

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 January 16, 2014
 Trustees Room Louis Stokes Wing
 12:00 Noon

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

Absent: None

Mr. Corrigan called the meeting to order at 12:10 p.m.

Approval of the Minutes

Mr. Werner moved approval of the minutes for the 12/19/13 Regular Board Meeting and the Joint Finance & Human Resources Committee Meeting of 12/17/13. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

Endowment Portfolio Presentation

Following an introduction by Mr. Corrigan, William Mitchner, Vice President, Director of PNC Capital Advisors, gave a detailed presentation of Cleveland Public Library's Endowment Portfolio for the period ending 12/31/13.

Mr. Mitchner's presentation included but was not limited to: Market Review consisting of fixed income indices, corporate indices and fixed income yields; Investment Guidelines reviewing asset allocation, equities and fixed income.

Mr. Mitchner's presentation continued with the Account Review with an overall asset allocation summary, portfolio performance, mutual fund performance, large cap core advantage portfolio, fixed income allocation, fixed income structure, and holdings as of 12/31/13.

The presentation continued with the Market Outlook and Strategy noting that economic conditions in the Eurozone remain bifurcated between Germany, and countries in the periphery, in terms of the stages of recovery and levels

REGULAR BOARD
 MEETING 12/19/13;
 JOINT FINANCE &
 HUMAN
 RESOURCES
 COMMITTEE
 MEETING
 Approved

of unemployment. Some Eurozone nations have been able to stabilize growth and improve fiscal deficits. Domestic monetary policy is shifting from high-accommodative to accommodative as the U.S. employment situation improves. Tapering of quantitative easing is underway; however, the short term interest rate environment is expected to remain low throughout the year.

Mr. Mitchner gave an outlook and stated that the housing market is beginning to stabilize, gas prices are lower today than last year, and the unemployment is under 7% as many part-time seasonal workers have been hired. He also recommended a highly diversified portfolio and that a conservative approach will be maintained.

Mr. Mitchner stated that portfolio total returns should be mostly positive for the upcoming years with slow rising rates. The portfolio is a little overweight on equities and underweight on bonds in case rates should spike.

After some discussion about the effects of unemployment on international stocks, and the complications of the financial crisis, Mr. Corrigan thanked Mr. Mitchner for his presentation and stated it is wonderful to have 20 million in the bank for this institution. He also noted that with the Friends efforts to form a foundation, the library portfolio will produce greater support for the library programs.

Mr. Corrigan acknowledged Caroline Han, Senior Subject Department Librarian, Foreign Literature Department, who recently traveled to New York to be recognized as one of the ten 2013 Carnegie Corporation of New York/New York Times I Love My Librarian Award winners.

Ms. Han gave brief remarks about her experience, displayed her award, and presented Director Thomas with the award that was won for the Library.

COMMUNICATIONS

Director Thomas acknowledged a letter from Ramon Basie, Jr., Ward 11 Resident, complimenting the Memorial Nottingham branch staff for their efficient and courteous service and willingness to help all patrons.

LTR. FROM:
RAMONE
BASIE, JR.,
WARD 11
RESIDENT

Acknowledged

FINANCE COMMITTEE REPORT

Ms. Rodriguez presented the following report.

Resolution to Accept Gifts for December

(See page 40)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of December 2013; now therefore be it

RESOLVED, That the gifts described in the Gift Report for December of 2013 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution Regarding December 31, 2013 General Fund Balance

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

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

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

WHEREAS, The December 31, 2013 General fund cash balance is as follows:

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF DECEMBER
2013
Approved

RESOLUTION
REGARDING
DECEMBER 31,
2013 GENERAL
FUND
BALANCE
Approved

General fund cash balance - 12/31/2013	\$ 32,152,902.16
Reserved for encumbrances	6,974,062.88
General fund unencumbered balance	<u>\$ 25,178,839.28</u>
Repayment of advances in 2014:	
OLBPD fund	60,000.00
MyCom fund	<u>94,640.00</u>
Carryover balance available for appropriation in 2014	<u>\$ 25,333,479.28</u>
Transfer - Building and Repair fund	3,500,000.00
General fund unencumbered balance	<u><u>\$ 21,833,479.28</u></u>

Now therefore be it

RESOLVED, That the Unencumbered General Fund Balance of \$21,833,479.28 be carried forward for 2014 operating expenses and that the set aside of \$3,500,000.00 be transferred to the Building and Repair Fund at this year-end to fund capital and technology improvements and other capital assets.

First Amendment to the Year 2014 Appropriation

(See pages 41-46)

Ms. Rodriguez moved approval of the following resolution. Mr. Seifullah 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 2014 Appropriation Measure to comply with the attached January 10, 2014 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached First Amendment to the Year 2014 Appropriation Schedule be approved.

FIRST
AMENDMENT TO
THE YEAR 2014
APPROPRIATION
Approved

Mr. Corrigan stated the Public Library Fund was reduced because of the estimate of what was going to be produced for the General Revenue Fund for the State of Ohio and the percentage of what the Public Library Fund was to receive. We are actually seeing close to three quarters of a million less than we had originally planned.

Resolution Authorizing Fourth Amendment to the Agreement with Integrated Precision Systems, Inc. for Access Control Systems

(See pages 47-48)

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

WHEREAS, On September 18, 2012, the Board of Trustees of the Cleveland Public Library adopted a Resolution authorizing the Executive Director CEO to enter into a purchase agreement ("Agreement") with Integrated Precision Systems Inc. ("IPS"), to purchase access control systems for the Cleveland Library Main Downtown Campus, Lakeshore, Garden Valley, and Rice Branch facilities in the amount of \$307,360.46; and

WHEREAS, On January 17, 2013, the Library Board of Trustees ("Board") authorized the Executive Director to enter into a First Amendment to the Agreement to purchase and install fire, burglar and access control systems for the Temporary South Location in the amount of \$33,121.30; and

WHEREAS, On May 16, 2013, the Board authorized the Executive Director to enter into a Second Amendment to the Agreement to add access control on five doors in LSW in the amount of \$12,182.73; and

WHEREAS, On June 20, 2013, the Board authorized the Executive Director to enter into a Third Amendment to the Agreement to add access control to three additional doors, install two panic buttons, and perform additional services in the amount of \$18,610.47; and

WHEREAS, The Director of Property Management has reviewed the necessity and recommends approval of additional work including the installation of additional access control on three doors and integrating these into

RESOLUTION
AUTHORIZING
FOURTH
AMENDMENT TO
THE AGREEMENT
WITH
INTEGRATED
PRECISION
SYSTEMS, INC.
FOR ACCESS
CONTROL
SYSTEMS
Approved

the S2 system (as more fully described in the attachment), in the amount of \$11,779.30; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into a Fourth Amendment to the Agreement with Integrated Precision Systems, Inc. in the amount of \$11,779.30, with the expenditure being charged to the Building and Repair Fund Account 40129305-55300-11293, which amendment shall be subject to the review and approval of the Chief Legal Officer.

Resolution to Ratify Agreement with Recorded Books, LLC for Zinio for OneClick Digital Classics Annual Subscription

(See pages 49-52)

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

WHEREAS, In December 2013, the Executive Director of the Cleveland Public Library entered into an agreement ("Agreement") with Recorded Books, LLC for its "Zinio" product for CLEVNET and CPL in 2014. Zinio has a roster of more than 5,500 magazine publications that can be read seamlessly across any mobile and desktop device. The cost of the annual Zinio subscription /hosting and content is \$183,647.24; and

WHEREAS, Of the total cost, \$23,907.24 represents the cost of the content, and \$159,740 represents the cost of the subscription/hosting fee. CLEVNET member libraries shall be charged \$124,840 of the subscription/hosting fee. CLEVNET expenditures in excess of \$25,000 are authorized by the Resolution adopted by the Board of Library Trustees on December 17, 1987 and reaffirmed by Resolution adopted on May 16, 2002; and

WHEREAS, Cleveland Public Library shall be charged \$38,400 of the subscription/hosting fee. This expenditure exceeds the \$25,000 contracting authority granted to the Director by the Board of Library Trustees by Resolution adopted on April 18, 1996 and reaffirmed by Resolution adopted on May 16, 2002; and

RESOLUTION
TO RATIFY
AGREEMENT
WITH
RECORDED
BOOKS, LLC
FOR ZINIO FOR
ONECLICK
DIGITAL
CLASSICS
ANNUAL
SUBSCRIPTION
Approved

WHEREAS, The Executive Director hereby requests that the Board of Library Trustees ratify the Agreement entered into with Recorded Books, LLC and authorize the expenditure by Cleveland Public Library of funds in the amount of \$38,400 toward the subscription/hosting fee; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies and approves the agreement entered into with Recorded Books, LLC in the amount of \$183,647.24 for the Zinio product for CLEVNET and CPL in 2014; and further authorizes \$38,400 of the subscription/hosting fee to be expended from General Fund Account 13010053-53710 (Professional Services).

Resolution to Ratify and Amend Agreement with Cleveland State University for Tutoring Services

(See pages 53-63)

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

WHEREAS, In 2012 the Cleveland Public Library entered into an agreement with Cleveland State University Career Service Center for America Reads tutoring services at various branches during 2013; and

WHEREAS, The Library has applied to the Cleveland Foundation for grant funds to continue to provide tutoring services in 2014; and

WHEREAS, In order to continue tutorial services while the grant application was being considered by the Cleveland Foundation, the Library entered into an agreement with Cleveland State University to provide tutorial services from January 1, 2014 through December 31, 2014 at the Collinwood, E. 131st, Fleet, Fulton, Langston Hughes, Rice, Rockport, Sterling, Walz, and Woodland branches in the amount of \$91,311.00, payable from Library funds; and

WHEREAS, The Library would like to expand its 2014 tutoring program with Cleveland State University to include Cuyahoga County Community College, and the Carnegie West and Hough branches at the cost of \$38,697.00; and

RESOLUTION TO
RATIFY AND
AMEND
AGREEMENT
WITH
CLEVELAND
STATE
UNIVERSITY FOR
TUTORING
SERVICES
Approved

WHEREAS, The Executive Director hereby requests that the Board of Library Trustees ratify the agreement entered into with Cleveland State University in the amount of \$91,311.00, and authorize an amendment to that agreement to add the additional locations at the cost of \$38,697.00; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies and approves the agreement entered into with Cleveland State University by the Library's Executive Director, CEO for America Reads tutoring services from January 1, 2014 through December 31, 2014 in the amount of \$91,311.00, and further authorizes the Executive Director, CEO or his designee to enter into an amendment to the agreement to provide tutoring services at additional Library locations in the amount of \$38,697.00, increasing the total amount payable to Cleveland State University to \$130,008.00. The expenditures shall be charged to the Founders fund account 20380103-53710 until such time as the Library receives the Cleveland Foundation Grant, after which expenditures shall be charged to the Learning Centers fund account 25670103-53710.

Ms. Butts asked if the Cleveland State University student tutors are paid or are they volunteers.

Aaron Mason, Assistant Director, Outreach and Programming Services, stated that the tutors are paid for their services.

Resolution to Approve Digital Hub Project Budget and To Amend Agreement with Bostwick Design Partnership for Digital Hub Design Services

(See pages 64-73)

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

WHEREAS, On December 20, 2013 the Board of Trustees approved an amendment to the agreement between the Cleveland Public Library and Bostwick Design Partners ("Bostwick") for the Main Library Consolidation Projects ("Agreement"), to provide design services including the preparation of planning options, infrastructure

RESOLUTION
TO APPROVE
DIGITAL HUB
PROJECT
BUDGET AND
TO AMEND
AGREEMENT
WITH
BOSTWICK
DESIGN
PARTNESHIP
FOR DIGITAL
HUB DESIGN
SERVICES
Approved

analysis, and an opinion of probable cost for the Digital Hub Project, in the amount of \$26,245.00; and

WHEREAS, Bostwick has prepared preliminary concepts for the Project, and a preliminary construction and design budget which is attached to this Resolution; and

WHEREAS, The scope of work for the Digital Hub includes reconfiguring and redesigning the area on the third floor of the Main Building near the west wing where compact discs were formerly located to house scanning and other equipment to create a regional digital lab for use by the public, and to prepare the space for the relocation of the Preservation Department currently at the Lakeshore facility; and

WHEREAS, The preliminary project budget provides \$427,045.00 for design services (which includes the \$26,245 the Board approved December 20, 2013), including reimbursables, contingencies, and subcontracts for way-finding and multimedia, and \$1,312,000.00 for construction costs, including furniture, and \$171,840.00 for other project costs, for a total budget of \$1,910,885.00; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, and his designees to move forward in taking the steps necessary to work with Bostwick Design Partnership to create the Digital Hub Project ; and be it further

RESOLVED, That the Board of Library Trustees approves the preliminary budget for the Digital Hub Project of \$427,045.00 for design services, including reimbursables, contingencies, and subcontracts for way-finding and multimedia, and \$1,312,000.00 for construction costs, including furniture and \$171,840.00 for other project costs, for a total budget of \$1,910,885.00, and further authorizes the Board President to enter into an amendment to the Agreement with Bostwick Design Partners for design services for the Digital Hub in an amount not-to-exceed \$427,045.00. Expenditures shall be charged to Building & Repair Fund Account 40190105-55300-10419, and the amendment shall be subject to the review and approval of the Chief Legal Officer.

Mr. Hairston stated he appreciated the dialogue following the presentation by Rick Ortmeyer, Bostwick Design Partners at Finance Committee Meeting. He also asked that Director Thomas update the Board when a timeline has been confirmed.

Mr. Corrigan stated that the amended amount is due to the subcontracting amount for wayfinding and multimedia aspects of the project.

Ms. Butts recommended that the name of the digital hub include digital preservation hub to help define the space.

Director Thomas stated that names will be brought before the Board for consideration.

**FISCAL
OFFICER'S
REPORT**
Submitted

Fiscal Officer's Report

(See pages 74-125)

**REPORT ON
INVESTMENTS**
Submitted

Report on Investments

(See page 126)

**REPORT ON
CONFER. &
TRAVEL
EXPENDITURES**
Submitted

Report on Conference and Travel Expenditures

(See page 127)

**PURCHASES
FROM \$5,000-
\$25,000, 10/1/13-
12/31/13**
Submitted

Purchases from \$5,000 to \$25,000 for the period
10/1/13-12/31/13

(See page 128-129)

**PRUCHASES
EXCEEDING
\$25,000, 10/1/13-
12/31/13**
Submitted

Purchases Exceeding \$25,000 for the period, 10/1/13-
12/31/13

(See page 130)

**FEES PAID FOR
LEGAL ADVICE
& SERVICE TO
OGLETREE**
Submitted

Fees Paid for Legal Advice and Services to Ogletree

(See page 131)

**REPORT ON
BRAVO
WELLNESS
INCENTIVE
PROGRAM**
Submitted

Report on BRAVO Wellness Incentive Program

(See page 132)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 133-134)

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

Report on Paid Sick Time Used by the Month

(See page 135)

Affirmative Action Plan Report

(See page 136)

Insurance Summary Report

(See page 137)

COMMUNITY SERVICES

Mr. Werner submitted the following report.

Monthly Activity Report

(See pages 138-144)

Building Status Update

Tim Murdock, Assistant Director of Property Management, gave an update on the loading dock doors and stated that the door would be repaired by the end of the day. He also stated that spare parts were ordered as well in anticipation of future problems.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas stated that circulation numbers were 1% less than 2012 and attendance 1% more than in 2012.

REGULAR
EMPLOYMENT
REPORT
Approved

REPORT ON
PAID SICK TIME
Submitted

AFFIRMATIVE
ACTION PLAN
REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

MONTHLY
ACTIVITY
REPORT
Submitted

BUILDING
STATUS UPDATE
Presented

DIRECTOR'S
REPORT
Presented

Anastasia Diamond-Ortiz, Knowledge Manager, gave a detailed presentation that included but was not limited to: the changes in circulation formats such as: magazines are being checked out at a rate lower than in the past; audio is decreasing due to iTunes; books and video seem steady; print circulation is steady; audio book downloads from the Ohio Library for the Blind are increasing; circulation comparison among peer libraries; and new ways of measuring impacts and value such as wi-fi usage among branches where connections were made to the CLEVNET wireless network service.

Mr. Werner stated that it would be interesting to be able to measure usage among CLEVNET partners of Main Library resources. This information may be useful in talking points to advocate for additional funding.

Ms. Diamond-Ortiz explained that mapping assists in the library's decision making process for services in various communities.

Director Thomas acknowledged Mr. Hairston's birthday and stated that it was rare for a trustee's birthday to be on the same day as a Board meeting.

Monthly Statistics

Circulation for the month of December was 543,171. This is an increase of less than 1% from last year's December circulation of 534,430. The circulation activity for eMedia has increased tremendously from last year and provides us with an ongoing opportunity to reach our community users virtually. Our eMedia circulation was up by nearly 36% from 2012. However, we have seen a trend of declining circulation numbers in our print collection throughout 2013. The increase in eMedia numbers has not been able to counter the trend of declining print and media circulation.

The number of computer sessions for December was down from December of 2012. This is the first decline in computer sessions in 2013. There were 96,207 sessions this year in comparison to last year's total of 104,329. Surprisingly, the number of hours in use for our computers increased from 64,740 in December of 2012 to 65,627 in 2013. This was an increase of 1%. The addition of TechCentral and other technologies throughout the

branches at the end of 2012, will lead to stable computer usage numbers in 2014.

Attendance for the month of December was 245,175. This is a 2% decrease from last year's attendance number of 273,510. While not a huge jump, the 2% increase in attendance throughout 2013 has countered a multi-year trend of declining attendance in both the Main building and the branches. December's retreat may be tied to a very cold month weather wise.

Programming / Outreach

On December 14th the Library in partnership with the Gloria Pointer Foundation's 2013 Celebration of Hope, hosted Dr. Gwendolyn Goldsby Grant author of the best-selling book *The Best Kind of Loving: a Black Woman's Guide to Finding Intimacy* and *Essence Magazine* advice columnist for over 25 years.

Affordable Care Act

Centers for Medicare & Medicaid Services offered enrollment assistance sessions at 6 locations for 23 days in December. Additional Affordable Care Act services will be added in the month of January due to new partnerships with area Federal Qualified Health Centers.

Outreach

I Love My Librarian Award

Caroline Han was awarded "I Love My Librarian" honors by New York Times, ALA and Carnegie Foundation. This much sought after award showcases CPL in the best possible light and demonstrates the empowerment our organization offers its staff to reach nationwide recognition.

CPH & PHS Book Marks

Jean Collins created Yentl bookmarks (CPH, Jan 10 - Feb 2, 2014) displayed recommended books from Yentl and *A Christmas Story* on a table top display in the department. On December 23, she added books on *Intergalactic Nemesis* a Live-action Graphic Novel or mash-up of the radio play and comic book. Comic book artwork, without the word balloons, is projected panel-by-panel on a huge screen while three actors voice all

the characters, one Foley Artist creates hundreds of sound effects, and a keyboardist performs the score.

Little Free Library

Evone Jeffries selected and delivered books to the eight little free libraries with Cleveland Central Promise Neighborhood staff and continued to visit the Little Free Library at the Dave's Supermarket on Payne Avenue and the unit at the Seeds of Literacy on W. 25th Street and Clark Avenue. Approximately 300 books were given away in November.

Research That's Possible Only at Main Library

A PhD student from King's College London (UK) is researching Wajid Ali Shah, the last king of Lucknow. He found our blog posting about the Love Poem by the last king of Oudh - whose portrait in this title was Frank Baum's inspiration for the character of Oz in his Wizard of Oz story.

Celebrate a Cultural Perspective

Asian Evergreen Senior Center

On December 19, Caroline Han hosted the regular ESOL and computer literacy program at Asian Evergreen Senior Center. A total of seven patrons participated in the program and requested 13 items. This outreach fits CPL's strategic efforts to serve elderly patrons and fight community deficits by improving computer skills and language proficiency.

Russian Book Club

Victoria Kabo hosted the regular meeting of the Russian Book Club at Memorial-Nottingham Branch. A total of 12 patrons participated in the program and checked-out 19 items as a result of this outreach effort.

The Carnegie West staff partnered with Esperanza Inc. who performed a Christmas show for 60 youth patrons, parents, and teachers featuring Cat in the Hat, gift bags and cake.

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

Meetings and Activities

- I provided remarks to the MLK branch regarding programming for University Circle's Annual CircleFest event.
- I held meetings with staff from all levels to discuss internal communications.
- We hosted Raymod Ho, Senior Librarian for Hong Kong Public Libraries.
- I provided remarks to the Higher Education Compact College Success Dashboard Release held in the Louis Stokes Auditorium.

CLEVNET

December's total OverDrive CLEVNET eMedia collection circulation was 98,361, significantly up from last year's total of 78,003. CPL has 7,297 total followers on Twitter and the Facebook page currently has 5,961 fans.

GRANTS & DEVELOPMENTAwarded Grants

CPL was awarded an LSTA Innovative Tech Digitization grant to create a Digital Hub within the Main Library Building that will be part of a statewide network of Digitization Hubs.

Submitted Grants

- Submitted request to the Cleveland Foundation for \$297,500 in support of Learning Centers Year II.
- Submitted application to attend Library Leadership Ohio 2014.
- Completed request to Dominion Foundation for \$5,000 in support of 2014 Cleveland Mini Maker Faire - to be formally submitted by Friends of CPL.

Projects in Development

- Submitted final report to George Gund Foundation for 2013 Octavofest.
- Began research on Foundation's for Career Online High School partnership.
- Confirmed Library's participation in Literary Lots Year II.

Other

- Presented 2014 budget request to Friends of CPL.
- Assisted Friends of CPL in preparation for their Annual Meeting.
- Answered follow up questions to ALA OITP Cutting Edge Technology application, submitted in November.
- Attended Cuyahoga Arts & Culture's Grant Agreement workshop.
- Began 2014 fundraising timeline.

PUBLIC SERVICES

PROGRAMS

During the month of December the Library hosted a total of 67 programs. Educational programming and services, not included in the above totals, accounted for approximately 84 adult education classes, and 612 hours of after-school tutoring; 192 hours of intensive reading instruction for grades K-3 and 420 hours of homework help for grades K-8. Sixteen Learn Chinese language classes were held throughout the month at 4 locations. After-school snacks were served at 14 branch locations.

On December 7 the Langston-Hughes Branch hosted Legal Aid @ Your Library workshop where 42 patrons received legal consultations from a team of volunteer attorneys and Legal Aid staff.

Centers for Medicare & Medicaid Services offered enrollment assistance sessions at 6 locations for 23 days in December. Additional Affordable Care Act services will be added in the month of January due to new partnerships with area Federal Qualified Health Centers.

On December 14th the Library in partnership with the Gloria Pointer Foundation's 2013 Celebration of Hope, hosted Dr. Gwendolyn Goldsby Grant author of the best-

selling book *The Best Kind of Loving: a Black Woman's Guide to Finding Intimacy* and Essence Magazine advice columnist for over 25 years.

Total programming/educational services related expenditures for December totaled \$7,281.15.

Dublin Award Brown Bag Book Club

Literature Department staff attended the last two Dublin Award Brown Bag Book Club book talks on December 4th and December 11th. [*The Faster I Walk, The Smaller I Am*](#) by Kjersti Skomsvold translated from the original Norwegian by Kerri A. Pierce and published by Dalkey Archive Press was led by Evone Jeffries. Tim Phillips gave an overview of [*Caesarion*](#) by Tommy Wieringa which was translated from the original Dutch by Sam Garrett and published by Portobello Books.

Christmas Carol Display

Working together, the Great Lakes Theater, Special Collections Department, and the Literature Department put on a display of material and books related to A Christmas Carol. Ms. Collins mounted selected pieces from Literature's earlier Dickens display onto 3 blue boards obtained from OPS. The display is located in the Literature Department until December 31, 2013. Steve Capuozzo worked with Melanie McCarter in OPS and Chris Fornadel from Great Lakes Theater to approve the final version of the Christmas Carol bookmark that we created. The bookmark was distributed to Main agencies and to branches the week of November 18th. A supply of bookmarks also goes to Great Lakes Theater.

Music at Main

Cleveland Institute of Music Saturday programs continued with features from a cello quartet on Dec. 7th (27 people in attendance) who performed cello selections by Bach, Couperin, Amosov, Handel, Verdi, Grieg, and Tchaikovsky.

ESOL Classes

On December 11, Caroline Han hosted regular ESOL and computer literacy program at Goodrich-Gannett Senior Center.

Asian Evergreen Senior Center

On December 19, Caroline Han hosted regular ESOL and computer literacy program at Asian Evergreen Senior Center. Total of seven patrons participated in program

and requested 13 items. This outreach fits CPL's strategic efforts to serve elderly patrons and fight community deficits by improving computer skills and language proficiency.

Russian Book Club

Victoria Kabo hosted regular meeting of Russian Book Club at Memorial-Nottingham Branch. A total of 12 patrons participated in program and checked-out 19 items as a result of this outreach effort.

Shaker Heights Middle School Visit

Youth Services Manager, Annisha Jeffries and Children's Librarians Maria Estrella and Kristen Schmidt assisted a scavenger hunt visit with 100 students from Shaker Heights Middle School Wednesday December 18.

MEETING ROOMS and SCHEDULING

In December a total of 197 meeting room requests were processed by the OPS department, with a total of 4326 estimated number of attendees. This number includes reservations placed for meeting room space in each of the 27 branches, Main Library and Technical Services. Thirty-eight AV requested were filled for both Branches and Main Library. A total of 28 AV requisitions were filled in the month of December.

BOOKMOBILE/ON THE ROAD TO READING

On December 18, Rhonda Pai, spoke with 15 residents at Ivy Plaza Apartments, a stop that will no longer be receiving bookmobile service in January 2014. Mrs. Pai spoke with residents about the upcoming change and offered Homebound Service options and the opportunity to sign up for a book club that will be offered as a part of MOB's engagement services. Two residents signed up for Homebound Services and five others joined Ms. Pai's book club. All five residents that signed up for the book club were given their books to start reading. Ms. Pai is working with the site coordinator to set up a time to return in January for the book club to meet. Residents will be notified by either Ms. Hill or Ms. Pai as to the date in January.

Outreach

I Love My Librarian Award

Caroline Han was awarded "I Love My Librarian" honors by *New York Times*, ALA and Carnegie Foundation. This much sought after award showcases CPL in the best possible light and demonstrates the empowerment our organization offers its staff to reach nationwide recognition.

CPH & PHS Book Marks

Jean Collins created **Yentl** bookmarks (CPH, Jan 10 - Feb 2, 2014) displayed recommended books from *Yentl* and *A Christmas Story* on a table top display in the department. On December 23, she added books on *Intergalactic Nemesis* a Live-action Graphic Novel or "A mash-up of the radio play and comic book. We take the comic-book artwork, remove the word balloons, and project it panel-by-panel on a huge screen while three actors voice all the characters, one Foley Artist creates hundreds of sound effects, and a keyboardist performs the score.

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Sugarman Meeting

Youth Services Manager conducted the final Sugarman Meeting for 2013 held at the Woodland Branch on Thursday, December 19th

Collections

Mr. Brian Smith donated 2 colored prints of the historic Cleveland Emmanuel Church that was in the publication *American Architect*, 1914 - this church was marked for demolition in November 2013 for the expansion of the Cleveland Clinic. Mr. Smith is the Director of Strategic Project Development for the Cleveland Clinic. Research That's Possible Only at Main Library

A patron was looking for SRDS (Standard Rates & Data Storage) books, and inquired if he could do this at a CCPL closer to home. Antoinette Allen informed him

that this research is only possible at the Main Library; no other library owns these materials.

Karen Esper and Susan Cobbledick are book binders and requested a digital scans of the most current list of incunabula in the Cleveland area, which was published in 2003 called *2003 North Coast Incunabula*. They also were looking for specific samples of incunabula to study types of preservation treatment given to it by NEDCC.

Wendy Crim (Historic Preservation Coordinator from the Nickel Plate Road Historical & Technical Society) is doing research on 2 Cleveland businesses, the Luria Brothers and Columbia Iron & Metal. She is researching companies that scrapped steam locomotives for the Nickel Plate Railroad. Staff found some articles in the Historic Plain Dealer and referred her to Special Collections at Cleveland State University who has a railroad collection.

A PhD student from King's College London (UK) is researching Wajid Ali Shah, the last king of Lucknow. He found our blog posting about the Love Poem by the last king of Oudh - whose portrait in this title was Frank Baum's inspiration for the character of Oz in his *Wizard of Oz* story.

A law firm from South Carolina requested two editions of *Foundry Air Pollution Control Manual*, published by the American Foundrymen's Society in 1956 and 1967.

Our older collections and periodicals stored out at Lakeshore still continue to draw copy requests from various universities and patrons alike. Some of the titles requested this past month are:

St. Stephen's 100th Anniversary book, 1970 gains the interest of the Northern Kentucky University student interested in the architecture and art of the church. We sent images of the main alter along with the images of the St Joseph and Blessed Virgin's alters, statuary, pulpit, organ and monstrance purchased in 1893 which was noted to be the most precious in the Cleveland diocese.

BRANCHES

Addison Branch manager Magnolia Peters reports that the Kids Café start up at Addison has been positive. Youth

Services Librarian, Heidi Landskroener conducted story-times at Case Elementary School and East Preparatory Academy.

Collinwood Branch manager attended the Collinwood High School Wrap Around Council meeting on December 18. Youth Services Library Assistant Monique Long participated in Common Core 101: Understanding the Basics webinar.

East 131st street Youth Services Librarian Shanell Jones visited John Adams High School this month. Jones attended the Youth Services meeting on December 18.

Garden Valley "Our Kids Café" opened this month with 18 lunches on December 9. Willow Elementary School was added to the Garden Valley service area on December 11.

Harvard-Lee Branch was selected by the London Bridge Foundation to identify two children between the ages of 8 and 12 to receive a bike and helmet. One boy and one girl were selected and invited to attend a gathering on December 17 to receive the items. The Human Resources Departments utilized the branch meeting room on December 13 for new hire orientation.

Woodland Branch youth services librarian Kristen Schmidt laterally transferred to Main Library's Youth Service Department this month.

The Brooklyn Branch hosted an after-school craft program for grade school children who were invited to make three dimensional Finnish stars. The program was such a success that the teens visiting from the Applewood school joined in on the fun!

The Carnegie West staff partnered with Esperanza Inc. who performed a Christmas show for 60 youth patrons, parents, and teachers featuring Cat in the Hat, gift bags and cake.

Eastman Branch Children's Librarian Diana DeVore made Christmas crafts with the children who came into the library after school each day.

A Winter Celebration at the Fleet Branch featured a petting zoo, scavenger hunt, and a winter craft which was attended by over 160 patrons!

The children's area at the Jefferson Branch was transformed into a gingerbread wonderland with icicle lights, gingerbread houses with working doors, and ginger people behind the doors.

The Lorain Branch staff introduced their two ongoing sewing programs. At Sew Lorain for Kids children made hats and at Sew Lorain for Adults patrons made hand warmers. The Lorain Branch also hosted a Cookie Cutter program utilizing the 3D printer.

The South Branch staff also conducted a number of different programs throughout the month of December with themes celebrating the winter holidays. One program drew 22 children who decorated graham cracker houses.

Children at the South Brooklyn Branch made reindeer holiday gift bags from small brown paper bags and lots of glitter, pom-poms, and much more.

The West Park Branch participated in the Kamm's Corner annual Winterfest Celebration. Over 1,600 people attended this event and Library Assistant Jeanna Sauls and Library Page Angel Stinnet represented CPL by helping children of all ages create holiday crafts!

TechCentral

TechCentral MakerSpace

TechCentral staff has continued to work on training, marketing, and procedures development for the TechCentral MakerSpace. Work includes:

- TechCentral Staff are nearing completion of step-by-step tutorials for each major piece of MakerSpace equipment. The tutorials will describe specific steps needed to complete a successful job on a piece of equipment, and will include photos for each step.
- IT/CLEVNET has begun setup of computer hardware inside the TechCentral MakerSpace. In total, there will be four Microsoft Windows PCs and two Apple iMacs available for use. Two of the Windows PCs will be dedicated for certain tasks within the space. The remaining computers will be multi-use for various MakerSpace projects.

- Property Management has installed two new circuits for use with the Laser Engraver system.

The MakerSpace Grand-Opening will take place on January 11, 2013. A small ribbon-cutting ceremony will take place at 1:00pm, with tours and demonstrations in the space to follow for the remainder of the day.

Digital Literacy Workshop Partnership with the Northeast Ohio Media Group

TechCentral staff is in the process of preparing to transition teaching of the Digital Literacy Workshop from Northeast Ohio Media Group staff to CPL staff. A new class, *Digital News and Searching*, has been developed that will incorporate the existing Digital Literacy Workshop content, as well as some additional information on searching the web for other news and special content.

The new *Digital News and Searching* class will become part of the Computer and Internet Basics class series beginning in January. The class will be offered around 4-6 times per month throughout the system.

Meeting, Professional Development, and Outreach

Lori Marks, Community Relations Manager, Northeast Ohio Media Group, attended the TechCentral Staff Meeting on December 2 to provide training on the Digital Literacy Workshop to TechCentral staff. In January, TechCentral instructors will take over responsibility of teaching this content as part of their regular computer class duties.

CJ Lynce met with Aaron Mason, Assistant Director, Outreach and Programming Services, and James Krouse, Artistic Director, Ingenuity Cleveland, on December 13 regarding the Mini Maker Faire Cleveland in 2014. The final date, as well as performer ideas and budget were discussed.

Sam Tripodis and CJ Lynce visited the East and West Team meetings, respectively, on December 17 and 19. Information on the upcoming TechCentral MakerSpace was presented to East and West Team managers, and an update on Computer Classes and MakerLabs in branches was provided. Branch managers were encouraged to provide

feedback to TechCentral managers regarding the success of certain computer classes, as well as advice on which classes are most requested or would be most successful at a given branch. Branch managers were also encouraged to increase promotion of classes and MakerLabs offered in their branch.

Computer Classes, MakerLabs, and One-on-One Sessions

The following are the statistics for Computer Class and MakerLab programs for December:

	Branches	Main	Total
Number of Computer Classes	34	12	46
Attendance in Computer Classes	113	36	149
Cancelled Computer Classes (in-advance, no registrations)	2	0	2
No-Show Computer Classes	0	2	2

	Branches	Main	Total
Number of MakerLabs	5	2	7
Attendance at MakerLabs	29	9	38
Cancelled MakerLabs (in-advance, no registrations)	0	0	0
No-Show MakerLabs	0	0	0

Due to year-end holidays, computer classes and MakerLabs were not held during the final two weeks of December. Both will resume on Saturday, January 4, 2014

Two new MakerLabs were debuted at Main Library in December:

- *Enigma, Da Vinci and 007, Oh My!* - This MakerLab introduced the basics of codes and cyphers, and allows patrons to create their own unique secure code.
- *Make a Tough Wallet out of a Mail Envelope*- This MakerLab shows patrons how to create a durable, long lasting wallet out of nothing but a Tyvek envelope.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

In December, OLBPD circulated 47,516 books and magazines directly to patrons. OLBPD registered 119 new readers to the service. Nearly 13,000 copies of our quarterly

Dimensions newsletter were sent to patrons in large print, braille, and audio formats. The BARD circulation statistics were not available at the time this report was being written.

OLBPD Kids and Teens Reading Club web pages were updated with information about the club, recommended reading, and links to fun activities for readers. The OLBPD Kids and Teens Reading Club is an exclusive OLBPD reading program for patrons ages birth to eighteen years old. The mission of the reading club is to encourage and foster a lifelong interest in reading to new generations of OLBPD readers. OLBPD is working with parents, teachers, and school media specialist to encourage younger readers to join.

OLBPD and the Ohio State School for the Blind held our annual online holiday book chat in December. The December 6th discussion of "The Miracle on 34th Street" by Valerie Davies with the older students was cancelled due to weather. OLBPD did discuss "How the Grinch Stole Christmas" by Dr. Seuss on December 13th with the younger students. It was a very fun event and something that OLBPD staff and OSSB students and teachers really look forward to each year.

The OLBPD adaptive technology web page was updated to reflect changes and updates made to adaptive computers in 2013. Changes included updated software and PCs as well as the addition of the Sorenson nTouch videophone system. The page also includes an updated listing of adaptive technology locations as well as a brief description of the various types of adaptive technology that CPL offers its patrons.

The OLBPD Cyber-Dialogue Book Discussion was held on December 12th where the group discussed "Trading Christmas" by Debbie Macomber.

TECHNICAL SERVICES

The CLEVNET consortium downloaded over one million eBooks, eAudiobooks, eMusic selections and eVideos in 2013. The "Million Checkouts" threshold was crossed weeks before the traditional Christmas rush. To celebrate the accomplishment, OverDrive, the Library's primary eMedia vendor, sent a Kindle and a Nook eBook

readers as gifts to Technical Services. The eReaders were passed on to the TechCentral department for use by the public.

Patricia Lowrey, Director of Technical Services, hosted a day-long meeting of the heads of Technical Services from most of the large public libraries in Ohio on December 13. The day before, Ms. Lowrey and Collection Manager Rollie Welch met with Raymond Ho, a visiting librarian from Hong Kong, to discuss eBooks. They all visited the OverDrive headquarters for a meeting and tour.

Ms. Lowrey continues to participate in Contract Negotiations along with SEIU delegates Dawn Grattino and Lisa Kowalczyk.

High Demand: Staff cataloged 438 new titles, and added 7,251 items. They ordered 536 titles and 7,438 items and they processed 865 items for the Acquisitions Department. They processed many of the sets of *World Book Encyclopedias* for the Materials Processing Department.

The vacation bidding process was completed and the Operational Workplan for 2014 was submitted to the Director of Technical Services. The usual end of year preparations were taken, to help ensure a clean roll-over of orders and funds in the Acquisitions module of SirsiDynix Symphony.

Dale Dickerson, High Demand Librarian, attended the MARC Edit training offered by Mike Monaco of the Catalog Department. Carole Brachna, High Demand Manager, attended a "Warm Up Cleveland" event.

Collection Management: Collection Management Librarian Bonnie Bolton returned to work selecting juvenile materials after being out on extended medical leave since August 23. Ordering new materials ended on December 20. Budgets for each format were managed very well keeping a steady flow of new materials through Technical Services. Holds ratios were kept low allowing patrons to receive new items in a timely manner.

Rollie Welch submitted Branch budgets for each format on December 18. There will be reductions for different formats in 2014. Laura Mommers continued to volunteer

assisting the Acquisitions department in receiving orders. Ms. Mommers' efforts were greatly appreciated in keeping a steady flow of new items through Technical Services.

Nancy Mocsiran has performed remarkable duty throughout the year with relocating floating materials sent to Collection Management by Branch staff. Ms. Mocsiran makes quick and sound decisions to relocate titles based on survey data obtained from Branch staff. Collection Management staff processed 68 telescopes by relocating the floating materials to Branches and the college collections.

Mr. Welch's online review column of African American books for Library Journal again appeared this month at lj.libraryjournal.com. Mr. Welch also co-authored a professional development article appearing in the December issue of Voice of Youth Advocates (VOYA).

Preservation: Alicia Naab and the Preservation staff met with John Skrtic and Chatham Ewing to discuss the Preservation Department's move to a Public Services agency in 2014. Ms. Naab also met with architects from Bostwick Design and the Digital Hub Committee to contribute ideas for the space Preservation will occupy in the Main Library. Ms. Naab additionally met with Mr. Ewing to give him a tour of Preservation and explain the current workflows. A total of 506 items were added to the Digital Gallery this month bringing the collection to 46,166 items.

Ms. Naab, Elizabeth Bardossy, Renee Pride and Gloria Massey collaborated with Steven Wohl from Lakeshore Shipping and Donna Prude from Property Management to handle a mold problem in the stacks. When an outbreak of growth was discovered on several hundred volumes, Mr. Wohl, Ms. Bardossy and Ms. Pride inspected the entire stacks collection and isolated the affected materials. Ms. Bardossy, Ms. Pride, Ms. Massey and Ms. Naab then covered all of the shelving on the third floor of the stacks with plastic so that mold could be removed from the ventilation system by Ms. Prude and Buildings staff. The mold in the stacks area now appears to be contained and the Preservation staff is working with the damaged materials.

Ms. Naab received an interesting box of materials from Rockport Branch that were found in their basement. Included were guest books from Rockport's opening and previous anniversary celebrations signed by many well-known staff members and neighborhood residents. Original registration books, patron artwork and letters to the Library were also included. The materials will be treated as necessary and some will be returned to Rockport to celebrate their 50th anniversary this year.

Materials Processing: The Associates cataloged 811 new titles for the Cleveland Public Library and added 1,404 records for the CLEVNET libraries. The Associates and Sr. Clerks added 2,992 items. The Technicians worked on 15,858 items.

Christon Hicks was hired as a permanent full time Technical Services Associate. Elizabeth Hegstrom, Materials Processing Manager, attended Mike Monaco's presentation of MARC Edit. The bind tickets and bindery title list for 2014 were sent out.

Shelf/Shipping: Darryl Pless attended Problem Solving/Communication Improving workshop on December 4th. The workshop was structured for employees to discuss ways to improve internal communication. The Technicians unpacked and sent 14,984 new items to the Acquisitions and High Demand Departments.

The staff of the Lake Shore Shelf/Shipping Department sent 75 items to the Main Library for requests and 96 items to fill holds. A total of 1,696 telescopes of new materials were shipped out: Main Library received 500 telescopes, the Branches received 1,070 telescopes, CLEVNET received 116 telescopes, CASE received 4 telescopes CSU received 5 telescopes and Tri-C received 1 telescope.

Acquisitions: All remaining orders for 2013 selections were placed by December 13th and the last day to for all staff to receive materials and pay invoices in Sirsi/Dynix was December 19th. The Librarians in the Acquisitions Department completed the annual end of the year projects consisting of creating new orderlines on existing purchase orders for titles with partial receipts; reviewing and editing order information; and deleting all invoices from Sirsi that had not be approved for payment before the end of the year. They

also assisted with the receiving of library materials and any other tasks associated with the Technical Services Senior Clerk position that is currently vacant.

Leslie Pultorak, Acquisitions Librarian, placed orders for Chinese and Asian language DVDs for the Main Library Lunar New Year program. Ms. Pultorak also created a spreadsheet to track data about materials being purchased in various languages from India. Technical Services Librarians Tonya Jenkins and Lisa Kowalczyk reviewed the periodical and continuation renewal invoices from the vendor EBSCO to verify that all cancellations and changes had been processed correctly.

Sandy Jelar Elwell, Acquisitions Manager, attended the Internal Communication Workshop on the Future Problem Solving (FPS) Process located at the Main Library. Ms. Jelar Elwell also participated in a cross-training session at the Ohio Library for the Blind and Physically Disabled (OLBPD) where staff provided her with a general overview of their daily duties and responsibilities.

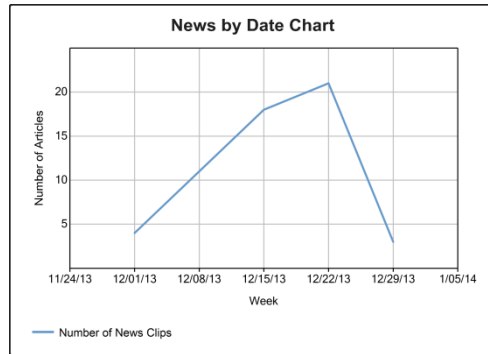
The Acquisitions Department ordered a total of 1,372 titles and 62,922 items including periodical subscriptions and serial standing orders. They received 7,725 items, 1,913 periodicals, and 162 serials. They added 487 periodical items, 162 serial items, 98 paperbacks, and 2,035 comics. They processed a total of 1,224 invoices.

Catalog: Senior Librarian Michael Monaco presented a demonstration of the MarcEdit software for Technical Services librarians on December 13. Librarian Yeshen Dugarova-Montgomery cleared a backlog of Slavic-language monographs. Most required original cataloging or occasionally complex copy cataloging. Librarian Diana Olivares started to catalog classical music scores, in addition to popular music scores. Catalogers added 4,593 titles and 2,850 items for the Library.

Librarian Barbara Satow revised the instructions for downloading and formatting CLEVNET web forms with the assistance of Librarian Regina Houseman. John Parsons, Senior Librarian, worked with Robin Speigner in the Government Documents Department on a project to update records for that department. Mr. Monaco attended a meeting of the CPL150 team to plan the "Unconference" to be held February 28th at Rice Branch. Mr. Monaco cataloged a manuscript of two-move chess

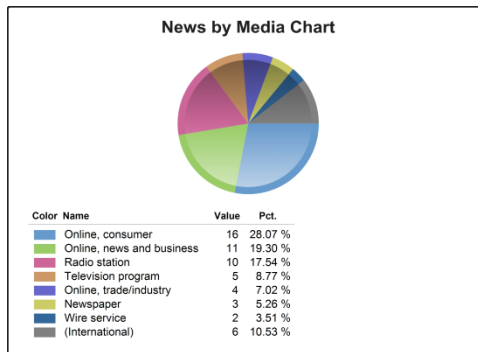
problems titled "F. Gamage carries on." In the course of cataloging this unique item, he noticed that the Library of Congress catalog records for works by or about Frederick Gamage had misidentified the American chess problemist as Frederick L. Gamage, a British educator. Mr. Monaco corrected the affected records and created a new authority record for Frederick Gamage.

MARKETING & COMMUNICATIONS



Media coverage for the month of December included 58 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$19,056.92 with a news circulation audience of 11,593,744 people. In December, the online print

media outlets that featured CPL events and programs received 2,816,653 unique visitors. Media coverage was the heaviest regarding CPL reaching its one millionth eBook check-out. Full report in the Marketing Department.



Ads to promote the MakerSpace appeared in *Campus Observer* and *La Prensa*; Learn4Life was promoted in *Kaleidoscope's* Education issue; RTA bus boards to promote the new kids eMedia page ran on 19 buses through February 9, 2014. Online Consumer was the media that

most featured Cleveland Public Library in December.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 11,974 times on average per week, which resulted in an average of 609 clicks to website per week. *Public library* was the most clicked-through phrase.

DECEMBER-SOCIAL MEDIA

The top 5 most clicked on links from BOTH Facebook & Twitter:

1. Dec 18th: Congrats to 10 inspiring #librarians. Meet the winners of 2013 (I love My librarian award winners)
2. Dec 15th: Check out the book that our librarian Sarah couldn't put down (Link to Sarah's Read in the CLE page)
3. Dec 12th: Interested in #3DPrinting? Check out a FREE class at TechCentral (link to TechCentral page)
4. Dec 17th: Congratulations to our own Caroline Han, one of the winners of 2013 Love my Librarian award
5. Dec 28th: @Cleveland_PL Holiday books from all over the world. (Link to Pinterest page)

Top 5 most engaging posts on Facebook (includes likes, comments, etc.):

1. December 2nd: Shared photo from OverDrive
2. Dec 10th: Post about 1 million downloads on CLEVNET
3. Dec 27th: Link to Cleveland Bucket list from Scene Magazine mentioning CPL
4. Dec 17, 2013 Congratulations to Caroline Han; link to I love my librarian award
5. Dec 5th: Post about Nelson Mandela

GRAPHICS

Graphics staff designed, printed, and distributed 74 items in November in addition to graphics for the library website, and 4 staff newsletters.

Promotional and printed pieces included: *Patron Conduct Policy* brochure; Big Belly wrap; Clevnet van wraps; Drum Major For Change branding; *Library Group Visits* brochure; *Enticing Book Titles for Teens* brochure; Cleveland Play House bookmarks for *Yentl* and PlayhouseSquare bookmarks for *The Intergalactic Nemesis Live-Action Graphic Novel*; Save the Date template; MLK calendar and collateral; MakerSpace branding; End of the Year Giving eCard.

WEBWARE www.cpl.org and other CPL sites

Twitter followers are up from 4,785 in 2012 to 7,297 currently. Facebook fans are up from 4,775 in 2012 to 5,961 currently. Downloads of books in an electronic format (eBooks) were up from 78,003 in 2012 to 98,361 currently.

Library News on the www.cpl.org homepage featured pages built for the following new items: Application Process Open for Cleveland Municipal School District Board Appointment (extension), and ArtLabs.

During the month of December, the following events, programs, and information were promoted on cpl.org: eBooks for Kids; Celebrate the Season (end of the year giving); Author Visit: Gwen Grant; Celebrate with Books; Before I Die (exhibit); Learn4Life; TechCentral; MakerSpace Grand Opening; Friends of CPL Annual Meeting; ArtLabs; Exhibits; Affordable Care Act; Plain Dealer e-edition Digital Workshops; Free Tutoring; National Geographic Kids; Tutor.com; Learning Express Library; Testing and Education Resource Center; MyPlace MyCard, My Music is Free; Curl up with a Good Book; MyPlace MyCard My eBooks are Free; and Sorenson Video Relay Service.

7 Popular Topic pages were updated with new book lists in December.

The 28th *Off the Shelf* (the December issue) was sent out on December 11, 2013, to a distribution list of 3,885. This issue featured: Mark Your Calendar for Dr. Gwendolyn Goldsby-Grant; Crafting for a Good Cause: Warm-Up Cleveland; Downtown Cleveland: Days Ago, Days Ahead: 56th Annual Meeting of the Friends of the Cleveland Public Library; and NEW! Kids eMedia Page. The following new releases were featured: *The Pioneer Woman Cooks: A Year of Holidays* by Ree Drummond; *The First Phone Call from Heaven* by Mitch Albom; and *Twelve Years a Slave* by Solomon Northup. The following programs and exhibits were featured: Before I Die...; A Christmas Carol; The Schweinfurth Architectural Collection; Paper Stories: Adventures into Kamishibai, Manga, Graphic Novels and Zines; River of Words; Islamic Treasures of the Cleveland Public Library; Rainfall; Music at Main: CIM Saturday; December TechCentral Classes; and ArtLab.

On December 2, the new Kids eMedia site was launched. This site is features only content with the subject of "juvenile" so as to prevent our younger eBook fans from seeing adult content. It also has a kid-friendly style and theme. This new site is being promoted on cpl.org as well as ads on RTA buses.

On December 3, the TechCentral page was updated to reflect current information about the department and services offered.

On December 5, a booklist was created for the Theater Popular Topic for the Cleveland Play House production of A Christmas Story.

On December 5, Sarah Flinn's Read in the CLE page was updated with her new review of Maisie Dobbs by Jacqueline Winspear.

On December 12, fifty-two new pages were created on the Staff Center, for Staff Newsletter contributors to enter their content for the 2014 issues.

On December 12, April Lancaster's Read in the CLE page was updated with her new review of Reconstructing Amelia by Kimberly McCreight.

On December 13, the Celebrate with Books "mini-site" was created on cpl.org, featuring 6 categories: Babies & Toddlers, Pre-K, K-3rd Grade, 3-5th Grade, 5-8th Grade, and Teens. A flash intro page was created, in accordion style, to promote and offer easy links to the different categories.

On December 13, Salvatore Scibona was added to the Ohio Center for the Book site.

On December 20, a "Celebrate the Season" eCard was sent to a distribution list of 3,876. As well, a "Celebrate the Season" rotator ad was featured on the cpl.org home page. Both the e-card and the rotator ad included a link to our donation page.

On December 26, the link to TechCentral was added to The Library drop-down on cpl.org, and the text "formerly the CLC" was removed from the TechCentral link on the Subject Departments page.

On December 30, the Genealogy Clinics flier was updated in the Genealogy Popular Topic to reflect 2014 clinics.

On December 31, the bookmobile schedule was updated for the season. 11 stops were deleted and 1 stop was added. The Google Map was adjusted to reflect these changes.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We continue to meet with and monitor the work of the contractors working on the gas conversation project for LSW and Main.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Work has been completed by the contractor on the Glycol piping for the A/C units in the server room of IT in LSW. The upgrading of branch lighting from T12 to T8 technology has started and also the recessed incandescent lighting has been changed to LED light fixtures at Rockport. New power and data lines were installed in Tech Central for the Maker space. Due to a power failure (single phasing) at Mobile Services a motor had to be replaced in the rooftop heating and cooling unit. All of the electric heat for the inside radiators for Main were turned on to help keep temperature during the severe cold weather. Repairs were made to the heating valve/controls for the multi-purpose room air handling unit at Fulton. Repairs were made to the condensate drain for the air handling unit that is in the ceiling over the Lending manager's desk and supplies air to the Security office. Over 30 hours were spent on servicing and retrieving cars that were stuck on the Translogic system in LSW. Roof and restroom drains were unplugs at Jefferson, MLK, and South Brooklyn.

The Carpenters and Painters completed repairs on doors and locks at LSW, Main, and South. Roof leaks were repaired at Carnegie West, Fulton, and Eastman. Patching and painting continue on the fourth floor of Main due to a roof leak.

The Garage repaired the front seat and a damaged counter on the Book Mobile. Repairs were made as needed to snow blowers and they were returned to the branches. Plowing and salting at the branch parking lots continues as needed.

SAFETY & PROTECTIVE SERVICES**Protective Services**

Activity

Month	Total Dispatch Activities	Average per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Generated	CPL access activities
December 2013	6250	272	239	34	224	254	58	86
November 2013	6407	267	257	44	211	229	84	425
October 2013	5648	226	301	42	262	144	63	61
September 2013	6371	265	270	20	251	140	36	204
August 2013	7,134	264	263	23	265	216	37	242
July 2013	6,264	241	149	21	239	167	67	198
June 2013	5,671	236	38	49	224	180	52	340
May 2013	5,474	211	42	25	377	257	59	N/A
April 2013	4,525	185	36	30	466	297	71	N/A
March 2013	3,791	145	25	40	564	188	52	N/A
Feb 2013	3,090	134	35	35	472	140	59	N/A
January 2013	2,732	109	13	18	303	102	39	N/A

Special Attention, Special Events, and Significant Incidents

- Supported Sugarman planning meeting on 11/21/2013.
- St. Luke's Event 12/20/2013
- Collinwood event 12/13/2013
- Circlefest 12/08/2013

Protective and Fire Systems

- The Library Board of Trustees Approved replacement of the Fire System at the Lake Shore Facility. The plans have been submitted for review to the City and as soon as they are approved, the vendor will begin installation.
- The access control system at the Rice branch was completed in December.

Contract Security

- There has been some staffing issues at the branches and continues to be addressed by G4S.

Administration

- Interviews were conducted for Safety & Protective Services Officer positions. Two people were offered positions and will start in January 2014.

INFORMATION TECHNOLOGY & CLEVNET

Planned and Accomplished This Period:

KnowItNow24x7 (KIN24x7):

- Completed Disaster Recovery (DR) Plan
- Continue work on KIN24x7 Community Site redesign
- Write scripts to automate posting remainder of reports to Community Site
- Work on KIN24x7's portion of CPL Operational Plan

Converged Technologies:

- Planning for 7 member libraries to migrate to new VoIP infrastructure offered through AT&T. This migration is a part of our shared services model that will reduce overall cost to our member libraries. Further analysis and update of savings will be reported in future monthly reports.

Virtualization and Desktop Support:

- Finalization of the Office365 licensing needs
- Planning for email migration to Outlook offered through cloud based services
- Partnered with Public Services to secure early literacy workstations that contribute to our strategic plan, specifically Technology and Education portions of STEP (Safety Technology Education Preservation).

Webware

Surpassed 1 Million downloads through our Overdrive interface.

Other CPL Projects

Converged Technologies:

Partnership with Public Services to obtain laptop and tablet dispensing solutions in 3 locations; TechCentral, TechCentral West and East. The solution will allow patrons to experience newer technologies while also expanding the investment of our MyCloud solution. We are expecting a higher usage rate of the MyCloud

solution because the availability of the laptops in multiple locations.

Implementation of SmartTables in three locations will enable our Children's Services Librarians to engage our young learners by developing project based collaborative learning environments using the Smart technology. We anticipate having the tables implemented by March 2014.

Mr. Corrigan adjourned to the Organizational Meeting at 1:23 p.m.

Thomas D. Corrigan
President

Alan Seifullah
Secretary

2014 ORGANIZATIONAL MEETING OF THE LIBRARY BOARD

Mr. Werner called the meeting to order at 1:23 p.m.

Election of Officers

Mr. Werner, Nominating Committee Chair, presented the following report on behalf of the Nominating Committee which was comprised of himself, Alan Seifullah and Anthony Parker.

President-----Thomas D. Corrigan
Vice President-----Maritza Rodriguez
Secretary-----Alan Seifullah

Mr. Werner stated that current officers will retain their offices for 2014.

Mr. Werner moved that the nominations be closed. Ms. Butts second the motion, which passed unanimously by roll call vote.

Mr. Werner moved that the nominations be approved. Mr. Parker second the motion, which passed unanimously by roll call vote.

Election of Fiscal Officer & Appointment of Deputy Fiscal Officer

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

BE IT RESOLVED, That Carolyn ("Carrie") Krenicky be elected to serve as Fiscal Officer from the Year 2014 Organizational Meeting through the Year 2015 Organizational Meeting and that a stipend of \$400.00 per month be paid for the duties as Fiscal Officer; and

BE IT RESOLVED, That Laura Armstrong be appointed to serve as Deputy Fiscal Officer from the Year 2014 Organizational Meeting through the Year 2015 Organizational Meeting and that a stipend of \$250.00 per month be paid for the duties as Deputy Fiscal Officer.

ELECTION OF OFFICERS
Elected

ELECTION OF FISCAL OFFICER & APPOINTMENT OF DEPUTY FISCAL OFFICER
Elected

Mr. Corrigan jokingly stated that these are the two individuals, under the Ohio Revised Code, who can go to jail. Mr. Corrigan thanked them for their work with the Board.

Renewal of Surety Bonds on Fiscal Officers

(See pages 139-141)

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

BE IT RESOLVED, That the Public Official Surety Bond on the Fiscal Officer and Deputy Fiscal Officer for coverage of \$50,000 be renewed through the next Organizational Meeting in 2015.

Mr. Werner adjourned the Organizational Meeting at 1:27 p.m.

RENEWAL OF
SURETY
BONDS ON
FISCAL
OFFICERS
Approved

Thomas D. Corrigan
President

Alan Seifullah
Secretary

GIFT REPORT FOR DECEMBER 2013

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,066	7,874
Periodicals	2	1,068
Publishers Gifts	0	0
Non-Print Materials	<u>97</u>	<u>1,273</u>
TOTAL LIBRARY SERVICE MATERIALS	1,165	10,215

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 775	\$ 17,212
Building & Repair Fund	Restricted	0	0
Library Fund	Unrestricted	0	0
Library Fund	Restricted	354	10,579
Library Fund - Oral History Project	Restricted	0	0
Endowment for the Blind	Restricted	0	0
Young Fund	Restricted	10,830	43,320
Friends Fund	Restricted	17,500	17,500
Gates Fund	Restricted	0	0
Schweinfurth Fund	Restricted	56,355	83,401
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	49,193	198,111
Lockwood Thompson Fund	Restricted	0	157,275
PNC - Grow up Great	Restricted	0	0
MetLife - Fit for Life	Restricted	0	0
Beard Anna Young	Restricted	0	164
Learning Centers	Restricted	0	0
Founders Fund	Unrestricted	0	0
Founders Fund	Restricted	<u>0</u>	<u>37,998</u>
TOTAL MONEY GIFTS		\$ 135,007	\$ 566,460

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	35	263	1,165	10,215
Money Gifts	<u>16</u>	<u>111</u>	<u>16</u>	<u>111</u>
TOTAL GIFTS	51	374	1,181	10,326

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 82.09% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

January 10, 2014

to the Board of Library Trustees of the Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2014, as revised by the Budget Commission of said County, which shall govern the total of approved appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2014	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	25,333,479.28	26,140,418.63	19,744,566.12	5,697,356.00	76,915,820.03
Special Revenue	12,423,156.93			2,894,866.00	15,318,022.93
Capital	12,134,881.64			3,689,751.00	15,824,632.64
Permanent	2,352,183.39			136,590.00	2,488,773.39
Agency	10,449.41			0.00	10,449.41
Totals/Subtotals	52,254,150.65	26,140,418.63	19,744,566.12	12,418,563.00	110,557,698.40

<i>Mark Parks</i>	Budget	<i>Ed Fitzmaurice</i>
<i>Donna Johnson</i>	Commission	<i>D - 2</i>



CLEVELAND PUBLIC LIBRARY

325 Superior Avenue • Cleveland, Ohio 44114 • 216.623.2800 • www.cpl.org

Sent via email January 9, 2014

Mr. Bryan Dunn, Department Manager
Cuyahoga County Budget Commission
1219 Ontario Street/Room 121
Cleveland, Ohio 44113

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources as summarized below to reflect the following:

Actual Unencumbered Balances for January 1, 2014;
Decrease in PLF – General Fund by \$716,000.10;
Increase in Other Sources – Special Revenue by \$31,951;
Increase in Other Sources – Capital by \$3,689,751

Fund Category	Unencumbered Balance as of January 1, 2014	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$25,333,479.28	\$ 26,140,418.63 \$ 19,744,566.12	\$ 5,697,356.00	\$ 76,915,820.03
Special Revenue	\$12,423,156.93		\$ 2,894,866.00	\$ 15,318,022.93
Capital	\$12,134,881.64		\$ 3,689,751.00	\$ 15,824,632.64
Permanent	\$ 2,352,183.39		\$ 136,590.00	\$ 2,488,773.39
Agency	\$ 10,449.41			\$ 10,449.41
TOTAL	\$52,254,150.65	\$ 45,884,984.75	\$ 12,418,563.00	\$ 110,557,698.40

Thank you for your assistance.

Very truly yours,

Carrie Krenicky
Chief Financial Officer

Board of Library Trustees

Thomas D. Corrigan, President • Maritza Rodriguez, Vice President • Alan Seifullah, Secretary
Alice G. Butts • John M. Hairston, Jr. • Anthony T. Parker • Rick Werner
Felton Thomas, Jr., Director

**CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FIRST AMENDMENT
JANUARY 16, 2014**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	23,246,123.57	2,087,355.71	25,333,479.28 (3)
Taxes - General Property	24,140,418.63	0.00	24,140,418.63
Public Library Fund (PLF)	20,460,566.22	(716,000.10)	19,744,566.12
State Rollbacks/CAT	3,375,390.00	0.00	3,375,390.00
Federal Aid	0.00	0.00	0.00
State Aid	0.00	0.00	0.00
Fines and Fees	370,000.00	0.00	370,000.00
Earned Interest	157,213.00	0.00	157,213.00
Services	3,245,401.00	0.00	3,245,401.00
Unrestricted Gifts	5,000.00	0.00	5,000.00
Miscellaneous	544,352.00	0.00	544,352.00
Return of Advances	0.00	0.00	0.00
TOTAL RESOURCES	75,544,464.42	1,371,355.61	76,915,820.03

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	34,563,233.00	0.00	34,563,233.00
Supplies	1,045,967.00	0.00	1,045,967.00
Purchased/Contracted Services	10,005,808.00	0.00	10,005,808.00
Library Materials/ Information	8,053,202.00	0.00	8,053,202.00
Capital Outlay	417,180.00	0.00	417,180.00
Other Objects	100,665.00	0.00	100,665.00
SUBTOTAL OPERATING	54,186,055.00	0.00	54,186,055.00
Transfers/Advances	0.00	3,500,000.00	3,500,000.00
TOTAL APPROPRIATION	54,186,055.00	3,500,000.00	57,686,055.00

**CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FIRST AMENDMENT
JANUARY 16, 2014**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,006,047.50	2,311,975.43	15,318,022.93
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	201,248.00	26,431.49	227,679.49
Endowment for the Blind	1,749,748.00	200,632.05	1,950,380.05
Founders	2,239,606.00	557,258.64	2,796,864.64
Kaiser	46,198.00	6,517.36	52,715.36
Kraley	159,186.00	16,521.71	175,707.71
Library	153,288.00	27,818.14	181,106.14
Pepke	101,574.00	12,016.85	113,590.85
Wickwire	1,124,350.00	132,965.72	1,257,315.72
Witke	69,214.00	8,421.21	77,635.21
Young	3,300,378.00	352,300.48	3,652,678.48
Friends	12,000.00	0.00	12,000.00
Judd	195,000.00	0.00	195,000.00
Lockwood Thompson	154,000.00	5,689.06	159,689.06
Ohio Center for the Book	975.00	0.00	975.00
Schweinfurth	106,000.00	10,651.08	116,651.08
LSTA-OLBPD	1,508,194.00	0.00	1,508,194.00
LSTA-Know It Now	298,391.00	49,391.64	347,782.64
MyCom	94,640.00	(94,640.00)	0.00
TOTAL APPROPRIATION	11,513,990.00	1,311,975.43	12,825,965.43 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	11,900,000.00	3,924,632.64	15,824,632.64
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	11,900,000.00	3,924,632.64	15,824,632.64 (5)

**CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FIRST AMENDMENT
JANUARY 16, 2014**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,147,980.00	340,793.39	2,488,773.39
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	177,708.00	22,652.08	200,360.08
Ambler	1,540.00	222.16	1,762.16
Beard	101,350.00	14,727.37	116,077.37
Klein	3,690.00	551.71	4,241.71
Malon/Schroeder	126,642.00	23,777.23	150,419.23
McDonald	137,688.00	17,747.69	155,435.69
Ratner	66,316.00	9,265.33	75,581.33
Root	24,404.00	4,189.92	28,593.92
Sugaman	26,340.00	17,816.65	44,156.65
Thompson	87,840.00	15,182.96	103,022.96
Weidenthal	4,734.00	651.24	5,385.24
White	1,388,838.00	207,415.30	1,596,253.30
Beard Anna Young	890.00	6,593.75	7,483.75
TOTAL APPROPRIATION	2,147,980.00	340,793.39	2,488,773.39 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	10,000.00	449.41	10,449.41
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
UNCLAIMED FUNDS	10,000.00	449.41	10,449.41

**CLEVELAND PUBLIC LIBRARY
2014 APPROPRIATION: FIRST AMENDMENT
JANUARY 16, 2014**

- (1) Certificate dated December 13, 2013
- (2) Certificate dated January 10, 2014
- (3) \$25,333,479.28 unencumbered cash carried forward includes the repayment of advances to be made from OLBDP of \$60,000 and MyCom of \$94,640 to produce the carryover balance available for appropriation in 2014; plus \$6,974,062.88 encumbered cash.
- (4) \$12,423,156.93 unencumbered cash carried forward includes the repayment of advances to be made from OLBDP of \$60,000 and MyCom of \$94,640 to produce the carryover balance available for appropriation in 2014; plus \$389,613.80 encumbered cash. \$2,894,866.00 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.
 $(\$12,423,156.93 + \$2,894,866.00 - \$2,492,057.50 = \$12,825,965.43)$
- (5) \$12,134,881.64 unencumbered cash carried forward; plus \$1,784,550.29 encumbered cash. \$3,500,000 transfer from General Fund. \$189,751 additional revenue.
 $(\$12,134,881.64 + \$3,500,500 + \$189,751 = \$15,824,632.64)$
- (6) \$3,136,499.75 unencumbered cash carried forward; plus \$3,510.93 encumbered cash. \$136,590 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.
 $(\$3,136,499.75 + \$136,590.00 - \$784,316.36 = \$2,488,773.99)$



Integrated
Precision
Systems, Inc.

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

Investment Summary

Date: 12/31/2013
Prepared by: Greg Ponchak
Customer Contact: Tim Goergen

Prepared for Cleveland Public Library CPL

PROJECT SCOPE: ADD ACCESS CONTROL TO THREE (3) DOORS AND INTEGRATE INTO THE S2 SYSTEM.

1. LSW LOBBY TO LENDING EXIT DOORS: INSTALL READER, CONTACT, MOTION, PNEUMATIC RELEASE AND MAGNETIC LOCK ON ONE DOOR. INSTALL CONTACTS, MOTIONS, PNEUMATIC RELEASES AND MAGNETIC LOCKS ON THE OTHER THREE DOORS.
2. WOMEN'S LOCKER ROOM DOOR: INSTALL CARD READER, ELECTRIC STRIKE, EGRESS DEVICE AND CONTACT.
3. LAKESHORE: ADD ACCESS CONTROL TO THE STAFF GLASS DOOR. IPS WILL SUPPLY THE LOCK WHICH WILL BE INSTALLED BY THE CUSTOMER. THE BRACKET CAN BE GLUED TO THE DOOR. THE CUSTOMER WILL NEED TO MOUNT A HEADER TO THE TOP FRAME TO MOUNT THE MAGNETIC LOCK. THE CUSTOMER WILL INSTALL A 2X4 BOX ON THE READER SIDE WITH MOLDING TO THE CEILING FOR WIRING. THE CUSTOMER WILL INSTALL A 2X4 BOX FOR A DOOR RELEASE ON THE INSIDE WITH MOLDING TO THE CEILING. THE BOX MUST BE DEEP ENOUGH FOR THE PNEUMATIC SWITCH. THE CUSTOMER WILL INSTALL MOLDING TO THE CEILING FOR THE MAGNETIC LOCK.

NOTE: THE CUSTOMER WILL INSTALL ALL WIRE PER SPEC.

Cleveland Public Library Main Access Control Add 7652

Qty	Part#	Product Description
3	MA-8300-121	5395 Thinline II - Gray Std. Wiegand
4	AD-AC-1200S	THE 1200 POUND,UL TO 10C STD
6	AD-SR-RCRREXW	REQUEST TO EXIT SENSOR WHITE
4	AD-AC-TS14N	TS14 BUT MNTD ON 1.75" SS PLAT
1	AD-HE-450030601	4500-12/24-630
4	AD-AX-RB5	RELAY BOARD, 6 OR 12 V
5	AD-947-75TBR	STEEL DOOR CONTACT W/TERM BR
2	S2-ACM	S2 Securit S2ACM Access Control Extension Blade 2 Reader 4 Input & 4 Output
1	AD-AX-1012ULACM	10AMP 12VDC FUSED POWER SUPPLY
4	AD-IM-1270	12V 7AMP BATTERY

Accepted by: _____ Date: _____

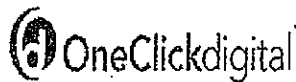
Purchase Order #: _____ Deposit Check #: _____

1	AD-SN-M62GBD	M62 COND MAG BND SEN DR POS SW
1	AD-SN-AKG	ADHESIVE KIT FOR GLASS HARDWRE
1	AD-SN-GDB	GLASS DOOR BRKT F/MODLS 32&62
1	AD-SN-HEB3G	HEADER EXT BRKT 3X3X8 GLASS DR
1	AD-SF-SS2408EX	NUMATC STPR STN ADJ TMR BTN BL
58	IPS-INST	Product Installation unit labor
1.7	AD-WG-32955099	PLENUM PROFUSION ACCESS CBL 5C
1	AD-WG-31151012	1/8" STR JKT CL2P 1M RL BGE
1	IPS-Misc-Access	Miscellaneous Parts and Connectors
1	IPS-Shipping	Shipping and Handling

Grand Total: \$11,779.30

Accepted by: _____ Date: _____

Purchase Order #: _____ Deposit Check #: _____



Bundled Service Subscription Form

RB SALES REP: CRAIG MEARS		DATE: 10-23-13
NEW X		
Customer Name: Cleveland Public Library		
Billing Address: 325 Superior Avenue		
City: Cleveland	State: OH	Zip Code: 44114
Phone: (216) 623-2988	Website URL:	
#of Branches:		
CONTACT INFORMATION		
Primary Contact Name: Rod Houpe		Email: rod.houpe@cpl.org
Marketing Contact Name:		Email:
Requested Start Date (If no date is indicated, we will make every effort to begin your service on the first of the month following receipt of your order):		Purchase Order:
Authentication and General Setup Information – upon receipt of your signed order form, we will send you a Set-Up email requesting information – if you do not want this sent to the primary contact, please provide an alternate contact.		
Name:	Title	
ORDER INFORMATION		PRICE
Zinio/OneClickdigital Classics Annual Subscription		\$159,740.00
Content – see attached		\$23,907.24
<i>TERM – 2/1/2014 -1/31/2015, subject to Customer's right to two one-year renewal terms. Content fees shall not increase more than 3% each renewal term, and the Annual Subscription fee shall not increase during either renewal term. Customer has the right to terminate at any time during the original term or any renewal term in the event that Zinio increases the content price 3% of more.</i> TOTAL DUE:		\$183,647.24
CONTENT FEES SHALL BE BASED UPON A MAXIMUM MULTIPLIER OF 6 END USERS DURING THE ORIGINAL TERM AND ALL RENEWALS		
BY SIGNING BELOW, SUBSCRIBER 1)INDICATES THAT IT HAS READ AND AGREES TO THE CURRENT VERSION OF THE ZINIO AND ONECLICKDIGITAL SERVICE TERMS; 2)AFFIRMS THAT IT HAS MADE NO CHANGES TO THOSE TERMS EXCEPT AS OTHERWISE STATED HEREIN ; 3)AFFIRMS THAT ALL OF ITS INTERNAL REQUIREMENTS FOR ISSUANCE OF PAYMENT TO RECORDED BOOKS HAVE BEEN SATISFIED; 4)AFFIRMS THAT RECORDED BOOKS SERVICE TERMS WILL GOVERN THIS ORDER AND ALL FUTURE ORDERS AND RENEWALS, UNLESS EXCEPT AS OTHERWISE STATED HEREIN OR OTHERWISE NOTIFIED BY RECORDED BOOKS; AND 5)ORDERS RECORDED BOOKS ZINIO/ONECLICKDIGITALSERVICE.		
Name: Felton Thomas	Title: Director	
Signature: <i>[Handwritten Signature]</i>	Date: 12/18/13	

FOR RB OFFICE USE ONLY

Product #: _____ Sub Dates: _____ to _____

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Recorded Books agrees to provide technical support services by email and phone to each Library Account, including but not limited to reasonable efforts to (a) assist such Library Account in providing Primary Support, (b) correct, fix, or circumvent errors, and (c) in the sole discretion of Recorded Books, provide updates, enhancements, and new versions of the Zinio service ("Secondary Support"). Recorded Books shall provide such Secondary Support by email and phone during its normal business hours of Monday- Friday 8:00 AM to 9:00 PM Eastern Standard Time. Each Library Account and End User acknowledges that errors in the Zinio service shall not be a breach of this License Agreement.

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Account agrees to consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein.

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This License Agreement constitutes the entire Agreement and understanding of the parties. This Agreement may be amended or modified upon mutual agreement of the parties hereto.

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LIBRARY ACCOUNT: Cleveland Public Library

Signature: X Felton Thomas

Name: Felton Thomas

Title: Director

RECORDED BOOKS, LLC

Signature: Jim Schmidt

Name: Jim Schmidt

Title: SVP Sales + Marketing



**CAREER SERVICES CENTER'S AMERICA READS
Federal Community Service Learning Program Agreement**

This Agreement is entered into by and between Cleveland State University, a state-supported institution and instrumentality of the State of Ohio, located at 2121 Euclid Ave., Cleveland, Ohio, 44115 (hereinafter referred to as the "University"), and the Cleveland Public Library, governmental entity located at 325 Superior Avenue, Cleveland, Ohio, (hereinafter known as the "Agency").

WITNESSETH:

WHEREAS, the University is operating a Federal Community Service Learning Program under the provisions of 42 U.S.C. 2756(a) and applicable regulations; and

WHEREAS, the Agency desires to utilize the services of one or more students participating in such Program to provide tutoring services for ten (10) branches of the Agency:

NOW, THEREFORE, the University and the Agency hereby agree as follows:

1. Student tutors shall be provided to the Agency by the University and shall work at those Agency branches during the hours more fully described in Exhibit "A" attached hereto and incorporated herein by reference. The Agency has the right to monitor and direct the services of students in accordance with the job description. In addition, the University shall provide a Coordinator to oversee the recruitment, placement, and performance of the student tutors placed with the Agency. The responsibilities of the Coordinator are set forth in Exhibit "B" attached hereto and incorporated herein by reference.
2. Compensation of students for work approved and performed under this Agreement will be disbursed to each student by the University at the rates set forth in Exhibit "A". The Agency shall provide a detailed Record of Hours Worked that must be signed by the Agency every pay period. The Record of Hours Worked will be submitted bi-weekly based upon the University's pay schedule and in a timely manner. The Record of Hours Worked will include the name of each student, and the number of hours worked per two week pay period. Timesheet packets will be provided for this purpose.

Student (tutor) timesheets shall be faxed or emailed to:

Career Services Center
Cleveland State University
Fax: 216-687-9313
Email: m.c.robinson33@csuohio.edu

3. The University shall be the employer of record and the Coordinator, which shall include, but not be limited to the responsibility for deductions for appropriate taxes, OPERS, and for the purposes of

Page 2

CSLP Agreement

Workers' Compensation statutes. Student tutors and the Coordinator shall be covered under the University's Workers' Compensation insurance.

4. The Agency represents that the work for which the students will be used would not otherwise be provided and will not result in the displacement of employed workers, nor impair existing contracts for services. The Agency also represents that the students' work will be directly related to the teaching/tutoring of reading.
5. The University is responsible for reviewing prospective work assignments, determining whether individual students meet the eligibility requirement under Federal Work Study (FWS), assigning students to work for the Agency, and determining that the students do, in fact, perform their work as reading tutors.
6. Unless otherwise mutually agreed between the Agency and the University, two (2) student tutors will be placed at each of the ten (10) Agency branches for 12 hours per week during the term of this Agreement.
7. A student will not be paid for more than twenty (20) hours in any week during which a class or classes in which that student is enrolled is/are in session. No student shall be paid for more than forty (40) hours during break periods or other approved periods of non-enrollment. Any student in violation of these regulations is subject to loss of eligibility, which may result in immediate suspension.
8. The Agency agrees that no student will be denied work or subjected to different treatment under this Agreement on the grounds of race, color, religion, national origin, sex, age, or as otherwise required or prohibited by law. It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352) and Title IX of the Education Amendments of 1972 (Pub. L. 92-318) and the regulations which implement those Acts, as well as applicable provisions of the Americans with Disabilities Act (Pub. L. 101-336) and any implementing regulations for that Act.
9. Each Party hereby mutually release each other from liability for injuries or damages to persons or properties resulting from the negligent acts or omissions by or through itself or its agents, employees, or contracted servants, and each Party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent acts or negligent omissions, and nothing in this Agreement shall impute transfer of such responsibility from one Party to the other, in connection with the screening, assignment, and supervision of students working for the Agency.
10. This agreement may be terminated by either party on thirty (30) days written notice.
11. Students may be removed from work on a particular assignment, or from the Agency itself, by either the University or the Agency.
12. Transportation or mileage for students to and from work assignments will not be provided by either the University or the Agency.
13. Every student will be evaluated by the Agency in a manner to be mutually agreed upon by the University and the Agency at least one time per school year.

Page 3

CSLP Agreement

14. The terms of this Agreement shall be construed and governed by the laws of the State of Ohio without regard to its conflict of law's provisions. Any action or proceeding against either Party relating in any way to this Agreement or the subject matter hereof shall be brought and enforced exclusively in the competent courts of Ohio, and the parties hereto consent to the exclusive jurisdiction of such courts in respect to such action or proceeding.

15. The term of this Agreement shall commence on January 1, 2014 and shall terminate on December 31, 2014.

Scope of Work: See Attached: Exhibit A and Exhibit B

Cost: The Agency shall provide reimbursement to the University for hours actually worked by student tutors at the Agency branches during the term of this Agreement, and payments shall be made on a quarterly basis. The total cost of this agreement shall not exceed \$91,311 (ninety-one thousand three hundred and thirty-one dollars and no cents.) and covers costs for the period January 1, 2014 – December 31, 2014.

Administrative Costs	\$ 27,469
Tutor Services	63,842
Total Cost	\$ 91,311

Cleveland State University Section:

Name:	Byron White
Signature:	<i>Byron White</i>
Title:	Vice President of University Engagement
Date:	10/9/13
Phone Number:	(216) 682-3577

Agency Section:

Agency Name:	Cleveland Public Library
Contact Person:	Felton Thomas, Jr.
Signature:	<i>Felton Thomas, Jr.</i>
Title:	Executive Director/CEO
Date:	10/21/13
Address:	325 Superior Avenue
City, State, and Zip:	Cleveland, OH 44114
Phone Number:	216-623-2827
Tax Exempt Number:	34-6000711

Please mail the completed agreement to: Cleveland State University
 Career Services Center, RW 280
 2124 Chester Avenue
 Cleveland, OH 44115-2214

Exhibit A

America Reads Tutor Support at the Cleveland Public Library (CPL)

This Exhibit will detail the services provided by Cleveland State University's Career Services Center to the Cleveland Public Library that will support the ongoing efforts of the current Cleveland State University's Federal Work Study allocations and for the 2014 academic school year.

Services Provided:

Tutor Services

A minimum of 24 hours of tutoring per week will occur at the following CPL branches: Collinwood, E. 131st, Fleet, Fulton, Langston Hughes, Rice, Rockport, Sterling, Walz, and Woodland. Tutoring will take place from 3:00pm - 6:00pm Monday through Thursday. Fulton will also offer in addition to these days a tutoring session on Saturday from 10:00 am to 1:00 pm. Tutor services will be provided for the following semesters:

Spring 2014 (January 14 – May 11) for 17 weeks
Fall 2014 (September 22 – December 12) for 12 weeks

Tutors are to be paid between \$8.00 - \$10.00 per hour based on their level of seniority and length of service with the program (student wages are determined by CSU).

Cleveland State University will provide a tutor schedule listing the tutor name, the library branch they are tutoring at, and the days/times they are expected to be there.

Fringe Benefits

Fringe Benefits are calculated at 5.5% of wages.

Budget:

Line Item	Estimated Cost Jan. – Dec. 2014
Student Wages	\$60,514
Fringe Benefits:	\$ 3,328
Total Request:	\$63,842

Exhibit B

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The COORDINATOR, CAREER SERVICES AMERICA READS PROGRAM will provide the following (in addition to the duties and responsibilities outlined in the job description):

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- Design, maintenance, and update of program literature including flyers, brochures, mailings and a tutor newsletter;
- Fulfill all other administrative tasks related to the day-to-day operations of the CSU Career Services America Reads Program.

Budget Request:

Administrator Salary:	\$19,607
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Supplies/Background checks:	\$ 4,000
Total Request:	<u>\$27,469</u>

Project Evaluation:

Through site visits, student/tutor assessments, and ongoing communication with the staff of the Cleveland Public Library, America Reads will provide the Library with two summary reports - one in the fall (due one week after the last day of the fall tutoring) and one in the spring/summer (due 2 weeks after the spring tutoring), to include the following information:

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 - Narrative of Daily activities i.e. subjects covered, tools the tutors used (computer programs, lit kits)
 - Program Accomplishments
 - Program Effectiveness – examples of students (tutorees) achievements
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CSLP Agreement

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Signature:	<i>Byron White</i>
Title:	Vice President of University Engagement
Date:	10/9/13
Phone Number:	(216) 687-3577

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 - Program Accomplishments
 - Program Effectiveness -- examples of students (tutorees) achievements
 - Samples of Personal Stories (thank you letters, etc) -- if applicable

Quote for Additional Cleveland Public Library America Reads Sites

Administrative Costs – With three - four additional sites, increased administrative support would be needed. A Lead Tutor that would assist with payroll entry record keeping tutor training, and support, would be employed for 20 hours per week @ \$10 per hour. *This cost can be lowered if less sites are selected.*

Lead Tutor Wages (January- December 2014)	\$5,400.00
Lead Tutor Fringe Benefits	297.00
Lead Tutor Total Wages	5,697.00
Supplies (Background Checks, Training, Tutor Resources).....	5,000.00
Cost of Four (4) Sites.....	\$28,000.00
TOTAL COSTS.....	<u>\$38,697.00</u>

Design Services Fees and Project Cost

A/E <u>Bostwick Design Partnership, Inc</u>	Date <u>10 January 2014 final</u>
Owner <u>Cleveland Public Library</u>	Owner Project # _____
Project <u>Digital Hub</u>	BDP Project # <u>13099</u>
Address <u>325 Superior Ave, Cleveland OH 44114 - 3rd Floor</u>	

Estimated Construction Costs	\$ 900,000.00
Design and Estimating Contingency (10% for as yet unknown scope)	\$ 90,000.00
Construction Subtotal	\$ 990,000.00
Furniture Allowance	\$ 100,000.00
Preservation Equipment Allowance	\$ 0.00
Furniture and Equipment Subtotal	\$ 100,000.00
Wayfinding Fabrication/Install	\$ 30,000.00
Audiovisual Fabrication/Install	\$ 45,000.00
Recommended Multimedia	\$ 147,000.00
Optional Multimedia	\$ 0.00
Wayfinding and Multimedia Subtotal	\$ 222,000.00
Total Construction Costs	\$ 1,312,000.00

A. Basic Services Fees	Notes	
1. Pre-Design	Concept Study and Estimate	\$ 25,045.00
2. Schematic Design 20 %		\$ 19,800.00
3. Design Development 30 %		\$ 29,700.00
4. Construction Documents 25 %		\$ 24,750.00
5. Bidding and Negotiations 5 %		\$ 4,950.00
6. Construction and Closeout 20 %		\$ 19,800.00
100 %		Subtotal (A) \$ 124,045.00

B. Supplemental Services Fees	Notes	
1. Pre-Design / Programming	Detailed program Preservation only	\$ 2,500.00
2. Technology Design Services		\$ 5,000.00
2. Lighting Design Services		\$ 2,500.00
3. Furniture Design Services	assumes \$100,000 budget	\$ 10,000.00
4. Detailed Phase Cost Estimating		\$ 7,000.00
5. Fee Contingency	only upon mutual written approval	\$ 15,000.00
6.		\$
7.		\$
		Subtotal (B) \$ 42,000.00

C. Wayfinding + Multimedia Fees	Notes	
1. Multimedia Design	Includes all content development	\$ 46,000.00
2. Multimedia Implementation		\$ 56,000.00
3. Wayfinding Design	Includes final and interim signage	\$ 31,000.00
4. Wayfinding Implementation	Includes final and interim signage	\$ 38,000.00
5. Engineering Services Audiovisual		\$ 12,000.00
6. Programming for Audiovisual Work		\$ 35,000.00
7. Fee Contingency	only upon mutual written approval	\$ 25,000.00
8.		\$
9.		\$
		Subtotal (B) \$ 243,000.00

D. Reimbursable Expenses	Notes	
1. Plan Approval Fees	Allowance	\$ 250.00
2. Advertising Expense	Allowance for bid advertisement	\$ 750.00
3. Parking / Mileage, Misc	Allowance	\$ 500.00
4. Multimedia / Wayfinding Expenses	Out of Pocket Tests / Reimbursables	\$ 15,000.00
5. Project Printing / Copy Allowance	Cost for printing during project	\$ 1,500.00
6. Bid Document Printing	Cost for distribution to plan rooms etc.	\$ 0.00
7.		\$
8.		\$
		Subtotal (C) \$ 18,000.00
		Total Potential Design Services Fees + Reimbursables (A + B + C + D) \$ 427,045.00

E. Construction and Other Project Costs	Notes	
1. Estimated Construction Costs	From line item above	\$ 1,312,000.00
2. Owner Contingency	7% hold for construction	\$ 91,840.00
3. Artwork	Budget to relocate existing triptych ?	\$ 0.00
4. Relocation/Moving Expenses	Estimate, misc and Preservation	\$ 50,000.00
5. Computers and Technology	PCs, Laptops, Misc Work	\$ 20,000.00
6. Electronic Equipment	Allowance AV not provided in Multimedia	\$ 10,000.00
7. Technology Maintenance Costs	Long term data storage impact by CPL	\$ 0.00
8.		\$
9.		\$
10.		\$
		Subtotal (D) \$ 1,483,840.00
		Total Project Cost (A + B + C + D + E) \$ 1,910,885.00

13 January 2014

Mr. Thomas D. Corrigan
President, Board of Trustees
Cleveland Public Library
325 Superior Avenue
Cleveland, OH 44114-1271

**RE: Proposal for Pre-Design Services, Cleveland Public Library
Main Library Consolidation Project Phase 3: Digital Hub**

Dear Mr. Corrigan:

This proposal outlines the process and fees proposed for Bostwick Design Partnership (BDP) to provide design services for the Cleveland Public Library (CPL) Main Library Consolidation Project, Phase 3: Digital Hub. This proposal is to provide services to define the scope of work to be completed in this next important stage of making the Main Library a destination.

PROJECT UNDERSTANDING

Our project understanding is based on the following information:

- Meeting with John Skrtic, Tim Diamond and Anastasia Diamond-Ortiz on 19 November 2013 to discuss proposed scope of work on the 3rd Floor of Main.
- Meeting with Felton Thomas and Cindy Lombardo immediately after 19 November 2013 above to confirm and amend proposed scope of work on the 3rd Floor of Main.
- The "Digitization Hubs" LSTA Grant proposal, emailed to BDP on 19 November 2013
- Meetings and proposed plans prepared as part of the Concept Study, as presented to the Board of Trustees on January 14, 2014.

The third phase of work to be completed as part of the reimagining of Main Library will be located on the third floor of the Main Building. This will establish the Digital Hub as a new destination, co-locating Preservation which will be relocated from the Lakeshore facility to downtown.

A short summary of what may be included in the next phase is as follows:

- In cooperation with the public Library of Cincinnati and Hamilton County, the Columbus Metropolitan Library, and the Toledo-Lucas County Public Library, CPL was part of a team awarded a grant that will provide for one of four Digital Hubs in the state of Ohio.
- This is for equipment and space to scan large format and small format items, those that are internal to the library but more importantly to encourage a collective community digitization of documents, for any person or organization to add to the collective memory of a place, all of which will contribute to the Digital Public Library of America.

Mr. Thomas D. Corrigan
 Cleveland Public Library Phase 3 – Digital Hub
 13 January 2014
 Page 2 of 7

- The Digital Hub will be located on the recently vacated 3rd floor west wing of Main, where it will share space with CPL's Preservation department, relocated from the Lakeshore facility. The intent is for both departments to benefit from a more publicly accessible location in coordination with the new Digital Hub.
- It is understood that CPL aspires for this to become another primary destination, and in addition to the 3rd floor west wing the project will explore how the approach and arrival will be designed, both with signage in and around the building generally and with wayfinding and multimedia on the 3rd Floor specifically.
- As a destination, the space will also incorporate interactive multimedia that both educates visitors and allows them to participate in the exploration of the existing and with this space expanding digital collections. New content can be created here that will enhance both the visitor experience and the collections themselves.

This proposal outlines the design services and associated fees for Schematic Design, Design Development, Construction Documents, Bidding and the Construction phase of this project. These services and fees include a detailed scope for Technology, Signage and Wayfinding, as well as Furniture Fixtures and Equipment.

DESIGN SERVICES for PHASE 3

Schematic Design and Design Development

As the project has already benefitted from some conceptual investigation, and the intent is to establish and develop a design quickly in order to install the work prior to the end of 2014.

The proposal assumes meetings as required to provide updates at regular intervals on the progress of the design, production of graphics to fully explain the design concepts being considered, and documentation of the process to achieve the desired results. We will also prepare a specific program of requirements for Preservation to establish the precise scope of work to be relocated and built at Main.

At the end of Schematic Design phase, you will have plans that have advanced the design intent, and engineering documents as required to validate the specific design, scope and cost of the work to be installed.

Design Development will further resolve the design outlined above to a point that is ready be fully developed and detailed. Again we will provide a cost estimate to reconfirm that the proposed design meets the intended budget.

As a record of the approved design at each phase, we will provide a bound document incorporating the Program of Requirements, Design drawings, Mechanical, Electrical, Plumbing and Technology design narratives and drawings, plus the approved schedule and budget. An executive summary will sum up the key points.

Mr. Thomas D. Corrigan
 Cleveland Public Library Phase 3 – Digital Hub
 13 January 2014
 Page 3 of 7

Construction Documents

Detailed coordination of the Architectural, Multimedia, Wayfinding, MEPT and Lighting systems will continue, with your input. We will provide cut sheets of proposed and 'basis-of-design' items and review each one with you and your facilities staff to eliminate surprises later. We'll coordinate key items intended to be provided by CPL, as well as with Furniture and Equipment.

This proposal assumes that the project will be bid as a lump sum General Contract, in conjunction with the requirements of the Ohio Revised Code. We will prepare a final estimate to assure that the design remains consistent with the project budget.

Bidding and Construction

We tailor our documents to maximize potential competition among qualified bidders. We will assist with the bidding process, answering questions, attending conferences, and vetting selected bidders. We understand our requirements for Construction Administration as outlined in the contract.

FURNITURE, FIXTURES AND EQUIPMENT

Our services shall include the following:

Preliminary FF&E Coordination

We will begin with a coordination meeting to establishing the scope of work to be undertaken, review program requirements, budget, schedule and coordination efforts. We will research options to provide sustainable solutions for shelving, furniture, finishes, fabrics and equipment as related to CPL standards, requests, or requirements.

Design Phase

This phase will include conceptual design drawings and coordination with Architectural and MEPT disciplines. Design selections and coordination will include shelving, furniture, fabrics and equipment. Products will be selected which are appropriate to the established design concept, client requirements and budget. Consideration will be taken with regard to durability, maintenance, cost and code compliance.

A preliminary statement of probable cost will be provided to serve as a framework for establishing the furniture design direction. The furniture design concept will be revised as needed, based upon the available budget. One set of Presentation boards provided to CPL. Additional presentation boards and materials to be Additional Services.

Final Documents

We will prepare final FF&E drawings Specifications – furnishings, fabrics, equipment and accessories for competitive Cost Estimates from approved vendors and dealers.

Procurement and Installation

Mr. Thomas D. Corrigan
 Cleveland Public Library Phase 3 – Digital Hub
 13 January 2014
 Page 4 of 7

We will coordinate procurement and installation with the product vendors. We will review the installation in coordination with selected vendor(s) and dealers. We will complete the work by preparing a physical punch list of furniture installation, confirming approval with CPL.

MULTIMEDIA, WAYFINDING, AND SIGNAGE

The wayfinding package for the Digital Hub will be prepared consistently with the entire wayfinding system established to date in the Master Plan as well as in Phase 1 TechCentral, to be consistent with the overarching goals and design parameters into which Phase 3 will fit. We recognize that the design of the wayfinding program needs to be temporary in portions of its execution, taking into account the opportunity to establish an anticipation of the future Digital Hub, as well as the possibility of a temporary location for the equipment.

The proposal assumes weekly meetings, site visits to confirm existing conditions in the areas outlined above, concept development, documentation required for CPL review and approval; specifications for fabrication and installation and procurement of estimates for wayfinding manufacturing and fabrication.

The proposal also includes multimedia recommendations, site photos with media ideas incorporated for client understanding of options; interaction of a/v firm to provide valid estimates for multimedia options. Content development and implementation for Multimedia is included in this proposal and will be prepared consistent with the proposed and approved budget and scope as understood at this time.

DESIGN TEAM

Bostwick Design Partnership: Architecture

Robert Bostwick AIA, President and Director of Design
 Rick Ortmeier AIA, LEED AP, Principal
 Bryan Wahl AIA, Senior Associate and Project Manager
 Bob Weygandt AIA, Senior Associate and Cost Estimating
 Caitlyn Koeth NCIDQ 25713, IIDA, LEED AP ID + C, Interiors and Furniture

Karen Skunta & Company: Multimedia, Wayfinding and Signage

Karen Skunta, President & Creative Director

Tec, Inc.: MEPT Engineering and Lighting Design

Tim Pool, Principal

COMPENSATION

We propose compensation based on the project understanding, scope of services, and deliverables described above. Note that in two locations a Contingency is recommended. Any additional

Mr. Thomas D. Corrigan
 Cleveland Public Library Phase 3 – Digital Hub
 13 January 2014
 Page 5 of 7



services that are intended to be billed against these contingencies will be mutually agreed upon in advance and confirmed writing prior to any work taking place.

We will invoice according to the following components of project scope:

Basic Design Services	
Pre-Design Services (completed under separate Purchase Order)	\$ 25,045
Schematic Design	\$ 19,800
Design Development	\$ 29,700
Construction Documents	\$ 24,750
Bidding and Negotiations	\$ 4,950
<u>Construction Administration and Close-out</u>	<u>\$ 19,800</u>
Total Basic Design Services	\$ 124,045
Supplemental Design Services	
Programming for Preservation	\$ 2,500
Technology Design	\$ 5,000
Lighting Design	\$ 2,500
Furniture Design	\$ 10,000
Cost Estimating	\$ 7,000
<u>Contingency for Basic and Supplemental Design Services</u>	<u>\$ 15,000</u>
Total Basic Design Services	\$ 42,000
Wayfinding and Multimedia Services	
Multimedia Design	\$ 46,000
Multimedia Implementation	\$ 56,000
Wayfinding Design	\$ 31,000
Wayfinding Implementation	\$ 38,000
Engineering Services for Audiovisual Solutions	\$ 12,000
Programming for Audiovisual Solutions	\$ 35,000
<u>Contingency for Wayfinding and Multimedia Creative Services</u>	<u>\$ 25,000</u>
Total Basic Design Services	\$ 243,000

Mr. Thomas D. Corrigan
 Cleveland Public Library Phase 3 – Digital Hub
 13 January 2014
 Page 6 of 7



<u>NTE Reimbursable Expenses (note – includes \$1,200 from previous P.O.)</u>	<u>\$ 18,000</u>
Total Design Services, Reimbursables and Contingencies	\$ 427,045

ADDITIONAL SERVICES

We propose to provide additional services on an hourly basis or for a stipulated sum, should any of these be requested by the CPL:

- Additional design work not included under the scope described herein, or redesign work required as a result of changes or subsequent information provided out of sequence by the Owner during the course of the study or after completion of the study
- Any outside consultant not specifically listed on the Design Team

SCHEDULE

While recent discussions suggest that the specific timeframe may be flexible, we understand that the LSTA grant requires CPL to have the equipment associated with the Digital Hub available for use by 1 July 2013. We do not believe that this allows enough time to define the scope, design the solution and build the design, but will prepare a timeline as part of our deliverables outlined above for the library's use in planning for this new service.

For the Pre-Design Services outlined herein, we propose a 16 week timeline to complete the design, with a targeted approval to go to bid with select architectural portions at the April board of trustees meeting, and additional wayfinding and multimedia scope to follow quickly on a schedule to be determined and approved by CPL. We will work with you to our mutual satisfaction towards an agreeable schedule for Design, bidding and completion of this important new asset.

CONCLUSION

Again, thank you for this opportunity to submit our proposal for professional services. If you have any questions or concerns regarding our services or quotation, please do not hesitate to call.

Sincerely,

BOSTWICK DESIGN PARTNERSHIP

AGREED and ACCEPTED

Richard Ortmeier AIA, LEED A.P.
 Principal

Thomas D. Corrigan
 President, Board of Trustees
 Cleveland Public Library

Date

cc: Felton Thomas, CPL
 Cindy Lombardo, CPL

Mr. Thomas D. Corrigan
Cleveland Public Library Phase 3 – Digital Hub
13 January 2014
Page 7 of 7



Joyce Dodrill, CPL
John Skrtic, CPL
Robert Bostwick, BDP
Pam Neckar, BDP
Bryan Wahl, BDP

Attachments: Project Budget Spreadsheet
Hourly Rate Schedule

Bostwick
Design
Partnership



**BOSTWICK DESIGN PARTNERSHIP
2014 STANDARD HOURLY BILLING RATES**

(These hourly rates are subject to annual adjustment)

PRINCIPALS

Robert L. Bostwick, President & Director of Design	\$225.00
Ross E. Rectenwald	\$225.00
David J. Miano	\$195.00
Pamela J. Neckar, Chief Financial Officer	\$195.00
Richard L. Ortmeyer	\$195.00
Michael C. Zambo	\$195.00

SENIOR ASSOCIATES

Damian A. Henri	\$165.00
Judith McGlinchy-Giovanetti	\$165.00
Bryan C. Wahl	\$165.00
Hans P. Walter	\$165.00
Robert L. Weygandt	\$165.00

DIRECTOR OF MEDICAL PLANNING

Matthew D. Bode	\$160.00
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DIRECTOR OF OPERATIONS

Carter A. Edman	\$160.00
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PLANNING CONSULTANT

Robert J. Godshall	\$160.00
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ASSOCIATES

Jason T. Hejduk	\$125.00
David J. Hogue	\$125.00
Caitlyn A. Koeth	\$125.00

PROJECT CODE SPECIALIST

Margaret F. Lipscomb	\$115.00
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PROJECT LEADER	
Gregg A. Daubenspeck	\$110.00
Jeffrey T. Froess	\$110.00
Brian A. Lapolla	\$110.00
R. Jason Wieczorek	\$110.00
Sokhamala Yin	\$110.00
SENIOR DESIGN STAFF	
Rami R. Berner	\$90.00
C. Sai Sinbondit	\$90.00
Alison C. Vallimont	\$90.00
DESIGN STAFF	
Anna E. Acklin	\$85.00
Robert Deering	\$85.00
Megan Dibner-Dunlap	\$85.00
Apostolos T. Nacopoulos	\$85.00
TECHNICAL STAFF	
Michael L. Douglas	\$80.00
Nicholas L. Hurst	\$80.00
INFORMATION TECHNOLOGY	
Christopher D. Kidd	\$125.00
SENIOR SUPPORT STAFF	
Julie Campbell	\$60.00
SUPPORT STAFF	
Cesli E. Consorte	\$50.00
Shannon L. Cogan	\$50.00
Sara E. Lacny	\$50.00
Terri Mouyard	\$50.00
INTERN DESIGN STAFF	
	\$50.00

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD DECEMBER 1 – DECEMBER 31, 2013

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending December 31, 2013

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	25,429,115.45	0.00	0.00	0.00	\$ 0.00	25,429,115.45
42 Intergovernmental	25,048,919.80	1,970,494.12	0.00	0.00	\$ 0.00	27,019,413.92
43 Fines & Fees	392,007.31	0.00	0.00	0.00	\$ 0.00	392,007.31
44 Investment Earnings	204,728.63	1,285,603.73	0.00	343,829.89	\$ 0.00	1,834,162.25
45 Charges for Services	3,048,418.19	0.00	0.00	0.00	\$ 0.00	3,048,418.19
46 Contributions & Donations	17,211.50	549,083.52	0.00	164.49	\$ 0.00	566,459.51
48 Miscellaneous Revenue	909,592.56	0.00	0.00	0.00	\$ 1,603.69	911,196.25
Total Revenues	\$ 55,049,993.44	\$ 3,805,181.37	\$ 0.00	\$ 343,994.38	\$ 1,603.69	\$ 59,200,772.88
51 Salaries/Benefits	34,243,696.80	1,384,153.00	0.00	0.00	\$ 0.00	35,627,849.80
52 Supplies	903,262.40	171,418.27	0.00	200.00	\$ 0.00	1,074,880.67
53 Purchased/Contracted Services	9,359,572.09	1,178,418.05	0.00	2,490.00	\$ 0.00	10,540,480.14
54 Library Materials	8,264,481.96	118,386.26	0.00	28,203.51	\$ 0.00	8,411,071.73
55 Capital Outlay	335,504.70	48,941.27	2,480,185.66	0.00	\$ 0.00	2,864,631.63
57 Miscellaneous Expenses	105,497.60	42,183.05	0.00	0.00	\$ 68.27	147,748.92
Total Expenditures	\$ 53,212,015.55	\$ 2,943,499.90	\$ 2,480,185.66	\$ 30,893.51	\$ 68.27	\$ 58,666,662.89
Revenue Over/(Under) Expenditures	\$ 1,837,977.89	\$ 861,681.47	\$(2,480,185.66)	\$ 313,100.87	\$ 1,535.42	\$ 534,109.99
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(154,640.00)	154,640.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(154,640.00)	\$ 154,640.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 1,683,337.89	\$ 1,016,321.47	\$(2,480,185.66)	\$ 313,100.87	\$ 1,535.42	\$ 534,109.99
Beginning Year Cash Balance	\$ 30,469,564.27	\$ 11,951,089.26	\$ 16,399,617.59	\$ 2,826,909.81	\$ 8,913.99	\$ 61,656,094.92
Current Cash Balance	\$ 32,152,902.16	\$ 12,967,410.73	\$ 13,919,431.93	\$ 3,140,010.68	\$ 10,449.41	\$ 62,190,204.91

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the period Ending December 31, 2013

	<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	20,336,112	20,290,195	45,917	100%	100%
General Property Tax	25,429,116	25,429,115	0	100%	109%
Rollback, Homestead, CAT	4,569,216	4,758,725	(189,508)	104%	121%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	300,000	392,007	(92,007)	131%	127%
Investment Earnings	225,000	204,729	20,271	91%	54%
Services to Others-Clevnet	3,053,415	3,048,418	4,997	100%	110%
Contributions	1,500	17,212	(15,712)	100%	100%
Miscellaneous	561,882	909,593	(347,711)	162%	104%
Return of Advances Out	0	107,494	(107,494)	0%	100%
Total	\$ 54,476,241	\$ 55,157,487	\$ (681,247)	101%	108%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	36,042,578	35,932,052	110,526	100%	100%
Supplies	1,109,175	1,041,469	67,705	94%	97%
Purchased Services	11,813,469	10,991,651	821,818	93%	98%
Library Materials	11,850,401	11,535,379	315,021	97%	98%
Capital Outlay	606,435	574,398	32,037	95%	97%
Other	122,985	111,129	11,856	90%	97%
Sub Total	\$ 61,545,042	\$ 60,186,078	\$ 1,358,963	98%	99%
Advances Out	0	262,134	(262,134)	100%	100%
Transfers Out	0	0	0	0%	100%
Total	\$ 61,545,042	\$ 60,448,213	\$ 1,096,829	98%	99%

Note (1): Certificate from Cuyahoga County Budget Commission dated December 12, 2013.

Note (2): Amended Appropriation of \$53,475,785 plus carried forward encumbrance of \$6,869,257.

Note (3): Subtotal includes 87% expended and 11% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending December 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,833,576.56	10,710,645.56	10,249,258.29	387,287.70	74,099.57
51120 Clerical Salaries	9,268,097.49	10,122,470.38	9,662,034.13	374,473.34	85,962.91
51130 Non-Clerical Salaries	538,563.20	1,283,103.15	1,228,239.52	50,669.54	4,194.09
51140 Buildings Salaries	3,584,856.34	3,635,064.88	3,476,699.15	131,097.31	27,268.42
51150 Other Salaries	1,015,586.00	1,030,366.00	990,134.32	38,860.61	1,371.07
51180 Severance Pay	0.00	224,674.27	193,141.70	32,971.85	(1,439.28)
51190 Non-Base Pay	0.00	500,250.96	484,099.27	10,353.56	5,798.13
51400 OPERS	3,542,707.00	3,837,763.11	3,648,602.76	139,618.22	49,542.13
51610 Health Insurance	3,487,626.76	3,711,242.37	3,491,873.74	166,474.39	52,894.24
51611 Dental Insurance	210,999.74	236,930.12	207,773.15	17,268.02	11,888.95
51612 Vision Insurance	15,643.49	17,155.45	15,549.21	0.00	1,606.24
51620 Life Insurance	11,007.36	14,399.20	13,157.52	1,129.80	111.88
51630 Workers Compensation	244,528.00	324,730.09	237,598.94	306,010.97	(218,879.82)
51640 Unemployment Compensation	45,000.00	30,208.54	10,625.99	19,582.55	0.00
51650 Medicare - ER	302,521.06	345,948.90	325,836.97	12,475.81	7,636.12
51900 Other Benefits	20,000.00	17,624.56	9,072.14	81.50	8,470.92
	\$33,120,713.00	\$ 36,042,577.54	\$ 34,243,696.80	\$ 1,688,355.17	\$ 110,525.57
Salaries/Benefits					
52110 Office Supplies	43,400.00	48,127.50	41,999.48	1,327.51	4,800.51
52120 Stationery	58,700.00	58,228.75	46,441.63	7,511.30	4,275.82
52130 Duplication Supplies	40,527.18	37,876.29	33,260.42	2,666.40	1,949.47
52140 Hand Tools	100.00	857.44	514.80	0.00	342.64
52150 Book Repair Supplies	73,500.00	50,194.79	34,271.12	2,587.58	13,336.09
52210 Janitorial Supplies	87,000.00	117,321.30	104,460.97	12,153.23	707.10
52220 Electrical Supplies	59,500.00	97,111.84	83,974.32	11,580.35	1,557.17

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending December 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230	150,350.00	197,829.70	178,562.39	19,266.20	1.11
52240	10,850.00	12,449.43	9,230.53	39.00	3,179.90
52300	89,350.00	107,742.07	77,381.43	21,617.91	8,742.73
52900	376,802.82	381,435.66	293,165.31	59,457.59	28,812.76
Supplies	\$990,080.00	\$ 1,109,174.77	\$ 903,262.40	\$ 138,207.07	\$ 67,705.30
53100	152,000.00	114,349.59	62,986.00	6,502.95	44,860.64
53210	490,521.56	628,080.92	541,151.24	81,834.56	5,095.12
53230	110,300.00	111,142.90	101,358.06	8,886.57	898.27
53240	156,700.00	202,702.98	157,364.73	43,077.16	2,261.09
53310	175,000.00	488,035.62	402,713.02	81,359.50	3,963.10
53320	35,000.00	37,290.18	11,628.40	8,182.32	17,479.46
53340	190,000.00	212,012.79	138,899.74	58,603.76	14,509.29
53350	223,073.65	365,136.89	227,674.39	99,082.62	38,379.88
53360	989,433.43	978,491.82	914,391.01	60,318.06	3,782.75
53370	30,000.00	45,687.63	31,495.13	9,759.93	4,432.57
53380	1,100,000.00	1,005,516.32	958,653.94	44,574.97	2,287.41
53390	30,000.00	31,900.00	31,394.25	225.75	280.00
53400	398,000.00	452,534.00	395,284.00	57,250.00	0.00
53510	111,487.96	122,944.46	117,542.20	5,203.24	199.02
53520	59,168.88	94,203.82	69,759.65	11,989.90	12,454.27
53610	1,743,650.00	1,831,626.64	1,738,951.40	73,502.20	19,173.04
53620	183,500.00	222,912.21	147,947.63	50,510.03	24,454.55
53630	916,000.00	1,006,567.66	918,133.77	75,381.04	13,052.85
53640	132,407.20	145,289.24	78,072.12	38,474.92	28,742.20

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending December 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,464,243.90	2,453,688.07	1,341,288.54	601,113.19	511,286.34
53720 Auditors Fees	973,340.42	754,075.62	724,575.62	29,500.00	0.00
53730 Bank Service Charges	33,600.00	33,600.00	25,602.49	0.00	7,997.51
53800 Library Material Control	270,000.00	440,364.10	215,560.51	164,249.47	60,554.12
53900 Other Purchased Services	10,000.00	35,315.25	7,144.25	22,496.75	5,674.25
Purchased/Contracted Services	\$9,977,427.00	\$ 11,813,468.71	\$ 9,359,572.09	\$ 1,632,078.89	\$ 821,817.73
54110 Books	2,728,000.41	3,408,642.14	2,610,678.22	621,997.68	175,966.24
54120 Continuations	481,486.00	1,056,837.60	541,258.83	499,929.52	15,649.25
54210 Periodicals	905,000.00	1,442,853.46	778,742.23	650,875.81	13,235.42
54220 Microforms	180,000.00	221,412.78	125,184.96	72,750.18	23,477.64
54310 Video Media	1,419,999.55	1,480,604.88	1,305,227.22	147,417.88	27,959.78
54320 Audio Media - Spoken	169,000.01	199,266.36	174,545.25	16,760.32	7,960.79
54325 Audio Media - Music	458,500.03	542,848.28	421,557.86	109,331.64	11,958.78
54350 Computer Media	26,000.00	13,668.00	11,418.92	739.00	1,510.08
54500 Database Services	1,141,000.00	1,482,601.92	1,067,450.45	413,653.98	1,497.49
54530 eMedia	1,047,000.00	1,687,340.48	1,059,470.71	624,497.00	3,372.77
54600 Interlibrary Loan	6,000.00	8,257.75	3,012.22	1,905.00	3,340.53
54710 Bookbinding	29,000.00	54,140.86	22,974.59	27,739.47	3,426.80
54720 Preservation Services	60,000.00	92,566.70	46,756.70	30,893.55	14,916.45
54730 Preservation Boxing	10,000.00	11,046.77	10,045.17	1,001.32	0.28
54790 Preservation Reformatting	90,000.00	148,312.52	86,158.63	51,404.82	10,749.07
Library Materials	\$8,750,996.00	\$ 11,850,400.50	\$ 8,264,481.96	\$ 3,270,897.17	\$ 315,021.37
55510 Furniture	166,116.34	151,917.77	74,465.63	53,846.63	23,605.51
55520 Equipment	243,472.66	266,288.72	166,219.33	96,629.11	3,440.28

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending December 31, 2013

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	78,720.00	79,946.21	49,569.56	27,133.46	3,243.19
55540 Software	35,000.00	20,600.00	16,405.68	2,446.25	1,748.07
55700 Motor Vehicles	0.00	87,682.50	28,844.50	58,838.00	0.00
Capital Outlay	\$523,309.00	\$ 606,435.20	\$ 335,504.70	\$ 238,893.45	\$ 32,037.05
57100 Memberships	71,739.00	72,796.61	70,458.91	100.00	2,237.70
57200 Taxes	6,000.00	14,833.92	13,799.18	1,034.74	0.00
57500 Refunds/Reimbursements	35,521.00	35,354.48	21,239.51	4,496.39	9,618.58
Miscellaneous Expenses	\$113,260.00	\$ 122,985.01	\$ 105,497.60	\$ 5,631.13	\$ 11,856.28
59810 Advances Out	0.00	0.00	262,134.24	0.00	(262,134.24)
Advances	\$0.00	\$ 0.00	\$ 262,134.24	\$ 0.00	\$(262,134.24)
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$53,475,785.00	\$ 61,545,041.73	\$ 53,474,149.79	\$ 6,974,062.88	\$ 1,096,829.06

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2013

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,469,564.27	55,157,487.68	53,474,149.79	6,974,062.88	25,178,839.28
Total General Fund	\$ 30,469,564.27	\$ 55,157,487.68	\$ 53,474,149.79	\$ 6,974,062.88	\$ 25,178,839.28
201 Anderson	211,537.20	26,036.80	0.00	0.00	237,574.00
202 Endowment for the Blind	1,665,651.93	204,980.12	0.00	0.00	1,870,632.05
203 Founders	4,712,432.66	564,090.61	178,728.07	56,425.20	5,041,370.00
204 Kaiser	44,934.88	5,582.48	0.00	0.00	50,517.36
205 Kralley	153,804.84	15,716.87	0.00	0.00	169,521.71
206 Library	165,074.25	21,473.82	5,424.51	5,305.42	175,818.14
207 Pepke	97,395.18	11,621.67	0.00	0.00	109,016.85
208 Wickwire	1,086,072.03	135,105.64	12,828.53	130.79	1,208,218.35
209 Wittke	66,255.37	8,165.84	0.00	0.00	74,421.21
210 Young	3,094,870.38	384,726.40	1,296.30	0.00	3,478,300.48
225 Friends	5,086.47	35,000.00	38,366.38	1,720.09	0.00
226 Judd	6,743.25	198,111.00	198,914.51	5,939.74	0.00
228 Lockwood Thompson Memorial	263,528.36	157,275.00	188,565.89	226,548.41	5,689.06
229 Ohio Center for the Book	0.00	900.00	825.00	0.00	75.00
230 Schweinfürth	25,159.08	83,401.00	42,909.00	0.00	65,651.08
251 OLBD-Library for the Blind	62,210.67	1,568,194.00	1,559,261.63	11,143.04	60,000.00
252 LSTA-Know It Now	120,849.73	397,500.12	458,797.10	10,161.11	49,391.64
254 MyCom	0.00	249,434.24	195,594.24	72,240.00	(18,400.00)
255 PNC-Grow Up Great	58,640.05	0.00	58,640.05	0.00	0.00
256 Learning Centers	110,842.93	0.00	110,842.93	0.00	0.00
Total Special Revenue Funds	\$ 11,951,089.26	\$ 4,067,315.61	\$ 3,050,994.14	\$ 389,613.80	\$ 12,577,796.93
401 Building & Repair	16,399,617.59	0.00	2,480,185.66	1,784,550.29	12,134,881.64
Total Capital Project Funds	\$ 16,399,617.59	\$ 0.00	\$ 2,480,185.66	\$ 1,784,550.29	\$ 12,134,881.64

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2013

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501 Abel	179,528.26	22,123.92	0.00	0.00	201,652.08
502 Ambler	1,717.73	204.43	0.00	0.00	1,922.16
503 Beard	107,816.34	15,385.96	2,655.00	1,934.00	118,613.30
504 Klein	4,069.48	482.23	0.00	0.00	4,551.71
505 Malon/Schroeder	227,545.60	24,431.63	0.00	1,200.00	250,777.23
506 McDonald	140,502.97	17,176.32	0.00	0.00	157,679.29
507 Ratner	68,838.86	8,426.47	0.00	0.00	77,265.33
508 Root	29,624.48	3,565.44	0.00	0.00	33,189.92
509 Sugaman	166,899.58	18,294.51	0.00	0.00	185,194.09
510 Thompson	126,099.45	14,837.26	0.00	0.00	140,936.71
511 Weidenthal	5,056.65	594.59	0.00	0.00	5,651.24
512 White	1,701,202.99	211,714.38	28,238.51	376.93	1,884,301.93
513 Beard Anna Young	68,007.42	6,757.34	0.00	0.00	74,764.76
Total Permanent Funds	\$ 2,826,909.81	\$ 343,994.38	\$ 30,893.51	\$ 3,510.93	\$ 3,136,499.75
901 Unclaimed Funds	8,913.99	1,603.69	68.27	0.00	10,449.41
Others	\$ 8,913.99	\$ 1,603.69	\$ 68.27	\$ 0.00	\$ 10,449.41
Total All Funds	\$ 61,656,094.92	\$ 59,570,401.36	\$ 59,036,291.37	\$ 9,151,737.90	\$ 53,038,467.01

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending December 31, 2013

Balance of All Funds	<u><u>\$ 62,190,204.91</u></u>
Chase-Checking	7,237.09
PNC-Checking	0.00
KeyBank-Concentration Acct	0.00
KeyBank-Checking (ZBA)	1,384,636.99
KeyBank-MC/VISA	189,340.67
Fifth Third - Checking	119,742.58
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	176.84
KeyBank-Savings Bond Acct	0.00
Cash in Library Treasury	<u><u>\$ 1,706,104.17</u></u>
PNC - Money Market	10,034.88
PNC - Investments	34,623,207.44
PNC/Allegiant Money Market	91,476.06
KeyBank - Victory Fund	0.00
STAR OHIO Investment	529,870.39
STAR Plus Investment	10,024,470.93
Investments	<u><u>\$ 45,279,059.70</u></u>
PNC Endowment Acct	15,205,041.04
Endowment Account	<u><u>\$ 15,205,041.04</u></u>
Cash in Banks and On Hand	<u><u>\$ 62,190,204.91</u></u>



CLEVE PUB LIB ENDMT CONS
MANAGED ACCOUNT
Account number 21-75-501-4453885
December 31, 2013

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



CLEVE PUB LIB ENDMT CONS
 MANAGED ACCOUNT SUMMARY
 Account number 21-75-501-4453885
 December 31, 2013

Your PNC Managed Account

Asset manager	Investment style	Manager number	% of portfolio	Value on 01/01/13	Investment income	Other additions	Other disbursements	Cash transfers	Fees and charges	Change in value of investments	Current account value
PCA ADVANTAGE PORTFOLIO	Large cap core	073	31.5%	\$3,879,633	\$78,127	\$174	-\$102,250	\$1,000,000	-\$50,719	\$1,410,859	\$6,215,825
PNC CAPITAL ADVISORS	Taxable intermediate	880	35.8%	7,351,706	148,307	-	-2,000,000	-	-	1,555,915	7,055,928
		573	32.8%	5,486,193	141,903	194	-36	1,000,000	-	-190,509	6,437,745
					\$368,339.03		-\$2,102,286.66		-\$50,719.91		
Total portfolio value				\$16,717,532.67		\$369.16		\$2,000,000.00		\$2,776,265.16	\$19,709,499.45
Accrued income				\$53,031.14							\$42,426.29
Total account value				\$16,770,563.81							\$19,751,925.74

Note: amounts reflected on this page represent activity from 01/01/13 through 12/31/13



CLEVE PUB LIB ENDMT CONS
 INVESTMENT MANAGEMENT STATEMENT
 Account number 21-75-501-4453885
 January 1, 2013 - December 31, 2013

Total portfolio value

Total portfolio value on December 31	\$19,709,439.65
Total portfolio value on January 1	16,717,532.67
Total change in value	\$2,991,906.78

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

Bulletin board

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

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

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

NOTICE OF LIMITATION OF LIABILITY - Trust Accounts

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

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

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

About your account.

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The securities in this account, including shares of mutual funds, are not bank deposits. PNC Bank and other banks do not guarantee these securities, the FDIC does not insure them nor does any government agency or government-sponsored agency of the federal government or any state. Securities involve investment risks, including the possible loss of the amount invested.

In addition, the shares of any mutual fund in this account are not obligations of any bank, nor are they issued or endorsed by any bank or guaranteed by the FDIC or any other government agency or government-sponsored agency of the federal government or any state.

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Please contact your PNC Relationship Manager via phone or in writing if there have been any changes in your investment objectives, financial situation, risk tolerance, or specific investment restrictions on the management of your account.

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

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

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





Table of contents

	Page
Summary.....	6
Portfolio value.....	6
Portfolio value by asset class.....	6
Change in account value.....	7
Gain/loss summary.....	7
Accrued income summary.....	7
Investment income summary.....	7
Transaction summary - measured by cash balance.....	8
Transaction summary - measured by tax cost.....	8
Analysis.....	9
Asset allocation.....	9
Equity sectors.....	9
Bond rating.....	10
Maturity schedule.....	10
Detail.....	11



Table of contents (continued)

	Page
Portfolio detail.....	11
Pending trades	41
Transaction detail.....	42
Additions	42
Investment income	42
Sales and maturities	105
Transfers between income and principal	150
Other receipts	151
Disbursements	152
Account to account transfers.....	152
Cash distributions	152
Purchases	153
Transfers between income and principal	180
Fees and charges	181
Other disbursements	184
Non-cash transactions.....	185



CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2013 - December 31, 2013

Table of contents (continued)

	Page
Realized gain/loss detail.....	186

Summary

Portfolio value

Income	Principal	Total
Income on December 31	Principal on December 31	Total portfolio value on December 31
\$87,284.12	\$19,622,215.33	\$19,709,499.45
Income on January 1	Principal on January 1	Total portfolio value on January 1
397,551.79	16,319,980.88	16,717,532.67
Change in value	Change in value	Total change in value
-\$310,267.67	\$3,302,234.45	\$2,991,966.78

Portfolio value by asset class

Income	Value Dec. 31	Value Jan. 1	Change in value	Tax cost*
Cash and cash equivalents	\$87,284.12	\$397,551.79	-\$310,267.67	\$87,284.12
Principal	Value Dec. 31	Value Jan. 1	Change in value	Tax cost*
Cash and cash equivalents	\$207,768.17	\$53,880.41	\$153,887.76	\$207,768.17
Fixed income	6,325,935.81	5,338,526.51	987,409.30	6,379,001.27
Equities	13,088,511.35	10,927,573.96	2,160,937.39	8,530,987.48
TOTAL	\$19,709,499.45	\$16,717,532.67	\$2,991,966.78	\$15,209,041.04

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

Summary

Change in account value

Beginning account value	\$16,770,563.81
Additions	
Investment income	\$368,339.03
Other receipts	369.16
Disbursements	
Distributions	-\$2,102,200.00
Fees and charges	- 50,719.91
Other disbursements	- 86.66
Account to account transfers	2,000,000.00
Change in value of investments	2,776,265.16
Net accrued income	- 10,604.85
Ending account value	\$19,751,925.74

Gain/loss summary

Net realized gain/loss	\$1,311,532.00
Net unrealized gain/loss*	
Since acquisition	-\$53,065.46
Total	4,557,523.87

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

Accrued income summary

Accrued income on December 31	\$42,426.29
Accrued income on January 01	53,031.14
Net accrued income	-\$10,604.85

Investment income summary

	This period	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$37.47	\$29.51	\$9.89
Interest-fixed income	141,887.91	137,286.68	34,808.05
Dividends-equities	226,413.65	168,301.04	7,608.35
Total	\$368,339.03	\$305,617.23	\$42,426.29

Summary

Transaction summary - measured by cash balance

	Income	Principal
	This period	This period
Beginning cash balance	\$224,903.10	-\$224,903.10
Additions		
Investment income	\$332,355.90	\$35,983.13
Sales and maturities	298,111.64	12,842,718.78
Transfers within account	-	591,903.66
Other receipts	-	369.16
Disbursements		
Distributions	-	-\$2,102,200.00
Purchases	- 214,206.47	- 13,142,325.57
Transfers within account	- 591,903.66	-
Fees and charges	- 50,719.91	-
Other disbursements	-	- 86.66
Account to account transfers	-	2,000,000.00
Ending cash balance	\$1,459,760	\$1,459,760
Change in cash	-\$226,362.50	\$226,362.50

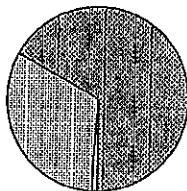
Transaction summary - measured by tax cost

Beginning tax cost	\$13,677,807.42
Additions	
Purchases	\$13,356,532.04
Securities received	7,652.70
Disbursements	
Sales	- \$11,829,298.42
Securities delivered	- 7,652.70
Change in cash	-
Ending tax cost	\$15,205,041.04

Analysis

Asset allocation

	Dec. 31, 2013
Cash and cash equivalents	1.50 %
Mutual funds	1.50 %
Fixed income	32.10 %
Corporate	10.57 %
US treasury	19.16 %
Agency	2.19 %
Other	0.18 %
Equities	66.41 %
Stock	35.22 %
Etf's	9.36 %
Mutual funds	21.83 %



Equity sectors

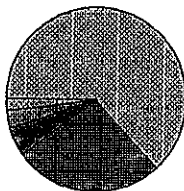
	Market value	% of equities	% of total portfolio
Industrials	\$898,335.30	12.94 %	4.56 %
Consumer discretionary	969,376.10	13.97 %	4.92 %
Consumer staples	701,813.90	10.11 %	3.56 %
Energy	638,172.70	9.19 %	3.24 %
Financial	1,311,377.60	18.89 %	6.66 %
Materials	177,182.80	2.55 %	0.90 %
Information technology	1,059,625.70	15.27 %	5.38 %
Utilities	111,618.00	1.61 %	0.57 %
Health care	977,530.49	14.08 %	4.96 %
Telecommunication services	96,314.40	1.39 %	0.49 %
Total	\$6,941,346.99	100.00 %	35.24 %

Analysis

Bond analysis

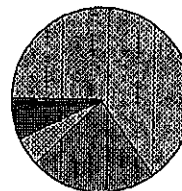
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$4,009,937.40	63.39 %	20.35 %
Moody's Aa1	97,596.45	1.54 %	0.50 %
Moody's Aa2	216,067.91	3.42 %	1.10 %
Moody's Aa3	323,739.80	5.12 %	1.64 %
Other	1,678,594.25	26.54 %	8.52 %



Maturity schedule

Market value [% of bonds maturing in]	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	4.64 %	\$90,705.10 (30.89 %)	\$202,946.00 (69.11 %)	-	-
1 - 5 years	66.11 %	860,048.30 (20.56 %)	3,286,014.30 (78.57 %)	-	36,107.31 (0.86 %)
6 - 10 years	22.86 %	1,131,859.05 (78.26 %)	314,480.25 (21.74 %)	-	-
11 - 15 years	1.59 %	-	100,597.13 (100.00 %)	-	-
16 or more years	4.79 %	-	303,178.37 (100.00 %)	-	-



Detail

Portfolio - income

Cash and cash equivalents
Uninvested cash

Description	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH	Quantity - 1,459,400	Current price per unit -\$1,459.40 \$1,0000	- 0.01 %	-\$1,459.40	\$1.00				

Mutual funds - money market

Description	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	Quantity 165,532.93 88,743.520	Current price per unit \$1,0000 88,743.52 1,0000	0.46 %		88,743.52 1.00		0.02 %	8.88	3.13
PNC CAPITAL ADVISORS MONEY MARKET FUND #431									\$3.97

Total mutual funds - money market		\$88,743.52	0.45 %		\$88,743.52		0.01 %	\$8.88	\$7.10
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Total cash and cash equivalents		\$87,284.12	0.44 %		\$87,284.12		0.01 %	\$8.88	\$7.10
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Detail

Portfolio - principal

Cash and cash equivalents
Uninvested cash

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH		1,459,400	\$1,0000	\$1,459.40	0.01 %	\$1,459.40	\$1.00				

Mutual funds - money market

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	\$131,116.83	68,660.870	\$1,0000	\$68,660.87	0.35 %	\$68,660.87	\$1.00		0.02 %	\$6.87	\$1.84
21-75-073-4453885											
PNC TREASURY MONEY MARKET FUND #431	147,666.68	111,809.480	1,0000	111,809.48	0.57 %	111,809.48	1.00		0.01 %	11.18	
PNC CAPITAL ADVISORS PNC TREASURY MONEY MARKET FUND #431	25,838.420	25,838.420	1,0000	25,838.42	0.14 %	25,838.42	1.00		0.01 %	2.58	0.95

Total mutual funds - money market			\$206,308.77		1.05 %	\$206,308.77			0.01 %	\$20.63	\$2.79
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Total cash and cash equivalents			\$207,768.17		1.05 %	\$207,768.17			0.01 %	\$20.63	\$2.79
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Detail

Fixed income
Corporate bonds

Description [Cusip]	Market value last period Quantity	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit	Current market value					
AT & T INC	40,000	\$42,113.20	\$105,2830	0.22 %	-\$2,473.00	4.23 %	\$1,780.00	\$227.44
SR UNSEC								
04.450% DUE 05/15/2021								
RATING: A3								
[00206RAX0]								
PNC CAPITAL ADVISORS								
ABBEEY NATL TREASURY SERV	30,000	30,825.90	102,7530	0.16 %	655.60	2.97 %	915.00	325.33
SEDOL [ISIN US002799AL89								
03.050% DUE 08/23/2018								
RATING: A2								
[002799AL8]								
PNC CAPITAL ADVISORS								
ACE INA HOLDINGS	15,747.00	15,518.40	103,4560	0.08 %	532.35	2.52 %	390.00	41.17
COM GTS	15,000							
02.600% DUE 11/23/2015								
RATING: A3								
[00440EAN7]								
PNC CAPITAL ADVISORS								
AMERICAN EXPRESS CREDIT	20,000	20,097.20	100,4860	0.11 %	97.20	0.79 %	156.94	27.90
UNSC								
VAR % DUE 07/29/2016								
RATING: A2								
[0258MODH9]								
PNC CAPITAL ADVISORS								
AMERICAN HONDA FINANCE	25,000	25,130.00	100,5200	0.13 %	130.00	0.74 %	185.47	42.76
UNSC								
VAR % DUE 10/07/2016								
RATING: A1								
[02665WAA9]								
PNC CAPITAL ADVISORS								

Detail

Fixed income
Corporate bonds

Description [Cusip]	Market value last period	Quantity	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
			price per unit							
AMHEUSER-BUSCH INBEV WOR			16,975.65	0.09 %	16,976.55	113.18	- 0.90	4.42 %	750.00	158.33
05.000% DUE 04/15/2020	15,000		113.1710							
RATING: A3										
(03523TAV0)										
PNC CAPITAL ADVISORS										
APPLE INC			62,944.70	0.32 %	68,534.70	97.91	- 5,590.00	2.67 %	1,680.00	270.67
UNSC	70,000		89.9210							
02.400% DUE 05/03/2023										
RATING: AA1										
(037833AK6)										
PNC CAPITAL ADVISORS										
BB&T CORPORATION			24,050.40	0.13 %	24,791.00	123.96	- 740.60	5.70 %	1,370.00	232.14
SR UNSEC	25,468.00		120.2520							
06.850% DUE 04/30/2019	20,000									
RATING: A2										
(0531FAB9)										
PNC CAPITAL ADVISORS										
BP CAPITAL MARKETS PLC			9,692.60	0.05 %	9,705.40	97.05	- 12.80	3.35 %	324.50	49.55
ISIN US05565QBZ00 SEDOL B87XBL5	10,000		96.9260							
03.245% DUE 05/06/2022										
RATING: A2										
(05565QBZ0)										
PNC CAPITAL ADVISORS										
BP CAPITAL MARKETS PLC			19,411.00	0.10 %	19,944.20	99.72	- 533.20	1.42 %	275.00	38.96
SEDOL ISIN US05565QCE61	20,000		97.0550							
01.375% DUE 05/10/2018										
RATING: A2										
(05565QCE6)										
PNC CAPITAL ADVISORS										

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit	Current							
BNP PARIBAS SEDOL ISIN US05574LPT97 02.700% DUE 08/20/2018 RATING: A2	25,000	25,468.75	101,875.00	0.13 %	24,953.50	99.81	515.25	2.66 %	675.00	245.63
PNC CAPITAL ADVISORS (05574LPT9) BANK OF MONTREAL ISIN US06366RHB42 NOTES VAR % DUE 09/11/2015 RATING: AA3	30,125.10 30,000	30,139.80 100.4660	30,000.00	0.16 %	139.80	100.00	139.80	0.74 %	220.77	12.88
PNC CAPITAL ADVISORS (06366RHB4) BANK OF NEW YORK MELLON SR UNSEC CALL 8/23/21 @100 03.550% DUE 09/23/2021 RATING: A1	30,000	30,694.20 102.3140	31,982.70	0.16 %	106.61		-1,288.50	3.47 %	1,065.00	289.92
PNC CAPITAL ADVISORS (06406HBY4) BANK OF NOVA SCOTIA CALL 11/18/2017 @ 100.000 UNSC 01.375% DUE 12/18/2017 RATING: AA2	25,034.75 25,000	24,533.50 98.1340	24,972.25	0.13 %	99.89		-438.75	1.41 %	343.75	12.41
PNC CAPITAL ADVISORS (064159BE5) BAXTER INTERNATIONAL INC SR UNSEC 02.400% DUE 08/15/2022 RATING: A3	9,892.90 20,000	18,129.80 90.6490	19,203.00	0.10 %	96.02		-1,073.20	2.65 %	480.00	181.33
PNC CAPITAL ADVISORS										



INSTITUTIONAL
INVESTMENTS

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885
January 1, 2013 - December 31, 2013

Detail

Fixed income
Corporate bonds

Description [Cusip]	Market value last period	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit							
CATHOLIC HEALTH INITIATI SECURED	15,160.50	14,538.75	96.9250	0.08 %	14,995.65	99.97	-456.90	1.66 %	240.00	40.00
01.600% DUE 11/01/2017 RATING: A1	15,000									
(14916RAB0) PNC CAPITAL ADVISORS										
CHEVRON CORP	20,139.60	19,559.80	97.7990	0.10 %	20,000.00	100.00	-440.20	1.13 %	220.80	15.95
SR UNSEC CALL 11/5/17 @100	20,000									
01.104% DUE 12/05/2017 RATING: AA1										
(16676A4A8) PNC CAPITAL ADVISORS										
CISCO SYSTEMS INC	20,000	21,813.40	109.0670	0.12 %	23,019.40	115.10	-1,206.00	4.09 %	890.00	410.39
SR NTS										
04.450% DUE 01/15/2020 RATING: A1										
(17275RAH5) PNC CAPITAL ADVISORS										
CITIGROUP INC	21,854.20	21,060.80	105.3040	0.11 %	21,946.20	109.73	-885.40	5.71 %	1,202.00	53.62
SR UNSEC	20,000									
06.010% DUE 01/15/2015 RATING: BAA2										
(172967FA4) PNC CAPITAL ADVISORS										
COCA-COLA CO/THE	20,000	20,016.80	100.0840	0.11 %	20,024.60	100.12	-7.80	0.35 %	66.38	11.59
UNSC										
VAR% DUE 11/01/2016 RATING: AA3										
(191216BC3) 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 price per unit					
DUKE ENERGY INDIANA INC	11,073.50	10,386.20	11,304.60	10,900.90	0.06%	-534.70	3.62%	375.00	172.92
1ST MORTGAGE	10,000	103.6620	103.6620	109.01					
RATING: A1									
(263901AC4)									
PNC CAPITAL ADVISORS									
DUKE ENERGY CAROLINAS	11,936.70	113.0460	11,304.60	9,966.00	0.06%	1,338.60	4.65%	525.00	242.08
1ST MORTGAGE	10,000	113.0460	113.0460	99.66					
05.250% DUE 01/15/2018									
RATING: AA3									
(26442CAC8)									
PNC CAPITAL ADVISORS									
EMC CORP	25,000	97.9380	24,484.50	24,909.00	0.13%	-424.50	2.71%	662.50	55.21
UNSC				99.64					
02.650% DUE 06/01/2020									
RATING: A1									
(268648AQ5)									
PNC CAPITAL ADVISORS									
EBAY INC	25,000	91.9730	22,993.25	24,396.50	0.12%	-1,403.25	2.83%	650.00	299.72
SR UNSEC				97.59					
02.600% DUE 07/15/2022									
RATING: A2									
(278642AE3)									
PNC CAPITAL ADVISORS									
FLORIDA POWER & LIGHT	25,000	93.6010	23,400.25	23,932.70	0.12%	-532.45	2.94%	687.50	57.29
CALL 12/01/2022 @ 100,000 MORT				95.73					
02.750% DUE 06/01/2023									
RATING: AA3									
(341081FJ1)									
PNC CAPITAL ADVISORS									

Detail

**Fixed income
Corporate bonds**

Description (Cusip)	Market value last period	Quantity	Current market value		% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
			Current	price per unit							
6006LE INC	27,821.00	30,000	31,281.00	104.2700	0.16 %	33,118.00	110.39	- 1,837.00	3.48 %	1,087.50	126.87
SR UNSEC 03.625% DUE 05/19/2021 RATING: AA2 (38259PAB8)											
PNC CAPITAL ADVISORS											
HSBC HOLDINGS PLC SR UNSEC	23,617.60	20,000	22,229.00	111.1450	0.12 %	21,112.40	105.56	1,116.60	4.59 %	1,020.00	243.67
ISIN US404280AK50 SEDOL B616Q88											
05.100% DUE 04/05/2021 RATING: AA3 (404280AK5)											
PNC CAPITAL ADVISORS											
HOME DEPOT INC	17,690.85	20,000	21,599.60	107.9970	0.11 %	22,619.15	113.10	- 1,019.75	4.08 %	880.00	220.00
SR UNSEC ST CONVENTION											
04.400% DUE 04/01/2021 RATING: A2 (437076AW2)											
PNC CAPITAL ADVISORS											
HONDA AUTO RECEIVABLES OWNER T											
SERIES 2013 3 CLASS A3	10,000	10,000	10,033.70	100.3370	0.06 %	9,978.38	99.98	35.32	0.77 %	77.00	3.42
00.770% DUE 05/15/2017 RATING: AAA (43812XAC9)											
PNC CAPITAL ADVISORS											
INTEL CORP	26,509.00	30,000	29,804.70	99.3490	0.16 %	30,508.20	101.69	- 703.50	3.33 %	990.00	247.50
SR UNSEC											
03.300% DUE 10/01/2021 RATING: A1 (458140AJ9)											
PNC CAPITAL ADVISORS											

Detail

**Fixed income
Corporate bonds**

Description [Cusip]	Market value last period	Quantity	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
			price per unit							
MERCK & CO INC			15,820.95	0.09 %	16,999.65	113.33	-1,178.70	3.68 %	581.25	268.02
SR UNSEC 03.875% DUE 01/15/2021	15,000		105.4730							
RATING: A2										
[58933YAA3]										
PNC CAPITAL ADVISORS										
MERRILL LYNCH & CO	18,081.75		17,735.55	0.09 %	16,275.00	108.50	1,460.55	5.82 %	1,031.25	189.06
NOTES SERIES MTN 06.875% DUE 04/25/2018	15,000		118.2370							
RATING: BAA2										
[59018YN64]										
PNC CAPITAL ADVISORS										
METLIFE INC	26,220.20		24,790.20	0.13 %	24,700.00	123.50	90.20	6.23 %	1,543.40	583.06
GLOBAL 07.717% DUE 02/15/2019	20,000		123.9510							
RATING: A3										
[59156RAT5]										
PNC CAPITAL ADVISORS										
MICROSOFT CORP	37,770.25		35,673.40	0.19 %	34,697.60	99.14	975.80	2.95 %	1,050.00	262.50
SR NOTES 03.000% DUE 10/01/2020	35,000		101.9240							
RATING: AAA										
[594918AH7]										
PNC CAPITAL ADVISORS										
MONSANTO CO	21,150.20		20,850.60	0.11 %	19,957.40	99.79	893.20	2.64 %	550.00	116.11
SR UNSEC ST CONVENTION	20,000		104.2530							
02.750% DUE 04/15/2016										
RATING: A1										
[611662BM8]										
PNC CAPITAL ADVISORS										

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current price per unit							
PECO ENERGY CO	12,034.00	113.4540	10,000	11,345.40	113.4540	0.06 %	9,983.20	99.83	1,362.20	4.72 %	535.00	178.33
1ST REF MORT												
05.350% DUE 03/01/2018												
RATING: A1												
{693304AL1}												
PNC CAPITAL ADVISORS												
PACIFICORP												
1ST MTG CALL 03/15/21 @ 100	25,000	103.5660	25,000	25,891.50	103.5660	0.14 %	27,752.65	111.01	-1,861.15	3.72 %	962.50	42.78
G3.850% DUE 06/15/2021												
RATING: A2												
{695114CM8}												
PNC CAPITAL ADVISORS												
PEPSICO INC												
SR UNSECD												
02.750% DUE 03/05/2022	35,000	95.0100	35,000	33,253.50	95.0100	0.17 %	34,819.55	99.48	-1,566.05	2.90 %	962.50	310.14
RATING: A1												
{713448BY3}												
PNC CAPITAL ADVISORS												
PROCTER & GAMBLE CO												
BDS												
04.850% DUE 12/15/2015	56,046.00	108.1580	50,000	54,079.00	108.1580	0.28 %	57,065.00	114.13	-2,986.00	4.49 %	2,425.00	107.78
RATING: AA3												
{742718BZ1}												
PNC CAPITAL ADVISORS												
ROYAL BANK OF CANADA												
SER MTN ISIN US78008T2C70	25,271.25	100.8280	35,000	35,289.80	100.8280	0.18 %	35,083.70	100.24	206.10	1.15 %	402.50	120.75
01.150% DUE 03/13/2015												
RATING: AA3												
{78008T2C7}												
PNC CAPITAL ADVISORS												

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current							
ROYAL BANK OF CANADA	55,132.00	54,495.65	55,000	54,495.65	99.0830	0.28 %	54,994.50	- 498.85	1.22 %	660.00	187.00	
ISIN US78011DAC83 SEDOL B6W2NM8							99.99					
01-2009% DUE 09/19/2017												
RATING: AAA												
(7801DAC8)												
PNC CAPITAL ADVISORS												
SPANOFI-AVENTIS	17,097.60	15,714.15	15,000	104,761.0		0.08 %	15,102.30	611.85	3.82 %	600.00	153.33	
ISIN US80105NAG07 SEDOL BENP244							100.68					
04-000% DUE 03/29/2021												
RATING: A1												
(80105NAG0)												
PNC CAPITAL ADVISORS												
SIMON PROPERTY GROUP LP	30,000	31,720.20	30,000	105,734.0		0.17 %	33,058.60	- 1,338.40	4.14 %	1,312.50	437.50	
SR UNSEC							110.20					
04-375% DUE 03/01/2021												
RATING: A2												
(828807CFZ)												
PNC CAPITAL ADVISORS												
SOUTHERN CAL EDISON	30,000	29,401.50	30,000	98,005.0		0.15 %	30,138.10	- 736.60	3.58 %	1,050.00	259.58	
SER C CALL 07/01/23 @100 MORT							100.46					
03-500% DUE 10/01/2023												
RATING: A1												
(842400FY4)												
PNC CAPITAL ADVISORS												
TARGET CORP	20,059.80	20,020.20	20,000	100,101.0		0.11 %	19,983.52	36.68	0.45 %	88.44	18.42	
SR UNSEC							99.92					
VAR % DUE 07/18/2014												
RATING: A2												
(87612EAX6)												
PNC CAPITAL ADVISORS												

Detail

Fixed income
Corporate bonds

Description [Cusip]	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Quantity	price per unit							
TORONTO DOMINION BANK	15,197.40	15,091.95	15,000	15,091.95	100.6130	0.08 %	15,034.65	100.23	57.30	1.37 %	206.25	95.68
ISIN US89114QAA67 SEDOL B523H44												
01.375% DUE 07/14/2014												
RATING: AA1												
PNC CAPITAL ADVISORS												
[89114QAA6]												
TOYOTA MTR CREDIT CORP	20,000	20,303.60	20,000	20,303.60	101.5180	0.11 %	20,082.40	100.41	221.20	3.35 %	680.00	200.22
SER MTN SR UNSEC												
03.400% DUE 09/15/2021												
RATING: AA3												
[89233P5F9]												
PNC CAPITAL ADVISORS												
[89233P5F9]												
TOYOTA AUTO RECEIVABLES OWNER	20,000	20,093.00	20,000	20,093.00	100.4650	0.11 %	19,999.05	100.00	93.95	0.89 %	178.00	7.91
SERIES 2013 B CLASS A3												
00.890% DUE 07/17/2017												
RATING: AAA												
[89236VAC4]												
PNC CAPITAL ADVISORS												
[89236VAC4]												
UNITED PARCELL SERVICE	30,037.50	28,597.50	30,037.50	28,597.50	114.3900	0.15 %	28,283.25	113.13	314.25	4.81 %	1,375.00	634.03
SR NOTES												
05.500% DUE 01/15/2018												
RATING: AA3												
[91131ZAH9]												
PNC CAPITAL ADVISORS												
[91131ZAH9]												
US BANCORP	15,153.45	23,228.25	15,153.45	23,228.25	92.9130	0.12 %	24,622.30	98.49	- 1,394.05	3.18 %	737.50	360.07
SER MTN CALL 06/15/22 @ 100												
02.950% DUE 07/15/2022												
RATING: A2												
[91159JAA4]												
PNC CAPITAL ADVISORS												
[91159JAA4]												

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit	Current market value							
VERIZON COMMUNICATIONS SR UNSEC 04.600% DUE 04/01/2021 RATING: BAA1 (92343YAX2)	25,000	26,407.75	105,631.0	0.14 %	28,817.50	115.27	- 2,409.75	4.36 %	1,150.00	287.50
PNC CAPITAL ADVISORS VIRGINIA ELEC & POWER CO SR UNSECURED 05.400% DUE 04/30/2018 RATING: A3 (927804FF6)	18,123.00 15,000	17,025.15 113,501.0		0.09 %	16,703.55	111.36	321.60	4.76 %	810.00	137.25
PNC CAPITAL ADVISORS WAL-MART STORES INC SR UNSEC 03.625% DUE 07/08/2020 RATING: AA2 (931142CU5)	38,908.10 35,000	36,674.75 104,785.0		0.19 %	38,042.10	108.69	- 1,367.35	3.46 %	1,268.75	609.70
PNC CAPITAL ADVISORS WELLS FARGO COMPANY SR UNSEC 05.625% DUE 12/11/2017 RATING: A2 (949746NX5)	15,000	17,193.00 114,620.0		0.09 %	17,391.30	115.94	- 198.30	4.91 %	843.75	46.88
PNC CAPITAL ADVISORS WESTPAC BANKING CORP SEDOL BCJ52J2 ISIN US961214CC58 02.250% DUE 07/30/2018 RATING: AAZ (961214CC5)	30,000	30,108.90 100,363.0		0.16 %	30,020.80	100.07	88.10	2.25 %	675.00	283.13
PNC CAPITAL ADVISORS										

Detail

Fixed income
Corporate 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
WISCONSIN ELEC PWR NOTES	21,349.40	20,000	20,267.60	101.3380	0.11 %	19,961.20	99.81	306.40	5.93 %	1,200.00	300.00
06.000% DUE 04/01/2014											
RATING: A2											
(976656CA4)											
PNC CAPITAL ADVISORS											
Total corporate bonds			\$2,082,612.45		10.57 %	\$2,109,942.93		-\$27,330.48	3.20 %	\$66,585.21	\$17,503.66

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 NOTE	\$683,357.40	200,000	\$202,946.00	\$101.4730	1.03 %	\$204,007.82	\$102.00	-\$1,061.82	2.35 %	\$4,750.00	\$1,613.95
02.375% DUE 08/31/2014											
RATING: AAA											
(912828LK4)											
PNC CAPITAL ADVISORS											
USA TREASURY NOTES	131,146.80	510,000	542,033.10	106.2810	2.76 %	547,281.85	107.31	-5,248.75	2.83 %	15,300.00	3,909.07
03.000% DUE 09/30/2016											
RATING: AAA											
(912828LP3)											
PNC CAPITAL ADVISORS											
USA TREASURY NOTES	390,000		398,685.30	102.2270	2.03 %	402,068.37	103.09	-3,383.07	2.21 %	8,775.00	3,672.15
02.250% DUE 01/31/2015											
RATING: AAA											
(912828MH0)											
PNC CAPITAL ADVISORS											
USA TREASURY NOTES	117,794.50	265,000	269,213.50	101.5900	1.37 %	270,549.41	102.09	-1,355.91	1.24 %	3,312.50	1,125.52
01.250% DUE 08/31/2015											
RATING: AAA											
(912828NV8)											
PNC CAPITAL ADVISORS											

Detail

Treasury bonds

Description (Cusip)	Market value last period	Quantity	Current market value price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
USA TREASURY NOTES 02.625% DUE 11/15/2020 RATING: AAA (912828PC8) PNC CAPITAL ADVISORS	115,000	115,000	116,868.75 101.6250	0.60 %	119,091.02 103.56		-2,222.27	2.59 %	3,018.75	391.94
USA TREASURY NOTES 01.250% DUE 10/31/2015 RATING: AAA (912828PE4) PNC CAPITAL ADVISORS	143,554.60	140,000	142,318.40 101.6560	0.73 %	140,335.94 100.24		1,982.46	1.23 %	1,750.00	299.72
USA TREASURY NOTES 02.125% DUE 08/15/2021 RATING: AAA (912828RC6) PNC CAPITAL ADVISORS	52,562.50	75,000	72,656.25 96.8750	0.37 %	73,808.06 98.41		-1,151.81	2.20 %	1,593.75	601.99
USA TREASURY NOTE 01.500% DUE 08/31/2018 RATING: AAA (912828RE2) PNC CAPITAL ADVISORS	495,000	495,000	492,485.40 99.4920	2.50 %	500,658.79 101.14		-8,173.39	1.51 %	7,425.00	2,522.86
USA TREASURY NOTES 00.875% DUE 12/31/2016 RATING: AAA (912828RX0) PNC CAPITAL ADVISORS	355,000	355,000	355,777.45 100.2190	1.81 %	356,775.00 100.50		-997.55	0.88 %	3,106.25	8.53
USA TREASURY NOTES 01.375% DUE 01/31/2019 RATING: AAA (912828SD3) PNC CAPITAL ADVISORS	45,815.85	100,000	97,523.00 97.5230	0.50 %	98,347.66 98.35		-824.66	1.29 %	1,250.00	523.10
USA TREASURY NOTES 01.000% DUE 03/31/2017 RATING: AAA (912828SM3) PNC CAPITAL ADVISORS	105,000	105,000	105,229.95 100.2190	0.54 %	105,444.53 100.42		-214.58	1.00 %	1,050.00	269.75

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 00.375% DUE 01/15/2016 RATING: AAA (912828UG3) PNC CAPITAL ADVISORS	440,000	439,828.40	99.9610	2.24 %	439,690.64	99.93	137.76	0.38 %	1,650.00	768.49	
USA TREASURY NOTES 00.250% DUE 01/31/2015 RATING: AAA (912828UK4) PNC CAPITAL ADVISORS	560,000	540,442.80	100.0820	2.75 %	560,000.00	100.00	442.80	0.25 %	1,350.00		
Total treasury bonds		\$3,776,008.30		19.16 %	\$3,798,059.09		-\$22,050.79	1.44 %	\$54,331.25	\$15,707.07	

Agency bonds

Description (Cusip)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FEDERAL HOME LN BANK BNDS 04.125% DUE 12/13/2019 RATING: AAA (3133XVRK9) PNC CAPITAL ADVISORS	25,000	\$27,432.25	\$109.7290	0.14 %	\$27,620.00	\$110.48	-\$187.75	3.76 %	\$1,031.25	\$51.56	
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A (3138A5FF4) PNC CAPITAL ADVISORS	48,648.280	57,051.41	109.0070	0.26 %	52,106.87	107.11	-1,995.74	3.89 %	1,945.93	167.57	
FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 RATING: N/A (3138EGUC6) PNC CAPITAL ADVISORS	34,247.951	35,833.63	104.6300	0.19 %	36,479.42	106.52	-645.79	3.35 %	1,198.68	103.22	

Detail

Agency bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit							
FEDERAL NATL MTG ASSN POOL AQ4804 03.500% DUE 11/01/2042 RATING: N/A (3138MLKS2)	44,342.521	99.4400	0.23 %	47,224.78	106.50	-3,130.58	3.52 %	1,551.99	133.64
PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A (31416XJ9)	144,759.32 111,101.344	114,653.25 103.1970	0.59 %	109,666.52 98.73		4,966.73	3.88 %	4,444.05	382.68
PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL # AB2275 04.500% DUE 02/01/2041 RATING: N/A (31416XQ52)	41,670.40 30,790.330	32,705.49 106.2200	0.17 %	31,526.41 102.39		1,179.08	4.24 %	1,385.56	119.31
PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL #AB6373 03.000% DUE 10/01/2027 RATING: N/A (31417DCK7)	82,857.60 63,387.978	64,763.50 102.1700	0.33 %	67,193.75 106.00		-2,430.25	2.94 %	1,901.64	163.75
PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL #MA1003 03.500% DUE 03/01/2042 RATING: N/A (31418ADH8)	61,960.656	61,614.30 99.4410	0.32 %	63,054.65 101.77		-1,440.35	3.52 %	2,168.62	186.74
Total agency bonds		\$431,207.75	2.19 %	\$434,892.40		-\$3,684.65	3.62 %	\$15,627.72	\$1,308.47

Detail

Other fixed income assets

Description (Cusip)	Market value last period	Quantity	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
ONTARIO (PROVINCE OF)	\$21,812.00	20,000	\$20,992.00	0.11 %	\$21,110.00	\$105.55	-\$118.00	2.86 %	\$600.00	\$275.00
ISIN US68323AAU88 SEDOL B556FM4			\$104.9600							
03-000% DUE 07/16/2018										
RATING: AA2										
(68323AAU8)										
PNC CAPITAL ADVISORS										
ONTARIO (PROVINCE OF)	15,192.77	15,000	15,115.31	0.08 %	14,996.85	99.98	118.46	0.95 %	142.50	13.85
SR UNSEC (ISIN US68323ABJ25			100.7687							
00.950% DUE 05/26/2015										
RATING: AA2										
(68323ABJ2)										
PNC CAPITAL ADVISORS										
Total other fixed income assets			\$36,107.31	0.18 %	\$36,106.85	\$0.46	\$0.46	2.06 %	\$742.50	\$288.85

Total fixed income

				32.10 %	\$6,379,001.27	-\$53,065.46	2.17 %	\$137,296.68	\$34,808.05
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Equities

Stocks
Consumer discretionary

Description (Symbol)	Market value last period	Quantity	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BEST BUY CO INC (BBY)	\$65,802.00	1,650	\$39.8800	0.34 %	\$64,424.58	\$39.05	\$1,377.42	1.71 %	\$1,122.00	165.60
PCA ADVANTAGE PORTFOLIO	87,961.20	1,380	63.7400	0.45 %	69,342.23	50.25	18,618.97	0.76 %	662.40	421.20
CBS CORP CLASS B WI (CBS)	112,244.40	144,583.20	51.9650	0.57 %	51,160.25	23.69	61,084.15	1.51 %	1,684.80	997.60
PCA ADVANTAGE PORTFOLIO	51,965.00	2,160	88,624.00	0.45 %	51,722.77	44.59	34,901.23	1.13 %	997.60	997.60
COMCAST CORPORATION CL A (CMCSA)	88,624.00	1,160	76.4000	0.52 %	109,979.74	16.64	-7,987.44	2.60 %	2,644.00	
DISNEY WALT CO (DIS)	76,400.00	6,610	15.4300							
PCA ADVANTAGE PORTFOLIO	101,992.30									
FORD MOTOR COMPANY (F)	15,430.00									
PCA ADVANTAGE PORTFOLIO										

Detail

Equities

Stocks
Consumer discretionary

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit					
HOME DEPOT INC (HD)	159,573.00	1,050	86,457.00	0.44 %	41,096.05	1.90 %	1,638.00	
PCA ADVANTAGE PORTFOLIO			82.3400					
LAS VEGAS SANDS CORP (LVS)		930	73,349.10	0.38 %	5,841.61	1.78 %	1,302.00	
PCA ADVANTAGE PORTFOLIO			78.8700					
NIKE INC (NKE)	1,080	1,080	84,931.20	0.44 %	25,914.60	1.23 %	1,036.80	259.20
PCA ADVANTAGE PORTFOLIO			78.6400					
PVH CORP (PVH)	91,028.20	630	85,692.60	0.44 %	23,984.94	0.12 %	94.50	
PCA ADVANTAGE PORTFOLIO			136.0200					
POLARIS INDS INC (PII)	73,210.50	670	97,578.80	0.50 %	42,341.68	1.16 %	1,125.60	
PCA ADVANTAGE PORTFOLIO			145.6400					
WYNDHAM WORLDWIDE CORP (WYN)		1,150	84,743.50	0.43 %	12,841.50	1.58 %	1,334.00	
PCA ADVANTAGE PORTFOLIO			73.6900					
Total consumer discretionary			\$969,376.10	4.92 %	\$262,014.71	1.41 %	\$13,641.70	\$1,843.60

Consumer staples

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit					
ALTRIA GROUP INC (MO)	2,530	2,530	\$7,126.70	0.50 %	\$3,565.95	5.01 %	\$4,857.60	\$1,214.40
PCA ADVANTAGE PORTFOLIO			\$38.3900					
CVS CAREMARK CORPORATION (CVS)	1,680	1,680	120,237.60	0.62 %	33,144.85	1.54 %	1,848.00	
PCA ADVANTAGE PORTFOLIO			71.5700					
COCA COLA CO (KO)	138,475.00	2,420	99,970.20	0.51 %	31,192.58	2.72 %	2,710.40	
PCA ADVANTAGE PORTFOLIO			41.3100					
THE HERSHEY COMPANY (HSY)	142,273.40	1,250	121,537.50	0.62 %	62,752.55	2.00 %	2,425.00	
PCA ADVANTAGE PORTFOLIO			97.2300					
Total consumer staples			\$969,376.10	4.92 %	\$262,014.71	1.41 %	\$13,641.70	\$1,843.60

Detail

Consumer staples

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit						
NU SKIN ENTERPRISES INC (NUS)		530	73,256.60	0.38 %	70,693.10	2,563.50	0.87 %	636.00	
PCA ADVANTAGE PORTFOLIO	134,422.20		138,2200		133.38				
PROCTER & GAMBLE CO (PG)		2,330	189,685.30	0.97 %	142,391.49	47,293.81	2.96 %	5,605.98	
PCA ADVANTAGE PORTFOLIO			81,4100		61.11				
Total consumer staples			\$701,813.90	3.56 %	\$521,300.66	\$180,513.24	2.58 %	\$18,082.98	\$1,214.40

Energy

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit						
CHEVRON CORPORATION (CVX)		800	\$99,928.00	0.51 %	\$57,401.60	\$42,526.40	3.21 %	\$3,200.00	
PCA ADVANTAGE PORTFOLIO	\$171,942.60		\$124,9100		\$71.75				
CONOCOPHILLIPS (COP)		1,200	84,780.00	0.44 %	79,540.32	5,239.68	3.91 %	3,312.00	
PCA ADVANTAGE PORTFOLIO			70,6500		66.28				
EOG RES INC (EOG)		500	83,920.00	0.43 %	73,394.40	10,525.60	0.45 %	375.00	
PCA ADVANTAGE PORTFOLIO			167,8400		146.79				
EXXON MOBIL CORP (XOM)		248,398.50	85,008.00	0.44 %	57,352.66	27,655.34	2.50 %	2,116.80	
PCA ADVANTAGE PORTFOLIO			101,2000		68.28				
HALLIBURTON CO (HAL)		1,560	79,170.00	0.41 %	65,664.24	13,505.76	1.19 %	936.00	
PCA ADVANTAGE PORTFOLIO			50,7500		42.09				
HELMERICH & PAYNE INC (HP)		1,060	89,124.80	0.46 %	68,162.18	20,962.62	2.98 %	2,650.00	
PCA ADVANTAGE PORTFOLIO			84,0800		64.30				
SCHLUMBERGER LTD (SLB)		1,290	116,241.90	0.59 %	110,898.07	5,343.83	1.39 %	1,612.50	403.13
SEDOL 2779201			90,1100		85.97				
ISIN AN8068571086									
PCA ADVANTAGE PORTFOLIO									
Total energy			\$638,172.70	3.24 %	\$512,413.47	\$125,759.23	2.23 %	\$14,202.30	\$403.13

Detail

Financial

Description (Symbol)	Market value last period		Current market value price per unit	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit			Avg. tax cost per unit	Unrealized gain/loss			
INVESTCO LTD (IVZ)			\$81,900.00	0.42 %	\$74,154.69	\$7,745.31	2.48 %	\$2,025.00	
ISIN BMG691BT1088 SEDOL B28XP76	2,250		\$36,400.00						
PCA ADVANTAGE PORTFOLIO									
AMERICAN EXPRESS CO (AXP)	106,338.00		103,432.20	0.53 %	47,266.45	56,165.75	1.02 %	1,048.80	
PCA ADVANTAGE PORTFOLIO	1,140		90,730.00		41.46				
CHUBB CORP (CB)	109,957.20		108,225.60	0.55 %	46,219.39	62,006.21	1.83 %	1,971.20	492.80
PCA ADVANTAGE PORTFOLIO	1,120		96,630.00		41.27				
CITIGROUP INC (C)	112,746.00		113,599.80	0.58 %	88,807.56	24,792.24	0.08 %	87.20	
PCA ADVANTAGE PORTFOLIO	2,180		52,110.00		40.74				
DISCOVER FINANCIAL W/ (DFS)	72,474.00		80,568.00	0.41 %	50,938.91	29,629.09	1.43 %	1,152.00	
PCA ADVANTAGE PORTFOLIO	1,440		55,950.00		35.37				
FIFTH THIRD BANCORP (FITB)	92,568.00		97,999.80	0.50 %	66,167.66	31,832.14	2.29 %	2,236.80	559.20
PCA ADVANTAGE PORTFOLIO	4,660		21,030.00		14.20				
FRANKLIN RESOURCES INC (BEN)			92,945.30	0.48 %	82,715.36	10,229.94	0.84 %	772.80	193.20
PCA ADVANTAGE PORTFOLIO	1,610		57,730.00		51.38				
GOLDMAN SACHS GROUP INC (GS)			90,402.60	0.46 %	74,426.18	15,976.42	1.25 %	1,122.00	
PCA ADVANTAGE PORTFOLIO	510		177,260.00		145.93				
JPMORGAN CHASE & CO (JPM)	176,535.54		185,849.20	0.80 %	70,190.22	85,658.98	2.60 %	4,050.80	
PCA ADVANTAGE PORTFOLIO	2,665		58,480.00		26.34				
LINCOLN NATIONAL CORP (LNC)			85,689.20	0.44 %	81,197.83	4,491.37	1.24 %	1,062.40	
PCA ADVANTAGE PORTFOLIO	1,660		51,620.00		48.91				
REGIONS FINANCIAL CORP (RF)			61,614.70	0.32 %	60,987.35	627.35	1.22 %	747.60	186.90
PCA ADVANTAGE PORTFOLIO	6,230		9,890.00		9.79				
VISA INC (V)			75,711.20	0.39 %	53,571.49	22,139.71	0.72 %	544.00	
CLASS A SHARES	340		222,680.00		157.56				
PCA ADVANTAGE PORTFOLIO									
WELLS FARGO & COMPANY (WFC)	160,987.80		163,440.00	0.83 %	95,889.16	67,550.84	2.65 %	4,320.00	
PCA ADVANTAGE PORTFOLIO	3,600		45,400.00		26.64				
Total financial			\$1,311,377.60	6.65 %	\$892,532.25	\$418,845.35	1.61 %	\$21,140.60	\$1,432.10

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
JAZZ PHARMACEUTICALS PLC (JAZZ)	700		\$88,592.00	0.45 %	\$61,427.41	\$87.75	\$27,164.59			
SEDOL B405ZK4			\$126.5600							
ISIN IE00B405ZN47										
PCA ADVANTAGE PORTFOLIO										
AETNA INC NEW (AET)			118,660.70	0.61 %	107,059.94		11,600.76	1.32 %	1,557.00	
PCA ADVANTAGE PORTFOLIO			68,590.00		61.88					
ALLERGAN INC (AGN)	88,978.10		82,199.20	0.42 %	33,343.88		48,855.32	0.19 %	148.00	
PCA ADVANTAGE PORTFOLIO			111,080.00		45.06					
BAXTER INTERNATIONAL INC (BAX)			74,418.50	0.38 %	78,366.55		- 3,948.05	2.82 %	2,097.20	524.30
PCA ADVANTAGE PORTFOLIO			59,550.00		73.24					
BECTON DICKINSON & CO (BDX)			74,028.30	0.38 %	60,780.86		13,247.44	1.98 %	1,460.60	
PCA ADVANTAGE PORTFOLIO			110,490.00		90.72					
CELGENE CORP (CELG)	440		74,345.92	0.38 %	62,653.93		11,691.99			
PCA ADVANTAGE PORTFOLIO			168,968.00		142.40					
JOHNSON & JOHNSON (JNJ)	143,004.00		147,459.90	0.75 %	97,209.56		50,250.34	2.89 %	4,250.40	
PCA ADVANTAGE PORTFOLIO			91,590.00		60.38					
MCKESSON CORPORATION (MCK)	670		108,138.00	0.55 %	103,527.11		4,610.89	0.60 %	643.20	144.00
PCA ADVANTAGE PORTFOLIO			161,400.00		154.52					
OMNICARE INC. (OCR)	1,290		77,864.40	0.40 %	76,182.84		1,681.56	1.33 %	1,032.00	
PCA ADVANTAGE PORTFOLIO			60,360.00		59.06					
SHIRE PLC (SHPG)	81,394.94		131,823.57	0.67 %	69,253.18		62,570.39	0.38 %	492.62	
SPONSORED ADR	933		141,290.00		74.23					
PCA ADVANTAGE PORTFOLIO										
Total health care			\$977,530.49	4.96 %	\$749,805.26		\$227,725.23	1.20 %	\$11,681.02	\$668.30

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
B/E AEROSPACE INC (BEAV)	1,030		\$89,640.90	0.46 %	\$64,964.21		\$24,676.69			
PCA ADVANTAGE PORTFOLIO			\$87,030.00		\$63.07					
BOEING CO (BA)	118,315.20		107,827.10	0.55 %	56,354.67		51,472.43	2.14 %	2,306.80	
PCA ADVANTAGE PORTFOLIO			136,490.00		71.34					

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
CANADIAN PACIFIC RAILWAY LTD (CP) SEDOL 2793115	440	66,580.80	151,320.00	0.34 %	64,061.10	145.59	2,519.70	0.88 %	584.32	146.08
ISIN CA13645T1003										
PCA ADVANTAGE PORTFOLIO										
DELTA AIR LINES INC (DAL)	3,560	97,793.20	27,470.00	0.50 %	76,141.18	21.39	21,652.02	0.88 %	854.40	
PCA ADVANTAGE PORTFOLIO										
GENERAL ELECTRIC CO (GE)	191,009.00	199,293.30	28,030.00	1.02 %	132,851.29	18.69	66,442.01	3.14 %	6,256.80	1,564.20
PCA ADVANTAGE PORTFOLIO										
LOCKHEED MARTIN CORP (LMT)	7,110	28,030.00	78,789.80	0.40 %	74,939.23	141.40	3,850.57	3.58 %	2,819.60	
PCA ADVANTAGE PORTFOLIO										
MANPOWER GROUP INC (MAN)	530	148,660.00	83,284.20	0.43 %	78,190.70	80.61	5,093.50	1.08 %	892.40	
PCA ADVANTAGE PORTFOLIO										
UNION PACIFIC CORP (UNP)	970	85,860.00	71,568.00	0.37 %	31,397.60	79.70	40,170.40	1.89 %	1,346.16	336.54
PCA ADVANTAGE PORTFOLIO										
UNITED TECHNOLOGIES CORP (UTX)	426	168,000.00	103,558.00	0.53 %	40,911.11	44.96	62,646.89	2.08 %	2,147.60	
PCA ADVANTAGE PORTFOLIO										
ISIN NL0009538784 SEDOL B505PN7										
PCA ADVANTAGE PORTFOLIO										
APPLE INC (AAPL)	97,591.90	113,800.00	\$898,335.30	4.56 %	\$619,811.09	\$42.50	\$278,524.21	1.92 %	\$17,208.08	\$2,046.82
PCA ADVANTAGE PORTFOLIO										
NXP SEMICONDUCTORS (NXPI)	910	113,800.00	\$77,621.70	0.40 %	\$71,822.25	\$42.50	\$5,799.45			
PCA ADVANTAGE PORTFOLIO										
APPLE INC (AAPL)	1,690	\$45,930.00	286,120.20	1.46 %	141,863.96	278.17	144,256.24	2.18 %	6,222.00	
PCA ADVANTAGE PORTFOLIO										
CISCO SYSTEMS INC (CSCO)	510	561,020.00	73,794.70	0.38 %	62,397.30	18.97	11,397.40	3.04 %	2,237.20	
PCA ADVANTAGE PORTFOLIO										
EBAY INC (EBAY)	3,290	22,430.00	81,748.85	0.42 %	51,019.69	34.24	30,729.16			
PCA ADVANTAGE PORTFOLIO										
GOOGLE INC-CL A (GOOG)	1,490	54,865.00	156,899.40	0.80 %	66,880.65	477.72	90,018.75			
PCA ADVANTAGE PORTFOLIO										
ISIN NL0009538784 SEDOL B505PN7										
PCA ADVANTAGE PORTFOLIO										
GOOGLE INC-CL A (GOOG)	77,811.80	156,899.40	1,120,710.00	0.80 %	66,880.65	477.72	90,018.75			
PCA ADVANTAGE PORTFOLIO										
ISIN NL0009538784 SEDOL B505PN7										
PCA ADVANTAGE PORTFOLIO										
GOOGLE INC-CL A (GOOG)	140	1,120,710.00								
PCA ADVANTAGE PORTFOLIO										

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
NXP SEMICONDUCTORS (NXPI)	1,690	\$45,930.00	286,120.20	1.46 %	141,863.96	278.17	144,256.24	2.18 %	6,222.00	
PCA ADVANTAGE PORTFOLIO										
CISCO SYSTEMS INC (CSCO)	510	561,020.00	73,794.70	0.38 %	62,397.30	18.97	11,397.40	3.04 %	2,237.20	
PCA ADVANTAGE PORTFOLIO										
EBAY INC (EBAY)	3,290	22,430.00	81,748.85	0.42 %	51,019.69	34.24	30,729.16			
PCA ADVANTAGE PORTFOLIO										
GOOGLE INC-CL A (GOOG)	1,490	54,865.00	156,899.40	0.80 %	66,880.65	477.72	90,018.75			
PCA ADVANTAGE PORTFOLIO										
ISIN NL0009538784 SEDOL B505PN7										
PCA ADVANTAGE PORTFOLIO										
GOOGLE INC-CL A (GOOG)	77,811.80	156,899.40	1,120,710.00	0.80 %	66,880.65	477.72	90,018.75			
PCA ADVANTAGE PORTFOLIO										

Detail

Information technology

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
MICROSOFT CORP (MSFT)	71,446.58	1,645	61,539.45	37.4100	0.32 %	14,123.86	8.59	47,415.59	3.00 %	1,842.40	
ORACLE CORP (ORCL)	79,634.80	3,470	132,762.20	38.2600	0.68 %	84,524.27	24.36	48,237.93	1.26 %	1,665.60	
QUALCOMM (QCOM)	135,471.21	1,360	100,980.00	74.2500	0.52 %	70,690.26	51.98	30,289.74	1.89 %	1,904.00	
YAHOO INC (YHOO)		2,180	88,159.20	40.4400	0.45 %	61,033.66	28.00	27,125.74			
Total information technology			\$1,059,625.70		5.38 %	\$624,355.70		\$435,270.00	1.31 %	\$13,871.20	

Materials

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
METHANEX CORP (MEOH)		1,070	\$63,386.80	\$59.2400	0.33 %	\$68,877.50	\$64.37	-\$5,490.70	1.36 %	\$856.00	
PPG INDUSTRIES INC (PPG)		600	113,796.00	189.6600	0.58 %	109,541.31	182.57	4,254.69	1.29 %	1,464.00	
Total materials			\$177,182.80		0.90 %	\$178,418.81		-\$1,236.01	1.31 %	\$2,320.00	

Telecommunication services

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
VERIZON COMMUNICATIONS INC (VZ)		1,960	\$96,314.40	\$49.1400	0.49 %	\$104,810.80	\$53.48	-\$8,496.40	4.32 %	\$4,155.20	
Total telecommunication services											

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
WISCONSIN ENERGY CORP (WEC)	\$130,080.50	2,700	\$111,618.00	\$41.3400	0.57 %	\$54,485.37	\$20.18	\$57,132.63	3.71 %	\$4,131.00	
PCA ADVANTAGE PORTFOLIO											
Total stocks			\$6,941,346.99		35.22 %	\$4,965,294.80		\$1,976,052.19	1.74 %	\$120,434.08	\$7,608.35

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 RUSSELL MID-CAP (IWR)		12,304	\$1,845,353.92	\$149.9800	9.37 %	\$1,535,467.73	\$124.79	\$307,886.19	1.32 %	\$24,251.18	
21-75-073-4453885											

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
PNC INTERNATIONAL EQUITY FUND (PIUX)	\$921,534.41	80,325.778	\$1,610,531.85	\$20.0500	8.18 %	\$948,138.46	\$11.80	\$662,393.39	1.47 %	\$23,615.78	
21-75-073-4453885											
PNC SMALL CAP FUND (PPCIX)	1,919,009.91	129,575.281	2,691,278.59	20.7700	13.66 %	1,082,086.49	8.35	1,609,192.10			
FUND #426											
21-75-073-4453885											
Total mutual funds - equity			\$4,301,810.44		21.83 %	\$2,030,224.95		\$2,271,585.49	0.55 %	\$23,615.78	

Total equities

			\$13,088,511.35		66.41 %	\$8,530,987.48		\$4,557,523.87	1.29 %	\$168,301.04	\$7,608.35
Total portfolio			\$19,709,499.45		100.00 %	\$15,205,041.04		\$4,504,458.61	1.35 %	\$505,617.23	\$42,426.29

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – December 2013

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 and Agency issues as managed by United American Capital Corporation, STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period December 1, 2013 through December 31, 2013.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
12/01/13 - 12/31/13	31	Various	STAR Ohio	Various	8.56	Investment Pool
12/01/13 - 12/31/13	31	Various	STAR Plus	Various	1,777.44	Investment Pool
12/01/13 - 12/31/13	31	Various	PNC	Various	1.26	Sweep Money Market
12/01/13 - 12/31/13	31	Various	PNC	Various	0.88	Money Market
06/18/13 - 12/18/13	184	1,000,000	Federal National Mortgage Assn.	0.750%	13,450.00	Federal Agency
06/18/13 - 12/18/13	184	500,000	Federal Farm Credit Bank	0.375%	937.50	Federal Agency
06/30/13 - 12/30/13	184	1,000,000	Federal National Mortgage Assn.	0.550%	2,750.00	Federal Agency
09/25/13 - 12/26/13	93	1,250,000	Federal Home Loan Mortgage Corp.	0.500%	1,562.50	Federal Agency
09/20/13 - 12/24/13	96	1,000,000	Federal Home Loan Bank	0.400%	1,044.44	Federal Agency
09/23/13 - 12/06/13	75	500,000	Federal Home Loan Mortgage Corp.	0.500%	506.94	Federal Agency
12/27/13 - 12/28/13	2	1,350,000	Federal Home Loan Bank	0.625%	23.43	Federal Agency

Earned Interest December 2013 \$ 22,062.95
 Earned Interest Year To Date \$ 204,728.63

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee

January 14, 2014

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR DECEMBER 2013

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
UXPA- Cleveland World Visability Day Cleveland, Ohio	11/14/13	Timothy Diamond	55.00
University of Illinois Tour of Digital Lab Champaign, Illinois	12/8/13 - 12/9/13	Chatam Ewing	67.85
Ohio Society of CPA's Northeast & Ohio CPE Conference Independence, Ohio	12/12/13	Carrie Krenicky	259.00
Cleveland State University Urban Leadership Accademy Cleveland, Ohio	11/11/13 - 5/31/14	Aaron Mason	3,100.00
Sirsi Dynix Sirsi Dynix API Workshop Washington, D.C.	11/18/13 - 11/21/13	Marlene Pelyhes	2,105.92
Northeast Regional Library System Summer Reading Workshop Kent, Ohio	12/10/13	Alexandra Staskiewz	50.29
Northeast Regional Library System Vouchers for Future Conferences Cleveland, Ohio	12/1/13 - 12/31/14	Various Staff	10,000.00
TOTAL			\$15,638.06

SUMMARY

FUND	NOVEMBER	YEAR TO DATE
General	\$13,532.14	\$62,986.00
Lockwood Thompson	2,105.92	10,375.34
OLBPD - Library for the Blind	0.00	3,675.25
LSTA - Know it Know	0.00	5,459.85
PNC - Grow up Great	0.00	62.63
TOTAL	\$15,638.06	\$82,559.07

REPORT D

CLEVELAND PUBLIC LIBRARY

Finance Committee
January 14, 2014

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
OCTOBER 1 THROUGH DECEMBER 31, 2013

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
10/31/13	Janitorial Supplies	Stockroom	Corvus Recycling	\$ 5,040.00
12/12/13	Maintenance Supplies	Prop Mgmt	Siemens Industry	6,331.64
12/31/13	Electrical Supplies	Prop Mgmt	Mars Electrical	8,371.54
12/31/13	Rock Salt	Prop Mgmt	Kinzua Environmental	8,308.44
12/31/13	Maintenance Supplies	Prop Mgmt	Cleveland Hermetic	5,036.80
12/31/13	Gas for Vehicles	Prop Mgmt	BP Oil	15,689.85
12/31/13	Motor Vehicle Supplies	Prop Mgmt	Lakefront Automotive	6,140.45
11/07/13	Youth Service Supplies	Youth Services	Lakeshore Learning	11,041.91
12/19/13	Youth Service Supplies	Youth Services	Lakeshore Learning	9,631.16
10/09/13	Branch Signs	Branches	Brilliant Signs	5,125.00
10/24/13	Chairs and Tables	Branches	Ohio Desk	8,264.10
12/30/13	Chairs and Tables	Lorain	Ohio Desk	12,055.68
12/12/13	Folding Tables	Prop Mgmt	Ohio Desk	12,836.60
10/31/13	Sound System	Outreach	Markertek Videos	5,982.00
12/12/13	Microfilm Scanpro	MLO	World Micrographics	24,999.00
10/24/13	Book Scanner	MLO	Image Access	22,347.00
12/30/13	Imaging Machine	MLO	Image Access	21,747.00
12/12/13	Audio Video Equipment	Outreach	B&H Photo Video	5,197.42
12/12/13	Audio Video Equipment	Outreach	B&H Photo Video	6,458.10
12/24/13	Audio Video Equipment	Outreach	Amazon	5,831.60
12/12/13	Computer Equipment	Tech Central	CDW-G	10,774.44
12/13/13	Computer Equipment	IT/CLEVNET	Sirsi Dynix	8,801.00
12/12/13	Computer Equipment	IT/CLEVNET	MCPC Technology	9,539.75
10/17/13	Computer Equipment	IT/CLEVNET	Business Smarts	7,864.50

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
11/07/13	Computer Equipment	IT/CLEVNET	Business Smarts	22,147.40
11/07/13	Computer Equipment	IT/CLEVNET	Business Smarts	22,741.20
12/30/13	Computer Equipment	Tech Central	CDW-G	8,953.06
12/30/13	Computer Equipment	Tech Central	Amazon	6,681.18
12/30/13	Computer Software	IT/CLEVNET	MCPC Technology	11,198.20

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

REPORT ECLEVELAND PUBLIC LIBRARY

Finance Committee

January 14, 2014

PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
OCTOBER 1 THROUGH DECEMBER 31, 2013

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 SERVICES MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
10/31/13	Database Services	CLEVNET	Info Group	\$ 180,988.00
10/31/13	Database Services	CLEVNET	Ohionet	58,640.90
10/31/13	Database Services	CLEVNET	Ohionet	51,543.50
11/14/13	Subscription Services	MLO	Swets Information	241,171.83
11/12/13	Subscription Services	MLO	Wolper Subscription	29,678.44
12/12/13	Database Services	MLO	Ohionet	31,500.00
12/31/13	Subscription Services	MLO	NA Publishing	82,857.35

CLEVNET-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
11/07/13	Software/Maintenace	IT/CLEVNET	Sirsi Dynix	38,646.74
12/12/13	Computer Maintenance	IT/CLEVNET	MCPC Technology	26,608.40

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
January 14, 2014

FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
NASH, SMOAK & STEWART, PC. ("Ogletree")
OCTOBER 1 THROUGH DECEMBER 31, 2013

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	\$ 1,037.38
General Labor & Miscellaneous Matters	10,602.50
FMLA Compliance	5,675.00
EEOC	0.00
4th Quarter Total	<u>\$ 17,314.88</u>
Year to Date Total	<u>\$ 110,003.27</u>

REPORT GCLEVELAND PUBLIC LIBRARY

Finance Committee
January 14, 2014

REPORT ON BRAVO WELLNESS INCENTIVE PROGRAM

In accordance with the Board resolution adopted on October 18, 2012, in January 2013, and at the end of each contract year through 2015, the Fiscal Officer shall report to the Board the following for approval:

2013 Wellness Participant Results:	
One Point	20
Two Points	58
Three Points	155
Four Points	176
No Points or not participating	26
	<hr/> 435
Total number of employees participating in the health screenings	428
Total cost to the Library of the BRAVO contract for the applicable year	\$0.00

**CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TERMINATION REPORT
12/01/2013 THROUGH 12/31/2013**

EXHIBIT 8

Human Resources Committee Report

January 16, 2014

NAME	DEPARTMENT	JOB TITLE	DATE	REASON
CSIA, ANDREA*	MOBILE SERVICES	GRANT ASSISTANT SUB	8/23/2013	ASSIGNMENT ENDED
EDWARDS-GRADY, NANCY *	PUBLIC SERVICES	LA SUB	11/22/2013	ANOTHER JOB
COROENING, ALESIA	SHELF MAIN	PAGE	12/14/2013	PERSONAL REASONS
OQUENDO, VALERIE	HISTORY & GEOGRAPHY	PAGE	12/10/2013	ANOTHER JOB

RETIREMENT

GRAVES, DIANE	AUTOMATION	LIBRARY SYST APP CLERK	12/31/2013	RETIREMENT
MARTIN, SUSAN	SOUTH BROOKLYN	BRANCH MGR LGE	12/31/2013	RETIREMENT
NICHOLS, MARILYN	SCIENCE & TECHNOLOG	LA SUBJECT DEPARTMENT	12/31/2013	RETIREMENT

OTHER TERMINATIONS

N/A

* Delayed notice of resignation

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2013 TO 12/31/2013**

**Human Resources Committee Report
January 16, 2013**

EMPLOYEE: GILL, ALLEN
JOB TITLE: BRANCH CLERK

CURRENT GRADE: B **EFFEC DATE** 12/01/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	0.00	16,490.50	RE-HIRE

EMPLOYEE: NOSSE, SANDRA L
JOB TITLE: CHILDRENS LIBRARIAN

CURRENT GRADE: H **EFFEC DATE** 12/15/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	50,998.74	PROMOTION

EMPLOYEE: CLINKSCALE, LAWRENCE
JOB TITLE: CHILDRENS LIBRARIAN

CURRENT GRADE: H **EFFEC DATE** 12/15/2013
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	22,524.84	50,998.74	PROMOTION

CLEVELAND PUBLIC LIBRARY

REPORT H

Human Resources Committee Report

Meeting Date: January 16, 2014

Report Period: December 2013

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

MONTH	2012 SICK LEAVE HOURS USED	2013 SICK LEAVE HOURS USED	2013 TOTAL HOURS
January	2,536.49	3,301.62	89,193.74
February	3,527.82	3,939.49	87,312.00
March	*4,923.36	*4,379.14	*133,048.04
April	3,161.77	3,481.44	88,641.21
May	3,623.45	3,671.72	87,911.85
June	2,593.94	2,770.51	87,799.91
July	2,344.66	3,167.87	87,296.20
August	*4,221.65	*4,330.98	*134,002.21
September	3,037.74	3,233.83	88,195.51
October	2,760.23	3,963.30	88,109.94
November	2,833.57	4,543.29	124,264.49
December	3,277.75	4,027.12	98,940.65

*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY
Dec. 1, 2013- Dec. 31, 2013 EE0-4 REPORT
FULL/PART-TIME EMPLOYEES**

REPORT I

Human Resources Committee Report

January 16, 2014

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	20	11	1			29	18	1		
Professionals	74	12	3		1		37	14	4	3	
Technicians	21	11	2	1			6	1			
Protective Service	20	9	9					2			
Para-Professionals	141	30	32	2	2		36	29	8	2	
Administrative Support	322	30	67	7	3		55	137	20	3	
Skilled Craft	9	6	1		1			1			
Service Maintenance	47	6	33	2			3	2	1		
Grand Total	714	124	158	13	7	0	166	204	34	8	0

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

**INSURANCE REPORT
FOR THE MONTH OF
DECEMBER
2013**

REPORT J

Human Resources Committee Report
JANUARY 16 , 2014

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Med Mutual Silver	23	10	33
Med Mutual Gold	260	146	406
Delta Dental	281	181	462
Vision	246	167	413
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>
LIBRARIAN	FULTON	12/18/2012	31

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR DECEMBER 2013

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library	135,790	139,383	665	737	1,726,353	1,852,676	-6.8%
Branches	324,534	325,512	1,589	1,642	4,083,224	4,041,206	1.0%
Mobile Units	5,741	5,063			64,243	64,286	-0.1%
Library for the Blind	48,324	50,032			636,095	728,233	-12.7%
OLBPD BARD	10,723	*			135,233	95,701	41.3%
eMedia	18,059	14,440			195,757	144,015	35.9%
TOTAL CIRCULATION	543,171	534,430			6,840,905	6,926,117	-1.2%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
eBook	13,878	10,942	149,697	107,284	39.5%
eAudioBook	4,104	3,351	44,359	35,260	25.8%
eMusic	27	76	693	733	-5.5%
eVideo	50	71	1,008	738	36.6%
TOTAL eCIRCULATION	18,059	14,440	195,757	144,015	35.9%

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Downloads	10,723	*	135,233	95,701	41.3%
Users	650	*	7,428	5,385	37.9%

*Due to system upgrades to BARD website, NLS did not provide usage statistics for Nov. & Dec. 2012

COMPUTER USAGE	Number of Computers		Average Session		Number of Sessions		Hours in Use		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	2013	2012	
Main Library	102	45 minutes	12,534	14,114	9,395	9,969	54,771	54,771	-5.8%
Branches	547	40 minutes	83,673	90,215	56,282	64,740	64,740	64,740	2.8%
TOTAL USAGE	649		96,207	104,329	65,677	64,740	64,740	64,740	1.4%

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

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	2013	2012	
Main Library	39,066	39,364	203	208	548,562	559,239	-1.9%
Branches	205,503	210,665	1,006	1,063	2,989,800	2,936,963	1.8%
Mobile Unit	606	606			7,343	9,415	-22.0%
TOTAL VISITS	245,175	250,635			3,545,705	3,505,617	1.1%

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR DECEMBER 2013**

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	9,337	660	601	1,244	11,842	954	12,796
Broadway*	0	7	7	25	39	0	39
Brooklyn	4,851	552	517	658	6,578	738	7,316
Carnegie West	9,096	833	1,131	1,218	12,278	1,268	13,546
Collinwood	6,406	583	614	876	8,479	810	9,289
East 131st	3,937	391	344	568	5,240	413	5,653
Eastman	14,108	1,454	1,796	3,210	20,568	2,404	22,972
Fleet	10,132	1,046	1,185	1,966	14,329	1,235	15,564
Fulton	8,762	732	576	1,001	11,071	1,043	12,114
Garden Valley	3,136	282	184	345	3,947	310	4,257
Glennville	5,736	586	510	893	7,725	572	8,297
Harvard-Lee	6,528	565	699	1,278	9,070	841	9,911
Hough	3,814	447	441	449	5,151	427	5,578
Jefferson	4,931	536	797	1,085	7,349	796	8,145
Langston Hughes	5,303	493	506	875	7,177	520	7,697
Lorain	7,915	736	651	1,243	10,545	1,004	11,549
Martin Luther King, Jr.	8,431	614	772	1,146	10,963	1,124	12,087
Memorial-Nottingham	10,263	829	1,243	2,082	14,417	1,528	15,945
Mt. Pleasant	5,376	421	409	715	6,921	522	7,443
Rice	10,389	785	654	1,078	12,906	1,082	13,988
Rockport	14,143	1,146	1,203	2,064	18,556	2,254	20,810
South	6,776	651	598	1,205	9,230	644	9,874
South Brooklyn	13,634	1,139	1,882	2,997	19,652	2,476	22,128
Sterling	5,132	300	410	495	6,337	469	6,806
Union	5,614	725	642	1,029	8,010	517	8,527
Walz	13,090	1,049	1,141	1,876	17,156	1,462	18,618
West Park	10,795	1,412	2,542	3,346	18,095	2,683	20,778
Woodland	9,686	787	491	979	11,943	864	12,807
TOTAL	217,321	19,761	22,546	35,946	295,574	28,960	324,534

*Broadway branch library permanently closed its doors to the public on November 16, 2012

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR DECEMBER 2013**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012		
Addison	12,796	10,846	148,587	152,724	-4,137	-2.7%
Broadway*	39	93	867	35,715	-34,848	-97.6%
Brooklyn	7,316	7,040	93,016	109,167	-16,151	-14.8%
Carnegie West	13,546	12,522	176,688	172,840	3,848	2.2%
Collinwood	9,289	10,543	121,966	127,053	-5,087	-4.0%
East 131st	5,653	5,966	66,903	69,715	-2,812	-4.0%
Eastman	22,972	19,814	275,432	237,030	38,402	16.2%
Fleet	15,564	16,392	202,290	189,166	13,124	6.9%
Fulton	12,114	12,665	168,345	146,168	22,177	15.2%
Garden Valley	4,257	5,280	59,956	65,016	-5,060	-7.8%
Glenville	8,297	9,321	110,936	114,105	-3,169	-2.8%
Harvard-Lee	9,911	10,890	126,524	122,280	4,244	3.5%
Hough	5,578	5,993	64,411	75,257	-10,846	-14.4%
Jefferson	8,145	9,394	108,194	119,097	-10,903	-9.2%
Langston Hughes	7,697	8,160	100,666	93,989	6,677	7.1%
Lorain	11,549	12,450	155,842	150,836	5,006	3.3%
Martin Luther King, Jr.	12,087	8,515	121,465	102,324	19,141	18.7%
Memorial-Nottingham	15,945	15,734	192,810	202,561	-9,751	-4.8%
Mt. Pleasant	7,443	6,748	86,345	88,262	-1,917	-2.2%
Rice	13,988	13,859	172,793	167,245	5,548	3.3%
Rockport	20,810	21,868	270,933	285,134	-14,201	-5.0%
South	9,874	9,418	116,207	111,598	4,609	4.1%
South Brooklyn	22,128	21,745	281,803	268,634	13,169	4.9%
Sterling	6,806	8,337	87,722	88,728	-1,006	-1.1%
Union	8,527	9,462	106,419	100,938	5,481	5.4%
Walz	18,618	18,614	230,606	215,055	15,551	7.2%
West Park	20,778	22,661	283,683	296,712	-13,029	-4.4%
Woodland	12,807	11,182	151,815	133,857	17,958	13.4%
TOTAL	324,534	325,512	4,083,224	4,041,206	42,018	1.0%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE DECEMBER 2013**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2013	2012	2013	2012		
Addison**	6,017	4,835	87,776	83,010	4,766	5.7%
Broadway*	0	0	0	18,421	-18,421	-100.0%
Brooklyn	3,483	3,283	57,609	55,694	1,915	3.4%
Carnegie West	14,409	15,594	195,576	205,429	-9,853	-4.8%
Collinwood	6,560	6,665	90,422	83,473	6,949	8.3%
East 131st	7,020	6,994	93,792	89,047	4,745	5.3%
Eastman	11,424	11,332	154,703	146,598	8,105	5.5%
Fleet	9,588	9,636	148,426	132,180	16,246	12.3%
Fulton	6,707	7,378	108,588	95,501	13,087	13.7%
Garden Valley	3,831	3,070	57,048	57,209	-161	-0.3%
Glenville	5,902	7,086	90,166	98,117	-7,951	-8.1%
Harvard-Lee	8,751	7,562	114,108	101,518	12,590	12.4%
Hough	8,962	8,700	129,082	141,340	-12,258	-8.7%
Jefferson	7,452	7,398	96,000	102,675	-6,675	-6.5%
Langston Hughes	6,455	6,140	87,610	79,427	8,183	10.3%
Lorain	6,708	6,729	108,090	95,338	12,752	13.4%
Martin Luther King, Jr.	5,469	4,832	75,843	66,561	9,282	13.9%
Memorial-Nottingham**	5,110	6,888	102,043	98,491	3,552	3.6%
Mt. Pleasant	5,713	5,389	76,344	74,666	1,678	2.2%
Rice	12,082	12,382	172,424	154,018	18,406	12.0%
Rockport	7,500	9,445	126,890	133,446	-6,556	-4.9%
South	6,732	6,556	93,752	100,919	-7,167	-7.1%
South Brooklyn	10,327	13,446	160,347	160,946	-599	-0.4%
Sterling	9,909	10,414	150,035	145,837	4,198	2.9%
Union	4,908	5,463	72,932	86,900	-13,968	-16.1%
Walz	8,854	8,748	125,542	112,276	13,266	11.8%
West Park	8,920	8,935	120,237	127,672	-7,435	-5.8%
Woodland	6,710	5,765	94,415	90,254	4,161	4.6%
TOTAL	205,503	210,665	2,989,800	2,936,963	52,837	1.8%

*Broadway branch library permanently closed its doors to the public on November 16, 2012

**Equipment malfunction; substitute value used

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS DECEMBER 2013**

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 Eastman	22,972	1 Carnegie West	14,409	1 South Brooklyn	32,043
2 South Brooklyn	22,128	2 Rice	12,082	2 West Park	27,814
3 Rockport	20,810	3 Eastman	11,424	3 Fleet**	26,727
4 West Park	20,778	4 South Brooklyn	10,327	4 Eastman	23,674
5 Walz	18,618	5 Sterling	9,909	5 Rockport	19,896
6 Memorial-Nottingham	15,945	6 Fleet	9,588	6 Fulton	19,647
7 Fleet	15,564	7 Hough	8,962	7 Rice	19,462
8 Rice	13,988	8 West Park	8,920	8 Memorial-Nottingham	19,271
9 Carnegie West	13,546	9 Walz	8,854	9 Harvard-Lee	17,655
10 Woodland	12,807	10 Harvard-Lee	8,751	10 Walz	16,063
11 Addison	12,796	11 Rockport	7,500	11 Collinwood	14,769
12 Fulton	12,114	12 Jefferson	7,452	12 Langston Hughes	14,439
13 Martin Luther King, Jr.	12,087	13 East 131st	7,020	13 Glenville	14,006
14 Lorain	11,549	14 South	6,732	14 Addison	13,603
15 Harvard-Lee	9,911	15 Woodland	6,710	15 East 131st	13,025
16 South	9,874	16 Lorain	6,708	16 Mt. Pleasant	12,792
17 Collinwood	9,289	17 Fulton	6,707	17 Lorain	12,588
18 Union	8,527	18 Collinwood	6,560	18 Martin Luther King, Jr.	12,392
19 Glenville	8,297	19 Langston Hughes	6,455	19 Carnegie West	10,487
20 Jefferson	8,145	20 Addison**	6,017	20 Union	8,416
21 Langston Hughes	7,697	21 Glenville	5,902	21 Sterling	8,267
22 Mt. Pleasant	7,443	22 Mt. Pleasant	5,713	22 Woodland	7,946
23 Brooklyn	7,316	23 Martin Luther King, Jr.	5,469	23 South	6,325
24 Sterling	6,806	24 Memorial-Nottingham**	5,110	24 Hough	5,667
25 East 131st	5,653	25 Union	4,908	25 Brooklyn	5,524
26 Hough	5,578	26 Garden Valley	3,831	26 Jefferson	3,515
27 Garden Valley	4,257	27 Brooklyn	3,483	27 Garden Valley	2,310
28 Broadway*	39	28 Broadway*	0	28 Broadway**	1,966
	324,534		205,503		388,323
					473,177

**Broadway and Fleet services areas merged

*Broadway branch library closed its doors on November 16, 2012

**Equipment malfunction; substitute value used

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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR DECEMBER 2013**

OTHER TRANSACTIONS
Loans* to:

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
CLEVNET	79,457	73,118	993,049	982,475	1.1%
MORE	505	632	8,436	9,971	-15.4%
Other Libraries	449	540	8,021	6,614	21.3%
TOTAL	80,411	74,290	1,009,506	999,060	1.0%

*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Projected	18,400	23,664	283,654	290,963	-2.5%
KnowitNow Web Reference*	371	612	6,050	7,777	-22.2%
Interlibrary Loan Requests	2,007	3,900	43,427	50,537	-14.1%
TOTAL	20,778	28,176	333,131	349,277	-4.6%

*Questions taken by CPL staff only. As more partner libraries throughout Ohio sign on to provide the service, what had been CPL's disproportionate share as a provider will continue to diminish.

CHANGES IN PERMANENT COLLECTION

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
New Titles Added	5,801	5,297	71,378	88,414	-19.3%
Total Items Added	13,186	15,152	279,072	315,628	-11.6%

HOURS OPEN

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2013	2012	2013	2012	
Main Library	192	189	2,408	2,403	0.2%
Branches	5,526	5,548	68,901	70,659	-2.5%

MYTUNES

	Dec 2013	Nov 2013	Oct 2013	Sep 2013	Aug 2013
	Songs Downloaded	3,874	3,941	3,966	4,059
Users	587	596	614	620	662
New Registrations	4	6	4	10	9

Trends in circulation by format

Comparing 2009 through 2013, audio and magazine formats dropped in popularity while books and video formats experienced less volatility.

