

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

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,  
Mr. Hairston, Mr. Parker, Mr. Werner (arrived,  
12:15 p.m.)

Absent: Mr. Corrigan

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

**Approval of the Minutes**

Ms. Rodriguez moved approval of the minutes for the 9/18/14 Regular Board Meeting; 9/16/14 Joint Finance & Human Resources Committee Meeting; and 9/24/14 Special Board Meeting. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

**COMMUNICATIONS**

Before Director Thomas acknowledged communications, John Skrtic, Director of Public Services introduced local artist Amy Casey who spoke about a work titled, "Dissemination" that the Library commissioned her to create for Main Library. Funding for this artwork was provided through Lockwood Thompson Fund. Ms. Casey displayed her work and answered any questions the Board had.

Director Thomas acknowledged an email from Olivia Gardner, Educator: Primary K-2 Intervention Specialist, Anton Grdina Elementary School, expressing her appreciation for receiving notification of the book sale at the Woodland Branch. Ms. Gardner was able to support her classroom library with the purchases from the book sale.

Ms. Rodriguez acknowledged Fran Mentch and Cathy Schaefer who spoke passionately about the restoration and preservation of the South Branch as a Carnegie Library.

MINUTES OF REG.  
BRD. MTG. OF  
9/18/14; JOINT  
FINANCE & HUMAN  
RESOURCES COM.  
MTG. OF 9/16/14;  
SPECIAL BRD.  
MTG. OF 9/24/14  
Approved

EMAIL FROM:  
OLIVIA GARDNER,  
ANTON GRDINA  
ELEMENTARY  
SCHOOL  
Acknowledged

Ms. Mentch's comments included ADA issues and concerns and that preserving this building is essential for the preservation of the neighborhood. She also stated that it appeared that a politician was pressuring the Library management to use a branch to help anchor some new project near Metrohealth.

Ms. Rodriguez stated that update information on the CPL150 Plan is available on the Library's website.

Ms. Schaefer continued about the historic and neighborhood value of South Branch.

Mr. Hairston stated that for the record, he has never been approached or influenced by any politician regarding any decisions that he makes as a member of the Library Board of Trustees.

Ms. Rodriguez stated that she believes that the same is true for any member of the Library Board of Trustees.

Mr. Hairston stated that his decisions are based on providing the best service possible to the communities that the Library serves.

Ms. Rodriguez acknowledged Steve Katavonic, who reiterated his desire for the Library to utilize outdated CRT monitors. Mr. Katavonic stated that he would forward a letter to Larry Finnegan to consider his request.

#### **FINANCE COMMITTEE REPORT**

Ms. Rodriguez presented the following report.

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

(See page 1170)

Ms. Rodriguez moved approval of the following resolution. Mr. Werner 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

RESOLUTION  
TO ACCEPT  
GIFTS FOR THE  
MONTH OF  
SEPTEMBER 2014  
Approved

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of September 2014; now therefore be it

RESOLVED, That the gifts described in the Gift Report for September of 2014 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Seventh Amendment to the Year 2014 Appropriation

(See pages 1171-1174)

Ms. Rodriguez moved approval of the following resolution. Mr. Parker 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, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated September 9, 2014; 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 Seventh Amendment to the Year 2014 Appropriation Schedule be approved.

Resolution Regarding Classification of Funds

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

WHEREAS, In March 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*, to address issues related to how fund balances are reported in governmental financial statements. The intent of GASB Statement No. 54 is to bring greater transparency and

SEVENTH  
AMENDMENT  
TO YEAR 2014  
Approved

RESOLUTION  
REGARDING  
CLASSIFICAION  
OF FUNDS  
Approved

consistency to fund balance reporting in the government sector; and

WHEREAS, The Library implemented GASB Statement No. 54 for the fiscal year ending December 31, 2011; and

WHEREAS, At their regular meeting on June 19, 2012, the Cleveland Public Library Board of Trustees formally adopted the Fund Balance Policy, which established the procedures for reporting, within the annual financial statements, the fund balances of the Library's governmental funds in accordance with GASB Statement No. 54; and

WHEREAS, Management wants to impose internal restrictions on the use of otherwise unrestricted resources, specifically the CLEVNET revenue received from other libraries and entities on a contractual basis, and wishes to create a new Special Revenue fund, titled "CLEVNET", in order to capture the financial information of this source of revenue along with its associated activities; and

WHEREAS, It is necessary to submit requests to the Auditor of State when the creation of a fund is not specifically authorized by statute or when the purpose of the fund is not identified in ORC 5705.09 (A) - (H); now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees authorizes the Chief Financial Officer to submit a request to the Auditor of State for the creation of the CLEVNET Special Revenue fund; and be it further

RESOLVED, Upon the Auditor of State's approval to establish the CLEVNET Special Revenue fund, the Library's Board of Trustees commits the following revenues, therefore classifying the fund balance of the CLEVNET fund as a Committed Fund Balance beginning with the 2015 calendar year:

- 1) Itemized fees assessed during contract term;
- 2) Charges for additional products, materials or services not contemplated in above itemized fees.



Resolution Amending Resolution to Purchase Carpet for  
Harvard-Lee Branch

(See pages 1175-1178)

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

WHEREAS, On September 18, 2014, the Board of Trustees of the Cleveland Public Library approved the award of a contract to Regal Carpet Center in the amount of \$27,130.00 for the purchase and installation of new carpeting at the Harvard-Lee Branch of the Cleveland Public Library; and

WHEREAS, Regal Carpet Center has refused to honor its proposal claiming its estimator had miscalculated the amount of carpet needed, and increased the cost by \$2,000 - \$3,000.00; and

WHEREAS, The Library's Department of Property Management has determined that it would be less expensive and in the best interests of the Library to award the contract to Northern Flooring Specialists, now the lowest bidder because of the actions of Regal Carpet Center, in the amount of \$28,600.00; now therefore be it

RESOLVED That the Resolution of the Board of Trustees of the Cleveland Public Library adopted on September 18, 2014 authorizing the Library to enter into an agreement with Regal Carpet Center for the purchase and installation of carpeting for the Harvard-Lee Branch is hereby amended to provide that the Executive Director or his designee is authorized to enter into and execute an agreement with Northern Flooring Specialists in the amount of \$28,600.00 for the Harvard-Lee Branch of the Cleveland Public Library. The cost of this expenditure shall be charged to Building and Repair Fund No. 12100053-53310.

Resolution Authorizing the Executive Director to Settle  
Litigation up to the Amount of \$25,000

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

RESOLUTION  
AMENDING  
RESOLUTION TO  
PURCHASE  
CARPET FOR  
HARVARD-LEE  
BRANCH  
Approved

RESOLUTION  
AUTHORIZING  
THE EXECUTIVE  
DIRECTOR TO  
SETTLE  
LITIGATION UP  
TO THE  
AMOUNT OF  
\$25,000  
Approved

WHEREAS, From time to time lawsuits or administrative claims are filed against the Cleveland Public Library and its officers and employees; and

WHEREAS, In some cases it is in the best interests of the Library to settle a lawsuit or administrative claim for a small or modest monetary sum rather than incur the costs of litigation and subject the Library to the possibility of a large judgment for damages; and

WHEREAS, Certain courts and administrative agencies require that the Library have full settlement authority at mediations, arbitrations, and pretrials when settlement negotiations are likely to take place; and

WHEREAS, Because the Board of Trustees of the Cleveland Public Library only meets regularly once a month it is not always possible to obtain Board authorization prior to a settlement negotiation ; and

WHEREAS, Therefore, this Board desires to grant the Executive Director standing authority to settle litigation up to an amount not-to exceed \$25,000; now therefore be it

RESOLVED That the Board of Trustees of the Cleveland Public Library hereby grants the Executive Director, CEO, the authority to settle any lawsuit or administrative claim presented to or filed against the Library, its officers and/or employees, provided the settlement does not exceed Twenty-Five Thousand Dollars (\$25,000), and further provided sufficient monies are available for the payment of the settlement amount. Said settlement must be approved by the Chief Legal Officer, who will notify the Board of Trustees as soon as possible after a settlement is reached, and formally reported to the Board at its next regularly scheduled meeting.

Resolution Authorizing Agreement with Cleveland  
Neighborhood Progress Inc. for Financial Consulting  
Services through its Community Financial Centers Program

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

(See pages 1179-1183)

RESOLUTION  
AUTHORIZING  
AGREEMENT  
WITH  
CLEVELAND  
NEIGHBORHOOD  
PROGRESS, INC.  
FOR FINANCIAL  
CONSULTING  
SERVICES  
THROUGH ITS  
COMMUNITY  
FINANCIAL  
CENTERS  
PROGRAM  
Approved

WHEREAS, Cleveland Neighborhood Progress, Inc. offers services through its Community Financial Centers Program, whereby professionals provide advice and guidance regarding financial planning and management; and

WHEREAS, The mission of the Community Financial Centers program is to strengthen the prosperity of communities, one person, one path at a time, and to create economic self-sufficiency across every community it serves, through individualized financial counseling, education, budgeting instruction, referrals, and access to affordable banking products, tools and services; and

WHEREAS, The Executive Director would like to offer financial planning services through Community Financial Centers to Cleveland Public Library employees at no cost to them as a part of the Library's employee assistance program; and

WHEREAS, Cleveland Neighborhood Progress, Inc. has proposed to provide these services for a period of one (1) year at the cost of Thirty-Five Thousand Dollars (\$35,000); now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director CEO or his designee to enter into an agreement with Cleveland Neighborhood Progress, Inc. for financial planning and management services for the employees of the Cleveland Public Library through its Community Financial Centers for a period of one year at the cost of Thirty-Five Thousand Dollars (\$35,000) with the expenditure being charged to General Fund Account 11510053-53710 (Professional Services). The Agreement shall be subject to the review and approval of the Chief Legal Officer.

Resolution To Ratify Agreement for Purchase of Natural Gas

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

(See pages 1184-1187)

RESOLUTION  
TO RATIFY  
AGREEMENT  
FOR PURCHASE  
OF NATURAL  
GAS  
Approved

WHEREAS, On September 18, 2014 the Board of Library Trustees authorized the Executive Director or his designee to enter into an agreement for natural gas with the supplier that provided the best price through broker consultant North Shore Energy Consulting, LLC; and

WHEREAS, On September 10, 2014, the lowest prices for a fixed 12 month term ranged from \$4.360 to \$4.490 per MCF depending upon the supplier. On October 2, 2014, the Library, through North Shore Energy Consulting, LLC, received a quote from Interstate Gas Supply, Inc. (IGS) for a 12 month term at the rate of \$4.14 per MCF; and

WHEREAS, The Library's Executive Director executed into an agreement with IGS at the rate of \$4.14 per MCF from November 2014 through October 2015; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies the agreement entered into by the Library on October 2, 2014 for natural gas at the rate of \$4.14 per MCF for a 12 month term from November 2014 through October 2015.

Resolution Authorizing Purchase of Furniture for the Cleveland Digital Public Library Without Competitive Bidding

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

WHEREAS, At the September 18, 2014 meeting of the Cleveland Public Library Board of Trustees, this Board authorized the Executive Director to solicit competitive bids for the furniture package for the Cleveland Digital Public Library Project in the Main Library Building; and

WHEREAS, On September 25, 2014 and October 2, 2014 a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for the furniture package for the Project; and

WHEREAS, Sealed bids were due by 12:00 Noon (local time) on Thursday, October 9, 2014, but no bids were received; and

RESOLUTION  
AUTHORIZING  
PURCHASE OF  
FURNITURE  
FOR THE  
CLEVELAND  
DIGITAL  
PUBLIC  
LIBRARY  
WITHOUT  
COMPETITIVE  
BIDDING  
Approved

WHEREAS, It is the opinion of the Chief Legal Officer that the purchase of furniture is not an improvement and does not have to be competitively bid under Ohio Revised Code Section 3375.41, and that it is not necessary, therefore, to rebid the furniture package; and

WHEREAS, The Director seeks the approval of this Board to negotiate the purchase of furniture for the Cleveland Digital Public Library directly from furniture vendors, in a total amount not-to-exceed \$100,000; now therefore be it

RESOLVED, That the Board of Library Trustees hereby authorizes the Executive Director CEO, his designees and agents, to negotiate and enter into agreements for the purchase of furniture for the Cleveland Digital Public Library directly from furniture vendors without competitive bidding, in a total amount not-to-exceed \$100,000, with the expenditure being charged to Building & Repair Fund Account 40190105-55510-10419; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, shall present the purchase agreements for furniture to this Board for ratification at the next regularly scheduled meeting of the Board of Trustees.

Resolution Extending Agreement with G4S Secure Solutions to Provide Contracted Security Services

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

WHEREAS, On April 21, 2011, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into an agreement (the "Agreement") with G4S Secure Solutions, Inc. ("G4S") to provide safety and security services at its branches. This Agreement expired on June 4, 2014; and

WHEREAS, On May 13, 2014, this Board authorized the extension of the G4S Agreement through December 31, 2014 in order to provide the Department of Safety and Protective Services additional time to prepare a new staffing plan and evaluate its needs for the branches, and to prepare a Request for Proposal for a new outside security services agreement; and

RESOLUTION  
EXTENDING  
AGREEMENT  
WITH G4S  
SECURE  
SOLUTIONS TO  
PROVIDE  
CONTRACTED  
SECURITY  
SERVICES  
Approved

WHEREAS, The Department of Safety and Protective Services is now in the process of making staffing changes and needs additional time to prepare a Request for Proposal for a new outside security services agreement and would, therefore, like to extend the G4S Agreement through June 30, 2015; and

WHEREAS, G4S has agreed to extend the existing agreement at the same rate of \$13.71 per hour for an unarmed security guard, \$20.24 per hour for a dispatcher, and \$25.22 per hour for an Account Manager; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to negotiate and enter into an amendment to the Agreement to extend the term through June 30, 2015 subject to review and approval by the Library's Chief Legal Officer, with the costs being charged to General Fund Account 12930053-53380 Contract Security.

Resolution Authorizing Purchase of Training Materials from VitalSmarts for Crucial Conversations Training

Ms. Rodriguez stated that this resolution would not be considered and will be held for further discussion.

Ms. Rodriguez submitted the following reports.

FISCAL OFFICER'S  
REPORT  
Submitted

Fiscal Officer's Report

(See pages 1188-1237)

REPORT ON  
INVESTMENTS  
Submitted

Report on Investments

(See page 1238)

REPORT ON  
CONFER. &  
TRAVEL  
EXPENDITURES  
Submitted

Report on Conference and Travel Expenditures

(See page 1239-1240)

PURCHASES FROM  
\$5,000-\$25,000,  
7/1/14-9/30/14  
Submitted

Purchases from \$5,000-\$25,000 for Period 7/1/14-9/30/14

(See page 1241)

Purchases Exceeding \$25,000 for the Period 7/1/14-9/30/14

(See page 1242)

Fees Paid for Legal Advice and Services to Ogletree, 7/1/14-9/30/14

(See page 1243)

Report on Cleveland Foundation Grant for Library Learning Centers

(See page 1244)

In response to Ms. Butts inquiry, John Skrtic, Director of Public Services, stated that Woodland, Eastman, Carnegie West and Rockport branches participate in the Read to the Beat music program.

**HUMAN RESOURCES COMMITTEE REPORT**

Mr. Seifullah presented the following report.

Regular Employee Report

(See pages 1245-1246)

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

Resolution for Ratification of Agreement with City, County, Waste Paper Drivers Union Local 244 and to Extend Local 244 Wage and Benefit Package to Nonunion Employees

(See pages 1247-1250)

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

WHEREAS, The Cleveland Public Library ("CPL") and City, County Waste Paper Drivers Union Local 244 ("Local 244"), are parties to a collective bargaining agreement which expired on December 31, 2013 but which has been

PRUCHASES  
EXCEEDING  
\$25,000, 7/1/14-  
9/30/14  
Submitted

FEES PAID FOR  
LEGAL ADVICE &  
SERVICES TO  
OGLETREE, 7/1/14-  
9/30/14  
Submitted

REPORT ON  
CLEVELAND  
FOUNDATION  
GRANT FOR  
LIBRARY  
LEARNING  
CENTERS  
Submitted

REGULAR  
EMPLOYMENT  
REPORT  
Approved

RESOLUTION  
FOR  
RATIFICATION  
OF  
AGREEMENT  
WITH CITY,  
COUNTY,  
WASTE PATPER  
DRIVERS UNION  
LOCAL 244 AND  
TO EXTEND  
LOCATL 244  
WAGE AND  
BENEFIT  
PACKAGE TO  
NONUNION  
EMPLOYEES  
Approved

extended until completion of collective bargaining negotiations; and

WHEREAS, CPL and Local 244 engaged in collective bargaining negotiations and have arrived at a tentative agreement; and

WHEREAS, The tentative agreement was ratified by Local 244 members on October 3, 2014; and

WHEREAS, The tentative agreement provides, among other things, that wages will be increased by 2% in 2014 (retroactive to December 29, 2013), 2% in 2015, and 2.5% in 2016; and

WHEREAS, Effective December 31, 2014, Medical Mutual's Premier health care plan will no longer be available to Local 244 members. All members will transfer to Medical Mutual's Standard health care plan. CPL will also provide an Essential and Basic health care plan through Medical Mutual; and

WHEREAS, Those employees transferring from the Premier plan to the Standard plan, the Essential plan or the Basic plan, or from the Standard plan to either the Essential or Basic plans, will receive a one-time \$1,000 bonus if currently enrolled in the Family Premier plan, or \$500 bonus if currently enrolled in the Single Premier plan, payable no later than January 31, 2015; and

WHEREAS, Any employee who elected to switch from the Premier plan to the Standard plan during the open enrollment period dated September 15 through September 20, 2014, will be deemed eligible for the one-time bonus as described above; and

WHEREAS, The Library will assume the first 5% of increases in health care premiums for the life of the contract. Any increases over 5% will be split equally between the Library and the Union members; and

WHEREAS, Covered spouses under the Library's health care plan will be added to the current Wellness Program in 2015; and

WHEREAS, The Library will provide a basic short-term disability plan with an employee option to buy additional coverage; and



WHEREAS, The Library will provide a \$5,000.00 retirement buyout to Local 244 members who are active employees as of October 3, 2014 and submit appropriate paperwork by October 31, 2014, and who will retire by November 30, 2014; and

WHEREAS, The workweek for the Safety and Protective Services Department will move from a standard 37.5 hour work week to a standard 40 hour work week, applicable to both union and non-bargaining unit personnel within the Safety and Protective Services Department, effective with the first full pay period of January, 2015; and  
WHEREAS, The Library will provide bullet-proof vests for all union and non-bargaining unit-employees in the Safety and Protective Services Department; and

WHEREAS, All other non-financial negotiated items and contained in the tentative agreement shall be deemed accepted by the Board; and

WHEREAS, All non-bargaining unit Library employees shall be extended the wages and benefits herein described with the exception of the 40 hour workweek provision and the bullet proof vests; and

WHEREAS, Non-bargaining unit employees must be active employees as of October 16, 2014 and submit appropriate paperwork between by November 30, 2014 and retire by December 27, 2014 to be eligible for the \$5,000.00 retirement buyout; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees ratifies the tentative agreement between City, County, and Waste Paper Drivers Union Local 244 and the Cleveland Public Library as described in this Resolution; and be it further,

RESOLVED, That this Board approves the extension of the wages and benefits package, subject to the exceptions described in this Resolution, to the non-bargaining unit members of the Library outside the Department of Safety and Protective Services; and be it further

RESOLVED, That the Cleveland Public Library Board of Trustees commends the diligence of both parties to reach an agreement, and directs the President of the Board and the Library's Executive Director, CEO, to sign such documents and agreements as may be necessary or

appropriate to memorialize the agreements approved by, City, County & Waste Paper Drivers Union Local 244 and the Cleveland Public Library, and to extend the wage and benefits package to non-bargaining unit employees.

Retirement Recognition Citation

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

Citations have been issued for the following staff member on the occasion of her retirement:

Carolyn Southerland (35 years of service; Subject Department Senior Clerk; Grade D - Lending; retires 10/31/2014

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

Be it further resolved that the citation be sent to her forthwith if she is not present at this meeting of the Board of Trustees.

Carolyn Southerland gave remarks reflecting on her years of service at Cleveland Public Library. Various Trustees, Administrators, staff and guests expressed congratulations and well wishes to the retiree.

Mr. Seifullah submitted the following reports.

Report on Paid Sick Time Used by the Month

(See page 1251)

Affirmative Action Plan Report

(See page 1252)

Insurance Summary Report

(See page 1253)

RETIREMENT  
RECOGNITION  
CITATION  
Approved

REPORT ON  
PAID SICK TIME  
Submitted

AFFIRMATIVE  
ACTION PLAN  
REPORT  
Submitted

INSURANCE  
SUMMARY  
REPORT  
Submitted

**COMMUNITY SERVICES**

Ms. Rodriguez submitted the following report.

Monthly Activity Report

(See pages 1254-1259)

Building Status Update

Mryon Scruggs, Director of Property Management stated that the Digital Hub project is progressing. The recent rain caused minor issues with the drain at Main Library.

CPL150 Ad Hoc Committee Community Engagement Project Update

Timothy Diamond, Chief Knowledge Officer, stated that the CPL150 community engagement project kicked off nearly four months ago, at the end of June. At that time, the immediate goal was to create an advisory committee in each of three neighborhoods that are part of Group 1: Central, Slavic Village, and Clark/Scranton. To create those advisory committees, the Library's consultants—Cleveland Urban Design Collaborative from Kent State University and Enlightenment Consulting Group, headed by Peter Whitt—have been meeting with various stakeholders in those communities to get their advice and guidance as to the makeup of the committees. For each committee, they are trying to find the right mix of people that is representative of the neighborhood.

Mr. Diamond acknowledged that the process has taken longer than expected. He explained that it takes time to work with community stakeholders to establish trust in any planning process, especially when there are so many planning initiatives out there, concurrently, all competing for the time and attention of stakeholders and residents.

Mr. Diamond noted that in Central neighborhood, for example, Burten Bell Carr CDC is currently in the process of soliciting public feedback on its ambitious plan for the community, a plan that differs significantly from CMHA's Central Choice Transformation Plan.

MONTHLY  
ACTIVITY REPORT  
Submitted

BUILDING STATUS  
UPDATE  
Presented

CPL150 AD HOC  
COMMITTEE  
COMMUNITY  
ENGAGEMENT  
PROJECT UPDATE  
Presented

Mr. Diamond spoke on the challenge for the Library to come into a community that has two massive planning projects going on that aren't necessarily aligned with one another and try to dovetail our process with efforts already underway.

- We are trying to find a path so people aren't confused about all the planning that is going on.
- We are being respectful of planning efforts that started before ours.
- We are being mindful of 'meeting fatigue' residents deal with.

To get an advisory committee together that is both representative and equitable takes time. The committee's job will be to shape the goals of the public meetings and drive resident participation in the process.

Mr. Diamond reported that we have been well received at every stakeholder meeting along the way. Some were wary at first, but once we explained our process, they were relieved to know that this Board and our Director are committed to a planning process that is comprehensive and thoughtful. And one that honors individual community needs and isn't a cookie cutter approach to the entire city.

Meanwhile, we are starting on Group 2 neighborhoods, first making our entrée into Mt Pleasant, Corlett and Union-Miles Park, the neighborhoods served by East 131<sup>st</sup> Street and Mt Pleasant Branches, a very large, heavily residential part of the city. Old Brooklyn and Brooklyn Centre, will be next, as part of Group 2.

Mr. Werner stated that it was important to share information on this process in as many venues as possible.

#### **NEW BUSINESS**

Mr. Parker presented the following item of old business.

#### **Resolution of Support for Cleveland Metropolitan School District Bond Issue and Tax Levy**

Mr. Parker moved approval of the following resolution.

Mr. Werner seconded the motion, which passed unanimously by roll call vote.

WHEREAS, At their regular meeting on September 18, 2012, the Board of Trustees of the Cleveland Public Library unanimously passed a resolution to support the implementation of Cleveland Metropolitan School District's *Cleveland Plan for Transforming Schools*, urging the community to invest the necessary energy and resources to make the *Cleveland Plan* a reality; and

WHEREAS, A critical factor in the implementation of the *Cleveland Plan* is the flexibility needed by the School District to start new school models and provide quality school options in every neighborhood, as detailed in the District's facilities plan; and

WHEREAS, The District's facilities plan calls for the construction of 20 to 22 new schools and the refurbishing of 20 to 23 existing schools; and

WHEREAS, The Cleveland Metropolitan School District has placed Issue 4, a bond issue and tax levy, on the November ballot to provide the resources for new construction, renovation, and other improvements to school facilities, as well as funds for building maintenance; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library supports the passage of Issue 4 on November 4, 2014, and urges the community to continue investing the energy and resources needed to make the *Cleveland Plan* a reality.

#### **DIRECTOR'S REPORT**

Before presenting his report, Director Thomas introduced Katie Ringerbach as new branch manager at Rockport. Director Thomas acknowledged Boss's Day and expressed his appreciation to the Board accordingly.

#### **Fighting Community Deficits**

##### **Legal Aid @ YourLibrary**

On Saturday, September 13th, the Glenville Branch hosted the Legal Aid @ Your Library clinic. Fifty-three families signed up to receive a free consultation from a

DIRECTOR'S  
REPORT  
Presented

volunteer attorney. There were 9 volunteer attorneys from Buckingham Doolittle and from City Hall, and three law students provided intake. Council President Kevin Kelley, Councilman, TJ Dow and Councilwoman Mamie Mitchell were among the volunteers providing legal services to library patrons.

#### **Northeast Ohio Media Group / Plain Dealer Grant Status**

A ribbon-cutting event for the Northeast Ohio Media Group/Plain Dealer Digital Literacy Grant project was held on September 25 at the Harvard-Lee Branch Library. TechCentral Coordinator, Sam Tripodis, was in attendance at the event to demonstrate the mobile TechToolBox kits as well as one of the SmartBoards purchased through the grant.

#### **Teen Programs**

Youth Services Department Librarians Maria Estrella and Kristen Schmidt coordinated two teen workshops in September in Studio 470. The Collaborative to End Human Trafficking hosted a program and the staff from the Rape Crisis Center presented Dating Violence 101.

#### ***Celebrate Diversity***

The Library in partnership with the Cleveland State University, Confucius Institute began offering lunchtime Business Chinese courses in the Foreign Literature Department. The class is designed to help students overcome language barriers and understand the culture, people and general way of doing business in China. Students will learn beginning Chinese dialogues and grammar and vocabulary emphasizing business communication skills such as negotiating, socializing and establishing and maintaining good relationships. This twice-weekly class had an average attendance of 20 students per class and will run through November 17.

#### **Ugandan Orphan Choir**

On Friday, September 5th Ugandan Orphan Choir performed for students in the East 131st Branch service area. Approximately 50 students and educators observed a performance of traditional Ugandan dance and song by the Choir and participated in a post-program meet-and-greet with the Ugandan children and program facilitator.

### Mi Mundo: Traditional Peruvian Dance Classes

Youth Services Department Librarian Maria Estrella hosted the Mi Mundo: Traditional Peruvian Dance Classes on Saturdays, September 13th and 27th. Young library patrons and their families were taught a traditional Peruvian dance.

### Foreign Language Storytime

Sixty-two children and parents attended the Russian Language "Children's Club" on September 6th. Foreign Literature Department Librarian Victoria Kabo hosted the program which was held in the Foreign Literature Department and in the Youth Services Art Lab.

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

\* The Philadelphia Museum of Art called to verify the date for a WPA print entitled "The Cell" by Clevelander, Abraham Jacobs.

\* A researcher from Virginia requested to view the two copies of the Woodsfield (Ohio) Gazette from 1832.

\* A graduate student from a local university visited to research the impact that Cleveland sports teams had upon the city of Cleveland. He became familiar with Special Collections and the Sports Research Center during his tour.

- Chess researcher requested scans from the 1874 Alphonsine Manuscript: Chess Problems with Additional Solutions and Remarks by Alfonso.
- A curator from the World Chess Hall of Fame needed photographs of Emanuel Lasker, Wilhelm Steinitz, Garry Kasparov, Vladimir Kramnik, Viswanathan Anand and Magnus Carlsen for an exhibit. Special Collections staff was able to provide photographs of Lasker, Stinitz and Kasparov.
- The Microform Center received a visit from an Irish television production company who was filming a documentary about Nancy Corrigan who was one of the most successful pilots of her generation. She was born in Ireland and immigrated to Cleveland in 1929. The crew filmed the presenter scrolling through *Plain Dealer* articles on Ms. Corrigan.

- 15 standards requests were received via email. The staff in the Science and Technology Department was able assist with 5 of the 15 by using a resource of 10,000 standards from Excel spreadsheet which has been compiled by staff since December of 2013.

### **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 attended OLC's Legislative Network Meeting.
- I presented to the USPTO's Patent and Trademark program.
- I attended the Anisfield-Wolf Book Awards.
- I presented at the NEOMG's Press Conference at the Harvard-Lee branch.

#### **CLEVNET**

CPL has 9,238 total followers on Twitter and the Facebook page

#### **GRANTS & DEVELOPMENT**

##### Submitted Grants

Ohio History Fund - Submitted request for \$2,400 for the Cleveland Public Digital Library, specifically to send 4 employees to the Society for American Archivists Annual Meeting in 2015.

Knight Foundation News Challenge - Submitted entry for The People's University. This was the first round of applications for this annual grant program. We will know



at the end of October whether our initial application was approved for a full proposal.

### Projects

Cleveland Foundation - Submitted Interim Report for activities on the Learning Centers grant.

Little Free Libraries - Working toward the opening of five new Little Free Libraries in the Fairfax neighborhood. As a CPL contact, I am working with our Graphics team to create a flyer advertising the locations of the new libraries and an invite for the community celebration.

Northeast Ohio Media Group (NEOMG) - Hosted an open house at the Harvard Lee Branch on September 25 to showcase new equipment purchased through this grant.

Letter of Support - sent to Bishop Larry Macon for his nomination to the MetroHealth Hospital Board of Trustees.

### **PUBLIC SERVICES**

#### Programs, Services & Exhibits

During the month of September the Library hosted a total of 143 programs. Educational programming and services, not included in the above totals, accounted for approximately 128 adult education classes, and 738 hours of after-school tutoring; 192 hours of intensive reading instruction for grades K-3 and 546 hours of homework help for grades K-8. After-school snacks were served M-Th. at 18 branch locations. Impact 216, the program formerly known as Rocking the 216, an 8-week ACT preparation program offered in partnership with Greater Cleveland College Now is now being offered at 4 CPL locations: Eastman, South Brooklyn, Martin Luther King, Jr., and Harvard-Lee.

Total programming/educational services related encumbrances for September totaled \$ 44,558.75. \$30,750.00 was devoted to Learning Center programming and staff professional development; Learning Center financial support is generously provided by the Cleveland Foundation. In the month of September the Library generated \$2,250.00 in revenue from the rental of the LSW auditorium, and Main Library by outside organizations.

*Legal Aid @ YourLibrary*

On Saturday, September 13th, the Glenville Branch hosted the Legal Aid @ Your Library clinic. Fifty-three families signed up to receive a free consultation from a volunteer attorney. There were 9 volunteer attorneys from Buckingham Doolittle and from City Hall, and three law students provided intake. Council President Kevin Kelley, Councilman TJ Dow and Councilwoman Mamie Mitchell were among the volunteers providing legal services to library patrons.

*Business Chinese Courses*

The Library in partnership with the Cleveland State University, Confucius Institute began offering lunchtime Business Chinese courses in the Foreign Literature Department. The class is designed to help students overcome language barriers and understand the culture, people and general way of doing business in China. Students will learn beginning Chinese dialogues, grammar and vocabulary emphasizing business communication skills such as negotiating, socializing and establishing and maintaining good relationships. This twice-weekly class had an average attendance of 20 students per class and will run through November 17.

*Ugandan Orphan Choir*

On Friday, September 5th Ugandan Orphan Choir performed for students in the East 131<sup>st</sup> Branch service area. Approximately 50 students and educators observed a performance of traditional Ugandan dance and song by the Choir and participated in a post-program meet-and-greet with the Ugandan children and program facilitator.

*Cleveland Museum of Natural History*

Family Passes to the Cleveland Museum of Natural History (CMNH) continue to be available for check out by CPL cardholders at Sterling, Walz, & Woodland. The program distributed 45 tickets during the month of September.

*Patents and Trademarks Programs*

Science and Technology Department Librarian Jim Bettinger with assistance from Government Documents staff members Mona Brown and Erick Walker coordinated three programs hosted by the United States Patents and Trademarks Office (USPTO) in September. On September 22<sup>nd</sup>, attorneys from the Cleveland Intellectual Property Law Association attended a program held in Government

Documents on the PubWEST and PubEAST databases. On the 23<sup>rd</sup>, fifty public participants attended the program, "Patents and Trademarks: Get the Information You Need to Protect Your Intellectual Property." As part of the program, Social Science Department Librarian Tracey Overbey presented legal resources available from the Social Sciences Department. On September 24<sup>th</sup>, librarians from CPL and several other local libraries received training on using the USPTO website.

*River of Words Poetry Workshops*

Cynthia Larsen from Lake Erie Ink led three youth poetry workshops for the River of Words art and poetry contest at the Carnegie West Branch, Mt. Pleasant Branch and Collinwood Branch in September. Literature Department Librarian Steve Capuozzo hosted and coordinated the workshops.

*Get Graphic @ OCFB*

Guest reader Valentino Zullo discussed the book *Are You My Mother?* by Alison Bechdel on September 18<sup>th</sup>. Ms. Bechdel's book is the recent winner of the MacArthur Foundation's Genius Grant. This *GET GRAPHIC! Comics and the Clinic* book club event was coordinated by Literature Department Librarian Jean Collins.

*Christmas in July & Blind Date with an Ohio Author*

Congratulations to Cody White, the winner of the "Christmas in July Blind Date with an Ohio Author" promotion. The Cleveland Play House provided him with two free tickets to this year's production of *A Christmas Story*.

*Playhouse and Playhouse Square Partnerships*

Table-top exhibits related to the Playhouse Square production of *Motown the Musical* and the Cleveland Play House production of *Little Foxes* as well as bookmarks for the next Cleveland Playhouse Production, *How We Got On*, running October 24<sup>th</sup> through November 16<sup>th</sup> were available in the Literature Department.

*ARTneo Arts Symposium*

Fine Arts and Special Collections Manager Pam Eyerdam worked with Outreach and Programming Services to plan an Arts Symposium with ARTneo on Saturday, September 13<sup>th</sup>. The focus of the program was to present the venues available for artists, arts organizations, and programming throughout Northeast Ohio. There were 3

panel discussions with members of the arts community, arts organizations, and community leaders.

*Grant Seeking & Proposal Writing Programs*

Social Science Department Librarian Helena Travka coordinated two programs with Carrie Miller of the Foundation Center of Cleveland. "Grant Seeking Basics" was offered on September 13<sup>th</sup> and "Proposal Writing & Budgeting Basics" was offered on September 20<sup>th</sup>.

*Main Library Book Clubs*

Literature Department Librarian Steve Capuozzo led the book discussion for the Anisfield-Wolf Book Award winning poetry book, *The Big Smoke* by Adrian Matejka on September 10<sup>th</sup>. The Literature Department also hosted book talks on *A Constellation of Vital Phenomena* on September 17<sup>th</sup> and *My Promised Land* on September 24<sup>th</sup>.

Popular Department Library Assistant Doug Westerbeke led a discussion on *The Leftovers* by Tom Perrotta and the African American Book club discussed *Hidden Riches* by Felicia Mason.

Social Science staff members Lakeisha Winstead and Helena Travka kicked off the Brown Bag Nonfiction Book Club with author Debra Robinson discussing her book *A Haunted Life* on September 11<sup>th</sup>.

Foreign Literature Department Librarian Victoria Kabo hosted the Russian Book Club meeting at Memorial-Nottingham Branch.

*Story Time and Class Visits and Tours*

Youth Services staff members conducted story times throughout the month of September. Story times were offered for toddlers, preschoolers and growing readers. Staff also welcomed visits from Campus International School, Community Villa View School and Developing Character Day School.

*Mi Mundo: Traditional Peruvian Dance Classes*

Youth Services Department Librarian Maria Estrella hosted the Mi Mundo: Traditional Peruvian Dance Classes on Saturdays, September 13<sup>th</sup> and 27<sup>th</sup>. Young library patrons and their families were taught a traditional Peruvian dance.

#### Teen Programs

Youth Services Department Librarians Maria Estrella and Kristen Schmidt coordinated two teen workshops in September in Studio 470. The Collaborative to End Human Trafficking hosted a program and the staff from the Rape Crisis Center presented Dating Violence 101.

#### Foreign Language Story Time

Sixty-two children and parents attended the Russian Language "Children's Club" on September 6<sup>th</sup>. Foreign Literature Department Librarian Victoria Kabo hosted the program which was held in the Foreign Literature Department and in the Youth Services Art Lab.

#### Music at Main

Jazz Pianist Jackie Warren played a mixture of Latin and traditional jazz on September 6<sup>th</sup> for an audience of fifty-two patrons.

#### Class Visits and Instruction

The History Department hosted three university visits in September. Graduate students from Case Western Reserve University's History Department, Historic Preservation and History Students from Ursuline College and the Cleveland Urban Design Collaborative brought students from the landscape architecture and urban design program. In addition, Library instruction sessions were provided to a graduate writing class from Case Western Reserve University by the Fine Arts and Special Collections staff.

#### Knitting Club

Popular Library Manager Sarah Flinn hosted a Knitting Club on September 12<sup>th</sup>. Participants were shown different knit and crochet stitches and were able to practice using donated yarn and needles.

#### GED Classes at CPL

Business Economic and Labor Department Librarian Susan Mullee and Social Science Department Librarian Tracey Overbey continued to teach weekly GED classes throughout the month of September.

#### September Displays

Social Science Department staff members Tracey Overbey, Pete Elwell, and Mark Moore prepared a display on Johnny Kilbane and Cleveland boxing history for the County Mayo Society program on September 26<sup>th</sup> and Librarian Helena

Travaka put together a Cleveland Browns exhibit in Social Sciences.

#### Main Library Outreach

Youth Services Department Librarian Maria Estrella attended the Cleveland Natural History Museum Open House for Educators and Librarians on September 24<sup>th</sup> and conducted a Hispanic Heritage Month story time at Hough Branch on September 23<sup>rd</sup>.

Business, Economics and Labor Department Librarian Susan Mullee attended the 2nd Annual Community Career and Resource Fair at the St. Phillip Neri Family Center on September 18<sup>th</sup>.

Foreign Literature Department Librarian Caroline Han hosted two ESOL and Information Literacy program for seniors at Goodrich-Gannett Community Center, Librarian Mary Torres hosted an Hispanic Heritage Month program at the Fulton Branch on September 19<sup>th</sup> and Librarian Victoria Kabo attended two meetings of the Russian Cultural Garden Committee during the month of September.

Fine Arts and Special Collections Department Librarian Andy Kaplan met with the new Music, Theater, and Humanities Librarian from Cleveland State University Library and gave her a tour of the great resources at CPL for the CSU students and staff members Kelly Brown, Stacie Brisker and Pam Eyerdam attended the *Annual Anisfield Wolf Book Award* ceremony on September 11<sup>th</sup>.

Anisfield-Wolf Book Award winning poet Adrian Matejka was featured at the Brews and Prose event held at the Old Angle Boxing Gym on W. 25<sup>th</sup> street on September 10<sup>th</sup>. Several Main Library staff members attended the event. The event featured Matejka reading his work and two live boxing demonstrations. Social Science Department Librarian Mark Moore prepared a display table of library materials and information which was displayed at the event.

#### MEETING ROOMS and SCHEDULING

The total number of requests for Main Library in the month of September was 102. There was an estimated total attendance of 2,422. The Lake Shore Facility requested meeting rooms 27 times and 240 requests originated in branch libraries; there was an estimated total attendance of 1,672. There were a total of 57 AV

requisitions for the month of September; 40 of them were for Main and 17 for Branches.

#### OUTREACH

In the month of September the Library began its annual kindergarten sign-up campaign. Approximately 1900 library cards were mailed to CMSD students who were enrolled in kindergarten in the year 2014.

The OPS department facilitated approximately 24 outreach events in the month of September. OPS staff directly participated in 7 offsite events and 3 library tours.

#### BOOKMOBILE/ON THE ROAD TO READING

The Bookmobile was not in service for the week beginning on September 29th for repairs and an evaluation on future repair cost. The evaluation will be completed and more should be known about the future maintenance cost in October.

On September 3rd, interviews were completed by Dawntae Jackson, Human Resources, and Rhonda Pai, Mobile Services to fill two vacancies in the Mobile Services Department. The position of part time clerk was filled with the hiring of Wallace Carrillo. The second opening was a part time library assistant opening and was filled by Melanie McCarter.

The On the Road to Reading (OTRR) program began full-time service this month. The program serves over fifty classrooms with children ranging from one and a half to five years of age every other week.

In September the Bookmobile made 70 stops and serviced 589 patrons.

#### Collection Development

Center for Local and Global History Manager Olivia Hoge was named as chair of the Electronic Resource Committee (ERC).

Collection development projects continue across Main Library and LSW. Fine Arts and Special Collections staff members continue to weed and transfer titles to stack books, shift oversize books to the 5<sup>th</sup> floor and make catalog corrections. The Foreign Literature staff withdrew 3,838 items from the collection in September. Youth Services staff continues to weed the collection,

process new materials, create bookmarks, and prepare book lists for programs such as Hispanic Heritage Month and the Enticing Book Titles for Teens brochure. Fine Arts and Special Collections Manager Pam Eyerdam and Department Librarian Kelly Brown travelled to Connecticut in September to meet and open a dialogue with a premier chess collector.

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

- The Philadelphia Museum of Art called to verify the date for WPA print entitled "The Cell" by Cleaveland, Abraham Jacobs.
- A researcher from Virginia requested to view the two copies of the *Woodsfield (Ohio) Gazette* from 1832.
- A graduate student from a local university visited to research the impact of Cleveland sports teams had upon the city of Cleveland. He became familiar with Special Collections and the Sports Research Center during his tour.
- Chess researcher requested scans from the 1874 *Alphonsine Manuscript: Chess Problems with Additional Solutions and Remarks* by Alfonso.
- A curator from the World Chess Hall of Fame needed photographs from Emanuel Lasker, Wilhelm Steinitz, Garry Kasparov, Vladimir Kramnik, Viswanathan Anand and Magnus Carlsen for an exhibit. Special Collections staff was able to provide photographs of Lasker, Steinitz and Kasparov.
- The Microform Center received a visit from an Irish television production company who were filming a documentary about Nancy Corrigan who was one of the most successful pilots of her generation. She was born in Ireland and immigrated to Cleveland in 1929. The crew filmed the presenter scrolling through Plain Dealer articles on Ms. Corrigan.
- 15 standards requests were received via email. The staff in the Science and Technology Department was able assist with 5 of the 15 by using a resource of 10,000 standards from Excel spreadsheet which has been compiled by staff since December of 2014.



Staff Development

Business Department Library Assistant Joseph Parnell was asked and accepted a position on the CPL Reclassification Committee.

Fine Arts and Special Collections Department Librarian Stacie Brisker joined the Northern Ohio Bibliophilic Society and The Bibliographical Society of America.

Social Science Department Librarian Mark Moore and Library Assistant Pete Elwell attended a program on mold presented by ICA and the Ohio Museums Association at the Pro Football Hall of Fame in Canton.

Other Main Library News

History Department Librarian Beverly Austin accepted a Youth Services Librarian position at Fulton Branch effective September 21<sup>st</sup>.

The Center for Local and Global History received three additional ProScan microfilm and microfiche readers and four old microfilm readers were removed from the department.

Library Assistant David Furies transferred from the Science and Technology Department to the Public Administration Library.

The Shipping Department turned over 100% of the delivers on the same day during the month of September.

Materials Handling Manager Daniel Oreskovic and Assistant Shelf Supervisor Cynthia Coccaro, both Page Committee members, were involved in Page assessments and interviews held at Westpark Branch and Lake Shore.

Youth Services Manager Annisha Jeffries conducted the system wide Youth Services monthly meeting on, Wednesday, September 19<sup>th</sup>.

The Literature Department is hosting two practicum students: Jean Cottrill and Steve Bruno.

BRANCHES

Addison Branch - Youth Services Librarian, Heidi Landskroener attended the MyCom Meeting at the St.

Clair/Superior Development Corp to learn about the many exciting projects & initiatives of the organization. Brooklyn- "Read to the Beat" was a great success during the month of September. It was held every Wednesday morning for an audience of appreciative children, including several from Archwood Head Start. The Meeting Room saw increased usage for counseling and tutoring. A Saturday newcomer, "Step Up to Quality," is a training workshop for Hispanic day care providers.

Collinwood Branch - Manager Caroline Ms. Peak, Manager attended: Collinwood High School Advisory Committee Meeting on September 4.

Carnegie West Branch - Mean Green Science Machine started September 23<sup>rd</sup>. Children from Near West Intergenerational School, Mi Casita after school program and neighborhood children accompanied by parents attended this STEM focused learning program for a total of 25 attendees.

East 131<sup>st</sup> - Branch manager Ginaya Willoughby held a staff meeting this month. A workshop on Civility was presented by Sharon Allen from Human Resources as a part of the meeting.

Fleet - Children's Librarian, Lan Gao, made presentation about Summer Reading Club 2014 - Successes and Challenges during Youth Services meeting, she attended America Reads Orientation held at downtown, and won scholarship to attend "In Search of Wonder" event sponsored by The National Children's Book and Literacy Alliance. Branch Clerk, Tamiko Chisolm, transferred to Memorial Nottingham Branch effective September 8.

Fulton - The Kids Cafe is a big hit with a daily attendance of 46 and we have now requested an additional amount raising it to 55.

Garden Valley - Youth Services Librarian staff Pasha Moncrief and Leonard Burks visited Anton Grdina and Willow School to promote the Woodland book sale.

Glenville Branch - The branch welcomed Michelle Miller as the new Children's Librarian this month. Ms. Miller is a former employee of Cuyahoga County Public Library.

Harvard-Lee's Branch- Harriette Parks will represent Cleveland Public Library at the Cleveland Leadership Academy 2014. Harvard-Lee branch is one of the recipients that received a Smart board from the Northeast Ohio Media Group. On September 25, 2014, Harvard-Lee branch hosted a ribbon cutting ceremony to commemorate this.

Hough Branch - Members from the Cleveland Association of Black Storytellers hosted a photo and video exhibition

to highlight the accomplishments of the "I AM Hough" project conducted over the summer with the youth of the Hough community. Everyone was invited to view the photos and video clip that were compiled to document the experience. Youth Services Children's Librarian Maria Estrella conducted a bilingual story hour with a class from Daniel E. Morgan in honor of Hispanic Heritage Month.

Jefferson Branch - The month of September brought fall programming back to the Branch. The most successful program this fall season was *Apples Galore!*, where the children had the opportunity to taste apples and see which one was their favorite. The board members of the Tremont West Development Corporation voted to appoint Mr. Declet as an ex-officio member of the board. Mr. Declet attended his first board meeting on September 18.

Langston Hughes - The branch received a cell phone charging station on September 4. Langston Hughes is one of the branches where the charging station is being piloted.

Lorain Branch - During the Month of September Microsoft Word Computer Classes were held on Mondays and 'Tween Time' was presented on Tuesdays. A total of 6 MakerLabs were presented to patrons by TechCentral staff as well as Children's Librarian, Crystal Tancak and Lorain's new Computer Aide, Lisa Sanchez.

On September 9<sup>th</sup> Crystal Tancak attended the Open House at H. Barbara Booker from 5:30-7pm to promote library services, programs, and the new '3 For Me' library card as well as answer questions from 250 teachers, parents, and children. Throughout the month Crystal Tancak and Todd Fagan promoted library services and presented storytimes to a total of 227 children.

Martin Luther King Jr. Branch - The branch is hosting a Friday afternoon chess program for students. The grant funded program is averaging 30-35 students a week.

Memorial Nottingham - The branch welcomed Tamiko Chisolm as their newest branch clerk. Ms. Chisolm transferred from Fleet Branch.

Mt. Pleasant - Mt. Pleasant Manager and Youth Services staff met with A.J. Rickoff Elementary School's Administrators and 25 teachers. The Manger met with the MyCom and the Boys and Girls Club, and attended the Mt. Pleasant NOW Community Roundtable. CPL Consultant, Peter Whitt attended. Over 19 youth signed-up and 10 participated in the "River of Words" poem-writing

activity conducted by Lake Erie Ink in conjunction with the Ohio Center for the Book.

Rice Branch - Over 40 children and adults attended a presentation from the Cleveland Association of Black Storytellers. Over 150 participated in the Healthy Eating Active Living "Jump, Move, Flash" Day in the parking lot of the Harvey Rice Learning Campus which includes Rice Library. The 8-week Mean Green Science Machine began in September with 20 participants.

Rockport Branch - In September Rockport hosted Read to the Beat which brought over 40 preschool age children to the library each Tuesday for a musical story time. The snack program resumed on September 8 with about 30 students eating lunch after school each day. Two America Reads tutors have been hired for the Rockport branch. Youth Services staff hosted several programs including a birthday party for Curious George and a Talk like a Pirate Scavenger Hunt. Part-time Library Assistant Computer Emphasis B Mann was hired to work afternoons at Rockport; he began on the 8th. As for collection maintenance, the paperback fiction and DVD sections were weeded.

South Branch - The South Branch kicked off the 2014-2015 school year with afterschool programming, reconnecting with area schools, field trips to the library and the continuation of story times which were held throughout the summer. Youth Services staff visited the schools to deliver a welcome letter to acquaint the teachers and school administrators with the Cleveland Public Library and South Branch and services we offer including the new "3 for Me" card amongst others.

South Brooklyn- Branch Manager Luigi Russo partnered with the Center for Local and Global History in displaying books on Cleveland History. South Brooklyn received a Cell Phone Charging Station, and found ways to work with students that need volunteer hours for class. The end of September will also bring on the ACT enrichment program called College Now.

Sterling Branch - The branch is excited to welcome our new children's librarian, Tracie Forfia, The branch celebrated International Dot Day on September 15 with a group reading of The Dot by Peter H. Reynolds. Ten children created a dot mural. 21 children made houses, vehicles and aircraft during the MakerKit Mania - Legos program. On Saturday mornings, our young fashionistas, ages 6-10, designed and made couture tissue paper dresses. Once again, the Kids Café Snack program is popular at Sterling. 761

first snacks were served during the first three weeks of the program. The America Reads tutors are popular with the kids at Sterling.

Woodland Branch - The book sale was a huge success generating over \$500.00. On September 18, 2014, Woodland's Children's Librarian Adela Garcia attended a tour of the early literacy centers at Cuyahoga County Public Library. She visited the following branches: Parma, Garfield Heights, Maple Heights and Mayfield Heights.

Walz - Programming expanded with Braxton tutors, free after-school snack program and Imagination Bridge our innovation grant- theater/ arts program. Physically Walz has a new phone charging station and a re-done meeting room with fresh paint, new carpet, and a new smart TV.

West Park - West Park staff spent most of September completing the major weeding project we have been doing all summer and shifting materials around the branch anticipating the reorganization of the branch's physical space. We have emptied a few fixtures and are awaiting Buildings to remove them which will hopefully open up the branch and create more comfortable reading and studying spaces. The Friends' book sale was held on the 18th through the 20th and brought in over \$3,200! We continue to see an increase in meeting room's use having hosted page assessments and interviews, Bellaire-Puritas Development Corp. meeting, local Girl Scout troops, etc.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

For September 2014, OLBPD circulated 53,155 books and magazines directly to patrons. OLBPD circulated 11,589 copies of our quarterly Dimensions newsletter to patrons. OLBPD registered 146 new readers to the service. Approximately 653 active OLBPD BARD patrons downloaded 11,589 items from among 2,192 registered users.

On June 7, 2013 the United States Government Accountability Office (GAO) issued its opinion in support of the Bureau of Engraving and Printing (BEP) plan to use appropriated funds to purchase and give currency readers to blind and visually impaired individuals as part of its compliance with the federal district court order to provide such individuals with meaningful access to U.S. currency. As an interim measure in advance of issuing tactile-enhanced Federal Reserve notes, the BEP is providing currency readers, free of charge, to eligible blind and visually impaired

individuals. The U.S. Currency Reader Program will launch in two phases. Beginning September 2, 2014, in partnership with the National Library Service (NLS) for the Blind and Physically Handicapped, the BEP initiated a four-month pilot where NLS patrons can pre-order a currency reader. The pilot program allows the government to test its ordering and distribution processes and gauge demand for currency readers. The second phase will be the national rollout. Currency readers will be widely available to all U.S. citizens, or persons legally residing in the U.S. who are blind or visually impaired, starting January 2, 2015.

OLBPD has completed a major revision to our Reader's Handbook. The OLBPD Reader's Handbook offers patrons an orientation to our service. The revised edition of the handbook includes more information about our digital talking book service, using BARD to download books, and other recent changes to the service since the last revision. Reader handbooks are sent to all new readers and to patrons on request. The handbook is available in large print, audio, braille, and electronically on the OLBPD web site.

### **TechCentral**

#### *Ingenuity Fest 2014*

TechCentral represented the Cleveland Public Library in the 2014 Ingenuity Fest on Saturday and Sunday, September 27 and 28 in the 'make Space' held at the Great Lakes Science Center. The MakerSpace Laser Engraver, 3D printer, and Vinyl Cutter were demonstrated, as well as four drop-in 'MakerLabs'; Duct-Tape Wallet, Easy Loom Knitting, Vinyl Cut Bumper Stickers, and Mail Envelope Wallet.

#### *Cell Phone Charging Stations*

Ten Cell Phone Charging Stations were installed in various branches throughout the system. CJ Lynce provided training on their use to the respective branch staff members in early September. Each branch charging station has four lockers, accommodating most phones with a variety of charging plugs. Patrons select their own locker code to secure their phone while charging.

#### *myCloud re-Launch at Harvard-Lee*

TechCentral Manager, CJ Lynce, provided training for Harvard-Lee Branch staff members on September 4 to

prepare for the re-launch of the myCloud system at that branch. The service was made available to Harvard-Lee Branch patrons on September 5, and joins Main Library, Lorain Branch, and Fleet Branch libraries in offering this service.

*Northeast Ohio Media Group / Plain Dealer Grant Status*

A ribbon-cutting event for the Northeast Ohio Media Group/Plain Dealer Digital Literacy Grant project was held on September 25 at the Harvard-Lee Branch Library. TechCentral Coordinator, Sam Tripodis, was in attendance at the event to demonstrate the mobile TechToyBox kits as well as one of the SmartBoards purchased through the grant.

*TechCentral Satellites Initiative - Fleet and Lorain Branches*

Beginning in September, weekly MakerLabs were offered at both Lorain Branch and Fleet Branch libraries as part of the TechCentral Satellites initiative. Both TechCentral staff and branch staff are participating in offering these hands-on programs to patrons.

*Community Engagement and Visits*

On September 8, TechCentral Manager, CJ Lynce, greeted a staff member from the Bibliothèque et Archives nationales du Québec, who was visiting a couple maker spaces in the United States.

On September 12, TechCentral Coordinator, Sam Tripodis gave a tour of TechCentral and the MakerSpace to staff members from Positively Cleveland's IT Department.

Mr. Lynce met with the Director and Head of Adult Services from the Westerville Public Library on September 25. A tour of the MakerSpace, as well as the rest of TechCentral, was provided to the guests.

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

For the first time since their debut in September 2013, the attendance of TechCentral MakerLabs at branches has surpassed attendance for traditional Computer Classes. This is largely in part to the regular offering of MakerLabs at the Lorain and Fleet Branches, as part of the TechCentral Satellites initiative, although the

hands-on format of MakerLab programming has been gaining popularity with patrons.

The following are the statistics for Computer Class and MakerLab programs for September 2014:

	Branches	Main	<b>Total</b>
Number of Computer Classes	43	21	<b>64</b>
Attendance in Computer Classes	158	109	<b>267</b>
Cancelled Computer Classes (in-advance, no registrations)	2	0	<b>2</b>
No-Show Computer Classes	2	0	<b>2</b>

	Branches	Main	<b>Total</b>
Number of MakerLabs	18	2	<b>20</b>
Attendance at MakerLabs	166	22	<b>188</b>
Cancelled MakerLabs (in-advance, no registrations)	0	0	<b>0</b>
No-Show MakerLabs	0	0	<b>0</b>

#### **TECHNICAL SERVICES**

Patricia Lowrey, Director of Technical Services, attended the CLEVNET Committee on Resources to discuss the 2015 electronic resources budget and information about a number of online products. She gave Jason Jaffrey, the new head of the CPL Friends organization, a tour of Technical Services and the Lake Shore Facility. Ms. Lowrey, High Demand Manager Carole Brachna, Materials Processing Manager Elizabeth Hegstrom, and Acquisitions Manager Sandy Jelar Elwell met with staff from the Improve Consulting & Training Group to begin a process improvement project. Ms. Lowrey visited the Graphics Department on Sept. 23 and learned a great deal about their operation.



Collection Management: During September, Collection Manager Pam Matthews selected 931 book titles and 5,217 copies for Branch and Popular Library adult book collections. Laura Mommers selected 226 DVD titles and 2,908 DVDs for the Branches and the AV Department. She ordered 267 CD titles and 3,088 CDs for the Branches and the Popular Library. Nancy Mocsiran ordered 131 titles and 330 copies of books on CD for the Branches and the Popular Library. Bonnie Bolton selected 356 titles and 2,858 copies for Main Library and Branch juvenile collections this month. Ms. Bolton also selected a total of 82 titles and 825 copies for Main Library and Branch Young Adult collections.

Ms. Mommers processed 26 Branch discretionary CD lists and 24 Branch discretionary DVD lists and submitted them to High Demand for ordering. Ms. Bolton also processed 5 Branch discretionary lists for Young Adult titles and 6 Branch discretionary lists for Juvenile titles and submitted them to Acquisitions or High Demand. She also processed 27 Juvenile Bonus lists and 25 YA Bonus lists. Ms. Mocsiran processed 24 Branch discretionary lists for Adult materials and submitted them to Acquisitions or High Demand.

Ms. Matthews served as part of a hiring committee for the position of Senior Clerk in Materials Processing. The committee interviewed a total of 12 candidates for this position. Ms. Matthews attended her first CORC meeting to discuss the selection and/or continuation of shared CLEVNET databases. She also attended her first Anisfield-Wolf awards ceremony. Ms. Mommers and Ms. Matthews visited the Lorain branch together to examine ways to maximize their DVD space. Suggestions were made, with some were implemented immediately.

Lake Shore Shelf/Shipping: Supervisor Stephen Wohl attended the "Put Mold on Hold in Exhibits and Storage" workshop in Canton on Monday September 8th. Mr. Wohl and Darryl Pless attended the Preservation Department's workshop on how to repair books on September 24th.

The staff of the Lake Shore Shelf/Shipping Department sent 52 items to the Main Library for requests and 127 items to fill holds. A total of 1,522 telescopes were shipped out to the Main Library, Branches, CLEVNET, CWRU, CSU and Tri-C. The Technicians unpacked and sent

23,115 new items to the Acquisitions and High Demand Departments.

Stephen Wohl assisted in interviewing candidates for Page vacancies in many Branches and the Main Library.

Materials Processing: The Associates cataloged 1,534 new titles for the Cleveland Public Library and added 1,192 records for the CLEVNET libraries. The Associates and Sr. Clerks added 5,424 items. The Technicians worked on 20,160 items.

Marsha Draeger, Brenda McIntyre, Michael Reynolds, Dennis Workman, and Shawn Wolford attended a book repair workshop given by the Preservation Department. Elizabeth Hegstrom presented "RDA for Non-Catalogers" at the Branch Manager's meeting. Ms. Hegstrom, with Pamela Matthews, Collection Management Manager, and Dawntae Jackson, Human Resources, interviewed candidates for a Technical Services Senior Clerk Position.

High Demand: Staff ordered 1,534 titles and 16,054 items. They added 808 titles and 13,047 items. They received 1,498 items for the Acquisitions Department.

Throughout the month, the Technical Services Associates struggled valiantly with an error that stops orders from being loaded into Sirsi. Many orders, from various vendors and for various types of material, needed to be entered by hand. IT was consulted and has opened a case with SirsiDynix, but as yet there has been no solution.

The Manager, Carole Brachna, attended a meeting about the profile for selection records that are loaded into the catalog and automatically ordered if a patron places a hold on the title. She worked with Brodart to modify the profiles in an attempt to eliminate materials we prefer not to purchase, while still including those the public wants. Ms. Brachna spent a half day at the Eastman Branch, learning about the branch with Manager Kenneth Knappe.

The High Demand Department met on September 17 to discuss various issues. The Manager met the same day with the some of the other Technical Services managers and two consultants who practice Lean Six Sigma. All bargaining unit performance evaluations were completed by the end of the month.

Catalog: The Department adopted Resource Description and Access (RDA) for video recordings; Michael Monaco identified some training materials for cataloging DVDs and Blu-rays using RDA. Mr. Monaco, Jintao Huang, and Dale Dickerson, High Demand, worked through the training independently and then met to establish a core standard for original cataloging.

Librarians cataloged 4,189 titles and added 3,192 items for Cleveland Public Library. Barbara Satow and Regina Houseman collaborated to update the CLEVNET bibliographic input workform to identify large print titles. Mr. Monaco participated in a CPL150 team meeting with Shark & Minnow Consulting via a conference call.

Acquisitions: Several staff from the Acquisitions Department participated in a half day cross-training session at other CPL locations. Sandy Jelar Elwell, Acquisitions Manager, cross-trained in Financial Services and the Payroll Department; Tonya Jenkins, Technical Services Librarian, cross-trained at the Harvard-Lee Branch; and Lisa Kowalczyk, Technical Services Librarian, and Paula Stout, Technical Services Associate, cross-trained at the West Park Branch.

Ms. Jelar Elwell met with Olivia Hoge, Manager of the Center for Local and Global History, to provide an overview of CPL's Electronic Resources Committee (ERC), procedures related to electronic products, and fund and budget information. Ms. Jelar Elwell attended the CLEVNET Online Resources Committee (CORC) Meeting. She met with representatives of Improve Consulting and Training Group, to begin a review the workflow in Technical Services.

The completed 2015 periodical subscription renewals for the Main Library were submitted to the vendor EBSCO to be processed.

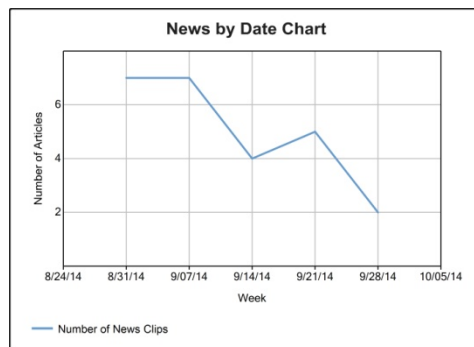
The Acquisitions Department ordered a total of 7,916 titles and 35,294 items (including periodical subscriptions and serial standing orders); received 15,338 items, 2,054 periodicals, and 654 serials; added 611 periodical items, 272 serial items, 772 paperbacks, and 2,564 comics; and processed a total of 1,844 invoices

Christon Hicks and Yolanda Lawler, Technical Services Associates in the Materials Processing Department, volunteered to assist the Acquisitions Department with the receiving of library materials.

Preservation: Alicia Naab demonstrated the workings of Preservation to Olivia Hoge, Manager Center for Local and Global History, when she spent half a day in the department this month. Ms. Naab and Elizabeth Bardossy attended a meeting to select furniture for the Cleveland Public Library Digital Library.

Preservation put on a book repair workshop for Technical Services staff that was well attended. Participants learned to tighten hinges, repair and clean torn pages, tip in pages and enclose and label loose or brittle materials. Gloria Massey, Renee Pride and Ms. Bardossy all helped plan and execute the workshop and created handout resources for those attending. Ms. Pride and Ms. Bardossy also attended a mold remediation workshop this month that the Ohio Museums Association presented at the Pro Football Hall of Fame in Canton, Ohio. Ms. Bardossy additionally attended the quarterly Ohio Preservation Council meeting in Oberlin, Ohio.

A total of 428 items were added to the Digital Gallery bringing the collection to 49,222 items; 20,280 digital pages were viewed in September.

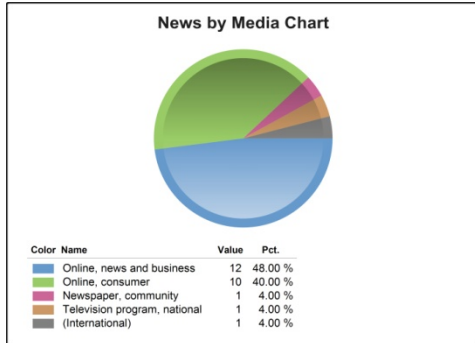


#### **MARKETING & COMMUNICATIONS**

Media coverage for the month of September included 25 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$22,887.49 with a news circulation audience of 12,060 people. In September,

the online print media outlets that featured CPL events and programs received 15,313,817 unique visitors. An article that appeared in *examiner.com* regarding International Literacy Day had the most media coverage with online news and business being the most popular news media.

Ads to promote the new Cleveland Landmark Series library card featuring artist, Julia Kuo, appeared in the *Universe Bulletin, La Prensa, Profile News, Campus*



*Observer, Kaleidoscope and The Lotus*; Online advertising was done on *cleveland.com* and mobile; an ad to promote the Foreign Literature department appeared in the program for 1 World Festival; an ad congratulating the Spanish American Committee ran in a program booklet for the event,

Embracing New Beginnings; Hispanic Heritage Month was promoted in a special edition of *La Prensa*; TechCentral was promoted with a video produced by *Cool Cleveland* for a beer pull tap created by a patron, John Fuderic. A children's library card was mailed to 2,900 CMSD children entering kindergarten. Additional card packets were created for hand-delivery to charter and parochial schools.

Search Engine Marketing with *cleveland.com* resulted in the CPL ad being viewed 8,057 times on average per week, with an average of 552 clicks to website resulting in a 69% click through rate for the month. *Public library* was the most clicked-through phrase. Free Classes and Free Music continue to be in the top 10 most searched for items, which may indicate the success of the advertising campaign.

#### September-SOCIAL MEDIA

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

1. Sep 9th: A library card just for kids! <http://ow.ly/BhfK4#ThreeForMe> #LibraryCardSignUp (Link to editorial from PD)
2. Sep 27th: The fun continues throughout October for Hispanic Heritage Month at CPL: (Link to HHM page)

3. Sep 15th: Book recommendations for children getting their first library card: (Link to youth services list)
4. Sep 16th: Talking about #CLELiteracy & library card sign-up month on @TheListShowTV (Link to List Show clip)
5. Sep 22nd: Link to new arrivals

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

1. September 2nd: Introduction of new Landmark series library card
2. September 8th: International Literacy Day w/ photos of Felton reading to children
3. September 25th: Throwback Thursday photo from 1945
4. September 29th: Photo of the boy with the new library card.
5. September 9th: Link to editorial about barbershop literacy and the new 3 for me card.

#### GRAPHICS

Graphics staff designed, printed, and distributed 195 items in September in addition to graphics for the library website, and 5 staff newsletters, UpNext monthly program guide, and MyBranch monthly branch activity fliers.

Highlights included: New library card and 3 For Me promotion; OLBDP Newsletter and Readers Handbook; Octovofest promotional materials; 6 month schedule guide for MOB; Hispanic Heritage Month collateral.

WEBWARE [www.cpl.org](http://www.cpl.org) and other CPL sites

Twitter followers are up from 6,826 in 2013 to 9,238 currently. Facebook fans are up from 5,681 in 2013 to 6,883 currently. Downloads of books in an electronic format (eBooks) were up from 89,872 in 2013 to 113,887 currently.

Library News on the [cpl.org](http://cpl.org) homepage featured pages built for the following news items during the month of September: ArtLab; Special Meeting of Library Board of Trustees; Cleveland Public Library Board of Trustees Meetings; Cleveland Public Library Celebrates Hispanic Heritage Month; FREE Patent Workshop; New Cleveland Landmark Series Library Card; and FREE Tutoring in All Subjects: Grades K - 8.

During the month of September, the following events, programs, and information were promoted on pages of cpl.org: Julia Kuo Cleveland Landmark Series Library Card; Patent Workshop; Hispanic Heritage Month; MyTunes Kids; Gale Courses; TechCentral; Brown Bag Book Clubs; Free Tutoring; Zinio; MyTunes Song of the Month, Sia; Garden Open; TechCentral Makerspace; Hot Titles for Cool Readers; Searchasaurus; Enticing Titles; and MyPlace my eBooks are Free.

The 37th "Off the Shelf" (September 2014 edition) was sent out on August 17, 2014. Of the emails sent, an estimated 1,665 were read (not all email "opens" are reported by all email providers). This gives us a 19% open rate. Although our open rate has gone down, we are reaching a larger audience than ever. This edition featured: September is Library Card ; Hispanic Heritage Month; Brown Bag Book Club; FREE Patent Workshop; Cell Phone Charging Stations; FREE Keychain Give-Away! Sign-Up Month. The following new arrivals were featured: The Secret Placeby Tana French; Season of Storms by Susanna Kearsley; The Witch with No Name by Kim Harrison. The following events were promoted: Original Movie Poster Exhibit; Music@Main: Jackie Warren; Business Chinese Course; River of Words Poetry Workshops; Genealogy Clinic; On and Off the Wall: the Visual Arts in Cleveland Since 2000; and Comics and the Clinic.

After the site experienced a conflict with the LibraryH3lp reference chat module, causing the entire site to crash, the site was rebuilt and is now back to fully functional.

A Library Highlights page was created for our mobile site, featuring the same promotions as our full site.

Website maintenance included additions to the Staff Center intranet, updates to the Research Databases page; the creation of an Hispanic Heritage Month page, and many additions to Ohio Center for the Book.

The new 3-For-Me card prefix and profile was added to the EZproxy servers config for access to research databases. It was also made accessible to eMedia (OverDrive), Zinio, and Freegal.

The Popular Topic sections of the site were removed, per John Skrtic. The visits to these pages were very low.

**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. We are meeting weekly with contractors working on the Digital Hub.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Toilets were snaked and repaired at Brooklyn, Collinwood, Fleet, Jefferson, Langston Hughes and Rockport. Smart tables were installed at Carnegie West, Harvard-Lee, Lorain and Rockport. Scaffolding was set up and the ceiling lights at Jefferson and Rice were repaired. The HVAC cooling tower screens were cleaned at Lakeshore. Several broken electrical covers for floor boxes were replaced at Langston Hughes. The condenser on the main HVAC rooftop unit was cleaned and the handy cap push button for opening the front door was repaired at Rice. A new power outlet was installed for the cell phone charging station and several ballast for light fixtures were replaced at West Park.

The Carpenters and Painters installed cell phone charging stations at Addison, Eastman, Fleet, Harvard-Lee, Langston Hughes, Lorain, South Brooklyn, Walz and West Park. Concrete and metal post were removed that was left from when the fence was taken down and all traffic and directional signage have been replaced with new signs at Lakeshore. Old carpet was removed and new carpet was installed in the new Teen room at Rockport. All the shelving was removed from the storage room on the second floor and a wall was constructed for the new Teen room at MLK. Painting was completed in the new Teen rooms at MLK and Rockport.

The Garage serviced all snow blowers and vehicles #16 and #24 were serviced.



**SAFETY & PROTECTIVE SERVICES**

## Safety Services

- CPL Safety & Protective Services Expulsion **guideline policy was completed and presented** to Joyce Dodril, John Skrtic, and Carlos Latimer.
- Safety & Protective Services policies on dispatch, radio use, and administration were developed and presented to Human Resources for review.
- Fourth quarter fire drills are being scheduled

## Protective Services

## Activity

Month	Total Comm Activity	Avg per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Generated	CPL access activity
Sept 2014	5,222	208	193	23	333	157	28	77
Aug 2014	4,997	192	90	29	313	153	34	83
Jul 2014*	3,137	224	71	22	206	69	52**	133*
Jun 2014	4,593	200	102	29	391	148	36	
May 2014	5,958	221	82	42	444	156	58	
Apr 2014	5,500	204	78	39	362	186	46	75
Mar 2014	5,531	213	179	36	284	201	47	70
Feb 2014	5,524	240	177	35	278	158	41	69
Jan 2014	5,426	226	199	21	260	209	45	76

\*This month is only for 14 days due to a network drive issue and subsequent loss of data. \*\*This count is not impacted by loss of data.

Special Attention, Special Events, and Significant  
Incidents

- United Black Fund 9/18/2014
- On and Off the Wall: The Visual Arts in Cleveland Since 2000 9/12/2014
- Data Basics / Hyatt Event 9/15/2014
- Thomas Corrigan's Irish American Event 9/26/2014
- April Pierson received a thank you email from Leslie Barrett LA Youth Emphasis Woodland for handling disruptive juveniles 9/16/2014

Protective and Fire Systems

- The repair to Glenville Branch Fire System was and the problem was diagnosed. We are working with Property Management to resolve the issue.
- The call list the fire and burglary monitoring company use has been updated and will reduce the costs incurred by dispatching the after hour security company.

Administration

- Local 244 Contract was ratified

**INFORMATION TECHNOLOGY & CLEVNET**

CLEVNET

The CLEVNET Directors' Panel and other CLEVNET Directors representing various-sized libraries throughout the CLEVNET region met in the second of two retreats with CLEVNET and CPL staff at the Lake Shore Facility on September 17, 2014. (The first retreat was held on August 6, 2014, and is summarized in the Director's Report presented to the CPL Board of Trustees at their regular meeting on September 18, 2014.) These retreats are the follow-up to the visioning process undertaken by CLEVNET in 2013. The August retreat focused on governance and produced four areas of concern: vision,

fiscal transparency, staffing, and voice. Given the urgency to deal with staffing shortages in the IT/CLEVNET department, the Chair of the Directors' Panel suggested that the second retreat focus on staffing. Wayne Piper, former director of professional development for Ohio Library Council, facilitated both retreats.

Mr. Piper asked the participants to formulate responses to two questions: "What five questions do I have about CLEVNET staffing?" and "How does CLEVNET staffing impact my patrons?"

The group discussed: how the size of the IT/CLEVNET staff has not increased with the growth of CLEVNET; the need for weekend coverage; possible staffing formula tied to the number of library systems or buildings; the growth and capacity of CLEVNET; why CPL's hiring freezes should not affect CLEVNET staff; and why using techs from other member libraries to provide support is not a solution they would endorse.

Chief Knowledge Officer Tim Diamond presented a draft of a new staffing plan for IT/CLEVNET to the Directors for their input. The group unanimously endorsed the plan in its entirety and gave special mention to two potential new positions: Project Manager (to manage new initiatives and innovation) and Operations Manager (to manage tech support and streamline the requisition process). The estimated salary cost of the plan is approximately 2% higher than the department's salary costs in 2011.

In the interest of greater fiscal transparency, Mr. Diamond gave the group a preview of the presentation Chief Financial Officer Carrie Krenicky will give to the entire CLEVNET membership at their quarterly meeting on October 31, 2014. The presentation covered: current pricing model; shared direct costs; indirect costs; hardware purchases; costs for CPL only; CLEVNET agreements; statistical measures used to allocate costs to participating libraries; and changes since the pricing model was first developed. The presentation was well received and appreciated by the Directors.

However, the Directors requested—univocally and emphatically—that CPL take the necessary actions to remove CLEVNET from the General Fund and create a

special revenue fund. Mr. Diamond assured the group that Ms. Krenicky shared their desire to better capture the financial information around this source of revenue, and he would take their message back to CPL.

Due to lack of time, the group agreed that the current pricing (cost allocation) model would remain in effect for the coming year. But the group would like to review the pricing model in 2015 and take steps to revise it for 2016 and beyond, if a better model can be created.

Julianne Bedel, Director of Barberton Public Library and Chair of the Directors' Panel, is scheduled to meet with Executive Director Felton Thomas on October 17, 2014, to discuss the outcomes from the two retreats and the actions that are needed to stabilize CLEVNET and move it forward.

#### CLEVNET Projects

- Hubbard Public Library upgraded from 5mb to 50mb connection.
- The network core upgraded to 10mb to prepare for the firewall upgrade.

#### CPL Projects

IT continued to work closely with Public Services on the Cleveland Digital Public Library project.

#### Library Systems & Applications

In September, the software team completed 188 help desk cases. Support highlights:

- Staff assisted Wickliffe Public Library in conducting an inventory of their collection.
- A new "3 for Me" juvenile card profile was configured in the policy file for the Cleveland Public Library.
- New hold pickup library policies were configured for the Sandusky Library.
- Over 43 weeding/shelflists were sent to the CLEVNET member libraries.

Hilary Prisbylla attended the SirsiDynix Consortia Special Interest Group meeting in Lehi, Utah. The meeting provides an opportunity to discuss SirsiDynix product implementation with SirsiDynix staff and other consortium leaders from across the country.

KnowItNow24x7

In September, librarians working with KnowItNow24x7 (KIN24x7) handled 1,907 sessions, and the service added six new librarians from around the state. KIN24x7 also provided chat widgets to two K-12 schools, allowing ready access to the statewide service for their students. Six boxes of promotional materials were sent out to requesting libraries from Westlake to Cincinnati.

Virtual Services

The mobile site now features Library Highlights page, featuring the same promotions as our full site. The new "3 for Me" card prefix and profile was added to the EZproxy servers config for access to research databases; it was also made accessible to eMedia (OverDrive), Zinio, and Freegal.

A new Sports Research Center web page has been created, and features interviews with Dan Coughlin and various sports celebrities. The Popular Topic sections of the site were removed, per Director of Public Services; the visits to these pages were very low.

Beth Hatch was voted to the North Chapter Action Council of the Ohio Library Council for a one-year term ending in 2016.

Staff Changes

Competition for IT talent in northeast Ohio is intensifying. George Lenzer, a critical member of the department for 14 years, left in September for a new career in the private sector. The decision to leave public service was not an easy one for Mr. Lenzer, who began his library career at Cleveland Heights-University Heights Public Library and worked there for many years before coming to CPL. He was unabashed in his commitment to CLEVNET's mission, working long hours and sacrificing time with his family to provide IT services to the member libraries. Described as "brilliant," by everyone who worked with him, George will be greatly missed.

Ms. Rodriguez adjourned the Regular Board Meeting at  
1:20 p.m.

---

Maritza Rodriguez  
Vice President

---

Alan Seifullah  
Secretary

## GIFT REPORT FOR SEPTEMBER 2014

### LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,052	9,427
Periodicals	43	1,413
Publishers Gifts	0	0
Non-Print Materials	63	648
<b>TOTAL LIBRARY SERVICE MATERIALS</b>	<b>1,158</b>	<b>11,488</b>

### MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 300	\$ 5,883
Building & Repair Fund	Restricted	0	50,000
Library Fund	Restricted	620	5,410
Young Fund	Restricted	12,066	36,197
Schweinfurth Fund	Restricted	7,755	39,641
Founders Fund	Restricted	0	13,551
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	51,312	155,321
Lockwood Thompson Fund	Restricted	0	81,856
Learning Centers	Restricted	0	114,250
<b>TOTAL MONEY GIFTS</b>		<b>\$ 72,053</b>	<b>\$ 503,010</b>

### SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	19	140	1,158	11,488
Money Gifts	<u>15</u>	<u>107</u>	<u>15</u>	<u>107</u>
<b>TOTAL GIFTS</b>	<b>34</b>	<b>247</b>	<b>1,173</b>	<b>11,595</b>

**CLEVELAND PUBLIC LIBRARY  
2014 APPROPRIATION: SEVENTH AMENDMENT  
OCTOBER 16, 2014**

**GENERAL FUND**

<b>CERTIFIED REVENUE</b>	<b>Prior Certificate (1)</b>	<b>Increase/ Decrease</b>	<b>Current Certificate (2)</b>
Cash January 1	25,333,479.28	0.00	25,333,479.28 (3)
Taxes - General Property	24,140,418.63	0.00	24,140,418.63
Public Library Fund (PLF)	19,744,566.12	0.00	19,744,566.12
State Rollbacks/CAT	4,188,379.88	0.00	4,188,379.88
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	3,366,741.00	0.00	3,366,741.00
Unrestricted Gifts	5,000.00	0.00	5,000.00
Miscellaneous	544,352.00	0.00	544,352.00
Return of Advances	(24,500.00)	0.00	(24,500.00)
<b>TOTAL RESOURCES</b>	<b>77,825,649.91</b>	<b>0.00</b>	<b>77,825,649.91</b>

<b>APPROPRIATION</b>	<b>Prior Appropriation</b>	<b>Increase/ Decrease</b>	<b>Amended Appropriation</b>
Salaries/Benefits	34,563,233.00	0.00	34,563,233.00
Supplies	1,045,967.00	115,000.00	1,160,967.00
Purchased/Contracted Services	9,967,408.00	(122,500.00)	9,844,908.00
Library Materials/ Information	8,212,942.00	0.00	8,212,942.00
Capital Outlay	417,180.00	0.00	417,180.00
Other Objects	100,665.00	7,500.00	108,165.00
<b>SUBTOTAL OPERATING</b>	<b>54,307,395.00</b>	<b>0.00</b>	<b>54,307,395.00</b>
Transfers/Advances	3,500,000.00	0.00	3,500,000.00
<b>TOTAL APPROPRIATION</b>	<b>57,807,395.00</b>	<b>0.00</b>	<b>57,807,395.00</b>



**CLEVELAND PUBLIC LIBRARY  
2014 APPROPRIATION: SEVENTH AMENDMENT  
OCTOBER 16, 2014**

**SPECIAL REVENUE FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Current Certificate (2)
	15,503,234.70	0.00	15,503,234.70
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Current Fund Balance/ Appropriation
Anderson	227,679.49	0.00	227,679.49
Endowment for the Blind	1,950,380.05	0.00	1,950,380.05
Founders	2,796,864.64	0.00	2,796,864.64
Kaiser	52,715.36	0.00	52,715.36
Kraley	175,707.71	0.00	175,707.71
Library	183,306.14	0.00	183,306.14
Pepke	113,590.85	0.00	113,590.85
Wickwire	1,257,315.72	0.00	1,257,315.72
Wittke	77,635.21	0.00	77,635.21
Young	3,658,741.64	0.00	3,658,741.64
Friends	14,500.00	0.00	14,500.00
Judd	206,633.00	0.00	206,633.00
Lockwood Thompson	169,401.22	0.00	169,401.22
Ohio Center for the Book	975.00	0.00	975.00
Schweinfurth	116,651.08	0.00	116,651.08
LSTA-OLBPD	1,508,194.00	0.00	1,508,194.00
LSTA-Know It Now	247,886.09	0.00	247,886.09
MyCom	0.00	0.00	0.00
Learning Centers	228,500.00	0.00	228,500.00
<b>TOTAL APPROPRIATION</b>	<b>12,986,677.20</b>	<b>0.00</b>	<b>12,986,677.20</b> (4)

**CAPITAL PROJECTS FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Current Certificate (2)
	15,824,632.64	0.00	15,824,632.64
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Current Fund Balance/ Appropriation
<b>BUILDING &amp; REPAIR</b>	<b>15,824,632.64</b>	<b>0.00</b>	<b>15,824,632.64</b> (5)

**CLEVELAND PUBLIC LIBRARY  
2014 APPROPRIATION: SEVENTH AMENDMENT  
OCTOBER 16, 2014**

**PERMANENT FUNDS**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Current Certificate (2)
	2,488,773.39	0.00	2,488,773.39

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Current Fund Balance/ Appropriation
Abel	200,360.08	0.00	200,360.08
Ambler	1,762.16	0.00	1,762.16
Beard	116,077.37	0.00	116,077.37
Klein	4,241.71	0.00	4,241.71
Malon/Schroeder	150,419.23	0.00	150,419.23
McDonald	155,435.69	0.00	155,435.69
Ratner	75,581.33	0.00	75,581.33
Root	28,593.92	0.00	28,593.92
Sugarman	44,156.65	0.00	44,156.65
Thompson	103,022.96	0.00	103,022.96
Weidenthal	5,385.24	0.00	5,385.24
White	1,596,253.30	0.00	1,596,253.30
Beard Anna Young	7,483.75	0.00	7,483.75
<b>TOTAL APPROPRIATION</b>	<b>2,488,773.39</b>	<b>0.00</b>	<b>2,488,773.39</b> (6)

**AGENCY FUND**

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Current Certificate (2)
	10,449.41	0.00	10,449.41

APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Current Fund Balance/ Appropriation
<b>UNCLAIMED FUNDS</b>	<b>10,449.41</b>	<b>0.00</b>	<b>10,449.41</b>

**CLEVELAND PUBLIC LIBRARY  
2014 APPROPRIATION: SEVENTH AMENDMENT  
OCTOBER 16, 2014**

---

- (1) Certificate dated September 9, 2014
- (2) Certificate dated September 9, 2014
- (3) \$25,333,479.28 unencumbered cash carried forward includes the repayment of advances to be made from OLBPD 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 OLBPD of \$60,000 and MyCom of \$94,640 to produce the carryover balance available for appropriation in 2014; plus \$389,613.80 encumbered cash. \$3,055,577.77 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.  
( $\$12,423,156.93 + \$3,055,577.77 - \$2,492,057.50 = \$12,986,677.20$ )
- (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.  
( $\$12,134,881.64 + \$3,500,000 + \$189,751 = \$15,824,632.64$ )
- (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

# REGAL CARPET CENTER, INC.

5411 Northfield Road  
Bedford Heights, OH 44146

Phone 216-475-1844  
FAX 216-663-7738

DATE: July 22, 2014  
CO: Cleveland Public Library  
ATTN: Myron Scruggs  
EMAIL: [myron.scruggs@cpl.org](mailto:myron.scruggs@cpl.org)  
CC EMAIL: [Linda.chiera@shawinc.com](mailto:Linda.chiera@shawinc.com)  
FROM: Howard Kinsley  
PAGES: 1

Per your request, the following is our quote to replace flooring at 3 branch locations. All quotes are per carpet specifications REV 1 – 7/10/14 by Linda Chiera of Shaw Industries.

## 1. HARVARD-LEE BRANCH

BID PRICE: \$25,900.00 \$27,130  
ATTIC STOCK FILED TILE: \$640.00  
ATTIC STOCK-CHILDREN'S AREA TILE: \$590.00 (3 cartons)

Figures base on 394 yards Field Tile and 96 yards Children's Area Tile

## 2. LORAIN BRANCH

BID PRICE: \$28,350.00  
ATTIC STOCK FIELD TILE: \$760.00  
ATTIC STOCK-CHILDREN'S AREA TILE: \$590.00 (3 cartons)

Figures base on 592 yards Field Tile and 32 yards Children's Area Tile

## 3. FLEET BRANCH

BID PRICE: \$32,850.00  
ATTIC STOCK FOR FIELD TILE: \$800.00  
ATTIC STOCK FOR CHILDREN'S AREA TILE: \$590.00 (3 cartons)

Figures based on 661 yards Field Tile and 48 yards Children's Area Tile

We appreciate the opportunity to bid on these projects.

 9/2/14

Howard Kinsley



## Northern Flooring Specialists

MBE, EDGE, SBE

5281 W. 161 St.  
 Brookpark, OH 44142  
 Phone: (440) 724-9095 Fax: 855-326-9739  
 Keith Stalnaker – Business Development  
 E-Mail: keiths2121@gmail.com

July 23, 2014

Cleveland Public Library  
 Attn: Mr. Myron Scruggs  
 325 Superior Avenue, NE  
 Cleveland, OH 44114

### PROPOSAL

PROJECT: HARVARD-LEE BRANCH – CARPET REPLACEMENT

Northern Flooring Specialists proposes to complete the following scope of work

- Take up/Recycle existing carpet in areas as specified
- Furnish and install new carpet tile as specified
- Furnish and install new carpet base as necessary
- Remove and replace furniture and shelving as necessary (not including "tall" bookshelves which will remain in place and the new carpet will be installed up to them)
- Minor floor preparation. Major floor preparation, if necessary, will be additional and billed separately via authorized Change Order
- All work is to be completed on a Night/Weekend basis
- 5% Attic Stock is included

Please note: All computer and electronic equipment is to be disconnected and reconnected by CPL staff.

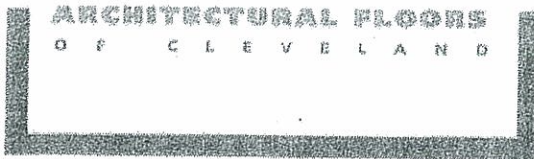
TOTAL PROJECT PRICING (TAX EXEMPT)

\$ 28,600.00

TERMS: 50% MATERIAL DEPOSIT, BALANCE DUE AT COMPLETION

\_\_\_\_\_  
 Signature of Proposal Acceptance

\_\_\_\_\_  
 Date



July 23, 2014

Myron Scruggs  
 Director of Property Management  
 Cleveland Public Libraries  
 325 Superior Avenue, N.E.  
 Cleveland, OH 44114

**Re: Harvard-Lee Branch**

Dear Myron:

We appreciate your interest in Architectural Floors' services. I am pleased to provide our proposal for the following products and services.

**Scope of Work and Cost of Services**

- ❖ Move and replace/Lift furniture
  - Includes packing and unpacking short stack shelves
  - Tall stacks shelves and stacks attached to walls will not to be moved
- ❖ Removal and disposal of existing carpet tile and carpet base
- ❖ Skim coat floors with Ardex Feather Finish to ensure proper installation of new materials
- ❖ Furnish and install SCG carpet tile, style Vibrant/5T001, color 01585 Frequency
- ❖ Furnish and install SCG carpet tile, style Applied/5T004, colors Cosmic, Night Vision, and Frequency (Children's Area/checker board pattern)
- ❖ Furnish SCG broadloom, style Gradient/5A153, color Cobble Grey/34595; cut, bind and install 4 ½" bound carpet base
- ❖ Furnish and install transitions where needed
- ❖
- ❖ Prepare carpet removed from site for reclamation per the SCG specifications; return carpet to Shaw for recycling

**Total Cost Materials and Labor \$31,480.00**

Myron Scruggs  
July 23, 2014  
Page 2

**Notes:**

- Work to commence during evening/weekend hours
- All packing to be completed by customer; all flat surfaces to be clear of contents
- All computers and equipment to be disconnected by others
- No change to existing ceramic tile
- No change to floor covering in Community Room
- Requested 5% attic stock included

Please review and advise. Thank you for the opportunity to be of service.

Sincerely,  
Architectural Floors of Cleveland

Jennifer Bridell  
Account Manager



# Financial Empowerment Network

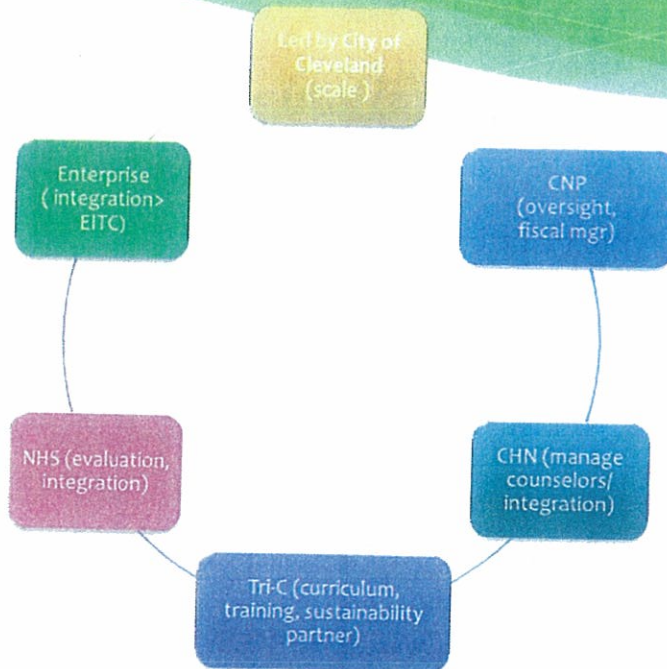
*Winter 2014*

## What is FEN

- \* **ALL Inclusive:** Non-income restricted, non-place based
- \* **Leverages** collective strengths: P<sup>3</sup>
- \* **High quality**, professionally delivered **1:1 financial counsel**
- \* **Navigates** individuals through the complexity of their financial continuum to achieve long term economic self-sufficiency focused on tapping the aspirations of customers
- \* **Proven** model created by **Bloomberg/CFE**



# FEN Advisory Team



# Core Essence, Mission, Vision

**Core Essence:** Illuminators of personal opportunity, facilitators of greater potential.

**Mission:** strengthen the prosperity of communities, one person, one path at a time.

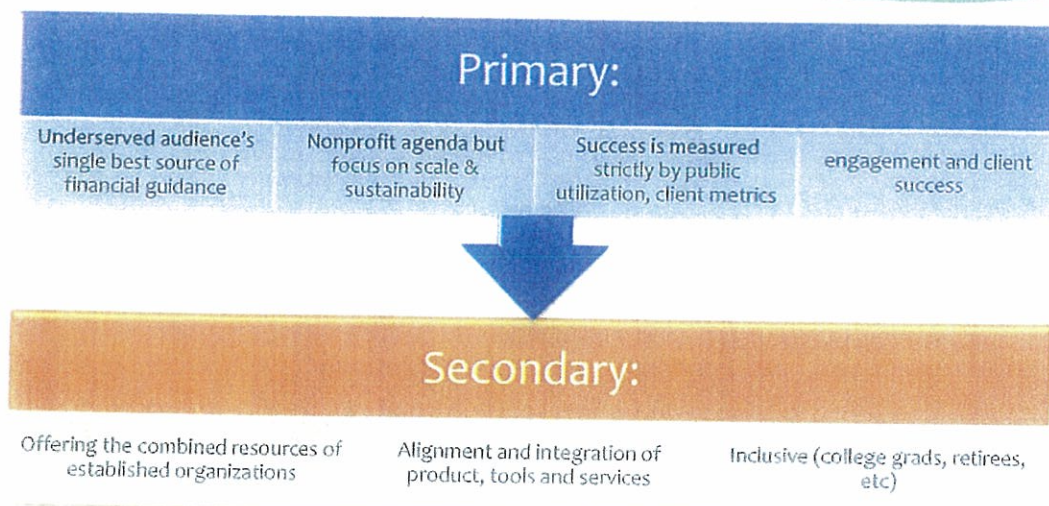
**Vision:** Economic self-sufficiency across every community we serve and eventually serving as a national model.



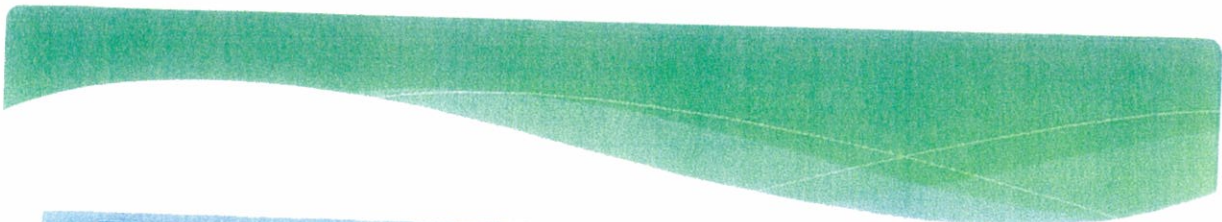
## Why FEN?

- \* **Financial needs** of many Clevelanders are going unmet
- \* Demand exists for **integrated financial services** for those not fully engaged in mainstream banking along with those under-prepared to meet an immediate financial conundrum
- \* Cleveland has a **50% asset poverty** (half of all households in the city could not subsist for 3 months, even at poverty level, if they lost their jobs/income)
- \* Cleveland is home to the **most underbanked census tract** and 5 of the 30 most unbanked tracts in the nation
- \* Fully 42% of households do not have or use a basic checking or savings account, compared to 29% in Cuyahoga County, indicating they rely on costly **alternative financial service providers**

## Differential Impact

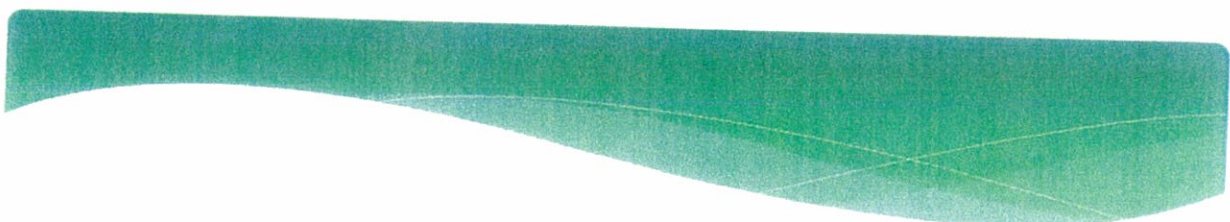
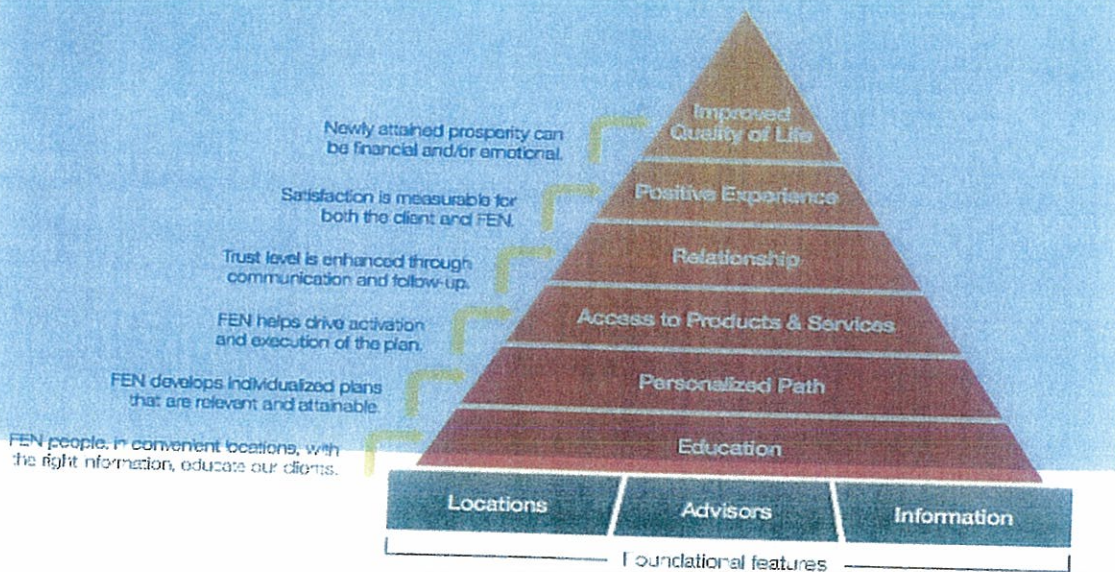




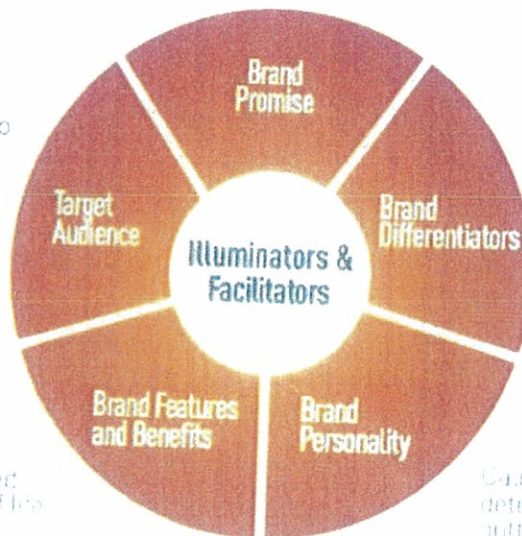


# Features and Benefits

Features are what FEN offers to clients. Benefits are the ways in which FEN products and services improve clients' lives.



LMI, Recent college grads w/o support, Medicaid recipients, retirees, partners



No profit agenda, combined resources of four established organizations

Locations, advisors, information, personalized path, improved quality of life

Clarifying, enlightening, determining success, better ed. g.



## Goals of FEN

- 1) **Better integration & coordination** of products, tools and services
- 2) Better **alignment with financial institutions** (ability to walk clients through process to ensure greater return)
- 3) **Service availability** to anchors and workforce
- 4) Improved access **to safe and affordable** financial products & tools
- 5) **Decrease** in asset poverty rates
- 6) Ability to assist clients with **entrepreneurial aspirations**
- 7) **Hard metrics:**
  - a. opening/maintaining accounts
  - b. establishing good credit history
  - c. decreasing debt, increasing savings

## Implementation

- \* Received TA award now beginning training (curriculum and approach)
- \* Refining approach through business planning
- \* Completing branding to ensure quality and services attractiveness
- \* CHN hub looking for satellite locations
- \* Continuing fundraising
- \* Designing evaluation and engaging *new partners*



**IGS Natural Gas Purchase Confirmation V4.2CH-IND**

**Attention: Interstate Gas Supply, Inc. ("Seller")  
Commercial & Industrial Sales Division**

**IGS Fax #: 614-659-5125**

Office Use Only: JM

Company Name Cleveland Public Library ("Buyer")

Contact Name Myron Skruggs Tel 216-623-2800 Fax \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing 325 Superior Ave Cleveland OH 44114

Billing Utility Billing

Facility See Service Exhibit A

Dominion East Ohio ("NGDC") \_\_\_\_\_ Account Number/s \_\_\_\_\_ See Service Exhibit A

Critical Day Volume 100% of Usage determined by the NGDC

**Initial Term:**

This contract will begin with the November 2014 billing cycle and continue through the October 2015 billing cycle (the "Primary Term"), and it will automatically renew on an annual basis thereafter (with each such year constituting a "Secondary Term"). Any automatic renewal may be cancelled by Buyer or Seller delivering written notice to the other at least 60 days before the automatic renewal date. The automatic renewal date at the end of the Primary Term will be the last day of October 2015, and the automatic renewal date for each of the following Secondary Terms, if any, will be last day of each October thereafter. Because Seller needs to contract for supplies and transportation in advance, Buyer's early termination of this contract will harm Seller.

Option 1  **Variable Price:**

Beginning with the \_\_\_\_\_ billing cycle and continuing through the \_\_\_\_\_ billing cycle, the price per Mcf for all gas delivered to the burnertip will be determined monthly as 100% of the applicable \_\_\_\_\_ (depending on Buyer's billing cycle) plus \$\_\_\_\_\_. The price includes all interstate transportation charges, pipeline and distribution shrinkage, BTU conversion, and pooling fees, but it does not include the applicable taxes or NGDC distribution and transportation charges. After the Variable Price expires, the price will be as described under the Renewal Variable Pricing section in the attached Form V4.2CH-IND Terms and Conditions. **Subject to Credit approval by Seller, Buyer may select a Fixed Price option at a mutually-agreed price, which will be effective only upon written acceptance by Seller of a new Purchase Confirmation.**

Option 2  **Fixed Price:**

Beginning with the November 2014 billing cycle and continuing through the October 2015 billing cycle, the price per Mcf for all gas delivered to the burnertip will be fixed at \$4.14 per Mcf. The price includes all interstate transportation charges, pipeline and distribution shrinkage, BTU conversion, and pooling fees, but it does not include the applicable taxes or NGDC distribution and transportation charges. After the Fixed Price expires, the price will be as described under the Renewal Variable Pricing section in the attached Form V4.2CH-IND Terms and Conditions.

**Full Contract Volumes in Mcf at the Burnertip**

Month	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	5501	4589	3970	2211	1161	457	395	563	530	1756	3027	4759

**Other Terms and Conditions:** All gas sold under this contract will be subject to the terms and conditions of the attached IGS Form V4.2CH-IND, a copy of which is attached and incorporated herein by reference. By signing this contract, Buyer acknowledges receipt of Form V4.2CH-IND. If Buyer and Seller execute more than one Purchase Confirmation, the terms of the most recent Confirmation will supersede and take priority over all previous Confirmations.

Any signature on this Confirmation will be considered valid for all purposes and have the same effect whether it is an ink-signed original or a photocopy or a facsimile representation of the original document.

Accepted by Buyer:

[Signature] Name: Fetton Thomas JR Title: Executive Director, CEO Date: 10/02/14

Agreed to by Seller:

Name: Jonathan Liba Title: Senior Sales Manager Date: \_\_\_\_\_



**SUPPLY:** Seller will supply the commodity portion of Buyer's natural gas, and the utility will be Buyer's Natural Gas Distribution Company ("NGDC").

**CANCELLATION:** This contract may be cancelled according to the process set forth in the Confirmation. If Buyer discontinues service with Seller at any other time, including but not limited to switching to another supplier or being switched back to the NGDC as a result of late payments, this contract may automatically be terminated by Seller upon 10 days written notice, and Buyer will pay to Seller all damages as set forth under this contract. If Buyer transfers service to the NGDC, Buyer may be charged a price other than the NGDC's standard rate. Buyer acknowledges that it may take up to two billing cycles to transfer service.

**RENEWAL VARIABLE PRICE:** Unless otherwise agreed to in writing by the parties, for each Secondary Term(s), the price per applicable unit of measure delivered to the applicable delivery point for all volumes will be determined monthly by the applicable index price of gas delivered to the delivery point, plus all of the following: transportation, demand charges, shrinkage, BTU conversion, pooling fees, and a service fee. The price will not include the applicable taxes or NGDC distribution and transportation charges.

**BILLING:** The NGDC's monthly invoices will contain Seller's gas charges plus applicable taxes and all of the NGDC's distribution and transportation and other applicable charges. Buyer will pay to the NGDC the entire amount of each gas bill under the NGDC's payment terms and conditions. If Buyer fails to pay either the NGDC or Seller timely, a late fee of 1.5% per month will apply for all past-due amounts. The NGDC and not Seller is solely responsible for reading Buyer's meter(s), and all dispute(s) that Buyer has with respect to volumes or adjustments will be addressed solely to the NGDC. Adjusted volumes will be priced at either the contract or market price in effect at the time of adjustment by the NGDC.

**ELIGIBILITY:** Participation in the choice program is subject to the rules of the NGDC. Customers are rarely but sometimes terminated from the choice program either in error or for being in arrears. In such instances, Buyer may be reenrolled into the program by contacting the NGDC. In such event, the affected Term will not be extended for any months that Buyer was unable to participate, nor will Seller have any liability for any such termination.

**LIMITATION OF LIABILITY:** Seller will not be liable for losses arising from the NGDC, including but not limited to: operations and maintenance of the NGDC's system; any NGDC interruption of service; NGDC termination of service; NGDC events of force majeure; or deterioration of NGDC service. Further, Seller will not be liable for any losses arising from the use of natural gas or any indirect, consequential, special, or punitive damages, whether arising under contract, tort (including negligence or strict liability), or any other legal theory.

**SEVERABILITY:** If any provision of this contract is held unenforceable by any court having jurisdiction, all other provisions will not be affected, and the court will modify the invalid provision to the minimum extent necessary to render it enforceable.

**ENTIRE CONTRACT:** This contract contains the entire understanding between both parties with respect to the subject matter described herein, and it supersedes all prior and contemporaneous representations, statements, negotiations, understandings, and inducements. This contract cannot be modified in any way except by a writing signed by both parties.

**CREDIT:** Buyer will provide to Seller financial statements and other credit-related information, upon seller's reasonable request all of which will be treated as confidential by Seller. If Seller reasonably deems Buyer's financial condition inadequate to extend credit for gas sales, including the risk associated with a fixed price under this

contract, Seller may require security sufficient to cover volumes for the two largest months listed under "Full Contract Volumes" in the form of either a deposit, a standby irrevocable letter of credit, a performance bond, or a perfected security interest in an asset acceptable to Seller. Furthermore, if Buyer (i) makes an assignment or general contract for the benefit of creditors, (ii) defaults in any payment or other obligation to Seller (including any obligation to provide security as provided above), (iii) files a petition or acquiesces in the commencement of a case under any bankruptcy or similar law for the protection of creditors or has such petition filed against it, or (iv) is unable to pay its debts as they fall due or fails to pay its obligations as required under this contract according to the payment terms, then Seller may suspend deliveries and terminate this contract upon its delivery to Buyer of 10 days prior written notice. Seller's rights under this credit section are in addition to all other remedies available under this contract.

**CROSS DEFAULT:** If Buyer is a party to another gas purchase contract with Seller, a default by Buyer under such other contract may be treated by Seller as a default by Buyer under this contract.

**DAMAGES:** Seller may hedge its obligations under this contract by purchasing delivered gas and pipeline transportation, as well as gas futures and/or swaps, or any combination thereof. If Buyer terminates any or all accounts under this contract before the expiration of any Term, or if Seller terminates this contract as to any or all accounts before the expiration of any Term as a result of Buyer's default, then: (1) if under a Variable Price option or the Renewal Variable Price, Buyer will pay to Seller damages equal to \$0.40 per Mcf multiplied times the Full Contract Volumes remaining under the then-current Term; or (2) if under a Fixed Price option, Buyer will pay to Seller damages equal to the positive difference, if any, between the then-current contract Fixed Price minus the then-current market price multiplied times the Full Contract Volumes remaining under the then-current Term. Seller may increase the price charged to Buyer for accounts that have not defaulted in order to cover the damages described above; in such instance, Seller will send to Buyer an informational invoice to supplement the NGDC's bill. Nothing herein limits Buyer's obligation to pay for all gas delivered as metered by the NGDC. If Seller fails to perform its delivery obligations under this contract, Seller will pay to Buyer the amount equal to the positive difference, if any, between Buyer's reasonable cost of cover minus the then-current contract price for all volumes Seller failed to deliver. The prevailing party in any lawsuit under this contract will be entitled to collect from the breaching party the prevailing party's costs of enforcing this contract, including reasonable attorneys' fees and all other litigation expenses.

**GOVERNING LAW:** This contract will be governed by the applicable laws of the State of Ohio, without regard to Ohio's principles of or conflicts of law. All legal actions involving all disputes arising under this contract will be brought exclusively in a court of the State of Ohio sitting in Franklin County, Ohio, or in the United States District Court for the Southern District of Ohio sitting in Columbus, Ohio.

**REGULATORY:** The choice program is subject to ongoing utilities commission jurisdiction. If the choice program is terminated, this contract will be terminated without penalty to either party.

**ASSIGNMENT:** This contract may be assigned by Buyer only with express written consent of Seller, which consent will not be unreasonably withheld or delayed.

**RELATIONSHIP OF THE PARTIES:** The gas market is volatile, and historical trends may not be indicative of future trends. Buyer will make decisions regarding pricing and volumes in Buyer's sole discretion, whether with or without advice or recommendation from Seller, and Seller will not be liable for Buyer's acting or failure to act upon Seller's advice or recommendations.





DEO	14000 Kinsman Rd	Cleveland	OH	44120	5441400134434
DEO	16918 Harvard Ave	Cleveland	OH	44128	8500053713093
DEO	3830 E 131st ST	Cleveland	OH	44120	5441200134469
DEO	17001 Lake Shore Blvd	Cleveland	OH	44140	9440200128439

AGREED.

Seller:

\_\_\_\_\_  
 Name: Jonathan Liba  
 Title: Senior Sales Manager

Buyer:

x   
 Name: Felton Thomas Jr.  
 Title: Executive Director CEO

10/2/14



REPORT A

CLEVELAND PUBLIC LIBRARY  
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES  
FOR THE PERIOD SEPTEMBER 1 – SEPTEMBER 30, 2014

*Carrie Krenicky*

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

**Cleveland Public Library**  
**Revenues, Expenditures and Changes in Fund Balance**  
**For the Period Ending September 30, 2014**

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	24,342,587.53	0.00	0.00	0.00	\$ 0.00	24,342,587.53
42 Intergovernmental	17,093,206.42	1,391,029.33	189,751.00	0.00	\$ 0.00	18,673,986.75
43 Fines & Fees	300,928.40	0.00	0.00	0.00	\$ 0.00	300,928.40
44 Investment Earnings	219,472.35	18,162.94	0.00	16,573.11	\$ 0.00	254,208.40
45 Charges for Services	2,541,302.61	0.00	0.00	0.00	\$ 0.00	2,541,302.61
46 Contributions & Donations	5,883.33	447,126.45	50,000.00	0.00	\$ 0.00	503,009.78
48 Miscellaneous Revenue	344,827.18	0.00	0.00	0.00	\$ 1,025.01	345,852.19
<b>Total Revenues</b>	<b>\$ 44,848,207.82</b>	<b>\$ 1,856,318.72</b>	<b>\$ 239,751.00</b>	<b>\$ 16,573.11</b>	<b>\$ 1,025.01</b>	<b>\$ 46,961,875.66</b>
51 Salaries/Benefits	26,115,513.38	1,001,305.05	0.00	0.00	\$ 0.00	27,116,818.43
52 Supplies	666,459.71	26,178.80	0.00	1,599.50	\$ 0.00	694,238.01
53 Purchased/Contracted Services	6,763,674.55	797,311.48	0.00	14,345.28	\$ 0.00	7,575,331.31
54 Library Materials	5,515,545.81	90,139.66	0.00	23,359.88	\$ 0.00	5,629,045.35
55 Capital Outlay	256,021.59	53,480.89	2,384,587.32	0.00	\$ 0.00	2,694,089.80
57 Miscellaneous Expenses	85,235.86	30,899.30	0.00	0.00	\$ 410.75	116,545.91
<b>Total Expenditures</b>	<b>\$ 39,402,450.90</b>	<b>\$ 1,999,315.18</b>	<b>\$ 2,384,587.32</b>	<b>\$ 39,304.66</b>	<b>\$ 410.75</b>	<b>\$ 43,826,068.81</b>
Revenue Over/(Under) Expenditures	\$ 5,445,756.92	\$(142,996.46)	\$(2,144,836.32)	\$(22,731.55)	\$ 614.26	\$ 3,135,806.85
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(24,500.00)	24,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(3,500,000.00)	0.00	3,500,000.00	0.00	\$ 0.00	0.00
<b>Total Other Sources / Uses</b>	<b>\$(3,524,500.00)</b>	<b>\$ 24,500.00</b>	<b>\$ 3,500,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 1,921,256.92	\$(118,496.46)	\$ 1,355,163.68	\$(22,731.55)	\$ 614.26	\$ 3,135,806.85
Beginning Year 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
Current Cash Balance	\$ 34,074,929.83	\$ 12,848,914.27	\$ 15,274,595.61	\$ 3,117,279.13	\$ 11,063.67	\$ 65,326,782.51

**Certified Revenue, Appropriations and Balances  
General Fund**

For the period Ending September 30, 2014

	<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	19,744,566	14,727,215	5,017,351	75%	75%
General Property Tax	24,140,419	24,342,588	(202,169)	101%	114%
Rollback, Homestead, CAT	4,188,380	2,365,991	1,822,389	56%	40%
Federal Grants	0	0	0	0%	0%
State Aid	0	0	0	0%	0%
Fines & Fees	370,000	300,928	69,072	81%	99%
Investment Earnings	157,213	219,472	(62,259)	140%	74%
Services to Others-Cleveland	3,366,741	2,541,303	825,438	75%	72%
Contributions	5,000	5,883	(883)	118%	100%
Miscellaneous	544,352	344,827	199,525	63%	106%
Return of Advances Out	0	0	0	0%	0%
<b>Total</b>	<b>\$ 52,516,671</b>	<b>\$ 44,848,208</b>	<b>\$ 7,668,463</b>	<b>85%</b>	<b>90%</b>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	36,251,588	26,212,728	10,038,860	72%	76%
Supplies	1,184,174	818,234	365,940	69%	75%
Purchased Services	11,599,487	9,671,649	1,927,838	83%	85%
Library Materials	11,483,839	8,338,737	3,145,102	73%	80%
Capital Outlay	656,073	306,291	349,782	47%	42%
Other	106,296	103,010	3,286	97%	81%
<b>Sub Total</b>	<b>\$ 61,281,458</b>	<b>\$ 45,450,649</b>	<b>\$ 15,830,808</b>	<b>74%</b>	<b>78%</b>
Advances Out	0	24,500	(24,500)	0%	100%
Transfers Out	3,500,000	3,500,000	0	100%	0%
<b>Total</b>	<b>\$ 64,781,458</b>	<b>\$ 48,975,149</b>	<b>\$ 15,806,308</b>	<b>76%</b>	<b>78%</b>

Note (1): Certificate from Cuyahoga County Budget Commission dated September 9, 2014.



Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending September 30, 2014

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,515,639.73	10,902,927.43	7,653,496.47	0.00	3,249,430.96
51120 Clerical Salaries	9,690,669.34	10,065,142.68	7,330,757.81	0.00	2,734,384.87
51130 Non-Clerical Salaries	1,233,085.46	1,283,755.00	983,159.45	0.00	300,595.55
51140 Buildings Salaries	3,601,946.88	3,733,044.19	2,639,743.89	0.00	1,093,300.30
51150 Other Salaries	998,698.74	1,037,559.35	758,309.70	0.00	279,249.65
51180 Severance Pay	0.00	32,971.85	121,267.03	0.00	(88,295.18)
51190 Non-Base Pay	0.00	10,353.56	220,106.81	0.00	(209,753.25)
51400 OPERS	3,577,218.98	3,716,837.20	2,754,815.64	0.00	962,021.56
51610 Health Insurance	4,067,844.96	4,234,319.35	2,981,867.44	0.00	1,252,451.91
51611 Dental Insurance	210,956.08	228,224.10	151,542.55	0.00	76,681.55
51612 Vision Insurance	16,017.41	16,017.41	11,389.69	0.00	4,627.72
51620 Life Insurance	13,651.20	14,781.00	10,128.60	0.00	4,652.40
51630 Workers Compensation	263,314.07	569,325.04	227,659.66	70,440.03	271,225.35
51640 Unemployment Compensation	40,000.00	59,582.55	14,780.55	24,802.00	20,000.00
51650 Medicare - ER	319,190.15	331,665.96	248,815.37	0.00	82,850.59
51900 Other Benefits	15,000.00	15,081.50	7,672.72	1,972.85	5,435.93
<b>Salaries/Benefits</b>	<b>\$34,563,233.00</b>	<b>\$ 36,251,588.17</b>	<b>\$ 26,115,513.38</b>	<b>\$ 97,214.88</b>	<b>\$ 10,038,859.91</b>
52110 Office Supplies	42,040.00	43,456.07	29,982.33	3,634.26	9,839.48
52120 Stationery	56,800.00	61,200.18	29,622.99	11,970.90	19,606.29
52130 Duplication Supplies	25,100.00	29,479.08	24,345.03	1,563.07	3,570.98
52140 Hand Tools	600.00	600.00	398.39	0.00	201.61
52150 Book Repair Supplies	64,200.00	111,787.58	79,687.51	7,188.66	24,911.41
52210 Janitorial Supplies	100,972.00	113,125.23	84,084.11	10,865.49	18,175.63
52220 Electrical Supplies	67,000.00	78,580.35	60,011.93	6,957.00	11,611.42

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending September 30, 2014

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52230	Maintenance Supplies	274,101.20	151,484.74	42,710.70	79,905.76
52240	Uniforms	27,139.00	2,974.13	485.94	23,678.93
52300	Motor Vehicle Supplies	109,437.91	55,145.97	39,438.14	14,853.80
52900	Other Supplies	335,267.47	148,722.58	26,960.14	159,584.75
	<b>Supplies</b>	<b>\$ 1,184,174.07</b>	<b>\$ 666,459.71</b>	<b>\$ 151,774.30</b>	<b>\$ 365,940.06</b>
53100	Travel/Meetings	131,502.95	57,308.08	25,980.37	48,214.50
53210	Telecommunications	579,358.60	362,026.78	150,363.00	66,968.82
53230	Postage/Freight	113,189.32	77,234.67	26,851.15	9,103.50
53240	PR/Other Communications	191,377.16	125,125.94	52,813.07	13,438.15
53310	Building Repairs	629,599.50	185,746.95	142,218.59	301,633.96
53320	Machine Repairs	54,187.00	14,409.87	5,541.77	34,235.36
53340	Building Maintenance	248,603.76	154,072.57	68,880.93	25,650.26
53350	Machine Maintenance	401,313.82	147,416.42	110,187.54	143,709.86
53360	Computer Maintenance	1,090,399.37	854,004.52	21,641.62	214,753.23
53370	Motor Vehicle Repairs	44,759.93	18,810.50	5,161.91	20,787.52
53380	Contract Security	1,067,794.97	682,708.66	289,313.64	95,772.67
53390	Landscaping	30,225.75	25,242.00	775.75	4,208.00
53400	Insurance	473,067.00	315,774.50	141,393.50	15,899.00
53510	Rent/Leases	120,529.36	91,353.52	28,275.84	900.00
53520	Equipment Rental	78,420.66	34,911.39	44,601.26	(1,091.99)
53610	Electricity	1,831,102.37	1,426,893.55	344,496.44	59,712.38
53620	Gas	214,990.03	146,688.02	61,546.06	6,755.95
53630	Chilled Water	971,381.10	657,268.38	296,385.22	17,727.50
53640	Water/Sewer	117,955.54	48,395.21	49,119.32	20,441.01

Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending September 30, 2014

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53710 Professional Services	1,274,340.40	1,872,010.84	754,307.39	792,023.38	325,680.07
53720 Auditors Fees	819,671.64	849,171.64	405,539.80	5,829.00	437,802.84
53730 Bank Service Charges	26,800.00	26,800.00	17,410.81	0.00	9,389.19
53800 Library Material Control	265,000.00	429,249.47	132,442.14	243,700.80	53,106.53
53900 Other Purchased Services	10,000.00	32,496.75	28,582.88	874.50	3,039.37
<b>Purchased/Contracted Services</b>	<b>\$10,005,808.00</b>	<b>\$ 11,599,486.89</b>	<b>\$ 6,763,674.55</b>	<b>\$ 2,907,974.66</b>	<b>\$ 1,927,837.68</b>
54110 Books	2,335,500.00	2,954,497.68	1,608,150.53	581,800.69	764,546.46
54120 Continuations	432,000.00	931,929.52	326,292.16	238,892.65	366,744.71
54210 Periodicals	815,000.00	1,649,523.05	660,054.62	646,781.37	342,687.06
54220 Microforms	123,000.00	195,750.18	37,223.44	63,829.88	94,696.86
54310 Video Media	1,354,237.00	1,501,654.88	905,569.30	272,282.75	323,802.83
54320 Audio Media - Spoken	156,000.00	175,760.32	98,740.35	33,579.51	43,440.46
54325 Audio Media - Music	393,000.00	502,331.64	241,182.21	172,518.18	88,631.25
54350 Computer Media	0.00	739.00	14.00	0.00	725.00
54500 Database Services	1,178,607.00	1,568,353.74	867,489.00	171,886.90	528,977.84
54530 eMedia	1,045,858.00	1,670,355.00	685,604.87	588,182.31	396,567.82
54600 Interlibrary Loan	0.00	1,905.00	1,804.00	101.00	0.00
54710 Bookbinding	25,000.00	52,739.47	10,748.71	16,990.76	25,000.00
54720 Preservation Services	57,000.00	87,893.55	18,385.45	16,688.87	52,819.23
54730 Preservation Boxing	8,000.00	9,001.32	578.44	287.47	8,135.41
54790 Preservation Reformatting	130,000.00	181,404.82	53,708.73	19,368.55	108,327.54
<b>Library Materials</b>	<b>\$8,053,202.00</b>	<b>\$ 11,483,839.17</b>	<b>\$ 5,515,545.81</b>	<b>\$ 2,823,190.89</b>	<b>\$ 3,145,102.47</b>
55510 Furniture	158,277.00	212,123.63	55,889.64	41,256.25	114,977.74
55520 Equipment	161,903.00	258,532.11	112,270.44	8,882.30	137,379.37



Cleveland Public Library  
 Appropriation, Expenditures and Balances  
 General Fund  
 For the Period Ending September 30, 2014

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	68,000.00	100,532.38	26,577.26	0.00	73,955.12
55540 Software	29,000.00	26,047.33	2,446.25	130.95	23,470.13
55700 Motor Vehicles	0.00	58,838.00	58,838.00	0.00	0.00
<b>Capital Outlay</b>	<b>\$417,180.00</b>	<b>\$ 656,073.45</b>	<b>\$ 256,021.59</b>	<b>\$ 50,269.50</b>	<b>\$ 349,782.36</b>
57100 Memberships	70,584.00	72,824.00	66,602.24	4,121.76	2,100.00
57200 Taxes	10,956.00	11,990.74	9,525.54	2,388.51	76.69
57500 Refunds/Reimbursements	19,125.00	21,481.39	9,108.08	11,264.00	1,109.31
<b>Miscellaneous Expenses</b>	<b>\$100,665.00</b>	<b>\$ 106,296.13</b>	<b>\$ 85,235.86</b>	<b>\$ 17,774.27</b>	<b>\$ 3,286.00</b>
59810 Advances Out	0.00	0.00	24,500.00	0.00	(24,500.00)
<b>Advances</b>	<b>\$0.00</b>	<b>\$ 0.00</b>	<b>\$ 24,500.00</b>	<b>\$ 0.00</b>	<b>\$(24,500.00)</b>
59900 Transfers Out	0.00	3,500,000.00	3,500,000.00	0.00	0.00
<b>Transfers</b>	<b>\$0.00</b>	<b>\$ 3,500,000.00</b>	<b>\$ 3,500,000.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>TOTAL</b>	<b>\$54,186,055.00</b>	<b>\$ 64,781,457.88</b>	<b>\$ 42,926,950.90</b>	<b>\$ 6,048,198.50</b>	<b>\$ 15,806,308.48</b>

Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending September 30, 2014

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	32,152,902.16	44,848,207.82	42,926,950.90	6,048,198.50	28,025,960.58
<b>Total General Fund</b>	<b>\$ 32,152,902.16</b>	<b>\$ 44,848,207.82</b>	<b>\$ 42,926,950.90</b>	<b>\$ 6,048,198.50</b>	<b>\$ 28,025,960.58</b>
201 Anderson	237,574.00	0.00	0.00	0.00	237,574.00
202 Endowment for the Blind	1,870,632.05	0.00	0.00	0.00	1,870,632.05
203 Founders	5,097,795.20	70,891.67	138,900.99	18,997.75	5,010,788.13
204 Kaiser	50,517.36	0.00	0.00	0.00	50,517.36
205 Kralley	169,521.71	0.00	0.00	0.00	169,521.71
206 Library	181,123.56	(3,366.17)	11,965.89	2,468.68	163,322.82
207 Pepke	109,016.85	(498.12)	0.00	0.00	108,518.73
208 Wickwire	1,208,349.14	7,903.95	9,801.81	2,455.50	1,203,995.78
209 Wittke	74,421.21	0.00	0.00	0.00	74,421.21
210 Young	3,478,300.48	(1,610.02)	11,511.71	3,246.94	3,461,931.81
225 Friends	1,720.09	24,500.00	6,217.74	1,494.35	18,508.00
226 Judd	5,939.74	155,321.00	96,476.65	16,461.57	48,322.52
228 Lockwood Thompson Memorial	232,237.47	81,856.08	142,350.81	158,843.55	12,899.19
229 Ohio Center for the Book	75.00	900.00	975.00	0.00	0.00
230 Schweinfurth	65,651.08	39,641.00	51,251.79	0.00	54,040.29
251 OLBPD-Library for the Blind	71,143.04	1,131,145.00	1,166,453.63	52,269.79	(16,435.38)
252 LSTA-Know It Now	59,552.75	181,584.33	186,121.55	24,500.92	30,514.61
254 MyCom	53,840.00	78,300.00	67,260.00	4,980.00	59,900.00
256 Learning Centers	0.00	114,250.00	110,027.61	11,254.97	(7,032.58)
<b>Total Special Revenue Funds</b>	<b>\$ 12,967,410.73</b>	<b>\$ 1,880,818.72</b>	<b>\$ 1,999,315.18</b>	<b>\$ 296,974.02</b>	<b>\$ 12,551,940.25</b>
401 Building & Repair	13,919,431.93	3,739,751.00	2,384,587.32	1,127,170.04	14,147,425.57
<b>Total Capital Project Funds</b>	<b>\$ 13,919,431.93</b>	<b>\$ 3,739,751.00</b>	<b>\$ 2,384,587.32</b>	<b>\$ 1,127,170.04</b>	<b>\$ 14,147,425.57</b>
501 Abel	201,652.08	0.00	0.00	0.00	201,652.08



Cleveland Public Library  
 Revenue, Expenditures and Changes in Fund Balances  
 For the Period Ending September 30, 2014

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
502 Ambler	1,922.16	0.00	0.00	0.00	1,922.16
503 Beard	120,547.30	1,490.16	1,705.00	2,504.00	117,828.46
504 Klein	4,551.71	0.00	0.00	0.00	4,551.71
505 Malon/Schroeder	251,977.23	(37.74)	1,175.00	0.00	250,764.49
506 McDonald	157,679.29	1,701.47	0.00	0.00	159,380.76
507 Ratner	77,265.33	(265.82)	0.00	0.00	76,999.51
508 Root	33,189.92	0.00	0.00	0.00	33,189.92
509 Sugarman	185,194.09	1,143.16	13,064.78	0.00	173,272.47
510 Thompson	140,936.71	0.00	0.00	0.00	140,936.71
511 Weidenthal	5,651.24	0.00	0.00	0.00	5,651.24
512 White	1,884,678.86	12,541.88	23,359.88	2,887.87	1,870,972.99
513 Beard Anna Young	74,764.76	0.00	0.00	0.00	74,764.76
<b>Total Permanent Funds</b>	<b>\$ 3,140,010.68</b>	<b>\$ 16,573.11</b>	<b>\$ 39,304.66</b>	<b>\$ 5,391.87</b>	<b>\$ 3,111,887.26</b>
901 Unclaimed Funds	10,449.41	1,025.01	410.75	0.00	11,063.67
<b>Others</b>	<b>\$ 10,449.41</b>	<b>\$ 1,025.01</b>	<b>\$ 410.75</b>	<b>\$ 0.00</b>	<b>\$ 11,063.67</b>
<b>Total All Funds</b>	<b>\$ 62,190,204.91</b>	<b>\$ 50,486,375.66</b>	<b>\$ 47,350,568.81</b>	<b>\$ 7,477,734.43</b>	<b>\$ 57,848,277.33</b>

Cleveland Public Library  
 Depository Balance Detail  
 For the Period Ending September 30, 2014

Balance of All Funds	<u><u>\$ 65,326,782.51</u></u>
Chase - Checking	6,470.76
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	(50,721.79)
KeyBank - Merchant Acct	46,775.75
Fifth Third - Checking	501,323.13
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u>\$ 509,073.37</u>
PNC - Money Market	10,039.66
PNC - Investments	34,819,983.68
PNC - Investments Money Market	96,171.01
STAR Ohio Investment	29,922.79
STAR Plus Program	14,792,414.91
Investments	<u>\$ 49,748,532.05</u>
PNC- Endowment Account	15,069,177.09
Endowment Account	<u>\$ 15,069,177.09</u>
Cash in Banks and On Hand	<u><u>\$ 65,326,782.51</u></u>



CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885  
July 1, 2014 - September 30, 2014

*Total portfolio value*

Total portfolio value on September 30	\$20,256,955.25
Total portfolio value on July 1	20,489,333.47
Total change in value	-\$232,378.22

www.pnc.com

**Your Relationship Managers**

Laura Gockel  
PNC  
1900 E 9TH ST  
Cleveland, OH 44114  
(216) 222-9831  
laura.gockel@pnc.com

Glen Danahey  
PNC  
1900 E 9TH ST  
Cleveland, OH 44114  
(216) 222-9736  
glen.danahey@pnc.com

*Investment policy and market outlook*

Investment objective: 60% Equity 40% Fixed

Bulletin board

PNC assumes that co-fiduciaries grant proxy voting authority to PNC. PNC votes in accordance with its policy, including voting shares of mutual funds that pay fees to PNC affiliates. PNC may also vote for PNC Board of Directors members and to increase fees that mutual funds pay to PNC affiliates. Additionally, PNC discloses shareholder information to the issuers of securities held in an account, unless specified to the contrary in writing by the Co-fiduciary. If disclosure of beneficial ownership information is required by the issuer for proxy voting purposes, PNC will not vote shares held in your account if you have objected to such disclosure. Should you have any questions or concerns, do not hesitate to contact your trust advisor.

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](http://pnc.com) for the latest updates about our investing strategies.

**About your account**

The PNC Financial Services Group, Inc. ("PNC") uses the service marks "PNC Wealth Management", "PNC Institutional Investments" and "Hawthorn PNC Family Wealth" to provide investment and wealth management, fiduciary services, FDIC-insured banking products and services and lending of funds through its subsidiary, PNC Bank, National Association, which is a Member FDIC, and uses the service marks "PNC Wealth Management" and "Hawthorn PNC Family Wealth" to provide certain fiduciary and agency services through its subsidiary, PNC Delaware Trust Company. Brokerage and advisory products and services are offered through PNC Investments LLC, a registered broker-dealer and investment adviser and member of FINRA and SIPC. Insurance products and advice may be provided by PNC Insurance Services, LLC, licensed insurance agency affiliates of PNC, or by licensed insurance agencies that are not affiliated with PNC; in either case a licensed insurance affiliate will receive compensation if you choose to purchase insurance through these programs. A decision to purchase insurance will not affect the cost or availability of other products or services from PNC or its affiliates. PNC does not provide legal, tax or accounting advice.

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.

This statement contains information obtained from sources believed to be reliable. These sources may include other service providers that may also be under contractual obligation to you.

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.....	5
Portfolio value.....	5
Portfolio value by asset class.....	5
Change in account value.....	6
Gain/loss summary.....	6
Accrued income summary.....	6
Investment income summary.....	6
Transaction summary - measured by cash balance.....	7
Transaction summary - measured by tax cost.....	7
Analysis.....	8
Asset allocation.....	8
Equity sectors.....	8
Bond rating.....	9
Maturity schedule.....	9
Detail.....	10



*Table of contents (continued)*

	Page
Portfolio detail .....	10
Pending trades .....	40
Transaction detail.....	41
Additions .....	41
Investment income .....	41
Sales and maturities .....	62
Other receipts .....	70
Disbursements .....	71
Account to account transfers.....	71
Purchases .....	71
Fees and charges .....	77
Account to account transfers.....	78
Realized gain/loss detail.....	79



## Summary

### Portfolio value

Income	Principal	Total
Income on September 30	\$280,842.86	\$19,976,112.39
Income on July 1	203,941.52	20,285,391.95
Change in value	\$76,901.34	-\$309,279.56
		Total portfolio value on September 30
		20,489,333.47
		Total portfolio value on July 1
		20,489,333.47
		Total change in value
		-\$232,378.22

### Portfolio value by asset class

Income	Value Sep. 30	Value Jul. 1	Change in value	Tax cost*
Cash and cash equivalents	\$280,842.86	\$203,941.52	\$76,901.34	\$280,842.86
<b>Principal</b>	Value Sep. 30	Value Jul. 1	Change in value	Tax cost*
Cash and cash equivalents	\$9,034.11	\$7,491.86	\$1,542.25	\$9,034.11
Fixed income	6,362,613.97	6,407,143.82	-44,529.85	6,390,317.36
Equities	13,604,464.31	13,870,756.27	-266,291.96	9,673,801.63
<b>Total</b>	\$20,256,955.25	\$20,489,333.47	-\$232,378.22	\$16,353,995.96

\* 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*

	This period	From Jan. 1, 2014
Beginning account value	\$20,528,007.17	\$19,751,925.74
<b>Additions</b>		
Investment income	\$91,427.21	\$235,384.64
Other receipts	66.21	811.70
<b>Disbursements</b>		
Cash distributions	-	-\$292,540.00
Fees and charges	-14,525.87	-41,825.90
Other disbursements	-	-75.00
Account to account transfers	-	121,940.00
Change in value of investments	-309,345.77	513,954.06
Net accrued income	-5,542.92	-9,295.51
Value of non cash transactions	-	9,806.30
<b>Ending account value</b>	<b>\$20,290,086.03</b>	<b>\$20,290,086.03</b>

*Gain/loss summary*

	This period	From Jan. 1, 2014	Net unrealized gain/loss*
Fixed income	-\$5,449.93	-\$8,761.53	Since acquisition -\$27,703.39
Equities	321,672.45	1,134,021.01	3,930,662.68
<b>Total</b>	<b>\$316,222.52</b>	<b>\$1,125,259.48</b>	<b>\$3,902,959.29</b>

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

1203

*Accrued income summary*

Accrued income on September 30	\$33,130.78
Accrued income on July 01	38,673.70
<b>Net accrued income</b>	<b>-\$5,542.92</b>

*Investment income summary*

	This period	From Jan. 1, 2014	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$6.30	\$24.77	\$28.98	\$2.24
Interest-fixed income	41,340.74	110,808.78	131,846.83	24,577.99
Dividends-equities	50,080.17	124,551.09	204,458.19	8,550.55
<b>Total</b>	<b>\$91,427.21</b>	<b>\$235,384.64</b>	<b>\$336,334.00</b>	<b>\$33,130.78</b>



Summary

*Transaction summary - measured by cash balance*

	Income		Principal	
	This period	From Jan. 1, 2014	This period	From Jan. 1, 2014
Beginning cash balance	\$18,860.70	- \$1,459.40	- \$18,860.70	\$1,459.40
Investment income	\$91,427.21	\$235,384.64	-	-
Sales and maturities	14,624.90	138,622.94	1,550,231.15	5,567,867.46
Other receipts	-	-	66.21	811.70
Disbursements	-	-	-	-
Distributions	-	- \$20,000.00	-	- \$272,540.00
Purchases	- 100,363.28	- 320,698.62	- 1,541,460.32	- 5,409,487.22
Fees and charges	- 14,525.87	- 41,825.90	-	-
Other disbursements	-	-	-	-
Account to account transfers	-	20,000.00	-	- 75.00
Ending cash balance	\$10,023.66	\$10,023.66	\$10,023.66	\$10,023.66
Change in cash	- \$8,837.04	\$11,483.06	\$8,837.04	- \$11,483.06

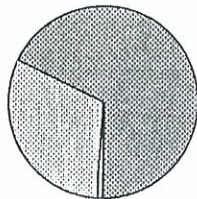
*Transaction summary - measured by tax cost*

Beginning tax cost	\$15,960,805.89	From Jan. 1, 2014	\$15,205,041.04
Additions			
Purchases	\$1,641,823.60		\$5,730,185.84
Securities received			43,290.36
Disbursements			
Sales	- \$1,248,633.53		- \$4,581,230.92
Securities delivered			- 43,290.36
Change in cash			
Ending tax cost	\$16,353,995.96		\$16,353,995.96

Analysis

Asset allocation

	Sep. 30, 2014
Cash and cash equivalents	1.43 %
Mutual funds	1.43 %
Fixed income	31.41 %
Corporate	10.88 %
US treasury	18.04 %
Agency	2.32 %
Other	0.18 %
Equities	67.16 %
Stock	37.44 %
Etf's	9.62 %
Mutual funds	20.10 %



Equity sectors

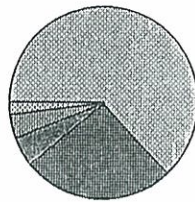
	Market value	% of equities	% of total portfolio
Industrials	\$942,342.34	12.43 %	4.65 %
Consumer discretionary	1,133,512.80	14.95 %	5.60 %
Consumer staples	736,564.60	9.71 %	3.64 %
Energy	584,256.80	7.70 %	2.89 %
Financial	1,233,092.30	16.26 %	6.09 %
Materials	243,353.50	3.21 %	1.20 %
Information technology	1,340,798.90	17.68 %	6.62 %
Utilities	116,100.00	1.53 %	0.57 %
Health care	1,156,110.90	15.24 %	5.71 %
Telecommunication services	97,980.40	1.29 %	0.48 %
<b>Total</b>	<b>\$7,584,112.54</b>	<b>100.00 %</b>	<b>37.45 %</b>

*Analysis*

*Bond analysis*

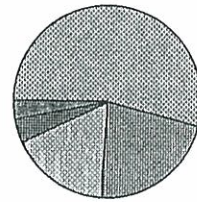
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$4,052,713.12	63.70 %	20.01 %
Moody's Aa1	110,771.30	1.74 %	0.55 %
Moody's Aa2	235,896.63	3.71 %	1.17 %
Moody's Aa3	299,280.10	4.70 %	1.48 %
Other	1,663,952.82	26.15 %	8.22 %



Maturity schedule

Market value	% of bonds maturing in	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year		17.22 %	\$85,533.35 (7.81 %)	\$995,060.20 (90.82 %)	-	\$15,069.60 (1.38 %)
1 - 5 years		53.52 %	977,127.95 (28.70 %)	2,407,064.50 (70.69 %)	-	20,953.00 (0.62 %)
6 - 10 years		22.23 %	1,070,905.85 (75.70 %)	343,738.30 (24.30 %)	-	-
11 - 15 years		2.53 %	69,798.75 (43.30 %)	91,406.30 (56.70 %)	-	-
16 or more years		4.49 %	-	285,956.17 (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 10,023.660	Current price per unit \$10,023.66 \$1.0000	0.05 %	\$10,023.66	\$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 134,466.59	Current price per unit 170,025.21 1.0000	0.84 %	170,025.21	1.00		0.01 %	17.00	1.23
PCA ADVANTAGE PORTFOLIO	Quantity 170,025.210	Current price per unit 100,793.99 1.0000	0.50 %	100,793.99	1.00		0.02 %	10.08	0.69
21-75-073-4453885	Quantity 50,614.23	Current price per unit 100,793.99 1.0000							
PNC TREASURY MONEY MARKET FUND #431	Quantity 100,793.990	Current price per unit 100,793.99 1.0000							
PNC CAPITAL ADVISORS									
<b>Total mutual funds - money market</b>		<b>\$270,819.20</b>	<b>1.34 %</b>	<b>\$270,819.20</b>			<b>0.01 %</b>	<b>\$27.08</b>	<b>\$2.00</b>

Total mutual funds - money market

Total cash and cash equivalents

		<b>\$280,842.86</b>	<b>1.39 %</b>	<b>\$280,842.86</b>			<b>0.01 %</b>	<b>\$27.08</b>	<b>\$2.00</b>
--	--	---------------------	---------------	---------------------	--	--	---------------	----------------	---------------

*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	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH	-	10,023.660	\$1,000	\$1,000	- 0.05 %	-\$10,023.66	-\$1,000				

Mutual funds - money market

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	\$4,946.28	5,012.490	\$5,012.49	\$1,000	0.03 %	\$5,012.49	\$1,000		0.01 %	\$0.50	\$0.03
21-75-073-4453885											
PNC TREASURY MONEY MARKET FUND #431	21,406.28	14,045.280	14,045.28	1,000	0.07 %	14,045.28	1,000		0.01 %	1.40	0.21

Total mutual funds - money market

			\$19,057.77		0.09 %	\$19,057.77			0.01 %	\$1.90	\$0.24
--	--	--	-------------	--	--------	-------------	--	--	--------	--------	--------

Total cash and cash equivalents

			\$9,034.11		0.05 %	\$9,034.11			0.02 %	\$1.90	\$0.24
--	--	--	------------	--	--------	------------	--	--	--------	--------	--------





*Detail*

**Fixed income  
Corporate bonds**

Description (Cusip )	Market value last period Quantity	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit	Total tax cost					
AMERICAN HONDA FINANCE SER MTN UNSC 02.250% DUE 08/15/2019 RATING: A1 [02665WAH4] PNC CAPITAL ADVISORS	25,000	24,911.00 99.6440	24,953.75 99.82	0.13 %	- 42.75	2.26 %	562.50	34.38
AMERIPRISE FINANCIAL INC UNSC 03.700% DUE 10/15/2024 RATING: A3 [03076CAG1] PNC CAPITAL ADVISORS	35,000	35,150.85 100.4310	34,879.60 99.66	0.18 %	271.25	3.69 %	1,295.00	46.76
ANHEUSER-BUSCH INBEV FIN COGT 03.700% DUE 02/01/2024 RATING: A2 [03524BAE6] PNC CAPITAL ADVISORS	20,526.00 20,000	20,112.60 100.5630	20,034.15 100.17	0.10 %	78.45	3.68 %	740.00	123.33
APPLE INC UNSC 02.400% DUE 05/03/2023 RATING: AA1 [037833AK6] PNC CAPITAL ADVISORS	66,128.30 70,000	66,189.90 94.5570	68,534.70 97.91	0.33 %	- 2,344.80	2.54 %	1,680.00	690.67
B&T CORPORATION SR UNSEC 06.850% DUE 04/30/2019 RATING: A2 [05531FAB9] PNC CAPITAL ADVISORS	24,298.20 20,000	23,882.20 119.4110	24,791.00 123.96	0.12 %	- 908.80	5.74 %	1,370.00	574.64









Detail

Fixed income  
Corporate bonds

Description [Cusip]	Market value last period		Quantity	Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit		Current price per unit	Current price per unit					
RABOBANK NEDERLAND UTREC ISIN US21686CAD20 SEDOL B5MKX70 03.375% DUE 01/19/2017 RATING: AA2 [21686CAD2] PNC CAPITAL ADVISORS	15,884.37	15,731.18	15,000	104.8745	15,478.90	0.08 %	252.28	3.22 %	506.25	101.25
CORNING INC SR UNSEC 04.250% DUE 08/15/2020 RATING: A3 [219350AU9] PNC CAPITAL ADVISORS	21,796.60	21,760.40	20,000	108.8020	21,858.00	0.11 %	- 97.60	3.91 %	850.00	108.61
JOHN DEERE CAPITAL CORP SR UNSECURED SER MTN 05.350% DUE 04/03/2018 RATING: A2 [24422EQR3] PNC CAPITAL ADVISORS	28,391.50	27,954.25	25,000	111.8170	24,923.50	0.14 %	3,030.75	4.79 %	1,337.50	661.32
JOHN DEERE CAPITAL CORP SERIES MTN SR UNSEC VAR % DUE 02/25/2016 RATING: A2 [24422ESJ9] PNC CAPITAL ADVISORS	24,991.75	24,992.75	25,000	99.9710	25,000.00	0.13 %	- 7.25	0.33 %	80.76	8.30
DEUTSCHE BANK AG LONDON SEDOL ISIN US25152RVR10 01.400% DUE 02/13/2017 RATING: A3 [25152RVR1] PNC CAPITAL ADVISORS	15,076.20	14,994.15	15,000	99.9610	15,031.20	0.08 %	- 37.05	1.41 %	210.00	28.00











*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		Current price per unit	Current market value							
HONDA AUTO RECEIVABLES OWNER T SERIES 2013 3 CLASS A3 00.770% DUE 05/15/2017 RATING: AAA (43812XAC9) PNC CAPITAL ADVISORS	10,035.90	100,247.00	10,000	10,024.70	100,247.00	0.05 %	9,998.38	99.98	26.32	0.77 %	77.00	3.42
HONDA AUTO RECEIVABLES OWNER T SERIES 2014 3 CLASS A3 00.880% DUE 06/15/2018 RATING: N/A (43814HAC2) PNC CAPITAL ADVISORS	25,000	24,996.25	25,000	99.9850	24,996.25	0.13 %	24,995.18	99.98	1.07	0.89 %	220.00	9.78
INTEL CORP SR UNSEC 02.700% DUE 12/15/2022 RATING: A1 (458140AM2) PNC CAPITAL ADVISORS	29,166.00	29,172.90	30,000	97.2430	29,172.90	0.15 %	28,404.00	94.68	768.90	2.78 %	810.00	238.50
JPMORGAN CHASE & CO NOTES 04.625% DUE 05/10/2021 RATING: A3 (46625HHZ6) PNC CAPITAL ADVISORS	44,090.00	43,489.60	40,000	108.7240	43,489.60	0.22 %	45,404.20	113.51	- 1,914.60	4.26 %	1,850.00	724.58
JOHN DEERE OWNER TRUST SERIES 2014 B CLASS A3 01.070% DUE 11/15/2018 RATING: AAA (47787AD6) PNC CAPITAL ADVISORS	20,000	19,968.75	20,000	99.8438	19,968.75	0.10 %	19,995.63	99.98	- 26.88	1.08 %	214.00	16.64



















*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							
WESTPAC BANKING CORP SEDOL BCJ52J2 ISIN US961214CC58 02.250% DUE 07/30/2018 RATING: AA2 PNC CAPITAL ADVISORS	30,564.30 30,000	30,299.70 100.9990	100.07	0.15 %	30,020.80	100.07	278.90	2.23 %	575.00	114.38
XILINX INC UNSC 03.000% DUE 03/15/2021 RATING: A3 PNC CAPITAL ADVISORS	15,139.65 15,000	15,010.50 100.0700	99.29	0.08 %	14,893.40	117.10	117.10	3.00 %	450.00	20.00
<b>Total corporate bonds</b>		<b>\$2,203,365.90</b>		<b>10.88 %</b>		<b>\$2,207,717.62</b>	<b>-\$4,351.72</b>	<b>2.90 %</b>	<b>\$63,958.77</b>	<b>\$16,926.68</b>

**Treasury bonds**

Description [Cusip]	Market value last period	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit							
USA TREASURY NOTES 03.000% DUE 09/30/2016 RATING: AAA PNC CAPITAL ADVISORS	510,000	\$534,143.40 \$104.7340	\$107.60	2.64 %	\$564,509.19	\$107.16	-\$12,365.79	2.87 %	\$15,300.00	\$42.03
USA TREASURY NOTES 02.250% DUE 01/31/2015 RATING: AAA PNC CAPITAL ADVISORS	278,481.50 275,000	276,999.25 100.7270	103.03	1.37 %	283,317.39	103.03	-6,318.14	2.24 %	6,187.50	1,042.46



*Detail*

**Treasury bonds**

Description [Cusip]	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
USA TREASURY NOTES 01.000% DUE 03/31/2017 RATING: AAA [912828SM3] PNC CAPITAL ADVISORS	145,861.30	145,442.25	145,305.00	100.3050	0.72 %	145,673.44	100.46	- 231.19	1.00 %	1,450.00	4.01
USA TREASURY NOTES 00.375% DUE 01/15/2016 RATING: AAA [912828UG3] PNC CAPITAL ADVISORS	440,686.40	415,597.60	415,597.60	100.1440	2.06 %	414,708.22	99.93	889.38	0.38 %	1,556.25	332.57
USA TREASURY NOTES 00.250% DUE 01/31/2015 RATING: AAA [912828UK4] PNC CAPITAL ADVISORS	450,441.00	450,297.00	450,066.00	100.0660	2.23 %	450,000.00	100.00	297.00	0.25 %	1,125.00	
<b>Total treasury bonds</b>			<b>\$3,654,318.45</b>		<b>18.04 %</b>	<b>\$3,682,421.39</b>		<b>- \$28,102.94</b>	<b>1.40 %</b>	<b>\$51,062.50</b>	<b>\$5,909.25</b>

**Agency bonds**

Description [Cusip]	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
FEDERAL HOME LN BANK BND5 04.125% DUE 12/13/2019 RATING: AAA [3133XVRK9] PNC CAPITAL ADVISORS	27,930.50	\$27,606.00	25,000	\$110.4240	0.14 %	\$27,620.00	\$110.48	- \$14.00	3.74 %	\$1,031.25	\$309.37
FEDERAL NATL MTG ASSN BND5 02.625% DUE 09/06/2024 RATING: AAA [3135G0ZR7] PNC CAPITAL ADVISORS	65,000	63,938.55	98,367.00	99.09	0.32 %	64,406.55	99.09	- 468.00	2.67 %	1,706.25	109.01





*Detail*

**Agency 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	Quantity	price per unit					
FEDERAL NATL MTG ASSN	61,420.85	59,656.96	59,283.32	101.77	0.30 %	373.64	3.42 %	2,038.92	175.57
POOL #MA1003	58,254.766	102.4070							
03.500% DUE 03/01/2042									
RATING: N/A									
[31418ADH8]									
PNC CAPITAL ADVISORS									
<b>Total agency bonds</b>			<b>\$468,907.02</b>		<b>2.32 %</b>	<b>\$4,835.52</b>	<b>3.43 %</b>	<b>\$16,083.06</b>	<b>\$1,567.58</b>

**Other fixed income assets**

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	Quantity	price per unit					
ONTARIO (PROVINCE OF)	\$21,114.00	\$20,953.00	\$21,110.00	\$104.7650	0.11 %	-\$157.00	2.87 %	\$600.00	\$125.00
ISIN US68323AAU88 SEDOL B55GFM4	20,000								
03.000% DUE 07/16/2018									
RATING: AA2									
[68323AAU8]									
PNC CAPITAL ADVISORS									
ONTARIO (PROVINCE OF)	15,097.91	15,069.60	14,994.85	99.98	0.08 %	72.75	0.95 %	142.50	49.48
SR UNSEC ISIN US68323ABJ25	15,000	100.4640							
00.950% DUE 05/26/2015									
RATING: AA2									
[68323ABJ2]									
PNC CAPITAL ADVISORS									
<b>Total other fixed income assets</b>			<b>\$36,022.60</b>		<b>0.18 %</b>	<b>-\$84.25</b>	<b>2.06 %</b>	<b>\$742.50</b>	<b>\$174.48</b>
<b>Total fixed income</b>			<b>\$6,362,613.97</b>		<b>31.41 %</b>	<b>-\$27,703.39</b>	<b>2.07 %</b>	<b>\$131,846.83</b>	<b>\$24,577.99</b>



Detail

Equities  
Stocks  
*Consumer discretionary*

Description (Symbol)	Market value, last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Current	price per unit		Current	price per unit							
ROYAL CARRIBEAN CRUISES LTD (RCL) SEDOL 2754907 ISIN LR0008862868			1,360	\$91,514.40	\$67,2900	0.46 %	\$83,661.39	\$61.52	\$7,853.01	1.79 %	\$1,632.00	\$408.00
PCA ADVANTAGE PORTFOLIO						0.01 %						207.00
CBS CORP CLASS B W/ICBS)			85,753.20									
PCA ADVANTAGE PORTFOLIO												
COMCAST CORPORATION CLA (CMCSA)			115,948.80	53.5000	145,743.80	0.72 %	81,269.17	29.99	64,474.63	1.68 %	2,439.00	609.75
PCA ADVANTAGE PORTFOLIO			2,710	53.7800								
DISNEY WALT CO (DIS)			178,339.20	185,182.40		0.92 %	123,748.70	59.50	61,433.70	0.97 %	1,788.80	
PCA ADVANTAGE PORTFOLIO			2,080	89.0300								
FOOT LOCKER INC (FL)			85,716.80	94,048.50		0.47 %	81,094.07	47.99	12,954.43	1.59 %	1,487.20	
PCA ADVANTAGE PORTFOLIO			1,690	55.6500								
HANESBRANDS INC - W/1 (HBI)			104,346.40	113,886.40		0.57 %	78,442.45	74.00	35,443.95	1.12 %	1,272.00	
PCA ADVANTAGE PORTFOLIO			1,060	107.4400								
HOME DEPOT INC (HD)			85,008.00	96,327.00		0.48 %	45,360.95	43.20	50,966.05	2.05 %	1,974.00	
PCA ADVANTAGE PORTFOLIO			1,050	91.7400								
L BRANDS INC (LB)				76,357.20		0.38 %	77,392.32	67.89	- 1,035.12	2.04 %	1,550.40	
PCA ADVANTAGE PORTFOLIO			1,140	66.9800								
MAGNA INTERNATIONAL (MGA)			129,300.00	113,892.00		0.57 %	97,369.53	81.14	16,522.47	1.61 %	1,824.00	
ISIN CA559224011 SEDOL 2554549			1,200	94.9100								
PCA ADVANTAGE PORTFOLIO												
POLARIS INDS INC (PII)			87,260.80	100,359.30		0.50 %	55,237.12	82.44	45,122.18	1.29 %	1,286.40	
PCA ADVANTAGE PORTFOLIO			670	149.7900								
WYNDHAM WORLDWIDE CORP (WYN)			108,279.60	116,201.80		0.58 %	92,729.38	64.85	23,472.42	1.73 %	2,002.00	
PCA ADVANTAGE PORTFOLIO			1,430	81.2600								
<b>Total consumer discretionary</b>				<b>\$1,133,512.80</b>		<b>5.60 %</b>	<b>\$816,305.08</b>		<b>\$317,207.72</b>	<b>1.52 %</b>	<b>\$17,255.80</b>	<b>\$1,224.75</b>

*Detail*

**Consumer staples**

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current							
ALTRIA GROUP INC (MO)	106,108.20	\$116,228.20	\$116,228.20		0.58%	\$93,560.75	\$36.98	\$22,667.45	4.53%	\$5,262.40	\$1,315.60
PCA ADVANTAGE PORTFOLIO	2,530	\$45.9400	\$45.9400								
CVS HEALTH CORPORATION (CVS)	126,621.60	133,711.20	133,711.20		0.67%	87,092.75	51.84	46,618.45	1.39%	1,848.00	
PCA ADVANTAGE PORTFOLIO	1,680	79.5900	79.5900								
COCA COLA ENTERPRISES (CCE)	92,215.40	85,614.80	85,614.80		0.43%	91,648.87	47.49	-6,034.07	2.26%	1,930.00	
PCA ADVANTAGE PORTFOLIO	1,930	44.3600	44.3600								
CONSTELLATION BRANDS INC (STZ)	103,993.40	128,996.80	128,996.80		0.64%	121,983.46	82.42	7,013.34			
PCA ADVANTAGE PORTFOLIO	1,480	87.1600	87.1600								
KROGER CO (KR)	128,023.70	134,680.00	134,680.00		0.67%	119,906.60	46.30	14,773.40	1.43%	1,916.60	
PCA ADVANTAGE PORTFOLIO	2,590	52.0000	52.0000								
PROCTER & GAMBLE CO (PG)	128,887.60	137,333.60	137,333.60		0.68%	92,859.50	56.62	44,474.10	3.08%	4,221.36	
PCA ADVANTAGE PORTFOLIO	1,640	83.7400	83.7400								
<b>Total consumer staples</b>		<b>\$736,564.60</b>	<b>\$736,564.60</b>		<b>3.64%</b>	<b>\$607,051.93</b>		<b>\$129,512.67</b>	<b>2.06%</b>	<b>\$15,178.36</b>	<b>\$1,315.60</b>

**Energy**

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current							
CONOCOPHILLIPS (COP)	126,023.10	\$131,614.40	\$131,614.40		0.65%	\$120,867.90	\$70.27	\$10,746.50	3.82%	\$5,022.40	
PCA ADVANTAGE PORTFOLIO	1,720	\$76.5200	\$76.5200								
EOG RES INC (EOG)	140,232.00	118,824.00	118,824.00		0.59%	93,007.00	77.51	25,817.00	0.68%	804.00	
PCA ADVANTAGE PORTFOLIO	1,200	99.0200	99.0200								
EXXON MOBIL CORP (XOM)	84,571.20	79,002.00	79,002.00		0.39%	57,352.66	68.28	21,649.34	2.94%	2,318.40	
PCA ADVANTAGE PORTFOLIO	840	94.0500	94.0500								
HELMERICH & PAYNE INC (HP)	123,076.60	89,061.70	89,061.70		0.44%	58,482.57	64.27	30,579.13	2.81%	2,502.50	
PCA ADVANTAGE PORTFOLIO	910	97.8700	97.8700								
SCHLUMBERGER LTD (SLB)	192,258.50	165,754.70	165,754.70		0.82%	144,103.49	88.41	21,651.21	1.58%	2,608.00	652.00
PCA ADVANTAGE PORTFOLIO	1,630	101.6900	101.6900								
<b>Total energy</b>		<b>\$584,256.80</b>	<b>\$584,256.80</b>		<b>2.88%</b>	<b>\$473,813.62</b>		<b>\$110,443.18</b>	<b>2.27%</b>	<b>\$13,255.30</b>	<b>\$652.00</b>



*Detail*

**Financial**

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit								
INVESTCO LTD (IVZ)	\$84,937.50		\$124,362.00	0.62 %	\$110,848.68	\$13,513.32	2.54 %	\$3,150.00		
ISIN BMG491BT1088 SEDOL B28XP76	3,150		\$39,4800							
PCA ADVANTAGE PORTFOLIO										
ACE LIMITED (ACE)	87,108.00		88,090.80	0.44 %	83,297.17	4,793.63	2.48 %	2,184.00		546.00
ISIN CH0044328745 SEDOL B3BQMF6	840		104.8700		99.16					
PCA ADVANTAGE PORTFOLIO										
AMERICAN EXPRESS CO (AXP)	108,151.80		99,795.60	0.50 %	47,266.45	52,529.15	1.19 %	1,185.60		
PCA ADVANTAGE PORTFOLIO	1,140		87,5400		41.46					
DISCOVER FINANCIAL W/ (DFS)	89,251.20		92,721.60	0.46 %	50,938.91	41,782.69	1.50 %	1,382.40		
PCA ADVANTAGE PORTFOLIO	1,440		64,3900		35.37					
JPMORGAN CHASE & CO (JPM)	153,557.30		160,539.60	0.80 %	70,190.22	90,349.38	2.66 %	4,264.00		
PCA ADVANTAGE PORTFOLIO	2,665		60,2400		26.34					
LINCOLN NATIONAL CORP (LNC)	85,390.40		125,913.00	0.63 %	119,007.07	6,905.93	1.20 %	1,504.00		
PCA ADVANTAGE PORTFOLIO	2,350		53,5800		50.64					
PRINCIPAL FINANCIAL GROUP (PFG)			121,205.70	0.60 %	115,461.55	5,744.15	2.60 %	3,141.60		
PCA ADVANTAGE PORTFOLIO	2,310		52,4700		49.98					
REGIONS FINANCIAL CORP (RF)	66,162.60		62,549.20	0.31 %	60,987.35	1,561.85	2.00 %	1,246.00		311.50
PCA ADVANTAGE PORTFOLIO	6,230		10,0400		9.79					
THE TRAVELERS COS INC (TRV)	98,773.50		98,637.00	0.49 %	95,284.66	3,352.34	2.35 %	2,310.00		
PCA ADVANTAGE PORTFOLIO	1,050		93,9400		90.75					
VISA INC (V)	71,641.40		72,545.80	0.36 %	53,571.49	18,974.31	0.75 %	544.00		
PCA ADVANTAGE PORTFOLIO	340		213.3700		157.56					
CLASS A SHARES										
PCA ADVANTAGE PORTFOLIO										
WELLS FARGO & COMPANY (WFC)	189,216.00		186,732.00	0.93 %	95,889.16	90,842.84	2.70 %	5,040.00		
PCA ADVANTAGE PORTFOLIO	3,400		51,8700		26.64					
<b>Total financial</b>			<b>\$1,233,092.30</b>	<b>6.09 %</b>	<b>\$902,742.71</b>	<b>\$330,349.59</b>	<b>2.11 %</b>	<b>\$25,951.60</b>		<b>\$857.50</b>











**INSTITUTIONAL  
INVESTMENTS**

**CLEVE PUB LIB ENDMT CONS  
INVESTMENT MANAGEMENT STATEMENT**  
Account number 21-75-501-4453885  
July 1, 2014 - September 30, 2014

Detail

**Information technology**

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	Current price per unit						
MICROSOFT CORP (MSFT)	129,478.50	1,665	77,189.40	0.39 %	14,855.03	62,334.37	2.68 %	2,064.60	
PCA ADVANTAGE PORTFOLIO		46,360.00			8.92				
ORACLE CORP (ORCL)	140,639.10	3,470	132,831.60	0.66 %	84,524.27	48,307.33	1.26 %	1,665.60	
PCA ADVANTAGE PORTFOLIO		38,280.00			24.36				
QUALCOMM (QCOM)	107,712.00	1,360	101,687.20	0.51 %	70,690.26	30,994.94	2.25 %	2,284.80	
PCA ADVANTAGE PORTFOLIO		74,770.00			51.98				
SKYWORKS SOLUTIONS INC (SWKS)	115,991.20	2,470	143,383.50	0.71 %	95,628.66	47,754.84	0.76 %	1,086.80	
PCA ADVANTAGE PORTFOLIO		58,050.00			38.72				
<b>Total information technology</b>			<b>\$1,340,798.90</b>	<b>6.62 %</b>	<b>\$825,780.78</b>	<b>\$515,018.12</b>	<b>1.53 %</b>	<b>\$20,444.60</b>	<b>\$1,103.90</b>

**Materials**

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	Current price per unit						
LYONDELLBASELL INDUSTRIES N.V. (LYB)		700	\$76,062.00	0.38 %	\$79,367.45	- \$3,305.45	2.58 %	\$1,960.00	
PCA ADVANTAGE PORTFOLIO			\$108,660.00		\$113.38				
EASTMAN CHEM CO (EMN)	69,004.50		63,903.10	0.32 %	71,058.74	- 7,155.64	1.74 %	1,106.00	276.50
PCA ADVANTAGE PORTFOLIO		790	80,890.00		89.95				
PACKAGING CORP PKG (PKG)	115,813.80	1,620	103,388.40	0.52 %	115,991.58	- 12,603.18	2.51 %	2,592.00	648.00
PCA ADVANTAGE PORTFOLIO			63,820.00		71.60				
<b>Total materials</b>			<b>\$243,353.50</b>	<b>1.20 %</b>	<b>\$266,417.77</b>	<b>- \$23,064.27</b>	<b>2.33 %</b>	<b>\$5,658.00</b>	<b>\$924.50</b>

**Telecommunication services**

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	Current price per unit						
VERIZON COMMUNICATIONS INC (VZ)	\$95,902.80	1,960	\$97,980.40	0.49 %	\$104,810.80	- \$6,830.40	4.41 %	\$4,312.00	
PCA ADVANTAGE PORTFOLIO			\$49,990.00		\$53.48				



**CLEVE PUB LIB ENDMT CONS**  
**INVESTMENT MANAGEMENT STATEMENT**  
 Account number 21-75-501-4453885  
 July 1, 2014 - September 30, 2014

Detail

**Utilities**

	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Market value last period							
Quantity							
Price per unit	\$116,100.00	0.58 %	\$54,485.37	\$61,614.63	3.63 %	\$4,212.00	
WISCONSIN ENERGY CORP (WEC)							
PCA ADVANTAGE PORTFOLIO			\$20.18				
<b>Total stocks</b>	<b>\$7,584,112.54</b>	<b>37.44 %</b>	<b>\$5,739,096.01</b>	<b>\$1,845,016.53</b>	<b>1.79 %</b>	<b>\$135,521.06</b>	<b>\$8,550.55</b>

**Etf - equity**

	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Market value last period							
Quantity							
Price per unit	\$1,948,215.36	9.62 %	\$1,535,467.73	\$412,747.63	1.42 %	\$27,634.78	
ISHARES RUSSELL MID-CAP (IWR)							
ETF			\$124.79				
21-75-073-4453885							

**Mutual funds - equity**

	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Market value last period							
Quantity							
Price per unit	\$1,555,910.32	7.69 %	\$948,138.46	\$607,771.86	1.52 %	\$23,615.78	
PNC INTERNATIONAL EQUITY FUND (PIUIX)							
CLASS I FUND 409			\$11.80				
21-75-073-4453885							
PNC SMALL CAP FUND (PPCIX)							
CLASS I	1,739,982.31	8.59 %	661,099.43	1,078,882.88			
FUND #426	19,4800		7.40				
21-75-073-4453885							
T. ROWE PRICE REAL ESTATE FUND (TRREX)							
FD #122	776,243.78	3.84 %	790,000.00	- 13,756.22	2.28 %	17,686.57	
21-75-073-4453885	23,7000		24.12				
<b>Total mutual funds - equity</b>	<b>\$4,072,136.41</b>	<b>20.10 %</b>	<b>\$2,399,237.89</b>	<b>\$1,672,898.52</b>	<b>1.01 %</b>	<b>\$41,302.35</b>	



*Detail*

**Mutual funds - equity**

Description (Symbol)	Market value last period Quantity	Current market value Current price per unit	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Total equities		\$13,604,464.31	67.16 %	\$9,673,801.63	\$3,930,662.68	1.50 %	\$204,458.19	\$8,550.55
Total portfolio		\$20,256,955.25	100.00 %	\$16,353,995.96	\$3,902,959.29	1.66 %	\$336,334.00	\$33,130.78

*Pending Trades*

**Purchases**

Description	Trade date	Settle date	Quantity	Price per unit	Cash
DISCOVER FINANCIAL W/I	09/30/14	10/03/14	290	\$64.4323	-\$18,696.97
JPMORGAN CHASE & CO	09/30/14	10/03/14	540	60.3521	32,611.73
MICRON TECHNOLOGY INC	09/30/14	10/03/14	2,180	34.3876	-75,052.17
Total pending purchases					-\$126,360.87

**Sales**

Description	Trade date	Settle date	Quantity	Price per unit	Cash
ORACLE CORP	09/30/14	10/03/14	1,330	\$38.3395	\$50,937.20
ORACLE CORP	09/30/14	10/03/14	2,140	38.2582	81,851.48
Total pending sales					\$132,788.68

**Net pending trades**

\$6,427.81

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – September 2014

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 September 1, 2014 through September 30, 2014.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
09/01/14 - 09/30/14	30	Various	STAR Ohio	Various	1.00	Investment Pool
09/01/14 - 09/30/14	30	Various	STAR Plus	Various	2,411.44	Bank Deposit Program
09/01/14 - 09/30/14	30	Various	PNC	Various	0.51	Sweep Money Market
09/01/14 - 09/30/14	30	Various	PNC	Various	0.44	Money Market
03/19/14 - 09/19/14	185	1,500,000	Federal Home Loan Mortgage Corp.	0.500%	11,550.00	Federal Agency
03/13/14 - 09/13/14	185	2,000,000	Federal Home Loan Bank	0.375%	3,750.00	Federal Agency
03/25/14 - 09/25/14	185	2,000,000	Federal Home Loan Mortgage Corp.	0.500%	5,000.00	Federal Agency
03/25/14 - 09/25/14	185	2,000,000	Federal Farm Credit Bank	0.400%	4,000.00	Federal Agency
05/14/14 - 09/22/14	132	250,000	Federal Farm Credit Bank	0.250%	459.72	Federal Agency
03/28/14 - 09/24/14	181	850,000	Federal Home Loan Mortgage Corp.	0.900%	3,740.00	Federal Agency
05/28/14 - 09/27/14	123	1,000,000	Federal National Mortgage Assn.	1.000%	3,305.56	Federal Agency
06/19/14 - 09/19/14	93	500,000	Federal Home Loan Bank	1.125%	1,406.25	Federal Agency
06/16/14 - 09/20/14	97	2,500,000	Federal Home Loan Bank	0.625%	4,079.86	Federal Agency
07/28/14 - 09/29/14	64	1,000,000	Federal Home Loan Mortgage Corp.	1.000%	1,694.44	Federal Agency
08/25/14 - 09/27/14	34	1,000,000	Federal National Mortgage Assn.	1.000%	888.89	Federal Agency

Earned Interest September 2014 \$ 42,288.11  
 Earned Interest Year To Date \$ 219,472.35



## CLEVELAND PUBLIC LIBRARY

REPORT C**Finance Committee**

October 14, 2014

**REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR SEPTEMBER 2014**

**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
Ohio Government Finance Officers Association Annual Conference Sandusky, Ohio	9/17/14 - 9/19/14	Laura Armstrong	260.00
Ohio Preservation Council Quarterly Meeting Oberlin, Ohio	9/18/14	Elizabeth Bardossy	48.72
Intermuseum Conservation Association OMA Mold Prevention and Remediation Workshop Canton, Ohio	9/8/14	Elizabeth Bardossy	73.75
Conservation Center for Art and Historical Artifacts Managing and Preserving Architectural Records Buffalo, New York	7/16/14 7/17/14	Stacie Brisker	375.00
Ohio Library Council Diversity Committee Meeting Columbus, Ohio	8/29/14	Jaime Declat	142.24
Ohio Library Council Central Chapter Conference Worthington, Ohio	5/1/14	Diana Devore	139.44
Ohio Library Council 2014 Convention and Expo Columbus, Ohio	10/8/14 - 10/10/14	Anastasia Diamond-Ortiz	140.00
Northeast Ohio Regional Library System Detect, Defuse, Delight Seminar Parma, Ohio	9/9/14	Diane Hill	10.95
Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/6/14	Carrie Krenicky	135.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
International Federation of Library Association World Library and Information Congress Lyon, France	8/14/14 - 8/22/14	Cindy Lombardo	3,833.10
Ohio Library Council Facilitation Skills Seminar Columbus, Ohio	8/21/14	Timothy Murdock	225.00
<b>TOTAL</b>			<b>\$5,383.20</b>

**SUMMARY**

FUND	SEPTEMBER	YEAR TO DATE
General	\$5,383.20	\$57,308.08
Lockwood Thompson	0.00	16,930.09
OLBPD - Library for the Blind	0.00	3,201.93
LSTA - Know it Know	0.00	3,680.69
<b>TOTAL</b>	<b>\$5,383.20</b>	<b>\$81,120.79</b>

REPORT D

## CLEVELAND PUBLIC LIBRARY

## Finance Committee

October 14, 2014

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD  
JULY 1 THROUGH SEPTEMBER 30, 2014

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
07/24/14	Library Cards	Stockroom	PermCard	7,630.64
07/24/14	Meeting Room Chairs	Branches	Demco	5,133.39
08/14/14	Security Strips	Stockroom	OHIONET	7,723.89
08/14/14	MFD Copier	Main Library	Xerox	5,439.00
08/14/14	Computer Equipment/Software	IT/CLEVNET	Business Smarts	21,212.84
08/28/14	Receipt/Copier Paper	Stockroom	Corvus Recycling	6,960.60
08/28/14	Shipping Telescopes	Prop Mgmt.	Grainger	5,324.00
08/28/14	People Counters/Software	IT/CLEVNET	Intergrated Precision	9,287.20
09/04/14	Kwik DVD Cases	Branches	Gressco Co LTD.	5,289.40
09/11/14	Security Strips	Stockroom	OHIONET	6,940.53
09/11/14	Mini IPADS	Learning Ctrs	CDW-G	22,796.40
09/11/14	Smart HDTV	Learning Ctrs	HH Gregg	5,587.96
09/11/14	Computer Equipment	IT/CLEVNET	Business Smarts	11,721.00
09/11/14	Cloud Software	IT/CLEVNET	MCPC Technologies	16,224.00
09/30/14	Maintenance Supplies	Prop Mgmt.	Kinzua Environmental	10,959.00
09/30/14	Maintenance Supplies	Prop Mrmt.	Sutton Hardware	5,971.00
09/30/14	Gas for Vehicles	Prop Mgmt.	BP Oil	8,698.05
09/30/14	Electrical Supplies	Prop Mgmt.	Mars Electric	9,284.13

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  
October 14, 2014

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD**  
**JULY 1 THROUGH SEPTEMBER 30, 2014**

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>
09/18/14	Books	MLO	FA Bernett	31,367.00
09/18/14	Database Services	IT/CLEVNET	Gale	35,000.00
09/18/14	Database Services	IT/CLEVNET	Info Group	180,988.00
07/31/14	Database Services	IT/CLEVNET	OHIONET	95,000.00
07/31/14	Database Services	IT/CLEVNET	OHIONET	61,286.02

CLEVNET-RELATED GOOD AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
07/17/14	Professional Services	IT/CLEVNET	Bibliocommons	121,141.00
07/31/14	Software Maintenance	IT/CLEVNET	Sirsi Corporation	411,709.21

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**

October 14, 2014

**FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,  
NASH, SMOAK & STEWART, PC. ("Ogletree")  
JULY 1 THROUGH SEPTEMBER 30, 2014**

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	\$ 14,772.14
General Labor & Miscellaneous Matters	7,137.50
FMLA Compliance	2,255.00
EEOC	1,215.00
3rd Quarter Total	<u>\$ 25,379.64</u>
Year to Date Total	<u><u>\$ 72,192.14</u></u>

Report on Cleveland Foundation Grant For Library Learning Centers September 2014					
	Budget	YTD Expended	MTD Expended	Encumbrances	Detail/Progress
<b>Purchased/Contracted Services</b>					
<b>Cleveland State University</b> America Reads after-school tutoring and homework help at 13 branches for students in grades K-8.	\$ 130,000.00	\$ 68,483.25	\$ -		CSU has been paid for services from April - December. Fall tutoring will resume in September.
<b>College Now</b> College Now and CPL will develop a career readiness and exposure program from students grades 9-12.	\$ 20,000.00				Scheduled to start October 1, 2014; will run through May 14, 2015.
<b>Music School Settlement</b> Providing Read to the Beat pre-school literacy program that will take place over 10 weeks at four branches in both fall 2014 and spring 2015.	\$ 12,200.00	\$ 8,160.00	\$ 3,600.00	\$ 3,600.00	Balance through Fall remains encumbered.
Workshop for CPL Staff to improve knowledge and skills to be able to help children at all grade and reading levels.	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,750.00	Phyllis C. Hunter Consulting Workshops scheduled for November 6 and 7
<b>Total Purchased/Contracted Services</b>	<b>\$ 177,200.00</b>	<b>\$ 81,643.25</b>	<b>\$ 8,600.00</b>	<b>\$ 9,350.00</b>	
<b>Supplies</b>					
<b>Books and music instruments</b> All supplies needed for tutoring, college prep and pre-school programs.	\$ 5,400.00				The Foundation approved a line item transfer of \$6,600 into Equipment for the purchase of additional iPads which will be used more (and by more people) than the other supplies.
<b>Instruction support</b> Hand-held dry erase boards, flashcards, etc.	\$ 2,000.00			\$ 143.07	Monoprice, Inc. (Cables)
<b>Total Supplies</b>	<b>\$ 7,400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 143.07</b>	
<b>Capital Outlay</b>					
<b>24 iPads and 4 charging stations</b> 24 iPad 2 (16g) @ \$400 each and 4 Case Cruzer 10-pack Ipad mobile charging stations @ \$715 each.	\$ 26,650.14	\$ 22,796.40	\$ 22,796.40		Purchased 60 iPad mini (16g) @ \$299.94 each and 10 Griffin Multidock stations @ \$480 each
<b>Monitors</b> 55" Samsung flat screen TV's to be used as video monitors - 4 @ \$1,499 each	\$ 7,349.86	\$ 5,587.96	\$ 5,587.96	\$ 1,761.90	\$1,349.86 was added to accommodate for the purchase of three (3) additional monitors. A total of seven (7) have been ordered. These models were cheaper than the originally anticipated price.
<b>Google Nexus 7 tablets</b> 24 Google Nexus 7 tablets @ \$230 each and 4 charging stations					see iPad line item
<b>Digital Exterior Signage</b> ViewMarq LED Message Display Boards 9 @ \$1099.00 per sign	\$ 9,900.00				
<b>Total Capital Outlay</b>	<b>\$ 43,900.00</b>	<b>\$ 28,384.36</b>	<b>\$ 28,384.36</b>	<b>\$ 1,761.90</b>	<b>Available Budget</b>
<b>TOTAL Cleveland Foundation Grant</b>	<b>\$ 228,500.00</b>	<b>\$ 110,027.61</b>	<b>\$ 36,984.36</b>	<b>\$ 11,254.97</b>	<b>\$ 107,217.42</b>

**CLEVELAND PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
TERMINATION REPORT  
9/01/2014 THROUGH 9/30/20**

**EXHIBIT 11**

**Human Resources Committee Report**

October, 16 2014

**RESIGNATIONS**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>JOB TITLE</b>	<b>DATE</b>	<b>REASON</b>
LENZER, GEORGE H	IT	COMPUTER NET MGR	9/3/2014	ANOTHER JOB
HALVORSEN, CHARLES	MLK	LA COMP EMPH	9/5/2014	ANOTHER JOB
CLINKSCALE, LAWRENCE	UNION	CHILDRENS LIBRARIAN	9/11/2014	MOVING
COLLINS, CHARDAE	UNION	PAGE	9/18/2014	ANOTHER JOB
THOMAS, JEANETTE	SOUTH	PAGE	9/19/2014	RETURN TO SCHOOL
MIRANDA, IGNACIO	PROPERTY MGMT	DRIVER	9/19/2014	ANOTHER JOB
BROWN, ANDREA	STERLING	PAGE	9/19/2014	ANOTHER JOB





**Final Tentative Agreement**  
**Local 244/Cleveland Public Library**

**September 26, 2014**

The following terms and conditions are hereby agreed by and between Library and Local 244 to move forward to present for ratification. The following terms and conditions are herein shall become effective upon Union membership and Board of Trustee's ratification:

**Retirement Buyout:** \$5,000 buyout for retirees who submit paperwork by end of October 2014, and must be retired by November 30, 2014.

- **Article 28: Hospital and Major Medical Insurance:** Move all employees to the Standard healthcare plan
  - Eliminate current Premier (Gold) plan
  - Introduce essential and basic health plan
  - Introduce short term disability plan
  - Add spouses to Wellness Program
  
- **Article 29: Wages and Benefits:** With the elimination of the Premier (Gold) plan and as stipulated in Article 28 above with:
  - Medical Mutual Revised Plan:
    - Employees will receive 2%, 2% and 2.5% to their base salary
  - 2014 will be retro to December 29, 2013
  - Effective date of healthcare changes will be January 1<sup>st</sup>, 2015
  - Employees will receive a one-time lump sum bonus (taxable) no later than January 31, 2015 as follows:
    - Employees currently enrolled in the Family Premier Plan - \$1,000
    - Employees currently enrolled in the Single Premier Plan - \$500
    - Any employee who was on premier and switched to Standard Plan effective 10-1-14 will be eligible according to the above stipulation
  
- **Healthcare Premium:** Effective January 1st, 2015 the library will pay the first 5% of increase in premiums per year for the life of CBA; increases in excess of 5% will be split equally between the Library and the employee
  
- **Article 14: Hours of Work and Overtime:**
  - Section 2 and 4: Effective upon ratification a 40 hour work week with .30 minutes lunch shall be implemented with first full pay period of January of 2015

- Remove section D language
- **Article 18-Sick Leave:**
  - Add Sick Leave Contribution Language:

#### **VOLUNTARY SICK LEAVE CONTRIBUTION**

Employees who are not on an absence abuse list shall be entitled to voluntarily contribute earned but unused, accumulated paid sick leave for the use of another bargaining unit employee who must have exhausted his own sick leave, vacation and personal leave. The following conditions shall apply:

[a] An employee may contribute up to a maximum of forty (40) hours per calendar year of his/her accumulated paid sick leave but must retain at least one hundred (100) hours of accumulated leave after any contribution. Sick leave may be contributed in not less than eight (8) hour increments. The employee so contributing his paid sick leave shall have such contributed time deducted from his accumulated sick leave balance.

[b] Any agreement to contribute must be in writing and signed by the contributing employee and his Union representative and subject to final approval by the Library's Human Resources Department. A copy of the agreement will be placed in each employee's file.

[c] The voluntary sick leave contribution language shall be agreed to by both parties for the duration of the extant agreement.

[d] As appropriate, the Library will designate an employee's use of paid and unpaid time as Family Medical Leave consistent with the Family Medical Leave Act and sick leave and leave of absence polices.

- **Article 20: Family and Medical Leave:**
  - Remove actual FMLA policy language and replace with: As appropriate, the Library will observe compliance with the Family Medical Leave Act.
  - Retain sections 2, 3, 5, 6, D, E, F, G, and H.
- **Article 23 Driver's Record Check Procedures for Library Staff:**
  - Change from annually to quarterly driver's license check
- **Article 25: Discipline**
  - Discipline-Reduce 30 months to 24 months
- **Article 32: Uniforms**
  - The Library shall provide bullet proof vests for all bargaining unit employees.
- **Article 12: Layoff and Recalls**
  - Section 4: Increase from twelve months to eighteen months.

- **Article 6: Dues Deduction**
  - Add following language: The Library shall deduct an initiation fee of \$50.00 two times for a total of \$100.00 from each employee's pay provided that such employee has completed and signed a dues authorization form which makes reference to the initiation fee.
- **Article 13: Bid Procedure - Removing location from bid process**
  - Eliminate Branch Patrol post
  - Eliminate the following shifts: 1:15 a.m. to 9:45 a.m. and 4:45 p.m. to 1:15 a.m.
  - Eliminate Sunday and Holiday coverage
  - Section 2: Reduce Bid procedure application timeframe from fifteen (15) days requirement to seven (7) days
  - Introduce rotational schedule (removing Appendix A)
    - The schedule changes will not be implemented upon ratification
    - Employees will be given a 60-day notice prior to the new schedule taking effect
    - Schedule changes will be implemented in 2015
    - Parties agree that any issues with the schedule shall be promptly addressed through the LMC process
- **Article 14: Hours of Work and Overtime**
  - Section 6: Remove A & B (Sunday hours)
  - Section 5: Modify existing language to address changes in Article 13 above: Current language is as follows:
    - All hours of work and shift schedules shall be established by the parties and said shift and hours of work shall be maintained for the duration of the Agreement, subject to the provisions of Article 13, Section 2, and Section 9 of this Article 14. The hours of work and shift schedule established by the parties are set forth in the Schedule, attached as Exhibit A. The slots in the Schedule are hours and days off, provided however, that the Library reserves the right to adjust work locations of each slot in accordance with its operational needs and availability of Safety and Protective Services Officers.
- **Compensatory Time:** Add following language to overtime:
  - The parties agree to modify the overtime provisions of the contract to allow employees to elect to receive compensatory time at the rate of one and one-half (1 1/2) times the actual hours worked in excess of forty (40) in one (1) week in lieu of cash payment.
  - No employee will be permitted to accumulate in excess of forty (40) hours of compensatory time.
  - Accrued compensatory time for said employees shall not be forfeited at any time.



- For all hours worked after said employees have accrued the maximum number of compensatory time hours allowed by this agreement, employees shall be entitled to overtime compensation payment at the rate of one and one-half (1 1/2) times their regular rate of pay. Payment shall be included in the employees regular pay check.
- Use of compensatory time must have prior approval of the manager or designee. Requests to use compensatory time shall be granted based upon Library seniority guidelines consistent with operational requirements.
  
- **Article 18: Sick Leave**
  - Section 2: Effective 30 days after ratification, employees would be required to call-off 2 hours prior to beginning of shift
  
- **Appendix A - Volunteer Greeter: Remove**
  
- Address through LMC the following issues within 90 days upon ratification:
  - Explore Pepper foam or similar type of protective device
  - Exploring ability to incorporate issuance of boots as part of uniform
  - Duties of Lead Worker
  - Good Attendance Incentive

For the Union:

For the Library:

---

---

---

---

**September 26, 2014**



## CLEVELAND PUBLIC LIBRARY

REPORT H

**Human Resources Committee Report**

Meeting Date: September 18, 2014

Report Period: August, 2014

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

<b>MONTH</b>	<b>2013 SICK LEAVE HOURS USED</b>	<b>2014 SICK LEAVE HOURS USED</b>	<b>2014 TOTAL HOURS</b>
January	3,655.75	4,933.14	132,056.58
February	4,261.02	4,259.31	87,450.76
March	*5,244.17	4,679.66	87,286.69
April	3,614.65	3,675.04	89,178.00
May	3,910.47	3,338.68	87,571.20
June	2,895.01	2,579.88	87,593.47
July	3,272.87	2,623.97	86,844.13
August	*4,570.23	*4,909.95	*132,642.30
September	3,414.33	3,476.70	81,609.55
October	4,081.30		
November	3,591.42		
December	4,130.37		

\*Covers three pay dates

**CLEVELAND PUBLIC LIBRARY**  
**September 1, 2014- September 30, 2014 EE0-4 REPORT**  
**FULL/PART-TIME EMPLOYEES**

REPORT I

**Human Resources Committee Report**

October 16, 2014

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	20	10	1			30	18	1		
Professionals	74	12	2			1	39	13	4	3	
Technicians	18	9	2	1			5	1			
Protective Service	20	9	10					1			
Para-Professionals	136	28	28	2	2		33	32	9	2	
Administrative Support	319	31	70	6	4		57	130	19	2	
Skilled Craft	11	6	3			1		1			
Service Maintenance	49	8	34	1			2	3	1		
<b>Grand Total</b>	<b>707</b>	<b>123</b>	<b>159</b>	<b>11</b>	<b>8</b>	<b>0</b>	<b>166</b>	<b>199</b>	<b>34</b>	<b>7</b>	<b>0</b>

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

K=American Indian/Alaskan Native

**INSURANCE REPORT  
FOR THE MONTH OF  
SEPTEMBER  
2014**

Human Resources Committee Report  
October 16, 2014

**Staff Enrollments-Health Care/Dental**

	<b>Single</b>	<b>Family</b>	<b>Total</b>
<b>Med Mutual Silver</b>	23	10	33
<b>Med Mutual Gold</b>	255	145	400
<b>Delta Dental</b>	280	172	452
<b>Vision</b>	245	155	400
<b>Workers' Compensation Lost Time Report</b>			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>



CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR SEPTEMBER 2014

REPORT K

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2014	2013	2014	2013	2014	2013	
Main Library	132,671	143,385	717	747	1,207,803	1,302,004	-7.2%
Branches	321,151	343,992	1,615	1,686	2,825,222	3,054,532	-7.5%
Mobile Units	7,102	6,781			56,406	45,075	25.1%
Library for the Blind	53,129	51,513			477,858	486,176	-1.7%
OLBPD BARD	11,589	10,721			100,597	103,389	-2.7%
eMedia	19,900	16,069			173,420	144,494	20.0%
<b>TOTAL CIRCULATION</b>	<b>545,542</b>	<b>572,461</b>			<b>4,841,306</b>	<b>5,135,670</b>	<b>-5.7%</b>

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2014	2013	2014	2013	
eBook	13,756	12,526	124,419	110,481	12.6%
eAudioBook	5,101	3,435	40,765	32,649	24.9%
eMusic	24	38	263	528	-50.2%
eVideo	298	70	2,142	836	156.2%
Zinio	721		5,831		N/A
<b>TOTAL eCIRCULATION</b>	<b>19,900</b>	<b>16,069</b>	<b>173,420</b>	<b>144,494</b>	<b>20.0%</b>

Included in circulation activity.

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD Gain/Loss
	2014	2013	2014	2013	
Downloads	11,589	10,721	100,597	103,389	-2.7%
Users	653	647	5,892	5,477	7.6%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2014	2013	2014	2013	
Main Library	94	45 minutes	13,290	13,097	9,622	9,830	-2.1%
Branches	541	39 minutes	88,584	94,047	57,542	63,052	-8.7%
<b>TOTAL USAGE</b>	<b>635</b>		<b>101,874</b>	<b>107,144</b>	<b>67,164</b>	<b>72,882</b>	<b>-7.8%</b>

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
	2014	2013	2014	2013	2014	2013	
Main Library*	43,162	44,085	203	216	399,841	416,225	-3.9%
Branches	251,297	261,760	1,180	1,283	2,146,274	2,289,836	-6.3%
Mobile Unit	589	698			5,426	5,536	-2.0%
<b>TOTAL VISITS</b>	<b>295,048</b>	<b>306,543</b>			<b>2,551,541</b>	<b>2,711,597</b>	<b>-5.9%</b>



CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION FOR SEPTEMBER 2014

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	8,063	879	574	1,234	10,750	750	11,500
Brooklyn	4,760	431	561	591	6,343	639	6,982
Carnegie West	9,129	1,187	1,456	1,990	13,762	1,224	14,986
Collinwood	6,251	639	527	882	8,299	741	9,040
East 131st	4,128	476	329	610	5,543	381	5,924
Eastman	14,172	1,491	1,501	2,305	19,469	2,294	21,763
Fleet*	9,996	909	886	1,399	13,190	1,156	14,346
Fulton	9,468	786	616	1,032	11,902	887	12,789
Garden Valley	3,234	268	136	326	3,964	324	4,288
Glenville	6,080	600	471	1,009	8,160	590	8,750
Harvard-Lee	6,121	562	780	1,191	8,654	780	9,434
Hough	4,330	413	257	593	5,593	403	5,996
Jefferson	4,602	591	798	985	6,976	673	7,649
Langston Hughes	5,755	686	641	1,058	8,140	629	8,769
Lorain	8,403	984	754	1,410	11,551	914	12,465
Martin Luther King, Jr.	9,436	761	854	1,201	12,252	1,028	13,280
Memorial-Nottingham	9,327	868	1,306	2,033	13,534	1,404	14,938
Mt. Pleasant	4,564	522	394	644	6,124	365	6,489
Rice	9,610	590	663	947	11,810	1,130	12,940
Rockport	15,263	1,214	1,231	2,036	19,744	2,163	21,907
South	5,892	744	649	1,227	8,512	723	9,235
South Brooklyn	14,461	1,388	1,851	2,993	20,693	2,347	23,040
Sterling	4,525	420	326	591	5,862	418	6,280
Union	5,924	660	539	793	7,916	537	8,453
Walz	11,124	957	1,185	1,680	14,946	1,427	16,373
West Park	11,671	1,646	2,760	3,886	19,963	2,364	22,317
Woodland	8,576	618	427	867	10,488	730	11,218
<b>TOTAL</b>	<b>214,865</b>	<b>21,290</b>	<b>22,472</b>	<b>35,513</b>	<b>294,140</b>	<b>27,011</b>	<b>321,151</b>

\*Fleet branch circulation includes remaining circulation generated by Broadway branch items

**CLEVELAND PUBLIC LIBRARY  
BRANCH TOTAL CIRCULATION COMPARATIVE FOR SEPTEMBER 2014**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2014	2013	2014	2013		
Addison	11,500	12,549	104,409	108,553	-4,144	-3.8%
Brooklyn	6,982	7,784	60,930	69,241	-8,311	-12.0%
Carnegie West	14,986	16,325	125,897	131,660	-5,763	-4.4%
Collinwood	9,040	10,463	80,717	91,683	-10,966	-12.0%
East 131st	5,924	5,504	49,606	49,257	349	0.7%
Eastman	21,763	23,284	189,873	206,232	-16,359	-7.9%
Fleet*	14,346	16,909	128,143	151,514	-23,371	-15.4%
Fulton	12,789	13,090	137,485	130,301	7,184	5.5%
Garden Valley	4,288	5,404	35,275	45,401	-10,126	-22.3%
Glenville	8,750	8,768	74,553	84,340	-9,787	-11.6%
Harvard-Lee	9,434	10,574	82,271	94,917	-12,646	-13.3%
Hough	5,996	5,471	46,997	47,204	-207	-0.4%
Jefferson	7,649	8,992	74,422	80,947	-6,525	-8.1%
Langston Hughes	8,769	8,732	69,856	76,523	-6,667	-8.7%
Lorain	12,465	12,968	105,377	118,756	-13,379	-11.3%
Martin Luther King, Jr.	13,280	10,768	105,629	85,573	20,056	23.4%
Memorial-Nottingham	14,938	16,156	136,401	144,091	-7,690	-5.3%
Mt. Pleasant	6,489	7,120	54,616	64,012	-9,396	-14.7%
Rice	12,940	15,779	113,786	129,153	-15,367	-11.9%
Rockport	21,907	22,081	189,749	204,152	-14,403	-7.1%
South	9,235	10,410	85,664	85,380	284	0.3%
South Brooklyn	23,040	23,875	196,994	212,358	-15,364	-7.2%
Sterling	6,280	7,431	55,083	65,764	-10,681	-16.2%
Union	8,453	8,912	74,244	78,969	-4,725	-6.0%
Walz	16,373	19,505	149,692	170,604	-20,912	-12.3%
West Park	22,317	22,591	202,506	215,373	-12,867	-6.0%
Woodland	11,218	12,547	95,047	112,574	-17,527	-15.6%
<b>TOTAL</b>	<b>321,151</b>	<b>343,992</b>	<b>2,825,222</b>	<b>3,054,532</b>	<b>-229,310</b>	<b>-7.5%</b>

\*Fleet branch circulation includes remaining circulation generated by Broadway branch items



**CLEVELAND PUBLIC LIBRARY  
BRANCH ATTENDANCE SEPTEMBER 2014**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2014	2013	2014	2013			
Addison	6,143	8,433	55,657	68,036	-12,379	-18.2%	
Brooklyn	4,211	5,416	38,382	45,187	-6,805	-15.1%	
Carnegie West	14,384	15,383	134,999	148,547	-13,548	-9.1%	
Collinwood	7,721	8,866	68,069	67,895	174	0.3%	
East 131st	7,642	8,407	65,796	70,892	-5,096	-7.2%	
Eastman	11,796	12,677	104,116	117,539	-13,423	-11.4%	
Fleet	11,570	13,221	101,033	114,071	-13,038	-11.4%	
Fulton	8,934	9,090	72,386	84,398	-12,012	-14.2%	
Garden Valley	5,814	5,160	47,789	43,379	4,410	10.2%	
Glenville	7,217	8,305	61,782	69,865	-8,083	-11.6%	
Harvard-Lee	9,753	10,840	84,360	84,333	27	0.0%	
Hough	13,669	11,086	103,069	98,017	5,052	5.2%	
Jefferson	7,436	7,730	66,349	72,372	-6,023	-8.3%	
Langston Hughes	8,330	8,204	66,029	65,749	280	0.4%	
Lorain	8,854	9,152	79,704	84,716	-5,012	-5.9%	
Martin Luther King, Jr.	6,596	6,293	60,629	57,993	2,636	4.5%	
Memorial-Nottingham	9,613	8,557	61,245	80,612	-19,367	-24.0%	
Mt. Pleasant	6,356	6,378	60,122	58,273	1,849	3.2%	
Rice	12,074	17,407	112,056	131,748	-19,692	-14.9%	
Rockport	13,188	11,087	113,046	96,687	16,359	16.9%	
South	8,061	7,958	69,613	70,318	-705	-1.0%	
South Brooklyn	15,271	13,731	115,914	126,664	-10,750	-8.5%	
Sterling	10,785	11,585	97,380	118,158	-20,778	-17.6%	
Union	7,602	6,969	59,832	56,565	3,267	5.8%	
Walz	9,858	11,309	84,815	94,288	-9,473	-10.0%	
West Park	9,926	10,146	90,540	91,263	-723	-0.8%	
Woodland	8,493	8,370	71,562	72,271	-709	-1.0%	
<b>TOTAL</b>	<b>251,297</b>	<b>261,760</b>	<b>2,146,274</b>	<b>2,289,836</b>	<b>-143,562</b>	<b>-6.3%</b>	

CLEVELAND PUBLIC LIBRARY  
BRANCH RANKINGS SEPTEMBER 2014

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 South Brooklyn	23,040	1 South Brooklyn	15,271	1 South Brooklyn	32,043
2 West Park	22,317	2 Carnegie West	14,384	2 West Park	27,814
3 Rockport	21,907	3 Hough	13,669	3 Fleet**	26,727
4 Eastman	21,763	4 Rockport	13,188	4 Eastman	23,674
5 Walz	16,373	5 Rice	12,074	5 Rockport	19,896
6 Carnegie West	14,986	6 Eastman	11,796	6 Fulton	19,647
7 Memorial-Nottingham	14,938	7 Fleet	11,570	7 Rice	19,462
8 Fleet*	14,346	8 Sterling	10,785	8 Memorial-Nottingham	19,271
9 Martin Luther King, Jr.	13,280	9 West Park	9,926	9 Harvard-Lee	17,655
10 Rice	12,940	10 Walz	9,858	10 Walz	16,063
11 Fulton	12,789	11 Harvard-Lee	9,753	11 Collinwood	14,769
12 Lorain	12,465	12 Memorial-Nottingham	9,613	12 Langston Hughes	14,439
13 Addison	11,500	13 Fulton	8,934	13 Glenville	14,006
14 Woodland	11,218	14 Lorain	8,854	14 Addison	13,603
15 Harvard-Lee	9,434	15 Woodland	8,493	15 East 131st	13,025
16 South	9,235	16 Langston Hughes	8,330	16 Mt. Pleasant	12,792
17 Collinwood	9,040	17 South	8,061	17 Lorain	12,588
18 Langston Hughes	8,769	18 Collinwood	7,721	18 Martin Luther King, Jr.	12,392
19 Glenville	8,750	19 East 131st	7,642	19 Carnegie West	10,487
20 Union	8,453	20 Union	7,602	20 Union	8,416
21 Jefferson	7,649	21 Jefferson	7,436	21 Sterling	8,267
22 Brooklyn	6,982	22 Glenville	7,217	22 Woodland	7,946
23 Mt. Pleasant	6,489	23 Martin Luther King, Jr.	6,596	23 South	6,325
24 Sterling	6,280	24 Mt. Pleasant	6,356	24 Hough	5,667
25 Hough	5,996	25 Addison	6,143	25 Brooklyn	5,524
26 East 131st	5,924	26 Garden Valley	5,814	26 Jefferson	3,515
27 Garden Valley	4,288	27 Brooklyn	4,211	27 Garden Valley	2,310
	321,151		251,297	28 Broadway**	1,966
					388,323

\*Fleet branch circulation includes remaining circulation generated by Broadway branch items

\*\*Broadway and Fleet services areas merged

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



**CLEVELAND PUBLIC LIBRARY  
MONTHLY ACTIVITY REPORT FOR SEPTEMBER 2014**

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2014	2013	2014	2013	
CLEVNET	77,498	82,990	697,480	745,344	-6.4%
MORE	544	660	5,296	6,788	-22.0%
Other Libraries	584	631	5,533	6,432	-14.0%
<b>TOTAL</b>	<b>78,626</b>	<b>84,281</b>	<b>708,309</b>	<b>758,564</b>	<b>-6.6%</b>

\*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD Gain/Loss
	2014	2013	2014	2013	
Projected	11,951	19,200	190,507	210,943	-9.7%
KnowitNow Web Reference*	154	488	2,379	4,009	-40.7%
Interlibrary Loan Requests	1,128	2,667	13,721	36,658	-62.6%
<b>TOTAL</b>	<b>13,233</b>	<b>22,355</b>	<b>206,607</b>	<b>251,610</b>	<b>-17.9%</b>

\*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
	2014	2013	2014	2013	
New Titles Added	6,511	4,847	55,018	52,065	5.7%
Total Items Added	22,588	20,537	179,843	217,745	-17.4%

HOURS OPEN	Monthly Total		Year-to-Date		YTD Gain/Loss
	2014	2013	2014	2013	
Main Library	200	192	1,798	1,816	-1.0%
Branches	5,751	5,508	51,513	51,954	-0.8%