

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
October 15, 2015
Trustees Room Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
Mr. Hairston, Mr. Parker, Mr. Corrigan
(arrived, 12:10 p.m.)

Absent: Ms. Washington

Ms. Rodriguez called the meeting to order at 12:04 p.m.

Approval of the Minutes

Ms. Butts moved approval of the minutes for the Regular Board Meeting 9/17/15; and Joint Finance & Human Resources Committee Meeting of 9/15/15. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

PRESENTATION: Legal Aid at the Library

Aaron Mason, Assistant Director, Outreach and Programming Services, stated the Library is in its third year of partnership with The Legal Aid Society and has invited them to share information about the partnership and services in our branches with the Board.

Following Mr. Mason's introduction, Colleen M. Cotter, Esq., Executive Director, The Legal Aid Society, gave background information about Legal Aid and the services that they provide.

Ms. Cotter stated that because there is no right to counsel in United States' civil courts, Legal Aid provides services to individuals who are faced with the loss of something as basic as shelter, income, safety or education.

The Legal Aid serves those who are below 200% of the Federal Poverty guidelines. In Northeast Ohio, approximately 622,000 people (32% of the population) are eligible for Legal Aid's services.

REGULAR BOARD
MEETING OF
9/17/15; and JOINT
FINANCE & HUMAN
RESOURCES
COMMITTEE
MEETING OF
9/15/15
Approved

Ms. Cotter stated that many patrons try to access the library to get legal help and librarians were unable to answer legal questions. Therefore, the partnership with Legal Aid began in 2013. Each month, The Legal Aid visits a branch and hosts a "brief legal advice" clinic, totaling 12 clinics per year. These clinics are advertised via Legal Aid and Library branches with newsletters, bookmarks, etc.

In the past 2 ½ years, The Legal Aid has advised more than 2,640 family members through 1,064 cases at Cleveland Public Library clinics. In addition, 347 volunteer attorneys staffed the 30+ clinics hosted at Library branches, representing more than 1200 hours of time.

Ms. Cotter stated that although there are other legal aid organizations in the United States that have a "Law and the Library" partnership, the partnership at Cleveland Public Library is the only one with a regular calendared presence that focuses on client services, providing library patrons with personalized legal advice. The partnership also provides needed support/relief to library staff, and brings additional patrons into libraries during non-peak hours.

Ms. Cotter introduced Ann McGowan Porath Esq., Managing Attorney Volunteer Lawyers, Program/Intake, The Legal Aid Society, who was available to answer any questions the Board may have had.

The discussion continued about support for follow-up cases, income guidelines, immigration intake issues, clinic attendance as well as clinic service times and attorney orientations.

Mr. Parker stated that these services are important for individuals who are unable to pay for legal advice and services.

Ms. Porath thanked Library staff for their assistance during legal advice clinics.

Ms. Rodriguez thanked Ms. Cotter and her staff and stated that the Library appreciates this very important partnership that provides valuable legal advice service to Library patrons.

COMMUNICATIONS

Director Thomas acknowledged the following communication: a letter from Douglas S. Evans, CAE, Executive Director, Ohio Library Council, expressing appreciation for Madeline Corchado's involvement and contributions to the success of the OLC Small Libraries Discussion Forums.

LTRS. FROM:
DOUGLAS S.
EVANS,
EXECUTIVE
DIRECTOR,
OHIO LIBRARY
COUNCIL
Acknowledged

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of September

(See page 1134)

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

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

WHEREAS, Attached to this Resolution is the Gift Report itemizing the gifts received by the Library for the month of September of 2015; now therefore be it

RESOLVED, That the gifts described in the Gift Report for September of 2015 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Resolution to Accept Gift from the Saint Luke's Foundation through the Friends of the Cleveland Public Library

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

WHEREAS, The Cleveland Public Library submitted a proposal through the Friends of the Cleveland Public Library to the Saint Luke's Foundation, requesting a grant that would use the Woodland Family Playroom space to provide programming to prepare children for

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF SEPTEMBER
2015
Approved

RESOLUTION TO
ACCEPT FROM
THE SAINT
LUKE'S
FOUNDATION
THROUGH THE
FRIENDS OF THE
CLEVELAND
PUBLIC
LIBRARY
Approved

kindergarten and offer their parents integrated services to address the needs of the whole family; and

WHEREAS, The Saint Luke's Foundation approved a \$120,000 grant over a two year period and issued a check in the amount of \$60,000 for the first year of programming to the Friends of the Cleveland Public Library; and

WHEREAS, The Friends of the Cleveland Public Library has in turn issued a check for \$60,000, representing the payment for the first year of the grant, to the Cleveland Public Library; and

WHEREAS, On May 21, 2015, the Board of Library Trustees authorized the Executive Director to enter into an agreement with Family Connections of Northeast Ohio in the amount of \$36,163.76 to establish and operate a literacy playroom at the Woodland Branch of the Cleveland Public Library for a period of one year, which expenditures shall be charged to the Founders Fund No. 20380103-53710 (Professional Services); \$20,000 has been expended to date, now therefore be it

RESOLVED The Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a gift from the Friends of the Cleveland Public Library, in the amount of \$60,000 for the grant period July 9, 2015 to July 9, 2016 to be used to pay Family Connections to provide specially trained staff to facilitate the literacy playroom at the Woodland Branch; be it further

RESOLVED, That the funds expended from the Founders fund account 20380103-53710 prior to the Library receiving the Saint Luke's Foundation Grant through the Friends of the Cleveland Public Library shall be reimbursed and charged to the Founders fund project code 11799, along with expenditures going forward to specifically track funds restricted to the Woodland Family Playroom; be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to execute any documents, instruments, or agreements necessary to receive the gift, and is further authorized to enter into and execute such agreements necessary to receive the gift, and is further authorized to enter into and execute such

agreements and instruments as may be necessary or appropriate, including those in excess of \$25,000 to expend the grant funds to effectuate the terms and conditions of this Resolution.

Ms. Butts asked if other funds for the Woodland upgrades in the children's area had been expended such as at Carnegie West.

Aaron Mason, Assistant Director, Outreach and Programming Services, stated that the majority of those funds will be used for equipment needed to support this program. Mr. Mason also stated that although the Woodland Family Playroom space is currently open, a stakeholders open house is tentatively scheduled in December.

Resolution to Accept Grant Funds from the Child Care Resource Center of Cuyahoga County Inc. DBA Starting Point, and Enter Into An Agreement with Braxton Educational and Technology Consulting, LLC, for MyCom Out-of-School Time Transitions Program

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

WHEREAS, Childcare Resource Center of Cuyahoga County Inc. d.b.a. Starting Point and Cleveland Public Library have formed a partnership for the provision of out-of-school time and early learning transition services; and

WHEREAS, The Library entered into an agreement which expired on September 30, 2015 with Starting Point for tutoring services under MyCom/Cuyahoga County's Youth Development Initiative; and

WHEREAS, Starting Point funded the Cleveland Public Library's purchase from Braxton Educational and Technology Consulting LLC of after-school tutoring services, specifically focused on preparing students in grades K-3 for the Third Grade Reading Guarantee, at four Cleveland Public Library branches, Rice, Memorial-Nottingham, Walz and Woodland, for approximately 100 children from October 1, 2014 through September 30, 2015; and

RESOLUTION TO
ACCEPT GRANT
FUNDS FROM THE
CHILD CARE
RESOURCE
CENTER OF
CUYAHOGA
COUNTY INC. DBA
STARTING POINT,
AND ENTER INTO
AN AGREEMENT
WITH BRAXTON
EDUCATIONAL
AND
TECHNOLOGY
CONSULTING,
LLC, FOR
MYCOME OUT-OF-
SCHOOL TIME
TRANSITIONS
PROGRAM

Approved

WHEREAS, Starting Point has offered to provide additional funding to enable the Cleveland Public Library to continue to provide these vital after-school tutoring services from October, 2015 through May, 2016; and

WHEREAS, Starting Point will reimburse the Library on a monthly basis in a total amount not to exceed \$55,000.00; now therefore be it

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into and execute an agreement with the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) to accept grant funds in the amount of \$55,000.00, and such additional agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, including those in excess of \$25,000.00 with Braxton Educational and Technology Consulting LLC, which agreements and instruments shall be subject to the approval of the Library's Chief Legal Officer.

Resolution to Advance Cash from the General Fund to the MyCom Fund

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

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

WHEREAS, Libraries generally do not follow ORC Section 5705 for budgetary compliance, so the Library looks to the Auditor of State Bulletin 1997-003 to provide guidance pertaining to the accounting treatment for inter-fund cash advances; and

WHEREAS, At this month's Board meeting, the Library Board of Trustees is considering accepting grant funds from the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) for MyCom out-of-school time transitions program and authorizing the Executive Director to enter into an agreement with Braxton Educational and Technology Consulting LLC. Starting

RESOLUTION
TO ADVANCE
CASH FROM
THE
GENERAL
FUND TO THE
MYCOM FUND
Approved

Point will reimburse the Library on a monthly basis in a total amount not to exceed \$55,000; and

WHEREAS A cash advance from the Library's General Fund to the MyCom Fund is a desirable method of resolving cash flow problems without the necessity of incurring additional interest expense for short-term loans and to provide the necessary "seed" for grants that are allocated on a reimbursement basis; now therefore be it

RESOLVED, Upon adoption of the resolution to accept grant funds from the Child Care Resource Center of Cuyahoga County Inc. (dba Starting Point) and the authorization to enter into an agreement with Braxton Educational and Technology Consulting LLC, that the General Fund advance cash in the amount of \$55,000 to the MyCom Fund for the same purposes for which the funds were established, and for which repayment in an equal amount is made within a year.

Sixth Amendment to the Year 2015 Appropriation

(See pages 1135-1140)

Mr. Seifullah moved approval of the following resolution. Ms. Butts 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 2015 Appropriation Measure to comply with the attached October 5, 2015 Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission; and

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

RESOLVED, That the sums indicated on the attached Sixth Amendment to the Year 2015 Appropriation Schedule be approved.

SIXTH
AMENDMENT TO
THE YEAR 2015
APPROPRIATION
Approved

Mr. Corrigan asked for clarification of the negative balances on the Fiscal Officers Report Certified Revenue, Appropriations and Balances for the General Fund.

Carrie Krenicky, Chief Financial Officer, stated that the negative balance in revenue indicates that we have received more than certified. A positive indicates that we have yet to receive funds.

Mr. Corrigan explained that he was correlating the resolution to the Fiscal Officers Report.

Resolution to Engage L.A.N.D. Studio, Inc. to Organize 2016 Visual Arts Programs

(See pages 1141-1156)

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

WHEREAS, The Board of Trustees of the Cleveland Public Library receives a generous annual grant from the Cleveland Foundation for the Lockwood Thompson Memorial Fund; and

WHEREAS, One of the goals of the grant is to support, "The underwriting of expense in bringing to the Library for purpose of one or more lectures, one or more individuals in the field of literature or the visual arts"; and

WHEREAS, The Library desires to engage L.A.N.D. Studio, Inc., to organize the spring 2016 annual program, "See Also", which began in 2010 and brings contemporary public artwork to the Eastman Reading Garden on a temporary basis to activate a beloved public space with artwork by emerging artists from the Great Lakes region; and

WHEREAS, L.A.N.D. Studio, Inc. has presented the attached proposal for the spring 2016 See Also temporary public art program, at a cost not-to-exceed \$66,000. The budget allocations within the proposal are still being negotiated; now therefore be it

RESOLUTION
TO ENGAGE
L.A.N.D.
STUDIO, INC.
TO
ORGANIZE
2016 VISUAL
ARTS
PROGRAMS
Approved

RESOLVED, That the Executive Director, CEO, or his designee, is hereby authorized to enter into an agreement between the Cleveland Public Library and L.A.N.D. Studio Inc., for the spring 2016 See Also temporary public art program, in an amount not-to-exceed \$66,000, which shall be charged to the Lockwood Thompson

Fund Account: 22892103-53710 (Professional Services), which agreement shall be subject to review and approval of the Chief Legal Officer.

Mr. Corrigan stated that the Library is cooperating with the Republican National Convention as a location venue in 2016.

Greg Peckham, Managing Director, L.A.N.D. Studio, stated that this very unique art installation should contribute to the marketing efforts of the Library during next summer.

Tiffany Graham, Project Director, L.A.N.D. Studio, stated that the program will be developed to bring light into the Eastman Reading Garden knowing that there will be additional visitors to the Garden.

Mr. Corrigan stated that because the Shakespeare Folio is scheduled at the Library during the same time, consideration may be given to incorporate that as well.

Resolution Authorizing Purchase of Carpet for Addison, Rockport and West Park Branches

(See pages 1157-1165)

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

WHEREAS, The Cleveland Public Library has determined that it is necessary to purchase new carpeting in the Addison, Rockport and West Park Branches; and

WHEREAS, The purchase of this new carpeting is not a purchase which must be competitively bid pursuant to Ohio Revised Code Section 3375.41; and

RESOLUTION
AUTHORIZING
PURCHASE OF
CARPET FOR
ADDISON,
ROCKPORT
AND WEST
PARK
BRANCHES
Approved

WHEREAS, The Library's Department of Property Management has sought pricing proposals from at least three (3) different vendors; and

WHEREAS, The proposals received are as follows:

	Architectural Floors of Cleveland Inc.	Northern Flooring Specialists Inc.	Kilgore Carpet Company
Addison	\$26,808	\$23,000	\$28,095
Rockport	\$32,813	\$34,000	\$34,500
West Park	\$31,111	\$30,000	\$37,210

WHEREAS, The Library's Department of Property Management has reviewed the pricing proposals and recommends Northern Flooring Specialists as the lowest, responsible proposal for the Addison and West Park branches and Architectural Floors of Cleveland as the lowest, responsible proposal for the Rockport Branch; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library authorizes the Executive Director, CEO or his designee, to enter into and execute agreements and such other documents as may be necessary for the purchase of carpeting for the Addison Branch from Northern Flooring Specialists, Inc. in the amount of \$23,000, with the expenditure being charged to the General fund account 17210053-53310 (Building Repair), for the Rockport Branch from Architectural Floors of Cleveland, Inc. in the amount of \$32,813, with the expenditure being charged to the General fund account 17790053-53310 (Building Repair) and for the West Park Branch from Northern Flooring Specialists, Inc. in the amount of \$30,000, with the expenditure being charged to the General fund account 17970053-53310 (Building Repair).

Fiscal Officer's Report

(See pages 1166-1217)

Report on Investments

(See page 1218)

FISCAL
OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

Report on Conference and Travel Expenditures

(See pages 1219-1220)

Report on Cleveland Foundation Grant for Library Learning Centers

(See page 1221)

Purchases from \$5,000-\$25,000 for the period 7/1/15-9/30/15

(See page 1222)

Purchases Exceeding \$25,000 for the period 7/1/15-9/30/15

(See page 1223)

Fee Paid for Legal Advice and Services to Ogletree

(See page 1224)

Report on Fleet List and Enterprise Fleet Management Annual Lease Costs

(See pages 1225-1227)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 1228-1232)

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

Report on Paid Sick Time Used by the Month

(See page 1233)

Employee Demographics(EEO4)Report

(See page 1234)

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

REPORT ON
CLEVELAND
FOUNDATION
GRANT FOR
LIBRARY
LEARNING
CENTERS
Submitted

PURCHASES
FROM \$5,000-
\$25,000, 7/1/15-
9/30/15
Submitted

PURCHASES
EXCEEDING
\$25,000,
7/1/15-9/30/15
Submitted

FEE PAID FOR
LEGAL ADVICE
AND SERVICES TO
OGLETREE
Submitted

REPORT ON
FLEET LIST AND
ENTERPRISE
FLEET
MANAGEMENT
ANNUAL LEASE
COSTS
Submitted

REGULAR
EMPLOYMENT
REPORT
Approved

REPORT ON PAID
SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO4) REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

Insurance Summary Report

(See page 1235)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

RESOLUTION
TO REVISE
LIBRARY
CIRCULATION
POLICY
Approved

Resolution to Revise Library Circulation Policy

(See pages 1236-1239)

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

WHEREAS, The Cleveland Public Library Board of Trustees adopted a Circulation Policy on December 15, 2011, with revisions on June 19, 2014, to better communicate the circulation policies of the Library to the public; and

WHEREAS, The Library seeks to ensure that the policies surrounding library cards provide the greatest opportunity for access; and

WHEREAS, The Library desires to provide an online application and ecard so that patrons may more freely avail themselves of the wealth of information and resources that are found at Cleveland Public Library; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees amends the Circulation Policy, as attached, to be effective October 15, 2015.

Mr. Corrigan stated that this revision allows adults aged 18 and over the opportunity to apply for a card online. This card will be valid for electronic materials only until the borrower presents valid, government-issued photo identification at a branch of Main Library.

Mr. Corrigan asked what type of demand the Library could realize.

Anastasia Diamond-Ortiz, Director of Strategy and Innovation, stated that based on the emails received, those types of request come in frequently.

Mr. Corrigan stated that researchers in Ireland often inquire about access to Cleveland Public Library materials without having to come to Cleveland to access it.

Ms. Diamond-Ortiz, stated that Ms. Dodrill is currently looking into how to best provide an online library card. However, the current requirement is that the patron must reside in Ohio.

Director Thomas stated that this provides the possibility to provide this service in the future.

Monthly Activity Report

(See pages 1240-1246)

Mr. Corrigan noted that this report reflects the current pattern in circulation and that there appears to be no major changes.

Director Thomas stated that staff has done an examination of circulation during times of economic recession and stability. Staff will be examining circulation patterns that may be affected by construction and traffic issues in front of library facilities.

Ms. Rodriguez noted a decline in computer usage and asked if the decline was a result of the availability of wi-fi.

Director Thomas stated that the report will soon include statistics on patrons who utilize wi-fi at the Library.

Mr. Corrigan acknowledged the chart that highlighted Learning Services at CPL, 2016. Those services included GEO, college prep, K-8 tutoring, K-3 tutoring, Early Learning Center and Kids Café.

MONTHLY
ACTIVITY
REPORT
Submitted

**BUILDING
STATUS
UPDATE**
Presented

Building Status Update

Myron Scruggs, Director of Property Management, stated that with the exception of Lakeshore Facility, the Property Management Department has completed all exterior wiring and punch throughs for the security camera installation project. The interior wiring will begin next week.

Mr. Scruggs reported that he met with the Northeast Ohio architects for the Glenville and Langston Hughes bioswales and benches. Subsequent meetings with staff will held to determine style preferences.

Mr. Corrigan asked if carpet tiles will be used for carpet installation.

Mr. Scruggs indicated that the Library will be supplied with additional tile stock in the instance of damage or other need for replacement.

**CPL150
STRATEGIC
PLAN
UPDATE**
Presented

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, stated that Cleveland Urban Design Collaborative (CUDC) is working in the Group 2 branch neighborhoods of the Community Vision Plan: Mt. Pleasant, East 131st St., Brooklyn, and South Brooklyn. They are forming advisory committees for each neighborhood comprised of residents and community stakeholders.

**SAFE, WARM
AND DRY
UPDATE**
Presented

Safe, Warm and Dry Update

Mr. Scruggs stated that Eric Herman, Construction Project Manager, joined him on a tour of the 10 branches identified for the Safe, Warm and Dry initiative as determined by the Westlake, Reed Leskosky report.

**FRIENDS
BOARD
UPDATE**
Presented

Friends Board Update

Aaron O'Brien, The Friends of the Cleveland Public Library, gave the following highlights that included: Executive Director Search and fundraising and donor development efforts.

Mr. Obrien announced that the Friends of Cleveland Public Library Annual will be held on Meeting December 10, 2015 at the Cleveland Digital Public Library.

Mr. O'Brien invited the Board to attend the Friends Executive Speaker Series featuring Rick Chiricosta, President & CEO Medical Mutual of Ohio and Ronald Berkman, President, Cleveland State University on November 12, 2015 at the Library.

Mr. Corrigan thanked Mr. O'Brien for his report.

NEW BUSINESS

Ms. Rodriguez presented the following item of New Business.

Resolution to Amend and Update the Regulations of the Board of Library Trustees

(See pages 1247-1254)

(For introduction October 15, 2015 and passage at the next regular meeting of the Board pursuant to the requirements of Article XVII of the Regulations of the Board of Trustees)

WHEREAS, The Board of Library Trustees of the Cleveland Public Library has adopted Regulations governing the procedures of the Board of Trustees, which were revised on November 19, 1947, September 19, 1962, October 26, 1966, February 19, 1970, December 16, 1971, January 20, 1972, September 21, 1972, November 15, 1973, December 19, 1974, December 18, 1980, March 13, 2012, and September 18, 2014; and

WHEREAS, The Board has determined that it is necessary to amend and update various sections of its Regulations in order to incorporate new terminology, clarify the composition of standing committees and the matters that can come before them, assign responsibility for the preparation of minutes, address retention of records, and incorporate other changes; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby amends and updates the Regulations in a manner set forth in the exhibits attached to this Resolution and incorporated herein by reference; be it further

RESOLUTION
TO AMEND
AND UPDATE
THE
REGULATION
S OF THE
BOARD OF
LIBRARY
TRUSTEES
Introduced

RESOLVED, That this Resolution be placed on the Board agenda at the next regular meeting of the Board at which time the Board of Trustees may vote on its passage, as required by Article XVII of Regulations, which state that no amendment of these regulations shall be finally acted upon until the next regular meeting after the same shall have been proposed.

Ms. Rodriguez stated that this reading of this resolution will serve as an introduction and it will be considered for passage at the next regular meeting of the Board of Trustees.

Joyce Dodrill, Chief Legal Officer, noted the following changes:

- Clarifies the number of Trustees required on a committee from 3 to 5;
- A roll call vote will be taken on items considered at committee meetings

After Ms. Rodriguez requested that Trustees review the regulations and its revisions in detail, she thanked Ms. Dodrill for her work.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas introduced Eric Herman, Construction Project Manager.

Joyce Dodrill, Chief Legal Officer, gave an overview of Mr. Herman's background and extensive experience as an engineer and will be overseeing the Safe, Warm and Dry initiative, South Branch, drafting RFPs and other projects.

Mr. Herman stated that he is a Cleveland native and looks forward to his work the Library.

Director Thomas thanked Ms. Diamond-Ortiz and Mr. Mason for the chart highlighting learning services at the Library and stated that services. These services will be divided into districts to ensure that services are equally balanced and distributed for patron access.

Director Thomas described the Kids Café as a place where children are given a healthy snack and provided tutoring

services. The Director noted that over the past year, Cleveland Public Library has provided over 150,000 meals to children. There exists a further opportunity for additional impact as the Cleveland Food Bank of Greater Cleveland will be receiving \$3 million funding for fresh produce and are interesting in partnering with the Library.

FIGHTING COMMUNITY DEFICITS

On September 25th recruitment began for new tutors to staff 12 locations. Once full staffing is achieved tutoring will resume at the following branches: Carnegie West, Collinwood, E. 131st, Fleet, Fulton, Hough, Langston Hughes, Rice, Rockport, Sterling Walz and Woodland.

Tri-C and Parma School District have begun GED classes at 9 branch locations: Collinwood, Eastman, Fleet, Fulton, Glenville, Main, Rice, South Brooklyn and Walz.

Food service via the Cleveland Foodbank began at 14 branch locations and will run through May 25th of 2016.

District Manager, Harriette Parks was appointed to the H.E.A.L Committee of the Harvard- Community Services Center. H.E.A.L Cleveland - promotes Healthy Eating Active Living by presenting health experts, healthy food sampling, teaching that community health starts by making the healthy choice, the easy choice when eating and being physically active

FORMING COMMUNITIES OF LEARNING

The Starting Point funded Kindergarten Clubs continued in the month of September and will conclude on October 15th. On average 4-6 families attend each weekly session at the Collinwood and Sterling Branches.

The Woodland Wonderland literacy playroom began regular service on Tuesday evenings and Wednesday mornings at the Woodland Branch. This service, delivered in partnership with Family Connections will continue through May of 2018.

In the month of September the Library entered in to Memorandum's of Understanding with College Now Greater Cleveland and Northeast Ohio Health Services Inc.

(NEON). The College Now MOU outlines the responsibilities of both parties in regards to the College Now RISE and Impact216 programs, both of which are designed to prepare high-school aged students for higher education. As a part of this agreement the library will receive \$22,000 in return for services rendered in support of RISE and Impact216.

The MOU with NEON outlines a heightened level of family literacy outreach at two NEON locations. At each location CPL youth services staff will make weekly visits and perform educational outreach, library-card sign-up, and promote library services as they relate to adult literacy.

Literary Cleveland

Literary Cleveland partnered with the Ohio Center for the Book and hosted workshops at two CPL locations. On September 12th the Literature Department was the location for a poetry writing workshop and an essay writing workshop was held on September 19th at the Carnegie West Branch.

Literary Frolic Fridays

Literature Department and Ohio Center for the Book Subject Librarian Timothy Philips continued his book and film adaptation discussion series on September 11th with a presentation on Sir Robert Bolt's play, *A Man for all Seasons*, and Fred Zinnemann's 1966 film of the same name. On September 25th he hosted a second program on Maxwell Anderson's play, *Anne of the Thousand Days*, and Charles Jarrott's 1969 film adaptation of the same name.

Sports Icon Interview Series

Social Sciences Library Assistant Pete Elwell was joined by Assistant Director of Public Services, Robin Wood, and Director of Public Services, John Skrtic as Dan Coughlin hosted guest Chuck Murr, a Cleveland soccer insider, for the 23rd Sports Icon Interview on September 22nd.

Main Library Book Clubs

Social Sciences Library Assistant Lakeisha Winstead and Social Sciences Librarian Helena Travka hosted the Social Sciences Non-Fiction Book Club where participants discussed *The New Jim Crow: Mass Incarceration in the Age of Colorblindness* by Michelle Alexander on September

10th. The Literary Book Club in the Popular Department read *Buried Giant* by Kazuo Ishiguro. Also in the Popular Department in September, Author Robert Denton Bryant talked about video game creation and discussed his book, *Slay the Dragon: Writing Great Video Games*. The Literature Department and Ohio Center for the Book hosted Brown Bag Book Clubs featuring Anisfield-Wolf Book Award winners. Titles included, *A Tale of Two Plantations*, *Hard Love Province*, and *A Brief History of Seven Killings*.

Get Graphic Book Clubs and Speaker Series

Get Graphic with the Ohio Center for the Book: A Graphic Novel Book Club: Cosmopolitan Comics series began this month on September 1st with *Palestine* by Joe Sacco. The second event was held on September 15th with Senior Subject Department Librarian Jean Collins and Valentino Zullo leading a discussion of Rutu Modan's work *Exit Wounds*. : *Get Graphic! A Graphic Novel Speaker Series*; hosted by comics scholar Valentino Zullo was held on September 26th.

Writers & Readers

On September 19th the Library hosted its second to last Writers and Readers author visit of the 2015 season. Mitchell Jackson, author of *The Residue Years*, spoke about his life and experience as a writer as well as his familial interactions and friendships. He framed his presentation within the context of "revision" which was very thought provoking and inspirational.

Staff Development

Staff members from across Main Library attended the "Chasing Trends or Chasing Our Tails: What Do Library Patrons Really Want?" Leadership Forum in the LSW Auditorium on September 24th.

Foreign Literature Department Manager Milos Markovic and CLGH Librarian Terry Metter attended the Cleveland Sustainability Summit on September 16th and 17th at Cleveland Public Auditorium.

Government Documents Library Assistant Mona Brown attended a highly-informative NEO-RLS webinar "Essentials of Copyright and Fair Use" on September 10th. Ms. Brown also participated in a one-hour webinar, "Using Decennial Census Records for Genealogy," through the FDLP.

Government Documents Supervisor Sarah Dobransky began viewing the Federal Depository Library Program (FDLP) free webinars made available online by the Government Publishing Office to delve deeper into an understanding of the FDLP tools and Government Documents collection.

Special Collections Librarian Stacie Brisker and Fine Arts & Special Collections Manager Pam Eyerdam attended the fall meeting of the Cleveland Archival Roundtable (CAR) at the Kelvin Smith Library at Case Western Reserve University on September 30th.

Special Collections staff members Pam Eyerdam, Stacie Brisker and Bill Chase attended the Anisfield Wolf Award Ceremony at the Playhouse Square on September 10th. Library Assistant Bill Chase arranged to have the award winning books signed for the collection, coordinated by the Anisfield Wolf Foundation Coordinator Karen Long.

CELEBRATE DIVERSITY

September 23rd - 26th as a part of the Lockwood Thompson Dialogue Series the Library hosted arts, Alvin "Dante" Yarbrough and Emory Douglas. For two days both artists gave the students of the Cleveland School of the Arts a brief presentation about their careers and encouraged them to pursue their own dreams of becoming professional artists. Following their presentations, each artist worked with a group of 10 students on t-shirt and political posters projects.

In the evening of September 25th at the Martin Luther King, Jr. Branch, Yarbrough discussed his life as an artist, the inspiration for his works and how his growing up in East Cleveland, Ohio both informed and shaped the man and artist he has become. The following day at the same location Douglas discussed his role at the Minister of Culture and official artist for the Black Panther Party as well as the impetus and meaning of his political posters and artwork featured in the BPP newspaper. Douglas also talked about his past and more recent works that shone light on and show solidarity with revolutionary movements and people throughout the world in the continued struggle for freedom and equality.

Music at Main

Jazz pianist Jackie Warren and the *Sammy Deleon Latin Jazz Quartet* performed at Main Library on September 5th celebrating Hispanic History Month.

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Research That's Possible Only at Main Library

- A group of urban planning students visited the Map Collection in order to research the history of Monroe Cemetery.
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- Researcher requested background information about the Mark Twain bronze bust in Special Collections.
- World renowned Chess Grandmaster Maurice Ashley requested scans of former grandmaster players for a program.
- Researcher from Poland requested documentation about a visit made by a Polish Nationalist who spoke at the Broadway Branch in 1918 when Poland was proclaimed as an independent country. Newspaper articles and scrapbooks were found in Archives.
- Author who is writing a book about the Cleveland architect Robert Little inquired about the archives stored in Special Collections.

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 the Cuyahoga County's Annual Library Budget meeting with CFO Krenicky.
- I facilitated and presented at the MLK Community meeting.
- I spoke to a group of students participating in 'The Game of Life Summit" at Tri-C.
- I attended the Anisfield-Wolf Book Awards.
- I presented at the Nevada Library Institute in Las Vegas.

CLEVNET

CPL has nearly 11,000 followers on Twitter and the Facebook page currently has 7,500 fans.

GRANTS & DEVELOPMENT**Starting Point**

Awarded \$55,000 from Starting Point's "Out of School Time Expanded Learning Opportunity" program to continue tutoring for K-3 students at four CPL Branches: Rice, Walz, Woodland and Memorial Nottingham. Tutoring services are provided by Braxton Educational and Technology Consulting.

Cleveland Foundation

Submitted Grant Inquiry to support the CPL Learning Centers. This request includes funding for the after-school tutoring program, college prep classes and pre-school classes. After reviewing the inquiry the Cleveland Foundation will invite a full proposal.

Association for Library Service to Children (ALSC)

Submitted request to their Curiosity Creates program (in partnership with ALA) for \$7,500 to support the Man Up, Cleveland! workshop at CPL in February 2016.

Anisfeld Wolf Memorial Award

Sponsored by the Center for Community Solutions, this award is presented to one organization each year that shows innovative solutions to community problems that go 'above and beyond' the organizations everyday programs/mission. CPL nominated MakerSpace (as this year's awards were for programs that occurred in 2014).

Chasing Trends or Chasing our Tails: What do Library Patrons Really Want? and Stark County District Library

Staff Development Day

CPL hosted 100+ library employees from 20 different CLEVNET systems on September 24 to hear a panel of speakers discuss what they are doing to improve user experience at their libraries. Stark County District Library brought a busload of 44 people to attend this forum and stayed at CPL for the entire day, touring TechCentral, Special Collections and the Cleveland Digital Public Library.

PUBLIC SERVICES

In the month of September the Library hosted approximately 225 programs ranging from tutoring services to arts instruction and author visits. Braxton Educational and Technology Consulting began at 4 locations: Addison, Memorial Nottingham, Woodland, and Walz. The Library has secured funding for the Braxton service (K-3 reading instruction) through the month of May 2016.

On September 25th recruitment began for new tutors to staff 12 locations. Once full staffing is achieved tutoring will resume at the following branches: Carnegie West, Collinwood, E. 131st, Fleet, Fulton, Hough, Langston Hughes, Rice, Rockport, Sterling Walz and Woodland.

Tri-C and Parma School District have begun GED classes at 9 branch locations: Collinwood, Eastman, Fleet, Fulton, Glenville, Main, Rice, South Brooklyn and Walz.

Food service via the Cleveland Foodbank began at 14 branch locations and will run through May 25th of 2016.

The Starting Point funded Kindergarten Clubs continued in the month of September and will conclude on October 15th. On average 4-6 families attend each weekly session at the Collinwood and Sterling Branches.

The Woodland Wonderland literacy playroom began regular service on Tuesday evenings and Wednesday mornings at the Woodland Branch. This service, delivered in

partnership with Family Connections will continue through May of 2018.

On September 19th the Library hosted its second to last Writers and Readers author visit of the 2015 season. Mitchell Jackson, author of *The Residue Years*, spoke about his life and experience as a writer as well as his familial interactions and friendships. He framed his presentation within the context of "revision" which was very thought provoking and inspirational.

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PARTNERSHIPS

In the month of September the Library entered in to Memorandum's of Understanding with College Now Greater Cleveland and Northeast Ohio Health Services Inc. (NEON). The College Now MOU outlines the responsibilities of both parties in regards to the College Now RISE and Impact216 programs, both of which are designed to prepare high-school aged students for higher education. As a part of this agreement the library will receive \$22,000 in return for services rendered in support of RISE and Impact216.

The MOU with NEON outlines a heightened level of family literacy outreach at two NEON locations. At each location CPL youth services staff will make weekly visits and perform educational outreach, library-card sign-up, and promote library services as they relate to adult literacy.

Literary Cleveland

Literary Cleveland partnered with the Ohio Center for the Book and hosted workshops at two CPL locations. On September 12th the Literature Department was the location for a poetry writing workshop and an essay writing workshop was held on September 19th at the Carnegie West Branch.

Literary Frolic Fridays

Literature Department and Ohio Center for the Book Subject Librarian Timothy Philips continued his book and film adaptation discussion series on September 11th with a presentation on Sir Robert Bolt's play, *A Man for all Seasons*, and Fred Zinnemann's 1966 film of the same name. On September 25th he hosted a second program on Maxwell Anderson's play, *Anne of the Thousand Days*, and Charles Jarrott's 1969 film adaptation of the same name.

Sports Icon Interview Series

Social Sciences Library Assistant Pete Elwell was joined by Assistant Director of Public Services, Robin Wood, and Director of Public Services, John Skrtic as Dan Coughlin hosted guest Chuck Murr, a Cleveland soccer insider, for the 23rd Sports Icon Interview on September 22nd.

Main Library Book Clubs

Social Sciences Library Assistant Lakeisha Winstead and Social Sciences Librarian Helena Travka hosted the Social Sciences Non-Fiction Book Club where participants discussed *The New Jim Crow: Mass Incarceration in the Age of Colorblindness* by Michelle Alexander on September 10th. The Literary Book Club in the Popular Department read *Buried Giant* by Kazuo Ishiguro. Also in the Popular Department in September, Author Robert Denton Bryant talked about video game creation and discussed his book, *Slay the Dragon: Writing Great Video Games*. The Literature Department and Ohio Center for the Book hosted Brown Bag Book Clubs featuring Anisfield-Wolf Book Award winners. Titles included, *A Tale of Two*

Plantations Hard Love Province, and A Brief History of Seven Killings.

Get Graphic Book Clubs and Speaker Series

Get Graphic with the Ohio Center for the Book: A Graphic Novel Book Club: Cosmopolitan Comics series began this month on September 1st with *Palestine* by Joe Sacco. The second event was held on September 15th with Senior Subject Department Librarian Jean Collins and Valentino Zullo leading a discussion of Rutu Modan's work *Exit Wounds*. : Get Graphic! A Graphic Novel Speaker Series; hosted by comics scholar Valentino Zullo was held on September 26th.

Youth Service Programming

Children's Librarians Kristen Schmidt and Lan Gao coordinated multiple research visits, tours, story times and ArtLab programs during the month of September. Visitors included students from Ruffing Montessori and Ms. Patty Allen's Class Grades 1-2, Whitney Young High School Juniors and Marion C Seltzer School's 8th graders.

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Jazz pianist Jackie Warren and the *Sammy Deleon Latin Jazz Quartet* performed at Main Library on September 5th celebrating Hispanic History Month.

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Main Library Tours

Main Library staff members provided tours throughout the month of September. Groups visiting Main Library included: a Cleveland State University Medieval Studies class, graduate class visits from Ursulin College and Case Western Reserve University, members of the Northeast Ohio Intermuseum Consortia, staff from the Stark County Library District, students from Marion C. Seltzer School, thirty members of the Cleveland Hiking

Club, and administrators from the Virginia Marti College of Art and Design

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Main Library Outreach

Staff at PAL sent letters of introduction showcasing PAL's unique collection and services to local neighborhood organizations and several university libraries.

Special Collections Librarian Stacie Brisker attended the Shaker Hts. Library Chess Club meeting on September 21st and Manager Pam Eyerdam helped to coordinate a workshop in the CDPL with the Northeast Ohio Intermuseum Consortia on September 23rd.

On September 5th, the Ohio Center for the Book at Cleveland Public Library showed its support for literacy at the 2015 National Book Festival in Washington, DC. Subject Department Library Assistant Evone Jeffries represented Ohio at the festival.

Manager of the Literature Department and Ohio Center for the Book Amy Dawson supported a love of reading and literacy with a booth at the Western Reserve Book Festival at Hiram College on September 19th.

General Research Collections Manager Don Boozer spoke to the Western Reserve Kennel Club on September 1st, highlighting Science and Technology's dog-related

materials but also mentioning items which may interest club members throughout Cleveland Public Library.

On September 3rd, General Research Collections Manager Don Boozer keynoted Medina County District Library's staff development day for Adult and Teen Services staff. Mr. Boozer reprised *The Thrill of the Hunt: Advanced Reference Skills for Tracking Down the Elusive Query* given at the Ohio Library Council chapter conferences.

The Youth Services Department hosted Cleveland Rape Crisis Center's Courtney Young for a program about Healthy vs Unhealthy Relationships for teens in Studio 470 (Youth Services Department). Manager, Annisha Jeffries and Popular Manager, Sarah Flinn continue to partner and promote the library and services through weekly story times for 1 to 9 month old children at Rainbow Babies and Children's Hospital's Pregnancy program.

Collection Development Highlights

CLGH staff members sent aerial photographs to the Preservation Office to be debound, updated Federal Aeronautical Charts by withdrawing old charts and adding new charts, and updated travel guide collection by withdrawing outdated guides and replacing them with current editions.

A chess author signed and donated his latest book to the collection entitled *Ignaz Kolisch: The Life and Chess Career*.

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Staff Development

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BRANCHES

Addison Branch: School visits were made to area schools to drop off essay contest applications for our annual Graphic Novel Super Hero Party. Heavy weeding of the entire collection is underway in preparation for next month's Pop-up Used Book Sale.

Brooklyn Branch: During the month of September Children Librarian Laura McShane presented to a room of 45 people at CMSD Denison for a staff development meeting on resources and library card sign-up.

Carnegie West Branch: 'Tail Waggin' Tutors' from Therapy Dogs International made their first appearance at Carnegie West on Saturday, September 12th. Salvador, a Siberian Husky, and Ziggy, a Standard Poodle, were read to by several children whose reading levels ranged from just learning to read very well but being incredibly shy about reading aloud. Reading to a loveable and content dog, who is not judging performance is one way for children to improve their reading *and* learn to love reading.

Collinwood: School visits and story time are underway. Two classroom visits by Ms. Marks and our first Fall story time took place this month. Kiaira Jefferson represented the branch at Cleveland Museum of Art to pick up our first "Art in the Community" project along with the Glenville Branch. Ms. Peak has put on display materials to promote National Voter Registration Day. Lastly, Ms. Peak will be represented the branch at "Health

Matters Here" Conference on Saturday, the 26th sponsored by HIP-Health Improvement Partnership of Cuyahoga County.

East 131: Branch Manager Ginaya Willoughby attended numerous community partnership meetings including Ward 2, BUCS, and MyCom. The branch partnered with MyCom to promote college visits and financial literacy classes to branch patrons. On September 1st the branch hosted a Soap Making Class with a local artisan and Mount Pleasant business owner that was very well received.

Eastman: During the week of September 7, Eastman Branch staff created three new displays: one featuring the branch's food-themed young adult fiction, a second highlighting girl power in children's books, and finally a third promoting the Buckeye Children's and Teen Book Award. Throughout the week, a name collage craft was also provided which fostered development of early literacy skills, such as letter awareness and fine motor work.

Fleet: Thirteen seniors attended Senior Appreciation Day at the branch. They were treated to live performance of old school music by a neighborhood senior group.

Fulton Branch: Eight children and one adult attended Parts of Speech Bingo during our Wordplay session this month. Children took turns calling out words and received prizes for being the first person to reach bingo.

Garden Valley: The Garden Valley staff provided a PowerPoint presentation to Ms. Bridgette Smith, Director of the Learning Center at Rainbow Terrace Apartments. We will embark on a partnership whereby adult residents will receive computer training at their facility as well as at the branch.

Glenville: On September 3rd the branch hosted the St. Clair Planning Meeting with Councilmen Conwell, Johnson and Polensek to provide the community with the future plans. There were 85 in attendance.

Harvard-Lee Branch: District Manager, Harriette Parks was appointed to the H.E.A.L Committee of the Harvard-Community Services Center. H.E.A.L Cleveland - promotes Healthy Eating Active Living by presenting

health experts, healthy food sampling, teaching that community health starts by making the healthy choice, the easy choice when eating and being physically active

Hough: Joanna Rivera began as the new Library Assistant. Computer Aide Romael Young, Children's Librarian Manisha Spivey, and Library Assistant Joanna Rivera received training from TechCentral staff on using Makerspace software "Sketchpad". Branch Manager Donna Willingham celebrated Grandparents Day with a group of seniors by hosting a social gathering with refreshments and giveaways. Joanna Rivera conducted a Grandparents Day craft session with a group of children.

Jefferson: There were several new clubs here at the Jefferson Branch this month! A brand new Teen Club, with the first meeting attracting 11 participants. They discussed many topics impacting teen life. Also new this month was the highly anticipated Sonic Club. This club was born of a series of fairly successful gaming programs that took place over the summer. There were 16 participants and the first meeting included the construction of 3-D paper of Sonic and Knuckles, coloring sheets and Sonic games on the Wii.

Langston Hughes: This month the Langston Hughes Branch featured The Kid's Café, Summer Tales on September 8, Make Your own Survival Bracelet on September 17, Paper craft Alphabet Bracelet on September 17, and "Fall into Jazz" featuring the Whitehouse Band on September 26.

Lorain: The branch spent September doing multiple outreach visits. Youth Staff established new relationships with 4 new schools--H. Barbara Booker, Max Hayes, Almira and Mary Seltzer. They're hoping to set up more regular visits in the future. Tech Central installed a 3D Scanner and provided training to staff, just as the 3D Printer became more popular with patrons.

Martin Luther King Jr.: The Lockwood Thompson Dialogue Series featuring Artists Alvin "Dante" Yarbrough and Emory Douglas was held at the MLK Branch on Friday, September 25 and Saturday, September 26 respectively.

Memorial Nottingham: Branch Manager Kevin. Ray attended ERC management training seminar and the September Board

meeting. Children's Librarian Jamie Lauver and Library Assistant Marvin Benton met with Ms. Carmen Parker-Lyles, preschool teacher from OH Perry to arrange story-time visits from her class beginning Monday, September 28, at 10:30 a.m. Mt. Pleasant Branch Amiya Hutson, Project Manager, coordinated the National Voter Registration Day for the entire system during the month of September.

Rice Branch: The United Black Fund Board Meeting held their board meeting at the Rice Branch on September 23.

South Branch: On September 16, The South Branch celebrated National Play-Doh Day! This amazing toy just turned 59 this year so why not celebrate its birthday by learning more about it. Participants not only learned about Play-Doh's history as a failed product intended for cleaning wallpaper, but they also learned how to make their own homemade Play-Doh out of a few simple household ingredients. Having the opportunity to follow instructions, measure and mix these ingredients and then watch chemistry take over while having fun.

South Brooklyn Branch: The following programs began this month: impACT the 216! CPL & College Now Greater Cleveland present a dynamic, innovative program for high school students, this 8-week session provides enhanced math & reading proficiency through ACT test prep, video and recording arts training.

Sterling Branch: Reading for Reeses and Rolos is Sterling's new reading initiative for children in grades K-3. During this bi-monthly program children meet individually with the librarian for a read aloud-read along session. Future plans include identifying and inviting middle grade students to act as "reader leaders".

Walz: The branch consolidated all of the non-fiction tightening up half filled shelves and taking advantage of the empty bottom shelf to shift the entire collection.

West Park: The branch hosted a Friends Used Book Sale September 10 - 12.

Woodland Branch: We have forwarded Library Card applications to Lending during September, Library Card

Sign-up month. In partnership with the Foreign Literature Department, Adela Garcia and Mary Torres commemorated the beginning of Hispanic Heritage Month by providing educational information about Hispanic Heritage Month. Braxton Tutors continue to work with students, grades K-3rd. The Play room continues to gain in attendance each week, with more than 10 families in attendance during September.

TechCentral

MakerSpace Reservation Changes

Starting on September 14, several changes were made to the way reservations are accepted for MakerSpace use. Reservations will now be accepted in advance for Monday-Thursday use, up to two advanced reservations per person, per week. This will allow for patrons to be able to guarantee time on the equipment up to 7 days in advance, so they can make plans to visit Main Library.

Additionally, Friday & Saturday MakerSpace use will now be First-Come-First-Serve only. These two days are by far the most popular for users of the MakerSpace, and under the old reservations rules, equipment quickly became booked within 5-15 minutes of opening on these days each week. In many cases, the equipment sat idle which design prep was done, or between jobs. At most, 4 people could use each piece of equipment, and many people have been turned away, despite the equipment sitting idle. The new first-come-first-served rules will still allow use of the equipment by interested patrons, but will help to decrease the 'idle' time between jobs and during job prep, at which time other patrons can run their jobs.

Community Engagement: Visits and Outreach

TechCentral Manager, CJ Lynce, visited the Andover Public Library on September 22 to provide a demonstration of 3D printing technology to staff members from several CLEVNET member libraries.

Mr. Lynce provided a tour of TechCentral to several CLEVNET Directors on September 23.

Mr. Lynce also provided tours of TechCentral to staff members from libraries located in Cuyahoga County and Stark County, Ohio on September 24.

Meetings, Presentations and Professional Development
TechCentral Manager, CJ Lynce, visited the Woodland Branch Library on September 1 to provide training to staff on their SMART Board. Unfortunately, the system was non-functional due to missing or damaged components. IT/CLEVNET has been contacted to provide assistance in repairing and replacement the affected components, and training will be rescheduled.

Library Assistant, Computer Emphasis, Deman Deng, and Library Assistant, Computer Emphasis, Paolo Balboa, along with Mr. Lynce, attended a September 10 demonstration of a laser engraving system being considered for the TechCentral MakerSpace.

Library Assistant, Computer Emphasis, Karen Kelly Grasso, and Mr. Lynce attended a NEO-RLS Webinar on *Copyright and Fair Use* on September 10.

Mr. Lynce, Library Assistant, Computer Emphasis, Cortney Gatewood, and Library Assistant, Computer Emphasis, Suzi Perez visited Perry High School and Wickliffe Middle School on September 16.

Computer Classes, MakerLabs, and One-on-One Sessions
The following are the statistics for Computer Class and MakerLab programs for September 2015:

	Branches	Main	Total
Number of Computer Classes	44	18	62
Attendance in Computer Classes	162	83	245
Cancelled Computer Classes (in-advance, no registrations)	2	0	2
No-Show Computer Classes	3	0	3
Cancelled Computer Classes Due to Weather	0	0	0

	Branches	Main	Total
Number of MakerLabs	8	1	9
Attendance at MakerLabs	106	7	113
Cancelled MakerLabs (in- advance, no registrations)	0	0	0
No-Show MakerLabs	0	0	0
Cancelled MakerLabs Due to Weather	0	0	0

Cleveland Digital Public Library

Tour Groups

Cleveland Digital Public Library staff gave official tours the Cleveland Hiking Club, the Northeastern Ohio Inter-Museum Council, Stark County Public Library and the Baldwin Public Library.

Business Chinese

Cleveland Digital Public Library began hosting Business Chinese in the Learning Commons Monday -Thursday on September 8. We will continue to host Business Chinese through November.

NEOMIC

The Northeastern Ohio Inter-Museum Council held a grants workshop September 23 in the Learning Commons.

Latin @ the Library

Metadata Archivist Raymond Rozman held the first of three classes that utilizes digital resources to analyze and translate Latin text September 12.

Magic Box

Cleveland Digital Public Library has placed a Magic Box exhibit case, loaned to use by Content Conversion Specialists (CCS), on display in the Digital Library. The case contains both physical and digital materials relating to Louis Stokes and the library.

Videography and Photography

Library Assistant Catherine Young produced and uploaded 3 videos to the touch wall and vimeo account. These videos include the Director's Orientation Message, Music at Main, and the Puppet Show at Walz Branch. Ms. Young also photographed a multitude of library events including NEOIMC, Voters Registration Day, We Read Here, Jackie Warren and Sammy DeLeon, Latin Jazz Quartet, Emory Douglas, and Robert Denton Bryant-Slay.

Scanning Assistance

Cleveland Digital Public Library staff assisted over 6 reservations and drop in sessions in scanning both large personal and library collections in the Digital Hub. Patrons used the Epson 10000XL flatbed and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Between September 1 and September 28 the Cleveland Digital Public Library had 407 visitors and 107 KIC Scanner sessions resulting in 3237 images/4569.2 MB. The Digital Gallery had 5,730 sessions by 4,522 users resulting in 25,784 page views.

Outreach

Bard College

Digital Library Strategist Chatham Ewing visited Bard High School Early College toured the campus and learned about their educational offerings.

African American Genealogy Group of Cleveland

The African American Genealogy Group of Cleveland included information about the Cleveland Digital Public Library in their monthly newsletter.

Ladies of the Grand Army of the Republic

Representatives of the Ladies of the Grand Army of the Republic met with Cleveland Digital Public Library Coordinator Rachel Senese to discuss how they can utilize the Digital Hub to digitize their collection of over an estimated 250,000 records, and how to care and storage the digital surrogates.

Aids Task Force of Greater Cleveland

Ms. Senese met with Rebecca Strong of the Aids Task Force of Greater Cleveland to speak about collaborating for World Aids Day and working together to identify individuals and conduct oral histories about living with AIDS/HIV in Cleveland.

Collection Development

Cleveland Digital Public Library staff has completed scanning: Benedictine High School yearbooks, East High School yearbooks, a Euclid Beach program, *Report to the City Plan Commission*, *Ruins of Palmyra*, a 1936 RNC ticket and medallion, and a selection of school newspapers donated to Social Sciences. Digitization continues on the Tucker School of Expression School annuals and pamphlets, Glenville High School yearbooks, East Technical High School yearbooks, John Hay yearbooks, *Cleveland City Directories*, City Hall and Court House railroad plans, and the *Sanborn Maps 1896-1910 Revised*

v.1. Also, 122 issues of the *John Adams Journal* from 1935-1948 have been uploaded to the Digital Gallery.

Staff Development

Mr. Don Williams visited the Cleveland Digital Public Library to help train Dr. Ewing on analyzing the digital images produced using the I2S, ATIZ, Epson, KIC, and MFD scanners using the GoldenThread Analysis software. Digital Library Strategist Chatham Ewing also learned about how to interpret the data and identify problems within the Digital Hub regarding when scanning using Federal Imaging Standards (FADGI) as a benchmark.

Preservation

The preservation staff has completed 60 (47 complex, 13 simple) book treatments, 50 enclosures, printed 80 labels, and performed complex treatments to over 197 sheets of paper.

Shakespeare Folio

Planning has continued on activities related to the Shakespeare Folio exhibit at Cleveland Public Library in summer 2016. There will be a "Teaching Shakespeare" workshop sponsored by Cleveland's Branch of the English Speaking Union, original adapted performances of Shakespeares "Twelfth Night" performed by Great Lakes Theatre, and an exhibition of Shakespeare related CPL materials installed on April 23rd (Shakespeare's birthday) .

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

For September 2015, OLBPD circulated 48,336 books and magazines directly to patrons. OLBPD registered 122 new readers to the service. The September BARD statistics were not available at the time the report was due.

OLBPD was awarded five discretionary grants from the State Library of Ohio to be expended by October 31st. These LSTA funds were used to purchase equipment and supplies to migrate OLBPD to a new digital talking book cartridge and container labeling system. The funds were also used to upgrade and update computer hardware and software as part of our adaptive technology computer workstations throughout the system, including new PCs, large monitors, new CCTV magnifiers, and large print computer keyboards. OLBPD purchased a free-form feed braille embosser to create customized braille documents in print-braille formats. OLBPD also purchased a

refreshable braille display that can be used to read electronic braille downloaded from NLS-BARD. OLBDP will also be adding a new adaptive workstation to the department that will feature adaptable keyboards and input devices for patrons with limited mobility and range of motion. OLBDP purchased a premium microphone to lend volunteer narrators to record our locally produced audio books and magazines.

On September 29th, OLBDP and the State Library of Ohio (SLO) Talking Book Program co-hosted a statewide, one day sub-lending machine agency conference. Sub-lending agencies act as local equipment distribution and patron services support, as well as host deposit library collections of OLBDP library materials. Sub-lending agencies include Ohio public libraries, along with blind and low vision rehab and social services centers. More than 40 sub-lending agency staff attended the conference. Information and updates about OLBDP's service were provided, as well as guest speakers from the Opportunities for Ohioans with Disabilities, and the Veterans Administration.

OLBDP Librarian Michelle Makkos and OLBDP Library Assistant Ken Redd attended the WKYC Health and Wellness Expo on September 26th. The outreach and special events were not available at the time the report was due.

The OLBDP adult book club met on September 11th to discuss "The Rosie Project: a novel" by Graeme C. Simsion.

TECHNICAL SERVICES

Patricia Lowrey, Director of Technical Services and Collection Manager Pam Matthews attended the Anisfeld-Wolf Awards Ceremony on September 10. Ms. Lowrey attended the Mitchell Jackson program in the Writers and Readers Series on September 19.

Ms. Lowrey briefly attended the CLEVNET Directors' Panel on September 9 to update them on a few OverDrive and digital resource issues. Ms. Lowrey attended two meetings of the CareWorks Implementation Committee to work on details of the new FMLA software.

Shelf/Shipping Supervisor Stephen Wohl organized the first joint meeting of the managers and supervisors in

Technical Services, Property Management and Safety & Protective Services which was held on September 18.

Collection Management: Collection Management selected 2,019 titles, 16,912 copies, and spent \$254,518 in September. Fifty telescopes of materials were relocated.

Pam Matthews met with a representative from Ingram, one of CPL's main book vendors. She met with the Collection Management focus group, consisting of the District Managers and Kevin Ray, the new manager of the Memorial-Nottingham branch.

Collection Development staff members visited the following branches in September: Brooklyn, Eastman, Fulton, Glenville, Walz, and West Park. Technical Services Assistant Eric Hanshaw spent a half day at the Walz Branch, his alternative work site, to learn about the branch and how to perform various branch functions.

High Demand: The High Demand staff had a very productive month, ordering 1,490 titles and 14,825 items. They added 1,095 titles and 15,458 items. In addition, they processed 40 items for the Acquisitions Department and 666 items for Materials Processing. Staff adapted quickly to the new look of ESS. There was a brief departmental meeting September 25 to discuss the Improve Consulting process maps and some other items.

Manager Carole Brachna met with Beth Hegstrom, Materials Processing Manager, to develop a plan to implement one of the suggestions made by Improve Consulting. Dale Dickerson, High Demand Librarian, reviewed 10 original cataloging records done by one of the Catalog Department staff, in the absence of the usual reviewer. Selection records were loaded from Baker & Taylor. Larger print series romance paperbacks were loaded from Ingram. Emergency contact information was updated for all staff. Furniture and travel budgets for 2016 were finalized.

Shelf/Shipping: Stephen Wohl met with the Page New Hire Committee on September 23, and the department welcomed two new Pages, Richard Jackson and Jaz Hogan. The staff of the Lake Shore Shelf/Shipping Department sent 53 items to the Main Library for requests and 113 items to fill holds. Main Library received 395 telescopes, the Branches received 977 telescopes, CLEVNET received 117 telescopes, CASE received 6

telescopes CSU received 6 telescopes and Tri-C received 3 telescopes. A total of 1,504 telescopes were shipped out. The Technicians sent out 587 items of Foreign Language material and in total 22,766 new items were to the Acquisitions and High Demand Departments.

Materials Processing: The Associates cataloged 1,612 new titles for the Cleveland Public Library and added 1,580 records for the CLEVNET libraries. The Associates and Sr. Clerks added 6,735 items. The Technicians worked on 23,153 items.

Sabrina Rosario-Laureano returned from her medical leave. Elizabeth Hegstrom met with the entire Materials Processing staff to go over emergency procedures, update contact information for the winter and review the changes that would be happening with the MUNIS/ESS upgrade. Ms. Hegstrom also met with the Associates and Senior Clerks.

Catalog: Senior Librarian Michael Monaco provided Librarians Yeshen Dugarova-Montgomery and Michael Gabe with documentation and basic training on copy cataloging DVDs and Blu-rays. Mr. Monaco also briefed Acquisitions Coordinator Alicia Naab on the procedures for copy cataloging books acquired through the patron-driven acquisitions program. Librarian Barbara Satow began helping with the final check and turnaround statistics for trucks leaving the department after some instruction from Catalog Manager Andrea Johnson.

Librarian Regina Houseman created catalog records for five very large hand-drawn, hand-colored maps related to park planning in the Cleveland area from the late 1800's to the 1930's.

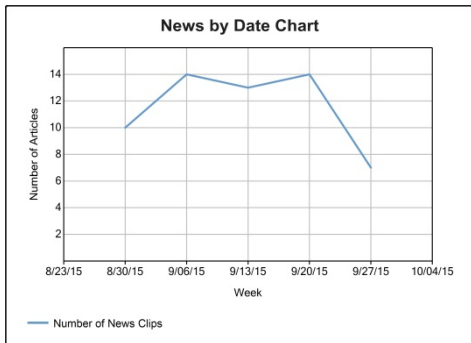
Librarian Celia Halkovich completed viewing online videos "RDA in NACO Training for AACR2 Catalogers" from the Library of Congress website. Catalogers added 2,551 titles and 3,145 items for Cleveland Public Library, including 319 titles in 15 different languages.

Acquisitions: Rhonda Pai, Mobile Services & Outreach Manager, visited the Acquisitions Department to learn about the Department's various responsibilities. Sandy Jelar Elwell, Acquisitions Manager and Alicia Naab, Acquisitions Coordinator, provided Ms. Pai with an overview. Ms. Jelar Elwell continued to work with Hilary Prisylla, Director of CLEVNET/ IT Department, to

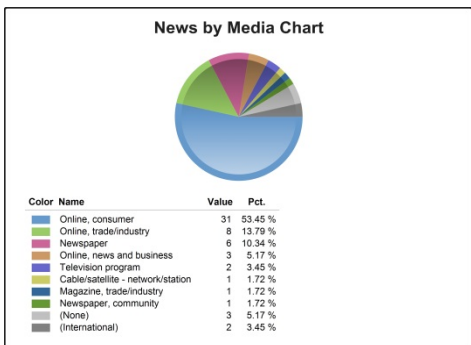
resolve the issues that had been occurring with the automatic creation of MLO Holds orders.

Ms. Naab was trained by Ms. Jelar Elwell on the procedures for handling and processing continuations from the vendors LexisNexis and Thomson Reuters and by Mike Monaco, Senior Catalog Librarian, on the procedures for cataloging and inventorying materials from the MLO Holds orders. Ms. Naab attended a Recorded Books webinar that outlined their new website including customizable MARC records for EDI ordering and participated in a conference call with Recorded Books to discuss Cleveland Public Library's EDI needs. The Acquisitions Department ordered a total of 7,324 titles and 23,359 items (including periodical subscriptions and serial standing orders); received 18,311 items, 1,633 periodicals, and 491 serials; added 689 periodical items, 141 serial items, 328 paperbacks, and 1,690 comics; and processed a total of 2,620 invoices.

MARKETING & COMMUNICATIONS



Media coverage for the month of September included 58 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$52,219. In September, the online media outlets that featured CPL events and programs received 32,479,488 unique visitors. Most viewed was an online article appearing in *examiner.com* entitled "Garlic Rules at Cleveland's Annual Garlic Festival" mentioning the Library as providing storytelling at the event. CPL was mentioned the most in online consumer news.



Ads to promote the The Writers & Readers series and the Lockwood Thompson Artists Series were placed in *La Prensa, Profile News, Campus Observer, Lotus, Call & Post, Real Deal, Phenominal Woman* and *Scene Magazine*. An

ad to promote the library card was placed in *Cleveland Magazine* "Best of Cleveland", Education Insert. An ad promoting the library was also placed in the Cleveland Kiwanis 100th Anniversary program.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 6,915 times on average per week, with an average of 797 clicks to the website resulting in a .09% click-through rate for the month. *Public library* was the most clicked-through phrase. Online promotion with Eventful for Mitchell Jackson realized a 9.08% open rate.

September-SOCIAL MEDIA

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

1. Sep 24th: Sep 24, 2015 Check out the Seven Wonders of Cleveland Public Library--thank you @FreshWaterCLE <http://ow.ly/SCesN> #libraries #ThisisCLE (Link to Fresh Water article)
2. Sep 4th: "Cleveland library hosts series of speakers on comics, graphic novels" (via @clevelanddotcom) <http://ow.ly/RNjbs> (Link to cleveland.com article about comic series)
3. Sep 2nd: Proud to be a part of this incredible initiative: #WeReadHere [@wkyc](http://ow.ly/RHC3p@wkyc) @margbern (Link to We Read Here/International Literacy Day initiative)
4. Sep 21st: Get your music FREE with #MyTunes. 5 downloads per week! <http://ow.ly/SiJlG>(Link to MyTunes page)
5. Sep 9th: We had a musical Saturday at Main Library (link to Flickr album)

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

1. September 3rd: #TBT Main Library photo
2. September 24th: Link to 7 Wonders of CPL article on Fresh Water
3. September 4th: article on Cleveland.com: "Cleveland library hosts series of speakers on comics, graphic novels"
4. September 8th: International Literacy Day Felton Thomas photo/promo
5. September 20th: Library card sign-up month promotion/question

GRAPHICS

Graphics staff designed, printed, and distributed 162 items in September in addition to graphics for ads, the library website, social media, 4 staff newsletters, UpNext monthly program guide and MyBranch branch activity fliers. Highlights included partnership with Karamu House to produce bookmarks to be distributed at performances. This month was *Dreamgirls*. Graphics has begun lettering to mark all new CPL vehicles.

WEBWARE www.cpl.org

Twitter followers are up from 9,238 in 2014 to 11,100 currently. Facebook fans are up from 6,883 in 2014 to 7,586 currently.

New featured news items and promotions on the CPL website were: Mitchell S. Jackson and Cristina Henriquez Writers & Readers; Lockwood Thompson Dialogue; Friends Book Sale; Robert Denton Bryant-Author Visit; and Exhibits.

News stories were built for: CPL's Writers & Readers Series of Hope Welcomes Author Cristina Henriquez; The Illustrated Book Review: A History; Cleveland Public Library's Lockwood Thompson Dialogues Series Welcomes Artists Alvin "Dante" Yarbrough and Emory Douglas; Cleveland Public Library and the Greater Cleveland Film Commission Welcome Award-winning Video Game Producer and Author Robert Denton Bryant; Board of Library Trustees Meeting; Joint Finance & Human Resources Committee Meeting; Cleveland Public Library's Writers & Readers Series of Hope Welcomes Award-Winning Author Mitchell S. Jackson; Roll of Honor; Lockwood Thompson Dialogues.

The 48th "Off the Shelf" (September 2015 edition) was sent out on 9/1/2015 at 7:30 p.m. Of the 10,545 emails sent, an estimated 1,729 were read, we had 29 click-throughs. This gives us a 16.7% open rate. The September edition featured:

Executive Speaker Series: An Evening with Robyn Minter Smyers, Partner-in-Charge, Cleveland - Thompson Hine & Dan Moulthrop, CEO of The City Club of Cleveland; Writers & Readers Series of Hope Returns with Mitchell S. Jackson; Lockwood Thompson Dialogues Welcomes Artists Alvin "Dante" Yarbrough & Emory Douglas; Author Visit:

Robert Denton Bryant, Author of Slay the Dragon! Writing Video Games; and Friends Fall Used Booksale.

Two e-blasts were sent out for the Leadership Forum on 9/4/2015 and 9/18/2015. Unfortunately, since it was only sent to group emails (CLEVNET Directors and CPL Staff) reports are not available due to Constant Contact only considering this as two emails, rather than each member of each list.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We are meeting weekly with the architect on the design of Phase II for Main and LSW.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. Light fixtures were repaired at Carnegie West, Eastman, LSW and Rockport. The condensate drain was cleaned and the filters were replaced on the A/C unit at Fleet. The multi-purpose room's HVAC unit has a bad compressor and we are getting quotes to replace it at Glenville. Leaks were repaired on the main A/C unit piping and the unit was recharged at Hough. The burned out light bulbs for the parking lot and the outdoor lights mounted on the building were replaced at Lakeshore. Started wiring for the new UPS system for the building automation panel for LSW and Main. The push buttons for the handicap doors at LSW entrance were replaced. The roll filter system for the air handling unit was repaired and the safety relief valve on the chilled water system was replaced at MLK. The indoor condenser and the evaporator coils were cleaned at Union. The pneumatic controls for the HVAC system were upgraded at Walz.

The Carpenters and Painters worked to repair doors at East 131 and Lakeshore. The tiles at the entrance to the Eastman garden were leveled to avoid tripping. The south side of Foreign Literature was painted and hangers for art work were installed at Main.

The Garage returned the Book Box to the garage. The generator was changed out on the book mobile and repairs were made to the air breaks. Lawn equipment was serviced as needed at the branches.

SAFETY & PROTECTIVE SERVICES

SAFETY SERVICES

- The new radios have been programmed, numbered, and issued to the new officers.
- Cold weather gear was ordered for the new staff.
- Total number of wedding parties on 10/3/15 exceeded 21, and was the focus of many staff and patron complaints. I will discuss this with Aaron Mason.
- Met with John Skrtic last week to develop a procedure for branch emergency lockdowns. SPS and Branch managers have guidelines they use before locking a branch down but second line staff seems unsure of what facilitates a lockdown i.e. Hough (8-26).
- I found shelves on LSW 7 to donate to the Broadway Boys and Girls Club. I will coordinate with Mr. Scruggs.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activit-ies	Ave per day	Total Alarms	Branch Emer-gencies	Branch Visits	Downtown Campus Incidents	Incident Reports Generated	CPL access activities
Sept	5520	221	101	40	675	157	56	56
Aug 2015	6132	236	112	46	850	146	76	68
July 2015	7336	282	122	55	1006	144	87	73
June 2015	6992	280	140	42	592	170	55	58
May 2015	6010	240	140	37	390	250	52	55
April 2015	5818	223	154	39	219	294	50	64
Mar 2015	5363	206	169	32	195	278	65	73
Feb 2015	4538	206	183	18	209	178	43	45
Jan 2015	5123	205	190	35	179	220	78	45
Dec 2014	4747	190	192	31	194	254	53	38
Nov 2014	4442	198	196	17	237	189	40	48
Oct 2014	4939	198	196	25	307	182	54	48

Special Attention, Special Events, and Significant Incidents

- October 3rd, SPS branch patrol paid particular attention to branches in neighborhoods mentioned on social media with regard to gang violence. Three officers were also called in to post and assist with closing E.131, Glenville, and Mount Pleasant branches.
- On 9/15, Downtown Cleveland Alliance had an event in the Eastman Reading Garden.
- On 9/3, Glenville branch hosted a Community meeting.
- Global Cleveland's Welcoming Week Exhibit was held on Main four in Foreign Literature 9/15.
- Councilman Conway and Developers meeting at Glenville branch 9/16.
- Executive Speaker Series in the Eastman Reading Garden on 9/17.
- United Black Fund was held at Rice branch on 9/23.
- Data Basics held a meeting in the LSW auditorium 9/21.
- Dante Yarborough was at MLK branch 9/25 from 6pm until 9:30pm.
- Web design conference in the LSW auditorium started at 7am.
- Items have been reported missing from the Lake Shore Stockroom by Dave Swinerton. SPS is currently investigating.

Protective and Fire Systems

- Third quarter fire drills completed at West side branches.
- Fire inspectors visited MLK branch and noted an issue that property management has since taken care of.

Contract Security

- I'm currently working on a Request for Proposal for contract security. The current contract expires 12/31/15.

Administration

- Safety & Protective Services evaluations have been completed.

INFORMATION TECHNOLOGY & CLEVNETCLEVNET Directors' Panel

The CLEVNET Directors' Panel met September 9, 2015, at the Lake Shore Facility. The Panel discussed the staffing model for CLEVNET and whether the Virtual Services Manager position should be filled, following the departure of Beth Hatch. The Panel expressed its appreciation for the work done by Ms. Hatch for CLEVNET, but the members agreed that the position, created shortly before work began on the current strategic plan, is no longer in line with the direction CLEVNET is going. The members recommended that the resources for that position be reallocated to hire a second Network Specialist to deal with the increasing demand for VoIP phone services and a Productivity Software Specialist to handle the myriad offerings available through Microsoft Office365.

Tish Lowrey, Director of Technical Services, led the Panel members in a discussion about the benefits and costs associated with access to digital magazines provided by OverDrive and Zinio. The members agreed that the best course of action would be to discontinue the Zinio platform at the end of the current contract and purchase OverDrive digital magazines instead. With the current CLEVNET budget process underway, the Panel recommended sending a survey to the entire membership to receive feedback on a proposal to discontinue Zinio in 2016. Should the membership vote to discontinue Zinio, individual library systems will still have the option of buying the service on their own.

CLEVNET Bylaws Ad Hoc Committee

At their regular quarterly meeting on April 24, 2015, the CLEVNET Directors voted to form an ad hoc committee to revise the Provisional Bylaws of the CLEVNET Directors' Panel and the CLEVNET Directors' Advisory Group. Julianne Bedel, Director of Barberton Public Library and outgoing Directors' Panel Chair, volunteered to lead the ad hoc committee. As Panel Chair, Director Bedel experienced firsthand the difficulties of trying to lead this large group of library directors without having bylaws that are up to date and cover all the necessary areas of governance.

Their initial meeting was held on September 18, 2015, at Barberton Public Library. In addition to Director

Bedel, members of the committee are Cheryl Kuonen, Director of Wickliffe Public Library; Holly Lynn, Director of Burton Public Library; Jennifer Shatzer, Director of Wayne County Public Library; Rick Werner, Director of Willoughby-Eastlake Public Library; Hilary Prisbylla, Director of CLEVNET; and Timothy Diamond from Cleveland Public Library.

Ironically, the first question the committee members grappled with was whether the bylaws are actually bylaws since CLEVNET is not a free-standing entity and is not governed in such a way that bylaws are applicable. The committee will recommend that the bylaws be renamed the CLEVNET Operating Procedures, and remain an appendix to the Service Agreement, with the understanding that they can be revised by the Directors' Panel as needed for the smooth operation of CLEVNET.

The Service Agreement itself was discussed at length. The committee members agreed that, for the most part, the Agreement is solid, but they will recommend clarifying and strengthening the language in five areas: financial reporting, governance, personnel/staffing, membership, and ILS.

Director Bedel will draft a revision to the Operating Procedures and Director Werner will work on the Service Agreement. The Ad Hoc Committee will meet again on October 30, 2015.

Orientation for New CLEVNET Directors

Nine CLEVNET Directors participated in a half-day orientation in the Louis Stokes Wing for new directors, organized by Virginia Sharp March, Director of Perry Public Library and Chair of the Directors' Panel, and Beth Leibengood, Director of Clyde Public Library and member of the Directors' Panel. The participants enjoyed the opening presentation on the history of CLEVNET, prepared by Hilary Prisbylla with research done by Ann Marie Wieland, CPL Archivist. The attendees were especially struck by the sense of purpose in the quote from CPL Interim Director Marian Huttner in 1986 regarding the reason for CLEVNET's cost-recovery model: "Cleveland Public Library is not a vendor of automated systems. It is a large public library with a commitment to sharing its database and its equipment with other libraries in this area." The orientation also provided the new directors with the opportunity to discuss with

CLEVNET staff the range of services available to them and ask as many questions as they need.

Ms. Rodriguez adjourned Regular Board Meeting at 1:17 p.m.

Maritza Rodriguez
President

Alan Seifullah
Secretary

GIFT REPORT FOR SEPTEMBER 2015

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	803	7,039
Periodicals	14	296
Publishers Gifts	0	12
Non-Print Materials	<u>57</u>	<u>594</u>
TOTAL LIBRARY SERVICE MATERIALS	874	7,941

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ -	\$ 6,200
Building & Repair Fund	Restricted	0	0
Library Fund	Restricted	213	9,130
Young Fund	Restricted	12,768	38,305
Friends Fund	Restricted	11,500	23,000
Schweinfurth Fund	Restricted	11,915	44,904
Founders Fund	Restricted	100,000	184,500
Ohio Center fo the Book	Restricted	0	900
Judd Fund	Restricted	53,770	162,745
Lockwood Thompson Fund	Restricted	0	85,108
Learning Centers	Restricted	<u>0</u>	<u>0</u>
TOTAL MONEY GIFTS		\$ 190,166	\$ 554,791

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	11	125	874	7,941
Money Gifts	<u>6</u>	<u>54</u>	<u>6</u>	<u>54</u>
TOTAL GIFTS	17	179	880	7,995



CLEVELAND PUBLIC LIBRARY

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

Sent via email October 5, 2015

Mr. Bryan Dunn, Department Manager
 The Cuyahoga County Administrative Headquarters
 Budget Commission, 3rd Floor
 2079 East 9th Street
 Cleveland, Ohio 44115

Dear Bryan:

Please issue an Amended Certificate of Estimated Resources with an increase in Other Sources – Special Revenue by \$60,000 relating to the Saint Luke’s Foundation pass through grant from the Friends and to reflect the resolution going before the Board for approval on October 15, 2015, to advance cash from the General Fund to the Special Revenue Fund – MyCom Fund – in the amount of \$55,000, for which repayment is to be made in 2016.

Fund Category	Unencumbered Balance as of January 1, 2015	Property Tax & PLF	Other Sources	Total Resources Available for Expenditures
General Fund	\$23,004,201.03	\$ 26,732,238.83 \$ 21,008,529.87	\$ 3,417,581.54	\$ 74,162,551.27
Special Revenue	\$13,990,365.98		\$ 8,118,102.19	\$ 22,108,468.17
Capital	\$13,511,046.62		\$ -	\$ 13,511,046.62
Permanent	\$ 2,591,959.42		\$ 216,512.00	\$ 2,808,471.42
Agency	\$ 11,163.67		\$ -	\$ 11,163.67
TOTAL	\$53,108,736.72	\$ 47,740,768.70	\$11,752,195.73	\$ 112,601,701.15

Thank you for your assistance.

Very truly yours,

Carrie Krenicky
 Chief Financial Officer

Board of Library Trustees

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

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES
Based on 79.68% current collection of current levy for previous tax year.

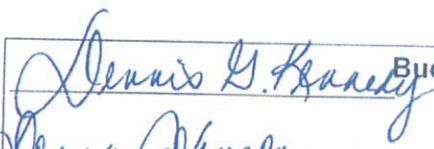
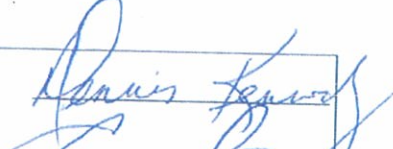


Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.
Cleveland, Ohio
October 5, 2015

to the Board of Library Trustees of the Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2015, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance Jan. 1, 2015	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	23,004,201.03	26,732,238.83	21,008,529.87	3,417,581.54	74,162,551.27
Special Revenue	13,990,365.98			8,118,102.19	22,108,468.17
Capital	13,511,046.62				13,511,046.62
Permanent	2,591,959.42			216,512.00	2,808,471.42
Agency	11,163.67			0.00	11,163.67
Totals/Subtotals	53,108,736.72	26,732,238.83	21,008,529.87	11,752,195.73	112,601,701.15

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY
2015 APPROPRIATION: SIXTH AMENDMENT
OCTOBER 15, 2015**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	23,004,201.03	0.00	23,004,201.03 (3)
Taxes - General Property	24,732,238.83	0.00	24,732,238.83
Public Library Fund (PLF)	21,008,529.87	0.00	21,008,529.87
State Rollbacks/CAT	3,647,529.68	0.00	3,647,529.68
Federal Aid	34,993.00	0.00	34,993.00
Fines and Fees	399,000.00	0.00	399,000.00
Earned Interest	313,491.88	0.00	313,491.88
Services	303,182.45	0.00	303,182.45
Unrestricted Gifts	6,200.05	0.00	6,200.05
Miscellaneous	768,184.48	0.00	768,184.48
Return of Advances/(Advances Out)	0.00	(55,000.00)	(55,000.00)
TOTAL RESOURCES	74,217,551.27	(55,000.00)	74,162,551.27

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	34,334,635.74	0.00	34,334,635.74
Supplies	1,015,429.00	0.00	1,015,429.00
Purchased/Contracted Services	10,624,444.19	0.00	10,624,444.19
Library Materials/ Information	6,845,318.00	0.00	6,845,318.00
Capital Outlay	993,018.00	0.00	993,018.00
Other Objects	130,724.00	0.00	130,724.00
SUBTOTAL OPERATING	53,943,568.93	0.00	53,943,568.93
Transfers/Advances	0.00	0.00	0.00
TOTAL APPROPRIATION	53,943,568.93	0.00	53,943,568.93

**CLEVELAND PUBLIC LIBRARY
2015 APPROPRIATION: SIXTH AMENDMENT
OCTOBER 15, 2015**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	21,993,468.17	115,000.00	22,108,468.17
APPROPRIATION	Prior Fund Balance/	Increase/ Decrease	Amended Fund Balance/
Anderson	256,214.21	0.00	256,214.21
Endowment for the Blind	2,168,622.62	0.00	2,168,622.62
Founders	3,928,346.65	60,000.00	3,988,346.65
Kaiser	58,832.44	0.00	58,832.44
Kraley	192,932.36	0.00	192,932.36
Library	184,063.60	0.00	184,063.60
Pepke	125,972.00	0.00	125,972.00
Wickwire	1,393,606.00	0.00	1,393,606.00
Wittke	86,584.76	0.00	86,584.76
Young	4,045,388.61	0.00	4,045,388.61
Friends	23,100.00	0.00	23,100.00
Judd	216,514.52	0.00	216,514.52
Lockwood Thompson	249,752.60	0.00	249,752.60
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	102,285.29	0.00	102,285.29
CLEVNET	4,763,703.81	0.00	4,763,703.81
LSTA-OLBPD	1,474,592.59	0.00	1,474,592.59
LSTA-Know It Now	123,606.19	0.00	123,606.19
MyCom	25,000.00	55,000.00	80,000.00
Learning Centers	81,392.42	0.00	81,392.42
TOTAL APPROPRIATION	19,501,410.67	115,000.00	19,616,410.67 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	13,511,046.62	0.00	13,511,046.62
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	13,511,046.62	0.00	13,511,046.62 (5)

**CLEVELAND PUBLIC LIBRARY
2015 APPROPRIATION: SIXTH AMENDMENT
OCTOBER 15, 2015**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	2,808,471.42	0.00	2,808,471.42
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	224,605.87	0.00	224,605.87
Ambler	2,027.20	0.00	2,027.20
Beard	127,900.27	0.00	127,900.27
Klein	4,934.03	0.00	4,934.03
Malon/Schroeder	176,852.33	0.00	176,852.33
McDonald	175,493.02	0.00	175,493.02
Ratner	84,622.89	0.00	84,622.89
Root	32,500.49	0.00	32,500.49
Sugarman	50,957.40	0.00	50,957.40
Thompson	119,283.26	0.00	119,283.26
Weidenthal	6,035.99	0.00	6,035.99
White	1,783,696.99	0.00	1,783,696.99
Beard Anna Young	19,561.68	0.00	19,561.68
TOTAL APPROPRIATION	2,808,471.42	0.00	2,808,471.42 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	11,163.67	0.00	11,163.67
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
UNCLAIMED FUNDS	11,163.67	0.00	11,163.67

CLEVELAND PUBLIC LIBRARY
2015 APPROPRIATION: SIXTH AMENDMENT
OCTOBER 15, 2015

- (1) Certificate dated September 9, 2015
- (2) Certificate dated October 5, 2015
- (3) \$23,004,201.03 unencumbered cash carried forward includes the repayment of advance to be made from MyCom of \$95,000 to produce the carryover balance available for appropriation in 2015; plus \$7,683,457.18 encumbered cash.
- (4) \$13,990,365.98 unencumbered cash carried forward includes the repayment of advance to be made from MyCom of \$95,000 to produce the carryover balance available for appropriation in 2015 (corrected 9/9/15 for a \$100 2014 check voided in 2015 and not reissued; PO was cancelled and unencumbered), plus \$343,510.09 encumbered cash. \$8,063,102.19 additional revenue; plus cash advance of \$55,000 to MyCom. 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. (\$13,990,365.98 + \$8,063,102.19 + \$55,000 - \$2,492,057.50 = \$19,616,410.67)
- (5) \$13,511,046.62 unencumbered cash carried forward; plus \$1,111,662.45 encumbered cash. \$0 transfer from General Fund. \$0 additional revenue.
- (6) \$3,376,275.78 unencumbered cash carried forward; plus \$19,587.84 encumbered cash. \$216,512 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts. (\$3,376,275.78 + \$216,512 - \$784,316.36 = \$2,808,471.42)

L | A | N | D studio

landscape art neighborhoods development

September 25, 2015

Felton Thomas
Cleveland Public Library
325 Superior Avenue, N.E.
Cleveland, Ohio 44114

Dear Felton:

LAND studio is pleased to share a proposal for continuing our work with Cleveland Public Library in the Eastman Reading Garden.

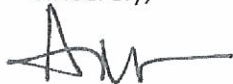
Given our organization's history with the project, administering it since 2008, we have had the opportunity to help shape and evolve *See Also* into the excellent program it is today. Nationally, Cleveland Public Library is one of the only non-arts institutions with the vision and resources to create and support such an initiative.

We so appreciate the opportunity to work with Cleveland Public Library in delivering *See Also* and hope to continue doing so in the future.

In addition to a formal proposal, please find enclosed a packet of work samples from LAND studio, which demonstrate our capacity to implement public art projects in a various urban settings.

If you have any additional questions about LAND studio, please contact me directly at 216-621-5413, ext. 111, or azoller@land-studio.org.

Sincerely,



Ann M. Zoller
Executive Director

PROJECT NAME:	<i>See Also</i> public art program September 25, 2015
PROJECT PARTNER:	Cleveland Public Library
PURPOSE:	<p>For the past seven years, the intent of the <i>See Also</i> art installation at Cleveland Public Library has been to expose Clevelanders to works of art in the beloved Eastman Reading Garden by emerging artists. This program has reinforced Cleveland Public Library's reputation as a national leader in providing the highest quality educational opportunities and arts exposure to citizens of the City of Cleveland and its surrounding communities. Through this program, the library has continued to be known locally, nationally and internationally as a civic institution committed to its role as a forum for the sharing of ideas and creativity among growing audiences.</p> <p>During the times that the Eastman Reading Garden is open, this exhibit is always wholly free and open to the public.</p>
TEAM:	LAND studio, a nonprofit organization with a 30+ year history of leading civic projects that result in engaging and artful public spaces, will lead the effort and act as day-to-day project manager for the <i>See Also</i> program.
SCOPE OF WORK & TIMELINE	<p>LAND studio will oversee the curation and implementation of a temporary public artwork in the Eastman Reading Garden and, in so doing, assume the following duties:</p> <ul style="list-style-type: none"> ▪ Provide artist recommendations and review in consultation with CPL staff. Initial art direction is to pursue a lighting installation. (October 2015); ▪ Contract with selected artist for installation (October-November 2015); ▪ Prepare materials for design approvals for CPL administration and City of Cleveland staff (November 2015); ▪ Secure proper permission and permits for installation (November-December 2015); ▪ Manage artist's timeline and budget (ongoing); ▪ Provide feedback to artist regarding designs (October-December 2015); ▪ Coordinate installation, transportation, and removal of artwork (January-June 2016 and November 2016); and ▪ Assist in promotional materials, such as signage, press release, media opportunities (May-June 2016).
PROJECT DELIVERABLES:	

- Artwork installation
- Promotional materials (in collaboration with CPL graphics department)
- Opening event
- Removal and return of Eastman Reading Garden to its original condition

PROJECT BUDGET:	LAND studio Project Management Fee	\$16,000
	<u>See Also all-inclusive, not-to-exceed</u>	<u>\$50,000</u>
	TOTAL:	\$66,000

PAYMENT SCHEDULE:	\$5,000	upon signing
	\$3,000	upon approved artist selection
LAND studio fee	\$6,000	upon installation of art project
	<u>\$2,000</u>	<u>upon removal of art project</u>
	\$16,000	TOTAL

REIMBURSABLE EXPENSES: Not to exceed \$50,000. Reimbursable expenses shall include proper documentation and be invoiced monthly at cost. Program expenses may include, but are not limited to artist fee(s), artwork materials, installation, insurance, engineering, permitting, signage, event costs, promotional expenses, meeting costs, travel, accommodations, and parking fees.

SUBMITTED BY: _____
 Ann Zoller, Executive Director
 LAND studio
 1939 West 25th Street, suite 200
 Cleveland, OH 44113

APPROVED BY: _____
 Cindy Lombardo, Chief Operating Officer
 Cleveland Public Library
 325 Superior Avenue
 Cleveland, OH 44114

WORK SAMPLES

L | A | N | D studio
landscape art neighborhoods development

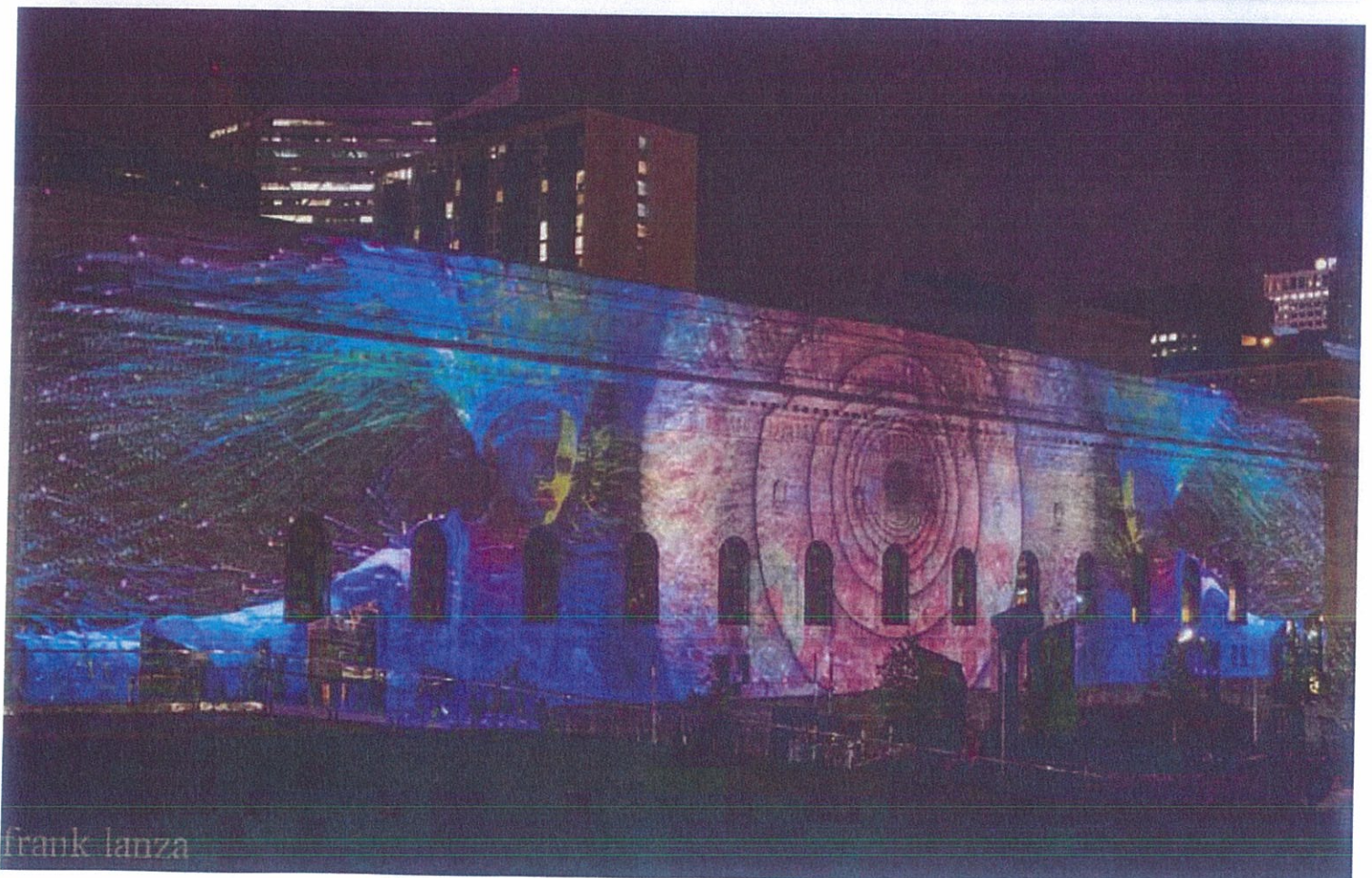


AHA! Light Up Cleveland

August 2014

Artists: Jen Lewin Studio (CO), Yvette Mattern (BER), Obscura Digital (CA)

Description: A multi-day art + lighting festival in the center of downtown Cleveland.



frank lanza

The Reading Nest

Summer 2013

Artists: Mark A. Reigelman II (NYC)

Description: A temporary art installation in the Cleveland Public Library's Eastman Reading Garden as part of the annual SEE ALSO program.

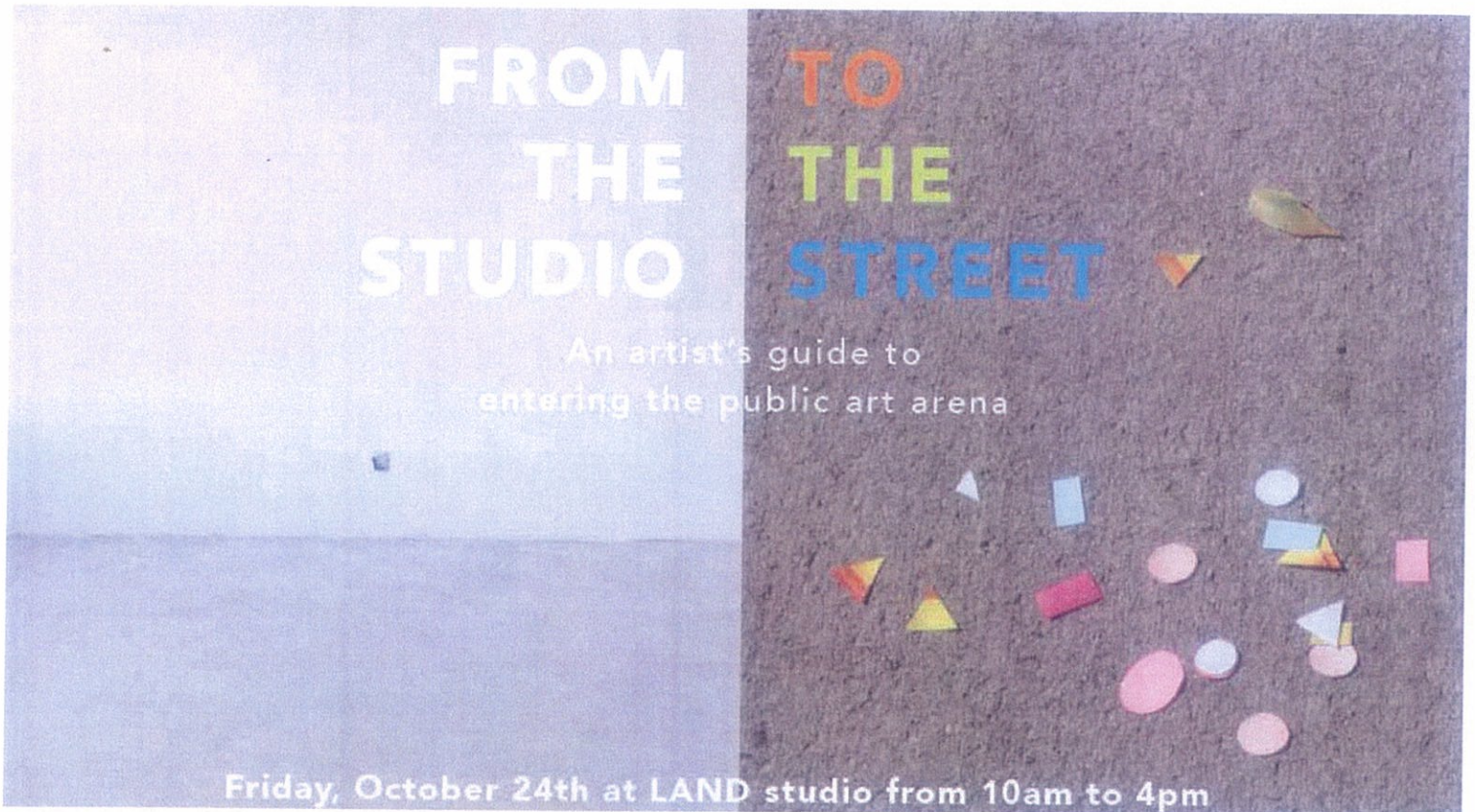


Public Art Workshop

October 2014

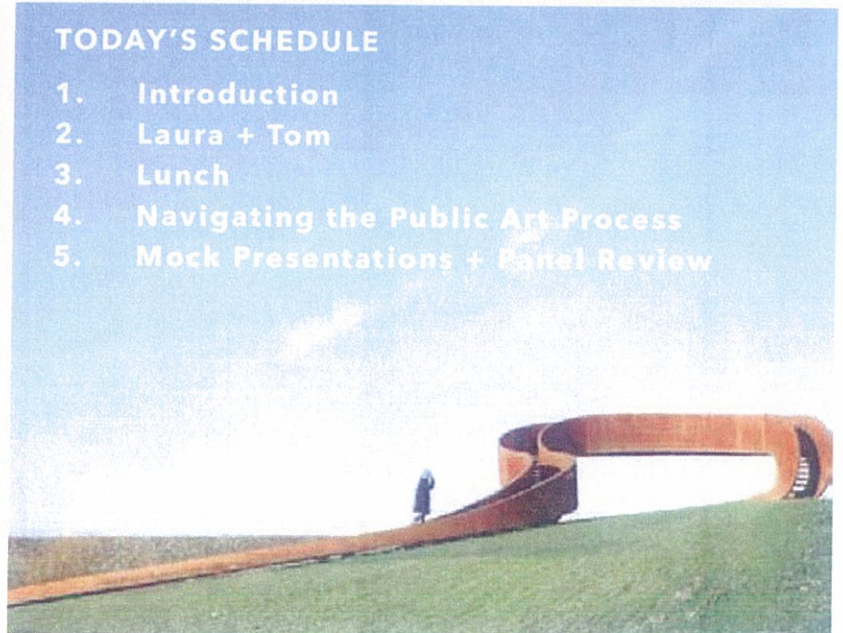
Artists: Laura Haddad + Tom Drugen (Seattle)

Description: A day-long workshop to introduce regional artists to the public art process.



TODAY'S SCHEDULE

1. Introduction
2. Laura + Tom
3. Lunch
4. Navigating the Public Art Process
5. Mock Presentations + Panel Review



Curb Appeal

June 2014

Artists: American Greetings, Sherwin Williams, AdCom

Description: A series of downtown streetscape enhancements including vacant storefronts, new landscaping, seating, and mural artwork.

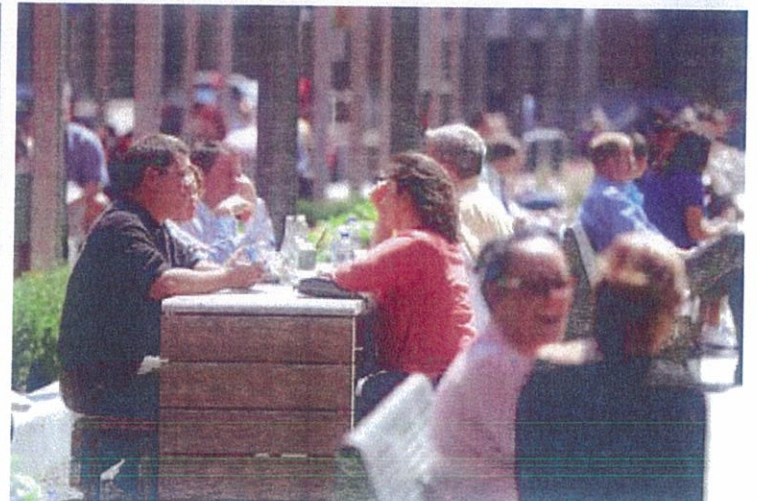
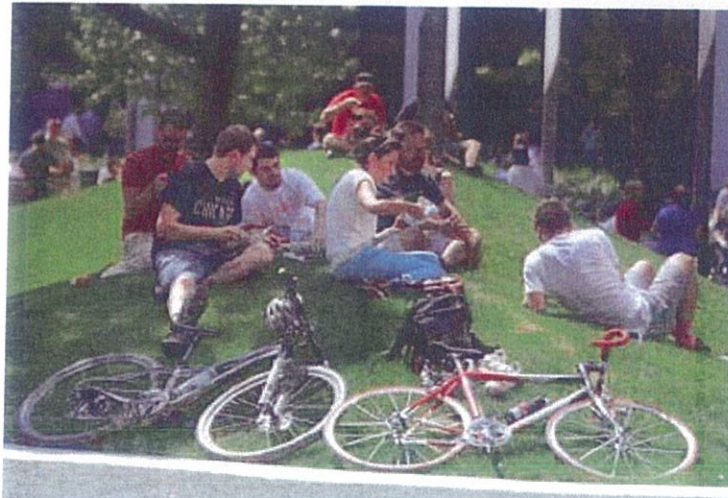
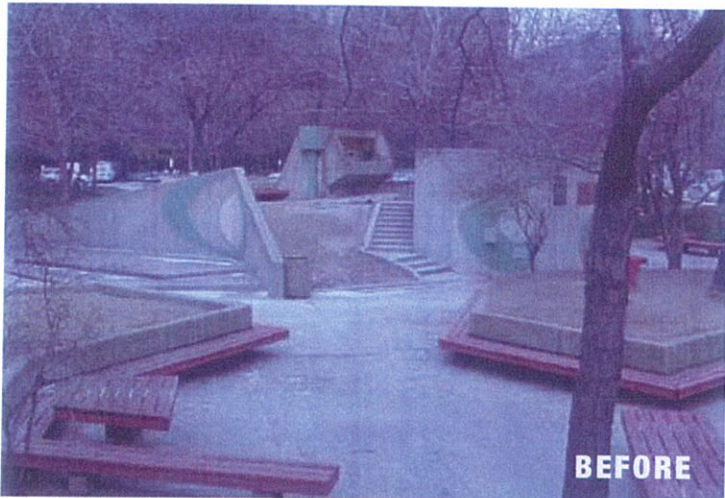


Perk Park

June 2013

Artists: Thomas Balsley Associates (NYC), McKnight Associates (CLE), Catherine Wing (CLE)

Description: Redesign of downtown Cleveland's Perk Park. LAND studio led all aspects of the project including the design, public art, fundraising, and construction management.



Public Square

Summer 2016 Completion

Artists: James Corner Field Operations (NYC), Nelson Nygaard (NYC)

Description: Complete redesign of downtown Cleveland's Public Square. Together with the Group Plan Commission we propose physical transformation and ongoing programming that is needed to make Public Square a vibrant hub for Cleveland.

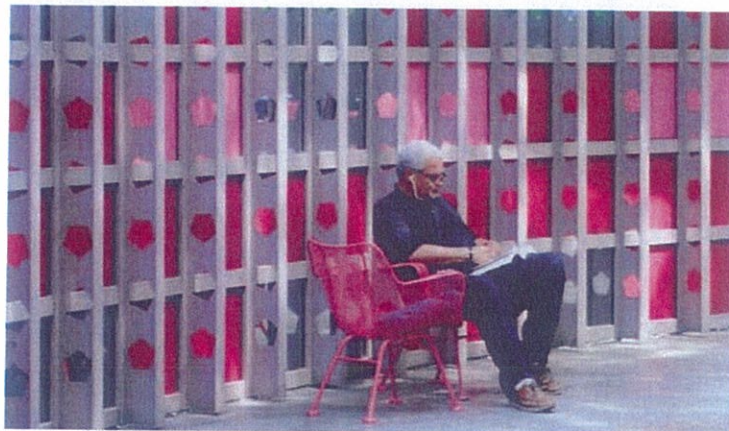


See Also

2008 - Present

Artists: Mark A. Reigelman II (NYC), Scott Stibich (CLE), Ivan Juarez (MEX), Jon Reed (TOR), Andrea Keys (VA), Maier Yagod (TOR), Donald Black (CLE)

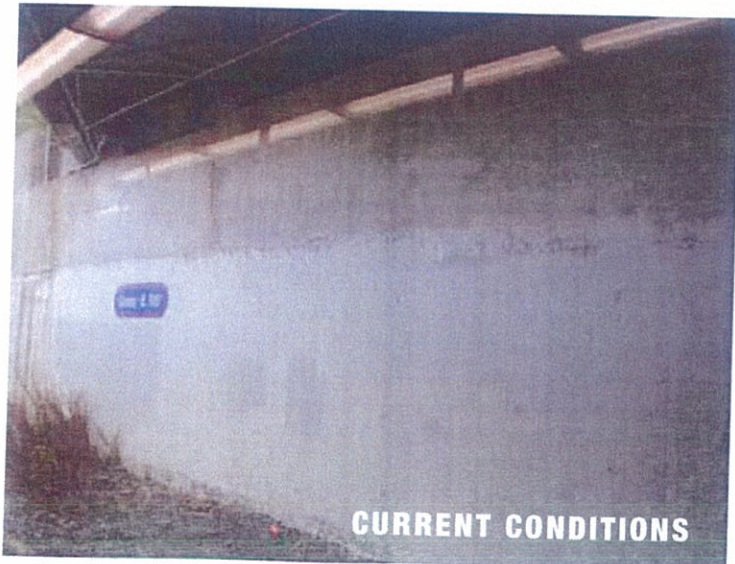
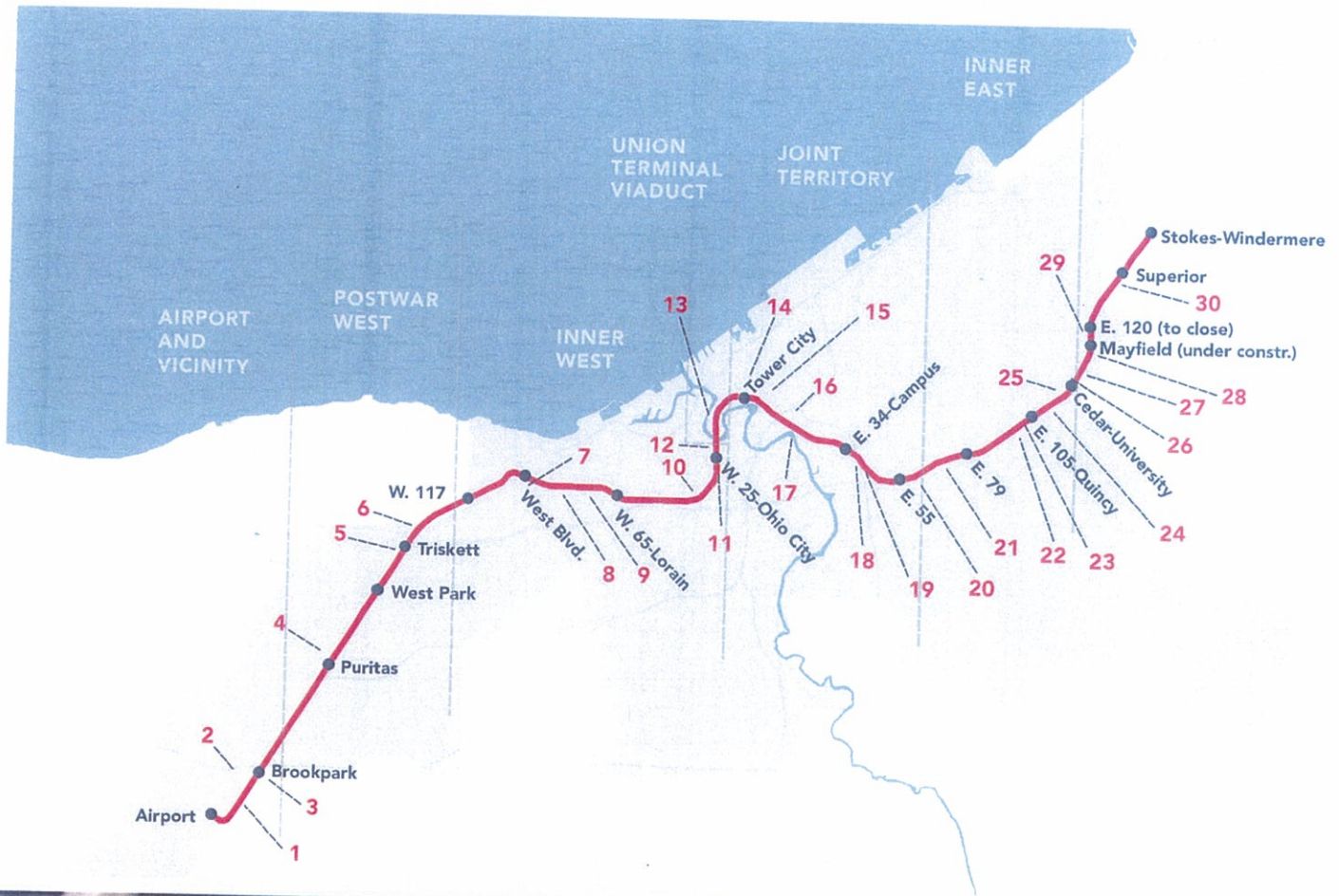
Description: Each year LAND studio commissions a new work of temporary public art for the Cleveland Public Library's Eastman Reading Garden. The program focuses on emerging contemporary artists.



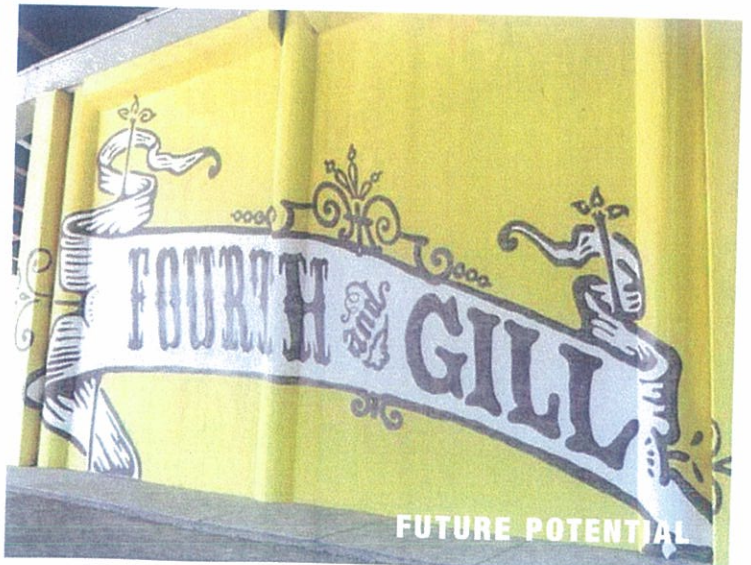
Red Line Artwork

Artists: Local, National, and International TBD

Description: An experience along GCRTA's Red Line rail, the plan would place artwork inspired by works awarded the Anisfield Wolf Book Award in unconventional areas highly visible to the public.



CURRENT CONDITIONS

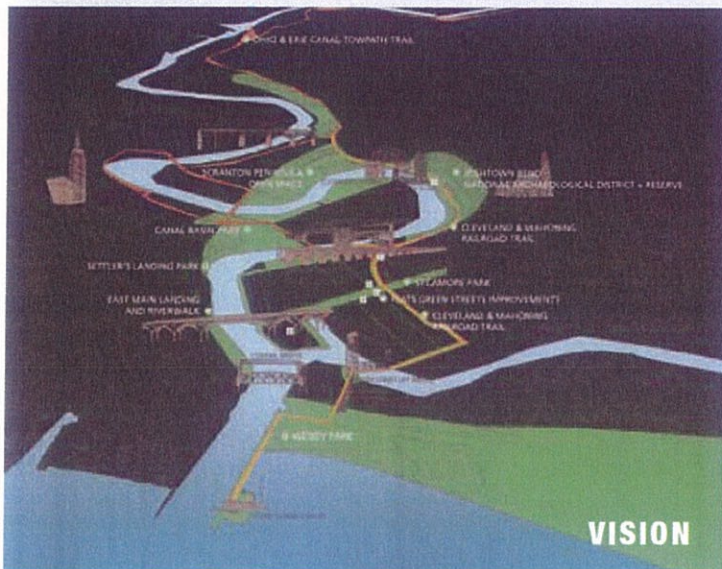


FUTURE POTENTIAL

Lake Link Trail

Artists: Conger Moss Guillard (SF)

Description: The Lake Link Trail and Greenway is a 1.3-mile abandoned railroad right-of-way in Cleveland's industrial river valley Flats neighborhood that is being transformed into a multi-modal trail and natural stormwater management system. This project is currently under construction.

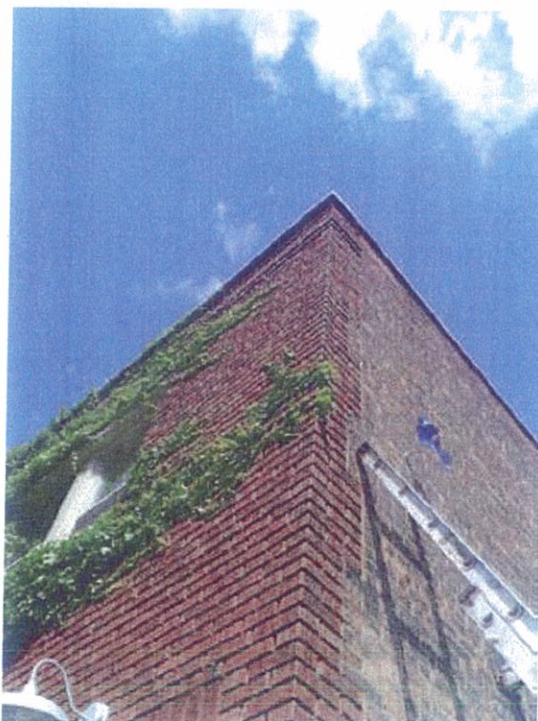


Edgewater Hill Blue Birds

Summer 2009

Artists: Mark A. Reigelman II (NYC)

Description: 35 blue birds were placed throughout Edgewater Hill, symbolizing the neighborhood's location on the Atlantic Flyway and helping create a sense of neighborhood identity.

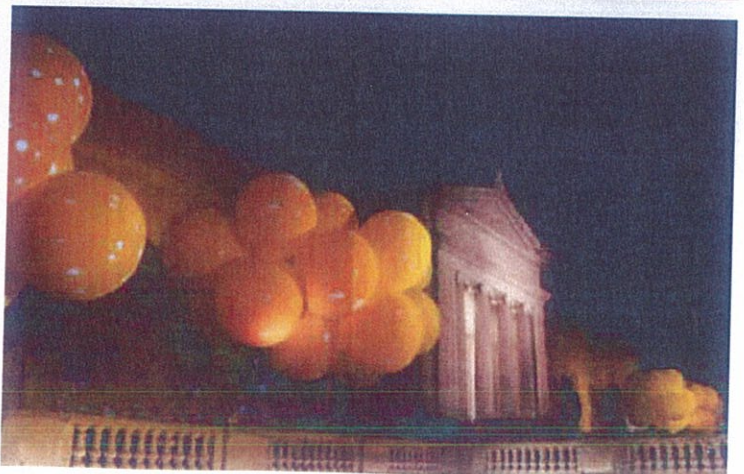
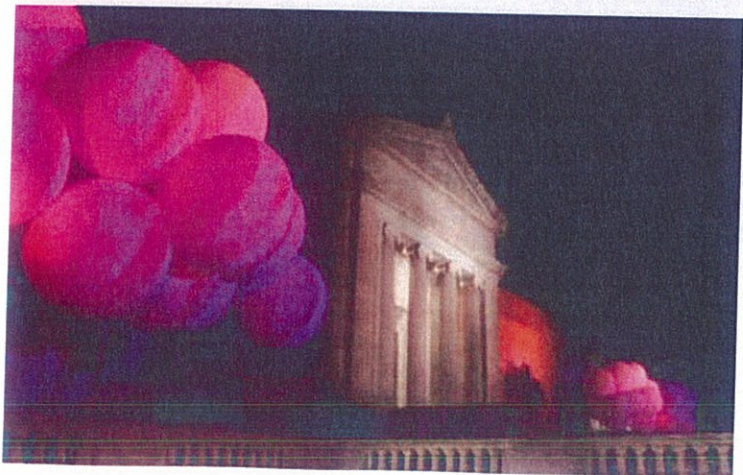
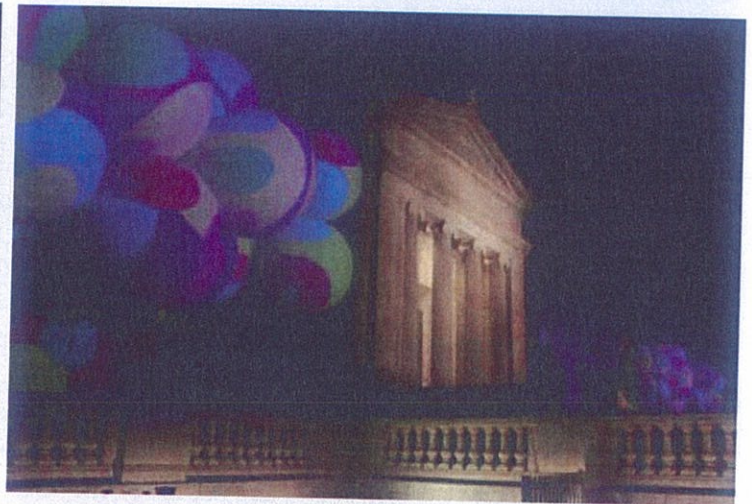
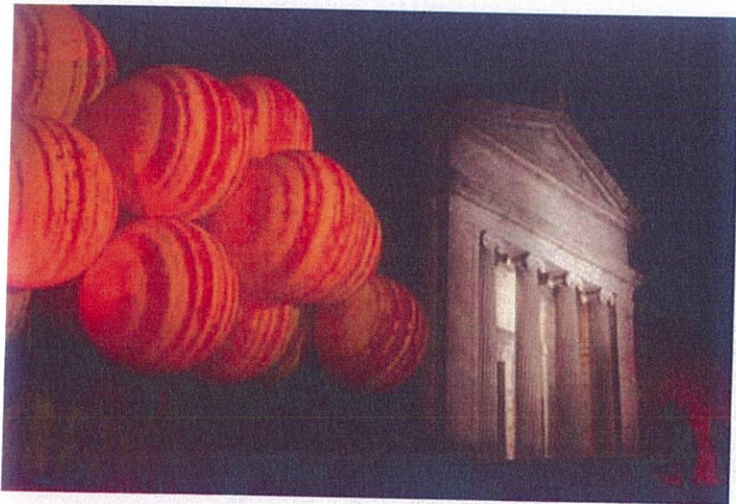
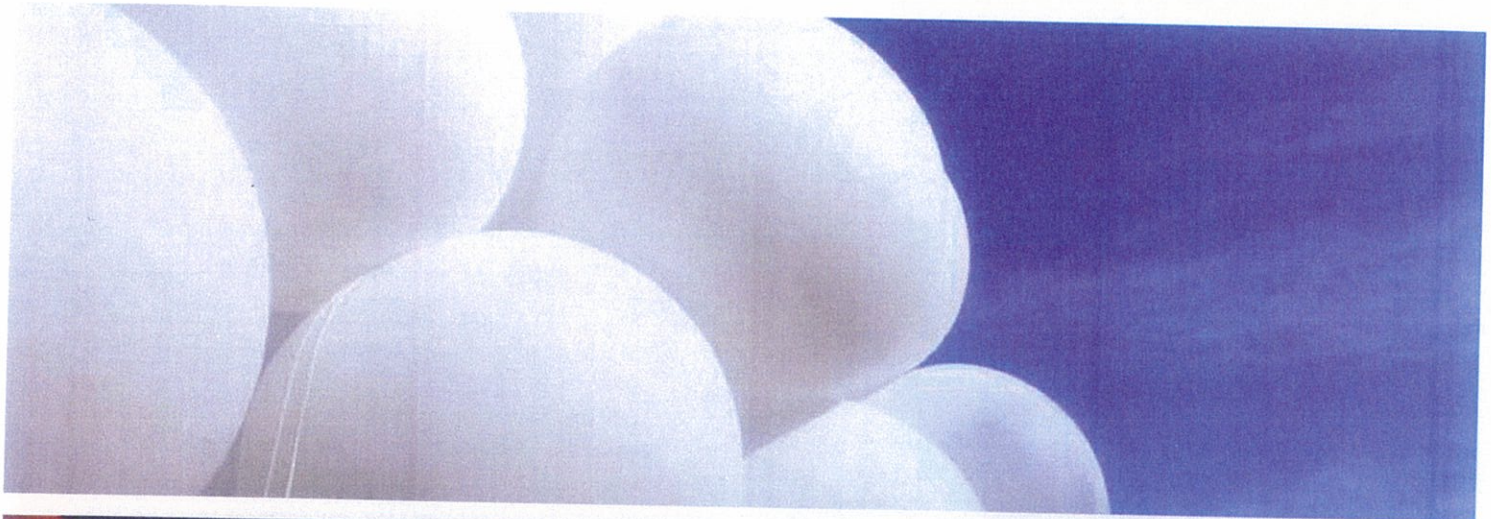


White Cloud

June 2010

Artists: Mark A. Reigelman II (NYC), Vincent Lighting (CLE)

Description: Commissioned for the Cleveland Museum of Art's annual Summer Solstice party, White Cloud consisted of nearly 100 weather balloons that appeared to float in front of the museum's entrance.



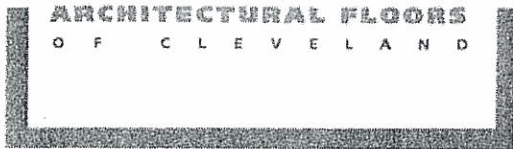
Park Programming

Annual Series

Artists: Various Cleveland artists & arts organizations

Description: Summer arts program created to deliver enriching experiences, through a variety of hands-on projects and events with activities including dance, drumming, soccer, painting, and more to underserved youth. Free park programming occurs in 10 city parks for 10 weeks each summer and engages more than 6,000 youth & families and over 200 artists.





September 9, 2015

Myron Scruggs
Cleveland Public Library
325 Superior Ave.
Cleveland, Ohio 44114

Re: Addison Branch, 6901 Superior Avenue

Dear Myron,

We are pleased to provide our proposal to furnish and install the following products and services.

Scope of Work and Cost of Services

- Move and replace furniture and stacks as necessary
- Removal and disposal of existing carpet tiles
- Minor floor prep included
- Furnish and install SCG carpet tile, style *Tempt*, color Charm
- Furnish and install SCG carpet tile, style *Tru Colours*, colors Black, Regal Red, and Marina
 - Children's Area

Base Bid Labor & Material \$25,550.00

Attic Stock

- 6 cartons *Tempt*, color Charm **\$706.00**
- 1 carton each *Tru Colours*-Black, Regal Red and Marina (\$184 each x 3) **\$552.00**

/ \$26,808

Notes:

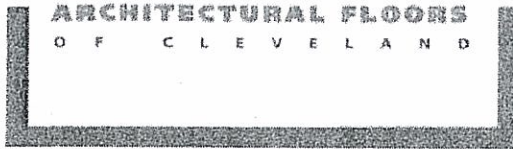
- Work to commence after library hours; estimating 4 phases
- Tax exempt status
- All packing to be completed by customer

Please review and advise. We appreciate the opportunity to be of service.

Sincerely,
Architectural Floors of Cleveland

Jennifer Bridell
Account Manager

Your Commercial Flooring Solutions Provider



September 9, 2015

Myron Scruggs
 Cleveland Public Library
 325 Superior Ave.
 Cleveland, Ohio 44114

Re: Rockport Branch, 4421 W. 140th Street

Dear Myron,

We are pleased to provide our proposal to furnish and install the following products and services.

Scope of Work and Cost of Services

- Move and replace furniture and stacks as necessary
- Removal and disposal of existing carpet tiles
- Minor floor prep included
- Furnish and install SCG carpet tile, style *Captivate*, color Lagoon
- Furnish and install SCG carpet tile, style *Tru Colours*, colors Cactus, Autumn Gold and Deep Navy
 - Children's Area
- Furnish and install bound carpet base, style *Gradient*, color Sapphire Blue

Base Bid Labor & Material. \$31,384.00

Attic Stock

- 7 cartons Captivate, color Lagoon **\$877.00**
- 1 carton each Tru Colours-Cactus, Autumn Gold and Deep Navy
 (\$184 each x 3) **\$552.00**

/ 32,813

Notes:

- Work to commence after library hours; estimating 4 phases
- Tax exempt status
- All packing to be completed by customer

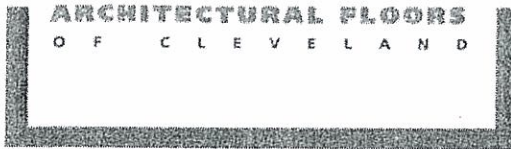
Floor Condition Disclaimer: Loose and unstable 9"x9" VAT exists under the carpet. There will be an added cost to correct the issue which would include removal, patching uneven areas and skim coating old mastic.

Please review and advise. We appreciate the opportunity to be of service.

Sincerely,
 Architectural Floors of Cleveland

Jennifer Bridell
 Account Manager

Your Commercial Flooring Solutions Provider



September 9, 2015

Myron Scruggs
Cleveland Public Library
325 Superior Ave.
Cleveland, Ohio 44114

Re: **West Park Branch, 3805 W. 157th St.**

Dear Myron,

We are pleased to provide our proposal to furnish and install the following products and services.

Scope of Work and Cost of Services

- Move and replace furniture and stacks as necessary
- Removal and disposal of existing carpet tiles
- Minor floor prep included
- Furnish and install SCG carpet tile, style *Intrigue*, color Stealth
- Furnish and install SCG carpet tile, style *Tru Colours*, colors Suede, Black and Flannel
 - Children's Area
- Furnish and install bound carpet base, style *Gradient*, color Total Eclipse

Base Bid Labor & Material \$29,808.00

Attic Stock

- 6 cartons Intrigue, color Stealth **\$751.00**
- 1 carton each Tru Colours-Suede, Black and Flannel (\$184 each x 3) **\$552.00**

/ 31,111

Notes:

- Work to commence after library hours; estimating 4 phases
- Tax exempt status
- All packing to be completed by customer

Please review and advise. We appreciate the opportunity to be of service.

Sincerely,
Architectural Floors of Cleveland

Jennifer Bridell
Account Manager

Your Commercial Flooring Solutions Provider



August 3, 2015

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

PROPOSAL

PROJECT: ADDISON BRANCH – CARPET REPLACEMENT

Northern Flooring Specialists proposes to complete the following scope of work:

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

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

TOTAL PROJECT PRICING (TAX EXEMPT) \$ 23,000.00

TERMS: INVOICE AT COMPLETION

Northern Flooring Specialists
5281 W. 161st Street
Brook Park, OH 44142



August 3, 2015

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

PROPOSAL

PROJECT: ROCKPORT BRANCH – CARPET REPLACEMENT

Northern Flooring Specialists proposes to complete the following scope of work:

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

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

TOTAL PROJECT PRICING (TAX EXEMPT) \$ 34,000.00

TERMS: INVOICE AT COMPLETION

Northern Flooring Specialists
5281 W. 161st Street
Brook Park, OH 44142



August 3, 2015

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

PROPOSAL

PROJECT: WESTPARK BRANCH – CARPET REPLACEMENT

Northern Flooring Specialists proposes to complete the following scope of work:

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

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

TOTAL PROJECT PRICING (TAX EXEMPT) \$ 30,000.00

TERMS: INVOICE AT COMPLETION

Northern Flooring Specialists
5281 W. 161st Street
Brook Park, OH 44142

KILGORE CARPET CO.
 5405 Valley Belt Road
 Unit F
 Independence, OH 44131
 Office - (216) 881-7474
 Fax - (216) 661-2319

Proposal

Number: E2128

Date: 8/3/2015

Bill To:
 Myron Scruggs
 Cleveland Public Library
 Addison Branch
 6601 Superior Avenue
 Cleveland, OH, 44103
 U.S.A.

Ship To:
 Myron Scruggs
 Cleveland Public Library
 Addison Branch
 6601 Superior Avenue
 Cleveland, OH, 44103
 U.S.A.

PO Number	Terms	Sales Rep	Sales Territory	Ship Via	Code	New Carpet Tile Amount
Description						
Provide Shaw Charm #8429 Carpet Tile ; No carpet base needed ; Tru Colours - Black, Regal Red & Marina for Childrens Area @ 33.33% mix in checker board design. Installation & Shaw adhesives included.						\$28,095.00

Attic Stock material - as specified.

Overtime hours figured - Evening or Saturday work.

Demo of existing carpet included - Dumpster on site provided by Kilgore.

Furniture moving - by Kilgore Carpet & Integrity Installations. For - DVD/Display racks, Computer Study/Folding Tables, Seating, Desks, Break Room Furniture, plus misc. items. All computers, books, & DVD's to be removed by C.P.L. staff.

Floor prep - not included. This will be advised after demo of existing carpet and be an add to the contract.

Applicable tax - Not included.

THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE !

Any questions pertaining to this proposal please contact
 Jim Kilgore at the above # or Cell - 216-406-6189.
 Our Email address is kilgorefloor@sbcglobal.net

KILGORE CARPET COMPANY
 James C. Kilgore,
 President _____

ACCEPTED BY _____

DATE ____ / ____ / 2015

KILGORE CARPET CO.
 5405 Valley Belt Road
 Unit F
 Independence, OH 44131
 Office - (216) 881-7474
 Fax - (216) 661-2319

Proposal

Number: E2127
 Date: 8/3/2015

Bill To:
 Myron Scruggs
 Cleveland Public Library
 Rockport Branch
 4421 W 140 Street
 Cleveland, OH, 44135
 U.S.A.

Ship To:
 Myron Scruggs
 Cleveland Public Library
 Rockport Branch
 4421 W 140 Street
 Cleveland, OH, 44135
 U.S.A.

PO Number	Terms	Sales Rep	Sales Territory	Ship Via	Code	New Carpet Tile Amount
Description						
Provide Shaw Lagoon #54400 Carpet Tile ; Gradient (T.B.S.) 4.5" carpet base ; Tru Colours - Cactus, Autumn Gold & Deep Navy for Childrens Area @ 33.33% mix in checker board design. Installation & Shaw adhesives included.						\$34,500.00

Attic Stock material - as specified.

Overtime hours figured - Evening or Saturday work.

Demo of existing carpet included - Dumpster on site provided by Kilgore.

Furniture moving - by Kilgore Carpet & Integrity Installations. For - DVD/Display racks, Computer Study/Folding Tables, Seating, Desks, Break Room Furniture, plus misc. items. All computers, books, & DVD's to be removed by C.P.L. staff.

Floor prep - not included. This will be advised after demo of existing carpet and be an add to the contract.

Applicable tax - Not included.

THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE !

Any questions pertaining to this proposal please contact
 Jim Kilgore at the above # or Cell - 216-406-6189.
 Our Email address is kilgorefloor@sbcglobal.net

KILGORE CARPET COMPANY
 James C. Kilgore,
 President _____

ACCEPTED BY _____

DATE ____ / ____ / 2015

KILGORE CARPET CO.
 5405 Valley Belt Road
 Unit F
 Independence, OH 44131
 Office - (216) 881-7474
 Fax - (216) 661-2319

Proposal

Number: E2126
 Date: 8/3/2015

Bill To:
 Myron Scruggs
 Cleveland Public Library
 West Park Branch
 3805 W 157th Street
 Cleveland, OH, 44111
 U.S.A.

Ship To:
 Myron Scruggs
 Cleveland Public Library
 West Park Branch
 3805 W 157th Street
 Cleveland, OH, 44111
 U.S.A.

PO Number	Terms	Sales Rep	Sales Territory	Ship Via	Code	New Carpet Tile Amount
Description						
Provide Shaw Stealth #54595 Carpet Tile ; Gradient Total Eclipse 4.5" carpet base ; Tru Colours - Suede, Black & Flannel for Childrens Area @ 33.33% mix in checker board design. Installation & Shaw adhesives included.						\$37,210.00

Attic Stock material - as specified.

Overtime hours figured - Evening or Saturday work.

Demo of existing carpet included - Dumpster on site provided by Kilgore.

Furniture moving - by Kilgore Carpet & Integrity Installations. For - DVD/Display racks, Computer Study/Folding Tables, Seating, Desks, Break Room Furniture, plus misc. items. All computers, books, & DVD's to be removed by C.P.L. staff.

Floor prep - not included. This will be advised after demo of existing carpet and be an add to the contract.

Applicable tax - Not included.

THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE !

Any questions pertaining to this proposal please contact
 Jim Kilgore at the above # or Cell - 216-406-6189.
 Our Email address is kilgorefloor@sbcglobal.net

KILGORE CARPET COMPANY
 James C. Kilgore,
 President _____

ACCEPTED BY _____

DATE ____/____/2015

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD SEPTEMBER 1 – SEPTEMBER 30, 2015

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
 Revenues, Expenditures and Changes in Fund Balance
 For the Period Ending September 30, 2015

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	25,474,815.29	0.00	0.00	0.00	\$ 0.00	25,474,815.29
42 Intergovernmental	20,466,008.02	1,300,147.79	0.00	0.00	\$ 0.00	21,766,155.81
43 Fines & Fees	312,006.65	0.00	0.00	0.00	\$ 0.00	312,006.65
44 Investment Earnings	272,687.56	105,383.07	0.00	32,562.59	\$ 0.00	410,633.22
45 Charges for Services	303,682.45	3,773,854.76	0.00	0.00	\$ 0.00	4,077,537.21
46 Contributions & Donations	6,200.05	548,591.14	0.00	0.00	\$ 0.00	554,791.19
48 Miscellaneous Revenue	397,589.67	9,113.93	0.00	0.00	\$ 41,803.87	448,507.47
Total Revenues	\$ 47,232,989.69	\$ 5,737,090.69	\$ 0.00	\$ 32,562.59	\$ 41,803.87	\$ 53,044,446.84
51 Salaries/Benefits	26,244,950.92	2,125,376.61	0.00	0.00	\$ 0.00	28,370,327.53
52 Supplies	760,448.80	37,782.62	0.00	5,545.41	\$ 0.00	803,776.83
53 Purchased/Contracted Services	7,769,472.54	1,990,849.14	17,361.72	3,284.37	\$ 0.00	9,780,967.77
54 Library Materials	4,584,813.65	891,279.90	0.00	82,585.16	\$ 0.00	5,558,678.71
55 Capital Outlay	382,218.61	280,497.30	934,702.39	0.00	\$ 0.00	1,597,418.30
57 Miscellaneous Expenses	73,456.62	27,560.03	0.00	0.00	\$ 33,514.74	134,531.39
Total Expenditures	\$ 39,815,361.14	\$ 5,353,345.60	\$ 952,064.11	\$ 91,414.94	\$ 33,514.74	\$ 46,245,700.53
Revenue Over/(Under) Expenditures	\$ 7,417,628.55	\$ 383,745.09	\$(952,064.11)	\$(58,852.35)	\$ 8,289.13	\$ 6,798,746.31
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	0.00	0.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 7,417,628.55	\$ 383,745.09	\$(952,064.11)	\$(58,852.35)	\$ 8,289.13	\$ 6,798,746.31
Beginning Year Cash Balance	\$ 30,592,658.21	\$ 14,428,776.07	\$ 14,622,709.07	\$ 3,395,863.62	\$ 11,163.67	\$ 63,051,170.64
Current Cash Balance	\$ 38,010,286.76	\$ 14,812,521.16	\$ 13,670,644.96	\$ 3,337,011.27	\$ 19,452.80	\$ 69,849,916.95

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending September 30, 2015

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	21,008,530	16,267,299	4,741,231	77%	75%
General Property Tax	24,732,239	25,474,815	(742,576)	103%	101%
Rollback, Homestead, CAT	3,647,530	4,163,716	(516,187)	114%	56%
Federal Aid	34,993	34,993	-	100%	0%
Fines & Fees	399,000	312,007	86,993	78%	81%
Investment Earnings	313,492	272,688	40,804	87%	140%
Services to Others-Clevnet	303,182	303,682	(500)	100%	75%
Contributions	6,200	6,200	-	100%	118%
Miscellaneous	768,184	397,590	370,595	52%	63%
Return of Advances Out	0	0	0	0%	0%
Total	\$ 51,213,350	\$ 47,232,990	\$ 3,980,361	92%	85%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	36,145,731	26,339,392	9,806,339	73%	76%
Supplies	1,235,898	936,803	299,095	76%	75%
Purchased Services	12,523,362	9,834,675	2,688,687	79%	85%
Library Materials	10,428,341	7,522,305	2,906,036	72%	80%
Capital Outlay	1,152,841	515,370	637,472	45%	42%
Other	140,853	87,580	53,273	62%	81%
Sub Total	\$ 61,627,026	\$ 45,236,124	\$ 16,390,902	73%	78%
Advances Out	0	0	0	0%	100%
Transfers Out	0	0	0	0%	0%
Total	\$ 61,627,026	\$ 45,236,124	\$ 16,390,902	73%	78%

Note (1): Certificate from Cuyahoga County Budget Commission dated September 9, 2015.

Note (2): Subtotal Amended Appropriation of \$53,943,569 plus carried forward encumbrance of \$7,683,457.

Note (3): Subtotal includes 64% expended and 9% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending September 30, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	9,707,192.46	10,627,649.75	7,570,307.94	0.00	3,057,341.81
51120 Clerical Salaries	9,302,289.34	10,183,369.79	7,418,629.11	11,107.92	2,753,632.76
51130 Non-Clerical Salaries	1,252,878.27	1,369,969.76	975,586.23	0.00	394,383.53
51140 Buildings Salaries	3,735,097.03	4,079,586.64	2,861,271.25	0.00	1,218,315.39
51150 Other Salaries	466,003.38	528,542.37	365,485.71	0.00	163,056.66
51180 Severance Pay	0.00	146,227.65	171,211.74	0.00	(24,984.09)
51190 Non-Base Pay	62,441.07	78,323.45	388,454.79	0.00	(310,131.34)
51400 OPERS	3,432,794.08	3,761,210.05	2,745,283.35	1,555.15	1,014,371.55
51610 Health Insurance	3,778,911.10	4,163,736.41	3,061,985.15	0.00	1,101,751.26
51611 Dental Insurance	181,829.33	208,615.07	144,575.40	0.00	64,039.67
51612 Vision Insurance	13,332.29	14,079.29	10,569.12	0.00	3,510.17
51620 Life Insurance	12,074.65	13,804.80	9,312.00	0.00	4,492.80
51625 Short Term Disability Insurance	9,383.86	9,910.20	7,706.09	0.00	2,204.11
51630 Workers Compensation	208,631.74	554,085.43	222,844.50	70,440.03	260,800.90
51640 Unemployment Compensation	23,672.50	48,951.29	13,625.37	8,767.39	26,558.53
51650 Medicare - ER	311,377.84	343,349.89	256,154.95	661.16	86,533.78
51900 Other Benefits	12,451.12	14,318.85	21,948.22	1,909.04	(9,538.41)
Salaries/Benefits	\$32,510,360.06	\$ 36,145,730.69	\$ 26,244,950.92	\$ 94,440.69	\$ 9,806,339.08
52110 Office Supplies	40,480.84	50,529.63	26,038.18	1,957.20	22,534.25
52120 Stationery	51,733.11	59,894.14	26,606.77	2,909.14	30,378.23
52130 Duplication Supplies	30,188.73	35,358.52	22,015.01	95.00	13,248.51
52140 Hand Tools	531.96	600.00	475.94	0.00	124.06
52150 Book Repair Supplies	89,324.95	107,805.58	79,402.23	14,557.13	13,846.22
52210 Janitorial Supplies	88,881.65	102,398.29	76,975.11	6,895.86	18,527.32

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending September 30, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	80,370.29	77,876.95	44,878.56	10,017.93	22,980.46
52230	179,367.16	372,756.82	306,576.44	63,967.04	2,213.34
52240	22,165.00	37,284.55	23,951.90	3,709.00	9,623.65
52300	77,462.24	111,015.48	41,970.81	44,525.91	24,518.76
52900	239,780.97	280,377.66	111,557.85	27,719.81	141,100.00
Supplies	\$900,286.90	\$ 1,235,897.62	\$ 760,448.80	\$ 176,354.02	\$ 299,094.80
53100	106,000.00	137,535.01	49,400.39	23,304.37	64,830.25
53210	292,272.53	406,422.86	255,536.50	119,809.28	31,077.08
53230	89,464.00	109,472.45	69,691.64	30,592.46	9,188.35
53240	135,680.00	188,485.50	85,213.92	76,517.83	26,753.75
53310	488,787.20	650,709.75	167,186.69	104,151.97	379,371.09
53320	16,960.00	26,223.95	8,251.25	4,725.19	13,247.51
53340	162,705.76	270,787.86	143,918.31	44,872.16	81,997.39
53350	186,781.33	330,405.31	156,166.95	116,658.08	57,580.28
53360	275,595.61	330,980.65	203,799.96	900.02	126,280.67
53370	31,376.00	40,553.02	13,874.71	17,510.56	9,167.75
53380	584,272.00	745,795.21	648,146.31	97,648.90	0.00
53390	25,440.00	30,225.75	22,212.25	1,337.75	6,675.75
53400	372,095.61	495,813.00	320,543.19	144,999.36	30,270.45
53510	143,649.51	251,649.11	107,406.99	81,248.90	62,993.22
53520	51,982.40	70,763.72	31,507.41	13,941.37	25,314.94
53610	1,290,945.94	1,647,395.40	1,481,208.37	163,743.99	2,443.04
53620	619,807.43	696,090.10	131,185.17	101,113.35	463,791.58
53630	748,081.00	969,203.90	701,391.12	205,700.01	62,112.77

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending September 30, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	67,636.26	97,737.86	68,113.77	23,444.53	6,179.56
53710 Professional Services	1,030,021.46	2,101,232.83	666,218.92	440,947.51	994,066.40
53720 Auditors Fees	674,764.45	853,632.52	660,340.27	60,300.00	132,992.25
53730 Bank Service Charges	15,688.00	18,500.00	13,414.73	0.00	5,085.27
53800 Library Material Control	236,931.20	445,800.38	160,746.24	191,530.79	93,523.35
53900 Other Purchased Services	1,362,796.83	1,607,946.23	1,603,997.48	204.25	3,744.50
Purchased/Contracted Services	\$9,009,734.52	\$ 12,523,362.37	\$ 7,769,472.54	\$ 2,065,202.63	\$ 2,688,687.20
54110 Books	2,160,000.00	2,760,000.29	1,631,961.29	466,978.43	661,060.57
54120 Continuations	345,000.00	873,452.88	299,103.70	303,861.64	270,487.54
54210 Periodicals	793,400.00	1,237,224.31	222,188.52	752,216.82	262,818.97
54220 Microforms	77,000.00	230,857.20	39,447.24	125,267.00	66,142.96
54310 Video Media	1,665,000.00	1,922,262.49	1,150,384.98	444,619.03	327,258.48
54320 Audio Media - Spoken	136,000.00	153,789.04	89,289.71	38,421.60	26,077.73
54325 Audio Media - Music	363,000.00	517,904.42	257,558.03	182,956.26	77,390.13
54500 Database Services	501,000.00	1,077,246.31	458,985.80	120,331.75	497,928.76
54530 eMedia	596,918.00	1,345,557.00	378,353.89	460,561.93	506,641.18
54600 Interlibrary Loan	3,000.00	3,380.00	1,621.00	1,612.00	147.00
54710 Bookbinding	25,000.00	54,036.34	18,315.85	9,569.42	26,151.07
54720 Preservation Services	45,000.00	102,947.24	27,510.53	26,098.29	49,338.42
54730 Preservation Boxing	5,000.00	5,660.04	663.40	0.00	4,996.64
54790 Preservation Reformatting	130,000.00	144,023.44	9,429.71	4,996.91	129,596.82
Library Materials	\$6,845,318.00	\$ 10,428,341.00	\$ 4,584,813.65	\$ 2,937,491.08	\$ 2,906,036.27
55510 Furniture	115,866.70	265,513.16	115,238.54	55,788.50	94,486.12
55520 Equipment	171,575.35	340,216.98	132,617.99	42,340.85	165,258.14

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending September 30, 2015

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55530 Computer Hardware	213,111.80	319,769.10	105,749.74	31,008.74	183,010.62
55540 Software	149,653.35	224,542.20	25,812.34	4,013.13	194,716.73
55700 Motor Vehicles	0.00	2,800.00	2,800.00	0.00	0.00
Capital Outlay	\$650,207.20	\$ 1,152,841.44	\$ 382,218.61	\$ 133,151.22	\$ 637,471.61
57100 Memberships	50,085.40	67,109.62	54,663.04	6,921.52	5,525.06
57200 Taxes	9,182.40	13,035.72	8,609.90	4,199.16	226.66
57500 Refunds/Reimbursements	40,764.08	60,707.65	10,183.68	3,002.66	47,521.31
Miscellaneous Expenses	\$100,031.88	\$ 140,852.99	\$ 73,456.62	\$ 14,123.34	\$ 53,273.03
Advances	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$50,015,938.56	\$ 61,627,026.11	\$ 39,815,361.14	\$ 5,420,762.98	\$ 16,390,901.99

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending September 30, 2015

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	30,592,658.21	47,232,989.69	39,815,361.14	5,420,762.98	32,589,523.78
Total General Fund	\$ 30,592,658.21	\$ 47,232,989.69	\$ 39,815,361.14	\$ 5,420,762.98	\$ 32,589,523.78
201 Anderson	260,376.72	1,159.85	0.00	0.00	261,536.57
202 Endowment for the Blind	2,045,936.62	11,453.91	0.00	0.00	2,057,390.53
203 Founders	5,922,184.85	257,674.22	292,130.42	311,596.12	5,576,132.53
204 Kaiser	55,406.44	0.00	0.00	0.00	55,406.44
205 Kraley	183,286.36	1,739.01	9,485.03	2,434.24	173,106.10
206 Library	173,927.60	10,949.89	6,945.40	1,912.45	176,019.64
207 Pepke	118,840.00	2,600.49	0.00	0.00	121,440.49
208 Wickwire	1,316,624.63	10,831.82	14,525.45	11,821.89	1,301,109.11
209 Wittke	81,572.76	0.00	0.00	0.00	81,572.76
210 Young	3,784,783.65	50,022.78	50,734.47	13,488.02	3,770,583.94
225 Friends	0.00	23,000.00	10,990.00	5,640.00	6,370.00
226 Judd	7,568.18	162,744.53	121,863.70	18,832.07	29,616.94
228 Lockwood Thompson Memorial	180,103.77	85,108.09	163,703.67	50,403.63	51,104.56
229 Ohio Center for the Book	0.00	900.00	900.00	0.00	0.00
230 Schweinfurth	63,795.29	44,903.55	45,612.54	8,638.00	54,448.30
231 CLEVNET	0.00	3,773,854.76	3,186,746.04	714,671.50	(127,562.78)
251 OLBPD-Library for the Blind	0.00	1,156,140.00	1,165,169.72	29,905.87	(38,935.59)
252 LSTA-Know It Now	43,626.78	88,007.79	104,576.35	0.00	27,058.22
254 MyCom	95,000.00	56,000.00	96,759.17	17,280.51	36,960.32
256 Learning Centers	95,742.42	0.00	83,203.64	12,538.78	0.00
Total Special Revenue Funds	\$ 14,428,776.07	\$ 5,737,090.69	\$ 5,353,345.60	\$ 1,199,163.08	\$ 13,613,358.08
401 Building & Repair	14,622,709.07	0.00	952,064.11	1,443,412.80	12,227,232.16
Total Capital Project Funds	\$ 14,622,709.07	\$ 0.00	\$ 952,064.11	\$ 1,443,412.80	\$ 12,227,232.16

Cleveland Public Library
 Revenue, Expenditures and Changes in Fund Balances
 For the Period Ending September 30, 2015

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501 Abel	221,027.87	4,901.19	750.00	3,959.90	221,219.16
502 Ambler	2,101.20	0.00	0.00	0.00	2,101.20
503 Beard	130,822.20	2,654.87	5,368.00	582.00	127,527.07
504 Klein	4,974.03	0.00	0.00	0.00	4,974.03
505 Malon/Schroeder	271,840.33	56.64	3,427.78	448.56	268,020.63
506 McDonald	173,934.62	(743.58)	0.00	0.00	173,191.04
507 Ratner	84,450.89	1,922.56	0.00	0.00	86,373.45
508 Root	36,312.49	0.00	0.00	0.00	36,312.49
509 Sugarman	187,978.84	621.57	0.00	0.00	188,600.41
510 Thompson	153,931.01	3,045.51	9,850.00	0.00	147,126.52
511 Weidenthal	6,171.99	0.00	0.00	0.00	6,171.99
512 White	2,041,779.46	19,870.03	72,019.16	785.00	1,988,845.33
513 Beard Anna Young	80,538.69	233.80	0.00	0.00	80,772.49
Total Permanent Funds	\$ 3,395,863.62	\$ 32,562.59	\$ 91,414.94	\$ 5,775.46	\$ 3,331,235.81
901 Unclaimed Funds	11,163.67	665.07	14.77	0.00	11,813.97
905 CLEVNET Fines & Fees	0.00	41,138.80	33,499.97	0.00	7,638.83
Others	\$ 11,163.67	\$ 41,803.87	\$ 33,514.74	\$ 0.00	\$ 19,452.80
Total All Funds	\$ 63,051,170.64	\$ 53,044,446.84	\$ 46,245,700.53	\$ 8,069,114.32	\$ 61,780,802.63

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending September 30, 2015

Balance of All Funds	\$ 69,849,916.95
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	3,272,394.03
KeyBank - Merchant Acct	14,174.84
KeyBank - FSA Account	5,609.80
Petty Cash	330.00
Change Fund	4,640.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	\$ 3,297,404.19
PNC - Money Market	10,042.03
PNC - Investments	40,166,487.24
PNC - Investments Money Market	53,001.11
STAR Ohio Investment	29,964.40
STAR Plus Program	10,317,435.33
Investments	\$ 50,576,930.11
PNC- Endowment Account	15,975,582.65
Endowment Account	\$ 15,975,582.65
Cash in Banks and On Hand	\$ 69,849,916.95

Total portfolio value

Total portfolio value on September 30	\$20,228,503.26
Total portfolio value on July 1	21,211,240.34
Total change in value	- \$982,737.08

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 for your account if you have objected to such disclosure. Should you have any questions or concerns, do not hesitate to contact your administrative officer.

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NOTICE OF LIMITATION OF LIABILITY - Trust Accounts

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

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

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

About your account

The PNC Financial Services Group, Inc. ("PNC") uses the marketing name PNC Institutional Asset ManagementSM for the various discretionary and non-discretionary institutional investment activities conducted by PNC Bank, National Association ("PNC Bank"), which is a Member FDIC, and investment management activities conducted by PNC Capital Advisors, LLC, a registered investment adviser ("PNC Capital Advisors"). PNC Bank uses the marketing name PNC Institutional Advisory SolutionsSM to provide discretionary investment management, trustee, and other related services. Standalone custody, escrow, and directed trustee services; FDIC-insured banking products and services; and lending of funds are also provided through PNC Bank. PNC does not provide legal, tax, or accounting advice unless, with respect to tax advice, PNC Bank has entered into a written tax services agreement. PNC does not provide services in any jurisdiction in which it is not authorized to conduct business. PNC Bank is not registered as a municipal advisor under the Dodd-Frank Wall Street Reform and Consumer Protection Act ("Act"). Investment management and related products and services provided to a "municipal entity" or "obligated person" regarding "proceeds of municipal securities" (as such terms are defined in the Act) will be provided by PNC Capital Advisors. "Vested Interest" is a registered trademark and "PNC Institutional Asset Management," "PNC Retirement Solutions," and "PNC Institutional Advisory Solutions" are service marks of The PNC Financial Services Group, Inc.

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.

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 Investment Professional 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. Not a Deposit. 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.

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Summary

Portfolio value

	Principal	Total
Income		
Income on September 30	\$195,779.19	\$20,228,503.26
Income on July 1	125,056.24	21,211,240.34
Change in value	\$70,722.95	-\$982,737.08

Portfolio value by asset class

	Value Sep. 30	Value Jul. 1	Change in value	Tax cost*
Income				
Cash and cash equivalents	\$195,779.19	\$125,056.24	\$70,722.95	\$195,779.19
Principal				
Cash and cash equivalents	\$333,871.17	\$264,633.21	\$69,237.96	\$333,871.17
Fixed income	6,147,343.58	6,150,831.38	-3,487.80	6,118,924.58
Equities	13,551,509.32	14,670,719.51	-1,119,210.19	10,004,727.03
Total	\$20,228,503.26	\$21,211,240.34	-\$982,737.08	\$16,653,301.97

* 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, 2015
Beginning account value	\$21,251,947.49	\$21,213,132.53
Additions		
Investment income	\$84,949.97	\$239,456.90
Other receipts	2,195.30	7,782.97
Disbursements		
Fees and charges	-\$14,227.02	-\$43,677.71
Other disbursements	- 25.00	- 630,075.00
Change in value of investments	- 1,055,630.33	- 515,871.46
Net accrued income	2,758.34	1,220.52
Ending account value	<u>\$20,271,968.75</u>	<u>\$20,271,968.75</u>

Investment income summary

	This period	From Jan. 1, 2015
Income-cash and cash equivalents	\$11.42	\$44.99
Interest-fixed income	30,432.86	98,330.64
Dividends-equities	54,505.69	141,081.27
Total	<u>\$84,949.97</u>	<u>\$239,456.90</u>

Gain/loss summary

	Net realized gain/loss	Net unrealized gain/loss*
	This period	Since acquisition
Fixed income	-\$5,364.20	\$28,419.00
Equities	257,176.57	3,546,782.29
Total	<u>\$251,812.37</u>	<u>\$3,575,201.29</u>

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

Accrued income summary

Accrued income on September 30	\$43,465.49
Accrued income on July 01	40,707.15
Net accrued income	<u>\$2,758.34</u>

	Estimated annual income	Accrued income this period
	\$52.97	\$4.13
	129,697.72	30,194.78
	222,495.16	13,266.58
Total	<u>\$352,245.85</u>	<u>\$43,465.49</u>

Summary

Transaction summary - measured by cash balance

	Income	
	This period	From Jan. 1, 2015
Beginning cash balance	\$1,337.90	\$0.00
Additions		
Investment income	\$84,949.97	\$239,456.90
Sales and maturities	-	214,294.23
Transfers within account	-	-
Other receipts	-	-
Disbursements		
Purchases	-\$72,060.85	-\$182,706.23
Transfers within account	-	-227,367.19
Fees and charges	-14,227.02	-43,677.71
Other disbursements	-	-
Ending cash balance	\$0.00	\$0.00
Change in cash	-\$1,337.90	-

	Principal	
	This period	From Jan. 1, 2015
Beginning tax cost	-\$1,337.90	\$0.00
Additions		
Purchases	1,951,340.68	6,556,737.01
Securities received	-	227,367.19
Disbursements	2,195.30	7,782.97
Sales	-\$1,952,173.08	-\$6,161,812.17
Securities delivered	-	-
Change in cash	-25.00	-630,075.00
Ending tax cost	\$0.00	\$0.00
Change in cash	\$1,337.90	-

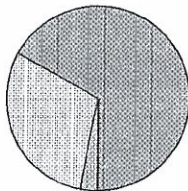
Transaction summary - measured by tax cost

	This period	From Jan. 1, 2015
Beginning tax cost	\$16,328,596.35	\$16,467,636.99
Additions		
Purchases	\$2,024,233.93	\$6,344,518.40
Securities received	-	107,899.03
Disbursements	-	-
Sales	-\$1,699,528.31	-\$6,158,850.59
Securities delivered	-	-107,901.86
Change in cash	-	-
Ending tax cost	\$16,653,301.97	\$16,653,301.97

Analysis

Asset allocation

	Sep. 30, 2015
Cash and cash equivalents	2.62 %
Mutual funds	2.62 %
Fixed income	30.39 %
Corporate	14.67 %
US treasury	13.41 %
Agency	2.06 %
Mortgages	0.25 %
Equities	66.99 %
Stock	36.88 %
Etf's	9.41 %
Mutual funds	20.71 %



Equity sectors

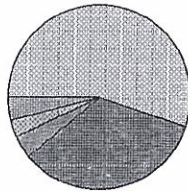
	Market value	% of equities	% of total portfolio
Industrials	\$990,927.50	13.29 %	4.90 %
Consumer discretionary	1,194,300.90	16.01 %	5.91 %
Consumer staples	771,269.10	10.34 %	3.81 %
Energy	329,986.80	4.42 %	1.63 %
Financial	1,278,962.45	17.15 %	6.32 %
Materials	242,027.30	3.25 %	1.20 %
Information technology	1,263,635.70	16.94 %	6.25 %
Utilities	136,294.20	1.83 %	0.67 %
Health care	1,122,569.60	15.05 %	5.55 %
Telecommunication services	129,224.70	1.73 %	0.64 %
Total	\$7,459,198.25	100.00 %	36.88 %

Analysis

Bond analysis

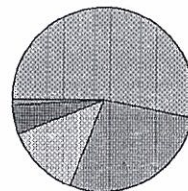
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$3,399,959.83	55.31 %	16.81 %
Moody's Aa1	210,620.60	3.43 %	1.04 %
Moody's Aa2	200,572.05	3.26 %	0.99 %
Moody's Aa3	237,232.10	3.86 %	1.17 %
Other	2,098,959.00	34.14 %	10.38 %



Maturity schedule

Market value (% of bonds maturing in)	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	12.70 %	\$120,520.05 (15.43 %)	\$660,448.30 (84.57 %)	-	-
1 - 5 years	52.80 %	1,568,138.96 (48.32 %)	1,677,388.10 (51.68 %)	-	-
6 - 10 years	28.34 %	1,274,283.60 (73.14 %)	467,965.70 (26.86 %)	-	-
11 - 15 years	1.32 %	5,044.15 (6.22 %)	76,007.62 (93.78 %)	-	-
16 or more years	4.84 %	-	247,073.78 (83.04 %)	-	50,473.32 (16.96 %)



Detail

Portfolio - income

Cash and cash equivalents
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
	Quantity	Price per unit								
PNC TREASURY MONEY MARKET FUND #431	\$57,149.47	\$97,436.90	\$1,0000	0.49%	\$97,436.90	\$1,000		0.01%	\$9.74	\$0.65
21-75-073-4453885										
PNC TREASURY MONEY MARKET FUND #431	66,568.87	98,342.29	1,0000	0.49%	98,342.29	1,000		0.02%	9.84	0.76
PNC CAPITAL ADVISORS PNC TREASURY MONEY MARKET FUND #431			1,0000	0.01%						0.08
Total mutual funds - money market			\$195,779.19	0.97%	\$195,779.19			0.01%	\$19.58	\$1.49
Total cash and cash equivalents			\$195,779.19	0.97%	\$195,779.19			0.01%	\$19.58	\$1.49

Detail

Portfolio - principal

Cash and cash equivalents
Mutual funds - money market

Description	Market value last period		Current market value	% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit						
PNC TREASURY MONEY MARKET FUND #431	141,939.990	\$141,939.99	\$1,0000	0.71 %	\$141,939.99	0.02 %	\$14.20	\$1.17
21-75-073-4453885					\$1.00			
PNC TREASURY MONEY MARKET FUND #431	26,610.060	26,610.06	1.0000	0.14 %	26,610.06	0.01 %	2.66	0.17
PNC CAPITAL ADVISORS					1.00			
PNC TREASURY MONEY MARKET FUND #431	126,142.10	165,321.12	1.0000	0.82 %	165,321.12	0.01 %	16.53	1.30
PCA ADVANTAGE PORTFOLIO	165,321.120	165,321.12	1.0000		1.00			
Total mutual funds - money market			\$333,871.17	1.65 %	\$333,871.17	0.01 %	\$33.39	\$2.64
Total cash and cash equivalents			\$333,871.17	1.65 %	\$333,871.17	0.01 %	\$33.39	\$2.64

Detail

**Fixed income
 Corporate bonds**

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
AMERICAN HONDA FINANCE UNSC	25,097.25	25,075.00	25,000	25,075.00	100.3000	0.13 %	25,000.00	100.00	75.00	0.78 %	195.35	46.67
VAR % DUE 10/07/2016 RATING: A1 (02665WAA9) PNC CAPITAL ADVISORS	25,169.50	25,174.50	25,000	25,174.50	100.6980	0.13 %	24,953.75	99.82	220.75	2.24 %	562.50	71.88
AMERICAN HONDA FINANCE SER MTN UNSC RATING: A1 (02665WAH4) PNC CAPITAL ADVISORS	35,767.90	35,648.55	35,000	35,648.55	101.8530	0.18 %	34,879.60	99.66	768.95	3.64 %	1,295.00	597.14
AMERIPRISE FINANCIAL INC UNSC RATING: A3 (03076CAG1) PNC CAPITAL ADVISORS	25,587.75	25,344.50	25,000	25,344.50	101.3780	0.13 %	25,291.00	101.16	53.50	3.65 %	925.00	154.17
ANHEUSER-BUSCH INBEV FIN COGT RATING: A2 (03524BAE6) PNC CAPITAL ADVISORS	66,963.40	67,842.60	70,000	67,842.60	96.9180	0.34 %	68,534.70	97.91	- 692.10	2.48 %	1,680.00	690.67
APPLE INC UNSC RATING: AA1 (037833AK6) PNC CAPITAL ADVISORS												

Detail

Fixed income
 Corporate bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
BERKSHIRE HATHAWAY INC	26,862.25	26,758.75	25,000	26,758.75	107.0350	0.14 %	25,836.05	103.34	922.70	3.51 %	937.50	119.79
SR UNSEC												
03.750% DUE 08/15/2021												
RATING: AA2												
(084670BC1)												
PNC CAPITAL ADVISORS												
PROGRESS ENERGY CAROLINA	22,288.60	22,274.80	20,000	22,274.80	111.3740	0.12 %	19,981.60	99.91	2,293.20	4.76 %	1,060.00	223.78
1ST MTG												
05.300% DUE 01/15/2019												
RATING: AA2												
(144141CZ9)												
PNC CAPITAL ADVISORS												
CATERPILLAR INC	26,656.25	26,927.75	25,000	26,927.75	107.7110	0.14 %	26,025.25	104.10	902.50	3.63 %	975.00	335.83
SR UNSEC												
03.900% DUE 05/27/2021												
RATING: A2												
(149123BV2)												
PNC CAPITAL ADVISORS												
CATHOLIC HEALTH INITIATI	14,977.80	14,959.20	15,000	14,959.20	99.7280	0.08 %	14,995.65	99.97	-36.45	1.61 %	240.00	100.00
SECURED												
01.600% DUE 11/01/2017												
RATING: A2												
(14916RAB0)												
PNC CAPITAL ADVISORS												
CHEVRON CORP	19,914.40	19,919.80	20,000	19,919.80	99.5990	0.10 %	20,000.00	100.00	-80.20	1.11 %	220.80	71.15
SR UNSEC CALL 11/5/17 @100												
01.104% DUE 12/05/2017												
RATING: AA1												
(166764AA8)												
PNC CAPITAL ADVISORS												



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT

Account number 21-75-501-4453885
July 1, 2015 - September 30, 2015

Detail

Fixed income
Corporate bonds

Description (CUSIP)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
RABOBANK NEDERLAND UTREC	15,493.95	15,416.10	15,000	15,416.10	102.7740	0.08 %	15,478.90	103.19	- 62.80	3.29 %	506.25	101.25
ISIN US21686CAD20 SEDOL BSMKX70 03.375% DUE 01/19/2017 RATING: AA2 (21686CAD2)												
PNC CAPITAL ADVISORS												
CORNING INC	14,989.95	15,012.90	15,000	100.0860		0.08 %	14,986.05	99.91	26.85	1.50 %	225.00	201.87
UNSC 01.500% DUE 05/08/2018 RATING: A3 (219350BA2)												
PNC CAPITAL ADVISORS												
JOHN DEERE CAPITAL CORP	27,613.75	27,344.00	25,000	109.3760		0.14 %	24,923.50	99.69	2,420.50	4.90 %	1,337.50	661.32
SR UNSECURED SER MTN 05.350% DUE 04/03/2018 RATING: A2 (24422EQR3)												
PNC CAPITAL ADVISORS												
JOHN DEERE CAPITAL CORP	24,997.75	25,002.00	25,000	100.0080		0.13 %	25,000.00	100.00	2.00	0.33 %	80.76	8.30
SERIES MTN SR UNSECD VAR % DUE 02/25/2016 RATING: A2 (24422ESJ9)												
PNC CAPITAL ADVISORS												
WALT DISNEY COMPANY	22,235.40	22,023.20	20,000	110.1160		0.11 %	24,573.00	122.87	- 2,549.80	5.34 %	1,175.00	345.97
NTS SERIES B 05.875% DUE 12/15/2017 RATING: A2 (25468PCB0)												
PNC CAPITAL ADVISORS												

Detail

Fixed income
 Corporate bonds

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current					
FLORIDA POWER & LIGHT	24,508.50	24,787.50	24,787.50	39,367.65	0.13 %	854.80	2.78 %	687.50	229.17
CALL 12/01/2022 @ 100.000 MORT	25,000	99.1500	99.1500	112.4790					
02.750% DUE 06/01/2023									
RATING: AA2									
(341081FJ1)									
PNC CAPITAL ADVISORS									
GENERAL ELEC CAP CORP	38,348.10	39,367.65	39,367.65	112.4790	0.20 %	850.40	4.14 %	1,627.50	741.42
SR UNSEC	35,000	112.4790	112.4790						
04.650% DUE 10/17/2021									
RATING: A1									
(3696265J9)									
PNC CAPITAL ADVISORS									
GENERAL ELEC CAP CORP	20,080.60	20,606.60	20,606.60	103.0330	0.11 %	510.80	3.06 %	630.00	42.00
SR UNSEC	20,000	103.0330	103.0330						
03.150% DUE 09/07/2022									
RATING: A1									
(3696266F6)									
PNC CAPITAL ADVISORS									
GEORGIA POWER COMPANY	22,110.60	21,995.00	21,995.00	109.9750	0.11 %	-70.80	4.92 %	1,080.00	360.00
NOTES	20,000	109.9750	109.9750						
05.400% DUE 06/01/2018									
RATING: A3									
(373334JK8)									
PNC CAPITAL ADVISORS									
GILEAD SCIENCES INC	32,765.10	32,509.20	32,509.20	108.3640	0.17 %	-362.40	4.07 %	1,320.00	440.00
SR UNSEC CALL 09/01/21 @ 100	30,000	108.3640	108.3640						
04.400% DUE 12/01/2021									
RATING: A3									
(375558AU7)									
PNC CAPITAL ADVISORS									

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit						
GLAXOSMITHKLINE CAPITAL ISIN US377373AD71 SEDOL B84G0G5 02.850% DUE 05/08/2022 RATING: A2 (377373AD7)	24,781.00	24,956.75	25,000	24,956.75	99.8270	0.13 %	24,679.25	277.50	2.86 %	712.50	283.02
PNC CAPITAL ADVISORS					98.72						
GOLDMAN SACHS GROUP INC SR UNSEC 05.750% DUE 01/24/2022 RATING: A3 (38141G6S7)	22,749.40	22,953.80	20,000	114,7690		0.12 %	23,102.20	- 148.40	5.02 %	1,150.00	214.03
PNC CAPITAL ADVISORS					115.51						
GOOGLE INC SR UNSEC 03.625% DUE 05/19/2021 RATING: AA2 (38259PAB8)	32,142.00	32,200.80	30,000	107,3360		0.16 %	33,118.00	- 917.20	3.38 %	1,087.50	398.75
PNC CAPITAL ADVISORS					110.39						
HSBC HOLDINGS PLC SR UNSEC ISIN US404280AK50 SEDOL B61GQ88 05.100% DUE 04/05/2021 RATING: A1 (404280AK5)	39,015.20	38,755.50	35,000	110,7300		0.20 %	37,869.50	886.00	4.61 %	1,785.00	872.67
PNC CAPITAL ADVISORS					108.20						
HOME DEPOT INC CALL 05/01/2022 @ 100.000 UNSC 02.625% DUE 06/01/2022 RATING: A2 (437076BG6)	19,670.20	19,991.40	20,000	99,9570		0.10 %	19,926.40	65.00	2.63 %	525.00	175.00
PNC CAPITAL ADVISORS					99.63						

Detail

**Fixed income
Corporate bonds**

Description (Cusip.)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
INTEL CORP	29,331.90	29,477.10	29,477.10	98.2570	0.15 %	28,404.00	94.68	1,073.10	2.75 %	810.00	238.50
SR UNSECD 02.700% DUE 12/15/2022 RATING: A1	30,000	98.2570	29,477.10	98.2570							
(458140AM2) PNC CAPITAL ADVISORS											
JPMORGAN CHASE & CO NOTES 04.625% DUE 05/10/2021 RATING: A3	43,266.00	43,550.40	43,550.40	108.8760	0.22 %	45,404.20	113.51	- 1,853.80	4.25 %	1,350.00	724.58
(46625HHZ6) PNC CAPITAL ADVISORS											
JOHNSON & JOHNSON SR NTS 05.150% DUE 07/15/2018 RATING: AAA	50,000.85	49,866.75	49,866.75	110.8150	0.25 %	51,646.05	114.77	- 1,779.30	4.65 %	2,317.50	489.25
(478160AU8) PNC CAPITAL ADVISORS											
MASTERCARD INC UNSC 03.375% DUE 04/01/2024 RATING: A2	15,311.40	15,333.75	15,333.75	102.2250	0.08 %	15,023.55	100.16	310.20	3.31 %	506.25	253.13
(57636QAB0) PNC CAPITAL ADVISORS											
MERRILL LYNCH & CO NOTES SERIES MTN 06.875% DUE 04/25/2018 RATING: BAA1	16,945.20	16,764.60	16,764.60	111.7640	0.09 %	16,275.00	108.50	489.60	6.16 %	1,031.25	446.87
(59018YN64) PNC CAPITAL ADVISORS											

Detail

**Fixed income
 Corporate bonds**

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
ORACLE CORP	25,371.50	25,482.00	25,482.00	101.9280	0.13 %	25,141.25	100.57	340.75	2.34 %	593.75	125.35
UNSC	25,000	101.9280	101.9280								
02.375% DUE 01/15/2019											
RATING: A1											
[68389XA08]											
PNC CAPITAL ADVISORS											
PECO ENERGY CO	10,984.80	10,929.30	10,929.30		0.06 %	9,983.20	99.83	946.10	4.90 %	535.00	44.58
1ST REF MORT	10,000	109.2930	109.2930								
05.350% DUE 03/01/2018											
RATING: AA3											
[693004AL1]											
PNC CAPITAL ADVISORS											
PACIFICORP	26,566.75	26,718.50	26,718.50		0.14 %	27,752.65	111.01	- 1,034.15	3.61 %	962.50	283.40
1ST MTG CALL 03/15/21 @ 100	25,000	106.8740	106.8740								
03.850% DUE 06/15/2021											
RATING: A1											
[695114CM8]											
PNC CAPITAL ADVISORS											
PEPSICO INC	34,911.45	35,173.60	35,173.60		0.18 %	34,819.55	99.48	354.05	2.74 %	962.50	69.51
SR UNSEC	35,000	100.4960	100.4960								
02.750% DUE 03/05/2022											
RATING: A1											
[713448BY3]											
PNC CAPITAL ADVISORS											
PROCTER & GAMBLE CO	50,992.50	50,452.50	50,452.50		0.25 %	57,065.00	114.13	- 6,612.50	4.81 %	2,425.00	714.03
BDS	50,000	100.9050	100.9050								
04.850% DUE 12/15/2015											
RATING: AA3											
[742718BZ1]											
PNC CAPITAL ADVISORS											

Detail

**Fixed income
 Corporate bonds**

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit							
SHERWIN-WILLIAMS CO CALL 05/01/2025 @ 100.000 UNSC 03.450% DUE 08/01/2025 RATING: A2 (824348AR7) PNC CAPITAL ADVISORS	45,000	45,625.05	101,3890	45,045.45	0.23 %	100.10	579.60	3.41 %	1,552.50	263.06	
SIMON PROPERTY GROUP LP UNSC 03.375% DUE 10/01/2024 RATING: A2 (828807CS4) PNC CAPITAL ADVISORS	29,807.10 30,000	30,186.00 100.6200	29,908.20 99.69	277.80	0.15 %		3.36 %	1,012.50	506.25		
SOUTHERN CAL EDISON SER C CALL 07/01/23 @100 MORT 03.500% DUE 10/01/2023 RATING: AA3 (842400FY4) PNC CAPITAL ADVISORS	30,775.50 30,000	31,200.60 104.0020	30,138.10 100.46	1,062.50	0.16 %		3.37 %	1,050.00	525.00		
STATE STREET CORP UNSC 02.550% DUE 08/18/2020 RATING: A2 (857477AS2) PNC CAPITAL ADVISORS	30,000	30,396.30 101.3210	29,973.30 99.91	423.00	0.16 %		2.52 %	765.00	473.87		
TORONTO-DOMINION BANK SEDOL ISIN US89114QAS75 02.125% DUE 07/02/2019 RATING: AA1 (89114QAS7) PNC CAPITAL ADVISORS	25,093.75 25,000	25,133.50 100.5340	24,969.25 99.88	164.25	0.13 %		2.12 %	531.25	131.34		

Detail

**Fixed income
 Corporate bonds**

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current							
WELLS FARGO & COMPANY SUBORDINATED 04.125% DUE 08/15/2023 RATING: A3 (94974BFN5) PNC CAPITAL ADVISORS	25,957.00	103.9470	25,000	25,986.75	103.9470	0.13 %	25,574.00	102.30	412.75	3.97 %	1,031.25	131.77
WELLS FARGO & COMPANY SER MTN SUB 04.100% DUE 06/03/2026 RATING: A3 (94974BFY1) PNC CAPITAL ADVISORS	5,021.05	5,044.15	5,000	100.8830	5,044.15	0.09 %	4,994.85	99.90	49.30	4.07 %	205.00	67.19
WELLS FARGO & COMPANY SER MTN UNSC 03.300% DUE 09/09/2024 RATING: A2 (94974BGA2) PNC CAPITAL ADVISORS	14,769.90	14,886.15	15,000	99.2410	14,886.15	0.08 %	14,959.50	99.73	- 73.35	3.33 %	495.00	30.25
WESTPAC BANKING CORP SEDOL BCJ52J2 ISIN US961214CC58 02.250% DUE 07/30/2018 RATING: AA2 (961214CC5) PNC CAPITAL ADVISORS	30,452.70	30,441.00	30,000	101.4700	30,441.00	0.16 %	30,020.80	100.07	420.20	2.22 %	675.00	114.38
XILINX INC UNSC 03.000% DUE 03/15/2021 RATING: A3 (983919AH4) PNC CAPITAL ADVISORS	15,254.25	15,259.50	15,000	101.7300	15,259.50	0.08 %	14,893.40	99.29	366.10	2.95 %	450.00	20.00
Total corporate bonds		\$2,375,108.50			\$2,379,859.40	11.74 %	\$2,379,859.40		- \$4,750.90	3.01 %	\$71,395.51	\$20,858.27

Detail

Treasury bonds

Description (Cusip)	Market value last period	Quantity	Current market value price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
USA TREASURY NOTES 02.125% DUE 08/15/2021 RATING: AAA (912828RC6)	5,086.25 5,000	5,086.25 5,000	5,146.50 102.9300	0.03 %	4,835.94 96.72	310.56	2.07 %	106.25	13.57	
PNC CAPITAL ADVISORS										
USA TREASURY NOTE 01.500% DUE 08/31/2018 RATING: AAA (912828RE2)	243,132.00 110,000	243,132.00 110,000	111,864.50 101.6950	0.56 %	109,916.29 99.92	1,948.21	1.48 %	1,650.00	140.52	
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 00.875% DUE 12/31/2016 RATING: AAA (912828RX0)	186,084.10 155,000	186,084.10 155,000	155,776.55 100.5010	0.78 %	155,778.69 100.50	- 2.14	0.88 %	1,356.25	344.62	
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 01.375% DUE 01/31/2019 RATING: AAA (912828SD3)	255,079.05 255,000	255,079.05 255,000	256,693.20 100.6640	1.27 %	251,134.19 98.48	5,559.01	1.25 %	3,187.50	537.02	
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 01.000% DUE 03/31/2017 RATING: AAA (912828SM3)	105,804.30 105,000	105,804.30 105,000	105,765.45 100.7290	0.53 %	105,443.95 100.42	321.50	1.00 %	1,050.00	2.88	
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9)	29,081.40 30,000	29,081.40 30,000	29,746.20 99.1540	0.15 %	28,823.44 96.08	922.76	1.64 %	487.50	62.26	
PNC CAPITAL ADVISORS										
USA TREASURY NOTES 01.125% DUE 10/31/2019 RATING: AAA (912828TV2)	84,236.70 85,000	84,236.70 85,000	85,125.80 100.1480	0.43 %	84,760.94 99.72	364.86	1.25 %	1,062.50	444.63	
PNC CAPITAL ADVISORS										

Detail

Agency bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Current price per unit	price per unit		Current price per unit	price per unit						
FEDERAL NATL MTG ASSN BNDS	65,025.35	66,563.25	65,000	102.4050	64,406.55	0.33 %	99.09	2,156.70	2.57 %	1,706.25	118.49
02.625% DUE 09/06/2024 RATING: AAA (313560ZR7)											
PNC CAPITAL ADVISORS											
FEDERAL NATL MTG ASSN POOL #AH3765	41,279.74	38,881.30	36,350.910	106.9610	38,935.14	0.20 %	107.11	-53.84	3.74 %	1,454.04	125.21
04.000% DUE 01/01/2041 RATING: N/A (3138A5FF4)											
PNC CAPITAL ADVISORS											
FEDERAL NATL MTG ASSN POOL #AL0578	27,047.86	25,531.99	24,125.701	105.8290	25,697.46	0.13 %	106.52	-165.47	3.31 %	844.40	72.71
03.500% DUE 08/01/2026 RATING: N/A (3138EGUC6)											
PNC CAPITAL ADVISORS											
FEDERAL NATL MTG ASSN POOL AQ4804	35,802.81	34,031.15	32,540.781	104.5800	34,655.83	0.17 %	106.50	-624.68	3.35 %	1,138.93	98.07
03.500% DUE 11/01/2042 RATING: N/A (3138MLKS2)											
PNC CAPITAL ADVISORS											
FEDERAL NATL MTG ASSN POOL #AB2077	98,486.90	94,580.45	87,723.944	107.8160	86,606.81	0.47 %	98.73	7,973.64	3.72 %	3,508.96	302.16
04.000% DUE 01/01/2041 RATING: N/A (31416XJX9)											
PNC CAPITAL ADVISORS											
FEDERAL NATL MTG ASSN POOL # AB2275	27,470.79	26,846.39	24,496	109.5950	25,081.60	0.14 %	102.39	1,764.79	4.11 %	1,102.32	94.92
04.500% DUE 02/01/2041 RATING: N/A (31416XQ52)											
PNC CAPITAL ADVISORS											

Detail

Asset backed

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							
BANK OF AMERICA CREDIT CARD TR												
SERIES 2015 A2 CLASS A	\$29,898.30		30,000	\$30,054.90		0.15 %	\$29,996.40	\$99.99	\$58.50	1.36 %	\$408.00	\$18.13
01.360% DUE 09/15/2020				\$100.1830								
RATING: N/A												
[06522RCU0]												
PNC CAPITAL ADVISORS												
CAPITAL ONE MULTI-ASSET EXECUT												
SERIES 2014 A5 CLASS A	35,153.13		35,000	35,236.60		0.18 %	34,990.63	99.97	245.97	1.48 %	518.00	23.02
01.480% DUE 07/15/2020				100.6760								
RATING: N/A												
[14041NET4]												
PNC CAPITAL ADVISORS												
CAPITAL ONE MULTI-ASSET EXECUT												
SERIES 2015 A1 CLASS A	44,895.15		45,000	45,154.35		0.23 %	44,993.54	99.99	160.81	1.39 %	625.50	27.80
01.390% DUE 01/15/2021				100.3430								
NOT RATED												
[14041NEU1]												
PNC CAPITAL ADVISORS												
FORD CREDIT AUTO OWNER TRUST												
SERIES 2014 C CLASS A3	30,024.30		95,000	95,100.70		0.48 %	95,019.80	100.02	80.90	1.06 %	1,007.00	44.76
01.060% DUE 05/15/2019				100.1060								
RATING: N/A												
[34530PAD4]												
PNC CAPITAL ADVISORS												
FORD CREDIT AUTO OWNER TRUST												
SERIES 2015 A CLASS A3	20,000.80		20,000	20,057.60		0.10 %	19,998.41	99.99	59.19	1.28 %	256.00	11.38
01.280% DUE 09/15/2019				100.2880								
RATING: AAA												
[34530QAD2]												
PNC CAPITAL ADVISORS												
GE CAPITAL CREDIT CARD MASTER												
SERIES 2012-6 CLASS A	99,932.00		100,000	100,047.00		0.50 %	99,961.14	99.96	85.86	1.36 %	1,360.00	60.44
01.360% DUE 08/17/2020				100.0470								
NOT RATED												
[36159JDH1]												
PNC CAPITAL ADVISORS												

Detail

Asset backed

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current							
MERCEDES-BENZ AUTO RECEIVABLES SERIES 2015 1 CLASS A2	80,000	79,984.80	80,000	99,981.0	0.40 %	79,998.60	100.00	-13.80	0.83 %	656.00	29.16	
00.000% DUE 06/15/2018												
RATING: N/A												
(58772PAB4)												
PNC CAPITAL ADVISORS												
TOYOTA AUTO RECEIVABLES OWNER SERIES 2013 B CLASS A3	16,084.23	11,976.14	16,084.23	100.0690	0.06 %	11,967.31	100.00	8.83	0.89 %	106.51	4.73	
00.890% DUE 07/17/2017												
RATING: AAA												
(89236VAC4)												
PNC CAPITAL ADVISORS												
VOLKSWAGEN AUTO LEASE TRUST SERIES 2015 A CLASS A3	30,036.30	29,898.90	30,036.30	99.6630	0.15 %	30,007.47	100.03	-108.57	1.26 %	375.00	11.46	
01.250% DUE 12/20/2017												
RATING: AAA												
(92867VAD2)												
PNC CAPITAL ADVISORS												
Total asset backed				\$592,878.26	2.93 %	\$592,281.88		\$596.38	1.14 %	\$6,769.61	\$295.66	

Total fixed income

				\$6,147,343.58	30.39 %	\$6,118,924.58		\$28,419.00	2.11 %	\$129,697.72	\$30,194.78
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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
	Quantity	price per unit		Current price per unit	Current							
COMCAST CORPORATION CL A (CMCSA)	2,620	\$157,566.80	2,620	\$56,880.0	0.74 %	\$76,342.26	\$29.14	\$72,683.34	1.76 %	\$2,620.00		
PCA ADVANTAGE PORTFOLIO	229,421.40	205,422.00	229,421.40	102.2000	1.02 %	118,205.27	58.81	87,216.73	1.30 %	2,653.20		
DISNEY WALT CO (DIS)												
PCA ADVANTAGE PORTFOLIO												
Total												

Detail

Consumer staples

Description (Symbol)	Market value last period	Current market value		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit				
DR PEPPER SNAPPLE GROUP INC (DPS)	124,659.00	135,175.50	113,793.01	21,382.49	2.43 %	3,283.20	820.80
PCA ADVANTAGE PORTFOLIO	1,710	79.0500	66.55				
KROGER CO (IKR)	181,275.00	139,230.20	89,269.73	49,960.47	1.17 %	1,621.20	
PCA ADVANTAGE PORTFOLIO	3,860	36.0700	23.13				
MONDELEZ INTERNATIONAL (MDLZ)		75,784.70	77,704.39	-1,919.69	1.63 %	1,230.80	307.70
PCA ADVANTAGE PORTFOLIO	1,810	41.8700	42.93				
Total consumer staples		\$771,269.10	\$540,585.99	\$230,683.11	1.97 %	\$15,216.40	\$2,507.10

Energy

Description (Symbol)	Market value last period	Current market value		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit				
EXXON MOBIL CORP (XOM)	\$130,624.00	\$116,729.50	\$126,672.49	-\$9,942.99	3.93 %	\$4,584.40	
PCA ADVANTAGE PORTFOLIO	1,570	\$74.3500	\$80.68				
SCHLUMBERGER LTD (SLB)	171,518.10	137,250.30	177,299.85	-40,049.55	2.90 %	3,980.00	995.00
SEDOL 2779201	1,990	68.9700	89.10				
ISIN AN8068571086							
PCA ADVANTAGE PORTFOLIO							
TOTAL SA (TOT)	1,700	76,007.00	86,045.47	-10,038.47	5.26 %	3,991.60	1,170.28
PCA ADVANTAGE PORTFOLIO		44,7100	50.62				
Total energy		\$329,986.80	\$390,017.81	-\$60,031.01	3.81 %	\$12,556.00	\$2,165.28

Financial

Description (Symbol)	Market value last period	Current market value		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit				
INVECO LTD (INVZ)	\$113,969.60	\$94,939.20	\$106,363.86	-\$11,424.66	3.46 %	\$3,283.20	
PCA ADVANTAGE PORTFOLIO	3,040	\$31.2300	\$34.99				
AMERIPRISE FINANCIAL INC (AMP)	73,708.70	64,386.70	76,567.10	-12,180.40	2.46 %	1,581.20	
PCA ADVANTAGE PORTFOLIO	590	109.1300	129.78				
GOLDMAN SACHS GROUP INC (GS)	112,746.60	93,830.40	108,672.46	-14,842.06	1.50 %	1,404.00	
PCA ADVANTAGE PORTFOLIO	540	173.7600	201.25				

Detail

Financial

Description (Symbol)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit		Current price per unit	Current price per unit						
JPMORGAN CHASE & CO (JPM)	209,717.20	211,870.75	3,475	60,970.00	211,870.75	1.05 %	121,871.16	89,999.59	2.89 %	6,116.00	
PCA ADVANTAGE PORTFOLIO							35.07				
LINCOLN NATIONAL CORP (LNC)	134,429.40	107,734.20	4,429	60,970.00	107,734.20	0.54 %	114,623.39	-6,889.19	1.69 %	1,816.00	
PCA ADVANTAGE PORTFOLIO							50.50				
PRINCIPAL FINANCIAL GROUP (PFG)	114,376.70	132,552.00	2,270	47,460.00	132,552.00	0.66 %	143,870.28	-11,318.28	3.22 %	4,256.00	
PCA ADVANTAGE PORTFOLIO							51.38				
PUBLIC STORAGE (PSA)	2,800	47,340.00	2,800	47,340.00	47,340.00	0.49 %	93,232.39	4,117.41	3.22 %	3,128.00	
REITS	460	97,349.80	460	211,630.00	97,349.80		202.68				
PCA ADVANTAGE PORTFOLIO											
THE TRAVELERS COS INC (TRV)	97,626.60	132,374.90	1,330	99,530.00	132,374.90	0.66 %	125,964.50	6,410.40	2.46 %	3,245.20	
PCA ADVANTAGE PORTFOLIO							94.71				
VISA INC (V)	88,638.00	91,951.20	1,320	69,660.00	91,951.20	0.46 %	51,995.86	39,955.34	0.69 %	633.60	
CLASS A SHARES	1,320	69,660.00	1,320	69,660.00	69,660.00		39.39				
PCA ADVANTAGE PORTFOLIO											
VOYA FINL INC COM (VOYA)	87,828.30	73,275.30	1,890	38,770.00	73,275.30	0.37 %	81,886.63	-8,611.33	0.11 %	75.60	
PCA ADVANTAGE PORTFOLIO							43.33				
WELLS FARGO & COMPANY (WFC)	195,715.20	178,698.00	3,480	51,350.00	178,698.00	0.89 %	92,280.53	86,417.47	2.93 %	5,220.00	
PCA ADVANTAGE PORTFOLIO							26.52				
Total financial		\$1,278,962.45			\$1,278,962.45	6.32 %	\$1,117,328.16	\$161,634.29	2.41 %	\$30,758.80	

Health care

Description (Symbol)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit		Current price per unit	Current price per unit						
AETNA INC NEW (AET)	\$212,858.20	\$141,138.90	1,290	\$109,410.00	\$141,138.90	0.70 %	\$79,531.87	\$61,607.03	0.92 %	\$1,290.00	
PCA ADVANTAGE PORTFOLIO							\$61.65				
AMGEN INC (AMGN)	161,196.00	145,236.00	1,050	138,320.00	145,236.00	0.72 %	124,141.43	21,094.57	2.29 %	3,318.00	
PCA ADVANTAGE PORTFOLIO							118.23				
CIGNA CORP (CI)	220,320.00	105,315.60	780	135,020.00	105,315.60	0.53 %	72,993.40	32,322.20	0.03 %	31.20	
PCA ADVANTAGE PORTFOLIO							93.58				
EDWARDS LIFESCIENCES CORP (EW)	135,308.50	135,061.50	950	142,170.00	135,061.50	0.67 %	126,723.75	8,337.75			
PCA ADVANTAGE PORTFOLIO							133.39				

Detail

Health care

Description (Symbol)	Market value last period		Current market value price per unit	% of total portfolio	Total tax cost		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit			Avg. tax cost per unit	Unrealized gain/loss				
GILEAD SCIENCES INC (GILD)	830	81,497.70	98.1900	0.41 %	90,683.85	109.26	- 9,186.15	1.76 %	1,427.60	
PCA ADVANTAGE PORTFOLIO										
HCA HOLDINGS INC (HCA)	164,203.20	140,021.60	77.3600	0.70 %	115,187.50	63.64	24,834.10			
PCA ADVANTAGE PORTFOLIO										
JOHNSON & JOHNSON (JNJ)	150,088.40	143,759.00	93.3500	0.72 %	92,555.38	60.10	51,203.62	3.22 %	4,620.00	
PCA ADVANTAGE PORTFOLIO										
MCKESSON CORPORATION (MCK)	146,126.50	185.0300		0.01 %						126.00
PCA ADVANTAGE PORTFOLIO										
ST JUDE MEDICAL INC (STJ)	84,030.50	72,553.50	63.0900	0.36 %	77,907.35	67.75	- 5,353.85	1.84 %	1,334.00	333.50
PCA ADVANTAGE PORTFOLIO										
THERMO FISHER SCIENTIFIC INC (TMO)	1,150	85,596.00	122.2800	0.43 %	93,087.77	132.98	- 7,491.77	0.50 %	420.00	105.00
PCA ADVANTAGE PORTFOLIO										
UNIVERSAL HEALTH SERVICES INC (UHS)	700	72,389.80	124.8100	0.36 %	81,689.29	140.84	- 9,299.49	0.33 %	232.00	
CLASS B	580									
PCA ADVANTAGE PORTFOLIO										
Total health care		\$1,122,569.60		5.55 %	\$954,501.59		\$168,068.01	1.13 %	\$12,672.80	\$564.50

Industrials

Description (Symbol)	Market value last period		Current market value price per unit	% of total portfolio	Total tax cost		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit			Avg. tax cost per unit	Unrealized gain/loss				
BOEING CO (BA)	\$77,683.20	\$73,332.00	\$130.9500	0.37 %	\$39,169.20	\$69.95	\$34,162.80	2.78 %	\$2,038.40	
PCA ADVANTAGE PORTFOLIO										
CINTAS CORP (CTAS)	560	126,885.00	128,625.00	0.64 %	122,471.40	81.65	6,153.60	1.00 %	1,275.00	
PCA ADVANTAGE PORTFOLIO										
GENERAL DYNAMICS CORP (GD)	110,518.20	107,601.00	137,9500	0.54 %	109,579.78	140.49	- 1,978.78	2.01 %	2,152.80	
PCA ADVANTAGE PORTFOLIO										
GENERAL ELECTRIC CO (GE)	86,618.20	82,217.20	25.2200	0.41 %	53,997.21	16.56	28,219.99	3.65 %	2,999.20	749.80
PCA ADVANTAGE PORTFOLIO										
HONEYWELL INTL INC (HON)	119,304.90	130,672.20	94.6900	0.65 %	140,310.40	101.67	- 9,638.20	2.19 %	2,856.60	
PCA ADVANTAGE PORTFOLIO										
LOCKHEED MARTIN CORP (LMT)	78,078.00	87,070.20	207.3100	0.44 %	59,348.12	141.31	27,722.08	3.19 %	2,772.00	
PCA ADVANTAGE PORTFOLIO										



CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
 Account number 21-75-501-4453885
 July 1, 2015 - September 30, 2015

Detail

Industrials

Description (Symbol)	Market value last period	Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
			Current price per unit	Current							
NORTHROP GRUMMAN CORPORATION (NOC)	112,627.30	870	144,376.50	165,9500	0.72 %	146,170.05	- 1,793.55	1.93 %	2,784.00		
PCA ADVANTAGE PORTFOLIO	152,880.00	960	144,902.40	150,9400	0.72 %	125,260.11	19,642.29	1.41 %	2,035.20		
STANLEY BLACK & DECKER INC (SWK)	78,930.00	950	92,131.00	96,9800	0.46 %	101,508.46	- 9,377.46	2.27 %	2,090.00		
PCA ADVANTAGE PORTFOLIO						106.85					
Total industrials			\$990,927.50		4.90 %	\$897,814.73	\$93,112.77	2.12 %	\$21,003.20	\$749.80	

Information technology

Description (Symbol)	Market value last period	Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
			Current price per unit	Current							
ACCENTURE PLC CLASS A (ACN)		830	\$8,155.80	\$98.2600	0.41 %	\$83,508.79	\$100.61	2.24 %	\$1,826.00		
PCA ADVANTAGE PORTFOLIO											
TE CONNECTIVITY LTD (TEL)	118,312.00	1,840	110,197.60	59,8900	0.55 %	106,702.07	57.99	2.21 %	2,428.80		
SEDOL B62B7C3 ISIN CH0102993182											
PCA ADVANTAGE PORTFOLIO											
CHECK POINT SOFTWARE TECH (CHKP)	84,323.00	1,060	84,089.80	79,3300	0.42 %	74,598.29	9,491.51				
SEDOL 2181334											
ISIN IL0010824113											
PCA ADVANTAGE PORTFOLIO											
NXP SEMICONDUCTORS (NXPI)	118,822.00	880	76,621.60	87,0700	0.38 %	37,239.84	42.32				
ISIN NL0009538784 SEDOL B505PN7											
PCA ADVANTAGE PORTFOLIO											
APPLE INC (AAPL)	432,716.25	3,450	380,535.00	110,3000	1.89 %	132,693.36	38.46	1.89 %	7,176.00		
PCA ADVANTAGE PORTFOLIO											
CISCO SYSTEMS INC (CSCO)	190,847.00	6,950	182,437.50	26,2500	0.91 %	156,103.13	22.46	3.21 %	5,838.00		
PCA ADVANTAGE PORTFOLIO											
GOOGLE INC-CL A (GOOGL)	75,605.60	220	140,441.40	638,3700	0.70 %	86,444.06	53,997.34				
PCA ADVANTAGE PORTFOLIO											
LAM RESEARCH CORP (LRCX)	82,163.50	1,010	65,983.30	65,3300	0.33 %	84,220.60	- 18,237.30	1.84 %	1,212.00		
PCA ADVANTAGE PORTFOLIO											

Detail

Information technology

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
MICROSOFT CORP (MSFT)	70,860.75	1,605	71,037.30	44.2600	0.36 %	13,780.42	8.59	57,256.88	3.26 %	2,311.20	
PCA ADVANTAGE PORTFOLIO	202,995.00	840	70,736.40	84.2100	0.35 %	32,274.90	38.42	38,461.50	1.24 %	873.60	
SKYWORKS SOLUTIONS INC (SWKS)											
PCA ADVANTAGE PORTFOLIO											
Total information technology			\$1,263,635.70		6.25 %	\$807,565.46		\$456,070.24	1.72 %	\$21,665.60	

Materials

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
CELANESE CORP-SERIES A (CE)											
PCA ADVANTAGE PORTFOLIO											
DOW CHEMICAL CO (DOW)	106,945.30	1,170	\$69,228.90	\$59.1700	0.35 %	\$79,589.03	\$68.03	-\$10,360.13	2.03 %	\$1,404.00	
PCA ADVANTAGE PORTFOLIO											
PPG INDUSTRIES INC (PPG)	110,131.20	960	84,182.40	87.6900	0.44 %	107,856.00	51.61	-19,240.00	3.97 %	3,511.20	877.80
PCA ADVANTAGE PORTFOLIO											
Total materials			\$242,027.30		1.20 %	\$300,809.92		-\$58,782.62	2.60 %	\$6,297.60	\$877.80

Telecommunication services

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
VERIZON COMMUNICATIONS INC (VZ)	\$138,431.70	2,970	\$129,224.70	\$43.5100	0.64 %	\$155,657.67	\$52.41	-\$26,432.97	5.20 %	\$6,712.20	
PCA ADVANTAGE PORTFOLIO											

Utilities

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
WEC ENERGY GROUP INC (WEC)	\$117,371.70	2,610	\$136,294.20	\$52.2200	0.68 %	\$52,667.65	\$20.18	\$83,626.55	3.21 %	\$4,371.75	
PCA ADVANTAGE PORTFOLIO											
Total stocks			\$7,459,198.25		36.88 %	\$6,083,569.76		\$1,375,628.49	2.00 %	\$149,081.95	\$7,141.68

Detail

Etf - equity

Description (Symbol)	Market value last period	Quantity	Current price per unit	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
ISHARES RUSSELL MID-CAP (IWR) ETF	\$2,084,594.40	12,240	\$1,904,054.40	\$155,5600	9.42 %	\$1,526,539.37	\$124.72	\$377,515.03	1.60 %	\$30,416.40	\$6,124.90

Mutual funds - equity

Description (Symbol)	Market value last period	Quantity	Current price per unit	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC INTERNATIONAL EQUITY FUND (PIUIX) CLASS I FUND 409	\$1,619,367.68	80,325,778	\$1,457,912.87	\$18,1500	7.21 %	\$948,138.46	\$11.80	\$509,774.41	1.47 %	\$21,366.66	
21-75-073-4453885											
PNC SMALL CAP FUND (PPCIX) CLASS I	2,040,090.91	88,815,451	1,884,663.87	21,2200	9.32 %	656,479.44	7.39	1,228,184.43	0.08 %	1,323.35	
21-75-073-4453885											
T ROWE PRICE REAL ESTATE FUND (TRREX) FD #122	828,648.42	32,752,902	845,679.93	25,8200	4.19 %	790,000.00	24.12	55,679.93	2.41 %	20,306.80	
21-75-073-4453885											

Total mutual funds - equity **\$4,188,256.67** **20.71 %** **\$2,394,617.90** **\$1,793,638.77** **1.03 %** **\$42,996.81**

Total equities **\$13,551,509.32** **66.99 %** **\$10,004,727.03** **\$3,546,782.29** **1.64 %** **\$222,495.16** **\$13,266.58**

Total portfolio **\$20,228,503.26** **100.00 %** **\$16,653,301.97** **\$3,575,201.29** **1.74 %** **\$352,245.85** **\$43,465.49**

Pending Trades

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – September 2015

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period September 1, 2015 through September 30, 2015.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment		Investment Form
					Income		
09/01/15 - 09/30/15	30	Various	STAR Ohio	Various	3.31		Investment Pool
09/01/15 - 09/30/15	30	Various	STAR Plus	Various	2,051.70		Bank Deposit Program
09/01/15 - 09/30/15	30	Various	PNC	Various	7.25		Sweep Money Market
09/01/15 - 09/30/15	30	Various	PNC	Various	0.08		Money Market
03/25/15 - 09/25/15	185	2,000,000	Federal Home Loan Mortgage Corp.	0.500%	5,000.00		Federal Agency
03/27/15 - 09/27/15	185	1,000,000	Federal National Mortgage Assn.	1.000%	5,000.00		Federal Agency
03/20/15 - 09/20/15	185	2,500,000	Federal Home Loan Bank	0.625%	7,812.50		Federal Agency
03/29/15 - 09/29/15	185	1,000,000	Federal Home Loan Mortgage Corp.	1.000%	5,000.00		Federal Agency
03/27/15 - 09/27/15	185	1,000,000	Federal National Mortgage Assn.	1.000%	5,000.00		Federal Agency
03/22/15 - 09/22/15	185	250,000	Federal Farm Credit Bank	1.125%	1,406.25		Federal Agency
03/27/15 - 09/27/15	185	1,000,000	Federal Home Loan Mortgage Corp.	1.000%	5,000.00		Federal Agency
03/13/15 - 09/12/15	184	1,000,000	Federal Farm Credit Bank	1.125%	5,593.75		Federal Agency
04/16/15 - 09/12/15	150	250,000	Federal Home Loan Mortgage Corp.	1.170%	1,311.25		Federal Agency
08/19/15 - 09/27/15	40	750,000	Federal Home Loan Bank	1.300%	1,029.17		Federal Agency
					Earned Interest September 2015	\$	44,215.26
					Earned Interest Year To Date	\$	272,687.56

CLEVELAND PUBLIC LIBRARY

REPORT C**Finance Committee**

October 13, 2015

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR SEPTEMBER 2015

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 Governmental GAAP Update Cleveland, Ohio	11/5/15	Laura Armstrong	135.00
American Library Association 2015 Black Caucus Meeting Saint Louis, Missouri	8/4/15 - 8/8/15	Rena Baker	1,200.00
Society of American Archivists Annual Convention Cleveland, Ohio	8/19/15 - 8/21/15	Stacie Brisker	319.00
Northeast Ohio Regional Library System A Day for the Circ Staff: Frontline Success Wooster, Ohio	9/30/15	Wallace Carrillo	15.00
Ohio Library Council Customer Service in Libraries Columbus, Ohio	9/16/15	Jaime Declet	145.48
Northeast Ohio Regional Library System 21st Century Collection Management Hudson, Ohio	9/17/15	Jaime Declet	42.90
Northeast Ohio Regional Library System 21st Century Collection Management Hudson, Ohio	9/17/15	Cheryl Diamond	15.00
Ohio Library Council 2015 Convention and Expo Cincinnati, Ohio	10/7/15 - 10/9/15	Anastasia Diamond-Ortiz	145.00
Society of American Archivists Annual Convention Cleveland, Ohio	8/19/15 - 8/21/15	Pamela Eyerdam	319.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Cleveland Leadership Center Civic Leadership Institute Fall 2015 Cleveland, Ohio	10/15/15 - 11/19/15	Angela Guinther	350.00
Ohio Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/5/15	Carrie Krenicky	135.00
Ogletree, Deakins, Nash, Smoak & Stewart, P.C. Collective Bargaining Traing Seminar Bethany, Virginia	9/9/15 - 9/11/15	Cindy Lombardo	156.80
International Federation of Library Association World Library and Information Congress Cape Town, South Africa	8/13/15 - 8/21/15	Cindy Lombardo	2,824.87
Northeast Ohio Regional Library System New Supervisor Training Hudson, Ohio	7/9/15 & 9/10/15	Forest Lykins	82.23
City of Cleveland 2015 Sustainable Clevelan Summit Cleveland, Ohio	9/16/15 - 9/17/15	Terrence Meter	50.00
Northeast Ohio Regional Library System A Day for the Circ Staff: Frontline Success North Ridgeville, Ohio	9/3/2015	Jessica Odum	15.00
Public Library Association Results Boot Camp Nashville, Tennessee	8/24/15 - 8/28/15	Robin Wood	2,446.37
TOTAL			\$8,396.65

SUMMARY

FUND	SEPTEMBER	YEAR TO DATE
General	\$5,950.28	\$49,400.39
Lockwood Thompson	2,446.37	15,991.82
OLBPD - Library for the Blind	0.00	1,325.99
LSTA - Know it Know	0.00	1,728.74
TOTAL	\$8,396.65	\$68,446.94

Report on Cleveland Foundation Grant For Library Learning Centers September 2015						
	Budget	2014 YTD Expended	2015 YTD Expended	MTD Expended	Encumbrances	Detail/Progress
Purchased/Contracted Services						
Cleveland State University America Reads after-school tutoring and homework help at 13 branches for students in grades K-8.	\$ 123,890.25	\$ 68,483.25	\$ 42,868.22	\$ -	\$ 12,538.78	CSU has been paid for services from April - December. New agreement commencing January 1, 2015 and terminating June 30, 2015. Paid for Administrative Costs and tutor services through May, 2015.
College Now College Now and CPL will develop a career readiness and exposure program from students grades 9-12.	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	Steps2Success Afterschool Program at John Adams
Music School Settlement 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.	\$ 11,760.00	\$ 8,160.00	\$ 3,600.00	\$ -	\$ -	
Workshop for CPL Staff to improve knowledge and skills to be able to help children at all grade and reading levels.	\$ 15,477.28	\$ 15,477.28	\$ -	\$ -	\$ -	Phyllis C. Hunter Consulting Workshops scheduled for November 6 and 7 Plus lodging
Total Purchased/Contracted Services	\$ 171,127.53	\$ 102,120.53	\$ 56,468.22	\$ -	\$ 12,538.78	
Supplies						
Books and music instruments All supplies needed for tutoring, college prep and pre-school programs.	\$ 1,076.62	\$ 1,076.62	\$ -	\$ -	\$ -	Scholastic Classroom and Community Books for Professional Development for workshop titled "It's Not Complicated".
Instruction support Hand-held dry erase boards, flashcards, etc.	\$ 1,489.92	\$ 128.10	\$ 1,361.82	\$ -	\$ -	Monoprice, Inc. (Cables) Positive Promotions Scholastic Classroom
Total Supplies	\$ 2,566.54	\$ 1,204.72	\$ 1,361.82	\$ -	\$ -	
Capital Outlay						
iPads and charging stations	\$ 44,584.40	\$ 22,796.40	\$ 21,788.00	\$ -	\$ -	Purchased (60) iPad mini (16g) @ \$299.94 each and 10 Griffin Multidock stations @ \$480 each Purchased (67) Apple iPads mini with cases and chargers
Monitors 55' Samsung flat screen TV's to be used as video monitors - 4 @ \$1,499 each	\$ 6,635.93	\$ 6,635.93	\$ -	\$ -	\$ -	
Google Nexus 7 tablets 24 Google Nexus 7 tablets @ \$230 each and 4 charging stations						see iPad line item
Digital Exterior Signage ViewMarq LED Message Display Boards 9 @ \$1099.00 per sign	\$ -		\$ -	\$ -	\$ -	
Signs/Banners	\$ 3,585.60		\$ 3,585.60	\$ -	\$ -	(16) Retractable banner stands
Total Capital Outlay	\$ 54,805.93	\$ 29,432.33	\$ 25,373.60	\$ -	\$ -	Available Budget
TOTAL Cleveland Foundation Grant	\$ 228,500.00	\$ 132,757.58	\$ 83,203.64	\$ -	\$ 12,538.78	\$ -

REPORT E**CLEVELAND PUBLIC LIBRARY****Finance Committee**

October 13, 2015

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2015**

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>
07/10/15	Summer Reading Supplies	Outreach & Programming	Janway Company	7,840.00
07/10/15	Computer Hardware	IT/Clevnet	Business Smarts	15,115.80
07/24/15	Specialty Sensors	Property Management	Kele Inc	5,459.11
07/24/15	Bulletproof Vests	Safety & Protective Services	Pro-Tech	5,035.53
07/24/15	Computer Hardware	IT/Clevnet	MCPC Technology	18,137.50
07/31/15	AC Condensor	Property Management	Carrier Corporation	13,742.00
08/21/15	Security Strips	Stockroom	Ohionet	8,714.23
08/21/15	Library Patron Bags	Stockroom	S&S Inc	22,225.50
09/11/15	Computer Hardware	IT/Clevnet	Business Smarts	15,115.80
09/18/15	Peoples University Tshirts	Main Library	Shark & Minnow	10,810.82
09/30/15	Maintenance Supplies	Property Management	Kinzua Environmental	6,054.00
09/30/15	Maintenance Supplies	Property Management	Cleveland Hermetic	7,218.96
09/30/15	Maintenance Supplies	Property Management	Sutton Hardware	6,838.48
09/30/15	Gas for Vehicles	Property Management	BP Oil	11,465.28

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

REPORT F**CLEVELAND PUBLIC LIBRARY****Finance Committee**

October 13, 2015

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2015**

In accordance with Board Policy adopted by resolution on May 16, 2002, a description of expenditures exceeding \$25,000.00 for library service materials and for CLEVNET - related goods and services is submitted.

LIBRARY SERVICE MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
08/29/15	Books	Main Library	FA Bernett	33,520.00
07/30/15	Database Subscription	IT/CLEVNET	Gale	36,750.00

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
07/24/15	Professional Services	IT/CLEVNET	Bibliocommons	134,730.81
07/17/15	Hardware/Software/Maintenance	IT/CLEVNET	Business Smarts	76,580.78
07/31/15	Computer Maintenance	IT/CLEVNET	Centracomm	43,593.48

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

REPORT G**CLEVELAND PUBLIC LIBRARY**

Finance Committee
October 13, 2015

**FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
NASH, SMOAK & STEWART, PC. ("Ogletree")
JULY 1 THROUGH SEPTEMBER 30, 2015**

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	\$ 2,128.00
General Labor & Miscellaneous Matters	4,461.00
FMLA Compliance	9,005.50
EEOC	8,101.90
3rd Quarter Total	<u>\$ 23,696.40</u>
Year to Date Total	<u>\$ 88,504.37</u>

CLEVELAND PUBLIC LIBRARY

Finance Committee
October 13, 2015

REPORT ON FLEET LIST AND ENTERPRISE FLEET MANAGEMENT ANNUAL LEASE COSTS

In accordance with the Board resolution adopted on December 18, 2014, a report to the Board of Trustees on the actual annual lease cost as now known is hereby submitted:

Cleveland Public Library

Customer ID: 470626 Fleet Size: 29
Account Manager: Amanda Hall

Yr	Make	Model	EFM Unit ID	Quote	Cust Unit ID	VIN	Term	T	Months in Service	Anc	Estimated Mileage	Monthly Payment	RBV @ Term	
Vehicle Type: 1/2 Ton Pickup														
1	2000	GMC	Sierra 1500	AutoNum-15		1GTEK14T4Y2351186	0	X	186		103,686	SOLD 6/30/2015	\$3,105	
2	2007	Chevrolet	Silverado 1500	AutoNum-9	25	1GCEK14067Z649176	0	X	102		78,436			
3	2011	GMC	Sierra 1500	AutoNum-16	8	1GTM2TEA9BZ379615	0	X	54		32,838			
4	2012	Chevrolet	Silverado 1500	AutoNum-10	17	1GCNKPEA7CZ190597	0	X	42		46,913			
5	2015	Ford	F-150	Q4K249	21	1FTMF1C82FKD11742	E60	L	1	FM	3,371	\$443	\$6,527	
6	2015	Ford	F-150	Q4K248	7	1FTMF1C84FKD11743	E60	L	1	FM	3,371	\$443	\$6,527	
Totals And Averages													\$887	\$13,054

Vehicle Type: Cab Chassis

1	2000		BOOKMOBILE	AutoNum-6	22	1TZ5L282811101275	0	X	30		29,008			
2	2007	Dodge	BOOKMOBILE	AutoNum-22	26	WD0PF445875209274	0	X	17		15,849			
1998 Chevrolet Stepvan														
3	2013	Chevrolet	Express Cutaway	AutoNum-6	12	1GB3G4CG4D1125175	0	X	30		167,379	SOLD 5/28/2015	\$955	
4	2014	Chevrolet	Express Cutaway	AutoNum-22	15	1GB3G4CGXE1143343	0	X	17		15,849			
5	2014	Chevrolet	Express Cutaway	AutoNum-21	5	1GB3G4CG0E1143402	0	X	17		15,849			
6	2015	Ford	E-350 Cutaway	Q4K251	11	1FDWE3FL3FDA28841	E60	L	0	FM	3,008	\$615	\$6,632	
7	2015	Ford	E-350 Cutaway	Q4K247	6	1FDWE3F10FDA28814	E60	L	1	FM	3,299	\$548	\$5,837	
8	2015	Ford	E-350 Cutaway	Q4K250	4	1FDWE3FL5FDA28842	E60	L	0	FM	2,462	\$615	\$6,632	
Totals And Averages													\$1,778	\$19,101

Yr	Make	Model	EFM Unit ID	Quote	Cust Unit ID	VIN	Term	T	Months in Service	Anc	Estimated Mileage	Monthly Payment	RBV @ Term
----	------	-------	-------------	-------	--------------	-----	------	---	-------------------	-----	-------------------	-----------------	------------

Vehicle Type: Compact Pickup

1	2001	Chevrolet	S10	AutoNum-7		1GCCS14W018212041	0	X	174		113,226	SOLD 7/13/2015	\$1,105
2	2002	GMC	Sonoma	AutoNum-14		1GTCS14W228248962	0	X	162		89,904	SOLD 9/15/2015	\$1,200
3	2002	Chevrolet	S10	AutoNum-8		1GCCS14W828211673	0	X	162		80,836	SOLD 6/30/2015	\$2,105
Totals And Averages													

Vehicle Type: Compact Sedan

1	2015	Ford	Focus	Q4K245	23	1FADP3K25FL263952	E60	L	3	FM	5,747	\$297	\$4,137
Totals And Averages													

Vehicle Type: Compact Cargo Van

1	2015	Ford	Transit Connect	Q4K246		1FADP3K25FL263952	E60	L	0	FM	0	\$349	
Totals And Averages													

Vehicle Type: Full-Size Sedan

1	2005	Chevrolet	Impala	AutoNum-20		2G1WH55K859276183	0	X	126		99,327	SOLD 4/13/2015	\$3,700
2	2006	Chevrolet	Malibu	AutoNum-5	9	1G1ZU53866F212619	0	X	114		87,142		
3	2006	Chevrolet	Malibu	AutoNum-4	19	1G1ZU53846F212702	0	X	114		63,994		
4	2006	Chevrolet	Malibu	AutoNum-3	10	1G1ZU53836F217308	0	X	114		68,503		
5	2006	Chevrolet	Malibu	AutoNum-2	3	1G1ZU53826F212648	0	X	114		68,637		
6	2006	Chevrolet	Malibu	AutoNum-1	1	1G1ZU53826F212326	0	X	114		90,105		
7	2007	Chevrolet	Impala	AutoNum-19	18	2G1WC58R679324936	0	X	102		70,182		
8	2007	Chevrolet	Impala	AutoNum-17		2G1WB58K179274808	0	X	102		78,612	SOLD 4/30/2015	\$4,105
9	2009	Chevrolet	Impala	AutoNum-18		2G1WC57M291247148	0	X	78		57,826	SOLD 4/7/2015	\$7,205
Totals And Averages													

Vehicle Type: Mid-Size Sedan

1	2015	Ford	Fusion	Q4K256	16	1FA6P0H74F5125561	E60	L	3	FM	6,011	\$336	\$4,757
2	2015	Ford	Fusion	Q4K255	28	1FA6P0H72F5125560	E60	L	3	FM	6,011	\$336	\$4,757
3	2015	Ford	Fusion	Q4K254	20	1FA6P0H76F5125562	E60	L	3	FM	6,011	\$336	\$4,757
4	2015	Ford	Fusion	Q4K253	27	1FA6P0H7XF5125564	E60	L	3	FM	6,011	\$336	\$4,757
5	2015	Ford	Fusion	Q4K252	24	1FA6P0H78F5125563	E60	L	3	FM	6,011	\$336	\$4,737
Totals And Averages													

Yr	Make	Model	EFM Unit ID	Quote	Cust Unit ID	VIN	Term	T	Months in Service	Anc	Estimated Mileage	Monthly Payment	RBV @ Term
<i>Vehicle Type: Passenger Minivan</i>													
1	2007	Chevrolet	Uplander	AutoNum-13	14	1GNDV231X7D128288	0	X	102		66,306		
2	2008	Chevrolet	Uplander	AutoNum-12	2	1GNDU23WX8D163543	0	X	90		82,019		
3	2008	Chevrolet	Uplander	AutoNum-11	13	1GNDU23W48D164686	0	X	90		72,961		
Totals And Averages													
												\$4,992	
Monthly Lease Payment												\$4,992	
Annual Lease Payment												\$59,898	
Total Gains Quoted on New Vehicles												\$24,000	
Actual resale values received												(\$23,480)	
Additional amount the Library owes												\$520	

**CLEVELAND PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
REGULAR EMPLOYMENT REPORT
09/01/2015 THROUGH 09/30/2015**

EXHIBIT 8

**Human Resources Committee Report
October 15, 2015**

RESIGNATIONS	DEPT	JOB TITLE	DATE	REASON
NAME				
SPENCER,WANDA	ADDISON	PAGE	6/15/2015	MEDICAL
HAMITER,PATRICE	CEN LOC GLOB HIS	LIB SUB DEPT	9/3/2015	PERSONAL REASONS
MCKENZIE,DEANNA	FLEET	PAGE	9/4/2015	ANOTHER POSITION
SCRUGGS,STERLING	BRANCH SUBS	BRANCH CLERK SUB	9/12/2015	ANOTHER POSITION
FRANKLIN, HANNAH	GARDEN VALLEY	LIB ASST COMP EMPH	9/21/2015	PERSONAL REASONS
JOHNSON,JOSEPH	YOUTH SERVICES	PAGE	9/21/2015	PERSONAL REASONS
RICHLEY,JASON	INFORMATION TECH	NETWORK TECH	9/3/2015	PERSONAL REASONS

OTHER TERMINATIONS

OTHER TERMINATIONS

N/A

*DATA NOT AVAILABLE FOR MONTHLY REPORT

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**CLEVELAND PUBLIC LIBRARY
 SALARY CHANGES REPORT
 FROM 09/01/2015 TO 09/30/2015**

**Human Resources Committee Report
 October 15, 2015**

EMPLOYEE: BIANCHI, ANTHONY
JOB TITLE: LA SUB

CURRENT GRADE: F **EFFEC DATE** 07/13/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		20,903.74	NEW HIRE

EMPLOYEE: JOHNSON, JORDAN
JOB TITLE: LA SUB

CURRENT GRADE: F **EFFEC DATE** 07/19/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		20,903.74	NEW HIRE

EMPLOYEE: DOBRANSKY, SARAH
JOB TITLE: GOV DOC SUPERVISOR

CURRENT GRADE: I **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		57,452.89	NEW HIRE

EMPLOYEE: YOUNG, ROMAEL
JOB TITLE: LA SUB

CURRENT GRADE: F **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE	20,903.74	23,205.52	TRANSFER

EMPLOYEE: SPIVEY, R-RIANA
JOB TITLE: BRANCH CLERK SUB

CURRENT GRADE: B **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		15,303.06	NEW HIRE

EMPLOYEE: LEE, JACQUELINE
JOB TITLE: BRANCH CLERK SUB

CURRENT GRADE: B **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		15,303.60	NEW HIRE

1236
CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 09/01/2015 TO 09/30/2015

EMPLOYEE: WARE, TASHIRA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: GEDEON, AMANDA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: OPALKO, KELSEY
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/13/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: FOX, CANDACE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/19/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: SCHMITZ, MAL
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: HOGAN, JAZ
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: LOPEZ, MARIA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

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CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 09/01/2015 TO 09/30/2015

EMPLOYEE: DRAEGER, JENNIFER
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: GALEWOOD, KRISTIN
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: DURICA, MARK
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: HAAS, ROSE
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/13/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: VAUGHN, CHERITA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/19/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: CHILDRESS, PATRICIA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: CARTIER, JAMES
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

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**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 09/01/2015 TO 09/30/2015**

EMPLOYEE: THOMAS, SIERA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: ROSS, LEAH
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: PETRI, CHRIS
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

EMPLOYEE: JAMES, DIONA
JOB TITLE: PAGE

CURRENT GRADE: Z **EFFEC DATE** 07/26/2015
CURRENT STEP: 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE WAGE		9.51	NEW HIRE

**Cleveland Public Library
Human Resources Committee Report
Meeting Date: October 15, 2015
Report Period: September, 2015**

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

MONTH	2014 SICK LEAVE HOURS USED	2015 SICK LEAVE HOURS USED	2015 TOTAL HOURS
January *	4,933.14	4,564.09	134,298.80
February	4,259.31	3,605.82	87,469.84
March	4,679.66	3,202.84	88,526.48
April	3,675.04	3,809.46	89,142.91
May	3,338.68	3,615.00	92,814.87
June	2,579.88	3,229.18	92,295.93
July *	2,623.97	5,098.30	139,351.84
August	*4,909.95	4,176.95	94,707.89
September	3,476.70	3,736.86	93,372.95
October	3,865.92		
November	3,667.80		
December *	3,952.60		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
September 1, 2015- September 30, 2015
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT I₁

Human Resources Committee Report

October 15, 2015

Totals Job Category	Male						Female				
	A	B	C	D	E	F	G	H	I	J	K
Officials/Administrators	80	22	10	1			28	18	1		
Professionals	76	15	2			1	38	14	4	3	
Technicians	19	9	2	1			4	1	1		
Protective Service	16	7	8					1			
Para-Professionals	129	23	31	2	2		35	27	7	2	
Administrative Support	300	41	64	5	3	1	52	135	17	2	1
Skilled Craft	11	5	3	1	1			1			
Service Maintenance	50	8	32	1			2	4	1		
Grand Total	700	130	152	11	7	1	159	201	31	7	1

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
2015**

REPORT J

Human Resources Committee Report
September 2015

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Essential	3	2	5
Standard	75	61	136
Standard with OAD	0	1	1
Premier	199	85	284
Premier with OAD	0	2	2
Dental Insurance	174	281	455
Vision Employee			245
Vision Children			35
Vision Spouse			46
Vision Family			75

Workers' Compensation Lost Time Report			
<i>Classification</i>	<i>Dept/Location</i>	<i>Date of Injury</i>	<i>Total days missed during report month</i>

CLEVELAND PUBLIC LIBRARY CIRCULATION POLICY

LIBRARY CARD ELIGIBILITY

Permanent residents of Ohio qualify for a free library card. Persons who go to school in Ohio, work on a permanent basis in Ohio, and those who own property in Ohio also qualify for a free library card. Only one card is allowed per individual, with the exceptions of library cards issued to teachers who work or live in Cuyahoga County and 3 for Me library cards issued to youth aged 17 and under with borrowing privileges restricted to print only. Cleveland Public Library honors the library cards of other CLEVNET libraries for the circulation of materials. Special cards, such as the 3 for Me card and those issued to businesses, educators, and temporary residents are governed by procedures set forth by Library administration.

APPLYING FOR A LIBRARY CARD

To apply for a library card, adults aged 18 or older must fill out an application and present valid, government-issued photo identification and current proof of address, if not listed on the photo identification. Acceptable forms of photo identification include a driver's license, state ID card, passport, and US. Military ID. Acceptable proof of a current address is either a printed personal check showing the address on the application or an envelope, utility bill, or postcard with a recent (within last 30 days) postmark received at the address shown on the application.

Adults aged 18 and over may also apply for a card online. This card will be valid for electronic materials **only** until the borrower presents valid, government-issued photo identification (and current proof of address if not listed on the photo identification) in person at the Main Library Lending desk or any Cleveland Public Library branch.

Youth aged 17 and under who are not accompanied by a parent or guardian may apply for and be issued a library card that excludes DVD borrowing privileges. The signature of a parent or other adult accepting financial responsibility along with their valid, government-issued identification number is required on the application. Photo identification is required for applicants aged 14 through 17 years old. Acceptable forms of photo identification for applicants in this age group include school ID, a report card, or a class schedule with the applicant's name on it.

Youth aged 17 and under who wish to borrow DVDs must be accompanied by a parent or other adult accepting financial responsibility at the time of application. The parent or other adult accepting financial responsibility must present valid,

government-issued photo identification and current proof of address. The parent or guardian may choose to allow DVDs borrowing privileges at that time.

Additionally, youth aged 17 and under may apply for one 3 for Me card with borrowing privileges restricted to three print titles only. The 3 for Me card can be used as a primary library card or as a secondary library card. Youth may apply for this card without the signature of a parent or guardian.

Library card privileges must be renewed every two years. Valid photo identification and current proof of address must be presented when renewing library privileges.

BORROWER RESPONSIBILITIES

Borrowers must present a valid library card when charging out materials. If the patron does not have the library card but still wishes to charge out materials, valid photo identification will be accepted. Borrowers are responsible for paying any fines or other charges imposed for the late return of materials, loss, or the mutilation of library materials. Parents or guardians who sign a library card application on behalf of an applicant aged 17 or under are financially responsible for all materials borrowed on the card. Borrowers are responsible for reporting any changes in the account information in a timely fashion.

It is the borrower's responsibility and choice as to who has access to the library card for the account. A patron may allow a family member or friend to use his or her library card to check out materials, pick up materials on hold, and pay fines that are outstanding on that card. However, a valid library card must be presented and the Library reserves the right to ask a borrower for photo identification to verify identity before charging out materials.

LOST OR STOLEN LIBRARY CARD

If the borrower's card is lost or stolen, it is the borrower's responsibility to report the loss or theft to Cleveland Public Library or to another CLEVNET-member library immediately. A police report is required when a patron claims materials were checked out without permission. A new library card must be issued for lost, damaged or stolen cards; the cost for a replacement card is \$1.00. All charges or loans attached to the lost card will be transferred to the new card.

BORROWING GUIDELINES

A total of fifty circulating items may be on a borrower's record at any given time; of these, a total of eight (8) CPL-owned DVDs may be on a borrower's record. Loan periods depend upon the type of material being loaned; borrowers should note the due dates on the receipt provided at checkout. The Library upholds the circulation policy and loan periods for items owned by CLEVNET member libraries although they may differ from the loan periods of Cleveland Public Library.

Most CPL materials are renewable, and, depending on the item, may be renewed up to five times, provided there are no reservation requests pending and the patron has not accumulated more than \$24.99 in fines and/or fees on the account.

FINES & FEES

Once library materials are overdue, the cardholder will be charged overdue fines according to the Fines & Fees Schedule, approved by the Cleveland Public Library Board of Trustees. The Library will accept payment for lost or damaged materials, overdue fines and fees associated with materials owned by other CLEVNET member libraries at any CPL location. The Library will not wave any fines or fees associated with materials owned by other CLEVNET member libraries. If an item owned by another CLEVNET member library is found at a later date, the patron must return the item to the owning library to request a refund. CPL will not issue refunds for materials owned by another library system.

The Library does not charge overdue fines for circulating materials borrowed by patrons aged 60 and over, or those who are totally and permanently disabled. To qualify for a disabled card, the patron must present a permanent Golden Buckeye card issued by the Ohio Department of Aging at the time of application. Patrons aged 60 and over or those who are totally and permanently disabled are still responsible for lost item charges.

Once an item is twenty-eight (28) or more days overdue, the Library will mail the borrower a bill for the cost of the item. When an item does not have a cost associated with it in the online catalog, the borrower is responsible for the replacement cost listed in the Fines & Fees Schedule. If the lost CPL item is found within 90 days of payment, the patron may contact the Library for a refund, less the maximum overdue fine for the item. In the event that a borrower believes that an item was returned on time, the borrower should contact the owning library to ask staff to check the shelf for the item. If the item is owned by CPL and not found after a shelf check, it is the sole discretion of the library manager to grant or deny CLAIMS RETURNED status for the item.

LOSS OF BORROWING PRIVILEGES

A patron is unable to borrow materials when fines and/or fees are in excess of \$24.99, 10 or more items are overdue, more than 50 items are already charged out, the patron's library card has expired, or the account has been referred for material recovery services. Youth aged 17 and under whose borrowing privileges have been suspended are eligible to apply for the 3 for Me card.

MATERIALS RECOVERY

Accounts of borrowers aged 18 or older with fines and/or fees in excess of \$24.99 on their account are referred to material recovery services for processing and may be subject to credit reporting. Youth aged 17 or younger with fines and/or fees in excess of \$24.99 are referred to material recovery services for processing; however, their name will not be reported to a credit bureau. A collection fee will be assessed to the patron when the account is referred for material recovery services. A patron's borrowing privileges will be restored once the balance on the user's account is zero.

CONFIDENTIALITY OF LIBRARY RECORDS

In keeping with the Library's Policy on Confidentiality and the Privacy of Library Records, family members or friends are not given information about the accounts of the borrowers whose cards they are using, except in situations specified by Section 149.432 of Ohio Revised Code, e.g., a parent can get the account information of a minor child.

A parent or guardian may request overdue information and information about current items charged out on a minor child's library card, if the parent or guardian has the minor child's card, or the parent or guardian has photo identification with same address as that listed in the minor child's registration and proof of parentage or guardianship satisfactory to the Library.

Approved by the Board of Library Trustees, **October 15, 2015**

CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR SEPTEMBER 2015

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	122,911	132,671	615	663	1,119,150	1,207,803	-7.3%
Branches	267,119	321,151	1,260	1,508	2,436,454	2,825,222	-13.8%
Mobile Units	5,200	7,102			45,134	56,406	-20.0%
Library for the Blind	48,336	53,129			442,158	477,858	-7.5%
OLBPD BARD	9,345	11,589			99,123	100,597	-1.5%
eMedia	25,565	19,900			208,696	173,420	20.3%
TOTAL CIRCULATION	478,476	545,542			4,350,715	4,841,306	-10.1%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
eBook	11,347	13,756	132,419	124,419	6.4%
eAudiobook	11,529	5,101	58,072	40,765	42.5%
eMusic	118	24	538	263	104.6%
eVideo	450	298	2,645	2,142	23.5%
eMagazines	2,121	721	15,022	5,831	157.6%
TOTAL eCIRCULATION	25,565	19,900	208,696	173,420	20.3%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD) Downloads	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Downloads	9,345	11,589	99,123	100,597	-1.5%
Users	604	653	5,510	5,892	-6.5%

COMPUTER USAGE	Number of Computers	Average Session	Number of Sessions		Hours in Use		YTD Gain/Loss
			2015	2014	2015	2014	
Main Library	93	45 minutes	101,738	117,552	73,376	90,694	-19.1%
Branches	529	40 minutes	719,504	785,097	474,620	522,727	-9.2%
TOTAL USAGE	622		821,242	902,649	547,996	613,421	-10.7%

Sessions less than 5 minutes excluded. Sessions and hours in use appear lower due to problems with counting software.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	2015	2014	
Main Library	39,445	43,162	197	216	366,194	399,841	-8.4%
Branches	220,170	251,297	1,039	1,180	2,059,702	2,146,274	-4.0%
Mobile Unit	458	589			4,515	5,426	-16.8%
TOTAL VISITS	260,073	295,048			2,430,411	2,551,541	-4.7%

REPORT K

CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR SEPTEMBER 2015

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	6,150	607	657	1,002	8,416	625	9,041
Brooklyn	3,442	316	325	434	4,517	509	5,026
Carnegie West	8,314	785	1,137	1,628	11,864	1,134	12,998
Collinwood	4,983	522	425	786	6,716	594	7,310
East 131st	3,184	447	240	436	4,307	329	4,636
Eastman	12,428	1,247	1,278	2,101	17,054	2,145	19,199
Fleet*	8,450	781	782	1,253	11,266	907	12,173
Fulton	7,534	534	732	950	9,750	901	10,651
Garden Valley	2,574	211	183	254	3,222	251	3,473
Glenville	4,492	402	350	751	5,995	472	6,467
Harvard-Lee	6,358	830	900	1,452	9,540	690	10,230
Hough	2,820	512	256	359	3,947	331	4,278
Jefferson	4,577	579	731	1,095	6,982	594	7,576
Langston Hughes	4,466	616	554	846	6,482	465	6,947
Lorain	6,847	815	919	1,339	9,920	723	10,643
Martin Luther King, Jr.	5,200	602	589	1,088	7,479	683	8,162
Memorial-Nottingham	7,317	937	1,153	1,877	11,284	1,173	12,457
Mt. Pleasant	3,135	360	269	553	4,317	369	4,686
Rice	8,323	709	790	1,211	11,033	835	11,868
Rockport	12,279	1,154	1,349	1,815	16,597	1,746	18,343
South	5,127	690	546	874	7,237	678	7,915
South Brooklyn	11,168	1,155	1,761	2,748	16,832	1,899	18,731
Sterling	3,490	389	306	526	4,711	371	5,082
Union	4,499	585	477	690	6,251	386	6,637
Walz	8,841	819	1,078	1,746	12,484	1,135	13,619
West Park	9,935	1,337	2,614	3,625	17,511	2,163	19,674
Woodland	6,875	525	453	818	8,671	626	9,297
TOTAL	172,808	18,466	20,854	32,257	244,385	22,734	267,119

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

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR SEPTEMBER 2015**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2015	2014		
Addison	9,041	11,500	85,803	104,409	-18,606	-17.8%
Brooklyn	5,026	6,982	53,000	60,930	-7,930	-13.0%
Carnegie West	12,998	14,986	115,155	125,897	-10,742	-8.5%
Collinwood	7,310	9,040	70,752	80,717	-9,965	-12.3%
East 131st	4,636	5,924	39,722	49,606	-9,884	-19.9%
Eastman	19,199	21,763	177,598	189,873	-12,275	-6.5%
Fleet*	12,173	14,346	108,311	128,143	-19,832	-15.5%
Fulton	10,651	12,789	96,807	137,485	-40,678	-29.6%
Garden Valley	3,473	4,288	29,137	35,275	-6,138	-17.4%
Glenville	6,467	8,750	59,691	74,553	-14,862	-19.9%
Harvard-Lee	10,230	9,434	78,767	82,271	-3,504	-4.3%
Hough	4,278	5,996	39,973	46,997	-7,024	-14.9%
Jefferson	7,576	7,649	67,199	74,422	-7,223	-9.7%
Langston Hughes	6,947	8,769	61,568	69,856	-8,288	-11.9%
Lorain	10,643	12,465	90,764	105,377	-14,613	-13.9%
Martin Luther King, Jr.	8,162	13,280	85,750	105,629	-19,879	-18.8%
Memorial-Nottingham	12,457	14,938	111,564	136,401	-24,837	-18.2%
Mt. Pleasant	4,686	6,489	41,214	54,616	-13,402	-24.5%
Rice	11,868	12,940	108,206	113,786	-5,580	-4.9%
Rockport	18,343	21,907	167,955	189,749	-21,794	-11.5%
South	7,915	9,235	75,830	85,664	-9,834	-11.5%
South Brooklyn	18,731	23,040	167,159	196,994	-29,835	-15.1%
Sterling	5,082	6,280	45,418	55,083	-9,665	-17.5%
Union	6,637	8,453	59,513	74,244	-14,731	-19.8%
Walz	13,619	16,373	127,621	149,692	-22,071	-14.7%
West Park	19,674	22,317	187,873	202,506	-14,633	-7.2%
Woodland	9,297	11,218	84,104	95,047	-10,943	-11.5%
TOTAL	267,119	321,151	2,436,454	2,825,222	-388,768	-13.8%

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

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE SEPTEMBER 2015**

BRANCH	Monthly Total			Year-to-Date		YTD Gain/Loss	YTD %G/L
	2015	2014	2015	2014			
Addison	5,468	6,143	51,012	55,657	-4,645	-8.3%	
Brooklyn	3,496	4,211	33,826	38,382	-4,556	-11.9%	
Carnegie West	12,716	14,384	139,297	134,999	4,298	3.2%	
Collinwood	7,927	7,721	62,746	68,069	-5,323	-7.8%	
East 131st	8,293	7,642	70,729	65,796	4,933	7.5%	
Eastman	9,908	11,796	99,746	104,116	-4,370	-4.2%	
Fleet	10,187	11,570	96,618	101,033	-4,415	-4.4%	
Fulton	7,613	8,934	71,281	72,386	-1,105	-1.5%	
Garden Valley	4,848	5,814	42,435	47,789	-5,354	-11.2%	
Glenville	9,847	7,217	72,127	61,782	10,345	16.7%	
Harvard-Lee	8,051	9,753	73,797	84,360	-10,563	-12.5%	
Hough	10,238	13,669	102,917	103,069	-152	-0.1%	
Jefferson	7,193	7,436	64,283	66,349	-2,066	-3.1%	
Langston Hughes	6,091	8,330	65,719	66,029	-310	-0.5%	
Lorain	7,464	8,854	68,944	79,704	-10,760	-13.5%	
Martin Luther King, Jr.	8,348	6,596	68,656	60,629	8,027	13.2%	
Memorial-Nottingham	5,367	9,613	50,666	61,245	-10,579	-17.3%	
Mt. Pleasant	5,621	6,356	56,602	60,122	-3,520	-5.9%	
Rice*	12,174	12,074	116,084	112,056	4,028	3.6%	
Rockport	9,892	13,188	89,461	113,046	-23,585	-20.9%	
South	6,328	8,061	66,299	69,613	-3,314	-4.8%	
South Brooklyn	14,339	15,271	120,668	115,914	4,754	4.1%	
Sterling	8,772	10,785	84,442	97,380	-12,938	-13.3%	
Union	6,185	7,602	61,300	59,832	1,468	2.5%	
Walz	8,036	9,858	75,939	84,815	-8,876	-10.5%	
West Park	8,027	9,926	85,193	90,540	-5,347	-5.9%	
Woodland	7,741	8,493	68,915	71,562	-2,647	-3.7%	
TOTAL	220,170	251,297	2,059,702	2,146,274	-86,572	-4.0%	

*Equipment malfunction. Substitute value used

CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS SEPTEMBER 2015

Branch	Total Circulation	Branch	Attendance	Branch	Population
1 West Park	19,674	1 South Brooklyn	14,339	1 South Brooklyn	32,043
2 Eastman	19,199	2 Carnegie West	12,716	2 West Park	27,814
3 South Brooklyn	18,731	3 Rice*	12,174	3 Fleet**	26,727
4 Rockport	18,343	4 Hough	10,238	4 Eastman	23,674
5 Walz	13,619	5 Fleet	10,187	5 Rockport	19,896
6 Carnegie West	12,998	6 Eastman	9,908	6 Fulton	19,647
7 Memorial-Nottingham	12,457	7 Rockport	9,892	7 Rice	19,462
8 Fleet*	12,173	8 Glenville	9,847	8 Memorial-Nottingham	19,271
9 Rice	11,868	9 Sterling	8,772	9 Harvard-Lee	17,655
10 Fulton	10,651	10 Martin Luther King, Jr.	8,348	10 Walz	16,063
11 Lorain	10,643	11 East 131st	8,293	11 Collinwood	14,769
12 Harvard-Lee	10,230	12 Harvard-Lee	8,051	12 Langston Hughes	14,439
13 Woodland	9,297	13 Walz	8,036	13 Glenville	14,006
14 Addison	9,041	14 West Park	8,027	14 Addison	13,603
15 Martin Luther King, Jr.	8,162	15 Collinwood	7,927	15 East 131st	13,025
16 South	7,915	16 Woodland	7,741	16 Mt. Pleasant	12,792
17 Jefferson	7,576	17 Fulton	7,613	17 Lorain	12,588
18 Collinwood	7,310	18 Lorain	7,464	18 Martin Luther King, Jr.	12,392
19 Langston Hughes	6,947	19 Jefferson	7,193	19 Carnegie West	10,487
20 Union	6,637	20 South	6,328	20 Union	8,416
21 Glenville	6,467	21 Union	6,185	21 Sterling	8,267
22 Sterling	5,082	22 Langston Hughes	6,091	22 Woodland	7,946
23 Brooklyn	5,026	23 Mt. Pleasant	5,621	23 South	6,325
24 Mt. Pleasant	4,686	24 Addison	5,468	24 Hough	5,667
25 East 131st	4,636	25 Memorial-Nottingham	5,367	25 Brooklyn	5,524
26 Hough	4,278	26 Garden Valley	4,848	26 Jefferson	3,515
27 Garden Valley	3,473	27 Brooklyn	3,496	27 Garden Valley	2,310
	267,119		220,170	28 Broadway**	1,966
					388,323

**Broadway and Fleet services areas merged

*Broadway branch library closed its doors on November 16, 2012
**Equipment malfunction; substitute value used

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 2015**

OTHER TRANSACTIONS
Loans* to:

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
CLEVNET	74,548	77,498	674,355	697,480	-3.3%
MORE	455	544	3,638	5,296	-31.3%
Other Libraries	388	584	3,178	5,533	-42.6%
TOTAL	75,391	78,626	681,171	708,309	-3.8%

*Totals included in Main Library and Branch circulation counts.

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Projected	16,064	15,570	179,195	194,125	-7.7%
KnowItNow Web Reference*	74	154	976	2,379	-59.0%
Interlibrary Loan Requests	843	1,128	6,816	13,721	-50.3%
TOTAL	16,981	16,852	186,987	210,225	-11.1%

*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.

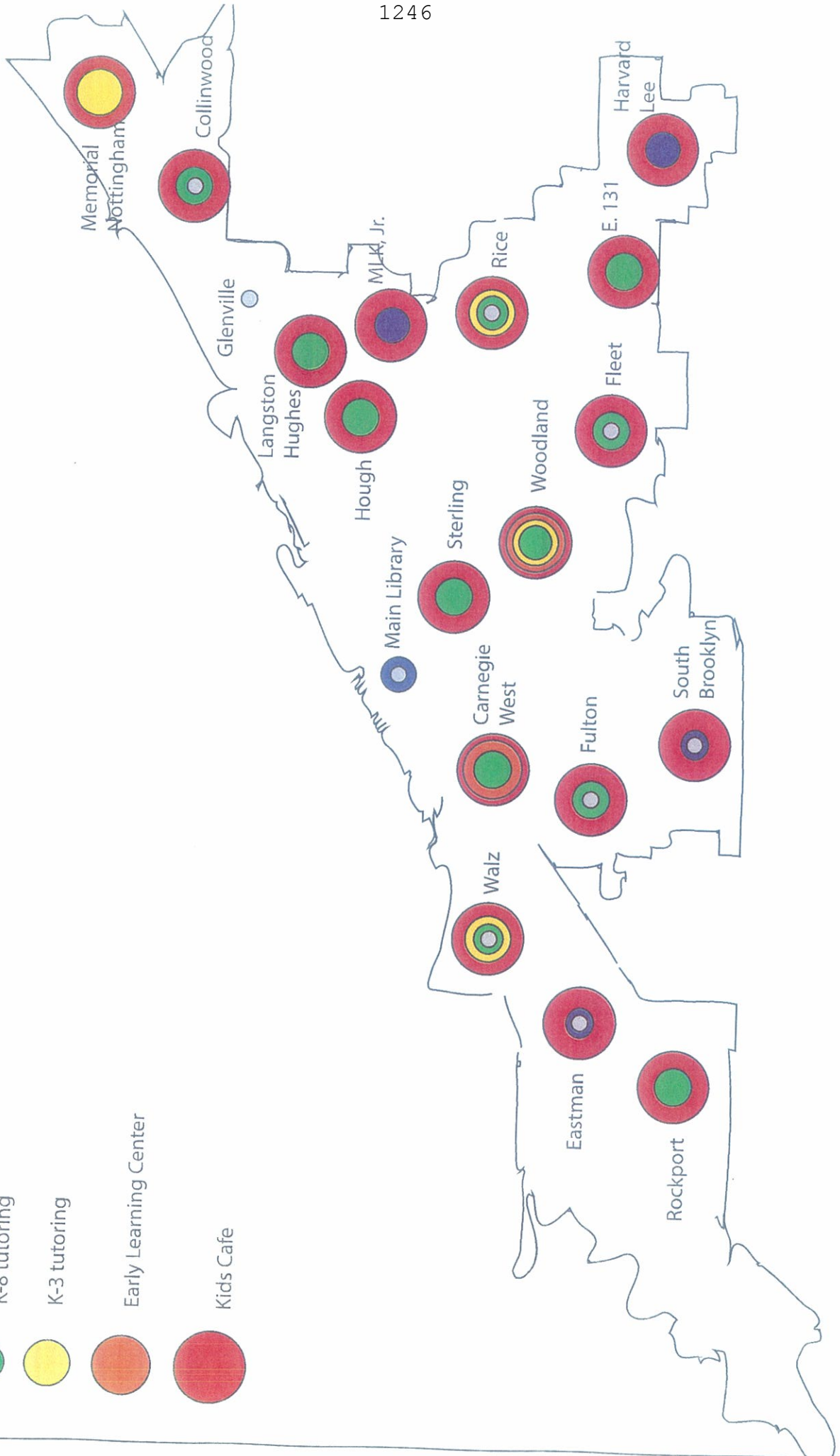
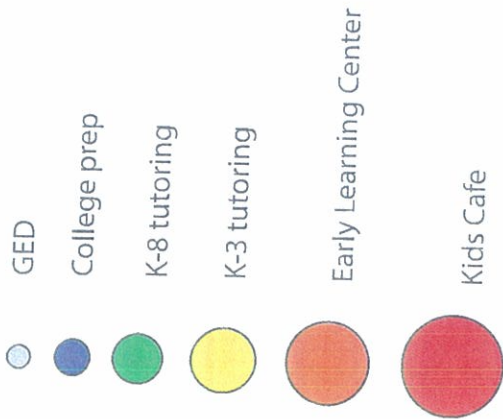
CHANGES IN PERMANENT COLLECTION

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
New Titles Added	5,002	6,511	48,919	53,845	-9.1%
Total Items Added	25,443	22,588	186,354	179,839	3.6%

HOURS OPEN

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2015	2014	2015	2014	
Main Library	200	200	1,815	1,798	0.9%
Branches	5,724	5,751	52,005	51,513	1.0%

LEARNING SERVICES AT CPL, 2016



CLEVELAND PUBLIC LIBRARY

REGULATIONS OF THE BOARD OF TRUSTEES

(Revised November 19, 1947 and _____ 2015)

(Amended September 19, 1962, October 26, 1966, February 19, 1970, December 16, 1971, January 20, 1972, September 21, 1972, November 15, 1973, December 19, 1974, December 18, 1980, February 16, 2012, September 18, 2014)

ARTICLE I. Regular meetings of the trustees shall be held on the third Thursday of each month or such other time as the Board may determine. The regular meeting held in the month of January of each year shall be the annual meeting of the trustees.
(Amended October 26, 1966)

ARTICLE II. Special meetings shall be called by the president or any two trustees, and the business to be transacted shall be stated in the call therefor.

ARTICLE III. For the purpose of transacting any business a quorum shall be a majority of the full membership.

ARTICLE IV. The officers of the Board of Trustees shall be a president, vice president, and secretary who shall serve for a term of one year. At the annual meeting the trustees shall elect, for a term of one year, a fiscal officer, who shall be treasurer of the Library funds. The Board shall also appoint one assistant to the fiscal officer, who shall be known as the deputy fiscal officer.
(Amended September 21, 1972)

ARTICLE V. (a) The president shall preside at all meetings. S/he shall appoint all committees except the nominating committee, which shall be elected by the Board members. The chairperson of all other committees will be designated by the president. S/he shall perform such other duties as by custom are incident to this office. S/he may also, at his or her discretion, by virtue of his or her office, be a member of all committees with power to exercise all functions belonging to other committee members. (Amended November 15, 1973)

(b) The vice president shall, in case of the absence or disability of the president, or in the case of the president's resignation or demise, or at the request of the president, assume and perform any and all duties which the president is authorized to exercise. (Amended February 19, 1970)

(c) The secretary shall cause to be kept a true and accurate record of all things done at meetings of the Board of Trustees through the preparation of minutes. Minutes shall be furnished to each trustee promptly after such records are prepared. The secretary shall cause to be safely kept in permanent form the records of all meetings, and all papers and documents relating to the business of the Board, which s/he shall deliver, on the termination of his or her office, to his or her successor. S/he shall, at all meetings of the Board, present all matters relating to the business affairs of the Library which have come to his or her attention. S/he shall perform such other duties as the Board may, from time to time, prescribe or direct, and such as are customarily performed by persons holding the office of

secretary. In the absence or disability of the president and vice president, the secretary may exercise all of the powers entrusted to those officers, but only for the period of their absence or actual disability.

(d) The fiscal officer of the Board shall be the treasurer of the Library funds, and shall deposit all funds of the Library in depositories designated by the Board, and shall draw all necessary checks and vouchers for the disbursement of funds of the Library pursuant to appropriations made by the Board, which shall become valid when signed by the president and fiscal officer. Except as set forth in Article XII of these Regulations, no monies credited to the Library in the excess of \$5,000 shall be paid out except on a check signed by the fiscal officer of the Board of Library Trustees having jurisdiction over said monies, and the president, or vice president, or secretary in that order, if available, and if none of them is available any one of the remaining Board members, in order of seniority on the Board. S/he shall, at each regular meeting, present to the Board a report showing the financial position of the Library in such form and with such detail as the Board may, from time to time, prescribe. S/he shall perform such other duties as the Board may prescribe or direct, and such as are customarily incident to the office of the treasurer.

(Amended December 16, 1971)

In the event of the absence of the fiscal officer, the deputy fiscal officer shall have all powers and duties of the fiscal officer and shall sign as deputy fiscal officer. (Amended January 20, 1972)

ARTICLE VI. Copies shall be retained of all official correspondence of any of the trustees, relative to the affairs of the Library, and such copies, with all letters received, contracts, bills, receipts, vouchers, reports, and books of accounts, shall be preserved and kept in the rooms of the Library in places whence they shall be kept unless scheduled for destruction in accordance with the applicable record retention schedule.

ARTICLE VII. The Board shall appoint a Director of the Library for a term of one to five years and fix his or her compensation. S/e shall execute the duties as hereinafter provided.

ARTICLE VIII. There shall be three standing committees of the trustees: namely, a Committee on Finance and Audit, a Committee on Human Resources, and a Committee on Community Services. (Amended December 18, 1980)

The Board may, from time to time, authorize the appointment of such other committees as it shall deem expedient for the purpose of investigating any matter relating

to the business of the Library and reporting thereon to the Board. The president may, in the interim between meetings of the Board, appoint committees to perform like functions. Any committees created hereunder shall continue to perform the duties assigned to them until discharged by action of the Board.

Each committee shall consist of a minimum of three members and no greater than five members. The majority of the members of a committee shall constitute a quorum for that particular committee. If a quorum of members is present at a meeting of a committee, then that committee may vote on whether to recommend acceptance of a resolution to the Board. Such vote shall be conducted by taking a roll call of the committee members present. Reports of these committees shall be presented to the trustees by the chairperson or acting chairperson of each committee, unless otherwise ordered. (Amended March 15, 2012).

ARTICLE IX. The Committee on Finance and Audit shall meet the third Tuesday of each month a regular board meeting is scheduled. To the Committee on Finance and Audit shall be referred all matters relating to the Library budget and Library funds, loans, financing, real estate, claims, and contracts and settlements over a certain amount to be determined by resolution of the Board. When deemed advisable by the trustees, this committee shall be instructed to consult with the Committee on Human Resources and the Committee on Community Services regarding such financial factors as may be involved in any matters in the hands of these committees. All recommendations of this committee to the full Board shall be subject to a roll call vote of the trustees at the next regular meeting.
(Amended December 18, 1980)

ARTICLE X. To the Committee on Human Resources shall be referred all matters relating to the personnel of the Library, professional, and otherwise. These matters shall include the appointment, remuneration, and duties of the Director, the committee to report its recommendation thereon to the trustees. This committee shall likewise recommend to the trustees the appointment, remuneration, duties, and termination of all other employees of the Library, after consultation with the Director of Human Resources. This committee shall likewise recommend to the trustees such rules and regulations regarding personnel matters as it may deem advisable. The rates of compensation for all employees of the Library shall be recommended by this committee to the full Board and fixed by the trustees. All recommendations of this committee shall be subject to a roll call vote of the trustees.

ARTICLE XI. To the Committee on Community Services shall be referred all matters relating to public services, the Library's strategic plans, and service facilities and properties of the Library, their construction, maintenance, and extension. All recommendations of this committee to the full Board shall be subject to a roll call vote of the trustees.
(Amended December 18, 1980)

ARTICLE XII. No disbursement of money shall be made unless an appropriation therefor has been previously authorized by resolution of this Board. Disbursements shall be made upon a check signed by the Board President, Vice President or Treasurer, and the fiscal officer, or by direct deposit of funds by electronic transfer if the payee provides a written authorization designating a financial institution and an account number to which the payments are to be

credited, and provided the Board President, Vice President or Treasurer and the fiscal officer sign the order authorizing the electronic fund transfer (Amended September 19, 1962 and September 18, 2014)

ARTICLE XIII. The Director shall be the chief executive officer of the Library, and shall supervise its administration, subject to such rules as may be adopted by the trustees. At each regular meeting of the Board, the director shall submit a report showing all matters and things done under his supervision since the last meeting of the Board, with such data and detail as may be necessary to enable the Board to understand the condition of the Library and all important steps taken to promote its objects and purposes. He shall also, from time to time, present to the Board such further information and data relating to the Library as it may request. He shall attend all meetings of the Board and take part in its deliberations, and shall recommend such action as he deems calculated to promote the best interests of the Library. At the close of each year he shall submit to the Board a general report setting forth the state of the Library, together with recommendations and suggestions for its improvement and development, which report shall be in a form suitable for printing and public distribution.

ARTICLE XIV. Pursuant to the provisions of Sec. 5705.28 of the *Revised Code*, the benefits of the service of the Cleveland Public Library shall be and hereby are extended on equal terms to all the inhabitants of Cuyahoga County.

ARTICLE XV. The order of business at regular meetings of the trustees shall be as follows:

1. Presentation and approval of Minutes as published
2. Communications
3. Report of Committees in the order named in ARTICLE VIII
4. Report of Special Committees
5. Unfinished Business (previously introduced)
6. New Business (initiated in the present meeting)
7. Report of Director and approval
8. Adjourn (Amended December 19, 1974)

ARTICLE XVI. Parliamentary Authority. The rules contained in the current edition of *Roberts Rules of Order* will serve together with the *Rules and Regulations* of the Board of Trustees of Cleveland Public Library in matters not provided for within the Regulations of the Board already adopted, and where they are not inconsistent with any special rules of order of the Board. (Article Added December 19, 1974)

ARTICLE XVII. No amendment of these regulations shall be finally acted upon until the next regular meeting after the same shall have been proposed. The trustees may temporarily suspend any or all rules and regulations in force by its authority, except this Article XVII, by a unanimous vote of all trustees present and the vote on such suspensions shall be taken by yeas and nays, and entered on the records.

(Amended December 19, 1974)

CLEVELAND PUBLIC LIBRARY
REGULATIONS OF THE BOARD OF TRUSTEES

(Revised November 19, 1947
and 2015)

(Amended September 19, 1962, October 26, 1966, February 19, 1970, December 16, 1971,
January 20, 1972, September 21, 1972, November 15, 1973, December 19, 1974,
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(Amended September 21, 1972)

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(Amended February 19, 1970)

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present all matters relating to the business affairs of the Library which have come to his or her attention. S/he shall perform such other duties as the Board may, from time to time, prescribe or direct, and such as are customarily performed by persons holding the office of

secretary. In the absence or disability of the president and vice president, the secretary may exercise all of the powers entrusted to those officers, but only for the period of their absence or actual disability.

(d) The fiscal officer of the Board shall be the treasurer of the Library funds, and shall deposit all funds of the Library in depositories designated by the Board, and shall draw all necessary checks and vouchers for the disbursement of funds of the Library pursuant to appropriations made by the Board, which shall become valid when signed by the president and fiscal officer. Except as set forth in Article XII of these Regulations, no monies credited to the Library in the excess of \$5,000 shall be paid out except on a check signed by the fiscal officer of the Board of Library Trustees having jurisdiction over said monies, and the president, or vice president, or secretary in that order, if available, and if none of them is available any one of the remaining Board members, in order of seniority on the Board. S/he shall, at each regular meeting, present to the Board a report showing the financial position of the Library in such form and with such detail as the Board may, from time to time, prescribe. S/he shall perform such other duties as the Board may prescribe or direct, and such as are customarily incident to the office of the treasurer.

(Amended December 16, 1971)

In the event of the absence of the fiscal officer, the deputy fiscal officer shall have all powers and duties of the fiscal officer and shall sign as deputy fiscal officer. (Amended January 20, 1972)

ARTICLE VI. Copies shall be retained of all official correspondence of any of the trustees, relative to the affairs of the Library, and such copies, with all letters received, contracts, bills, receipts, vouchers, reports, and books of accounts, shall be preserved and kept in the rooms of the Library in places whence they shall be kept unless scheduled for destruction in accordance with the applicable record retention schedule.

ARTICLE VII. The Board shall appoint a Director of the Library for a term of one to five years and fix his or her compensation. S/e shall execute the duties as hereinafter provided.

ARTICLE VIII. There shall be three standing committees of the trustees: namely, a Committee on Finance and Audit, a Committee on Human Resources, and a Committee on Community Services. (Amended December 18, 1980)

The Board may, from time to time, authorize the appointment of such other committees as it shall deem expedient for the purpose of investigating any matter relating

to the business of the Library and reporting thereon to the Board. The president may, in the interim between meetings of the Board, appoint committees to perform like functions. Any committees created hereunder shall continue to perform the duties assigned to them until discharged by action of the Board..

Each committee shall consist of a minimum of three members and no greater than five members. The majority of the members of a committee shall constitute a quorum for that particular committee. If a quorum of members is present at a meeting of a committee, then that committee may vote on whether to recommend acceptance of a resolution to the Board. Such vote shall be conducted by taking a roll call of the committee members present. Reports of these committees shall be presented to the trustees by the chairperson or acting chairperson of each committee, unless otherwise ordered. (Amended March 15, 2012).

ARTICLE IX. The Committee on Finance and Audit shall meet the third Tuesday of each month a regular board meeting is scheduled. To the Committee on Finance and Audit shall be referred all matters relating to the Library budget and Library funds, loans, financing, real estate, claims, and contracts and settlements over a certain amount to be determined by resolution of the Board. When deemed advisable by the trustees, this committee shall be instructed to consult with the Committee on Human Resources and the Committee on Community Services regarding such financial factors as may be involved in any matters in the hands of these committees. All recommendations of this committee to the full Board shall be subject to a roll call vote of the trustees at the next regular meeting.
(Amended December 18, 1980)

ARTICLE X. To the Committee on Human Resources shall be referred all matters relating to the personnel of the Library, professional, and otherwise. These matters shall include the appointment, remuneration, and duties of the Director, the committee to report its recommendation thereon to the trustees. This committee shall likewise recommend to the trustees the appointment, remuneration, duties, and termination of all other employees of the Library, after consultation with the Director of Human Resources. This committee shall likewise recommend to the trustees such rules and regulations regarding personnel matters as it may deem advisable. The rates of compensation for all employees of the Library shall be recommended by this committee to the full Board and fixed by the trustees. All recommendations of this committee shall be subject to a roll call vote of the trustees.

ARTICLE XI. To the Committee on Community Services shall be referred all matters relating to public services, the Library's strategic plans, and service facilities and properties of the Library, their construction, maintenance, and extension. All recommendations of this committee to the full Board shall be subject to a roll call vote of the trustees.
(Amended December 18, 1980)

ARTICLE XII. No disbursement of money shall be made unless an appropriation therefor has been previously authorized by resolution of this Board. Disbursements shall be made upon a check signed by the Board President, Vice President or Treasurer, and the fiscal officer, or by direct deposit of funds by electronic transfer if the payee provides a written authorization

designating a financial institution and an account number to which the payments are to be credited, and provided the Board President, Vice President or Treasurer and the fiscal officer sign the order authorizing the electronic fund transfer (Amended September 19, 1962 and September 18, 2014)

ARTICLE XIII. The Director shall be the chief executive officer of the Library, and shall supervise its administration, subject to such rules as may be adopted by the trustees. At each regular meeting of the Board, the director shall submit a report showing all matters and things done under his supervision since the last meeting of the Board, with such data and detail as may be necessary to enable the Board to understand the condition of the Library and all important steps taken to promote its objects and purposes. He shall also, from time to time, present to the Board such further information and data relating to the Library as it may request. He shall attend all meetings of the Board and take part in its deliberations, and shall recommend such action as he deems calculated to promote the best interests of the Library. At the close of each year he shall submit to the Board a general report setting forth the state of the Library, together with recommendations and suggestions for its improvement and development, which report shall be in a form suitable for printing and public distribution.

ARTICLE XIV. Pursuant to the provisions of Sec. 5705.28 of the *Revised Code*, the benefits of the service of the Cleveland Public Library shall be and hereby are extended on equal terms to all the inhabitants of Cuyahoga County.

ARTICLE XV. The order of business at regular meetings of the trustees shall be as follows:

1. Presentation and approval of Minutes as published
2. Communications
3. Report of Committees in the order named in ARTICLE VIII
4. Report of Special Committees
5. Unfinished Business (previously introduced)
6. New Business (initiated in the present meeting)
7. Report of Director and approval
8. Adjourn (Amended December 19, 1974)

ARTICLE XVI. Parliamentary Authority. The rules contained in the current edition of *Roberts Rules of Order* will serve together with the *Rules and Regulations* of the Board of Trustees of Cleveland Public Library in matters not provided for within the Regulations of the Board already adopted, and where they are not inconsistent with any special rules of order of the Board. (Article Added December 19, 1974)

ARTICLE XVII. No amendment of these regulations shall be finally acted upon until the next regular meeting after the same shall have been proposed. The trustees may temporarily suspend any or all rules and regulations in force by its authority, except this Article XVII, by a unanimous vote of all trustees present and the vote on such suspensions shall be taken by yeas and nays, and entered on the records.
(Amended December 19, 1974)