

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
April 18, 2017
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Mr. Corrigan, Mr. Hairston

Ms. Rodriguez called the meeting to order at 12:09 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the minutes for the Regular Board Meeting of 3/16/17 and Board Work Session of 3/14/17. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

REGULAR BOARD
MEETING OF
3/16/17; BOARD
WORK SESSION OF
3/14/17
Approved

COMMUNICATIONS

Director Thomas stated that there were no communications to be acknowledged.

MOTION TO TEMPORARIALY SUSPEND THE REGULATIONS

Ms. Rodriguez stated that because of schedule conflicts the Regular Board Meeting has been scheduled for today. There was no Finance Committee Meeting.

MOTION TO
TEMPORARILY
SUSPEND THE
REGULATIONS
Approved

Ms. Rodriguez moved to temporarily suspend the Regulations of the Board of Trustees in Article IX and X requiring referral of resolutions to committees, to consider the following resolutions. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for March

RESOLUTION TO
ACCEPT GIFTS
FOR MONTH OF
MARCH 2017
Approved

(See page 496)

Mr. Seifullah moved to amend the resolution so that it be corrected to accept gifts for the month of March rather than February. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

Mr. Seifullah moved approval of the following resolution as amended. 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 March of 2017; now therefore be it

RESOLVED, That the gifts described in the Gift Report for March of 2017 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Fourth Amendment to the Year 2017 Appropriation

(See pages 497-502)

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 2017 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated April 11, 2017; and

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

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

Resolution to Amend Agreement with CDW Government, LLC
for SharePoint Development

(See pages 503-504)

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

WHEREAS, In 2015, the IT/CLEVNET Department began working with CDW Government, LLC ("CDW-G") to build the high level SharePoint architecture for all of CLEVNET under PO #151660 in an amount not to exceed \$19,720.00 charged to Account 23130105-55540; and

WHEREAS, Once the high level architecture was built, the next step was for the individual library systems within CLEVNET to develop—if they chose—their own SharePoint intranets; and

WHEREAS, Cleveland Public Library's Knowledge Office chose to develop its own SharePoint intranet and entered into a separate agreement on May 31, 2016, with CDW-G to create and implement CPL's intranet foundation under PO #160968 in an amount not to exceed \$24,900.00, charged to Account 11980055-55540; and

WHEREAS, CDW-G fulfilled the terms of the agreement and CPL's new Staff Intranet made its debut on March 15, 2017; and

WHEREAS, Because ongoing development will be necessary for the success of the Staff Intranet, the Knowledge Office would like to continue working with CDW-G and requests an amendment to the May 31, 2016 agreement in an amount not to exceed \$23,940.00 for a total amended contract amount of \$48,840.00; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO, or his designee, to enter into an amendment to the Agreement with CDW Government, LLC, subject to the approval of the Chief Legal Officer, to provide the services as outlined in their proposal in an amount not to exceed \$48,840.00 to be charged to General Fund Account 11980055-55540 (Software).

Timothy Diamond, Chief Knowledge Officer, introduced Knowledge Management Specialist Nancy Mocsiran who

RESOLUTION TO
AMEN
AGREEMENT
WITH CDW
GOVERNMENT,
LLC FOR
SHAREPOINT
DEVELOPMENT
Approved

worked with CDW-G to research, design, and develop the new staff intranet.

Ms. Mocsiran gave a brief demonstration on the functionality of the website and plans for future development, emphasizing the efficiencies and cost-savings that come with having the resources staff need in one place. The Trustees have access to the staff intranet as well.

Resolution Authorizing Exercise of Option to Renew Garden Valley Lease for Additional Five Years

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

WHEREAS, On April 19, 2007, the Board of Trustees of the Cleveland Public Library authorized the Library to enter into a lease with Bridgeport Place LLC, a subsidiary of Burten, Bell, Carr Development, Inc. and the owner of the building housing the Garden Valley Branch, for an initial term of ten years; and

WHEREAS, The lease term commenced on November 15, 2007, and will expire on November 30, 2017; and

WHEREAS, The Library may renew the lease up to four times for renewal periods of five years each, provided that the Library notifies the landlord of its intent to renew at least six months prior to the expiration of the current lease term; and

WHEREAS, The rental amount, excluding the Library's pro rata share of common area maintenance, was fixed at \$4,689.33 for the first five years of the lease and thereafter increased by three percent each subsequent year including each successive year during renewal terms; and

WHEREAS, The Executive Director requests the authority to renew the lease with the building owner based upon the same terms and conditions of the existing lease, for an additional five year term from December 1, 2017 through November 30, 2022; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute

RESOLUTION
AUTHORIZING
EXERCISE OF
OPTIONS TO
RENEW
GARDEN
VALLEY LEASE
FOR
ADDITIONAL
FIVE YEARS
Approved

a five-year renewal of the lease for space in the building located at 7201 Kinsman Road, Suite 101 with the owner, Bridgeport Place LLC, for a first year rental amount of \$67,191.71, or \$5,599.31 per month, subject to a three percent increase each subsequent year, plus the Library's pro rata share of common area maintenance, for a term of five years from December 1, 2017 through November 30, 2022, to be charged to the General Fund Account No.17450053-53510 (Rent/Leases), which renewal shall be subject to approval of the Chief Legal Officer.

After stating that the Library was paying a monthly fixed rate at \$4,689.33 for the first ten years, Ms. Butts asked if those rate increases were common for property rentals in that area.

Director Thomas stated that although increases have been leveraged, there are very few locations available that are suitable for the branch.

Resolution to Renew the Maintenance Agreement with Tyler Technologies, Inc. for Support of the Munis System

(See pages 505-507)

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

WHEREAS, In March 2006, the Library entered into a system agreement with Tyler Technologies, Inc. for maintenance of the Library's MUNIS ERP system, and continues to expand the functionality of the Library's ERP system implementing modules to improve efficiency; and

WHEREAS, The Library's ERP system include Financials, Human Resources, Payroll, and General Revenue and needs to continue support and to update licensing; and

WHEREAS, The effective date of termination of the current maintenance agreement with Tyler Technologies, Inc. for the support and to update licensing of the Library's MUNIS ERP system is May 16, 2017; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to execute all

RESOLUTION TO
RENEW THE
MAINTENANCE
AGREEMENT
WITH TYLER
TECHNOLOGIES,
INC. FOR
SUPPORT OF
THE MUNIS
SYSTEM
Approved

documents necessary to renew the Maintenance Agreement with Tyler Technologies, Inc., subject to the Chief Legal Officer's approval, for the period beginning May 17, 2017 and ending May 16, 2018 at a cost not-to-exceed \$63,202.41, with the expenditure being charged to the General Fund Account 13010053-53360.

FISCAL
OFFICER'S
REPORT

Submitted

Director Thomas announced that Carrie Krenicky, Chief Fiscal Officer, was unable to attend the Board Meeting and has asked that Laura Armstrong, Deputy Fiscal Officers, was available to answer any questions that the Board may have.

REPORT ON
INVESTMENTS

Submitted

Director Thomas stated that the Munis System is paramount to the Library's work.

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES

Submitted

Fiscal Officer's Report

(See pages 508-559)

Report on Investments

(See page 560)

PURCHASES
FROM \$5,000-
\$25,000, 1/1/17-
3/31/17

Submitted

Report on Conference and Travel Expenditures

(See pages 561-563)

PURCHASES
EXCEEDING
\$25,000,
1/1/17-3/31/17

Submitted

Purchases from \$5,000-\$25,000 for the period 1/1/17-3/31/17

(See page 564)

FEES PAID FOR
LEGAL ADVICE
AND SERVICES
TO OGLETREE

Submitted

Purchases Exceeding \$25,000 for the period 1/1/17-3/31/17

(See page 565)

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

CONSTRUCTION
PROJECT

Submitted

Fee Paid for Legal Advice and Services to Ogletree

(See page 566)

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

(See pages 567-568)

HUMAN RESOURCES COMMITTEE REPORT

In Mr. Hairston's absence, Ms. Washington presented the following report.

Regular Employee Report

(See pages 569-572)

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

Retirement Recognition Citation

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

A Citation has been issued for the following staff member on the occasion of her retirement:

Vivian Grayson (32 years of service), Materials Processing, Grade D - Technical Services, retired 03/31/2017

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

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

Report on Paid Sick Time Used by the Month

(See page 573)

Employee Demographics(EEO-4)Report

(See page 574)

Insurance Summary Report

(See page 575)

REGULAR
EMPLOYMENT
REPORT
Approved

RETIREMENT
RECOGNITION
CITATION
Approved

REPORT ON PAID
SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

COMMUNITY SERVICES

MONTHLY
ACTIVITY
REPORT
Submitted

In Mr. Corrigan's absence, Ms. Butts submitted the following report.

Monthly Activity Report

(See pages 576-581)

COMPARATIVE
STATEMENT
OF ANNUAL
STATISTICS
2016
Submitted

Comparative Statement of Annual Statistics 2016

(See pages 582-588)

BUILDING
STATUS
UPDATE
Presented

Building Status Update

Tim Murdock, Director of Property Management, stated that there was no new status to update at this time.

CPL150
STRATEGIC
PLAN
UPDATE
Presented

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, announced that the Library will be hosting a public meeting to update the community on the South Branch restoration project. The information session will be held on May 31, 2017, at 6:00 p.m. at Pilgrim Congregational Church in Tremont. The architects will share their detailed plans for the interior and exterior of the building.

SAFE, WARM
AND DRY
UPDATE
Presented

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, stated that Osborne has submitted their full set schematic design for Carnegie West for review. Following the review, comments will be sent to Osborne. Although the project has been broken down and the expected scope meets the expected available budget, some category 3 and category 4 items had to be removed from the list to accommodate other items with more urgent priority. These items were not urgent at the time the Westlake Reed report was made available.

Finally, Mr. Herman stated that the Construction Manager at Risk request is out. Responses are expected by April 26, 2017 for review. We would like the Construction Manager at Risk to be on board to provide their input at the time for the DD drawings are reviewed. This will

ensure that the Library is provided with estimates and recommendations on better ways to construct the project involving multiple buildings.

Advocacy Taskforce Update

Ms. Washington, Chair, Advocacy Taskforce, announced that the next Advocacy Taskforce Meeting previously scheduled for April 10, 2017 has been rescheduled for Friday, May 5, 2017 at noon. At that time presentations will be provided by Stifel Nicolaus and Burges and Burges. The Advocacy Taskforce will hear about the external environment and future options for the levy. The full Board is invited to attend this meeting.

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Friends Board Update

Gretchen Faro, Executive Director, Friends of the Cleveland Public Library, shared with the Board a newsletter that will be sent to donors that promotes the important community good that their donations provide to the Library. This message indicates a shift in messaging from the Friends going into the Foundation.

**FRIENDS
UPDATE**
Presented

Ms. Faro also announced the Friends exclusive sneak preview of the Superman exhibit, "Superman: From Cleveland to Krypton". This Friends event will be held on Friday, May 5, 2017, 6:30-9:30 P.M., at Main Library.

Ms. Faro stated that this exhibit will feature memorabilia, art, and artifacts from the Mike Curtis Collection of Superman memorabilia and other prominent collectors. Mike Curtis, Collector and Writer of the Dick Tracy comic strip will be in attendance. In addition, some of Jerry Siegel family members were expected to attend as well. Tickets for the reception are available at a cost of \$50 for Friends of CPL Members and \$65 for non-members. Members of the Library Board of Trustees are invited to attend.

Ms. Faro stated that a joint Friends and CPL retreat was held in January where Mike Benz attended. Both organizations were allowed to be on the same page relative to the board for the Foundation and assembling a host committee for the Library's 150th year anniversary celebration.

Mr. Seifullah asked if Ms. Jackie Bell, principal of Glenville High School had been invited to attend the reception and noted that the Siegel brothers attended Glenville High School.

Mr. Seifullah stated that perhaps Ms. Bell can bring students with her.

Ms. Faro stated that the Friends are considering an event in late October where attendees can dress in their costumes reflecting their favorite super hero.

Ms. Rodriguez thanked Ms. Faro for her report.

NEW BUSINESS

Ms. Rodriguez presented the following item of New Business.

Resolution Approving Special Dog Days of Summer Event

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

WHEREAS, Cleveland Public Library would like to host a special event, "Downtown Dog Days of Summer at CPL," on Saturday, August 26, 2017, at the Louis Stokes Wing and Eastman Reading Garden; and

WHEREAS, The Cleveland Public Library successfully held a similar event with the same title in August 2016; and

WHEREAS, The intent of this special event is to extend an invitation to all library visitors, including visitors accompanied by their canine companions, to enjoy all the programs and services the Library offers; and

WHEREAS, This special event will include programs and displays highlighting the bond between people and dogs; and

WHEREAS, The prohibition on bringing animals into library facilities in the Policy on Patron Conduct contains an exemption for "animals brought in for special programs"; and

RESOLUTION
APPROVING
SPECIAL DOG
DAYS OF
SUMMER
EVENT
Approved

WHEREAS, The Library will make arrangements with its insurance carrier to ensure that coverage is available for this special event; now therefore be it

RESOLVED, That the Board of Library Trustees approves the event, the Downtown Dog Days of Summer at CPL, and Eastman Reading Garden from 10 a.m. until 6 p.m. on Saturday, August 26, 2017, for this special one-day event.

Mr. Seifullah asked how last year's event went.

In response, Cindy Lombardo, Deputy Director, stated that the event went well and hopes that this year's event gets more support.

Director Thomas stated that he had the opportunity to attend last year's event and was pleased that it went well.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas announced Reginald Rudolph, Assistant Lending Supervisor, as recipient of the W.O.W. Empowerment Award. The Empowerment Award is given to a manager or supervisor who exhibits an empowering attitude in their dealings with staff and personnel issues and for their abilities to coach, mentor and develop a more skillful workforce.

Mr. Rudolph truly embodies the Empowerment Award in all his daily interactions. He motivates his department by encouraging the staff to work cohesively, as well as always being open to train staff or answer one-on-one questions staff may have. Mr. Rudolph has become an invaluable resource to all circulation staff throughout the entire system who seek him out; not only his knowledge but his personable demeanor.

Mr. Rudolph was nominated by Angela Hill. The W.O.W. nominating committee consists of: Yari Beavers, Heidi Strickland, Tonya Thompson, Tracey Josey-Allen, Vaughn McCarter, Romael Young, Melinda Graves, Michael Oakes, Lakeisha Winstead and Barbara Satow.

**DIRECTOR'S
REPORT**
Presented

CELEBRATING A GLOBAL PERSPECTIVE

On March 25th, as a part the immigration themed Cleveland Humanities Festival, the Library hosted a lecture by Anand Ghiridaradas, author of *A Tale of Two Americas*. Ghiridaradas described the two Americas through the experience of a Bangladeshi immigrant and the American who, in the aftermath of 9/11, targeted him and other immigrants in a fury of murder and hatred. Born in Cleveland, Ohio Anand Giridharadas is a New York Times columnist, writing the biweekly Letter from America. He is the author, most recently, of *The True American: Murder and Mercy in Texas* and *India Calling: An Intimate Portrait of a Nation's Remaking* (2011) about returning to the India his parents left.

Hungarian Societies Program

The United Hungarian Societies held a program at CPL honoring their national hero, Sandor Petofi on March 15th. The Petofi statue located the Special Collections Department was a gift from the Societies in 1930 and the program was a rededication of the statue. A full program of speakers and vocal performances was streamed live to Budapest. Following the program, the 125 guests were invited to attend a reception in the Lower Level Lobby.

Women's History Month Panel Discussion

A panel discussion was held honoring the life and work of Dr. Zelma Watson George on March 25th in honor of Women's History Month. The panel discussion featured guest journalist Rhonda Crowder from the *Call & Post*, Susan Hall from the Western Reserve Historical Society and Sonali Bustamonte Wilson from Cleveland State University.

FIGHTING COMMUNITY DEFICITS

On March 11th the Rice branch hosted Legal Aid @ the Library. Eighteen attorneys from 18 attorneys from William K. Thomas-American Inns of Court (AIC), Case Western Reserve University, Federal Trade Commission, GCA Services Group, Cleveland-Marshall College of Law, Ciano & Goldwasser, Cuyahoga County Department of Law and Harlan Karp. Nineteen students from Case Western University, Cleveland State of Marshal School of Law and four three Legal Aid attorneys assisted thirty-six families throughout the day.

FORMING COMMUNITIES OF LEARNING

16th Annual Progress with Chess Tournament

The 16th Annual Progress with Chess Tournament was held in the new Learning Commons in the Louis Stokes Wing on March 7th and 8th. Over 450 students from the Cleveland City School District participated. CPL Staff from branches, subject departments, retirees and volunteers from the Knights of Columbus assisted with the program.

Caucasus: A Bibliographic Journey.

Ohio State Ph.D. student Pietro Shakarian gave a presentation to 15 guests entitled, *The Caucasus: A Bibliographic Journey* on March 18th. Mr. Shakarian discussed how the region was known for its mountain range between the Black & Caspian Seas which borders Armenia, Turkey, Russia and Iran.

Genealogy at CPL

Twenty patrons attended the Genealogy and Family History Research Clinic in the Center for Local and Global History Department on March 11th. In addition, Subject Department Librarian Terry Metter conducted a *Genealogy at CPL* program at the Brooklyn Branch on March 11th. Five patrons learned about basic genealogy research skills and local resources.

Music at Main

On March 11th blues performer Austin Walkin Cane performed songs from his albums. Harmonica player and CPL staff member Pete London joined Mr. Cane for two songs. Thirty six patrons enjoyed the performance.

Poetry Out Loud State Finals

Literature Department Manager Amy Dawson and OCFB Poetry Out Loud Fellow Kisha Nicole Foster attended the *Poetry Out Loud* State Finals on March 4th in Columbus. Three Northeast Ohio Regional finalists competed at the event.

Family Passes to the Cleveland Museum of Natural History (CMNH) were available for check out by CPL cardholders at 28 library locations including the Public Administration Library at City Hall. CPL plans to incorporate the Great Lakes Science Center, The Cleveland Botanical Gardens and Holden Arboretum into this program in the second half of 2017.

Exhibits and Displays

Main Library staff members created several informative, educational and interesting displays during the month of March. Exhibits included: *Endangered Antiquities* which opened March 6th in the John G. White Exhibition Hall. The exhibit, *The Caucasus: a Bibliographic Journey* opened on March 18th. Tabletop exhibits were set up for the Cleveland State University Alumni tour on March 24th and the exhibit, *Honoring the Life and Work of Zelma Watson George* opened March 25th.

Fine Arts librarian Andy Kaplan created a display of Irish music and architecture in celebration of St. Patrick's Day and another display featuring biographies on Chuck Berry who passed away in March. Senior Subject Department Librarian Jean Collins maintained a tabletop exhibit for the Cleveland Play House production of *How I Learned to Drive*, the Pulitzer Prize winning play by Paula Vogel.

Research that's Possible Only at Main Library

- Staff assisted a researcher with finding and obtaining images of gardens and plantings around early 20th Century residences.
- Staff assisted a researcher with finding and obtaining images of the environmental condition of the Cuyahoga River in the 1960s and 1970s.
- Staff assisted a researcher find information on Parsons Crowell, founder of the Quaker Oats Company.
- CLGH Librarian Terri Metter responded to a March Cleveland.com article, *Do you recognize the mural in this 1975 Plain Dealer photo?* with the correct identification of a photograph's location. The photo in question was taken in 1975 at the Hollenden House Hotel.
- Staff assisted an author with acquiring photos of prominent Cleveland politicians, judges, and sheriffs for a book on Northeast Ohio crimes.
- Staff assisted a patron who found out that his uncle scored a touchdown at the Browns Championship game of 1965 and wanted to find a photograph of him.
- Staff assisted a researcher from France find information about Dr. Hosea Libbey, a man who split his time between both Boston and Cleveland. Dr.

Libbey had numerous patents and inventions, totaling over 100 by the end of the doctor's life.

- Staff assisted a patron visiting from Maryland find a map showing where her father lived during the early 1900's. The address was found in the Sanborn Fire Insurance Maps of Cleveland, OH, Volume 1, 1896 which showed both current and prior to 1906 addresses.
- The Toledo Museum of Art Library requested information about artist's wife Edie McKee who was married to fellow artist, Charley Harper.
- A chess researcher requested information about the *Log Cabin Chess Club* championship tournaments from 1951, 1954, 1957, and 1959.
- A Ph.D. candidate from Heidelberg University in Germany inquired about a rare Tibetan language book which detailed their arts and crafts.
- A Harvard University professor requested a scan of the *Letter from Edward Parry and Charles Grant to Robert Dundas* (1807) which is part of the East India Collection.
- A chess researcher from Scotland requested information about German chess master, Michael Neckermann who was a member of the Marshall Chess Club. He also played a chess match in Berlin (1946) between the U.S. and the Soviet Military Administrations.
- A chess writer from England requested information about a 1975 chess game between Fischer vs. Grant that occurred in Florida.
- A chess author from England is planning to reprint an 1850 book called *Chess and Chess Player's* by George Walker. The author requested to include a photograph of the Special Collections Reading Room in his new edition.
- A researcher from France travelled to Cleveland to research the *Euclid Beach Corporation Papers* seeking information about the Euclid Beach park riots that occurred in the 1940s.
- A local musician requested music by a late 18th century female composer Olivia Cory Dusek. CPL is one of the few libraries in the country to have any of her scores.
- A patron request for information about the Gray's Armory architecture (from the Art Vertical Files and the Oviatt Index).

- A patron requested Swedish fairy tales written by Anna Wahlenberg (1858-1933).
- A patron request for scans on the Nimzowitsch chess defense from researcher in England.
- Patron came in to view Napoleon's volume of *Description de l'Egypte* (1809). CPL has the complete set of 40 volumes (very rare).
- A researcher came in to study the copy of *Roll Jordan Roll* which was featured on the A researcher requested to study the periodical *Deutches Wochenshaft* (1898 - "The German Weekly").
- A patron requested the following music scores: *Celebration*, songs for keyboard lead vocals, the *Turkish March* by Mozart, *The Heavens are Telling* by Haydn.
- A patron emailed The Science and Technology Department to find out about a car manufactured in Cleveland in 1931: the Jordan. He also wanted information about the car's motor, the 17S Continental. The Science and Technology Department has an uncataloged file cabinet of automobile information and owns the actual instruction booklet for the 1931 Jordan: *Instruction Book. Standard Line "Eighty" Model T Serial No. 96,001 and Up. First Edition*. No other library in WorldCat owns this booklet.
- One patron requested two standards this month: S500-2006 entitled "Professional water damage restoration" and S520-2008 "Professional mold remediation." Another patron requested standards on food trucks (NFPA 1 and NFPA 96). Science and Technology was able to supply all in paper format.
- A patron requested *Asylums: Essays on the Social Situation of Mental Patients and Other Inmates* by Erving Goffman (1961). Scans were made in the Cleveland Digital Public Library. Cleveland Public Library is the only public library in Ohio to own this book.
- A patron visited Science and Technology this month with a list of several hundred surgical instruments, each beginning with a doctor's name (e.g., Auvard weighted speculum, Gelpi retractor, Ballenger swivel knife). The assignment was to identify the doctor who developed the instrument, and the patron thought the items were from the 1800's or early 1900's.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

CLEVNET

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

GRANTS & DEVELOPMENT

- Submitted Grant Inquiry and full proposal to the **Cleveland Foundation** requesting support for a design competition for the new MLK Branch.
- Submitted proposal to the **United Black Fund** to partner with A Cultural Exchange to offer their Read Baby Read program.
- Submitted final narrative report to the **State of Ohio Department of Education** for the family engagement grant.
- Facilitated donation of Library bags to Hunger Network of Greater Cleveland.
- Letter of Support to Literary Cleveland to continue our partnership.

PUBLIC SERVICES

Outreach and Programming

In the month of March the Library hosted approximately 279 programs ranging from onsite senior programming in

partnership with the Collinwood Recreation Center to puppet theater performances in the neighborhood branches. Also during the month the Library offered 140 pre-school story times to children. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library.

On March 25th, as a part the immigration themed Cleveland Humanities Festival, the Library hosted a lecture by Anand Ghiridaradas, author of *A Tale of Two Americas*. Ghiridaradas described the two Americas through the experience of a Bangladeshi immigrant and the American who, in the aftermath of 9/11, targeted him and other immigrants in a fury of murder and hatred. Born in Cleveland, Ohio Anand Giridharadas is a New York Times columnist, writing the biweekly Letter from America. He is the author, most recently, of *The True American: Murder and Mercy in Texas* and *India Calling: An Intimate Portrait of a Nation's Remaking* (2011) about returning to the India his parents left.

On March 11th the Rice branch hosted Legal Aid @ the Library. Eighteen attorneys from 18 attorneys from William K. Thomas-American Inns of Court (AIC), Case Western Reserve University, Federal Trade Commission, GCA Services Group, Cleveland-Marshall College of Law, Ciano & Goldwasser, Cuyahoga County Department of Law and Harlan Karp. Nineteen students from Case Western University, Cleveland State of Marshal School of Law and four three Legal Aid attorneys assisted thirty-six families throughout the day.

In the month of March a new outreach model replaced CPL's transactional based mobile services to seniors and disabled adults. The new service, Services to Seniors and Disabled Adults (SSDA), includes a multi-faceted approach to building community in places that experience higher mobility issues than other demographics. The SSDA works on many levels to bring both experiential learning and materials into senior and disabled apartment buildings throughout the city. Currently, the department offers lobby stops, deposit collections, enrichment programming, and weekly Golden Buckeye signups.

In the month of March the OPS department encumbered \$68,125.75 in support of Library programming. \$50,000 of the month's total encumbrances was allotted to Braxton

Educational and Technology Consulting in support of branch tutoring.

PARTNERSHIPS

Family Passes to the Cleveland Museum of Natural History (CMNH) were available for check out by CPL cardholders at 28 library locations including the Public Administration Library at City Hall. CPL plans to incorporate the Great Lakes Science Center, The Cleveland Botanical Gardens and Holden Arboretum into this program in the second half of 2017.

Due to a large influx of refugees in December 2016, additional groups from the U.S. Committee for Refugees and Immigrants will be meeting at Main Library due to limited space at the USCRI offices. The program has formed a special group for women and children visit Main Library on Thursdays. Youth Services offer story times and activities for the children as well as early literacy training for young mothers. Average attendance is 12-15 women and children per visit.

MEETING ROOMS

The total number of requests for Main Library in the month of March was 147 with an estimated total attendance of 3,060. The Library's newly renovated Learning Commons on the 2nd floor of the Louis Stokes Wing was reserved 105 times and accommodated over 1,469 guests; this is a 29% increase in use from the month of February. Branch meeting rooms were reserved 312 times with an estimated total attendance of 675. Lakeshore auditorium and meeting rooms were reserved 35 times primarily for staff related activities.

In the month of March the library invoiced outside agencies \$8,210.64 for the use of library facilities.

Youth Services Programs

We Read and Play and Super Sleuths Story times were presented on Tuesdays and Wednesdays throughout the month of March in the Youth Services Department. In addition, Youth Services staff members developed and hosted a St. Patrick's Day Celebration on March 17th with live music, food by Mavis Winkles, crafts and activities, face painting and balloon twisting. Over 200 patrons and guests attended the festivities.

16th Annual Progress with Chess Tournament

The 16th Annual Progress with Chess Tournament was held in the new Learning Commons in the Louis Stokes Wing on March 7th and 8th. Over 450 students from the Cleveland City School District participated. CPL Staff from branches, subject departments, retirees and volunteers from the Knights of Columbus assisted with the program.

Hungarian Societies Program

The United Hungarian Societies held a program at CPL honoring their national hero, Sandor Petofi on March 15th. The Petofi statue located in the Special Collections Department was a gift from the Societies in 1930 and the program was a rededication of the statue. A full program of speakers and vocal performances was streamed live to Budapest. Following the program, the 125 guests were invited to attend a reception in the Lower Level Lobby.

Caucasus: A Bibliographic Journey.

Ohio State Ph.D. student Pietro Shakarian gave a presentation to 15 guests entitled, *The Caucasus: A Bibliographic Journey* on March 18th. Mr. Shakarian discussed how the region was known for its mountain range between the Black & Caspian Seas which borders Armenia, Turkey, Russia and Iran.

Women's History Month Panel Discussion

A panel discussion was held honoring the life and work of Dr. Zelma Watson George on March 25th in honor of Women's History Month. The panel discussion featured guest journalist Rhonda Crowder from the *Call & Post*, Susan Hall from the Western Reserve Historical Society and Sonali Bustamonte Wilson from Cleveland State University.

Genealogy at CPL

Twenty patrons attended the Genealogy and Family History Research Clinic in the Center for Local and Global History Department on March 11th. In addition, Subject Department Librarian Terry Metter conducted a *Genealogy at CPL* program at the Brooklyn Branch on March 11th. Five patrons learned about basic genealogy research skills and local resources.

International Languages Programming

The International Languages Department hosted 29 programs during the month of March. These programs

served the local Russian community and patrons interested in immersing themselves in Chinese language and cultural lessons. Senior Subject Librarian Caroline Han conducted two off-site ESOL lessons for seniors at Goodrich-Gannett Community. In addition she hosted Tai Chi, martial arts and language lessons in partnership with the Confucius Institute. Subject Librarian Victoria Kabo focused her efforts on serving children interested in preserving their Russian language skills.

Music at Main

On March 11th blues performer Austin Walkin Cane performed songs from his albums. Harmonica player and CPL staff member Pete London joined Mr. Cane for two songs. Thirty six patrons enjoyed the performance.

Friday Frolics

Literature Department Librarian Timothy Phillips hosted two Literary Frolic programs in March. Ray Bradbury's *Fahrenheit 451* on March 10th, followed by a screening of 1966 film version and *Journal of My Life During the French Revolution*, followed by a screening of the 2002 film version on March 24th.

Poetry Out Loud State Finals

Literature Department Manager Amy Dawson and OCFB Poetry Out Loud Fellow Kisha Nicole Foster attended the *Poetry Out Loud* State Finals on March 4th in Columbus. Three Northeast Ohio Regional finalists competed at the event.

Adult Education

Business, Economics & Labor Librarian Susan Mullee taught the GED students about the three branches of the federal government and how to contact their local city council and state legislators. Government Documents Supervisor Sarah Dobransky supplied Ms. Mullee with some of the information for this session.

Main Library Book Clubs

On March 9th Senior Subject Department Librarian Jean Collins and Guest Reader Valentino Zullo welcomed patrons to the discussion of Cleveland author Brian K. Vaughan's *Saga, Volume 1. Saga*. This meeting initiated the first of 9 book clubs in the Get Graphic! Ohio Comics Creators series that will run through August. In addition, Ms. Collins and Mr. Zullo joined patrons in discussing *Powers. Volume 1: Who Killed Retro Girl?* on March 23rd.

Library Assistant Lisa Sanchez led the March Brown Bag Book discussion about "Negroland: A Memoir" and on March 9th the Social Sciences Non-fiction Book Club featured *All the Single Ladies* by Rebecca Traister. The discussion was coordinated by Social Sciences Librarian Helena Travka and an interesting conversation was led by General Research Collections Manager Don Boozer.

Main Library Tours and School Visits

During the month of March, Main Library staff members conducted tours for several groups visiting Main Library including: The Cleveland Restoration Society's Director Kathleen Crowther and Dr. Laurie Rush, the Cultural Historian for the U.S. Army, 32 students from Berea-Midpark High School District and 35 students from the Middleburgh Junior Hts. High School, 2 classes of 45 students from St. Raphael School in Bay Village and 55 Alumni from Cleveland State University.

Exhibits and Displays

Main Library staff members created several informative, educational and interesting displays during the month of March. Exhibits included: *Endangered Antiquities* which opened March 6th in the John G. White Exhibition Hall. The exhibit, *The Caucasus: a Bibliographic Journey* opened on March 18th. Tabletop exhibits were set up for the Cleveland State University Alumni tour on March 24th and the exhibit, *Honoring the Life and Work of Zelma Watson George* opened March 25th.

Fine Arts librarian Andy Kaplan created a display of Irish music and architecture in celebration of St. Patrick's Day and another display featuring biographies on Chuck Berry who passed away in March. Senior Subject Department Librarian Jean Collins maintained a tabletop exhibit for the Cleveland Play House production of *How I Learned to Drive*, the Pulitzer Prize winning play by Paula Vogel.

Main Library Outreach

Fine Arts & Special Collections Manager Pam Eyerdam presented to the Scottish Rite at the Masonic Temple to 17 guests on March 9th. Ms. Eyerdam talked about the John G. White collection, history of Cleveland Public Library and library the services that are available.

Youth Services Manager Annisha Jeffries and Children's Librarian, Lan Gao presented the Little Free Library

opening ceremony at Smarty Pants Learning Center on March 2nd.

Popular Department Library Assistant April Lancaster visited the satellite collection at Kelvin Smith Library to add new titles.

Government Documents Supervisor Sarah Dobransky was invited to write an article for the State Library of Ohio's publication *Ohio Libraries Quarterly*, featuring Cleveland Public Library's government documents collection and patent and trademark resources.

Literature Department Manager Amy Dawson and Literature Department staff members Nick Durda and Michael Haverman represented CPL at the Cleveland Wizardcon Convention on March 17th, 18th, and 19th. They set up a display that featured the Mike Curtis Collection of Superman Memorabilia and handed out fliers about the upcoming exhibit.

CLGH Manager Olivia Hoge volunteered at the Region 3 Ohio History Day competition on March 4th at the Western Reserve Historical Society.

International Languages staff members collected and processed a total of 2,368 Long Loan items for nine branches and CLEVNET agencies.

Literature Department Senior Subject Department Librarian Jean Collins delivered the bookmarks for the Cleveland Play House productions of *Between Riverside and Crazy*, April 1st - 23rd, and *Freaky Friday*, April 15th - May 14th.

Collection Development Highlights

The publication of the detailed description of the Musicarnival sound recordings titled "*Under the Tent*" and authored by Bill Rudman is complete and a press release about the recordings has been issued.

Photograph Collection Librarian Brian Meggitt processed and arranged 115 photographs by African-American photographer Jimmy Baynes (1922-2010) of Cleveland. The photographs depict daily life of African Americans in Cleveland, area night life, musicians and political figures. In addition, Mr. Meggitt continued work on the

Charles S. Hackett Collection of images of Cleveland from the 1950s.

CLGH Library Assistant Adam Jaenke and Photograph Librarian Brian Meggitt have begun locating unprocessed City Hall photos, processing, and interfiling them into the collection. These include Board of Zoning Revisions and Whiskey Island restoration photos from the early 1990s.

CLGH Library Assistant Lisa Sanchez has added more than 300 item descriptions to the Photograph Collection's Unique Item ID project. The current categorized total for the Unique Item ID project is 14,578.

CLGH Library Assistant Dan Milich continued to process park plans. This month he added 176 folders to the collection.

In consultation with Government Documents Supervisor Sarah Dobransky, Social Sciences Librarian Helena Travka will be transferring the US Code Annotated series from Social Sciences reference to Government Documents. The series will be shelved next to the actual US Code in print, providing patrons better access to the information.

The following Digitization Projects were submitted: chess periodical *The Westminster Papers; the NOTAN 1922 Annual* (by the Cleveland School of Art); 7 *Eyman music scores*.

The John G. White bibliography of chess items by van der Linde was digitized and posted in the Digital Gallery.

CLGH staff members finalized the installation of 36 modern prints from the Photograph Collection in three separate locations: the Photograph Collection shelves (Fourth Floor), the Local History shelves (Sixth Floor) and hallways on the Tenth Floor.

Twelve hundred items from the Mike Curtis Collection of Superman Memorabilia have been photographed and described. Labels have been made for approximately 1/2 of the collection and items have been selected by various Superman Exhibit Committee members for the upcoming exhibit.

Research that's Possible Only at Main Library

- Staff assisted a researcher with finding and obtaining images of gardens and plantings around early 20th Century residences.
- Staff assisted a researcher with finding and obtaining images of the environmental condition of the Cuyahoga River in the 1960s and 1970s.
- Staff assisted a researcher find information on Parsons Crowell, founder of the Quaker Oats Company.
- CLGH Librarian Terri Metter responded to a March Cleveland.com article, *Do you recognize the mural in this 1975 Plain Dealer photo?* with the correct identification of a photograph's location. The photo in question was taken in 1975 at the Hollenden House Hotel.
- Staff assisted an author with acquiring photos of prominent Cleveland politicians, judges, and sheriffs for a book on Northeast Ohio crimes.
- Staff assisted a patron who found out that his uncle scored a touchdown at the Browns Championship game of 1965 and wanted to find a photograph of him.
- Staff assisted a researcher from France find information about Dr. Hosea Libbey, a man who split his time between both Boston and Cleveland. Dr. Libbey had numerous patents and inventions, totaling over 100 by the end of the doctor's life.
- Staff assisted a patron visiting from Maryland find a map showing where her father lived during the early 1900's. The address was found in the Sanborn Fire Insurance Maps of Cleveland, OH, Volume 1, 1896 which showed both current and prior to 1906 addresses.
- The Toledo Museum of Art Library requested information about artist's wife Edie McKee who was married to fellow artist, Charley Harper.
- A chess researcher requested information about the *Log Cabin Chess Club* championship tournaments from 1951, 1954, 1957, and 1959.
- A Ph.D. candidate from Heidelberg University in Germany inquired about a rare Tibetan language book which detailed their arts and crafts.
- A Harvard University professor requested a scan of the *Letter from Edward Parry and Charles Grant to*

Robert Dundas (1807) which is part of the East India Collection.

- A chess researcher from Scotland requested information about German chess master, Michael Neckermann who was a member of the Marshall Chess Club. He also played a chess match in Berlin (1946) between the U.S. and the Soviet Military Administrations.
- A chess writer from England requested information about a 1975 chess game between Fischer vs. Grant that occurred in Florida.
- A chess author from England is planning to reprint an 1850 book called *Chess and Chess Player's* by George Walker. The author requested to include a photograph of the Special Collections Reading Room in his new edition.
- A researcher from France travelled to Cleveland to research the *Euclid Beach Corporation Papers* seeking information about the Euclid Beach park riots that occurred in the 1940s.
- A local musician requested music by a late 18th century female composer Olivia Cory Dusek. CPL is one of the few libraries in the country to have any of her scores.
- A patron request for information about the Gray's Armory architecture (from the Art Vertical Files and the Oviatt Index).
- A patron requested Swedish fairy tales written by Anna Wahlenberg (1858-1933).
- A patron request for scans on the Nimzowitsch chess defense from researcher in England.
- Patron came in to view Napoleon's volume of *Description de l'Egypte* (1809). CPL has the complete set of 40 volumes (very rare).
- A researcher came in to study the copy of *Roll Jordan Roll* which was featured on the A researcher requested to study the periodical *Deutches Wochenshaft* (1898 - "The German Weekly").
- A patron requested the following music scores: *Celebration*, songs for keyboard lead vocals, the *Turkish March* by Mozart, *The Heavens are Telling* by Haydn.
- A patron emailed The Science and Technology Department to find out about a car manufactured in Cleveland in 1931: the Jordan. He also wanted information about the car's motor, the 17S

Continental. The Science and Technology Department has an uncataloged file cabinet of automobile information and owns the actual instruction booklet for the 1931 Jordan: *Instruction Book. Standard Line "Eighty" Model T Serial No. 96,001 and Up. First Edition.* No other library in WorldCat owns this booklet.

- One patron requested two standards this month: S500-2006 entitled "Professional water damage restoration" and S520-2008 "Professional mold remediation." Another patron requested standards on food trucks (NFPA 1 and NFPA 96). Science and Technology was able to supply all in paper format.
- A patron requested *Asylums: Essays on the Social Situation of Mental Patients and Other Inmates* by Erving Goffman (1961). Scans were made in the Cleveland Digital Public Library. Cleveland Public Library is the only public library in Ohio to own this book.
- A patron visited Science and Technology this month with a list of several hundred surgical instruments, each beginning with a doctor's name (e.g., Auvard weighted speculum, Gelpi retractor, Ballenger swivel knife). The assignment was to identify the doctor who developed the instrument, and the patron thought the items were from the 1800's or early 1900's.

Staff Development

Literature Department Manager Amy Dawson attended the OLC Subject and Special Collections Division meeting at OLC on March 10th in addition, Ms. Dawson along with Mike Olsewski, Siegel and Shuster Society, and Kevin Barrie of Barrie Projects presented a panel discussion about the *Superman: From Cleveland to Krypton* Exhibit at the Wizardcon Convention on March 18th.

Lending Clerk Tracy Isaac attended a seminar titled *Essentials of Youth Work* at Case Western Reserve University. On the same day, Mr. Isaac also attended a webinar put on by ALA Publishing titled *Stellar Series Non-Fiction for Youth Spring 2017*.

Lending Manager Stephen Wohl and Assistant Supervisor Reginald Rudolph continued working with Sherrill Marino and various branch managers to create a Clerk and

Lead Worker training program for CPL. The training will now be referred to as *Bookends Training*.

Business, Economics, and Labor Library Assistant Joseph Parnell has been asked to participate in the selection of a team of CPL staff members who would compete in the Literacy Cooperative CLE BEE Corporate Spelling Bee (*an adult spelling contest*) which will take place on September 7th at the Cleveland City Club.

On March 16th General Research Collections Manager Don Boozer participated in the NEO STREAM Conference 2017 held at Tri-C Corporate College East. The event, hosted by Congresswoman Marcia Fudge, focused on increasing awareness, education, and utilization of the Science, Technology, Recreation, Engineering, Arts, and Mathematics (STREAM) fields in Northeast Ohio.

Special Collections Librarian Ray Rozman attended the Cleveland Restoration Society luncheon on March 2nd.

Fine Arts librarian Andy Kaplan attended the Music Librarians conference in Orlando Florida on February 22-25th. He is part of the Public Libraries Committee where they discussed how to recruit more librarians from public libraries to consider joining the national association.

The View From Alexandria: March Report from Jim Bettinger, CPL's Fellowship Librarian at the US Patent & Trademark Office

- Preparation for the 39th Annual Training Seminar (Seminar 39) is in full gear at the Patent and Trademark Resource Center (PTRC) Office.
- Mr. Bettinger created *Seminar 39 Jeopardy* for the 39th Annual Training Seminar for the Patent and Trademark Resource Center first-timers session.
- Mr. Bettinger created a 30-minute PowerPoint session for Seminar 39 titled *Managing Changes at a PTRC*.
- Mr. Bettinger attended a Federal Depository Library webinar, *If You Make It, Protect It! Understanding the Importance of Intellectual Property for Your Community*, presented

Branches

District 1

Eastman

National Potato Day was March 14th and Eastman Branch observed this day by having a potato chip tasting. Kids ages 8-12 tried several different unique flavors: seaweed, carrot, beets, New Orleans voodoo, and maple bacon. Bagpiper Colin Donahue played a selection of Irish favorites to celebrate Irish culture on St. Patrick's Day. Patrons enjoyed snacks and refreshments and a celebratory time was had by all. Also on St. Patrick's Day kids participated in a scavenger hunt, looking for clues hidden throughout the children's area. Those who completed the clues won a mini green top hat and green mustaches.

Lorain

In March, Lorain Branch staff tested local interest in anime by hosting an Anime Club meeting and an Anime Movie Marathon. At least 12 teens and pre-teens enjoyed the Express Yourself Teen Art Workshops offered by the Art Therapy Studio. When the seven-week series concludes in May, the student artwork will be displayed in a public exhibit at the Branch after a gala opening reception.

Rockport

March began Rockport and the Great Lakes Science Centers STEAM+C partnership. The STEAM+C program started off with one week of Legos in Motion, moved to Engineering Challenges and rounded the month out with a week of Aeronautics. Patrons of all ages, including our seniors, enjoyed the hands on, brain enlightening activities. There were over 300 participants. ROC's Chess club met twice.

Walz

Walz is thrilled to have gained a clerk, Cristyle Frye joined our staff mid-month. The branch celebrated St. Paddy's day by making green sun catchers. It was so successful with the seniors outreach, it was repeated with the children here at the branch. Our busy routine was interrupted with an electrical outage and with several breaks in school for holidays/ teacher meetings and snow!

West Park

West Park Branch hosted a Grand Opening Celebration of the newly purchased Virtual Reality equipment on March 9th. Over thirty patrons of all ages were transported around the world while using the Oculus Rift, HTC Vive and View-Master VR. Youth enjoyed celebrating all things Dr. Seuss on Read Across America Day, as well as another celebration of Ireland, two meetings of Fashion Club and weekly storytimes at the branch and at local schools. Through a partnership with College Now Greater Cleveland, adults benefited from Student Loan Rescue throughout March. Through another partnership with AARP and VITA/EITC tax programs, CCA tax assistance was provided on the last two Wednesdays of the month. Adults also benefited from an informational session with a representative from the Public Utilities Commission of Ohio.

District 2**Brooklyn**

The Old Brooklyn CDC and Kiwanis donated 100 dictionaries to be distributed to local CMSD schools. On March 21, Children's Librarian Laura McShane delivered the dictionaries to two third grade classes and two fourth grade classes at Denison.

Carnegie West

Carnegie West had its first series of coding classes hosted by TechCentral: classes were incredibly popular, each four-part series was completed, and many participants were first time visitors to Carnegie West. Branch Manager Angela Guinther organized CPL's annual participation in Ohio Library Council's legislative day, which she also attended on March 29th in Columbus with a dozen administrators, trustees, and staff members visited with Cleveland state representatives and senators to inform them of CPL's offerings for their constituents, advocate for public library funding, and to thank them for their support. Ms. Guinther also completed CPL's leadership certification course. The Ohio City Girl Scouts, who hold their meetings every other week at the library, had their annual cookie sale in the lobby on March 11th.

Fulton

The new session of Yoga on Saturday started with repeat participants attending. The Sewing 101 participants are

making sleep pants, pillow cases and bags. The Mean Green Science Machine made green lava lamps in honor of St. Patrick's Day. G.E.D. and English as a Second Language class (E.S.O.L.) are well attended with over twenty participants each class.

Jefferson

The Jefferson Branch welcomed Bernadette Lemak as their new Library Assistant Computer Emphasis. Ms. Lemak transferred from the Sterling Branch where she previously held the same position. The Branch hosted the last AARP Tax Assistance of the season. Representatives from the EPA conducted community interviews regarding the clean-up of Clark Field met at the Jefferson Branch. Children constructed Lego's and other 3-D objects as part of Maker Monday. The Tremont Think and Drink book club discussed "The Book of Joy" at the Spotted Owl. Staff attended training for the Summer Lunch program and Mr. Declet and Mr. Capuozzo attended a NEO-RLS workshop entitled "Communicating Assertively."

South

The South Branch celebrated Women's History Month with displays and programs. A Smart Art Program highlighted picture book author and illustrator/artist Denise Fleming. Discovery Day highlighted fossil collector and Paleontologist Mary Anning, and was enhanced with hands-on activities using a fossil kit from the Cleveland Museum of Natural History's Educator Resource Center. Additional funding from the Shark Tank Grant: I Wanna Rock! allowed South Branch to add drums to the repertoire of instruments available for music programming. Children's Librarian Sandy Nosse attended the Northeast Ohio Science, Technology, Recreation, Engineering, Arts and Math Educator's Day, which featured keynote speakers, activities and workshops led by experts in the field.

South Brooklyn

South Brooklyn continued its usual services: Kids' Café (free snack program in partnership with Food Bank) that provided 20 brown bagged lunches Monday through Friday, 75 bags of free produce for patrons from Food Bank, and College Now Greater Cleveland instructed about 20 teens for the Spring Session of impACT the 216! (an ACT prep course offering enhanced math and reading proficiency).

District 3**Garden Valley**

Children's author and educator, Dr. Rubin Cockrell gave a presentation to fifteen children and one adult from the Harvest Daycare at the Garden Valley Branch. The children were delighted to meet an author in person and to receive copies of his books. A Dave's gift card was also given as a prize. Nichole Shabazz from OPS brought this program to the branch.

Hough

Library Assistant, Joanna Rivera conducted a butterfly craft activity and Storytime. Seeds in a Jar: To celebrate the start of Spring, participants planted a variety of seeds. This activity was planned and implemented by Library Assistant, Joanna Rivera.

Martin Luther King, Jr.

Impact 216 kicked off their spring session with a parent's information event that gave out free backpacks along with information. The branch has hosted several Summer Reading Clun planning committee meetings and is excited for what this year's SRC is going to bring. Staff has been busy finding new groups to engage with for the weekly SRC programs and the SRC kickoff event. Displays were created for St. Patrick's Day as well as Women's History Month. Branch staff also attended a staff meeting.'

Sterling

Sterling was an exhibitor at Parent University: The Importance of Parents in Special Education at East Technical High School. Cleveland Central Promise Neighborhood in partnership with Cuyahoga Community College (Tri-C), Cleveland Transformation Alliance and CMSD, hosted a Community Pancake Breakfast as a part of the CMSD Parent University series. As a community partner, we help CCPN impact the families they serve "one touch at a time".

Woodland

LA-CE, Jon Lee participated in the "Chess for Progress" event at Main. Students from different schools participated in games of chess, learning sportsmanship, friendly competition, and gained skills problem-solving and anticipation.

District 4**East 131**

In celebration of Dr. Seuss's birthday, Branch Clerk, Cathy Jennings kicked off the celebration by reading Mr. Brown Can Moo! Can You?. The children also took turns reading aloud various Dr. Seuss books. Afterwards, they did various Dr. Seuss crafts and other activities. LA Computer Emphasis Stephanie Brooks held knitting classes for the youth ages 6 and up who really enjoy the lessons. Youth staff visited Hope Academy-Chapelside to introduce new Children's Librarian Kelli Minter to the teachers and students.

Fleet

Fleet Branch and Cleveland Clinic presented Stroke 101: Signs and Symptoms. TechCentral presented two MakerLabs to adults and children. The youth services staff celebrated Read Across America Day with a birthday party for Dr. Seuss. Children and teens created a Cat in the Hat mask, got their pictures taken in a Thing 1 and Thing 2 photo booth, listened to a rhythmic reading of Green Eggs and Ham by the Cleveland Police Department, and enjoyed cake and ice cream. Engineering was the focus of this month's STEAM programming.

Harvard-Lee

Ms. Geaghan and Ms. Schmidt hosted the grant-funded Teen Tech Week program by Best Buy with CJ/TechCentral, with 28 attendees. Ms. Schmidt and Ms. Geaghan hosted Great Lakes Theater's children's play, Classics on Tour: The Jabberwocky, with 41 people in attendance! Mr. Moore performed an outreach story time for preschool classes at Louis Stokes Day Care. Ms. Schmidt and Ms. Geaghan performed several Wee Read & Play story times with families at the branch. Ms. Geaghan attended a community meeting on infant mortality at the Harvard Community Services Center. Ms. Geaghan met with the career counselor from JFK High School. Ms. Jackson assisted at the Main Library to distribute CandyGrams for the Corporate Challenge fundraiser. Mr. Hay created a dynamic Women's History Month display.

Mt. Pleasant

Mt. Pleasant Branch now has completed 90% bookings of our Summer Performers for the Summer Reading Club. Mr. Congress and Mrs. Scurka have completed the Diversity & Inclusion Training. Mrs. Scurka volunteered at the Chess

for Progress program at the Main Library. Ms. Proctor attended the STREAM Training program for the Youth Services staff. The Board of Elections registered patrons to vote for the next coming Primaries. The Youth Services staff completed all school and daycare visits; they were also invited to the End of School Family Day at A. J. Rickoff Middle School to register children for the Summer Reading Club.

Rice

Our programs of Yoga, Qigong, Poetic Power, Origami, Knitting, Children's knitting, and Meditation have continued with a consistent weekly turnout in March. Impact 216 ended its winter session and began a new for the spring with a registration over 20 students.

Union

Union Branch kicked off the month with an exciting Read Across America read-a-loud, celebrating Dr. Seuss' birthday on March 2; 30 students participated. On March 4, The Cleveland Planning Commission held a community open house to share new information on the Thrive 105 street project; 15 people were in attendance. On March 9, Rennie Crawford hosted a Ward 6 Community Meeting on behalf of Councilwoman Mamie Mitchell.

District 5

Addison

The Ohio Means Jobs Kiosk is receiving a positive response from the community. OMJ representative, *Gail Hugely*, commented that she is averaging four new clients each day that she is on duty at Addison. The final two of three banners were delivered this month as part of the "Reclaimed fabric banner community-led redesign: Art Project." UpCycle Parts Shop was commissioned to create these new banners that will replace the generic banners currently hanging in Addison's Children's Room. L.A.C.E., Niyre Merriweather made a lateral transfer to Fulton Branch.

Collinwood

The "Diabetes Education" class ended this month.

We partnered with the Cleveland Job Corps and Roger's Day Care to present "Read Across America." In addition we partnered with OPS and Kent State University to present two sessions for youth on "Kids and Race," along with a special author visit for a program on "Family

Literacy Engagement," with Dr. Rubin Cockrell author of *Leah and Rob*.

Glenville

GED classes resumed this month. We now have three tutors from American Reads. The Ward 9 Council Meeting resumed this month. Manager, Sharon Jefferson attended the "Manager's and Safety" meeting this month and the District 5 meeting as well.

Langston Hughes

This month the branch hosted its own version of "March Madness" featuring five of Cleveland's own local authors: Rhonda Crowder; C.J. Hudson; Christian Hayward; Tito Bradley and Stella Hall, who gave a presentation of their works each Thursday during the month of March. Children had the opportunity to read stories and create crafts with the program "Super Sleuth Readers" every Wednesday at 11 a.m.

Memorial Nottingham

The branch hosted a "Dr. Seuss Birthday Celebration" with a movie and activities for the children. A St. Patrick's Day craft activity was enjoyed on the 17th. St. John Nottingham third and fourth grade classes visited the library. Storytimes were held with area preschools. Kids Cafe continues to draw a consistent group of children after school.

TechCentral

Invitation to Spain to speak on the topics of Maker Spaces and 3D Printing

TechCentral Manager, CJ Lynce, was invited by the United States Consulate General in Barcelona, Spain, as well as the United States Embassy in Madrid, Spain, to travel to Spain from March 19-25 for the opportunity to share his experiences on maker spaces and 3D printing with several Spanish populations.

Mr. Lynce offered several presentations on "*Creating Opportunities through making and maker spaces in Public Libraries*" in Barcelona, Madrid, and Cuenca, Spain. Additionally, Mr. Lynce also offered hands-on workshops for high-school and university students on an *Introduction to 3D Printing*.

Mr. Lynce participated in the following events during his trip to Spain.

- Keynote speaker and attendance at the *7a Jornada de Biblioteca Pública i Cohesió Social (7th Seminar on Public Libraries and Social Cohesion)* at the Biblioteca Jaume Fuster, Barcelona, Spain, March 20.
- *Introduction to 3D Printing* workshops for 50 total students at the America Space Madrid, Biblioteca Ignasi Iglésias-Can Fabra, Barcelona, Spain, March 21.
- Presentation on maker spaces for public and university librarians at the Facultad de Ciencias Químicas, Universidad Complutense de Madrid, Spain, March 22.
- *Introduction to 3D Printing* workshops for university students and professors at Facultad de Bellas Artes, Universidad Complutense de Madrid, Spain, March 22.
- Presentation on TechCentral and participation at a round-table debate on maker spaces in libraries at MediaLab-Prado, Madrid, Spain, March 23.
- Presentation on maker spaces for public and university librarians at the Universidad Internacional Menéndez Pelayo - Cuenca, Spain, March 24.
- Participation on a round-table discussion on incorporating maker spaces in public libraries at the Biblioteca Pública Fermín Caballero, Cuenca, Spain, March 24.
- *Introduction to 3D Printing* workshops for 25 total students at the Biblioteca Pública Fermín Caballero, Cuenca, Spain, March 24.
- Tour of *Makespace Madrid*, and observation of the *Breakers* program offered for at-risk youth in Madrid, Spain, March 25.

NEOSTREAM Conference at Cuyahoga Community College, Corporate College East

TechCentral participated in the Community Day of the NEOSTREAM (Northeast Ohio Science Technology Recreation, Engineering, Arts, and Mathematics) Conference on March 18. The conference, hosted by 11th District Congresswoman Marcia Fudge, was intended to help expose students and

community members to the wide variety of STREAM related careers and resources available in Northeast Ohio.

TechCentral staff brought the Mobile MakerSpace to the event, including a Laser Engraver and 3D printer. Participants could learn how to use the equipment, and create their own name plates or key chains.

Cleveland Comic Con

TechCentral staff partnered with the Literature Department staff to participate in the 2017 Wizard World Cleveland Comic Con on March 17-19 at the Huntington Convention Center of Cleveland. TechCentral staff demonstrated 3D printing technologies over the course of the weekend, and invited visitors of the booth to learn about other fabrication services available at the TechCentral MakerSpace.

Community Engagement: Visits and Outreach

TechCentral Manager, CJ Lynce, assisted with the Teen Tech Week *Web Making* program hosted by Best Buy at the Harvard-Lee Branch on March 8. Fifteen students were in attendance for the event.

Mr. Lynce attended a planning meeting for the NEOSTREAM Conference on March 9.

Mr. Lynce assisted with the West Park Branch's *Virtual Reality Launch Party* on March 9. TechCentral's own Virtual Reality hardware was brought to the event to supplement the branch's own equipment.

Library Assistant, Computer Emphasis, Suzi Perez participated in the St. Patrick's Day Parade on March 17 as part of CPL's Book Cart Drill Team.

TechCentral hosted the Collinwood Senior groups on March 20 at an event that taught them about Laser Engraving and allowed each participant to create their own laser engraved wood trinket box.

Professional Development and Meetings

TechCentral Manager, CJ Lynce, participated on a phone call with the TASCHA evaluation group on March 7 as part of the Mozilla Web Literacy Pilot program.

TechCentral Coordinator, Forrest Lykins, participated in the Process Improvement Committee presentation to the Executive Director on March 9.

Mr. Lynce met with Xerox account representative, Jason Goudie, on March 10 to discuss running usage reports to utilize for the upcoming contract renewal with Xerox.

Mr. Lykins attended a CPL FIT committee meeting on March 14.

Mr. Lykins attended a Process Improvement Committee meeting on March 23.

Mr. Lynce attended a meeting with Director of Public Services, John Skrtic, and Director of IT, Larry Finnegan on March 29 to discuss a request to provide free printing for patrons.

Mr. Lynce attended a meeting with Mr. Skrtic, along with Organizational Performance and Development Program Manager, Sherrill Marino, and Cleveland Digital Public Library Manager, Chatham Ewing on March 30 to discuss SMARTBoard and MondoPad use and training.

Mr. Lynce met with Assistant Director of Public Services, Outreach and Programming, Aaron Mason, and Library Assistants, Computer Emphasis, Paolo Balboa and Julie Gabb on March 31 to discuss the possibility of food-related maker programming at Main Library.

Cleveland Digital Public Library

Programs, Services & Exhibits

Learning Commons

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

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

Exhibits

The "Wonder of Shakespeare" remains on display in Brett Hall, and "Making and Faking Shakespeare" was taken down on February 27th by Special Collections Staff.

"Question Bridge," a multimedia exhibit exploring the experience of African-American men in America was taken down on February 28th. We still have a Fourth Folio borrowed from the University of Akron on display in Brett Hall. 'Shakespeare in Translation' was taken down March 17 in anticipation of the Superman install scheduled for March 20th. We have concluded our showings of Shakespeare the Animated Tales (Tuesdays and Thursdays at 12:30 and 5) and Wednesday tours. Shakespeare exhibits in Brett Hall will be taken down during the final week of March.

Magic Box

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in Brett Hall. We will be removing both physical and digital materials relating to Shakespeare during the final week of March. We are currently developing content for the Magic Box related to the upcoming Superman exhibit.

Videography and Photography

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

During the first three weeks of March ClevDPL produced photos for a Hungarian event (photos), Progress with chess (photos), Progress with chess (video), Government docs (photos), Two old sports research interviews (video editing), Music at main (photos), Music at main (video), Crossing border's day 1(video), Crossing border's day 2 (video), Youth Services St. Patrick's day photos, St. Patrick's day (video), Sports research interview (video), Reading room (photos), 8 audio interviews of old sports videos (editing), Youth Services Staff Portraits (photos).

Scanning Assistance

Cleveland Digital Public Library staff assisted over 10 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Patron Visits: Between March 1st and March 22th the Cleveland Digital Public Library had 332 visitors. There were 78 KIC Scanner sessions resulting in 2638 images/6353.5MB or somewhat more than 6 GB of scan volume.

Digital Gallery: From March 1, 2017-March 22, 2017 (9 days shorter than the full month) Google Analytics (GA) reports 3935 sessions for 2922 users and 18,774 page views. Per **GA**, our user base skews toward males, our users are 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth. The age numbers are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, German, and Chinese speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, Italy, Saudi Arabia, Spain, France, Australia, the Netherlands, and Germany. Finally, **GA** shows that we have a diverse group of pages that deliver users to CPL's ContentDM. Organic Search channels 41.14% of our accesses (Google search is the most common channel to our Digital Gallery at 37.03%). Direct access through CDM search accounts for 29.23% of our accesses. Referrals through other website are about 20% of our access volume (referrals from Wikipedia are up a few percent, but referrals from our library website are down almost 15% - it's possible that the redesign has eliminated a point of access by removing a main page link to the digital gallery). Finally, Social media now accounts for 10.11% of our accesses (of that 10%, Facebook accounts for nearly 2/3 and Twitter the remaining 1/3). Nearly a quarter of our sessions occur on mobile devices, and we are looking forward to OCLC's use of responsive design for ContentDM. 10% of our uses occur on tablets.

Outreach

Twitter has been introduced as a tool for promoting the Digital Gallery, with some success. ClevDPL did 21 tweets, and has 22 new followers for a total of 311. Likely because we are reporting more than a week early this month, both profile visits, 730, and total impressions/views, 20,800 are down this month. Our top Tweet was Happy #InternationalWomensDay Belle Sherwin was a feminist leader, born in Cleveland, and vice-president of the Natl. League of Women Voters
pic.twitter.com/aPJv9i0p3y

Collection Development

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 104 items (3,206 files), post processed 94 items (3,813 files), and uploaded 395 items (704 files) into the Digital Gallery. CPL departments uploaded 51 items themselves, and we are glad to see this trend.

Preservation

Preservation staff did the following:

Paper treatments: 61 items (81 sheets for complex repair)

Book treatments: 48 (22 simple, 26 complex)

Enclosures: 12

Labels printed: 26

Books received: 70

Books returned: 41. Preservation staff has continued disassembly and repair on the American edition of Boydell's Shakespeare Gallery.

Environmental Monitoring

Working with buildings including Property Management Supervisor Tim Murdock and Oliver Reyes, Dr. Ewing continues to monitor from 22 placements around Main and LSW using PEM II environmental monitoring devices. We have added an additional five placements at the Lakeshore Facility and have begun monitoring all five of them. We are also monitoring the collections processing room at Lakeshore. We are regularly collecting and uploading data into E-Climate Notebook for sharing and analysis. We have now licensed an additional 10 slots in E-Climate Notebook so that we can effectively gather and share information from exhibit areas monitored by our portable monitors (Artens, Hobos, and PEMIIs)

Facility Report

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

Shakespeare Exhibits

ClevDPL has been using Arten devices to monitor light, temperature and humidity levels in Brett Hall, and the John G. White Gallery where rare materials have been installed. These readings are being recorded and maintained for future reference. Brett Hall is also being monitored with a PEM II device. The Shakespeare exhibit was de-installed in January in order to make space in Brett Hall for an event. The exhibit was reinstalled in March. All Shakespeare exhibits in Brett Halls will be de-installed during the week of March 27-31.

Superman Exhibits

ClevDPL has been involved in repairing, prepping, and preparing items for display for the May 6 Superman opening. ClevDPL is coordinating with the Intermuseum Conservation Association to overseeing boxing of selected items from the collections. The department has been taking part in the planning discussions regarding the exhibit being curated by the library.

Metadata Revision

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

Planning Activities**Inter-Library Loan Integration**

ClevDPL staff have been working with the library's process improvement group to facilitate the integrating of the Inter-Library Loan unit into ClevDPL. ClevDPL is working with Special Collections to resolve space-allocation concerns. We have developed a plan that will make use of a newly designated area in stacks storage for collections processing. Furniture for an ILL

workstation has been placed in the Special Collections workroom. Currently, the plan is to complete the integration in early 2017, and a meeting presenting the work of the process improvement team with regard to ILL to the team at ClevDPL has been rescheduled for April.

DPLA Ohio

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

OLBPD

For March 2017, OLBPD circulated 49,467 books and magazines directly to patrons. Additionally, OLBPD circulated 12,873 patron newsletters in March. OLBPD registered 132 new readers to the service. Approximately 661 BARD patrons among 1,652 active users downloaded 13,900 items.

On Wednesday, March 15th, the State Library of Ohio (SLO) and OLBPD partnered with the Ohio State School for the Blind (OSSB) to host an art display at the State Library. Approximately fifteen OSSB students submitted artwork centered on their favorite book. Notable books and art pieces included 'Harry Potter,' and 'Alice's Adventures in Wonderland.' SLO and OLBPD hosted a small program recognizing students for their artwork on display. Each student received a certificate of recognition for their participation. The art work will be on display throughout March and April.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held at the State Library of Ohio on March 15th. Consumers were provided updates about the service, including information regarding BARD Express, Duplication-On-Demand service, and Family Fun and Learning Day 2017.

The second draft of the 2017 Revised Standards and Guidelines is available for review and comments via the following link:

<http://ascla.ala.org/blog/2017/03/feedback-request-draft-2-of-the-standards-for-libraries-serving-people-who-are-blind-or-physically-handicapped/>

OLBPD Manager Will Reed is a member of the working team of the ALA-ASCLA Revision to the Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Westlake High School Wellness Day on March 23rd; and the Lakewood Low Vision Group on March 31st.

LEARNING AND EDUCATION

City as a Classroom

Along with Director Thomas, Marina Marquez, and Tracey Martin, met with CMSD's Design Lab Early College High School's Campus Coordinator, Sean Wheeler, to discuss how merging the Maker Movement and the Common Core Curriculum has created a new educational paradigm for public education. This model implemented through project-based learning that is a dynamic approach to teaching in which students explore real-world problems and challenges. With this type of active and engaged learning, students are inspired to obtain a deeper knowledge of the subjects they are studying.

Collaboration with Cuyahoga Community College (Tri-C)
Effective Monday, April 3, Tri-C's Dr. Elijah Scott, the new program manager for the Educational Opportunity Center, a TRiO based program, will be scheduled four times a month at the both the Fleet and Addison branches, opposite the days that OMJ is scheduled in those branches.

Description of TRiO from Tri-C's Website:

The goal of federal TRiO programs is to assist low-income and first generation youth and adults to enroll in and complete a post-secondary program. The TRiO Programs at Cuyahoga Community College help prepare students for:

- successful completion of secondary education
- admission into a post-secondary institution
- retention and completion of post-secondary education
- preparation for successful post-baccalaureate programs

The TRiO Programs identify students who show potential for success and provides encouragement, support, and assistance. <http://www.tri-c.edu/trio-programs/>

As they identify additional staff to participate, Tri-C's Director of Access and Community Engagement, Andrew Cox, Ph.D., has expressed an interest in scheduling other TRiO staff in other branches in the CPL system.

Visit to Canton, OH

The Office of Education and Learning is exploring options to expand early childhood literacy programming through both branch programming as well as via mobile services. Denise and Marina went on an exploratory visit to Canton, OH to learn about both Stark County Library's and the Early Childhood Resource Center's literacy programming. During our visit, we had an opportunity to hear about their successes, challenges, and adaptations to create and sustain their successful programming.

Family Connections and Invest in Children

Denise and Marina met with Marcos Cortes, the Program Director of Cuyahoga County's Invest in Children, Joanne Federman, and her team regarding taking steps to emulate the early childhood literacy programming witnessed in Stark County Library.

The People's University Development Process Update

The People's University Patron Survey

- Graphics and Marketing requisition for fliers requested
- Special request made to Public Services for sub assistance with the patron survey campaign (April 17th-29th)
- Coordinated outreach dates with Branch Managers

- Requested giveaways from OPS for patron survey campaign
- iPads reserved from TechCentral to assist with patron survey campaign

Needs Assessment Meetings with Branch/Main Managers

Date	Branch/Department	Manager(s)	Priorities
3/3/17	Carnegie West	Angela Guinther	Safety, building improvements (replace carpet in children's area & restoration of auditorium), improve landscaping to city owned park, park programming to help deter crime, more family friendly
3/16/17	Fleet	Pasha Moncrief-Robinson	Community resource center
3/20/17	Luigi Russo	South Brooklyn	LA Youth Emphasis staff, teen space, central community hub
3/21/17	Collinwood	Caroline Peak	Premier CPL branch, provide excellent customer service, develop high quality experiences for patrons
3/23/17	East 131	Marcie Williams	Renovate basement, intergenerational programming, teen space, tutoring program

3/23/17	Rice	Ginaya Willoughby	Early childhood learning center, family engagement programming
3/24/17	Sterling	Monica Rudzinski	Building expansion, adult programming
3/27/17	Lorain	Shayna Muckerheide	Safety, wraparound services for immigrants, place of learning
3/28/17	South	Jaime Declet	Returning to renovated building
3/28/17	Walz	Kathleen Lefkowitz	Building improvements, ADA compliant
3/29/17	Harvard-Lee	Harriette Parks & Kristen Schmidt	OMJ/Career Center, basic computer classes
3/30/17	Brooklyn	Ron Antonucci & Laura McShane	To become a jobs incubator for the community

Ohio Means Jobs

- Submitted a requisition to Marketing for yard signs to be placed at both Addison and Fleet to inform the neighborhood that the OMJ Employment Specialist is on site.
- Property Management installed privacy screens at both Addison and Fleet for the OMJ Employment Specialist.
- Due to low patron participation, reduced the hours of CPL Sub support to 10:00 a.m. - 2:00 p.m.

CPL|OMJ Collaboration March 2017 Statistics

Patrons: 27

Number of patrons signed-in: 27

Number of patrons who completed OMJ counseling: 27

Number of patrons unable to wait for OMJ counseling: 0

Supplies: Branch computers

Additional comments and observations:

The overall response was generally positive. On average patron wait time is no more than 5 minutes. Substitute assists walk-in patrons without a resume to help expedite the process. One patron returned to inform the Employment Specialist that he received a job offer. One patron learned that OMJ was at the Fleet Branch from her aunt who participated in the program two days prior to working with the Employment Specialist. The Employment Specialist introduced a patron to WinWay to help her create a resume. The patron was satisfied and appreciative of how easy it was to create a resume and couldn't wait to share the information with friends. Patrons are often overwhelmed with the thought of having to create a resume. Another patron returned to inform the Employment Specialist that she had an interview. The Employment Specialist connected another patron with apprenticeships in the area. One patron was enthusiastic about a job opening and was pleased to be able to automatically apply to the position and other position using the OMJ website. Several patrons were able to apply for unemployment benefits. One patron was very happy to be able to accomplish so much at the session which included filing for unemployment benefits, resume building, and furthering her education by applying for college programs that offer medical billing certifications. One patron was able to apply for a job at Walmart and receive interview training from the Employment Specialist. Patrons appreciated the help and came away feeling more knowledgeable about the job search. Overall, patrons appreciated the one on one time dedicated to helping them find jobs.

Professional Development

- Denise Crudup completed the Winter 2017 Participant in the Cleveland Leadership Center's Civic Leadership Institute
- Attended a two Racial Equity & Inclusion workshop presented by Racial Equity Institute and hosted by Cleveland Neighborhood Progress
- Along with Outreach and Programming Services staff, the staff of the Office of Education and Learning completed the Workplace DiSC Assessment and

Understanding Work Style Differences with DiSC Part 1: Self-awareness communications workshop.

- Watched the Connecting Schools and Public Libraries webinar

Miscellaneous

- Participated in a conference call with Mr. John Gest from Philanthropy Ohio regarding potentially screening the documentary, *Most Likely to Succeed* in the LSW Auditorium with a panel discussion following the screening. *Most Likely to Succeed* is a documentary that examines the history of education in the United States and the growing shortcomings of conventional education methods in today's innovative world.
- Denise Crudup attended the Higher Education Compact's 5th annual Dashboard Release event at the Cleveland State University.
- Continued the conversation with Chatham Ewing regarding potential collaborations with the Digital Public Library.
- Met with Zulayka Ruiz, Esperanza's Director of Program regarding how The Office of Education and Learning at CPL can continue to support the work that they do in the community.
- Attended the United Way Annual Luncheon

TECHNICAL SERVICES

Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell and the Technical Services Managers met with Ellen Burts-Cooper from the Improve Consulting and Training Group to discuss the status of the process mapping project for the Technical Services Departments. Ms. Burts-Cooper also presented an update to Deputy Director Cindy Lombardo, Director of Human Resources Madeline Corchado, and Ms. Jelar Elwell at a separate meeting.

Ms. Jelar Elwell attended a 2-day training workshop on Racial Equity Awareness, a Process Improvement Committee meeting of the CPL Library Card Application Process team, and a Structuring and Planning meeting for all members of the Process Improvement Committee. Ms. Jelar Elwell and High Demand Manager Carole Brachna

participated in Baker & Taylor Title Source 360 webinars.

Technical Services Associate Vivian Grayson retired from her position in the Materials Processing Department after 30 years of service at the Cleveland Public Library.

Acquisitions: The Acquisitions Department ordered a total of 6,971 titles and 10,275 items (including periodical subscriptions and serial standing orders); received 15,793 items, 1,629 periodicals, and 220 serials; added 591 periodical items, 73 serial items, 389 paperbacks, and 1,738 comics; and processed a total of 2,460 invoices.

Acquisitions Coordinator Alicia Naab worked with Library Systems and Applications Analyst Jim Benson to try to determine what may be causing delays in the running of Electronic Data Interchange (EDI) reports in Sirsi. Ms. Naab and Knowledge Management Specialist Nancy Mocsiran provided staff with instructions on where to locate the uncataloged barcode sheets for inventorying magazines on the new staff intranet.

Ms. Naab coordinated with Marin Lindsay at Midwest Tapes to add non-holdable codes for Juvenile and Young Adult music CDs to CPL's account and to correct the non-holdable codes for Adult music CDs. Technical Services Librarian Lisa Kowalczyk contacted the vendor Blackstone Audio to have CPL's account adjusted so that Acquisitions staff could continue to order the library editions of audiobooks through their website.

Ms. Naab coordinated the ordering of materials selected for purchase from an auction website by the Center for Local and Global History and Special Collections. She also arranged for Grants & Development Coordinator Tracy Martin to attain several thousand items for giveaways from the vendor Ingram. The giveaway items will be collaboratively received and organized through the Lake Shore Shipping Department and Victor Zamora in the Lake Shore Stockroom.

Catalog: Catalog Department began assisting Materials Processing with CLEVNET overlay lists. Catalog Manager Andrea Johnson developed the procedures and Senior Librarian Regina Houseman instructed Librarians Perry

Huang and Barbara Satow on the process. Staff completed merging about 550 duplicate records created by the migration of Geauga County Public Library's records to the Sirsi/Dynix catalog. Librarians cataloged 3,175 titles, including 482 books in 19 different languages, and added 4,243 items for Cleveland Public Library.

Senior Librarian Dawn Grattino returned to work from medical leave on March 27. Ms. Houseman acted as advisor to both CPL.Cat and CPL.Newcat teams during Ms. Grattino's absence, as well as taking turns with the rest of each team to handle requests from CPL and CLEVNET staff, respectively. Librarian Yeshen Dugarova-Montgomery attended Diversity and Inclusion training.

Collection Management: Collection Management selected 1,822 titles, 15,052 copies, and spent \$251,935 in March. 87 telescopes of materials were relocated.

Department staff continued to cover for the absence of a Children's and Young Adult selector in both materials selection and in the processing of Branch discretionary selections, and also to cover the selection of eBooks, Large Print, and Spanish titles, previously done by the Director of Technical Services.

Pam Matthews completed the CPL Leadership Certification training. She also had a phone meeting with a representative from OverDrive, the Library's main eBook and audiobooks vendor. Laura Mommers attended a webinar on "What's New in Children's Literature" to help her in her selection of juvenile titles. Eric Hanshaw helped the CPL United Way/Community Shares Committee plan and promote its Bowling Fundraiser.

High Demand: The High Demand staff ordered 1,242 titles and 12,294 items, received and added 674 titles and 10,806 items, and processed 534 invoices worth \$146,406.25.

During slower portions of the month, the Technical Services Associates worked on catching up the OCLC set/cancel holdings lists.

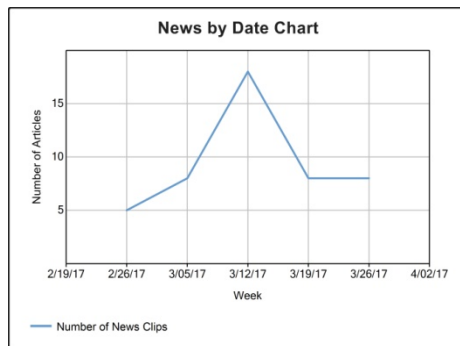
Materials Processing: The Associates cataloged 1,581 new titles for the Cleveland Public Library and added 1,372 records for the CLEVNET libraries. The Associates

and Sr. Clerks added 6,167 items. The Technicians worked on 23,589 items.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 118 items to the Main Library for requests and 136 items to fill holds. Main Library received 278 telescopes, the Branches received 895 telescopes, CLEVNET received 91 telescopes, CASE received 4 telescopes, CSU received 5 telescopes, and Tri-C received 2 telescopes. A total of 1,278 telescopes were shipped out. The Technicians sent out 971 items of Foreign material and in total 17,308 new items were sent to the Acquisitions and High Demand Departments.

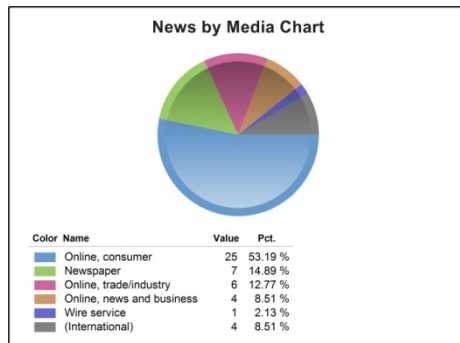
Supervisor James Clardy and Alicia Naab resolved an issue with the DHL delivery service attempting to deliver materials after working hours. Mr. Clardy met individually with the Pages to discuss their annual performance evaluations. Page Robert Walker attended Diversity and Inclusion training.

MARKETING & COMMUNICATIONS



Media coverage for the month of March included 50 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$119,803.18. In March, the online media outlets that featured CPL events and programs had a circulation audience of

126,063,076. No singular story about CPL dominated the news in March, but most had to do with CPL programs. Online Consumer accounted for most of the media articles.



Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 822 times on average per day, with an average of 98 clicks to the website per day resulting in a 12% click-through rate for the month. *+libraries cleveland oh* was the

most clicked-through phrase. No special ads were run on cleveland.com.

Facebook

	2017	2016	YoY	MoM
Net Page Likes	57	59	-3%	8%
Avg Post Reach	2,051	995	106%	6%
Avg Total Reach	4,332	2,029	114%	16%
Average engagement	67	19	253%	12%
Reactions	44	13	238%	-2%
Comments	5	1	400%	-17%
Shares	18	5	260%	100%

Twitter

	2017	2016	YoY	MoM
Top Tweet (Impressions)	10,400	3,168	228%	252%
Top Mention (Engagements)	1,162	270	330%	95%
Top Media Tweet (Impressions)	10,200	2,695	278%	375%
Summary				
Tweets	152	69	120%	63%
Tweet Impressions	160,400	67,900	136%	111%
Profile Visits	5,419	2,637	105%	87%
Mentions	358	178	101%	193%
New Followers	119	NA	NA	NA

Graphics

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

PROPERTY MANAGEMENTPainters

- Fleet- patched and painted lunchroom and under windows in kid's area.
- Rice- painted meeting room, lunch room and staff bathroom.
- Main- painted Youth Services hallway and purple poles also Shelf Division back hallway.

Carpenters

- South Brooklyn- removed parking lot door closure and installed.
- Main- fixed door to Brett Hall, reattached railing back to wall on lower level, and repaired door from lobby to staff area in Foreign Lit.
- LSW- repaired panic bar to front door, installed two door stops to Legacy room, made set of keys for Tim and replaced soap dispenser in Gov Docs.
- Westpark- removed and replaced three broken kickstands.
- M.L.K- took down M.L.K banner and repaired lock to staff restroom door.
- Garden Valley- adjusted and lubed all locks throughout branch.
- Harvard-Lee- repaired lock on SPS officer's locker.
- Rockport- repaired bottom shelves behind circulation desk, finished removing shelving and installed three new shelving units built by carpenters.
- Jefferson- repaired locks to meeting room and staff room.
- Addison- removed two units of shelving and discarded them.
- Fulton- removed cylinder from detex and had re-keyed to manager's key, removed old T.V and bracket and installed new T.V and bracket.
- Lakeshore- cleaned out basement, installed two new soap dispensers in Technical Services, hung banners and installed arm rest to chair in auditorium.
- Mt. Pleasant- removed old T.V and bracket and installed new T.V and bracket, installed wood panel attached to front of manager's desk to prevent patrons from looking under desk.

- Fleet- installed baby changing station in men's public restroom.
- Walz- repaired closure arm on back of door in basement.
- Lorain- repaired basement door so it closes properly.
- Hough- installed handicap grab bar in staff restroom.
- Sterling- installed all new ceiling tile in back hall, also had safe re-calibrated.
- Glenville- removed artwork and stored in Woodland basement.

Mechanic

- Took vehicles 3, 10 and 28 to dealer for recalls.
- Vehicle 25- dealer repaired four wheel drive and gear box.
- Vehicle 12- replaced gas hose.
- Vehicle 17- replaced tail light.
- Replaced battery in riding snow plow.
- Did monthly services to vehicles 3,5,11,13,19 and 29.
- Finished servicing branch mowers.
- Vehicle 9- dealer installed new radio

MAINTENANCE MECHANICS

- Lakeshore - Replaced existing outdoor lights with LED fixtures under stockroom canopy.
- Rockport - Continued installing replacement diffusers on main return air trunk.
- Mt. Pleasant - Rooftop HVAC vandalized/copper coil, piping stolen. Salvaged and straightened out bent panels to secure opening on roof, capped and valved-off gas line. Increased boiler reset-ratio and provided staff with electric space heaters.
- Collinwood - Replaced existing and broken exit/emergency lights with LED fixtures.
- Walz - Removed plywood from outside air intake, reconnected economizer damper actuator and calibrated pneumatic HVAC controls.

- Glenville - Serviced boilers, installed replacement staging control.
- Langston Hughes - Replaced light fixture above rear entrance.
- Lakeshore - Replaced defective floor outlets in meeting rooms A & B.
- Fleet - Replaced damaged HVAC/electrical parts from series of power outages (motor starter, contactor, hand-off-auto switch) on air handlers, also replaced leaking bearing assembly on boiler circulation pump.
- Lorain - Unclogged/re-piped staff room sink.
- Main - Repaired room #38/Friends door buzzer.
- LSW - P.M. Lieberts in Automation (replaced belts and filters, checked/cleared alarms)
- LSW - Worked w/ Siemens in resolving recurring lighting schedule issue on the 6th floor.
- Garden Valley - Repaired/replaced faucets in the meeting room and staff room.
- Carnegie West - Replaced bad breakers in main electrical panel.
- South Brooklyn - Continued low water cut-off and gas valve installation for boilers.
- Fleet - Replaced control transformer, fuse holder and blower motor (broken shaft) for public computer area AHU. Troubleshoot boiler circulation pump lead/lag control circuit.
- Hough - Replaced staff room sink faucet.
- Rockport - Installed replacement hallway light fixture, repaired leak on women's restroom toilet, repaired public restroom buzzers.
- Lakeshore - Replaced step/walkway lights in auditorium.
- LSW - Continued running power on 2nd floor for OPS freezer.
- Rockport - Completed wire mold installation for exposed cabling/wires by librarian's desk.
- LSW - Replaced bulbs and ballasts in Tech Central.

- Collinwood - Installed new emergency/exit light in boiler room.
- LSW - Replaced bad outside air damper actuators in AHU#4.
- Westpark - Branch too hot, checked re-heat valve actuator and proportional thermostat for circulation desk/rewired.
- Rice - Worked with carpenters to secure loose glass panels/Glass Doctor called in for repairs.
- Main - Repaired hand dryer in men's public restroom on the 4th floor.
- Main - Removed track, power supplies and misc. equipment from the old Translogic system in rm. #38 closet.
- LSW/Main- Daylight savings time/corrected time and changed clock batteries in both building's, also changed batteries on floor moisture detectors in LSW electrical rooms.
- Branches - Daylight savings time/corrected time on mechanical clocks for HVAC equipment and outdoor lighting.
- Walz - Replaced leaking bearing assembly on boiler circulation pump #1/ replaced leaking flange gasket on circulation pump #2.
- Langston Hughes - Replaced existing emergency and exit lights with LED fixtures.
- Addison - Replaced heating valve actuator on hallway air handler.
- Rice - Replaced gas valve and igniter assembly on domestic hot water heater.
- Harvard Lee - Replaced existing emergency/exit lights with LED fixtures.
- Lakeshore - Replaced vacuum breaker, spud and flush valve assembly on women's restroom toilet.
- Fleet - Replaced broken belt/ lined up pulleys on meeting room AHU, replaced air filters on all units.
- Lakeshore - Installed condenser fan cycling switch on AHU#10 chiller.

- Glenville - Replaced bad ballasts on light fixtures above public computer area.
- Lakeshore - Replaced leaking pressure control on main air compressor/oil change.
- Rockport - Ran CAT6 cable for new access point in meeting room per Automation dept.
- Fleet - Started installation of replacement drinking fountain, checked/opened isolation dampers above branch manager's desk.
- Harvard Lee - Ran CAT6 cable for new phone on assistant librarian's desk, relocated/repairs several power outlets around main floor per district manager.
- Mt. Pleasant - Replaced leaking hot water tank, re-piped/reconfigured expansion tank location and support.
- Woodland Garage - Re-wired switches, cleaned exhaust fan, replaced bad ballast, receptacle and front light fixture for Superman exhibit phone booth.
- Mt. Pleasant - Replaced existing electrical floor box/ filled gaps and elevated with concrete.
- LSW - 2nd floor/OPS- removed toilet, snaked line (found shop rags, pens and pencils in drain) installed replacement toilet.
- E.131 - Calibrated pneumatic controls, checked RTU, economizer dampers/motor.
- Glenville - Branch cold, boiler circulation pump tripped/ secured loose coupling, checked lead/lag pump switching.
- Union - Removed plywood from outside air intake/discharge of AC unit, found one of two compressors bad, calibrated heating controls.
- MLK - Calibrated pneumatic HVAC controls on air handler and space thermostats.
- LSW - Recharged LL mechanical room expansion tank for domestic water pumps.

SAFETY & PROTECTIVE SERVICES**SAFETY SERVICES**

- SPS and Annisha Jeffries will work together to start an SPS officer reads to kids event in the next couple of weeks.
- A volunteer from Vocational Services Unlimited will work with SPS officers for 2 weeks in 20 hour increments.

PROTECTIVE SERVICES**ACTIVITY**

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
March 2017	4084	151	102	85	728	174	68	48
Feb 2017	3574	155	65	109	586	164	80	40
Jan 2017	2920	127	44	112	470	115	80	93
Dec 2016	3087	123	34	108	372	160	68	29
Nov 2016	3404	155	52	113	568	116	74	40
Oct 2016	4127	165	73	118	707	148	81	49
Sept 2016	4074	163	76	136	604	119	69	63
Aug 2016	4866	175	98	170	784	132	70	117
July 2016	4141	155	87	77	697	105	75	46
June 2016	4307	163	82	50	652	120	70	76
May 2016	4694	196	59	143	713	124	90	68
April 2016	4822	161	125	143	845	162	117	68
March 2016	5424	200	129	76	893	156	104	82

Special Attention, Special Events, and Significant Incidents

- 3/8, the Rice branch SPS Officer saw a large group of juveniles circling 2 females in a verbal altercation. Officer stepped in-between the females and escorted the victim inside. CPD was advised as well as SPS. Juveniles became aggressive, throwing rocks and branches at the entrance of the branch. The Royce Officer cleared the juveniles.
- 3/9, the Carnegie West SPS officer and branch patrol officers approached a male patron for using inappropriate language, being loud, and disturbing

patrons and staff. Officers determined the patron was intoxicated. When asked to leave, the patron made threats to the Royce Officer. The patron was verbally issued a 30 day expulsion.

- 3/9, Sterling branch staff told SPS about an incident that took place inside the branch between 3 male juveniles. They were asked to take the discussion outside and one of the males punched another in the face. SPS advised the branch to lockdown until SPS or CPD arrived because gang retaliation threats were used.
- 3/15, SPS was dispatched to the Main building's Youth Services Department in regards to an assault that took place involving three juveniles. The victim stated that while walking through the Youth Services Department two juveniles started to throw books and physically assault him with punches and scratching his face. There was minimal information as to a description of the two suspects who fled before SPS responded.
- 3/20, the South Brooklyn SPS officer was approached by a woman who claimed her boyfriend who recently tried to abduct her was in the branch. SPS advised Cleveland police of the accusations; CPD took further action to complete an investigation.
- 3/21, the South branch page reported she was feeling uncomfortable with the behavior of a patron. She reported the patron was staring at her and seemed to be following her. Another female patron also made a similar complaint about the same patron. The patron involved was the male who assaulted another patron in October of 2016. Security spoke to the male and he returned to the branch without further incident.
- 3/23, the 1:15am - 9:45am SPS officer was on duty downtown when he noticed a vehicle in the Fulton branch parking lot via cameras. A male got out of the car and attempted to gain access to the maintenance door on the rear of Fulton branch. CPD was dispatched but the male was gone before CPD arrived.
- 3/23, the Carnegie West Royce security guard witnessed a male patron assaulting a female while using the computer in the adult room. The female requested CPD be contacted and charges pressed against the male. SPS and CPD responded to the scene and CPD transported the female to Tower city.

- 3/30, at South branch an older white male came into the branch and pointed at a staff member and said, "I will f*** you up you cocks***er." He then came back up to the desk and said he was going to "fu** you up" to the staff member and that he would see him outside. The patron then followed staff to their vehicles and took pictures of them. SPS did a follow up investigation and CPD was contacted. A report was generated with CPD. *SPS later made contact with the male inside of LSW and issued a 30 expulsion.
- 3/31, at Addison the branch laptop was missing from behind the circulation desk. SPS was contacted to review the video footage. The tape showed two individuals a male and female involved in the theft. The female was distracting staff member with questions, while the male snuck behind the desk and took the laptop. SPS will attempt to make contact and press charges on the individuals.

Protective and Fire Systems

- Panic buttons are installed on LSW 2. They are remotes so they can be used by staff in any room on the floor.
- All first quarter branch fire drills were completed.

Contract Security

- SPS management will start have monthly meetings with Royce Security.
- Garden Valley no longer has two Royce guards; the part time guard is providing support at Sterling branch.

Administration

- SPS supervisor interviews held March 31st.
- Lt. Babbitts evaluation completed.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors Panel met on March 22, 2017, at Burton Public Library in Geauga County to plan the next quarterly CLEVNET meeting, check progress on the

strategic plan, and discuss various issues brought forward by the membership. Much of the discussion centered on the work of the ad hoc committee charged with revising CLEVNET's bylaws, headed by Julianne Bedel, Director of Barberton Public Library. While very much appreciative of the strong support and commitment from CPL's current leadership and trustees, the Panel members remain concerned that the current bylaws offer little protection to the membership should CPL's future leadership not share that same commitment to CLEVNET. The Panel members would like to give the bylaws "more teeth" while preserving what is beneficial about the current relationship. James Tolbert, Panel Chair and Director of the Milan-Berlin Library District in Erie County, will discuss the revision of the bylaws when he meets with CPL Director Felton Thomas on April 11, 2017, at Milan Public Library.

CLEVNET Projects

- CLEVNET Director Hilary Prisbylla and her staff continue to work tirelessly on the million and one details that must be addressed before Rocky River Public Library (RRPL) migrates to CLEVNET in May.
- Configured and installed new network equipment at RRPL to prepare for migration to CLEVNET.
- Cut over RRPL's network connection to CLEVNET on March 21 before 8:00am; 20 minutes down time.
- Upgraded network equipment at various CLEVNET locations in preparation for VoIP conversion to CLEVNET.
- Upgraded routers, switches and APs across CLEVNET in an ongoing infrastructure upgrade.
- Planning continues to move CLEVNET data center to the SOCC (State of Ohio Computer Center).
- Created a new child domain and domain controller for RRPL.
- Retired and replaced ntcplus1 and ntcplus2 due to age, end of life for the operating system, and reliability.

Staff News

- IT Director Larry Finnegan was a judge for the Midwest Regional Collegiate Cyber Defense Competition.

The next quarterly of the CLEVNET Directors will be held on Friday, April 28, 2017, at 9:30 AM at Hudson Library & Historical Society in Summit County.

Ms. Rodriguez adjourned the Regular Board Meeting at 12:51 p.m.

Maritza Rodriguez
President

Alesha Washington
Vice President

GIFT REPORT FOR MARCH 2017

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	565	1,868
Periodicals	8	418
Publishers Gifts	0	2
Non-Print Materials	217	277
TOTAL LIBRARY SERVICE MATERIALS	790	2,565

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 35	\$ 1,185
Library Fund	Restricted	358	1,308
Young Fund	Restricted	12,155	12,155
Friends Fund	Restricted	0	0
Schweinfurth Fund	Restricted	0	2,485
Founders Fund	Restricted	7,334	7,334
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	59,826	59,826
Lockwood Thompson Fund	Restricted	0	0
Learning Centers	Restricted	0	0
TOTAL MONEY GIFTS		\$ 79,709	\$ 85,194

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	13	45	790	2,565
Money Gifts	13	23	13	23
TOTAL GIFTS	26	68	803	2,588

Cleveland Public Library
2017

April 11, 2017

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

Dear Bryan,

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

Fund Number	Fund Description	Actual Unencumbered Balance as of 1-Jan-16	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 21,352,450.41	\$ 26,357,875.29	\$ 26,357,875.29	\$ 1,777,128.61	\$ 1,777,128.61	\$ -
			\$ 22,115,859.96	\$ 22,115,859.96			
Special Revenue Funds							
201	Anderson	\$ 298,256.67			\$ 19,000.00	\$ 19,000.00	\$ -
202	Endowment for the Blind	\$ 2,315,138.10			\$ 145,000.00	\$ 145,000.00	\$ -
203	Founders	\$ 6,519,469.54			\$ 382,334.26	\$ 432,156.12	\$ 49,821.86
204	Kaiser	\$ 63,388.19			\$ 4,000.00	\$ 4,000.00	\$ -
205	Kraley	\$ 186,152.65			\$ 11,000.00	\$ 11,000.00	\$ -
206	Library	\$ 165,285.26			\$ 12,000.00	\$ 12,000.00	\$ -
207	Pepke	\$ 136,083.10			\$ 9,000.00	\$ 9,000.00	\$ -
208	Wickwire	\$ 1,441,278.03			\$ 95,000.00	\$ 95,000.00	\$ -
209	Wittke	\$ 93,248.13			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 4,284,457.50			\$ 300,000.00	\$ 300,000.00	\$ -
225	Friends	\$ 5,000.00			\$ 53,000.00	\$ 53,000.00	\$ -
226	Judd	\$ -			\$ 220,000.00	\$ 234,733.00	\$ 14,733.00
228	Lockwood Thompson	\$ 17,630.70			\$ 180,000.00	\$ 183,536.00	\$ 3,536.00
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 900.00	\$ -
230	Schweinfurth	\$ 105,500.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 355,090.36			\$ 5,170,434.55	\$ 5,170,434.55	\$ -
251	OLBPD	\$ (7,291.61)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ -			\$ 35,062.62	\$ 35,062.62	\$ -
254	MyCom	\$ (35,658.92)			\$ 75,000.00	\$ 75,000.00	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
		\$ 15,943,028.45			\$ 8,275,925.43	\$ 8,344,016.28	\$ 68,090.86
Capital Projects Funds							
401	Building and Repair	\$ 8,876,395.08			\$ 1,330,000.00	\$ 1,330,000.00	\$ -
Permanent Funds							
501	Abel	\$ 226,173.04			\$ 15,500.00	\$ 15,500.00	\$ -
502	Ambler	\$ 2,193.48			\$ 150.00	\$ 150.00	\$ -
503	Beard	\$ 128,479.79			\$ 9,200.00	\$ 9,200.00	\$ -
504	Klein	\$ 5,163.48			\$ 350.00	\$ 350.00	\$ -
505	Malon/Schroeder	\$ 184,284.84			\$ 17,500.00	\$ 17,500.00	\$ -
506	McDonald	\$ 188,343.08			\$ 12,000.00	\$ 12,000.00	\$ -
507	Ratner	\$ 91,907.78			\$ 6,500.00	\$ 6,500.00	\$ -
508	Root	\$ 35,410.29			\$ 2,500.00	\$ 2,500.00	\$ -
509	Sugarman	\$ 52,295.93			\$ 12,000.00	\$ 12,000.00	\$ -
510	Thompson	\$ 117,350.04			\$ 11,000.00	\$ 11,000.00	\$ -
511	Weidenthal	\$ 6,522.12			\$ 430.00	\$ 430.00	\$ -
512	White	\$ 1,830,468.94			\$ 145,000.00	\$ 145,000.00	\$ -
513	Beard Anna Young	\$ 18,417.34			\$ 4,400.00	\$ 4,400.00	\$ -
		\$ 2,887,010.15			\$ 236,530.00	\$ 236,530.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 7,601.54			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ -			\$ -	\$ -	\$ -
		\$ 7,601.54			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

An increase in Other Sources-Special Revenue by \$68,090.86 relating to the Founders fund (State of Ohio Dept of Education) -\$49,821.86; the Judd fund - \$14,733; and the Lockwood Thompson fund \$3,536.

Thank You,

Carnie Krenicky

Treasurer/CFO

Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 87.24% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

April 11, 2017




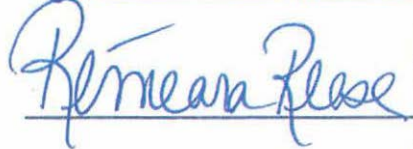
To the Board of Library Trustees of the:

Cleveland Library

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

Fund	Unencumbered Balance	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	21,352,450.41	26,357,875.29	22,115,859.96	1,777,128.61	71,603,314.27
Special Revenue	15,943,028.45		0.00	8,344,016.29	24,287,044.74
Capital	8,876,395.08			1,330,000.00	10,206,395.08
Permanent	2,887,010.15			236,530.00	3,123,540.15
Agency	7,601.54			0.00	7,601.54

Totals/Subtotals	49,066,485.63	26,357,875.29	22,115,859.96	11,687,674.90	109,227,895.78
------------------	---------------	---------------	---------------	---------------	----------------

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: FOURTH AMENDMENT
APRIL 18, 2017**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	21,352,450.41	0.00	21,352,450.41 (3)
Taxes - General Property	23,957,875.29	0.00	23,957,875.29
Public Library Fund (PLF)	22,115,859.96	0.00	22,115,859.96
State Rollbacks/CAT	2,412,489.54	0.00	2,412,489.54
Fines and Fees	399,000.00	0.00	399,000.00
Earned Interest	387,440.00	0.00	387,440.00
Services	0.00	0.00	0.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	1,079,699.07	0.00	1,079,699.07
Return of Advances/(Advances Out)	(101,500.00)	0.00	(101,500.00)
TOTAL RESOURCES	71,603,314.27	0.00	71,603,314.27

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	37,109,688.28	0.00	37,109,688.28
Supplies	1,076,042.00	0.00	1,076,042.00
Purchased/Contracted Services	10,114,403.43	0.00	10,114,403.43
Library Materials/ Information	6,749,723.65	0.00	6,749,723.65
Capital Outlay	1,109,182.87	0.00	1,109,182.87
Other Objects	145,762.38	0.00	145,762.38
SUBTOTAL OPERATING	56,304,802.61	0.00	56,304,802.61
Transfers	1,300,000.00	0.00	1,300,000.00
TOTAL APPROPRIATION	57,604,802.61	0.00	57,604,802.61

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: FOURTH AMENDMENT
APRIL 18, 2017**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	24,218,953.88	68,090.86	24,287,044.74
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	297,114.16	0.00	297,114.16
Endowment for the Blind	2,460,138.10	0.00	2,460,138.10
Founders	4,437,141.44	49,821.86	4,486,963.30
Kaiser	67,388.19	0.00	67,388.19
Kraley	197,152.65	0.00	197,152.65
Library	177,285.26	0.00	177,285.26
Pepke	145,083.10	0.00	145,083.10
Wickwire	1,529,025.40	0.00	1,529,025.40
Wittke	99,248.13	0.00	99,248.13
Young	4,584,457.50	0.00	4,584,457.50
Friends	31,500.00	0.00	31,500.00
Judd	220,000.00	14,733.00	234,733.00
Lockwood Thompson	197,630.70	3,536.00	201,166.70
Ohio Center for the Book	900.00	0.00	900.00
Schweinfurth	155,500.75	0.00	155,500.75
CLEVNET	5,525,524.91	0.00	5,525,524.91
LSTA-OLBPD	1,500,902.39	0.00	1,500,902.39
MyCom	74,403.70	0.00	74,403.70
Learning Centers	0.00	0.00	0.00
TOTAL APPROPRIATION	21,700,396.38	68,090.86	21,768,487.24 (4)

CAPITAL PROJECTS FUND

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

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: FOURTH AMENDMENT
APRIL 18, 2017**

PERMANENT FUNDS

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

AGENCY FUND

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

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: FOURTH AMENDMENT
APRIL 18, 2017**

- (1) Certificate dated March 13, 2017
- (2) Certificate dated April 11, 2017
- (3) \$21,311,700.41 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$5,702,168.24 encumbered cash.
- (4) \$15,983,778.45 unencumbered cash carried forward includes the repayment of advances to be made from MyCom of \$25,000 and \$15,750 to produce the carryover balance available for appropriation in 2017; plus \$848,312.41 encumbered cash. \$8,317,516.29 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.
($\$15,943,028.45 + \$8,317,516.29 - \$2,492,057.50 = \$21,768,487.24$)
- (5) \$8,876,395.08 unencumbered cash carried forward; plus \$1,615,639.76 encumbered cash. \$1,300,000.00 transfer from General Fund. \$30,000 additional revenue.
($\$8,876,395.08 + \$1,300,000 + \$30,000 = \$10,206,395.08$)
- (6) \$3,671,326.51 unencumbered cash carried forward; plus \$13,352.22 encumbered cash. \$236,530 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.
($\$3,671,326.51 + \$236,530.00 - \$784,316.36 = \$3,123,540.15$)

CHANGE ORDER

Project Name:	Cleveland Public Library-2016.07-SP Online Branding	Project Manager:
Customer Name:	Cleveland Public Library	Anthony Balasko 216-750-9183 Anthony.balasko@cdw.com
CDW Affiliate:	CDW Government LLC	
Effective Date:	April 6, 2017	Requesting Party:
Change ID:	REQ55661-1	Nancy Mocsiran – Cleveland Public Library

This change order (“**Change Order**” or “**CO**”) is made and entered into this April 6, 2017 (the “**Effective Date**”) by and between the undersigned, CDW Government LLC (“**Seller**” and “**we**”), and Cleveland Public Library (“**Customer**” and “**you**”), and amends that certain Cleveland Public Library-2016.07-SP Online Branding Statement of Work made effective May 31, 2016 (“**Statement of Work**” or “**SOW**”).

CHANGE DESCRIPTION

This Change Order modifies the SOW and any previous Change Orders. The changes are detailed below:

This Change Order adds additional estimated units as per the table below.

Seller will provide Microsoft SharePoint consulting services on an ad-hoc basis. Any ad-hoc requests subject to Seller consultant availability.

ADDITIONAL PRICING

This Change Order will incur additional fees that will be charged in addition to the fees provided in the SOW. The new fees are detailed below:

Services Fees will be calculated on a TIME AND MATERIALS basis.

The invoice amount of Services Fees will equal the hours actually worked (“**Consultant Hours**”) multiplied by the rate applicable for the consultant (“**Hourly Rate**”) (see Table 1 below).

The Total Estimated Services Fees of **\$23,940** is merely an *estimate* and does not represent a *fixed fee*. Neither the Total Estimated Consultant Hours of **126** nor the Total Estimated Services Fees are intended to limit the bounds of what may be requested or required for performance of the Services. Seller shall keep Customer apprised of project progress and will formally notify Customer when total expenditures reach eighty percent (80%) of Total Estimated Service Fees. Customer shall not be obligated to pay fees in excess of \$23,940 without approval of its Board of Trustees.

Table 1 – Services Fees

Consultant	Function	Hourly Rate
Engineer	SharePoint Consultant	\$190

The rates presented in Table 1 apply to *scheduled* Services that are performed during Standard Business Hours (meaning 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, excluding holidays). When Seller invoices for scheduled Services that are not performed during Standard Business Hours, Services Fees will be calculated at 150% of the Unit Rates. For any unscheduled (i.e., emergency) Services performed at any time of the day, Services Fees will be calculated at 200% of the Unit Rates.

When Services are performed at any Customer-Designated Location(s) (as defined below), Consultant Hours will be measured in one (1) hour increments with a minimum of four (4) hours billed for each day. When Seller personnel must travel more than two (2) hours a day to work at any Customer-Designated Location(s), there will be a minimum of eight (8) hours billed for each day (less travel time that is invoiced pursuant to the "Expenses" section below).

When Services are performed remotely, time will be calculated in one (1) hour increments with a minimum of one (1) hour each day.

Upon notice to Customer, Seller may adjust the rates above, provided that the rates will remain fixed for at least six (6) months after the SOW Effective Date and then again for at least six (6) months after any subsequent adjustment.

The rates above only apply to Services specified in this SOW as it may be amended by one or more Change Order(s).

SIGNATURES

In acknowledgement that the parties below have read and understood this Change Order and agree to be bound by it, each party has caused this Change Order to be signed and transferred by its respective authorized representative.

CDW Government LLC

By: _____
signature

Name: _____

Title: _____

Date: _____

Cleveland Public Library

By: _____
signature

Name: _____

Title: _____

Date: _____

The following PSM has given approval:
Wayne Hess



Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-185373	04/01/2017	1 of 2

Empowering people who serve the public®

Questions:

Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Fax: 1-866-673-3274
Email: ar@tylertech.com



Bill To: CLEVELAND PUBLIC LIBRARY
ATTN: CARRIE KRENICKY
325 SUPERIOR AVENUE
CLEVELAND, OH 44114

Ship To: CLEVELAND PUBLIC LIBRARY
ATTN: CARRIE KRENICKY
325 SUPERIOR AVENUE
CLEVELAND, OH 44114

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
1618	90933		USD	NET30	05/01/2017

Date	Description	Units	Rate	Extended Price
Contract No.: CLEVELAND PUBLIC LIBRARY				
	SUPPORT & UPDATE LICENSING - ACCTG/GL/BUDGET/AP Maintenance: Start: 17/May/2017, End: 16/May/2018	1	16,085.73	16,085.73
	SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE Maintenance: Start: 17/May/2017, End: 16/May/2018	1	3,386.48	3,386.48
	SUPPORT & UPDATE LICENSING - APPLICANT TRACKING Maintenance: Start: 17/May/2017, End: 16/May/2018	1	1,462.69	1,462.69
	SUPPORT & UPDATE LICENSING - INTERFACE TO BMI TRACKING Maintenance: Start: 17/May/2017, End: 16/May/2018	1	1,169.88	1,169.88
	SUPPORT & UPDATE LICENSING - PURCHASE ORDERS Maintenance: Start: 17/May/2017, End: 16/May/2018	1	3,694.33	3,694.33
	SUPPORT & UPDATE LICENSING - GENERAL BILLING Maintenance: Start: 17/May/2017, End: 16/May/2018	1	1,539.30	1,539.30
	SUPPORT & UPDATE LICENSING - HUMAN RESOURCES MANAGEMENT Maintenance: Start: 17/May/2017, End: 16/May/2018	1	3,058.35	3,058.35
	SUPPORT & UPDATE LICENSING - CRYSTAL REPORTS Maintenance: Start: 17/May/2017, End: 16/May/2018	1	1,718.88	1,718.88
	SUPPORT & UPDATE LICENSING - MUNIS OFFICE Maintenance: Start: 17/May/2017, End: 16/May/2018	1	1,231.45	1,231.45
	SUPPORT & UPDATE LICENSING - PAYROLL Maintenance: Start: 17/May/2017, End: 16/May/2018	1	6,249.64	6,249.64
	SUPPORT & UPDATE LICENSING - PROJECT ACCOUNTING Maintenance: Start: 17/May/2017, End: 16/May/2018	1	3,078.63	3,078.63
	SUPPORT & UPDATE LICENSING - FIXED ASSETS Maintenance: Start: 17/May/2017, End: 16/May/2018	1	3,694.33	3,694.33
	SUPPORT & UPDATE LICENSING - REQUISITIONS Maintenance: Start: 17/May/2017, End: 16/May/2018	1	3,078.63	3,078.63
	SUPPORT & UPDATE LICENSING - ROLE TAILORED DASHBOARD Maintenance: Start: 17/May/2017, End: 16/May/2018	1	2,260.52	2,260.52
	TYLER FORM PROCESSING SUPPORT Maintenance: Start: 17/May/2017, End: 16/May/2018	1	3,420.68	3,420.68
	SUPPORT & UPDATE LICENSING - EMPLOYEE EXPENSE REIMBURSEMENT Maintenance: Start: 17/May/2017, End: 16/May/2018	1	1,378.39	1,378.39
	SUPPORT & UPDATE LICENSING - INVENTORY Maintenance: Start: 17/May/2017, End: 16/May/2018	1	2,527.05	2,527.05



Remittance:
 Tyler Technologies, Inc.
 (FEIN 75-2303920)
 P.O. Box 203556
 Dallas, TX 75320-3556

Invoice

<i>Invoice No</i>	<i>Date</i>	<i>Page</i>
045-185373	04/01/2017	2 of 2

Empowering people who serve the public®

Questions:

Tyler Technologies - ERP & Schools
 Phone: 1-800-772-2260 Press 2, then 1
 Fax: 1-866-673-3274
 Email: ar@tylertech.com

Bill To: CLEVELAND PUBLIC LIBRARY
 ATTN: CARRIE KRENICKY
 325 SUPERIOR AVENUE
 CLEVELAND, OH 44114

Ship To: CLEVELAND PUBLIC LIBRARY
 ATTN: CARRIE KRENICKY
 325 SUPERIOR AVENUE
 CLEVELAND, OH 44114

<i>Customer No.</i>	<i>Ord No</i>	<i>PO Number</i>	<i>Currency</i>	<i>Terms</i>	<i>Due Date</i>
1618	90933		USD	NET30	05/01/2017

Date	Description	Units	Rate	Extended Price
------	-------------	-------	------	----------------

RECEIVED
 INVENTORY SERVICES
 2017 MAR 30 PM 10:53

****ATTENTION****
 Order your checks and forms from
 Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
 100% compliance with your software.

Subtotal	59,034.96
Sales Tax	0.00
Invoice Total	59,034.96

59,034.96



Remittance:

Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

<i>Invoice No</i>	<i>Date</i>	<i>Page</i>
045-185883	04/01/2017	1 of 1

Empowering people who serve the public*

Questions:

Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Fax: 1-866-673-3274
Email: ar@tylertech.com



Bill To: CLEVELAND PUBLIC LIBRARY
ATTN: CARRIE KRENICKY
325 SUPERIOR AVENUE
CLEVELAND, OH 44114

Ship To: CLEVELAND PUBLIC LIBRARY
ATTN: CARRIE KRENICKY
325 SUPERIOR AVENUE
CLEVELAND, OH 44114

<i>Customer No.</i>	<i>Ord No</i>	<i>PO Number</i>	<i>Currency</i>	<i>Terms</i>	<i>Due Date</i>
1618	91286		USD	NET30	05/01/2017

Date	Description	Units	Rate	Extended Price
Contract No.: CLEVELAND PUBLIC LIBRARY				
	SUPPORT & UPDATE LICENSING - TYLER CONTENT MANAGER SE	1	4,167.45	4,167.45
Maintenance: Start: 17/May/2017, End: 16/May/2018				

****ATTENTION****

Order your checks and forms from
Tyler Business Forms at 877-749-2090 or
tylerbusinessforms.com to guarantee
100% compliance with your software.

Subtotal	4,167.45
Sales Tax	0.00
Invoice Total	4,167.45

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

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

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

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	14,021,452.90	0.00	0.00	0.00	\$ 0.00	14,021,452.90
42 Intergovernmental	5,423,871.24	426,870.86	0.00	0.00	\$ 0.00	5,850,742.10
43 Fines & Fees	99,042.70	0.00	0.00	0.00	\$ 0.00	99,042.70
44 Investment Earnings	119,473.96	34,188.24	0.00	6,597.59	\$ 0.00	160,259.79
45 Charges for Services	0.00	2,468,307.51	0.00	0.00	\$ 0.00	2,468,307.51
46 Contributions & Donations	1,185.00	84,008.50	0.00	0.00	\$ 0.00	85,193.50
48 Miscellaneous Revenue	106,059.04	90,226.02	30,000.00	0.00	\$ 43,185.21	269,470.27
Total Revenues	\$ 19,771,084.84	\$ 3,103,601.13	\$ 30,000.00	\$ 6,597.59	\$ 43,185.21	\$ 22,954,468.77
51 Salaries/Benefits	8,137,402.77	696,061.36	0.00	0.00	\$ 0.00	8,833,464.13
52 Supplies	210,329.46	21,544.98	0.00	0.00	\$ 0.00	231,874.44
53 Purchased/Contracted Services	3,659,659.08	534,099.31	0.00	1,634.25	\$ 0.00	4,195,392.64
54 Library Materials	2,191,212.20	311,003.17	0.00	15,143.12	\$ 0.00	2,517,358.49
55 Capital Outlay	443,214.88	193,851.37	248,069.33	0.00	\$ 0.00	885,135.58
57 Miscellaneous Expenses	53,324.76	8,901.27	0.00	0.00	\$ 31,319.57	93,545.60
Total Expenditures	\$ 14,695,143.15	\$ 1,765,461.46	\$ 248,069.33	\$ 16,777.37	\$ 31,319.57	\$ 16,756,770.88
Revenue Over/(Under) Expenditures	\$ 5,075,941.69	\$ 1,338,139.67	\$(218,069.33)	\$(10,179.78)	\$ 11,865.64	\$ 6,197,697.89
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(101,500.00)	101,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,300,000.00)	0.00	1,300,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(1,401,500.00)	\$ 101,500.00	\$ 1,300,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 3,674,441.69	\$ 1,439,639.67	\$ 1,081,930.67	\$(10,179.78)	\$ 11,865.64	\$ 6,197,697.89
Beginning Year Cash Balance	\$ 27,013,868.65	\$ 16,832,090.86	\$ 10,492,034.84	\$ 3,684,678.73	\$ 7,601.54	\$ 58,030,274.62
Current Cash Balance	\$ 30,688,307.14	\$ 18,271,730.53	\$ 11,573,965.51	\$ 3,674,498.95	\$ 19,467.18	\$ 64,227,969.31

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

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	22,115,860	5,411,382	16,704,478	24%	24%
General Property Tax	23,957,875	14,021,453	9,936,422	59%	61%
Rollback, Homestead, CAT	2,412,490	12,490	2,400,000	1%	22%
Fines & Fees	399,000	99,043	299,957	25%	25%
Investment Earnings	387,440	119,474	267,966	31%	25%
Contributions	0	1,185	(1,185)	100%	100%
Miscellaneous	1,079,699	106,059	973,640	10%	9%
Return of Advances Out	0	0	0	0%	0%
Total	\$ 50,352,364	\$ 19,771,085	\$ 30,581,279	39%	40%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	37,285,718	8,185,362	29,100,356	22%	24%
Supplies	1,206,142	532,413	673,729	44%	41%
Purchased Services	11,589,886	8,454,079	3,135,807	73%	71%
Library Materials	10,194,363	4,789,154	5,405,209	47%	43%
Capital Outlay	1,566,470	554,169	1,012,301	35%	34%
Other	164,393	114,847	49,547	70%	61%
Sub Total	\$ 62,006,971	\$ 22,630,023	\$ 39,376,948	36%	38%
Advances Out	0	101,500	(101,500)	100%	100%
Transfers Out	1,300,000	1,300,000	0	100%	100%
Total	\$ 63,306,971	\$ 24,031,523	\$ 39,275,448	38%	39%

Note (1): Certificate from Cuyahoga County Budget Commission dated March 13, 2017.

Note (2): Subtotal Amended Appropriation of \$57,604,803 plus carried forward encumbrance of \$5,702,168.

Note (3): Subtotal includes 24% expended and 13% encumbered.

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

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	Professional Salaries	10,966,049.11	10,966,049.11	2,314,217.67	0.00	8,651,831.44
51120	Clerical Salaries	10,947,183.68	10,947,183.68	2,360,125.12	0.00	8,587,058.56
51130	Non-Clerical Salaries	1,230,677.60	1,230,677.60	248,005.01	0.00	982,672.59
51140	Buildings Salaries	4,488,079.03	4,488,079.03	888,835.23	0.00	3,599,243.80
51150	Other Salaries	548,735.98	548,735.98	115,646.39	0.00	433,089.59
51180	Severance Pay	0.00	141,660.75	201,495.78	0.00	(59,835.03)
51190	Non-Base Pay	311,881.13	311,881.13	49,209.34	0.00	262,671.79
51400	OPERS	4,006,560.61	4,006,560.61	841,241.35	0.00	3,165,319.26
51610	Health Insurance	3,775,744.08	3,775,744.08	970,766.40	0.00	2,804,977.68
51611	Dental Insurance	202,006.32	202,006.32	51,620.85	0.00	150,385.47
51612	Vision Insurance	14,781.84	14,781.84	3,776.47	0.00	11,005.37
51620	Life Insurance	12,420.00	12,420.00	3,159.44	0.00	9,260.56
51625	Short Term Disability Insurance	28,563.36	28,563.36	7,042.25	0.00	21,521.11
51630	Workers Compensation	163,599.67	176,033.51	(2,409.31)	0.00	178,442.82
51640	Unemployment Compensation	20,200.00	26,757.87	202.40	26,557.87	(2.40)
51650	Medicare - ER	381,531.21	383,878.79	81,018.60	266.61	302,593.58
51900	Other Benefits	11,674.66	24,703.97	3,449.78	21,134.35	119.84
	Salaries/Benefits	\$37,109,688.28	\$ 37,285,717.63	\$ 8,137,402.77	\$ 47,958.83	\$ 29,100,356.03
52110	Office Supplies	51,637.75	58,739.46	17,008.37	3,164.97	38,566.12
52120	Stationery	42,700.00	50,607.30	7,941.15	8,279.65	34,386.50
52130	Duplication Supplies	39,850.00	40,959.30	5,333.24	4,072.98	31,553.08
52140	Hand Tools	3,200.00	3,200.00	0.01	0.00	3,199.99
52150	Book Repair Supplies	72,100.00	82,382.76	24,007.19	10,811.54	47,564.03
52210	Janitorial Supplies	118,800.00	122,938.28	29,397.99	15,589.42	77,950.87

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

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
52220	Electrical Supplies	63,750.00	71,365.80	15,368.81	33,957.78	22,039.21
52230	Maintenance Supplies	323,954.00	351,834.82	45,369.80	151,773.17	154,691.85
52240	Uniforms	23,000.00	23,000.00	0.00	1,131.64	21,868.36
52300	Motor Vehicle Supplies	78,000.00	101,334.05	11,050.60	61,116.70	29,166.75
52900	Other Supplies	259,050.25	299,779.80	54,852.30	32,185.72	212,741.78
	Supplies	\$1,076,042.00	\$ 1,206,141.57	\$ 210,329.46	\$ 322,083.57	\$ 673,728.54
53100	Travel/Meetings	125,000.00	143,524.79	12,150.51	91,374.28	40,000.00
53210	Telecommunications	288,616.00	307,648.07	82,591.17	214,535.12	10,521.78
53230	Postage/Freight	89,000.00	98,376.86	19,149.51	64,075.16	15,152.19
53240	PR/Other Communications	153,000.00	174,133.72	8,068.94	31,414.98	134,649.80
53310	Building Repairs	480,800.00	531,989.90	36,741.19	54,446.05	440,802.66
53320	Machine Repairs	21,200.00	25,631.27	3,195.81	5,431.27	17,004.19
53340	Building Maintenance	267,000.00	286,053.74	36,410.02	48,345.91	201,297.81
53350	Machine Maintenance	262,286.46	383,135.32	65,255.32	122,238.58	195,641.42
53360	Computer Maintenance	179,847.00	240,228.78	132,087.59	2,851.78	105,289.41
53370	Motor Vehicle Repairs	37,000.00	40,958.92	3,285.01	13,497.86	24,176.05
53380	Contract Security	950,000.00	970,819.40	208,626.45	762,192.95	0.00
53390	Landscaping	62,210.00	65,052.00	0.00	2,842.00	62,210.00
53400	Insurance	451,885.00	510,524.92	58,985.92	0.00	451,539.00
53510	Rent/Leases	182,632.64	198,056.94	51,618.85	139,438.09	7,000.00
53520	Equipment Rental	30,853.20	34,353.78	10,457.53	15,752.69	8,143.56
53610	Electricity	1,859,045.00	1,984,365.83	506,979.01	1,452,085.96	25,300.86
53620	Gas	125,750.00	137,782.40	60,641.91	76,200.96	939.53
53630	Chilled Water	787,000.00	810,555.68	44,727.68	758,904.05	6,923.95

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

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
53640	Water/Sewer	119,621.28	127,192.40	31,449.28	90,126.98	5,616.14
53710	Professional Services	1,009,985.00	1,661,322.21	189,268.49	676,897.32	795,156.40
53720	Auditors Fees	653,595.00	740,295.00	330,933.75	86,700.00	322,661.25
53730	Bank Service Charges	11,000.00	11,000.00	2,260.59	0.00	8,739.41
53800	Library Material Control	255,000.00	394,370.46	59,592.95	81,262.51	253,515.00
53900	Other Purchased Services	1,712,076.85	1,712,513.35	1,705,181.60	3,805.25	3,526.50
	Purchased/Contracted Services	\$10,114,403.43	\$ 11,589,885.74	\$ 3,659,659.08	\$ 4,794,419.75	\$ 3,135,806.91
54110	Books	2,130,000.00	2,795,869.07	527,016.65	534,961.99	1,733,890.43
54120	Continuations	318,723.65	673,700.02	104,287.61	297,682.37	271,730.04
54210	Periodicals	760,000.00	1,076,484.24	68,912.93	249,064.07	758,507.24
54220	Microforms	31,000.00	230,878.22	30,515.75	168,737.22	31,625.25
54310	Video Media	1,765,000.00	2,293,401.76	633,630.02	264,466.36	1,395,305.38
54320	Audio Media - Spoken	136,000.00	183,737.46	42,277.24	35,957.93	105,502.29
54325	Audio Media - Music	332,000.00	535,171.67	60,754.46	192,349.75	282,067.46
54500	Database Services	570,000.00	1,212,873.41	520,134.47	117,723.10	575,015.84
54530	eMedia	602,000.00	1,030,747.12	200,788.85	685,327.55	144,630.72
54600	Interlibrary Loan	4,000.00	5,391.50	401.00	4,990.50	0.00
54710	Bookbinding	20,000.00	52,356.69	2,110.74	30,245.95	20,000.00
54720	Preservation Services	45,000.00	47,269.24	0.00	2,269.24	45,000.00
54730	Preservation Boxing	6,000.00	6,328.89	382.48	2,952.37	2,994.04
54790	Preservation Reformatting	30,000.00	50,153.33	0.00	11,213.33	38,940.00
	Library Materials	\$6,749,723.65	\$ 10,194,362.62	\$ 2,191,212.20	\$ 2,597,941.73	\$ 5,405,208.69
55300	Construction/Improvements	20,452.87	24,200.08	1,261.70	2,485.51	20,452.87
55510	Furniture	210,025.00	270,435.78	46,640.93	20,476.56	203,318.29

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

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	187,505.00	226,891.23	63,884.50	8,753.65	154,253.08
55530 Computer Hardware	568,200.00	883,167.81	311,164.33	61,766.40	510,237.08
55540 Software	123,000.00	161,775.01	20,263.42	17,472.24	124,039.35
Capital Outlay	\$1,109,182.87	\$ 1,566,469.91	\$ 443,214.88	\$ 110,954.36	\$ 1,012,300.67
57100 Memberships	71,451.78	72,951.78	37,587.47	22,280.31	13,084.00
57200 Taxes	13,000.00	13,305.67	2,996.85	10,308.82	0.00
57500 Refunds/Reimbursements	61,310.60	78,135.93	12,740.44	28,932.82	36,462.67
Miscellaneous Expenses	\$145,762.38	\$ 164,393.38	\$ 53,324.76	\$ 61,521.95	\$ 49,546.67
59810 Advances Out	0.00	0.00	101,500.00	0.00	(101,500.00)
Advances	\$0.00	\$ 0.00	\$ 101,500.00	\$ 0.00	\$(101,500.00)
59900 Transfers Out	0.00	1,300,000.00	1,300,000.00	0.00	0.00
Transfers	\$0.00	\$ 1,300,000.00	\$ 1,300,000.00	\$ 0.00	\$ 0.00
TOTAL	\$56,304,802.61	\$ 63,306,970.85	\$ 16,096,643.15	\$ 7,934,880.19	\$ 39,275,447.51

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

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	27,013,868.65	19,771,084.84	16,096,643.15	7,934,880.19	22,753,430.15
Total General Fund	\$ 27,013,868.65	\$ 19,771,084.84	\$ 16,096,643.15	\$ 7,934,880.19	\$ 22,753,430.15
201 Anderson	298,256.67	(985.49)	0.00	0.00	297,271.18
202 Endowment for the Blind	2,315,138.10	9,039.89	1,037.50	0.00	2,323,140.49
203 Founders	6,708,521.05	72,951.50	153,082.28	161,251.72	6,467,138.55
204 Kaiser	63,388.19	0.00	0.00	0.00	63,388.19
205 Kralej	186,463.48	475.81	962.77	325.61	185,650.91
206 Library	168,490.28	4,092.70	3,172.62	1,721.28	167,689.08
207 Pepke	136,083.10	(766.79)	0.00	0.00	135,316.31
208 Wickwire	1,442,137.22	6,885.68	0.00	12,883.34	1,436,139.56
209 Wittke	93,248.13	0.00	0.00	0.00	93,248.13
210 Young	4,284,704.41	13,114.80	20,475.00	4,306.73	4,273,037.48
225 Friends	13,194.64	26,500.00	5,070.10	7,170.83	27,453.71
226 Judd	4,336.84	59,825.50	46,663.63	46,574.48	(29,075.77)
228 Lockwood Thompson Memorial	157,800.92	0.00	64,511.68	121,519.03	(28,229.79)
229 Ohio Center for the Book	0.00	900.00	0.00	0.00	900.00
230 Schweinfurth	122,685.75	2,485.00	22,100.00	0.00	103,070.75
231 CLEVNET	745,447.81	2,558,533.53	1,060,899.01	1,300,171.79	942,910.54
251 OLBDP-Library for the Blind	5,613.04	377,049.00	347,293.42	18,032.20	17,336.42
254 MyCom	21,065.13	75,000.00	18,250.00	47,724.05	30,091.08
256 Learning Centers	65,516.10	0.00	21,943.45	43,572.65	0.00
Total Special Revenue Funds	\$ 16,832,090.86	\$ 3,205,101.13	\$ 1,765,461.46	\$ 1,765,253.71	\$ 16,506,476.82
401 Building & Repair	10,492,034.84	1,330,000.00	248,069.33	1,246,535.92	10,327,429.59
Total Capital Project Funds	\$ 10,492,034.84	\$ 1,330,000.00	\$ 248,069.33	\$ 1,246,535.92	\$ 10,327,429.59
501 Abel	236,173.04	197.71	0.00	0.00	236,370.75

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

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
502 Ambler	2,393.48	0.00	0.00	0.00	2,393.48
503 Beard	139,651.53	992.30	826.42	4,459.39	135,358.02
504 Klein	5,663.48	0.00	0.00	0.00	5,663.48
505 Malon/Schroeder	294,339.66	923.42	150.00	199.71	294,913.37
506 McDonald	197,274.68	(991.32)	0.00	0.00	196,283.36
507 Ratner	96,907.78	(618.62)	0.00	0.00	96,289.16
508 Root	41,410.29	0.00	0.00	0.00	41,410.29
509 Sugarman	201,173.37	0.00	0.00	500.00	200,673.37
510 Thompson	164,220.74	679.72	3,862.13	0.00	161,038.33
511 Weidenthal	7,022.12	0.00	0.00	0.00	7,022.12
512 White	2,210,080.02	5,194.62	11,280.99	613.17	2,203,380.48
513 Beard Anna Young	88,368.54	219.76	657.83	4,400.36	83,530.11
Total Permanent Funds	\$ 3,684,678.73	\$ 6,597.59	\$ 16,777.37	\$ 10,172.63	\$ 3,664,326.32
901 Unclaimed Funds	7,601.54	50.00	0.00	0.00	7,651.54
905 CLEVNET Fines & Fees	0.00	43,135.21	31,319.57	0.00	11,815.64
Others	\$ 7,601.54	\$ 43,185.21	\$ 31,319.57	\$ 0.00	\$ 19,467.18
Total All Funds	\$ 58,030,274.62	\$ 24,355,968.77	\$ 18,158,270.88	\$ 10,956,842.45	\$ 53,271,130.06

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

Balance of All Funds	\$ 64,227,969.31
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	1,395,461.54
KeyBank - Merchant Acct	0.00
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,585.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	\$ 1,402,829.25
PNC - Money Market	10,048.88
PNC - Investments	37,310,807.85
PNC - Investments Money Market	23,584.59
STAR Ohio Investment	7,655,506.48
STAR Plus Program	0.00
Investments	\$ 44,999,947.80
PNC- Endowment Account	17,825,192.26
Endowment Account	\$ 17,825,192.26
Cash in Banks and On Hand	\$ 64,227,969.31

Total portfolio value

Total portfolio value on March 31	\$22,337,396.14
Total portfolio value on January 1	21,834,774.85
Total change in value	\$502,621.29

www.pnc.com

Investment policy and market outlook

Investment objective: 60% Equity 40% Fixed

Bulletin board

For the security of your PNC Institutional Asset Management accounts, we are only required to carry out written instructions received by your account officer. You are encouraged not to send instructions via: telephone, telephone voice messaging, facsimile transmission, telex, electronic mail, or other forms of telephonic or electronic communications as they may not be secure and are not monitored 24 hours a day, seven days a week. Never send confidential account information to your account officer through the public Internet as email messages may be intercepted and stolen. For more information about preventing fraud and identity theft, visit pnc.com/securityassurance.

Your Relationship Managers

Carisa L Dillinger
PNC
1900 E 9TH ST
Cleveland , OH 44114
(216) 222-8495
carisa.dillinger@pnc.com

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

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

NOTICE OF LIMITATION OF LIABILITY - Trust Accounts

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

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

 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 Management® 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 Solutions® 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," "PNC Institutional Asset Management," "PNC Retirement Solutions," and "PNC Institutional Advisory Solutions" are registered 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 Institutional Asset Management 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.

Table of contents

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

Table of contents (continued)

	Page
Portfolio detail.....	10
Transaction detail.....	43
Additions	43
Investment income	43
Sales and maturities	78
Other receipts.....	92
Disbursements	92
Account to account transfers.....	92
Purchases	93
Fees and charges	100
Other disbursements	101
Account to account transfers.....	101
Non-cash transactions.....	102
Realized gain/loss detail.....	103

Summary

Portfolio value

Income		Principal		Total	
Income on March 31	\$437,167.82	Principal on March 31	\$21,900,228.32	Total portfolio value on March 31	\$22,337,396.14
Income on January 1	368,153.38	Principal on January 1	21,466,621.47	Total portfolio value on January 1	21,834,774.85
Change in value	\$69,014.44	Change in value	\$433,606.85	Total change in value	\$502,621.29

Portfolio value by asset class

Income	Value Mar. 31	Value Jan. 1	Change in value	Tax cost*
Cash and cash equivalents	\$437,167.82	\$368,153.38	\$69,014.44	\$437,167.82
Principal	Value Mar. 31	Value Jan. 1	Change in value	Tax cost*
Cash and cash equivalents	\$205,962.86	\$457,529.03	-\$251,566.17	\$205,962.86
Fixed income	5,807,309.94	5,779,304.17	28,005.77	5,820,944.88
Equities	15,431,948.90	14,789,926.10	642,022.80	10,932,475.40
Alternative investments	455,006.62	439,862.17	15,144.45	438,516.00
Total	\$22,337,396.14	\$21,834,774.85	\$502,621.29	\$17,835,066.96

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

Summary

Change in account value

	This period	From Jan. 1, 2017
Beginning account value	\$21,871,426.88	\$21,871,426.88
Additions		
Investment income	\$86,605.49	\$86,605.49
Other receipts	150.26	150.26
Disbursements		
Fees and charges	-\$17,591.03	-\$17,591.03
Other disbursements	-241,025.00	-241,025.00
Change in value of investments	674,483.30	674,483.30
Net accrued income	-6,160.06	-6,160.06
Value of non cash transactions	-1.73	-1.73
Ending account value	\$22,367,888.11	\$22,367,888.11

Gain/loss summary

	Net realized gain/loss		Net unrealized gain/loss* Since acquisition
	This period	From Jan. 1, 2017	
Fixed income	-\$38,211.05	-\$38,211.05	-\$13,634.94
Equities	19,733.59	19,733.59	4,499,473.50
Alternative inv	-	-	16,490.62
Total	-\$18,477.46	-\$18,477.46	\$4,502,329.18

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

Accrued income summary

Accrued income on March 31	\$30,491.97
Accrued income on January 01	36,652.03
Net accrued income	-\$6,160.06

Investment income summary

	This period	From Jan. 1, 2017	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$422.64	\$422.64	\$1,884.05	\$220.66
Interest-fixed income	37,265.88	37,265.88	134,134.04	27,291.66
Dividends-equities	48,916.97	48,916.97	228,173.71	2,979.65
Income-alternative investments	-	-	8,178.00	-
Total	\$86,605.49	\$86,605.49	\$372,369.80	\$30,491.97

Summary

Transaction summary - measured by cash balance

	Income		Principal	
	This period	From Jan. 1, 2017	This period	From Jan. 1, 2017
Beginning cash balance	\$0.00	\$0.00	\$0.00	\$0.00
Additions				
Investment income	\$86,605.47	\$86,605.47	\$0.02	\$0.02
Sales and maturities	-	-	3,258,014.10	3,258,014.10
Other receipts	-	-	150.26	150.26
Disbursements				
Purchases	-\$69,014.44	-\$69,014.44	-\$3,017,139.38	-\$3,017,139.38
Fees and charges	-17,591.03	-17,591.03	-	-
Other disbursements	-	-	-241,025.00	-241,025.00
Ending cash balance	\$0.00	\$0.00	\$0.00	\$0.00
Change in cash	-	-	-	-

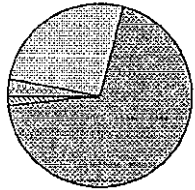
Transaction summary - measured by tax cost

	This period	From Jan. 1, 2017
Beginning tax cost	\$18,025,406.43	\$18,025,406.43
Additions		
Purchases	\$3,086,153.82	\$3,086,153.82
Securities received	5,506.05	5,506.05
Disbursements		
Sales	-\$3,276,491.56	-\$3,276,491.56
Securities delivered	-5,507.78	-5,507.78
Change in cash		
Ending tax cost	\$17,835,066.96	\$17,835,066.96

524

Analysis

Asset allocation



	Mar. 31, 2017
Cash and cash equivalents	2.88 %
Mutual funds	2.88 %
Fixed income	26.00 %
Corporate	12.34 %
US treasury	11.28 %
Agency	1.85 %
Mortgages	<.01%
Other	0.53 %
Equities	69.09 %
Stock	18.11 %
Etf's	28.99 %
Mutual funds	21.98 %
Alternative investments	2.04 %
Mutual funds	2.04 %

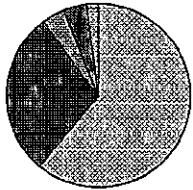
Equity sectors

	Market value	% of equities	% of total portfolio
Industrials	\$462,442.56	11.43 %	2.07 %
Consumer discretionary	571,427.50	14.13 %	2.56 %
Consumer staples	380,952.30	9.42 %	1.71 %
Energy	223,801.60	5.53 %	1.00 %
Financial	681,725.90	16.85 %	3.05 %
Materials	159,259.70	3.94 %	0.71 %
Information technology	806,387.00	19.94 %	3.61 %
Real estate	75,063.40	1.86 %	0.34 %
Utilities	111,720.30	2.76 %	0.50 %
Health care	505,498.10	12.50 %	2.26 %
Telecommunication services	66,787.50	1.65 %	0.30 %
Total	\$4,045,065.86	100.00 %	18.11 %

Analysis

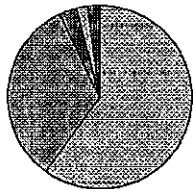
Bond analysis

Bond rating



	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$3,586,784.36	61.76 %	16.06 %
Moody's Aa1	115,003.25	1.98 %	0.52 %
Moody's Aa2	222,390.76	3.83 %	1.00 %
Moody's Aa3	204,971.20	3.53 %	0.92 %
Other	1,678,160.37	28.90 %	7.51 %

Maturity schedule



Market value (% of bonds maturing in)	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	2.36 %	\$87,021.50 [63.52 %]	\$49,976.50 [36.48 %]	- [-]	- [-]
1 - 5 years	59.66 %	1,726,503.34 [49.84 %]	1,659,686.15 [47.91 %]	- [-]	78,149.15 [2.26 %]
6 - 10 years	32.93 %	942,635.90 [49.29 %]	930,078.78 [48.63 %]	- [-]	39,725.16 [2.08 %]
11 - 15 years	3.01 %	- [-]	174,485.33 [100.00 %]	- [-]	- [-]
16 or more years	2.05 %	- [-]	118,618.23 [99.64 %]	- [-]	429.90 [0.36 %]

Detail

Portfolio - income

Cash and cash equivalents

Mutual funds - money market

Description	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
PNC TREASURY MONEY MARKET FUND #431 21-75-073-4453885	\$368,153.38	399,841.570	\$399,841.57	1.80 %	\$399,841.57		0.30 %	\$1,171.33	\$123.60
PNC TREASURY MONEY MARKET FUND #431 PNC CAPITAL ADVISORS	37,326.250	37,326.250	1.0000	0.17 %	37,326.25		0.30 %	109.35	10.93
PNC TREASURY MONEY MARKET FUND #431 PCA LCC ADVANTAGE			1.0000	0.01 %					1.65
Total mutual funds - money market			\$437,167.82	1.96 %	\$437,167.82		0.29 %	\$1,280.68	\$136.18
Total cash and cash equivalents			\$437,167.82	1.96 %	\$437,167.82		0.29 %	\$1,280.68	\$136.18

Detail

Portfolio - principal

Cash and cash equivalents

Mutual funds - money market

Description	Market value last period Quantity	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current	price per unit						
PNC TREASURY MONEY MARKET FUND #431	\$381,534.71 140,534.710	\$140,534.71	\$1.0000	0.63 %	\$140,534.71 \$1.00		0.30 %	\$411.70	\$47.30
21-75-073-4453885									
PNC TREASURY MONEY MARKET FUND #431	40,899.19 20,626	20,626.00	1.0000	0.10 %	20,626.00 1.00		0.30 %	60.42	21.52
PNC CAPITAL ADVISORS									
PNC TREASURY MONEY MARKET FUND #431	35,095.13 44,802.150	44,802.15	1.0000	0.21 %	44,802.15 1.00		0.30 %	131.25	15.66
PCA LCC ADVANTAGE									
Total mutual funds - money market		\$205,962.86		0.92 %	\$205,962.86		0.29 %	\$603.37	\$84.48
Total cash and cash equivalents		\$205,962.86		0.92 %	\$205,962.86		0.29 %	\$603.37	\$84.48

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
AMERICAN EXPRESS CREDIT SER MTN CALL 02/01/2020 02.200% DUE 03/03/2020 RATING: A2 (0258M0EE5) PNC CAPITAL ADVISORS		35,000	\$35,052.85 \$100.1510	0.16 %	\$34,963.60 \$99.90	\$89.25	2.20 %	\$770.00	\$59.89
AMERICAN HONDA FINANCE SER MTN UNSC 01.700% DUE 09/09/2021 RATING: A1 (02665WBG5) PNC CAPITAL ADVISORS	19,301.20	20,000	19,378.00 96.8900	0.09 %	19,960.00 99.80	- 582.00	1.76 %	340.00	20.78
AMERICAN HONDA FINANCE SER MTN UNSC 02.900% DUE 02/16/2024 RATING: A1 (02665WBP5) PNC CAPITAL ADVISORS		5,000	4,990.90 99.8180	0.03 %	4,968.65 99.37	22.25	2.91 %	145.00	18.12
AMERIPRISE FINANCIAL INC UNSC 03.700% DUE 10/15/2024 RATING: A3 (03076CAG1) PNC CAPITAL ADVISORS	20,435.60	20,000	20,625.60 103.1280	0.10 %	19,931.20 99.66	694.40	3.59 %	740.00	341.22
ANHEUSER-BUSCH INBEV FIN COGT 03.700% DUE 02/01/2024 RATING: A3 (03524BAE6) PNC CAPITAL ADVISORS	25,842.75	25,000	25,823.25 103.2930	0.12 %	25,291.00 101.16	532.25	3.59 %	925.00	154.17

Detail

Fixed income
Corporate bonds

Description (Cusip)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
APPLE INC UNSC 02.400% DUE 05/03/2023 RATING: AA1 {037833AK6} PNC CAPITAL ADVISORS	34,080.20	34,414.80	0.16 %	33,581.25	833.55	2.45 %	840.00	345.33
UNSC	35,000	98.3280		95.95				
APPLE INC CALL 12/09/2023 UNSC 03.000% DUE 02/09/2024 RATING: AA1 {037833CG3} PNC CAPITAL ADVISORS	55,000	55,472.45	0.25 %	54,975.80	496.65	2.98 %	1,650.00	238.33
CALL 12/09/2023 UNSC		100.8590		99.96				
AVALONBAY COMMUNITIES IN SR UNSECD CALL 07/01/20 @100 03.625% DUE 10/01/2020 RATING: A3 {05348EAS8} PNC CAPITAL ADVISORS	25,959.50	25,918.00	0.12 %	26,572.00	- 654.00	3.50 %	906.25	453.12
SR UNSECD CALL 07/01/20 @100	25,000	103.6720		106.29				
BB&T CORPORATION SR UNSEC 06.850% DUE 04/30/2019 RATING: A2 {05531FAB9} PNC CAPITAL ADVISORS	22,166.40	21,918.40	0.10 %	24,791.00	- 2,872.60	6.26 %	1,370.00	574.64
SR UNSEC	20,000	109.5920		123.96				
BB&T CORPORATION SER MTN CALL 05/29/20 {8100 UNSC 02.625% DUE 06/29/2020 RATING: A2 {05531FAU7} PNC CAPITAL ADVISORS	20,000	20,204.00	0.10 %	20,157.80	46.20	2.60 %	525.00	134.17
SER MTN CALL 05/29/20 {8100 UNSC		101.0200		100.79				

Detail

Fixed income

Corporate bonds

Description [Cusip]	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
BP CAPITAL MARKETS PLC ISIN US05565QBZ00 SEDOL B87XBL5 03.245% DUE 05/06/2022 RATING: A2 (05565QBZ0) PNC CAPITAL ADVISORS	30,633.90	30,644.70	102.1490	0.14 %	29,540.20 98.47	1,104.50	3.18 %	973.50	392.10
BNP PARIBAS SEDOL ISIN US05574LPT97 02.700% DUE 08/20/2018 RATING: A1 (05574LPT9) PNC CAPITAL ADVISORS	15,195.15	15,156.90	101.0460	0.07 %	14,972.10 99.81	184.80	2.68 %	405.00	46.13
BANK OF NOVA SCOTIA SEDOL BQRYVD6 ISIN US06416CAA62 02.125% DUE 09/11/2019 RATING: AAA (06416CAA6) PNC CAPITAL ADVISORS	50,254.50	50,234.00	100.4680	0.23 %	50,754.95 101.51	- 520.95	2.12 %	1,062.50	59.03
BERKSHIRE HATHAWAY INC SR UNSEC 03.750% DUE 08/15/2021 RATING: AA2 (084670BC1) PNC CAPITAL ADVISORS	26,475.75	26,539.50	106.1580	0.12 %	25,836.05 103.34	703.45	3.54 %	937.50	119.79
PROGRESS ENERGY CAROLINA 1STM TG 05.300% DUE 01/15/2019 RATING: AA3 (144141CZ9) PNC CAPITAL ADVISORS	21,378.00	21,256.40	106.2820	0.10 %	19,981.60 99.91	1,274.80	4.99 %	1,060.00	223.78

Detail

Fixed income
Corporate bonds

Description (Cusip)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
CATERPILLAR FINANCIAL SE SER MTN UNSC 02.000% DUE 03/05/2020 RATING: A3 {14912L6J5} PNC CAPITAL ADVISORS	29,735.70	29,919.00	0.14 %	29,601.90 98.67	317.10	2.01 %	600.00	43.33
CHEVRON CORP SR UNSEC CALL 11/5/17 @100 01.104% DUE 12/05/2017 RATING: AA2 {166764AA8} PNC CAPITAL ADVISORS	19,954.80	19,966.60	0.09 %	20,000.00 100.00	-33.40	1.11 %	220.80	71.15
CHEVRON CORP SR UNSEC CALL 9/5/22 @ 100 02.355% DUE 12/05/2022 RATING: AA2 {166764AB6} PNC CAPITAL ADVISORS	39,254.40	39,558.40	0.18 %	38,792.40 96.98	766.00	2.39 %	942.00	303.53
CISCO SYSTEMS INC SR NTS 04.450% DUE 01/15/2020 RATING: A1 {17275RAH5} PNC CAPITAL ADVISORS	21,434.80	21,424.40	0.10 %	23,019.40 115.10	-1,595.00	4.16 %	890.00	187.89
CONNECTICUT LIGHT & PWR CALL 10/15/2022 @ 100.000 MORT 02.500% DUE 01/15/2023 RATING: A2 {207597EF8} PNC CAPITAL ADVISORS	19,578.00	19,745.20	0.09 %	19,870.20 99.35	-125.00	2.54 %	500.00	105.56

532

Detail

Fixed income
 Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
CONOCOPHILLIPS COMPANY CALL 09/15/2021 @ 100.000 COGT 02.875% DUE 11/15/2021 RATING: BAA2 (20826FAE6) PNC CAPITAL ADVISORS	30,228.60	30,255.00	100.8500	0.14 %	30,225.05 100.75	29.95	2.86 %	862.50	325.83
JOHN DEERE CAPITAL CORP SR UNSECURED SER MTN 05.350% DUE 04/03/2018 RATING: A2 (24422EQR3) PNC CAPITAL ADVISORS	26,191.00	25,965.25	103.8610	0.12 %	24,923.50 99.69	1,041.75	5.16 %	1,337.50	661.32
JOHN DEERE CAPITAL CORP UNSC VAR% DUE 01/08/2019 RATING: A2 (24422ETD1) PNC CAPITAL ADVISORS	25,148.25	25,159.25	100.6370	0.12 %	25,000.00 100.00	159.25	1.18 %	295.43	68.11
WALT DISNEY COMPANY NTS SERIES B 05.875% DUE 12/15/2017 RATING: A2 (25468PCB0) PNC CAPITAL ADVISORS	20,870.40	20,613.00	103.0650	0.10 %	24,573.00 122.87	- 3,960.00	5.71 %	1,175.00	345.97
DUKE ENERGY INDIANA INC 1ST MORTGAGE 03.750% DUE 07/15/2020 RATING: AA3 (263901AC4) PNC CAPITAL ADVISORS	10,493.10	10,486.40	104.8640	0.05 %	10,900.90 109.01	- 414.50	3.58 %	375.00	79.17

Detail

Fixed income

Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
DUKE ENERGY CAROLINAS 1ST MORTGAGE 05.250% DUE 01/15/2018 RATING: AA2 (26442CAC8) PNC CAPITAL ADVISORS	10,375.90	10,000	10,290.90 102.9090	0.05 %	9,966.00 99.66	324.90	5.11 %	525.00	110.83
EXXON MOBIL CORPORATION CALL 12/15/2023 @ 100.000 UNSC 03.176% DUE 03/15/2024 RATING: AAA (30231GAC6) PNC CAPITAL ADVISORS	35,428.75	35,000	35,950.95 102.7170	0.17 %	36,127.70 103.22	- 176.75	3.10 %	1,111.60	49.40
FLORIDA POWER & LIGHT CALL 12/01/2022 @ 100.000 MORT 02.750% DUE 06/01/2023 RATING: AA2 (341081FJ1) PNC CAPITAL ADVISORS	25,018.00	25,000	25,169.00 100.6760	0.12 %	23,932.70 95.73	1,236.30	2.74 %	687.50	229.17
GENERAL DYNAMICS CORP CALL 06/15/2023 @ 100.000 COGT 01.875% DUE 08/15/2023 RATING: A2 (369550AW8) PNC CAPITAL ADVISORS	19,014.00	20,000	19,032.80 95.1640	0.09 %	19,863.20 99.32	- 830.40	1.98 %	375.00	47.92
GEORGIA POWER COMPANY NOTES 05.400% DUE 06/01/2018 RATING: A3 (373334JK8) PNC CAPITAL ADVISORS	21,040.20	20,000	20,827.80 104.1390	0.10 %	22,065.80 110.33	- 1,238.00	5.19 %	1,080.00	360.00

Detail

Fixed income
Corporate bonds

Description (C usip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
GLAXOSMITHKLINE CAPITAL ISIN US377373AD71 SEDOL B84G0G5 02.850% DUE 05/08/2022 RATING: A2 (377373AD7) PNC CAPITAL ADVISORS	25,200.75	25,200	25,217.75 100.8710	0.12 %	24,679.25 98.72	538.50	2.83 %	712.50	283.02
GOLDMAN SACHS GROUP INC SR UNSEC 05.750% DUE 01/24/2022 RATING: A3 (38141GGS7) PNC CAPITAL ADVISORS	22,484.40	20,000	22,497.60 112.4880	0.11 %	23,102.20 115.51	- 604.60	5.12 %	1,150.00	214.03
HSBC HOLDINGS PLC SR UNSEC ISIN US404280AK50 SEDOL B61GQ88 05.100% DUE 04/05/2021 RATING: A1 (404280AK5) PNC CAPITAL ADVISORS	43,228.40	40,000	43,427.60 108.5690	0.20 %	43,292.40 108.23	135.20	4.70 %	2,040.00	997.33
HOME DEPOT INC CALL 05/01/2022 @ 100.000 UNSC 02.625% DUE 06/01/2022 RATING: A2 (437076BG6) PNC CAPITAL ADVISORS	20,096.40	20,000	20,163.20 100.8160	0.10 %	19,926.40 99.63	236.80	2.61 %	525.00	175.00
INTEL CORP SR UNSECD 02.700% DUE 12/15/2022 RATING: A1 (458140AM2) PNC CAPITAL ADVISORS	15,067.65	15,000	15,056.40 100.3760	0.07 %	14,202.00 94.68	854.40	2.69 %	405.00	119.25

Detail

Fixed income

Corporate bonds

Description [Cusip]	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
JPMORGAN CHASE & CO NOTES 04.625% DUE 05/10/2021 RATING: A3 {46625HHZ6} PNC CAPITAL ADVISORS	43,069.20	43,093.60	0.20 %	45,404.20	- 2,310.60	4.30 %	1,850.00	724.58
	40,000	107.7340		113.51				
JOHNSON & JOHNSON CALL 12/01/2025 @ 100.000 UNSC 02.450% DUE 03/01/2026 RATING: AAA {478160BY9} PNC CAPITAL ADVISORS	62,167.95	62,388.95	0.28 %	64,908.35	- 2,519.40	2.56 %	1,592.50	132.71
	65,000	95.9830		99.86				
LOWE'S COS INC UNSC VAR % DUE 09/10/2019 RATING: A3 {548661DB0} PNC CAPITAL ADVISORS	30,074.10	30,196.50	0.14 %	29,844.90	351.60	1.36 %	408.33	24.95
	30,000	100.6550		99.48				
MASTERCARD INC UNSC 03.375% DUE 04/01/2024 RATING: A2 {57636QAB0} PNC CAPITAL ADVISORS	15,428.85	15,511.05	0.07 %	15,023.55	487.50	3.27 %	506.25	253.13
	15,000	103.4070		100.16				
MERRILL LYNCH & CO NOTES SERIES MTN 06.875% DUE 04/25/2018 RATING: BAA1 {59018YN64} PNC CAPITAL ADVISORS	15,943.65	15,783.45	0.08 %	16,275.00	- 491.55	6.54 %	1,031.25	446.87
	15,000	105.2230		108.50				

Detail

Fixed income

Corporate bonds

Description (CUSIP)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 [59156RBB3] PNC CAPITAL ADVISORS	21,522.00	21,532.60	107.6630	0.10 %	20,802.00 104.01	730.60	4.06 %	873.60	38.83
METLIFE INC CALL 08/13/2025 @ 100.000 UNSC 03.600% DUE 11/13/2025 RATING: A3 [59156RBQ0] PNC CAPITAL ADVISORS	5,083.75 5,000	5,112.95 102.2590		0.03 %	4,999.60 99.99	113.35	3.53 %	180.00	69.00
MICROSOFT CORP CALL 01/12/2022 @ 100.000 UNSC 02.375% DUE 02/12/2022 RATING: AAA [594918BA1] PNC CAPITAL ADVISORS	44,819.10 45,000	45,121.50 100.2700		0.21 %	45,051.75 100.12	69.75	2.37 %	1,068.75	145.47
MORGAN STANLEY UNSC 02.650% DUE 01/27/2020 RATING: A3 [61747YDW2] PNC CAPITAL ADVISORS	30,141.30 30,000	30,286.20 100.9540		0.14 %	30,284.10 100.95	2.10	2.63 %	795.00	141.33
NBCUNIVERSAL MEDIA LLC WISR UNSEC 04.375% DUE 04/01/2021 RATING: A3 [63946BAE0] PNC CAPITAL ADVISORS	27,008.00 25,000	26,850.00 107.4000		0.13 %	26,912.50 107.65	- 62.50	4.08 %	1,093.75	546.87

Detail

Fixed income

Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
NEXEN INC ISIN US65334HAK86 06.200% DUE 07/30/2019 RATING: AA3 {65334HAK8} PNC CAPITAL ADVISORS	16,305.15	15,000	16,254.75 108.3650	0.08 %	18,672.75 124.49	- 2,418.00	5.73 %	930.00	157.58
ORACLE CORP CALL 04/15/2026 @ 100.000 UNSC 02.650% DUE 07/15/2026 RATING: A1 {68389XBM6} PNC CAPITAL ADVISORS	28,476.30	30,000	28,566.30 95.2210	0.13 %	29,887.20 99.62	- 1,320.90	2.79 %	795.00	167.83
PECO ENERGY CO 1ST REF MORT 05.350% DUE 03/01/2018 RATING: AA3 {693304AL1} PNC CAPITAL ADVISORS	10,429.40	10,000	10,340.50 103.4050	0.05 %	9,983.20 99.83	357.30	5.18 %	535.00	44.58
PACIFICORP 1ST MTG CALL 03/15/21 @ 100 03.850% DUE 06/15/2021 RATING: A1 {695114CM8} PNC CAPITAL ADVISORS	26,495.50	25,000	26,456.50 105.8260	0.12 %	27,752.65 111.01	- 1,296.15	3.64 %	962.50	283.40
PEPSICO INC SR UNSECD 02.750% DUE 03/05/2022 RATING: A1 {713448BY3} PNC CAPITAL ADVISORS	35,414.05	35,000	35,498.40 101.4240	0.16 %	34,819.55 99.48	678.85	2.72 %	962.50	69.51

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
PROCTER & GAMBLE CO/THE UNSC VAR% DUE 11/01/2019 RATING: AA3 {742718EH8}	45,080.55	45,000	45,109.35	0.21 %	44,910.63 99.80	198.72	0.60 %	269.51	44.17
PNC CAPITAL ADVISORS									
ROYAL BANK OF CANADA SEDOL ISIN US780082AA14 01.875% DUE 02/05/2020 RATING: AAA {780082AA1}	69,655.60	85,000	84,580.95	0.38 %	84,915.20 99.90	- 334.25	1.89 %	1,593.75	247.92
PNC CAPITAL ADVISORS									
ROYAL BANK OF CANADA SER GMTN UNSC VAR% DUE 07/29/2019 RATING: AA3 {78012KRL3}	39,977.20	40,000	40,121.60	0.18 %	40,000.40 100.00	121.20	1.23 %	492.60	207.99
PNC CAPITAL ADVISORS									
SANTANDER UK PLC SEDOL BYVGB67 ISIN US80283LAH69 02.350% DUE 09/10/2019 RATING: AA3 {80283LAH6}	30,018.90	30,000	30,162.30	0.14 %	30,180.30 100.60	- 18.00	2.34 %	705.00	41.12
PNC CAPITAL ADVISORS									
SHELL INTERNATIONAL FIN SEDOL ISIN US822582BG61 02.125% DUE 05/11/2020 RATING: AA2 {822582BG6}	29,964.30	30,000	30,000.60	0.14 %	29,936.40 99.79	64.20	2.13 %	637.50	247.92
PNC CAPITAL ADVISORS									

Detail

Fixed income

Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
SHERWIN-WILLIAMS CO CALL 05/01/2025 @ 100.000 UNSC 03.450% DUE 08/01/2025 RATING: A3 (824348AR7) PNC CAPITAL ADVISORS	29,821.50	30,000	30,126.90	0.14 %	30,030.30 100.10	96.60	3.44 %	1,035.00	172.50
SOUTHERN CAL EDISON SER C CALL 07/01/23 @100 MORT 03.500% DUE 10/01/2023 RATING: AA3 (842400FY4) PNC CAPITAL ADVISORS	31,176.90	30,000	31,239.90	0.14 %	30,138.10 100.46	1,101.80	3.37 %	1,050.00	525.00
STATE STREET CORP UNSC 02.550% DUE 08/18/2020 RATING: A1 (857477AS2) PNC CAPITAL ADVISORS	30,302.70	30,000	30,402.90	0.14 %	29,973.30 99.91	429.60	2.52 %	765.00	91.37
TORONTO-DOMINION BANK SEDOL ISIN US89114QAS75 02.125% DUE 07/02/2019 RATING: AA1 (89114QAS7) PNC CAPITAL ADVISORS	25,062.50	25,000	25,116.00	0.12 %	24,969.25 99.88	146.75	2.12 %	531.25	131.34
UNIONBANCAL CORP SR UNSEC 03.500% DUE 06/18/2022 RATING: A3 (908906AC4) PNC CAPITAL ADVISORS	30,672.90	30,000	30,718.20	0.14 %	30,614.40 102.05	103.80	3.42 %	1,050.00	300.42

Detail

Fixed income

Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
UNITED PARCEL SERVICE SR NOTES 05.500% DUE 01/15/2018 RATING: A1 (911312AH9) PNC CAPITAL ADVISORS	26,055.00	25,000	25,810.50 103.2420	0.12 %	28,283.25 113.13	-2,472.75	5.33 %	1,375.00	290.28
US BANCORP SER MTN CALL 06/15/22 @100 02.950% DUE 07/15/2022 RATING: A1 (91159JAA4) PNC CAPITAL ADVISORS	15,088.95	15,000	15,143.25 100.9550	0.07 %	14,181.60 94.54	961.65	2.93 %	442.50	93.42
VIRGINIA ELEC & POWER CO SR UNSECURED 05.400% DUE 04/30/2018 RATING: A2 (927804FF6) PNC CAPITAL ADVISORS	15,727.65	15,000	15,582.60 103.8840	0.07 %	16,703.55 111.36	- 1,120.95	5.20 %	810.00	339.75
VISA INC SER 7YR CALL 10/14/22 @100 UNSC 02.800% DUE 12/14/2022 RATING: A1 (92826CAC6) PNC CAPITAL ADVISORS	20,112.00	20,000	20,174.00 100.8700	0.10 %	19,998.80 99.99	175.20	2.78 %	560.00	166.44
WAL-MART STORES INC SR UNSEC 03.625% DUE 07/08/2020 RATING: AA2 (931142CU5) PNC CAPITAL ADVISORS	21,141.80	20,000	21,112.20 105.5610	0.10 %	21,129.30 105.65	- 17.10	3.44 %	725.00	167.15

Detail

Fixed income

Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
WELLS FARGO & COMPANY SER MTN SUB 04.100% DUE 06/03/2026 RATING: A3 [94974BFY1] PNC CAPITAL ADVISORS	30,395.70	30,000	30,629.70 102.0990	0.14 %	30,623.85 102.08	5.85	4.02 %	1,230.00	403.17
WELLS FARGO & COMPANY SER MTN UNSC 03.300% DUE 09/09/2024 RATING: A2 [94974BGA2] PNC CAPITAL ADVISORS	19,795.00	20,000	20,030.80 100.1540	0.09 %	20,026.15 100.13	4.65	3.30 %	660.00	40.33
WESTPAC BANKING CORP SEDOL BCJ52J2 ISIN US961214CC58 02.250% DUE 07/30/2018 RATING: AA2 [961214CC5] PNC CAPITAL ADVISORS	30,193.80	30,000	30,206.40 100.6880	0.14 %	30,020.80 100.07	185.60	2.24 %	675.00	114.38
XILINX INC UNSC 03.000% DUE 03/15/2021 RATING: A3 [983919AH4] PNC CAPITAL ADVISORS	15,187.80	15,000	15,243.45 101.6230	0.07 %	14,893.40 99.29	350.05	2.96 %	450.00	20.00
Total corporate bonds			\$1,872,861.10	8.38 %	\$1,882,491.48	-\$9,630.38	3.05 %	\$57,101.12	\$14,849.72

512

Detail

Treasury bonds

Description (Cusip)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period Quantity	Current price per unit						
USA TREASURY NOTES 01.500% DUE 12/31/2018 RATING: AAA (912828A75) PNC CAPITAL ADVISORS	255,000	\$256,195.95 \$100.4690	1.15 %	\$255,784.58 \$100.31	\$411.37	1.50 %	\$3,825.00	\$953.63
USA TREASURY NOTES 02.000% DUE 02/28/2021 RATING: AAA (912828B90) PNC CAPITAL ADVISORS	216,713.55 330,000	332,887.50 100.8750	1.50 %	336,688.28 102.03	-3,800.78	1.99 %	6,600.00	578.63
USA TREASURY NOTES 02.375% DUE 08/15/2024 RATING: AAA (912828D56) PNC CAPITAL ADVISORS	40,186.00 585,000	589,685.85 100.8010	2.64 %	586,067.93 100.18	3,617.92	2.36 %	13,893.75	1,712.93
USA TREASURY NOTES 02.125% DUE 09/30/2021 RATING: AAA (912828F21) PNC CAPITAL ADVISORS	277,439.25 50,000	50,515.50 101.0310	0.23 %	50,095.71 100.19	419.79	2.11 %	1,062.50	2.91
USA TREASURY NOTES 00.875% DUE 11/15/2017 RATING: AAA (912828G20) PNC CAPITAL ADVISORS	50,000	49,976.50 99.9530	0.23 %	49,974.61 99.95	1.89	0.88 %	437.50	164.21
USA TREASURY NOTE 01.625% DUE 12/31/2019 RATING: AAA (912828G95) PNC CAPITAL ADVISORS	291,426.80 205,000	205,945.05 100.4610	0.93 %	205,472.46 100.23	472.59	1.62 %	3,331.25	830.53
USA TREASURY NOTES 01.750% DUE 03/31/2022 RATING: AAA (912828J76) PNC CAPITAL ADVISORS	230,000	227,861.00 99.0700	1.03 %	226,693.75 98.56	1,167.25	1.77 %	4,025.00	22.05

Detail

Treasury bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
USA TREASURY NOTES 02.250% DUE 11/15/2025 RATING: AAA (912828M56) PNC CAPITAL ADVISORS	108,590.90 160,000	158,619.20 99.1370	0.72 %	163,771.87 102.36	- 5,152.67	2.27 %	3,600.00	1,351.23
USA TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA (912828VS6) PNC CAPITAL ADVISORS	60,000	61,213.80 102.0230	0.28 %	60,914.06 101.52	299.74	2.46 %	1,500.00	184.93
USA TREASURY NOTES 01.875% DUE 10/31/2020 RATING: AAA (912828WC0) PNC CAPITAL ADVISORS	145,288.55 585,000	586,281.15 100.2190	2.63 %	585,267.76 100.05	1,013.39	1.75 %	10,237.50	4,263.29
Total treasury bonds		\$2,519,181.50	11.28 %	\$2,520,731.01	-\$1,549.51	1.93 %	\$48,512.50	\$10,064.34

Agency bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
FEDERAL NATL MTG ASSN UNSC 01.875% DUE 09/24/2026 RATING: AAA (3135G0Q22) PNC CAPITAL ADVISORS	\$36,749.20 40,000	\$37,182.80 \$92.9570	0.17 %	\$39,746.80 \$99.37	- \$2,564.00	2.02 %	\$750.00	\$14.58
FEDERAL NATL MTG ASSN BNDS 02.625% DUE 09/06/2024 RATING: AAA (3135G0ZR7) PNC CAPITAL ADVISORS	65,629.20 65,000	65,993.20 101.5280	0.30 %	64,406.55 99.09	1,586.65	2.59 %	1,706.25	118.49

Detail

Agency bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A (3138A5FF4) PNC CAPITAL ADVISORS	26,678.62 24,116.240	25,389.58 105.2800	0.12 %	25,830.70 107.11	- 441.12	3.80 %	964.65	83.07
FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 RATING: N/A (3138EGUC6) PNC CAPITAL ADVISORS	18,475.16 16,685.801	17,383.93 104.1840	0.08 %	17,772.84 106.52	- 388.91	3.36 %	584.00	50.29
FEDERAL NATL MTG ASSN POOL AS5327 03.000% DUE 07/01/2030 RATING: N/A (3138WE4M8) PNC CAPITAL ADVISORS	60,847.125	62,454.71 102.6420	0.28 %	62,865.07 103.32	- 410.36	2.93 %	1,825.41	157.19
FEDERAL NATL MTG ASSN POOL BC4777 02.500% DUE 10/01/2031 RATING: N/A (3140F0JX3) PNC CAPITAL ADVISORS	78,852.86 77,077.812	77,166.45 100.1150	0.35 %	78,860.23 102.31	- 1,693.78	2.50 %	1,926.95	165.93
FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A (31416XJX9) PNC CAPITAL ADVISORS	75,187.11 68,703.464	72,721.93 105.8490	0.33 %	67,828.56 98.73	4,893.37	3.78 %	2,748.14	236.65
FEDERAL NATL MTG ASSN POOL # AB2275 04.500% DUE 02/01/2041 RATING: N/A (31416XQ52) PNC CAPITAL ADVISORS	20,980.35 19,018.870	20,506.72 107.8230	0.10 %	19,473.53 102.39	1,033.19	4.18 %	855.85	73.70

Detail

Agency bonds

Description [Cusip]	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
FEDERAL NATL MTG ASSN POOL #AB6373 03.000% DUE 10/01/2027 RATING: N/A (31417DCK7) PNC CAPITAL ADVISORS	37,100.18	34,864.17	0.16 %	35,917.44	- 1,053.27	2.92 %	1,016.50	87.53
	33,883.248	102.8950		106.00				
Total agency bonds		\$413,663.49	1.85 %	\$412,701.72	\$961.77	2.99 %	\$12,377.75	\$987.43

Mortgages

Description [Cusip]	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
GS MTG SEC CORP SERIES 2011-GC5 CLASSA2 VAR% DUE 08/10/2044 RATING: AAA (36191YAZ1) PNC CAPITAL ADVISORS	\$908.09	\$429.90	0.01 %	\$437.48	- \$7.58	3.01 %	\$12.90	\$1.08
	430.170	\$99.9380		\$101.70				

Asset backed

Description [Cusip]	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
AMERICAN EXPRESS CREDIT ACCOUN SERIES 2017 1 CLASS A 01.950% DUE 09/15/2022 RATING: AAA (02587AAJ3) PNC CAPITAL ADVISORS		\$100,202.00	0.45 %	\$99,976.39	\$225.61	1.95 %	\$1,950.00	\$162.50
	100,000	\$100.2020		\$99.98				

516

Detail

Asset backed

Description (CUSIP)	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
BANK OF AMERICA CREDIT CARD TR SERIES 2015 A2 CLASS A 01.360% DUE 09/15/2020 RATING: N/A (05522RCU0) PNC CAPITAL ADVISORS	29,985.90 30,000	29,969.10 99.8970	0.14 %	29,996.40 99.99	- 27.30	1.37 %	408.00	18.13
CAPITAL ONE MULTI-ASSET EXECUT SERIES 2015 A1 CLASS A 01.390% DUE 01/15/2021 NOT RATED (14041NEU1) PNC CAPITAL ADVISORS	44,978.85 45,000	44,979.30 99.9540	0.21 %	44,993.54 99.99	- 14.24	1.40 %	625.50	29.54
CAPITAL ONE MULTI-ASSET EXECUT SERIES 2016 A3 CLASS A3 01.340% DUE 04/15/2022 NOT RATED (14041NFE6) PNC CAPITAL ADVISORS	44,501.85 45,000	44,613.00 99.1400	0.20 %	44,999.69 100.00	- 386.69	1.36 %	603.00	28.47
CAPITAL ONE MULTI-ASSET EXECUT SERIES 2017 A3 CLASS A3 02.430% DUE 01/15/2025 RATING: N/A (14041NFM8) PNC CAPITAL ADVISORS	50,000	50,000.00 100.0000	0.23 %	49,977.55 99.96	22.45	2.44 %	1,215.00	13.50
CHASE ISSUANCE TRUST SERIES 2015 A2 CLASS A 01.590% DUE 02/18/2020 RATING: AAA (161571GT5) PNC CAPITAL ADVISORS	100,284.00 100,000	100,133.00 100.1330	0.45 %	100,632.81 100.63	- 499.81	1.59 %	1,590.00	70.67
CITIBANK CREDIT CARD ISSUANCE SERIES 2016 A1 CLASS A1 01.750% DUE 11/19/2021 RATING: AAA (17305EFWD) PNC CAPITAL ADVISORS	99,559.00 100,000	99,836.00 99.8360	0.45 %	99,994.64 100.00	- 158.64	1.76 %	1,750.00	549.31

Detail

Asset backed

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
FIFTH THIRD AUTO TRUST SERIES 2015 1 CLASS A3 01.360% DUE 03/16/2020 RATING: AAA (31680GAD8) PNC CAPITAL ADVISORS	55,032.45 55,000	54,969.75 99.9450	0.25 %	54,991.04 99.98	- 21.29	1.43 %	781.00	34.71
FORD CREDIT AUTO OWNER TRUST SERIES 2015 A CLASS A3 01.280% DUE 09/15/2019 RATING: AAA (34530QAD2) PNC CAPITAL ADVISORS	17,416.86 13,854.540	13,847.47 99.9490	0.07 %	13,853.45 99.99	- 5.98	1.29 %	177.34	7.88
GE CAPITAL CREDIT CARD MASTER SERIES 2012-6 CLASS A 01.360% DUE 08/17/2020 NOT RATED (36159JDH1) PNC CAPITAL ADVISORS	100,055.00 100,000	100,070.00 100.0700	0.45 %	99,961.14 99.96	108.86	1.36 %	1,360.00	60.44
HONDA AUTO RECEIVABLES OWNER T SERIES 2016 3 CLASS A4 01.330% DUE 11/18/2022 RATING: AAA (438124AD1) PNC CAPITAL ADVISORS	19,742.20 20,000	19,754.80 98.7740	0.09 %	19,995.11 99.98	- 240.31	1.35 %	266.00	9.61
HONDA AUTO RECEIVABLES OWNER T SERIES 2015 4 CLASS A3 01.230% DUE 09/23/2019 RATING: AAA (43814LAC3) PNC CAPITAL ADVISORS	19,951.00 20,000	19,941.00 99.7050	0.09 %	19,997.31 99.99	- 56.31	1.24 %	246.00	6.83
HONDA AUTO RECEIVABLES OWNER T SERIES 2016 2 CLASS A3 01.390% DUE 04/15/2020 RATING: AAA (43814QAC2) PNC CAPITAL ADVISORS	9,984.40 10,000	9,980.10 99.8010	0.05 %	10,038.28 100.38	- 58.18	1.40 %	139.00	6.18

Detail

Asset backed

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
HONDA AUTO RECEIVABLES OWNER T SERIES 2017 1 CLASS A4 02.050% DUE 06/21/2023 RATING: AAA (43814TAD4) PNC CAPITAL ADVISORS	15,000	15,032.70 100.2180	0.07 %	14,998.97 99.99	33.73	2.05 %	307.50	2.56
HYUNDAI AUTO RECEIVABLES TRUST SERIES 2013 B CLASS A4 01.010% DUE 02/15/2019 RATING: AAA (44890LAD6) PNC CAPITAL ADVISORS	14,613.30 3,893.080	3,892.34 99.9810	0.02 %	3,894.60 100.04	- 2.26	1.02 %	39.32	1.75
JOHN DEERE OWNER TRUST SERIES 2016 A CLASSA3 01.360% DUE 04/15/2020 RATING: AAA (47788MAC4) PNC CAPITAL ADVISORS	14,960.55 15,000	14,968.80 99.7920	0.07 %	14,997.64 99.98	- 28.84	1.37 %	204.00	9.07
MERCEDES-BENZ AUTO RECEIVABLES SERIES 2016 1 CLASS A3 01.260% DUE 02/16/2021 RATING: N/A (58769BAD6) PNC CAPITAL ADVISORS	19,839.00 20,000	19,890.40 99.4520	0.09 %	19,997.56 99.99	- 107.16	1.27 %	252.00	11.20
MERCEDES-BENZ AUTO RECEIVABLES SERIES 2015 1 CLASS A2 00.000% DUE 06/15/2018 RATING: N/A (58772PAB4) PNC CAPITAL ADVISORS	21,463.17 6,385.850	6,384.38 99.9770	0.03 %	6,385.74 100.00	- 1.36	0.83 %	52.36	2.33
NISSAN AUTO RECEIVABLES OWNER SERIES 2015 C CLASS A3 01.370% DUE 05/15/2020 RATING: AAA (65478AAD5) PNC CAPITAL ADVISORS	24,961.25 25,000	24,944.50 99.7780	0.12 %	24,996.82 99.99	- 52.32	1.38 %	342.50	15.22

Detail

Asset backed

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
TOYOTA AUTO RECEIVABLES OWNER SERIES 2015 C CLASS A3 01.440% DUE 06/17/2019 RATING: AAA (89231AD2) PNC CAPITAL ADVISORS	50,002.50	49,994.50	0.23 %	50,123.05	- 128.55	1.35 %	670.00	29.78
	50,000	99.9890		100.25				
TOYOTA AUTO RECEIVABLES OWNER SERIES 2016 B CLASS A3 01.300% DUE 04/15/2020 RATING: AAA (89231UAD9) PNC CAPITAL ADVISORS	29,903.70	29,903.10	0.14 %	29,998.47	- 95.37	1.31 %	390.00	17.33
	30,000	99.6770		100.00				
TOYOTA AUTO RECEIVABLES OWNER SERIES 2017 A CLASS A4 02.100% DUE 09/15/2022 RATING: AAA (89238MAE8) PNC CAPITAL ADVISORS	30,000	29,993.40	0.14 %	29,993.64	- 0.24	2.11 %	630.00	28.00
		99.9780		99.98				
Total asset backed		\$883,299.64	3.95 %	\$884,793.84	- \$1,494.20	1.59 %	\$13,998.52	\$1,115.01

Other fixed income assets

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
EUROPEAN INVESTMENT BANK UNSC 02.375% DUE 06/15/2022 RATING: AAA (298785HK5) PNC CAPITAL ADVISORS	20,000	\$20,178.00	0.10 %	\$19,961.20	\$216.80	2.36 %	\$475.00	\$22.43
		\$100.8900		\$99.81				

Detail

Other fixed income assets

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
INTL BK RECON & DEVELOP SER EMTN UNSC 01.375% DUE 09/20/2021 RATING: AAA {459058FP3} PNC CAPITAL ADVISORS	62,946.65 65,000	63,153.35 97.1590	0.29 %	64,896.65 99.84	- 1,743.30	1.42 %	893.75	27.31
INTL FINANCE CORP SER GMTN UNSC 01.750% DUE 03/30/2020 RATING: AAA {45950KCL2} PNC CAPITAL ADVISORS	15,000	14,995.80 99.9720	0.07 %	14,991.30 99.94	4.50	1.76 %	262.50	0.73
PROVINCE OF QUEBEC SEDOL BD39V56 ISIN US748149AJ05 02.500% DUE 04/20/2026 RATING: AA2 {748149AJ0} PNC CAPITAL ADVISORS	19,250.44 20,000	19,547.16 97.7358	0.09 %	19,940.20 99.70	- 393.04	2.56 %	500.00	223.61
Total other fixed income assets		\$117,874.31	0.53 %	\$119,789.35	- \$1,915.04	1.81 %	\$2,131.25	\$274.08
Total fixed income		\$5,807,309.94	26.00 %	\$5,820,944.88	- \$13,634.94	2.31 %	\$134,134.04	\$27,291.66

Equities

Stocks

Consumer discretionary

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
BURLINGTON STORES INC (BURL)	\$38,137.50	\$55,455.30	0.25 %	\$47,591.63	\$7,863.67			
PCA LCC ADVANTAGE	570	\$97.2900		\$83.49				
CBS CORP CLASS B WI (CBS)	46,442.60	50,632.80	0.23 %	38,000.23	12,632.57	1.04 %	525.60	131.40
PCA LCC ADVANTAGE	730	69.3600		52.06				

Detail

Equities

Stocks

Consumer discretionary

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
COMCAST CORPORATION CL A (CMCSA)	82,860.00	90,216.00	0.41 %	28,422.36	61,793.64	1.68%	1,512.00	
PCA LCC ADVANTAGE	2,400	37,5900		11.84				
DISNEY WALT CO (DIS)	73,996.20	80,506.90	0.37 %	31,657.90	48,849.00	1.38 %	1,107.60	
PCA LCC ADVANTAGE	710	113.3900		44.59				
HOME DEPOT INC (HD)	77,766.40	85,161.40	0.39 %	25,056.52	60,104.88	2.43 %	2,064.80	
PCA LCC ADVANTAGE	580	146.8300		43.20				
MOHAWK INDS INC (MHK)	37,939.20	50,487.80	0.23 %	47,408.73	3,079.07			
PCA LCC ADVANTAGE	220	229.4900		215.49				
NIKE INC (NKE)	46,255.30	50,714.30	0.23 %	52,610.33	- 1,896.03	1.30%	655.20	163.80
CLASS B	910	55.7300		57.81				
PCA LCC ADVANTAGE								
O REILL YAUTOMOTIVE INC (ORLY)	61,250.20	59,364.80	0.27 %	52,654.14	6,710.66			
PCA LCC ADVANTAGE	220	269.8400		239.34				
WYNDHAM WORLDWIDE CORP (WYN)	44,294.60	48,888.20	0.22 %	36,261.14	12,627.06	2.76 %	1,345.60	
PCA LCC ADVANTAGE	580	84.2900		62.52				
Total consumer discretionary		\$571,427.50	2.56 %	\$359,662.98	\$211,764.52	1.26 %	\$7,210.80	\$295.20

Consumer staples

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
ALTRIA GROUP INC (MO)	\$52,067.40	\$54,993.40	0.25 %	\$28,470.37	\$26,523.03	3.42 %	\$1,878.80	\$469.70
PCA LCC ADVANTAGE	770	\$71.4200		\$36.98				
CONSTELLATION BRANDS INC (STZ)	75,121.90	79,414.30	0.36 %	38,999.20	40,415.10	0.99 %	784.00	
CLA	490	162.0700		79.59				
PCA LCC ADVANTAGE								
DR PEPPER SNAPPLE GROUP INC (DPS)	70,722.60	76,377.60	0.35 %	50,156.26	26,221.34	2.37 %	1,809.60	452.40
PCA LCC ADVANTAGE	780	97.9200		64.30				
KRAFT HEINZ CO/THE (KHC)	65,490.00	68,107.50	0.31 %	66,009.42	2,098.08	2.65 %	1,800.00	
PCA LCC ADVANTAGE	750	90.8100		88.01				
PEPSICO INC (PEP)	64,870.60	69,353.20	0.32 %	63,144.54	6,208.66	2.70 %	1,866.20	
PCA LCC ADVANTAGE	620	111.8600		101.85				

Detail

Consumer staples

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
TYSON FOODS INC (TSN) CLASS A PCA LCC ADVANTAGE	32,690.40 530	32,706.30 61.7100	0.15 %	35,792.12 67.53	- 3,085.82	1.46 %	477.00	
Total consumer staples		\$380,952.30	1.71 %	\$282,571.91	\$98,380.39	2.26 %	\$8,615.60	\$922.10

Energy

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
DEVON ENERGY CORP NEW (DVN) PCA LCC ADVANTAGE	\$40,646.30 890	\$37,130.80 \$41.7200	0.17 %	\$36,397.11 \$40.90	\$733.69	0.58 %	\$213.60	
EXXON MOBIL CORP (XOM) PCA LCC ADVANTAGE	39,714.40 440	36,084.40 82.0100	0.17 %	28,871.80 65.62	7,212.60	3.66 %	1,320.00	
HALLIBURTON CO (HAL) PCA LCC ADVANTAGE	 1,080	53,146.80 49.2100	0.24 %	62,327.42 57.71	- 9,180.62	1.47 %	777.60	
TOTAL S A (TOT) PCA LCC ADVANTAGE	59,634.90 1,170	58,991.40 50.4200	0.27 %	57,005.40 48.72	1,986.00	4.44 %	2,617.29	
VALERO ENERGY CORP (VLO) PCA LCC ADVANTAGE	39,625.60 580	38,448.20 66.2900	0.18 %	39,341.57 67.83	- 893.37	4.23 %	1,624.00	
Total energy		\$223,801.60	1.00 %	\$223,943.30	- \$141.70	2.93 %	\$6,552.49	

Financial

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
BANK NEW YORK MELLON CORP COM (BK) PCA LCC ADVANTAGE	\$40,746.80 860	\$40,617.80 \$47.2300	0.19 %	\$34,500.19 \$40.12	\$6,117.61	1.61 %	\$653.60	
CITIZENS FINANCIAL GROUP (CFG) PCA LCC ADVANTAGE	67,340.70 1,890	65,299.50 34.5500	0.30 %	56,552.88 29.92	8,746.62	1.63 %	1,058.40	
JPMORGAN CHASE & CO (JPM) PCA LCC ADVANTAGE	137,632.55 1,595	140,104.80 87.8400	0.63 %	34,861.80 21.86	105,243.00	2.28 %	3,190.00	
MORGAN STANLEY (MS) PCA LCC ADVANTAGE	57,460.00 1,360	58,262.40 42.8400	0.27 %	45,450.25 33.42	12,812.15	1.87 %	1,088.00	

Detail

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
NORTHERN TRUST CORP (NTRS)	67,678.00	65,800.80	0.30 %	53,784.52	12,016.28	1.76 %	1,155.20	288.80
PCA LCC ADVANTAGE	760	86.5800		70.77				
S&P GLOBAL INC (SPGI)	53,770.00	65,370.00	0.30 %	54,127.30	11,242.70	1.26 %	820.00	
PCA LCC ADVANTAGE	500	130.7400		108.26				
STATE STR CORP (STT)	64,507.60	66,076.30	0.30 %	58,430.77	7,645.53	1.91 %	1,261.60	315.40
PCA LCC ADVANTAGE	830	79.6100		70.40				
SUNTRUST BANKS INC (STI)	72,511.70	73,106.60	0.33 %	54,058.56	19,048.04	1.89 %	1,374.88	
PCA LCC ADVANTAGE	1,322	55.3000		40.89				
VISA INC (V)	47,592.20	54,210.70	0.25 %	24,028.39	30,182.31	0.75 %	402.60	
CLASS A SHARES	610	88.8700		39.39				
PCA LCC ADVANTAGE								
WELLS FARGO & COMPANY (WFC)	52,354.50	52,877.00	0.24 %	23,768.05	29,108.95	2.74 %	1,444.00	
PCA LCC ADVANTAGE	950	55.6600		25.02				
Total financial		\$681,725.90	3.05 %	\$439,562.71	\$242,163.19	1.83 %	\$12,448.28	\$604.20

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
ABBOTT LABORATORIES INC (ABT)	\$35,721.30	\$41,301.30	0.19 %	\$35,514.56	\$5,786.74	2.39 %	\$985.80	
PCA LCC ADVANTAGE	930	\$44.4100		\$38.19				
AETNA INC NEW (AET)	43,403.50	44,642.50	0.20 %	21,556.77	23,085.73	1.57 %	700.00	
PCA LCC ADVANTAGE	350	127.5500		61.59				
AMGEN INC (AMGN)	70,180.80	78,753.60	0.36 %	55,404.00	23,349.60	2.81 %	2,208.00	
PCA LCC ADVANTAGE	480	164.0700		115.43				
BIOGEN INC (BIIB)	45,372.80	65,620.80	0.30 %	68,366.60	- 2,745.80			
PCA LCC ADVANTAGE	240	273.4200		284.86				
EDWARDS LIFESCIENCES CORP (EW)	44,976.00	45,153.60	0.21 %	31,791.83	13,361.77			
PCA LCC ADVANTAGE	480	94.0700		66.23				
JOHNSON & JOHNSON (JNJ)	79,494.90	85,939.50	0.39 %	38,041.10	47,898.40	2.57 %	2,208.00	
PCA LCC ADVANTAGE	690	124.5500		55.13				
STRYKER CORP (SYK)		40,811.50	0.19 %	40,724.29	87.21	1.30 %	527.00	131.75
PCA LCC ADVANTAGE	310	131.6500		131.37				

Detail

Health care

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit	Current market value						
THERMO FISHER SCIENTIFIC INC (TMO)	45,152.00	49,152.00	49,152.00	0.23 %	42,552.90	6,599.10	0.40 %	192.00	48.00
PCA LCC ADVANTAGE	320	153.6000	153.6000		132.98				
UNITEDHEALTH GROUP INC (UNH)	43,210.80	54,123.30	54,123.30	0.25 %	48,146.85	5,976.45	1.53 %	825.00	
PCA LCC ADVANTAGE	330	164.0100	164.0100		145.90				
Total health care			\$505,498.10	2.26 %	\$382,098.90	\$123,399.20	1.51 %	\$7,645.80	\$179.75

Industrials

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit	Current market value						
INGERSOLL-RAND PLC (IR)	\$40,521.60	\$43,912.80	\$43,912.80	0.20 %	\$35,806.53	\$8,106.27	1.97 %	\$864.00	
SEDOL: B633030	540	\$81.3200	\$81.3200		\$66.31				
ISIN: IE00B6330302									
PCA LCC ADVANTAGE									
CINTAS CORP (CTAS)	50,846.40	55,677.60	55,677.60	0.25 %	35,146.63	20,530.97	1.06 %	585.20	
PCA LCC ADVANTAGE	440	126.5400	126.5400		79.88				
CUMMINS INC (CMI)		40,824.00	40,824.00	0.19 %	41,464.08	- 640.08	2.72 %	1,107.00	
PCA LCC ADVANTAGE	270	151.2000	151.2000		153.57				
EQUIFAX INC (EFX)	34,168.47	39,517.86	39,517.86	0.18 %	35,352.84	4,165.02	1.15 %	450.84	
PCA LCC ADVANTAGE	289	136.7400	136.7400		122.33				
GENERAL DYNAMICS CORP (GD)	62,157.60	52,416.00	52,416.00	0.24 %	39,321.83	13,094.17	1.80 %	940.80	
PCA LCC ADVANTAGE	280	187.2000	187.2000		140.44				
HD SUPPLY HOLDINGS INC (HDS)		37,835.00	37,835.00	0.17 %	38,965.03	- 1,130.03			
PCA LCC ADVANTAGE	920	41.1250	41.1250		42.35				
HONEYWELL INTL INC (HON)	55,608.00	43,704.50	43,704.50	0.20 %	34,374.48	9,330.02	2.14 %	931.00	
PCA LCC ADVANTAGE	350	124.8700	124.8700		98.21				
ILLINOIS TOOL WORKS INC (ITW)	53,882.40	58,286.80	58,286.80	0.27 %	41,335.44	16,951.36	1.97 %	1,144.00	286.00
PCA LCC ADVANTAGE	440	132.4700	132.4700		93.94				
NORTHROP GRUMMAN CORPORATION (NOC)	62,796.60	47,568.00	47,568.00	0.22 %	32,067.46	15,500.54	1.52 %	720.00	
PCA LCC ADVANTAGE	200	237.8400	237.8400		160.34				
RAYTHEON COMPANY (RTN)	39,760.00	42,700.00	42,700.00	0.20 %	35,636.54	7,063.46	2.10 %	893.20	
PCA LCC ADVANTAGE	280	152.5000	152.5000		127.27				
Total industrials			\$462,442.56	2.07 %	\$369,470.86	\$92,971.70	1.65 %	\$7,636.04	\$286.00

Detail

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
Information technology								
ACCENTURE PLC CLASS A (ACN)	Quantity							
SEDOL B4BNMY3	380	\$44,509.40	0.21 %	\$38,232.94	\$7,321.46	2.02%	\$919.60	
ISIN IE00B4BNMY34		\$119.8800		\$100.61				
PCA LCC ADVANTAGE								
ALPHABET INC/CA-CL A (GOOGL)	110,943.00	118,692.00	0.54 %	33,396.59	85,295.41			
PCA LCC ADVANTAGE	140	847.8000		238.55				
APPLE INC (AAPL)	99,605.20	133,603.80	0.60 %	16,948.39	116,655.41	1.59 %	2,120.40	
PCA LCC ADVANTAGE	930	143.6600		18.22				
APPLIED MATERIALS INC (AMAT)	62,603.80	75,466.00	0.34 %	50,229.51	25,236.49	1.03 %	776.00	
PCA LCC ADVANTAGE	1,940	38.9000		25.89				
CISCO SYSTEMS INC (CSCO)	31,126.60	34,814.00	0.16 %	19,330.55	15,483.45	3.44 %	1,194.80	
PCA LCC ADVANTAGE	1,030	33.8000		18.77				
FACEBOOK INC A (FB)	92,040.00	113,640.00	0.51 %	87,650.65	25,989.35			
PCA LCC ADVANTAGE	800	142.0500		109.56				
INTEL CORP (INTC)	38,808.90	38,594.90	0.18 %	37,725.74	869.16	3.03%	1,166.30	
PCA LCC ADVANTAGE	1,070	36.0700		35.26				
LAM RESEARCH CORP (LRCX)	67,667.20	82,150.40	0.37 %	51,135.29	31,015.11	1.41 %	1,152.00	
PCA LCC ADVANTAGE	640	128.3600		79.90				
MICROSOFT CORP (MSFT)	45,672.90	48,407.10	0.22 %	6,310.66	42,096.44	2.37 %	1,146.60	
PCA LCC ADVANTAGE	735	65.8600		8.59				
TEXAS INSTRUMENTS INC (TXN)	65,673.00	72,504.00	0.33 %	50,627.95	21,876.05	2.49 %	1,800.00	
PCA LCC ADVANTAGE	900	80.5600		56.25				
VANTIV INC CLASS A (VNTV)	39,945.40	42,960.40	0.20 %	36,459.22	6,501.18			
PCA LCC ADVANTAGE	670	64.1200		54.42				
Total information technology		\$806,387.00	3.61 %	\$428,047.49	\$378,339.51	1.27 %	\$10,275.70	

Detail

Materials

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
BERRY PLASTICS GROUP INC (BERY)	\$58,963.30	\$58,769.70	0.27 %	\$53,366.37	\$5,403.33			
PCA LCC ADVANTAGE	1,210	\$48.5700		\$44.10				
DOW CHEMICAL CO (DOW)	56,075.60	62,269.20	0.28 %	50,507.21	11,761.99	2.90 %	1,803.20	450.80
PCA LCC ADVANTAGE	980	63.5400		51.54				
NUCOR CORP (NUE)		38,220.80	0.18 %	39,140.29	- 919.49	2.53 %	966.40	241.60
PCA LCC ADVANTAGE	640	59.7200		61.16				
Total materials		\$159,259.70	0.71 %	\$143,013.87	\$16,245.83	1.74 %	\$2,769.60	\$692.40

Real estate

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
PROLOGIS INC (PLD)	\$44,871.50	\$44,098.00	0.20 %	\$44,603.18	-\$505.18	3.40 %	\$1,496.00	
PCA LCC ADVANTAGE	850	\$51.8800		\$52.47				
SIMON PROPERTY GROUP INC (SPG)	31,980.60	30,965.40	0.14 %	36,881.98	- 5,916.58	3.87 %	1,197.00	
PCA LCC ADVANTAGE	180	172.0300		204.90				
Total real estate		\$75,063.40	0.34 %	\$81,485.16	-\$6,421.76	3.59 %	\$2,693.00	

Telecommunication services

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
VERIZON COMMUNICATIONS INC (VZ)	\$73,130.60	\$66,787.50	0.30 %	\$70,097.83	-\$3,310.33	4.74 %	\$3,164.70	
PCA LCC ADVANTAGE	1,370	\$48.7500		\$51.17				

Utilities

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
AMERICAN WATER WORKS CO INC (AWK)	\$39,074.40	\$41,995.80	0.19 %	\$34,375.73	\$7,620.07	1.93 %	\$810.00	
PCA LCC ADVANTAGE	540	\$77.7700		\$63.66				
WEC ENERGY GROUP INC (WEC)	67,447.50	69,724.50	0.32 %	23,180.25	46,544.25	3.44 %	2,392.00	
PCA LCC ADVANTAGE	1,150	60.6300		20.16				

Detail

Utilities

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit	Current price per unit						
Total utilities			\$111,720.30	0.50 %	\$57,555.98	\$54,164.32	2.87 %	\$3,202.00	
Total stocks			\$4,045,065.86	18.11 %	\$2,837,510.99	\$1,207,554.87	1.79 %	\$72,214.01	\$2,979.65

Etf - equity

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit	Current price per unit						
ISHARES CORE S&P 500 (IIV) ETF 21-75-073-4453885	\$3,968,598.61 17,639	\$4,185,205.53 \$237.2700		18.74 %	\$3,902,626.99 \$221.25	\$282,578.54	1.88 %	\$78,264.24	
ISHARES RUSSELL MID-CAP (IWR) ETF 21-75-073-4453885	2,189,246.40 12,240	2,291,083.20 187.1800		10.26 %	1,526,539.37 124.72	764,543.83	1.57 %	35,948.88	
Total etf - equity		\$6,476,288.73		28.99 %	\$5,429,166.36	\$1,047,122.37	1.76 %	\$114,213.12	

Mutual funds - equity

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit	Current price per unit						
SEAFARER OVERSEAS GROWTH & (SIGIX) INCOME INSTL CLASS FD # 11602 21-75-073-4453885	\$444,097.11 39,865.091	\$493,928.48 \$12.3900		2.22 %	\$438,516.00 \$11.00	\$55,412.48	1.61 %	\$7,933.15	
PNC INTERNATIONAL EQUITY FUND (PIIIX) CLASS I FUND 409 21-75-073-4453885	1,484,420.38 80,325.778	1,619,367.68 20.1600		7.25 %	948,138.46 11.80	671,229.22	0.89 %	14,297.99	
PNC SMALL CAP FUND (PPCIX) CLASS I FUND #426 21-75-073-4453885	2,132,458.98 88,815.451	2,074,728.94 23.3600		9.29 %	656,479.44 7.39	1,418,249.50	0.14 %	2,735.52	

Detail

Mutual funds - equity

Description (Symbol)	Market value last period Quantity	Current market value Current price per unit	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
T ROWE PRICE REAL ESTATE FUND (TRREX) FD #122 21-75-073-4453885	735,735.00 25,815.263	722,569.21 27.9900	3.24 %	622,664.15 24.12	99,905.06	2.33 %	16,779.92	
Total mutual funds - equity		\$4,910,594.31	21.98 %	\$2,665,798.05	\$2,244,796.26	0.85 %	\$41,746.58	
Total equities		\$15,431,948.90	69.09 %	\$10,932,475.40	\$4,499,473.50	1.48 %	\$228,173.71	\$2,979.65

Alternative investments

Mutual funds - alternative invest

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
AQR LONG-SHORT EQUITY-I (QLEIX) 21-75-073-4453885	\$439,862.17 33,654.336	\$455,006.62 \$13.5200	2.04 %	\$438,516.00 \$13.03	\$16,490.62	1.80 %	\$8,178.00	
Total portfolio		\$22,337,396.14	100.00 %	\$17,835,066.96	\$4,502,329.18	1.67 %	\$372,369.80	\$30,491.97

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – March 2017

1. INTERIM DEPOSITS

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

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

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
03/01/17 - 03/31/17	31	Various	STAR Ohio	Various	6,476.60	Investment Pool
03/01/17 - 03/31/17	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
03/01/17 - 03/31/17	31	Various	PNC	Various	7.63	Sweep Money Market
03/01/17 - 03/31/17	31	Various	PNC	Various	0.75	Money Market
09/20/16 - 03/20/17	182	1,500,000	Federal Home Loan Bank	0.625%	15,097.50	Federal Agency
01/22/17 - 03/22/17	60	1,000,000	Federal Farm Credit Bank	1.000%	3,046.67	Federal Agency
09/12/16 - 03/12/17	182	1,000,000	Federal Farm Credit Bank	1.125%	5,625.00	Federal Agency
09/14/16 - 03/14/17	182	500,000	Federal Home Loan Bank	1.125%	2,812.50	Federal Agency
09/13/16 - 03/13/17	182	325,000	Federal Home Loan Bank	1.375%	2,234.38	Federal Agency
09/04/16 - 03/04/17	182	1,000,000	Federal Farm Credit Bank	1.250%	6,250.00	Federal Agency
09/30/16 - 03/30/17	182	500,000	Federal Home Loan Mortgage Corp.	1.250%	3,125.00	Federal Agency
09/21/16 - 03/06/17	167	1,000,000	Federal National Mortgage Assn.	1.125%	5,156.25	Federal Agency
02/17/17 - 03/31/17	43	535,000	United States Treasury Note	1.375%	848.80	Treasury Security
Earned Interest March 2017					\$ 50,681.08	
Earned Interest Year To Date					\$ 119,473.96	

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

April 18, 2017

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MARCH 2017

In accordance with Board Policy adopted by resolution on November 29, 1972,
a description of Conference and Travel Expenditures is submitted.

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2017	Charles Bailey	120.00
Labor Arbitration Institute National Institute on Labor Law and Labor Arbitration Miami Beach, Florida	2/12/2017 - 2/14/2017	Madeline Corchado	905.00
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Thomas Corrigan	40.00
Cleveland Leadership Center Civic Leadership Institute Cleveland, Ohio	2/9/2017 - 3/16/2017	Denise Crudup	350.00
The Literacy Cooperative Read Across America Luncheon Cleveland, Ohio	3/2/2017	Denise Crudup	50.00
Northeast Ohio Regional Library System Communicating Assertively Ravenna, Ohio	3/1/2017	Jaime Declet	46.01
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Sarah Dobransky	40.00
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Joyce Dodrill	40.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/6/2017 - 4/7/2017	Maria Estrella	150.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2017	Cassandra Feliciano	120.00
Northeast Ohio Regional Library System Children's Summer Reading Workshop Twinsburg, Ohio	2/22/2017	Cassandra Feliciano	42.41

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Communicating Assertively Ravenna, Ohio	3/1/2017	Tracie Forfia	39.59
Northeast Ohio Regional Library System Children's Summer Reading Workshop Twinsburg, Ohio	2/22/2017	Lan Gao	20.00
Northeast Ohio Regional Library System Teen Summer Reading Workshop Hudson, Ohio	2/9/2017	Lan Gao	20.00
Northeast Ohio Regional Library System Children's Summer Reading Workshop Twinsburg, Ohio	2/22/2017	Adela Garcia	60.01
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2017	Adela Garcia	120.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/6/2017 - 4/7/2017	Olivia Geaghan	150.00
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Angela Guinther	40.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/6/2017	Kiaira Jefferson	40.00
Music Library Association Annual Conference Orlando, Florida	2/22/2017 - 2/25/2017	Andrew Kaplan	1,200.00
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Cynthia Lombardo	40.00
The Literacy Cooperative Read Across America Luncheon Cleveland, Ohio	3/2/2017	Marina Marquez	50.00
Northeast Ohio Regional Library System I Need More Than Google Hudson, Ohio	3/7/2017	Danilo Milich	17.82
OhioNET Fundamentals of Cataloging Columbus, Ohio	3/7/2017	Michelle Miller	159.43
Hudson Genealogy Study Group Jewish Genealogy Presentation Hudson, Ohio	2/25/2017	Shayna Muckerheide	16.16

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Shayna Muckerheide	40.00
Ohio Bureau of Workers' Compensation Ohio Safety Congress and Expo Columbus, Ohio	3/9/2017 - 3/10/2017	Sherry Parker	485.35
Northeast Ohio Regional Library System Children's Summer Reading Workshop Twinsburg, Ohio	2/22/2017	Rebecca Price-Donahue	20.00
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Kenneth Redd	40.00
State Library of Ohio Consumer Advisory Committee Meeting Columbus, Ohio	3/15/2017	William Reed	134.82
Kent State University Virginia Hamilton Conference Kent, Ohio	4/6/2017 - 4/7/2017	Joanna Rivera	150.00
Kent State University Virginia Hamilton Conference Kent, Ohio	4/7/2017	Alex Story	120.00
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Felton Thomas	40.00
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Alesha Washington	40.00
Ohio Library Council Legislative Day Columbus, Ohio	3/29/2017	Michael Young	40.00
TOTAL			\$4,986.60

SUMMARY

FUND	MARCH	YEAR TO DATE
General	\$2,746.78	\$12,150.51
Lockwood Thompson	2,105.00	5,012.39
Library for the Blind and Physically Disabled	134.82	134.82
CLEVNET	0.00	984.76
TOTAL	\$4,986.60	\$18,282.48

CLEVELAND PUBLIC LIBRARY

Board Meeting
April 18, 2017

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

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
01/13/17	Computer Hardware	IT/CLEVNET	Business Smarts	9,634.10
01/13/17	Computer Hardware	IT/CLEVNET	Business Smarts	14,915.95
02/10/17	Furniture	Harvard-Lee	Environments 4 Business	17,371.61
02/10/17	Equipment	Tech Central	Fairway Laser Systems	6,450.00
02/10/17	Computer Hardware	Tech Central	CDWG	11,459.07
02/17/17	Furniture	Fulton	Environments 4 Business	11,442.22
02/17/17	Equipment	Cleveland Digital Library	Dodd Co.	7,511.94
02/17/17	Library Bags	Stockroom	S & S Inc.	22,740.00
02/24/17	Computer Hardware	IT/CLEVNET	Business Smarts	9,533.50
02/24/17	Security Strips	Stockroom	Ohionet	11,115.00
03/03/17	Equipment	Tech Central	Fairway Laser Systems	22,385.00
03/10/17	Equipment	Public Relations	B & H Photo Video	11,727.72
03/10/17	Computer Hardware	Foreign Literature	CDWG	7,185.48
03/10/17	Maintenance Supplies	Prop Mgmt.	Wadsworth Northeast	5,500.00
03/10/17	Zebra Printer Ribbons	OLBPD	Current Directions, Inc.	6,048.80
03/31/17	Equipment	Public Relations	B & H Photo Video	10,806.95
03/31/17	Electrical Supplies	Prop Mgmt.	Mars Electric	5,852.52
03/31/17	Maintenance Supplies	Prop Mgmt.	Cleveland Hermetic & Supply	7,210.41
03/31/17	Maintenance Supplies	Prop Mgmt.	Sutton Industrial Hardware	7,854.88
03/31/17	Gas for Vehicles	Prop Mgmt.	BP Oil Co.	9,563.98

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

CLEVELAND PUBLIC LIBRARY**Board Meeting**

April 18, 2017

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
JANUARY 1 THROUGH MARCH 31, 2017**

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

LIBRARY SERVICE MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
02/24/17	Database Subscriptions	IT/CLEVNET	Midwest Tape	54,445.16
02/10/17	Database Subscriptions	Main Library	Ohionet	160,422.00
02/17/17	Database Subscriptions	Main Library	Ohionet	52,904.00
02/17/17	Database Subscriptions	IT/CLEVNET	EBSCO	74,275.00
02/17/17	Database Subscriptions	Main Library	OCLC	29,374.00
02/17/17	Database Subscriptions	Main Library	Proquest Info & Learn	42,900.00
02/24/17	Database Subscriptions	Main Library	Library Ideas, LLC	80,000.00
03/03/17	Database Subscriptions	Main Library	Mergent, Inc.	31,145.00

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
02/10/17	Computer Maintenance	IT/CLEVNET	Business Smarts	93,749.56
03/17/17	Computer Software	IT/CLEVNET	SirsiDynix	38,149.36
03/17/17	Computer Software/Maint.	IT/CLEVNET	SirsiDynix	70,890.00
03/31/17	Computer Hardware	IT/CLEVNET	Business Smarts	134,652.77
03/31/17	Computer Hardware/Software	IT/CLEVNET	Business Smarts	140,781.73

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

REPORT F**CLEVELAND PUBLIC LIBRARY**

Board Meeting
 April 18, 2017

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

In accordance with the Board resolution adopted on October 18, 2012, quarterly fees paid for legal advice and services from Ogletree for labor and employment matters are submitted.

Collective Bargaining	\$ 47,957.00
General Labor & Miscellaneous Matters	3,672.11
EEOC	8,299.40
1st Quarter Total	<u>\$ 59,928.51</u>
Year to Date Total	<u>\$ 59,928.51</u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

April 18, 2017

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

For the Period Ending March 31, 2017

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

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

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

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

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

<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Decription</u>	<u>Encumbered</u>	<u>Expended</u>	
4/26/2016	Benchmark Craftsman, Inc.	160768	Exhibit Furniture for Brett Hall	1,900.00	167,870.00	
3/8/2017	Benchmark Craftsman, Inc.	170506	Movable Wall Storage for Brett Hall	8,981.00	8,981.00	
				10,881.00	176,851.00	
				Available Balance	\$112,268.00	

CLEVELAND PUBLIC LIBRARY
Regular Employment Report
3/01/2017 TO 3/31/2017

EXHIBIT 6

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
FIELD, ANDREW	Literature	PAGE	03/17/2017
RETIREMENTS			
GRAYSON, VIVIAN M	Materials Processing	TECHNICAL SERVICES ASSOCIATE	03/31/2017

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 3/01/2017 TO 3/31/2017**

EMPLOYEE:	ALI, BREALE M	CURRENT GRADE:	B	HIRE DATE:	3/12/2017
JOB TITLE:	BRANCH CLERK SUBSTITUTE	CURRENT STEP:	1	HOURLY RATE:	16.42
LOCATION:	BRANCH SUBSTITUTES	SALARY:	15,686.32		
EMPLOYEE:	CONTI, FRANK R	CURRENT GRADE:	F	HIRE DATE:	3/19/2017
JOB TITLE:	CARPENTER	CURRENT STEP:	1	HOURLY RATE:	22.65
LOCATION:	CARPENTERS	SALARY:	44,163.08		
EMPLOYEE:	DUNCAN, PHILLIP	CURRENT GRADE:	F	HIRE DATE:	3/05/2017
JOB TITLE:	CARPENTER	CURRENT STEP:	1	HOURLY RATE:	22.65
LOCATION:	CARPENTERS	SALARY:	44,163.08		
EMPLOYEE:	FRYE, CRISTYLE	CURRENT GRADE:	B	HIRE DATE:	3/20/2017
JOB TITLE:	BRANCH CLERK	CURRENT STEP:	1	HOURLY RATE:	16.58
LOCATION:	WALZ	SALARY:	32,332.04		
EMPLOYEE:	HARRIS, GARY P	CURRENT GRADE:	C	HIRE DATE:	3/19/2017
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1	HOURLY RATE:	18.11
LOCATION:	SECURITY	SALARY:	18,456.36		
EMPLOYEE:	KING, TAI-RENEE D	CURRENT GRADE:	B	HIRE DATE:	3/12/2017
JOB TITLE:	BRANCH CLERK SUBSTITUTE	CURRENT STEP:	1	HOURLY RATE:	16.42
LOCATION:	BRANCH SUBSTITUTES	SALARY:	15,686.32		
EMPLOYEE:	SCAGGS, JESSE R	CURRENT GRADE:	F	HIRE DATE:	3/05/2017
JOB TITLE:	COMP. NET TECH	CURRENT STEP:	5	HOURLY RATE:	26.49
LOCATION:	NETWORKS	SALARY:	51,664.60		
EMPLOYEE:	STRNAD, CHRISTOPHER A	CURRENT GRADE:	F	HIRE DATE:	3/05/2017
JOB TITLE:	COMP. NET TECH	CURRENT STEP:	5	HOURLY RATE:	26.49
LOCATION:	AUTOMATION	SALARY:	51,664.60		
EMPLOYEE:	WADSWORTH, AMBER M	CURRENT GRADE:	C	HIRE DATE:	3/19/2017
JOB TITLE:	SAFETY&PROTECTIVE SVC OFFICEI	CURRENT STEP:	1	HOURLY RATE:	18.11
LOCATION:	SECURITY	SALARY:	18,456.36		
EMPLOYEE:	WILKINS, ZETA B	CURRENT GRADE:	J	HIRE DATE:	3/26/2017
JOB TITLE:	HR GENERALIST, TALENT MANAGEM	CURRENT STEP:	1	HOURLY RATE:	31.89
LOCATION:	HUMAN RESOURCES	SALARY:	62,183.69		

571
CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 3/01/2017 TO 3/31/2017

EMPLOYEE:	WILLIAMS, AUTUMN M	CURRENT GRADE:	F	HIRE DATE:	3/12/2017
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	21,426.34	HOURLY RATE:	22.42

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 03/01/2017 TO 03/31/2017**

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

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	9.52	22.31	PROMOTION

CLEVELAND PUBLIC LIBRARY

REPORT H

Human Resources Committee Report
 Meeting Date: April 18, 2017
 Report Period: March 2017

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

MONTH	2016 SICK LEAVE HOURS USED	2017 SICK LEAVE HOURS USED	2017 TOTAL HOURS
January	3,679.06	3,694.16	96,216.46
February	4,071.17	4,134.06	91,563.99
March	3,109.32	3,876.96	90,793.59
April	3,657.15		
May	3,883.60		
June *	2,939.22		
July	5,035.66		
August	3,271.22		
September	3,728.05		
October	3,447.60		
November	3,861.75		
December *	5,835.93		

*Covers three pay dates

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

REPORT I**Human Resources Committee Report**

April 18, 2017

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	87	25	12	1			27	18	4				
Professionals	70	13	1			1	33	13	5	4			
Technicians	19	10	2	2			3	1	1				
Protective Service	25	8	11	2			1	3					
Para-Professionals	142	26	28	2	3		43	29	9	1	1		
Administrative Support	245	31	46	3	1		41	109	11		1	1	1
Skilled Craft	11	5	4	1				1					
Service Maintenance	53	8	35	1			3	5	1				
Grand Total	652	126	139	12	5	0	151	179	31	5	2	1	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

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

Insurance Report for the Month of March 2017

Human Resources Committee Report

April 18, 2017

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	4	1	5
Essential	30	11	41
Standard	241	150	391
Standard with OAD		2	2
Total MMO			439
Dental Insurance	277	192	469
Vision Employee			245
Vision Children			39
Vision Spouse			51
Vision Family			80
Total Vision			415
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
MONTHLY ACTIVITY REPORT FOR MARCH 2017**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD
	2017	2016	2017	2016	2017	2016	Gain/Loss
Main Library	115,728	126,508	536	586	330,298	362,622	-8.9%
Branches	235,658	270,516	1,034	1,176	692,872	790,998	-12.4%
Mobile Units	2,660	1,661			4,836	4,836	0.0%
Library for the Blind	49,467	51,148			135,181	145,382	-7.0%
OLBPD BARD	13,900	11,970			37,130	34,829	6.6%
eMedia	32,995	30,051			95,858	91,347	5%
TOTAL CIRCULATION	450,408	491,854			1,296,175	1,430,014	-9%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD
	2017	2016	2017	2016	Gain/Loss
eBook	19,560	10,814	57,116	46,628	22.5%
eAudiobook	10,343	15,746	29,666	31,876	-6.9%
eMusic	1,002	187	2,598	466	457.5%
eVideo	581	580	2,146	1,741	23.3%
eMagazines	1,509	2,724	4,332	10,636	-59.3%
TOTAL eCIRCULATION	32,995	30,051	95,858	91,347	4.9% Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD
			2017	2016	2017	2016	Gain/Loss
Main Library	100	45 minutes	30,279	31,697	22,829	26,048	-12.4%
Branches	527	40 minutes	206,049	231,368	139,689	153,216	-8.8%
TOTAL USAGE	627		236,328	263,065	162,518	179,264	-9.3%

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

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD
	2017	2016	2017	2016	Gain/Loss
TOTAL SESSIONS	146,249	69,277	298,074	199,409	49.5%

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD
	2017	2016	2017	2016	2017	2016	Gain/Loss
Main Library	36,466	43,205	168.82	200	103,303	107,709	-4%
Branches	187,831	219,933	824	956	552,424	649,269	-15%
TOTAL VISITS	224,297	263,138			655,727	756,978	-13.4%

REPORT K

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR MARCH 2017**

BRANCH	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLENVET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	5,190	538	515	920	7,163	506	7,669
Brooklyn	3,276	374	261	456	4,367	414	4,781
Carnegie West	8,269	796	1,331	1,613	12,009	981	12,990
Collinwood	3,756	391	377	825	5,349	568	5,917
East 131st	2,418	273	245	421	3,357	206	3,563
Eastman	10,411	1,035	1,511	2,295	15,252	1,984	17,236
Fleet	6,360	600	772	1,227	8,959	731	9,690
Fulton	8,676	562	682	980	10,900	731	11,631
Garden Valley	2,447	156	181	226	3,010	171	3,181
Glenville	3,589	343	299	756	4,987	321	5,308
Harvard-Lee	5,243	568	842	1,082	7,735	667	8,402
Hough	2,924	363	237	446	3,970	217	4,187
Jefferson	4,022	580	901	1,133	6,636	651	7,287
Langston Hughes	4,252	422	489	797	5,960	449	6,409
Lorain	4,540	560	610	955	6,665	579	7,244
Martin Luther King, Jr.	3,246	480	739	1,144	5,609	640	6,249
Memorial-Nottingham	6,475	627	1,029	1,755	9,886	1,011	10,897
Mt. Pleasant	2,427	340	272	379	3,418	180	3,598
Rice	6,709	530	726	996	8,961	666	9,627
Rockport	11,153	1,024	1,298	1,954	15,429	1,518	16,947
South	5,478	596	470	630	7,174	537	7,711
South Brooklyn	10,527	925	1,613	2,292	15,357	1,547	16,904
Sterling	3,977	267	333	348	4,925	302	5,227
Union	3,093	272	298	478	4,141	329	4,470
Walz	8,180	757	1,131	1,588	11,656	985	12,641
West Park	9,336	1,189	2,907	3,588	17,020	1,908	18,928
Woodland	5,062	569	317	546	6,494	470	6,964
TOTAL	151,036	15,137	20,386	29,830	216,389	19,269	235,658

577

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MARCH 2017**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	7,669	8,218	23,594	24,546	-952	-4%
Brooklyn	4,781	5,729	14,536	17,495	-2,959	-17%
Carnegie West	12,990	13,540	37,640	38,698	-1,058	-3%
Collinwood	5,917	6,784	16,419	21,280	-4,861	-23%
East 131st	3,563	4,292	10,630	12,503	-1,873	-15%
Eastman	17,236	20,804	49,846	59,999	-10,153	-17%
Fleet	9,690	12,230	29,779	36,318	-6,539	-18%
Fulton	11,631	17,388	34,107	44,896	-10,789	-24%
Garden Valley	3,181	3,028	10,215	9,770	445	5%
Glenville	5,308	6,643	15,936	19,662	-3,726	-19%
Harvard-Lee	8,402	9,108	23,323	25,954	-2,631	-10%
Hough	4,187	5,331	13,479	15,929	-2,450	-15%
Jefferson	7,287	7,229	21,204	20,953	251	1%
Langston Hughes	6,409	5,866	18,931	17,646	1,285	7%
Lorain	7,244	9,470	21,789	27,995	-6,206	-22%
Martin Luther King, Jr.	6,249	8,741	18,392	22,670	-4,278	-19%
Memorial-Nottingham	10,897	12,666	33,048	37,309	-4,261	-11%
Mt. Pleasant	3,598	3,670	10,965	10,875	90	1%
Rice	9,627	10,526	28,555	32,504	-3,949	-12%
Rockport	16,947	18,487	48,398	52,636	-4,238	-8%
South	7,711	8,499	22,771	25,500	-2,729	-11%
South Brooklyn	16,904	19,516	47,548	56,567	-9,019	-16%
Sterling	5,227	4,160	14,845	13,364	1,481	11%
Union	4,470	6,458	13,789	19,024	-5,235	-28%
Walz	12,641	13,558	37,332	40,181	-2,849	-7%
West Park	18,928	20,311	53,181	61,304	-8,123	-13%
Woodland	6,964	8,264	22,620	25,420	-2,800	-11%
TOTAL	235,658	270,516	692,872	790,998	-98,126	-12%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE MARCH 2017**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2017	2016	2017	2016	Gain/Loss	%G/L
Addison	4,993	5,214	14,831	15,281	-450	-3%
Brooklyn	3,712	3,860	10,494	11,485	-991	-9%
Carnegie West	9,891	11,432	29,044	33,166	-4,122	-12%
Collinwood	6,472	7,960	18,741	24,004	-5,263	-22%
East 131st	5,578	8,838	17,480	26,922	-9,442	-35%
Eastman	9,750	10,792	28,875	31,468	-2,593	-8%
Fleet	8,621	10,682	26,440	31,090	-4,650	-15%
Fulton	7,126	7,819	21,057	21,583	-526	-2%
Garden Valley	3,598	4,473	9,889	12,608	-2,719	-22%
Glenville	4,217	4,586	12,776	22,718	-9,942	-44%
Harvard-Lee	7,825	7,525	22,292	24,264	-1,972	-8%
Hough	6,398	8,228	19,011	24,312	-5,301	-22%
Jefferson	4,560	7,360	13,345	22,769	-9,424	-41%
Langston Hughes	6,575	6,609	20,729	18,512	2,217	12%
Lorain	6,781	7,267	15,969	21,408	-5,439	-25%
Martin Luther King, Jr.	6,511	8,069	21,343	25,851	-4,508	-17%
Memorial-Nottingham	4,790	5,255	14,164	15,084	-920	-6%
Mt. Pleasant	4,183	6,081	12,770	17,105	-4,335	-25%
Rice	10,836	11,755	32,411	33,194	-783	-2%
Rockport	8,310	10,990	23,933	29,662	-5,729	-19%
South	6,545	6,223	18,043	17,792	251	1%
South Brooklyn	13,064	15,528	39,546	46,313	-6,767	-15%
Sterling	8,166	9,943	24,448	30,090	-5,642	-19%
Union	5,170	6,154	14,752	17,525	-2,773	-16%
Walz	8,265	9,141	23,433	25,143	-1,710	-7%
West Park	7,585	11,175	21,772	30,938	-9,166	-30%
Woodland	8,309	6,974	24,836	18,982	5,854	31%
TOTAL	187,831	219,933	552,424	649,269	-96,845	-15%

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS MARCH 2017**

Branch	Total Circulation
1 West Park	18,928
2 Eastman	17,236
3 Rockport	16,947
4 South Brooklyn	16,904
5 Carnegie West	12,990
6 Walz	12,641
7 Fulton	11,631
8 Memorial-Nottingham	10,897
9 Fleet	9,690
10 Rice	9,627
11 Harvard-Lee	8,402
12 South	7,711
13 Addison	7,669
14 Jefferson	7,287
15 Lorain	7,244
16 Woodland	6,964
17 Langston Hughes	6,409
18 Martin Luther King, Jr.	6,249
19 Collinwood	5,917
20 Glenville	5,308
21 Sterling	5,227
22 Brooklyn	4,781
23 Union	4,470
24 Hough	4,187
25 Mt. Pleasant	3,598
26 East 131st	3,563
27 Garden Valley	3,181
	235,658

Branch	Attendance
1 South Brooklyn	13,064
2 Rice	10,836
3 Carnegie West	9,891
4 Eastman	9,750
5 Fleet	8,621
6 Rockport	8,310
7 Woodland	8,309
8 Walz	8,265
9 Sterling	8,166
10 Harvard-Lee	7,825
11 West Park	7,585
12 Fulton	7,126
13 Lorain	6,781
14 Langston Hughes	6,575
15 South	6,545
16 Martin Luther King, Jr.	6,511
17 Collinwood	6,472
18 Hough	6,398
19 East 131st	5,578
20 Union	5,170
21 Addison	4,993
22 Memorial-Nottingham	4,790
23 Jefferson	4,560
24 Glenville	4,217
25 Mt. Pleasant	4,183
26 Brooklyn	3,712
27 Garden Valley	3,598
	187,831

Branch	Population	
	2010	2000
1 South Brooklyn	32,043	34,217
2 West Park	27,814	29,398
3 Fleet*	26,727	34,598
4 Eastman	23,674	25,873
5 Rockport	19,896	21,467
6 Fulton	19,647	22,575
7 Rice	19,462	25,893
8 Memorial-Nottingham	19,271	22,598
9 Harvard-Lee	17,655	21,246
10 Walz	16,063	18,497
11 Collinwood	14,769	19,377
12 Langston Hughes	14,439	21,224
13 Glenville	14,006	20,302
14 Addison	13,603	19,263
15 East 131st	13,025	18,001
16 Mt. Pleasant	12,792	17,155
17 Lorain	12,588	14,589
18 Martin Luther King, Jr.	12,392	15,483
19 Carnegie West	10,487	11,716
20 Union	8,416	12,603
21 Sterling	8,267	8,712
22 Woodland	7,946	7,213
23 South	6,325	7,729
24 Hough	5,667	7,845
25 Brooklyn	5,524	6,430
26 Jefferson	3,515	3,987
27 Garden Valley	2,310	3,220
28 Broadway*		1,966
	388,323	473,177

*Broadway and Fleet service areas merged

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

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

OTHER TRANSACTIONS Loans* to:	Monthly Total		Year-to-Date		YTD
	2017	2016	2017	2016	Gain/Loss
CLEVNET	69,053	79,026	194,481	229,472	-15%
MORE	398	404	1,213	1,269	-4%
Other Libraries	508	445	1,462	1,491	-2%
TOTAL	69,959	79,875	197,156	232,232	-15%

*Totals included in Main Librery and Branch circulation counts

ANALYSIS OF MAIN LIBRARY REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2017	2016	2017	2016	Gain/Loss
Projected	13,320	22,376	42,812	65,492	-35%
Mail and Email Reference	470	276	1,198	555	116%
Interlibrary Loan Requests	906	849	2,675	2,760	-3%
TOTAL	14,696	23,501	46,685	68,807	-32%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2017	2016	2017	2016	Gain/Loss
New Titles Added	5,465	6,276	13,976	16,567	-16%
Total Items Added	22,114	24,710	73,856	56,818	30%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2017	2016	2017	2016	Gain/Loss
Main Library	216	216	600	600	0%
Branches	6,156	6,210	17,158	17,199	0%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD
	2017	2016	2017	2016	Gain/Loss
Downloads	13,900	14,250	37,130	34,829	7%
Users	661	623	1,957	1,947	1%

Included in circulation activity

**CLEVELAND PUBLIC LIBRARY
COMPARATIVE STATEMENT OF ANNUAL STATISTICS 2016**

**CIRCULATION
ACTIVITY**

	2016	2015	Change	%Change
Main Library	1,385,667	1,485,679	-100,012	-6.7%
Branches	3,077,500	3,267,268	-189,768	-5.8%
Mobile Units	22,257	49,632	-27,375	-55.2%
Library for the Blind	562,214	579,777	-17,563	-3.0%
OLBPD BARD	140,005	132,516	7,489	5.7%
eMedia	359,266	286,100	73,166	25.6%
TOTAL CIRCULATION	5,546,909	5,800,972	-254,063	-4.4%

**REFERENCE
TRANSACTIONS**

	2016	2015	Change	%Change
Main Library	249,951	249,150	801	0.3%
Branches & Mobile Unit	836,004	688,428	147,576	21.4%
Library for the Blind	30,001	32,093	-2,092	-6.5%
TOTAL QUESTIONS	1,115,956	969,671	146,285	15.1%

**COMPUTER
SESSIONS**

	2016	2015	Change	%Change
Main Library	126,212	147,344	-21,132	-14.3%
Branches	924,816	951,365	-26,549	-2.8%
TOTAL USAGE	1,051,028	1,098,709	-47,681	-4.3%

Sessions less than 5 minutes excluded. In 2015, not all sessions were counted due to problems with counting software.

WALK-IN COUNT

	2016	2015	Change	%Change
Main Library	449,613	485,570	-35,957	-7.4%
Branches	2,518,436	2,581,332	-62,896	-2.4%
Mobile Unit*	0	4,917	-4,917	-100.0%
TOTAL VISITS	2,968,049	3,071,819	-103,770	-3.4%

*Bookmobile changed its service model to providing lobby stops as of November 2015; the walk-in count is no longer applicable.

REPORT L

**CLEVELAND PUBLIC LIBRARY
CIRCULATION ANALYSIS FOR 2016**

AUTOMATED CIRCULATION OF THE COLLECTION BY FORMAT

Ranked by percentage of circulation

FORMAT	MAIN	BRANCHES	TOTAL	% CIRC
Videos	322,414	1,421,847	1,744,261	41.0%
Books	892,187	759,718	1,651,905	38.8%
Sound Recordings	112,587	272,198	384,785	9.0%
eMedia			359,266	8.4%
Magazines	40,686	71,607	112,293	2.6%
Other	321	982	1,303	0.0%
TOTAL	1,368,195	2,526,352	4,253,813	

INTERLIBRARY LOAN	2016	2015	Change	% Change
CLEVNET	855,560	897,260	-41,700	-4.6%
MORE	4,587	4,700	-113	-2.4%
Other Libraries	5,539	4,621	918	19.9%
TOTAL	865,686	906,581	-40,895	-4.5%

CHANGES IN PERMANENT COLLECTION	2016	2015	Change	% Change
New Titles Added	64,161	65,134	-973	-1.5%
Total Items Added	270,838	249,031	21,807	8.8%
Total Items Withdrawn	390,997	393,853	-2,856	-0.7%

LIBRARY CARDS ISSUED	34,359	LIBRARY FOR THE BLIND	
		New Users	1,683
REGISTERED BORROWERS			
Adult	265,652		
Juvenile	67,230		
TOTAL	332,882		

**CLEVELAND PUBLIC LIBRARY
ATTENDANCE AT MAIN LIBRARY FOR 2016**

MONTH	MAIN	L. S. WING	TOTAL ATTENDANCE			DAYS OPEN		DAILY AVG	
			2016	2015	Gain/Loss	2016	2015	2016	2015
January	14,857	20,478	35,335	34,476	859	24.0	25.0	1,472	1,379
February	9,222	19,947	29,169	32,759	-3,590	24.0	23.0	1,215	1,424
March	19,080	24,125	43,205	45,765	-2,560	27.0	26.0	1,600	1,760
April	15,485	21,868	37,353	42,660	-5,307	26.0	26.0	1,437	1,641
May	16,670	19,943	36,613	39,041	-2,428	25.0	25.0	1,465	1,562
June	17,121	24,244	41,365	45,333	-3,968	25.0	25.0	1,655	1,813
July	16,043	22,910	38,953	43,896	-4,943	25.0	26.0	1,558	1,688
August	19,717	22,472	42,189	42,819	-630	28.0	26.0	1,507	1,647
September	18,725	18,817	37,542	39,445	-1,903	25.0	25.0	1,502	1,578
October	16,743	20,755	37,498	40,938	-3,440	25.0	26.0	1,500	1,575
November	18,106	18,605	36,711	38,991	-2,280	24.0	23.0	1,530	1,695
December	16,250	17,430	33,680	39,447	-5,767	25.0	25.0	1,347	1,578
TOTAL	198,019	251,594	449,613	485,570	-35,957	303.0	301.0	1,484	1,613

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE FOR 2016**

BRANCH	2016	2015	Change	% Change
Addison	63,704	62,146	1,558	2.5%
Brooklyn	47,569	42,045	5,524	13.1%
Carnegie West	122,842	186,622	-63,780	-34.2%
Collinwood	87,695	80,249	7,446	9.3%
East 131st	85,552	89,041	-3,489	-3.9%
Eastman	126,228	122,151	4,077	3.3%
Fleet	118,577	119,480	-903	-0.8%
Fulton	100,576	87,485	13,091	15.0%
Garden Valley	49,739	51,861	-2,122	-4.1%
Glenville	73,488	96,826	-23,338	-24.1%
Harvard-Lee	90,783	91,217	-434	-0.5%
Hough	84,588	122,906	-38,318	-31.2%
Jefferson	62,903	81,428	-18,525	-22.8%
Langston Hughes	93,911	80,755	13,156	16.3%
Lorain	82,937	85,244	-2,307	-2.7%
Martin Luther King, Jr.	93,191	87,340	5,851	6.7%
Memorial-Nottingham	68,682	62,578	6,104	9.8%
Mt. Pleasant	63,524	68,259	-4,735	-6.9%
Rice	138,261	151,848	-13,587	-8.9%
Rockport	119,422	118,786	636	0.5%
South	75,395	79,649	-4,254	-5.3%
South Brooklyn	172,095	149,791	22,304	14.9%
Sterling	121,163	105,686	15,477	14.6%
Union	70,096	74,425	-4,329	-5.8%
Walz	103,871	94,375	9,496	10.1%
West Park	108,273	104,242	4,031	3.9%
Woodland	93,371	84,897	8,474	10.0%
BRANCH TOTAL	2,518,436	2,581,332	-62,896	-2.4%

**CLEVELAND PUBLIC LIBRARY
BRANCH CIRCULATION TRANSACTIONS FOR 2016**

BRANCH	2016	2015	Change	% Change
Addison	101,419	112,002	-10,583	-9.4%
Brooklyn	65,510	71,635	-6,125	-8.6%
Carnegie West	146,365	152,838	-6,473	-4.2%
Collinwood	82,789	94,094	-11,305	-12.0%
East 131st	48,829	54,812	-5,983	-10.9%
Eastman	226,088	237,722	-11,634	-4.9%
Fleet	141,271	145,846	-4,575	-3.1%
Fulton	161,960	133,075	28,885	21.7%
Garden Valley	41,403	40,390	1,013	2.5%
Glenville	71,700	79,301	-7,601	-9.6%
Harvard-Lee	108,056	110,474	-2,418	-2.2%
Hough	58,685	55,843	2,842	5.1%
Jefferson	82,825	90,390	-7,565	-8.4%
Langston Hughes	80,797	81,435	-638	-0.8%
Lorain	106,911	121,259	-14,348	-11.8%
Martin Luther King, Jr.	97,004	111,278	-14,274	-12.8%
Memorial-Nottingham	147,556	151,140	-3,584	-2.4%
Mt. Pleasant	45,614	55,307	-9,693	-17.5%
Rice	126,498	148,329	-21,831	-14.7%
Rockport	202,054	221,849	-19,795	-8.9%
South	100,821	101,020	-199	-0.2%
South Brooklyn	209,087	223,700	-14,613	-6.5%
Sterling	55,107	60,122	-5,015	-8.3%
Union	68,373	80,675	-12,302	-15.2%
Walz	162,094	170,811	-8,717	-5.1%
West Park	235,179	249,414	-14,235	-5.7%
Woodland	103,505	112,507	-9,002	-8.0%
BRANCH TOTAL	3,077,500	3,267,268	-189,768	-5.8%

**CLEVELAND PUBLIC LIBRARY
BRANCH COLLECTION COUNT**

BRANCH	2016	2015	Change	% Change
Addison	18,224	19,302	-1,078	-5.6%
Brooklyn	22,346	21,032	1,314	6.2%
Carnegie West	25,881	25,910	-29	-0.1%
Collinwood	19,935	18,499	1,436	7.8%
East 131st	15,686	15,449	237	1.5%
Eastman	42,741	42,908	-167	-0.4%
Fleet	22,801	25,227	-2,426	-9.6%
Fulton	32,144	32,487	-343	-1.1%
Garden Valley	14,083	13,069	1,014	7.8%
Glenville	16,801	17,814	-1,013	-5.7%
Harvard-Lee	21,828	20,992	836	4.0%
Hough	17,329	18,037	-708	-3.9%
Jefferson	21,191	20,969	222	1.1%
Langston Hughes	29,060	29,789	-729	-2.4%
Lorain	21,541	22,991	-1,450	-6.3%
Martin Luther King, Jr.	30,819	30,784	35	0.1%
Memorial-Nottingham	33,660	31,480	2,180	6.9%
Mt. Pleasant	12,986	15,793	-2,807	-17.8%
Rice	32,047	33,809	-1,762	-5.2%
Rockport	41,805	48,493	-6,688	-13.8%
South	14,877	13,054	1,823	14.0%
South Brooklyn	31,068	33,472	-2,404	-7.2%
Sterling	17,662	18,169	-507	-2.8%
Union	16,480	18,902	-2,422	-12.8%
Walz	35,695	36,880	-1,185	-3.2%
West Park	41,347	41,113	234	0.6%
Woodland	21,877	22,263	-386	-1.7%
TOTALS	671,914	688,687	-16,773	-2.4%

**CLEVELAND PUBLIC LIBRARY
2016 COLLECTION STATISTICS**

FORMAT	MAIN COLLECTION	BRANCH COLLECTION	TOTAL COLLECTION
Books	2,770,731	448,858	3,219,589
Bound Periodicals	270,200	0	270,200
Computer Media	1,412	103	1,515
Government Documents	570,018	0	570,018
Maps	55,716	0	55,716
Microforms	4,676,943	0	4,676,943
Photographs, Pictures	1,391,722	0	1,391,722
Sheet Music	18,000	0	18,000
Sound Recordings	56,166	82,328	138,494
Video	68,777	146,362	215,139
TOTAL ITEMS	9,879,685	677,651	10,557,336

TOTAL SYSTEM TITLES: 2,540,856

