEALTH SERVICES  
Approved

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

WHEREAS, On May18, 2017, the Board of Trustees of the Cleveland Public Library authorized the Library to amend the agreement with BRAVO Wellness LLC ("BRAVO") to provide Wellness Incentive Program services on behalf of the Library for a period of two years through 2019; and WHEREAS BRAVO has proposed to offer Personal Health Coaching to eligible Cleveland Public Library employees in addition. The consultation and coaching will consist of four thirty-minute sessions per participant and will be conducted on a one-on-one basis by a four-year degreed health coach; and

WHEREAS BRAVO has agreed to provide the Personal Health Coaching for an annual base fee of \$1,500 plus \$184 per participant for the first year, with the possibility that the fee may increase for the second year; and

WHEREAS, Arthur J. Gallagher & Co. ("Gallagher") has agreed to contribute the amount of commission it receives from Medical Mutual and apply it towards the cost of the Personal Health Coaching. The Library would be responsible for all costs in excess of Gallagher's contribution; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to enter into an addendum, substantially in the form attached hereto, to the Agreement with Bravo Wellness LLC, subject to the approval of the Chief Legal Officer, for Personal Health Coaching for an initial term of one year, and to expend funds from General Fund No. 11510053-53710 (Professional Services) to cover the Library's portion of the cost of the contract with BRAVO after Gallagher's contribution if necessary.

Resolution Accepting Bid and Awarding Contract for the  
Glenville Parking Lot Project

(See pages 1080-1081)

Mr. Seifullah moved approval of the following resolution. Ms. Butts seconded the motion, which passed with six in favor and one abstention by Ms. Washington.

WHEREAS, On May 18, 2017, the Board of Trustees of the Cleveland Public Library approved a project budget of \$90,000 for the construction of an additional parking lot located at 584 E 118<sup>th</sup> Street, Cleveland, Ohio to serve the Glenville Branch, and authorized the Director to proceed with the soliciting of competitive bids for construction of the parking lot; and

WHEREAS, On August 23, 2017 and August 30, 2017, a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for construction of the additional parking lot, a copy of which is attached to this Resolution; and

WHEREAS, Sealed bids were received for the Glenville branch parking lot by 12:00 Noon (local time) on September 11, 2017 from the following contractors:

<u>Contractor</u>	<u>Bid</u>
Chagrin Valley Paving, Inc.	\$ 86,470.00
Infinity Paving Co.	\$135,600.00

WHEREAS, The Library Administration has tabulated the bids received on September 11, 2017, evaluated the bids as to compliance with the specifications and bid documents as written, investigated responsiveness and responsibility of the lowest bidder, and has recommended the lowest responsible bidder for construction of the additional parking lot for the Glenville Branch; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library approves the opening of the sealed bids by the fiscal officer, and hereby accepts the recommendation of the Library Administration and awards

RESOLUTION  
ACCEPTING BID  
AND AWARDING  
CONTRACT FOR  
THE GLENVILLE  
PARKING LOT  
PROJECT  
Approved

a contract for the construction of the additional parking lot for the Glenville Branch to Chagrin Valley Paving, Inc. which this Board determines is the lowest, responsible bidder with the total expenditure of \$ 86,470.00 being charged to the Building and Repair Fund Account 40174805-55300-10748; and be it further

RESOLVED, That this Board also authorizes the Library to establish a contingency fund for this project in an amount not-to-exceed \$3,000.00 being charged to the Building and Repair Fund Account 40174805-55300-10748, in the event of unforeseen conditions or Library requested changes resulting in change orders. The Library shall report any change orders entered into at the next regular meeting of the Board of Trustees; and be it further

RESOLVED, That the Executive Director, CEO, or his designee is hereby authorized to negotiate and execute a contract for the above awarded bid package, and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Ms. Washington stated that she was aware that the Library had to go through a public process to solicit bids and asked if the Library has set aside goals in using of minority firms for any type of Library contract.

Joyce Dodrill, Chief Legal Officer, stated that we do when we work on construction projects when we work with Construction Managers at Risk. The library is limited in being able to set hard goals by law until the Library has completed a disparity study. With Construction Manager at Risk projects, we are able to put that burden on the contractor to subcontract with MBE's and WBE's. We can, however, take steps to make sure that some of these projects like this one get out to the minority community through our bid process. Although we are required by law to put ads in the newspaper, we can also take additional recruiting measures to try to make sure that the word gets out to the minority contractors.

Ms. Butts asked if that was a practice we routinely follow.

Ms. Dodrill stated that we put the ads out with agencies that provide drawings and specs to any contractor who requests them. We put it the ads out to ARC and the Builders Exchange. We are looking into ways to ensure that we can actually ensure that more minority contractors are made aware of contracts and have opportunities to bid.

Ms. Dodrill stated that she has reached out to Construction Employers Association to meet with them to identify what additional measure we can take.

In response to Ms. Washington's inquiry, Ms. Dodrill confirmed that with this project, the Library did not receive any responses from minority contractors.

Director Thomas stated that he spoke with Glen Shumate, Executive Vice President, Construction Employers Association, who indicated that they would be willing to work with the Library on this effort.

Mr. Hairston stated that the City of Cleveland has a list of qualified minority contractors who have been certified and bonded. The Library could have access to this list.

Ms. Washington stated that Bob Triozzi, Cuyahoga County Law Director, went through a process last year to pass a variety of inclusion legislation that would plan for possible legal challenges that they may get from the State or others as a public entity as they try to mandate or require something that contractors may push back on. The Library may benefit from the strategies from this public entity as they try to put things in place to increase minority participation and prepare for any legal challenges as a result.

RESOLUTION  
AUTHORIZING  
SECOND  
AMENDMENT  
TO  
AGREEMENT  
WITH THE  
CHILCOTE  
LAW FIRM LLP  
FOR LEGAL  
SERVICES  
Approved

Resolution Authorizing Second Amendment to Agreement  
with the Chilcote Law Firm LLP for Legal Services

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

WHEREAS, On May 19, 2016, the Board of Trustees of the Cleveland Public Library authorized the Library Administration to enter into an agreement with the Chilcote Law Firm LLP ("Agreement") in an amount not to exceed \$50,322.50, in order to negotiate a development agreement with University Circle City Center LLC ("UC3") for the relocation and construction of a new Martin Luther King Jr. library branch as a part of UC3's overall development project in University Circle; and

WHEREAS, On September 15, 2016, this Board approved an amendment to the Agreement in the amount of \$25,000.00 to provide additional services, including assisting the Library in evaluating the implications of the agreements between the City of Cleveland and UCI Inc. and the Developers, responding to the Developers' request for tax abatement, and addressing the legal and practical implications of a proposal from the Developers to move the site of the new library to a different location, for a total contract amount not-to-exceed \$75,322.50; and

WHEREAS, As the Library moves forward with the design phase of the library branch in coordination with the surrounding development, additional legal work will be necessary including the drafting of documents to create an air rights parcel, negotiating a supplemental agreement with regard to the timing and process for coordinated development with the air rights construction, and interpreting the rights and responsibilities of the parties under the Development Agreement, and the Chief Legal Officer would like to continue to retain the Chilcote Law Firm LLP. The Chief Legal Officer is requesting authority to continue to engage the Chilcote Law Firm LLP for up to an additional \$25,000, which the Chief Legal Officer views as reasonable; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or the Chief Legal Counsel to enter into an amendment to the agreement with the Chilcote Law Firm to provide additional legal services



in connection with the Martin Luther King Jr. branch relocation project in an amount up to \$25,000.00, for a total contract amount not-to-exceed \$100,322.50, which expenditure shall be charged to the General Fund Account 11400053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Resolution Authorizing Amendment to Agreement with Albert M. Higley Co., LLC for the South Branch Renovation Project

(See pages 1082-1086)

Mr. Seifullah moved approval of the following resolution. Mr. Parker 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 the Albert M. Higley Co., LLC ("Higley") to perform construction management services for the South Branch Renovation Project for a total contract price not-to-exceed \$368,353.75, and the Library executed the agreement on November 9, 2016; and

WHEREAS, On December 15, 2016, this Board authorized the Library to enter into an amendment to the agreement with Higley to expand the scope of Higley's services to include performing work necessary to assess the main skylight at the South branch for an additional cost of \$3,700, increasing the total contract price to \$372,053.75; and

WHEREAS, Prior to the commencement of construction at the South branch, asbestos abatement must be performed, and a utility pole must be moved and AT&T wires relocated to make room for handicap parking; and

WHEREAS, Higley has proposed to perform construction management services for the asbestos abatement and utility pole and AT&T wire relocation at the South branch for a cost not-to-exceed \$79,066.54 as set forth in its Guaranteed Maximum Price proposal dated September 14, 2017; and

RESOLUTION  
AUTHORIZING  
AMENDMENT  
TO  
AGREEMENT  
WITH ALBERT  
M. HIGLEY,  
CO., LLC FOR  
THE SOUTH  
BRANCH  
RENOVATION  
PROJECT  
Approved

WHEREAS, The Library hereby requests that this Board authorize an amendment to the Agreement with Higley to provide construction management services for the asbestos abatement and utility pole and AT&T wire relocation in the amount of \$79,066.54; now therefore be it

RESOLVED, That this Board approves the Guaranteed Maximum Price amendment to the agreement with the Albert M. Higley Co., LLC in the amount of \$79,066.54 to be paid from the Building and Repair Fund Account 40178305-55300-10783, and further authorizes the Executive Director, CEO or his designee, to execute said amendment, subject to the review and approval of the Chief Legal Officer.

Resolution to Amend Agreement with Integrated Precision Systems, Inc. for Access Control Systems

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

WHEREAS, On June 5, 2017, the Library entered into an agreement with Integrated Precision Solutions, Inc. ("IPS") for the purchase and installation of access control systems in the Main Library and Louis Stokes Wing for an agreement price of \$14,525.13; and

WHEREAS, On June 19, 2017, the Library entered into an amendment to the Agreement with IPS for the purchase and installation of an access control system at the Mt. Pleasant branch for a price of \$4,849.49, bringing the total contract price to \$19,374.62; and

WHEREAS, The Library has determined that it is necessary to install access control systems at its E. 131<sup>st</sup> Street, Glenville, Hough, and Sterling branches, and IPS has proposed to sell and install the access controls at a cost of \$16,455.92, bringing the total amount to \$35,830.54 for access control systems since January 1, 2017; and

WHEREAS, The Library anticipates that it will be necessary to purchase additional access control systems from IPS prior to December 31, 2017; and

WHEREAS, The Library requests authorization to amend its contract with IPS to add the purchase and

RESOLUTION  
TO AMEND  
AGREEMENT  
WITH  
INTEGRATED  
PRECISION  
SYSTEMS,  
INC. FOR  
ACCESS  
CONTROL  
SYSTEMS  
Approved

installation of access control systems at the E. 131<sup>st</sup> Street, Glenville, Hough, and Sterling branches at a cost not-to-exceed \$16,455.92 and to purchase such additional access control systems as the Library deems necessary through December 31, 2017 for a total contract amount not-to-exceed \$50,000; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public hereby authorizes the Executive Director, CEO, or his designee to enter into an amendment, subject to the approval of the Chief Legal Officer, to the agreement with IPS for the purchase and installation of access control systems at the E. 131<sup>st</sup> Street, Glenville, Hough, and Sterling branches for a cost not-to-exceed \$16,455.92, for a total contract cost of \$35,830.54, to be paid from the General Fund Account 1xxx0055-55300 (Construction/Improvements), where xxx equals the branch and/or department number, and to purchase such other access control systems as the Library deems necessary through December 31, 2017 provided that the total contract amount will not exceed \$50,000.

Fiscal Officer's Reports, June, July, August

(See pages 1087-1144)

Reports on Investments, June, July, August

(See pages 1145-1147 )

Reports on Conference and Travel Expenditures, June, July, August

(See pages 1148-1153)

Purchases from \$5,000-\$25,000, 4/1/17-6/30/17

(See page 1154)

Purchases Exceeding \$25,000, 4/1/17-6/30/17

(See page 1155)

Fees Paid for Legal Advice and Services to Ogletree, 4/1/17-6/30/17

(See page 1156)

FISCAL  
OFFICER'S  
REPORTS, JUNE,  
JULY, AUGUST  
Submitted

REPORTS ON  
INVESTMENTS,  
JUNE JULY,  
AUGUST  
Submitted

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES,  
JUNE, JULY,  
AUGUST  
Submitted

PURCHASES  
FROM \$5,000-  
\$25,000, 4/1/17-  
6/30/17  
Submitted

PRUCHASES  
EXCEEDING  
\$25,000, 4/1/17-  
6/30/17  
Submitted

FEES PAID FOR  
LEGAL ADVICE  
AND SERVICES  
TO OGLETREE,  
4/1/17-6/30/17  
Submitted

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

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

(See pages 1157-1162)

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Hairston presented the following.

Regular Employee Reports, June, July, August

(See pages 1163-1172)

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

Retirement Recognition Citation

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

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

Theresa Carroll (38 years of service); Subject Department Clerk; Grade B - Lending; retires 09/29/2017

Regina Housemen (35 years of service); Senior Catalog Librarian; Grade I - Catalog Department; retired 08/31/2017

Mona Brown (32 years of service); Library Assistant Subject Department; Grade F- Government Documents; retires 09/30/2017

Be it resolved that the citation for the above staff members be presented by the Board of Trustees in appreciation of their, faithful and dedicated service given to the Library by them be recorded in the minutes of this meeting, and

Be it further resolved that the citation be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

REGULAR  
EMPLOYMENT  
REPORT  
Approved

RETIREMENT  
RECOGNITION  
CITATION  
Approved

Mona Brown, who was in attendance, gave remarks about her years of service at Cleveland Public Library.

Various Trustees and administrators extended congratulated and well-wishes to Ms. Brown on this special occasion.

Mr. Hairston submitted the following reports.

Reports on Paid Sick Time, June, July, August

(See pages 1173-1175)

Employee Demographics (EEO4) Reports, June, July, August

(See pages 1176-1178)

Insurance Summary Reports, June, July, August

(See pages 1179-1181)

**COMMUNITY SERVICES REPORT**

Mr. Corrigan submitted the following report.

Monthly Activity Reports, June, July, August

(See pages 1182-1199)

Mr. Corrigan acknowledged that the circulation year-to-date is running approximately 10% below last year's circulation. Electronic media and Ebooks indicate an increase. In observation, the use of the branches this summer resemble last summer.

Building Status Update

Tim Murdock, Director of Property Management, was not in attendance to provide the Building Status Update.

CPL150 Strategic Plan Update

Mr. Corrigan stated that this update was provided during the presentation by Kent State University's Cleveland Urban Design Collaborative.

REPORTS ON PAID  
SICK TIME, JUNE,  
JULY, AUGUST  
Submitted

EMPLOYEE  
DEMOGRAPHICS  
(EEO-4) REPORTS,  
JUNE, JULY,  
AUGUST  
Submitted

INSURANCE  
SUMMARY  
REPORTS, JUNE,  
JULY, AUGUST  
Submitted

MONTHLY  
ACTIVITY  
REPORTS, JUNE,  
JULY, AUGUST  
Submitted

**SAFE, WARM  
AND DRY  
UPDATE**  
Presented

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, stated that we have just received the General Contractor adjusted estimates for construction. Currently, the cost of work is just over \$4.3 million. The budget is currently at \$4.15 million roughly. We have a few things that we still need to trim out. We are working on questions about scoping for security and building controls. Osborne, the engineer of record, is moving forward on documents so that the schedule does not slip too much.

**ADVOCACY  
TASKFORCE  
UPDATE**  
Presented

Advocacy Taskforce Update

Ms. Washington, Chair, Advocacy Taskforce, stated as a reminder, that when the Advocacy Taskforce started with three goals: (1) Provide guidance on what we would do with the levy; (2) Help define and form the Library's public policy priorities and adopt them into the work of the Strategic Plan; and (3) Make recommendations on the internal capacity need to move this work forward.

Ms. Washington formally introduced Dr. Shenise Johnson-Thomas, who has joined the staff to take the lead on the Library's community and government relations efforts and help identify things that we need to do to better tell our story in the public realm.

After Ms. Johnson Thomas shared her background and experience in community engagement from the non-profit and education sector, she thanked Director Thomas and the Board of Trustees for the opportunity to serve the Library in this new capacity.

**FRIENDS  
BOARD  
UPDATE**  
Presented

Friends Board Update

Gretchen Faro, Executive Director, Friends of Cleveland Public Library, stated that Cleveland Public Library Foundation is in the process of rebranding itself with a new logo, colors, messaging, and literature. Our efforts are producing positive results in that we are seeing larger and more frequent gifts from our long-time supporters and gifts from donors who have been inactive in recent years. In the fall, the Foundation will launch a donor acquisition campaign to begin to build its base.

In regards to the levy campaign, the Foundation pledged \$25,000 to help cover expenses and has authorized the executive director to use a portion of her hours to help

coordinate fundraising and volunteer recruitment on behalf of the Citizens for CPL.

### **DIRECTOR'S REPORT**

Before presenting his report, Director Thomas thanked staff for their hard work during the summer months and especially thanked Aaron Mason and the Outreach Programming Services staff for their work with the 2017 Summer Reading Club.

Director Thomas introduced and welcomed Harriette Parks who will be serving the Library in her new role as Assistant Director, Public Services - Branches.

### **SUMMER PROGRAMMING**

The 2017 Summer Reading Club (SRC), *Read Up! Rise Up! by Design*, utilized key aspects of the design thinking methodology in the development of the SRC program curriculum. Design thinking, as it relates to program development, seeks to identify creative solutions to problems by utilizing solution-based strategies. In an ideal setting these creative strategies ultimately result in a constructive resolution to an identified problem or challenge. The design thinking methodology is used in a variety of disciplines i.e. urban planning, web development, education etc.

Programming content focused on S.T.R.E.A.M (Science, Technology, Reading, Writing, Engineering, Arts and Math) related subjects. Throughout the summer program participants participated in variety of enrichment activities that promoted creative thinking, problem solving, reading, writing and other forms of creative expression.

Summer Reading Club registration began May 15<sup>th</sup>, 2017 with the contest and associated programming continuing for 9 weeks (June 5<sup>th</sup> - August 5<sup>th</sup>). 10,156 students registered for this year's SRC with 5,286 participants completing. The 2017 completion rate continued its upward trend with 52% of all participants completing the program.

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Public Library Foundation, The Cleveland Museum of Art, The City of Cleveland, Cleveland Fire Department, Cleveland Metropolitan School District, United Way of Greater Cleveland, Greater Cleveland Food Bank, KPMG, Mitchell's Ice Cream, McDonalds, and Georgio's Pizza.

The Library was also the recipient of multiple book grants that enabled children to receive free books for participating in the program. Funds from the Ohio Department of Education and the Believe in Reading Foundation made approximately 10,000 new books available to qualifying SRC participants throughout summer months. All of the purchased books, suitable for grades Pre-Kindergarten - 12<sup>th</sup> grade, were selected using criteria consistent with ALSC Core Competencies i.e. age appropriate and culturally authentic literature that promote diversity and inclusion of cultural values, develop a cultural awareness and understanding of self and others, and most importantly are recognized as having artistic merit.

As a part of this year's SRC a special event was held on Saturday, July 15<sup>th</sup> in the Learning Commons of the Louis Stokes wing of Main Library. The event featured presentations by Shelley Pearsall and Javaka Steptoe, co-creators of the award winning book *All of the Above*; a suspenseful story of four Cleveland middle school students and their quest to set a math record by building the world's largest tetrahedron pyramid.

Javaka Steptoe is an artist, designer, and illustrator, building a national reputation as an outstanding contributor to the genre of children's literature. Steptoe's *Radiant Child: The Story of Young Artist Jean-Michel Basquait*. In a style similar to Basquait's college-style abstract paintings, Steptoe tells the story of a young artist (Basquait) who saw art in every facet of life using poetry, games, language, and commercial advertising as a source of inspiration for some of the greatest contemporary art created in the 20<sup>th</sup> century.

Shelley Pearsall was raised in Parma, Ohio and currently residing in Akron, Ohio, is the author of six books for middle grade and teen readers. Pearsall's first book, *Trouble Don't Last* received the Scott O'Dell Award for Historical Fiction; *All of the Above*, and *the Seventh Most Important Thing* are ALA Notable Books.



The audience was comprised primarily of two community groups: residents of the Griot Village, a unique intergenerational housing complex managed by the Cuyahoga Metropolitan Housing Authority located in Cleveland's Fairfax neighborhood, and members of the Royal Dancing Dolls, a contemporary dance program based in the Collinwood neighborhood. Outreach to each of these groups has strengthened our relationship with communities unfamiliar with library services and programs and afforded them the opportunity have direct interactions with nationally-renowned authors. As a part of the program each participant received a signed copy of *All of the Above* and *Radiant Child*.

The 2017 SRC culminated with a free event on August 5<sup>th</sup>, at the Cleveland Metroparks Zoo. As a completion prize, all eligible SRC participants were given a voucher for two people, which granted free access to all attractions at the main Zoo complex. On the day of the event 479 vouchers were redeemed in exchange for 956 Zoo tickets.

#### **Legal Aid @ The Library**

At the Legal Services Corporation's Quarterly Board of Director's meeting on July 21<sup>st</sup>, Aaron B. Mason, Assistant Director, Outreach & Programming Services participated in a panel discussion entitled: *Legal Aid & Public Library Partnerships to Expand Access to Justice*. The discussion, moderated by Jim Sandman, President of the Legal Services Corporation also included: Colleen Cotter, Executive Director of the Legal Aid Society of Cleveland, Carlos A. Manjarrezz, Director, Office of Data Governance and Analysis, Legal Services Corporation centered on the direct -service model developed by the Cleveland Public Library and Legal Aid of Cleveland and feasibility of the model's implementation in urban and rural communities across the nation. The partnership between CPL and Legal Aid Society of Cleveland is seen as the first of its kind is recognized nationally as an innovative use of library resources to the benefit of its patrons. During the months of June - August the library in partnership with the Legal Aid Society of Cleveland hosted three advice clinics at the Fleet, Lorain, and South Brooklyn Branches. An average 33 families were served at each clinic.

Fifteen attorneys from Benesch, Friedlander, Coplan & Aronoff; Boyd Watterson Asset Management; Moore,

Yourkvitch, & Dibo, 7 law students and 3 Legal Aid employees volunteered at the Fleet branch.

Eight attorneys from Dunson Law, Jones Day; Ogletree Deakins; Seeley, Savidge, Ebert & Gourash Co; Schneider & Smeltz Ranney alongside 11 law students and 1 Legal Aid attorney volunteered at the Lorain Branch.

Eleven attorneys from Nicola, Gudbranson & Cooper; Emeritus Status/net; Baker & Hostetler, LLP; Steptoe & Johnson LLP; Ankuda, Staddler & Moeller; Rolf Goffman Martin Lang LLP, volunteered for South Brooklyn clinic alongside 11 law students and 3 legal aid attorneys.

### **Cleveland Museum of Natural History (CMNH) Library Pass Program**

For the 2017 fiscal year ending on July 1<sup>st</sup>, CMNH provided the Cleveland Public Library with a total of 2400 tickets of which 1226 were "checked out" to patrons at various CPL locations. The percentage of redeemed passes to those actually distributed is 46.3% for the year.

The highest redemption rates occurred in October with 72.1%, February with 60.8% and November with 48.8%.

A total of 961 adults, 68 high school seniors/ college students, 1013 youths, and 122 toddlers (no cost for entry), visited CMNH as a result of the CMNH/CPL ticket program. The total dollar value of redeemed tickets was \$25,225.

The majority of pass patrons live in Cuyahoga County with only 7% living outside the county. The majority of program participants live in Cleveland or inner-ring suburbs.

The top three most widely used branches: Main (50 passes), South Brooklyn (48), and West Park (45).

Every library had at least one pass redeemed. The least used branches were: Sterling (5) and Garden Valley (1).

### **Bangla Celebration**

On Saturday, August 5<sup>th</sup> the Library in partnership with Cleveland's Bangladeshi community hosted its 3<sup>rd</sup> annual celebration of Bengali history and culture. The program

included performances of traditional Bangladeshi folk music as well as European classical music and western pop music, dance, poetry recitation readings of literature.

The main performance was by the musical group Raag & Rang. Raag & Rang, features music written for three instruments: Sitar, Tabla and Bengali bamboo flute. This highly improvisational genre of music was performed by Debu Nayak, Abdul Majid & Sambarta Rakshit. As in years past, the program concluded with traditional face painting, henna tattoos and communal meal consisting of traditional Bengali food.

#### **Dog Day at CPL**

The Science & Technology department played an integral part of the Dog Day event at CPL on August 26<sup>th</sup>. Staff created an extensive display of dog-related books as well as dog-related patents. Many dogs and their owners visited the department during the day's festivities

#### **Exhibits**

#### **See Also - Public Art Installation**

On June 26<sup>th</sup>, 2017 the Library, in partnership with LAND Studio, officially unveiled its eight annual public art installation in the Eastman Reading Garden. The installation was primarily funded by the Lockwood Thompson Fund, also received additional financial and in-kind support from the Char and Chuck Fowler Family Foundation and Republic Anode Fabricators.

The See Also installation entitled *Dialogue*, a circle, 50' in diameter, of interlaced "sound tubes" with ten corresponding outlets, aims to create conversations ranging in length and seriousness, and connecting individuals through simple, small dialogues and moments of spontaneous interaction.

*Dialogue* was conceived by Julia Jamrozik and Coryn Kempster, Canadian artists and designers based in Buffalo, NY. Working together in a broad range of media they endeavor to create spaces, objects and situations that interrupt the ordinary in a critically engaging and playful way.

**Research That's Possible Only at Main Library**

- Staff assisted a City of Cleveland employee researching a plot of land on Pearl Road and West 25th that once housed a brewery and bowling alley. They were able to supply Board of Zoning Appeals photographs from the City Hall Collection, which gave some insight into the property in the mid-eighties and early seventies.
- Staff assisted a local filmmaker with finding images of the Kulhman Streetcar Company, urban renewal projects in the central neighborhood, and portraits of Albert Porter and Norman Krumholz for an upcoming documentary.
- Staff assisted patrons with requests for images of Germania Hall, the construction of the Convention Center, and Union Terminal for 100-year history program for the Cement Masons Local 404.
- Staff assisted an author from New Jersey who is researching early Jewish American women lawyers. The Cleveland Biographical Clipping File and the Plain Dealer Historical database were used for this research.
- Staff assisted a researcher with finding images of the Longwood Estates and Carver Park Estates and images of residences and commercial buildings at the intersection of Woodland, Kinsman and East 55<sup>th</sup>.
- Staff assisted a researcher locating an image of Abe Nebel, a historian of Jewish settlement in Cleveland.
- Staff assisted a patron find information about spiritualism in Cleveland from about 1850 to 1950.
- Staff assisted a researcher to obtain information, maps and images of the history of telegraphy and Cleveland telegraph pioneer Jephtha Homer Wade.
- Staff assisted a Russian college student researching Native American tribes across the United States.
- Staff provided bibliographic information about a Hessian vexillology book in the CLGH collection to a Canadian researcher. CPL is one of only three libraries in the country to own this title.
- Staff assisted with an information request about the Cleveland Stove Co. 1911.
- Staff assisted with a research request for two East India documents by Edward Parry and Charles Grant to Robert Dundas attacking recent policies in India (circa 1807).

- A patron from Toledo called to see if we could look up a German musical instrument maker in one of the department's reference titles. The company of Ferdinand Altrichter from Frankfort was in business from 1868-1935.
- Staff assisted a patron looking for information about a 19<sup>th</sup> century print by artist Joseph Nash of the Aston Hall in Warwickshire England. Staff verified that it was a lithograph.
- Staff assisted a patron with a request from Italy for an essay from a music book in the collection, *Enjoyment of Songs*.
- Staff assisted a librarian from the University of Pennsylvania who traveled to Cleveland to study the Niles Puckett Folklore collection.
- Staff assisted a Graduate student from Pittsburgh who travelled to Cleveland to view some of the Harvey Pekar comics located in Special Collections. Pekar published the comic called *American Splendor*.
- Staff assisted a Chess researcher from Italy who requested bibliographic information on a medieval chess manuscript that is a piece of incunabula, *Libellus de ludo scacchorum* by Jacobus de Cessolis for a book.
- While doing bibliographic maintenance of rare books, staff came across a first edition of a book written by Ohio naturalist John Davey (founder of Davey tree). His book was about caring for a plight of trees in the Akron in the 1880s entitled *The Tree Doctor*.
- Staff assisted a professor from Berkely (CA) doing her research on Jainism (from the Orientalia collection)
- Staff assisted a professor who was conducting research for his book on Cleveland artist Julian Stanczak (who passed away in March 2017). The library owns his series of paintings that are hanging in TechCentral.
- Staff assisted a chess researcher who requested scans from the Emanuel Lasker chess scrapbook collection.
- Staff assisted a researcher from Brazil who requested scans from various editions of *The Decameron* by Boccaccio (1903) and other titles published by The Limited Editions Club (a specialized small press collected in Special Collections).
- Staff assisted a professor from Ohio State University who requested research in regards to the 1903 Group

Plan, the Main Library building which opened in 1925 is one of the 7 original Group Plan buildings.

- Staff assisted a patron who requested information about animals creating artwork and if there were any exhibitions. Staff found that an exhibit of such in a London gallery and several websites.
- Staff assisted a professor with research identifying a 17<sup>th</sup> century Dutch artist.
- Staff assisted a gentleman who came into the Government Documents department this month looking for information on coal transportation through Conneaut Port from the 1980s through 2000s.
- Government Documents received a reference letter from a farmer in Pennsylvania looking for patent information for a piece of farming equipment from the late 1800s. Government Document Supervisor was able to get the patent for the farm equipment in and locate all of the inventor's patents (as the patron requested) using the *Annual Report from the Commissioner of Patents* on microfilm and the United States Patent and Trademark Office databases.
- Staff assisted an out-of-state patron who emailed Science and Technology staff to request a pattern from *Crochets for Babies Infants and Toddlers* (1972). Only four libraries worldwide own this book!
- A patron from Oregon came to the library doing research for a novel. One title she asked for in Science and Technology was *YCC in Ohio: The United States Youth Conservation Corps as Administered by the Ohio Department of Natural Resources, Office of Civilian Conservation* (1977). Only 15 other libraries worldwide own the book.
- A patron from out-of-state who is writing a book on tug boats visited Science and Technology and requested several books from storage including *Instructions for the Care and Operation of Winton-Diesel Engines*. Cleveland Public Library owns the only existing copy!
- Science & Technology provided the book *Euclid Earth-Moving Equipment 1924-1968* for an Interlibrary Loan patron in July. Cleveland Public Library is one of only 11 libraries worldwide to have this in their collection.
- Science & Technology Library Assistant Elvira Baron assisted a Cleveland Zoo volunteer looking for information on biomimicry. Several books were provided from the collection and the library's *Applied Science & Technology Full Text* database was

used for online journal articles.

- Social Sciences Library Assistant Peter Elwell worked with out-of-town researchers to locate information on relatives through Cleveland Public Library's *Historical Plain Dealer* database. One was searching for his father who was a local boxer, and the other was trying to locate information on her mother's ballet career in Cleveland.
- Social Sciences Library Assistant Lakeisha Winstead helped researchers from out-of-town find information about Margaret Spellacy and some other prominent African-Americans who attended Cleveland schools.
- Staff assisted a researcher who came to Cleveland to spend two days in Social Sciences examining the collection of *Garcke's Manual: a Statistical Record of the British Electricity and Allied Manufacturing Industries* stored at Lakeshore. Cleveland Public Library is one of only around six libraries in the world to own these.
- Staff assisted a patron who came to the Science & Technology department looking for information on repairing forging machinery. He especially wanted older diagrams of equipment. Cleveland Public Library owns many books to help the patron including *Hydraulic Forging Presses* (1968) and *The Hydraulic Press* (1962).
- Staff assisted a patron visited Government Department to look at early building drawings that were part of the *Annual Report of the Supervising Architect to the Secretary of Treasury* from the late 1800s to early 1900s.
- Staff assisted a graduate student working on her thesis who visited the Government Documents department to do special Census research on the Cleveland population in the Gateway District neighborhood.
- A researcher made an inquiry regarding Karamu Theatre and Cleveland native Hazel Mountain Walker. Staff used CPL newspaper historical database along with materials from clipping and scrapbook files located in the Literature Department.
- Subject Department Librarian Evone Jeffries assisted a patron with a research question regarding the Gaumont Chronophone Company.
- Staff assisted a researcher conducting research using the four archival boxes of an unprocessed collection of letters to Archie Bell.

- Staff assisted a patron with a request for information and copies of the Collins COBUILD (Collins Birmingham University International Language Database) "regular" (as opposed to learner's) dictionaries. CPL owns the only examples of these, the 1987 and 1995 dictionaries.

### **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 11,000 followers on Twitter and the Facebook page currently has nearly 8,000 fans.

### **GRANTS & DEVELOPMENT**

Submitted and Received Early Literacy Training Initiative grant from the **Eva L. and Joseph M. Bruening Foundation**. This \$300,000 grant will train 200 public services staff members with tools for parent engagement in early literacy.

Submitted and Received **Best Buy Teen Tech Centers** grant which will build a makerspace-type environment at the Library's Rockport Branch, including an audio/video bay, 3D printers and scanners and access to other in-demand technologies. Grant total is \$180,000 in cash and contributions for construction of the community room at Rockport, staffing for the space and furniture and equipment.

Submitted request to **LSTA for an Outreach and Partnerships** grant to create a new Book Box to appear at Edgewater Live totaling \$50,000.

Submitted request to **ALA for a Libraries Ready to Code** grant totaling \$25,000.



**Summer Reading Club Support** Received:

- \$10,000 grant from the Believe in Reading Foundation (pass through from Friends of the Cleveland Public Library), used to purchase books
- Coupons for Mitchell's Ice Cream
- Coupons for McDonald's ice cream cone
- Books from Baker & Taylor

**Letters of Support:**

1. St. Clair Superior Development Corporation for their NEH Common Heritage Grant program to digitize the Slovenian heritage from our area
2. Cleveland Museum of Art for their Ford Foundation grant 'For the Benefit of All the People' proposal to create a citywide, tiered mentorship program, the "Cleveland model."
3. Collinwood Neighborhood Catholic Ministries
4. Kent State University's Cleveland Urban Design Collaborative nomination for a 2017 Ohio Planning Award in Focused Planning Project category for CPL150: Community Vision Plan
5. Center for Arts-Inspired Learning's proposal to The Thomas H. White Foundation for their 2017-2018 ArtWorks program
6. Sisters of Charity Foundation of Cleveland's application to the U.S. Department of Education for a Promise Neighborhood Implementation Grant
7. Jamocha Arts Center for proposed series of writing workshops
8. Historical Society of Old Brooklyn to digitize the Old Brooklyn News
9. Cuyahoga Metropolitan Housing Authority's (CMHA) application for the Choice Neighborhood Planning Grant
10. Literary Cleveland's proposal to Cuyahoga Arts & Culture
11. Legal Aid Society of Cleveland
12. Children's Museum of Cleveland for their Museum for All program

## PUBLIC SERVICES

### **Outreach & Programming Services**

#### **Summer Reading Club**

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Kindergarten - 12<sup>th</sup> grade, were selected using criteria consistent with ALSC Core Competencies i.e. age appropriate and culturally authentic literature that promote diversity and inclusion of cultural values, develop a cultural awareness and understanding of self and others, and most importantly are recognized as having artistic merit.

As a part of this year's SRC a special event was held on Saturday, July 15<sup>th</sup> in the Learning Commons of the Louis Stokes wing of Main Library. The event featured presentations by Shelley Pearsall and Javaka Steptoe, co-creators of the award winning book *All of the Above*; a suspenseful story of four Cleveland middle school students and their quest to set a math record by building the world's largest tetrahedron pyramid.

Javaka Steptoe is an artist, designer, and illustrator, building a national reputation as an outstanding contributor to the genre of children's literature. Steptoe's *Radiant Child: The Story of Young Artist Jean-Michel Basquait*. In a style similar to Basquait's college-style abstract paintings, Steptoe tells the story of a young artist (Basquait) who saw art in every facet of life using poetry, games, language, and commercial advertising as a source of inspiration for some of the greatest contemporary art created in the 20<sup>th</sup> century.

Shelley Pearsall was raised in Parma, Ohio and currently residing in Akron, Ohio, is the author of six books for middle grade and teen readers. Pearsall's first book, *Trouble Don't Last* received the Scott O'Dell Award for Historical Fiction; *All of the Above*, and *the Seventh Most Important Thing* are ALA Notable Books.

The audience was comprised primarily of two community groups: residents of the Griot Village, a unique intergenerational housing complex managed by the Cuyahoga Metropolitan Housing Authority located in Cleveland's Fairfax neighborhood, and members of the Royal Dancing Dolls, a contemporary dance program based in the Collinwood neighborhood. Outreach to each of these groups has strengthened our relationship with communities unfamiliar with library services and programs and afforded them the opportunity have direct interactions with nationally-renowned authors. As a part of the program each participant received a signed copy of *All of the Above* and *Radiant Child*.

The 2017 SRC culminated with a free event on August 5<sup>th</sup>, at the Cleveland Metroparks Zoo. As a completion prize, all eligible SRC participants were given a voucher for two people, which granted free access to all attractions at the main Zoo complex. On the day of the event 479 vouchers were redeemed in exchange for 956 Zoo tickets.

Expenditures in support of the 2017 SRC programming amounted to \$52,534.32, \$18,417.00 of which was funds donated in support of book purchases.

### **Legal Aid @ The Library**

At the Legal Services Corporation's Quarterly Board of Director's meeting on July 21<sup>st</sup>, Aaron B. Mason, Assistant Director, Outreach & Programming Services participated in a panel discussion entitled: *Legal Aid & Public Library Partnerships to Expand Access to Justice*. The discussion, moderated by Jim Sandman, President of the Legal Services Corporation also included: Colleen Cotter, Executive Director of the Legal Aid Society of Cleveland, Carlos A. Manjarrezz, Director, Office of Data Governance and Analysis, Legal Services Corporation centered on the direct -service model developed by the Cleveland Public Library and Legal Aid of Cleveland and feasibility of the model's implementation in urban and rural communities across the nation. The partnership between CPL and Legal Aid Society of Cleveland is seen as the first of its kind is recognized nationally as an innovative use of library resources to the benefit of its patrons. During the months of June - August the library in partnership with the Legal Aid Society of Cleveland hosted three advice clinics at the Fleet, Lorain, and South Brooklyn Branches. An average 33 families were served at each clinic.

Fifteen attorneys from Benesch, Friedlander, Coplan & Aronoff; Boyd Watterson Asset Management; Moore, Yourkvitch, & Dibo, 7 law students and 3 Legal Aid employees volunteered at the Fleet branch.

Eight attorneys from Dunson Law, Jones Day; Ogletree Deakins; Seeley, Savidge, Ebert & Gourash Co; Schneider Smeltz Ranney alongside 11 law students and 1 Legal Aid attorney volunteered at the Lorain Branch.

Eleven attorneys from Nicola, Gudbranson & Cooper; Emeritus Status/net; Baker & Hostetler, LLP; Steptoe &

Johnson LLP; Ankuda, Staddler & Moeller; Rolf Goffman Martin Lang LLP, volunteered for South Brooklyn clinic alongside 11 law students and 3 legal aid attorneys.

### **Cleveland Museum of Natural History (CMNH) Library Pass Program**

For the 2017 fiscal year ending on July 1<sup>st</sup>, CMNH provided the Cleveland Public Library with a total of 2400 tickets of which 1226 were "checked out" to patrons at various CPL locations. The percentage of redeemed passes to those actually distributed is 46.3% for the year.

The highest redemption rates occurred in October with 72.1%, February with 60.8% and November with 48.8%.

A total of 961 adults, 68 high school seniors/ college students, 1013 youths, and 122 toddlers (no cost for entry), visited CMNH as a result of the CMNH/CPL ticket program. The total dollar value of redeemed tickets was \$25,225.

The majority of pass patrons live in Cuyahoga County with only 7% living outside the county. The majority of program participants live in Cleveland or inner-ring suburbs.

The top three most widely used branches: Main (50 passes), South Brooklyn (48), and West Park (45).

Every library had at least one pass redeemed. The least used branches were: Sterling (5) and Garden Valley (1).

### **See Also - Public Art Installation**

On June 26<sup>th</sup>, 2017 the Library, in partnership with LAND Studio, officially unveiled its eight annual public art installation in the Eastman Reading Garden. The installation was primarily funded by the Lockwood Thompson Fund, also received additional financial and in-kind support from the Char and Chuck Fowler Family Foundation and Republic Anode Fabricators.

The See Also installation entitled *Dialogue*, a circle, 50' in diameter, of interlaced "sound tubes" with ten corresponding outlets, aims to create conversations ranging in length and seriousness, and connecting individuals through simple, small dialogues and moments of spontaneous interaction.

*Dialogue* was conceived by Julia Jamrozik and Coryn Kempster, Canadian artists and designers based in Buffalo, NY. Working together in a broad range of media they endeavor to create spaces, objects and situations that interrupt the ordinary in a critically engaging and playful way.

### **Bangla Celebration**

On Saturday, August 5<sup>th</sup> the Library in partnership with Cleveland's Bangladeshi community hosted its 3<sup>rd</sup> annual celebration of Bengali history and culture. The program included performances of traditional Bangladeshi folk music as well as European classical music and western pop music, dance, poetry recitation readings of literature.

The main performance was by the musical group Raag & Rang. Raag & Rang, features music written for three instruments: Sitar, Tabla and Bengali bamboo flute. This highly improvisational genre of music was performed by Debu Nayak, Abdul Majid & Sambarta Rakshit. As in years past, the program concluded with traditional face painting, henna tattoos and communal meal consisting of traditional Bengali food.

During the months of June - August the Outreach & Programming Services department encumbered \$78,276.56 in support of library programming. \$3,750.00 of income was generated from library meeting room and auditorium fees.

On June 11, 2017 Brain Strazek, Branch Clerk, (PFT-Fulton), Grade B-3, was promoted to Audio Visual & Event Planning Specialist ((PFT-OPS) Grade D, Step 4.

On Monday July 24, 2017 Shayna Muckerhide (Branch Manager, Lorain) and Erica Marks (Branch Manager, Union) transferred to the Outreach & Programming Services Department. Shayna Muckerhide's new title is Adult Outreach & Programming Coordinator and Erica Marks' new title is Youth Outreach & Programming Coordinator. Both are responsible for system-wide services to patrons of all ages.

### **Programs and Services**

#### **Eclipse Glasses Distribution**

The Lending Department assisted in the distribution of

more than 3,000 pairs of eclipse viewing glasses and hundreds of eclipse pinhole viewers that were printed by TechCentral.

### **Sports Icon Interview - Mike Hargrove**

Social Science Library Assistant Pete Elwell, Director of Public Services, John Skrtic, and Director Felton Thomas attended the Sports Icon Interview with Dan Coughlin and former Cleveland Indians player and coach, Mike Hargrove on June 27<sup>th</sup>.

### **See Also - DIALOGUE**

The annual garden art installation of the See Also program of the Lockwood Thompson endowment debuted on June 29<sup>th</sup>. The artwork entitled *DIALOGUE* by artists Julia Jamrozik and Coryn Kempster features a circle of dynamically designed sound tubes encouraging conversation and moments of spontaneous interaction between strangers and friends.

### **Speaking for League Park**

Twenty people attended the Social Science program "Speaking for League Park" with baseball historian Morris Eckhouse of the Baseball Heritage Museum. The event was coordinated by Social Sciences Library Assistant Pete Elwell.

### **Urban Otaku**

The Popular Department partnered with the anime club Urban Otaku for an end of summer event. The 100+ attendees enjoyed playing games, listening to panel discussions, creating crafts, and watching their favorite anime.

### **Dog Day at CPL**

The Science & Technology department played an integral part of the Dog Day event at CPL on August 26<sup>th</sup>. Staff created an extensive display of dog-related books as well as dog-related patents. Many dogs and their owners visited the department during the day's festivities

**"Speak Out!" Poetry Slam**

The Ohio Center for the Book hosted Cleveland Public Poetry, an Open Mic Poetry Reading Series: *Speak Out!* Poetry Slam on August 19<sup>th</sup>. Organized by Literature Librarian Evone Jeffries, the event was held in the Eastman Reading Garden.

**Small Business Seminar Series**

The well-attended final session of the *Building a Small Business* seminar series was held on the topic *Taxes for Small Business*. After the session, BEL Senior Librarian Sandy Witmer forwarded seminar information to all participants who were not able to attend.

**Chinese Summer Camp**

Hosted by International Department Senior Librarian Caroline Han the annual Chinese Summer Camp in partnership with the Cleveland Chapter of the Confucius Institute a summer camp for 60 students over five days.

**Honoring Dr. Zelma George**

A program honoring the life and achievement of Dr. Zelma George was hosted by Fine Arts and Special Collections. Actress Sherrie Tolliver depicted Dr. George as she was interviewed by arts advocate Dee Perry.

**New CLGH Programs**

Library Assistant Adam Jaenke debuted a new program on June 3<sup>rd</sup> *See the World on a Budget: Cheap Travel Made Easy* and Library Assistant Lisa Sanchez developed a program titled, *Decoding History*, using her Mozilla web literacy training. She combined web coding basics with internet source verification and local history lessons.

**100 Years of the Hough Neighborhood**

Map Collection Librarian Tom Edwards hosted a program titled, *100 Years of the Hough Neighborhood*, presented at the Hough Branch on August 19<sup>th</sup> by Howard Williams, Professor of Linguistics at Columbia University.

**Literary Cleveland Free Poetry Workshop**

Poet and performing artist Ray McNiece worked with



patrons in the Literary Cleveland free poetry workshop on August 12<sup>th</sup>, in the Literature Department.

### **Main Library Book Clubs**

The Public Administration Library and the Cleveland Law Library Association collaborated on a book discussion for *The Defense: a Novel*, by Steve Cavanagh at the Law Library Association on June 23<sup>rd</sup>.

Social Sciences staff members Lakeisha Winstead and Helena Travka hosted the Social Sciences Non-Fiction book club meeting on June 8<sup>th</sup>. Attendees participated in the discussion of Gary Chapman's [\*Everybody Wins: the Chapman Guide to Solving Conflicts without Arguing\*](#).

Literature Department Library Assistant Nick Durda hosted the monthly Get Graphic Book Club on June 15<sup>th</sup> which featured Derf Backderf's *My Friend Dahmer*. Library Assistant Michael Haverman hosted his monthly Book Club on July 11<sup>th</sup>. The club discussed Eula Biss' *Notes from No Man's Land: American Essays*. Senior Librarian Jean Collins along with Library Assistant Michael Haverman and Guest Reader Valentino Zullo presented Harvey Pekar's *Cleveland* on August 17<sup>th</sup>.

CLGH Manager Olivia Hoge and Library Assistant Lisa Sanchez hosted three Brown Bag Book Discussions over the summer featuring *The Book Thieves* by Anders Rydell, *A Feminist in the White House* by Doreen Mattingly, and *The Amazing Story of the Man Who Cycled from India to Europe for Love* by Per J. Andersso. Librarian Terry Metter hosted a series of book discussions called the Ballot Box Biographies which featured books by Cleveland Mayors. Participants read *My Story* by Tom L. Johnson, *Promises of Power* by Carl B. Stokes, and *The Courage to Survive* by Dennis Kucinich.

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

Main Library staff members conducted tours for several groups over the summer visiting Main Library including: ten individuals from the Henderson Memorial Public Library, eight individuals from the Richfield Book Club, one hundred and fifty students from Bard High School, twenty-five students from the Cleveland High School for Digital Arts, a group of freshman students from Case Western University, staff members from Barberton Public Library, a group of librarians from Washington, D.C., a group touring from Hawaii, a day camp group from Catholic Charities, a senior group from Medina County, a

group of lawyers from Baker and Hostetler, and Sarah Flinn, Popular Library Manager, conducted a tour for a group from the Western Reserve Masonic Community on June 28<sup>th</sup>.

Main Library staff also hosted several classes and workshops for groups visiting CPL including: a Urban Studies class from Cleveland State University, twenty-seven patrons participating in a program for the Cleveland Metroparks about the 1903 Cleveland Group Plan, and a group of administrators and professors from Tri-C.

### **Exhibits and Displays**

The International Department opened a new exhibit in partnership with the Negative Spaces Gallery titled: *Photographic Odyssey* featuring local artist Jessica Geftic. Ms. Geftic's show will run from July 7<sup>th</sup> thru October 16<sup>th</sup>.

The Science & Technology staff assembled materials for a display in connection with the Solar Eclipse. Librarian Rose Mary Hoge created two wonderful displays incorporating the Sun and Moon.

Fine Arts and Special Collections Staff coordinated several displays over the summer including: books on artists and musicians for LGBTQ pride month, an exhibit on endangered antiquities, a table top exhibit on American art and music in celebration of July 4<sup>th</sup>, an exhibit featuring Scottish music to celebrate the Edinburgh Festival and a table top exhibit about dogs in art for CPL Dog Day.

### **Friday Frolics**

Literature Department Librarian Tim Phillips hosted several Literary Frolic Fridays over the summer including: *Charles Dickens' novel Great Expectations*, *Alice's Adventures in Wonderland* by the Rev. Charles Lutwige Dogdson, aka, Lewis Carroll, Oscar Wilde's play *An Ideal Husband*, and Anthony Schaffer's play, *Sleuth*.

### **Knitting at PAL**

Popular Library Manager Sarah Flinn and PAL Library Assistant Monica Musser hosted several knitting sessions throughout the summer. Participants worked together to create baby blankets squares that will be sewn together for donations to Warm Up Cleveland.

**Youth Services - Story Times at More**

Youth Services staff conducted Wee Read and Play and Super Sleuths Story times throughout the summer months and Children's Librarian Rebecca Donahue was on the move promoting the Book Bike at many summer events.

**Summer Lunch Program at Main Library**

A total of three hundred children received free lunches at Main Library throughout the summer in the Youth Services Department. Sponsored by the Cleveland Food Bank, lunches were served to children ages 1-18. Youth Services staff engaged the attendees with literacy based activity during the lunch time program.

**Music at Main**

The Biasella Trio, a jazz trio from Cleveland performed standards and other classical jazz tunes on June 3<sup>rd</sup>. A fourth of July concert performed by the Cleveland Clinic Band included a selection of patriotic tunes and was held on July 1<sup>st</sup>. The Cleveland Opera Theater performed with 2 singers on July 5<sup>th</sup>. Their show consisted of selections by Mozart, Puccini, Verdi, Rossini, Gershwin, and Rodgers.

**Main Library Outreach****Read CLE**

The Literature Department and Ohio Center for the Book sponsored a Read CLE kick-off event for the Cleveland Inkubator on July 24<sup>th</sup> at the Bop Stop at the Music Settlement.

**Book Making Workshops**

In celebration of the new Cleveland Public Library exhibit, *From Cleveland to Krypton*, Literature Librarian Evone Jeffries facilitated a book-making workshop at the Walz Branch on June 12<sup>th</sup> and the Sterling Branch on July 10<sup>th</sup>.

**NOTSL Program**

Fine Arts & Special Collections Manager Pam Eyerdam presented a session about weeding and gift donations for NOTSL (Northeast Ohio Technical Services Librarians) at the Snow Road branch of CCPL on June 2<sup>nd</sup>.

***For the Love of CLE***

CLGH Librarian Terry Metter set up a table of Cleveland history books and a mobile charging station at a City Club event, *For the Love of CLE*, on Public Square and

Manager Olivia Hoge hosted a presentation for the Teaching Cleveland Institute (TCI) on June 15<sup>th</sup>.

### **Cleveland State University**

Public Services staff members from several departments presented information on a number of CPL databases to a group of Cleveland State University librarians. The group focused on databases which CSU does not subscribe and to which have the most potential to help their students.

### **CWRU Science Café**

General Research Collections Manager Don Boozer continued to provide book lists for Case Western University's Science Café in June, July, and August on the topics of the forest microbiome, co-evolution, and fossils, respectively. Booklists are linked from the Science Café's website at <http://case.edu/affil/sigmaxi/ScienceCafeCleveland.html>. The books on the lists are being checked out by patrons!

### **Lakewood Librarycon**

Literature Department Library Assistants, Nick Durda and Michael Haverman represented the Ohio Center for the Book at Cleveland Public Library at the Lakewood Librarycon on August 20<sup>th</sup>.

### **Little Free Libraries**

Literature Department Library Assistant Michael Haverman estimates that he delivers nearly 300 books a month to the Little Free Libraries. Mr. Haverman continues to stop at four locations in Cleveland on Friday afternoons to make sure the Little Free Libraries are stocked.

### **Golden Opportunities**

Literature Department and Ohio Center for the Book Manager Amy Dawson recorded an interview about the *Superman: From Cleveland to Krypton* exhibit with the Channel 3 program, *Golden Opportunities*. *Golden Opportunities* is a half-hour weekly program geared to those over 50.

### **Collection Development Highlights**

Map Collection Librarian Tom Edwards shifted the USGS Forestry & National Park Maps to make room for City of Cleveland Historical Park Plans and he processed 442 sheet/folded maps and 15 atlases for the collection. Photograph Librarian Brian Meggitt completed the

uploading and metadata creation for all the Cleveland and Ohio images in the Jasper Wood Collection on the Library's Digital Gallery and began a new digital project, creating and editing metadata for the entire Cleveland Picture Collection. Page Sean Stefanowicz processed and filed 1,951 biographical photographs. Library Assistant Dan Milich continued work on the Cleveland Park Plans, Library Assistant Adam Jaenke began scanning photographs from the Cleveland Picture Collection and Library Assistant Lisa Sanchez has added 2,900 item descriptions to the Photograph Collection's Unique Item ID project.

Social Sciences Library Assistant Pete Elwell visited the Dante Lavelli family and accepted a donation of documents and photos relating to Dante Lavelli's football career and local sportswriter (and host of the Cleveland Sports Icon Interviews) Dan Coughlin delivered a gift to the Sports Research Center in the form of a collection of Cleveland sports articles by well-known local journalist Chuck Heaton. The gift comes courtesy of Mr. Heaton's widow. Social Science Senior Librarian Mark Moore has made an inventory of the first batch of Chuck Heaton sports articles.

Social Sciences Library Assistant Lakeisha Winstead facilitated the completion of digitizing the East High School yearbook collection and Science & Technology Librarian Rose Mary Hoge coordinated the collection of all the issues of the American Kennel Club Gazette from both Lakeshore and Periodicals to add to the dog collection in Science & Technology. This effort has now resulted in all the AKC materials being much more accessible to researchers. The new signage and arrangement were completed in time for the 2017 Dog Day on August 26<sup>th</sup>.

Literature Department Library Assistant Nick Durda processed a donated poetry collection from local Cleveland poet and author Nina Gibans. The collection consists of local Cleveland poetry chapbooks, personal papers of Nina Gibans, and poetry journals. Mr. Durda also processed a pulp fiction magazine collection donated to the Cleveland Public Library by Joan Clark. The collection consists of pulp fiction magazines from the 1930s to the 1950s. Literature Department volunteer Mike Sparrow continues to process and describe film and theater clipping files and adding to the Ohiolink EAD Finding Aid he developed. The Musicarnival Archive were

organized and shifted and are now housed on the Literature Department Mezzanine.

### **Research that's Possible Only at Main Library**

- Staff assisted a City of Cleveland employee researching a plot of land on Pearl Road and West 25th that once housed a brewery and bowling alley. They were able to supply Board of Zoning Appeals photographs from the City Hall Collection, which gave some insight into the property in the mid-eighties and early seventies.
- Staff assisted a local filmmaker with finding images of the Kulhman Streetcar Company, urban renewal projects in the central neighborhood, and portraits of Albert Porter and Norman Krumholz for an upcoming documentary.
- Staff assisted patrons with requests for images of Germania Hall, the construction of the Convention Center, and Union Terminal for 100-year history program for the Cement Masons Local 404.
- Staff assisted an author from New Jersey who is researching early Jewish American women lawyers. The Cleveland Biographical Clipping File and the Plain Dealer Historical database were used for this research.
- Staff assisted a researcher with finding images of the Longwood Estates and Carver Park Estates and images of residences and commercial buildings at the intersection of Woodland, Kinsman and East 55<sup>th</sup>.
- Staff assisted a researcher locating an image of Abe Nebel, a historian of Jewish settlement in Cleveland.
- Staff assisted a patron find information about spiritualism in Cleveland from about 1850 to 1950.
- Staff assisted a researcher to obtain information, maps and images of the history of telegraphy and Cleveland telegraph pioneer Jephtha Homer Wade.
- Staff assisted a Russian college student researching Native American tribes across the United States.
- Staff provided bibliographic information about a Hessian vexillology book in the CLGH collection to a Canadian researcher. CPL is one of only three libraries in the country to own this title.
- Staff assisted with an information request about the Cleveland Stove Co. 1911.
- Staff assisted with a research request for two East India documents by Edward Parry and Charles Grant to

Robert Dundas attacking recent policies in India (circa 1807).

- A patron from Toledo called to see if we could look up a German musical instrument maker in one of the department's reference titles. The company of Ferdinand Altrichter from Frankfort was in business from 1868-1935.
- Staff assisted a patron looking for information about a 19<sup>th</sup> century print by artist Joseph Nash of the Aston Hall in Warwickshire England. Staff verified that it was a lithograph.
- Staff assisted a patron with a request from Italy for an essay from a music book in the collection, *Enjoyment of Songs*.
- Staff assisted a librarian from the University of Pennsylvania who traveled to Cleveland to study the Niles Puckett Folklore collection.
- Staff assisted a Graduate student from Pittsburgh who travelled to Cleveland to view some of the Harvey Pekar comics located in Special Collections. Pekar published the comic called *American Splendor*.
- Staff assisted a Chess researcher from Italy who requested bibliographic information on a medieval chess manuscript that is a piece of incunabula, *Libellus de ludo scacchorum* by Jacobus de Cessolis for a book.
- While doing bibliographic maintenance of rare books, staff came across a first edition of a book written by Ohio naturalist John Davey (founder of Davey tree). His book was about caring for a plight of trees in the Akron in the 1880s entitled *The Tree Doctor*.
- Staff assisted a professor from Berkely (CA) doing her research on Jainism (from the Orientalia collection)
- Staff assisted a professor who was conducting research for his book on Cleveland artist Julian Stanczak (who passed away in March 2017). The library owns his series of paintings that are hanging in TechCentral.
- Staff assisted a chess researcher who requested scans from the Emanuel Lasker chess scrapbook collection.
- Staff assisted a researcher from Brazil who requested scans from various editions of *The Decameron* by Boccaccio (1903) and other titles published by The Limited Editions Club (a specialized small press collected in Special Collections).

- Staff assisted a professor from Ohio State University who requested research in regards to the 1903 Group Plan, the Main Library building which opened in 1925 is one of the 7 original Group Plan buildings.
- Staff assisted a patron who requested information about animals creating artwork and if there were any exhibitions. Staff found that an exhibit of such in a London gallery and several websites.
- Staff assisted a professor with research identifying a 17<sup>th</sup> century Dutch artist.
- Staff assisted a gentleman who came into the Government Documents department this month looking for information on coal transportation through Conneaut Port from the 1980s through 2000s.
- Government Documents received a reference letter from a farmer in Pennsylvania looking for patent information for a piece of farming equipment from the late 1800s. Government Document Supervisor was able to get the patent for the farm equipment in and locate all of the inventor's patents (as the patron requested) using the *Annual Report from the Commissioner of Patents* on microfilm and the United States Patent and Trademark Office databases.
- Staff assisted an out-of-state patron who emailed Science and Technology staff to request a pattern from *Crochets for Babies Infants and Toddlers* (1972). Only four libraries worldwide own this book!
- A patron from Oregon came to the library doing research for a novel. One title she asked for in Science and Technology was *YCC in Ohio: The United States Youth Conservation Corps as Administered by the Ohio Department of Natural Resources, Office of Civilian Conservation* (1977). Only 15 other libraries worldwide own the book.
- A patron from out-of-state who is writing a book on tug boats visited Science and Technology and requested several books from storage including *Instructions for the Care and Operation of Winton-Diesel Engines*. Cleveland Public Library owns the only existing copy!
- Science & Technology provided the book *Euclid Earth-Moving Equipment 1924-1968* for an Interlibrary Loan patron in July. Cleveland Public Library is one of only 11 libraries worldwide to have this in their collection.
- Science & Technology Library Assistant Elvira Baron assisted a Cleveland Zoo volunteer looking for



information on biomimicry. Several books were provided from the collection and the library's *Applied Science & Technology Full Text* database was used for online journal articles.

- Social Sciences Library Assistant Peter Elwell worked with out-of-town researchers to locate information on relatives through Cleveland Public Library's *Historical Plain Dealer* database. One was searching for his father who was a local boxer, and the other was trying to locate information on her mother's ballet career in Cleveland.
- Social Sciences Library Assistant Lakeisha Winstead helped researchers from out-of-town find information about Margaret Spellacy and some other prominent African-Americans who attended Cleveland schools.
- Staff assisted a researcher who came to Cleveland to spend two days in Social Sciences examining the collection of *Garcke's Manual: a Statistical Record of the British Electricity and Allied Manufacturing Industries* stored at Lakeshore. Cleveland Public Library is one of only around six libraries in the world to own these.
- Staff assisted a patron who came to the Science & Technology department looking for information on repairing forging machinery. He especially wanted older diagrams of equipment. Cleveland Public Library owns many books to help the patron including *Hydraulic Forging Presses* (1968) and *The Hydraulic Press* (1962).
- Staff assisted a patron visited Government Department to look at early building drawings that were part of the *Annual Report of the Supervising Architect to the Secretary of Treasury* from the late 1800s to early 1900s.
- Staff assisted a graduate student working on her thesis who visited the Government Documents department to do special Census research on the Cleveland population in the Gateway District neighborhood.
- A researcher made an inquiry regarding Karamu Theatre and Cleveland native Hazel Mountain Walker. Staff used CPL newspaper historical database along with materials from clipping and scrapbook files located in the Literature Department.
- Subject Department Librarian Evone Jeffries assisted a patron with a research question regarding the Gaumont Chronophone Company.

- Staff assisted a researcher conducting research using the four archival boxes of an unprocessed collection of letters to Archie Bell.
- Staff assisted a patron with a request for information and copies of the Collins COBUILD (Collins Birmingham University International Language Database) "regular" (as opposed to learner's) dictionaries. CPL owns the only examples of these, the 1987 and 1995 dictionaries.

### Staff Development

Assistant Director of Public Services Robin Wood attended Project Management Training on June 3<sup>rd</sup> and June 29<sup>th</sup>. In addition she attended the ALA Annual Conference in Chicago. Ms. Wood is a member of the ALA TOLD Committee (Training, Orientation and Leadership Development).

CLGH Library Assistant Lisa Sanchez attended an MLIS seminar at the Lake Shore facility. The information session offered resources from Kent State University and detailed their Masters of Library Science degree program.

CLGH staff members met with Western Reserve Historical Society (WRHS) Reference Supervisor Ann Sindelar to tour the WRHS Library and learn more about WRHS collections and services.

Fine Arts Librarian Bruce Biddle attended the NEO-RLS seminar, Full S.T.E.A.M. Ahead on August 1<sup>st</sup>. He learned various ways that STEAM (science, technology, engineering, art, and math) educational strategies and techniques are being incorporated into Northeast Ohio libraries and communities.

International Languages Department Librarian Victoria Kabo and Social Science Librarian Helena Travaka attended Book Expo 2017 in NYC.

BEL Librarian Susan Mullee attended several Process Improvement Committee Meetings over the summer. She also attended *Introduction to Legal Research*, presented by Maggie Kiel-Morse with several of her colleagues from Cleveland State Law Library. Susan learned about reading citations, locating statutes and cases, and received a refresher about the unauthorized practice of law in Ohio.

Government Documents Supervisor Sarah Dobransky attended the following webinars: *Masters of the GovDoc Universe: Public Libraries as Local E-government Service Providers?*, *FDLP eXchange Training for Selectives*, *Financial Education Resources for Service members and Veterans*, and *The WIPO Global Brand Database: a Webinar for PTRC Representatives*.

Government Documents Library Assistant Mona Brown attended the following webinars: *A Time Machine for Federal Information - Using Web Archive Content in Government Information Reference Work* and *The Future of Census Bureau Data Dissemination*.

Lending Department Assistant Supervisor Tre Isaac attended numerous webinars focused on Customer Service and professional development and a *Train the Trainer* workshop which was facilitated by ERC.

PAL Library Assistant David Furies attended the following webinars: *A Time Machine for Federal Information* and *The Future of Census Bureau Data Dissemination* and in addition, he attended the e Digital Hub Legal Reference and Citation Workshop presented by Maggie Kiel-Morse and Don Boozer. On July 10<sup>th</sup> Mr. Furies also attend a webinar titled *FDLP Exchange Training* which explained the new government documents portal for "needs and offers" of materials. On July 26<sup>th</sup> he viewed a webinar titled *Census 101*, describing the history, purpose, and responsibilities of the United States Census Bureau.

### **Other Library News**

Senior Subject Department Librarian, Lan Gao was selected to be the Information Coordinator for IFLA Library Services to Multicultural Populations Standing Committee.

Literature Department Library Assistant Michael Haverman, in partnership with Youth Services Children's Librarian Rebecca Price Donahue, was awarded a Cleveland Public Library Shark Tank grant of \$1,150. Their program is to plan a series of workshops that will take two Cleveland Public Library staff members to the Northeast Reintegration Center teaching literacy workshops to the incarnated women in the facility. The workshops aim to promote the Ohio Center for the Book plan to promote literacy and the love of reading. Through tips and teachings, the women in the facility

will be prepared to help their children at home successfully read and comprehend materials. BEL Library Assistant Joseph Parnell Parnell was asked to assist in the creation and display of a Superman exhibit at the Maple Heights Regional Public Library, a branch of the Cuyahoga County Public Library. Mr. Parnell supplied Superman memorabilia from his personal collection to display.

On August 15<sup>th</sup>, Social Sciences Clerk Lakitha Tolbert presented *Diversity in Urban Fantasy Books* at the NEO-RLS Readers' Advisory meeting at Westlake Porter Public Library. Social Sciences Librarian Helena Travka also attended the meeting as a participant. Fine Arts and Special Collections Manager Pam Eyerdam was featured in SCENE Magazine in June and August to promote the Superman Exhibit and the Super Hero cartoonist program.

General Research Collections Manager Don Boozer is holding regular meeting of the CPL Wikipedia Support Group on the third Thursday of each month. Mr. Boozer began this initiative to encourage library staff members to edit Wikipedia, primarily to add external links to resources in the Digital Gallery.

Science & Technology Senior Librarian Jim Bettinger returned to CPL after a year at the Patent & Trademark Resource Center where he served as a fellowship librarian.

## **Tech Central**

### **3D Printing Upgrades**

TechCentral has installed new wireless controller upgrades on most of the 3D printers in Main Library. This new upgrade allows remote monitoring and control of 3D printers, control of multiple 3D printers from one workstation, as well as new features that enable printers to be paused overnight for longer prints. Part of the upgrades featured in-house designed and 3D printed parts used to attached the new electronics to the 3D printers. Lorain's 3D printer also received the upgrade on August 7.

A new 3D printer was installed at the Memorial-Nottingham Branch on August 2. Staff at the branch were trained on the use of the 3D printer and associated

software. The branch is expected to begin accepting patron print requests in September.

TechCentral Manager, CJ Lynce, met with Carnegie West Branch Manager, Angela Guinther on August 9 to discuss the addition of a 3D printer at the Carnegie West Branch.

### **Delegation of Librarians from Kazakhstan**

On June 22, the Cleveland Public Library welcomed a delegation of six public and academic librarians from Kazakhstan, through the Cleveland Council on World Affairs. The delegation was in the process of touring several cities in the United States of America to learn how services at public and academic libraries are similar and different to those of their country. The delegation received a tour of Main Library and Louis Stokes Wing, including the International Languages Department and TechCentral, and participated in a discussion with several CPL staff members and administrators.

### **Summer Video Game Coding Camps**

During June, July, and August, TechCentral offered week-long Summer Camps at six locations: Main Library, Walz, Langston Hughes, Jefferson, Hough, and Harvard-Lee. This topic of this year's summer camps was Video Game Coding. Each camp consisted of four 2-hours sessions with hands-on instruction, design and coding of the participants' own video games. At the end of each camp, the completed video games were showcased at the branch for friends, family, and library patrons to play and explore.

### **Solar Eclipse Viewers**

TechCentral staff helped to produce over 500 laser-cut and 3D-printed eclipse pinhole viewers in the days leading up to the solar eclipse on August 21. The viewers were distributed to patrons by the Lending Department at Main Library. The viewers were designed by NASA and available on NASA's Eclipse 2017 for anyone to print or produce. The Library was featured on a WKYC Channel 3 video on how to use the pinhole viewers during the eclipse.

### **Dog Day at Main Library**

TechCentral assisted with the Dog Day 2017 event at Main Library on August 25. During the event, the TechCentral Mobile MakerSpace Laser Engraver was setup in the Louis Stokes Wing Lower-Level Lobby to offer custom-engraved dog tags for our four-legged visitors. Additionally, TechCentral produced 100 'gold medal' dog tags for the event, and engraved the Krypto Look-Alike award given at the event.

### **One World Day 2017**

TechCentral staff, along with staff from the International Languages Department participated in One World Day 2017 at the Cleveland Cultural Gardens on August 26. TechCentral showcased the TechCentral Mobile MakerSpace and produced international and multi-cultural 3D prints and laser engraved items at the event.

### **Staffing Changes**

Additional interviews for the new positions of Computer and Equipment Technician were held on June 21 and 22.

Computer and Equipment Technicians, Joseph Battaglia and Timothy Phelps began in their new positions on July 10.

Library Assistant, Adult Emphasis, Marcel Dorsey, transferred into the TechCentral Department on August 24 in the role of Library Assistant, Computer Emphasis, PFT.

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

TechCentral Manager, CJ Lynce, hosted a visit by an administrator from the Cleveland Metropolitan School District on June 9.

Mr. Lynce, along with Library Assistants, Computer Emphasis, Melissa Canan and Suzi Perez visited MakerGear Inc.'s production and design warehouse on June 27. Possible 3D printing partnership ideas were discussed during the visit.

TechCentral hosted a visit of Executive Director, Felton Thomas, and six people from the Cleveland Summer Interns program on June 30 for a tour of the MakerSpace.

Throughout the month of July, several students participating in an exchange program associated with the Cleveland Council on World Affairs utilized the TechCentral MakerSpace to produce project videos related to their visit of the United States.

TechCentral Coordinator, Forrest Lykins, hosted a tour of the TechCentral MakerSpace for a group of 32 people on July 20.

TechCentral hosted more than 300 students from multiple schools on August 11 for tours of the department and the MakerSpace.

Ms. Perez participated in the Glenville Parade on August 12, and the Puerto Rican Parade on August 20, both as part of the Library's Book Cart Drill Team.

### **Public Services Technology**

#### **Service Calls and Tickets Summary**

- Service Calls and Tickets Received: 27
- Service Calls and Tickets Resolved: 21
- Resolved Main Library Service Calls and Tickets: 11
- Resolved Branches Services Calls and Tickets 10

#### **Service Ticket Detail**

- Computer login for Mem-Nott 3D printer not working, resolved with IT/CLEVNET.
- SmartBoard in LSW Conference Room D not working, repaired.
- Installed video player on International Languages MondoPad for program use.
- Repaired Fan on TechCentral 3D printer.
- Replaced cables for cell phone charging station at Woodland Branch.
- Update TechCentral TechToolBox devices to latest versions.
- Installed programming software on TechCentral teaching laptops for program.
- Repaired TechCentral 3D printer with consistent jamming issues, RMA'd part from manufacturer under warranty.
- Replaced and reprogramming cell phone station master key at Woodland Branch.
- Replaced cables in cell phone charging station at Walz branch.

- Replaced cables and master key in cell phone charging station at Rice Branch.
- Replace master key for cell phone charging station at Harvard-Lee branch.
- Investigated power-on issue with TechCentral teaching laptop.
- Reconnected a TechCentral teaching laptop to wireless network.
- Repaired and re-setup SmartBoard at Woodland Branch.
- Installed 3D printer and associated computer at Memorial-Nottingham Branch.
- Replaced batteries in a cell phone charging station locket at the East 131<sup>st</sup> Street Branch.
- Corrected display issues with the Outreach and Programming MondoPad.
- Resolved broken USB port issue on Outreaching and Programming MondoPad.
- Repaired boot-up issue with International Languages MondoPad.
- Reprogrammed Rice cell phone charging station issue after issue with master key fob.

#### **Other Projects and Initiatives**

- Prepared 3D printer for Fleet Branch.
- Investigated and Installed Inventory Management System for Public Service Technology devices.
- Mapped the physical computer area space of all 27 branch libraries to prepare for upcoming PC Time Management System Migration.

#### **Cleveland Digital Public Library**

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

###### Learning Commons

Cleveland Digital Public Library regularly hosts classes. During May, we regularly hosted CPL Fit Yoga, Meditation Mondays, and CPL Chess Club. The unit is in the process of developing new curricular offerings that are derived from the digital gallery, developed with departments and branches at CPL, and coordinated with external partners. Programs will include classes on digitization and video, classes on the use of Google and Google apps, and, possibly, some classes on using digital coaching tools. Our Digital Hub area has been equipped with laptops that have may be reserved for use



by the public (and have been used), and we will continue to offer 3D scanning as a service using a new HP Sprout Scanner.

#### Programs

We held four meetings of the CPL Chess Club with a total of 13 attendees. Coordinating with CPL FIT, we host Yoga and Meditation offerings MWF at 1:00 and have 11 or more regular attenders, about a third of whom are from downtown offices. On May 17<sup>th</sup> we had the inaugural meeting of the North East Ohio Digital Interest Group with 31 attendees. During May we had a Saturday morning offering of "Art of the Book" programming which drew attendance.

#### Exhibits

The Superman exhibit was installed and opened on May 5 in Brett Hall. ClevDPL assisted with install of Superman exhibits including providing support for the registration of incoming items, support configuring the three multimedia displays in Brett Hall, support preparing media content, media conservation, and environmental monitoring.

#### Magic Box

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in Brett Hall. We have developed digital content for the Magic Box related to the upcoming 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.

#### Digital Exhibition Tools

After consideration, ClevDPL has decided **not** to use augmented reality and/or QR codes for the upcoming Superman exhibit. Multimedia will be provided through the Magic Box 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 May ClevDPL produced the following multimedia: Adding Credits To CSU (Editing), W.O.W. Party (Photos), Superman Pop-Up Book (Video), Kids Visit Exhibit (Photos), Kids Visit Exhibit (Video), Superman Opening (Video), Book Binding (Video), Book Binding (Photos), Scanning A Newspaper (Video), \*Superman Is An Immigrant (later in May).

#### Scanning Assistance

Cleveland Digital Public Library staff assisted 6 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 May 1<sup>st</sup> and May 20<sup>th</sup> the Cleveland Digital Public Library had 404 patron interactions. There were 66 KIC Scanner sessions resulting in 2,861 images/7,126.9.3MB or somewhat more than 7 GB of scan volume.

*Digital Gallery:* For the partial month reported from May 1, 2017-May 20, 2017, Google Analytics (GA) reports 2823 sessions for 2169 users and 14,381 page views. Per **GA**, our user base skews toward males, our users are 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth. The age numbers are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, German, and Chinese speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, Italy, Saudi Arabia, Spain, France, Australia, the Netherlands, and Germany. Finally, **GA** shows that we have a diverse group of pages that deliver users to CPL's ContentDM. Organic Search channels 43.29% of our accesses, and Google accounts for 38% of those. Direct access through CDM search accounts for 37.58% of our accesses. Referrals through other website are about 24% of our access volume (referrals from, at 5%, Wikipedia are up a few percent, but referrals from our library website have nearly vanished - it is possible that the redesign has eliminated a point of access by removing a main page link to the digital gallery). During this month, social

media accounted for 6% of our accesses (of that Facebook accounts for nearly 2/3 and Twitter the remaining 1/3). Also interesting is that nearly a third of our sessions in May occurred on Mobile devices (more than half of these on iPhones and iPads). We are speaking with our vendor, OCLC, about use of responsive design for ContentDM.

### **Outreach**

Cleveland Digital Public Library is now officially a successful partner on an IMLS grant working with the Internet Archives ArchiveIT project to document local web-content and local digital resources. ClevDPL has continued to communicate with Duraspace staff about a hosted Hyku project and will be completing an MOU for that project in early summer. Staff have completed demonstration projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, Cleveland Orchestra and the South Brooklyn Historical Society. In addition, we facilitated discussions about exhibit multimedia with Cleveland Orchestra and the Federal Reserve Bank.

ClevDPL staff went to a meeting at JFK High School led by the Cleveland Restoration Society, Councilman Pruitt, and several school principals. ClevDPL participated in a teacher development workshop on May 13<sup>th</sup>.

ClevDPL staff went to a meeting at Karamu House regarding re-establishing a partnership for collections management, arrangement, description, preservation, display, and programming on May 16<sup>th</sup>.

Cleveland Digital Public Library, collaborating with Matt Augustine at Euclid Public, has held the first NEO\_DIG (Northeast Ohio Digitization Interest Group) meeting here at Cleveland Digital Public Library in the Learning Commons of ClevDPL at Main Library on May 17, 2017.

Twitter continues to be a successful tool for promoting the Digital Gallery. ClevDPL did 27 tweets, and has 26 new followers for a total of 381. Our top Tweet was Today in CleHistory: League Park opened for its first game with the Cleveland Spiders in 1891  
<http://ow.ly/RkTE30bhebE> [pic.twitter.com/ONHP4WTXs1](http://pic.twitter.com/ONHP4WTXs1)

### **Collection Development**

#### Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 146 items (3,473 files), 92 items (2,312 files), did post-metadata for 171 items, and uploaded 138 items (276 files) into the Digital Gallery.

### **Move of ILL/Assistance with ILL**

The Inter-Library Loan Department and Photoduplication unit were physically moved and integrated into Cleveland Digital Public Library on May 15<sup>th</sup>. The departments will be finishing the move over to ClevDPL during the rest of May, but as of now ILL and Photo Duplication staff report to ClevDPL. Workflows, addresses, delivery, and all necessary departmental functions have been adjusted, and some remaining tweaks need to be made to complete the move. ClevDPL staff will be supporting ILL and taking over Photoduplication Departmental requests.

16, 10:30-3:0

### **Preservation**

Preservation staff did the following:

Paper treatments: 1 item (1 simple)

Book treatments: 44 items (5 simple, 39 complex)

Enclosures: 10

Labels printed: 24

Books received: 37

Books returned: 36

Preservation staff is completing disassembly and repair on the American edition of Boydell's Shakespeare Gallery.

### **Disaster Response**

In early March, mold was identified on the upper mezzanine of the 5<sup>th</sup> floor stacks on the fifth floor of Main Building. ClevDPL notified Property Management, and we suspect that the mold issue emerged from a project to replace a water tank in the attic. We are moving to address the issue this month after having received confirmation from Property Management that we are able to address the issue.

### **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)

### **Stacks and Collections**

ClevDPL is studying potential stack options for storing oversized maps identified last month. Currently, the best option would be to place appropriate storage racks on the seventh floor of the Lewis Stokes Wing in stack areas currently used for general storage.

### **IPM monitoring**

ClevDPL has identified insect traps appropriate for establishing the detection portion of an integrated pest management (IPM) program in Main, LSW, and Lakeshore Facility. These traps will be ordered early in 2017.

### **Facility Report**

ClevDPL has begun drafting 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 will be concealed within the exhibit hall. Much of the Shakespeare exhibit was de-installed in January in order to make space in Brett Hall for an event. The Shakespeare exhibit was reinstalled soon after. As of now, all Shakespeare exhibits in Brett Halls were de-installed during the last week of May.

### **Superman Exhibits**

ClevDPL was involved in repairing, prepping, and preparing items for display for the May 6 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**

ClevDPL staff members are part of the way through the process of implementing our plan for revising and updating records from the Digital Gallery to make our metadata ready for inclusion in DPLA. We continue to revise metadata in preparation for DPLA.

The hire of the new metadata Archivist, Amia Wheatley, means more time-on-task for metadata. Because the project is time-sensitive, Wheatley will be assisting with coordination, and the department is moving forward with vendors to do portions of our metadata revision. We have submitted the requisitions for the metadata update work and are awaiting approval to move forward.

#### **Planning Activities**

Inter-Library Loan/Photoduplication Integration  
ClevDPL staff have been 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 developed 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.

#### **DPLA Ohio**

Cleveland Digital Public Library continues to strongly participate in the development of the Ohio DPLA. We continue to upgrade our metadata for submission to the DPLA. In preparation for DPLA, we completed an analysis and prioritization of records to upgrade and make ready to contribute to DPLA. We are well on our way in the revision and update process involved in making our metadata ready for DPLA.

CMSD and Cleveland Restoration Society Engagement  
ClevDPL will be meeting with Cleveland Restoration

Society in late May and is also developing a plan to provide a story/scan booth for family engagement day in July.

#### Internet Archive

ClevDPL had exploratory discussions with the Internet Archive about what it would take to work more closely with them, perhaps as a Satellite Hub.

#### Schools Engagement

ClevDPL is still planning a workshop for 10 Shaker teachers this summer involving teachers obtaining CEU's for curating digitization and developing curricula. We are also working with Hathaway Brown on a similar project.

### **Branches**

#### **DISTRICT 1**

**Eastman** - June 8, 2017 was Eastman's SRC kickoff party. Spiderman made an appearance and took photos with over 50 kids and their parents. Eastman Branch had over two hundred participants in the Summer Reading Club experience.

On June 7, 2017 Mr. Knappe attended a Westown Community Development Corporation program at the historic Variety Theater. The Variety Theater was a winner of This Place Matters award and Mike Wolfe of American Picker fame was on hand to present the award. Mr. Wolfe stated that he was happy to lend his support to help restore the Variety to its original condition. It is hoped that this restoration can help spur more neighbor development. On August 29, 2017, the community was invited to an event entitled, "Forget Me Not." *Forget Me Not* is an installation brought about by artist Jonny Hanna. Mr. Hanna worked with Director of Public Services, John Skrtic to coordinate the structure and refurbished exhibit space. After meeting with patrons at the Eastman Branch, a seating and shade structure was designed, along with re-programming of the mezzanine level as a gallery. The project attempts to utilize some of the momentum from the Variety Theater in reinvigorating Lorain Avenue.

**Lorain** - The Summer Reading Club at Lorain kicked off with a party followed by weekly crafts. The programs were well attended with 10-35 youth attending each week.

The finale was also greatly enjoyed with 31 patrons in attendance.

Tech Central hosted a week-long Robotics Camp at the end of June and Library Assistant- Computer Emphasis Alea Lytle also led a week-long Film Boot Camp in mid-July. Patron Mayele Ngemba continued to coordinate tutoring programs every Saturday morning for local refugees in which 25-40 participants received ESL and basic tutoring.

Several partnerships and outreach opportunities also occurred throughout the summer at Lorain. In June, Adela Garcia helped give away bags of food while sharing information about library programs and services, including the Summer Reading Club at the West Side Community House. In the month of July, Mayele Ngemba's refugee assistance group hosted a community event with food, presentations, and a visit by Councilman Brian Cummins; approximately 50 participants attended this celebration.

Lorain Branch staff was awarded a \$2,500 Innovation Grant to enhance the community garden. Staff arranged the purchase of dirt, raised bed frames, a veggie wall, and the necessary tools to implement the plans. Staff also worked with Property Management to discuss planting fruit trees on the property.

Shayna Muckerheide transferred from Branch Manager of Lorain to Outreach & Programming Coordinator-Adult effective July 23, 2017.

**Rockport** - Summer 2017 was busy, yet successful at the Rockport branch. SRC was a rousing success with GLSC and Girl Scouts of America partnerships. The kickoff and finale were heavily attended by kids and adults with over 100 at each event. Featured performers at both events were Zap Magic Show and The Science Sleuth. Rockport ended the Summer #2 in Summer Reading Club sign ups with over 1200 participants - an increase of over 100 from Summer 2016.

Summer Feeding was very capably run by Rockport's YOU workers Caramia and Arriyonna. They also assisted with GLSC STREAM programming, GSGC Healthy Futures and Building Bridges programs, SRC weekly programs and the weeding and shelving of branch materials.



**Walz** - The Walz Branch held senior socials for local nursing homes in the community. Attendance was low but well received from participants and their caretakers. The socials will continue through the fall at the request of the recreational staff.

**West Park** - The staff at the West Park Branch registered 223 youth for the Summer Reading Club with 66 completions. Robert Markowitz from Cleveland Magic and Balloons performed balloon art at the Kick-Off with 50 children and their parents in attendance. West Park hosted a Summer Reading Club program every Tuesday to go along with the S.T.R.E.A.M. theme with an average of 20 participants each week.

In September a staff member from West Park will serve on the leadership team of the Lakewood Area Collaborative and will serve on the West Park Family YMCA Advisory Board. Jeanna Sauls has also been asked to continue her partnership with Bellaire-Puritas Development Corporation this fall which has funded the Fashion Club at West Park for the past few years.

## **District 2**

**Brooklyn** - The Summer Reading Club kick-off was promoted through school visits and programming to Denison School and Horizon Denison School. SRC weekly programming included: Week 1: What is Design Thinking?, Week 2: Science, Week 3: Technology, Week 4: Reading, Week 5: Writing, Week 6: Engineering, Week 7: Arts, Week 8: Math, and Week 9: Showcase of Summer Learning & Design Finale.

**Carnegie West** - Carnegie West's Summer Reading Club had 382 completions due to the judicious use of SRC programmer funds and the dedication of Children's Librarian Helen Zaluckyj. Ms. Zaluckyj reached out to all the neighborhood parents, agency contacts, and day camps, which resulted in scores of children visiting the library for the summer reading club programming. Music Settlement's Read to the Beat program hosted back-to-back sessions on Wednesdays; this was the first time the branch was able to offer multiple sessions for the music inspired literacy program for toddlers. Operation Vegetables creator Linda Zoltan Wood asked Carnegie West Branch to participate in her grant-funded program that creates excitement for healthy eating among youth. Memorial Nottingham Branch and Collinwood Branch were

previous recipients of the innovative and tasty program.

**Fulton** - During summer, in the absence of our Youth Librarian, the entire Fulton branch team worked together to coordinate, organize, and implement programs, field trips, and literacy activities for our youth patrons. Fulton Branch participated in the "Get Up, Get Out & Go!" program for the fifth year, in which the branch partnered with Cuyahoga Valley National Park. The program offered the opportunity for families to visit various parts of the Cuyahoga Valley National Park, and provided free transportation; Fulton patrons filled two buses.

**Jefferson** - The Summer Reading Club was celebrated at the Jefferson Branch: neighborhood children enjoyed doing both fun and educational S.T.E.A.M. related activities. At the kick-off party children engineered and raced balloon rockets. At the "My First Garden" program, children planted radish seeds, and learned about the germination process which was enhanced by a diorama on loan from the Cleveland Museum of Natural History. Children also created their own windmills, and were treated to a special guest presenter who taught them about the science of bubbles.

This summer was also a time of staff transition our Branch Staff: Library Page Melissa Brooks was offered a fulltime Branch Clerk position at the Garden Valley Branch, LACE Jennifer Moncayo received a promotion as Children's Librarian at the South Branch. The Jefferson Branch held many programs this summer. In conjunction with Literary Cleveland, Jefferson Branch hosted an exciting creative writing workshop entitled, "*Turned Up the Creative Energy*," in which twenty patrons attended. The workshop was designed to enhance writing skills and practices. In addition to the Summer Reading Club, volunteers from the Tremont West Development Corporation hosted three Pop-Up Popsicle Parties in the Branch's front yard: the neighborhood children enjoyed frozen treats and created craft projects. The People's University Express Book Bike made its monthly summertime appearance at the Tremont Farmers' Market.

The Summer Reading Club wrapped up with a fun-filled celebration on August 4, 2017 and the children engineered working fidget spinners. Families in attendance enjoyed cake, balloons, and music together to celebrate a successful summer of reading. Summer Reading

Club truly ended with a bang having had 37% completion rate, which has been the largest amount of participants completing the program in recent time, being a challenge since Jefferson Branch lost the Horizon Market Square when they relocated to the South Branch's service area. Assistant Manager Steven Capuozzo attended Night Out Against Crime at Steel Yard, and hosted the *Tremont Think and The neighborhood Drink book club*, in which club members discussed the popular Hillbilly Elegy, and had one of its biggest crowds thus far, with over a dozen people in attendance.

**South** - The month of June has been filled with excitement at the South Branch. The first event of the summer was the Summer Reading Kickoff that brought in sixty five participants to the Branch. The first of two open market events took place at the US Bank parking lot. Over a hundred people stopped by the Library table to get library swag as well as learn about the Summer Reading Club. So far the most successful Summer Reading Club program has been *The Nose Knows*, a program presented by the Ohio Search Dog Association in which a large crowd gathered at the Branch to see what these wonderful working dogs can do.

The Branch once again participated in the Esperanza Inc. Back to School event, hosting a table that was visited by over 700 attendees. Ronald McDonald visited the Branch and put on a magic show for over 25 of our young patrons. With summer coming to a close, the South Branch participated in the last of La Placita events for the year, which had to be the highest attended this year with over 160 participants stopping by the Library table for information and giveaways. Mr. Declat was honored to serve as the Padrino for the 2017 Puerto Rican Parade.

**South Brooklyn** - For the summer months, South Brooklyn continued its ongoing useful services: Summer Feedings Lunch Program (free lunches in partnership with Food Bank) that provided 20 brown bagged lunches Monday through Friday, bags of free produce once a week for patrons from Food Bank, provided volunteer opportunity in partnership with Y.O.U. Monday through Friday for Alexis Stowers, and Summer Reading Club activities. The branch also provided space for MomsFirst to reach out to mothers within the branch, and Cuyahoga County Family & Job Services to conduct family visits in the meeting room. Friends of the CPL provide a book cart to sell

used library items (pilot project).

Assistant Manager Maria Estrella participated in the following: HALDI Cohort V 1-on-1 meetings, Book Ends Trainer Meeting, outreach via People's University Express Book Bike to Treemont Farmer's market, provided page evaluations, bilingual story-time at Julia de Burgos Cultural Center, ALA Annual Conference, and submitted photos for District 2 Instagram. Ms. Estrella was also promoted to a Dyad Branch Manager at the Woodland/Garden Valley Branches.

### **District Three**

**Garden Valley** - Garden Valley held their Summer Reading Club Kickoff program with approximately 75 participants. The S.T.R.E.A.M focus activities were successful for the Summer Reading Club. Many participants came from Harvest and our new daycare, STEM EDUCATION CENTER.

The Children's Museum, Without Walls visited the branch for a craft project based around the three little pigs needing to build a stronger house. They listened to the story and then designed houses that withstand the "huff and puff" of the Big Bad Wolf.

**Hough** - The Summer Reading Club kickoff event featured a dry ice workshop where youth were able to enjoy dry ice experiments and see the different stages of matter, enjoy pizza and cupcakes.

The SRC finale was a success. Balloon artist Twister girl came and put on a wonderful show for our youth. The finale also included a make your own ice cream activity, giveaways and cake.

Wings Over Jordan alumni and friends held informal information sessions about free Piano, drama, creative writing, dance, and chorus classes available to neighborhood children.

Local author, Howard Williams hosted a discussion session for his upcoming novel, *100 Years of the Historic Hough Neighborhood*. He covered historic aspects concerning population, ethnicity and industry changes throughout the years of this important geographical location of Cleveland, Ohio. It was an intimate session that included lots of one-on-one time with the patrons.

**Martin Luther King, Jr.** - The Martin Luther King Jr. branch held their Summer Reading Club Kickoff event and hosted Anece Rochelle who read to the kids. Case Western

Reserve Summer Camp participated in all SRC programs with over 30 kids; along with the St James Camp with over 80 kids with a completion of over 200 for the Summer Reading Club. Summer Reading Club activities included crafts of making slim as part of Science week; and a magic show by Ronald McDonald.

Children participated and enjoyed a demonstration on choosing healthy snacks from nutritionist of the Fresh Link Farmers Market; followed by a healthy snack of fruit salad.

Participants enjoyed a Pre-4<sup>th</sup> of July party, with face painting, balloon twisting and food. A station to station activity was set up during the engineering week that made use of library educational toys to encourage youth to be creative in design. Youth created catapults, discussed distance, and did some basic math computation.

**Sterling** - It's another busy summer in the vibrant Central Neighborhood. Sterling participated in community festivals beginning with Cleveland's Big Day Out at the Central Reading Garden; Ward 5 Festival at Friendly Inn; and the Splash Park Opening Festival at Olde Cedar Estates. Summer at the library means Summer Reading Club and well-attended parties and programs. KPMG renewed the KFFL volunteer program at Sterling. KPMG accounting firm provided volunteers every Friday for one-on-one reading with the kids, ice cream afterwards, and beautiful books to take home. This helped the kids reach their SRC goals as well.

Special thanks to Art Books Cleveland artists and Central Promise neighborhood for continuing the paper and books arts program at Sterling - this month led by faculty from Notre Dame College and occupational therapy students from CSU.

Sterling Staff also conducted a Superman book making program, a hands-on session with volunteers from the *Art Books Cleveland* organization; and a STEM activity presented by the *Children's Museum of Cleveland*; a hands-on live animal program from *Zoo to you* which thrilled 52 children; and a carnival held outdoors which included 42 happy faces. KPMG provided volunteers and refreshments for the carnival while our partners at *St. Vincent Charity Hospital Mission Outreach* loaned us their games.

Director Felton Thomas made a visit to the branch with two international visitors from Israel. District Manager, Toni Parker and Andrea Csia met with them and heard about some innovative programs for children and teens that the director observed on his recent trip to Israel, and how we might implement some of them here in Cleveland. It was an exciting meeting here at Sterling!

**Woodland** - For our Summer Reading Club Kickoff, youth patrons enjoyed magic and entertainment from Ronald McDonald! Children used design thinking to build unique items with their Bunch-ems. Children enjoyed a live DJ, pizza, cookies, and punch. During the weekly SRC programs, children enjoyed learning about wind energy and making paper windmills. "Woodland's Words & Rhythm" program, exposed children to different words. Children played the name game, did matching activities, and sang songs.

Mayor Frank Jackson came to support Author and Poet Russel Atkins for his street naming reception. Ms. Drake El also attended provided community outreach at the First Beulah Baptist Church. She shared information about the library services CPL provides, and current and upcoming programs at the Woodland Branch.

Woodland and Garden Valley staffs said congratulations and farewell to Rena Baker, as she retired from CPL and her position as Dyad Manager.

Woodland Branch welcomed new Public Services Manager, Maria Estrella. Ms. Estrella is the Dyad Manager for the Garden Valley and Woodland Branch.

#### **District Four**

**East 131** - kicked off the summer with the Beautification Project in partnership with the First Street Coalition. Volunteers helped to clean and plant flowers in front of local businesses in the neighborhood. The Summer Reading Club (SRC) kickoff was a success with a guest appearance by Twister Girl. The Music Settlement presented the Read to the Beat program to Chapelside Daycare students. The Board of Elections visited our branch and displayed the new electronic poll books while offering onsite voter registration as well as other pertinent information regarding the voting process in Cuyahoga County. East 131st Branch registered 324 students and 115 completions for the SRC. An adult patron at our branch won the

Kindle Fire raffle. Ms. Williams and Ms. Scurka, Manager at Mt. Pleasant Branch set up an information and giveaway table at the *Family Unity in the Park* day hosted by Councilman Zack Reed. Additionally, both manager's attended the *Mayor's Night Out Against Crime*. Both events were held at the Luke Easter Park. Our branch experienced a period of transition with management. Ms. Williams transferred to Union Branch as Acting Manager, and Ms. Schmidt began as the East 131st Street Branch Acting Manager. Director Thomas visited the branch to lend support during this period of transition.

**Fleet** - maintained a successful SRC program. The Fleet Team register over 800 children/teens and over 500 for the ConnectEd cards. The Youth Services team which consists of Tracie Forfia and Emily Crompton was awarded an Innovation Grant for Team STEAM. Team STEAM is a project to teach children K-3rd Science, Technology, Engineering, Art, and Math. Pasha Moncrief-Robinson and Marcie Johnson launched the Coloring Club and Recipe Club which is enjoyed by many patrons. The Board of Elections hosted two election drives to inform and encourage patrons to register to vote. Tracie Forfia, Emily Crompton, and Pasha Moncrief-Robinson, met with representatives from the Third Federal Foundation, Slavic Village Development, and Broadway MetroHealth to discuss literacy initiatives. Fleet Branch was selected to be apart of the Oral Histories Project. Bobbie Szabo Interviewed Ms. Moncrief and other community members about their experience in the Broadway/Slavic Village Community and Fleet Branch.

**The Harvard-Lee** - maintained an exciting summer reading club experience. For the second consecutive year, the branch was No.1 for completions. Additionally, this year, our branch was No.1 for registrations as well. The success was from effective programming which maintained an average of 80 patrons for each event. Also, the support of the entire team made all the difference.

The Harvard-Lee Branch hosted a six-week series of *MINECRAFT* programming. This was a free program run by (neighbor/patron) Fatimah Shabazz and funded by OPS. Our branch also participated in "Scan Day." Representatives from our Center for Local and Global History Department as well as the Cleveland Digital Library scanned patron's family/history documents and photos.

Mrs. Parks met with Councilman Terrell Pruitt, Educators from JFK CMSD, and the President of Cleveland Restoration Society to discuss a collaboration of a History Alive project which would involve all parties previously mentioned. Students at JFK will conduct oral history projects of seniors in the Ward 1 community.

Additionally, a Scan Day and Storytelling component will be introduced utilizing the Harvard-Lee Branch as a possible location. Mrs. Parks continues to serve on the Lee-Harvard Partnership Advisory Council under the direction of Councilman Terrell Pruitt.

Ms. Kristen Schmidt serves as the Acting Branch Manager of East 131 Branch; Mrs. Parks has been promoted to the Asst. Director of Public Services-Branches. Both positions were effective July 23, 2017.

**Mount Pleasant** - maintained a summer of inviting programming for youth of all ages. Klumsy Klown created balloon characters and painted over 80 faces; The Eco Explores group from the Cleveland Metro Parks introduced youth small animals and taught the children how animals live in their habitats; Ronald McDonald visited our branch and conducted a Magic show; Kathleen Rocco from the Cleveland Solid Waste Foundation taught the children how to make new crafts out of recycled items.

Mrs. Scurka, along with Ms. Williams, Acting Manager at Union Branch set up an information and giveaway table at the *Family Unity in the Park* day hosted by Councilman Zack Reed. Additionally, both manager's attended the *Mayor's Night Out Against Crime*. Both events were held at the Luke Easter Park.

**Rice** - Summer Reading Club Kickoff was a success with 70 participants and additional daycare visits throughout the week. Roughly 55 patrons turned out for the end of Summer Reading Celebration on Wednesday, August 2 which included cake, Kool-Aid Jammers, and karaoke with Mr. Eubanks.

Programming at our branch continues to be a strong, effective force for our community. Some of the programs includes: *Yoga, Knitting, Qigong, Poetic Power, Line Dancing, Let's Get Thrifty, and Meditation and New Moms Knitting*. Up Cycle visited our branch and made thinking caps out of recycled materials. Lit Cleveland hosted poetry zine workshops on Saturdays with community



members. The Kindergarten Club was a huge success for our Rice Branch community.

**Union** - maintained a productive summer this year. In June, the branch hosted a public meeting in regards to the Community Vision Plan. Additionally, a KMPG Reading Program was facilitated at our location as well. *Books-2-Beats* with Edward "DJ Phatty" Banks kicked off in June, and continued through the month of July, concluding with a song titled "Basquiat," based off the picture book, *Radiant Child*.

August 9th-13th, Ms. Williams attended the 10th Annual National Conference of African American Librarians (NCAAL) hosted by the Black Caucus of American Library Association, Inc. (BCALA). Highlight of the conference was meeting and taking a photo with Civil Rights Leader and Congressman John Lewis.

#### **District 5**

**Langston Hughes** - The Langston Hughes branch hosted various programs during the summer which included events for the Summer Reading Club: Thinking Big Thoughts; Give it a Whirl; Technically Speaking; Reading is FUNdamental!; What's the Word?; Pile it On!; POPsicle Art; Figure Me Out; Design Your Democracy. Additionally, during the month of July, our branch welcomed the Video Game Coding Camp. Citizen's Academy provided the branch with an ice cream social, for the youth in the neighborhood. The branch celebrated the Summer Reading Club Finale with 30 youth in attendance. Mr. Bradford was part of the planning committee for University Circle Inc., that will be sponsoring the event "CiCLEvia" which will be held all along East Blvd. and will be anchored by the Langston Hughes branch. The event will feature face painters, food, live music and will take place this September.

**Memorial-Nottingham** - During the month of July the Memorial Nottingham Branch received a 3D printer for the community as a part of expanding the technological offerings for the community. It is the hope to make Memorial Nottingham a Tech Central East branch.

#### **OLBPD**

For June thru August 2017, OLBPD circulated 139,073 books and magazines directly to patrons. Additionally,

OLBPD circulated 12,864 patron newsletters in June. OLBPD registered 371 new readers to the service. Approximately 1,235 BARD patrons among 1,714 active users downloaded 25,796 items in June and July. The August BARD statistics were not available at the time the report was submitted.

OLBPD Manager Will Reed attended the 2017 Midlands and Northern Regional Conference in Ann Arbor, Michigan, June 6<sup>th</sup>-8<sup>th</sup>. The conference keynote speakers were Michael Furlough, Executive Director of HathiTrust, and Carrie Banks, from the Brooklyn Public Library, where she presented "Every Child Ready to Read," a program for kids under five years old who are blind or visually impaired, and their caregivers. Other speakers included Karen Keninger, Director, National Library Service (NLS) who spoke on the developments and trends at NLS, as well as her work as Chair of the IFLA Libraries Serving Persons with Print Disabilities Section. Mr. Reed concluded his two year term as Midlands Chair at the conclusion of the conference, transitioning to his role as Immediate Past-Chair on the Midlands Conference Executive Committee. Mr. Reed was also part of the conference planning committee.

OLBPD Manager Will Reed attended the 2017 ALA Annual Conference in Chicago. Mr. Reed was selected for the 2017 Cathleen Bourdon Service Award administered by the Association of Specialized and Cooperative Library Agencies (ASCLA). This award is presented to an ASCLA personal member for outstanding service and leadership to the division. The award recognizes sustained leadership and exceptional service through participation in activities which have enhanced the stature, reputation, and overall strength of ASCLA; and representation of ASCLA to other appropriate organizations, institutions, or governmental agencies.

Mr. Reed also attended the ASCLA Board Meeting as a member of the working team of the ALA-ASCLA Revision to the Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. The ASCLA Board approved the final draft of the Standards revision at annual conference. The revision now moves into production, and the working team will be working with ALA Production Services.

On July 11<sup>th</sup>, OLBPD hosted its annual Family Fun and Learning Day in Cleveland at the Lake Shore Facility and Memorial-Nottingham Branch. OLBPD hosted approximately 110 registered patrons who enjoyed tours of the Sensory Garden and OLBPD, as well as guest speakers Tracy Grimm from the SLO Talking Book Program, and Beverly Cain, State Librarian of Ohio. OLBPD patrons also enjoyed listening to keynote speaker Paul Landis, former Secret Service agent who was assigned to Jackie Kennedy, and witnessed President Kennedy's assassination in 1963 from the motorcade. While he described the events as they unfolded on November 22, 1963, he also told funny and endearing Kennedy family stories during their time at the White House. Exhibitors were also on hand from the Veterans Administration, Cleveland Sight Center's "Eye-dea" Shop, Guiding Eyes for the Blind, Magnifiers and More, and others offering products and services of interest to our patrons.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held via teleconference call on July 27<sup>th</sup>. Consumers were provided updates about the service, including information regarding the future of cassette service in Ohio, as well as updates from the regional conference meetings in Ann Arbor.

On August 11<sup>th</sup>, OLBPD Manager Will Reed and State Library of Ohio Talking Books Coordinator Tracy Grimm co-presented at the Ohio Library Council's 2017 Outreach and Special Services Retreat at Westerville Public Library. Mr. Reed provided an overview of OLBPD services, and information on how public libraries can offer and promote OLBPD services to their patrons unable to read standard print.

On August 24<sup>th</sup>, OLBPD Manager Will Reed participated in a telephone interview with Accenture Strategy, a management consulting company based in Washington, D.C. The National Library Service has contracted with Accenture to conduct a strategic assessment of its organization and operations. As part of this assessment, Accenture is evaluating the current eligibility requirements for individuals with reading disabilities resulting from organic dysfunction and whether they should be updated based on the latest medical and non-medical evidence and impacts to NLS, the network libraries, and other partners.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Mentor Low Vision Group on June 28<sup>th</sup>; Cleveland Sight Center Teen Camp visit on July 26<sup>th</sup>; Cleveland Sight Center Tech Fair on July 27<sup>th</sup>; Beulah Baptist Church Health Fair on July 29<sup>th</sup>; Medina County Board of Developmental Disabilities on August 3<sup>rd</sup>; Senior Safari at the Cleveland Zoo on August 30<sup>th</sup>.

The OLBPD adult book club met through the summer. On June 9<sup>th</sup> the adult book club met to discuss "The Children Act: a novel" by Ian McEwan. On July 14<sup>th</sup>, the book club met to discuss "A Big Little Life: a Memoir of a Joyful Dog" by Dean Koontz. On August 11<sup>th</sup>, the book club met to discuss "The Elephant Whisperer: My Life with the Herd in the African Wild" by Lawrence Anthony and Graham Spence.

### **EDUCATION & LEARNING**

#### ALA's Ready to Code grant

Denise Crudup participated in a webinar about the ALA's Ready to Code grant.

#### Aspire Greater Cleveland

Along with the Director and Deputy Director, OEL and OPS met with the team from the CCPL regarding Aspire Greater Cleveland.

#### Bard Early College High School and Clemente Course in the Humanities

Along with Chatham Ewing, Denise Crudup met with Dr. Dumaine Williams, Principal Bard Early College High School regarding formalizing a partnership with CPL and the high school. Bard students will be using CPL for their research needs. During the meeting, we also talked about the potential of offering a Bard Clemente Course in the Humanities. Clemente Course in the Humanities is a free, accredited humanities course which provides under-served adults an opportunity to earn college credit.

The Office of Education and Learning, Outreach and Programming, and Robin Wood coordinated the Bard Early College High School tour of Cleveland Public Library's Main Library.

#### Book Box Summer 2017 Statistics

Every Wednesday from June 14 to August 30, 2017, the Cleveland Public Library book box offered extended hours

(5-9pm) at the Wade Oval Wednesday program. This allowed the Office of Education and Learning staff to engage with 2,286 patrons, sign up 62 new library card users, check out 310 materials, and offer 335 children and their families the opportunity to participate in the rocket straw propulsion activity that highlighted Newton's Third Law of physics. In addition to being fun the activity was an exercise in science - conducting an experiment, analyzing the data and interpreting results. Parents enjoyed reading to their children while they made their own rocket straws that they were able to take home with them. After the children tested their rocket straws, they were also giving the opportunity to select a free book and receive a STEAM activity book both from the Kids Book Bank to take home and keep. The majority of the children that participated in the activity lived in the neighborhoods immediately surrounding University Circle: Hough, Glenville, East Cleveland, and Buckeye.

#### Bruening Grant Proposal

The Office of Education and Learning met with Tracy Martin, Rhonda Pai, Gretchen Faro, and Sherrill Marino regarding the grant proposal for the Early Literacy Training Initiative.

Along with Director Felton Thomas and Tracy Martin, Denise Crudup presented the Early Literacy Training Initiative proposal to the Bruening Foundation Committee.

#### Cleveland Book Week

Aaron Mason and Denise Crudup met with Karen Long about participation in this year's Book Week festivities.

The Office of Education and Learning staffed the book box while it was on Public Square during Cleveland Book Week. OEL staff engaged with 209 visitors who were able to conveniently check out new materials, return books, and renew their current materials. We were also able to connect with 17 new patrons who signed up for library cards.

#### Cleveland Mini Maker Faire

The Office of Education and Learning met with OPS, and C.J. Lynce regarding the planning of this year's Mini Maker Faire.

Maker Faire Brainstorming Session with OPS, Tech Central, and representatives from Tri-C.

CMSD-ConnectED Cards

Along with Erica Marks and Aaron Mason, Denise Crudup met with a team from CMSD regarding ConnectED cards.

Cleveland State University's AHA! Festival

At the invitation of Karen Long Manager of the Anisfield-Wolf Book Awards, Denise Crudup joined 19 other representatives of Cleveland's community organizations to discuss Isabel Wilkerson's "The Warmth of Other Suns" and its relevance in the current political and social climate.

Cleveland Foundation

In two separate meetings, Denise Crudup met with the Cleveland Foundation's Kathy Hallissey, Director of Community-Responsive Grantmaking and India Pierce Lee, Cleveland Foundation's Senior Vice President, Program.

Denise Crudup joined members of the Anisfield-Wolf community sharing a table with Seeds of Literacy staff and volunteers as part of the Cleveland Foundation's Common Ground initiative.

Daily Dose of Reading

Along with Director Thomas, Denise Crudup met with Ed Mayer, Executive Director of Daily Dose of Reading regarding possible future collaborations.

Peer-to-Peer University (P2PU)

CPL is participating in Phase 2 of an IMLS National Leadership Grants for Libraries project, titled "Learning Circles in Public Libraries: Community-based Online Learning." Over the course of this 2-year IMLS project, CPL committed to implementing P2PU Learning Circles in up to 10 branches (equally distributed throughout the city). Denise Crudup began the initial planning of implementing this project in four branch locations.

Denise Crudup participated in the P2PU Executive Review Meeting via Google Hangouts.

Denise Crudup participated in a Google Hangout Peer 2 Peer University (P2PU) Facilitator Training.

Program Evaluation

Denise Crudup and Aaron Mason met to begin the process of creating a Program Evaluation process. The process is intended to evaluate current programs as well as serve as a framework to guide the development of new programs.

The Puppet University

Denise Crudup met with Melanie McCarter, Lan Gao, and Aaron Mason regarding The Puppet University.

Stokes Initiative and CPL American Civic Square

Director Thomas, Aaron Mason, and Denise Crudup met with Joy Roller, Dr. Lauren Onkey, Chair for the Humanities/Dean, Tri-C Jack, Joseph, and Morton Mandel Humanities Center and her team regarding potentially merging the Stokes Civic Leadership Institute policy discussions with CPL's American Civic Square community dialogues.

***The People's University Development Process Update***Cleveland Public Library 2017 Patron Survey Results:

The Office of Education and Learning conducted an eleven question survey from March to June 2017. The survey was made available on paper in all 28 library locations and electronically via the Cleveland Public Library's website. The purpose of the survey was to determine learning paths for the patrons of The People's University and to help identify other future programming. Based on the programs and classes that patrons requested we are able to identify existing programs and classes that already fulfil their interests and identify programs and classes that need to be created to meet the demand. The number of surveys answered constitutes that this survey can be considered an accurate sampling of the Cleveland Public Library's users.

A total of 1,060 surveys were completed. Presently, the Cleveland Public Library has 382,882 active library card users out of a population of 398,453. The questions on the survey had to do with the libraries programs, the importance of certification upon completion of a class, the marketing of the programs, and the best location for programs, and the best time to offer programs. An area for additional comments was included.

Statistics from the survey show that Cleveland Public Library (CPL) is used by 55% of Cleveland residents. It is interesting to note that 45% of patrons who completed the survey do not live in Cleveland. In the past three years 48% of patrons attended a class or program at Cleveland Public Library. The top five programs and classes that patrons are most interested in attending

include Healthy Cooking, Language Learning, Creative Writing, Civic/Community Engagement, and Urban Gardening. Obtaining certification for completing classes was important to 55% of patrons who completed the survey. There were a variety of suggestions for other programs including entrepreneurial classes, digital photography, financial literacy, and environmental sustainability programs. Suggestions from the survey will be considered for designing learning paths and future programming.

Fifty-one percent (51%) of patrons are more likely to attend a class or program at their local branch rather than the Main Library. Evening hours are the best time to offer classes and programs as 58% of patrons prefer the evening. Patrons learn about the library's events and programs through the Library website, Library staff, displays of signs and/or flyers, and word of mouth. The following is break down of education among patrons who completed the survey: 27% completed some college as their highest level of education; 25% had a Bachelor's Degree; 21% had a Master's Degree or higher; 20% had a high school diploma or a GED; and 7% did not complete high school.

The majority of the patrons that completed the survey live in the neighborhoods that the First District branches serve. Thirty-one percent of the patrons who completed the survey are between the ages of 35 and 49. The largest number of patrons who completed the survey are African American (47%) and 54% are female.

The overall mission and vision for the Cleveland Public Library is to be the center of interest-driven learning for the city of Cleveland. Comparing the list of programs from 2016 and the patrons' interests from the survey, several paths are in the process of being identified. In addition to the Library's resources, these learning paths will take advantage of Cleveland's cultural institutions by creating learning networks.

#### Cleveland Museum of Art Collaboration

##### **Cleveland Foundation's Visual Arts Mastery Initiative**

Along with Director Thomas and Tracy Martin, Denise Crudup and Marina Marquez participated in a conference call with Cyra Levenson regarding the initial steps involved in structuring the collaborative process necessary to implement Cleveland Foundation's Visual Arts Mastery Initiative.



### **Digital Photography Learning Pathway**

Marina Marquez has been in conversations with Chatham Ewing, Adam Jaenke, and CMA's Department of Adult and Distance Learning staff: Dale Hilton and Karen Levinsky, to co-develop a digital photography learning pathway for TPU|CMA. Below is our vision for the digital photography pathway:

Over a four-month period, this course would cover the basics of how to take a good photograph using a digital camera, smart phone, iPad, or tablet, transferring pictures to a computer, sharing pictures online using social media with friends and relatives, and a final digital exhibition of selected photographs with a reception. CMA agreed to provide a group tour at the museum for all participants of the digital photography program. Below is a series of classes that would be offered:

Lesson 1: Photography: "*What Makes a Good Picture?*" (CMA Distance Learning & CPL Photograph Collection)

Lesson 2: Introduction to Digital Photography: Taking Amazing Pictures with Your Smartphone or Tablet (CMA at CPL)

Lesson 3: Introduction to Social Media (TechCentral)

Lesson 4: Introduction to Digitizing Photographs: Liberate Your Photos! (CDPL)

### Learning Land Lab - Carnegie West

The Office of Education and Learning (Denise Crudup & Marina Marquez), Angela Guinther, and Tracy Martin met to discuss and plan a pollinator garden. Marina Marquez met with Angela Guinther and Helen to examine and survey the size of the identified location for the pollinator garden. The City of Cleveland's Parks and Recreation Department, Councilman McCormak, and Ohio City Inc. confirmed their support of creating a pollinator garden at Novak Park. Marina Marquez and Angela Guinther met with Jessica Gift, City of Cleveland Manager of Parks and Recreation, Research and Planning, to discuss the CPL/City of Cleveland land agreement. It was suggested that a percentage of land owned by CPL be designated for pollinator gardens to help with the Monarch Highway initiative.

The City of Cleveland has been in conversations and planning initiatives with the Pollinator Partnership (P2) to develop a pollinator garden at Novak Park. The Parks and Recreation Department connected Angela Guinther with Amber Barnes, Wildlife Biologist and

Program Coordinator at Pollinator Partnership (P2), whom we meet with on July 19<sup>th</sup> and August 18<sup>th</sup>. Below is a description of the Pollinator Partnership (P2) project for Ohio's Monarch butterfly initiative:

*The Pollinator Partnership (P2) along with The Kelvin and Eleanor Smith Foundation launched a new program called **Monarch Wings Across Ohio** in response to the Presidential directive on supporting the monarch migration. As you know, the monarch migration is in peril. The number of monarchs making the annual migration has plummeted in recent years, but Ohioans have stepped forward in unprecedented numbers to make a difference. Support for monarchs starts with one thing that everyone can do: plant for monarchs!*

*Monarch butterflies require regionally specific host milkweeds on which they can lay their eggs as well as nectar-supplying plants for energy to successfully complete the migration. **Monarch Wings Across Ohio** is working with a diverse collation of partners to install monarch habitat research plots across partners' land in the following settings; urban ecosystems, agriculture, corporate lands, and public gardens. Monarch habitat research plots will beautify the spaces they will occupy and provide valuable insight into monarch foraging preferences.*

*Regionally-based field researchers have been hired across Ohio to collect data on the nectaring plantings monarchs prefer to feed on to fuel their migration. The plots will stay in place for at least three years. There are coalitions of partners across Ohio that have joined the program.*

Next steps are to finalize the land agreement for Novak Park with the City of Cleveland, complete a partnership agreement with P2, and submit the landscape design to Eric Herman.

Pathways/projects driven by  
Branches/Departments/Community priorities

<b>Branch/Department</b>	<b>Manager(s)/Staff</b>	<b>Priorities</b>	<b>Actions/Connections</b>
Carnegie West	Angela Guinther	Turn city property surrounding branch into an educational learning land lab for pollinators	<ul style="list-style-type: none"> <li>• Planning meeting to begin Monarch Way Station</li> <li>• City of CLE, Councilman McCormak &amp; OCI support</li> <li>• Amber Barnes, Pollinator Partnership (P2) proposal</li> <li>• Jessica Gift, City of Cleveland Manager of Parks and Recreation, Research and Planning to create City land agreement</li> <li>• Cathi Lehn, Sustainable Cleveland Coordinator, provide sustainability support</li> <li>• Michael Oakes, PLA Intern, identified pollinator plants</li> </ul>
Cleveland Digital Public Library	Chatham Ewing	Community outreach and developing partnerships with schools, CDCs, and museums.	<ul style="list-style-type: none"> <li>• Met with Dr. Germaine Williams to coordinate Bard Early College High School Fall 2017 student tour</li> <li>• Discussed Clemente Courses</li> <li>• Coordinated Bard Early College High School students CPL tour</li> <li>• Intentional partnership with CMA to participate in Digital Photography path</li> <li>• Implement Google Apps class to Digital Photography path</li> </ul>
CLGH/Map Collection/Photo Collection	Olivia Hoge/Adam Jaenke	Highlight photograph collection	<ul style="list-style-type: none"> <li>• CMA to incorporate Jasper Wood collection into digital photography pathway for photography course in 2018</li> </ul>
Mobile Services	Rhonda Pai	Family engagement & early childhood programming	<ul style="list-style-type: none"> <li>• Bruening Foundation gave go ahead to submit full request for 0-3 programming</li> <li>• Grant proposal submitted</li> <li>• Won Early Childhood Literacy grant</li> </ul>
Rockport	Amiya Hutson	Expand and redesign teen center	<ul style="list-style-type: none"> <li>• Met with the Best Buy Teen Tech Center grantors: Paul Dempsey, Will Woodworth, Nina Nolan, for an onsite visit</li> <li>• Submitted grant to Best Buy</li> <li>• CPL-Rockport won the Best Buy Teen Tech Center grant</li> </ul>

Professional Development

- Denise Crudup and Marina Marquez completed the two sessions of Project Structuring and Planning: Leadership Certification class.
- Denise Crudup and Marina Marquez watched the PLA Project Outcome Two-Year Updates & Discussion webinar

Miscellaneous

- Marina Marquez presented at the Bi-Annual CPL-FIT Ambassador Meeting.
- Denise Crudup attended the Crain's Women of Note Awards Ceremony at FirstEnergy Stadium
- Denise Crudup and Marina Marquez attended the Legal Services Corporation's Forum on Access to Justice to hear Aaron Mason, Assistant Director of Outreach and Programming Services discuss CPL's role in providing access to free legal services in our branches for our patrons.
- Denise Crudup developed a Critical Reading and Thinking Syllabus, incorporating the American Library Association's standards for Information Literacy.
- Along with Director Thomas, Denise Crudup and Marina Marquez attended CMSD's Army of Believers Scholarship Luncheon
- Aaron Mason, Erica Marks, and Denise Crudup participated in a conference call with Girls Who Code
- Denise Crudup attended the Youth Services meeting; Along with Melanie McCarter, Annisha Jefferies, and Erica Marks, Denise Crudup met with Dr. Raquel Ortiz regarding her work at the Center for Puerto Rican Studies at Hunter College.
- Cleveland Public Library's 28 locations will be participating in this year's [National Voter Registration Day](#) scheduled for September 26th. Amiya Hutson and Marina Marquez are coordinating the event. Voter registration materials have been ordered for each branch including Main. The branches can expect to receive the following forms: [Guide to Voting in Ohio](#), [Voter Registration Form](#), [Voter Registration Instructions](#), and [Profile Ohio](#). The materials will be on display from September 26th until October 10, 2017. Amiya Hutson and Marina Marquez have requested volunteers from partnering organizations to assist with registration on the day of the event. The Friends agreed to recruit volunteers for the September 26<sup>th</sup> event.

**TECHNICAL SERVICES**

Volunteers from the United Way of Greater Cleveland

spent approximately two weeks in June in the Lake Shore Auditorium sorting new and used books that been donated to the "Stuff the Bus with Books" campaign. Technical Services Managers and staff provided General Research Collections Manager Don Boozer and a KSU Practicum student with a tour and overview of the Technical Services Departments in June. Public Library Association (PLA) interns Tailiyah Fain and Michael Oakes spent an entire week in July at the Lake Shore Facility. Managers and staff from each of the Technical Services Department spent time teaching each intern about the Technical Services workflow and the responsibilities and tasks of each Department.

Ellen Burts-Cooper from the Improve Consulting and Training Group met with Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell and the Technical Services Managers as a group in June to provide them with an update and to review the process improvement suggestions. During August, Ms. Burts-Cooper presented an update to the entire Technical Services staff as a group and then facilitated individual Departmental sessions consisting of both the Manager and the Department staff to review all of the process improvement items, determine which Department level items would be implemented, and to develop an action plan and timeline to complete the work. One outcome of the process improvement will be the implementation of employee-chosen shift start times consisting of staff selecting their shift starting time and/or their lunch period and having the option to make changes to their shift starting time and/or their lunch period on an annual basis.

In June, several Technical Services staff were photographed and videotaped demonstrating the daily tasks of their Department for the "I Am a Book" project to be included as part of the Book Ends Customer Service training session. Collection Manager Pam Matthews and Technical Service Associate Paula Stout attended the Book Ends Customer Service pilot session in August.

Ms. Jelar Elwell attended the Sports Icon Series with Mike Hargrove, former Manager of the Cleveland Indians, at the Main Library in June. She also attended the Project Management and Project Communications training sessions at the Lake Shore Facility in June and several Process Improvement Committee meetings of the Library Card Application Process team throughout the summer. Ms. Jelar Elwell along with the rest of the Library Card

Application Process team presented the results of the Library Card Application Process project and their recommendations to the Director of Public Services John Skrtic in August.

Ms. Jelar Elwell met with Ms. Matthews, Technical Services Assistant Eric Hanshaw, and Technical Services Associate Nathaniel Infante to discuss the 2018 periodical subscription renewals and to determine the timeline for the renewal process for the Main Subject Departments and Branch subscriptions. Ms. Jelar Elwell along with High Demand Manager Carole Brachna and Ms. Matthews met with the representative from the book vendor Baker & Taylor in June. Ms. Jelar Elwell also met with the representative from the periodical and Flipster vendor EBSCO in June. Ms. Jelar Elwell and Ms. Matthews met with the representative from the non-book and hoopla vendor Midwest Tape in August.

Ms. Brachna retired from her position in the High Demand Department on July 31st after 12 years of service at the Cleveland Public Library. Ms. Jelar Elwell has assumed responsibility for the High Demand Department after Ms. Brachna's retirement. Senior Librarian Regina Houseman retired from her position in the Catalog Department on August 31st after 35 years of service at the Cleveland Public Library.

**Acquisitions:** During June, July, and August, the Acquisitions Department ordered a total of 19,848 titles and 29,824 items (including periodical subscriptions and serial standing orders); received 35,857 items, 5,010 periodicals, and 996 serials; added 1,566 periodical items, 389 serial items, 1,192 paperbacks, and 3,867 comics; and processed a total of 5,774 invoices.

Acquisitions Coordinator Alicia Naab cross-trained with High Demand Manager Carole Brachna to learn about the tasks that Ms. Naab would be assuming after Ms. Brachna's retirement. Ms. Naab met with Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell to review these tasks and determine their delegation.

Ms. Jelar Elwell provided training and review to Fine Arts & Special Collections Manager Pam Eyerdam and other Fine Arts & Special Collections selectors on the procedures for submitting selections to the Acquisitions Department, selecting rare or used items directly from vendors, and using the book vendor Baker & Taylor's website for selection purposes. Ms. Naab and Technical

Services Librarian Lisa Kowalczyk worked together to draft revised guidelines for selectors when selecting used materials.

Ms. Naab assisted Family Engagement Specialist Sandra Nosse with the ordering of materials for the On the Road to Reading project. Ms. Naab worked with Library Systems and Applications Specialist Marlene Pelyhes to troubleshoot outstanding tickets and demonstrate the daily workflows for payment and verification of invoices at the Cleveland Public Library. Ms. Naab also provided an overview of the various workflows and activities in the Acquisitions Department and answered questions for Eileen Horansky, an intern working with Ms. Eyerdam in the Fine Arts & Special Collections, and for four different groups of CLEVNET staff touring the Lake Shore Facility and Technical Services.

Technical Services Associate Anarie Lanton attended the Personal Financial Management workshops in August. Technical Services Associate Nathaniel Infante began a leave of absence on August 4th and returned to work on August 23rd.

**Catalog:** Librarians cataloged 8,392 titles and added 10,752 items for Cleveland Public Library.

Catalog Manager Andrea Johnson worked with the CLEVNET Technical Services & Acquisitions Special Interest Group (SIG) User Representative and Information Technology/CLEVNET staff to organize a SIG meeting held at the Lake Shore Facility in June. Ms. Johnson, Senior Catalog Librarian Regina Houseman, Technical Services Librarians Amei Hu and Barbara Satow gave presentations at the meeting. Technical Services Librarians Yeshen Dugarova-Montgomery, Celia Halkovich, Perry Huang, and Erin Valentine also attended. Ms. Hu and Ms. Satow gave tours of the Lake Shore Facility for CLEVNET members after the meeting.

Ms. Dugarova-Montgomery and Ms. Halkovich started working on the CLEVNET libraries' overlay requests in June. Ms. Halkovich began creating catalog records for archival collections that the Cleveland Public Library adds to the OhioLINK Finding Aid Repository online after some training from Ms. Houseman. Ms. Halkovich and Technical Services Librarian Michael Gabe manually changed MARC holdings locations for 128 Cleveland newspapers on microfilm that were physically moved from Microfilm to the Center for Local and Global History.

Ms. Halkovich also created her first original microfilm record for a serial titled Cleveland Correspondent.

In June, Ms. Valentine began creating original and upgrading records with Ms. Houseman reviewing her records. Ms. Houseman instructed Ms. Valentine on cataloging serials, juvenile, foreign language, and miscellaneous acquisitions material. Ms. Valentine began cataloging music CD's in July and DVD's in August after instruction on local practices from Ms. Houseman. Ms. Valentine also began cataloging popular musical scores, with Senior Catalog Librarian Dawn Grattino training her in general cataloging and local practice, and reviewing her records.

Ms. Johnson, Ms. Houseman, and Ms. Valentine attended the spring Northern Ohio Technical Services Librarians (NOTSL) meeting Spring Cleaning the Collection: Projects and Policies for Weeding and Gifts in June, with Ms. Valentine recording the meeting minutes in her role as NOTSL Secretary. Ms. Johnson was elected Vice Chair/Chair Elect of the NOTSL Board, and Ms. Hu was elected to the Board Executive Committee. In July, Ms. Johnson, Ms. Houseman, Ms. Hu, and Ms. Valentine attended a half-day NOTSL Board meeting at Cuyahoga Falls Library.

Ms. Satow attended the Ohio Library Council (OLC) Technical Services Action Council meeting in Columbus in June and participated in an Action Council conference call in August about the retreat. Ms. Hu attended the workshop Applying Descriptive Cataloging of Rare Material, sponsored by the 58th ACRL Rare Books and Manuscripts Section (RBMS) Conference, in June. Ms. Hu also joined a WorldCat Data Quality Advisory Group for public libraries convened by OCLC. The group will meet and discuss issues virtually for 9-12 months and Ms. Hu attended one of the virtual meetings in August. Ms. Valentine attended Ohionet's Fundamentals of Cataloging Online: Overview of Common AV Formats (Session 1) in August.

**Collection Management:** Collection Management selected 4,391 titles, 32,604 copies, and spent \$600,359 in summer 2017. 177 telescopes of materials were relocated.

Department staff continued to select and process Branch discretionary selections for Children's and Young Adult materials and select eBooks, Large Print, and Spanish



titles, covering the duties of the retired Children's and Youth Selector and Technical Services Director.

Technical Services Assistant Eric Hanshaw continued to be heavily involved in the United Way/Community Shares committee work. The committee was given an award from Community Shares because of its successful campaign on its behalf. Mr. Hanshaw attended UW/CS meetings, helped with the UW/CS T-Shirt and donut sales, and served as the lead on the Write from the Heart short story/poetry/visual arts contest. Mr. Hanshaw also attended a webinar on the fall 2017 Young Adult publications hosted by Booklist.

Collection Management Librarian Laura Mommers and Mr. Hanshaw trained new staff from the Woodland Branch in using iPage, the materials selection software for the book vendor Ingram. Ms. Mommers also attended the system-wide CPL FIT Wellness Ambassador meeting.

Collections Manager Pam Matthews attended an Ohio Library Council Technical Services Division meeting to plan upcoming state-wide programming and participated in a conference call with them to continue planning. Ms. Matthews and Director of CLEVNET Hilary Prisbylla met with Su Min KHOR, the Assistant Director and E-Resource Manager for National Library Board from the Singapore National Library, to discuss CLEVNET and consortial sharing of electronic resources. Ms. Matthews also attended Digipalooza to learn about best practices and new trends in eBook and eAudio selection and lending.

**High Demand:** During June, July, and August, the High Demand Department ordered a total of 3,493 titles and 28,580 items; received and added 29,951 items; and processed a total of 1,122 invoices.

High Demand Manager Carole Brachna worked with Acting Technical Services Director Sandy Jelar Elwell to complete some projects and create instructions for staff so that they could assume additional responsibilities after her retirement on July 31st.

High Demand Librarian Dale Dickerson helped with the Materials Processing backlog of audiobooks and DVDs and also reviewed some online cataloging training materials. Technical Services Associate Summer Salem attended the Personal Financial Management workshops in August.

**Materials Processing:** During June, July and August, the two Associates cataloged 2,164 new titles for the

Cleveland Public Library and added 2,621 records for the CLEVNET libraries. The Associates and Sr. Clerks added 12,947 items. The Technicians worked on 59,572 items.

Materials Processing Manager Elizabeth Hegstrom, High Demand Manager Carole Brachna, and Human Resources Generalist Dawntae Jackson participated on the interview panel for a Technical Services Associate position in the Materials Processing Department. Members of the High Demand Department assisted with the cataloging of non-book materials to keep materials flowing out of Technical Services until a new Technical Services Associate can be hired. Ms. Hegstrom met with the entire Materials Processing staff to answer any questions they had about changes occurring in Technical Services.

Materials Processing Technician Brenda McIntyre attended Active Shooter Training. Materials Processing Technician Marsha Draeger learned about basic book repair from a Northeast Ohio Regional Library System webinar. Ms. Hegstrom, Technical Services Senior Clerk Sabrina Rosario-Laureano, Materials Processing Senior Technician Marisol Adorno-Cruz, Ms. Draeger, Ms. McIntyre, and Materials Processing Technicians Douglas Huston and Dennis Workman completed the Workplace Safety for Employees training. Ms. Hegstrom returned from a leave of absence on June 19th.

**Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 275 items to the Main Library for requests and 291 items to fill holds. Main Library received 909 telescopes, the Branches received 2,206 telescopes, CLEVNET received 231 telescopes, CASE received 17 telescopes, CSU received 18 telescopes, and Tri-C received 12 telescopes. A total of 3,393 telescopes were shipped out over the summer. The Technicians sent out 1,136 items of foreign language material and in total 39,785 new items were sent to the Acquisitions and High Demand Departments during the summer of 2017.

Receiving and Distribution Supervisor James Clardy along with the other Page Committee members began the process of hiring Pages. A hundred potential candidates were tested with forty-five of them advancing to the interview stage.

Receiving/Distribution Technician Amber Alexander attended the Personal Financial Management workshops in

August. Page Shawn Wolford was promoted to a Custodial Substitute position and his last day worked in the Department was July 6th.

### **MARKETING & COMMUNICATIONS**

Media coverage for the months of June, July, and August included 137 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$99,001.13. During the summer months, the online media outlets that featured CPL events and programs received 53,492,350 unique visitors. The media attention did not focus on one story in particular. While the Superman exhibit continues to receive attention, coverage was also given to the various awards the Library has received, the upcoming FRONT art triennial, Literary Cleveland's week of activities at CPL, the Dialogue exhibit in the Eastman Reading Garden, and the Library Card Sign-Up Campaign. Online Consumer accounted for most of the media articles.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,042 times on average per day, with an average of 143 clicks to the website per day resulting in a 13.72% click-through rate for the month. Nearly one-fourth of the click-through's were from the keywords *libraries cleveland oh*. No special ads were run on cleveland.com.

#### **Facebook**

	<b>2017</b>	<b>2016</b>	<b>YoY</b>
Net Page Likes	424	371	14%
Avg Post Reach	10,848	8,663	25%
Avg Total Reach	8,398	7,632	10%
Average engagement	256	202	27%
Reactions	189	149	27%
Comments	16	11	45%
Shares	51	42	21%

#### **Twitter**

	<b>2017</b>	<b>2016</b>	<b>YoY</b>
Top Tweet (Impressions)	28,275	13,309	112%
Top Mention (Engagements)	2,609	1,865	40%
Top Media Tweet (Impressions)	24,476	10,197	140%

Summary

Tweets	469	352	33%
New Followers	328	NA	NA

During the summer, the Library became more active on Instagram with 152 posts and 939 points of engagement, attracting 261 new followers.

Graphics

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

**PROPERTY MANAGEMENT**Painters

Did painting repairs at the following branches; Walz, Eastman, E.131, Garden Valley, Technical Services, LH, Main, Woodland, Rice, Collinwood, Lorain and Rockport.

Carpenters

- Eastman- removed rusted utility room door and frame and installed new metal door, frame and door closure, also removed and replaced cracked and damaged ceramic tiles in front walkway.
- Lorain- boarded up front door due to broken glass.
- Brooklyn- cut and modified brick opening so A/C unit can be installed in staff break room.
- CLEVNET/IT- installed countertops and bracing.
- OPS- built decking storage platform in storage room.
- Friends- repaired and refinished and installed money boxes on book sale carts.
- MT.Pleasant- made plywood security gate for ladder on the roof to prevent unauthorized people from using it.
- Harvard-Lee- tore out concrete pad and replace pad.
- Rockport- patched parking lot.
- Collinwood- patched parking lot.
- West Park- installed two new doors.
- South Brooklyn- repaired front door, trimmed trees, patched lot and put together mobile cart.

- Moved book box from wade oval to Public Square.
- Lakeshore- patched all holes in parking lot.
- Lorain- cot deteriorated spots on concrete ramp and patched to code.
- LSW- cut and installed outlet boxes in planters located in indoor garden.

#### Mechanic

- Repaired branch two wheelers, broken lawn mowers, weed trimmers and leaf blowers
- Replaced hardware on vehicle #10 and zero turn.
- Serviced vehicles 4, 5,7,10,11,15,21 and 28.

#### Maintenance Mechanics

- Walz - re-connected/calibrated existing pneumatic controls for new economizer dampers on main AHU.
- Main - separated low and high voltage wiring in preparation for replacement automatic actuators for loading dock area double doors.
- Mt. Pleasant - temporarily setup two 5 ton spot coolers / connect to disabled RTU power supply.
- Lakeshore - worked w/ Reliance Mechanical on AHU #10 chiller compressor installation.
- Glenville - set up temporary spot coolers/worked with Gardiner Trane on troubleshooting RTU.
- Garden Valley - ran power and coaxial cable from front of building to the meeting room.
- Langston Hughes - power and data run for digital signage project behind circulation desk.
- Carnegie West - replaced bad fan motor on rooftop condensing unit.
- LSW - worked with Direct Air on VFD replacement/start-up for SF-3.
- Woodland - replaced carpenter's shop ac condensing unit/charged with R-22 substitute.
- Mt. Pleasant - worked with Synergy Mech. on new RTU installation.
- Hough - ran CAT6 lines and power for desk relocation.
- Main - installed power poles for new Tech Central workroom inside Automation storage area.
- Main - replaced filter stages on Main building air handlers.
- MLK - replaced condenser fan assembly (fan, bearings, and shaft) for chiller, replaced boiler room spigot.

- Fleet - traced/repared parking lot pole light circuits in preparation for installation of new post tops.
- Mem-Nott - Power / CAT6 run for new 3D printer.
- Lakeshore - repaired/rebuilt AHU #1 supply fan motor starter.
- South Brooklyn - ran wire mold/power for new coffee cart/refrigerator.
- Eastman - completed controls upgrade on meeting room HVAC system.
- Fulton - rented lift and replaced meeting room lights with LED light fixtures.
- Main - repaired display case lights by Friends office.
- Fleet - worked with AAA tech on clogged restroom drain lines.
- Harvard Lee - LED lighting retrofit on high light fixtures (installed new T8 ballasts and LED bulbs
- Eastman - ran power for art installation at the front of building.

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

##### **Safety Services**

- SPS part time officer positions are now fully staffed. Interviews for SPS Supervisors were held last Thursday at MLK branch. There are two potential candidates to fill the last to supervisor positions.
- Four ALICE training classes were conducted at Lake Shore since May 2017 by Officer Reed. All SPS officers and Royce guards were mandated to participate in the training.

## Protective Services

### Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergen-cies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
<b>Aug 2017</b>	4173	155	91	59	827	55	58	46
<b>July 2017</b>	3498	140	49	57	679	75	138	53
<b>June 2017</b>	4126	159	111	45	877	107	72	60
<b>May 2017</b>	3772	145	85	70	600	83	89	51
<b>April 2017</b>	3609	144	73	63	646	120	57	47
<b>March 2017</b>	4084	151	102	85	728	174	68	48
<b>Feb 2017</b>	3574	155	65	109	586	164	80	40
<b>Jan 2017</b>	2920	127	44	112	470	115	80	93
<b>Dec 2016</b>	3087	123	34	108	372	160	68	29
<b>Nov 2016</b>	3404	155	52	113	568	116	74	40
<b>Oct 2016</b>	4127	165	73	118	707	148	81	49
<b>Sept 2016</b>	4074	163	76	136	604	119	69	63
<b>Aug 2016</b>	4866	175	98	170	784	132	70	117

### Special Attention, Special Events, and Significant Incidents

- 6/10, a male patron at Brooklyn branch wet himself and soiled a cushioned chair in the children's area. The chair was discovered after he left the branch. The male entered the branch 2 days later and staff told him that he would have to leave because he soiled the furniture on his last visit. The male became very argumentative and aggressive lunging towards the manager. The male left but returned while branch patrol was visiting. Branch patrol attempted to make contact with him but the male left.
- 6/12, the SPS officer at Harvard Lee was conducting an exterior patrol and she noticed an elderly female patron sitting inside of a vehicle motionless. Royce security and the officer attempted to wake the patron by hitting her window and rocking her vehicle. 9-1-1 was contacted while multiple patrons attempted to enter to the vehicle. CFD and EMS arrived opened the door. The female was still unresponsive but after receiving oxygen and multiple ice packs she opened her eyes. Branch staff was able to get her name based off her library card info. Emergency services technicians believe she was diabetic and went into shock before she could start her vehicle.

- 6/14, at Rockport branch a young male that was seen stealing items from the branch manager's desk days before returned to the branch. SPS branch patrol officers were dispatched to make contact with the mother. The child and mother agreed to return the items that were taken. The pair left and returned with the items. The patrons were issued expulsions for theft.
- 6/16, at Eastman branch a staff member reported that a patron complained about a male in the children's area who was taking down his pants. The branch manager went over to the area and saw a man pulling his pants up. The male was incoherent. SPS responded to the branch and expelled the male.
- 6/19, at Sterling branch a juvenile entered the branch saying that an old man snatched his brother and put him in his car. SPS and CPD responded to the branch. Another juvenile stated that the missing child was back at the basketball court. The juvenile went to the court and got his younger brother to come to the branch. CPD spoke to the child and the parents and left without divulging any further information to staff.
- 7/13, at Lorain branch staff reported a man came in offering his assistance with tutoring. The branch manager explained the proper way to organize tutoring through CPL. The male continued to solicited children with food and asking for their personal information without parent consent. SPS branch patrol arrived and formally explained the procedures again. The patron complied.
- 8/1, at E. 131 branch the SPS Officer asked a group of loud juveniles to keep their noise level down. The juveniles ignored several request so the officer expelled the juveniles for the day; on the way out the door one juvenile grabbed a bag of apples. The officer observed the juveniles throwing apples outside of the branch. The officer retrieved the apples, and escorted the juveniles off of property.
- 8/4, two SPS Officers posted inside Tech Central heard a female patron being loud in the computer area after warning her several times. The two officers approached the female to ask her to leave for the remainder of the day. The female became belligerent and made death threats to one of the responding officers. The patron then tried to confront and make contact with the SPS Officer. Nearby SPS Officers were called for assistance. The



female patron was escorted out and received a 30 day expulsion.

- 8/8, at South branch staff reported a suspicious patron from a prior incident outside of the branch. The patron was making gun gestures at passing vehicles as well as screaming and crying. EMS and CPD was advised of the patron's actions. CPD and EMS arrived but the patron initially refused any medical attention. CPD Officers convinced patron to be transported for treatment.
- 8/14, at Fleet branch a staff member notified SPS dispatch that the patron who stole the 3D prints from a staff member's desk was on the property. SPS branch patrol arrived and spoke with the patron. The female admitted taking the items and promised to return the property. SPS officers did not expel the patron because of her existing mental health condition.
- 8/17, at E. 131 the posted SPS Officer reported to dispatch that multiple juveniles were lighting firecrackers outside the branch. The SPS Officer stood outside to prevent the juveniles from entering the branch. The officer went inside to do an interior check and one of the juveniles threw an explosive device in the book drop. The SPS Officer used the fire extinguisher after the patrons were out of the branch. CFD, CPD, and SPS were all responded a short time later.
- 8/23, at Harvard Lee branch the posted SPS Officer advised dispatch of his final break and while in the break room the officer heard a fight taking place on the floor. He left the break room and was assisted by staff with expelling the students. Approximately 10 high school students were involved in an altercation. The victim was transported to the hospital per CPD request.

#### Protective and Fire Systems

- Harvard Lee book theft detectors are now operational.
- The part time officers at E. 131 branch were instrumental in gathering information on the juveniles responsible for the fire in the book drop box. Lt. Hughes from the Cleveland Fire Dept. will turn the case over to prosecutors soon. He will ask for one count of arson for every person inside the branch at that time (23).

- SPS officers extinguished a fire in the landscaping at Rice branch a week ago. Video footage didn't show the fire being set intentionally.
- Carrie Krenicky informed me that the after-hours armed response budget was exhausted in July. I am researching ways to reduce the number of calls for after-hours service without leaving CPL property susceptible to theft or fire damage.

#### Contract Security

- All Royce guards were mandated to participate in ALICE training classes.
- Monthly meetings are now being held with Royce Security managers and supervisors to address discrepancies, guard performance, and upcoming events.

#### Administration

- I met with Joyce D. and Bryan S. to finalize the SPS Policy regarding Pepper Gel. It will be given to HR for review by September 15.
- I have consulted with three alarm monitoring companies to get quotes for service per CFO. We are waiting for the last two quotes.

### **INFORMATION TECHNOLOGY & CLEVNET**

#### CLEVNET Quarterly Meeting

The CLEVNET Directors held their third quarterly meeting of 2017 on Friday, July 28, 2017, in Vermilion, at Ritter Public Library, a CLEVNET member since 1984. The CLEVNET directors enjoyed the opportunity to tour this unique library building and experience the environmentally friendly features that earned Ritter a gold award for Leadership in Energy and Environmental Design (LEED) in 2010. Director Holly Lynn, formerly the director of another CLEVNET library—Burton Public Library in Geauga County—provided a warm welcome to her library and her new hometown. Ritter serves large numbers of vacationers during the summer months.

Tim Diamond, CPL's Chief Knowledge Officer and liaison to CLEVNET, provided an update on CLEVNET's strategic plan with a focus on governance and technology. He reported that CLEVNET's new staffing complement was nearly filled when John Pas was promoted to Library Systems and Applications Analyst, leaving his former position of Library Systems and Applications Specialist

vacant. (Since the quarterly meeting, CLEVNET lost its other Library Systems and Applications Specialist, Marlene Pelyhes, who is now the head of technical services at Geauga County Public Library. CLEVNET members are happy that John and Marlene are still in CLEVNET, but they will be sorely missed in their previous capacities. Both are well respected and appreciated by staff throughout CLEVNET who relied on their expertise and exceptional service.)

Mr. Diamond also reported that the Pricing Model Review Group, led by CPL Chief Financial Officer Carrie Krenicky, continues to work with the Government Finance Officers Association (GFOA) on the design of a new pricing model for CLEVNET members. The work has taken longer than originally anticipated but, it is critical that if there is to be a new pricing model, it must be equitable, sustainable, and based on data that is collected and reported consistently and uniformly. The next step is to get the third draft of the proposed model to the review group of directors and finance officers for their feedback.

Another group that has been dealing with a weighty assignment is the ad hoc committee charged with revising the provisional bylaws of CLEVNET. Headed by Julianne Bedel, director of Barberton Public Library and former chair of the CLEVNET Directors Panel, the ad hoc committee has been at work longer than they expected as well. It is hard enough to create bylaws or operating procedures for a regular organization; the job is ten times harder when the organization does not exist! What has been consistent, though, in every conversation the ad hoc committee has had, has been the desire to give greater voice to the Directors Panel and to protect CLEVNET from fluctuations in CPL's budget and changes in CPL's organizational structure.

Mr. Diamond reiterated CLEVNET's commitment to thinking strategically, focusing on new members, the new data center, and core CLEVNET services. With Geauga County Public Library having joined CLEVNET in February 2017, and Rocky River Public Library in May 2017, CLEVNET is ready to welcome Morley Library in Painesville should its Board of Trustees make that decision. At this point, Morley Library is still in the inquiry stage. CLEVNET Director Hilary Prisbylla, IT Director Larry Finnegan, and Mr. Diamond made a presentation to Morley Library's Board on July 19, 2017, that was well received. Morley Library and six other public libraries on stand-alone

ILS's in the 12 counties served by CLEVNET are eligible for LSTA grants to join a library consortium. Mr. Finnegan and his team continue to work with OPLIN and the Department of Administrative Services on the move of CLEVNET's data center to the State of Ohio Computer Center (SOCC) in Columbus. This is a complex and challenging project, but it is on time and on budget, thanks to the dedication and commitment of everyone working on this important endeavor.

The core CLEVNET services that the Directors Panel has told Ms. Prisbylla and Mr. Finnegan to focus on are the SirsiDynix ILS; the network including VoIP; tech support; and eMedia/databases. Ideas for new projects and initiatives are vetted by the Panel with the first step asking the question, "Does this support a core CLEVNET service?"

Ms. Prisbylla reported on the major projects that are underway with her team: development of the new mobile app; credit card transactions; and adoption of the new OverDrive Advantage Plus accounts.

Mr. Finnegan reported on the major projects his team is working on: moving the data center to the SOCC; the new automated phone notification system; and providing computer and printer management as a CLEVNET service.

After hearing reports from the Panel liaisons to the five special interest groups, special guest Stephen Hedges, Director of OPLIN (Ohio Public Library Information Network), provided an update on OPLIN's strategic plan and the progress on finding his replacement when he retires in September. Mr. Finnegan praised Director Hedges and thanked him on behalf of all the CLEVNET directors for everything he had done to make OPLIN's partnership with CLEVNET a successful one. The applause from the directors at the meeting was loud and sustained. After the meeting, everyone enjoyed a special cake with the CLEVNET logo and the words, "Stephen-We couldn't have done it without you!!"

The next quarterly meeting of CLEVNET will be held Friday, October 27, 2017, at 9:30 a.m., in CPL's Learning Commons on the second floor of the Louis Stokes Wing.

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

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Maritza Rodriguez  
President

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Thomas D. Corrigan  
Secretary

**GIFT REPORT FOR JUNE 2017****LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	544	4,739
Periodicals	480	909
Publishers Gifts	0	3
Non-Print Materials	162	644
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>1,186</b>	<b>6,295</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 25	\$ 1,335
Library Fund	Restricted	288	2,287
Young Fund	Restricted	12,155	24,310
Schweinfurth Fund	Restricted	0	2,485
Founders Fund	Restricted	10,000	63,834
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	58,303	118,128
Lockwood Thompson Fund	Restricted	0	91,768
<b>TOTAL MONEY GIFTS</b>		<b>\$ 80,771</b>	<b>\$ 305,048</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	9	88	1,186	6,295
Money Gifts	8	46	8	46
<b>TOTAL GIFTS</b>	<b>17</b>	<b>134</b>	<b>1,194</b>	<b>6,341</b>

**GIFT REPORT FOR JULY 2017****LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	571	5,310
Periodicals	7	916
Publishers Gifts	0	3
Non-Print Materials	17	661
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>595</b>	<b>6,890</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 12	\$ 1,347
Library Fund	Restricted	50	2,337
Young Fund	Restricted	0	24,310
Schweinfurth Fund	Restricted	0	2,485
Founders Fund	Restricted	10,000	73,834
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	118,128
Lockwood Thompson Fund	Restricted	0	91,768
<b>TOTAL MONEY GIFTS</b>		<b>\$ 10,062</b>	<b>\$ 315,110</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	10	98	595	6,890
Money Gifts	3	49	3	49
<b>TOTAL GIFTS</b>	<b>13</b>	<b>147</b>	<b>598</b>	<b>6,939</b>

**GIFT REPORT FOR AUGUST 2017****LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	707	6,017
Periodicals	2	918
Publishers Gifts	3	6
Non-Print Materials	33	694
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>745</b>	<b>7,635</b>

**MONEY GIFTS**

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 1,100	\$ 2,447
Library Fund	Restricted	0	2,337
Young Fund	Restricted	0	24,310
Schweinfurth Fund	Restricted	0	2,485
Founders Fund	Restricted	0	73,834
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	0	118,128
Lockwood Thompson Fund	Restricted	0	91,768
<b>TOTAL MONEY GIFTS</b>		<b>\$ 1,100</b>	<b>\$ 316,210</b>

**SUMMARY**

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	28	126	745	7,635
Money Gifts	3	52	3	52
<b>TOTAL GIFTS</b>	<b>31</b>	<b>178</b>	<b>748</b>	<b>7,687</b>



330 659-3142  
FAX 330 659-6241

## CRAIN, LANGNER & CO.

ANALYSTS AND CONSULTANTS  
3728 WAITLEY DRIVE  
P.O. BOX 531  
RICHFIELD, OH 44286

WWW.CRAINLANGNER.COM

September 8, 2017

Carrie Krenicky  
Chief Financial Officer  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, Ohio 44114

Re: Property & Casualty Insurance Proposals  
August 1, 2017 – August 1, 2018 Property and Casualty  
September 18, 2017 – September 18, 2018 Public Officials, Employment Practices

Dear Ms. Krenicky:

This letter addresses our review of the proposals submitted to the Cleveland Public Library in response to the Invitation for Proposals to Underwrite Various Insurable Risks issued in April, 2017. We are pleased with the interest and participation of the various agents and insurers, and with the renewal results achieved for the Library. For reasons discussed below and consistent with our recent discussions, at this time, it is recommended that the Library purchase its insurance policies through Kevin Milligan of McGowan & Company, Inc.

### A. CURRENT PROGRAM

The Library purchases Property and Casualty insurance effective August 1, 2016 – to August 1, 2017 as follows:

COVERAGE	INSURER	AGENT/AGENCY
Property including Boiler & Machinery	Fireman's Fund	Tom Kelsey Hylant Group
General Liability including Employee Benefits and Employers Liability Sexual Abuse and Molestation	Philadelphia Indemnity Insurance Company	Kevin Milligan McGowan & Company, Inc.
Auto Coverage	State Auto Insurance Company	Kevin Milligan McGowan & Company, Inc.
Umbrella Liability	The Ohio Casualty Company	Kevin Milligan McGowan & Company, Inc.
Crime	Travelers Casualty and Surety Company of America	Kevin Milligan McGowan & Company, Inc.
Cyber Liability	Ironshore Specialty Insurance Company	Kevin Milligan McGowan & Company, Inc.

Ms. Carrie Krenicky  
 Cleveland Public Library  
 September 8, 2017  
 Page 2

The Library purchases Public Officials Liability and Employment Practices Liability insurance effective September 18, 2016 – to September 18, 2017 as follows:

Public Officials Liability / Employment Practices Liability	AIG	Kevin Milligan McGowan & Company, Inc.
-------------------------------------------------------------------	-----	-------------------------------------------

Various coverages, limits, deductibles, and premiums associated with the current program as well as those proposed by the insurers and the agents are reflected on the attached response worksheet that was required of each proposing agent. The proposers' data reflected on the Summary Exhibit E is a combination of the data files completed and submitted by the agents.

#### B. PROPOSALS RECEIVED

As is customary for the Library, invitations to quote the coverage were sent to various agents/brokers who have expressed interest in providing proposals to the Library in the past. The Library last participated in a managed marketing process in 2012. This year's process utilized a web portal on the Crain, Langner website that facilitated the dissemination of the RFP documentation and final proposal information among the agents, the Library, and our office. We are pleased with the quality and responsiveness of the proposals which were submitted in compliance with the RFP deadline, format, and content requirement. Three insurance representatives submitted proposals for review:

<u>Agency/Agent</u>	<u>Insurer Groups</u>
Althans Insurance Aaron Shankman	<b>Hanover Insurance Company</b> (General Liability, Employers Liability, Employee Benefits Liability, Auto, and Umbrella)
Hylant Group Tom Kelsey	<b>CNA Insurance</b> (General Liability, Employers Liability, Employee Benefits Liability, Auto, Umbrella, Employment Practices Liability) <b>Fireman's Fund Insurance Company</b> (Property) <b>Great American Insurance Company</b> (Crime) <b>Zurich Insurance Company</b> (Cyberliability)
McGowan & Company, Inc. Kevin Milligan	<b>Affiliated FM Insurance Company</b> (Property) <b>Travelers Insurance Companies</b> (General Liability, Employers Liability, Employee Benefits Liability, Auto, Umbrella, and Crime) <b>Philadelphia Insurance Company</b> (General Liability, Employers Liability, Employee Benefits Liability, Sexual Abuse and Molestation, Auto Liability, Umbrella, and Crime) <b>State Auto Insurance Company</b> (Auto) <b>Ironshore Specialty</b> (Public Officials and Employment Practices Liability) <b>Ace American Insurance Company</b> (Public Officials, Employment Practices Liability and Cyberliability)

Ms. Carrie Krenicky  
 Cleveland Public Library  
 September 8, 2017  
 Page 3

Each participant submitted market requests (insurers from which they desired to obtain a quotation for the Library) and markets were assigned in order of priority as requested by the agents. Engineering tours of key Library facilities were conducted on May 31, 2017 and several insurer and agent representatives toured the Main Building, Louis Stokes Wing, Memorial-Nottingham Branch and Ohio Library for the Blind & Physically Disabled. Proposals were due to the Library by June 26<sup>th</sup>. In addition to the markets listed above, agents requested use of approximately twenty-three others carriers, but did not provide proposals from these additional markets.

Several other agents/brokers were invited to participate in this RFP process. Richard C. Perry at Pinkney-Perry Insurance, Kevin Fink and Tom McIntosh at A. J. Gallagher, and Eddie Taylor at Taylor Oswald did not submit proposals.

We are confident that the Library was well-represented in the Property & Casualty insurance market and done so by qualified agents/brokers and agencies/brokerages desiring to provide meaningful risk transfer options for the Library.

### C. OBSERVATIONS AND COMMENTS

1. Insurance Companies – The Summary Exhibit E reflects the names of the insurers presented by the agents including the A.M. Best rating and Financial Size Category assigned to each. All of the proposing insurers except Ironshore Specialty and Steadfast are authorized and licensed in Ohio. The minimum A.M. Best rating and Financial Size Category of the proposing insurers (A, XIV and A+, XV) listed below permits us to conclude the insurers are sufficiently financially secure to provide meaningful risk transfer protection to the Library. Each of the proposers represented that their respective insurers was familiar with and had experience insuring the types of operations, activities, and holdings of the Library. The insurers proposing coverages are listed below.

Insurer (Insurance Company Group)	AM Best Rating	AM Best Financial Size Category
ACE American Insurance Company	A++	XV
Affiliated FM	A+	XV
Continental Casualty	A	XV
Fireman's Fund	A+	XV
Great American Insurance	A+	XV
Hanover Insurance	A	XV
Illinois National (AIG)	A	XV
Ironshore Specialty	A	XIV
Ohio Casualty (Liberty Mutual)	A	XV
Philadelphia Insurance Companies	A++	XV
State Auto	A-	XII
Steadfast Insurance Company	A+	XV
Travelers Insurance Companies	A++	XV



Ms. Carrie Krenicky  
 Cleveland Public Library  
 September 8, 2017  
 Page 4

2. Recommendation Discussion – Various reasons exist to support our recommendation, including the following:

a. Property and Casualty Premium - The total expiring 2016/17 premium cost is \$427,764. The recommended combined premiums for these same coverages are as follows:

McGowan	Property	\$208,000
McGowan	General Liability, including Sexual Abuse and Molestation, Auto, Umbrella, Crime Cyberliability	\$157,927

We also recommend additional coverage be purchased as follows:

McGowan	Public Officials and Employment Practices Liability (\$2M Limit)	\$ 44,299
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<b>TOTAL PREMIUM</b>	<b>\$410,226</b>
<i>\$ difference</i>	<i>(\$17,538)</i>
<i>% difference</i>	<i>(4%)</i>

This represents a 4% overall decrease in premium, which is superior to the results being delivered to other entities in the marketplace. Many insureds are experiencing between 2% and 5% premium increases, if not more, due to, among other things, negative loss history. We feel this result is both a reflection of 1) the continued view by underwriters that the Library is a well-managed risk, and 2) the competitive marketing of the program this year.

b. Public Officials Liability and Employment Practices Liability – The current cost for Executive Risk Liability is \$34,625 for a \$1,000,000 limit of liability (shared between Public Officials and Employment Practices Liability). Illinois National (AIG) has offered a total renewal for \$29,099, representing a 16% decrease over expiring, or \$5,526. Illinois National (AIG) has also offered a \$2,000,000 limit option for \$44,299, or an additional \$9,674 versus expiring. This option corresponds to a 100% increase in limit for about 52% more premium. We recommend the Library consider purchasing the additional \$1M limit as financial resources permit given the number of Library employees, volunteers, and Board members, the apparent increase in employment practices liability claims asserted against employers, and the favorable cost-benefit of higher limits (100% increase in limit for 52% premium increase).

c. Abuse & Molestation Limits – Various carriers provided competitive General Liability options, including coverage for Sexual/Physical Abuse and Molestation. CNA in particular, proposed by Hylant, offered full limits, including coverage extending up through its Umbrella. However, the policy forms do not include an express grant of coverage (a stated insuring agreement) for this exposure, and in this sense are silent in terms of coverage afforded. In contrast, the Philadelphia Insurance renewal option includes an express grant of \$1,000,000 of coverage with an additional \$5,000,000 sublimit in the Umbrella layer. As a general proposition, we believe an express grant of coverage should be superior to a proposal in which coverage must be inferred, *i.e.*, where the policy form is silent on the activity in question. We recommend purchasing the coverage as offered by Philadelphia Insurance Company through McGowan.

Ms. Carrie Krenicky  
Cleveland Public Library  
September 8, 2017  
Page 5

d. Coverage Terms and Conditions – The Library’s diverse activities and geographic locations present significant Property and Casualty risks of loss. The Library continues diligently to avoid, minimize and control loss exposures whenever and wherever practical. These consistent efforts help sustain safe, nearly loss-free facilities and operations – all of which benefit the Library as insurers evaluated the Library and submitted insurance quotations.

The coverage terms and conditions presented by the agents that we recommend are considered responsive and effective to protect the Library against various risks of loss. Our office has negotiated with the agent and the carriers over the years to provide broader coverage to protect some of the Library’s unique risks. Our current recommendation is to purchase the coverages as proposed by McGowan.

e. Property Insurance and Engineering – Both Hylant through Fireman’s Fund and McGowan through Affiliated FM presented Property options 10-12% lower than the expiring premium. The Affiliated FM option offered higher sublimits for several coverage parts including earthquake, accounts receivable, errors & omissions and unnamed locations, to name a few. In addition, the Affiliated FM proposal is offering full policy limits for other coverages such as debris removal, decontamination costs, increased cost of construction, fire department charges and property of others. Also, the Library has found engineering services to be useful and valuable. Affiliated FM provides superior loss prevention, loss control and property engineering services. We encourage the Library to continue to take advantage of the services accordingly.

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Attached to this letter are the following:

1. Insurance program graph comparing expiring information to various proposal options.
2. Exhibit E proposal summary from the RFP document

We continue to believe that the interests of the Library can be best served by maintaining a long-term, continuously improved, and open relationship with its agents and insurers. We support the Library’s purchase of the recommended coverages and, absent compelling reasons to the contrary, its renewal of these coverages annually for a period of time before undertaking another full marketing process.

We appreciate the opportunity to be of service to the Library and look forward to continued discussions with you and your colleagues. Please advise if anything additional is needed from our office relative to the policy placement and the September Board meeting. As always, we welcome your questions and comments.

Sincerely,

*Kelly Wierzchowski*

KNW/gdk

Attachments

17 gdk 0709 cpl final revised 9.8.17.doc





CLEVELAND PUBLIC LIBRARY

EXHIBIT E

SECTION I - COMMON POLICY CONDITIONS		B		C		D		C	
A	RESPOND	AGENT/BROKER: Hyland Group	MCGOWAN INSURANCE	OPTIONS	AGENT/BROKER: (Aron Sharkman)	OPTIONS	AGENT/BROKER: (Aron Sharkman)	OPTIONS	AGENT/BROKER: (Aron Sharkman)
1	NAMED INSURED	Let Confirm for all Lines of Coverage	CLEVELAND PUBLIC LIBRARY		Cleveland Public Library		Cleveland Public Library		Cleveland Public Library
2	KNOWLEDGE OF OCCURRENCE	Yes/No Confirm for all lines of coverage	Yes - All Lines		Yes		Yes		Yes
3	NINETY DAY NOTICE	Yes/No Confirm for all lines of coverage	Yes - All Lines except Cyber which is 60 Days		Yes for property. Can clarify with other lines upon request.		Yes		Yes
4	UNINTENTIONAL ERRORS AND OMISSIONS	Yes/No Confirm for all lines of coverage	Yes - Property & Cyber		Please clarify what you are looking for		Yes		Yes
5	LIBERALIZATION CLAUSE	Yes/No Confirm for all lines of coverage	Yes - Property		Yes for all lines		Yes		Yes
6	TERRORISM	Included/Excluded Confirm for all lines of coverage	Included on Property, General Liability, Auto, Umbrella and Crime		See premium detail for each line of coverage		Yes		Yes
7	AUDITABLE	Yes/No Confirm for all lines of coverage	No - All Lines		YES - All Travelers lines		Yes (Not Auto though)		Yes (Not Auto though)
8	NOTICE OF ERROR IN REPORTING	Yes/No Confirm for all lines of coverage	No - Property, Crime or Auto Yes - GL, Umbrella, Employment Practices		Please clarify what you are looking for		No - But, Yes to unintentional failure to notify.		No - But, Yes to unintentional failure to notify.
9	SELECTION OF DEFENSE COUNSEL	Yes/No Confirm for all lines of coverage	No, however we will work with CPL to have selected counsel assigned as needed		Yes; for Cyber, Public Officials/EPL dependent on carrier chosen		No		No

SECTION II. CASUALTY INSURANCE		AGENT/BROKER: Hyland Group	MCGOWAN INSURANCE	OPTIONS	AGENT/BROKER: (Aaron Sharkman)
A. GENERAL LIABILITY		RESPOND.	AGENT/BROKER: Philadelphia Indemnity Insurance Company	OPTIONS	AGENT/BROKER: (Aaron Sharkman)
	CARRIER	Name	Travelers	Options	
1					
2	AM BEST RATING AND FINANCIAL SIZE	Rating/Size	A++ XV	A++ XV	The Hanover Insurance Group
3	ADMITTED/NON-ADMITTED IN STATE OF OHIO	Yes/No	YES	YES	A.I.XV Yes Admitted
4	FORM NUMBER	Form #	CG0001	CG0001	ISO with Hanover Endorsements
5	MARKET ACCESS - DIRECT OR INDIRECT	If indirect identify access	DIRECT	DIRECT	Direct
6	GENERAL AGGREGATE	Limit	\$2,000,000	\$2,000,000	\$3,000,000
7	PRODUCTS/COMPLETED OPERATIONS AGGREGATE	Limit	\$2,000,000	\$2,000,000	\$3,000,000
8	BODILY INJURY AND PROPERTY DAMAGE EACH OCCURRENCE	Limit	\$1,000,000	\$1,000,000	\$1,000,000
9	PERSONAL AND ADVERTISING INJURY	Limit	\$1,000,000	\$1,000,000	\$1,000,000
10	DAMAGES TO PREMISES RENTED TO YOU	Limit	\$1,000,000	\$1,000,000 - see PI GLD-HS	\$1,000,000
11	MEDICAL PAYMENTS	Limit	\$15,000	\$10,000	\$20,000
	DED/SIR	State which	N/A	\$0	Deductible
	DED/SIR LIMIT	Limit	\$0	\$0	\$0
	AGGREGATE DED/SIR	Limit	\$0	\$0	\$0
	DEFENSE COSTS ERODE DED/SIR	Yes/No	N/A		No
12	ADDITIONAL REQUIREMENTS:				
13	DEFENSE COSTS TO BE IN ADDITION TO LIMITS OF LIABILITY	Yes/No	Yes	YES	Yes
14	INCLUDE PRODUCTS AND COMPLETED OPERATIONS COVERAGE	Yes/No	Yes	YES	Yes
15	BODILY INJURY TO INCLUDE EMOTIONAL DISTRESS, MENTAL ANGUISH, SHOCK, HUMILIATION AND FRIGHT	Yes/No	Partial - Bodily Injury includes Mental Injury and Mental Anguish, Personal and Advertising Injury includes Humiliation.	NO	Yes
16	PERSONAL INJURY DEFINITION TO INCLUDE WRONGFUL EVICTION FROM, WRONGFUL ENTRY INTO, INVASION OF PRIVACY, FALSE ARREST, DETENTION, IMPRISONMENT, MALICIOUS PROSECUTION AND ABUSE OF PROCESS	Yes/No	Yes	YES	Yes
17	EMPLOYEES, VOLUNTEERS AND STUDENT INTERNS AS ADDITIONAL INSURED, INCLUDING "FELLOW EMPLOYEE" CLAIMS, EXECUTIVE OFFICERS, AND DIRECTORS	Yes/No	Yes	YES	Yes
18	NON-OWNED WATERCRAFT UP TO 50 FEET	Yes/No	Yes - up to 75 feet	YES	Yes
19	NON-OWNED AIRCRAFT (HIRED, CHARTERED, LOANED WITH CREW)	Yes/No	Yes	NO	No
20	BLANKET CONTRACTUAL (WITHOUT LIMITATIONS) (UMBRELLA EXCLUSIONS TRACK GL)	Yes/No	Yes - Providing written contract in place.	NO - Excluded unless on lease agreement. SEE PI GLD-HS	Yes
21	HOST LIQUOR LIABILITY	Yes/No	Yes	YES	Yes
22	EXPLOSION, COLLAPSE, AND UNDERGROUND DAMAGE	Yes/No	No	Explosion - yes - SEE PI GLD-HS	Yes



CLEVELAND PUBLIC LIBRARY

EXHIBIT E

	RESPOND:	AGENT/BROKER: Hyland Group	MCCOWAN INSURANCE	OPTIONS	OPTIONS	AGENT/BROKER: (Aston Shankman)
23	Yes/No	Yes	YES	YES		Yes
24	Yes/No	No	NO - do not see where the exposure lies	NO - SEE CG 0001		Yes
25	Yes/No	No	YES	YES		No - See personal/advertising
26	Yes/No	No	NO	NO		Yes
27	Yes/No	No	NO - USA, PUERTO RICO & CANADA.	NO - USA, PUERTO RICO & CANADA.		Yes
28	Yes/No	Yes	YES - Coverage is included	YES - coverage provided. F9TSEE P1 GLD-HS		Yes
29	Yes/No	Yes	YES	YES		Yes
30	Yes/No	Yes	NO - except hostile fire. see CG D2 55	NO - See CG 31 65 (0999) TOTAL POLLUTION EXCLUSION WITH A BUILDING HEATING EQUIPMENT EXCEPTION AND A HOSTILE FIRE EXCEPTION		Yes
31	Yes/No	Yes	YES	YES		Yes
32	Yes/No State Which Policy	Yes	YES - Provided vehicles scheduled on policy	YES - AUTO POLICY		Yes
33	Limit	No	EXCLUDED	EXCLUDED		Excluded
34	Yes/No	Yes	Travelers is currently reviewing	YES		Yes
35	Limit Yes/No	Yes	YES - Available @ \$450 AP, providing insured implements policies.	YES - see SE-001		Yes, \$1,200,000
36	Limit Yes/No	Yes	YES	YES		Yes, non-specific limit and included.
37	State Which	Occurrence	OCURRENCE	OCURRENCE		Occurrence
38	Excluded/Silent	Silent	Stated Coverage in addition to and not included in the GL limits	STATED COVERAGE		Neither excluded nor silent

CLEVELAND PUBLIC LIBRARY

EXHIBIT E

39	ELECTRONIC DATA PROCESSING LIABILITY	RESPOND: Yes/No Form	AGENT/BROKER Hyland Group	MCGOWAN INSURANCE NO - COVERED UNDER CYBER	OPTIONS	OPTIONS	AGENT/BROKER: (Astron Shankman)
40	NEWLY ACQUIRED, LEASED/ERECTED PROPERTIES FOR AT LEAST 180 DAYS	Yes/No	No	NO - COVERED UNDER CYBER	YES	YES	Yes
41	ADVERTISING INJURY, INCLUDING LIBEL, SLANDER, USE OF ANOTHER'S ADVERTISING IDEA, AND INFRINGEMENT OF COPYRIGHT, TRADE DRESS OR SLOGAN OR OTHER LOSS OR OTHER LIABILITY ARISING FROM ANY LIBRARY WEBSITE, WEB-BLOG, ELECTRONIC BULLETIN BOARD, INTRA-DISTRICT EMAIL COMMUNICATIONS, RADIO STATIONS AND OTHER INTERNET/WEB COMMUNICATIONS	Yes/No	Partial - coverage includes Libel and Slander	COVERAGE is provided however only limited coverage for electronic/media communications.	YES		Yes
42	CRISIS MANAGEMENT COVERAGE	Yes/No Limit	No	YES - on the Umbrella form UM-0603	YES - see PI-CME-1		Excluded
43	NOTICE OF CANCELLATION TO OTHERS - AS REQUIRED	Yes/No	Yes	YES	YES		Yes
44	BLANKET WAIVER OF SUBROGATION WHERE REQUIRED BY WRITTEN CONTRACT	Yes/No	Yes	YES	YES - CG2404		Yes
45	DELETE LIMITATIONS FOR THE FOLLOWING:						
46	EXCLUSION FOR FELLOW EMPLOYEE CLAIMS	Yes/No	Follow Employee Exclusion is deleted	YES - Covered under Xland endorsement	YES		Yes, Deleted
47	RIOT, CIVIL COMMOTION OR MOB ACTION EXCLUSION	Yes/No	No Riot, Civil Commotion or Mob Action Exclusion	NO - exclusion is in place	NO		Yes, Deleted
48	PREMIUM	Dollar Amount	\$25,666	\$29,357	48749		\$27,024
49	TAXES	Dollar Amount	n/a		0		\$0
50	FEES	Dollar Amount	n/a		0		\$0
51	BROKER/AGENT FEES	Dollar Amount	\$3,850		0		\$0
52	EXPOSURE BASIS	Type	Area - 975,000 sq. ft.	AREA			Area
53	TOTAL PREMIUM INCLUDING ALL FEES, TAXES AND CHARGES	Amount	\$25,666	\$29,357	48749		\$27,024



**B. EMPLOYER'S LIABILITY (OHIO STOP GAP)**

RESPOND:	AGENT/BROKER: Hyland Group	MCGOWAN INSURANCE	OPTIONS	AGENT/BROKER: (Aaron Shankman)
1				
2	CARRIER	Travelers	Philadelphia Indemnity Insurance Company	Citizens Insurance Co of America
3	AM BEST RATING AND FINANCIAL SIZE	A++ XV	A++ XV	A   XV
4	ADMITTED/ NON-ADMITTED IN STATE OF OHIO	YES	YES	Yes
5	FORM NUMBER	GN01 01	PH-SGL-OH-1	ISO
6	MARKET ACCESS - DIRECT OR INDIRECT	DIRECT	DIRECT	Direct
7	BODILY INJURY - EACH ACCIDENT	\$1,000,000	\$1,000,000	\$1,000,000
8	BY DISEASE - EACH EMPLOYEE	\$1,000,000	\$1,000,000	\$1,000,000
9	BY DISEASE - POLICY LIMIT	\$29,266,667	\$29,266,667	\$29,000,000
10	PAYROLL EXPOSURE	Yes	NO	Yes
11	BROAD FORM LANGUAGE PROVIDING DEFENSE AND INDEMNITY FOR EMPLOYERS LIABILITY FOR INTENTIONAL TORT AS DEFINED BY ORC Sec. 2745.01	Yes	YES	Yes
12	INCLUDE COVERAGE FOR BODILY INJURY FOR WHICH YOU ARE LIABLE TO A THIRD PARTY	Yes	YES, provided not intentional	Yes
13	PREMIUM	\$3,515	\$7,024	Included in GL
14	DEDUCTIBLE	\$0	\$0	\$0
15	TAXES	n/a	\$0	\$0
16	FEES	n/a	\$0	\$0
17	BROKER/AGENT FEES	\$527	\$0	\$0
17	TOTAL PREMIUM INCLUDING ALL FEES, TAXES AND CHARGES	\$3,515	\$7,024	\$0

**C. EMPLOYEE BENEFITS LIABILITY**

RESPOND:	AGENT/BROKER: Hyland Group	MCGOWAN INSURANCE	OPTIONS	AGENT/BROKER: (Aaron Shankman)
1				
2	CARRIER	Travelers	Philadelphia Indemnity Insurance Company	Citizens Insurance Co of America
3	AM BEST RATING AND FINANCIAL SIZE	A XV	A++ XV	A   XV
4	ADMITTED/ NON-ADMITTED IN STATE OF OHIO	Yes	YES	Yes
5	FORM NUMBER	CNA74721XX	PIEBL-001-04 (04/05)	Admitted
6	MARKET ACCESS - DIRECT OR INDIRECT	Direct	DIRECT	Direct
7	OCCURRENCE OR CLAIMS MADE	Occurrence	CLAIMS MADE	Claims Made
8	EACH WRONGFUL ACT	\$1,000,000	\$1,000,000	\$1,000,000
9	AGGREGATE	\$1,000,000	\$1,000,000	\$1,000,000
10	RETRO DATE	8/1/2006	08.01.2006	Can be matched to 08.01.2006
11	PREMIUM	\$404	\$300	Included in General Liability
12	DEDUCTIBLE	\$0	\$0	\$1,000
13	TAXES	n/a	\$0	\$0
14	FEES	n/a	\$0	\$0
15	BROKER/AGENT FEES	\$61	\$0	\$0
15	TOTAL PREMIUM INCLUDING ALL FEES, TAXES AND CHARGES	\$404	\$300	\$0

D AUTOMOBILE LIABILITY		RESPOND.	AGENT/BROKER: Hyland Group	MCGOWAN INSURANCE	OPTIONS	AGENT/BROKER: (Aaron Sharkman)
1	CARRIER	Name	Valley Forge Insurance Company (C.N.A.)	Travelers	State Auto	Allmerical Financial Benefit
2	AM BEST RATING AND FINANCIAL SIZE	Rating/Size	A XV	A++ XV	-- All	A J V
3	ADMITTED/ NON-ADMITTED IN STATE OF OHIO	Yes/No	Yes - Admitted	yes	YES	Admitted
4	FORM NUMBER	Form #	CA-0001	CA-0001	CA-0001	ISO
5	MARKET ACCESS - DIRECT OR INDIRECT	If indirect, identify access	Direct	DIRECT	DIRECT	Direct
6	PER ACCIDENT	Limit	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
7	GARAGEKEEPERS PER ACCIDENT	Limit	\$0	\$0	\$0	\$0
8	REQUESTED POLICY REQUIREMENTS/ OTHER:					
9	FELLOW EMPLOYEE CLAIM LIMITATION	Deleted, Yes/No	Yes, Deleted	YES	YES-see SA3000	Yes, deleted
10	BROADENED AUTO ENDORSEMENT	Yes/No	Yes	YES see CAT-353	YES	Yes
11	ALL VEHICLES OWNED AND LEASED AT INCEPTION DATE OR ACQUIRED DURING POLICY PERIOD	Yes/No	Yes	see PI CA 001	NO - Acquired vehicles to be reported within 30 days	Yes
12	COVERAGE FOR HIRED/NON-OWNED VEHICLES	Yes/No	Yes	YES	YES	Yes
13	PHYSICAL DAMAGE COVERAGE SHALL APPLY TO ACCESSORY ITEMS UNLESS COVERED AS INLAND MARINE	Yes/No	Yes	Please clarify accessory items	NO	Yes
14	WHO IS AN INSURED SECTION FOR EMPLOYEES AND VOLUNTEERS USE OF PERSONAL VEHICLES USE ON CITY BUSINESS	Primary/ Excess	Primary	EXCESS	EXCESS	Excess
15	ADD FORM CA 9948 - LIMITED POLLUTION EXCLUSION	Yes/No	Yes	Can be added upon request	NO	No
16	COMPOSITE RATED	Yes/No	No	YES	NO	No (Need at least 50 vehicles)
17	INDICATE AND PROVIDE OPTIONS, IF AVAILABLE, TO INCLUDE PRIMARY COVERAGE FOR EMPLOYEE-OWNED, LEASED OR RENTED VEHICLES	Yes/No	Coverage includes Hired & Non-Owned Auto Liability and Hired Car Physical Damage. Coverage is primary for employees and volunteers when personal vehicles are used on city business.	YES - Hired / Non-owned only	YES - except employee owned	No
18	TOTAL AUTO PREMIUM	Dollar Amount	\$34,970	\$33,556	\$36,662	\$29,571
19	COMPREHENSIVE DEDUCTIBLE	Dollar Amount	\$500	\$1,000	\$500	\$500
20	COLLISION DEDUCTIBLE	Dollar Amount	\$500	\$1,000	\$500	\$500
21	NUMBER OF VEHICLES	Number	30	30	30	29
22	AUTO RATE/VEHICLE	Rate	Varies by vehicle	\$1,118.53	\$1,222.00	1,019.69
23	TAXES	Dollar Amount	n/a	\$0	\$0	\$0
24	FEES	Dollar Amount	n/a	\$0	\$0	\$0
25	BROKER/AGENT FEES	Dollar Amount	\$5,246	\$0	\$0	\$0
26	TOTAL PREMIUM INCLUDING ALL FEES, TAXES AND CHARGES	Dollar Amount	\$34,970	\$33,556	\$36,662	\$29,571



CLEVELAND PUBLIC LIBRARY

EXHIBIT E

E	PUBLIC OFFICIALS LIABILITY AND EMPLOYMENT PRACTICES LIABILITY	RESPOND:	AGENT/BROKER Hydram Group	MCGOWAN INSURANCE	OPTIONS	OPTIONS	AGENT/BROKER (Aaron Shankman)
1	CARRIER	Name	Continental Casualty (C.N.A)	A/Gililinois National	Ironshore Specialty	Ace America Insurance Company (Chubb)	
2	AM BEST RATING AND FINANCIAL SIZE	Rating/Size	A XV	A XV	A XIV	++ XV	
3	ADMITTED/ NON-ADMITTED IN STATE OF OHIO	Yes/No	Yes - Admitted	Yes	No	YES	
4	FORM NUMBER	Form #	GSL12040X	MunifPro 68928 (10/97)	PLP COV.001 (1115)	PF-23435	
5	MARKET ACCESS - DIRECT OR INDIRECT	If indirect, identify access	Direct	INDIRECT / MDO	INDIRECT / MDO	DIRECT	
6	ADDITIONAL REQUIREMENTS:						
7	OCCURRENCE OR CLAIMS MADE	Confirm which	Claims Made	Claims made	Claims made	Claims made	
8	AGGREGATE	Limit	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
9	EACH OCCURRENCE	Limit	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
10	LIMITS SHARED WITH ANY OTHER COVERAGE PART	Yes/No - Identify	No-Employment Practices Liability coverage only	D&O/EPL share limit	D&O/EPL shared	D&O/EPL shared	
11	INNOCENT PARTY DEFENSE	Yes/No - Limit	Yes	No	No	No	
12	INCLUDED WITH D&O OR SEPARATE	Identify Policy	Separate-Employment Practices Liability coverage only	n/a	n/a	n/a	
13	DEFENSE COSTS IN ADDITION TO LIMITS OF LIABILITY	Yes/No	Can accommodate for additional premium	Yes	Yes capped \$1M	Yes capped \$1M	
14	COVERAGE TO EXTEND TO APPOINTED/ELECTED OFFICIALS, OFFICERS, VOLUNTEERS & EMPLOYEES	Yes/No	Coverage extends to officers, volunteers, employees, committee members and independent contractors	Yes	Yes	Yes	
15	COVERAGE TO EXTEND TO JUDICIAL AND ADMINISTRATIVE PROCEEDINGS	Yes/No	Coverage extends to	Yes	Yes	Yes	
16	SELECTION OF DEFENSE COUNSEL	Yes/No	Carrier will need to approve prior	No	Yes * 3rd approval	Yes	
17	CONSENT TO SETTLE	Yes/No	Yes	Yes	Yes	Yes	
18	DELETION OF HAMMER CLAUSE	Yes/No	Yes	No	No	No	
19	VIOLATION OF EMPLOYEE PRIVACY	Yes/No	Yes	No	No	Yes	
20	COVERAGE FOR FRONT PAYBACK PAY	Yes/No	Yes	Yes	Yes	Yes	
21	DEFINITION OF CLAIM DEFINED AS FILING OF CLAIM WITH AN AGENCY OTHER THAN CPL	Yes/No	Yes	Yes	Yes	Yes	
22	RETRO DATE	Date	can match currently in-force	No	No	No	Full Prior Acts
23	PREMIUM	Dollar Amount	\$6,367	\$29,099	\$26,494	\$29,927	
24	DEDUCTIBLE OR SIR	Identify Which/Amount	SIR \$50,000	Deed \$50,000 D&O	Deed \$50,000 D&O	Deed \$50,000 D&O	
25	DEDUCTIBLE/SIR AGGREGATE	Yes/No	No	\$100,000 EPL	\$100,000 EPL	\$100,000 EPL	
26	TAXES	Dollar Amount	n/a	\$0	\$1,325	\$0	
27	FEEES	Dollar Amount	n/a	\$0	\$0	\$0	
28	BROKER/AGENT FEES	Dollar Amount	\$955	\$0	\$0	\$0	
29	TOTAL PREMIUM INCLUDING ALL FEES, TAXES AND CHARGES	Dollar Amount	\$6,367	\$29,099	\$28,068.70	29,927	

CLEVELAND PUBLIC LIBRARY

EXHIBIT E

F	UMBRELLA LIABILITY	RESPOND:	AGENT/BROKER: Hydant Group	MCGOWAN INSURANCE	OPTIONS	AGENT/BROKER: (Aron Starkman)
1	CARRIER	Name	Continental Casualty (C.N.A.) A XV	Travelers	Philadelphia Intermity Insurance Company A++	Citizens Insurance Co of America A   XV
2	AM BEST RATING AND FINANCIAL SIZE	Rating/Size	Yes	YES	YES	Yes
3	ADMITTED/ NON-ADMITTED IN STATE OF OHIO	Yes/No	Yes	YES	YES	Yes
4	FORM NUMBER	Form #	CNA75501XX	UM 0001	PHCAL-001	ISO
5	MARKET ACCESS - DIRECT OR INDIRECT	If indirect, identify access	Direct	DIRECT	DIRECT	Direct
6	EACH OCCURRENCE	Limit	\$25,000,000	\$25,000,000	\$20,000,000	\$10,000,000
7	AGGREGATE	Limit	\$25,000,000	\$25,000,000	\$20,000,000	\$10,000,000
8	DEDUCTIBLE OR RETENTION	Identify Which/Amount	\$10,000 Retention	\$0	\$10,000	\$0
9	EXCESS OF:					
10	AUTO LIABILITY	Yes/No	Yes	YES CA-2133	YES	Yes
11	GENERAL LIABILITY	Yes/No	Yes	YES	YES	Yes
12	EMPLOYEE BENEFITS LIABILITY	Yes/No	Yes	YES	YES	Yes
13	EMPLOYER'S LIABILITY	Yes/No	Yes	YES	YES	Yes
14	SEXUAL ABUSE AND MOLESTATION	Yes/No	Yes	YES	YES	Yes
15	EXCESS UN/LIM	Yes/No	No	NO - Possibility to add with loss control	YES	Yes
16	OTHER	Identify/Yes/No	None	YES CA-2133 Security & Law Enforcement UM0642	NO	No
17	DEFENSE OUTSIDE THE LIMIT	Yes/No	Yes	YES	YES	Yes
18	PER LOCATION AGGREGATE	Yes/No	Yes	NO	NO	Yes
19	COVERAGE AT LEAST AS BROAD AS UNDERLYING POLICIES	Yes/No	Yes	NO - No Abuse, public officials, EPL	NO - No public officials, EPL	Yes
20	PREMIUM	Dollar Amount	\$25,752	\$29,754	\$38,551	\$12,259
21	SIR/DEDUCTIBLE	Dollar Amount	\$10,000	\$0	\$10,000	\$0
22	TAXES	Dollar Amount	N/A	\$0	\$0	\$0
23	FEES	Dollar Amount	N/A	\$0	\$0	\$0
24	BROKER/AGENT FEES	Dollar Amount	\$3,863	\$0	\$0	\$0
25	TOTAL PREMIUM INCLUDING ALL FEES, TAXES AND CHARGES	Dollar Amount	\$25,752	\$29,754	\$38,551	\$12,259

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EXHIBIT E

G	CYBERLIABILITY	RESPOND	AGENT/BROKER Hyland Group	MCGOWAN INSURANCE	OPTIONS	OPTIONS	AGENT/BROKER (Aaron Shankman)
1	CARRIER	Name	Steadfast Insurance Company (Zurich)	Illinois National Insurance Company (AIG)	Ironshore Specialty Insurance Company	ACE American Insurance Company (Chubb)	
2	AM BEST RATING AND FINANCIAL SIZE	Rating/Size	A+ XV	A XV	A XIV	A++ XV	
3	ADMITTED/NON-ADMITTED IN STATE OF OHIO	Yes/No	Non-Admitted	YES	NO	YES	
4	FORM NUMBER	Form #	USIPR1000CCW	SPECIALTY RISK PROTECTOR 101013 (12/13)	TECH.COV.001 (0417)	Chubb DigiTech Enterprise PF-48336 (10/16)	
5	MARKET ACCESS - DIRECT OR INDIRECT	If indirect, identify access	Equal	INDIRECT/MDO	INDIRECT/MDO	DIRECT	
6	NETWORK SECURITY LIABILITY	Yes/No, Limit	Yes \$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
7	PRIVACY LIABILITY	Yes/No, Limit	Yes \$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
8	PRIVACY BREACH EXPENSES	Yes/No, Limit	Yes \$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
9	REGULATORY FINES AND PROCEEDING	Yes/No, Limit	Yes \$1,000,000	\$1,000,000	\$1,000,000	not clear	
10	INTERNET MEDIA LIABILITY	Yes/No, Limit	Yes \$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
11	DIGITAL ASSET EXPENSES	Yes/No, Limit	Yes \$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
12	BUSINESS INTERRUPTION	Yes/No, Limit	Yes \$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
13	NETWORK AND DATA EXTORTION THREAT	Yes/No, Limit	Yes \$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
14	TECHNOLOGY ERRORS & OMISSIONS	Yes/No, Limit	Yes, 1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
15	MISCELLANEOUS PROFESSIONAL LIABILITY	Yes/No, Limit	No	\$0	NO	\$0	
16	REWARD PAYMENTS	Yes/No, Limit	Yes \$5,000	\$50,000	\$15,000	not clear	
17	POLICY AGGREGATE EXCEPT PRIVACY BREACH EXPENSES	Yes/No, Limit	Yes \$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	
18	DEDUCTIBLE	Deductible Amount	\$10,000 except Reward Payments is \$0	\$10,000	\$5,000	\$25,000	
19	ADDITIONAL REQUIREMENTS:						
20	DEFENSE COSTS SHALL ERODE AND BE PART OF THE DEDUCTIBLES, PREFER DEFENSE COSTS TO BE OUTSIDE THE LIMIT	Date	12/31/2015	12-31-15 and Full Prior Acts on ec and privacy	12/31/2015	5/31/2016	
21	ADDITIONAL INSUREDS - VICARIOUS LIABILITY	Yes/No	Yes- Defense Costs are inside the limit	yes	Yes	No. Defense costs inside	
22	SIDE A EXCESS D&O COVERAGE	Yes/No - Limit	No	yes, see definition of insured	Yes - as explained	Yes - called current list of Cleveland libraries	
23	PREMIUM	Dollar Amount	\$9,177	\$14,324	\$16,999	\$17,192	
24	DEDUCTIBLE	Dollar Amount	\$10,000	\$10,000	\$5,000	\$25,000	
25	TAXES	Dollar Amount	\$459	\$0	\$850	\$0	
26	FEES	Dollar Amount	n/a	\$0	\$0	\$0	
27	BROKER/AGENT FEES	Dollar Amount	\$1,377	\$0	\$250	\$0	
28	TOTAL PREMIUM INCLUDING ALL FEES, TAXES AND CHARGES	Dollar Amount	\$9,636	\$14,324	\$18,099	\$17,192	



SECTION III - PROPERTY INSURANCE

SECTION III - PROPERTY INSURANCE		RESPOND	AGENT/BROKER: Hylant Group	McGowan/ Bosick	OPTIONS	AGENT/BROKER: Insert Name
A. PROPERTY		RESPOND	AGENT/BROKER: Hylant Group	MCGOWAN INSURANCE	OPTIONS	AGENT/BROKER: (Aaron Starkman)
1						
2	CARRIER	Name	Freeman's Fund (Allianz)	Affiliated FM Insurance Company	AIG	
3	AM BEST RATING AND FINANCIAL SIZE	Rating/Size	4+ XV	A+ (Superior)	A	
4	ADMITTED/ NON-ADMITTED IN STATE OF OHIO	Yes/No	Yes - Admitted	YES	YES	
5	FORM NUMBER	Form #	250000 01 15	Sample form att.	113812 113815	
6	MARKET ACCESS - DIRECT OR INDIRECT	If indirect, identify access	Direct	direct	direct	
7	TOTAL INSURABLE VALUE (TV)	Limit	\$564,250,543	\$570,000,000	\$500,000,000	
8	BLANKET BUILDING	No/Yes, Limit	Yes	Yes	YES	
9	BLANKET PERSONAL PROPERTY	No/Yes, Limit	Yes	Yes	YES	
10	EARTHQUAKE	Limit	\$100,000,000	\$200,000,000	\$100,000,000	
11	FLOOD	Limit	\$100,000,000	\$100,000,000	\$100,000,000	
12	FINE ARTS	Limit	\$3,000,000	BI - Policy Limit, \$3,000,000 for EE	BLANKET	
13	REAL AND PERSONAL PROPERTY	Deductible amount	\$100,000	\$100,000	\$100,000	
14	EARTHQUAKE	Deductible amount	\$100,000	\$100,000	\$100,000	
15	FLOOD	Deductible amount	\$100,000	\$100,000	\$100,000	
16	TRANSIT	Deductible amount	\$10,000	\$10,000	\$10,000	
17	PERSONAL PROPERTY OF OTHERS ON LOAN/EXHIBIT	Deductible amount	\$10,000	\$10,000	\$10,000	
18	EDP	Deductible amount	\$10,000	\$100,000	\$100,000	
19	EQUIPMENT BREAKDOWN	Deductible amount	\$100,000	\$100,000	\$100,000	
20	ALL OTHER	Deductible amount	\$100,000	\$100,000	\$100,000	
21	ACCOUNTS RECEIVABLE	Yes/No, Limit	Yes \$2,000,000	\$2,500,000	\$2,000,000	
22	ARSON OR THEFT REWARD	Yes/No, Limit	Yes \$100,000	\$100,000	\$100,000	
23	BUSINESS ACCESS COVERAGE	Yes/No, Limit	Yes \$2,500,000	\$500,000	\$2,500,000	
24	CIVIL AUTHORITY	Yes/No, Limit	Yes \$2,500,000	Ingress/Egress 30-days at Policy Limit	\$2,500,000	
25	COURSE OF CONSTRUCTION	Yes/No, Limit	Yes - Included at Property Limit	Policy Limit		
26	DEBRIS REMOVAL	Yes/No, Limit	Yes \$25,000,000	Policy Limit	\$5,000,000	
27	DECONTAMINATION COSTS	Yes/No, Limit	No	Policy Limit		
28	DEMOLITION AND INCREASED COST OF CONSTRUCTION	Yes/No, Limit	Yes \$20,000,000	Policy Limit	INCLUDED	
29	UNDAMAGED PORTION	Yes/No, Limit	Yes \$20,000,000	Policy Limit	\$20,000,000	
30	DEMOLITION	Yes/No, Limit	Yes \$20,000,000	Policy Limit	\$20,000,000	
31	INCREASED COST OF CONSTRUCTION	Yes/No, Limit	Yes \$20,000,000	Policy Limit	\$20,000,000	
32	INCREASED PERIOD OF RESTORATION	Yes/No, Limit	Yes 365 Days	Policy Limit		
33	DEFERRED PAYMENT	Yes/No, Limit	Yes \$100,000	\$250,000	\$100,000	
34	EARTH MOVEMENT	Yes/No, Limit	Yes \$100,000,000	\$200,000,000	\$100,000,000	
35	EDP DATA AND MEDIA	Yes/No, Limit	Yes \$2,000,000	\$1,000,000	\$1,000,000	



CLEVELAND PUBLIC LIBRARY

EXHIBIT E

A. PROPERTY	RESPOND.	AGENT/BROKER: Hylant Group	MCGOWAN INSURANCE	OPTIONS	AGENT/BROKER (Aron Sharkman)
36	ELECTRONIC VANDALISM	Yes/No, Limit	\$1,000,000	\$1,000,000	
37	EQUIPMENT BREAKDOWN	Yes/No, Limit	Policy Limit	Policy Limit	
38	EQUIPMENT LEASED OR RENTED FROM OTHERS	Yes/No, Limit	Policy Limit	Yes, care custody and control	
39	ERRORS & OMISSIONS	Yes/No, Limit	\$2,500,000	\$1,000,000	
40	EXPEDITING EXPENSES	Yes/No, Limit	\$500,000	\$250,000	
41	EXTRA EXPENSE	Yes/No, Limit	\$3,000,000	\$3,000,000	
42	FINE ARTS	Yes/No, Limit	\$500,000 not to exceed \$10,000 per item for irreplaceable	\$250,000 max \$2,157,800	
43	FIRE DEPARTMENT SERVICE CHARGE	Yes/No, Limit	Policy Limit	\$250,000	
44	FIRE PROTECTION EQUIPMENT	Yes/No, Limit	Policy Limit		
45	FLOOD	Yes/No, Limit	\$100,000,000	\$100,000,000	
46	FUNGUS, MOLD, MILDEW, BACTERIA	Yes/No, Limit	Policy Limit	\$1,000,000	
47	INSTALLATION FLOATER	Yes/No, Limit	\$2,500,000 Unnamed Property	\$250,000	
48	LOCKS AND KEYS	Yes/No, Limit	\$100,000	\$100,000	
49	MONEY AND SECURITIES	Yes/No, Limit	\$100,000	\$100,000	
50	NEWLY ACQUIRED/CONSTRUCTED REAL PROPERTY	Yes/No, Limit	\$2,500,000	\$100,000	
51	OFF PREMISES SERVICE INTERRUPTION	Yes/No, Limit	\$2,500,000 - PD and \$2,500,000 - BI	\$1,000,000	
52	OUTDOOR PROPERTY	Yes/No, Limit	Policy Limit	\$50,000	
53	PAYEMENTS AND ROADWAYS	Yes/No, Limit			
54	PERSONAL EFFECTS/ PROPERTY OF OTHERS	Yes/No, Limit	Policy Limit	Yes	
55	POLLUTION CLEAN-UP AND REMOVAL	Yes/No, Limit	\$200,000 Land/Water	\$150,000	
56	PRESERVATION OF PROPERTY	Yes/No, Limit	Policy Limit not to exceed \$250,000 for security costs.	\$250,000	
57	PROFESSIONAL FEES	Yes/No, Limit	\$100,000	\$100,000	
58	SEWER BACK-UP	Yes/No, Limit	Policy Limit, unless caused by Flood, then \$100,000,000		
59	SOFT COSTS	Yes/No, Limit	\$250,000	\$100,000	
60	TENANTS LEGAL LIABILITY	Yes/No, Limit	\$100,000	\$100,000	
61	TRANSIT	Yes/No, Limit	\$1,000,000 not to exceed \$250,000 for BI	\$500,000	
62	TERRORISM COVERAGE AND SUPPLEMENTAL TRIA	Yes/No, Limit	Policy Limit if purchased	included	
63	TREES, SHRUBS, PLANTS AND LAWNS	Yes/No, Limit	Policy Limit		
64	UNNAMED LOCATIONS COVERAGE	Yes/No, Limit	\$2,500,000	\$1,000,000	

CLEVELAND PUBLIC LIBRARY

EXHIBIT E

A. PROPERTY		VALUABLE PAPERS	RESPOND	AGENT/BROKER Hyland Group	MC GOWAN INSURANCE	OPTIONS	AGENT/BROKER (Aron Sharkman)
			Yes/No, Limit	Yes \$1,250,000 plus all Print and Non-Print Materials are included in the Personal Property Limit	Varies, please refer to quote	1250000; 14,236,804 Slokes; 81,754,111 Main; 56,643,022 memorial; 2,105,115 City hall	
65							
66	VALUATION: INSURED TO RETAIN RIGHT TO ELECT NOT TO REPLACE REAL OR PERSONAL PROPERTY		Provided/Not provided	Provided	Provided	provided	
67	EXTRA EXPENSE TO BE ACTUAL LOSS SUSTAINED W/O LIMITATION; IF MONTHLY LIMITATION, THEN IT MUST BE 100%/100%/100%		Yes/No	Yes - Actual Loss Sustained	\$3,000,000 Extra Expense Limit	yes, for POI; \$3M sub limit; 60 days POI	
68	BUILDINGS ARE TO BE REPAIRED/REPLACED USING SAME MATERIALS, WORKMANSHIP, ARCHITECTURAL/HISTORICAL DETAILS		Yes/No	Yes	Yes, but using modern methods & materials	yes	
69	EDP TO BE REPLACEMENT COST VALUATION		Yes/No	Yes	Yes		
70	FLOOD REQUIREMENTS:						
71	BROAD PERILS FLOOD COVERAGE, AS DEFINED IN RFP		No/Yes, Form #	Yes Form #250000 01 13 and #250065	Yes	yes	
72	FLOOD ZONE RESTRICTIONS CLEARLY STATED		Yes/No	Yes	Yes - No flood zone restriction	yes	
73	COST TO PROVIDE FLOOD COVERAGE		Premium	Included in Total Premium Below	Included	included	
74	EARTHQUAKE REQUIREMENTS:						
75	ANY NATURAL OR MAN-MADE EARTH MOVEMENT, AS DEFINED IN RFP		No/Yes, Form #	Yes Form #250000 01 13 and #250065	Yes	yes	
76	COLLAPSE - PREFER ALL RISK VERSUS SPECIFIED PERILS		No/Yes, Form #	Yes	Yes	yes	
77	EARTHQUAKE ZONE RESTRICTIONS CLEARLY STATED		Yes/No	Yes	Yes - No EQ zone	yes	
78	COST TO PROVIDE EARTHQUAKE COVERAGE		Premium	Included in Total Premium Below	Included	Included	
79	TRANSIT COVERAGE EXTENDS TO VALUABLE PAPERS AND RECORDS INCLUDING RARE BOOK COLLECTION THAT ARE BEING CONVEYED OUTSIDE MAIN BLDG AND/OR SLOKES BLDG AND WHILE TEMPORARILY WITHIN OTHER PREMISES EXCEPT STORAGE		Yes/No	Yes	Yes	yes	
80	OTHER: DELETE ANY LIMITATIONS FOR THE FOLLOWING: VACANCY CONDITION, RESTRICTION OR CLAUSE		Yes/ No	All Vacancy Limitations have been deleted	No	no clause in form	
81	STATE ANY DEVIATION TO PROPERTY DESCRIPTION INCLUDED IN SECTION III. A. 1 (p. 25) OF THE RFP - ADD DESCRIPTION OF ANY SUCH DEVIATION UNDER THE "TOTAL" LINE ON THE LAST PAGE OF THIS SPREADSHEET		Yes/No	Yes - See Below	None		
82		PREMIUM	Dollar Amount	\$212,062	\$200,000 w/ TRIA	\$277,644/annual w/tria	
83		TAXES	Dollar Amount	n/a	\$0		
84		FEES	Dollar Amount	n/a	\$8,000 Engineer Fee	\$4,000 engineer fee	
85		BROKER/AGENT FEES	Dollar Amount	\$31,809			
86		TOTAL PREMIUM INCLUDING ALL FEES, TAXES AND CHARGES	Dollar Amount	\$212,062	\$208,000	\$281,644	

No representations or warranties implied or intended

B	CRIME	CARRIER	RESPOND	AGENT/BROKER by Agent Group	MCGOWAN INSURANCE	OPTIONS	AGENT/BROKER (Agent Signature)
1			Name		TRAVELERS		
2	AM BEST RATING AND FINANCIAL SIZE		Rating/Size:	Great American Insurance Company	A++ XV		Philippa Innamory
3	ADMITTED/NON-ADMITTED IN STATE OF OHIO		Yes/No	Yes - Admitted	A++ XV		Inna Inna Company
4	FORM NUMBER		Form #	SP-300	YES		A++ XV
5	MARKET ACCESS - DIRECT/INDIRECT		If market identity access	Direct	PH-300-0709		PH-300-0709
6	EMPLOYEE THEFT PER LOSS		Limit	\$2,000,000	\$10,000		\$2,000,000
7	EMPLOYEE THEFT DEDUCTIBLE		Deductible amount	\$10,000	\$10,000		\$10,000
8	FORGERY OR ALTERATION		Limit	\$2,000,000	\$2,000,000		\$2,000,000
9	FORGERY OR ALTERATION DEDUCTIBLE		Deductible amount	\$10,000	\$10,000		\$10,000
10	COMPUTER FRAUD		Limit	\$2,000,000	\$1,000,000		\$1,000,000
11	COMPUTER FRAUD DEDUCTIBLE		Deductible amount	\$10,000	\$10,000		\$10,000
12	COMPUTER PROGRAM & ELECTRONIC DATA RESTORATION EXPENSE		Limit	N/A	\$10,000		\$10,000
13	COMPUTER PROGRAM & ELECTRONIC DATA RESTORATION EXPENSE DEDUCTIBLE		Deductible amount	\$2,000,000	\$1,000,000		Included in Computer Fraud
14	WIRE FUNDS TRANSFER FRAUD		Limit	\$10,000	\$10,000		\$10,000
15	WIRE FUNDS TRANSFER FRAUD DEDUCTIBLE		Deductible amount	\$10,000	\$10,000		\$10,000
16	ON PREMISES		Limit	\$2,000,000	\$10,000		\$10,000
17	ON PREMISES DEDUCTIBLE		Deductible amount	\$10,000	\$10,000		\$10,000
18	TRANSIT		Limit	N/A	\$10,000		\$10,000
19	TRANSIT DEDUCTIBLE		Deductible amount	\$0	\$10,000		\$10,000
20	MONEY ORDERS AND COUNTERFIT MONEY		Limit	\$2,000,000	\$10,000		\$10,000
21	MONEY ORDERS AND COUNTERFIT MONEY DEDUCTIBLE		Deductible amount	\$10,000	\$10,000		\$10,000
22	PERSONAL ACCOUNTS PROTECTION		Limit	\$0	\$10,000		\$10,000
23	PERSONAL ACCOUNTS PROTECTION DEDUCTIBLE		Deductible amount	N/A	\$500		\$500
24	IDENTITY FRAUD EXPENSE REIMBURSEMENT		Limit	N/A	\$25,000		\$25,000
25	IDENTITY FRAUD EXPENSE REIMBURSEMENT DEDUCTIBLE		Deductible amount	\$10,000	\$5,000		\$5,000
26	CLAIM EXPENSE		Limit	\$10,000	\$5,000		\$5,000
27	CLAIM EXPENSE DEDUCTIBLE		Deductible amount	\$0	\$0		\$0
28	SOCIAL ENGINEERING SINGLE LOSS AND AGGREGATE		Limit	\$250,000	\$100,000		\$100,000
29	SOCIAL ENGINEERING SINGLE LOSS AND AGGREGATE DEDUCTIBLE		Deductible amount	\$50,000	\$10,000		\$10,000
30	LOSS SUSTAINED OR LOSS DISCOVERED		State Which	Loss Sustained	DISCOVERED		SUSTAINED
31	REQUIRED POLICY REQUIREMENTS/OTHER:		Yes/No	Employee defined to include directors, non-compensated officers, trustees, volunteers, students and interns, Form SA 70 89	Yes, except peace officers & police officers		
32	EMPLOYEE DEFINED TO INCLUDE ALL OFFICERS, VOLUNTEERS, EMPLOYEES, INCLUDING PEACE OFFICERS, POLICE OFFICERS		Yes/No	No	YES - \$1,000,000		
33	DELETE EXCLUSIONS FOR BONDED EMPLOYEES, SUCH AS FINANCE DIRECTOR, OR ANY OTHER EMPLOYEE REQUIRED BY LAW TO BE BONDED		Yes/No	Coverage excludes bonded employees. Form SP 00 02	No		
34	FAITHFUL PERFORMANCE OF DUTY		Yes/No	No	No		
35	LOSS UNDER PRIOR BOND		Dollar Amount	\$6,404	\$9,650		\$4,407
36	PREMIUM		Dollar Amount	N/A	\$0		\$0
37	TAXES		Dollar Amount	N/A	\$0		\$0
38	FEES		Dollar Amount	N/A	\$0		\$0
39	BROKER/AGENT FEES		Dollar Amount	\$874	\$0		\$0
40	TOTAL PREMIUM INCLUDING ALL FEES, TAXES AND CHARGES		Dollar Amount	\$0,494	\$9,650		\$4,407
1	TERROURISM - STATE IF PREMIUM FOR TERRORISM IS EXCLUDED OR INCLUDED WITHIN THE PREMIUM FOR THE FOLLOWING COVERAGES:		Exclude/Include/ Cost	Included \$307	included 1%		
2	GENERAL LIABILITY		Exclude/Include/ Cost	Automatically Included			
3	AUTO		Exclude/Include/ Cost	Included \$255			
4	UMBRELLA LIABILITY		Exclude/Include/ Cost	Included \$708	Included \$10,500		Included \$8,096
5	PROPERTY		Exclude/Include/ Cost	Automatically Included			
6	CRIME		Exclude/Include/ Cost	Automatically Included			



**Cleveland Public Library**  
2017

September 8, 2017

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

Dear Bryan,

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

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-16	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
<b>General Fund</b>							
101	General Fund	\$ 21,352,450.41	\$ 26,357,875.29	\$ 28,840,441.02	\$ 1,777,128.61	\$ 2,097,748.36	\$ 2,151,668.37
			\$ 22,115,859.96	\$ 21,464,342.85			
<b>Special Revenue Funds</b>							
201	Anderson	\$ 298,256.67			\$ 19,000.00	\$ 19,000.00	\$ -
202	Endowment for the Blind	\$ 2,315,138.10			\$ 145,000.00	\$ 145,000.00	\$ -
203	Founders	\$ 6,519,469.54			\$ 545,656.12	\$ 561,656.12	\$ 16,000.00
204	Kaiser	\$ 63,388.19			\$ 4,000.00	\$ 4,000.00	\$ -
205	Kraley	\$ 186,152.65			\$ 11,000.00	\$ 11,000.00	\$ -
206	Library	\$ 165,285.26			\$ 12,000.00	\$ 12,000.00	\$ -
207	Pepke	\$ 136,083.10			\$ 9,000.00	\$ 9,000.00	\$ -
208	Wickwire	\$ 1,441,278.03			\$ 95,000.00	\$ 95,000.00	\$ -
209	Wittke	\$ 93,248.13			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 4,284,457.50			\$ 300,000.00	\$ 300,000.00	\$ -
225	Friends	\$ 5,000.00			\$ 53,000.00	\$ 53,000.00	\$ -
226	Judd	\$ -			\$ 234,733.00	\$ 234,733.00	\$ -
228	Lockwood Thompson	\$ 17,630.70			\$ 183,536.00	\$ 183,536.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 105,500.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 355,090.36			\$ 5,170,434.55	\$ 5,177,908.10	\$ 7,473.55
251	OLBPD	\$ (7,291.61)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ -			\$ 35,062.62	\$ 35,062.62	\$ -
254	MyCom	\$ (35,658.92)			\$ 150,000.00	\$ 150,000.00	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
257	Tech Centers	\$ -			\$ -	\$ 40,000.00	\$ 40,000.00
258	Early Literacy	\$ -			\$ -	\$ 150,000.00	\$ 150,000.00
		\$ 15,943,028.45			\$ 8,532,516.29	\$ 8,745,989.84	\$ 213,473.55
<b>Capital Projects Funds</b>							
401	Building and Repair	\$ 8,876,395.08			\$ 1,330,000.00	\$ 1,330,000.00	\$ -
<b>Permanent Funds</b>							
501	Abel	\$ 226,173.04			\$ 15,500.00	\$ 15,500.00	\$ -
502	Ambler	\$ 2,193.48			\$ 150.00	\$ 150.00	\$ -
503	Beard	\$ 128,479.79			\$ 9,200.00	\$ 9,200.00	\$ -
504	Klein	\$ 5,163.48			\$ 350.00	\$ 350.00	\$ -
505	Malon/Schroeder	\$ 184,284.84			\$ 17,500.00	\$ 17,500.00	\$ -
506	McDonald	\$ 188,343.08			\$ 12,000.00	\$ 12,000.00	\$ -
507	Ratner	\$ 91,907.78			\$ 6,500.00	\$ 6,500.00	\$ -
508	Root	\$ 35,410.29			\$ 2,500.00	\$ 2,500.00	\$ -
509	Sugarman	\$ 52,295.93			\$ 12,000.00	\$ 12,000.00	\$ -
510	Thompson	\$ 117,350.04			\$ 11,000.00	\$ 11,000.00	\$ -
511	Weidenthal	\$ 6,522.12			\$ 430.00	\$ 430.00	\$ -
512	White	\$ 1,830,468.94			\$ 145,000.00	\$ 145,000.00	\$ -
513	Beard Anna Young	\$ 18,417.34			\$ 4,400.00	\$ 4,400.00	\$ -
		\$ 2,887,010.15			\$ 236,530.00	\$ 236,530.00	\$ -
<b>Agency Funds</b>							
901	Unclaimed Funds	\$ 7,601.54			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -			\$ -	\$ -	\$ -
		\$ 7,601.54			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

**General Fund:** Increase the Property tax by \$2,482,565.73; decrease PLF by \$651,517.11 due to ODT's update on 6/23/17; increase to Other Sources by \$320,619.75 in miscellaneous revenues.

**Special Revenue Funds:** **Founders fund** - Increase in Other Sources by \$16,000 relating to \$10,000 from the Mozilla Foundation extension grant; \$6,000 relating to "The Hosting of a Chinese Corner" by China Hanban. **CLEVNET fund** - Increase in Other Sources by \$7,473.55 to reflect the BWC rebate for 2015 premium paid in 2016. **Tech Centers fund** - Increase in Other Sources by \$40,000 relating to the grant awarded from Best Buy. **Early Literacy fund** - Increase in Other Sources by \$150,000 relating to the grant awarded from the Bruening Foundation.

Thank You,  
*Carrie Krenicky*  
Treasurer/CFO  
Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES  
Based on 87.24% current collection of current levy for previous tax year.  
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio



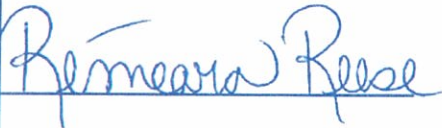

September 11, 2017

To the Board of Library Trustees of the:

**Cleveland Public Library**

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2017, as revised by the Budget Commission of said County, which shall govern the total of appropriation appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	21,352,450.41	28,840,441.02	21,464,342.85	2,097,748.36	73,754,982.64
Special Revenue	15,943,028.45		0.00	8,745,989.84	24,689,018.29
Capital	8,876,395.08			1,330,000.00	10,206,395.08
Permanent	2,887,010.15			236,530.00	3,123,540.15
Agency	7,601.54			0.00	7,601.54
<b>Totals/Subtotals</b>	<b>\$49,066,485.63</b>	<b>\$28,840,441.02</b>	<b>\$21,464,342.85</b>	<b>\$12,410,268.20</b>	<b>\$111,781,537.70</b>

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: SEVENTH AMENDMENT  
SEPTEMBER 21, 2017**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
Cash January 1	21,352,450.41	0.00	21,352,450.41 (3)
Taxes - General Property	23,957,875.29	2,456,879.68	26,414,754.97
Public Library Fund (PLF)	22,115,859.96	(651,517.11)	21,464,342.85
State Rollbacks/CAT	2,412,489.54	25,686.05	2,438,175.59
Fines and Fees	399,000.00	(17,966.14)	381,033.86
Earned Interest	387,440.00	193,161.36	580,601.36
Services	0.00	0.00	0.00
Unrestricted Gifts	0.00	2,446.53	2,446.53
Miscellaneous	1,079,699.07	142,978.00	1,222,677.07
Return of Advances/(Advances Out)	(101,500.00)	0.00	(101,500.00)
<b>TOTAL RESOURCES</b>	<b>71,603,314.27</b>	<b>2,151,668.37</b>	<b>73,754,982.64</b>

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	37,095,163.28	(1,000,000.00)	36,095,163.28
Supplies	1,076,042.00	0.00	1,076,042.00
Purchased/Contracted Services	10,114,403.43	0.00	10,114,403.43
Library Materials/ Information	6,749,723.65	0.00	6,749,723.65
Capital Outlay	1,123,707.87	0.00	1,123,707.87
Other Objects	145,762.38	0.00	145,762.38
<b>SUBTOTAL OPERATING</b>	<b>56,304,802.61</b>	<b>(1,000,000.00)</b>	<b>55,304,802.61</b>
Transfers	1,300,000.00	0.00	1,300,000.00
<b>TOTAL APPROPRIATION</b>	<b>57,604,802.61</b>	<b>(1,000,000.00)</b>	<b>56,604,802.61</b>



**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: SEVENTH AMENDMENT  
SEPTEMBER 21, 2017**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	24,475,544.74	213,473.55	24,689,018.29
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	297,114.16	0.00	297,114.16
Endowment for the Blind	2,460,138.10	0.00	2,460,138.10
Founders	4,600,463.30	16,000.00	4,616,463.30
Kaiser	67,388.19	0.00	67,388.19
Kraley	197,152.65	0.00	197,152.65
Library	177,285.26	0.00	177,285.26
Pepke	145,083.10	0.00	145,083.10
Wickwire	1,529,025.40	0.00	1,529,025.40
Wittke	99,248.13	0.00	99,248.13
Young	4,584,457.50	0.00	4,584,457.50
Friends	31,500.00	0.00	31,500.00
Judd	234,733.00	0.00	234,733.00
Lockwood Thompson	201,166.70	0.00	201,166.70
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	155,500.75	0.00	155,500.75
CLEVNET	5,525,524.91	7,473.55	5,532,998.46
LSTA-OLBPD	1,500,902.39	0.00	1,500,902.39
MyCom	74,403.70	0.00	74,403.70
Learning Centers	0.00	0.00	0.00
Tech Centers	0.00	40,000.00	40,000.00
Early Literacy	0.00	150,000.00	150,000.00
<b>TOTAL APPROPRIATION</b>	<b>21,881,987.24</b>	<b>213,473.55</b>	<b>22,095,460.79</b> (4)

**CAPITAL PROJECTS FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,206,395.08	0.00	10,206,395.08
APPROPRIATION	Prior Fund Balance/	Increase/ Decrease	Amended Fund Balance/
<b>BUILDING &amp; REPAIR</b>	<b>10,206,395.08</b>	<b>0.00</b>	<b>10,206,395.08</b> (5)

**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: SEVENTH AMENDMENT  
SEPTEMBER 21, 2017**

**PERMANENT FUNDS**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	1,830,468.94	1,293,071.21	3,123,540.15
<b>APPROPRIATION</b>	<b>Prior Fund Balance/</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/</b>
Abel	241,673.04	0.00	241,673.04
Ambler	2,343.48	0.00	2,343.48
Beard	137,679.79	0.00	137,679.79
Klein	5,513.48	0.00	5,513.48
Malon/Schroeder	201,784.84	0.00	201,784.84
McDonald	200,343.08	0.00	200,343.08
Ratner	98,407.78	0.00	98,407.78
Root	37,910.29	0.00	37,910.29
Sugarman	64,295.93	0.00	64,295.93
Thompson	128,350.04	0.00	128,350.04
Weidenthal	6,952.12	0.00	6,952.12
White	1,975,468.94	0.00	1,975,468.94
Beard Anna Young	22,817.34	0.00	22,817.34
<b>TOTAL APPROPRIATION</b>	<b>3,123,540.15</b>	<b>0.00</b>	<b>3,123,540.15</b> (6)

**AGENCY FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Amended Certificate (2)</b>
	7,601.54	0.00	7,601.54
<b>APPROPRIATION</b>	<b>Prior Fund Balance/</b>	<b>Increase/ Decrease</b>	<b>Amended Fund Balance/</b>
Unclaimed Funds	7,601.54	0.00	7,601.54
CLEVNET Fines & Fees	0.00	0.00	0.00
<b>TOTAL APPROPRIATION</b>	<b>7,601.54</b>	<b>0.00</b>	<b>7,601.54</b>



**CLEVELAND PUBLIC LIBRARY  
2017 APPROPRIATION: SEVENTH AMENDMENT  
SEPTEMBER 21, 2017**

- (1) Certificate dated June 5, 2017
- (2) Certificate dated September 11, 2017
- (3) \$21,311,700.41 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$5,702,168.24 encumbered cash.
- (4) \$15,983,778.45 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$848,312.41 encumbered cash. \$8,644,489.84 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.  
( $\$15,943,028.45 + \$8,644,489.84 - \$2,492,057.50 = \$22,095,460.79$ )
- (5) \$8,876,395.08 unencumbered cash carried forward; plus \$1,615,639.76 encumbered cash. \$1,300,000.00 transfer from General Fund. \$30,000 additional revenue.  
( $\$8,876,395.08 + \$1,300,000 + \$30,000 = \$10,206,395.08$ )
- (6) \$3,671,326.51 unencumbered cash carried forward; plus \$13,352.22 encumbered cash. \$236,530 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.  
( $\$3,671,326.51 + \$236,530.00 - \$784,316.36 = \$3,123,540.15$ )



September 11, 2017

Felton Thomas, Jr.  
Executive Director, CEO  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114

**Re: The Clubhouse Network Membership and Best Buy Teen Tech Center Approval**

Dear Felton:

We are pleased to inform you that the Cleveland Public Library has been approved for membership in The Clubhouse Network: A Global Community for Creativity & Achievement, and to establish a Best Buy Teen Tech Center (“Best Buy Teen Tech Center”) at the Rockport Branch through a license and grant from the Museum of Science, Boston (“The Clubhouse Network”). You will receive this license and grant pursuant to the terms and conditions of a Grant/License Agreement between you and The Clubhouse Network, which is enclosed (the “Grant/ License Agreement”). If you are in agreement with the Grant/ License Agreement, please sign a copy and return it to The Clubhouse Network’s attention via email, fax or postal service, and print a copy for your records. The term of the Grant/ License Agreement begins September 1, 2017 and ends 12 months after the date of your Teen Tech Center’s “soft opening” (i.e., first day of being open to youth). The agreement is subject to renewal at the end of that time period.

Please note that you will also be required to execute a separate agreement related to facility requirements, start-up equipment, and trademark licensing for the Best Buy Teen Tech Center directly with Best Buy Stores, L.P. (“Best Buy Agreement”).

After both agreements are executed, you are eligible to receive funding for three separate grants: a \$50,000 Program Grant, a start-up grant valued at \$80,000 (\$50,000 cash and in-kind donations for technology resources, \$30,000 cash for furniture) and a construction grant up to \$50,000 (provided on a 1:1 matching basis). The payment schedules for these three grants can be found on the attached license agreement.

Best Buy and The Clubhouse Network are delighted to be working with you and your team to enable teens from your community to develop confidence in themselves and gain valuable skills through the use of technology at the Best Buy Teen Tech Center. Benefits that come from your participation as a member of The Clubhouse Network and as a Best Buy Teen Tech Center include:

**The Clubhouse Learning Model**

- *Access to a learning model*, created, tested, and refined over the past 24 years based upon research conducted at the MIT Media Laboratory and The Clubhouse Network in Boston.



- *Research and Development*– Application of new technologies, new programming, and innovative ideas for Clubhouse implementation from the “flagship” Clubhouse, from community-based Clubhouse and Teen Tech Center sites, as well as from the MIT Media Lab, incorporated and developed as Clubhouses evolve.

### **Connection and Collaboration with a Global Community**

- *Global/National Resource Leveraging* – Identifying Network-wide or region-specific resources and opportunities, such as in-kind donations of software, discounted equipment, or supplies, funding earmarked for initiatives and collaborations with global organizations with complementary missions.
- *Tools for Communication and Collaboration* – The Clubhouse Intranet (The Clubhouse Commons) and social networking site (the Clubhouse Village), Listservs.
- *Licensing* – Quality assurance to ensure the strength of the Network and integrity of the Clubhouse learning approach and to enable licensees to benefit from the affiliation.
- *Use/protection of The Clubhouse name* - Each Clubhouse and Teen Tech Center has access to The Clubhouse Network name. Sites are able to attach the name of their sponsor(s) or “host organizations,” such as The Procter & Gamble Clubhouse of Cincinnati, or The Clubhouse at the Yawkey Boys and Girls Club. All sites include language that they are “members of The Clubhouse Network.” The Clubhouse name and logo are trademark-protected.
- *Teen Summit for youth (funding permitted)*- Occurring once every 2 years (2014, 2016, 2018...) in Boston, each Clubhouse is eligible to send up to 3 members (ages 13-18), plus a staff chaperone, to this global summit. Teens work in groups on projects related to skills that they learn and enjoy in their own Clubhouses, and have an opportunity to become connected to other members from many countries and cultures, building global awareness and understanding.

### **Professional Development Opportunities**

- *Clubhouse start-up orientation and support*, including a week-long initial orientation session, start-up support from your geographic liaison and our entire staff, start-up materials and resources.
- *Ongoing Clubhouse-related professional development*, including technical and youth development training materials and resources, support from your geographic liaison, and professional development events and workshops.
- *Worldwide Annual Conference (3 days plus optional post-conference technical workshops of 1-2 days)* - Occurring each spring in a different host city each year, the Annual Conference is a required professional development opportunity for all Clubhouse Coordinators for staff to learn about new technology, share best practices and network with other Clubhouses.(CBO representatives are also encouraged to attend.)
- *Regional Meetings* - Occurring in the fall of alternating years with the Teen Summit (2011, 2013, 2015...), Clubhouse Coordinators are required to attend the meeting in their region. Meetings include technical software training, discussions and sharing of best practices, learning new skills, and Network news and announcements.

### Access to Resources and Ongoing Support

- *Monthly Regional Meetings (1 hour)* - Occurring once each month (by phone, Skype, or other online medium), at a time agreed upon by the Clubhouse Coordinators in the region, these meetings address timely issues that concern Clubhouses, as well as sharing recent news.
- *Mentoring resources* -- materials for recruiting, training, and supporting mentors, such as the Mentor Toolkit, the Mentor Handbook, and the on-line Mentor Connector.
- *Youth Development Resources* – including Clubhouse-to-College/Clubhouse-to-Career (C2C), inclusiveness and family engagement resources, best practices, and materials.
- *Sustainability and marketing/PR resources*– resources/materials for fund-raising and sustainability; materials to assist with marketing the Clubhouse locally and network-wide, and direct fund-raising assistance (as resources permit).
- *Evaluation and assessment* – data collection, tools for evaluation and assessment, process for sharing information, aggregated analysis and interpretation of Clubhouse data Network-wide.
- *Geographic Liaison Support* – support via in-person visits, phone, online chats, and/or email on the application of the Learning Model, best practices, needs assessments.

\* \* \* \*

Of course, the biggest benefit to participation in The Clubhouse Network as a Best Buy Teen Tech Center is providing the opportunity for hundreds of young people to gain access to technological tools and resources they otherwise may not have, and to enable them to gain valuable skills through the use of technology.

On behalf of The Clubhouse Network staff, congratulations on your selection as a Best Buy Teen Tech Center, and thank you for your commitment to the goals of the program. We welcome you as a partner in enabling youth from communities around the world to gain access to technological tools, resources, and opportunities they otherwise would not have, and to gain confidence and skills through the use of technology. We are pleased to be working with you toward this end.

If you have any questions, please contact me at (617) 589-0387, or by e-mail at <[gbreslow@theclubhousenetwork.org](mailto:gbreslow@theclubhousenetwork.org)>.

Sincerely,



Gail Breslow  
Executive Director  
The Clubhouse Network





**The Clubhouse Network  
Museum of Science, Boston**

**Grant/License Agreement**

**Grantee/Licensee:** Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114

**Project Director:** Amiya Huston, Branch Manager

**Project Name:** Best Buy Teen Tech Center at the Rockport Branch

**Purpose:** Establish and support a Best Buy Teen Tech Center at the Cleveland Public Library's Rockport Branch

**Amount of Grant:** Program Grant of \$50,000, Technology Grant valued at \$50,000 (cash and in-kind), Furniture Grant of \$30,000, plus up to \$50,000 construction grant (matched on a 1:1 basis)

**Period of Grant/  
License:** September 1, 2017 – 12 months following “soft opening”

**Payment Schedule:** **PROGRAM GRANT**  
\$10,000 (20% of total) upon receipt of signed contracts  
\$30,000 (60% of total) upon “soft opening”  
\$10,000 (remaining 20%) 12 months following “soft opening”

**TECHNOLOGY/FURNITURE GRANT**  
\$80,000 (\$50,000 cash and in-kind for technology resources, \$30,000 for furniture) upon receipt of approved Teen Tech Center designs

**CONSTRUCTION GRANT**  
Up to \$50,000 upon receipt of letter of request detailing construction costs, final design, plans for match and amount requested.

**Museum of Science  
Contact:** Gail Breslow  
Executive Director, The Clubhouse Network  
Museum of Science, One Science Park, Boston, MA 02114  
(617) 589-0387  
gbreslow@theclubhousenetwork.org

## Grant/License Agreement

### A. Program Requirements

1. This Grant/License Agreement (this "Agreement") sets forth the terms on which The Clubhouse Network at the Museum of Science ("The Clubhouse Network") will support the Cleveland Public Library (the "Grantee/ Licensee") as a member of The Clubhouse Network in establishing a Best Buy Teen Tech Center at the Rockport Branch Library as detailed in the proposal dated June 5, 2017, and submitted by the Grantee/ Licensee to the Best Buy Foundation and The Clubhouse Network at the Museum of Science. The grant provided hereunder ("Grant") must be expended solely for the purposes of establishing and supporting The Best Buy Teen Tech Center at the Cleveland Public Library, and as more fully described herein. Program grant funds may be used for Best Buy Teen Tech Center staff salaries, staff development, program materials and supplies, program activities, and travel for appropriate training related purposes. Grant funding may not be used for general overhead expenditures.
2. All funding for and resources consisting of hardware, software, furniture, and other materials and services provided to the Grantee/ Licensee through The Clubhouse Network for use in the Best Buy Teen Tech Center must be exclusively used in the Grantee/Licensee's Best Buy Teen Tech Center, and it is the responsibility of the Grantee/Licensee to provide reasonable security, maintenance, and upkeep of all such property and services.
3. The Grantee/Licensee must provide a dedicated space for the Best Buy Teen Tech Center that complies with the requirements of the agreement executed between the Grantee/ Licensee and Best Buy Stores, L.P. in conjunction herewith, related to the Best Buy Teen Tech Center facility, start-up equipment, assistance, and trademark licensing. The Grantee/Licensee must work in good faith to meet the timelines for the Best Buy Teen Tech Center construction, soft opening, and grand opening set forth on Exhibit D to this Agreement. If the Grantee/Licensee chooses to relocate its operations during the term of this Agreement, the Best Buy Teen Tech Center must also be moved to the new location. All costs involved in moving the Best Buy Teen Tech Center will be the obligation of the Grantee/Licensee. Grant funds may be used to cover some or all expenses incurred as a result of relocation.
4. The Grantee/Licensee shall appoint a Best Buy Teen Tech Center Coordinator by the time of the soft opening of the Best Buy Teen Tech Center as set forth on Exhibit D to this Agreement described above, and the position shall be a full-time position throughout the term of this Agreement. Together with his/her supervisor, the Best Buy Teen Tech Center Coordinator must attend a one-week orientation and professional development program at the Museum of Science, global headquarters of The Clubhouse Network. They are urged to attend this program prior to the soft opening, but are required to attend prior to the grand opening of the Best Buy Teen Tech Center. In the event a new Best Buy Teen Tech Center Coordinator is hired by the Grantee/Licensee during the term of this Agreement, he or she must attend the one-week orientation and training program. Grant funds may be used for out-of-pocket expenses (for travel, lodging, meals, and incidentals) for the foregoing. In the event the Grantee/Licensee does not employ a Teen Tech Center Coordinator for more than 60 consecutive days during the term of this Agreement as required, in addition to any other remedies hereunder, the Grantee/ Licensee will forfeit the year-end Grant payment.
5. Grantee/Licensee's Best Buy Teen Tech Center Coordinator must participate in all Clubhouse Network meetings, including the Clubhouse Network's three-day Annual Conference, biennial



- mid-year Regional Workshop, and monthly phone or on-line meetings of all staff. Grant funds may be used for travel and other expenses, as required, for the foregoing.
6. The Grantee/Licensee must operate the Best Buy Teen Tech Center a minimum of 20 hours per week (after school, on weekends, and at accessible hours during the summer) throughout the term of this Agreement, to ensure that youth from underserved communities have access to the Best Buy Teen Tech Center.
  7. The Grantee/Licensee will adopt the learning approach of The Clubhouse Network by implementing the following basic program standards:
    - The Best Buy Teen Tech Center will provide opportunities for open-ended exploration (balanced with more structured workshops with a more defined curriculum) during the time that the Best Buy Teen Tech Center is open.
    - The Best Buy Teen Tech Center provides high-end professional software for creative expression and scientific and technological exploration (versus computer games and/or web-surfing for entertainment only) during the time that the Best Buy Teen Tech Center is open.
    - The Best Buy Teen Tech Center will encourage the participation of adult mentors who can serve as role models and support the development of a sense of community.
    - The Best Buy Teen Tech Center Coordinator will demonstrate a commitment to participation in The Clubhouse Network, for example by sharing best practices and lessons learned, and by encouraging youth to participate in on-line activities for youth around the Network.
  8. The Best Buy Teen Tech Center will embrace and celebrate diversity of the Best Buy Teen Tech Center youth, mentors, and staff, participate in dialogue across its communities that increases awareness, tolerance and inclusiveness, and demonstrate a commitment to supporting teens as they become active, engaged, informed citizens of the world.
  9. The Clubhouse Network will have the right to use all content created, including teen-generated content from the Best Buy Teen Tech Center for marketing and communication purposes.
  10. The Grantee/Licensee will comply with all applicable national, state, and local privacy laws and regulations, including the Children's Online Privacy Protection Act and associated regulations (COPPA), in connection with operating the Best Buy Teen Tech Center. The Clubhouse Network Privacy Requirements are described in the attached "Exhibit A."
  11. The Grantee/Licensee will develop and implement an effective plan by the end of the term of this Agreement to sustain its Best Buy Teen Tech Center for possible renewal terms of this Agreement.

## **B. Reporting/Evaluation Requirements**

1. The Grantee/Licensee must provide semi-annual reports to The Clubhouse Network addressing the items outlined in Exhibit B, attached, "Assessment and Planning Reporting Requirements," as well as an accounting of Grant funds expended to date. Required reports must be submitted according to the regularly scheduled A&P report deadlines of January 15 and June 15. A detailed report showing how grant funding was spent during the 6-month period is also due and should be attached with each A&P report.
2. The Grantee/Licensee must inform The Clubhouse Network of all major Best Buy Teen Tech Center events prior to their occurrence. The Grantee/ Licensee must promptly inform The Clubhouse Network Contact listed on the front of this Agreement of any proposed change in



key personnel at the Best Buy Teen Tech Center, or any proposed change in the space dedicated to the Best Buy Teen Tech Center.

3. The Grantee/Licensee must fully cooperate with any independent evaluation team assigned to its Best Buy Teen Tech Center, including timely participation in interviews, surveys, evaluation team visits, and other data collection activities.

### **C. License Grants and Acknowledgments**

1. For the term of this Agreement, The Clubhouse Network hereby grants to the Grantee/Licensee a non-exclusive, non-transferable, royalty-free, revocable license to use the “Clubhouse Network” name and licensed logo (Exhibit C, attached, the “TCN Licensed Logo”) on collateral and promotional materials related to the Best Buy Teen Tech Center, including but not limited to the Grantee/Licensee’s website, and marketing and advertising materials for the Best Buy Teen Tech Center. Upon the termination or expiration of this Agreement, the Grantee/Licensee shall (a) cease use of the TCN Licensed Logo within thirty (30) days, and (b) assign to the Clubhouse Network any domain name registration that it owns that includes the Clubhouse Trademarks within seven (7) days.
2. Throughout the term of this Agreement, the program for which the Grant funding is provided hereunder will be known and identified as a “Best Buy Teen Tech Center” and as “a Member of The Clubhouse Network, a collaboration with the MIT Media Lab.” The TCN Licensed Logo must be used prominently on all collateral, promotional materials, and advertising materials for the Best Buy Teen Tech Center throughout the term of this Agreement. The tag line, “a member of The Clubhouse Network, a collaboration with the MIT Media Lab” must appear on all collateral, promotional materials, and advertising materials for the Best Buy Teen Tech Center throughout the term of this Agreement. The Clubhouse Network reserves the right to review any such material prior to any public use or distribution of such materials by the Best Buy Teen Tech Center.
3. All press releases and other announcements related to the program must include the tag line, “The Best Buy Teen Tech Center is a member of the Clubhouse Network, a collaboration with the MIT Media Lab.” The Clubhouse Network reserves the right to review any press releases or other announcements regarding this program prior to any public use or distribution by the Best Buy Teen Tech Center.

### **D. Non-Profit or Government Entity Classification**

1. The Grantee/Licensee must be a non-profit or public agency organized for the purpose of supporting community undertakings related to culture, social activities, and education for children, youth, and/or adults. In the case of U.S.-based organizations, the Grantee/Licensee must be a tax-exempt agency under Section 501(c)(3) of the Internal Revenue Code, or a comparable government-sponsored youth or social services agency. In all cases, the Grantee/Licensee must not derive a profit or otherwise benefit financially from the Best Buy Teen Tech Center program. The Grantee/Licensee must promptly notify the Clubhouse Network if there is any change in its status or classification.
2. The Grantee/Licensee will make reasonable efforts to assure that the Grant and no other gifts received from any sponsors of the Best Buy Teen Tech Center are used in such a manner that they constitute a taxable expenditure, such as would be incurred by a commercial, for-profit enterprise.



**E. Licensing Timeframe**

This Agreement is subject to renewal at The Clubhouse Network's discretion.

**F. Termination**

Either party may terminate this Agreement in the event that the other party materially breaches this Agreement and fails to cure such breach (in the non-breaching party's reasonable discretion) within thirty (30) days of receipt of notice of such breach from the non-breaching party. For the avoidance of doubt, the Grantee/Licensee's failure to comply with any of the Program Requirements set forth in Section A, above, within thirty (30) days of notice of such failure shall be considered a material breach of this Agreement.

**G. Entire Agreement**

This document constitutes the entire Agreement between The Clubhouse Network and the Grantee/Licensee concerning the subject matter hereof and supersedes all proposals, oral or written, all negotiations, conversations, and/or discussions between the parties relating to this Agreement and all past courses of dealing or industry customs. This Agreement may not be modified except in a writing signed by authorized representatives of both parties. This Agreement may not be assigned or otherwise transferred by the Grantee/Licensee without the express written consent of The Clubhouse Network. In no event shall the Clubhouse Network, Best Buy Foundation, Best Buy Stores, L.P., or any other Best Buy Teen Tech Center sponsor have any liability to the Grantee/Licensee for incidental, consequential, or other indirect damages.

By: The Clubhouse Network  
Museum of Science



*Signature*

Name: Gail Breslow  
Title: Executive Director

September 5, 2017  
*Date*

By: Cleveland Public Library

\_\_\_\_\_  
*Signature*

Name: Felton Thomas, Jr.  
Title: Executive Director/CEO

\_\_\_\_\_  
*Date*



## **Exhibit A**

### **“Privacy Requirements”**

#### **Goals:**

1. Protect children from harm
2. Comply with the law

#### **Requirements:**

- 1. Permission Slip:** Obtain a signed permission slip from a parent or guardian of each participating child.
- 2. Privacy Education:** Explain to participating children the dangers of sharing their Personal Information (defined below). Instruct the children to discuss the issue with their parents. Instruct the children that they should not include any Personal Information in their postings to any website, blog, or Facebook page, and they should not submit Personal Information if surfing the Internet at the Best Buy Teen Tech Center.
- 3. Web Page Creation and Review:** Review Best Buy Teen Tech Center blogs or web pages to ensure they do not include Personal Information.
- 4. No Ongoing Posting:** Children should not have the ability to post content to any Best Buy Teen Tech Center Web site from locations outside the Best Buy Teen Tech Center. The Web site should not include links to external Web sites, which may include a child’s Personal Information (e.g., a child’s Facebook page).
- 5. Limited Information:** Limited Personal Information (photograph, e-mail address) may be posted on the password-protected Clubhouse Village Intranet, or other materials that will not be shared publicly. However, these pieces of Personal Information must be called out on the parent/guardian permission slip.
- 6. Personal Information:** Personal Information is any information that could be used to locate or identify a particular child. The following are examples of Personal Information, which should not be included on any Web Page:
  - a. Photographs, unless they have been altered so they cannot be used to identify the child
  - b. Last name
  - c. Teacher’s name
  - d. E-mail address
  - e. Home address
  - f. Phone number
  - g. Social security number
  - h. Other information that could be used to locate a child (e.g., I play third base for the Main Street Bomber’s Little League Team, and we practice every Tuesday at 4 pm at Lincoln Park.)

## **Exhibit B**

### **“Assessment and Planning” Reporting Requirements**

The **Assessment and Planning** process is designed to identify areas of strengths and weakness at a Best Buy Teen Tech Center, and to help the Best Buy Teen Tech Center and its parent organization (Community-based Organization, CBO) improve the overall quality of the program and ensure its sustainability. The process aims to assess whether a Best Buy Teen Tech Center and its parent organization are working toward the goals of the Best Buy Teen Tech Center and Clubhouse learning model and the terms and conditions of the Grant/ License Agreement (and funder grant agreements, as applicable).

The Grantee/Licensee must provide semi-annual reports that briefly address the topics below. Reports must be submitted every six months by the regularly scheduled A&P report deadlines (January 15 & June 15). An on-line form provides details on the information required.

1. Center goals and learning model
2. Youth programming in the Best Buy Teen Tech Center
3. Staff and volunteer skills, training, and development
4. Organization support
5. Financial administration and planning
6. Attendance statistics

In addition to completing the online A&P report, the Grantee/Licensee must submit a report detailing how grant funds were spent during the 6-month reporting period. This financial report should be attached to each A&P report.

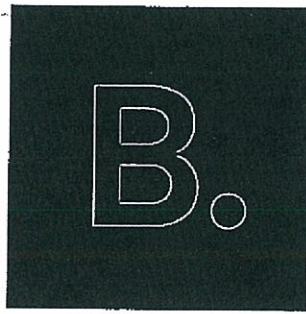
**Exhibit C**  
**“TCN Licensed Logo”**



**Exhibit D**  
**“Timeline for Construction, Soft Opening and Grand Opening”**

<parties to insert>





# The Eva L. & Joseph M. Bruening Foundation

September 1, 2017

Mr. Felton Thomas  
Executive Director/CEO  
Cleveland Public Library  
325 Superior Avenue  
Cleveland, OH 44114-1271

Dear Mr. Thomas,

I am pleased to notify you that the Distribution Committee of the Bruening Foundation recently approved a Strong Start proactive grant of \$300,000 (over 2 years) to Cleveland Public Library (CPL) for the early literacy training initiative.

The Bruening Foundation looks to each of its Strong Start grantees as a valued partner in the work of supporting early learning and literacy for disadvantaged young children and their families in Cuyahoga County. We are committed to ensuring each Strong Start grant recipient is supported in every way possible in executing the project in which the Distribution Committee has invested. We encourage you to look to Jeanine Gergel in the foundation office as a resource to support you in your work to meet the goals and objectives of the project.

Funding will be awarded as follows: \$150,000 in year 1 and \$150,000 in year 2. Funding in year 2 will be contingent upon CPL's success in meeting established goals and regular communication with the foundation. This communication should include quarterly meetings with staff, brief quarterly written reports, and satisfactory annual performance reports. A formal written report summarizing progress and performance against goals in year 1 is due no later than July 15, 2017. Jeanine will contact you soon to establish a quarterly meeting schedule and discuss reporting requirements.

Year 2 funding will also be contingent upon the ability of your organization to develop a robust evaluation plan for the program in Year 1 and a commitment by CPL to share outcomes with the Foundation. We are interested in learning more about what it takes to successfully engage families of young children and promote the role of parents as child's first teacher and view your evaluation outcomes as important inputs to our knowledge base.

This grant is subject to the terms set forth in the enclosed General Terms of Grant. The enclosed Letter of Acceptance should be signed by the appropriate officer of your organization to indicate your agreement to the terms and the conditions outlined in this letter.

1422 EUCLID AVENUE | SUITE 966 | CLEVELAND OHIO 44115 | 216-621-2901  
BRUENINGFOUNDATION.ORG



Cleveland Public Library  
September 1, 2017  
Page 2

We wish you every success. If you have any questions, please do not hesitate to contact the foundation office.

Sincerely,



Cristin Slesh  
Consultant

Enclosures

cc: Tracy Martin, Grants & Development Coordinator



1422 Euclid Avenue, Suite 966  
Cleveland, Ohio 44115

## General Terms of Grant – Strong Start

Please Retain for your Records

- **Expenditure of Grant Funds:**  
This grant must be used solely for educational, scientific or charitable purposes. The funds provided may be spent only in accordance with the provisions stated in the Grantee's request. The use of the grant funds may be modified only with the Foundation's approval.
- **Tax Exempt Status**  
It is our understanding that your organization has been recognized by the Internal Revenue Service as a tax-exempt organization described in section 501 (c)(3) of the Internal Revenue Code and is classified as other than a private foundation. If there is any change in this status and/or classification, please notify us at once. In the event that your tax exempt status is revoked, expenditure of grant funds should cease, and all unspent funds must be returned to the Foundation.
- **Public Announcements and Recognitions:**  
Announcement of grant awards by the Grantee is subject to advance approval by the Foundation. We encourage subsequent public announcements, news features, and/or information in internal communications concerning this grant; however, we do not require or need recognition for grant awards. The Foundation requests that funds be used for programming rather than for providing the Foundation with awards, trophies and/or other recognitions.
- **Reports to the Foundation:**  
The Grantee shall furnish the Foundation with regular reports as outlined in the grant award letter. **As a general policy, new grant requests cannot be considered until reports on past grants are received.** If you have questions, please contact the Foundation office at 216/621-2901
- **Reversion of Grant Funds:**  
The Grantee will return to the Foundation:
  - Any grant funds that are unexpended at the close of the grant period, which shall be one year from the date of the grant award letter unless otherwise specified in the letter;
  - Any funds that the Foundation determines are not expended in accordance with the terms of the grant;
  - Any funds that are unexpended as of the date during the grant period that the Grantee loses its status as an organization described in Section 501(c)(3) of the Internal Revenue Code.
- **Copyrights and Patents:**  
Reports, materials, books and articles resulting from this grant may be copyrighted by the Grantee. To assure the goal of obtaining the widest dissemination of such reports, materials, books and articles, the Foundation reserves a royalty-free license to use and disseminate such publications.
- **Limit of Commitment:**  
Unless otherwise stipulated in writing, this grant is made under the understanding that the Foundation has no obligation to provide other or additional support to the Grantee.

# The Eva L. & Joseph M. Bruening Foundation

1422 Euclid Avenue, Suite 966  
Cleveland, Ohio 44115  
P: (216) 621-2901  
F: (216) 621-8198

## LETTER OF ACCEPTANCE

I have read the grant award letter and the terms of grant from the **Bruening Foundation** for the grant approved **August 24, 2017** and hereby do agree and accept the terms set forth as outlined, including submitting the final report on or before the date requested, and acknowledge receipt of the grant award check.

ACCEPTED AND AGREED:

---

Signature of *Authorized* Representative

---

Please print name and title

---

Organization Name

---

Date



## Bruening Foundation Application

**Organization Information**Tax Status\*

501(c)3

Organization Background\*

*In a paragraph, give the mission and a brief history of the organization, including the year it was founded and how it has evolved since it was founded. Character Limit: 1050*

Founded in 1869, Cleveland Public Library (CPL) has played an integral part in the educational life of Northeast Ohio. With one of the largest and most extensive public library collections in the country CPL is used by researchers and scholars from around the world. CPL operates a two-building Main Library downtown, 27 branches, the Public Administration Library and a bookmobile. Two statewide services are administered by CPL: the Ohio Center for the Book and the Ohio Library for the Blind and Physically Disabled. In 2016, CPL had over 3 million visitors, the majority at our neighborhood branches.

Staff Information\*

*In a brief paragraph, describe your staff, including how many staff members you have in each of these categories: full-time, part-time, interns and volunteers. (Character Limit: 315)*

CPL employs 677 people, 447 full-time and 230 part-time. There are currently 32 interns working at the Library (this number changes seasonally). Volunteer opportunities are available through the Friends of the Cleveland Public Library.

Programs and Services\*

*Without repeating the information in the Organization Background field above, list the organization's programs. Include a brief description and the numbers of clients served in each program during the last fiscal year.*

In addition to the traditional library audiences who check out books and DVDs and use our research facilities, CPL hosts a wide array of special events, programs and exhibits designed to engage our community and honor those people and events that have made an impact on our city, our region and our country. Through these efforts, the Library serves as a catalyst for powerful community discussions around a host of timely topics. We connect with our community through a variety of arts & cultural programming, including children and teen programs, diversity celebrations, exhibits, musical performances and lectures, all of which are free and open to the public. We estimate that in 2016 the Library hosted more than 20,000 programs with an attendance of 205,000.

**Client Demographic Information**Fiscal Year for Data (start date)\*

January 1, 2016

Fiscal Year for Data (end date)\*

December 31, 2016

Total number of clients served\*

List the total number of clients served by the organization during the fiscal year entered above.  
Enter a whole number, not a range. Character Limit: 250  
3,000,000

Percentage African American: 52  
Percentage Asian: 2  
Percentage Caucasian: 36  
Percentage Hispanic/Latino: 10  
Percentage Native American: <1  
Percentage categorized as other: 0  
Total: 100

Percentage female  
Whole number only, no percentage  
52

Percentage male  
Whole number only, no percentage  
48

% of Low income Clients Served\*  
n/a

**Request Information**

Project/Program Title\*  
Early Literacy Training Initiative

Request Amount\*  
\$300,000.00

Type of Support\*  
Choices  
Capital Campaign  
Capital Improvements  
Equipment/Furniture  
General Support/Operating  
Project/Program

Project Start Date\*  
January 1, 2018

Project End Date\*  
December 31, 2019

Project Description\*

Summarize the overall program/project to be funded by this request. Please provide a short and

*clear statement about what you propose to do with funds from the Bruening Foundation. Include numbers of clients to be served. This should be a summary. You will give more detailed information about goals, activities and outcomes below.*

*(Character Limit: 1200)*

Librarians at CPL have had the requisite university training that establishes them as competent members of the library workforce. However no post-secondary education can prepare them for the wide-range of ever-changing knowledge and skills acquisition that is necessary to meet the continued demands and changes in this profession. Libraries are becoming de-facto community centers, and social services, like our summer lunch program, are more and more common. CPL plans to undertake a new initiative that will ensure that every parent of a child aged 0-3 who enters any of our 28 branches within the City of Cleveland will be engaged in a conversation about how to actively participate in their child's early literacy skills. Training content will be based on the Public Library Association's Every Child Ready to Read (ECRR) program, which provides research-based practices that can help young children develop skills they need before they can learn to read. This training will further our commitment to early literacy by creating a cultural shift among employees that we are all responsible for reaching parents of young children, not just those that work specifically with youth.

Numbers served by program/project - current fiscal year\*

*How many individuals will be served in the current fiscal year by this program/project. Whole numbers only.*

200

Numbers served by program/project - last fiscal year\*

*How many were served last fiscal year by this program/project? Whole numbers only. Please indicate if this is a new effort.*

This is a new effort.

Project Budget\*

What is the total cost of the program/project? Whole numbers only.

\$706,486.00

Other sources of funding\*

*Please list all secured, pending, and anticipated sources of revenue for the project.*

In addition to the Bruening Foundation, we plan to apply to the Saint Luke's Foundation (April 1, 2018, deadline) and the George Gund Foundation (Nov. 15, 2017, deadline). We also have plans to discuss this project with the Sisters of Charity Foundation of Cleveland as well as the Third Federal Foundation.

Program/Project Sustainability\*

*How will you support this program/project financially in the long term? Be specific about funding sources. (Character Limit: 750)*

We expect that it will take two years to design, implement and evaluate this program. Upon completion, the training sessions will transfer to the Library's Employee Enrichment Center (EEC) and will become part of the onboarding experience for every new public service employee. The Library created the EEC in 2015 to enable staff to reach their fullest potential both as individuals and as members of the overall library profession. The EEC offers development options for personal, professional, and organizational growth, emphasizing collaboration and improved communication skills.



We expect that the only ongoing cost past the grant period will be that of the Early Childhood Literacy Specialist which will be covered by the Library's general operating budget.

### **Goals and Objectives**

List the goals and objectives for the program/project, i.e., what do you hope to achieve? Select the three most significant and enter them into the fields below.

#### Goals/Objectives

*Character Limit: 524*

Create a culture shift in the minds of CPL public service positions that all are responsible for reaching parents of young children, not just those that work specifically with youth.

#### Goals/Objectives

*Character Limit: 525*

Train staff to understand their role in adopting the Public Library Association's Every Child Ready to Read practices and principles.

#### Goals/Objectives

*Character Limit: 525*

Help staff understand the fundamentals of how to create outreach opportunities within their branches to help engage children 0 to 3 and their parents.

#### Activities\*

*List the activities for the program/project, i.e., what will you do to achieve the goals listed above? Please be specific and include: 1) numbers to be served, 2) services provided, 3) who will be served, 4) staff who will provide services, 5) locations, 6) timeframe and 7) the frequency or intensity of the programming. In addition, please explain the type of engagement for the numbers served or give examples of activities.*

*(Character Limit: 2500)*

The early literacy staff training initiative will train 200 CPL Public Services staff to deliver informal educational interventions to children, ages 0-3, and their parents. All training sessions will occur in the Employee Enrichment Center classrooms located at the Library's Lakeshore Facility.

Rhonda Pai and Sandy Nosse will be the primary trainers for this project. Rhonda and Sandy run the Library's On the Road to Reading program, a train-the-trainer outreach program that visits adults working with young children (in day cares, home care, and pediatric settings) to improve literacy skills. Two new part-time staff will be hired during this project to assist in the daily operations of On the Road to Reading.

In January 2017, CPL created an Office of Education and Learning to expand and strengthen our education programming. Upon this department's recommendation, a full time Early Literacy Specialist will be hired for this project. This new position will participate in this project, help with its coordination, and will then manage the development and delivery of all new programming as a result of this training.

We plan to begin work in January 2018 with an assessment (survey) and gap analysis of the entire Public Services staff to determine current knowledge, attitude and skill level toward early literacy and engaging with the public. While this survey is taking place, CPL staff, in partnership with a consultant company, will begin designing the training sessions. Training sessions will be created for each different staff level



and will be position specific. For example, the Branch Managers workshop will focus on modeling, reinforcing and empowering staff. Children's Librarians will learn about developing and launching programming around early literacy. Training sessions will occur start in the spring/summer of 2018 and last the remainder of the year.

Youth Services staff (about 60 total) will receive an additional half-day training presented by Sue Nespeca, a former national trainer for the ECRR. Sue will provide ways to use the ECRR materials, as well as information on the latest news in brain research; developmental stages of babies, toddlers, and preschoolers and implications for sharing and choosing books; incorporating early literacy skills into programming; inexpensive ways to include early literacy experiences; ideas for successful outreach; and ways to collaborate.

Outcomes/Intended Results\*

*List the outcomes or results you hope to achieve with the program/project i.e., how will this program/project make a difference and how will you know if you reached your goals listed above? (Character Limit: 1000)*

Adopting the ECRR philosophy systemwide will ensure a consistent message is delivered to our community, this is especially important given the transient nature of many of our patrons. Recognizing that the best ideas often come from the people on the front lines, we hope this training will empower our staff to share their ideas, collaborate and create new and innovative programming for our youngest audiences, cultivating ownership, leadership and building capacity. We hope that this training initiative and the message delivered makes a statement to our staff and community members that early literacy and parent/family engagement are significant priorities of the Cleveland Public Library.

This training initiative can also help to strengthen out partnerships in the community. As staff build confidence sharing early literacy information with parents, we can begin to add messaging about our partners like United Way's 2-1-1 service or the Bright Beginnings program at Invest In Children and offer referrals to their services.

How will you measure the outcomes/results listed above?\*

*Please be specific, including what staff, tools or other resources will be used to measure outcomes. (Character Limit: 1000)*

Pre and post surveys will be done during the training sessions in Year I. These will help us determine whether a change in staff attitudes towards early literacy occurs. This attitude change in CPL's staff will start changing the way the community sees their relationship with the library, not just a place to pick up books for their young children, but a place for young families to come and be engaged.

Year II of the project will focus on implementation of the training, measuring its effectiveness and progress made toward reaching our target audience. This will include site check-ins, surveys and feedback reports. We are considering creating focus groups during Year II that would help identify ideas and support with new program planning. Evaluations will be done for each of the groups trained: Branch Managers, Youth Services staff, and support staff. Year II will also include pre and post surveys for parents of children aged 0-3 about their interactions with librarians.

Alignment with the Foundation's Interests\*

*Please explain how this program/project fits with the Foundation's interests of either Learning or Safety Net services and what specific area is being address.*

*(Character Limit: 1000)*

In the past year, nearly 8,500 adults within the City of Cleveland used their library cards to check out children's materials. Using zip codes (from library cards) and GIS maps of City boundaries, we know that these adults reside within the City limits. This number does not include the materials checked out on children's cards which do not require an address and therefore cannot be tracked by zip code.

CPL acknowledges that parent engagement is a struggle. It is common to hear staff claim that "our regular family patrons usually select their materials and leave with their children." To help change this, in 2015, CPL opened a dedicated, staffed Playroom at our Woodland Branch specifically for parents and babies. Our proposed training initiative is the result of needs realized through the Playroom. Before we create new spaces for families with babies, we need to make sure our staff are prepared to encourage parents to participate, engage them in the process and empower them to develop their children's skills.

#### Best Practices\*

*The Bruening Foundation is interested to support organizations that implement best practices or evidence-based programming. If your program/project fits these criteria, please explain or provide information to demonstrate. (Character Limit: 1000)*

While PLA has not conducted an evidence-based research effort, the Carroll County (Maryland) Public Library (CCPL) has done research on ECRR outcomes. CCPL is recognized nationwide for its emergent and early literacy training, and school readiness training to parents and providers. Their 2006 study of ECRR summarized that a combination of professional development, proper materials, guided practice, and ongoing contact to provide sustained support are the best practices in implementing ECRR programming at libraries. CCPL's report also cites that a key factor to success is the ability of the librarians to translate ECRR into easily understandable language and practical application activities which helped empower parents to feel they could truly make a difference for their children. These are all of the elements we propose to include in our early literacy training initiative.

#### Attachments

Cover Letter

Program/Project Budget

Board Approved Operating Budget

Board of Trustee List

Audited Financial Statements

Collaboration Letter / Letter of Support



<b>Post Screening Health Consultation and Health Coaching Addendum</b>
------------------------------------------------------------------------

This Addendum to the Client Services Agreement entered into this 20<sup>th</sup> day of July, 2017 (this "Addendum") is made by and between **Bravo Wellness, LLC** located at 20445 Emerald Parkway Dr. SW, Suite 400, Cleveland, Ohio 44135 (hereinafter referred to as "Bravo") and **Cleveland Public Library**, located at 325 Superior Avenue, Cleveland, Ohio 44114 (hereinafter referred to as "Client").

Bravo and Client desire to amend the Client Services Agreement with an effective date of July 8, 2015 (the "Agreement"), as set forth below;

Client has chosen to offer Program participants an optional Post Screening Health Consultation and, if applicable to the individual, Personal Health Coaching or High Risk Coaching.

These services will be offered once per Service Cycle to each participant for as long as the Agreement remains in effect unless deleted or amended at least 120 days prior to the end of a Contract Period as indicated in Section 14 Term and Termination.

**Pricing and Payment Terms:**

**Annual set-up fee:** The Client will be billed an annual set-up fee upon signing of the Letter of Engagement or the effective date of this Addendum. If Client has purchased more than one coaching or consultation service, only one set-up fee will be billed in the amount of the greater of the set-up fees for each product.

**Personal Health Coaching -SELECTED (Annual set-up fee ~~\$3,000~~ discounted to \$1,500 for Cleveland Public Library)**

Four (4) sessions of thirty (30) minutes each conducted within 90 days to help maintain values through coaching at \$184.00 per participant. Coaching will be performed by a four-year degreed health coach and will be conducted on a one-on-one basis via telephone. An enrolled participant is defined as someone who schedules a session in the coaching program for which the participant is eligible. Pricing is based on enrollment in program not on individual sessions and will be invoiced when the first session is scheduled.

Translation services are available for an additional fee. Spanish - \$1.60 per minute; All other languages - \$1.90 per minute.

Fees will be invoiced upon enrollment in a one of the coaching programs. The fees outlined herein are subject to increases one time per twelve (12) months. Fee increases shall be provided to Client in writing at least thirty (30) days prior to the effective date of the increase and Client shall have thirty days from the date of the notification to terminate the continuation of services with increased costs.

This Addendum has been authorized by the proper parties of the Client.

**Bravo Wellness, LLC**

**Cleveland Public Library**

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

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

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CLEVELAND PUBLIC LIBRARY  
NOTICE TO BIDDERS**

Sealed bids will be received by the Cleveland Public Library, at the Tenth Floor Board Room in the Louis Stokes Wing of the Cleveland Public Library Main Branch at 525 Superior Avenue NE, Cleveland, Ohio, (Mailing Address 325 Superior Avenue NE, Cleveland, Ohio 44114), until **12:00PM noon**, current local time as determined by the Board Room clock, on **Thursday, September 7, 2017** and will be opened and read publicly immediately thereafter, for furnishing the material and performing the labor for the execution of the Glenville Branch Parking Lot Project in accordance with the Drawings and Specifications prepared by Riverstone Engineering.

The Project consists of the construction of an open, surface asphalt parking lot with a concrete apron and walk, storm sewer, catch basins, and underdrain lot at property owned by the Cleveland Public Library at E. 118<sup>th</sup> and St. Clair Avenue.

Copies of the Contract Documents may be obtained, for the cost of reproduction and handling, directly from the printer at:

ARC  
3666 Carnegie Avenue  
Cleveland, Ohio 44115  
(p) 216-281-1234  
(f) 216-281-7607  
(e) [cleveland.csr@e-arc.com](mailto:cleveland.csr@e-arc.com)  
<http://www.e-arc.com/>

Bidders may review digital copies of the Contract Documents at the following locations:

Dodge McGraw Hill Construction  
Independence/Cleveland  
7055 Engle Road  
Cleveland, Ohio 44130  
1-440-243-6144

The Builders Exchange, Inc.  
9555 Rockside Road  
Suite 300  
Valley View, OH 44125  
(216) 393-6300 - Local  
(866) 907-6300 - Toll Free

A non-mandatory pre-bid meeting and site walk through will be held on Thursday, August 31, 2017 at 2:00PM. Bidders will meet a representative of the Library in the parking lot of the Glenville Branch at 19100 St. Clair Avenue, Cleveland, Ohio.

All questions concerning the project should be directed to Eric Herman, Cleveland Public Library Capital Project Manager, Louis Stokes Wing, 525 Superior Avenue 8<sup>th</sup> Floor, Cleveland Ohio 44114, at [eric.herman@cpl.org](mailto:eric.herman@cpl.org) or 216-706-2025.

**PREVAILING WAGE RATES ARE APPLICABLE TO THE CONTRACT.**

All Proposed Substitutions for a Standard shall be submitted to Eric Herman not later than 5 days prior to the bid opening for review by the Library. If no Addendum is issued accepting the Proposed Substitution as an Approved Equal, the Proposed Substitution shall be considered rejected.

**Subcontract agreements must comply with State of Ohio Subcontract form #C19-00 52 14 which is contained in the Bid package.**

APPROVED FOR PUBLICATION

In the Plain Dealer on August 23, 2017 and August 30, 2017.

CLEVELAND PUBLIC LIBRARY

By: Carrie Krenicky

Name: Carrie Krenicky

Title: Chief Financial Officer





THE ALBERT M. HIGLEY CO.  
2925 CHESTER AVENUE  
CLEVELAND, OHIO 44114-1414  
OFFICE: 216.861.2050  
WWW.AMHIGLEY.COM

September 14, 2017

Mrs. Joyce Dodrill  
Mr. Eric Herman  
Cleveland Public Library  
325 Superior Ave.  
Cleveland, OH 44114

Dear Eric and Joyce,

The Albert M. Higley Co. is pleased to provide a Guaranteed Maximum Price (GMP) Proposal for the Cleveland Public Library South Renovation Abatement Scope of work and the AT&T Payment

The GMP Proposal is in the current amount of \$79,066.54

We organize our GMP Proposal as follows:

1. Form of GMP Amendment
2. Exhibit 1- GMP Schedule of Values
3. Exhibit 2- GMP Allowance Items
4. Exhibit 3- Abatement Report
5. Exhibit 4- (Not Applicable)
6. Exhibit 5- (Not Applicable)
7. Exhibit 6- GMP Assumptions and Clarifications
8. Exhibit 7- (Not Applicable)
9. Exhibit 8- (Not Applicable)

Sincerely,

The Albert M. Higley Co.

David Meehan  
Project Executive



Form of GMP Amendment**AMENDMENT NO. 1 TO CONSTRUCTION MANAGEMENT AGREEMENT**

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 the Work described in the Agreement. Therefore, the Owner and the Construction Manager agree as follows:

1. Construction Manager's guaranteed maximum price for the Work described in the Agreement (the "GMP"), including the Cost of the Work, Construction Manager's Fee, the General Conditions Costs Compensation, and the Construction Contingency is Seventy-Nine Thousand sixty-Six Dollars and Fifty- Four Cents (\$79,066.54).
2. Construction Manager's Fee shall be Two Thousand Three Hundred Two Dollars and Ninety-One Cents (\$2,302.91).
3. The Construction Manager as Adviser Fee (if applicable) shall be NA Dollars (\$\_\_\_\_\_).
4. The Construction Contingency shall be Two Thousand One Hundred Fifty-Nine Dollars and Forty-Five Cents (\$2,159.45).
5. The attached Exhibits are a part of the Agreement as if each were physically incorporated therein.
 

**EXHIBIT 1** Schedule of Values, dated 9/14/17, 1 pages.

**EXHIBIT 2** Allowance items, dated 9/14/17, 1 pages.

**EXHIBIT 3** Drawings and Specifications upon which the GMP is based, dated 9/14/17, 51 pages.

**EXHIBIT 4** Construction Schedule, dated NA, 0 pages.

**EXHIBIT 5** Unit Prices, dated NA, 0 pages.

**EXHIBIT 6** Assumptions and Clarifications, dated 9/14/17, 1 pages.

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

**EXHIBIT 8** Add Alternates Schedule, dated NA, 0 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 \_\_\_ September 14th \_\_\_, 2017.

**CLEVELAND PUBLIC LIBRARY**

**THE ALBERT M. HIGLEY CO.**

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

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

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

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

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

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

9/14/2017

The Albert M. Higley Co.

Exhibit 1

Cleveland Public Library South Renovation- Abatement and AT+T Payment  
Guaranteed Maximum Price Schedule of Values

Description	Base Bid	Subcontractor
Abatement	\$44,680.00	AAA American Abatement
AT+T	\$23,448.10	AT+T
Allowances	\$3,000.00	
Subcontractor Default Insurance	\$853.54	
Subtotal	\$71,981.64	
Construction Contingency	\$2,159.45	3%
General Conditions	\$50.00	Mileage Reimbursement
PreConstruction Services	\$0.00	
Staff & Staff Reimbursables	\$975.00	15 hours of PM time @ \$65
Insurance and Applicable Tax	\$885.55	1.12%
Builders Risk Insurance	NA	Not Included, By Owner
AMH CM Bond	\$712.00	
Building Permit/Plan Review	NA	Not Included, By Owner
Owner Contingency	NA	Not Included, By Owner
CM Fee	\$2,302.91	3%
Total Construction GMP	\$79,066.54	

## Exhibit 2

9/14/17

### GMP Allowances Items

#### General Construction Allowances:

1. Electrical work required by Abatement Contractor- \$1,500
2. Plumbing work required by Abatement Contractor - \$1,500

REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD JUNE 1 – JUNE 30, 2017

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library  
Revenues, Expenditures and Changes in Fund Balance  
For the Period Ending June 30, 2017

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	14,759,172.16	0.00	0.00	0.00	\$ 0.00	14,759,172.16
42 Intergovernmental	11,805,721.12	838,982.48	0.00	0.00	\$ 0.00	12,644,703.60
43 Fines & Fees	185,612.01	0.00	0.00	0.00	\$ 0.00	185,612.01
44 Investment Earnings	291,115.49	34,188.24	0.00	6,597.59	\$ 0.00	331,901.32
45 Charges for Services	0.00	3,334,093.11	0.00	0.00	\$ 0.00	3,384,093.11
46 Contributions & Donations	1,335.00	303,712.73	0.00	0.00	\$ 0.00	305,047.73
48 Miscellaneous Revenue	239,604.44	90,226.02	30,000.00	0.00	\$ 73,031.62	432,862.08
<b>Total Revenues</b>	<b>\$ 27,282,560.22</b>	<b>\$ 4,651,202.58</b>	<b>\$ 30,000.00</b>	<b>\$ 6,597.59</b>	<b>\$ 73,031.62</b>	<b>\$ 32,043,392.01</b>
51 Salaries/Benefits	17,472,057.28	1,521,973.78	0.00	0.00	\$ 0.00	18,994,031.06
52 Supplies	573,066.07	55,658.52	0.00	1,642.58	\$ 0.00	630,367.17
53 Purchased/Contracted Services	5,364,831.84	923,471.55	0.00	3,691.25	\$ 0.00	6,291,994.64
54 Library Materials	3,424,103.75	520,163.27	0.00	16,099.12	\$ 0.00	3,960,366.14
55 Capital Outlay	568,591.06	309,788.85	574,525.80	0.00	\$ 0.00	1,452,905.71
57 Miscellaneous Expenses	71,934.88	18,361.66	0.00	0.00	\$ 61,450.08	151,746.62
<b>Total Expenditures</b>	<b>\$ 27,474,584.88</b>	<b>\$ 3,349,417.63</b>	<b>\$ 574,525.80</b>	<b>\$ 21,432.95</b>	<b>\$ 61,450.08</b>	<b>\$ 31,481,411.34</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$(192,024.66)</b>	<b>\$ 1,301,784.95</b>	<b>\$(544,525.80)</b>	<b>\$(14,835.36)</b>	<b>\$ 11,581.54</b>	<b>\$ 561,980.67</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(76,500.00)	76,500.00	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>\$(1,376,500.00)</b>	<b>\$ 76,500.00</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>\$(1,568,524.66)</b>	<b>\$ 1,378,284.95</b>	<b>\$ 755,474.20</b>	<b>\$(14,835.36)</b>	<b>\$ 11,581.54</b>	<b>\$ 561,980.67</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 27,013,868.65</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>\$ 25,445,343.99</b>	<b>\$ 18,210,375.81</b>	<b>\$ 11,247,509.04</b>	<b>\$ 3,669,843.37</b>	<b>\$ 19,183.08</b>	<b>\$ 58,592,255.29</b>



**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**  
**For the Period Ending June 30, 2017**

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	22,115,860	10,587,146	11,528,714	48%	48%
General Property Tax	23,957,875	14,759,172	9,198,703	62%	64%
Rollback, Homestead, CAT	2,412,490	1,218,576	1,193,914	51%	69%
Fines & Fees	399,000	185,612	213,388	47%	48%
Investment Earnings	387,440	291,115	96,325	75%	68%
Contributions	0	1,335	(1,335)	100%	100%
Miscellaneous	1,079,699	239,604	840,095	22%	18%
Return of Advances Out	0	25,000	(25,000)		
<b>Total</b>	<b>\$ 50,352,364</b>	<b>\$ 27,307,560</b>	<b>\$ 23,044,804</b>	<b>54%</b>	<b>55%</b>

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	37,271,193	17,505,227	19,765,966	47%	48%
Supplies	1,206,142	796,778	409,364	66%	54%
Purchased Services	11,589,886	9,273,677	2,316,209	80%	76%
Library Materials	10,194,363	5,801,461	4,392,902	57%	55%
Capital Outlay	1,580,995	660,372	920,623	42%	44%
Other	164,393	121,516	42,877	74%	62%
<b>Sub Total</b>	<b>\$ 62,006,971</b>	<b>\$ 34,159,031</b>	<b>\$ 27,847,940</b>	<b>55%</b>	<b>55%</b>
Advances Out	0	101,500	(101,500)		
Transfers Out	1,300,000	1,300,000	0	100%	100%
<b>Total</b>	<b>\$ 63,306,971</b>	<b>\$ 35,560,531</b>	<b>\$ 27,746,440</b>	<b>56%</b>	<b>56%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated June 5, 2017 (includes Advances Out).

Note (2): Total Amended Appropriation of \$57,604,803 plus carried forward encumbrance of \$5,702,168.

Note (3): Subtotal includes 44% expended and 11% encumbered.



Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending June 30, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220 Electrical Supplies	63,750.00	69,865.80	27,871.60	26,609.46	15,384.74
52230 Maintenance Supplies	323,954.00	356,334.82	252,212.48	99,639.02	4,483.32
52240 Uniforms	23,000.00	23,000.00	1,131.64	2,584.07	19,284.29
52300 Motor Vehicle Supplies	78,000.00	101,334.05	23,279.50	49,387.80	28,666.75
52900 Other Supplies	259,050.25	298,357.36	101,564.73	26,816.46	169,976.17
<b>Supplies</b>	<b>\$1,076,042.00</b>	<b>\$1,206,141.57</b>	<b>\$573,066.07</b>	<b>\$223,711.98</b>	<b>\$409,363.52</b>
53100 Travel/Meetings	125,000.00	143,524.79	25,697.86	77,326.93	40,500.00
53210 Telecommunications	288,616.00	307,648.07	146,962.13	150,164.16	10,521.78
53230 Postage/Freight	89,000.00	98,376.86	37,770.72	53,477.42	7,128.72
53240 PR/Other Communications	153,000.00	174,133.72	48,353.32	35,438.98	90,341.42
53310 Building Repairs	480,800.00	528,089.90	123,574.25	137,351.82	267,163.83
53320 Machine Repairs	21,200.00	26,848.47	4,918.01	8,687.69	13,242.77
53340 Building Maintenance	267,000.00	286,053.74	63,071.25	49,947.05	173,035.44
53350 Machine Maintenance	262,286.46	374,242.20	112,177.10	110,961.98	151,103.12
53360 Computer Maintenance	179,847.00	240,228.78	227,718.00	1,906.76	10,604.02
53370 Motor Vehicle Repairs	37,000.00	40,958.92	8,779.46	9,486.76	22,692.70
53380 Contract Security	950,000.00	970,819.40	503,496.22	467,323.18	0.00
53390 Landscaping	62,210.00	65,052.00	11,625.00	23,404.00	30,023.00
53400 Insurance	451,885.00	510,524.92	59,490.92	0.00	451,034.00
53510 Rent/Leases	182,632.64	205,732.86	94,957.39	103,467.94	7,307.53
53520 Equipment Rental	30,853.20	38,253.78	17,028.01	11,446.03	9,779.74
53610 Electricity	1,859,045.00	1,984,365.83	902,307.02	1,056,957.95	25,100.86
53620 Gas	125,750.00	137,782.40	84,850.11	51,992.76	939.53
53630 Chilled Water	787,000.00	810,555.68	204,413.45	599,218.28	6,923.95

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending June 30, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	119,621.28	127,192.40	60,506.96	62,279.30	4,406.14
53710 Professional Services	1,009,985.00	1,661,322.21	432,441.76	560,224.62	669,655.83
53720 Auditors Fees	653,595.00	740,295.00	362,825.94	69,085.00	308,384.06
53730 Bank Service Charges	11,000.00	11,000.00	4,952.28	0.00	6,047.72
53800 Library Material Control	255,000.00	394,370.46	120,653.83	265,970.52	7,746.11
53900 Other Purchased Services	1,712,076.85	1,712,513.35	1,706,260.85	2,726.00	3,526.50
<b>Purchased/Contracted Services</b>	<b>\$10,114,403.43</b>	<b>\$ 11,689,885.74</b>	<b>\$ 5,364,831.84</b>	<b>\$ 3,908,845.13</b>	<b>\$ 2,316,208.77</b>
54110 Books	2,130,000.00	2,795,869.07	931,530.65	587,676.58	1,276,661.84
54120 Continuations	318,723.65	673,700.02	185,708.28	277,034.88	210,956.86
54210 Periodicals	760,000.00	1,076,484.24	86,734.95	232,855.53	756,893.76
54220 Microforms	31,000.00	230,878.22	31,000.74	167,837.22	32,040.26
54310 Video Media	1,765,000.00	2,293,401.76	1,009,839.91	256,654.14	1,026,907.71
54320 Audio Media - Spoken	136,000.00	183,737.46	72,627.51	41,674.09	69,435.86
54325 Audio Media - Music	332,000.00	535,171.67	152,194.97	187,964.38	195,012.32
54500 Database Services	570,000.00	1,212,873.41	568,638.82	69,499.24	574,735.35
54530 eMedia	602,000.00	1,030,747.12	370,408.28	515,107.97	145,230.87
54600 Interlibrary Loan	4,000.00	5,391.50	1,310.00	4,081.50	0.00
54710 Bookbinding	20,000.00	52,356.69	3,775.48	28,581.21	20,000.00
54720 Preservation Services	45,000.00	47,269.24	0.00	2,726.19	44,543.05
54730 Preservation Boxing	6,000.00	6,328.89	1,394.16	2,015.37	2,919.36
54790 Preservation Reformatting	30,000.00	50,153.33	8,940.00	3,648.79	37,564.54
<b>Library Materials</b>	<b>\$6,749,723.65</b>	<b>\$ 10,194,362.62</b>	<b>\$ 3,424,103.75</b>	<b>\$ 2,377,357.09</b>	<b>\$ 4,392,901.78</b>
55300 Construction/Improvements	20,452.87	38,963.21	3,985.21	19,374.62	15,603.38
55510 Furniture	210,025.00	269,263.02	55,722.42	32,047.76	181,492.84

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending June 30, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	187,505.00	226,325.86	94,151.44	21,742.58	110,431.84
55530 Computer Hardware	568,200.00	883,167.81	391,043.94	2,441.47	489,682.40
55540 Software	123,000.00	163,275.01	23,688.05	16,174.39	123,412.57
Capital Outlay	<u>\$1,109,182.87</u>	<u>\$ 1,580,994.91</u>	<u>\$ 568,591.06</u>	<u>\$ 91,780.82</u>	<u>\$ 920,623.03</u>
57100 Memberships	71,451.78	73,093.24	44,914.94	21,002.30	7,176.00
57200 Taxes	13,000.00	13,305.67	6,490.98	6,814.69	0.00
57500 Refunds/Reimbursements	61,310.60	77,994.47	20,528.96	21,764.30	35,701.21
Miscellaneous Expenses	<u>\$145,762.38</u>	<u>\$ 164,393.38</u>	<u>\$ 71,934.88</u>	<u>\$ 49,581.29</u>	<u>\$ 42,877.21</u>
59810 Advances Out	0.00	0.00	101,500.00	0.00	(101,500.00)
Advances	<u>\$0.00</u>	<u>\$ 0.00</u>	<u>\$ 101,500.00</u>	<u>\$ 0.00</u>	<u>\$(101,500.00)</u>
59900 Transfers Out	0.00	1,300,000.00	1,300,000.00	0.00	0.00
Transfers	<u>\$0.00</u>	<u>\$ 1,300,000.00</u>	<u>\$ 1,300,000.00</u>	<u>\$ 0.00</u>	<u>\$ 0.00</u>
TOTAL	<u>\$56,304,802.61</u>	<u>\$ 63,306,970.85</u>	<u>\$ 28,876,084.88</u>	<u>\$ 6,684,445.63</u>	<u>\$ 27,746,440.34</u>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending June 30, 2017

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	27,013,868.65	27,307,560.22	28,876,084.88	6,684,445.63	18,760,898.36
<b>Total General Fund</b>	<b>\$ 27,013,868.65</b>	<b>\$ 27,307,560.22</b>	<b>\$ 28,876,084.88</b>	<b>\$ 6,684,445.63</b>	<b>\$ 18,760,898.36</b>
201 Anderson	298,256.67	(985.49)	0.00	120.00	297,151.18
202 Endowment for the Blind	2,315,138.10	9,039.89	1,037.50	0.00	2,323,140.49
203 Founders	6,708,521.05	129,451.50	253,376.59	168,711.95	6,415,884.01
204 Kaiser	63,388.19	0.00	0.00	0.00	63,388.19
205 Kralley	186,463.48	475.81	1,101.60	54.98	185,782.71
206 Library	168,490.28	5,070.95	5,575.65	8.98	167,976.60
207 Pepke	136,083.10	(766.79)	0.00	0.00	135,316.31
208 Wickwire	1,442,137.22	6,885.68	14,523.04	8,370.80	1,426,129.06
209 Wittke	93,248.13	0.00	0.00	178.94	93,069.19
210 Young	4,284,704.41	25,270.28	0.00	0.00	4,309,974.69
225 Friends	13,194.64	26,500.00	13,732.99	5,575.57	20,386.08
226 Judd	4,336.84	118,128.00	93,102.96	34,728.10	(5,366.22)
228 Lockwood Thompson Memorial	157,800.92	91,768.00	107,978.61	78,052.10	63,538.21
229 Ohio Center for the Book	0.00	900.00	875.00	0.00	25.00
230 Schweinfurth	122,685.75	2,485.00	36,869.00	0.00	88,301.75
231 CLEVNET	745,447.81	3,474,319.13	1,979,222.80	1,084,256.58	1,156,287.56
251 OLBPD-Library for the Blind	5,613.04	754,098.00	755,319.41	181,432.19	(177,040.56)
254 MyCom	21,065.13	110,062.62	66,012.00	41,158.89	23,956.86
256 Learning Centers	65,516.10	0.00	45,690.48	19,825.62	0.00
<b>Total Special Revenue Funds</b>	<b>\$ 16,832,090.86</b>	<b>\$ 4,752,702.58</b>	<b>\$ 3,374,417.63</b>	<b>\$ 1,622,474.70</b>	<b>\$ 16,587,901.11</b>
401 Building & Repair	10,492,034.84	1,330,000.00	574,525.80	1,042,133.29	10,205,375.75
<b>Total Capital Project Funds</b>	<b>\$ 10,492,034.84</b>	<b>\$ 1,330,000.00</b>	<b>\$ 574,525.80</b>	<b>\$ 1,042,133.29</b>	<b>\$ 10,205,375.75</b>
501 Abel	236,173.04	197.71	0.00	0.00	236,370.75



Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending June 30, 2017

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	2,393.48	0.00	0.00	0.00	2,393.48
503 Beard	139,651.53	992.30	1,785.22	3,500.59	135,358.02
504 Klein	5,663.48	0.00	0.00	0.00	5,663.48
505 Malon/Schroeder	294,339.66	923.42	2,092.58	520.77	292,649.73
506 McDonald	197,274.68	(991.32)	0.00	0.00	196,283.36
507 Ratner	96,907.78	(618.62)	0.00	0.00	96,289.16
508 Root	41,410.29	0.00	0.00	0.00	41,410.29
509 Sugarman	201,173.37	0.00	0.00	500.00	200,673.37
510 Thompson	164,220.74	679.72	3,862.13	0.00	161,038.33
511 Weidenthal	7,022.12	0.00	0.00	0.00	7,022.12
512 White	2,210,080.02	5,194.62	12,271.99	1,137.24	2,201,865.41
513 Beard Anna Young	88,368.54	219.76	1,421.03	3,637.16	83,530.11
<b>Total Permanent Funds</b>	<b>\$ 3,684,678.73</b>	<b>\$ 6,597.59</b>	<b>\$ 21,432.95</b>	<b>\$ 9,295.76</b>	<b>\$ 3,660,547.61</b>
901 Unclaimed Funds	7,601.54	63.99	0.00	0.00	7,665.53
905 CLEVNET Fines & Fees	0.00	72,967.63	61,450.08	0.00	11,517.55
Others	\$ 7,601.54	\$ 73,031.62	\$ 61,450.08	\$ 0.00	\$ 19,183.08
<b>Total All Funds</b>	<b>\$ 58,030,274.62</b>	<b>\$ 33,469,892.01</b>	<b>\$ 32,907,911.34</b>	<b>\$ 9,358,349.38</b>	<b>\$ 49,233,905.91</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending June 30, 2017

Balance of All Funds	<u>\$ 58,592,255.29</u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	(411,894.01)
KeyBank - Merchant Acct	0.00
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund,	1,585.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u>\$(404,526.30)</u>
PNC - Money Market	10,053.08
PNC - Investments	37,440,178.88
PNC - Investments Money Market	50,043.25
STAR Ohio Investment	3,671,314.12
STAR Plus Program	0.00
Investments	<u>\$ 41,171,589.33</u>
PNC- Endowment Account	17,825,192.26
Endowment Account	<u>\$ 17,825,192.26</u>
Cash in Banks and On Hand	<u>\$ 58,592,255.29</u>



INSTITUTIONAL  
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT  
Account number 21-75-501-4453885  
April 1, 2017 - June 30, 2017

Detail

Fixed income  
Corporate bonds

Description [Cusip]	Market value last period Quantity	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit	Total tax cost					
APPLE INC UNSC	34,414.80 35,000	34,724.55 99.2130	33,581.25 95.95	0.16 %	1,143.30	2.42 %	840.00	135.33
02.400% DUE 05/03/2023 RATING: AA1 (037833AK6)								
PNC CAPITAL ADVISORS								
APPLE INC CALL 12/09/2023 UNSC	55,472.45 55,000	55,894.35 101.5170	54,975.80 99.96	0.25 %	858.55	2.96 %	1,650.00	650.83
03.000% DUE 02/09/2024 RATING: AA1 (037833CG3)								
PNC CAPITAL ADVISORS								
ATMOS ENERGY CORP CALL 03/15/2027 UNSC	30,000	29,800.50 99.3350	29,917.50 99.73	0.13 %	- 117.00	3.03 %	900.00	57.50
03.000% DUE 06/15/2027 RATING: A2 (049560AN5)								
PNC CAPITAL ADVISORS								
AVALONBAY COMMUNITIES IN SR UNSEC CALL 07/01/20 @100	25,918.00 25,000	25,912.25 103.6490	26,572.00 106.29	0.12 %	- 659.75	3.50 %	906.25	226.56
03.625% DUE 10/01/2020 RATING: A3 (05348EAS8)								
PNC CAPITAL ADVISORS								
BB&T CORPORATION SR UNSEC	21,699.20 20,000	21,699.20 108.4960	24,791.00 123.96	0.10 %	- 3,091.80	6.32 %	1,370.00	232.14
06.850% DUE 04/30/2019 RATING: A2 (05531FAB9)								
PNC CAPITAL ADVISORS								





INSTITUTIONAL  
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885  
April 1, 2017 - June 30, 2017

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
PROGRESS ENERGY CAROLINA	21,256.40	20,000	21,106.80	0.10 %	19,991.60	99.91	1,125.20	5.03 %	1,060.00	488.76
05.300% DUE 01/15/2019			105.5340							
RATING: AA3										
[144141CZ9]										
PNC CAPITAL ADVISORS										
CATERPILLAR FINANCIAL SE	29,919.00	30,000	29,976.60	0.14 %	29,601.90	98.67	374.70	2.01 %	600.00	193.33
SER MTN UNSC			99,9220							
02.000% DUE 03/05/2020										
RATING: A3										
[14912L6J5]										
PNC CAPITAL ADVISORS										
CHEVRON CORP	19,966.60	20,000	19,988.40	0.09 %	20,000.00	100.00	- 11.60	1.11 %	220.80	15.95
SR UNSEC CALL 11/5/17 @ 100			99,9420							
01.104% DUE 12/05/2017										
RATING: AA2										
[166764AA8]										
PNC CAPITAL ADVISORS										
CHEVRON CORP	39,558.40	40,000	39,815.20	0.18 %	38,792.40	96.98	1,022.80	2.37 %	942.00	68.03
SR UNSEC CALL 9/5/22 @ 100			99,5380							
02.355% DUE 12/05/2022										
RATING: AA2										
[166764AB6]										
PNC CAPITAL ADVISORS										
CISCO SYSTEMS INC	21,424.40	20,000	21,306.80	0.10 %	23,019.40	115.10	- 1,712.60	4.18 %	890.00	410.39
SR NTS			106,5340							
04.450% DUE 01/15/2020										
RATING: A1										
[17275RAH5]										
PNC CAPITAL ADVISORS										





Detail

Fixed income  
 Corporate bonds

Description (Cusip )	Market value last period		Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current value					
DUKE ENERGY CAROLINAS 1ST MORTGAGE 05.250% DUE 01/15/2018 RATING: AA2 [26442CAC8]	10,290.90 10,000	10.193.20 101.9320	10,193.20 101.9320	35,950.95 102.6720	0.05 %	227.20	5.16 %	525.00	242.08
PNC CAPITAL ADVISORS EXXON MOBIL CORPORATION CALL 12/15/2023 @ 100.000 UNSC 03.176% DUE 03/15/2024 RATING: AAA [30231GAC6]	35,950.95 35,000	35.935.20 102.6720	35,935.20 102.6720	36,127.70 103.22	0.16 %	- 192.50	3.10 %	1,111.60	327.30
PNC CAPITAL ADVISORS FLORIDA POWER & LIGHT CALL 12/01/2022 @ 100.000 MORT 02.750% DUE 06/01/2023 RATING: AA2 [341081FJ1]	25,169.00 25,000	25.269.00 101.0760	25,269.00 101.0760	23,932.70 95.73	0.12 %	1,336.30	2.73 %	687.50	57.29
PNC CAPITAL ADVISORS GENERAL DYNAMICS CORP CALL 06/15/2023 @ 100.000 COGT 01.875% DUE 08/15/2023 RATING: A2 [369550AW8]	19,032.80 20,000	19.269.80 96.3490	19,269.80 96.3490	19,863.20 99.32	0.09 %	- 593.40	1.95 %	375.00	141.67
PNC CAPITAL ADVISORS GEORGIA POWER COMPANY NOTES 05.400% DUE 06/01/2018 RATING: A3 [373334JK8]	20,827.80 20,000	20.662.60 103.3130	20,662.60 103.3130	22,065.80 110.33	0.10 %	- 1,403.20	5.23 %	1,080.00	90.00
PNC CAPITAL ADVISORS									





INSTITUTIONAL  
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT  
Account number 21-75-501-4453885  
April 1, 2017 - June 30, 2017

Detail

Fixed income  
Corporate bonds

Description [Cusip]	Market value last period	Current market value		Quantity	% 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								
JPMORGAN CHASE & CO CALL 05/07/2021 @ 100,000 UNSC 02.400% DUE 06/07/2021 RATING: A3 [46625HRT9]	45,000	44,914.95	99.8110	45,000	0.20%	45,062.30	100.09	- 127.35	2.41%	1,080.00	72.00
PNC CAPITAL ADVISORS JOHNSON & JOHNSON CALL 12/01/2025 @ 100,000 UNSC 02.450% DUE 03/01/2026 RATING: AAA [478160BY9]	62,388.95	63,382.80	97.5120	65,000	0.28%	64,908.35	99.86	- 1,525.55	2.52%	1,592.50	530.83
PNC CAPITAL ADVISORS LOWE'S COS INC UNSC VAR % DUE 09/10/2019 RATING: A3 [548661DB0]	30,196.50	30,221.40	100.7380	30,000	0.14%	29,844.90	99.48	376.50	1.58%	475.17	27.72
PNC CAPITAL ADVISORS MASTERCARD INC UNSC 03.375% DUE 04/01/2024 RATING: A2 [576360AB0]	15,511.05	15,644.40	104.2960	15,000	0.07%	15,023.55	100.16	620.85	3.24%	506.25	126.56
PNC CAPITAL ADVISORS MERRILL LYNCH & CO NOTES SERIES MTN 06.875% DUE 04/25/2018 RATING: BAA1 [59018YN64]	15,783.45	15,609.45	104.0630	15,000	0.07%	16,275.00	108.50	- 665.55	6.61%	1,031.25	189.06
PNC CAPITAL ADVISORS											





INSTITUTIONAL  
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885

April 1, 2017 - June 30, 2017

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 US63334HAK86 06/20/09% DUE 07/30/2019 RATING: A1 {63334HAK8}	16,254.75	16,065.50	15,000	107,106.0		0.08 %	18,672.75	124.49	-2,606.85	5.79 %	930.00	390.08
PNC CAPITAL ADVISORS												
ORACLE CORP CALL 04/15/2026 @ 100.000 UNSC 02.650% DUE 07/15/2026 RATING: A1 {68389XBIM6}	28,566.30	28,787.10	30,000	95,957.0		0.13 %	29,887.20	99.62	-1,100.10	2.77 %	795.00	366.58
PNC CAPITAL ADVISORS												
PECO ENERGY CO 1ST REF MORT 05.350% DUE 03/01/2018 RATING: AA3 {93304AL1}	10,340.50	10,243.10	10,000	102,431.0		0.05 %	9,983.20	99.83	259.90	5.23 %	535.00	178.33
PNC CAPITAL ADVISORS												
PACIFICORP 1ST MTG CALL 03/15/21 @ 100 03.850% DUE 06/15/2021 RATING: A1 {695114CM8}	26,456.50	26,434.75	25,000	105,739.0		0.12 %	27,752.65	111.01	-1,317.90	3.65 %	962.50	42.78
PNC CAPITAL ADVISORS												
PEPSICO INC SR UNSECD 02.750% DUE 03/05/2022 RATING: A1 {713448BY3}	35,498.40	35,774.55	35,000	102,213.0		0.16 %	34,819.55	99.48	955.00	2.70 %	962.50	310.14
PNC CAPITAL ADVISORS												

*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit					
PROCTER & GAMBLE CO/THE UNSC	45,109.35	45,128.25	100.2850	0.20 %	217.62	0.60 %	269.51	45.67
VAR% DUE 11/01/2019 RATING: AA3 {742718EH8}	45,000	45,000	100.2850					
PNC CAPITAL ADVISORS QUALCOMM INC	30,000	29,998.80	99.7960	0.14 %	25.20	2.91 %	870.00	84.58
CALL 03/20/2024 UNSC RATING: A1 {727525AT0}	84,580.95	84,548.65	99.4690	0.37 %	-366.55	1.89 %	1,593.75	646.35
ROYAL BANK OF CANADA SEDOL ISIN US780082AA14 RATING: AAA {780082AA1}	85,000	84,548.65	99.4690					
PNC CAPITAL ADVISORS ROYAL BANK OF CANADA SER GMTN UNSC VAR% DUE 07/29/2019 RATING: A1 {78012KRL3}	40,121.60	40,162.80	100.4070	0.18 %	162.40	1.23 %	492.60	206.62
PNC CAPITAL ADVISORS SANTANDER UK PLC SEDOL BYV6B67 ISIN US80283LAH69 RATING: AA3 {80283LAH6}	30,162.30	30,197.50	100.6250	0.14 %	7.20	2.34 %	705.00	217.37
PNC CAPITAL ADVISORS	30,000	30,197.50	100.6250					

*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							
SHELL INTERNATIONAL FIN SEDOL ISIN US822582BG61 02.125% DUE 05/11/2020 RATING: AA2 PNC CAPITAL ADVISORS (822582BG6)	30,000.60	30,164.70	30,000	30,164.70	100.5470	0.14 %	29,936.40	99.79	227.70	2.12 %	637.50	88.54
SOUTHERN CAL EDISON SER C CALL 07/01/23 @ 100 MORT 03.500% DUE 10/01/2023 RATING: AA3 (842400FY4) PNC CAPITAL ADVISORS	31,239.90	31,330.50	30,000	31,330.50	104.4350	0.14 %	30,138.10	100.46	1,192.40	3.36 %	1,050.00	262.50
STATE STREET CORP UNSC 02.550% DUE 08/18/2020 RATING: A1 (857477AS2) PNC CAPITAL ADVISORS	30,402.90	30,563.40	30,000	30,563.40	101.8780	0.14 %	29,973.30	99.91	590.10	2.51 %	765.00	282.62
TORONTO-DOMINION BANK SEDOL ISIN US89114QAS75 02.125% DUE 07/02/2019 RATING: AA2 (89114QAS7) PNC CAPITAL ADVISORS	25,116.00	25,122.50	25,000	25,122.50	100.4900	0.11 %	24,969.25	99.88	153.25	2.12 %	531.25	264.15
UNIONBANCAL CORP SR UNSEC 03.500% DUE 06/18/2022 RATING: A3 (908906AC4) PNC CAPITAL ADVISORS	30,718.20	30,903.30	30,000	30,903.30	103.0110	0.14 %	30,614.40	102.05	288.90	3.40 %	1,060.00	37.92





*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							
WELLS FARGO & COMPANY	30,629.70	31,064.10	30,000	103,547.0		0.14 %	30,623.85	440.25	3.96 %	1,230.00	95.67	
SER MTN SUB							102.08					
04.100% DUE 06/03/2026												
RATING: A3												
(94974BFY1)												
PNC CAPITAL ADVISORS												
WELLS FARGO & COMPANY	20,030.80	20,286.40	20,000	101,432.0		0.09 %	20,026.15	260.25	3.26 %	660.00	205.33	
SER MTN UNSC							100.13					
03.300% DUE 09/09/2024												
RATING: A2												
(94974BGA2)												
PNC CAPITAL ADVISORS												
WESTPAC BANKING CORP	30,206.40	30,160.20	30,000	100,534.0		0.14 %	30,020.80	139.40	2.24 %	675.00	283.13	
SEDOL BCJ52J2 ISIN US961214CC58							100.07					
02.250% DUE 07/30/2018												
RATING: AA3												
(961214CC5)												
PNC CAPITAL ADVISORS												
XILINX INC	15,243.45	15,345.00	15,000	102,300.0		0.07 %	14,893.40	451.60	2.94 %	450.00	132.50	
03.000% DUE 03/15/2021							99.29					
RATING: A3												
(983919AH4)												
PNC CAPITAL ADVISORS												
XILINX INC	15,000	15,040.50	15,000	100,270.0		0.07 %	14,983.05	57.45	2.95 %	442.50	38.10	
CALL 04/01/2024 UNSC							99.89					
02.950% DUE 06/01/2024												
RATING: A3												
(983919AJ0)												
PNC CAPITAL ADVISORS												
<b>Total corporate bonds</b>						<b>8.32 %</b>	<b>\$1,912,328.73</b>	<b>-\$3,730.28</b>	<b>2.99 %</b>	<b>\$57,090.46</b>	<b>\$14,892.49</b>	



*Detail*

**Treasury bonds**

Description (Cusip)	Market value, last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
USA-TREASURY NOTES 01.625% DUE 05/15/2026 RATING: AAA	30,000	30,000	28,441.50	94.8050	0.13 %	28,530.47	95.10	-88.97	1.72 %	487.50	62.77
PNC CAPITAL ADVISORS (912828R36)											
USA-TREASURY NOTES TREASURY INFLATION PROTECTN SECS 00.125% DUE 01/15/2022 RATING: AAA	80,000	80,000	86,322.93	107.9036	0.38 %	86,755.62	108.45	-432.72	0.13 %	106.73	49.24
PNC CAPITAL ADVISORS (912828SA9)											
USA-TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA	155,000	155,000	152,910.63	98.6520	0.67 %	153,379.10	98.95	-468.50	1.65 %	2,518.75	946.27
PNC CAPITAL ADVISORS (912828TJ9)											
USA-TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA	45,000	45,000	46,183.05	102.6290	0.21 %	45,685.55	101.52	497.50	2.44 %	1,125.00	419.18
PNC CAPITAL ADVISORS (912828V56)											
USA-TREASURY NOTES 01.750% DUE 10/31/2020 RATING: AAA	330,000	330,000	331,392.60	100.4220	1.45 %	329,692.18	99.91	1,700.42	1.75 %	5,775.00	980.96
PNC CAPITAL ADVISORS (912828WC0)											
<b>Total treasury bonds</b>			<b>\$1,810,316.95</b>		<b>7.89 %</b>	<b>\$1,804,096.58</b>		<b>\$6,220.37</b>	<b>1.86 %</b>	<b>\$33,706.73</b>	<b>\$8,439.63</b>



*Detail*

**Agency bonds**

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Avg. tax cost per unit						
FEDERAL NATL MTG ASSN POOL BC4777	77,166.45	51,844.56	51,844.56	52,732.86	0.23 %	102.31	- 888.30	2.49 %	1,288.52	110.96
02.500% DUJE 10/01/2031 RATING: N/A (3140F0JX3)	51,540.988	100.5890								
PNC CAPITAL ADVISORS										
FEDERAL NATL MTG ASSN POOL #AB2077	72,721.93	71,190.54	71,190.54	66,137.79	0.32 %	98.73	5,052.75	3.77 %	2,579.64	230.75
04.000% DUJE 01/01/2041 RATING: N/A (31416XJX9)	66,990.884	106.2690								
PNC CAPITAL ADVISORS										
FEDERAL NATL MTG ASSN POOL # AB2275	20,506.72	108.2520	108.2520		0.01 %					
04.500% DUJE 02/01/2041 RATING: N/A (31416XQ52)	0.004									
PNC CAPITAL ADVISORS										
FEDERAL NATL MTG ASSN POOL #AB6373	34,864.17	102.9040	102.9040	0.62 *	0.01 %		- 0.01	3.28 %	0.02	
03.000% DUJE 10/01/2027 RATING: N/A (31417DCK7)	0.588									
PNC CAPITAL ADVISORS										
<b>Total agency bonds</b>			<b>\$383,548.47</b>	<b>\$380,433.51</b>	<b>1.67 %</b>		<b>\$3,114.96</b>	<b>2.76 %</b>	<b>\$10,573.24</b>	<b>\$1,195.79</b>





*Detail*

**Asset backed**

Description [Cusip ]	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
HONDA AUTO RECEIVABLES OWNER T									
SERIES 2017 2 CLASS A3	20,000	19,969.40	99.8470	0.09 %	19,998.27	-28.87	1.59 %	336.00	3.73
01.680% DUE 08/16/2021					99.99				
RATING: AAA									
(43811BAC8)									
PNC CAPITAL ADVISORS									
HONDA AUTO RECEIVABLES OWNER T	19,754.80	19,772.80	98.8640	0.09 %	19,995.11	-222.31	1.35 %	266.00	9.61
SERIES 2016 3 CLASS A4	20,000	98.8640			99.98				
01.330% DUE 11/18/2022									
RATING: AAA									
(438124AD1)									
PNC CAPITAL ADVISORS									
HONDA AUTO RECEIVABLES OWNER T	9,980.10	9,978.80	99.7880	0.05 %	10,038.28	-59.48	1.40 %	139.00	6.18
SERIES 2016 2 CLASS A3	10,000	99.7880			100.38				
01.390% DUE 04/15/2020									
RATING: AAA									
(43814QAC2)									
PNC CAPITAL ADVISORS									
HONDA AUTO RECEIVABLES OWNER T	15,032.70	15,073.05	100.4870	0.07 %	14,998.97	74.08	2.05 %	307.50	8.54
SERIES 2017 1 CLASS A4	15,000	100.4870			99.99				
02.050% DUE 06/21/2023									
RATING: AAA									
(43814TAD4)									
PNC CAPITAL ADVISORS									
JOHN DEERE OWNER TRUST	14,968.80	14,966.25	99.7750	0.07 %	14,997.64	-31.39	1.37 %	204.00	9.07
SERIES 2016 A CLASS A3	15,000	99.7750			99.98				
01.360% DUE 04/15/2020									
RATING: AAA									
(47788MAC4)									
PNC CAPITAL ADVISORS									
MERCEDES-BENZ AUTO RECEIVABLES	19,890.40	19,903.00	99.5150	0.09 %	19,997.56	-94.56	1.27 %	252.00	11.20
SERIES 2016 1 CLASS A3	20,000	99.5150			99.99				
01.260% DUE 02/16/2021									
RATING: N/A									
(58769BAD6)									
PNC CAPITAL ADVISORS									





*Detail*

**Equities**

**Stocks**  
**Consumer discretionary**

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit								
CBS CORP CLASS B WI (CBS)	50,632.80	46,559.40	46,559.40	0.21 %	38,000.23	52.06	8,559.17	1.13 %	525.60	131.40
PCA LCC ADVANTAGE	730	63.7800	63,780.00	0.41 %	28,422.36	11.84	64,985.64	1.62 %	1,512.00	318.15
COMCAST CORPORATION CL A (CMCSA)	90,216.00	93,408.00	93,408.00	0.33 %	31,657.90	44.59	43,779.60	1.47 %	1,107.60	
PCA LCC ADVANTAGE	2,400	38.9200	38,920.00	0.39 %	25,056.52	43.20	63,915.48	2.33 %	2,064.80	
DISNEY WALT CO (DIS)	80,506.90	75,437.50	75,437.50	0.25 %	55,086.26	153.02	51.34	2.46 %	1,353.60	
PCA LCC ADVANTAGE	710	106.2500	106,250.00	0.24 %	47,408.73	215.49	5,763.07			
HOME DEPOT INC (HD)	85,161.40	88,972.00	88,972.00	0.01 %	59,000.00					163.80
PCA LCC ADVANTAGE	580	153.4000	153,400.00							
MCDONALD'S CORP (MCD)	360	55,137.60	55,137.60							
PCA LCC ADVANTAGE	50,487.80	53,171.80	53,171.80							
MOHAWK INDS INC (MHK)	220	241.6900	241,690.00							
PCA LCC ADVANTAGE	50,714.30									
NIKE INC (NKE)										
CLASS B			59,000.00							
PCA LCC ADVANTAGE	48,888.20	58,237.80	58,237.80	0.26 %	36,261.14	62.52	21,976.66	2.32 %	1,345.60	
WYNDHAM WORLDWIDE CORP (WYN)	580	100.4100	100,410.00							
PCA LCC ADVANTAGE										
<b>Total consumer discretionary</b>			<b>\$583,434.90</b>	<b>2.54 %</b>	<b>\$363,258.37</b>		<b>\$220,176.53</b>	<b>1.54 %</b>	<b>\$8,965.20</b>	<b>\$877.35</b>

**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								
ALTRIA GROUP INC (MO)	54,993.40	\$57,341.90	\$57,341.90	0.26 %	\$28,470.37	\$36.98	\$28,871.53	3.28 %	\$1,878.80	\$469.70
PCA LCC ADVANTAGE	770	\$74.4700	\$74,470.00	0.42 %	38,999.20	79.59	55,928.50	1.08 %	1,019.20	
CONSTELLATION BRANDS INC (STZ)	79,414.30	94,927.73	94,927.73							
PCA LCC ADVANTAGE	490	193.7300	193,730.00	0.31 %	50,156.26	64.30	20,909.54	2.55 %	1,809.60	452.40
DR PEPPER SNAPPLE GROUP INC (DPS)	76,377.60	71,065.80	71,065.80	0.29 %	66,009.42	88.01	-1,779.42	2.81 %	1,800.00	
PCA LCC ADVANTAGE	780	91.1100	91,110.00							
KRAFT HEINZ CO/THE (KHC)	68,107.50	64,230.00	64,230.00							
PCA LCC ADVANTAGE	750	85.6400	85,640.00							

*Detail*

**Consumer staples**

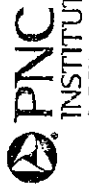
Description (Symbol)	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PEPSICO INC (PEP)	69,383.20	\$392,363.10	71.609880	0.32%	\$3,144.54	8,459.26	2.79%	1,996.40		
PCA LCC ADVANTAGE	620		115.4900		101.85					
TYSON FOODS INC (TSN)	32,706.30		33.19390	0.15%	35,792.12	-2,598.22	1.44%	477.00		
CLASS A	530		62.6300		67.53					
PCA LCC ADVANTAGE										
<b>Total consumer staples</b>				<b>1.71%</b>	<b>\$282,571.91</b>	<b>\$109,791.19</b>	<b>2.29%</b>	<b>\$8,981.00</b>	<b>\$922.10</b>	

**Energy**

Description (Symbol)	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
EXXON MOBIL CORP (XOM)	\$36,084.40		\$35.52120	0.16%	\$28,871.80	\$6,649.40	3.82%	\$1,355.20		
PCA LCC ADVANTAGE	440		\$80.7300		\$65.62					
HALLIBURTON CO (HAL)	53,146.80		46.12680	0.21%	62,327.42	-16,200.62	1.69%	777.60		
PCA LCC ADVANTAGE	1,080		42.7100		57.71					
TOTAL S A (TOT)	58,991.40		58.02030	0.26%	57,005.40	1,014.90	4.52%	2,619.63		
PCA LCC ADVANTAGE	1,170		49.5900		48.72					
TRANSCANADA CORP (HOLDING CO) (TRP)			42.90300	0.19%	42,422.28	480.72	3.82%	1,636.20	409.05	
PCA LCC ADVANTAGE	900		47.6700		47.14					
VALERO ENERGY CORP (VLO)	38,448.20		39.12690	0.18%	39,341.57	-214.77	4.16%	1,624.00		
PCA LCC ADVANTAGE	580		67.4600		67.83					
<b>Total energy</b>				<b>0.97%</b>	<b>\$229,968.47</b>	<b>-\$8,270.37</b>	<b>3.61%</b>	<b>\$8,012.63</b>	<b>\$409.05</b>	

**Financial**

Description (Symbol)	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
BANK NEW YORK MELLON CORP COM (BK)	\$40,617.80		\$43.87720	0.20%	\$34,500.19	\$9,377.01	1.49%	\$653.60		
PCA LCC ADVANTAGE	860		\$51.0200		\$40.12					
CITIZENS FINANCIAL GROUP (CFG)	65,299.50		67.43520	0.30%	56,552.88	10,882.32	1.57%	1,058.40		
PCA LCC ADVANTAGE	1,870		35.6800		29.92					
JPMORGAN CHASE & CO (JPM)	140,104.80		145.78300	0.64%	34,861.80	110,921.20	2.19%	3,190.00		
PCA LCC ADVANTAGE	1,595		91.4000		21.86					



CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT  
Account number 21-75-501-4453885  
April 1, 2017 - June 30, 2017

*Detail*

**Financial**

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								
MORGAN STANLEY (MS)	58,262.40	60,601.60	60,601.60	0.27 %	45,450.25	33.42	15,151.35	1.80 %	1,088.00	
PCA LCC ADVANTAGE	1,360	44.5600	44.5600							
NORTHERN TRUST CORP (NTRS)	65,800.80	73,879.60	73,879.60	0.33 %	53,784.52	70.77	20,095.08	1.57 %	1,155.20	288.80
PCA LCC ADVANTAGE	760	97.2100	97.2100							
S&P GLOBAL INC (SPGI)	65,370.00	72,995.00	72,995.00	0.32 %	54,127.30	108.26	18,867.70	1.13 %	820.00	
PCA LCC ADVANTAGE	500	145.9900	145.9900							
STATE STR CORP (STT)	66,076.30	74,475.90	74,475.90	0.33 %	58,430.77	70.40	16,045.13	1.70 %	1,261.60	315.40
PCA LCC ADVANTAGE	830	89.7300	89.7300							
SUNTRUST BANKS INC (STI)	73,106.60	74,983.84	74,983.84	0.33 %	54,058.56	40.89	20,925.28	1.84 %	1,374.88	
PCA LCC ADVANTAGE	1,322	56.7200	56.7200							
VISA INC (V)	54,210.70	57,205.80	57,205.80	0.25 %	24,028.39	39.39	33,177.41	0.71 %	402.60	
CLASS A SHARES	610	93.7800	93.7800							
PCA LCC ADVANTAGE										
WELLS FARGO & COMPANY (WFC)	52,877.00	52,639.50	52,639.50	0.23 %	23,768.05	25.02	28,871.45	2.75 %	1,444.00	
PCA LCC ADVANTAGE	950	55.4100	55.4100							
<b>Total financial</b>			<b>\$723,876.64</b>	<b>3.16 %</b>	<b>\$439,562.71</b>		<b>\$284,313.93</b>	<b>1.72 %</b>	<b>\$12,448.28</b>	<b>\$604.20</b>

**Health care**

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								
ABBOTT LABORATORIES INC (ABT)	\$41,301.30	\$45,207.30	\$45,207.30	0.20 %	\$35,514.56	\$38.19	\$9,692.74	2.19 %	\$985.80	
PCA LCC ADVANTAGE	930	\$48.6100	\$48.6100							
AETNA INC NEW (AET)	44,642.50	53,140.50	53,140.50	0.24 %	21,556.77	61.59	31,583.73	1.32 %	700.00	
PCA LCC ADVANTAGE	350	151.8300	151.8300							
AMGEN INC (AMGN)	78,753.60	82,670.40	82,670.40	0.37 %	55,404.00	115.43	27,266.40	2.68 %	2,208.00	
PCA LCC ADVANTAGE	480	172.2300	172.2300							
BIOGEN INC (BIIB)	65,620.80	65,126.40	65,126.40	0.29 %	68,366.60	284.86	-3,240.20			
PCA LCC ADVANTAGE	240	271.3600	271.3600							
EDWARDS LIFESCIENCES CORP (EW)	45,153.60	56,755.20	56,755.20	0.25 %	31,791.83	66.23	24,963.37			
PCA LCC ADVANTAGE	480	118.2400	118.2400							
JOHNSON & JOHNSON (JNJ)	85,939.50	46,301.50	46,301.50	0.21 %	18,482.97	52.81	27,818.53	2.54 %	1,176.00	
PCA LCC ADVANTAGE	350	132.2900	132.2900							



INSTITUTIONAL  
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT  
Account number 21-75-501-4453885  
April 1, 2017 - June 30, 2017

Detail

Health care

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
STRYKER CORP (SYK)	40,811.50	43,021.80	43,021.80	0.19 %	40,724.29	131.97	2,297.51	1.23 %	527.00	131.75
PCA LCC ADVANTAGE	310	138,780.00	138,780.00							
THERMO FISHER SCIENTIFIC INC (TMO)	49,152.00	55,830.40	55,830.40	0.25 %	42,552.90	132.98	13,277.50	0.35 %	192.00	48.00
PCA LCC ADVANTAGE	320	174,470.00	174,470.00							
UNITEDHEALTH GROUP INC (UNH)	54,123.30	61,188.60	61,188.60	0.27 %	48,146.85	145.90	13,041.75	1.62 %	990.00	
PCA LCC ADVANTAGE	330	185,420.00	185,420.00							
<b>Total health care</b>		<b>\$509,242.10</b>	<b>\$509,242.10</b>	<b>2.22 %</b>	<b>\$362,540.77</b>		<b>\$146,701.33</b>	<b>1.33 %</b>	<b>\$6,778.80</b>	<b>\$179.75</b>

Industrials

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
INGERSOLL-RAND PLC (IR)	540	\$43,912.80	\$49,350.80	0.22 %	\$35,806.53	\$66.31	\$13,544.07	1.76 %	\$864.00	
SEDOL: B633030			\$91,390.00							
ISIN: IE00B6330302										
PCA LCC ADVANTAGE										
CSX CORP (CSX)										
PCA LCC ADVANTAGE	1,120	61,107.20	61,107.20	0.27 %	59,294.18	52.94	1,813.02	1.47 %	896.00	
CUMMINS INC (CMI)	40,824.00	43,799.40	43,799.40	0.20 %	41,464.08	153.57	2,335.32	2.53 %	1,107.00	
PCA LCC ADVANTAGE	270	162,220.00	162,220.00							
GENERAL DYNAMICS CORP (GD)	52,416.00	55,468.00	55,468.00	0.25 %	39,321.83	140.44	16,146.17	1.70 %	940.80	
PCA LCC ADVANTAGE	280	198,100.00	198,100.00							
HONEYWELL INTL INC (HON)	43,704.50	46,651.50	46,651.50	0.21 %	34,374.48	98.21	12,277.02	2.00 %	931.00	
PCA LCC ADVANTAGE	350	133,290.00	133,290.00							
ILLINOIS TOOL WORKS INC (ITW)	58,286.80	63,030.00	63,030.00	0.28 %	41,335.44	93.94	21,694.56	1.82 %	1,144.00	286.00
PCA LCC ADVANTAGE	440	143,250.00	143,250.00							
NORTHROP GRUMMAN CORPORATION (NOC)	47,568.00	51,342.00	51,342.00	0.23 %	32,067.46	150.34	19,274.54	1.56 %	800.00	
PCA LCC ADVANTAGE	200	256,700.00	256,700.00							
PARKER HANNIFIN CORP (PH)										
PCA LCC ADVANTAGE	340	54,338.80	54,338.80	0.24 %	54,764.71	161.13	- 445.91	1.66 %	897.60	
PCA LCC ADVANTAGE										





INSTITUTIONAL  
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT  
Account number 21-75-501-4453885  
April 1, 2017 - June 30, 2017

Detail

**Industrials**

Description [Symbol]	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
RAYTHEON COMPANY (RTN)	42,700.00	45,214.40	45,214.40	0.20 %	35,636.54	9,577.86	1.98 %	893.20	183.43	
PCA LCC ADVANTAGE	280	161,480.00	161,480.00		127.27					
UNITED RENTALS INC (URI)	380	42,829.80	42,829.80	0.19 %	42,725.91	103.89				
PCA LCC ADVANTAGE		112,710.00	112,710.00		112.44					
<b>Total Industrials</b>		<b>\$513,131.70</b>	<b>\$513,131.70</b>	<b>2.24 %</b>	<b>\$416,811.16</b>	<b>\$96,320.54</b>	<b>1.65 %</b>	<b>\$8,473.60</b>	<b>\$469.43</b>	

**Information technology**

Description [Symbol]	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
TE CONNECTIVITY LTD (TEL)	880	\$69,238.40	\$69,238.40	0.31 %	\$78.65	\$24.98	2.04 %	\$1,408.00		
SEDOL B62B7C3 ISIN CH0102993182										
PCA LCC ADVANTAGE		\$78,680.00	\$78,680.00							
AGILENT TECHNOLOGIES (IPO) (A)	770	45,648.70	45,648.70	0.20 %	41,133.98	4,534.72	0.90 %	406.56	101.64	
PCA LCC ADVANTAGE		59,310.00	59,310.00		53.42					
ALPHABET INC/CA-CL A (GOOGL)	118,692.00	130,155.20	130,155.20	0.57 %	33,396.59	96,758.61				
PCA LCC ADVANTAGE	140	929,680.00	929,680.00		238.55					
ANALOG DEVICES INC (ADI)	580	45,124.00	45,124.00	0.20 %	47,144.56	-2,020.56	2.32 %	1,044.00		
PCA LCC ADVANTAGE		77,800.00	77,800.00		81.28					
APPLE INC (AAPL)	133,603.80	187,226.00	187,226.00	0.82 %	70,099.59	117,126.41	1.75 %	3,276.00		
PCA LCC ADVANTAGE	1,300	144,020.00	144,020.00		53.92					
APPLIED MATERIALS INC (AMAT)	75,466.00	40,896.90	40,896.90	0.18 %	25,632.59	15,264.31	0.97 %	396.00		
PCA LCC ADVANTAGE	990	41,310.00	41,310.00		25.89					
CISCO SYSTEMS INC (CSCO)	34,814.00	32,239.00	32,239.00	0.15 %	19,330.55	12,908.45	3.71 %	1,194.80		
PCA LCC ADVANTAGE	1,030	31,300.00	31,300.00		18.77					
FACEBOOK INC A (FB)	113,640.00	120,784.00	120,784.00	0.53 %	87,650.65	33,133.35				
PCA LCC ADVANTAGE	800	150,980.00	150,980.00		109.56					
INTEL CORP (INTC)	38,594.90	36,101.80	36,101.80	0.16 %	37,725.74	-1,623.94	3.24 %	1,166.30		
PCA LCC ADVANTAGE	1,070	33,740.00	33,740.00		35.26					
LAM RESEARCH CORP (LRCX)	82,150.40	36,771.80	36,771.80	0.17 %	20,161.41	16,610.39	1.28 %	468.00		
PCA LCC ADVANTAGE	260	141,430.00	141,430.00		77.54					

*Detail*

**Information technology**

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
MICROSOFT CORP (MSFT)	48,407.10		50,663.55	0.23 %	6,310.66		44,352.89	2.27 %	1,146.60	
PCA LCC ADVANTAGE	735		68,930.00		8.59					
TEXAS INSTRUMENTS INC (TXN)	72,504.00		69,237.00	0.31 %	50,627.95		18,609.05	2.60 %	1,800.00	
PCA LCC ADVANTAGE	900		76,930.00		56.25					
<b>Total information technology</b>			<b>\$864,106.35</b>	<b>3.77 %</b>	<b>\$508,427.69</b>		<b>\$355,678.66</b>	<b>1.42 %</b>	<b>\$12,306.26</b>	<b>\$101.64</b>

**Materials**

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BERRY GLOBAL GROUP INC (BERY)			\$68,982.10	0.31 %	\$53,366.37		\$15,615.73			
PCA LCC ADVANTAGE	1,210		\$57,010.00		\$44.10					
DOW CHEMICAL CO (DOW)	62,269.20		61,808.60	0.27 %	50,507.21		11,301.39	2.92 %	1,803.20	450.80
PCA LCC ADVANTAGE	980		63,070.00		51.54					
SHERWIN-WILLIAMS CO (SHW)			42,115.20	0.19 %	42,769.75		- 654.55	0.97 %	408.00	
PCA LCC ADVANTAGE	120		350,960.00		356.42					
<b>Total materials</b>			<b>\$172,905.90</b>	<b>0.75 %</b>	<b>\$146,643.33</b>		<b>\$26,262.57</b>	<b>1.28 %</b>	<b>\$2,211.20</b>	<b>\$450.80</b>

**Real estate**

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PROLOGIS INC (PLD)			\$75,059.20	0.33 %	\$69,063.73		\$5,995.47	3.01 %	\$2,252.80	
PCA LCC ADVANTAGE	1,280		\$58,640.00		\$53.96					

**Telecommunication services**

Description (Symbol)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
T-MOBILE US INC (TMUS)			\$47,283.60	0.21 %	\$52,841.27		-\$5,557.67	4.54 %	\$2,145.00	
PCA LCC ADVANTAGE	780		\$60,620.00		\$67.75					



INSTITUTIONAL  
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885  
April 1, 2017 - June 30, 2017

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)	\$4,1995.80	540	\$77,9503	\$77.9503	0.19 %	\$34,375.73	\$7,717.27	\$7,717.27	2.13 %	\$896.40	
WEC ENERGY GROUP INC (WEC)	69,724.50	1,150	70,587.00	61.3800	0.31 %	23,180.25	47,406.75	47,406.75	3.39 %	2,392.00	
PCA LCC ADVANTAGE			\$112,680.00		0.49 %	\$57,555.98	\$55,124.02	\$55,124.02	2.92 %	\$3,288.40	
<b>Total utilities</b>					<b>16.38 %</b>	<b>\$2,923,245.39</b>	<b>\$1,286,536.20</b>	<b>\$1,286,536.20</b>	<b>1.80 %</b>	<b>\$75,863.17</b>	<b>\$4,014.32</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)	\$4,185,205.53	17,639	\$4,293,508.99	\$243.4100	18.73 %	\$3,902,626.99	\$221.25	\$390,882.00	1.88 %	\$80,363.28	
21-75-073-4453885					10.26 %	1,526,539.37	124.72	824,887.03	1.53 %	35,948.88	
ISHARES RUSSELL MID-CAP (IWR)	2,291,083.20	12,240	2,351,426.40	192.1100	28.97 %	\$5,429,166.36	\$1,215,769.03	\$1,215,769.03	1.75 %	\$116,312.16	
21-75-073-4453885											
<b>Total etf - equity</b>					<b>28.97 %</b>	<b>\$5,429,166.36</b>	<b>\$1,215,769.03</b>	<b>\$1,215,769.03</b>	<b>1.75 %</b>	<b>\$116,312.16</b>	

Mutual funds - equity

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
SEAFARER OVERSEAS GROWTH & (SIGIX)	\$493,928.48	57,946.159	\$739,392.99	\$12.7600	3.23 %	\$668,688.00	\$11.54	\$70,704.99	1.56 %	\$11,581.29	
FD # 11602											
21-75-073-4453885					7.64 %	948,138.46	11.80	809,766.76	0.82 %	14,297.99	
PNC INTERNATIONAL EQUITY FUND (PIUX)	1,619,367.68	80,325.778	1,751,905.22	21.8100							
CLASS I FUND 409											
21-75-073-4453885											

*Detail*

**Mutual funds - equity**

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
PNC SMALL CAP FUND (PPCIX)	Quantity 2,074,728.94	Current price per unit 1,048,907.25	4.58 %	260,345.06	5.88	788,562.19	0.14 %	1,363.71	
CLASS I	44,276.372	23,690.00							
FUND #426									
21-75-073-4453885									
T ROWE PRICE REAL ESTATE FUND (TRREX)	Quantity 722,569.21	Current price per unit 499,582.26	2.18 %	426,497.04	24.12	72,885.22	2.38 %	11,852.70	4,388.59
FD # 122	17,690.590	28,240.00							
21-75-073-4453885									
<b>Total mutual funds - equity</b>		<b>\$4,039,787.72</b>	<b>17.62 %</b>	<b>\$2,303,868.56</b>		<b>\$1,735,919.16</b>	<b>0.97 %</b>	<b>\$39,045.69</b>	<b>\$4,388.59</b>

**Total equities**

		<b>\$14,900,504.70</b>	<b>64.97 %</b>	<b>\$10,662,280.31</b>		<b>\$4,238,224.39</b>	<b>1.55 %</b>	<b>\$231,221.02</b>	<b>\$8,402.91</b>
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**Alternative investments**

**Mutual funds - alternative invest**

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
AQR LONG-SHORT EQUITY-I (GLEIX)	Quantity \$455,006.62	Current price per unit \$463,756.75	2.03 %	\$438,516.00	\$13.03	\$25,240.75	1.77 %	\$8,178.00	
21-75-073-4453885	33,654.336	\$13,780.00							
<b>Total portfolio</b>		<b>\$22,934,084.87</b>	<b>100.00 %</b>	<b>\$18,667,491.95</b>		<b>\$4,266,592.92</b>	<b>1.55 %</b>	<b>\$35,626.62</b>	<b>\$4,398.64</b>

\* We have been unable to obtain tax cost information for these assets. When this information is not available for all assets, your portfolio's tax cost may be understated. If you have any information regarding tax cost call Carisa Dillinger your Account Advisor.

*Pending Trades*

REPORT A1

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

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	<b>General Fund</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	<b>Permanent</b>	<b>Agency</b>	<b>Total</b>
41 Taxes	17,954,172.16	0.00	0.00	0.00	\$ 0.00	17,954,172.16
42 Intergovernmental	13,938,385.58	964,664.48	0.00	0.00	\$ 0.00	14,903,050.06
43 Fines & Fees	223,113.17	0.00	0.00	0.00	\$ 0.00	223,113.17
44 Investment Earnings	326,862.98	34,188.24	0.00	6,597.59	\$ 0.00	367,648.81
45 Charges for Services	0.00	3,591,005.63	0.00	0.00	\$ 0.00	3,591,005.63
46 Contributions & Donations	1,346.53	313,762.73	0.00	0.00	\$ 0.00	315,109.26
48 Miscellaneous Revenue	390,190.38	97,699.57	30,000.00	0.00	\$ 83,007.03	600,896.98
<b>Total Revenues</b>	<b>\$ 32,834,070.80</b>	<b>\$ 5,001,320.65</b>	<b>\$ 30,000.00</b>	<b>\$ 6,597.59</b>	<b>\$ 83,007.03</b>	<b>\$ 37,954,996.07</b>
51 Salaries/Benefits	20,174,291.26	1,767,029.05	0.00	0.00	\$ 0.00	21,941,320.31
52 Supplies	604,828.15	60,925.19	0.00	1,642.58	\$ 0.00	667,395.92
53 Purchased/Contracted Services	5,948,409.90	1,055,346.21	0.00	4,416.50	\$ 0.00	7,008,172.61
54 Library Materials	3,801,606.67	547,291.36	0.00	16,508.73	\$ 0.00	4,365,406.76
55 Capital Outlay	585,566.25	400,627.89	603,900.80	0.00	\$ 0.00	1,590,094.94
57 Miscellaneous Expenses	84,721.13	18,928.17	0.00	0.00	\$ 72,967.63	176,616.93
<b>Total Expenditures</b>	<b>\$ 31,199,423.36</b>	<b>\$ 3,850,147.87</b>	<b>\$ 603,900.80</b>	<b>\$ 22,567.81</b>	<b>\$ 72,967.63</b>	<b>\$ 35,749,007.47</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 1,634,647.44</b>	<b>\$ 1,151,172.78</b>	<b>\$(573,900.80)</b>	<b>\$(15,970.22)</b>	<b>\$ 10,039.40</b>	<b>\$ 2,205,988.60</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(76,500.00)	76,500.00	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>\$(1,376,500.00)</b>	<b>\$ 76,500.00</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>\$ 258,147.44</b>	<b>\$ 1,227,672.78</b>	<b>\$ 726,099.20</b>	<b>\$(15,970.22)</b>	<b>\$ 10,039.40</b>	<b>\$ 2,205,988.60</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 27,013,868.65</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>\$ 27,272,016.09</b>	<b>\$ 18,059,763.64</b>	<b>\$ 11,218,134.04</b>	<b>\$ 3,668,708.51</b>	<b>\$ 17,640.94</b>	<b>\$ 60,236,263.22</b>

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

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	22,115,860	12,719,810	9,396,050	58%	57%
General Property Tax	23,957,875	17,954,172	6,003,703	75%	93%
Rollback, Homestead, CAT	2,412,490	1,218,576	1,193,914	51%	69%
Fines & Fees	399,000	223,113	175,887	56%	56%
Investment Earnings	387,440	326,863	60,577	84%	75%
Contributions	0	1,347	(1,347)	100%	100%
Miscellaneous	1,079,699	390,190	689,509	36%	62%
Return of Advances Out	0	25,000	(25,000)		
<b>Total</b>	<b>\$ 50,352,364</b>	<b>\$ 32,859,071</b>	<b>\$ 17,493,293</b>	<b>65%</b>	<b>74%</b>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	37,271,193	20,205,658	17,065,534	54%	59%
Supplies	1,206,142	834,873	371,269	69%	60%
Purchased Services	11,589,886	9,332,479	2,257,407	81%	77%
Library Materials	10,194,363	6,074,282	4,120,080	60%	57%
Capital Outlay	1,580,995	713,761	867,234	45%	46%
Other	164,393	111,131	53,263	68%	70%
<b>Sub Total</b>	<b>\$ 62,006,971</b>	<b>\$ 37,272,184</b>	<b>\$ 24,734,787</b>	<b>60%</b>	<b>55%</b>
Advances Out	0	101,500	(101,500)		
Transfers Out	1,300,000	1,300,000	0	100%	100%
<b>Total</b>	<b>\$ 63,306,971</b>	<b>\$ 38,673,684</b>	<b>\$ 24,633,287</b>	<b>61%</b>	<b>63%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated June 5, 2017 (includes Advances Out).

Note (2): Total Amended Appropriation of \$57,604,803 plus carried forward encumbrance of \$5,702,168.

Note (3): Subtotal includes 50% expended and 10% encumbered.



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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,966,049.11	10,966,049.11	5,848,061.33	0.00	5,117,987.78
51120 Clerical Salaries	10,947,183.68	10,947,183.68	5,932,089.12	0.00	5,015,094.56
51130 Non-Clerical Salaries	1,230,677.60	1,230,677.60	654,203.70	0.00	576,473.90
51140 Buildings Salaries	4,488,079.03	4,473,554.03	2,306,026.14	0.00	2,167,527.89
51150 Other Salaries	548,735.98	548,735.98	295,241.64	0.00	253,494.34
51180 Severance Pay	0.00	141,660.75	231,463.63	0.00	(89,802.88)
51190 Non-Base Pay	311,881.13	311,881.13	120,278.51	0.00	191,602.62
51400 OPERS	4,006,560.61	4,006,560.61	2,132,730.87	0.00	1,873,829.74
51610 Health Insurance	3,775,744.08	3,775,744.08	2,284,343.64	0.00	1,491,400.44
51611 Dental Insurance	202,006.32	202,006.32	121,385.11	0.00	80,621.21
51612 Vision Insurance	14,781.84	14,781.84	8,862.03	0.00	5,919.81
51620 Life Insurance	12,420.00	12,420.00	7,424.80	0.00	4,995.20
51625 Short Term Disability Insurance	28,563.36	28,563.36	16,453.94	0.00	12,109.42
51630 Workers Compensation	163,599.67	176,033.51	(7,152.49)	0.00	183,186.00
51640 Unemployment Compensation	20,200.00	26,757.87	220.88	26,557.87	(20.88)
51650 Medicare - ER	381,531.21	383,878.79	203,648.99	203.33	180,026.47
51900 Other Benefits	11,674.66	24,703.97	19,009.42	4,605.90	1,088.65
<b>Salaries/Benefits</b>	<b>\$37,109,688.28</b>	<b>\$ 37,271,192.63</b>	<b>\$ 20,174,291.26</b>	<b>\$ 31,367.10</b>	<b>\$ 17,065,534.27</b>
52110 Office Supplies	51,637.75	59,372.58	29,250.49	1,834.98	28,287.11
52120 Stationery	42,700.00	52,206.47	25,389.15	4,035.60	22,781.72
52130 Duplication Supplies	39,850.00	40,199.30	12,540.93	1,054.10	26,604.27
52140 Hand Tools	3,200.00	3,015.66	343.43	11.50	2,660.73
52150 Book Repair Supplies	72,100.00	84,125.15	40,653.27	15,103.06	28,368.82
52210 Janitorial Supplies	118,800.00	118,709.67	68,087.31	13,242.49	37,379.87

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,750.00	69,865.80	31,065.52	24,682.87	14,117.41
52230	323,954.00	357,584.82	261,446.56	88,743.19	7,395.07
52240	23,000.00	23,000.00	3,715.71	0.00	19,284.29
52300	78,000.00	101,334.05	23,783.67	48,883.63	28,666.75
52900	259,050.25	296,728.07	108,552.11	32,453.28	155,722.68
<b>Supplies</b>	<b>\$1,076,042.00</b>	<b>\$ 1,206,141.57</b>	<b>\$ 604,828.15</b>	<b>\$ 230,044.70</b>	<b>\$ 371,268.72</b>
53100	125,000.00	143,524.79	34,822.75	68,202.04	40,500.00
53210	288,616.00	307,648.07	169,049.83	127,860.40	10,737.84
53230	89,000.00	98,376.86	46,459.29	44,788.85	7,128.72
53240	153,000.00	174,133.72	53,539.89	31,307.50	89,286.33
53310	480,800.00	528,089.90	172,684.35	123,413.59	231,991.96
53320	21,200.00	26,848.47	7,523.99	6,915.38	12,409.10
53340	267,000.00	286,053.74	68,714.72	36,853.84	180,485.18
53350	262,286.46	374,242.20	143,110.71	86,030.04	145,101.45
53360	179,847.00	241,253.58	228,732.00	3,357.56	9,164.02
53370	37,000.00	40,958.52	9,488.11	8,961.06	22,509.75
53380	950,000.00	970,819.40	581,738.08	389,081.32	0.00
53390	62,210.00	65,052.00	24,577.00	12,702.00	27,773.00
53400	451,885.00	510,524.52	59,490.92	0.00	451,034.00
53510	182,632.64	205,732.86	106,978.84	91,446.49	7,307.53
53520	30,853.20	38,253.78	21,644.21	10,597.44	6,012.13
53610	1,859,045.00	1,984,365.83	1,041,374.99	917,889.98	25,100.86
53620	125,750.00	137,782.40	85,634.59	51,208.28	939.53
53630	787,000.00	810,555.68	314,916.50	488,715.23	6,923.95

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	119,621.28	127,192.40	70,108.21	53,378.05	3,706.14
53710	1,009,985.00	1,660,297.41	492,731.18	512,862.50	654,703.73
53720	653,595.00	740,295.00	362,825.94	69,085.00	308,384.06
53730	11,000.00	11,000.00	6,065.31	0.00	4,934.69
53800	255,000.00	394,370.46	139,937.64	246,686.71	7,746.11
53900	1,712,076.85	1,712,513.35	1,706,260.85	2,726.00	3,526.50
	<b>\$10,114,403.43</b>	<b>\$ 11,589,885.74</b>	<b>\$ 5,948,409.90</b>	<b>\$ 3,384,069.26</b>	<b>\$ 2,257,406.58</b>
<b>Purchased/Contracted Services</b>					
54110	2,130,000.00	2,795,869.07	1,051,929.11	575,239.95	1,168,700.01
54120	318,723.65	673,700.02	235,359.27	277,839.51	160,501.24
54210	760,000.00	1,076,484.24	97,116.03	225,629.13	753,739.08
54220	31,000.00	230,878.22	31,000.74	167,895.02	31,982.46
54310	1,765,000.00	2,293,401.76	1,109,461.67	246,245.75	937,694.34
54320	136,000.00	183,737.46	78,957.20	39,785.25	64,995.01
54325	332,000.00	535,171.67	173,358.42	183,841.95	177,971.30
54500	570,000.00	1,212,873.41	571,970.88	66,151.24	574,751.29
54530	602,000.00	1,030,747.12	430,960.85	455,043.27	144,743.00
54600	4,000.00	5,391.50	1,650.00	3,741.50	0.00
54710	20,000.00	52,356.69	9,508.34	22,872.78	19,975.57
54720	45,000.00	47,269.24	0.00	2,726.19	44,543.05
54730	6,000.00	6,328.89	1,394.16	2,015.37	2,919.36
54790	30,000.00	50,153.33	8,940.00	3,648.79	37,564.54
	<b>\$6,749,723.65</b>	<b>\$ 10,194,362.62</b>	<b>\$ 3,801,606.67</b>	<b>\$ 2,272,675.70</b>	<b>\$ 4,120,080.25</b>
<b>Library Materials</b>					
55300	20,452.87	38,963.21	3,985.21	19,374.62	15,603.38
55510	210,025.00	269,263.02	61,962.42	32,093.76	175,206.84



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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	187,505.00	226,325.66	100,792.29	29,573.91	95,959.66
55530 Computer Hardware	568,200.00	883,167.81	393,485.41	32,410.69	457,271.71
55540 Software	123,000.00	163,275.01	25,340.92	14,741.59	123,192.50
<b>Capital Outlay</b>	<b>\$1,109,182.87</b>	<b>\$ 1,580,994.91</b>	<b>\$ 585,566.25</b>	<b>\$ 128,194.57</b>	<b>\$ 867,234.09</b>
57100 Memberships	71,451.78	73,093.24	53,338.94	11,542.30	8,212.00
57200 Taxes	13,000.00	13,305.67	7,621.74	5,683.93	0.00
57500 Refunds/Reimbursements	61,310.60	77,994.47	23,760.45	9,183.19	45,050.83
<b>Miscellaneous Expenses</b>	<b>\$145,762.38</b>	<b>\$ 164,393.38</b>	<b>\$ 84,721.13</b>	<b>\$ 26,409.42</b>	<b>\$ 53,262.83</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>\$ 63,306,970.85</b>	<b>\$ 32,600,923.36</b>	<b>\$ 6,072,760.75</b>	<b>\$ 24,633,286.74</b>

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	27,013,868.65	32,859,070.80	32,600,923.36	6,072,760.75	21,199,255.34
<b>Total General Fund</b>	<b>\$ 27,013,868.65</b>	<b>\$ 32,859,070.80</b>	<b>\$ 32,600,923.36</b>	<b>\$ 6,072,760.75</b>	<b>\$ 21,199,255.34</b>
201 Anderson	298,256.67	(985.49)	0.00	0.00	297,271.18
202 Endowment for the Blind	2,315,138.10	9,039.89	1,037.50	0.00	2,323,140.49
203 Founders	6,708,521.05	139,451.50	290,419.65	241,943.14	6,315,609.76
204 Kaiser	63,388.19	0.00	0.00	0.00	63,388.19
205 Kralej	186,463.48	475.81	1,101.60	1,378.67	184,459.02
206 Library	168,490.28	5,120.95	5,575.65	8.98	168,026.60
207 Pepke	136,083.10	(766.79)	0.00	0.00	135,316.31
208 Wickwire	1,442,137.22	6,885.68	19,624.07	3,737.97	1,425,660.86
209 Wittke	93,248.13	0.00	0.00	0.00	93,248.13
210 Young	4,284,704.41	25,270.28	0.00	0.00	4,309,974.69
225 Friends	13,194.64	26,500.00	16,166.77	4,141.79	19,386.08
226 Judd	4,336.84	118,128.00	110,246.76	32,783.87	(20,566.79)
228 Lockwood Thompson Memorial	157,800.92	91,768.00	109,799.84	86,410.87	53,358.21
229 Ohio Center for the Book	0.00	900.00	875.00	0.00	25.00
230 Schweinfurth	122,685.75	2,485.00	36,869.00	14,450.00	73,851.75
231 CLEVNET	745,447.81	3,688,705.20	2,310,773.20	873,790.47	1,249,589.34
251 OLPPD-Library for the Blind	5,613.04	879,780.00	848,350.16	80,730.78	(43,667.90)
254 MyCoin	21,065.13	110,062.62	73,623.94	33,322.90	24,180.91
256 Learning Centers	65,516.10	0.00	50,684.73	14,831.37	0.00
<b>Total Special Revenue Funds</b>	<b>\$ 16,832,090.86</b>	<b>\$ 5,102,820.65</b>	<b>\$ 3,875,147.87</b>	<b>\$ 1,387,530.81</b>	<b>\$ 16,672,232.83</b>
401 Building & Repair	10,492,034.84	1,330,000.00	603,900.80	1,193,654.29	10,024,479.75
<b>Total Capital Project Funds</b>	<b>\$ 10,492,034.84</b>	<b>\$ 1,330,000.00</b>	<b>\$ 603,900.80</b>	<b>\$ 1,193,654.29</b>	<b>\$ 10,024,479.75</b>
501 Abel	236,173.04	197.71	0.00	0.00	236,370.75

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	2,393.48	0.00	0.00	0.00	2,393.48
503 Beard	139,651.53	992.30	2,077.68	3,208.13	135,358.02
504 Klein	5,663.48	0.00	0.00	0.00	5,663.48
505 Malon/Schroeder	294,339.66	923.42	2,292.58	320.77	292,649.73
506 McDonald	197,274.68	(991.32)	0.00	0.00	196,283.36
507 Rainer	96,907.78	(618.62)	0.00	0.00	96,289.16
508 Root	41,410.29	0.00	0.00	0.00	41,410.29
509 Sugarman	201,173.37	0.00	0.00	500.00	200,673.37
510 Thompson	164,220.74	679.72	3,862.13	0.00	161,038.33
511 Weidenthal	7,022.12	0.00	0.00	0.00	7,022.12
512 White	2,210,080.02	5,194.62	12,681.60	4,099.90	2,198,493.14
513 Beard Anna Young	88,368.54	219.76	1,653.82	3,404.37	83,530.11
<b>Total Permanent Funds</b>	<b>\$ 3,684,678.73</b>	<b>\$ 6,597.59</b>	<b>\$ 22,567.81</b>	<b>\$ 11,533.17</b>	<b>\$ 3,657,175.34</b>
901 Unclaimed Funds	7,601.54	81.98	0.00	0.00	7,683.52
905 CLEUNET Fines & Fees	0.00	82,925.05	72,967.63	0.00	9,957.42
Others	<b>\$ 7,601.54</b>	<b>\$ 83,007.03</b>	<b>\$ 72,967.63</b>	<b>\$ 0.00</b>	<b>\$ 17,640.94</b>
<b>Total All Funds</b>	<b>\$ 58,030,274.62</b>	<b>\$ 39,381,496.07</b>	<b>\$ 37,175,507.47</b>	<b>\$ 8,665,479.02</b>	<b>\$ 51,570,784.20</b>

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

<b>Balance of All Funds</b>	<b><u><u>\$ 60,236,263.22</u></u></b>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	(303,633.57)
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>	<b><u><u>\$(296,265.86)</u></u></b>
PNC - Money Market	10,055.22
PNC - Investments	37,486,109.46
PNC - Investments Money Market	35,820.63
STAR Ohio Investment	5,175,351.51
STAR Plus Program	0.00
<b>Investments</b>	<b><u><u>\$ 42,707,336.82</u></u></b>
PNC- Endowment Account	17,825,192.26
<b>Endowment Account</b>	<b><u><u>\$ 17,825,192.26</u></u></b>
<b>Cash in Banks and On Hand</b>	<b><u><u>\$ 60,236,263.22</u></u></b>



REPORT A2

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

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	26,414,754.97	0.00	0.00	0.00	\$ 0.00	26,414,754.97
42 Intergovernmental	15,573,165.63	1,090,346.48	0.00	0.00	\$ 0.00	16,663,512.11
43 Fines & Fees	254,022.57	0.00	0.00	0.00	\$ 0.00	254,022.57
44 Investment Earnings	367,118.36	34,188.24	0.00	6,597.59	\$ 0.00	407,904.19
45 Charges for Services	0.00	3,938,194.04	0.00	0.00	\$ 0.00	3,938,194.04
46 Contributions & Donations	2,446.53	313,762.73	0.00	0.00	\$ 0.00	316,209.26
48 Miscellaneous Revenue	395,515.93	97,699.57	30,000.00	0.00	\$ 94,958.85	616,174.35
<b>Total Revenues</b>	<b>\$ 43,007,023.99</b>	<b>\$ 5,474,191.06</b>	<b>\$ 30,000.00</b>	<b>\$ 6,597.59</b>	<b>\$ 94,958.85</b>	<b>\$ 48,612,771.49</b>
51 Salaries/Benefits	22,933,047.02	2,017,723.69	0.00	0.00	\$ 0.00	24,950,770.71
52 Supplies	681,235.56	66,869.07	0.00	1,642.58	\$ 0.00	749,747.21
53 Purchased/Contracted Services	6,847,890.11	1,171,097.07	0.00	5,065.50	\$ 0.00	8,024,052.68
54 Library Materials	4,151,693.86	664,108.66	0.00	19,996.65	\$ 0.00	4,835,799.17
55 Capital Outlay	648,470.30	403,888.13	684,104.30	0.00	\$ 0.00	1,736,462.73
57 Miscellaneous Expenses	90,200.63	19,314.92	0.00	0.00	\$ 82,925.05	192,440.60
<b>Total Expenditures</b>	<b>\$ 35,352,537.48</b>	<b>\$ 4,343,001.54</b>	<b>\$ 684,104.30</b>	<b>\$ 26,704.73</b>	<b>\$ 82,925.05</b>	<b>\$ 40,439,273.10</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>\$ 7,654,486.51</b>	<b>\$ 1,131,189.52</b>	<b>\$(654,104.30)</b>	<b>\$(20,107.14)</b>	<b>\$ 12,033.80</b>	<b>\$ 8,123,498.39</b>
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(76,500.00)	76,500.00	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>\$(1,376,500.00)</b>	<b>\$ 76,500.00</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>\$ 6,277,986.51</b>	<b>\$ 1,207,689.52</b>	<b>\$ 645,895.70</b>	<b>\$(20,107.14)</b>	<b>\$ 12,033.80</b>	<b>\$ 8,123,498.39</b>
<b>Beginning Year Cash Balance</b>	<b>\$ 27,013,868.65</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>\$ 33,291,855.16</b>	<b>\$ 18,039,780.38</b>	<b>\$ 11,137,930.54</b>	<b>\$ 3,664,571.59</b>	<b>\$ 19,635.34</b>	<b>\$ 66,153,773.01</b>

**Cleveland Public Library**  
**Certified Revenue, Appropriations and Balances**  
**General Fund**

For the Period Ending August 31, 2017

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	22,115,860	14,354,590	7,761,270	65%	64%
General Property Tax	23,957,875	26,414,755	(2,456,880)	110%	116%
Rollback, Homestead, CAT	2,412,490	1,218,576	1,193,914	51%	69%
Fines & Fees	399,000	254,023	144,977	64%	66%
Investment Earnings	387,440	367,118	20,322	95%	83%
Contributions	0	2,447	(2,447)	100%	100%
Miscellaneous	1,079,699	395,516	684,183	37%	62%
Return of Advances Out	0	25,000	(25,000)		
<b>Total</b>	<b>\$ 50,352,364</b>	<b>\$ 43,032,024</b>	<b>\$ 7,320,340</b>	<b>85%</b>	<b>88%</b>

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	37,271,193	22,963,506	14,307,687	62%	67%
Supplies	1,206,142	874,791	331,350	73%	64%
Purchased Services	11,589,886	10,109,900	1,479,986	87%	85%
Library Materials	10,194,363	6,825,760	3,364,602	67%	65%
Capital Outlay	1,580,995	777,885	803,110	49%	48%
Other	164,393	120,017	44,376	73%	77%
<b>Sub Total</b>	<b>\$ 62,006,971</b>	<b>\$ 41,675,859</b>	<b>\$ 20,331,112</b>	<b>67%</b>	<b>70%</b>
Advances Out	0	101,500	(101,500)		
Transfers Out	1,300,000	1,300,000	0	100%	100%
<b>Total</b>	<b>\$ 63,306,971</b>	<b>\$ 43,077,359</b>	<b>\$ 20,229,612</b>	<b>68%</b>	<b>70%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated June 5, 2017 (includes Advances Out).

Note (2): Total Amended Appropriation of \$57,604,803 plus carried forward encumbrance of \$5,702,168.

Note (3): Subtotal includes 57% expended and 10% encumbered.

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,966,049.11	10,966,049.11	6,628,395.50	0.00	4,337,653.61
51120 Clerical Salaries	10,947,183.68	10,947,183.68	6,752,626.01	0.00	4,194,557.67
51130 Non-Clerical Salaries	1,230,677.60	1,230,677.60	741,326.39	0.00	489,351.21
51140 Buildings Salaries	4,488,079.03	4,473,554.03	2,630,073.18	0.00	1,843,480.85
51150 Other Salaries	548,735.98	548,735.98	341,098.61	0.00	207,637.37
51180 Severance Pay	0.00	141,660.75	244,242.15	0.00	(102,581.40)
51190 Non-Base Pay	311,881.13	311,881.13	136,486.49	0.00	175,394.64
51400 OPERS	4,006,560.61	4,006,560.61	2,424,477.96	0.00	1,582,082.65
51610 Health Insurance	3,775,744.08	3,775,744.08	2,613,498.58	0.00	1,162,245.50
51611 Dental Insurance	202,006.32	202,006.32	138,946.69	0.00	63,059.63
51612 Vision Insurance	14,781.84	14,781.84	10,159.08	0.00	4,622.76
51620 Life Insurance	12,420.00	12,420.00	8,501.80	0.00	3,918.20
51625 Short Term Disability Insurance	28,563.36	28,563.36	18,811.94	0.00	9,751.42
51630 Workers Compensation	163,599.67	176,033.51	(7,152.49)	0.00	183,186.00
51640 Unemployment Compensation	20,200.00	26,757.87	220.88	26,557.87	(20.88)
51650 Medicare - ER	381,531.21	383,878.79	231,416.53	203.33	152,258.93
51900 Other Benefits	11,674.66	24,703.97	19,917.72	3,697.60	1,088.65
	<b>\$37,109,688.28</b>	<b>\$ 37,271,192.63</b>	<b>\$ 22,933,047.02</b>	<b>\$ 30,458.80</b>	<b>\$ 14,307,686.81</b>
Salaries/Benefits					
52110 Office Supplies	51,637.75	59,372.58	32,135.78	7,554.39	19,682.41
52120 Stationery	42,700.00	52,206.47	25,402.78	4,431.18	22,372.51
52130 Duplication Supplies	39,850.00	40,199.30	13,477.70	2,943.98	23,777.62
52140 Hand Tools	3,200.00	3,015.66	343.43	56.86	2,615.37
52150 Book Repair Supplies	72,100.00	84,125.15	58,171.30	9,475.60	16,478.25
52210 Janitorial Supplies	118,800.00	118,709.67	81,175.14	9,271.18	28,253.35



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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,750.00	69,865.80	34,110.98	24,652.26	11,102.56
52230	323,954.00	362,434.82	274,421.42	76,942.40	11,071.00
52240	23,000.00	23,000.00	3,715.71	750.00	18,534.29
52300	78,000.00	96,484.05	32,095.13	33,769.26	30,619.66
52900	259,050.25	296,728.07	126,186.19	23,708.81	146,833.07
<b>Supplies</b>	<b>\$1,076,042.00</b>	<b>\$1,206,141.57</b>	<b>\$ 681,235.56</b>	<b>\$ 193,555.92</b>	<b>\$ 331,350.09</b>
53100	125,000.00	143,524.79	41,955.57	61,069.22	40,500.00
53210	288,616.00	307,648.07	194,168.94	103,531.29	9,947.84
53230	89,000.00	98,376.86	53,155.80	35,147.72	10,073.34
53240	153,000.00	174,133.72	55,647.77	32,842.18	85,643.77
53310	480,800.00	517,791.61	211,843.37	102,879.12	203,069.12
53320	21,200.00	28,890.30	8,972.34	2,214.03	17,703.93
53340	267,000.00	286,053.74	85,899.69	27,161.22	172,992.83
53350	262,286.46	376,830.66	169,930.06	118,411.14	88,489.46
53360	179,847.00	248,753.58	230,620.79	8,182.76	9,950.03
53370	37,000.00	40,958.92	10,015.10	8,159.85	22,783.97
53380	950,000.00	976,487.40	622,361.52	354,125.88	0.00
53390	62,210.00	65,052.00	34,437.00	2,842.00	27,773.00
53400	451,885.00	510,524.92	59,490.92	360,400.54	90,633.46
53510	182,632.64	205,732.86	116,961.84	77,639.01	11,132.01
53520	30,853.20	38,253.78	22,242.32	10,584.08	5,427.38
53610	1,859,045.00	1,984,365.83	1,230,640.45	728,624.52	25,100.86
53620	125,750.00	137,782.40	87,706.01	49,536.86	539.53
53630	787,000.00	810,555.68	457,351.79	346,279.94	6,923.95

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	119,621.28	127,192.40	80,658.17	45,473.87	1,050.36
53710 Professional Services	1,009,985.00	1,652,797.41	545,598.45	492,969.50	614,229.46
53720 Auditors Fees	653,595.00	740,295.00	653,688.51	65,125.00	21,481.49
53730 Bank Service Charges	11,000.00	11,000.00	6,810.86	0.00	4,189.14
53800 Library Material Control	255,000.00	394,370.46	160,406.24	225,945.53	8,018.69
53900 Other Purchased Services	1,712,076.85	1,712,513.35	1,707,326.60	2,864.25	2,322.50
<b>Purchased/Contracted Services</b>	<b>\$10,114,403.43</b>	<b>\$ 11,589,885.74</b>	<b>\$ 6,847,890.11</b>	<b>\$ 3,262,009.51</b>	<b>\$ 1,479,986.12</b>
54110 Books	2,130,000.00	2,795,869.07	1,175,004.57	619,050.31	1,001,814.19
54120 Continuations	318,723.65	673,700.02	248,592.68	281,095.80	144,011.54
54210 Periodicals	760,000.00	1,076,484.24	101,581.91	628,365.72	346,536.61
54220 Microforms	31,000.00	230,878.22	42,097.08	156,137.89	32,643.25
54310 Video Media	1,765,000.00	2,293,401.76	1,216,479.41	266,163.68	810,758.67
54320 Audio Media - Spoken	136,000.00	183,737.46	91,896.61	34,037.22	57,803.63
54325 Audio Media - Music	332,000.00	535,171.57	193,711.14	181,337.35	160,123.18
54500 Database Services	570,000.00	1,212,873.41	581,053.32	57,058.84	574,751.25
54530 eMedia	602,000.00	1,030,747.12	476,971.93	424,680.48	129,094.71
54600 Interlibrary Loan	4,000.00	5,391.50	1,897.00	3,109.00	385.50
54710 Bookbinding	20,000.00	52,356.69	12,074.05	20,307.07	19,975.57
54720 Preservation Services	45,000.00	47,269.24	0.00	2,726.19	44,543.05
54730 Preservation Boxing	6,000.00	6,328.89	1,394.16	348.08	4,586.65
54790 Preservation Reformatting	30,000.00	50,153.33	8,940.00	3,648.79	37,564.54
<b>Library Materials</b>	<b>\$6,749,723.65</b>	<b>\$ 10,194,362.62</b>	<b>\$ 4,151,693.86</b>	<b>\$ 2,678,066.42</b>	<b>\$ 3,364,602.34</b>
55300 Construction/Improvements	20,452.87	38,963.21	3,985.21	19,374.62	15,603.38
55510 Furniture	210,025.00	265,361.98	67,019.58	44,195.95	154,146.45

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	187,505.00	230,226.90	119,634.04	28,128.77	82,464.09
55530 Computer Hardware	568,200.00	883,167.81	423,123.98	12,487.22	447,556.61
55540 Software	123,000.00	163,275.01	34,707.49	25,227.78	103,339.74
<b>Capital Outlay</b>	<b>\$1,109,182.87</b>	<b>\$ 1,580,994.91</b>	<b>\$ 648,470.30</b>	<b>\$ 129,414.34</b>	<b>\$ 803,110.27</b>
57100 Memberships	71,451.78	80,678.24	57,093.04	15,668.20	7,917.00
57200 Taxes	13,000.00	13,305.57	8,761.60	4,544.07	0.00
57500 Refunds/Reimbursements	61,310.60	70,409.47	24,345.99	9,604.30	36,459.18
<b>Miscellaneous Expenses</b>	<b>\$145,762.38</b>	<b>\$ 164,393.38</b>	<b>\$ 90,200.63</b>	<b>\$ 29,816.57</b>	<b>\$ 44,376.18</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>\$ 63,306,970.85</b>	<b>\$ 36,754,037.48</b>	<b>\$ 6,323,321.56</b>	<b>\$ 20,229,611.81</b>



**Cleveland Public Library**  
**Revenue, Expenditures and Changes in Fund Balances**  
**For the Period Ending August 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>
101 General Fund	27,013,868.65	43,032,023.99	36,754,037.48	6,323,321.56	26,968,533.60
<b>Total General Fund</b>	<b>\$ 27,013,868.65</b>	<b>\$ 43,032,023.99</b>	<b>\$ 36,754,037.48</b>	<b>\$ 6,323,321.56</b>	<b>\$ 26,968,533.60</b>
201 Anderson	298,256.67	(985.49)	0.00	0.00	297,271.18
202 Endowment for the Blind	2,315,138.10	9,039.89	1,037.50	0.00	2,323,140.49
203 Founders	6,708,521.05	139,451.50	317,427.54	225,010.73	6,305,534.28
204 Kaiser	63,388.19	0.00	0.00	0.00	63,388.19
205 Kralley	186,463.48	475.81	1,411.08	1,340.43	184,187.78
206 Library	168,490.28	5,120.95	6,645.95	1,697.81	165,267.47
207 Pepke	136,083.10	(766.79)	0.00	0.00	135,316.31
208 Wickwire	1,442,137.22	6,885.68	20,974.07	5,237.32	1,422,811.51
209 Wittke	93,248.13	0.00	0.00	0.00	93,248.13
210 Young	4,284,704.41	25,270.28	0.00	0.00	4,309,974.69
225 Friends	13,194.64	26,500.00	17,166.77	8,592.26	13,935.61
226 Judd	4,336.84	118,128.00	126,870.11	26,791.74	(31,197.01)
228 Lockwood Thompson Memorial	157,800.92	91,768.00	163,508.17	32,702.54	53,358.21
229 Ohio Center for the Book	0.00	900.00	875.00	0.00	25.00
230 Schweinfurth	122,685.75	2,485.00	36,869.00	14,450.00	73,851.75
231 CLEVNET	745,447.81	4,035,893.61	2,594,744.38	895,047.01	1,291,550.03
251 OLBDP-Library for the Blind	5,613.04	1,005,462.00	942,415.30	26,445.92	42,213.82
254 MyCom	21,065.13	110,062.62	76,428.28	31,318.00	23,381.47
256 Learning Centers	65,516.10	0.00	61,628.39	3,887.71	0.00
<b>Total Special Revenue Funds</b>	<b>\$ 16,832,090.86</b>	<b>\$ 5,575,691.06</b>	<b>\$ 4,368,001.54</b>	<b>\$ 1,272,521.47</b>	<b>\$ 16,767,258.91</b>
401 Building & Repair	10,492,034.84	1,330,000.00	684,104.30	1,131,335.29	10,006,595.25
<b>Total Capital Project Funds</b>	<b>\$ 10,492,034.84</b>	<b>\$ 1,330,000.00</b>	<b>\$ 684,104.30</b>	<b>\$ 1,131,335.29</b>	<b>\$ 10,006,595.25</b>
501 Abel	236,173.04	197.71	0.00	0.00	236,370.75

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

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	2,393.48	0.00	0.00	0.00	2,393.48
503 Beard	139,651.53	992.30	2,327.68	2,958.13	135,358.02
504 Klein	5,663.48	0.00	0.00	0.00	5,663.48
505 Maion/Schroeder	294,339.66	923.42	2,492.58	145.52	292,624.98
506 McDonald	197,274.68	(991.32)	0.00	0.00	196,283.36
507 Ratner	96,907.78	(618.62)	0.00	0.00	96,289.16
508 Root	41,410.29	0.00	0.00	0.00	41,410.29
509 Sugarman	201,173.37	0.00	0.00	500.00	200,673.37
510 Thompson	164,220.74	679.72	3,862.13	0.00	161,038.33
511 Weidenthal	7,022.12	0.00	0.00	0.00	7,022.12
512 White	2,210,080.02	5,194.62	16,169.52	896.39	2,198,208.73
513 Beard Anna Young	88,368.54	219.76	1,852.82	3,205.37	83,530.11
<b>Total Permanent Funds</b>	<b>\$ 3,684,678.73</b>	<b>\$ 6,597.59</b>	<b>\$ 26,704.73</b>	<b>\$ 7,705.41</b>	<b>\$ 3,656,866.18</b>
901 Unclaimed Funds	7,601.54	81.98	0.00	0.00	7,683.52
905 CLEUNET Fines & Fees	0.00	94,876.87	82,925.05	0.00	11,951.82
Others	<b>\$ 7,601.54</b>	<b>\$ 94,958.85</b>	<b>\$ 82,925.05</b>	<b>\$ 0.00</b>	<b>\$ 15,635.34</b>
<b>Total All Funds</b>	<b>\$ 58,030,274.62</b>	<b>\$ 50,039,271.49</b>	<b>\$ 41,915,773.10</b>	<b>\$ 8,734,883.73</b>	<b>\$ 57,418,889.28</b>





CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – July 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 July 1, 2017 through July 31, 2017.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
07/01/17 - 07/31/17	31	Various	STAR Ohio	Various	4,037.39	Investment Pool
07/01/17 - 07/31/17	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
07/01/17 - 07/31/17	31	Various	PNC	Various	16.96	Sweep Money Market
07/01/17 - 07/31/17	31	Various	PNC	Various	2.14	Money Market
01/31/17 - 07/31/17	182	1,025,000	United States Treasury Note	0.875%	4,484.38	Treasury Security
10/11/16 - 07/03/17	266	1,125,000	Toyota Motor Credit Corporation	1.220%	10,103.13	Commercial Paper
01/28/17 - 07/28/17	182	1,050,000	Federal National Mortgage Assn.	1.300%	6,825.00	Federal Agency
01/17/17 - 07/17/17	182	1,000,000	Federal Home Loan Mortgage Corp.	1.500%	7,500.00	Federal Agency
03/20/17 - 07/31/17	134	550,000	United States Treasury Note	1.375%	2,778.49	Treasury Security
					\$ 35,747.49	Earned Interest July 2017
					\$ 326,862.98	Earned Interest Year To Date

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – August 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 August 1, 2017 through August 31, 2017.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income	Form	
08/01/17 - 08/31/17	31	Various	STAR Ohio	Various	7,089.86		Investment Pool
08/01/17 - 08/31/17	31	Various	STAR Plus	Various	0.00		Bank Deposit Program
08/01/17 - 08/31/17	31	Various	PNC	Various	145.66		Sweep Money Market
08/01/17 - 08/31/17	31	Various	PNC	Various	2.13		Money Market
02/28/17 - 08/28/17	182	1,000,000	Federal National Mortgage Assn.	0.875%	9,885.00		Federal Agency
02/28/17 - 08/28/17	182	625,000	Federal Home Loan Bank	1.060%	3,312.50		Federal Agency
02/23/17 - 08/23/17	182	100,000	Federal Home Loan Mortgage Corp.	1.400%	700.00		Federal Agency
02/12/17 - 08/12/17	182	1,000,000	Federal Home Loan Mortgage Corp.	1.125%	5,625.00		Federal Agency
01/11/17 - 08/02/17	204	1,050,000	ING (US) Funding LLC	1.320%	7,815.51		Commercial Paper
05/25/17 - 08/25/17	93	550,000	Federal Home Loan Mortgage Corp.	2.000%	2,750.00		Federal Agency
06/30/17 - 08/23/17	55	1,000,000	Federal Farm Credit Bank	1.990%	2,929.72		Federal Agency
						\$	Earned Interest August 2017
						\$	Earned Interest Year To Date
						\$	40,255.38
						\$	367,118.36

## CLEVELAND PUBLIC LIBRARY

REPORT C

## Finance Committee

September 19, 2017

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JUNE 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
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Melissa Canan	15.62
Northern Ohio Technical Services Librarians Spring Meeting Parma, Ohio	6/2/2017	Cynthia Coccoaro	50.00
Library of Congress Idea Exchange 2017 Washington, D.C.	5/1/2017 - 5/3/2017	Amy Dawson <i>(\$500 reimbursement from Library of Congress)</i>	0.00
Government Documents Roundtable of Ohio (GODORT of Ohio) Spring Meeting Columbus, Ohio	5/12/2017	Sarah Dobransky	155.15
Tyler Technologies Tyler Connect 2017 San Antonio, Texas	5/7/2017 - 5/10/2017	Melinda Graves	969.71
BookExpo America 2017 Expo New York City, New York	5/31/2017 - 6/4/2017	Michael Haverman	1,073.21
American Library Association Rare Books and Manuscripts Section Conference Workshop Iowa City, Iowa	6/19/2017 - 6/21/2017	Amei Hu	1,315.00
Case Western Reserve University Elements of Effective Program Design Cleveland, Ohio	5/2/2017, 5/9/2017	Amiya Hutson	27.37
Northern Ohio Technical Services Librarians Spring Meeting Parma, Ohio	6/2/2017	Andrea Johnson	50.00
BookExpo America 2017 Expo New York City, New York	5/30/2017 - 6/3/2017	Victoria Kabo	1,184.09
Bibliotheca Project Outcome: Regional Training for Ohio Libraries Mansfield, Ohio	6/2/2017	Forrest Lykins	77.79
Northeast Ohio Regional Library System A Day for Circulation Staff Wooster, Ohio	6/1/2017	Andrea Merbley	81.23

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Annual Conference Chicago, Illinois	6/23/2017 - 6/26/2017	Aaron Mason	1,081.97
Ohio Library Council Technical Services Action Council Committee Meeting Columbus, Ohio	6/16/2017	Pamela Matthews	139.10
Northeast Ohio Regional Library System Verbal JEET: Resolving Conflict Ravenna, Ohio	6/15/2017	Michelle Miller	33.60
Bibliotheca Project Outcome: Regional Training for Ohio Libraries Mansfield, Ohio	6/2/2017	Nancy Mocsiran	85.60
Midlands Conference of Network Libraries of NLS 2017 Midlands/Northern Conference Ann Arbor, Michigan	6/5/2017 - 6/8/2017	William Reed	1,040.34
Northeast Ohio Regional Library System Critical Conversations: Social Issues Explored Twinsburg, Ohio	5/4/2017	Monica Rudzinski	35.52
Northeast Ohio Regional Library System Verbal JEET: Resolving Conflict Ravenna, Ohio	6/15/2017	Lori Scurka	13.05
American Library Association Annual Conference Chicago, Illinois	6/23/2017 - 6/26/2017	John Skrtic	1,068.08
BookExpo America 2017 Expo New York City, New York	5/30/2017 - 6/3/2017	Helena Travka	1,200.00
Northern Ohio Technical Services Librarians Spring Meeting Parma, Ohio	6/2/2017	Erin Valentine	33.22
State Library of Ohio Special Collections Conservation Care Columbus, Ohio	6/15/2017	Amia Wheatley	150.87
Northeast Ohio Regional Library System Directors' Retreat: Tactical vs. Strategic Leadership Aurora, Ohio	5/24/2017 - 5/25/2017	Robin Wood	260.00
<b>TOTAL</b>			<b>\$10,140.52</b>

## SUMMARY

FUND	JUNE	YEAR TO DATE
General	\$6,815.47	\$25,697.86
Lockwood Thompson	2,284.71	9,595.77
Library for the Blind and Physically Disabled	1,040.34	1,175.16
CLEVNET	0.00	8,309.16
<b>TOTAL</b>	<b>\$10,140.52</b>	<b>\$44,777.95</b>



## CLEVELAND PUBLIC LIBRARY

REPORT C1

## Finance Committee

September 19, 2017

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR JULY 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
Siemens Building Automation System Training Garfield Heights, Ohio	7/11/2017	Gordon Cerney	31.03
American Library Association Annual Conference Chicago, Illinois	6/22/2017 - 6/26/2017	Maria Estrella	1,145.92
Siemens Building Automation System Training Garfield Heights, Ohio	7/11/2017	Arjuna Hakim	6.85
Northern Ohio Technical Services Librarians Board Meeting Cuyahoga Falls, Ohio	7/14/2017	Regina Houseman	34.78
American Library Association Annual Conference Chicago, Illinois	6/22/2017 - 6/27/2017	Amiya Hutson	1,200.00
Urban Libraries Council Partners Conference Philadelphia, Pennsylvania	7/12/2017 - 7/14/2017	Cynthia Lombardo	1,495.77
American Library Association Annual Conference Chicago, Illinois	6/22/2017 - 6/26/2017	Erica Marks	1,200.00
Northeast Ohio Regional Library System Verbal JEET: Resolving Conflict Ravenna, Ohio	6/15/2017	Erica Marks	18.94
Tech Conferences Inc. SharePoint Fest Chicago, Illinois	12/7/2017 - 12/8/2017	Nancy Mocsiran	487.90
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Timothy Murdock	40.00
American Library Association Annual Conference Chicago, Illinois	6/23/2017 - 6/26/2017	William Reed	926.00
Siemens Building Automation System Training Garfield Heights, Ohio	7/11/2017	Justin Samsa	25.57
Ohio Library Council Technical Services Action Council Committee Meeting Columbus, Ohio	6/16/2017	Barbara Satow	136.96

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Digitization Interest Group July Meeting: University Archives Athens, Ohio	7/11/2017 - 7/12/2017	Rachel Senese	224.70
American Library Association Annual Conference Chicago, Illinois	6/23/2017 - 6/27/2017	Audrey Sumser	1,200.00
American Library Association Annual Conference Chicago, Illinois	6/22/2017 - 6/26/2017	Felton Thomas	1,200.00
American Library Association Annual Conference Chicago, Illinois	6/22/2017 - 6/25/2017	Robin Wood	1,164.37
<b>TOTAL</b>			<b>\$10,538.79</b>

**SUMMARY**

FUND	JULY	YEAR TO DATE
General	\$9,124.89	\$34,822.75
Lockwood Thompson	487.90	10,083.67
Library for the Blind and Physically Disabled	926.00	2,101.16
CLEVNET	0.00	8,309.16
<b>TOTAL</b>	<b>\$10,538.79</b>	<b>\$55,316.74</b>

## CLEVELAND PUBLIC LIBRARY

REPORT C2

## Finance Committee

September 19, 2017

## REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR AUGUST 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
Northeast Ohio Regional Library System Full S.T.E.A.M. Ahead Westlake, Ohio	8/1/2017	Bruce Biddle	15.00
Siemens Building Automation System Training Garfield Heights, Ohio	7/11/2017	Gordon Cerney	666.66
Ohio Preservation Council The Codex: History, Art, and Practice Columbus, Ohio	8/4/2017	Pamela Eyerdam	135.89
Northeast Ohio Regional Library System Full S.T.E.A.M. Ahead Westlake, Ohio	8/1/2017	Cassandra Feliciano	22.22
Northeast Ohio Regional Library System Full S.T.E.A.M. Ahead Westlake, Ohio	8/1/2017	Adela Garcia	24.42
Siemens Building Automation System Training Garfield Heights, Ohio	7/11/2017	Arjuna Hakim	666.67
Northeast Ohio Regional Library System Full S.T.E.A.M. Ahead Westlake, Ohio	8/1/2017	Crystal Huggins	15.00
The Black Caucus of American Library Association National Conference of African American Librarians Atlanta, Georgia	8/9/2017 - 8/13/2017	Sharon Jefferson	1,200.00
American Library Association Annual Conference Chicago, Illinois	6/23/2017 - 6/26/2017	Evone Jeffries	451.47
Northeast Ohio Regional Library System Full S.T.E.A.M. Ahead Westlake, Ohio	8/1/2017	Joel Lefkowitz	30.09
Ohio Library Support Staff Institute OLSSI 2017 Training Wilberforce, Ohio	7/30/2017 - 8/1/2017	Rodney Lewallen	532.31
OverDrive, Inc. Digipalooza Cleveland, Ohio	8/3/2017 - 8/4/2017	Pamela Matthews	16.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Full S.T.E.A.M. Ahead Westlake, Ohio	8/1/2017	Curina Mesenger	32.12
American Payroll Association Chapter Meeting Independence, Ohio	8/4/2017	Ronelle Miller-Hood	100.00
OhioNet Dive Into Data 2 Columbus, Ohio	7/20/2017	Nancy Mocsiran	170.97
Northeast Ohio Regional Library System Full S.T.E.A.M. Ahead Westlake, Ohio	8/1/2017	Jennifer Moncayo	31.59
Ohio Library Council Outreach and Special Services Retreat Westerville, Ohio	8/11/2017	William Reed	120.91
Siemens Building Automation System Training Garfield Heights, Ohio	7/11/2017	Justin Samsa	666.67
Northeast Ohio Regional Library System Full S.T.E.A.M. Ahead Westlake, Ohio	8/1/2017	Jeana Sauls	15.00
Northeast Ohio Regional Library System Full S.T.E.A.M. Ahead Westlake, Ohio	8/1/2017	Rosa Simone	28.37
Northeast Ohio Regional Library System Full S.T.E.A.M. Ahead Westlake, Ohio	8/1/2017	Alexander Story	35.70
The Black Caucus of American Library Association National Conference of African American Librarians Atlanta, Georgia	8/9/2017 - 8/13/2017	Marcie Williams	1,190.67
The Black Caucus of American Library Association National Conference of African American Librarians Atlanta, Georgia	8/9/2017 - 8/13/2017	Ginaya Willoughby	1,086.00
Content Marketing World Conference and Expo 2017 Cleveland, Ohio	9/5/2017 - 9/8/2017	Michael Young	2,195.00
<b>TOTAL</b>			<b>\$9,448.73</b>

## SUMMARY

FUND	AUGUST	YEAR TO DATE
General	\$7,132.82	\$41,955.57
Lockwood Thompson	2,195.00	12,278.67
Library for the Blind and Physically Disabled	120.91	2,222.07
CLEVNET	0.00	8,309.16
<b>TOTAL</b>	<b>\$9,448.73</b>	<b>\$64,765.47</b>

## CLEVELAND PUBLIC LIBRARY

## Finance Committee

September 19, 2017

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD**  
**APRIL 1 THROUGH JUNE 30, 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>
04/07/17	Security Strips	Stockroom	Ohionet	9,140.00
04/21/17	Computer Hardware	IT/CLEVNET	Audio Visual Innovations	15,827.00
04/21/17	Software	IT/CLEVNET	NEO Think LLC	11,858.20
05/05/17	Computer Hardware	IT/CLEVNET	Business Smarts	18,940.00
05/12/17	Computer Hardware	IT/CLEVNET	Business Smarts	17,642.20
05/19/17	Computer Hardware	IT/CLEVNET	Business Smarts	20,530.02
06/30/17	New Copier	Prop Mgmt.	Canon Solutions	5,788.51
06/30/17	Electrical Supplies	Prop Mgmt.	Mars Electric	6,528.52
06/30/17	Maintenance Supplies	Prop Mgmt.	Cleveland Hermetic & Supply	7,841.45
06/30/17	Maintenance Supplies	Prop Mgmt.	Sutton Hardware	13,596.61
06/30/17	Books for CCC Fam Acad	OPS	Ingram Library Services	11,697.00
06/30/17	Promotional Items	OLBPD	Janway Company	5,434.17
06/30/17	Gas for Vehicles	Prop Mgmt.	BP Oil Co.	10,301.19

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

REPORT E

## CLEVELAND PUBLIC LIBRARY

## Finance Committee

September 19, 2017

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD  
APRIL 1 THROUGH JUNE 30, 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>
06/16/17	Database Subscriptions	IT/CLEVNET	Ohionet	98,800.00

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
04/07/17	Computer Hardware	IT/CLEVNET	Business Smarts	41,432.89
04/07/17	Computer Hardware	IT/CLEVNET	Business Smarts	44,544.77
06/23/17	Computer Hardware	IT/CLEVNET	Network Dynamics	41,623.66

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



REPORT FCLEVELAND PUBLIC LIBRARY

Finance Committee  
September 19, 2017

FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,  
NASH, SMOAK & STEWART, PC. ("Ogletree")  
APRIL 1 THROUGH JUNE 30, 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	\$	9,687.50
General Labor & Miscellaneous Matters		742.50
EEOC		10,787.10
2nd Quarter Total	\$	<u>21,217.10</u>
Year to Date Total	\$	<u>81,146.21</u>



## CLEVELAND PUBLIC LIBRARY

## Finance Committee

September 19, 2017

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

## For the Period Ending June 30, 2017

\$250,000.00 (1)

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	-	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	
2/5/2015	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>	<b>\$535,000.00</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	1,900.00	167,870.00	
3/8/2017	Benchmark Craftsman, Inc.	170506	Movable Wall Storage for Brett Hall	8,981.00	8,981.00	
				10,881.00	176,851.00	
				<b>Available Balance</b>	<b>\$112,268.00</b>	<b>\$300,000.00</b>



## CLEVELAND PUBLIC LIBRARY

## Finance Committee

September 19, 2017

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

For the Period Ending July 31, 2017

\$250,000.00 (1)

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	-	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>	<b>\$535,000.00</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	1,900.00	167,870.00	
3/8/2017	Benchmark Craftsman, Inc.	170506	Movable Wall Storage for Brett Hall	8,981.00	8,981.00	
				10,881.00	176,851.00	
				<b>Available Balance</b>	<b>\$112,268.00</b>	<b>\$300,000.00</b>



## CLEVELAND PUBLIC LIBRARY

## Finance Committee

September 19, 2017

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

## For the Period Ending August 31, 2017

\$250,000.00 (1)

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>
11/17/2015	City of Cleveland	151810	Building Permits	-	33,622.86
12/17/2015	Watson Carpet Company, Inc.	151965	Repairing, Cleaning and Storing the 3 rugs in Brett Hall	-	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>	<b>\$535,000.00</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	1,900.00	167,870.00	
3/8/2017	Benchmark Craftsman, Inc.	170506	Movable Wall Storage for Brett Hall	-	17,962.00	
				1,900.00	185,832.00	
				<b>Available Balance</b>	<b>\$112,268.00</b>	<b>\$300,000.00</b>

**CLEVELAND PUBLIC LIBRARY**  
**Regular Employment Report**  
**6/01/2017 TO 6/30/2017**

EMPLOYEE NAME	DEPARTMENT	JOB TITLE	TERM/INACT DATE
<b>RESIGNATIONS</b>			
ALLEN, BRIANNA D		PAGE	06/16/2017
BROWN, ALEXANDRA L	Union	PAGE	06/02/2017
CLOUDEN, PHOENIX A	Shelf Pages	PAGE	06/17/2017
HOWELL, ANTHONY L	Branch Substitues	BRANCH CLERK SUBSTITUTE	06/15/2017
JONES, TAVON W	Collinwood	PAGE	06/02/2017
LAUVER, JAMIE	Langston Hughes	ASSISTANT BRANCH MANAGER	06/24/2017
NDUKWE, OBASI E	Shelf Pages	PAGE	06/16/2017
SIMS, PARIS E	Shelf Pages	PAGE	06/22/2017
VEGA, JASLIN E	Rockport	PAGE	06/15/2017
ZUNT, MARY C	Garden Valley	ASSISTANT BRANCH MANAGER	06/02/2017
<b>RETIREMENTS</b>			
BAKER, RENA M	Woodland	BRANCH MANAGER (LARGE)	06/30/2017
<b>OTHER TERMINATIONS</b>			
HART, MONICA	Garden Valley	CHILDRENS LIBRARIAN	06/07/2017
TRAPP, ALVIN	Custodial A	CUSTODIAN II (DAYS/BRANCHES)	06/13/2017



**CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 6/01/2017 TO 6/30/2017**

<b>EMPLOYEE:</b>	BARNES, DIFRANCO E	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	6/11/2017
<b>JOB TITLE:</b>	LIBRARY ASST-COMP EMPH	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	22.65
<b>LOCATION:</b>	STERLING	<b>SALARY:</b>	32,975.02		
<b>EMPLOYEE:</b>	FAIN, TAILIAH	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	6/11/2017
<b>JOB TITLE:</b>	PAID INTERN	<b>CURRENT STEP:</b>	3	<b>HOURLY RATE:</b>	15.00
<b>LOCATION:</b>	MAIN OFFICE	<b>SALARY:</b>	0.00		

**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 06/01/2017 TO 06/30/2017**

**EMPLOYEE:** BROOKS, MELISSA R                      **CURRENT GRADE:** B **EFFECTIVE DATE**  
**JOB TITLE:** BRANCH CLERK                      **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	0.00	32,332.04	PROMOTION

**EMPLOYEE:** CORCHADO, MADELINE                      **CURRENT GRADE:** O **EFFECTIVE DATE**  
**JOB TITLE:** CHIEF OF HR & INCLUSION OF                      **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	96791.83	98727.67	N/A
Annual Pay	96791.83	98727.67	PROMOTION
Annual Pay	96791.83	98727.67	TITLE CHANGE
Annual Pay	96791.83	98727.67	VACANCY
Annual Pay	98727.67	121510.70	N/A
Annual Pay	98727.67	121510.70	PROMOTION
Annual Pay	98727.67	121510.70	TITLE CHANGE
Annual Pay	98727.67	121510.70	VACANCY

**EMPLOYEE:** GABB, JULIE A                                      **CURRENT GRADE:** F **EFFECTIVE DATE**  
**JOB TITLE:** LIBRARY ASST-COMP EMPH                      **CURRENT STEP:** 2 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
Annual Pay	32981.00	34300.24	MLIS STEP PER UNION CONTRACT
Annual Pay	32981.00	34300.24	TRANSFER

**EMPLOYEE:** MONCAYO, JENNIFER C                      **CURRENT GRADE:** H **EFFECTIVE DATE**  
**JOB TITLE:** CHILDRENS LIBRARIAN                      **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	24,495.90	53,335.62	PROMOTION

EMPLOYEE: PEGUES, DOMINIQUE      CURRENT GRADE: B EFFECTIVE DATE  
 JOB TITLE: SHIPPING CLERK      CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	0.00	32,332.04	PROMOTION

EMPLOYEE: STRAZEK, BRIAN T      CURRENT GRADE: D EFFECTIVE DATE  
 JOB TITLE: AV& EVENT PLANNING SPECIA      CURRENT STEP: 4 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	40,321.32	41,976.22	PROMOTION

CLEVELAND PUBLIC LIBRARY  
Regular Employment Report  
7/01/2017 TO 7/31/2017

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
<b>RESIGNATIONS</b>			
AHMAD, AYEH N		PAGE	07/01/2017
BRICKMAN, BRITNEY L	Branch Substitues	LIBRARY ASSISTANT-ADULT	07/28/2017
COOLEY, DESMA D	Fleet	BRANCH CLERK	07/26/2017
PETERMAN, TALIEA T	Carnegie West	PAGE	07/21/2017
WRIGHT, LESLIE C	Social Sciences	PAGE	07/06/2017
<b>RETIREMENTS</b>			
BRACHNA, CAROLE A	High Demand Dept	HIGH DEMAND MANAGER	07/31/2017

**CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 7/01/2017 TO 7/31/2017**

<b>EMPLOYEE:</b>	BATTAGLIA, JOSEPH B	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	7/09/2017
<b>JOB TITLE:</b>	COMP. NET TECH (TECHCENTRAL)	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	22.65
<b>LOCATION:</b>	TECH CENTRAL	<b>SALARY:</b>	44,163.08		
<b>EMPLOYEE:</b>	BROWN, MATTHEW R	<b>CURRENT GRADE:</b>	C	<b>HIRE DATE:</b>	7/23/2017
<b>JOB TITLE:</b>	SAFETY&PROTECTIVE SVC OFFICEI	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	18.47
<b>LOCATION:</b>	SECURITY	<b>SALARY:</b>	26,893.36		
<b>EMPLOYEE:</b>	CALDWELL, KAHLIL G	<b>CURRENT GRADE:</b>	C	<b>HIRE DATE:</b>	7/09/2017
<b>JOB TITLE:</b>	SAFETY&PROTECTIVE SVC OFFICEI	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	18.47
<b>LOCATION:</b>	SECURITY	<b>SALARY:</b>	26,893.36		
<b>EMPLOYEE:</b>	GRAHAM, KYLE A	<b>CURRENT GRADE:</b>	C	<b>HIRE DATE:</b>	7/09/2017
<b>JOB TITLE:</b>	SAFETY&PROTECTIVE SVC OFFICEI	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	18.47
<b>LOCATION:</b>	SECURITY	<b>SALARY:</b>	26,893.36		
<b>EMPLOYEE:</b>	LENDL, JOSEPH	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	7/09/2017
<b>JOB TITLE:</b>	LIBRARY ASST SUBSTITUTE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	22.87
<b>LOCATION:</b>	BRANCH SUBSTITUTES	<b>SALARY:</b>	21,854.82		
<b>EMPLOYEE:</b>	MARTINEZ, OSCAR	<b>CURRENT GRADE:</b>	C	<b>HIRE DATE:</b>	7/09/2017
<b>JOB TITLE:</b>	SAFETY&PROTECTIVE SVC OFFICEI	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	18.47
<b>LOCATION:</b>	SECURITY	<b>SALARY:</b>	26,893.36		
<b>EMPLOYEE:</b>	MUTTI, GRACE E	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	7/09/2017
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	9.95
<b>LOCATION:</b>	LITERATURE	<b>SALARY:</b>	0.00		
<b>EMPLOYEE:</b>	PHELPS, TIMOTHY F	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	7/09/2017
<b>JOB TITLE:</b>	COMP. NET TECH (TECHCENTRAL)	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	22.65
<b>LOCATION:</b>	TECH CENTRAL	<b>SALARY:</b>	44,163.08		
<b>EMPLOYEE:</b>	SMITH, EUGENE	<b>CURRENT GRADE:</b>	Z	<b>HIRE DATE:</b>	7/09/2017
<b>JOB TITLE:</b>	PAGE	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	9.95
<b>LOCATION:</b>	COLLINWOOD	<b>SALARY:</b>	0.00		
<b>EMPLOYEE:</b>	WATSON, ERYC	<b>CURRENT GRADE:</b>	F	<b>HIRE DATE:</b>	7/23/2017
<b>JOB TITLE:</b>	LIBRARY ASST-COMP EMPH	<b>CURRENT STEP:</b>	1	<b>HOURLY RATE:</b>	22.65
<b>LOCATION:</b>	MT PLEASANT	<b>SALARY:</b>	32,975.02		



**CLEVELAND PUBLIC LIBRARY  
SALARY CHANGES REPORT  
FROM 07/01/2017 TO 07/31/2017**

**EMPLOYEE:** CHANCELLOR, MONITA S      **CURRENT GRADE:** B **EFFECTIVE DATE**  
**JOB TITLE:** BRANCH CLERK      **CURRENT STEP:** 1 **FOR GRADE/STEP**

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	16.75	16.58	PROMOTION

**EMPLOYEE:** ESTRELLA, MARIA F      **CURRENT GRADE:** K **EFFECTIVE DATE**  
**JOB TITLE:** BRANCH MANAGER (LARGE)      **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	60,066.99	71,372.67	PROMOTION

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

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	60,066.99	63,427.36	PROMOTION

**EMPLOYEE:** PARKS, HARRIETTE D      **CURRENT GRADE:** M **EFFECTIVE DATE**  
**JOB TITLE:** ASST DIR PS BRANCHES      **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	77,196.64	98,727.67	PROMOTION

**EMPLOYEE:** WOLFORD, SHAWN A      **CURRENT GRADE:** B **EFFECTIVE DATE**  
**JOB TITLE:** CUSTODIAL SUBSTITUTE      **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	9.76	16.75	PROMOTION

**CLEVELAND PUBLIC LIBRARY**  
**Regular Employment Report**  
**8/01/2017 TO 8/31/2017**

**EXHIBIT 13B**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
<b>RESIGNATIONS</b>			
JOHNSON, DAMION L	Brooklyn	BRANCH CLERK	08/25/2017
LEE, JONATHAN	Woodland	LIBRARY ASST-COMP EMPH	08/16/2017
NDUKWE, UDEH E	Popular Library	PAGE	08/19/2017
PELYHES, MARLENE V	Automation Services	LIB SYS APP SPEC	08/17/2017
SPALLER, KANE E	Shelf Office	PAGE	08/09/2017
<b>RETIREMENTS</b>			
HOUSEMAN, REGINA S	Catalog	SENIOR CATALOG LIBRARIAN	08/31/2017
<b>OTHER TERMINATIONS</b>			
MUTTI, GRACE E		PAGE	08/14/2017



**CLEVELAND PUBLIC LIBRARY  
NEW HIRE REPORT  
FROM 8/01/2017 TO 8/31/2017**

<b>EMPLOYEE:</b>	SHIELDS, REGINA R	<b>CURRENT GRADE:</b>	B	<b>HIRE DATE:</b>	8/20/2017
<b>JOB TITLE:</b>	BRANCH CLERK	<b>CURRENT STEP:</b>	1		
<b>LOCATION:</b>	MEMORIAL NOTTINGHAM	<b>SALARY:</b>	24,141.26	<b>HOURLY RATE:</b>	16.58



## CLEVELAND PUBLIC LIBRARY

REPORT H

Human Resources Committee Report  
 Meeting Date: September 21, 2017  
 Report Period: June 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		
August	3,271.22		
September	3,728.05		
October	3,447.60		
November	3,861.75		
December *	5,835.93		

\*Covers three pay dates

## CLEVELAND PUBLIC LIBRARY

REPORT H1

Human Resources Committee Report  
 Meeting Date: September 21, 2017  
 Report Period: July 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		
September	3,728.05		
October	3,447.60		
November	3,861.75		
December *	5,835.93		

\*Covers three pay dates



## CLEVELAND PUBLIC LIBRARY

REPORT H2

Human Resources Committee Report  
 Meeting Date: September 21, 2017  
 Report Period: Aug 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	3775.11	95,341.73
September	3,728.05		
October	3,447.60		
November	3,861.75		
December *	5,835.93		

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY**  
**June 1, 2017 - June 30, 2017**  
**EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT I****Human Resources Committee Report**

September 21, 2017

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	82	24	11	2			26	16	3				
Professionals	72	13	1			1	35	12	6	4			
Technicians	19	11	2	1			3	1	1				
Protective Service	28	9	12	2			1	4					
Para-Professionals	142	27	29	2		3	42	29	8	1	1		
Administrative Support	276	35	51	3		1	42	111	10	2		1	1
Skilled Craft	13	7	4	1				1					
Service Maintenance	50	8	34	1			3	3	1				
<b>Grand Total</b>	<b>663</b>	<b>134</b>	<b>144</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>152</b>	<b>177</b>	<b>29</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>1</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**



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

**Human Resources Committee Report**

September 21, 2017

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	81	24	11	2			26	15	3				
Professionals	72	13	1			1	35	12	6	4			
Technicians	21	13	2	1			3	1	1				
Protective Service	31	9	14	3			1	4					
Para-Professionals	144	28	30	2	3		42	29	8	1	1		
Administrative Support	276	35	51	3	1		44	107	10	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	50	9	35	1			1	3	1				
<b>Grand Total</b>	<b>666</b>	<b>138</b>	<b>148</b>	<b>13</b>	<b>5</b>	<b>0</b>	<b>152</b>	<b>172</b>	<b>29</b>	<b>7</b>	<b>1</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

**CLEVELAND PUBLIC LIBRARY**  
**August 1, 2017 - August 30, 2017**  
**EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT**  
**FULL/PART-TIME EMPLOYEES**

**REPORT 12**

**Human Resources Committee Report**

September 21, 2017

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	80	24	12	2			24	15	3				
Professionals	72	13	1		1		35	12	6	4			
Technicians	21	13	2	1			3	1	1				
Protective Service	31	9	14	3			1	4					
Para-Professionals	142	27	30	2	2		42	29	8	1	1		
Administrative Support	276	35	48	3	1		41	109	11	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	51	9	36	1			1	3	1				
<b>Grand Total</b>	<b>661</b>	<b>137</b>	<b>147</b>	<b>13</b>	<b>4</b>	<b>0</b>	<b>147</b>	<b>174</b>	<b>30</b>	<b>7</b>	<b>1</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 June 2017

Human Resources Committee Report  
September 21, 2017

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	6	4	10
<b>Essential</b>	35	10	45
<b>Standard</b>	247	153	400
<b>Standard with OAD</b>		2	2
<b>Total MMO</b>			457
<b>Dental Insurance</b>	292	192	484
<b>Vision Employee</b>			258
<b>Vision Children</b>			40
<b>Vision Spouse</b>			54
<b>Vision Family</b>			79
<b>Total Vision</b>			431

<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>

# Insurance Report for the Month of July 2017

Human Resources Committee Report  
September 21, 2017

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	6	4	10
<b>Essential</b>	35	10	45
<b>Standard</b>	248	151	399
<b>Standard with OAD</b>		1	1
<b>Total MMO</b>			455
<b>Dental Insurance</b>	293	192	485
<b>Vision Employee</b>			261
<b>Vision Children</b>			39
<b>Vision Spouse</b>			54
<b>Vision Family</b>			78
<b>Total Vision</b>			432

## Workers' Compensation Lost Time Report

<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>



# Insurance Report for the Month of Aug 2017

Human Resources Committee Report  
September 21, 2017

## Staff Enrollments-Health Care/Dental

	Single	Family	Total
<b>Basic</b>	6	4	10
<b>Essential</b>	40	9	49
<b>Standard</b>	251	150	401
<b>Standard with OAD</b>	0	1	1
<b>Total MMO</b>			461
<b>Dental Insurance</b>	301	189	490
<b>Vision Employee</b>			266
<b>Vision Children</b>			40
<b>Vision Spouse</b>			54
<b>Vision Family</b>			78
<b>Total Vision</b>			438
<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>

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

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library Branches	106,905	114,538	514	573	652,364	716,706	-9.0%
Mobile Units	212,302	255,698	961	1,200	1,324,706	1,561,900	-15.2%
Library for the Blind	2,866	1,444			16,068	10,278	56.3%
OLBPD BARD	47,788	45,053			268,135	286,828	-6.5%
eMedia	13,081	10,853			75,623	70,436	7.4%
	35,269	29,237			195,086	180,768	7.9%
<b>TOTAL CIRCULATION</b>	<b>418,211</b>	<b>456,823</b>			<b>2,531,982</b>	<b>2,826,916</b>	<b>-10%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
eBook	20,678	17,768	116,000	100,738	15.2%
eAudiobook	12,377	8,073	63,917	56,759	12.6%
eMusic	365	398	3,631	1,370	165.0%
eVideo	566	499	3,594	3,027	18.7%
eMagazines	1,283	2,499	7,944	18,874	-57.9%
<b>TOTAL eCIRCULATION</b>	<b>35,269</b>	<b>29,237</b>	<b>195,086</b>	<b>180,768</b>	<b>7.9%</b>

Included in circulation activity

COMPUTER USAGE	Number of Computers		Average Sessions		Number of Sessions		Hours in Use		YTD Gain/Loss
	2017	2016	45 minutes	40 minutes	2017	2016	2017	2016	
Main Library Branches	96	96	61,535	61,822	408,632	458,378	46,570	48,709	-4.4%
	526	526	408,632	458,378	408,632	458,378	275,590	308,419	-10.6%
<b>TOTAL USAGE</b>	<b>622</b>	<b>622</b>	<b>470,167</b>	<b>520,200</b>	<b>470,167</b>	<b>520,200</b>	<b>322,160</b>	<b>357,128</b>	<b>-9.8%</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>144,044</b>	<b>70,190</b>	<b>748,973</b>	<b>419,154</b>	<b>78.7%</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 Branches	38,279	41,365	184	207	221,653	223,040	-1%
	185,382	203,951	839	958	1,126,041	1,284,161	-12%
<b>TOTAL VISITS</b>	<b>223,661</b>	<b>245,316</b>			<b>1,347,694</b>	<b>1,507,201</b>	<b>-10.6%</b>

**REPORT K**



**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR JUNE 2017**

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLENVET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	4,609	431	509	738	6,287	435	6,722
Brooklyn	3,322	239	302	388	4,251	263	4,514
Carnegie West	5,717	593	1,791	1,418	9,519	945	10,464
Collinwood	3,379	275	363	541	4,558	452	5,010
East 131st	2,631	289	262	295	3,477	162	3,639
Eastman	10,074	738	1,117	1,507	13,436	1,812	15,248
Fleet	6,814	464	711	1,000	8,989	642	9,631
Fulton	7,995	409	553	785	9,742	754	10,496
Garden Valley	2,051	245	178	337	2,811	177	2,988
Glenville	3,910	329	276	446	4,961	289	5,250
Harvard-Lee	4,397	401	692	682	6,172	607	6,779
Hough	2,400	307	227	339	3,273	250	3,523
Jefferson	2,841	383	779	908	4,911	617	5,528
Langston Hughes	4,052	353	440	656	5,501	410	5,911
Lorain	4,251	515	808	1,089	6,663	501	7,164
Martin Luther King, Jr.	3,288	409	456	677	4,830	532	5,362
Memorial-Nottingham	6,779	571	1,032	1,630	10,012	907	10,919
Mt. Pleasant	1,838	288	223	264	2,613	152	2,765
Rice	6,149	475	601	996	8,221	740	8,961
Rockport	10,445	808	1,166	1,535	13,954	1,371	15,325
South	4,672	387	411	534	6,004	521	6,525
South Brooklyn	9,637	751	1,410	2,068	13,866	1,509	15,375
Sterling	2,486	201	284	341	3,312	233	3,545
Union	2,780	320	324	405	3,829	282	4,111
Walz	7,865	676	1,286	1,757	11,584	996	12,580
West Park	8,398	986	2,538	3,157	15,079	1,856	16,935
Woodland	5,060	404	459	657	6,580	452	7,032
<b>TOTAL</b>	<b>137,840</b>	<b>12,247</b>	<b>19,198</b>	<b>25,150</b>	<b>194,435</b>	<b>17,867</b>	<b>212,302</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JUNE 2017**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	6,722	8,376	43,349	49,476	-6,127	-12%
Brooklyn	4,514	6,185	26,708	34,553	-7,845	-23%
Carnegie West	10,464	11,720	74,405	75,171	-766	-1%
Collinwood	5,010	7,514	32,058	42,400	-10,342	-24%
East 131st	3,639	3,985	20,659	24,361	-3,702	-15%
Eastman	15,248	18,710	94,685	118,124	-23,439	-20%
Fleet	9,631	11,563	56,833	70,442	-13,609	-19%
Fulton	10,496	12,350	62,230	85,027	-22,797	-27%
Garden Valley	2,988	3,351	18,296	19,177	-881	-5%
Glenville	5,250	5,981	30,952	37,615	-6,663	-18%
Harvard-Lee	6,779	9,226	44,623	56,591	-11,968	-21%
Hough	3,523	4,840	23,622	29,885	-6,263	-21%
Jefferson	5,528	7,027	39,320	41,057	-1,737	-4%
Langston Hughes	5,911	6,859	36,787	37,238	-451	-1%
Lorain	7,164	8,799	41,913	55,236	-13,323	-24%
Martin Luther King, Jr.	5,362	8,024	34,923	48,560	-13,637	-28%
Memorial-Nottingham	10,919	13,086	64,631	74,409	-9,778	-13%
Mt. Pleasant	2,765	5,165	19,271	22,552	-3,281	-15%
Rice	8,961	10,075	56,130	62,168	-6,038	-10%
Rockport	15,325	17,251	94,201	103,025	-8,824	-9%
South	6,525	8,334	43,395	51,117	-7,722	-15%
South Brooklyn	15,375	15,801	92,382	108,243	-15,861	-15%
Sterling	3,545	4,566	26,428	26,702	-274	-1%
Union	4,111	5,873	26,074	37,417	-11,343	-30%
Walz	12,580	14,120	73,946	82,101	-8,155	-10%
West Park	16,935	19,316	103,358	119,738	-16,380	-14%
Woodland	7,032	7,601	43,527	49,515	-5,988	-12%
<b>TOTAL</b>	<b>212,302</b>	<b>255,698</b>	<b>1,324,706</b>	<b>1,561,900</b>	<b>-237,194</b>	<b>-15%</b>

CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE JUNE 2017

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	5,105	5,247	29,747	31,396	-1,649	-5%
Brooklyn	3,666	3,951	21,689	23,049	-1,360	-6%
Carnegie West	8,985	9,534	55,503	63,152	-7,649	-12%
Collinwood	4,684	6,830	35,825	45,306	-9,481	-21%
East 131st	7,997	5,748	36,312	46,870	-10,558	-23%
Eastman	9,508	9,838	58,413	63,859	-5,446	-9%
Fleet	9,153	9,550	54,310	60,352	-6,042	-10%
Fulton	7,832	8,788	42,952	46,899	-3,947	-8%
Garden Valley	3,992	4,263	20,414	25,216	-4,802	-19%
Glenville	5,662	5,773	27,569	39,125	-11,556	-30%
Harvard-Lee	8,129	7,266	46,093	46,897	-804	-2%
Hough	6,541	7,031	40,916	43,585	-2,669	-6%
Jefferson	3,620	3,527	27,960	35,371	-7,411	-21%
Langston Hughes	6,803	7,592	40,899	41,263	-364	-1%
Lorain	7,442	7,915	36,493	44,229	-7,736	-17%
Martin Luther King, Jr.	4,539	6,281	40,516	49,050	-8,534	-17%
Memorial-Nottingham	6,576	6,684	31,923	32,766	-843	-3%
Mt. Pleasant	3,819	5,163	24,995	33,885	-8,890	-26%
Rice	9,527	11,221	65,498	68,601	-3,103	-5%
Rockport	7,530	10,207	48,579	63,086	-14,507	-23%
South	5,747	5,916	35,611	36,411	-800	-2%
South Brooklyn	10,828	12,439	77,009	89,314	-12,305	-14%
Sterling	9,367	11,401	51,609	62,054	-10,445	-17%
Union	4,898	5,750	31,357	36,544	-5,187	-14%
Walz	7,226	8,962	48,640	52,830	-4,190	-8%
West Park	7,041	9,554	43,811	62,517	-18,706	-30%
Woodland	9,165	7,520	51,398	40,534	10,864	27%
<b>TOTAL</b>	<b>185,382</b>	<b>203,951</b>	<b>1,126,041</b>	<b>1,284,161</b>	<b>-158,120</b>	<b>-12%</b>



**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS JUNE 2017**

Rank	Branch	Total Circulation	Attendance	Population	
				2010	2000
1	West Park	16,935	10,828	32,043	34,217
2	South Brooklyn	15,375	9,527	27,814	29,398
3	Rockport	15,325	9,508	26,727	34,598
4	Eastman	15,248	9,367	23,674	25,873
5	Walz	12,580	9,165	19,896	21,467
6	Memorial-Nottingham	10,919	9,153	19,647	22,575
7	Fulton	10,496	8,985	19,462	25,893
8	Carnegie West	10,464	8,129	19,271	22,598
9	Fleet	9,631	7,997	17,655	21,246
10	Rice	8,961	7,832	16,063	18,497
11	Lorain	7,164	7,530	14,769	19,377
12	Woodland	7,032	7,442	14,439	21,224
13	Harvard-Lee	6,779	7,226	14,006	20,302
14	Addison	6,722	7,041	13,603	19,263
15	South	6,525	6,803	13,025	18,001
16	Langston Hughes	5,911	6,576	12,792	17,155
17	Jefferson	5,528	6,541	12,588	14,589
18	Martin Luther King, Jr.	5,362	5,747	12,392	15,483
19	Glennville	5,250	5,662	10,487	11,716
20	Collinwood	5,010	5,105	8,416	12,603
21	Brooklyn	4,514	4,898	8,267	8,712
22	Union	4,111	4,684	7,946	7,213
23	East 131st	3,639	4,539	6,325	7,729
24	Sterling	3,545	3,992	5,667	7,845
25	Hough	3,523	3,819	5,524	6,430
26	Garden Valley	2,988	3,666	3,515	3,987
27	Mt. Pleasant	2,765	3,620	2,310	3,220
		212,302	185,382	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 JUNE 2017**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
CLEVNET	61,995	71,527	383,199	453,095	-15%
MORE**	0	329	1,794	2,280	-21%
Other Libraries	366	449	3,187	2,897	10%
<b>TOTAL</b>	<b>62,361</b>	<b>72,305</b>	<b>388,180</b>	<b>458,272</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	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Projected	16,567	18,603	96,722	129,868	-26%
Mail and Email Reference	340	220	2,271	1,134	100%
Interlibrary Loan Requests	873	778	5,488	5,177	6%
<b>TOTAL</b>	<b>17,780</b>	<b>19,601</b>	<b>104,481</b>	<b>136,179</b>	<b>-23%</b>

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
New Titles Added	4,634	4,891	27,312	32,819	-17%
Total Items Added	20,294	25,260	132,647	125,534	6%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Main Library	208	200	1,216	1,008	21%
Branches	5,967	5,751	34,770	34,632	0%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Downloads	13,081	10,853	75,623	70,436	7%
Users	615	670	3,878	3,873	0%

Included in circulation activity

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

**REPORT K1**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library Branches	108,961	112,426	545	562	761,325	829,132	-8.2%
Mobile Units	212,659	245,972	1,003	1,168	1,537,365	1,807,872	-15.0%
Library for the Blind	3,255	1,025			19,323	11,303	71.0%
OLBPD BARD	42,840	45,053			310,975	331,881	-6.3%
eMedia	12,715	9,841			88,338	80,277	10.0%
<b>TOTAL CIRCULATION</b>	<b>414,105</b>	<b>443,692</b>			<b>2,946,087</b>	<b>3,270,608</b>	<b>-10%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
eBook	19,392	17,630	135,392	118,368	14.4%
eAudiobook	12,307	8,226	76,224	64,985	17.3%
eMusic	369	370	4,000	1,740	129.9%
eVideo	517	556	4,111	3,583	14.7%
eMagazines	1,090	2,593	9,034	21,467	-57.9%
<b>TOTAL eCIRCULATION</b>	<b>33,675</b>	<b>29,375</b>	<b>228,761</b>	<b>210,143</b>	<b>8.9%</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 Branches	97	45 minutes	71,526	71,320	54,024	55,903	-3.4%
	526	40 minutes	477,719	543,234	322,716	367,304	-12.1%
<b>TOTAL USAGE</b>	<b>623</b>		<b>549,245</b>	<b>614,554</b>	<b>376,740</b>	<b>423,207</b>	<b>-11.0%</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>150,800</b>	<b>80,783</b>	<b>899,773</b>	<b>499,937</b>	<b>80.0%</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 Branches	38,476	38,953	192	195	260,129	261,993	-1%
	171,812	204,451	810	971	1,304,318	1,488,612	-12%
<b>TOTAL VISITS</b>	<b>210,288</b>	<b>243,404</b>			<b>1,564,447</b>	<b>1,750,605</b>	<b>-10.6%</b>



CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR JULY 2017

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLENET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLENET Systems	g Total Circulation (e+f)
Addison	4,830	457	502	880	6,669	395	7,064
Brooklyn	3,063	184	275	358	3,880	311	4,191
Carnegie West	6,323	545	1,300	1,382	9,550	887	10,437
Collinwood	3,488	337	402	525	4,752	378	5,130
East 131st	2,679	352	293	383	3,707	204	3,911
Eastman	10,247	734	1,059	1,623	13,663	1,843	15,506
Fleet	6,369	405	630	771	8,175	636	8,811
Fulton	7,339	396	530	880	9,145	735	9,880
Garden Valley	2,243	207	164	312	2,926	204	3,130
Glenville	4,252	213	245	444	5,154	311	5,465
Harvard-Lee	5,917	393	687	791	7,788	657	8,445
Hough	3,132	267	236	349	3,984	203	4,187
Jefferson	3,191	491	768	879	5,329	581	5,910
Langston Hughes	4,080	314	394	682	5,470	400	5,870
Lorain	4,335	402	517	860	6,114	486	6,600
Martin Luther King, Jr.	2,833	426	411	756	4,426	535	4,961
Memorial-Nottingham	6,883	487	991	1,345	9,706	999	10,705
Mt. Pleasant	2,242	217	242	219	2,920	190	3,110
Rice	6,201	524	670	826	8,221	620	8,841
Rockport	10,562	773	1,183	1,691	14,209	1,333	15,542
South	5,058	420	409	571	6,458	569	7,027
South Brooklyn	9,193	662	1,209	1,962	13,026	1,368	14,394
Sterling	2,043	155	286	345	2,829	185	3,014
Union	2,537	318	277	395	3,527	247	3,774
Walz	7,773	739	1,296	1,960	11,768	920	12,688
West Park	8,254	1,054	2,269	3,092	14,669	1,710	16,379
Woodland	5,774	423	397	685	7,279	408	7,687
<b>TOTAL</b>	<b>140,841</b>	<b>11,895</b>	<b>17,642</b>	<b>24,966</b>	<b>195,344</b>	<b>17,315</b>	<b>212,659</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR JULY 2017**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	7,064	7,865	50,413	57,341	-6,928	-12%
Brooklyn	4,191	5,476	30,899	40,029	-9,130	-23%
Carnegie West	10,437	11,092	84,842	86,263	-1,421	-2%
Collinwood	5,130	7,262	37,188	49,662	-12,474	-25%
East 131st	3,911	3,836	24,570	28,197	-3,627	-13%
Eastman	15,506	18,511	110,191	136,635	-26,444	-19%
Fleet	8,811	10,791	65,644	81,233	-15,589	-19%
Fulton	9,880	11,829	72,110	96,856	-24,746	-26%
Garden Valley	3,130	3,331	21,426	22,508	-1,082	-5%
Glenville	5,465	5,816	36,417	43,431	-7,014	-16%
Harvard-Lee	8,445	7,796	53,068	64,387	-11,319	-18%
Hough	4,187	4,604	27,809	34,489	-6,680	-19%
Jefferson	5,910	6,428	45,230	47,485	-2,255	-5%
Langston Hughes	5,870	6,327	42,657	43,565	-908	-2%
Lorain	6,600	8,415	48,513	63,651	-15,138	-24%
Martin Luther King, Jr.	4,961	8,078	39,884	56,638	-16,754	-30%
Memorial-Nottingham	10,705	12,310	75,336	86,719	-11,383	-13%
Mt. Pleasant	3,110	4,571	22,381	27,123	-4,742	-17%
Rice	8,841	9,918	64,971	72,086	-7,115	-10%
Rockport	15,542	16,750	109,743	119,775	-10,032	-8%
South	7,027	7,779	50,422	58,896	-8,474	-14%
South Brooklyn	14,394	16,559	106,776	124,802	-18,026	-14%
Sterling	3,014	4,237	29,442	30,939	-1,497	-5%
Union	3,774	5,781	29,848	43,198	-13,350	-31%
Walz	12,688	13,579	86,634	95,680	-9,046	-9%
West Park	16,379	19,198	119,737	138,936	-19,199	-14%
Woodland	7,687	7,833	51,214	57,348	-6,134	-11%
<b>TOTAL</b>	<b>212,659</b>	<b>245,972</b>	<b>1,537,365</b>	<b>1,807,872</b>	<b>-270,507</b>	<b>-15%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE JULY 2017**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016			
Addison	5,273	5,593	35,229	36,989	-1,760	-5%	
Brooklyn	3,668	4,641	25,470	27,690	-2,220	-8%	
Carnegie West	7,992	10,262	63,731	73,414	-9,683	-13%	
Collinwood	5,037	6,901	41,047	52,207	-11,160	-21%	
East 131st	6,347	6,467	42,968	53,337	-10,369	-19%	
Eastman	9,148	10,348	67,845	74,207	-6,362	-9%	
Fleet	8,753	10,171	63,396	70,523	-7,127	-10%	
Fulton	7,361	10,155	50,552	57,054	-6,502	-11%	
Garden Valley	3,645	4,489	24,204	29,705	-5,501	-19%	
Glenville	5,390	5,588	33,128	44,713	-11,585	-26%	
Harvard-Lee	7,081	7,722	53,438	54,619	-1,181	-2%	
Hough	5,676	6,627	46,876	50,212	-3,336	-7%	
Jefferson	3,789	3,758	31,882	39,129	-7,247	-19%	
Langston Hughes	6,451	8,081	47,550	49,344	-1,794	-4%	
Lorain	6,917	6,846	43,637	51,075	-7,438	-15%	
Martin Luther King, Jr.	4,012	5,624	44,658	54,674	-10,016	-18%	
Memorial-Nottingham	6,687	6,712	38,864	39,478	-614	-2%	
Mt. Pleasant	3,490	5,229	28,624	39,114	-10,490	-27%	
Rice	8,337	10,782	74,160	79,383	-5,223	-7%	
Rockport	7,433	8,549	56,314	71,635	-15,321	-21%	
South	5,476	6,737	41,279	43,148	-1,869	-4%	
South Brooklyn	8,631	11,931	86,057	101,245	-15,188	-15%	
Sterling	7,939	10,434	59,920	72,488	-12,568	-17%	
Union	4,266	5,149	35,791	41,693	-5,902	-14%	
Walz	7,164	8,595	56,043	61,425	-5,382	-9%	
West Park	7,098	7,720	51,180	70,237	-19,057	-27%	
Woodland	8,751	9,340	60,475	49,874	10,601	21%	
<b>TOTAL</b>	<b>171,812</b>	<b>204,451</b>	<b>1,304,318</b>	<b>1,488,612</b>	<b>-184,294</b>	<b>-12%</b>	



**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS JULY 2017**

Branch	Total Circulation	Attendance	Branch	Population 2010	Population 2000
1 West Park	16,379	9,148	1 South Brooklyn	32,043	34,217
2 Rockport	15,542	8,753	2 West Park	27,814	29,398
3 Eastman	15,506	8,751	3 Fleet*	26,727	34,598
4 South Brooklyn	14,394	8,631	4 Eastman	23,674	25,873
5 Walz	12,688	8,337	5 Rockport	19,896	21,467
6 Memorial-Nottingham	10,705	7,992	6 Fulton	19,647	22,575
7 Carnegie West	10,437	7,939	7 Rice	19,462	25,893
8 Fulton	9,880	7,433	8 Memorial-Nottingham	19,271	22,598
9 Rice	8,841	7,361	9 Harvard-Lee	17,655	21,246
10 Fleet	8,811	7,164	10 Walz	16,063	18,497
11 Harvard-Lee	8,445	7,098	11 Collinwood	14,769	19,377
12 Woodland	7,687	7,081	12 Langston Hughes	14,439	21,224
13 Addison	7,064	6,917	13 Glenville	14,006	20,302
14 South	7,027	6,687	14 Addison	13,603	19,263
15 Lorain	6,600	6,451	15 East 131st	13,025	18,001
16 Jefferson	5,910	6,347	16 Mt. Pleasant	12,792	17,155
17 Langston Hughes	5,870	5,676	17 Lorain	12,588	14,589
18 Glenville	5,465	5,476	18 Martin Luther King, Jr.	12,392	15,483
19 Collinwood	5,130	5,390	19 Carnegie West	10,487	11,716
20 Martin Luther King, Jr.	4,961	5,273	20 Union	8,416	12,603
21 Brooklyn	4,191	5,037	21 Sterling	8,267	8,712
22 Hough	4,187	4,266	22 Woodland	7,946	7,213
23 East 131st	3,911	4,012	23 South	6,325	7,729
24 Union	3,774	3,789	24 Hough	5,667	7,845
25 Garden Valley	3,130	3,668	25 Brooklyn	5,524	6,430
26 Mt. Pleasant	3,110	3,645	26 Jefferson	3,515	3,987
27 Sterling	3,014	3,490	27 Garden Valley	2,310	3,220
	212,659	171,812	28 Broadway*	388,323	473,177

\*Broadway and Fleet service areas merged

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
CLEVNET	61,109	68,996	444,308	522,091	-15%
MORE**	0	325	1,794	2,605	-31%
Other Libraries	431	373	3,618	3,270	11%
<b>TOTAL</b>	<b>61,540</b>	<b>69,694</b>	<b>449,720</b>	<b>527,966</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	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Projected	15,110	15,993	111,833	142,862	-22%
Mail and Email Reference	334	170	2,605	1,304	100%
Interlibrary Loan Requests	884	698	5,488	5,875	-7%
<b>TOTAL</b>	<b>16,328</b>	<b>16,861</b>	<b>119,926</b>	<b>150,041</b>	<b>-20%</b>

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
New Titles Added	4,021	4,679	31,333	37,498	-16%
Total Items Added	17,169	23,981	149,816	149,515	0%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Main Library	200	200	1,416	1,408	1%
Branches	5,724	5,686	41,910	40,318	4%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Downloads	12,715	9,841	88,338	80,277	10%
Users	620	624	4,498	4,497	0%

Included in circulation activity

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

**REPORT K2**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library Branches	110,037	118,074	509	547	871,362	947,206	-8.0%
Mobile Units	222,129	263,825	967	1,147	1,759,494	2,071,697	-15.1%
Library for the Blind	2,397	1,365			21,720	12,668	71.5%
OLBPD BARD	48,722	53,041			359,697	384,922	-6.6%
eMedia	11,702	14,442			100,040	94,719	5.6%
	35,312	29,968			264,073	240,111	10.0%
<b>TOTAL CIRCULATION</b>	<b>430,299</b>	<b>480,715</b>			<b>3,376,386</b>	<b>3,751,323</b>	<b>-10%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss	
	2017	2016	2017	2016	2017	2016
eBook	21,062	17,372	156,454	135,740	15.3%	
eAudiobook	12,466	9,034	88,690	74,019	19.8%	
eMusic	330	387	4,330	2,127	103.6%	
eVideo	527	618	4,638	4,201	10.4%	
eMagazines	927	2,557	9,961	24,024	-58.5%	
<b>TOTAL eCIRCULATION</b>	<b>35,312</b>	<b>29,968</b>	<b>264,073</b>	<b>240,111</b>	<b>10.0%</b>	<b>Included in circulation activity</b>

COMPUTER USAGE	Number of Computers		Average Sessions		Number of Sessions		Hours in Use		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	2017	2016	
Main Library Branches	97	45 minutes	81,726	11,782	61,595	64,743	-4.9%		
	527	40 minutes	550,732	631,427	371,651	427,672	-13.1%		
<b>TOTAL USAGE</b>	<b>624</b>		<b>632,458</b>	<b>643,209</b>	<b>433,246</b>	<b>492,415</b>	<b>-12.0%</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	2017	2016
<b>TOTAL SESSIONS</b>	<b>193,561</b>	<b>115,227</b>	<b>1,093,334</b>	<b>615,164</b>	<b>77.7%</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 Branches	41,734	42,189	193	195	301,863	304,182	-1%
	195,236	197,195	850	857	1,508,041	1,685,807	-11%
<b>TOTAL VISITS</b>	<b>236,970</b>	<b>239,384</b>			<b>1,809,904</b>	<b>1,989,989</b>	<b>-9.0%</b>



**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR AUG 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	5,128	564	585	900	7,177	393	7,570
Brooklyn	2,878	328	303	460	3,969	289	4,258
Carnegie West	6,211	716	1,578	1,509	10,014	812	10,826
Collinwood	3,602	285	436	569	4,892	441	5,333
East 131st	2,965	466	360	499	4,290	245	4,535
Eastman	10,256	681	1,041	1,547	13,525	1,782	15,307
Fleet	7,035	504	728	1,078	9,345	583	9,928
Fulton	9,550	490	582	839	11,461	711	12,172
Garden Valley	2,508	182	186	333	3,209	186	3,395
Glenville	3,880	237	250	537	4,904	381	5,285
Harvard-Lee	5,292	412	692	784	7,180	668	7,848
Hough	2,981	293	279	413	3,966	262	4,228
Jefferson	3,209	425	833	1,049	5,516	589	6,105
Langston Hughes	4,589	350	415	695	6,049	372	6,421
Lorain	3,614	378	552	937	5,481	486	5,967
Martin Luther King, Jr.	2,980	363	476	826	4,645	525	5,170
Memorial-Nottingham	6,752	648	1,142	1,679	10,221	934	11,155
Mt. Pleasant	3,044	244	312	355	3,955	216	4,171
Rice	6,257	493	636	950	8,336	540	8,876
Rockport	10,608	901	1,186	1,815	14,510	1,319	15,829
South	5,104	454	493	680	6,731	551	7,282
South Brooklyn	9,722	847	1,306	1,968	13,843	1,501	15,344
Sterling	2,375	183	269	273	3,100	169	3,269
Union	2,815	259	212	351	3,637	249	3,886
Walz	7,913	938	1,453	2,013	12,317	954	13,271
West Park	8,743	1,252	2,384	3,121	15,500	1,812	17,312
Woodland	5,528	411	432	619	6,990	396	7,386
<b>TOTAL</b>	<b>145,539</b>	<b>13,304</b>	<b>19,121</b>	<b>26,799</b>	<b>204,763</b>	<b>17,366</b>	<b>222,129</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR AUG 2017**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	7,570	8,714	57,983	66,055	-8,072	-12%
Brooklyn	4,258	4,828	35,157	44,857	-9,700	-22%
Carnegie West	10,826	12,484	95,668	98,747	-3,079	-3%
Collinwood	5,333	7,204	42,521	56,866	-14,345	-25%
East 131st	4,535	3,958	29,105	32,155	-3,050	-9%
Eastman	15,307	19,078	125,498	155,713	-30,215	-19%
Fleet	9,928	11,795	75,572	93,028	-17,456	-19%
Fulton	12,172	19,399	84,282	116,255	-31,973	-28%
Garden Valley	3,395	3,425	24,821	25,933	-1,112	-4%
Glenville	5,285	6,060	41,702	49,491	-7,789	-16%
Harvard-Lee	7,848	8,356	60,916	72,743	-11,827	-16%
Hough	4,228	4,990	32,037	39,479	-7,442	-19%
Jefferson	6,105	6,922	51,335	54,407	-3,072	-6%
Langston Hughes	6,421	6,827	49,078	50,392	-1,314	-3%
Lorain	5,967	9,532	54,480	73,183	-18,703	-26%
Martin Luther King, Jr.	5,170	8,615	45,054	65,253	-20,199	-31%
Memorial-Nottingham	11,155	13,061	86,491	99,780	-13,289	-13%
Mt. Pleasant	4,171	3,703	26,552	30,826	-4,274	-14%
Rice	8,876	10,770	73,847	82,856	-9,009	-11%
Rockport	15,829	16,226	125,572	136,001	-10,429	-8%
South	7,282	8,285	57,704	67,181	-9,477	-14%
South Brooklyn	15,344	17,202	122,120	142,004	-19,884	-14%
Sterling	3,269	4,100	32,711	35,039	-2,328	-7%
Union	3,886	5,434	33,734	48,632	-14,898	-31%
Walz	13,271	13,791	99,905	109,471	-9,566	-9%
West Park	17,312	20,114	137,049	159,050	-22,001	-14%
Woodland	7,386	8,952	58,600	66,300	-7,700	-12%
<b>TOTAL</b>	<b>222,129</b>	<b>263,825</b>	<b>1,759,494</b>	<b>2,071,697</b>	<b>-312,203</b>	<b>-15%</b>

**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE AUG 2017**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	5,675	4,960	41,149	41,949	-800	-2%
Brooklyn	3,627	4,098	29,271	31,788	-2,517	-8%
Carnegie West	8,913	10,021	73,024	83,435	-10,411	-12%
Collinwood	5,958	6,639	47,214	58,846	-11,632	-20%
East 131st	9,105	6,180	52,449	59,517	-7,068	-12%
Eastman	11,269	9,987	79,603	84,194	-4,591	-5%
Fleet	9,067	9,399	72,875	79,922	-7,047	-9%
Fulton	7,515	9,077	58,457	66,131	-7,674	-12%
Garden Valley	4,052	3,976	28,426	33,681	-5,255	-16%
Glenville	5,451	5,613	38,867	50,326	-11,459	-23%
Harvard-Lee	8,122	6,890	61,907	61,509	398	1%
Hough	7,170	6,769	54,416	56,981	-2,565	-5%
Jefferson	5,466	4,168	37,508	43,297	-5,789	-13%
Langston Hughes	7,216	8,740	55,125	58,084	-2,959	-5%
Lorain	7,083	5,511	51,090	56,586	-5,496	-10%
Martin Luther King, Jr.	5,694	6,522	50,521	61,196	-10,675	-17%
Memorial-Nottingham	6,201	5,929	45,359	45,407	-48	0%
Mt. Pleasant	4,401	4,679	33,227	43,793	-10,566	-24%
Rice	10,365	10,632	85,025	90,015	-4,990	-6%
Rockport	8,959	8,732	65,661	80,367	-14,706	-18%
South	6,279	6,506	47,806	49,654	-1,848	-4%
South Brooklyn	7,955	12,882	94,388	114,127	-19,739	-17%
Sterling	9,019	10,478	69,274	82,966	-13,692	-17%
Union	5,702	5,471	41,684	47,164	-5,480	-12%
Walz	8,280	7,608	64,604	69,033	-4,429	-6%
West Park	7,639	7,389	59,142	77,626	-18,484	-24%
Woodland	9,053	8,339	69,969	58,213	11,756	20%
<b>TOTAL</b>	<b>195,236</b>	<b>197,195</b>	<b>1,508,041</b>	<b>1,685,807</b>	<b>-177,766</b>	<b>-11%</b>



**CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS AUG 2017**

Branch	Total Circulation	Attendance	Branch	Population 2010	Population 2000
1 West Park	17,312	11,269	1 South Brooklyn	32,043	34,217
2 Rockport	15,829	10,365	2 West Park	27,814	29,398
3 South Brooklyn	15,344	9,105	3 Fleet*	26,727	34,598
4 Eastman	15,307	9,067	4 Eastman	23,674	25,873
5 Walz	13,271	9,053	5 Rockport	19,896	21,467
6 Fulton	12,172	9,019	6 Fulton	19,647	22,575
7 Memorial-Nottingham	11,155	8,959	7 Rice	19,462	25,893
8 Carnegie West	10,826	8,913	8 Memorial-Nottingham	19,271	22,598
9 Fleet	9,928	8,280	9 Harvard-Lee	17,655	21,246
10 Rice	8,876	8,122	10 Walz	16,063	18,497
11 Harvard-Lee	7,848	7,955	11 Collinwood	14,769	19,377
12 Addison	7,570	7,639	12 Langston Hughes	14,439	21,224
13 Woodland	7,386	7,515	13 Glenville	14,006	20,302
14 South	7,282	7,216	14 Addison	13,603	19,263
15 Langston Hughes	6,421	7,170	15 East 131st	13,025	18,001
16 Jefferson	6,105	7,083	16 Mt. Pleasant	12,792	17,155
17 Lorain	5,967	6,279	17 Lorain	12,588	14,589
18 Collinwood	5,333	6,201	18 Martin Luther King, Jr.	12,392	15,483
19 Glenville	5,285	5,958	19 Carnegie West	10,487	11,716
20 Martin Luther King, Jr.	5,170	5,702	20 Union	8,416	12,603
21 East 131st	4,535	5,694	21 Sterling	8,267	8,712
22 Brooklyn	4,258	5,675	22 Woodland	7,946	7,213
23 Hough	4,228	5,466	23 South	6,325	7,729
24 Mt. Pleasant	4,171	5,451	24 Hough	5,667	7,845
25 Union	3,886	4,401	25 Brooklyn	5,524	6,430
26 Garden Valley	3,395	4,052	26 Jefferson	3,515	3,987
27 Sterling	3,269	3,627	27 Garden Valley	2,310	3,220
	222,129	195,236	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 AUG 2017**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
CLEVNET	61,532	71,492	506,726	593,583	-15%
MORE**	0	399	1,794	3,004	-40%
Other Libraries	384	437	3,571	3,707	-4%
<b>TOTAL</b>	<b>61,916</b>	<b>72,328</b>	<b>512,091</b>	<b>600,294</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	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Projected	17,820	21,161	129,653	164,922	-21%
Mail and Email Reference	385	323	2,990	1,627	84%
Interlibrary Loan Requests	824	836	7,196	6,711	7%
<b>TOTAL</b>	<b>19,029</b>	<b>22,320</b>	<b>139,839</b>	<b>173,260</b>	<b>-19%</b>

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
New Titles Added	4,545	5,435	35,878	42,933	-16%
Total Items Added	18,256	23,622	168,072	173,137	-3%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Main Library	216	216	1,632	1,624	0%
Branches	6,200	6,210	46,704	46,528	0%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Downloads	11,702	14,442	100,040	94,718	6%
Users	642	668	5,140	5,165	0%

Included in circulation activity