

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
October 19, 2017
Trustees Room Louis Stokes Wing
12:00 Noon

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

Absent: Mr. Hairston, Ms. Washington

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

Approval of the Minutes

Mr. Corrigan moved approval of the minutes for the Regular Board Meeting of 9/21/17 and Finance Committee Meeting of 9/19/17. Mr. Seifullah seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

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

Ms. Rodriguez acknowledged Reverend Pamela Pinkney-Butts who share information on her book and invited Trustees to attend services at her new church building to help inform the community about the importance of literacy. Rev. Pinkney-Butts requested more support for the Glenville Branch and asked that the Board consider enlarging the space and adding more computers for patrons. Finally, Rev. Pinkney-Butts encouraged Trustees to attend School Board meetings.

Ms. Rodriguez acknowledged Rico Dancy, nationwide advocate for the deaf community, who expressed his concern about how the police and law enforcement community address issues concerning the deaf individuals and the deaf community.

Ms. Rodriguez thanks Rev. Pinkney-Butts and Mr. Dancy for attending the Board meeting and sharing their concerns.

REGULAR BOARD
MEETING OF
9/21/17; and
FINANCE
COMMITTEE
MEETING of 9/19/17

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for September

(See page 1262)

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

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

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the month of September of 2017; now therefore be it

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

Eighth Amendment to the Year 2017 Appropriation

(See pages 1263-1268)

Mr. Seifullah moved approval of the following resolution. Mr. Corrigan 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 October 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

RESOLUTION
TO ACCEPT
GIFTS FOR
MONTH OF
SEPTEMBER
2017

Approved

EIGHTH
AMENDMENT
TO THE YEAR
2017 APPROPRIATION

Approved

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

Resolution to Accept Grant, As a Subrecipient, from Internet Archive through Institute of Museum and Library Science (IMLS) to Create Community History Web Archives

(See pages 1269-1278)

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

WHEREAS, The Internet Archive is a non-profit digital internet library and web archiving service for collecting and accessing cultural heritage from the internet; and

WHEREAS, The Internet Archive received a grant from the Institute of Museum and Library Services to provide a program called "Community Webs" to train fifteen public librarians on using web archives to capture historically valuable web materials documenting their local communities; and

WHEREAS, CPL applied for and received a grant as a subrecipient from the Internet Archive to participate in the Community Webs program, and CPL entered into a Subaward Agreement with the Internet Archive on October 5, 2017; and

WHEREAS, The grant will provide the Library with reimbursement of up to \$8,500 to cover the costs of staff travel to in-person training events, staff development, and hosting local programming at the Library. The grant will also provide a five-year subscription to Archive-It for web archiving service and support valued at \$5,000.00 per year; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts from the Internet Archive a sub-grant in an amount up to \$8,500.00 cash and \$25,000.00 in an in-kind contribution for a total value of \$33,500.00; and be it further

RESOLUTION TO ACCEPT GRANT, AS A SUBRECIPIENT, FROM INTERNET ARCHIVE THROUGH INSTITUTE OF MUSEUM AND LIBRARY SCIENCE (IMLS) TO CREATE COMMUNITY HISTORSY WEB ARCHIEVES
Approved

RESOLVED, That the Board of Library Trustees hereby ratifies the agreement entered into by the Library on October 5, 2017 for the award as subrecipient of a grant from the Internet Archive.

Resolution to Authorize Updated Institutional Fee Schedule with PNC Institutional Asset Management for the Cleveland Public Library Endowment Account

(See pages 1279-1281)

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

WHEREAS, On June 17, 1982, the Board of Trustees of the Cleveland Public Library authorized the National City Bank, now known as PNC Institutional Asset Management ("PNC"), to manage the Library's endowment investments and to be custodian of funds at the rates quoted in July of 1982; and

WHEREAS, On September 18, 1997, the Board of Library Trustees authorized the Library to execute the Agency Agreement which reappointed National City Bank, now known as PNC, as manager and custodian of the Library's endowment funds at the rates which are currently in place today; and

WHEREAS, PNC from time to time re-evaluates their fee structure and has notified the Library that it is attempting to reduce the large number of different fee schedules it utilizes by consolidating schedules and eliminating discounts. The Library has received notice that it will no longer be eligible for a discounted fee and will be subject to an updated institutional fee schedule which provides for tiered fee rates that decrease as the value of assets increases; and

WHEREAS, Performing a fee analysis based on the August 30, 2017 endowment market value of \$23,270,878, the updated institutional fee schedule would cost the Library an additional \$16,534 in fees annually as compared to the current fee schedule in place. Based upon the current value of the portfolio, the proposed fees total .41% versus .34% based on the current fee schedule; and

RESOLUTION
TO AUTHROIZE
UPDATED
INSTITUTIONAL
FEE SCHEDULE
WITH PNC
INSTITUTIONAL
ASSET
MANAGEMENT
FOR THE
CLEVELAND
PUBLIC
LIBRARY
ENDOWMENT
ACCOUNT
Approved

WHEREAS, The total portfolio has been performing well according to the priorities and guidelines set forth in the Library's Investment Policy as approved by this Board on June 16, 2016. The updated fee schedule provides for lower tiers and as assets grow, the cost in basis points decrease; and

WHEREAS, The Board of Trustees of the Cleveland Public Library has considered this updated institutional fee schedule and finds it acceptable; now therefore be it

RESOLVED, That this Board approves the updated institutional fee schedule with PNC Institutional Asset Management for the Cleveland Public Library's Endowment Account and further authorizes the Executive Director, CEO or his designee, to execute said documents, subject to the review and approval of the Chief Legal Officer.

Resolution to Ratify Agreement for Purchase of Natural Gas

(See pages 1282-1285)

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

WHEREAS, On September 21, 2017 the Board of Library Trustees authorized the Executive Director or his designee to enter into an agreement for natural gas either through a broker or directly with suppliers that provided the best fixed price for periods of time up to and including 36 months, provided the rates do not exceed the rates \$3.50 per MCF; and

WHEREAS, On September 21, 2017, the lowest price for a 12 month term was \$3.15 per MCF with Ohio Gas & Electric and the Library, through North Shore Energy Consulting, LLC, received a contract from Ohio Gas & Electric for a 12 month term; and

WHEREAS, The Library's Director executed the agreement with Ohio Gas & Electric at the rate of \$3.15 per MCF effective from November 2017 through November 2018; now therefore be it

RESOLVED, That the Board of Library Trustees hereby ratifies the agreement entered into by the Library on

RESOLUTION
TO RATIFY
AGREEMENT
FOR
PURCHASE OF
NATURAL GAS
Approved

September 21, 2017 with Ohio Gas & Electric for natural gas at the rate of \$3.15 per MCF for a 12 month term from November 2017 through November 2018.

Resolution to Renew Agreement with Integrated Precision Systems, Inc. for Maintenance of People Counting Hardware, Software And Firmware

(See page 1286)

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

WHEREAS, On November 21, 2013, the Board of Library Trustees authorized the Executive Director, CEO or his designee, to enter into an agreement with Integrated Precision Systems Inc. for maintenance services for the Library's people counting hardware, software, and firmware, in the amount of \$30,000 the first year with a 5% increase each year for a period of up to five (5) years, with the option of terminating the agreement after three (3) years; and

WHEREAS, The service agreement automatically renewed in 2014, 2015, and 2016 with the annual service fee increasing 5% each year. The service fee also increased by \$1,837.50 and \$1,480.00 in years 2015 and 2016, respectively, due to the Library's purchase of four additional orbit people counters over that two year period; and

WHEREAS, The total cost of the service agreement for maintenance of people counting software, hardware, and firmware from November 15, 2016 through November 14, 2017 was \$38,138.13; and

WHEREAS, The Department of Information Technology recommends renewing the maintenance agreement effective November 15, 2017 for one year at a cost of \$40,045.04; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an addendum to the agreement with Integrated Precision Systems Inc. to renew maintenance services for the Library's people counting hardware, software, and firmware for an

RESOLUTION
TO RENEW
AGREEMENT
WITH
INTEGRATED
PRECISION
SYSTEMS, INC.
FOR
MAINTENANCE
OF PEOPLE
COUNTING
HARDWARE,
SOFTWARE AND
FIRMWARE
Approved

additional year for a total amount of \$40,045.04, subject to approval of the Chief Legal Officer, with the expenditure being charged to 13010053-53360 (Computer Maintenance).

Mr. Corrigan stated that as discussed in Finance Committee, this is very critical and important for the Library to maintain our metrics. As people challenge the need for libraries, it is important to show scientifically how many people actually come through our doors and use our services.

In response to Mr. Corrigan's inquiry, Timothy Diamond, Chief Knowledge Officer, confirmed that Integrated Precision Systems Inc. has done a good job.

Resolution to Increase Budget for Glenville Parking Lot

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

WHEREAS, On May 18, 2017, the Board of Trustees of the Cleveland Public Library approved a project budget of \$90,000 for the design, construction, and associated additional costs of constructing an additional parking lot to serve the Glenville branch; and

WHEREAS, On September 19, 2017, this Board approved the selection of Chagrin Valley Paving and awarded them a contract in the amount of \$86,470 and established a \$3,000 contingency fund, thus accounting for \$89,470 of the \$90,000 project budget, and leaving \$530 available; and

WHEREAS, Library Administration has discovered, after accounting for the cost of construction and contingency fund, that there are insufficient funds available in the \$90,000 budget approved by this Board to cover the \$6,875 paid to The Riverstone Company for surveying and engineering; and

WHEREAS, In addition, the Library has only just learned that, as a condition of obtaining a permit to construct the parking lot from the City of Cleveland, the Library must construct a fence along two sides of the parking lot, add landscaped transition and frontage strips, and add wheel or bumper guards. The Library estimates that

RESOLUTION
TO INCREASE
BUDGET FOR
GLENVILLE
PARKING LOT
Approved

construction of these additional items will cost up to \$20,000.00; and

WHEREAS, The City of Cleveland's Building Department has also advised the Library that it may need to relocate the entrance and exit now planned to be on St. Clair Avenue, which would require the Library to redesign the layout of the parking lot, and possibly result in the loss of some parking spaces. The Library estimates that the cost of redesign could be as much as \$5,000.00; and

WHEREAS, The Library, therefore, requests that this Board increase the project budget in an amount of \$11,875.00 to cover the costs of Riverstone's surveying and engineering services, and \$20,000.00 to cover the cost of the construction of the fence, landscaped transition and frontage strips, and wheel or bumper guards; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby approves increasing the budget by \$31,875.00, bringing the total project budget to \$121,875.00 for the construction of an additional parking lot at 584 E 118th Street, Cleveland, Ohio, to serve the Glenville branch, and to charge such funds to the Building and Repair Fund Account 40174805-55300-10748.

Ms. Butts stated that as discussed in Finance Committee, although the additional charges are expensive, the Library acquired the lot from the Land Bank free of charge.

Resolution Authorizing Extension of the Lease for the Temporary South Branch of the Cleveland Public Library

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

WHEREAS, On May 18, 2017, the Board of Trustees of the Cleveland Public Library approved a project budget of \$90,000 for the design, construction, and associated additional costs of constructing an additional parking lot to serve the Glenville branch; and

WHEREAS, On September 19, 2017, this Board approved the selection of Chagrin Valley Paving and awarded them a

**RESOLUTION
AUTHORIZING
EXTENSION OF
THE LEASE
FOR THE
TEMPORARY
SOUTH
BRANCH OF
THE
CLEVELAND
PUBLIC
LIBRARY**
Approved

contract in the amount of \$86,470 and established a \$3,000 contingency fund, thus accounting for \$89,470 of the \$90,000 project budget, and leaving \$530 available; and

WHEREAS, Library Administration has discovered, after accounting for the cost of construction and contingency fund, that there are insufficient funds available in the \$90,000 budget approved by this Board to cover the \$6,875 paid to The Riverstone Company for surveying and engineering; and

WHEREAS, In addition, since selecting Chagrin Valley Paving, the Library has learned that, as a condition of obtaining a permit to construct the parking lot from the City of Cleveland, the Library must construct a fence along two sides of the parking lot. The Library estimates that construction of the fence will cost \$10,000.00; and

WHEREAS, The Library therefore requests that this Board increase the project budget in an amount of \$6,345.00 to cover the costs of Riverstone's surveying and engineering services, and \$10,000.00 to cover the cost of the construction of the fence; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby approves increasing the budget by \$16,345.00, bringing the total project budget to \$106,345.00 for the construction of an additional parking lot at 584 E 118th Street, Cleveland, Ohio, to serve the Glenville branch, and to charge such funds to the Building and Repair Fund Account 40174805-55300-10748.

Fiscal Officer's Report

(See pages 1287-1354)

Report on Investments

(See page 1355)

Report on Conference and Travel Expenditures

(See pages 1356-1357)

**FISCAL
OFFICER'S
REPORT**
Submitted

**REPORT ON
INVESTMENTS**
Submitted

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

PURCHASES
FROM \$5,000-
\$25,000, 7/1/17-
9/30/17
Submitted

Purchases from \$5,000-\$25,000, 7/1/17-9/30/17

(See page 1358)

PURCHASES
EXCEEDING
\$25,000,
7/1/17-9/30/17
Submitted

Purchases Exceeding \$25,000, 7/1/17-9/30/17

(See page 1359)

FEES PAID FOR
LEGAL ADVICE
AND SERVICES
TO OGLETREE,
7/1/17-9/30/17
Submitted

Fees Paid for Legal Advice and Services to Ogletree,
7/1/17-9/30/17

(See page 1360)

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

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

(See pages 1361-1362)

HUMAN RESOURCES COMMITTEE REPORT

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

Regular Employee Report

(See pages 1363-1365)

REGULAR
EMPLOYMENT
REPORT
Approved

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

REPORT ON
PAID SICK TIME
Submitted

Report on Paid Sick Time Used by the Month

(See page 1366)

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

Employee Demographics(EEO-4)Report

(See page 1367)

INSURANCE
SUMMARY
REPORT
Submitted

Insurance Summary Report

(See page 1368)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 1369-1374)

Mr. Corrigan stated that this report reflects circulation activity and noted that electronic media circulation continues to increase.

Building Status Update

Tim Murdock, Director of Property Management, stated that there is a new roof on Union Branch. The skylight windows have also been replaced.

CPL150 Strategic Plan Update

Timothy Diamond, Chief Knowledge Officer, stated that Kent State University's Cleveland Urban Design Collaborative presented their final report on the Community Vision Plan to the Board last month. Now that their project is completed, it would be appropriate to remove CPL150 Strategic Plan Update from the Board's monthly agenda.

Mr. Corrigan moved to remove of the CPL150 Strategic Plan Update from the Board's monthly agenda. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, stated that the application for permit that will be going in to City Hall. The City has determined that we must submit each building as an individual project. There will be 10 permits pulled for the project. Those should go in at some time next week. At the same time, Regency our CM at Risk is putting together packages as we are getting ready to start bidding on various packages that will be the various trades projects. We are anticipating that work will begin in January.

MONTHLY
ACTIVITY
REPORT
Submitted

BUILDING
STATUS
UPDATE
Presented

CPL150
STRATEGIC
PLAN
Presented

SAFE, WARM &
DRY UPDATE
Presented

Mr. Corrigan asked if we are likely to face similar issues that have occurred during the bidding process for South Branch.

Mr. Herman stated that instead of doing internal pricing Regency has been working with contractors since the beginning to develop their estimates so they should be much closer to being on target.

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Advocacy Taskforce Update

In Ms. Washington's absence, Director Thomas stated that in future Board Meetings, we will hear from Shenise Johnson Thomas, Director of Community Relations, who will be working with Trustee Washington to report out. However, currently our efforts are focused on the Library's levy issue and the election.

**FOUNDATION
UPDATE**
Presented

Foundation Update

Gretchen Faro, Executive Director, CPL Foundation, gave an update on the fall book sale which was very successful. Currently, the Foundation is also piloting book sale carts in a couple of branches with weekly sales averaging \$35.00 which, if that pace is maintained, will generate more revenue than our periodic branch sales. There have been requests to expand that pilot.

Ms. Faro stated that we have entered into a contract with Thriftbooks, a third party wholesale book seller, who will be replacing Better World Books. We are starting by clearing out a backlog of books that are currently stored on the loading dock and in the basement halls of the Main Library. We will continue to sell used books through the gift shop and for the time being, we still plan to have book sales several times per year at LSW.

Finally, Ms. Faro stated that she is looking forward to the new branding and will have something to show the Board at the next meeting. The Cleveland Foundation awarded a \$20,000 grant to the Foundation to support this process. The new branding will include a new logo, color scheme, and look of the organization, moving away from the Friends brand to the Foundation brand.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas presented Terry Metter, Subject Department Library, Center for Local & Global History, with the WOW! Five Star Service Award. Mr. Metter was selected for his many attributes that include excellent customer service skills and his ability to guide patrons through the information-seeking process. WOW Committee Members include Yari Beavers, Heidi Strickland, Melinda Graves, Tracey Josey-Allen, Barbara Satow, Michael Oakes, Lakeisha Winsted, Tonya Thompson and Romael Young.

Mr. Corrigan acknowledged the hard work of staff who assisted with the 2nd Annual Pleibol Event that recognized and celebrated the history of Latinos and African Americans and the diversity in baseball at League Park's Baseball Heritage Museum.

Ms. Rodriguez complimented library staff who participated in story time at the Virgil E. Brown building and acknowledged their successful efforts in reaching young children.

CELEBRATING A GLOBAL PERSPECTIVE

On Friday September 22nd - September 24th celebrated the history of Latinos and African Americans and the diversity in baseball at League Park's Baseball Heritage Museum. The 3-day event began with a panel discussion about baseball history with former players: James "Mudcat" Grant, Joe Azcue, and John McDonald. In the days following the panel discussion, Grant, Azcue, and McDonald held baseball clinics in the League Park field in the Hough neighborhood.

FIGHTING COMMUNITY DEFICITS

The library held two Legal Aid clinics in the month of September; one at the Glenville branch on September 9th and the other at the Rice branch on September 16th. Together the clinics served over 75 clients.

FORMING COMMUNITIES OF LEARNING

On September 12th, approximately fifty women and students attended the *See and Be Seen* entrepreneurial and self-help workshop facilitated by Darieth Chisolm. Darieth Chisolm, the author of *Hustle: Why NOW is the Time to*

Unleash Your Passions lead an interactive workshop that was designed to help participants break through their fears and obstacles, chart a course for strategic action, and successfully plan for economic independence.

Club Create, a new creative writing after-school program facilitated by Lake Erie Ink, began on September 19th at the Rice and Harvard Lee Branches. The program will be held 2 days a week for 32 weeks. Participants will focus on poetry, fiction and other genres of writing that promote self-expression.

On September 23rd at the Carnegie West Branch, an NEA funded Big Read kick-off was held in partnership with the Center for Arts Inspired Learning. During the months of September and October, the library and various partner organizations will host book discussions and writing workshops that center on the main themes in the book *Station Eleven* by Emily St. John Mandel.

Lost Cleveland and Cleveland Public Library at the Happy Dog

John Skrtic, Director of Public Services interviewed Cleveland Plain Dealer reporter, Laura DeMarco about her book *Lost Cleveland*. The talk highlighted how the library helps preserve local history through its photo collection. The packed event also featured Rudy's Strudel and musician John Neely spinning lost Cleveland Musical classics.

Exhibits and Displays

Superman: From Cleveland to Krypton an Exhibit - Opening Weekend

Youth Services Librarians Lan Gao and Rebecca Donahue coordinated several tours for CMSD schools, with approximately 300 students visiting the Superman exhibit and other areas in the Main Library throughout the month. Tours were conducted by Ms. Gao and Ms. Donahue along with Substitute Library Assistants Charles Vaughn, Mark Tidrick, Joseph Lendl, Peter Roth, and Michael Webster.

Research that's Possible Only at Main Library

- An Ohio State University architecture student used Cleveland Documents on Microfilm to research the Erieview Project.
- A researcher from a record label used Great Swamp Erie da da Boom to find out more about local bands from the late 1960s and early 1970s.
- Staff found and scanned two images of Elizabeth Gurley Flynn for a patron who is organizing a labor festival (Laborfest) and plans to use the images in promotional materials. Elizabeth Gurley Flynn was a labor organizer and had a leading role in forming the Industrial Workers of the World (IWW).
- Staff assisted a consultant with finding images of buildings and monuments in Cleveland and in Ohio designed by Levi T. Scofield. Photographs were found both of currently standing structures (such as the Soldiers' and Sailors' monument) as well as demolished structures (such as residences for Joseph W. Britton and Rufus K. Winslow, along Millionaire's Row).
- Patron request from Los Angeles, CA who collects books and documents related to tennis courts requested scans from an 1887 booklet entitled, *How to Build and Keep Tennis Court*. In appreciation for the assistance provided by staff, he donated a copy of his comprehensive bibliography on tennis.
- Harvard University continues to request items from the East India Co.
- Special Collections staff assisted the Director of *Twelve Literary & Performative Arts Incubator* with his project working with the Anisfield-Wolf collection. His project entailed identifying excerpts from the award winning books so his staff could read aloud at various RTA stops in Cleveland during the month of September.
- A chess researcher requested scans from *H.E. Bird: A chess bibliography* (1977) for which the author acknowledged the John G. White Chess collection for its illustrations.
- A patron request to view medieval manuscripts from the Otto Ege collection.
- Business, Economics and Labor Senior Librarian Sandy Witmer worked with a Plain Dealer reporter who needed sources to track the largest employers

in Cleveland from the 1870's to the present. Ms. Witmer identified numerous sources from the collection at offsite storage as well as in the current reference collection for the patron.

- A faculty member from the University of Texas Austin was looking for a very specific copy of a U.S. Trademark registration. She was not able to find a copy in the quality that she needed. Government Documents Supervisor Sarah Dobransky was able to find the page in microfilm and provide her the specific photo quality that the professor needed.
- Business, Economics and Labor staff was able to help a patron find details on a flight she made in 1964. The Business, Economics and Labor department has the *Official Airline Guide* back into the 1960s.
- Literature Department Librarian Evone Jeffries assisted a patron with research using materials from Literature Department collections. More than 30 items on the subject of English grammar, composition and rhetoric, published prior to 1923, were requested from off-site literature department storage on behalf of customer and reserved for viewing.
- *Samuel Beckett's Waiting for Godot: A Reference Guide*, by William Hutchings and *The Theatrical Notebooks of Samuel Beckett*, edited by Dougald McMillan were both requested by a patron doing research on Beckett.
- A researcher from Germany requested to verify a citation about female Bauhaus architects in the book *Bauhaus Women* (2009).
- A historical society patron requested information about Cleveland architect Harold Morse (1881-1973).
- A chess researcher requested scans from H.E. Bird: *A chess bibliography* (1977) for which the author acknowledged the John G. White Chess collection for its illustrations.
- A researcher requested a scan from *The Cuyahogan*, a defunct Cleveland newspaper.
- The nephew of Clevelander jazz musician, Tadd Dameron came in to look for biographies about his uncle.

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 request to the **Cleveland Foundation** for support of Learning Centers - Requested \$194,500 which would support homework help tutors, college prep, arts programming, creative writing programming and a new math club.

Work completed towards opening of **Best Buy Teen Tech Center (BBTTC)**: Job description written, Press release written, construction budget under development, room layout design in process. Attended quarterly call among BBTTC sites nationally. Agreement reviewed and signed.

Bruening Foundation Early Literacy Training Grant - created funding plan, developed needs and plan toward hiring Early Literacy Specialist and training consultant

Attended bus tour of branches 9/12/17.
Completed Defensive Driving safety course.

PUBLIC SERVICES

In the month of September the Library hosted approximately 121 programs ranging the opening of the Hispanic Heritage Month program Pleibol! to an entrepreneurship workshop with motivational speaker

Darieth Chisolm. Also during the month the Library offered 120 pre-school story times to children and Big Read adult discussion and creative writing workshops. 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 September 12th, approximately fifty women and students attended the *See and Be Seen* entrepreneurial and self-help workshop facilitated by Darieth Chisolm. Darieth Chisolm, the author of *Hustle: Why NOW is the Time to Unleash Your Passions* lead an interactive workshop that was designed to help participants break through their fears and obstacles, chart a course for strategic action, and successfully plan for economic independence.

On September 23rd at the Carnegie West Branch, an NEA funded Big Read kick-off was held in partnership with the Center for Arts Inspired Learning. During the months of September and October, the library and various partner organizations will host book discussions and writing workshops that center on the main themes in the book *Station Eleven* by Emily St. John Mandel.

Club Create, a new creative writing after-school program facilitated by Lake Erie Ink, began on September 19th at the Rice and Harvard Lee Branches. The program will be held 2 days a week for 32 weeks. Participants will focus on poetry, fiction and other genres of writing that promote self-expression.

On Friday September 22nd - September 24th celebrated the history of Latinos and African Americans and the diversity in baseball at League Park's Baseball Heritage Museum. The 3-day event began with a panel discussion about baseball history with former players: James "Mudcat" Grant, Joe Azcue, and John McDonald. In the days following the panel discussion, Grant, Azcue, and McDonald held baseball clinics in the League Park field in the Hough neighborhood.

The library held two Legal Aid clinics in the month of September; one at the Glenville branch on September 9th and the other at the Rice branch on September 16th. Together the clinics served over 75 clients.

MOBILE SERVICES

Mobile staff made 12 lobby stops at senior and disabled adult facilities, circulating materials with 237 patrons. They also dropped off mobile library collections at 6 other locations. Senior services staff conducted 3 book discussions and led interactive programs at 10 senior facilities. On the Road to Reading staff made 102 stops, leading story times and teaching caregivers about pre-literacy skills during 843 patron interactions. Staff also hosted a CPL table at the Baby Buggy Walk, a resource fair sponsored by Moms First at the Fatima Family Center; there were 202 attendees at this event.

Programs and Services

Grant seeking Basics to Individuals in the Arts

Social Science Librarian Helena Travka coordinated a Foundation Center grant program on *Grant seeking Basics to Individuals in the Arts* for twelve participants on September 23rd.

Building a Small Business

The first of the *Building a Small Business* seminars was held in the Louis Stokes Memorial Room on September 30th. The five-part series coordinated by Business, Economics and Labor Senior Librarian Sandra Witmer and presented by volunteers from the Business Advisers of Cleveland received an overwhelmingly good response from library patrons. Additional programs are being considered.

Lost Cleveland and Cleveland Public Library at the Happy Dog

John Skrtic, Director of Public Services interviewed Cleveland Plain Dealer reporter, Laura DeMarco about her book *Lost Cleveland*. The talk highlighted how the library helps preserve local history through its photo collection. The packed event also featured Rudy's Strudel and musician John Neely spinning lost Cleveland Musical classics.

Treasures in the Cuyahoga County Archives

Center for Local and Global History Library Assistant Danilo Milich hosted a program on *Treasures in the*

Cuyahoga County Archives featuring County Archivist Judy Cetina on September 23rd. fifteen patrons attended the program and many spent time visiting the Map, History, and Photograph collections after the presentation.

Adult Education

Business, Economics and Labor Librarian Susan Mullee led the GED students in logging onto Ohio Means Jobs to take the GED interactive tutorial on September 11th and on September 25th Ms. Mullee introduced the GED students to the Learning Express Library where the students found career entrance and profile tests.

Colle-Koltanowski

Special Collections Librarian Ray Rozman assisted the Cleveland Digital Public Library staff with a chess program entitled Colle-Koltanowski on September 16th. The event brought in seventeen students from Cleveland and the surrounding suburbs to hear a presentation on the Colle-Koltanowski system. The Colle-Koltanowski system is a chess opening strategy introduced by Belgian Edgard Colle in the 1920s and further developed by George Koltanowski.

Music at Main

Folk musician Alex Smith performed music from the Adirondack Mountains on September 2nd to the delight of eighteen library patrons.

Knitting at PAL

Public Administration Library Assistant Monica Musser and Popular Library Manager Sarah Flinn held two knitting workshops on September 6th and September 20th. Workshop attendees learned the beginning steps to cast on and knit.

Sports Icon Interview

Social Sciences Library Assistant Pete Elwell coordinated the 38th Sports Icon Interview featuring Dan Coughlin interviewing Rich Rollins, a former Major League Baseball player on September 8th.

Sports Author Talk - Robert J. Roman, *Ohio State Football: The Forgotten Dawn*

Social Science Senior Librarian Mark Moore launched the first Sports Author Presentation featuring Robert J. Roman speaking about the birth of the OSU Buckeye football program and highlighting his new book, *Ohio State Football: The Forgotten Dawn* on September 9th.

Main Library Book Clubs

Center for Local and Global History Librarian Terry Metter discussed *American Heiress* by Jeffrey Toobin on September 18th.

Fine Arts & Special Collections Manager Pam Eyerdam led a book discussion in Social Sciences on, *The Devil in the White City* by Erik Larson on September 14th. Larson documents the events during the 1893 Chicago Exposition citing the achievements of architect Daniel Burnham and the serial murders of Dr. H.H. Holmes. Curiously, Burnham was hired to design the Cleveland Group Plan of 1903 after the exposition.

Public Administration Library Assistant David Furies hosted a book discussion in collaboration with the Cleveland Law Library Association featuring the book, *Target Omega : a novel*, by Peter Kirsanow. The author was in attendance and was very entertaining. Over twenty individuals participated in the discussion.

Literature Department Library Assistant Michael Haverman hosted a book discussion on September 4th featuring the book *The Association of Small Bombs* by Karan Mahajan. Ms. Mahajan book explores topics such as terrorism, identity, race, and family.

Get Graphic! With Ohio Center for the Book

Senior Literature Department Librarian Jean Collins, along with Library Assistant Nicholas Durda and Guest Reader Valentino Zullo, presented Joe Sacco's disturbing journalistic memoir, *Footnotes in Gaza*, the first in the *Get Graphic! Memoirs of the Middle East* series, on September 7th. Ms. Collina and Mr. Zullo met again with members of the Graphic Novel Book Club on September 21st to talk about Marjane Satrapi's 3rd graphic novel,

Chicken with Plums. As part of the *Memoirs of the Middle East* series.

Main Library Tours and School Visits

Main Library staff hosted tours for several groups during September including: twenty-five students from John F. Kennedy PACT High School, fifteen students from Case Western Reserve University, forty-eight students from Hershey Montessori in Geauga County, fifty students from Hathaway Brown, fifty students from Laurel School, eight students from the Valley View Boys Leadership Academy, twelve senior citizens with Catholic Charities, fifteen visitors from the U.S. Committee for Refugees and Immigrants, fifteen seniors from Beachwood Senior Center, fifty students from Garfield Elementary, eight young adults from *Youth Challenge*, twenty students from University School, several students from Ursuline College, multiple groups of students from the Cleveland State University Urban Studies program, and sixteen students from the LINKS Academy for Girls.

Center for Local and Global History Department Manager Olivia Hoge led a tour of the Center for Local and Global History to two Egyptian Library Directors. TechCentral Manager CJ Lynce brought the two Directors from an Egyptian delegation interested in Maker Spaces, to CLGH to get overview of the Library and how it is organized.

Youth Services Librarians Lan Gao and Rebecca Donahue coordinated several tours for CMSD schools, with approximately 300 students visiting the Superman exhibit and other areas in the Main Library throughout the month. Tours were conducted by Ms. Gao and Ms. Donahue along with Substitute Library Assistants Charles Vaughn, Mark Tidrick, Joseph Lendl, Peter Roth, and Michael Webster.

International Languages Programming

International Languages staff planned and conducted a total of 18 programs and outreach events during the month of September. These efforts served local Russian and Chinese speaking communities in addition individuals interested in learning Chinese language and culture. Senior Subject Librarian Caroline Han conducted one off-site ESOL lessons for seniors at Goodrich-Gannett

Community and hosted, along with Confucius Institute, language and cultural lessons in department. Subject Librarian Victoria Kabo focused efforts on serving children interested in preserving their Russian language skills with three programs at Memorial-Nottingham Branch.

Main Library Displays

In support of the Content Marketing Institute's Content Marketing World conference in Cleveland in September, Business, Economics and Labor Senior Librarian Sandy Witmer assembled a display on content marketing in the department.

The Government Documents Department featured a display of all in-house forms of the U.S. Constitution as well as activities and fun Ben's Guide handouts.

Youth Services staff members created displays for Hispanic Heritage Month, Autumn, and the Cleveland Indians.

Senior Literature Department Librarian Jean Collins created a theater tabletop display for the upcoming Great Lakes Theater production of *The Hunchback of Notre Dame*, on the Hanna stage in Playhouse Square, in repertory September 29th - November 4th.

Main Library Outreach

Special Collections and Literature Department staff members were in attendance at the 82nd annual Anisfield-Wolf Book Awards ceremony held at the State Theater in Playhouse Square. Staff members gathered up the award book titles and had them signed by the authors for Cleveland Public Library's collection. The Anisfield-Wolf Awards recognize books that have made important contributions to our understanding of racism and human diversity. Edith Anisfield-Wolf was a former Library Board member who established the book award in 1935 to recognize authors of diversity. Special Collections has the full collection of books award titles.

Center for Local and Global History Department Manager Olivia Hoge presented on genealogical resources at Cleveland Public Library to the Genealogy Tracer group

at Cuyahoga County Public Library's Warrensville Heights location.

General Research Collections Manager Don Boozer presented *Using Google & Wikipedia Like a Pro!* at the Mansfield Richland County Public Library Staff Day at the invitation of Director Chris May on September 22nd. Mr. Boozer spoke to forty-nine staff members over two sessions at the event. Subsequently, a link to the presentation slides was provided to staff members in Mr. Boozer's departments at Cleveland Public Library.

Fine Arts & Special Collections Manager Pam Eyerdam and CLGH Manager Olivia Hoge hosted a bibliographic instruction class for a Case Western Reserve History class on research methodology and using primary resources on September 12th.

Fine Arts & Special Collections Manager Pam Eyerdam attended the Cleveland State University program for Octavofest and the book discussion on Superboys (Jerry Siegel and Joe Shuster) on September 28th.

Literature Department Library Assistant Michael Haverman and Youth Services Librarian Rebecca Price-Donahue visited the Cleveland Kids Book Bank early in the month. The staff members met with Judy Payne, the Co-Founder and Executive Direction of the Book Bank. Ms. Payne provide the staff members with a comprehensive tour of the Book Bank and offered assistance in collecting adult materials for Little Free Libraries and youth materials for future outreach programs.

Collection Development

Center for Local and Global History Department Photograph Librarian Brian Meggitt processed roughly 80 portrait photographs from the unprocessed files of the Cleveland Plain Dealer and other news services and continued creating and editing metadata for the entire Cleveland Picture Collection and Library Assistant Lisa Sanchez has added more than 1,246 item descriptions to the Photograph Collection's Unique Item ID project.

Special Collections librarian Ray Rozman found an uninventoried item in the collection entitled *A Guide to Ismaili Literature* (1933). Item was sent to Catalog to add to Sirsi. Mr. Rozman worked with a professor to

identify the Singhalese language of a palm leaf manuscript from the D. Smith Agama collection and will have it digitized.

Research that's Possible Only at Main Library

- An Ohio State University architecture student used Cleveland Documents on Microfilm to research the Erieview Project.
- A researcher from a record label used Great Swamp Erie da da Boom to find out more about local bands from the late 1960s and early 1970s.
- Staff found and scanned two images of Elizabeth Gurley Flynn for a patron who is organizing a labor festival (Laborfest) and plans to use the images in promotional materials. Elizabeth Gurley Flynn was a labor organizer and had a leading role in forming the Industrial Workers of the World (IWW).
- Staff assisted a consultant with finding images of buildings and monuments in Cleveland and in Ohio designed by Levi T. Scofield. Photographs were found both of currently standing structures (such as the Soldiers' and Sailors' monument) as well as demolished structures (such as residences for Joseph W. Britton and Rufus K. Winslow, along Millionaire's Row).
- Patron request from Los Angeles, CA who collects books and documents related to tennis courts requested scans from an 1887 booklet entitled, *How to Build and Keep Tennis Court*. In appreciation for the assistance provided by staff, he donated a copy of his comprehensive bibliography on tennis.
- Harvard University continues to request items from the East India Co.
- Special Collections staff assisted the Director of *Twelve Literary & Performative Arts Incubator* with his project working with the Anisfield-Wolf collection. His project entailed identifying excerpts from the award winning books so his staff could read aloud at various RTA stops in Cleveland during the month of September.
- A chess researcher requested scans from *H.E. Bird: A chess bibliography* (1977) for which the author acknowledged the John G. White Chess collection for its illustrations.
- A patron request to view medieval manuscripts from the Otto Ege collection.

- Business, Economics and Labor Senior Librarian Sandy Witmer worked with a Plain Dealer reporter who needed sources to track the largest employers in Cleveland from the 1870's to the present. Ms. Witmer identified numerous sources from the collection at offsite storage as well as in the current reference collection for the patron.
- A faculty member from the University of Texas Austin was looking for a very specific copy of a U.S. Trademark registration. She was not able to find a copy in the quality that she needed. Government Documents Supervisor Sarah Dobransky was able to find the page in microfilm and provide her the specific photo quality that the professor needed.
- Business, Economics and Labor staff was able to help a patron find details on a flight she made in 1964. The Business, Economics and Labor department has the *Official Airline Guide* back into the 1960s.
- Literature Department Librarian Evone Jeffries assisted a patron with research using materials from Literature Department collections. More than 30 items on the subject of English grammar, composition and rhetoric, published prior to 1923, were requested from off-site literature department storage on behalf of customer and reserved for viewing.
- *Samuel Beckett's Waiting for Godot: A Reference Guide*, by William Hutchings and *The Theatrical Notebooks of Samuel Beckett*, edited by Dougald McMillan were both requested by a patron doing research on Beckett.
- A researcher from Germany requested to verify a citation about female Bauhaus architects in the book *Bauhaus Women* (2009).
- A historical society patron requested information about Cleveland architect Harold Morse (1881-1973).
- A chess researcher requested scans from *H.E. Bird: A chess bibliography* (1977) for which the author acknowledged the John G. White Chess collection for its illustrations.
- A researcher requested a scan from *The Cuyahogan*, a defunct Cleveland newspaper.
- The nephew of Clevelander jazz musician, Tadd Dameron came in to look for biographies about his uncle.

Staff Development

Government Documents Library Assistant Mona Brown attended the following webinars: *Orientation to Congress.gov*, *Deciphering the Census Schedule*, and *Preservation for Free*.

Government Documents Supervisor Sarah Dobransky attended the webinar *Cataloging Record Distribution Program (CRDP) Workflows*.

Reginald Rudolph attended NEO-RLS training titled *A Day for Circulation staff*.

Youth Services staff members Lan Gao and Rebecca Donahue attended the NEO-RLS 2017 Membership Meeting and Appreciation Breakfast on September 19th. They also attended the Family Support Team Meeting at the Centers for Families and Children, the Large Print for Reluctant Readers meeting and the Asian Programs 2018 meeting with OPS and International Languages

Other Library News

Reginald Rudolph received the NEO-RLS *Pat Carterette Award* which is presented in recognition of an individual who has significantly assisted NEO-RLS, at no cost, in providing library staff training and development in the Northeast Ohio region during the past fiscal year.

Center for Local and Global History Department staff members Brian Meggitt and Adam Jaenke were filmed and interviewed by documentary filmmakers Jason Wood and Anne Fife about the Photograph Collection and the historical research process on September 14th. The interviews are in support of a documentary about performing historical research.

Government Document Library Assistant Mona Brown's retired from CPL after 32 years of service on September 30th. Government Documents Supervisor Sarah Dobransky coordinated a lunch party in recognition of Ms. Brown's retirement.

Theresa Carroll officially retired after working in the Lending department for 38 years on September 29th. A retirement party, which was attended by many current and

former CPL staff members, was held in the LSW Legacy Room to wish Ms. Carroll a long, happy and healthy retirement.

BRANCHES

District One

EASTMAN - Children's Librarian Cassandra Feliciano attended Almira Elementary CMSD open house on Wednesday September 13th and Library Assistant Youth Nancy Smith attended the open house at Wilbur Wright Elementary. Staff provided information about the September card campaign and fine forgiveness on youth accounts, and other branch programs, as well as little giveaways like toys left over from the SRC and color changing pencils. September 11th, Mr. Knape attended a Westown Community Development Corporation meeting at Cafe Roma. On the agenda were such topics as the ongoing redevelopment of the Variety Theater Complex. Other topics of discussion were new business development such a new Dollar General store that will be opening next month and the expansion of existing business in the Westown area.

LORAIN - September at Lorain has been a busy time with school outreach programs held by Adela Santana and Todd Fagan. The branch garden continues to yield tomatoes and various herbs, which are being donated to staff and patrons. Some gardening items purchased as part of the Shark Tank grant have begun arriving at the branch. Raised garden beds may be put together but not placed in the space until next season.

ROCKPORT - Rockport began September with Balloon Rockets! Patrons of all age raced their rockets to determine whose design was the best. ROC's Chess club met twice. Youth LA Bill Petrucz was a big hit with the youth of ROC with Wii-U Gaming held twice this month. Healthy meals, courtesy of the Cleveland Food Bank, were served for Kids Café. Patrons asked daily about when America Reads Tutoring, courtesy of Cleveland State will begin. Rockport ended the month with a 3D plastic art workshop facilitated by Tech Central Staff.

WALZ - September was full of class visits and outreach. Walz is doing regular outreach to more schools than ever and the classes visiting in the branch has grown this

year. Lunches and Tutoring took a while to get started but are now occurring. After school activities have ranged from painted rocks to tvek wallets. The Pregnancy Prevention program that was a grant received by the GBLTQ Community Center manned an informational table and hosted a teen pizza party. The seniors are thrilled with Music Bingo especially since the prizes were cookies.

WEST PARK - September is one of West Park's most enjoyable months as it is Library Card Sign Up month. Branch clerks are eagerly sharing the benefits of the program with patrons, especially children. Manager Michael Dalby met with The Lakewood Area Collaborative and is now serving on their Leadership Team. The Collab encompasses Rockport, West Park, and Eastman, along with suburbs out to Westlake. We are in the preliminary stages of planning a Parenting Group in the Rockport Area. West Park also hosted a VR Open House with the help of staff from Tech Central - this event drew about 50 people, many experiencing VR for the first time.

District Two

Brooklyn - Classes from the Denison 2nd Grade were at the branch on September 7 & 15 for a special Library Card Month program, which included SmartBoard activities, bookmark making, and students checked out nonfiction books. Branch Manager attended Cassie Training, Cleveland Food Bank Training, and conducted Clerk interviews on the September 26, 2017.

Carnegie West - Several classrooms from various neighborhood schools have visited Carnegie West Branch this month, and brought hundreds of completed library card applications. On September 21, 2017, 75 pre-K children from Urban Community School and Orchard STEM School were in the library for crafts and story-time. Ms. Guinther and People's University project coordinator Marina Marquez assisted Director of Public Services, John Skrtic at the Happy Dog Cafe the evening of September 21' 2017. Mr. Skrtic interviewed local journalist and author Laura DeMarco about her new book, *Lost Cleveland*, while Guinther and Marquez staffed a library information and card application table.

Carnegie West Branch hosted a table in the kids' zone at the Ohio City Street Festival on September 24th. Ohio City Inc. generously donated a deluxe 6-piece 3D pen set

to the branch for use at the festival. Even the Magformers, which were generously provided by the Friends of CPL were a hit at the festival. Hundreds of children and their parents visited the library's booth, staffed by branch manager Angela Guinther, children's librarian Helen Zaluckyj, and page Mario Banks. Finally, at the request of Orchard STEM School, Ms. Zaluckyj participated in the annual Father's Walk to the school and distributed free books to the student.

Fulton - Fulton Branch held orientation for English-As-A-Second Language Class and received 20 registrants. Voting was held at the branch and it was a low voter turnout, just under a 100 voters. The best program the branch provided was the Cleveland Fire Department showing up with their fire truck. The children were able to hold the water hose, honk the siren and climb into the truck. Plans are underway for a community conversation regarding the Fulton reading garden and also how we can all be better neighbors.

Jefferson - The month of September had been full of excitement and many programs. Ms. Allison Collins was the successful candidate to replace the vacancy left when Ms. Moncayo was promoted to Children's Librarian to the South Branch. Ms. Collins effective date was September 3, 2017. With the schools back in full swing Youth Staff has been busy scheduling visits to classrooms and the Branch. The Jefferson Branch also visited the Tremont Farmers Market once this month. A Composting Program was presented by Staff from the Cuyahoga County Solid Waste District at the Jefferson Branch. To add to the excitement this month the Jefferson Branch hosted a table at the Tremont Arts & Cultural Festival; five hundred people stopped by the Library booth.

South - Branch staff worked very hard for a day and a half going through furniture and equipment at the Carnegie South building in preparation for the building being turned over to the construction company. Staff sorted through boxes to be sent to Main Library. With the downsizing of the Magazine collection, the Young Adult section has been expanded to better serve our teens. The Youth Staff has been working on ordering more Manga and Young Adult novels to better serve the teen patrons' interests. The teens have also been helping with this transformation by decorating the area with

colorful posters they have put together themselves. The Cleveland Clinic presented a program for adults on the Opioid Epidemic in Ohio. Hispanic Heritage Month has also been in full swing with material being displayed throughout the branch and a kick-off party allowing patrons of all ages to taste traditional dishes from Hispanic countries.

South Brooklyn - For the month of September, South Brooklyn restarted one of its popular services: Kids' Café (free snack program in partnership with Food Bank) that provided 35 brown bagged lunches Monday through Friday. Various staff put up displays: the adult side had summer books, "New" DVD, Women's Health Month, and local interest; the children side had Back to school picture books, Diversity and Inclusion picture books/what's great about me. Children Librarian Tammy Houghton provided outreach to James Ford Rhodes HS Open house, and various principals and teachers throughout the district; attended the Youth Services Meeting.

District 3

Garden Valley - During the month of September, TechCentral computer classes began and a branch staff hosted a Maker Lab. On Tuesday, September 5, 2017, Library Assistant-Computer Emphasis, Ms. Latoya Barnes (LACE), conducted the branch's first Maker Lab. Approximately 10 teens enjoyed the Makey Makey Maker Lab event, and their favorite app was Canabalt. During the first week of September 2017, the TechCentral Department also began Internet/Web and Email Basics Computer Classes.

Alycia Woodman (LACE), created a display for the month of September: "Library Card Sign Up Month". Display was made up of library themed books and classic/popular books for all ages. Library Assistant- Youth Emphasis, Mr. Leonard Burks, assisted Public Services Manager, Maria Estrella, in compiling and updating the community partners list. Leonard Burks will also host a Hispanic Heritage Month Program during the month of September 2017.

MLK Branch - Ron Roberts (LACE-YE) was involved in outreach to community partners, branch programming, collection maintenance activities, and other routine branch duties. He also continued with working internally

with groups and persons utilizing the branch meeting room.

Ron Roberts continued outreach opportunities to PNC Fairfax Connection by leading a story time during a couple of their Friday morning Building Blocks program. He assisted with a brief story time held during a special dedication event at PNC as well. He also provided outreach to Daycare for Future Scholars on Carnegie Avenue and CCCC childcare which is housed at St. James Church on Cedar Avenue.

Sterling - Thanks to the Friends of CPL, the Sterling children had an "I survived the first month of school" party. Everyone was a winner at Bingo. Children selected notebooks, pencils, paper, erasers and crayons from the prize table. We sent 38 children home with a bag of school supplies. Michaelle Marschall of the Morgan Conservatory and the Art Books Cleveland artists and occupational therapy students from CSU presented a paper making program on the front lawn.

Woodland Branch - School is back in session and Library Card Sign-Up Month. The Woodland Branch hosted seven in-house programs, ranging from a Poetry and Rap Workshop and Showcase to an Online Catalog Workshop. Alysia Drake El also went to the Cassie training, and TechCentral's "Intro to Tinker Card" training.

Whitney Johnson attended the parent teacher middle school meeting at Dike School of the Arts. Topics such as the library collection, online materials, national library card sign up month and the programs the library offers were all discussed.

Whitney Johnson also led a Library visit from Ms. Theus's 8th grade class from Dike School of the Arts. The class received a branch tour, connect-ed cards, information about upcoming programs as well as national library card sign up month. Children left with new information, a cleared library card, books, magazines, smecils and candy!

District 4

East 131 Branch - In September, the East 131 Branch saw a dramatic increase in juvenile patronage with the start of the school year. Safety and Protective Services

(SPS) placed a second guard (a Royce guard to join our SPS guard) to assist with the crowd, for which staff is very appreciative. Branch Manager Kristen Schmidt and Library Assistant-Youth Emphasis Rosa Simone attended the Mt. Pleasant MyCom meeting at MTP Branch. The staff work room was painted and carpet squares were replaced, as repairs from the Book Drop fire on August 17, 2017. Additionally, a new Book Drop was built and delivered. All Seasons Roofing did maintenance work on the roof to prevent leaks. Also tuck pointing work was completed on the crumbling brick of East 131 Branch's façade.

Fleet Branch - The Fleet Branch hosted an Ohio Means Jobs recruitment event along with a Women's Wellness Program in partnership with Cleveland Clinic-Marymount Hospital. Pasha Moncrief-Robinson, Branch Manager and Tracie Forfia, Children's Librarian met with Joan Spoerl of the Literacy Cooperative to discuss a partnership between the Fleet Branch and the Imagination Library. The Fleet Branch will promote the Imagination Library's free book program to families with children ages birth through five years old, who reside within the 44105 zip code.

Tracie Forfia and Anna Fullmer, Library Assistant-Youth presented a horse story time for National Literacy Day at the Broadway Metro Health Center. The story time was part of an ongoing collaboration between the Fleet Branch and the Little Free Library Neighborhood initiative. The Fleet YS staff hosted another successful Fleety Bird's Book Shop on Monday, September 25, 2017. Kids, tweens, and teens received \$5 in Fleety Bucks to spend on books and more. Parents from Villa Head Start visited the Fleet Branch on check out books related to their preschooler's monthly curriculum.

Harvard-Lee Branch - The Harvard-Lee Branch was identified to collaborate in partnership with Lake Erie Inc. and begin a program called Club Create. Fourth through eighth graders were invited to join the fun with weekly artistic activities that inspire collaboration and creative thinking: comics, poetry, science fiction, playwriting, mystery, and more. September is library Card Sign up month - The team was been very successful in signing new youth up, replacing cards, and waiving fines. Ms. Olivia Geaghan has been instrumental in our united community

partnership against Infant Mortality. The community meeting was held September 26, 2017.

Mount Pleasant Branch - During the month of September, the Mt. Pleasant Branch hosted many youth friendly programs. Some of the programs included: creation of Skyscrapers out of recycled materials, and Teddy Bear Tea party.

Rice Branch - Neighbor Night was a success with a large turnout which also included past Rice Branch managers Kacie Armstrong and Ali Boyd. The branch programs of Yoga, Knitting, Kids Knitting, Qigong, Poetic Power, Line Dancing, and Meditation all continued with success. Club Create from Lake Erie Ink began this month with biweekly workshops for teens. Tech Central conducted Makerspace classes every Wednesday that were very well received. Branch Manager Ginaya Willoughby attended the prestigious Annisfeld Wolf Book Award on September 7.

Union Branch - On Tuesday September 12, Union Branch hosted a program called Start Talking! Understanding Opioid Abuse. A representative from the Cleveland Clinic presented basic information about Opioid Abuse and afterward led a lively discussion with the group of adults and teens in attendance. Martin De Porres work study student began on September 7, 2017. Manager, Ms. Williams attended the True2U Mentor Orientation on September 14, 2017. As first timers to the program, future mentors were given an overview of what to expect in the CMSD 8th grade classrooms this school year. Ms. Williams will attend full training on Monday, September 25, 2017. Mentors will receive more in depth training, a curriculum and school assignment.

District 5

Addison - ASPIRE Greater Cleveland; *Barbara Watson* will be conducting Adult Education Classes on Mondays and Wednesdays in literacy and for GED prep. The Read to The Beat program continues in partnership with the *Cleveland Music School Settlement*. This program gives preschoolers the fundamentals of reading through music. Councilman, TJ Dow conducted a "neighborhood safety meeting", at the branch, for residences of Ward 7. Property Management has touched-up paint in the entryway and hallway of the branch.

Collinwood - Safe, Warm and Dry work has begun with various repairs inside the branch. Our program for preschoolers, "Read to the Beat" in collaboration with OPS and the Music Settlement House began this month. Our Youth Services staff offered four programs and providing outreach to schools and daycares on Tuesdays and Thursdays. The program, "Art Mondays" with the OSU-Ohio Extension. Basic computer classes were held every Friday. Kristen Galewood and Mrs. Peak hosted a table at the Health and Wellness Fair sponsored for CMHA seniors by Metro Health on Thursday the 21st from 11am-1pm.

Glenville - This month the branch hosted: the Kid's Café, every Mon.-Fri.; Read to the Beat every Wednesday mornings; GED classes are held at the branch every Monday through Thursday from 10 am-Noon; Storytimes are each Tuesday at 10:30; Learn and Play Board Games are each Saturday; the Glenville Branch Art Club meets every Tuesday at 4:30 pm and Big Screen Book Club (Discussions about books that have been turned into motion pictures) meets weekly. Branch Manager, Ms. Jefferson attended the 2017 Anisfield -Wolf Author Award event.

Langston Hughes - The branch this month featured the Kid's Café, Monday through Friday, from 3 to 4. The branch also partnered with University Circle Inc. and was a co-host of the street festival event, "Ci-CLE-via" which took place on East Blvd. on Sunday, September 17th from 1-5 pm. Our children's department offered: Exploring Pop-Up Books, Part 1 & 2; Introduction to Paper craft, and Exploring Empire Furniture. The Langston Hughes after school Chess Club meets on Tuesday and Thursday afternoons. University Circle Inc. held their meeting at the branch on September 25th to discuss future community collaborations with the branch.

Memorial-Nottingham - The branch hosted a writing workshop presented by Literary Cleveland. Russian Programing in collaboration with the Foreign Literature department continues on Saturdays. Chess Club, facilitated by Leonard Pelts also continues on Saturdays. The branch hosted "Talk Like a Pirate Day" on September 19th with crafts and snacks and a branch display.

**Cleveland Digital Public Library
Programs, Services & Exhibits**

Learning Commons

Cleveland Digital Public Library regularly hosts classes. During September, we regularly hosted CPL Fit Yoga, Meditation Mondays, and CPL Chess Club. The unit has developed new curricular offerings that are derived from the digital gallery, including classes on Google apps (useful for image storage and sharing) and Digital Photography for Seniors (with graphics and TechCentral). Programs will include classes on digitization and video, classes on the use of Google and Google apps. We are still at work on some classes on using digital coaching tools. Our Digital Hub area has been equipped with laptops that may be reserved for use by the public (and have been used for classes and for chess programming), and we will continue to offer 3D scanning as a service using the HP Sprout Scanner.

Programs

We held four meetings of the CPL Chess Club with a total of 12 attendees. Coordinating with CPL FIT, we host Yoga and Meditation offerings MWF at 1:00 and have 11 or more regular attenders, about a third of whom are from downtown offices. On September 7th, ClevDPL hosted students from PACT high school on a research and discovery tour; this group came as a result of a collaboration between the Cleveland Restoration Society, Councilman Pruitt, and their teacher, Mr. Allen. On September 12th, Dr. Ewing spoke to a meeting of the Cleveland branch of Association of Records Managers (ARMA) in the Stokes legacy room. On September 16th we had Kids Chess Fest with 31 attendees. On September 22 and 23, in collaboration with Outreach and Programming, we hosted over 100 children for a "Rumpelstiltskin" show in the digital classroom space. On September 25 we hosted over 50 students from Hathaway Brown. During September we had several Saturday morning offerings of "Art of the Book" programming, including papermaking on Sept. 16 and letterpress on Sept. 23, which drew attendance numbering 15 total from scheduled participants and interested children in the Art Lab.

Exhibits

ClevDPL continues to assist with Superman exhibits including providing support for the registration of incoming items, support maintaining the three multimedia

displays and the Magic Box in Brett Hall, supporting the media content in the John G. White Gallery, and advising on both media conservation & environmental monitoring.

Kiosk

During June ClevDPL obtained display Kiosk as a loan from CCS. The kiosk has been placed in a central position in the John G. White Gallery. Content now on display was produced by ClevDPL as a complement to the Antiquities exhibit. ClevDPL has previously created content for the kiosk, and has refreshed content several times, focusing, as appropriate, on chess, Dr. Zelma George, and general special collections. Feedback on the kiosk has been generally positive - the special collections staff feels it adds new interactive experiences to their exhibits.

Videography and Photography

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

During September ClevDPL produced the following multimedia: Author Robert J Roman (video), Author Robert J Roman (photos), Chris Pekoc studio - Laura's Interview (photos), Pam - Laura's Interview (photos), Sports Icon Series-Rich Rollins (video), Sarah - Laura's Interview (photos), Artist Kristin Galewood (video), Artist Kristin Galewood (photos), The Life of a Tree (video), Jamien Interview (video), Director's video -9/6 (video), Director's video - library card month (video), Director's video - 9/13 (video), Director's video -9/27- (video), Director's video -9/30- (video), Bamiyan Buddhas (video), Music at Main Alex Smith (video), Music at Main Alex Smith (photo), Puppet show (photos), Amy Brow -Laura's Interview (photos), Welcome to CPL- in progress (video)

Scanning Assistance

Cleveland Digital Public Library staff assisted 13 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 September 1st and September 28th the Cleveland Digital Public Library had 655 patron interactions. There were 113 KIC Scanner sessions resulting in 4107 images/11126.6 MB or somewhat more than 11 GB of scan volume.

Digital Gallery: For the partial month reported from September 1, 2017-September 20, 2017, Google Analytics (GA) reports 4042 sessions for 2697 users and 65,424 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, Croatian, 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, and Germany. Finally, **GA** shows that we have a diverse group of channels that deliver users to CPL's ContentDM:

- *Organic Search* channels 40.75% of our accesses, and Google accounts for 39% of those.
- *Direct Access* through CDM search accounts for 40.7% of our accesses.
- *Referrals* through other websites are about 13% of our access volume (around 15% of all referrals are from Wikipedia, again up from last month. **Referrals from our library website, cpl.org, have vanished** - it is possible that the redesign has eliminated a point of access by removing a main page link to the digital gallery).
- *Social Media* accounted for 5.5% of our accesses (of that Facebook accounts for nearly 2/3 and Twitter the remaining 1/3). Also interesting is that nearly a third of our sessions in September occurred on Mobile devices (more than half of these on iPhones and iPads). We are speaking with our vendor, OCLC, about use of responsive design for ContentDM.

Outreach

Cleveland Digital Public Library has entered the next stage as a successful partner on a 35,000 dollar IMLS grant working with the Internet Archives ArchiveIT project to document local web-content and local digital resources. ClevDPL has continued to communicate with Duraspace staff about a hosted Hyku project and will be completing an MOU for that project in early summer. Staff have also completed demonstration digitization projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, Cleveland Orchestra and the South Brooklyn Historical Society.

On September 8, ClevDPL staff hosted a meeting at CPL for representatives of Karamu House regarding strengthening our partnership for collections management, arrangement, description, preservation, display, and programming. CPL, through ClevDPL, is now a partner with the Art Museum and Karamu on the arrangement, description, and digitization of Karamu archives. Dr. Ewing participated in presentation on the project at the Art Museum. We also met with Tony Sias on Sept. 15th. We had a phone meeting with Sias and Cyra Levensen from the Art Museum on Sept. 19th, digitized photographs from the Karamu archives, and presented at the Art Museum to supporters of the project on Sept. 20th.

ClevDPL met online with Dito, a vendor who can assist us with using Google Cloud Storage on Sept. 8th. ClevDPL accepted a loan from Western Reserve Historical Society of four books to be scanned for Westlake library on Sept. 20th. ClevDPL met with the Old Brooklyn Historical Society and picked up the next batch of digitization work on Sept. 12th.

Collection Development

Library Staff Does Digitization

Cleveland Digital Public Library staff has scanned 38 items (1526files), 132 items (4056 files), did post-metadata for 26 items, and uploaded 151 items (586files) into the Digital Gallery.

Integration of ILL

The Inter-Library Loan Department and Photoduplication unit were physically moved and integrated into Cleveland Digital Public Library in late May of 2017. The

departments finished the move over to ClevDPL during the rest of the summer. The ILL/Photo Duplication staff have been integrated into ClevDPL, and we can report that there has been no drop off in service volume, and a slight improvement in service delivery. ClevDPL staff have been trained to support and back-up ILL and Photoduplication functions.

ILL numbers are as follows for the summer (August 2017 [September unavailable]):

Borrower Activity Overview Report:

CPL Patron Requests Initiated: 45

CPL Requests Filled: 35

Lender Activity Overview Report

ILL Loans requested of CPL: 1608

ILL Loans filled by CPL: 440

Loans: 470

Copies: 1161

Preservation

Preservation staff did the following:

Paper treatments: 167 items (137 mylar enclosures, 31 complex repairs)

Book treatments: 59 items (11 simple, 48 complex)

Digicovers: 31

Enclosures: 15

Labels printed: 26

Books received: 39

Books returned: 40

Preservation staff has completed disassembly and repair on the American edition of Boydell's Shakespeare Gallery and is awaiting the completion of the scanning process to finish this project.

Environmental Monitoring

Working with buildings including Property Management Supervisor Tim Murdock and Oliver Reyes, Dr. Ewing continues to monitor from 22 placements around Main and LSW using PEM II environmental monitoring devices. We have added an additional five placements at the Lakeshore Facility and have begun monitoring all five of them. We are also monitoring the collections processing room at Lakeshore. We are regularly collecting and uploading data into E-Climate Notebook for sharing and analysis. We have now licensed an additional 10 slots in E-Climate Notebook and have placed them in galleries to

gather and share information from exhibit areas monitored by our portable monitors (Artens, Hobos, and PEMIIs).

We are currently working with buildings to address the environment out at Lakeshore in the cold room, where the Liebert unit has been failing for some time.

IPM monitoring

ClevDPL has placed insect traps appropriate for establishing the detection portion of an integrated pest management (IPM) program in Main, LSW, and Lakeshore Facility. We are currently monitoring LSW, Main, and Lakeshore.

Facility Report

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

Exhibits Monitoring and Install

ClevDPL has been using Arten devices to monitor light, temperature and humidity levels in Brett Hall, and the John G. White Gallery where materials that might need to be monitored have been installed. These readings are being recorded and maintained for future reference. Brett Hall is also being monitored with a PEM II device which will be concealed within the exhibit hall. Much of the Shakespeare exhibit was de-installed in January in order to make space in Brett Hall for an event. The Shakespeare exhibit was reinstalled soon after. As of now, all Shakespeare exhibits in Brett Halls were de-installed during the last week of September.

Superman Exhibits

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

items loaned to the library from external sources, however we are not the initial point of entry for materials into the library and we should be.

Metadata Revision

ClevDPL staff have nearly finished 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. With the exception of the photograph collection, we are ready to contribute data from most of our collections to DPLA and OCLC's

TechCentral

IngenuityFest 2017

TechCentral participated in IngenuityFest 2017 on September 22-24. The TechCentral Mobile MakerSpace was utilized during the festival to provide several different experiences for visitors:

- Cleveland Maker Mural - Participants laser-cut puzzle pieces for the mural and decorated them using left-over draft supplies, 3D printing pens, and other up-cycled materials.
- Building Blocks station - Participants could construct objects and designs using LEGO Building Blocks and K'Nex kits.
- 3D Printing Station - Participants could get hands-on with two 3D printers to design and print nameplates and other small objects.
- Robotics Maze - Participants could utilize remote controlled robotic balls to navigate maze of obstacles.
- Button Making - Participants could design and press their own TechCentral buttons.

This year's festival proved to be TechCentral's most successful exhibit at IngenuityFest, with TechCentral being a hot-spot and anchor point for the 2nd Floor Maker's Mecca area at the festival.

CASSIE PC Time Management System

TechCentral Manager, CJ Lynce, as well as the Public Services Computer and Equipment Technicians assisted

IT/CLEVNET with the rollout of the new CASSIE PC Time Management system in September.

Mr. Lynce developed several captioned videos to provide CASSIE training, which were posted on the staff intranet. Additionally, in-person training sessions were led by Mr. Lynce at the Lakeshore Facility Computer Lab on September 12 and 13.

TechCentral Migrated to CASSIE on September 14. After a brief pilot period in TechCentral, CASSIE rolled out to all branches between September 25 and 29. Youth Services and Lending (Main Library) migrated to Cassie on October 2.

Design Lab Early College High School Partnership

TechCentral has established a partnership with Design Lab Early College High School, part of the Cleveland Metropolitan School District, to utilize the TechCentral MakerSpace on Wednesday's between 1:00pm and 2:30pm, starting on September 27. 10-15 Design Lab ECHS students will utilize the MakerSpace to learn about various fabrication technologies and use the equipment supplement their existing curriculum. The pilot for this partnership is expected to last through the end of 2017.

Community Engagement: Visits and Outreach

TechCentral hosted twenty students from two area universities on September 16 for a tour of the department and MakerSpace.

TechCentral Coordinator, Forrest Lykins, hosted a tour of TechCentral for 21 people with Downtown Cleveland Alliance on September 20.

Mr. Lykins hosted a tour of the TechCentral MakerSpace for the Auditor of State and several Library administrators on September 28.

TechCentral hosted a tour of 40 students from a local Cleveland Metropolitan School District school on September 28.

TechCentral Manager, CJ Lynce, and Mr. Lykins hosted a delegation of ten educators and librarians from Egypt, as well as two interpreters, on September 29. The

delegation was visiting through the Cleveland Council on World Affairs, and was hosted to a brief discussion on maker spaces, as well as a tour of TechCentral and the MakerSpace.

Public Services Technology

Much of September was spent on preparing for the CASSIE PC Time Management System Updated. Public Services Computer and Equipment Technicians were tasked with mapping out all 28 Library locations, including patron computers, staff computers, sign-up stations, etc. All information was collected at each site, and entered into the CASSIE system, including drawing of the basic outline of the computer areas at each location.

Service Ticket and Project Detail

- Re-imaged five total TechCentral Laptop Computer Cases with updated software and operating system.
- Corrected misconfiguration in CASSIE after District 1 rollout.
- Fulfilled request for Virtual Reality PC at the West Park Branch, for use with program.
- Replaced cell phone charging cables in the TechCentral phone charger.
- Re-imaged laptops for GED classed at Main Library.
- Collected computer location and information for CASSIE rollout.
- Created computer maps in CASSIE for each branch.
- Repaired three 3D printers.
- Performed troubleshooting procedures on TechCentral Laser Engraver.
- Setup SMARTBoard for Woodland Branch.
- Upgrading CorelDRAW software on all TechCentral MakerSpace Computers.

OLBPD

For September 2017, OLBPD circulated 40,820 books and magazines directly to patrons. Additionally, OLBPD circulated 12,867 patron newsletters in September. OLBPD registered 127 new readers to the service. Approximately 630 BARD patrons among 1,747 active users downloaded 10,009 items.

After more than three decades of service, the National Library Service (NLS) has determined that the C-1 cassette book machines are at the end of their lifespan. NLS no longer expects network libraries and machine lending agencies to maintain an inventory of or repair C-1 cassette players. This announcement also corresponds with NLS completing the conversion of talking book titles in cassette form (RC) to digital talking books (DB). OLBPD and the State Library of Ohio (SLO) will begin to coordinate the end of cassette service to coincide with NLS. Currently, OLBPD has over 3,000 patron records that are active for cassette service. OLBPD and SLO will not be actively recalling cassette players and books on tape that are currently on loan, and patrons are permitted to continue using their cassette service. As part of the end of cassette service, OLBPD will begin the disposal of the cassette collection over the next year now that NLS has finished the analog to digital conversion. Cassette books will continue to circulate directly from OLBPD through the end of the year. Starting in 2018, patron requests for cassette books will be sent to the Multi-State Center as an interlibrary loan.

Also as part of the end of cassette service, SLO will begin the disposal of their stock of C-1 cassette book machines. SLO will continue to maintain a small stock of cassette players which will be available to patrons while supplies last.

On September 27th, OLBPD and the State Library of Ohio (SLO) Talking Book Program co-hosted a statewide, one day sub-lending machine agency conference. Sub-lending agencies act as local equipment distribution and patron services support, as well as host deposit library collections of OLBPD library materials. Sub-lending agencies include Ohio public libraries, along with blind and low vision rehab and social services centers. Information and updates about OLBPD's service were provided, as well as training on the use of BARD, and information about the Hadley Institute for the Blind.

OLBPD Librarian Michelle Makkos and OLBPD Library Assistant Ken Redd provided information and talks about the service at the Western Reserve Area Agency on Aging Senior Expo on September 13th; Brecksville/Broadview Heights Senior Fair on September 15th; and the North Royalton Wellness & Community Expo on September 30th.

EDUCATION AND LEARNINGBest Buy Teen Tech Grant

Marina Marquez met with Amiya Hutson, Tracy Martin, Tim Murdock, and Eric Herman to discuss the construction plans and budget for the Teen Tech Center. Best Buy will send a recommended design and provide us with a list of furniture and equipment requirements.

Bruening Grant

Conference calls with potential consultants for the Bruening grant.

Denise Crudup met with Chief Legal Officer, Joyce Dodrill, regarding CPL's RFP process.

Cleveland Book Week

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

Cleveland Museum of Art Collaboration

Cleveland Foundation's Visual Arts Mastery Initiative
Denise Crudup, Marina Marquez, Shayna Muckerheide, and Toni Parker met with Cyra Levenson, Key Jo Lee, and Melissa Higgins-Linder regarding scheduling the Cleveland Foundation sponsored Curatorial Arts Mastery programs in CPL branches.

Digital Photography Learning Pathway

Marina Marquez, Chatham Ewing, CJ Lynce, Forrest Lykins, Shayna Mukerheide, Adam Jaenke, Bryan Swaleski, and Will Skora met regarding the digital photography learning pathway for TPU|CMA. Several changes were made to the course timeline and a decision was made to use iPods for teaching the Social Media class.

Marina Marquez met with Bryan Swaleski to discuss the CMA service agreement and a participant waiver for all registrants to complete prior to starting the course.

Cleveland Pollinator and Native Plant Symposium

Marina Marquez attended the Cleveland Pollinator and Native Plant Symposium. The purpose of the symposium is to collectively discuss the importance of increasing natural diversity and ecological resilience through designing landscapes with native plants. Residential, corporate and institutional landscapes must be positioned to serve as viable connections between the isolated habitat remnants of natural ecosystems. Marina participated in Session 4: Raising Monarch Butterflies.

Community Wellness Programs Initiative

Denise Crudup met with MetroHealth's Education Coordinator and a CWRU medical school faculty regarding starting Community Wellness Programs in the branches.

New Bridge

Denise Crudup had a meeting with the Director, Madeline Corchado, and Aaron Mason regarding New Bridge programs and the implementation of the Bruening grant

Learning Land Lab - Carnegie West

Marina Marquez met with Angela Guinther, Cathi Lehn, Sustainable Cleveland Coordinator, and Amber Barnes, Wildlife Biologist and Program Coordinator at Pollinator Partnership (P2). Marina provided an update to the group about the renovation timeline and shared Eric Herman recommendation to substitute the turf with plants for pollinators since the turf is already in the budget to be replaced. Amber Barnes presented a revised proposal to partner with Cleveland Public Library. Cathi Lehn encouraged CPL team to attend the Cleveland Pollinator & Native Plant Symposium and the Sustainable Cleveland Summit.

Marina Marquez met with Eric Herman and Bryan Swaleski to discuss the City of Cleveland land agreement for Novak Park. A list of plants along with a landscape design will need to be submitted to Eric Herman by February 2018.

National Voter Registration Day

Marina Marquez assisted with Cleveland Public Library's participation in this year's National Voter Registration Day on September 26th. Voter registration materials were ordered for each branch including Main.

The materials included [Guide to Voting in Ohio](#), [Voter Registration Form](#), [Voter Registration Instructions](#), and [Profile Ohio](#). The materials will be on display from September 26 until October 10, 2017. Volunteers from Delta Sigma Theta Sorority - Greater Cleveland Alumnae Chapter, Downtown Cleveland Alliance, and the CPL Foundation helped make CPL's National Voter Registration Day event successful. Altogether, Board of Elections received 670 voter registrations and 81 vote-by-mail applications through North East Ohio National Voter Registration Day efforts.

Ohio Means Jobs

Denise Crudup and Marina Marquez met with Tim Murdock regarding potential new locations for the Ohio Means Jobs employment specialist.

Starting Point/MyCom: Out-Of-School Database

Marina Marquez began the process to update the Out-of-School Time (OST) youth referral database. Starting Point and MyCom are partnering to help Cleveland children, youth and their families access quality after-school, holiday and summer activities that supplement and enhance school learning; nurture talents and interests; develop leadership skills and foster 21st century abilities that help young people become productive citizens and future leaders of our community.

Project Outcome

Denise Crudup attended a meeting with Ops and the Knowledge Office regarding PLA's Project Outcome process

Sustainable Cleveland Summit

Denise Crudup and Marina Marquez attended Mayor Jackson's Sustainability Summit. Using the Appreciative Inquiry process to develop actions around sustainability, OEL participated in the following breakout sessions: *Preparing for the Year of Vital Neighborhoods in 2018* and *Supporting Pollinator Health in Cleveland and Northeast Ohio*.

Warm Up Cleveland

Marina Marquez met with Debbie Hajzac regarding Warm Up Cleveland partnering with Adopt-A-Service Member for this fall. The Adopt-A-Service Member donation drive will take place from October 16th to November 17th and there is a need for warm hats, scarves, gloves, and

socks for service members. To support our local service members, the Adopt-A-Service Member committee is identifying Clevelanders who are deployed. Marina will make laser engraved wood tags with the Warm Up Cleveland logo for each donation.

Professional Development

- Denise Crudup and Marina Marquez attended Book Ends Customer Service Training at Lakeshore
- Denise Crudup attended the Elements of Program Design Professional Development Series at Case Western Reserve University
- Denise Crudup started Library Journal's Literacy Redefined online class

Miscellaneous

- Denise Crudup attended the Anisfield-Wolf Awards' Ceremony.
- Marina Marquez attended bi-weekly CPL-FIT meetings.
- Denise Crudup and Marina Marquez attended the September Board Meeting.
- Denise Crudup had an introductory meeting with Shenise Johnson Thomas.
- Along with Director Thomas, Denise Crudup participated in conference call with Dr. Joanne Caniglia, Associate Professor of Mathematics Education at Kent State University. Dr. Caniglia would like to include CPL in the Advancing Informal STEM Learning National Science Foundation grant proposal.
- Denise Crudup attended the CPL Bus Tour.
- Along with Director Thomas, Denise Crudup had a lunch meeting with Christine Fowler-Mack, CMSD'S Chief of New & Innovative Schools and Programs.
- Denise Crudup, Marina Marquez and Robin Wood, met with sales representatives from Findaway Books.
- Denise Crudup attended the taping of Cleveland Connects Say Yes to Education panel discussion at the Idea Center at Playhouse Square

TECHNICAL SERVICES

Ellen Burts-Cooper from the Improve Consulting and Training Group met with Deputy Director and Chief Operations Officer Cindy Lombardo, Chief of Human Resources and Inclusion Officer Madeline Corchado, and Acting Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell to provide an update on the Technical Services process improvement and discuss the action plans and timeline for the Department level items being recommended for implementation. The transition to employee-chosen shift start times for Technical Services staff was also a process improvement recommendation of Ms. Burts-Cooper and was implemented on September 5th.

Lorain Public Library System (LPLS) Technical Services Librarian Supervisor Cheryl Paganelli traveled to the Lake Shore Facility to learn about CPL's Technical Services workflow. Ms. Jelar Elwell provided Ms. Paganelli with a tour of the Technical Services Departments and an overview of the Acquisitions Department's responsibilities and tasks. In exchange, Ms. Jelar Elwell traveled to the LPLS's Technical Services along with Geauga County Public Library Technical Services Manager Marlene Pelyhes to meet with Ms. Paganelli and learn about LPLS's Technical Services workflow.

Ms. Jelar Elwell participated in an all-day bus tour of several CPL branches along with Director Felton Thomas, members of the Board of Trustees, Ms. Lombardo, and CPL Administrators and District Managers. Ms. Jelar Elwell and Collections Manager Pam Matthews attended a training session for CLEVNET members at the OverDrive headquarters in Cleveland. The session focused on CLEVNET purchasing policies and an explanation of how the Advantage Plus program and accounts work. Ms. Jelar Elwell met with Steven Chase, Regional Manager with the book jobber Midwest Library Service.

High Demand Librarian Dale Dickerson and Technical Services Associate Nathaniel Infante volunteered to provide coverage in the Lake Shore Shelf/Shipping Department when there were staffing shortages in the Department. Technical Services staff completed the online training module of Workplace Safety for Employees and participated in Wellness screenings at the Lake Shore Facility.

Acquisitions: The Acquisitions Department ordered 5,206 titles and 7,884 items (including periodical subscriptions and serial standing orders); received 12,930 items, 1,292 periodicals, and 206 serials; added 600 periodical items, 95 serial items, 438 paperbacks, and 801 comics; and processed 2,574 invoices.

Acquisitions Librarian Leslie Pultorak attended the Book Ends Customer Service Training. Technical Services Librarian Tonya Jenkins began a leave of absence on September 22nd.

Catalog: Catalog Department staff added 2,702 titles and 3,425 items for Cleveland Public Library.

Senior Catalog Librarian Dawn Grattino began introducing Technical Services Librarian Perry Huang to working on email requests from Public Services staff and to other tasks which comprise his CPL.Cat responsibilities. Technical Services Librarian Barbara Satow learned to use OCLC batch searching with assistance from Materials Processing Associate Karima Ward. Ms. Satow used the batch process to quickly overlay 88 brief records from a list provided by Wayne County Public Library.

Technical Services Librarian Michael Gabe and Ms. Satow created MARC records for archival collections for the first time. Technical Services Librarian Celia Halkovich began doing original and copy cataloging for music CDs. Technical Services Librarian Erin Valentine created her first original records for classical musical recordings and is also cataloging classical scores. Ms. Valentine took over responsibility for loading CLEVNET and CPL bibliographical records exported from WorldCat in the afternoon. Mr. Gabe and Ms. Valentine began working on CLEVNET packets. Technical Services Librarian Amei Hu created an authority record for American author Andrea Jarrell as well as submitting a request for a Literary Author Classification Number which was approved by SACO. Technical Services Librarian Yeshen Dugarova-Montgomery created original records for two Thai books.

Mr. Huang and Ms. Satow attended a two-day map cataloging workshop at the University of Akron. Ms. Valentine attended sessions 2-4 of OhioNET's Fundamentals of Cataloging ONLINE: Overview of Common AV Formats. Ms. Grattino and Ms. Valentine attended the

Book Ends Customer Service Training. Ms. Hu participated in a Public Library Advisory Board WebEx meeting.

Collection Management: Collection Management selected 2,273 titles, 18,999 copies, and spent \$324,725 in September. 35 telescopes of materials were relocated.

Department staff continued to select and process branch discretionary selections for Children's and Young Adult materials and select eBooks, Large Print, and Spanish titles, covering the duties of the retired Children's and Youth Selector and Technical Services Director.

Technical Services Assistant Eric Hanshaw continued his service on the United Way/Community Shares Committee. He attended the committee's monthly meeting and helped begin planning their next fundraiser. Mr. Hanshaw also attended the Book Ends Customer Service Training.

Collections Manager Pam Matthews and Mr. Hanshaw spent a considerable amount of time throughout the month working on the 2018 Branch magazine renewals with both Branch staff and CPL's magazine vendor LM Information Delivery.

High Demand: The High Demand Department ordered 1,527 titles and 14,442 items; received and added 10,031 items; and processed 865 invoices.

High Demand Librarian Dale Dickerson and Technical Services Associate Summer Salem attended the Book Ends Customer Service Training. Ms. Salem also attended the third session of the Personal Financial Management Workshops.

Materials Processing: The Technical Services Associates cataloged 750 new titles for the Cleveland Public Library and added 1,092 records for the CLEVNET libraries. The Technical Services Associates and Senior Clerks added 5,060 items. The Materials Processing Technicians worked on 19,291 items.

Main Library Shipping Clerk Dominique Pegues worked in Materials Processing as part of a temporary Transitional Work program. Materials Processing Manager Elizabeth Hegstrom met with Technical Services Associates Christon Hicks and Karima Ward and Technical Services Senior Clerks Shirley Jones and Sabrina Rosario-Laureano to

discuss workflows and other issues affecting them. Materials Processing Technicians Marsha Draeger and Brenda McIntyre attended Book Ends Customer Service Training.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 117 items to the Main Library for requests and 102 items to fill holds. Main Library received 248 telescopes, the branches received 560 telescopes, CLEVNET received 63 telescopes, CASE received 5 telescopes, CSU received 4 telescopes, and Tri-C received 3 telescopes. A total of 883 telescopes were shipped out. The Receiving/Distribution Technicians sent out 281 items of foreign material and in total 17,734 new items were sent to the Acquisitions and High Demand Departments.

Receiving/Distribution Technician Amber Alexander attended the third session of the Personal Financial Management Workshops.

MARKETING & COMMUNICATIONS

Media coverage for the month of September included 35 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$43,471.05. During the month, the online media outlets that featured CPL events and programs received 13,078,948 unique visitors. The media attention did not focus on one story in particular, although one particular story touched many hearts. The feature article, "Library Feeds Hungers that Are More than Just Academic" in *The Plain Dealer* on Sunday, September 24, 2017, tells the story of the dedicated staff at Sterling Branch in Cleveland's Central neighborhood.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,093 times on average per day, with an average of 165 clicks to the website per day resulting in a 15.17% click-through rate for the month. Nearly 70% of the click-through's were from some combination of the keywords *library, libraries, public, and cleveland oh*. No special ads were run on cleveland.com.

Facebook

	2017	2016	YoY
Net Page Likes	148	73	103%
Avg Post Reach	6,328	1,920	230%
Avg Total Reach	5,111	1,731	195%
Average engagement	53	24	121%
Reactions	48	22	118%
Comments	5	2	150%
Shares	10	23	-57%

Twitter

	2017	2016	YoY
Top Tweet (Impressions)	5,707	4,376	30%
Top Mention (Engagements)	952	633	50%
Top Media Tweet (Impressions)	5,430	2,808	93%
Summary			
Tweets	118	67	76%
New Followers	110	88	25%

The number of Twitter followers hit a milestone in September when it reached 14K, up from 12.5K a year ago. Finally, the Library continues to be more active on Instagram with 12 posts and 324 points of engagement, attracting 48 new followers.

Graphics

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

PROPERTY MANAGEMENTPainters

- Woodland- painted manager's office.
- Addison- started painting in branch.

- Collinwood- painted staff break room area.
- LSW- painted human resources office.

Carpenters

- Hung monitor brackets at the following branches:
- Garden Valley, Brooklyn, South Brooklyn, E.131, Sterling, Union, Addison, Harvard-Lee, Mt. Pleasant, Fleet, Woodland, Fulton, Walz, Lorain, Rockport, Carnegie West and Jefferson.
- Collinwood- tore out uneven concrete pad and poured new concrete and finished concrete assisted by painters.
- Harvard-Lee- caulked all windows to prevent leaking.
- Carnegie West- tuck pointed gaps on front steps.

Mechanic

- Road call to replace battery on vehicle #19.
- Fixed brake lights on truck #12.
- Had E-Checks done on CPL fleet vehicles 2013 and older.
- Road call to replace tire on truck #11
- Repaired weed trimmer for Jefferson, also repaired lakeshore leaf blowers.
- Serviced vehicles 4, 19 and 1.

Maintenance Mechanics

- Lakeshore - rented gas powered trencher to lay direct burial cable for parking lot pole light repair.
- LSW - ran dedicated power circuits for NASA event.
- LSW- relocated pillar/planter receptacles for indoor reading garden.
- LSW/Main - re-assessed security camera project status (camera inventory, location, cabling and repair/re-location).
- Harvard Lee - completed LED lighting retrofit for high lights over stacks area.

- Lakeshore - replaced VFD for blower motor on AHU#4.
- LSW - replaced defective PRV for domestic water supply on 10th floor penthouse.
- Main - power run and power strip installation in new Automation dept. workroom.
- Brooklyn - completed LED lighting retrofit on high canister lights.
- Fleet - installed door buzzers for public restrooms.
- Lakeshore - installed replacement heating valve on AHU#4.
- Rice - repaired drinking fountain.
- Harvard Lee - worked with VA Conkey on plumbing issues/toilets backing up into utility sink.
- Lakeshore - repaired toilet/piping leak behind women's restroom wall.
- LSW/Main - prep, equipment monitoring, fire watch and clean- up from fireworks event.
- Lakeshore - repaired/replaced bad motor on overhead door in shipping.
- Union - repaired refrigerant leaks on both circuits of main HVAC unit, replaced service valves and replaced filter driers, pressure tested, evacuated and recharged.
- Lakeshore - replaced leaking bearing assembly on AHU#10 boiler.
- Collinwood - replaced leaking flush assemblies/misc. parts on all toilets.
- Fleet - power run to replace bad conductors on public computer table power pole.
- Rockport - replaced existing emergency and exit lights with LED fixtures.
- Lakeshore - worked with D.B. Johnsen on main boiler repairs.
- S. Brooklyn - re-wired/replaced burnt conductors and replaced defective three phase monitor on main ac condensing unit.
- Fulton - emergency/exit lighting LED retrofit.

- LSW - replaced Sloan valve diaphragms and vacuum breakers on all toilets and urinals on the 10th floor.

SAFETY & PROTECTIVE SERVICES

SAFETY SERVICES

- SPS supervisor Martin started two weeks ago. The second supervisor position will be filled November 6th.
- I will meet with Eric Herman to decide if the new South branch will get access card readers and if so how we will pay for them.
- Installation of card readers at Hough, E. 131, Sterling and Glenville to begin soon.

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
Sept 2017	3900	156	79	55	742	56	65	54
Aug 2017	4173	155	91	59	827	55	58	46
July 2017	3498	140	49	57	679	75	138	53
June 2017	4126	159	111	45	877	107	72	60
May 2017	3772	145	85	70	600	83	89	51
April 2017	3609	144	73	63	646	120	57	47
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

Special Attention, Special Events, and Significant Incidents

- 9/11, dispatch requested officers to respond to a female patron that passed out on LSW 1 near the elevators. The juvenile was conscious but disoriented. Officers began helping her to her feet which she was unable to do. EMS was contacted and a wheel chair was retrieved. EMS arrived and the female refused medical attention. The juvenile's father picked her up from LSW.
- 9/11, at Mt. Pleasant an 18 year old female was using the computer to video chat and was told she was not allowed to do that. She has been warned multiple times before about the same conduct so her computer was shut down by the branch manager. The female got upset and threatened to harm herself and started cutting herself with her library card. She returned a little later swearing at staff when they would not give her a guest pass. The patron returned later with her card, so staff called 911. The patron was taken away by ambulance.
- 9/18, at E. 131 a male informed the SPS officer at branch that there was a male down the street high on drugs. Juveniles entered and stated the male was outside threatening to fight juveniles. The male removed his shirt and began to walk towards the juveniles in a threatening manner so staff instructed juveniles outside to enter the branch and staff locked down the branch. CPD was notified and arrested the male upon arrival for disorderly conduct and intoxication.
- 9/19, at Lorain branch a female entered the branch and quickly ran past the desk into the meeting room. She then sealed herself in the storage closet. A male could be heard yelling outside, " I'm going to beat her ass." SPS was called and advised CPD should be called as well. The female exited the storage room and when she saw the male wasn't around and left the building. CPD was disregarded and SPS took a report.
- 9/19, at Carnegie West patrons alerted SPS of a male that urinated on the floor behind the manager's desk. The male was escorted out of the branch and CPD called. CPD made contact with the male across the street and took him into custody.

Protective and Fire Systems

- Third quarter fire drills are complete.
- To lower the contract after-hours security visits to CPL branches, I now have dispatchers emailing all SPS supervisors the branch, time, type of alarm, and disposition. Either branch managers are advised their staff aren't arming the buildings properly or problems with the system are being addressed immediately by SPS or property management.
- Installation of the access card reader at Mt. Pleasant is underway.

Contract Security

- The Lorain branch Royce guard was replaced after I observed the guard engaging in long, non-work related conversations with patrons believed to be prostitutes.
- The Royce guard did a great job alerting staff of a young girl at Addison with serious personal issues. Staff alerted SPS and we then contacted Safe Place representatives.

Administration

- The policy for pepper gel and a Use of Force Continuum have been delivered to Human Resources. Gel and holsters have been ordered. Instructors are being determined now.
- Officer Harris will be suspended for multiple days after unwarranted contact with a minor.
- Officer Maldonado will be suspended for one day for insubordination.
- PTR Officer Lee will be counseling for poor work performance for excessive phone use.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors Panel met on September 13, 2017, at Cleveland Heights-University Heights Public Library on Lee Road 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. Director Bedel came to the meeting to present the committee's final draft of the new operating procedures which will replace the bylaws. (The committee had determined that since CLEVNET is not an organization, it cannot have bylaws to govern it; what it can have are procedures that members can agree to follow.) The next step will be to share the new procedures with the full membership at the quarterly CLEVNET meeting in October. Ratification of the procedures will be sought at the January 2018 quarterly meeting, after the members have had time to review them. Once approved, the procedures can be referenced in an amended and restated CLEVNET agreement, expected in 2018.

Timothy Diamond, CPL's representative on the Panel, brought forward CPL's request to involve CLEVNET's ILS/Software team in a project involving the ILS that would make it possible for Cleveland Metropolitan School District (CMSD) students to use their student ID numbers as their library card number. The request generated much discussion. The directors on the Panel understood why CPL and CMSD would want to launch this type of initiative. They had heard of similar arrangements between school districts and public libraries in other parts of the country. The directors on the Panel all recognize the importance of every student having a library card at their local public library. In the end, however, the directors voted against going forward with the project because the proposal failed to pass their vetting framework used for new ideas, proposed projects, and suggested initiatives. The vetting framework asks questions such as: Are the needed resources available? Is it replicable throughout CLEVNET? Is it scalable? And is it sustainable? CPL was disappointed in the decision, but remains convinced that a solution can be found. CPL will meet with representatives from CMSD on October 10, 2017, to strategize further about the project.

Pricing Model Revision

The Pricing Model Review Group, led by Carrie Krenicky, Chief Financial Officer at CPL, met one last time on September 28, 2017, for a conference call with the consultants from GFOA (Government Finance Officers Association) to discuss the recommendations in the final

draft of their report. The review group, consisting of two CLEVNET directors and four fiscal officers, agreed that GFOA's report should go forward to the Directors Panel. Carrie Krenicky will present the report at a special meeting of the Directors Panel on October 20, 2017, with the goal of presenting it to the full membership at their quarterly meeting a week later. Once approved, the procedures can be referenced in an amended and restated CLEVNET agreement. Once approved, the revised pricing model can be referenced in the amended and restated CLEVNET agreement, and can go into effect in 2019.

Projects

- Work continues on moving the CLEVNET data center to the State of Ohio Computer Center (SOCC) in Columbus.
- Migrated CPL's public computer management software from Comprise to Cassie at all locations.
- Rolled out OneDrive to all CPL branches.
- Upgraded wireless access points at Elyria South, Kirtland and Berlin Heights.

Staff News

Hilary Prisbylla, Director of CLEVNET, and Jim Benson, Library Systems and Applications Analyst, presented at the SirsiDynix Consortia SIG meeting in Portland, Oregon, held September 28-29, 2017. Hilary Prisbylla presented CLEVNET's configuration of the consortia membership feature in the staff client software. This allows consortia to easily group libraries with branches and display understandable system names in place of internal codes (ex: code EU = EUCLID) when searching and displaying items.

Jim Benson shared several scripts he had written to automatically export and sync fund balances from the acquisitions module in SirsiDynix Symphony to the Munis financial system. Cleveland Public Library has successfully used this process for the past few years and several attendees were interested in implementing it. Jim answered questions regarding the setup and how to modify the scripts for their local use.

The next quarterly of the CLEVNET Directors will be held on Friday, October 27, 2017, at 9:30 AM at Cleveland Public Library's Main Library.

Ms. Rodriguez adjourned the Regular Board Meeting at 12:50 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

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

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	1,276	7,293
Periodicals	333	1,251
Publishers Gifts	2	8
Non-Print Materials	59	753
TOTAL LIBRARY SERVICE MATERIALS	1,670	9,305

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 11	\$ 2,458
Library Fund	Restricted	338	2,675
Young Fund	Restricted	12,155	36,465
Schweinfurth Fund	Restricted	0	2,485
Founders Fund	Restricted	6,000	79,834
Ohio Center for the Book	Restricted	0	900
Judd Fund	Restricted	58,303	176,431
Lockwood Thompson Fund	Restricted	0	91,768
Early Literacy	Restricted	150,000	150,000
TOTAL MONEY GIFTS		\$ 226,807	\$ 543,017

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	19	145	1,670	9,305
Money Gifts	11	63	11	63
TOTAL GIFTS	30	208	1,681	9,368

1263
Cleveland Public Library
2017

October 10, 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	\$ 28,840,441.02	\$ 28,840,441.02	\$ 2,097,748.36	\$ 2,097,748.36	\$ -
			\$ 21,464,342.85	\$ 21,464,342.85			
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			\$ 561,656.12	\$ 570,906.12	\$ 9,250.00
204	Kaiser	\$ 63,388.19			\$ 4,000.00	\$ 4,000.00	\$ -
205	Kraley	\$ 186,152.65			\$ 11,000.00	\$ 11,000.00	\$ -
206	Library	\$ 165,285.26			\$ 12,000.00	\$ 12,000.00	\$ -
207	Pepke	\$ 136,083.10			\$ 9,000.00	\$ 9,000.00	\$ -
208	Wickwire	\$ 1,441,278.03			\$ 95,000.00	\$ 95,000.00	\$ -
209	Wittke	\$ 93,248.13			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 4,284,457.50			\$ 300,000.00	\$ 300,000.00	\$ -
225	Friends	\$ 5,000.00			\$ 53,000.00	\$ 53,000.00	\$ -
226	Judd	\$ -			\$ 234,733.00	\$ 234,733.00	\$ -
228	Lockwood Thompson	\$ 17,630.70			\$ 183,536.00	\$ 183,536.00	\$ -
229	Ohio Center for the Book	\$ -			\$ 900.00	\$ 1,700.00	\$ 800.00
230	Schweinfurth	\$ 105,500.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 355,090.36			\$ 5,177,908.10	\$ 5,177,908.10	\$ -
251	OLBPD	\$ (7,291.61)			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
252	LSTA-Know It Now	\$ -			\$ 35,062.62	\$ 35,062.62	\$ -
254	MyCom	\$ (35,658.92)			\$ 150,000.00	\$ 150,000.00	\$ -
256	Learning Centers	\$ -			\$ -	\$ -	\$ -
257	Tech Centers	\$ -			\$ 40,000.00	\$ 40,000.00	\$ -
258	Early Literacy	\$ -			\$ 150,000.00	\$ 150,000.00	\$ -
		\$ 15,943,028.45			\$ 8,745,989.84	\$ 8,756,039.84	\$ 10,050.00
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	Weidental	\$ 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 \$10,050 relating to \$9,250 in the *Founders fund*; \$5,000 for the Ohio Arts Council Poetry Out Loud Grant and \$4,250 for the Internet Archive Grant; and \$800 in the *Ohio Center for the Book fund* relating to Letters About Literature.

Thank You,

Carrie Krenicky

Treasurer/CFO

Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

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

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.



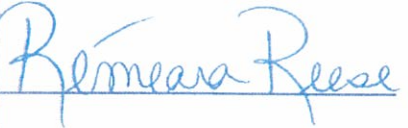

Cleveland, Ohio

October 11, 2017

To the Board of Library Trustees of the: **Cleveland Public Library**

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

Fund	Unencumbered Balance	General Property Tax	PLF L.L.G.S.F.	Other Sources	Total
General Fund	\$21,352,450.41	\$28,840,441.02	\$21,464,342.85	\$2,097,748.36	\$73,754,982.64
Special Revenue	\$15,943,028.45			\$8,756,039.84	\$24,699,068.29
Capital	\$8,876,395.08			\$1,330,000.00	\$10,206,395.08
Permanent	\$2,887,010.15			\$236,530.00	\$3,123,540.15
Agency	\$7,601.54			\$0.00	\$7,601.54
Totals/Subtotals	\$49,066,485.63	\$28,840,441.02	\$21,464,342.85	\$12,420,318.20	\$111,791,587.70

	Budget	
	Commission	

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: EIGHTH AMENDMENT
OCTOBER 19, 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	26,414,754.97	0.00	26,414,754.97
Public Library Fund (PLF)	21,464,342.85	0.00	21,464,342.85
State Rollbacks/CAT	2,438,175.59	0.00	2,438,175.59
Fines and Fees	381,033.86	0.00	381,033.86
Earned Interest	580,601.36	0.00	580,601.36
Services	0.00	0.00	0.00
Unrestricted Gifts	2,446.53	0.00	2,446.53
Miscellaneous	1,222,677.07	0.00	1,222,677.07
Return of Advances/(Advances Out)	(101,500.00)	0.00	(101,500.00)
TOTAL RESOURCES	73,754,982.64	0.00	73,754,982.64

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

**CLEVELAND PUBLIC LIBRARY
2017 APPROPRIATION: EIGHTH AMENDMENT
OCTOBER 19, 2017**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	24,689,018.29	10,050.00	24,699,068.29
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	297,114.16	0.00	297,114.16
Endowment for the Blind	2,460,138.10	0.00	2,460,138.10
Founders	4,616,463.30	9,250.00	4,625,713.30
Kaiser	67,388.19	0.00	67,388.19
Kraley	197,152.65	0.00	197,152.65
Library	177,285.26	0.00	177,285.26
Pepke	145,083.10	0.00	145,083.10
Wickwire	1,529,025.40	0.00	1,529,025.40
Wittke	99,248.13	0.00	99,248.13
Young	4,584,457.50	0.00	4,584,457.50
Friends	31,500.00	0.00	31,500.00
Judd	234,733.00	0.00	234,733.00
Lockwood Thompson	201,166.70	0.00	201,166.70
Ohio Center for the Book	900.00	800.00	1,700.00
Schweinfurth	155,500.75	0.00	155,500.75
CLEVNET	5,532,998.46	0.00	5,532,998.46
LSTA-OLBPD	1,500,902.39	0.00	1,500,902.39
MyCom	74,403.70	0.00	74,403.70
Learning Centers	0.00	0.00	0.00
Tech Centers	40,000.00	0.00	40,000.00
Early Literacy	150,000.00	0.00	150,000.00
TOTAL APPROPRIATION	22,095,460.79	10,050.00	22,105,510.79 (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: EIGHTH AMENDMENT
OCTOBER 19, 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/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
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/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
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: EIGHTH AMENDMENT
OCTOBER 19, 2017**

- (1) Certificate dated September 11, 2017
- (2) Certificate dated October 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. \$8,654,539.84 additional revenue. Non-expendable principal amounts of \$2,492,057.50 in Anderson, Founders and Wickwire Funds are included in the certified fund balances but are not included in appropriated amounts.
 $(\$15,943,028.45 + \$8,654,539.84 - \$2,492,057.50 = \$22,105,510.79)$
- (5) \$8,876,395.08 unencumbered cash carried forward; plus \$1,615,639.76 encumbered cash. \$1,300,000.00 transfer from General Fund. \$30,000 additional revenue.
 $(\$8,876,395.08 + \$1,300,000 + \$30,000 = \$10,206,395.08)$
- (6) \$3,671,326.51 unencumbered cash carried forward; plus \$13,352.22 encumbered cash. \$236,530 additional revenue. Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.
 $(\$3,671,326.51 + \$236,530.00 - \$784,316.36 = \$3,123,540.15)$

SUBAWARD AGREEMENT

Between

INTERNET ARCHIVE

And

Cleveland Public Library

under

IMLS GRANT # RE 85-17-0060-17 (Prime Agreement)

"Community Webs: Empowering Public Librarians to Create Community History Web Archives."

from

INSTITUTE OF MUSEUM AND LIBRARY SERVICES (IMLS) (Prime Sponsor)

This Subaward Agreement (the "Agreement") is made by and between the Internet Archive, hereinafter referred to as IA, and Cleveland Public Library, hereinafter referred to as SUBRECIPIENT, for the conduct of certain Work, upon the following terms and conditions and Exhibits as required, attached, which are incorporated herein for all purposes.

1. **Statement of Work.** Subrecipient shall use all reasonable efforts to conduct the work indicated in Exhibit A (Scope of Work).
2. **Period of Performance.** The anticipated period of performance shall extend from June 01, 2017 to May 31, 2019.
3. **Key Personnel.** Subrecipient's performance under this Agreement shall be under the direction of Susan Goldstein who is considered essential to the Work. Substitutions or substantial reduction in Susan Goldstein's level of effort will be only for compelling reasons and with the prior written approval of IA.
4. **Estimated Cost.** The total estimated cost of performing the Work is budgeted at \$33,500 in grant funds. This includes \$8,500 in direct funding for travel to the project's two in-person training and cohort events, travel to local and national conferences, for hosting local programming and events, and for affiliated professional development. Additionally, SUBRECIPIENT will receive a five-year subscription to Archive-It, totaling \$25,000. It is contemplated that funds presently obligated to this contract will cover the work to be performed through May 31, 2019. In no event shall IA be liable for reimbursement of any cost that would result in cumulative payment under this Agreement exceeding the total estimated cost unless this Agreement is modified in writing in

accordance with Section 22.

5. Allowable Costs. The allowable costs under this Agreement shall be determined in accordance with the cost categories applicable to the Subrecipients' Scope of Work and incorporated in the Cleveland Public Library project proposal and approved by the sponsoring organization.

6. Budget. The Budget (Exhibit B) lists costs and categories of costs approved to fund the Subrecipient's performance of the Work.

7. Invoicing. The Subrecipient shall submit invoices no more frequently than a quarterly basis, but not less than annually. In order to be eligible for reimbursement, invoices shall adhere to the following:

a. Invoice format should include the date of invoice, name and address of the Subrecipient, the IMLS Award Agreement number, and date range for expenses billed.

b. Be in English and U.S. dollars for allowable, approved costs incurred in accordance with the terms of this Agreement.

c. Shall display existing or expected expenses for reimbursement or payment in advance, itemized by budget category, for current expenses, cumulative and cost share obligations reflecting the life of the award unless otherwise indicated pursuant to Exhibit B.

d. IA must be in receipt of all invoices under this Agreement, including the final invoice (marked "FINAL"), no later than 30 days after the termination of this Agreement or the invoices may not be honored by IA.

e. Include certification signed by an authorized representative of the Subrecipient on each invoice that the costs are the actual or expected costs as recorded in Subrecipient's records and as expended or expected for the Work actually performed in accordance with the terms of this Agreement. For expenses requested in advance, the Subrecipient will send itemized receipts documenting expenditures once expenses are incurred.

8. Payment. Payment will be in U.S. dollars, for allowable, approved expenses made upon receipt of invoice. Payment shall be contingent upon the availability of funding from the Prime Sponsor under the Prime Agreement and upon Subrecipient's compliance with the terms and conditions, including the interim and final reporting requirements of this Agreement. The final payment under this Agreement shall be made upon receipt by IA of all services, reports and/or supplies called for hereunder. All payments shall be subject to correction and adjustment upon audit or any disallowance. The Subrecipient is solely responsible for reimbursing IA for amounts paid to the Subrecipient but disallowed under the terms of this Agreement. Any non-compliance with the terms and conditions of

this Agreement may result in the withholding of payment and/or immediate termination in accordance with Section 16 (Termination).

9. Audit. Subrecipient is subject to the requirements of Subpart F (Audit Requirements) of 2 CFR part 200. Without limiting the foregoing, IA, the Prime Sponsor or their duly authorized representatives shall, until three years after final payment under this Agreement, have access to any of the Subrecipient's records related to this Agreement for the purpose of making audits, examination excerpts and transcriptions. Upon reasonable notice IA or the Prime Sponsor shall have access to the Subrecipient's records during normal business hours. The period of access for records relating to appeals under a dispute, litigation or settlement of claims arising from the performance of this Agreement, or costs and expenses of this Agreement to which exception has been taken, shall continue until such appeals, litigation, claims, or exceptions are disposed of.

10. Reports. Subrecipient agrees to provide IA with interim and final program progress narratives and financial information necessary to ensure the timely reporting to IMLS, according to the Reporting Schedule in Exhibit B.

11. Authorized Representatives.

Technical Matters:

For Subrecipient: Chatham Ewing
 Contact Details:
 Phone: 216.6232813
 Email: chatham.ewing@cpl.org

For Internet Archive:
 Jefferson Bailey
 Internet Archive
 300 Funston
 San Francisco, CA 94118
 Phone: 415-561-6767
 Email: jefferson@archive.org

Business Matters:

For Subrecipient: Chatham Ewing
 Contact Details:
 Phone: 216.6232813
 Email: chatham.ewing@cpl.org
 For Internet Archive:
 Jefferson Bailey
 Internet Archive
 300 Funston
 San Francisco, CA 94118

Phone: 415-561-6767
 Email: jefferson@archive.org

Invoicing Matters:

For Subrecipient: Chatham Ewing
 Contact Details:
 Phone: 216.6232813
 Email: chatham.ewing@cpl.org

For Internet Archive:
 Jacques Cressaty
 Internet Archive
 300 Funston
 San Francisco, CA 94118
 Phone: 415-561-6767
 Email: jacques@archive.org

Authorized Official:

For Subrecipient: Felton Thomas
 Contact Details:
 Phone: 216.623.2826
 Email: felton.thomas@cpl.org

For Internet Archive:
 Brewster Kahle
 Internet Archive
 300 Funston
 San Francisco, CA 94118
 Phone: 415-561-6767
 Email: brewster@archive.org

12. General Conditions. The Work is subject to the following:

- a. Subrecipient shall comply with all federal/state/local/laws and regulations applicable to the Work being performed under this Agreement. Should Subrecipient fail to comply, IA in its sole discretion may terminate the Agreement in accordance with Section 16 (Termination).
- b. General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards (For Awards Made After December 26, 2014) and 2 CFR part 200, as adopted by IMLS at 2 CFR part 3187. Laws and requirements that relate specifically to IMLS awards include but are not limited to: IMLS authorization statute (20 U.S.C. §9101, et seq.), IMLS's African American grant program statutes (20 U.S.C. §80r-5), IMLS appropriation laws and IMLS regulations (45

CFR Chapter XI and 2 CFR Chapter XXXI).

- c. Subrecipient agrees to permit access by duly authorized representatives of IA or the Prime Sponsor to Subrecipient's records and financial statements as necessary to ensure compliance pursuant to this clause.

13. Intangible Property. "Intangible Property" means property having no physical existence, such as trademarks, copyrights, patents and patent applications and property. Subrecipient may copyright any Intangible Property (that is subject to copyright) developed by Subrecipient in the performance of the Work. Subrecipient is subject to applicable regulations governing patents and inventions, including government-wide regulations issued by the Department of Commerce at 37 CFR Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Awards). Subrecipient hereby grants to IA and the Prime Sponsor a royalty-free, worldwide, nonexclusive and irrevocable right to obtain, reproduce, make derivative works, display, perform, publish or otherwise use any copyrightable work and data produced under the Work for non-commercial, academic, research and Federal purposes, to authorize others to do so, and to otherwise enable IA to meet its obligations under the Prime Agreement.

Sharing of Results and Work Product

IMLS encourages creators of works resulting from IMLS funding to share their work whenever possible through forums such as institutional or disciplinary repositories, open-access journals, or other media. All work products resulting from IMLS funding should be distributed for free or at cost unless IMLS has given written approval for another arrangement. IMLS expects Subrecipient to ensure that final peer-reviewed manuscripts resulting from research conducted under an award are made available in a manner that permits the public to access, read, download, and analyze the work without charge.

Data Sharing

Research data sharing is an essential component of research and expedites the translation of research results into new knowledge and practices. If Subrecipient collects and analyzes data as part of an IMLS funded project, IMLS expects Subrecipient and/or IA to deposit data resulting from IMLS-funded research in a broadly accessible repository that allows the public to use the data without charge no later than the date upon which you submit your final report to IMLS. Subrecipient should deposit the data in a machine-readable, non-proprietary digital format to maximize search, retrieval, and analysis. IMLS recognizes that data sharing may be complicated or limited in some cases by institutional policies; local Institutional Review Board (IRB) rules; and local, state, and federal laws and regulations, including those protecting confidentiality and personal privacy. Additional guidance on statistical disclosure limitation methodology is available at www.imls.gov/research/research_guidance.aspx. Subrecipient should identify and explain the reasons for any limitations in your data management plan.

Acknowledgements

All materials publicizing or resulting from grant activities must contain an

acknowledgement of IMLS support, unless you are advised otherwise. This includes items such as invitations, brochures, and signage; audio/video programming for radio, television, or web broadcast; and electronic items such as websites and e-mail announcements. (See www.imls.gov/recipients/imls_acknowledgement.aspx for specific guidance).

14. Independent Contractor. In the performance of the Work hereunder, Subrecipient shall be an independent contractor and not an employee of IA. Subrecipient is not an agent of, or authorized to transact business, enter into agreements, or otherwise make commitments on behalf of IA.

15. Assignment. The Subrecipient may not assign, transfer or subcontract any part of this Agreement, any interest herein or claims hereunder, without the prior, written approval of IA.

16. Termination. Either the Subrecipient or IA may terminate this Agreement upon 30 days written notice. In addition, IA may suspend or terminate this Agreement immediately upon notice in the event of any suspension or termination of the Prime Agreement. In the event of termination, the Subrecipient will be reimbursed for all allowable, approved costs and non-cancelable commitments incurred prior to notice of termination in accordance with the terms of this Agreement. Upon termination, the Subrecipient shall refund to IA any unexpended or unobligated balance of funds advanced.

17. General Release. Subrecipient's acceptance of payment of the final invoice under this Agreement shall release IA from all claims of the Subrecipient, and from all liability to the Subrecipient concerning the Work, except where such claims or liabilities arise from any negligent act, error or omission of IA.

18. Changes. By mutual agreement, the Subrecipient and IA may make changes to the Work and to the terms of this Agreement. Any such changes shall be in the form of a written amendment signed by authorized contractual representatives of the Subrecipient and IA.

19. Limitation of Liability. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, directors, students, agents, or representatives to the extent allowed by law. IN NO EVENT SHALL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER FOR ANY CONSEQUENTIAL, INDIRECT, EXEMPLARY, SPECIAL OR INCIDENTAL DAMAGES ARISING FROM OR RELATED TO THIS AGREEMENT, WHETHER IN CONTRACT OR TORT OR OTHERWISE, EVEN IF SUCH PARTY KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES.

20. Insurance Requirements; Proof of Insurance.

a. Subrecipient shall maintain in force for the duration of this Agreement the

following kinds and amounts of insurance: (i) Worker's compensation insurance meeting all federal and state laws with statutory limits and employer's liability insurance with limits of at least \$100,000; and (ii) comprehensive general liability insurance coverage for bodily injury liability.

b. Subrecipient agrees to provide IA, upon request, a certificate of insurance substantiating Subrecipient's compliance with the insurance requirements outlined in Section 20(a). Such certificate of insurance shall provide at a minimum, a period of coverage equal to the project budget period awarded in this Agreement.

21. Program Income. Subrecipient shall inform IA of any program income generated under this Agreement and agrees to Prime Sponsor's disposition instructions of such program income.

22. Severability. The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

23. Non-Waiver. The delay or failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, nor shall the same be deemed to be a waiver of any subsequent breach, either of the same provision or otherwise.

24. Export Control. Subrecipient shall comply with all export control laws and regulations in its performance of this Agreement.

25. Governing Law. This Agreement shall be governed by and construed in accordance with federal laws and the laws of the State of California, without regard to or application of conflicts of law rules or principles that would require the application of the laws of any other state.

26. Entire Agreement. This Agreement is the complete agreement of the Subrecipient and IA and supersedes all prior understandings regarding the Work. The order of precedence for interpretation of this Agreement shall be this Agreement then the Prime Agreement.

By signing below, Subrecipient acknowledges that it has read and understood this Agreement, that it agrees to be bound by the terms and conditions of this Agreement and that the individual signing this Agreement is a duly authorized representative of Subrecipient with authority to execute agreements on behalf of Subrecipient.

In Witness Whereof, the parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.


THE INTERNET ARCHIVE	INSTITUTION
By: 	By: X <i>Timothy R. Diamond</i>
Name:	Name: <i>Timothy R. Diamond</i>
Title:	Title: <i>Chief Knowledge Officer</i>

Exhibit A: Scope of Work

Cleveland Public Library Scope of Work:

In support of this project, CLEVELAND PUBLIC LIBRARY will work with IA and grant participants as one of the project's "Library Leads" that provide extra guidance to the cohort on local history collecting and working with digital materials. This includes assisting with and advising on outreach, training, open educational resources, and curriculum development.

Other requirements include the following:

- Perform project activities averaging 2 hours a week in staff time
- Attend six project-related virtual trainings over the 2 years of the project
- Attend two in-person cohort meetings (1 meeting per year)
- Attend at least 2 local, regional, or national conference to present on, speak on, or promote the project among relevant professional communities
- Contribute to project-developed educational materials
- Publish on institution-specific outcomes (such as via blogging or writing case studies)
- Participate in the project's online cohort community via contribution to online forum, communication exchanges, meetings, calls, and other cohort activities

Exhibit B: Budget & Reporting Schedule

Cleveland Public Library will receive a stipend to sponsor travel to the project's two in-person training and cohort events, travel to local and national conferences to present their work and build their peer network in relation to project activities, for hosting local programming and events, and for affiliated professional development such as a related online class or training in related topics in digital curation.

This is a two-year project and below breakdown is in per-year costs.

Portion of stipend for local public programming and events: \$250 per year

Portion of stipend for professional development to provide extra training in digital preservation, storage, collection building, digitization, digital stewardship, other digital collection tools: \$500 per year

Portion of stipend for travel to cohort meetings: \$1000 per year

Portion of stipend for conference attendance: \$1500 per year

Portion of stipend to compensate for time spent as a Library Lead: \$1000 per year

Reporting Schedule

Submitted to the Internet Archive:

Year 1 Brief Interim Narrative and Financial Report: June 30 2018

Year 2 Brief Final Narrative and Financial Report: June 30 2019



May 17, 2017

Cleveland Public Library
 Attn: Carrie Krenicky
 525 Superior Ave.
 Cleveland, OH 44114

Re: Cleveland Public Library Endowment, Account 21-75-501-4453885

Dear Carrie:

Your business is very important to PNC Institutional Asset ManagementSM, and we are committed to providing you with quality service and a range of appropriate financial solutions to help you attain your organization's financial goals. We continuously invest in experienced investment professionals, state-of-the-art technology and innovative product enhancements – all designed to give you an edge in the financial world.

We strive to maintain fair, competitive fees for our service and from time to time re-evaluate our fee structure. We are pleased to inform you that the following institutional fee schedule will apply to the above referenced account effective June 1, 2017. This change provides a lower tier schedule, which eliminates the need to discount from a higher fee schedule, which is currently in place.

Please review the following schedule and return an executed copy for our records at your earliest convenience. Should you have any questions regarding this change, please call me at 216-222-9736 or e-mail at Glen.Danahey@pnc.com. Thank you very much for entrusting the needs of your organization to us. It is our pleasure to serve you.

Sincerely,

A handwritten signature in cursive script that reads 'Glen Danahey'.

Glen E. Danahey, CIMA®, AIF®, ChFC
 Senior Vice President & Senior Institutional Investment Advisor

The PNC Financial Services Group, Inc. ("PNC") uses the marketing name PNC Institutional Asset ManagementSM for 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"). 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. "PNC Institutional Asset Management" is a service mark of The PNC Financial Services Group, Inc.

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

Fee Schedule -- Cleveland Public Library Endowment, Account #21-75-501-4453885

<p>Schedule of Compensation</p>	<ul style="list-style-type: none"> • .50% on first \$10,000,000 • .35% on next \$10,000,000 • .30% on next \$30,000,000 • .25% on next \$50,000,000 and the balance
<p>Compensation Notes</p>	<ul style="list-style-type: none"> • The annual fees above are based on the total market value of assets as of the billing date • One-fourth of the above fee will be charged each quarter for the previous quarter • \$500 per account maintenance charge - WAIVED • Minimum annual compensation: \$7,500 • No additional service or upkeep charge for investing cash balances daily • No additional security processing and settlement charge for investment purchases or sales
<p>Disclosure</p>	<p>PNC fee schedules are subject to change from time to time, and any future increases or decreases shall be applied to all accounts subject to these rates.</p> <p>PNC and its affiliates may also receive compensation from the mutual fund company or other financial services provider for advisory and other services to funds that may be held in your account. This compensation is in addition to the account level fee and is set forth in a separate disclosure grid available from your relationship manager. PNC and its affiliates refers to affiliates of The PNC Financial Services Group, Inc. which provide advisory and/or administrative, transfer agency, custody, omnibus record keeping and other services to and receive compensation from certain mutual funds and the financial services industry in general. The compensation earned by PNC and its affiliates from mutual fund investments is calculated as a percentage of the daily amounts invested in such mutual funds.</p> <p>The fee from any portion of your account invested in one or more portfolios of mutual funds advised by PNC affiliates (other than money market funds) will be reduced by 15%. There is no reduction of the account level fee for amounts invested in any money market mutual fund.</p> <p>Mutual fund shares are not deposits or obligations of, or guaranteed or endorsed by, any bank, and are not insured by the Federal Deposit Insurance Corporation, the Federal Reserve Board or any other agency. An investment in mutual funds involves risks, including the possible loss of principal. Investments in money market mutual funds are neither insured nor guaranteed by the U.S. government and there can be no assurance that a money market fund will be able to maintain a stable \$1.00 net asset value. The compensation earned by PNC Bank and its affiliates from mutual fund investments is calculated as a percentage of the daily amounts invested in such mutual funds. You may receive a mutual fund prospectus by contacting your PNC Relationship Manager.</p>

Cleveland Public Library

By:

Signature

Date

Print Name and Title

Please keep a copy of this Fee Letter in your files and send the original to: Glen E. Danahey, Senior Vice President & Senior Institutional Investment Advisor, PNC Institutional Asset Management, 1900 E. 9th Street, 15th floor, Cleveland, Ohio 44114

NEGOTIATED FEE SCHEDULE
for
THE CLEVELAND PUBLIC LIBRARY ENDOWMENT FUND
September, 1997

A 25% discount will be applied to the following schedule:

<u>25% Discount</u>	
.810% @ 8.10	\$10.80 / \$1,000 on the first \$250M
.6075% @ 6.075	\$ 8.10 / \$1,000 on the next \$750M
.405% @ 4.05	\$ 5.40 / \$1,000 on the next \$4,000M
.30375% @ 3.0375	\$ 4.05 / \$1,000 on the balance

<u>Mkt Value</u>	<u>Fee w/out discount</u>	<u>Fee w/ discount</u>
\$8.5 million	\$44,550	\$33,412.50
10 million	50,625	37,968.75
12 million	58,725	44,043.75

Christopher J. Gray, Vice Pres.
National City Bank

[Signature]
Cleveland Public Library

Ohio Gas & Electric
Customer Enrollment Form
Fixed Natural Gas Program ~ Residential and Non-Residential Agreement

For internal use:
Contract ID: _____

Cleveland Public Library

AGREEMENT: This is to confirm that _____ ("Customer") agrees to purchase its natural gas from Ohio Gas & Electric. Your term will begin on the latter of your enrollment date or your meter read date occurring **November 20 17**. Your fixed term will end on the sooner of your meter read occurring in **November 20 18** or the last calendar day of that month ("Initial Term") at a fixed rate of **\$3.15** per Mcf

You are enrolling with Ohio Gas & Electric through your utility's "Energy Choice" program. There is no sign-up fee or minimum charge. You will receive a fixed rate during the Initial Term. This Agreement shall automatically renew for successive monthly periods on a variable rate unless either party notifies the other party in writing of its desire not to renew at least thirty (30) calendar days prior to the end of the intended month of termination. The early termination fee during the Initial Term for residential and small commercial Customers will be \$50 and large commercial Customers will pay an early termination fee equal to the greater of \$150, or liquidated damages. There are no fees if you wish to cancel this Agreement upon the expiration of the Initial Term.

You will receive a welcome letter in the mail confirming the terms of your agreement to enroll in our natural gas program. You may rescind this Agreement within seven (7) business days from the welcome package post mark date by notifying the LU orally or in writing. Your utility will still continue to deliver your natural gas, read your meter and provide you with emergency customer service. You may receive one bill from your LU with OHG&E's supply charges included or you may receive a bill directly from OHG&E. If OHG&E bills you directly for natural gas supplied under this Agreement, you will pay OHG&E a monthly service fee of \$10.00. This price does not include utility distribution service and other utility-related charges, which are separate amounts the Customer may pay to the LU.

While we are your gas supplier, we may periodically request natural gas usage, payment and other information from your utility regarding your account. This information will only be used to enable us to supply you natural gas under this Agreement and will not be used or disclosed for any other purpose. You may rescind authorization for the release of this information at any time by calling (866) 706-7360. By signing this Agreement, you are authorizing the release of this information to Ohio Gas & Electric while we are your natural gas supplier. Switching to a competitive third party supplier is not mandatory, and you have the option of remaining with your utility for basic natural gas supply service.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and to be effective as of the date first written above. By enrolling in this program, I agree to initiate service and begin enrollment and to be bound by and acknowledge receipt of Ohio Gas & Electric's Terms and Conditions of Service. I accept these terms and conditions.

Ohio Gas & Electric
By: _____
Name: _____
Title: _____
Date: _____

Cleveland Public Library
Customer: _____
By: *Felton Thomas Jr.*
Name: Felton Thomas Jr.
Title: Executive Director, CEO
Date: 09/20/2017

Account Number: 0-4413-0012-6508

If applicable, please check this box if you have attached a list containing the detail of multiple account numbers.

Number of Accounts Attached: 29
Name on the Account: Cleveland Public Library
Utility: Dominion East Ohio
Service Address: 11600 Lorain Ave , Cleveland, Ohio 44102
Billing Address, if different: 325 Superior Ave NE, Cleveland, Ohio 44114
Contact Name: _____
Primary Phone: _____ Secondary Phone: _____
Fax: _____ Email Address: _____
Associated Account: _____ Alpha Code: _____ Re-Enrollment: _____
TSR/CSR: North Shore Energy Date: 09/20/2017

Ohio Gas & Electric ("OHG&E") is not a utility or affiliated with a utility. OHG&E currently offers service to most customers falling within residential and small business rate classes. OHG&E will not accept enrollments for net metered accounts. Pennsylvania Gas & Electric and Maryland Gas & Electric are registered trade names owned in part by Energy Services Providers, Inc. and U.S. Gas & Electric, Inc.

Ohio Customers
RESIDENTIAL and COMMERCIAL FIXED TERMS AND CONDITIONS – NATURAL GAS - PURCHASE AND SALE AGREEMENT

This agreement ("Agreement") to purchase and sell energy is by and between Ohio Gas & Electric ("OHG&E"), and the Customer (as defined in the Customer Enrollment Form, website enrollment, and/or transcript of the enrollment telephone call between OHG&E and Customer – collectively referred to as the "Enrollment Confirmation") whereby Customer agrees to buy from OHG&E and OHG&E agrees to sell to Customer natural gas (as stated in the Enrollment Confirmation) in amounts necessary to meet 100% of the Customer's requirements during the Term (defined below) of this Agreement. Customer understands that switching to a competitive third party supplier is not mandatory, and Customer has the option of remaining with the local utility ("LU") for basic gas supply service.

1. **Term.** The term of this Agreement ("Term") shall commence as the later of (1) your next billing cycle, (2) the date of the Enrollment Confirmation, (3) the date of your eligibility in the Choice Program, (4) the effective date of the Initial Term stated in the Enrollment Confirmation, or (5) of the date the change of provider to OHG&E is deemed effective by the LU and shall be for 12 months, but in no case later than the (i) earlier of your meter read cycle occurring in November 2018 or (ii) the last day of the month in November 2018 ("Initial Term"). This Agreement shall automatically renew for successive monthly periods ("Renewal Term") at a variable rate, unless either party notifies the other party in writing of its desire not to renew at least thirty (30) days prior to the end of the intended month of termination. The LU will send a confirmation notice of the transfer of service to OHG&E. Customers may rescind this Agreement within seven (7) business days from the welcome package post mark date by notifying the LU orally or in writing. LU may charge a switching fee to its Customers. OHG&E may send me two notices offering to renew this Agreement under the same or different conditions. Customer will receive the first notice at least forty-five (45) days and not more than ninety (90) days prior to the expiration date of this Agreement and the second notice no less than thirty-five (35) days prior to the expiration date of this Agreement. This Agreement shall automatically renew in accordance with the terms indicated in the notices unless Customer notifies OHG&E otherwise.
2. **Price.** The price for all energy sold under this Agreement during the Initial Term shall be a fixed rate of \$3.15 per Mcf . The fixed rate assigned to each individual account is guaranteed not to change during the Initial Term of the Agreement. The rate assigned during both the Initial Term and any Renewal Term is exclusive of all applicable state and local taxes and the LU's service and delivery charges. The monthly rate may be higher or lower than the LU price in any given month. The rate assigned to any particular individual account may vary from the rate assigned to any other particular individual account, even though such accounts may be in the same utility rate class. If due to a change in market conditions, OHG&E desires to lower the price during the Initial Term, OHG&E may do so without Customer consent. The rate listed above includes an Aggregator or Broker Fee. The price for all energy sold under this Agreement during the Renewal Term shall be at a monthly variable rate. The variable rate assigned to each individual account is a rate set by us each month based on our evaluation of a number of factors that affect the total price of natural gas to a customer. The following factors may include but are not limited to potential items such as the cost of gas, transportation costs, storage costs, margins. Each month our management uses this information along with numerous other considerations, to determine the price in the upcoming month. The rate assigned to any particular individual account may vary from the rate assigned to any other particular individual account, even though such accounts may be in the same utility rate class.
3. **Consumer Protections.** In the event of non-payment of any amounts owed by Customer to OHG&E, Customer may be subject to suspension of distribution service by the LU and OHG&E reserves the right to terminate this Agreement and commodity service hereunder to the Customer under procedures approved by the Public Utility Commission of Ohio ("PUCO"). OHG&E will provide at least fourteen (14) days notice prior to canceling service to Customer for Customer non-payment of any amounts owed to OHG&E. OHG&E will not disclose Customer's social security number and/or account number(s) without Customer's consent except for OHG&E's own collections and credit reporting, participation in programs funded by the universal service fund. OHG&E is prohibited from disclosing a Customer's social security and/or account number(s) without the customer's consent except for OHG&E's own collections and credit reporting, participation in programs funded by the universal service fund, pursuant to section 4928.52 of the Revised Code, or assigning a Customer contract to another supplier provider.
4. **Emergency Service.** In the event of an energy emergency or service interruption, you should immediately call your local utility's 24-hour gas emergency hotline (Dominion East Ohio at 877-542-2630 or Columbia Gas of Ohio at 800-282-0157) and emergency personnel.
5. **Information Release Authorization.** Customer authorizes OHG&E to obtain and review information regarding the Customer's credit history from credit reporting agencies and Customer's consumption history, billing determinant, and credit information from the LU. This information may be used by OHG&E to determine whether it will commence, or continue to provide energy supply service to Customer and will not be disclosed to a third-party unless required by law. The Enrollment Confirmation shall be deemed to represent Customer's authorization for the release of this information to OHG&E. This authorization will remain in effect during the Initial Term and any Renewal Term of this Agreement. Customer may rescind this authorization at any time by providing written notice thereof to OHG&E at 100 E. Campus View Blvd., Suite 250, Columbus, OH 43235, or calling OHG&E at 1-866-706-7360. OHG&E reserves the right to cancel this Agreement on fifteen (15) calendar days notice in the event Customer rescinds such authorization.
6. **Dispute Resolution.** "If your complaint is not resolved after you have called your natural gas supplier and/or your natural gas utility, or for general utility information, residential and business Customers may contact the PUCO for assistance at 1-800-686-7826 (toll free) from eight a.m. to five p.m. weekdays, or at <http://www.puco.ohio.gov>. Hearing or speech impaired Customers may contact the PUCO via 7-1-1 (Ohio relay service). The Ohio Consumers' Counsel (OCC) represents residential utility Customers in matters before the PUCO. The OCC can be contacted at 1-877-742-5622 (toll free) from eight a.m. to five p.m. weekdays, or at <http://www.pickocc.org>." The Customer shall remit payment as required during the dispute, and such payment shall be refunded if warranted by the decision of the mediator or court.
7. **Procedures.** Customer may cancel this Agreement (for reasons other than non-payment) at any time by providing written notice to the other party at least thirty (30) days prior to the end of the intended month of termination or by contacting OHG&E at 866-706-7360. If Customer cancels this Agreement prior to the end of the Initial Term, or if OHG&E cancels this agreement for non-payment, residential and small commercial Customers will pay an early termination fee of \$50.00 and large commercial Customers will pay an early termination fee equal to the greater of \$150.00 or liquidated damages. Liquidated damages shall be equal to the Customer sales price minus the transaction price that OHG&E can receive for liquidating Customer's obligations under the Agreement multiplied by the estimated remaining volume during the Initial Term. If Customer fails to notify OHG&E as set forth above, Customer shall remain liable to pay OHG&E for any energy acquisitions made by OHG&E to serve Customer under this Agreement at the price

- set forth above. It may take up to sixty (60) days after cancellation for Customer to receive supply from the LU or other energy supplier, depending upon the LU or other supplier procedures, and Customer is responsible for all OHG&E supply charges until Customer receives supply from the LU or other supplier. A final bill will be rendered within twenty (20) days after the final scheduled meter reading, or if meter access is restricted, an estimate of consumption will be used to calculate such bill, which will be reconciled after the final meter reading. Residential customers may cancel this Agreement without penalty in the event Customer relocates outside the service territory of the LU, or if the service location is not served by any of the LU's OHG&E is approved to supply in. If LU removes Customer's account from consolidated billing, OHG&E reserves the right to bill Customer directly. Customers returning to the utility may or may not be served under the same rates, terms, and conditions that apply to other Customers served by the LU.
8. **Energy Supply Quantity.** All energy quantities supplied under this Agreement, including storage gas, shall be determined solely by the LU and all such amounts shall be accepted as accurate and conclusive by both parties and shall constitute the amount of the sale hereunder.
9. **Agency & Power of Attorney.** Customer appoints OHG&E as its agent and grants OHG&E a power of attorney to act on Customer's behalf in acquiring the supplies necessary to meet Customer's gas needs, contracting for and administering transportation, transmission and related services over interstate facilities and any LU services necessary to deliver gas to the Customer's premises. These services are provided by OHG&E at no additional charge to Customer as they are already included in the price noted above.
10. **Invoicing and Payment.** You may receive one bill from your LU with OHG&E's supply charges included or you may receive a bill directly from OHG&E. If OHG&E bills you directly for gas supplied under this Agreement, Customer will pay OHG&E a monthly service fee of \$10.00. This price does not include utility distribution service and other utility-related charges, which are separate amounts the Customer may pay to the LU. Customer will pay each invoice in full, on or before the due date, or be subject to a late payment charge of 1.5% per month. Customer payments shall be pro-rated between the LU and OHG&E in accordance with procedures adopted by the PUCO. Failure to pay natural gas utility charges may result in Customer being disconnected in accordance with natural gas utility tariff. Customer has the right to request from OHG&E, twice within a twelve month period, up to twenty-four months of the customer's payment history without charge.
11. **Title.** All natural gas sold under this Agreement shall be delivered to a location considered the "Point of Delivery," which shall be a location determined by OHG&E, and shall constitute the point at which, upon delivery thereto, the sale occurs and title passes from OHG&E to Customer.
12. **Budget Billing.** At this time, Ohio Gas & Electric does not offer budget billing within the State of Ohio.
13. **Liability.** In no event shall either party be liable for any punitive, incidental, consequential, exemplary, indirect, third-party claims or other damages whether based on contract, warranty, tort, negligence, strict liability or otherwise, or for lost profits arising from a breach of this Agreement.
14. **Choice of Laws.** Venue for any lawsuit brought to enforce any term or condition of this Agreement, or to construe the terms hereof shall be exclusively in Ohio. This Agreement shall be construed under and shall be governed by the laws of Ohio.
15. **Assignment.** Customer may not assign its interest in and obligations under this Agreement without the express advance written consent of OHG&E. OHG&E may sell, transfer, pledge, or assign the accounts, revenues, or proceeds hereof, in connection with any financial agreement and may assign this Agreement to another energy supplier, energy services company or other entity in accordance with the PUCO rules and procedures, if any, governing such transactions.
16. **Severance.** If any provision of this Agreement is held by a court or regulatory agency of competent jurisdiction to be invalid or unenforceable, the remaining provisions shall continue in full force without being invalidated in any way.
17. **No Warranties.** Unless otherwise expressly set forth in this Agreement, OHG&E provides and Customer receives no warranties, express or implied, statutory, or otherwise and OHG&E specifically disclaims any warranty of merchantability or fitness for a particular purpose.
18. **Delay or Failure to Exercise Rights.** No partial performance, delay or failure on the part of OHG&E in exercising any rights under this Agreement and no partial or single exercise thereof shall constitute a waiver of such rights or of any other rights hereunder.
19. **Force Majeure and Other Circumstances.** The term "Force Majeure" shall mean any cause not reasonably within the control of the party claiming suspension and which by the exercise of due diligence, such party is unable to prevent or overcome, including but not limited to, any act or cause by the LU or any transportation or transmitting entity. If either party is unable, wholly or in part, by Force Majeure to perform or comply with any obligations or conditions of this Agreement, they shall give immediate notice to the maximum extent practicable in writing and provide particulars to the other party. Such obligations or conditions, so far as they are affected by such Force Majeure, shall be suspended during the continuance of any inability so caused, and such party shall be relieved of liability and shall suffer no prejudice for failure to perform the same during the period. The party claiming suspension of obligations must in good faith attempt to mitigate and/or terminate the Force Majeure. If at some future date there is a change in any law, rule, regulation or pricing structure whereby OHG&E is prevented, prohibited or frustrated from carrying out its intent under, or the terms of, the transactions contemplated by this Agreement, then, at the sole discretion of OHG&E, this Agreement may be cancelled by OHG&E.
20. **Taxes and Laws.** Except as provided in this Agreement or by law, all taxes, levies, assessments and fees of whatsoever kind, nature and description, due and payable with respect to the delivery of energy under this Agreement, shall be paid or reimbursed by Customer except for federal, state or local taxes imposed on the net taxable income of OHG&E. The parties' obligations under this Agreement are subject to present and future legislation, orders, rules, or regulations of a duly constituted governmental authority having competent jurisdiction.
21. **Entire Agreement.** This Agreement and the Enrollment Confirmation set forth the entire agreement between the parties with respect to the terms and conditions of this transaction; any and all other agreements, understandings and representations by and between the parties with respect to the matters addressed herein and therein are superseded by this Agreement and the Enrollment Confirmation.
22. **Acceptance and Amendments.** This Agreement shall not become effective until accepted by OHG&E. OHG&E reserves the right to reject Customer, or to cancel this Agreement upon failure of Customer to maintain satisfactory credit standing as determined by OHG&E in OHG&E's sole discretion, or to meet minimum or maximum threshold consumption levels as determined by OHG&E in OHG&E's sole discretion. OHG&E may amend the terms of this Agreement at any time, consistent with any applicable law, rule or regulation, by providing notice to Customer of such amendment at least thirty (30) days prior to the effective date thereof. If Customer does not agree to such amendment, Customer may cancel this Agreement by providing written notice to OHG&E within thirty (30) days of the date of OHG&E's notice of amendment. For inquiries and information regarding gas suppliers and the competitive retail energy market, you may contact the PUCO at 1-800-686-7826.

USG&E Multiple Account Details Page

Utility Name	Type	Account # or POP ID	Name on Account	Service Address	Billing Address
DEO	Commercial	0-5000-4115-9131	Cleveland Public Library	5813 Griswold Ave, Cleveland, Ohio 44104	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	1-4412-0011-7751	Cleveland Public Library	1900 Fulton Rd., Cleveland, Ohio 44113	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	1-5000-5407-7413	Cleveland Public Library	525 Superior Ave, Cleveland, Ohio 44114	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	4-4411-0012-8699	Cleveland Public Library	5806 Woodland Ave, Cleveland, Ohio 44104	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	4-4411-0012-8402	Cleveland Public Library	5806 Woodland Ave, Cleveland, Ohio 44104	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	4-5000-3400-1378	Cleveland Public Library	7200 Broadway Ave., Cleveland, Ohio 44105	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	4-5000-5266-6273	Cleveland Public Library	11535 Shaker Blvd, Cleveland, Ohio 44120	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	5-4401-0013-4456	Cleveland Public Library	2704 Clark Unit A, Cleveland, Ohio 44109	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	5-4401-0013-4480	Cleveland Public Library	3704 Pearl Rd, Cleveland, Ohio 44109	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	5-4403-0013-4441	Cleveland Public Library	865 152nd St., Cleveland, Ohio 44110	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	5-4405-0013-4497	Cleveland Public Library	4303 Pearl Rd, Cleveland, Ohio 44109	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	5-4406-0013-4500	Cleveland Public Library	1962 E 107th, Cleveland, Ohio 44106	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	5-4412-0013-4469	Cleveland Public Library	2800 E 30th St, Cleveland, Ohio 44120	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	5-4412-0013-4473	Cleveland Public Library	3630 E 131st St, Cleveland, Ohio 44120	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	5-4414-0013-4434	Cleveland Public Library	8216 Lorain Ave., Cleveland, Ohio 44102	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	5-5000-3587-2269	Cleveland Public Library	14000 Kinsman Rd, Cleveland, Ohio 44120	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	6-4404-0013-4412	Cleveland Public Library	7201 Kinsman Rd STE 101, Cleveland, Ohio 44104	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	8-4418-0011-8115	Cleveland Public Library	830 Jefferson Ave, Cleveland, Ohio 44113	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	8-5000-5371-3093	Cleveland Public Library	3805 W 157th St, Cleveland, Ohio 44111	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	9-4401-0013-4533	Cleveland Public Library	16918 Harvard Ave, Cleveland, Ohio 44128	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	9-4402-0012-8439	Cleveland Public Library	3545 Fulton., Cleveland, Ohio 44109	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	9-4405-0012-8428	Cleveland Public Library	17001 Lake Shore Blvd., Cleveland, Ohio 44140	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	9-4412-0013-4526	Cleveland Public Library	1566 Crawford Ave., Cleveland, Ohio 44106	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	9-4418-0012-8459	Cleveland Public Library	7910 Detroit Ave., Cleveland, Ohio 44105	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	9-4420-0012-8370	Cleveland Public Library	3463 E 93rd St., Cleveland, Ohio 44104	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	9-4420-0013-4540	Cleveland Public Library (Glenville)	4421 W 140th St., Cleveland, Ohio 44135	325 Superior Ave NE, Cleveland, Ohio 44114
DEO	Commercial	9-5000-3325-9589	Cleveland Public Library	3096 Scranton Rd, Cleveland, Ohio 44113	325 Superior Ave NE, Cleveland, Ohio 44114
				11900 Saint Clair Ave, Cleveland, Ohio 44108	325 Superior Ave NE, Cleveland, Ohio 44114
				6901 Superior Ave., Cleveland, Ohio 44103	325 Superior Ave NE, Cleveland, Ohio 44114

Initial and Date:

Business Name: Cleveland Public Library
 Contact Name and Title: _____
 Phone Number: _____
 Address: 325 Superior Ave NE
 City: Cleveland
 State: OH
 Zip: 44114





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

Date: 9/26/2017
Prepared by: Valerie Fink
Customer Contact: Larry Finnegan

Prepared for
CPL Automation
Cleveland Public Library Main & Branches

PROJECT SCOPE: ANNUAL MAINTENANCE OF PEOPLE COUNTING SYSTEM

Qty	Part#	Product Description
1	Maintenance	GOLD Annual Installment 11/15/2017-11/14/2018

Grand Total: \$40,045.04

*Applicable Sales Tax not included

Investment Considerations:

<u>Addison</u>	<u>Brooklyn</u>	<u>Carnegie West</u>	<u>Collinwood</u>	<u>E. 131st</u>
<u>Eastman</u>	<u>Fleet</u>	<u>Fulton</u>	<u>Garden Valley</u>	<u>Glenville</u>
<u>Harvard-Lee</u>	<u>Hough</u>	<u>Jefferson</u>	<u>Langston Hughes</u>	<u>Lorain</u>
<u>Woodland</u>	<u>Memorial- Nottingham</u>	<u>MLK Jr.</u>	<u>Mt. Pleasant</u>	<u>Rice</u>
<u>Rockport</u>	<u>South Brooklyn</u>	<u>South</u>	<u>Sterling</u>	<u>Union</u>
<u>Walz</u>	<u>West Park</u>	<u>LSW/Main</u>		

Accepted by: _____ Date: _____

Purchase Order #: _____ Deposit Check #: _____

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD SEPTEMBER 1 – SEPTEMBER 30, 2017

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending September 30, 2017

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	26,415,991.84	0.00	0.00	0.00	\$ 0.00	26,415,991.84
42 Intergovernmental	18,703,791.23	1,216,029.48	0.00	0.00	\$ 0.00	19,919,820.71
43 Fines & Fees	284,776.94	0.00	0.00	0.00	\$ 0.00	284,776.94
44 Investment Earnings	400,539.57	34,188.24	0.00	6,597.59	\$ 0.00	441,325.40
45 Charges for Services	0.00	4,200,247.54	0.00	0.00	\$ 0.00	4,200,247.54
46 Contributions & Donations	2,457.53	540,558.97	0.00	0.00	\$ 0.00	543,016.50
48 Miscellaneous Revenue	675,932.47	97,699.57	30,000.00	0.00	\$ 104,274.67	907,906.71
Total Revenues	\$ 46,483,489.58	\$ 6,088,723.80	\$ 30,000.00	\$ 6,597.59	\$ 104,274.67	\$ 52,713,085.64
51 Salaries/Benefits	25,667,449.13	2,252,579.14	0.00	0.00	\$ 0.00	27,920,028.27
52 Supplies	741,294.29	73,033.17	0.00	2,255.83	\$ 0.00	816,583.29
53 Purchased/Contracted Services	7,860,957.06	1,374,641.60	0.00	4,926.00	\$ 0.00	9,240,524.66
54 Library Materials	4,561,474.93	802,837.36	0.00	19,996.65	\$ 0.00	5,384,308.94
55 Capital Outlay	678,938.53	427,317.21	737,074.20	0.00	\$ 0.00	1,843,329.94
57 Miscellaneous Expenses	108,068.04	26,827.90	0.00	0.00	\$ 94,876.87	229,772.81
Total Expenditures	\$ 39,618,181.98	\$ 4,957,236.38	\$ 737,074.20	\$ 27,178.48	\$ 94,876.87	\$ 45,434,547.91
Revenue Over/(Under) Expenditures	\$ 6,865,307.60	\$ 1,131,487.42	\$(707,074.20)	\$(20,580.89)	\$ 9,397.80	\$ 7,278,537.73
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(76,500.00)	76,500.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(1,300,000.00)	0.00	1,300,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(1,376,500.00)	\$ 76,500.00	\$ 1,300,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 5,488,807.60	\$ 1,207,987.42	\$ 592,925.80	\$(20,580.89)	\$ 9,397.80	\$ 7,278,537.73
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	\$ 32,502,676.25	\$ 18,040,078.28	\$ 11,084,960.64	\$ 3,664,097.84	\$ 16,999.34	\$ 65,308,812.35

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending September 30, 2017

	Certified Revenue (1)	Income To Date	Balance	Percent To Date	Percent Prior Year
PLF State Income Tax	21,464,343	16,265,616	5,198,727	76%	74%
General Property Tax	26,414,755	26,415,992	(1,237)	100%	100%
Rollback, Homestead, CAT	2,438,176	2,438,176	-	100%	100%
Fines & Fees	381,034	284,777	96,257	75%	74%
Investment Earnings	580,601	400,540	180,062	69%	74%
Contributions	2,447	2,458	(11)	100%	100%
Miscellaneous	1,222,677	675,932	546,745	55%	75%
Return of Advances Out	0	25,000	(25,000)		
Total	\$ 52,504,032	\$ 46,508,490	\$ 5,995,543	89%	88%

	Appropriation(2)	Expended/ Encumbered	Balance	Percent To Date (3)	Percent Prior Year
Salaries/Benefits	36,271,193	25,697,002	10,574,191	71%	74%
Supplies	1,206,142	897,158	308,984	74%	67%
Purchased Services	11,589,886	10,184,051	1,405,835	88%	88%
Library Materials	10,194,363	7,166,695	3,027,667	70%	70%
Capital Outlay	1,580,995	791,574	789,421	50%	49%
Other	164,393	119,951	44,443	73%	73%
Sub Total	\$ 61,006,971	\$ 44,856,430	\$ 16,150,540	74%	76%
Advances Out	0	101,500	(101,500)		
Transfers Out	1,300,000	1,300,000	0	100%	100%
Total	\$ 62,306,971	\$ 46,257,930	\$ 16,049,040	74%	76%

Note (1): Certificate from Cuyahoga County Budget Commission dated September 11, 2017 (includes Advances Out).

Note (2): Total Amended Appropriation of \$56,604,803 plus carried forward encumbrance of \$5,702,168.

Note (3): Subtotal includes 65% expended and 9% encumbered.

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending September 30, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110	10,986,049.11	10,490,049.11	7,446,677.63	0.00	3,043,371.48
51120	10,947,183.68	10,467,183.68	7,504,423.92	0.00	2,962,759.76
51130	1,230,677.60	1,176,677.60	826,701.38	0.00	349,976.22
51140	4,488,079.03	4,162,554.03	2,954,327.33	0.00	1,208,226.70
51150	548,735.98	561,735.98	386,834.98	0.00	174,901.00
51180	0.00	428,660.75	268,164.26	0.00	160,496.49
51190	311,881.13	229,881.13	153,613.43	0.00	76,267.70
51400	4,006,560.61	3,846,560.61	2,711,818.75	0.00	1,134,741.86
51610	3,775,744.08	3,972,744.08	2,943,637.58	0.00	1,029,106.50
51611	202,006.32	236,006.32	156,404.81	0.00	79,601.51
51612	14,781.84	16,781.84	11,452.00	0.00	5,329.84
51620	12,420.00	37,420.00	9,590.80	0.00	27,829.20
51625	28,563.36	52,563.36	21,180.88	0.00	31,382.48
51630	163,599.67	152,033.51	(7,152.49)	0.00	159,186.00
51640	20,200.00	27,757.87	220.88	26,557.87	979.12
51650	381,531.21	387,878.79	258,729.01	203.33	128,946.45
51900	11,674.66	24,703.97	20,823.98	2,791.34	1,088.65
	\$37,109,688.28	\$ 36,271,192.63	\$ 25,667,449.13	\$ 29,552.54	\$ 10,574,190.96
52110	51,637.75	58,566.58	39,367.72	1,126.98	18,071.88
52120	42,700.00	52,156.47	30,135.90	3,497.10	18,523.47
52130	39,850.00	41,105.30	16,316.02	551.02	24,238.26
52140	3,200.00	3,015.66	343.43	56.86	2,615.37
52150	72,100.00	84,125.15	63,141.90	4,540.00	16,443.25
52210	118,800.00	112,659.67	90,244.92	4,654.76	17,759.99

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending September 30, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,750.00	69,865.80	41,415.91	18,116.86	10,333.03
52230	323,954.00	368,434.82	285,566.04	69,137.58	13,731.20
52240	23,000.00	22,112.99	4,465.71	3,377.68	14,269.60
52300	78,000.00	96,484.05	35,611.06	30,253.33	30,619.66
52900	259,050.25	297,615.08	134,685.68	20,551.33	142,378.07
Supplies	\$ 1,076,042.00	\$ 1,206,141.57	\$ 741,294.29	\$ 155,863.50	\$ 308,983.78
53100	125,000.00	103,470.75	45,947.67	50,544.11	6,978.97
53210	288,616.00	307,648.07	200,704.62	96,995.61	9,947.84
53230	89,000.00	98,376.86	59,491.27	28,812.25	10,073.34
53240	153,000.00	174,133.72	58,286.22	32,102.23	83,745.27
53310	480,800.00	517,791.61	242,173.06	79,779.81	195,838.74
53320	21,200.00	28,890.30	10,035.84	1,150.53	17,703.93
53340	267,000.00	286,053.74	95,795.13	23,078.28	167,180.33
53350	262,286.46	376,830.66	175,976.57	112,364.63	88,489.46
53360	179,847.00	298,429.09	240,765.79	17,609.25	40,054.05
53370	37,000.00	40,958.92	11,579.95	6,595.00	22,783.97
53380	950,000.00	976,487.40	760,522.14	215,965.26	0.00
53390	62,210.00	65,052.00	34,437.00	2,842.00	27,773.00
53400	451,885.00	510,524.92	459,693.46	0.00	50,831.46
53510	182,632.64	200,607.34	132,934.28	56,541.05	11,132.01
53520	30,853.20	38,253.78	25,207.02	8,776.08	4,270.68
53610	1,859,045.00	1,983,912.50	1,365,906.55	573,268.42	24,737.53
53620	125,750.00	137,782.40	89,974.32	47,268.55	539.53
53630	787,000.00	810,555.68	572,667.97	230,963.76	6,923.95

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640 Water/Sewer	119,621.28	127,645.73	90,617.04	36,940.00	88.69
53710 Professional Services	1,009,985.00	1,652,797.41	616,688.07	429,906.01	606,203.33
53720 Auditors Fees	653,595.00	735,799.05	654,171.74	64,899.50	16,727.81
53730 Bank Service Charges	11,000.00	11,000.00	7,530.41	0.00	3,469.59
53800 Library Material Control	255,000.00	394,370.46	180,873.59	205,478.18	8,018.69
53900 Other Purchased Services	1,712,076.85	1,712,513.35	1,708,977.35	1,213.50	2,322.50
Purchased/Contracted Services	\$10,114,403.43	\$ 11,589,885.74	\$ 7,860,957.06	\$ 2,323,094.01	\$ 1,405,834.67
54110 Books	2,130,000.00	2,795,869.07	1,349,187.71	577,791.01	868,890.35
54120 Continuations	318,723.65	673,700.02	268,586.06	267,855.89	137,258.07
54210 Periodicals	760,000.00	1,076,484.24	110,247.80	622,071.85	344,164.59
54220 Microforms	31,000.00	230,878.22	42,097.08	156,137.89	32,643.25
54310 Video Media	1,765,000.00	2,293,401.76	1,356,486.60	267,135.46	669,779.70
54320 Audio Media - Spoken	136,000.00	183,737.46	105,244.02	29,511.13	48,982.31
54325 Audio Media - Music	332,000.00	535,171.67	209,124.11	193,911.90	132,135.66
54500 Database Services	570,000.00	1,212,873.41	581,053.32	56,955.98	574,864.11
54530 eMedia	602,000.00	1,030,747.12	511,637.84	395,102.39	124,006.89
54600 Interlibrary Loan	4,000.00	5,391.50	2,109.00	2,897.00	385.50
54710 Bookbinding	20,000.00	52,356.69	15,019.15	17,361.97	19,975.57
54720 Preservation Services	45,000.00	47,269.24	0.00	2,726.19	44,543.05
54730 Preservation Boxing	6,000.00	6,328.89	1,742.24	0.00	4,586.65
54790 Preservation Reformatting	30,000.00	50,153.33	8,940.00	15,761.60	25,451.73
Library Materials	\$6,749,723.65	\$ 10,194,362.62	\$ 4,561,474.93	\$ 2,605,220.26	\$ 3,027,667.43
55300 Construction/Improvements	20,452.87	39,815.75	3,985.21	19,374.62	16,455.92
55510 Furniture	210,025.00	264,419.93	76,543.73	38,310.68	149,565.52

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending September 30, 2017

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	187,505.00	234,991.41	134,689.49	21,115.04	79,186.88
55530 Computer Hardware	568,200.00	878,492.81	429,012.61	8,607.50	440,872.70
55540 Software	123,000.00	163,275.01	34,707.49	25,227.78	103,339.74
Capital Outlay	\$1,109,182.87	\$1,580,994.91	\$ 678,938.53	\$ 112,636.62	\$ 789,420.76
57100 Memberships	71,451.78	80,678.24	72,010.09	4,251.15	4,417.00
57200 Taxes	13,000.00	13,305.67	10,002.48	3,303.19	0.00
57500 Refunds/Reimbursements	61,310.60	70,409.47	26,055.47	4,328.13	40,025.87
Miscellaneous Expenses	\$145,762.38	\$ 164,393.38	\$ 108,068.04	\$ 11,882.47	\$ 44,442.87
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	\$ 62,306,970.85	\$ 41,019,681.98	\$ 5,238,248.40	\$ 16,049,040.47

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2017

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	27,013,868.65	46,508,489.58	41,019,681.98	5,238,248.40	27,264,427.85
Total General Fund	\$ 27,013,868.65	\$ 46,508,489.58	\$ 41,019,681.98	\$ 5,238,248.40	\$ 27,264,427.85
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	145,451.50	328,229.67	251,655.62	6,274,087.26
204 Kaiser	63,388.19	0.00	0.00	0.00	63,388.19
205 Kraley	186,463.48	475.81	2,203.95	412.83	184,322.51
206 Library	168,490.28	5,459.20	11,733.03	4,078.30	158,138.15
207 Pepke	136,083.10	(766.79)	0.00	0.00	135,316.31
208 Wickwire	1,442,137.22	6,885.68	23,856.44	2,354.95	1,422,811.51
209 Wittke	93,248.13	0.00	0.00	0.00	93,248.13
210 Young	4,284,704.41	37,425.77	0.00	0.00	4,322,130.18
225 Friends	13,194.64	26,500.00	21,988.95	4,812.41	12,923.28
226 Judd	4,336.84	176,430.50	139,815.20	24,467.85	16,484.29
228 Lockwood Thompson Memorial	157,800.92	91,768.00	170,524.83	17,542.75	61,501.34
229 Ohio Center for the Book	0.00	900.00	875.00	0.00	25.00
230 Schweinfurth	122,685.75	2,485.00	46,744.00	5,195.00	73,231.75
231 CLEVNET	745,447.81	4,297,947.11	2,991,679.28	649,324.42	1,402,391.22
251 OLBPD-Library for the Blind	5,613.04	1,131,145.00	1,098,394.01	97,782.40	(59,418.37)
254 MyCom	21,065.13	110,062.62	83,377.27	24,818.00	22,932.48
256 Learning Centers	65,516.10	0.00	61,807.25	3,708.85	0.00
258 Early Literacy	0.00	150,000.00	0.00	0.00	150,000.00
Total Special Revenue Funds	\$ 16,832,090.86	\$ 6,190,223.80	\$ 4,982,236.38	\$ 1,086,153.38	\$ 16,953,924.90
401 Building & Repair	10,492,034.84	1,330,000.00	737,074.20	1,279,905.39	9,805,055.25
Total Capital Project Funds	\$ 10,492,034.84	\$ 1,330,000.00	\$ 737,074.20	\$ 1,279,905.39	\$ 9,805,055.25

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2017

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
501 Abel	236,173.04	197.71	0.00	0.00	236,370.75
502 Ambler	2,393.48	0.00	0.00	0.00	2,393.48
503 Beard	139,651.53	992.30	2,250.00	2,563.00	135,830.83
504 Klein	5,663.48	0.00	0.00	0.00	5,663.48
505 Maion/Schroeder	294,339.66	923.42	2,517.33	320.77	292,424.98
506 McDonald	197,274.68	(991.32)	0.00	0.00	196,283.36
507 Ratner	96,907.78	(618.62)	0.00	0.00	96,289.16
508 Root	41,410.29	0.00	0.00	0.00	41,410.29
509 Sugarman	201,173.37	0.00	0.00	500.00	200,673.37
510 Thompson	164,220.74	679.72	3,862.13	0.00	161,038.33
511 Weidenthal	7,022.12	0.00	0.00	0.00	7,022.12
512 White	2,210,080.02	5,194.62	16,169.52	896.39	2,198,208.73
513 Beard Anna Young	88,368.54	219.76	2,378.50	1,008.50	85,200.30
Total Permanent Funds	\$ 3,684,678.73	\$ 6,597.59	\$ 27,178.48	\$ 5,288.66	\$ 3,658,809.18
901 Unclaimed Funds	7,601.54	81.98	0.00	0.00	7,683.52
905 CLEVNET Fines & Fees	0.00	104,192.69	94,876.87	0.00	9,315.82
Others	\$ 7,601.54	\$ 104,274.67	\$ 94,876.87	\$ 0.00	\$ 16,999.34
Total All Funds	\$ 58,030,274.62	\$ 54,139,585.64	\$ 46,861,047.91	\$ 7,609,595.83	\$ 57,699,216.52

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending September 30, 2017

Balance of All Funds	<u><u>\$ 65,308,812.35</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	445,238.97
KeyBank - FSA Account	5,207.19
Petty Cash	320.00
Change Fund	1,585.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	<u><u>\$ 452,606.68</u></u>
PNC - Money Market	10,059.35
PNC - Investments	37,542,259.51
PNC - Investments Money Market	36,826.58
STAR Ohio Investment	9,441,867.97
STAR Plus Program	0.00
Investments	<u><u>\$ 47,031,013.41</u></u>
PNC- Endowment Account	17,825,192.26
Endowment Account	<u><u>\$ 17,825,192.26</u></u>
Cash in Banks and On Hand	<u><u>\$ 65,308,812.35</u></u>

Total portfolio value

Total portfolio value on September 29	\$23,788,470.20
Total portfolio value on September 1	23,380,026.48
Total change in value	\$408,443.72

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

Bulletin board

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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.

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

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

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Summary

Portfolio value

	Income	Principal	Change in value	Total
Income on September 29	\$515,195.43	Principal on September 29	\$23,273,274.77	Total portfolio value on September 29
Income on September 1	471,270.38	Principal on September 1	22,908,756.10	Total portfolio value on September 1
Change in value	\$43,925.05	Change in value	\$364,518.67	Total change in value
				\$408,443.72

Portfolio value by asset class

	Income	Value Sep. 29	Value Sep. 1	Change in value	Tax cost*
Cash and cash equivalents	\$515,195.43	\$471,270.38	\$471,270.38	\$43,925.05	\$515,195.43
Principal					
Cash and cash equivalents	\$209,345.83	\$230,642.64	\$230,642.64	-\$21,296.81	\$209,345.83
Fixed income	5,675,529.29	5,687,006.79	5,687,006.79	-11,477.50	5,670,441.07
Equities	16,653,659.30	16,268,394.81	16,268,394.81	385,264.49	11,933,117.39
Alternative investments	734,740.35	722,711.86	722,711.86	12,028.49	668,688.00
Total	\$23,788,470.20	\$23,380,026.48	\$23,380,026.48	\$408,443.72	\$18,996,787.72

* 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

Beginning account value	This period	From Jan. 1, 2017
	\$23,411,372.84	\$21,871,426.88
Additions		
Investment income	\$62,362.87	\$278,559.92
Other receipts	-	209.30
Disbursements		
Fees and charges	-\$18,437.82	-\$53,920.85
Other disbursements	-	-241,072.37
Change in value of investments	364,518.67	1,879,538.13
Net accrued income	-876.93	-6,182.60
Value of non cash transactions	-	90,381.22
Ending account value	\$23,818,939.63	\$23,818,939.63

Gain/loss summary

Net realized gain/loss	This period	From Jan. 1, 2017
Fixed income	-\$93.73	-\$38,209.84
Equities	-4,759.00	1,025,817.99
Alternative Inv	-	-
Total	-\$4,852.73	-\$987,608.15

Net unrealized gain/loss*	Since acquisition
	\$5,088.22
	4,720,541.91
	66,052.35
	\$4,791,682.48

* 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 September 29	\$30,469.43
Accrued income on September 01	31,346.36
Net accrued income	-\$876.93

Investment income summary

	This period	From Jan. 1, 2017	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$456.57	\$2,875.63	\$5,883.12	\$457.74
Interest-fixed income	9,256.76	109,567.48	145,667.10	26,319.70
Dividends-equities	52,649.54	166,116.81	261,978.03	3,691.99
Income-alternative investments	-	-	12,178.85	-
Total	\$62,362.87	\$278,559.92	\$425,707.10	\$30,469.43

Summary

Transaction summary - measured by cash balance

	Income	Principal
	This period	From Jan. 1, 2017
Beginning cash balance	\$0.00	\$0.00
Additions		
Investment income	\$62,362.87	\$278,559.90
Sales and maturities	-	68,081.23
Transfers within account	-	-
Other receipts	-	209.30
Disbursements		
Purchases	-\$43,925.05	-\$215,123.28
Transfers within account	-	-77,597.00
Fees and charges	-18,437.82	-53,920.85
Other disbursements	-	-
Ending cash balance	\$0.00	\$0.00
Change in cash	-	-

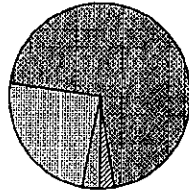
Transaction summary - measured by tax cost

	This period	From Jan. 1, 2017
Beginning tax cost	\$18,957,715.40	\$18,025,406.43
Additions		
Purchases	\$239,160.91	\$11,078,959.41
Securities received	-	47,766.27
Disbursements		
Sales	-\$200,088.59	-\$10,107,575.26
Securities delivered	-	-47,769.13
Change in cash	-	-
Ending tax cost	\$18,996,787.72	\$18,996,787.72

Analysis

Asset allocation

	Sep. 29, 2017
Cash and cash equivalents	3.05 %
Mutual funds	3.05 %
Fixed income	23.86 %
Corporate	8.54 %
US treasury	7.64 %
Agency	1.57 %
Mutual funds	5.80 %
Other	0.31 %
Equities	70.01 %
Stock	15.60 %
Etf's	36.54 %
Mutual funds	17.87 %
Alternative investments	3.09 %
Mutual funds	3.09 %



Equity sectors

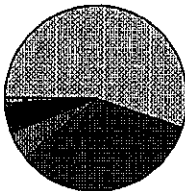
	Market value	% of equities	% of total portfolio
Industrials	\$452,124.40	12.19 %	1.90 %
Consumer discretionary	500,229.10	13.48 %	2.10 %
Consumer staples	305,476.00	8.23 %	1.29 %
Energy	196,894.00	5.31 %	0.83 %
Financia.	627,702.59	16.92 %	2.64 %
Materials	149,789.10	4.04 %	0.63 %
Information technology	825,361.35	22.24 %	3.47 %
Real estate	67,902.20	1.83 %	0.29 %
Utilities	95,869.20	2.58 %	0.40 %
Health care	449,211.80	12.11 %	1.89 %
Telecommunication services	40,079.00	1.08 %	0.17 %
Total	\$3,710,638.74	100.00 %	15.61 %

Analysis

Bond analysis

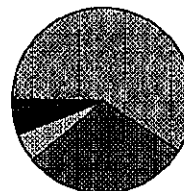
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$2,378,060.44	55.36 %	10.00 %
Moody's Aa1	50,304.75	1.17 %	0.21 %
Moody's Aa2	198,109.42	4.61 %	0.83 %
Moody's Aa3	193,710.25	4.51 %	0.81 %
Other	1,475,767.34	34.35 %	6.20 %



Maturity schedule

Market value [% of bonds maturing in]	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	4.83 %	\$207,676.50 (100.00 %)	-	-	-
1 - 5 years	59.57 %	1,255,773.50 (49.07 %)	1,248,509.09 (48.79 %)	-	54,870.25 (2.14 %)
6 - 10 years	29.83 %	567,195.25 (44.26 %)	694,463.93 (54.19 %)	-	19,810.32 (1.55 %)
11 - 15 years	3.60 %	-	154,725.85 (100.00 %)	-	-
16 or more years	2.16 %	-	92,927.51 (100.00 %)	-	-



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	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit							
PNC TREASURY MONEY MARKET FUND #431	452,239.12	\$490,639.39	\$490,639.39	2.07 %	\$490,639.39	\$1.00	0.82 %	\$3,983.89	\$294.98
21-75-073-4453885									
PNC TREASURY MONEY MARKET FUND #431	19,031.26	24,556.04	24,556.04	0.11 %	24,556.04	1.00	0.82 %	199.39	14.42
PNC CAPITAL ADVISORS PNC TREASURY MONEY MARKET FUND #431			1,000	0.01 %					2.94
Total mutual funds - money market			\$515,195.43	2.17 %	\$515,195.43		0.81 %	\$4,183.28	\$312.34
Total cash and cash equivalents			\$515,195.43	2.17 %	\$515,195.43		0.81 %	\$4,183.28	\$312.34

Detail

Portfolio - principal

Cash and cash equivalents
Mutual funds - money market

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	\$155,850.51	155,850.510	\$1,000.00	\$1,000.00	0.66 %	\$155,850.51	\$1,000.00		0.82 %	\$1,265.47	\$102.35
21-75-073-4453885											
PNC TREASURY MONEY MARKET FUND #431	28,727.06	18,556.910	1,000.00	18,556.91	0.08 %	18,556.91	1.00		0.82 %	150.68	19.19
PNC CAPITAL ADVISORS											
PNC TREASURY MONEY MARKET FUND #431	46,065.07	34,938.410	1,000.00	34,938.41	0.15 %	34,938.41	1.00		0.82 %	283.69	23.86
PCA LCC ADVANTAGE											
Total mutual funds - money market			\$209,345.83		0.88 %	\$209,345.83			0.81 %	\$1,699.84	\$145.40
Total cash and cash equivalents			\$209,345.83		0.88 %	\$209,345.83			0.81 %	\$1,699.84	\$145.40

Detail

Fixed income

Corporate bonds

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit					
APPLE INC UNSC	35,116.55	34,933.50	34,933.50	99,8100	0.15 %	1,352.25	2.41 %	840.00	345.33
02.400% DUE 05/03/2023 RATING: AA1 (037833AK6)									
PNC CAPITAL ADVISORS									
APPLE INC	15,419.85	15,371.25	15,371.25	99,96	0.07 %	377.85	2.93 %	450.00	65.00
CALL 12/09/2023 UNSC 03.000% DUE 02/09/2024 RATING: AA1 (037833CG3)									
PNC CAPITAL ADVISORS									
ATMOS ENERGY CORP	30,345.90	30,020.10	30,020.10	99,73	0.13 %	102.60	3.00 %	900.00	282.50
CALL 03/15/2027 UNSC 03.000% DUE 06/15/2027 RATING: A2 (049560AN5)									
PNC CAPITAL ADVISORS									
AVALONBAY COMMUNITIES INC	26,065.25	26,008.25	26,008.25	106,29	0.11 %	-563.75	3.49 %	906.25	453.12
SR UNSEC CALL 07/01/20 @100 03.625% DUE 10/01/2020 RATING: A3 (05348EAS8)									
PNC CAPITAL ADVISORS									
BB&T CORPORATION	21,624.80	21,503.80	21,503.80	123,96	0.10 %	-3,287.20	6.38 %	1,370.00	574.64
SR UNSEC 06.850% DUE 04/30/2019 RATING: A2 (05531FAB9)									
PNC CAPITAL ADVISORS									

Detail

Fixed income

Corporate bonds

Description [Cusip]	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current price per unit	Current value							
PROGRESS ENERGY CAROLINA 1ST MTG	21,001.80	20,937.80	20,000	20,937.80	104.6890	0.09 %	19,981.60	99.91	956.20	5.07 %	1,060.00	223.78
05.300% DUE 01/15/2019 RATING: AA3 (144141CZ9)												
PNC CAPITAL ADVISORS												
CATERPILLAR FINANCIAL SE SER MTN UNSC	30,144.00	30,039.90	30,000	30,039.90	100.1330	0.13 %	29,601.90	98.67	438.00	2.00 %	600.00	43.33
02.000% DUE 03/05/2020 RATING: A3 (14912L6J5)												
PNC CAPITAL ADVISORS												
CHEVRON CORP SR UNSEC CALL 11/5/17 @ 100	19,983.80	19,990.40	20,000	19,990.40	99.9520	0.09 %	20,000.00	100.00	-9.60	1.11 %	220.80	71.15
01.104% DUE 12/05/2017 RATING: AA2 (166764A48)												
PNC CAPITAL ADVISORS												
CHEVRON CORP SR UNSEC CALL 9/5/22 @ 100	20,114.80	20,025.40	20,000	20,025.40	100.1280	0.09 %	19,396.20	96.98	629.40	2.36 %	471.00	151.77
02.355% DUE 12/05/2022 RATING: AA2 (166764AB6)												
PNC CAPITAL ADVISORS												
CISCO SYSTEMS INC SR NTS	21,283.60	21,178.80	20,000	21,178.80	105.8940	0.09 %	23,019.40	115.10	-1,840.60	4.21 %	890.00	187.89
04.450% DUE 01/15/2020 RATING: A1 (17275RAH5)												
PNC CAPITAL ADVISORS												

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Quantity	price per unit							
DUKE ENERGY CAROLINAS	10,130.30	101,107.10	10,000	101,071.00	0.05 %	99.66	9,966.00	141.10	5.20 %	525.00	110.83
1ST MORTGAGE											
05.250% DUE 01/15/2018											
RATING: AA2											
{26442CAC8}											
PNC CAPITAL ADVISORS											
EXXON MOBIL CORPORATION	20,935.20	20,740.40	20,000	103,702.00	0.09 %	103.22	20,644.40	96.00	3.07 %	635.20	28.23
CALL 12/15/2023 @ 100.000 UNSC											
03.176% DUE 03/15/2024											
RATING: AAA											
{30231GAC6}											
PNC CAPITAL ADVISORS											
FLORIDA POWER & LIGHT	25,642.75	25,410.25	25,000	101,641.00	0.11 %	95.73	23,932.70	1,477.55	2.71 %	687.50	229.17
CALL 12/01/2022 @ 100.000 MORT											
02.750% DUE 06/01/2023											
RATING: AA2											
{341081FJ1}											
PNC CAPITAL ADVISORS											
GENERAL DYNAMICS CORP	19,600.20	19,479.60	20,000	97,398.00	0.09 %	99.32	19,863.20	- 383.60	1.93 %	375.00	47.92
CALL 06/15/2023 @ 100.000 COGT											
01.875% DUE 08/15/2023											
RATING: A2											
{369550AW8}											
PNC CAPITAL ADVISORS											
GEORGIA POWER COMPANY	20,541.40	20,471.80	20,000	102,359.00	0.09 %	110.33	22,065.80	- 1,594.00	5.28 %	1,080.00	360.00
NOTES											
05.400% DUE 06/01/2018											
RATING: A3											
{373334JK8}											
PNC CAPITAL ADVISORS											

Detail

**Fixed income
 Corporate bonds**

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit	Current							
JPMORGAN CHASE & CO CALL 05/07/2021 @ 100.000 UNSC 02.400% DUE 06/07/2021 RATING: A3	45,321.75	45,153.45	100.3410		0.19 %	45,042.30	100.09	111.15	2.40 %	1,080.00	342.00
PNC CAPITAL ADVISORS [46625HRT9]											
JOHNSON & JOHNSON CALL 12/01/2025 @ 100.000 UNSC 02.450% DUE 03/01/2026 RATING: AAA	19,771.80	19,699.00	98.1950		0.09 %	19,971.80	99.86	-332.80	2.50 %	490.00	40.83
PNC CAPITAL ADVISORS [478160BY9]											
LOWE'S COS INC UNSC VAR % DUE 09/10/2019 RATING: A3	30,199.50	30,221.10	100.7370		0.13 %	29,844.90	99.48	376.20	1.65 %	495.84	28.92
PNC CAPITAL ADVISORS [548661DB0]											
MASTERCARD INC UNSC 03.375% DUE 04/01/2024 RATING: A2	15,806.25	15,458.50	104.3900		0.07 %	15,023.55	100.16	634.95	3.24 %	506.25	253.13
PNC CAPITAL ADVISORS [57436QAB0]											
MERRILL LYNCH & CO NOTES SERIES MTN 06.875% DUE 04/25/2018 RATING: BAA1	15,485.85	15,431.70	102.8780		0.07 %	16,275.00	108.50	-843.30	6.69 %	1,031.25	446.87
PNC CAPITAL ADVISORS [59018YN64]											

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	price per unit	Current price per unit	Current							
NEXEN INC ISIN US65334HAK86 06.200% DUE 07/30/2019 RATING: A1 (65334HAK8)	16,029.00 15,000	15,951.15 106.3410			0.07%	18,672.75 124.49		- 2,721.60	5.84 %	930.00	157.58
PNC CAPITAL ADVISORS											
ORACLE CORP CALL 04/15/2026 @ 100.000 UNSC 02.650% DUE 07/15/2026 RATING: A1 (68389XBM6)	29,485.80 30,000	29,468.10 98.2270			0.13%	29,887.20 99.62		- 419.10	2.70 %	795.00	167.83
PNC CAPITAL ADVISORS											
PECO ENERGY CO 1ST REF MORT 05.350% DUE 03/01/2018 RATING: AA3 (693306AL1)	10,183.10 10,000	10,156.40 101.5660			0.05%	9,983.20 99.83		173.20	5.27 %	535.00	44.58
PNC CAPITAL ADVISORS											
PEPSICO INC SR UNSECD 02.750% DUE 03/05/2022 RATING: A1 (713448BY3)	20,674.40 20,000	20,506.40 102.5320			0.09%	19,671.50 98.36		834.90	2.69 %	550.00	39.72
PNC CAPITAL ADVISORS											
PROCTER & GAMBLE CO/THE UNSC VAR% DUE 11/01/2019 RATING: AA3 (742718EH8)	45,364.95 45,000	45,162.00 100.3600			0.19%	44,910.63 99.80		251.37	0.60 %	269.51	45.67
PNC CAPITAL ADVISORS											

Detail

**Fixed income
Corporate bonds**

Description (Cusip.)	Market value last period		Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit								
SIERRA PACIFIC POWER CO CALL 02/01/2026 MORT 02.600% DUE 05/01/2026 RATING: A2	24,532.50	24,148.75	96,595.00	0.11 %	24,301.75	97.21	- 153.00	2.70 %	650.00	270.83
PNC CAPITAL ADVISORS (826418BM6)										
SOUTHERN CAL EDISON SER C CALL 07/01/23 (8100 MORT 03.500% DUE 10/01/2023 RATING: AA3	31,671.30	31,505.70	105,019.00	0.14 %	30,138.10	100.46	1,367.60	3.34 %	1,050.00	525.00
(842400FY4)										
PNC CAPITAL ADVISORS STATE STREET CORP UNSC 02.550% DUE 08/18/2020 RATING: A1	30,653.40	30,519.90	101,733.00	0.13 %	29,973.30	99.91	546.60	2.51 %	765.00	91.37
(857477AS2)										
PNC CAPITAL ADVISORS TORONTO-DOMINION BANK SEDOL ISIN US89114QAS75 02.125% DUE 07/02/2019 RATING: AA2	25,195.25	25,126.75	100,507.00	0.11 %	24,969.25	99.88	157.50	2.12 %	531.25	131.34
(89114QAS7)										
PNC CAPITAL ADVISORS UNIONBANCAL CORP SR UNSEC 03.500% DUE 06/18/2022 RATING: A3	31,196.10	31,002.00	103,340.00	0.14 %	30,614.40	102.05	387.60	3.39 %	1,050.00	300.42
(908906AC4)										
PNC CAPITAL ADVISORS										

Detail

Fixed income

Corporate bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
WELLS FARGO & COMPANY SER MTN SUB 04.100% DUE 06/03/2026 RATING: A3 (94974BFY1)	31,503.00	31,185.60	30,000	31,185.60	103.9520	0.14 %	30,623.85	102.08	561.75	3.95 %	1,230.00	403.17
PNC CAPITAL ADVISORS WELLS FARGO & COMPANY SER MTN UNSC 03.300% DUE 09/09/2024 RATING: A2 (94974BGA2)	20,500.00	20,329.40	20,000	20,329.40	101.6470	0.09 %	20,026.15	100.13	303.25	3.25 %	660.00	40.33
PNC CAPITAL ADVISORS WESTPAC BANKING CORP SEDOL BCJ52J2 ISIN US961214CC58 02.250% DUE 07/30/2018 RATING: AA3 (961214CC5)	30,151.20	30,146.70	30,000	30,146.70	100.4890	0.13 %	30,020.80	100.07	125.90	2.24 %	675.00	114.38
PNC CAPITAL ADVISORS XILINX INC UNSC 03.000% DUE 03/15/2021 RATING: A3 (983919AH4)	15,370.50	15,280.80	15,000	15,280.80	101.8720	0.07 %	14,893.40	99.29	387.40	2.95 %	450.00	20.00
PNC CAPITAL ADVISORS XILINX INC CALL 04/01/2024 UNSC 02.950% DUE 06/01/2024 RATING: A3 (983919AJ0)	15,215.10	15,023.10	15,000	15,023.10	100.1540	0.07 %	14,983.05	99.89	40.05	2.95 %	442.50	148.73
PNC CAPITAL ADVISORS												
Total corporate bonds				\$1,626,239.95		6.84 %	\$1,626,642.98		-\$403.03	3.07 %	\$49,907.03	\$13,457.11



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Treasury bonds

Description [Cusip]	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
USA TREASURY NOTES	87,143.99	80,000	86,806.14	108.5077	0.37%	86,755.62	108.45	50.52	0.13%	108.08	22.91
TREASURY INFLATION PROTECTN SECS											
00.125% DUE 01/15/2022											
RATING: AAA											
(9128285A9)											
PNC CAPITAL ADVISORS											
USA TREASURY NOTES	209,187.30	210,000	207,326.70	98.7270	0.88%	208,108.40	99.10	-791.70	1.65%	3,412.50	435.84
01.625% DUE 08/15/2022											
RATING: AAA											
(912828TJ9)											
PNC CAPITAL ADVISORS											
USA TREASURY NOTES	46,682.10	45,000	46,160.10	102.5780	0.20%	45,695.55	101.52	474.55	2.44%	1,125.00	144.86
02.500% DUE 08/15/2023											
RATING: AAA											
(912828V56)											
PNC CAPITAL ADVISORS											
USA TREASURY NOTES	403,328.00	400,000	401,204.00	100.3010	1.69%	400,102.34	100.03	1,101.66	1.75%	7,000.00	2,953.42
01.750% DUE 10/31/2020											
RATING: AAA											
(912828WC0)											
PNC CAPITAL ADVISORS											
Total treasury bonds			\$1,816,527.49		7.64%	\$1,811,937.61		\$4,589.88	1.87%	\$33,989.33	\$8,581.03

Agency bonds

Description [Cusip]	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
FEDERAL HOME LOAN BANK BNS	\$40,018.80	40,000	\$39,936.80	\$99.8420	0.17%	\$39,924.40	\$99.81	\$12.40	1.38%	\$550.00	\$212.36
01.375% DUE 05/28/2019											
RATING: AAA											
(3130ABF92)											
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Agency bonds

Description (Cusip)	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
FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUJE 01/01/2041 RATING: N/A (31416JX9)	70,399.79	65,183.714	69,558.84	106.7120	0.30 %	64,353.63	98.73	5,205.21	3.75 %	2,607.35	224.52
Total agency bonds			\$374,098.89		1.57 %	\$370,333.38		\$3,765.51	2.74 %	\$10,252.63	\$954.09

Mutual funds - fixed income

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
METROPOLITAN WEST UNCONSTRAINED (MWCX) BOND FUND CLASS I FUND #0518	\$462,270.73	38,554.690	\$461,885.19	\$11.9800	1.95 %	\$460,343.00	\$11.94	\$1,542.19	2.51 %	\$11,566.41	\$1,029.53
21-75-073-4453885 T ROWE PRICE INSTITUTIONAL (PFFRX) FLOATING RATE FUND FD #430	459,883.57	45,942.415	460,343.00	10.0200	1.94 %	460,343.00	10.02		4.23 %	19,433.64	1,530.61
21-75-073-4453885 TEMPLETON GLOBAL BOND FUND AD (TGBAX) FUND #616 21-75-073-4453885	450,986.43	37,426.260	457,348.90	12.2200	1.93 %	460,343.00	12.30	-2,994.10	2.83 %	12,912.06	
Total mutual funds - fixed income			\$1,379,577.09		5.80 %	\$1,381,029.00		-\$1,451.91	3.18 %	\$43,912.11	\$2,560.14

Detail

Asset backed

Description (Cusip)	Market value last period	Quantity	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current							
HONDA AUTO RECEIVABLES OWNER T	9,987.90	9,981.10	9,981.10	0.05 %	10,038.28	100.38	- 57.18	1.40 %	139.00	6.18
SERIES 2016 2 CLASS A3	10,000									
01.390% DUE 04/15/2020										
RATING: AAA										
(43814QAC2)										
PNC CAPITAL ADVISORS										
HONDA AUTO RECEIVABLES OWNER T	15,131.10	15,045.45	15,045.45	0.07 %	14,998.97	99.99	46.48	2.05 %	307.50	8.54
SERIES 2017 1 CLASS A4	15,000	100.3030	100.3030							
02.050% DUE 06/21/2023										
RATING: AAA										
(43814TAD4)										
PNC CAPITAL ADVISORS										
JOHN DEERE OWNER TRUST	14,979.60	14,974.05	14,974.05	0.07 %	14,997.64	99.98	- 23.59	1.37 %	204.00	9.07
SERIES 2016 A CLASS A3	15,000	99.8270	99.8270							
01.360% DUE 04/15/2020										
RATING: AAA										
(47788MAC4)										
PNC CAPITAL ADVISORS										
MERCEDES-BENZ AUTO RECEIVABLES	19,925.00	19,892.60	19,892.60	0.09 %	19,997.56	99.99	- 104.96	1.27 %	252.00	11.20
SERIES 2016 1 CLASS A3	20,000	99.4630	99.4630							
01.260% DUE 02/16/2021										
RATING: N/A										
(58769BAD6)										
PNC CAPITAL ADVISORS										
NISSAN AUTO RECEIVABLES OWNER	24,972.00	24,965.50	24,965.50	0.11 %	24,996.82	99.99	- 31.32	1.38 %	342.50	15.22
SERIES 2015 C CLASS A3	25,000	99.8620	99.8620							
01.370% DUE 05/15/2020										
RATING: AAA										
(65478AAD5)										
PNC CAPITAL ADVISORS										
TOYOTA AUTO RECEIVABLES OWNER	29,949.00	29,932.80	29,932.80	0.13 %	29,998.47	100.00	- 65.67	1.31 %	390.00	17.33
SERIES 2016 B CLASS A3	30,000	99.7760	99.7760							
01.300% DUE 04/15/2020										
RATING: AAA										
(89231UAD9)										
PNC CAPITAL ADVISORS										

Detail

Other fixed income assets

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
PROVINCE OF QUEBEC	20,042.26		20,000	19,810.32		0.09 %	19,940.20		- 129.88	2.53 %	500.00	223.61
SEDOL BD39V56 ISIN US748149AJ05				99.0516			99.70					
02.500% DUE 04/20/2026												
RATING: AA2												
(748149AJ0)												
PNC CAPITAL ADVISORS												
Total other fixed income assets				\$74,680.57		0.31 %	\$74,860.90		- \$180.33	2.03 %	\$1,512.50	\$503.85

Total fixed income

Total fixed income				\$5,675,529.29		23.86 %	\$5,670,441.07		\$5,088.22	2.57 %	\$145,667.10	\$26,319.70
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Equities

Stocks
Consumer discretionary

Description (Symbol)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Current	price per unit							
ROYAL CARIBBEAN CRUISES LTD (RCL)				\$54,528.40		0.23 %	\$44,936.77		\$9,591.63	2.03 %	\$1,104.00	\$276.00
SEDOL 2754907 ISIN LR0008862868	460		460	\$118.5400			\$97.69					
PCA LCC ADVANTAGE												
BORG WARNER INC. (BWA)	36,663.90		36,663.90	40,471.70		0.18 %	35,183.91		5,287.79	1.10 %	442.40	
PCA LCC ADVANTAGE	790		790	51,2300			44.54					
BURLINGTON STORES INC (BURL)	41,822.40		41,822.40	45,820.80		0.20 %	39,130.88		6,689.92			
PCA LCC ADVANTAGE	480		480	95.4600			81.52					
CBS CORP CLASS B WI (CBS)	39,076.60		39,076.60	35,380.00		0.15 %	31,753.62		3,626.38	1.25 %	439.20	109.80
PCA LCC ADVANTAGE	610		610	58.0000			52.06					
COMCAST CORPORATION CL A (CMCSA)	82,032.20		82,032.20	77,729.40		0.33 %	23,922.15		53,807.45	1.64 %	1,272.60	
PCA LCC ADVANTAGE	2,020		2,020	38.4800			11.84					
HOME DEPOT INC (HD)	73,436.30		73,436.30	80,144.40		0.34 %	21,168.44		58,975.96	2.18 %	1,744.40	
PCA LCC ADVANTAGE	490		490	163.5600			43.20					
MCDONALD'S CORP (MCD)	62,388.30		62,388.30	61,105.20		0.26 %	59,919.84		1,185.36	2.58 %	1,575.60	
PCA LCC ADVANTAGE	390		390	156.6800			153.64					



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Equities

Stocks

Consumer discretionary

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit						
MOHAWK INDS INC (MHK)	55,686.40	55,686.40	54,452.20	0.23 %	48,319.68	6,132.52			
PCA LCC ADVANTAGE	220	247,5100	219.64		30,009.22	20,587.58	2.21 %	1,113.60	
WYNDHAM WORLDWIDE CORP (WYN)	47,846.40	50,596.80	62.52	0.22 %					
PCA LCC ADVANTAGE	480	105,4100							
Total consumer discretionary		\$500,229.10	\$334,344.51	2.10 %	\$165,894.59	\$7,691.80	1.54 %	\$385.80	

Consumer staples

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	price per unit						
ALTRIA GROUP INC (MO)	\$40,576.00	\$40,588.80	\$63.4200	0.18 %	\$23,663.68	\$16,925.12	4.17 %	\$1,689.60	\$422.40
PCA LCC ADVANTAGE	640	81,774.50	79.59	0.35 %	32,631.98	49,142.52	1.05 %	852.80	
CONSTELLATION BRANDS INC (STZ)	82,041.00	199,4500							
PCA LCC ADVANTAGE	410								
DR PEPPER SNAPPLE GROUP INC (DPS)	59,182.50	57,505.50	88.4700	0.25 %	41,790.39	15,715.11	2.63 %	1,508.00	377.00
PCA LCC ADVANTAGE	650				64.29				
LAUDER ESTEE COS INC (EL)		36,665.60	107.83	0.16 %	36,662.74	2.86	1.27 %	462.40	
PCA LCC ADVANTAGE	340	107,8400			107.83				
PEPSICO INC (PEP)	60,179.60	57,943.60	101.85	0.25 %	52,959.28	4,984.32	2.89 %	1,674.40	
PCA LCC ADVANTAGE	520	111,4300			101.85				
TYSON FOODS INC (TSN)	27,882.00	30,998.00	67.53	0.14 %	29,714.21	1,283.79	1.28 %	396.00	
PCA LCC ADVANTAGE	440	70,4500			67.53				
Total consumer staples		\$305,476.00	\$217,422.28	1.28 %	\$88,053.72	\$6,583.20	2.16 %	\$799.40	



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Energy

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current quantity	Current price per unit						
EXXON MOBIL CORP (XOM)	27,478.80	\$29.51280			0.13 %	\$23,415.20	\$6,097.60	3.76 %	\$1,108.80	
PCA LCC ADVANTAGE	360	\$81.9800				\$65.04				
HALLIBURTON CO (HAL)	35,073.00	41.42700			0.18 %	51,849.89	- 10,422.89	1.57 %	648.00	
PCA LCC ADVANTAGE	900	46.0300				57.61				
TOTAL S A (TOT)	50,999.20	52.44940			0.23 %	47,687.34	4,762.26	4.30 %	2,253.02	726.77
PCA LCC ADVANTAGE	980	53.5200				48.66				
TRANSCANADA CORP (HOLDING CO) (TRP)	37,592.00	36.57820			0.16 %	34,847.48	1,730.72	4.07 %	1,488.14	371.92
PCA LCC ADVANTAGE	740	49.4300				47.09				
VALERO ENERGY CORP (VLO)	32,688.00	36.92640			0.16 %	32,558.54	4,367.86	3.64 %	1,344.00	
PCA LCC ADVANTAGE	480	76.9300				67.83				
Total energy					0.83 %	\$190,358.45	\$6,535.55	3.48 %	\$6,841.96	\$1,098.69

Financial

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current quantity	Current price per unit						
BANK NEW YORK MELLON CORP COM (BK)	37,441.60	\$38.17440			0.17 %	\$28,883.88	\$9,290.52	1.82 %	\$691.20	
PCA LCC ADVANTAGE	720	\$53.0200				\$40.12				
CITIGROUP INC (C)	43,539.20	46.55360			0.20 %	43,235.91	3,317.69	1.76 %	819.20	
PCA LCC ADVANTAGE	640	72.7400				67.56				
CITIZENS FINANCIAL GROUP (CFG)	52,676.70	60.21330			0.26 %	47,353.06	12,860.24	1.91 %	1,144.80	
PCA LCC ADVANTAGE	1,590	37.8700				29.78				
JPMORGAN CHASE & CO (JPM)	121,338.15	127,505.85			0.54 %	28,028.88	99,476.97	2.35 %	2,990.40	
PCA LCC ADVANTAGE	1,335	95.5100				21.00				
MORGAN STANLEY (MS)	51,415.00	54.43210			0.23 %	37,763.81	16,668.29	2.08 %	1,130.00	
PCA LCC ADVANTAGE	1,130	48.1700				33.62				
PRICE T ROWE GROUP INC (TROW)	35,515.56	50,764.00			0.22 %	47,061.83	3,702.17	2.52 %	1,276.80	
PCA LCC ADVANTAGE	560	90.6500				84.04				
S&P GLOBAL INC (SPGI)	64,818.60	65,650.20			0.28 %	45,466.93	20,183.27	1.05 %	688.80	
PCA LCC ADVANTAGE	420	156.3100				108.26				
STATE STR CORP (STT)	63,818.10	65,922.60			0.28 %	48,562.15	17,360.45	1.76 %	1,159.20	289.80
PCA LCC ADVANTAGE	690	95.5400				70.38				



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Financial

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
SUNTRUST BANKS INC (STI)	60,720.20	1,102	65,866.54	59.7700	0.28 %	45,062.43	40.89	20,804.11	2.68 %	1,763.20	
PCA LCC ADVANTAGE	51,760.00	500	52,620.00	105.2400	0.23 %	19,695.40	37.39	32,924.60	0.63 %	330.00	
VISA INC (V)											
CLASS A SHARES											
PCA LCC ADVANTAGE											
Total financial			\$627,702.59		2.64 %	\$391,114.28		\$236,588.31	1.91 %	\$11,993.60	\$289.80

Health care

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
ABBOTT LABORATORIES INC (ABT)	\$39,733.20	780	\$53,360.00	68.3750	0.18 %	\$29,786.41	\$38.19	\$11,894.39	1.99 %	\$826.80	
PCA LCC ADVANTAGE	45,733.00	290	46,112.90	159.0100	0.20 %	17,861.32	61.59	28,251.58	1.26 %	580.00	
AETNA INC NEW (AET)	71,108.00	400	74,580.00	186.4500	0.32 %	46,170.00	115.43	28,410.00	2.47 %	1,840.00	
AMGEN INC (AMGN)	63,312.00	200	62,624.00	313.1200	0.27 %	56,561.47	282.81	6,062.53			
PCA LCC ADVANTAGE	45,464.00	400	43,724.00	109.3100	0.19 %	26,478.41	66.20	17,245.59			
EDWARDS LIFESCIENCES CORP (EW)	38,387.30	290	37,702.90	130.0100	0.16 %	15,314.46	52.81	22,988.44	2.59 %	974.40	
JOHNSON & JOHNSON (JNJ)	34,756.20	260	36,925.20	142.0200	0.16 %	34,112.95	131.20	2,812.25	1.20 %	442.00	110.50
STRYKER CORP (SYK)	50,527.80	270	51,084.00	189.2000	0.22 %	35,903.58	132.98	15,180.42	0.32 %	162.00	40.50
PCA LCC ADVANTAGE	55,692.00	280	54,838.00	195.8500	0.24 %	39,998.37	142.85	14,839.63	1.54 %	840.00	
UNITEHEALTH GROUP INC (UNH)											
PCA LCC ADVANTAGE											
Total health care			\$449,211.80		1.89 %	\$302,186.97		\$147,024.83	1.26 %	\$5,665.20	\$151.00



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Industrials

Description (Symbol) SEDOL: B633030 ISIN: IE00B6330302 PCA LCC ADVANTAGE	Market value last period Quantity \$38,425.50 450	Current market value		% of total portfolio 0.17%	Total tax cost Avg. tax cost per unit \$29,835.43 \$66.30	Unrealized gain/loss \$10,291.07	Current yield 2.02%	Estimated annual income \$810.00	Accrued income \$202.50
		Current price per unit \$40,126.50	Current market value \$89,1700						
CSX CORP (CSX)	47,188.00	51,004.40	49,728.69	0.22%	1,275.71	1.48%	752.00		
PCA LCC ADVANTAGE	940	54,2600	52.90						
CUMMINS INC (CMI)	36,657.40	38,646.90	35,293.85	0.17%	3,353.05	2.58%	993.60		
PCA LCC ADVANTAGE	230	168,0300	153.45						
GENERAL DYNAMICS CORP (GD)	46,310.50	47,283.40	32,297.33	0.20%	14,986.07	1.64%	772.80		
PCA LCC ADVANTAGE	230	205,5800	140.42						
HONEYWELL INTL INC (HON)	40,098.30	41,104.60	28,481.71	0.18%	12,622.89	2.11%	864.20		
PCA LCC ADVANTAGE	290	141,7400	98.21						
ILLINOIS TOOL WORKS INC (ITW)	50,978.70	54,745.20	34,687.78	0.24%	20,057.42	2.11%	1,154.40		288.60
PCA LCC ADVANTAGE	370	147,9600	93.75						
NORTHROP GRUMMAN CORPORATION (NOC)	43,553.60	46,035.20	25,653.97	0.20%	20,381.23	1.40%	640.00		
PCA LCC ADVANTAGE	160	287,7200	160.34						
PARKER HANNIFIN CORP (PH)	43,440.30	47,255.40	43,505.50	0.20%	3,749.90	1.51%	712.80		
PCA LCC ADVANTAGE	270	175,0200	161.13						
RAYTHEON COMPANY (RTN)	41,862.30	42,913.40	29,272.12	0.19%	13,641.28	1.71%	733.70		
PCA LCC ADVANTAGE	230	186,5800	127.27						
UNITED RENTALS INC (URI)	34,598.60	43,009.40	34,855.35	0.19%	8,154.05				
PCA LCC ADVANTAGE	310	138,7400	112.44						
Total Industrials		\$452,124.40	\$343,611.73	1.90%	\$108,512.67	1.64%	\$7,433.50	\$491.10	

Information technology

Description (Symbol) SEDOL B62B7C3 ISIN CH0102993182 PCA LCC ADVANTAGE	Market value last period Quantity \$58,108.00 730	Current market value		% of total portfolio 0.26%	Total tax cost Avg. tax cost per unit \$57,235.33 \$78.41	Unrealized gain/loss \$3,398.47	Current yield 1.93%	Estimated annual income \$1,168.00	Accrued income
		Current price per unit \$60,633.80	Current market value \$83,0400						
TE CONNECTIVITY LTD (TEL)	52,423.20	52,002.00	44,517.47	0.22%	7,484.53	0.83%	427.68		
PCA LCC ADVANTAGE	810	64,2000	56.96						
AGILENT TECHNOLOGIES (IPO) (A)									
Total Information technology									

Detail

Materials

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
DOWDUPONT INC (DWDPI)	54,653.00	56,768.60	69.2300	54,653.00	0.24%	42,260.22	51.54	14,508.38	2.66%	1,508.80	
PCA LCC ADVANTAGE	820	35,804.00	35.8040	33,927.00	0.16%	35,598.37	205.63	205.63	0.95%	340.00	
SHERWIN-WILLIAMS CO (SHW)	100	358,040.00	358.0400	358,040.00							
PCA LCC ADVANTAGE	100	358,040.00	358.0400	358,040.00							
Total materials		\$149,789.10			0.63%	\$122,302.42		\$27,486.68	1.23%	\$1,848.80	\$377.20

Real estate

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PROLOGIS INC (PLD)	1,070	\$67,902.20	\$63.4600	\$67,902.20	0.29%	\$57,117.88	\$53.38	\$10,784.32	2.78%	\$1,883.20	
PCA LCC ADVANTAGE	1,070	\$63,460.00	\$59.3084	\$63,460.00							

Telecommunication services

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
T-MOBILE US INC (TMUS)	650	\$40,079.00	\$61.6600	\$42,061.50	0.17%	\$44,007.46	\$67.70	-\$3,928.46			
PCA LCC ADVANTAGE	650	\$61,660.00	\$94.8615	\$42,061.50							

Utilities

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	% of total portfolio	Total tax cost	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AMERICAN WATER WORKS CO INC (AWK)	440	\$35,600.40	\$80.9100	\$35,596.00	0.15%	\$28,005.35	\$63.65	\$7,595.05	2.06%	\$730.40	
PCA LCC ADVANTAGE	440	\$80,910.00	\$183.8864	\$35,596.00							
WEC ENERGY GROUP INC (WEC)	62,611.20	60,268.80	62.7800	62,611.20	0.26%	19,342.85	20.15	40,925.95	3.32%	1,996.80	
PCA LCC ADVANTAGE	960	62,780.00	65.3958	62,611.20							
Total utilities		\$95,869.20			0.40%	\$47,348.20		\$48,521.00	2.85%	\$2,727.20	
Total stocks		\$3,710,638.74			15.60%	\$2,472,589.35		\$1,238,049.39	1.72%	\$63,726.64	\$3,691.99

Detail

Etf - equity

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	Current					
ISHARES CORE S&P 500 (IVV)	17,639	\$4,394,580.46	\$252,9300	\$4,461,432.27	18.76 %	\$586,805.28	1.88 %	\$83,555.94	
21-75-073-4453885						\$221.25			
ISHARES RUSSELL MID-CAP (IWR)	2,358,525.60		2,413,116.00		10.15 %	886,576.63	1.67 %	40,196.16	
ETF	12,240		197,1500			124.72			
21-75-073-4453885									
VANGUARD FTSE ALL WORLD EX-US (VEU)	717,665.40		726,765.48		3.06 %	39,847.32	2.60 %	18,848.20	
INDEX FUND	13,788		52,7100			49.82			
ETF									
21-75-073-4453885									
VANGUARD SMALL CAP (VBI)	1,049,459.88		1,091,555.68		4.59 %	50,980.72	1.40 %	15,208.56	
ETF	7,724		141,3200			134.72			
21-75-073-4453885									
Total etf - equity			\$8,692,869.43		36.54 %	\$7,156,659.48	1.82 %	\$157,808.86	

Mutual funds - equity

Description (Symbol)	Market value last period		Current market value		% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	Current					
SEAFARER OVERSEAS GROWTH & (SIGIX)	57,946.159	\$753,879.33	\$13,0100	\$753,879.33	3.17 %	\$85,191.53	1.67 %	\$12,574.32	
INCOME INSTL CLASS						\$11.54			
FD # 11602									
21-75-073-4453885									
PNC INTERNATIONAL EQUITY FUND (PIUIX)	1,942,673.35		1,876,410.17		7.89 %	928,271.71	0.77 %	14,297.99	
CLASS I FUND 409	80,325.778		23,3600			11.80			
21-75-073-4453885									
PNC SMALL CAP FUND (PPCIX)	1,039,166.45		1,118,863.92		4.71 %	858,518.86	0.13 %	1,363.71	
CLASS I	44,276.372		25,2700			5.88			
FUND #426									
21-75-073-4453885									

Detail

Mutual funds - equity

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
T ROWE PRICE REAL ESTATE FUND (TRREX)	501,174.41	17,690.590	500,997.51	28.3200	2.11 %	426,697.04	74,300.47	24.12	2.44 %	12,206.51	
21-75-073-4453885											
Total mutual funds - equity			\$4,250,151.13		17.87 %	\$2,303,868.56	\$1,946,282.57		0.95 %	\$40,442.53	

Total equities

			\$16,653,659.30		70.01 %	\$11,933,117.39	\$4,720,541.91		1.57 %	\$261,978.03	\$3,691.99
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Alternative investments

Mutual funds - alternative invest

Description (Symbol)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
AGR LONG-SHORT EQUITY-I (GLEIX)	\$722,711.86	50,118.714	\$734,740.35	\$14.6600	3.09 %	568,688.00	\$66,052.35	\$13.34	1.66 %	\$12,178.85	
21-75-073-4453885											
Total portfolio			\$23,788,470.20		100.00 %	\$18,596,787.72	\$4,791,682.48		1.79 %	\$425,707.10	\$30,469.43

Pending Trades

Detail

Purchases

Description	Trade date	Settle date	Quantity	Price per unit	Cash
BORG WARNER INC	09/29/17	10/03/17	118	\$51.3758	-\$6,063.52
BORG WARNER INC	09/29/17	10/03/17	198	50.6398	- 10,031.65
LAUDER ESTEE COS INC	09/29/17	10/03/17	190	107.8130	- 20,492.07
CLA					
TYSON FOODS INC	09/29/17	10/03/17	10	70.4950	- 705.20
CLASS A					
TYSON FOODS INC	09/29/17	10/03/17	250	70.5144	- 17,638.60
CLASS A					
Total pending purchases					-\$54,931.04

Sales

Description	Trade date	Settle date	Quantity	Price per unit	Cash
DR PEPPER SNAPPLE GROUP INC	09/29/17	10/03/17	133	\$88.6469	\$11,787.12
DR PEPPER SNAPPLE GROUP INC	09/29/17	10/03/17	12	88.4850	1,061.50
Total pending sales					\$12,848.62
Net pending trades					-\$42,082.42

Detail

Transaction detail

Activity	Description	Payable date	Post date	Quantity	Amount per unit	Income this period	Principal this period
Beginning cash balance							
Additions							
Investment income							
Dividend	AMERICAN WATER WORKS CO INC	09/01/17		440	\$0.4150	\$182.60	
Interest	JOHNSON & JOHNSON CALL 12/01/2025 @ 100,000 UNSC 02.450% DUE 03/01/2026 PNC CAPITAL ADVISORS	09/01/17		20,000	0.0123	245.00	
Dividend	METROPOLITAN WEST UNCONSTRAINED BOND FUND CLASS I FUND #0518	08/31/17	09/01/17			1,021.79	
Dividend	ACCRUED FROM 08/01/17 TO 08/31/17 21-75-073-4453885						
Dividend	CUMMINS INC	09/01/17		230	1.0800	248.40	
Interest	PECO ENERGY CO 1ST REF MORT 05.350% DUE 09/01/2018 PNC CAPITAL ADVISORS	09/01/17		10,000	0.0268	267.50	
Dividend	INTEL CORP	09/01/17		890	0.2725	242.53	
Dividend	WEC ENERGY GROUP INC PCA LCC ADVANTAGE	09/01/17		960	0.5200	499.20	
Dividend	WELLS FARGO & COMPANY PCA LCC ADVANTAGE	09/01/17		790	0.3900	308.10	



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Investment income

Activity	Description	Payable date	Post date	Quantity	Amount per unit	Income	Principal
Interest	AMERICAN EXPRESS CREDIT SER MTN CALL 02/01/2020	09/03/17	09/05/17	20,000	0.0110	220.00	
Dividend	02.200% DUE 03/03/2020 PNC CAPITAL ADVISORS						
Dividend	T ROWE PRICE INSTITUTIONAL FLOATING RATE FUND FD #430	08/31/17	09/05/17			1,648.18	
Dividend	DIVIDEND PAYABLE 08/31/2017 ACCRUED FROM 08/01/17 TO 08/31/17 21-75-073-4453885						
Dividend	VISA INC	09/05/17		500	0.1650	82.50	
Interest	CLASS A SHARES PCA LCC ADVANTAGE	09/05/17		30,000	0.0100	300.00	
Interest	CATERPILLAR FINANCIAL SE SER MTN UNSC						
Interest	02.000% DUE 03/05/2020 PNC CAPITAL ADVISORS						
Interest	PNC TREASURY MONEY MARKET FUND #431	08/31/17	09/05/17	449,078.930		297.50	
Interest	21-75-073-4453885						
Interest	PNC TREASURY MONEY MARKET FUND #431	08/31/17	09/05/17	3,160.190		1.12	
Interest	PCA LCC ADVANTAGE						
Interest	PEPSICO INC SR UNSECD	09/05/17		20,000	0.0138	275.00	
Interest	02.750% DUE 03/05/2022 PNC CAPITAL ADVISORS						
Interest	PNC TREASURY MONEY MARKET FUND #431	08/31/17	09/05/17	155,850.510		103.57	
Interest	21-75-073-4453885						



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Activity	Description	Payable date	Post date	Quantity	Amount per unit	Income	Principal
Interest	PNC TREASURY MONEY MARKET FUND #431	08/31/17	09/05/17	43,289.660		23.54	
Interest	PCA LCC ADVANTAGE PNC TREASURY MONEY MARKET FUND #431	08/31/17	09/05/17	16,546.920		7.75	
Interest	PNC CAPITAL ADVISORS PNC TREASURY MONEY MARKET FUND #431	08/31/17	09/05/17	38,187.410		23.09	
Dividend	PNC CAPITAL ADVISORS VALERO ENERGY CORP PCA LCC ADVANTAGE	09/07/17		480	0.7000	336.00	
Dividend	TE CONNECTIVITY LTD SEDOL B62B7C3 ISIN CH0102993182 PCA LCC ADVANTAGE	09/08/17		730	0.4000	292.00	
Dividend	AMGEN INC PCA LCC ADVANTAGE	09/08/17		400	1.1500	460.00	
Dividend	HONEYWELL INTL INC PCA LCC ADVANTAGE	09/08/17		290	0.6650	192.85	
Dividend	PARKER HANNIFIN CORP PCA LCC ADVANTAGE	09/08/17		270	0.6600	178.20	
Dividend	SHERWIN-WILLIAMS CO PCA LCC ADVANTAGE	09/08/17		100	0.8500	85.00	
Dividend	WYNDHAM WORLDWIDE CORP PCA LCC ADVANTAGE	09/08/17		480	0.5800	278.40	
Interest	AMERICAN HONDA FINANCE SER MTN UNISC 01.700% DUE 09/09/2021	09/09/17	09/11/17	20,000	0.0085	170.00	
Dividend	PNC CAPITAL ADVISORS EXXON MOBIL CORP PCA LCC ADVANTAGE	09/11/17		360	0.7700	277.20	



Detail

Investment income

Activity	Description	Payable date	Post date	Quantity	Amount Per unit	Income	Principal
Interest	BANK OF NOVA SCOTIA	09/11/17		50,000	0.0106	531.25	
	SEDOL BQRVVD6 ISIN US06416CAA62						
	02.125% DUE 09/11/2019						
	PNC CAPITAL ADVISORS						
Interest	LOWE'S COS INC	09/10/17	09/11/17	30,000	0.0042	124.98	
	UNSC						
	VAR % DUE 09/10/2019						
	INT PAYABLE 09/10/17 ON 30,000.00						
	RECORD DATE 08/23/17 ACCRUED TO 09/09/17						
	PNC CAPITAL ADVISORS						
Interest	SANTANDER UK PLC	09/10/17	09/11/17	30,000	0.0118	352.50	
	SEDOL BYGB67 ISIN US80283LAH69						
	02.350% DUE 09/10/2019						
	PNC CAPITAL ADVISORS						
Interest	WELLS FARGO & COMPANY	09/09/17	09/11/17	20,000	0.0165	330.00	
	SER MTN UNSC						
	03.300% DUE 09/09/2024						
	PNC CAPITAL ADVISORS						
Dividend	JOHNSON & JOHNSON	09/12/17		290	0.8400	243.60	
	PCA LCC ADVANTAGE						
Dividend	S&P GLOBAL INC	09/12/17		420	0.4100	172.20	
	PCA LCC ADVANTAGE						
Dividend	NORTHROP GRUMMAN CORPORATION	09/13/17		160	1.0000	160.00	
	PCA LCC ADVANTAGE						
Dividend	APPLIED MATERIALS INC	09/14/17		830	0.1000	83.00	
	PCA LCC ADVANTAGE						
Dividend	HOME DEPOT INC	09/14/17		490	0.8900	436.10	
	PCA LCC ADVANTAGE						
Dividend	MICROSOFT CORP	09/14/17		615	0.3900	239.85	
	PCA LCC ADVANTAGE						



Detail

Investment income

Activity	Description	Payable date	Post date	Quantity	Amount Per unit	Income	Principal
Interest	BANK OF AMERICA CREDIT CARD TR	09/15/17			1.3600	34.00	
	SERIES 2015 A2 CLASS A						
	01.360% DUE 09/15/2020						
	INTEREST ON 30,000.00 PAR						
	ACCRUED TO 09/15/17 PAYABLE 09/15/17						
	PNC CAPITAL ADVISORS						
Dividend	BORG WARNER INC.	09/15/17		790	0.1400	110.60	
	PCA LCC ADVANTAGE						
Dividend	CSX CORP	09/15/17		940	0.2000	188.00	
	PCA LCC ADVANTAGE						
Interest	CAPITAL ONE MULTI-ASSET EXECUT	09/15/17			1.3900	52.12	
	SERIES 2015 A1 CLASS A						
	01.390% DUE 01/15/2021						
	INTEREST ON 45,000.00 PAR						
	ACCRUED TO 09/15/17 PAYABLE 09/15/17						
	PNC CAPITAL ADVISORS						
Interest	CAPITAL ONE MULTI-ASSET EXECUT	09/15/17			1.3400	50.25	
	SERIES 2016 A3 CLASS A3						
	01.340% DUE 04/15/2022						
	INTEREST ON 45,000.00 PAR						
	ACCRUED TO 09/15/17 PAYABLE 09/15/17						
	PNC CAPITAL ADVISORS						
Dividend	KRAFT HEINZ CO/THE	09/15/17		630	0.6250	393.75	
	PCA LCC ADVANTAGE						
Interest	CHASE ISSUANCE TRUST	09/15/17			1.5900	132.50	
	SERIES 2015 A2 CLASS A						
	01.590% DUE 02/18/2020						
	INTEREST ON 100,000.00 PAR						
	ACCRUED TO 09/15/17 PAYABLE 09/15/17						
	PNC CAPITAL ADVISORS						
Dividend	SUNTRUST BANKS INC	09/15/17		1,102	0.4000	440.80	
	PCA LCC ADVANTAGE						



Detail

Investment income

Activity	Description	Payable date	Post date	Quantity	Amount per unit	Income	Principal
Interest	EXXON MOBIL CORPORATION CALL 12/15/2023 @ 100,000 UNSC 03.176% DUE 03/15/2024 PNC CAPITAL ADVISORS	09/15/17		20,000	0.0159	317.60	
Dividend	TYSON FOODS INC CLASS A	09/15/17		440	0.2250	99.00	
Interest	PCA LCC ADVANTAGE HONDA AUTO RECEIVABLES OWNER T SERIES 2017 2 CLASS A3 01.680% DUE 08/16/2021 INTEREST ON 20,000.00 PAR ACCRUED TO 09/15/17 PAYABLE 09/15/17 PNC CAPITAL ADVISORS	09/15/17			1.6800	28.00	
Interest	HONDA AUTO RECEIVABLES OWNER T SERIES 2016 2 CLASS A3 01.390% DUE 04/15/2020 INTEREST ON 10,000.00 PAR ACCRUED TO 09/15/17 PAYABLE 09/15/17 PNC CAPITAL ADVISORS	09/15/17			1.3900	11.58	
Interest	JOHN DEERE OWNER TRUST SERIES 2016 A CLASS A3 01.360% DUE 04/15/2020 INTEREST ON 15,000.00 PAR ACCRUED TO 09/15/17 PAYABLE 09/15/17 PNC CAPITAL ADVISORS	09/15/17			1.3600	17.00	
Interest	MERCEDES-BENZ AUTO RECEIVABLES SERIES 2016 1 CLASS A3 01.260% DUE 02/16/2021 INTEREST ON 20,000.00 PAR ACCRUED TO 09/15/17 PAYABLE 09/15/17 PNC CAPITAL ADVISORS	09/15/17			1.2600	21.00	
Interest	METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 PNC CAPITAL ADVISORS	09/15/17		20,000	0.0109	218.40	



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Investment income

Activity	Description	Payable date	Post date	Quantity	Amount per unit	Income	Principal
Interest	NISSAN AUTO RECEIVABLES OWNER SERIES 2015 C CLASS A3 01.370% DUE 05/15/2020 INTEREST ON 25,000.00 PAR ACCRUED TO 09/15/17 PAYABLE 09/15/17 PNC CAPITAL ADVISORS	09/15/17			1.3700	28.54	
Interest	TOYOTA AUTO RECEIVABLES OWNER SERIES 2016 B CLASS A3 01.300% DUE 04/15/2020 INTEREST ON 30,000.00 PAR ACCRUED TO 09/15/17 PAYABLE 09/15/17 PNC CAPITAL ADVISORS	09/15/17			1.3000	32.50	
Interest	TOYOTA AUTO RECEIVABLES OWNER SERIES 2017 A CLASS A4 02.100% DUE 09/15/2022 INTEREST ON 30,000.00 PAR ACCRUED TO 09/15/17 PAYABLE 09/15/17 PNC CAPITAL ADVISORS	09/15/17			2.1000	52.50	
Interest	XILINX INC UNSC	09/15/17		15,000	0.0150	225.00	
Interest	HONDA AUTO RECEIVABLES OWNER T SERIES 2016.3 CLASS A4 01.330% DUE 11/18/2022 INTEREST ON 20,000.00 PAR ACCRUED TO 09/18/17 PAYABLE 09/18/17 PNC CAPITAL ADVISORS	09/18/17			1.3300	22.17	
Dividend	MCDONALD'S CORP PCA LCC ADVANTAGE	09/18/17		390	0.9400	366.60	
Dividend	ANALOG DEVICES INC PCA LCC ADVANTAGE	09/19/17		640	0.4500	288.00	
Dividend	TEMPLETON GLOBAL BOND FUND AD FUND #616 21-75-073-4453885	09/19/17		37,426.260	0.0292	1,092.85	



INSTITUTIONAL
ASSET MANAGEMENT

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Investment income

Activity	Description	Payable date	Post date	Quantity	Amount per unit	Income	Principal
Dividend	UNITEDHEALTH GROUP INC	09/19/17		280	0.7500	210.00	
Interest	PCA_LCC ADVANTAGE						
Interest	INTL BK RECON & DEVELOP	09/20/17		20,000	0.0069	137.60	
Interest	SER EMITN UNSC						
Interest	01.375% DUE 09/20/2021						
Interest	PNC CAPITAL ADVISORS						
Interest	HONDA AUTO RECEIVABLES OWNERT	09/21/17			2.0500	25.62	
Interest	SERIES 2017 1 CLASS A4						
Interest	02.050% DUE 06/21/2023						
Interest	INTEREST ON 15,000.00 PAR						
Interest	ACCRUED TO 09/21/17 PAYABLE 09/21/17						
Interest	PNC CAPITAL ADVISORS						
Interest	FEDERAL NATL MTG ASSN	09/24/17	09/25/17	75,000	0.0094	703.13	
Interest	UNSC						
Interest	01.875% DUE 09/24/2026						
Interest	PNC CAPITAL ADVISORS						
Dividend	VANGUARD FTSE ALL WORLD EX-US	09/25/17		13,788	0.2980	4,108.82	
Dividend	INDEX FUND						
Dividend	ETF						
Interest	21-75-073-4453885						
Interest	FEDERAL NATL MTG ASSN	08/31/17	09/25/17		4.0000	75.29	
Interest	POOL #AH3765						
Interest	04.000% DUE 01/01/2041						
Interest	INTEREST ON 22,586.38 PAR						
Interest	ACCRUED TO 08/31/17 PAYABLE 09/25/17						
Dividend	PNC CAPITAL ADVISORS						
Dividend	VANGUARD SMALL CAP	09/25/17		7,724	0.5330	4,116.89	
Dividend	ETF						
Interest	21-75-073-4453885						
Interest	FEDERAL NATL MTG ASSN	08/31/17	09/25/17		3.5000	43.94	
Interest	POOL #AL0578						
Interest	03.500% DUE 08/01/2026						
Interest	INTEREST ON 15,066.48 PAR						
Interest	ACCRUED TO 08/31/17 PAYABLE 09/25/17						
Interest	PNC CAPITAL ADVISORS						



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CLEVE PUB LIB ENDMT CONS
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Detail

Investment income

Activity	Description	Payable date	Post date	Quantity	Amount per unit	Income	Principal
Interest	FEDERAL NATL MTG ASSN POOL AS8327	08/31/17	09/25/17		3.0000	141.62	
	03.000% DUE 07/01/2030 INTEREST ON 56,646.00 PAR ACCRUED TO 08/31/17 PAYABLE 09/25/17 PNC CAPITAL ADVISORS						
Interest	FEDERAL NATL MTG ASSN POOL AS8018	08/31/17	09/25/17		3.0000	114.18	
	03.000% DUE 09/01/2031 INTEREST ON 45,673.52 PAR ACCRUED TO 08/31/17 PAYABLE 09/25/17 PNC CAPITAL ADVISORS						
Interest	FEDERAL NATL MTG ASSN POOL BC4777	08/31/17	09/25/17		2.5000	105.29	
	02.500% DUE 10/01/2031 INTEREST ON 50,537.64 PAR ACCRUED TO 08/31/17 PAYABLE 09/25/17 PNC CAPITAL ADVISORS						
Interest	FEDERAL NATL MTG ASSN POOL #AB2077	08/31/17	09/25/17		4.0000	219.25	
	04.000% DUE 01/01/2041 INTEREST ON 65,774.54 PAR ACCRUED TO 08/31/17 PAYABLE 09/25/17 PNC CAPITAL ADVISORS						
Dividend	HALLIBURTON CO PCA LCC ADVANTAGE	09/27/17		900	0.1800	162.00	
Dividend	PRICET ROWE GROUP INC PCA LCC ADVANTAGE	09/28/17		560	0.5700	319.20	
Foreign tax withheld	INGERSOLL-RAND PLC SEDOL: B633030 ISIN: IE00B6330302 20% TAX WITHHELD BY IRELAND REPUBLIC PCA LCC ADVANTAGE	09/29/17				- 40.50	



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Investment income

Activity	Description	Payable date	Post date	Quantity	Amount per unit	Income	Principal
Dividend	ISHARES CORE S&P 500 ETF	09/29/17		17,639	1.2839	22,647.10	
Dividend	21-75-073-4453885 ISHARES RUSSELL MID-CAP ETF	09/29/17		12,240	0.8452	10,344.75	
Dividend	21-75-073-4453885 PEPSICO INC	09/29/17		520	0.8050	418.60	
Accrued interest paid	USA TREASURY NOTE 01.625% DUE 12/31/2019	09/29/17		100,000	0.0040	- 401.83	
Dividend	PNC CAPITAL ADVISORS PROLOGIS INC	09/29/17		1,070	0.4400	470.80	
Dividend	PCA LCC ADVANTAGE T ROWE PRICE REAL ESTATE FUND FD #122	09/28/17	09/29/17	17,690,590	0.1700	3,007.40	
Interest	21-75-073-4453885 USA TREASURY NOTE 01.625% DUE 12/31/2019	09/29/17		120,000	0.0040	482.20	
Accrued interest paid	PNC CAPITAL ADVISORS USA TREASURY NOTES 01.625% DUE 05/15/2026	09/29/17		35,000	0.0060	- 211.74	

Total investment income

\$62,362.87



INSTITUTIONAL
ASSET MANAGEMENT

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Sales and maturities

Activity	Description	Trade date	Settle date	Quantity	Amount per unit	Charges	Income	Principal	Tax cost
Sale	KRAFT HEINZ CO/THE BROKER: CITIGROUP GLOBAL MKTS INC	09/01/17	09/07/17	630	\$80.4812	\$26.37		\$50,676.78	-\$55,435.78
Principal payment	PCA LCC ADVANTAGE FEDERAL NATL MTG ASSN POOL #AH3765	08/31/17	09/25/17	485.810	1.0000			485.81	- 520.35
Principal payment	04.000% DUE 01/01/2041 PRINCIPAL ON 22,586.38 PAR ACCRUED TO 08/31/17 PAYABLE 09/25/17								
Principal payment	PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL #AL0578	08/31/17	09/25/17	363.560	1.0000			363.56	- 387.24
Principal payment	03.500% DUE 08/01/2026 PRINCIPAL ON 15,066.48 PAR ACCRUED TO 08/31/17 PAYABLE 09/25/17								
Principal payment	PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL AS8327	08/31/17	09/25/17	581.550	1.0000			581.55	- 600.84
Principal payment	03.000% DUE 07/01/2030 PRINCIPAL ON 56,646.00 PAR ACCRUED TO 08/31/17 PAYABLE 09/25/17								
Principal payment	PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL AS8018	08/31/17	09/25/17	377.460	1.0000			377.46	- 389.96
Principal payment	03.000% DUE 09/01/2031 PRINCIPAL ON 45,673.52 PAR ACCRUED TO 08/31/17 PAYABLE 09/25/17								
Principal payment	PNC CAPITAL ADVISORS FEDERAL NATL MTG ASSN POOL BC4777	08/31/17	09/25/17	553.710	1.0000			553.71	- 566.51
Principal payment	02.500% DUE 10/01/2031 PRINCIPAL ON 50,537.64 PAR ACCRUED TO 08/31/17 PAYABLE 09/25/17								
Principal payment	PNC CAPITAL ADVISORS								



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT

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Detail

Sales and maturities

Activity	Description	Trade date	Settle date	Quantity	Amount per unit	Charges	Income	Principal	Tax cost
Principal payment	FEDERAL NATL MTG ASSN POOL #AB2077	08/31/17	09/25/17	590.810	1.0000			590.81	- 583.29
	04.000% DUE 01/01/2041 PRINCIPAL ON 65,774.54 PAR ACCRUED TO 08/31/17 PAYABLE 09/25/17 PNC CAPITAL ADVISORS								
Sale	USA TREASURY NOTE 01.625% DUE 12/31/2019 BROKER: DEUTSCHE BANK INST FIX INC PNC CAPITAL ADVISORS	09/28/17	09/29/17	120,000	100.2578			120,309.37	- 120,307.81
Sale	PNC TREASURY MONEY MARKET FUND #431	09/29/17	09/29/17	10,170.150	1.0000			10,170.15	- 10,170.15
Sale	SALE OF ACI ASSET PNC CAPITAL ADVISORS								
Sale	PNC TREASURY MONEY MARKET FUND #431	09/29/17	09/29/17	11,126.660	1.0000			11,126.66	- 11,126.66
	SALE OF ACI ASSET PCA LCC ADVANTAGE								
Total sales and maturities								\$195,235.86	- \$200,088.59
Total additions								\$62,362.87	\$195,235.86



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
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Detail

Disbursements

Account to account transfers

Activity	Description	Trade date	Settle date	Post date	Quantity	Amount per unit	Charges	Income	Principal	Tax cost
Trust transfer	TRANSFER 100.0000 % NET INCOME FROM CLEVE PUB LIB ENDMT APCO ACCOUNT NUMBER - 21-75-880-4453885 21-75-073-4453885	08/29/17	09/01/17	09/29/17				\$8,469.24		

Purchases

Activity	Description	Trade date	Settle date	Quantity	Amount per unit	Charges	Income	Principal	Tax cost
Purchase	PRICE T ROWE GROUP INC BROKER: UBS SECURITIES LLC PCA LCC ADVANTAGE	08/29/17	09/01/17	139	\$83.9136	\$5.56		-\$11,669.55	\$11,669.55
Purchase	ANALOG DEVICES INC BROKER: CONVERGEX LLC PCA LCC ADVANTAGE	09/01/17	09/07/17	160	84.1696	4.01		- 13,471.15	13,471.15
Purchase	LAUDER ESTEE COS INC CLA BROKER: ABEL NOSER CORP PCA LCC ADVANTAGE	09/01/17	09/07/17	310	107.8260	3.10		- 33,429.16	33,429.16
Purchase	LAUDER ESTEE COS INC CLA BROKER: CONVERGEX LLC PCA LCC ADVANTAGE	09/05/17	09/07/17	30	107.7604	0.76		- 3,233.58	3,233.58
Purchase	USA TREASURY NOTE 01.625% DUE 12/31/2019 BROKER: DEUTSCHE BANK INST FIX INC PNC CAPITAL ADVISORS	09/28/17	09/29/17	100,000	100.2617			- 100,261.72	100,261.72
Purchase	USA TREASURY NOTES 01.625% DUE 05/15/2026 BROKER: RBC CAP MKTS CORP PNC CAPITAL ADVISORS	09/28/17	09/29/17	35,000	94.7734			- 33,170.70	33,170.70
Purchase	PNC TREASURY MONEY MARKET FUND #431 PURCHASE OF ACI ASSET 21-75-073-4453885	09/29/17	09/29/17	38,400.270	1.0000			- 38,400.27	38,400.27



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
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Detail

Purchases

Activity	Description	Trade date	Settle date	Quantity	Amount per unit	Charges	Income	Principal	Tax cost
Purchase	PNC TREASURY MONEY MARKET FUND #431	09/29/17	09/29/17	5,524.780	1.0000		- 5,524.78		5,524.78
	PURCHASE OF ACI ASSET PNC CAPITAL ADVISORS								

Total purchases

- \$43,925.05 - \$195,235.86 \$239,160.91

Fees and charges

Activity	Description	Post date	Quantity	Amount per unit	Income	Principal
Asset value fee	PNC BANK PRINCIPAL COMPENSATION THRU 08/31/17	09/18/17			- \$12,116.68	
Asset value fee	21-75-073-4453885 PNC BANK PRINCIPAL COMPENSATION THRU 08/31/17	09/18/17			- 3,439.63	
Asset value fee	PNC BANK PRINCIPAL COMPENSATION THRU 08/31/17	09/18/17			- 2,881.51	
Income fee	PCA LCC ADVANTAGE FIDUCIARY FEES PAID FOR CLEVE PUB LIB ENDMT APIC ACCOUNT NUMBER - 21-75-573-4453885	09/18/17			- 3,439.63	
Income fee	21-75-073-4453885 FIDUCIARY FEES PAID FOR CLEVE PUB LIB ENDMT APCO ACCOUNT NUMBER - 21-75-880-4453885	09/18/17			- 2,881.51	
Income fee	21-75-073-4453885 FIDUCIARY FEE CHARGED TO CLEVE PUB LIB ENDMT ACCOUNT NUMBER - 21-75-073-4453885	09/18/17			3,439.63	

Detail

Fees and charges

Activity	Description	Post date	Quantity	Amount per unit	Income	Principal
Income fee	FIDUCIARY FEE CHARGED TO CLEVE PUB LIB ENDMT ACCOUNT NUMBER - 21-75-073-4453885 PCA LCC ADVANTAGE	09/18/17			2,881.51	

Total fees and charges

- \$18,437.82

Account to account transfers

Activity	Description	Post date	Quantity	Amount per unit	Income	Principal
Trust transfer	TRANSFER 100.0000 % NET INCOME TO CLEVE PUB LIB ENDMT ACCOUNT NUMBER - 21-75-073-4453885 PCA LCC ADVANTAGE	09/29/17			- \$8,449.24	

Total disbursements

- \$62,362.87 - \$195,235.86

Ending cash balance

\$0.00

Change in cash

Realized gain/loss detail

Description	Quantity	Average tax cost per unit	Total tax cost	Sale date	Sale price per unit	Total proceeds	Net realized gain/loss
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 PNC CAPITAL ADVISORS	485,810	\$107.10978	- \$520.35	08/31/17	\$1.00	\$485.81	- \$34.54
FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 PNC CAPITAL ADVISORS	363,560	106.51337	- 387.24	08/31/17	1.00	363.56	- 23.68

Detail

Description	Quantity	Average tax cost per unit	Total tax cost	Sale date	Sale price per unit	Total proceeds	Net realized gain/loss
FEDERAL NATL MTG ASSN POOL AS5327	581.550	103.31700	- 600.84	08/31/17	1.00	581.55	- 19.29
03.000% DUE 07/01/2030 PNC CAPITAL ADVISORS							
FEDERAL NATL MTG ASSN POOL AS8018	377.460	103.31161	- 389.96	08/31/17	1.00	377.46	- 12.50
03.000% DUE 09/01/2031 PNC CAPITAL ADVISORS							
FEDERAL NATL MTG ASSN POOL BC4777	553.710	102.31168	- 566.51	08/31/17	1.00	553.71	- 12.80
02.500% DUE 10/01/2031 PNC CAPITAL ADVISORS							
FEDERAL NATL MTG ASSN POOL #AB2077	590.810	98.72717	- 583.29	08/31/17	1.00	590.81	7.52
04.000% DUE 01/01/2041 PNC CAPITAL ADVISORS							
KRAFT HEINZ CO/THE PCA LCC ADVANTAGE	630	87.99330	- 55,435.78	09/01/17	80.48	50,676.78	- 4,759.00
USA TREASURY NOTE 01.625% DUE 12/31/2019 PNC CAPITAL ADVISORS	120,000	100.25651	- 120,307.81	09/28/17	100.26	120,309.37	1.56
Total			- \$178,791.76			\$173,939.05	- \$4,852.73

CLEVELAND PUBLIC LIBRARY

Finance Committee

REPORT ON INVESTMENTS – September 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 September 1, 2017 through September 30, 2017.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
09/01/17 - 09/30/17	30	Various	STAR Ohio	Various	9,426.60	Investment Pool
09/01/17 - 09/30/17	30	Various	STAR Plus	Various	0.00	Bank Deposit Program
09/01/17 - 09/30/17	30	Various	PNC	Various	112.40	Sweep Money Market
09/01/17 - 09/30/17	30	Various	PNC	Various	2.00	Money Market
03/14/17 - 09/14/17	185	500,000	Federal Home Loan Bank	1.125%	2,812.50	Federal Agency
03/13/17 - 09/13/17	185	325,000	Federal Home Loan Bank	1.375%	2,234.38	Federal Agency
03/04/17 - 09/04/17	185	1,000,000	Federal Farm Credit Bank	1.250%	6,250.00	Federal Agency
03/06/17 - 09/06/17	185	1,000,000	Federal National Mortgage Assn.	1.125%	5,625.00	Federal Agency
03/22/17 - 09/09/17	172	1,000,000	Federal Home Loan Mortgage Corp.	1.500%	6,958.33	Federal Agency

Earned Interest September 2017 \$ 33,421.21
 Earned Interest Year To Date \$ 400,539.57

CLEVELAND PUBLIC LIBRARY

REPORT C

Finance Committee

October 17, 2017

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR SEPTEMBER 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
Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/2/2017	Laura Armstrong	135.00
Labor Arbitration Institute Labor Law and Labor Arbitration Conference Cleveland, Ohio	11/7/2017	Crystal Brooks	325.00
Commission on Economic Inclusion Annual Inclusion Conference Westlake, Ohio	8/24/2017	Madeline Corchado	125.00
Library Journals LLC Literacy Redefined: Integrating Literacy into Your Strategic Plan Cleveland, Ohio	9/27/2017	Denise Crudup	296.65
Northeast Ohio Regional Library System Making the Connection: Public Library and School Collaborations Stow, Ohio	9/21/2017	Tracie Forfia	46.08
International Federation of Library Associations and Institutions World Library and Information Congress Wroclaw, Poland	8/17/2017 - 8/25/2017	Lan Gao	1,914.71
Northeast Ohio Regional Library System Membership Meeting and Appreciation Breakfast Twinsburg, Ohio	9/19/2017	Lan Gao	10.00
Labor Arbitration Institute Labor Law and Labor Arbitration Conference Cleveland, Ohio	11/7/2017	Cedric Johns	325.00
Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/2/2017	Carrie Krenicky	135.00
Commission on Economic Inclusion Annual Inclusion Conference Westlake, Ohio	8/24/2017	Cynthia Lombardo	125.00
Cleveland State University Leadership Academy XXVII Cleveland, Ohio	10/26/2017 - 5/19/2018	Erica Marks	3,100.00

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Northeast Ohio Regional Library System Measuring for Success Using Data Visualization North Ridgeville, Ohio	9/8/2017	Nancy Mocsiran	23.54
Northeast Ohio Regional Library System Membership Meeting and Appreciation Breakfast Twinsburg, Ohio	9/19/2017	Rebecca Price-Donahue	10.00
Northeast Ohio Regional Library System A Day for Circulation Staff Chesterland, Ohio	9/7/2017	Reginald Rudolph	15.00
University of Akron Map Cataloging Workshop Akron, Ohio	9/11/2017 - 9/12/2017	Barbara Satow	265.54
Northeast Ohio Regional Library System Beyond "Lean In" Hudson, Ohio	8/22/2017	Lori Scurka	19.69
Ohio Library Council Taking Care of Your Internal and External Customers Columbus, Ohio	8/16/2017	Stephen Wohl	210.89
Northeast Ohio Regional Library System Membership Meeting and Appreciation Breakfast Twinsburg, Ohio	9/19/2017	Robin Wood	10.00
TOTAL			\$7,092.10

SUMMARY

FUND	SEPTEMBER	YEAR TO DATE
General	\$3,992.10	\$45,947.67
Lockwood Thompson	3,100.00	15,378.67
Library for the Blind and Physically Disabled	0.00	2,222.07
CLEVNET	0.00	8,309.16
TOTAL	\$7,092.10	\$71,857.57

REPORT D**CLEVELAND PUBLIC LIBRARY****Finance Committee**

October 17, 2017

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2017**

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
07/07/17	Computer Software	IT/CLEVNET	OarNet/OSC	19,817.40
07/28/17	Furniture	Global History	World Micrographics, Inc.	5,920.00
07/28/17	Computer Hardware	IT/CLEVNET	Network Dynamics, Inc.	17,482.50
08/11/17	Computer Hardware	IT/CLEVNET	Business Smarts	14,070.30
08/11/17	Book Jackets	Materials Processing	KAPCO	5,010.80
08/18/17	Copier	OPS	Canon Solutions	5,561.49
08/18/17	Security Strips	Stockroom	Ohionet	9,130.00
08/25/17	Projectors	Tech Central	CDWG	9,480.00
08/25/17	3D Printers	Tech Central	Maker Gear, LLC	10,237.50
09/30/17	Café Cart	South Brooklyn	All Star Carts & Vehicles, Inc.	7,005.00
09/30/17	Computer Software	IT/CLEVNET	Neothink, LLC	10,390.90
09/30/17	Computer Hardware	IT/CLEVNET	CDWG	20,280.00
09/30/17	Gas for Vehicles	Prop Mgmt.	BP Oil Co.	10,776.70
09/30/17	Maintenance Supplies	Prop Mgmt.	Mars Electric	5,162.36

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

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

October 17, 2017

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2017**

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

LIBRARY SERVICE MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
08/18/17	Database Subscriptions	IT/CLEVNET	Ohionet	67,730.00
08/18/17	Database Subscriptions	Main Library	West Publishing	29,392.00
09/01/17	Database Subscriptions	IT/CLEVNET	Gale/Cengage	45,011.87

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
07/21/17	Professional Services/Software	IT/CLEVNET	SirsiDynix	90,226.02
09/22/17	Computer Maintenance	IT/CLEVNET	Centracomm	65,365.00

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

REPORT F**CLEVELAND PUBLIC LIBRARY**

Finance Committee
 October 17, 2017

**FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
 NASH, SMOAK & STEWART, PC. ("Ogletree")
 JULY 1 THROUGH SEPTEMBER 30, 2017**

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

Collective Bargaining	\$ 26,666.00
General Labor & Miscellaneous Matters	1,185.00
EEOC	9,141.70
3rd Quarter Total	<u>\$ 36,992.70</u>
Year to Date Total	<u>\$ 118,138.91</u>

CLEVELAND PUBLIC LIBRARY

Finance Committee
October 17, 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 September 30, 2017

\$250,000.00 (1)

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

\$250,000.00 (2)

Date	Change Order	PO	Description	Amount	
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).

Date	Vendor	PO	Description	Encumbered	Expended	
4/7/2016	Environments 4 Business, LLC	160670	For LSW2, Front Lending, LSW Entry Lobby	-	34,098.67	
4/5/2016	Contract Source, Inc.	160665	For LSW2, Security, Front Lending, LSW Entry Lobby	-	209,136.62	
4/5/2016	Ohio Desk	160658	For LSW2, Indoor Garden, LSW Conference 1	-	73,078.79	
				-	316,314.08	
				Available Balance	\$218,685.92	\$535,000.00

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:

Date	Vendor	PO	Description	Encumbered	Expended	
4/26/2016	Benchmark Craftsman, Inc.	160768	Exhibit Furniture for Brett Hall	1,900.00	167,870.00	
3/8/2017	Benchmark Craftsman, Inc.	170506	Movable Wall Storage for Brett Hall	-	17,962.00	
				1,900.00	185,832.00	
				Available Balance	\$112,268.00	\$300,000.00

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
9/01/2017 TO 9/30/2017**

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
DORSEY, MARCEL D	Tech Central	LIBRARY ASST-COMP EMPH	09/01/2017
KELLEY, ANITA J	Woodland	PAGE	09/01/2017
KOCIUBUK, JACQUELINE R	Langston Hughes	LIBRARY ASST-COMP EMPH	09/19/2017
LEWIS, SUMMIERE D	Popular Library	PAGE	09/08/2017
MASON, KIM R	Science & Technology	PAGE	09/23/2017
PODGORSKI, MICHAEL J		PAGE	09/09/2017
SESSION, JOHNNIE	Buildings Office	SUPERVISOR OF CUSTODIAL SVCS	09/07/2017
TANCAK, CRYSTAL M	Lorain	BRANCH MANAGER (MEDIUM)	09/06/2017
RETIREMENTS			
BROWN, MONA M	Government Documen	LIBRARY ASSISTANT (SUBJ DEPT)	09/30/2017
CARROLL, THERESA A	Lending	SUBJECT DEPARTMENT CLERK	09/29/2017

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 9/01/2017 TO 9/30/2017**

EMPLOYEE:	JOHNSON, SHENISE L	CURRENT GRADE:	L	HIRE DATE:	9/10/2017
JOB TITLE:	ASST TO DIR INT/EXT AFFAIRS	CURRENT STEP:	1		
LOCATION:	DIRECTOR	SALARY:	80,801.92	HOURLY RATE:	41.44

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 09/01/2017 TO 09/30/2017**

EMPLOYEE: COLLINS, ALLISON T **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>
TRANSFER	22.87	22.65	TRANSFER

CLEVELAND PUBLIC LIBRARY

REPORT H

Human Resources Committee Report
 Meeting Date: October 19, 2017
 Report Period: September 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	3,739.41	92,542.91
May	3,883.60	3,819.00	93,774.06
June *	2,939.22	5,529.04	139,682.85
July	5,035.66	3,388.19	93,946.72
August	3,271.22	3,775.11	95,341.73
September	3,728.05	3,806.95	94,438.79
October	3,447.60		
November	3,861.75		
December *	5,835.93		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
September 1, 2017 - September 30, 2017
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT I**Human Resources Committee Report**

October 19, 2017

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	78	24	11	2			23	15	3				
Professionals	71	13	1			1	34	12	6	4			
Technicians	20	12	2	1			3	1	1				
Protective Service	31	9	14	3			1	4					
Para-Professionals	141	27	29	2	2		42	29	8	1	1		
Administrative Support	276	34	47	3	1		43	107	11	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	51	9	36	1			1	3	1				
Grand Total	654	135	144	13	4	0	147	172	30	7	1	1	0

A= Total Column

B= White

C=Black

D=Hispanic

E=Asian/Pacific

G=White

H=Black

I=Hispanic

J=Asian/Pacific

F= American Indian/Alaskan Native

L= HAWAII

K=American Indian/Alaskan Native

M= Two or more races

Insurance Report for the Month of September

Human Resources Committee Report **2017**
October 19, 2017

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	6	4	10
Essential	42	9	51
Standard	250	149	399
Standard with OAD		1	1
Total MMO			461
Dental Insurance	301	189	490
Vision Employee			265
Vision Children			39
Vision Spouse			52
Vision Family			80
Total Vision			436

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 SEP 2017**

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	102,577	111,491	513	557	973,939	1,058,702	-8.0%
Branches	216,651	260,119	1,027	1,227	1,976,145	2,331,816	-15.3%
Mobile Units	4,170	3,271			25,890	15,939	62.4%
Library for the Blind	40,827	46,230			400,524	431,152	-7.1%
OLBPD BARD	10,009	11,186			110,049	105,905	3.9%
eMedia	31,569	29,717			295,642	269,828	9.6%
TOTAL CIRCULATION	405,803	462,014			3,782,189	4,213,342	-10%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
eBook	17,595	17,166	174,049	152,906	13.8%
eAudiobook	11,973	8,759	100,663	82,778	21.6%
eMusic	311	398	4,641	2,525	83.8%
eVideo	586	678	5,224	4,879	7.1%
eMagazines	1,104	2,716	11,065	26,740	-58.6%
TOTAL eCIRCULATION	31,569	29,717	295,642	269,828	9.6%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2017	2016	2017	2016	
Main Library	97	45 minutes	90,574	94,553	68,688	73,492	-6.5%
Branches	527	40 minutes	618,049	709,720	415,748	480,161	-13.4%
TOTAL USAGE	624		708,623	804,273	484,436	553,653	-12.5%

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

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
TOTAL SESSIONS	200,739	120,935	1,294,073	736,099	75.8%

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	2017	2016	
Main Library	39,608	37,542	198	188	341,471	341,724	0%
Branches	186,683	174,111	885	821	1,702,999	1,887,320	-10%
TOTAL VISITS	226,291	211,653			2,044,470	2,229,044	-8.3%

REPORT K

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

BRANCH	a Branch Circulation	b		c		d		e		f		g Total Circulation (e+f)
		Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Total Direct Circulation (a+b+c+d)	Sent to Other CLEVNET Systems	Total					
Addison	5,347	477	490	878	7,192	306	7,498					
Brooklyn	3,207	182	316	402	4,107	288	4,395					
Carnegie West	5,943	560	1,247	1,698	9,448	782	10,230					
Collinwood	3,478	307	491	563	4,839	459	5,298					
East 131st	2,840	328	272	511	3,951	201	4,152					
Eastman	9,502	783	1,146	1,771	13,202	1,434	14,636					
Fleet	7,464	542	723	1,074	9,803	494	10,297					
Fulton	10,195	480	493	725	11,893	654	12,547					
Garden Valley	2,811	149	187	375	3,522	167	3,689					
Glenville	4,008	349	273	571	5,201	322	5,523					
Harvard-Lee	4,972	307	550	695	6,524	521	7,045					
Hough	3,599	414	293	426	4,732	238	4,970					
Jefferson	3,397	379	961	1,136	5,873	564	6,437					
Langston Hughes	4,341	292	448	694	5,775	351	6,126					
Lorain	4,680	485	582	1,060	6,807	457	7,264					
Martin Luther King, Jr.	2,808	363	463	733	4,367	475	4,842					
Memorial-Nottingham	6,878	508	991	1,644	10,021	905	10,926					
Mt. Pleasant	2,389	232	307	306	3,234	167	3,401					
Rice	6,809	445	603	860	8,717	567	9,284					
Rockport	9,700	745	1,027	1,699	13,171	1,150	14,321					
South	4,768	418	625	727	6,538	497	7,035					
South Brooklyn	8,638	634	1,158	1,851	12,281	1,333	13,614					
Sterling	3,122	255	313	393	4,083	229	4,312					
Union	2,411	240	241	281	3,173	245	3,418					
Walz	7,699	643	1,192	1,791	11,325	824	12,149					
West Park	8,490	985	2,394	3,288	15,157	1,542	16,699					
Woodland	4,667	470	410	638	6,185	358	6,543					
TOTAL	144,163	11,972	18,196	26,790	201,121	15,530	216,651					

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

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	7,498	8,928	65,481	74,983	-9,502	-13%
Brooklyn	4,395	4,838	39,552	49,695	-10,143	-20%
Carnegie West	10,230	12,067	105,898	110,814	-4,916	-4%
Collinwood	5,298	6,959	47,819	63,825	-16,006	-25%
East 131st	4,152	4,425	33,257	36,580	-3,323	-9%
Eastman	14,636	18,586	140,134	174,299	-34,165	-20%
Fleet	10,297	12,138	85,869	105,166	-19,297	-18%
Fulton	12,547	10,828	96,829	127,083	-30,254	-24%
Garden Valley	3,689	4,186	28,510	30,119	-1,609	-5%
Glenville	5,523	5,937	47,225	55,428	-8,203	-15%
Harvard-Lee	7,045	8,839	67,961	81,582	-13,621	-17%
Hough	4,970	5,465	37,007	44,944	-7,937	-18%
Jefferson	6,437	7,864	57,772	62,271	-4,499	-7%
Langston Hughes	6,126	8,180	55,204	58,572	-3,368	-6%
Lorain	7,264	9,045	61,744	82,228	-20,484	-25%
Martin Luther King, Jr.	4,842	8,793	49,896	74,046	-24,150	-33%
Memorial-Nottingham	10,926	12,924	97,417	112,704	-15,287	-14%
Mt. Pleasant	3,401	3,914	29,953	34,740	-4,787	-14%
Rice	9,284	11,205	83,131	94,061	-10,930	-12%
Rockport	14,321	17,087	139,893	153,088	-13,195	-9%
South	7,035	8,731	64,739	75,912	-11,173	-15%
South Brooklyn	13,614	16,701	135,734	158,705	-22,971	-14%
Sterling	4,312	5,154	37,023	40,193	-3,170	-8%
Union	3,418	4,928	37,152	53,560	-16,408	-31%
Waiz	12,149	13,481	112,054	122,952	-10,898	-9%
West Park	16,699	19,893	153,748	178,943	-25,195	-14%
Woodland	6,543	9,023	65,143	75,323	-10,180	-14%
TOTAL	216,651	260,119	1,976,145	2,331,816	-355,671	-15%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE SEP 2017**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2017	2016	2017	2016		
Addison	5,215	4,296	46,583	46,933	-350	-1%
Brooklyn	3,432	3,380	32,871	35,719	-2,848	-8%
Carnegie West	8,034	7,771	81,388	92,380	-10,992	-12%
Collinwood	5,246	5,868	52,681	65,577	-12,896	-20%
East 131st	9,116	5,536	62,107	65,954	-3,847	-6%
Eastman	10,518	8,825	90,575	94,457	-3,882	-4%
Fleet	8,353	7,781	81,546	88,962	-7,416	-8%
Fulton	7,176	7,138	65,941	74,453	-8,512	-11%
Garden Valley	4,288	3,492	32,918	37,789	-4,871	-13%
Glenville	5,565	5,088	44,670	56,360	-11,690	-21%
Harvard-Lee	7,733	6,621	69,935	69,147	788	1%
Hough	7,774	5,975	62,510	63,837	-1,327	-2%
Jefferson	5,832	4,652	43,670	48,649	-4,979	-10%
Langston Hughes	7,261	7,959	62,696	67,178	-4,482	-7%
Lorain	6,261	5,012	57,671	62,507	-4,836	-8%
Martin Luther King, Jr.	5,385	6,749	56,189	68,864	-12,675	-18%
Memorial-Nottingham	5,705	5,188	51,310	51,436	-126	0%
Mt. Pleasant	4,194	4,044	37,599	48,442	-10,843	-22%
Rice	11,314	9,852	96,759	101,388	-4,629	-5%
Rockport	8,179	8,480	74,172	90,164	-15,992	-18%
South	4,941	5,137	52,973	55,627	-2,654	-5%
South Brooklyn	7,319	12,614	102,074	128,612	-26,538	-21%
Sterling	8,549	8,319	78,200	92,605	-14,405	-16%
Union	5,900	4,602	47,875	52,579	-4,704	-9%
Waiz	8,321	6,764	73,231	76,894	-3,663	-5%
West Park	7,041	6,299	66,494	84,834	-18,340	-22%
Woodland	8,031	6,669	78,361	65,973	12,388	19%
TOTAL	186,683	174,111	1,702,999	1,887,320	-184,321	-10%

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS SEP 2017**

Branch	Total Circulation
1 West Park	16,699
2 Eastman	14,636
3 Rockport	14,321
4 South Brooklyn	13,614
5 Fulton	12,547
6 Walz	12,149
7 Memorial-Nottingham	10,926
8 Fleet	10,297
9 Carnegie West	10,230
10 Rice	9,284
11 Addison	7,498
12 Lorain	7,264
13 Harvard-Lee	7,045
14 South	7,035
15 Woodland	6,543
16 Jefferson	6,437
17 Langston Hughes	6,126
18 Glenville	5,523
19 Collinwood	5,298
20 Hough	4,970
21 Martin Luther King, Jr.	4,842
22 Brooklyn	4,395
23 Sterling	4,312
24 East 131st	4,152
25 Garden Valley	3,689
26 Union	3,418
27 Mt. Pleasant	3,401
Total	216,651

Branch	Attendance
Rice	11,314
Eastman	10,518
East 131st	9,116
Sterling	8,549
Fleet	8,353
Walz	8,327
Rockport	8,179
Carnegie West	8,034
Woodland	8,031
Hough	7,774
Harvard-Lee	7,733
South Brooklyn	7,319
Langston Hughes	7,261
Fulton	7,176
West Park	7,041
Lorain	6,261
Union	5,900
Jefferson	5,832
Memorial-Nottingham	5,705
Glenville	5,565
Martin Luther King, Jr.	5,385
Collinwood	5,246
Addison	5,215
South	4,941
Garden Valley	4,288
Mt. Pleasant	4,194
Brooklyn	3,432
Total	186,683

Branch	2010 Population	2000 Population
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*	388,323	473,177

*Broadway and Fleet service areas merged

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

OTHER TRANSACTIONS

Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
CLEVNET	55,981	66,244	562,707	659,827	-15%
MORE**	0	443	1,794	3,447	-48%
Other Libraries	507	522	4,078	4,229	-4%
TOTAL	56,488	67,209	568,579	667,503	-15%

*Totals included in Main Library and Branch circulation counts
**MORE discontinued as of 5/31/2017

**ANALYSIS OF MAIN LIBRARY
REFERENCE QUESTION LOAD**

Projected	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Mail and Email Reference	15,493	16,481	145,147	177,892	-18%
Interlibrary Loan Requests	526	287	3,516	1,914	84%
TOTAL	1,250	965	8,446	7,676	10%
	17,269	17,733	157,109	187,482	-16%

**CHANGES IN PERMANENT
COLLECTION**

New Titles Added	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
Total Items Added	4,529	6,123	40,407	49,056	-18%
	19,446	28,805	187,518	201,924	-7%

HOURS OPEN

Main Library Branches	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
	200	200	1,832	1,824	0%
	5,696	5,724	52,400	52,245	0%

**OHIO BRAILLE & AUDIO
READING DOWNLOAD (BARD)**

Downloads Users	Monthly Total		Year-to-Date		YTD Gain/Loss
	2017	2016	2017	2016	
	10,009	11,186	110,049	105,905	4%
	630	621	5,770	5,786	0%

Included in circulation activity