

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 April 19, 2018
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,
 Ms. Washington, Mr. Hairston, Mr. Parker

Absent: Ms. Rodriguez

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

Approval of the Minutes

Ms. Washington moved approval of the minutes for the Regular Board Meeting of 3/15/18. Mr. Parker seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

Director Thomas acknowledged the testimony of Kathy Kromer, Associate Executive Director of the American Library Association, on the funding of the Library of Congress and Government Publishing Office before the House Appropriations Subcommittee on the Legislative Branch Public Witness Hearing. Ms. Kromer advocates provided by the Library of Congress including the National Library Services for the Blind and Physically Handicapped, a free national library program that provides braille and recorded materials to people who cannot see regular print or handle print materials. Ms. Kromer specifically highlights the Ohio Library of the Blind and Physically Disabled, which provides services to users of those communities.

Ms. Washington acknowledged Reverend Pamela Pinkney Butts who shared her condolences on the loss of lives due to the recent bombing in Syria; shared information about her book entitled *Passages of Pamela* and recommended that the Library identify youth who could redo and update it; shared personal challenges and struggles that she has overcome by writing poetry; thanked the Library for purchasing and making available to the public her other book entitled "Choose Life"; and offered to donate proceeds from her new book.

REGULAR BOARD
 OF 3/15/18
 Approved

TESTIMONY:
 KATHY KROMER,
 ASSOCIATE
 EXECUTIVE
 DIRECTOR,
 AMERICAN
 LIBRARY
 ASSOCIATION
 Acknowledged

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of March

(See page 590)

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 March of 2018; now therefore be it

RESOLVED, That the gifts described in the Gift Report for March of 2018 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

Third Amendment to the Year 2018 Appropriation

(See pages 591-597)

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 2018 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated April 4, 2018; 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 THE
MONTH OF
MARCH 2018
Approved

THIRD
AMENDMENT
TO THE YEAR
2018
APPROPRIA-
TION
Approved

RESOLVED, That the sums indicated on the attached Third Amendment to the Year 2018 Appropriation Schedule be approved.

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

(See pages 598-599)

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

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

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

WHEREAS, The effective date of termination of the current maintenance agreement with Tyler Technologies, Inc. for the support and to update licensing of the Library's MUNIS ERP system is May 16, 2018; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to execute all documents necessary to renew the Maintenance Agreement with Tyler Technologies, Inc., subject to the Chief Legal Officer's approval, for the period beginning May 17, 2018 and ending May 16, 2019 at a cost not-to-exceed \$66,362.52, with the expenditure being charged to the General Fund Account 13010053-53360 (Computer Maintenance).

Resolution for Approval of U.S. Bank for Custodial Services

(See pages 600-656)

Mr. Seifullah moved approval of the following resolution. Mr. Hairston seconded the motion, which

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

RESOLUTION
FOR
APPROVAL OF
U.S. BANK
FOR
CUSTODIAL
SERVICES
Approved

passed unanimously by roll call vote.

WHEREAS, In December, 2001, the Board of Library Trustees authorized approval to the Fiscal Officer to enter into an agreement with National City Bank, now known as PNC Bank, for custodial services and the agreement was executed on February 18, 2002; and

WHEREAS, On March 2, 2018, the Library sent out a request for information to qualified and experienced financial institutions to provide institutional custody services for the safekeeping of investment assets of the Library's investment portfolio in an effort to ensure the Library is paying the most competitive fee for custodial services; and

WHEREAS, The Cleveland Public Library received four (4) responses from financial institutions, which were all qualified, experienced, met service requirements and are eligible financial institutions as defined under section 135.03 of the Ohio Revised Code; and

WHEREAS, The Library is currently paying 3 basis points for custodial services and based on the Library's investment portfolio of \$37.7 million (at cost, as of January 31, 2018), this amounts to approximately \$11,310 per year; and

WHEREAS, The lowest annual market value fee of 1 basis point was submitted by U.S. Bank, which amounts to approximately \$3,770 per year; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to execute all documents necessary to enter into an Agreement with U.S. Bank for custodial services, subject to the Chief Legal Officer's approval.

In response to Mr. Corrigan's inquiry, Carrie Krenicky, Chief Financial Officer, stated that on March 2 RQI's were sent out.

Mr. Corrigan asked if there was any reason to exclude KeyBank.

Ms. Krenicky stated that KeyBank holds the Library's other general operating accounts.

Mr. Corrigan stated that he would like the record to reflect that we did ask the major banks in town.

Resolution to Approve the Use of Lockwood Thompson Endowment Funds for International Travel

Mr. Seifullah moved approval of the following resolution. Mr. Hairston seconded the motion, which passed with five in favor and one abstention by Ms. Washington.

WHEREAS, The terms and conditions of the Lockwood Thompson Endowment provide that the income be used for "the purchase of books or periodicals in the field of Fine Arts, or to defray expenses of employees of the Library while attending conventions deemed by the Director and the Board of Trustees of the Library to be beneficial to the Library's aims and purposes"; and

WHEREAS, A strategic priority of the Library is to cultivate a global perspective; and

WHEREAS, The Library Director supports and approves the request for expenses from Maritza Rodriguez, Board President, to attend the International Federation of Library Associations and Institutions ("IFLA") World Library and Information Congress Annual Conference to be held in Kuala Lumpur, Malaysia, August 22 through August 28, 2018; and

WHEREAS, The total conference estimated costs to be incurred by Maritza Rodriguez total \$3,109.09, which includes air transportation, lodging for six nights, meals and registration; and

WHEREAS, The Library Director deems this travel request beneficial to the Library's aims and purposes and the Board of Library trustees has approved the appropriation measure for the Thompson permanent fund (510), which includes this travel expense; now therefore be it

RESOLVED, The Board of Library Trustees authorize the Fiscal Officer to use Lockwood Thompson Endowment funds to defray the costs in the amount not to exceed \$3,109.09, charged to account 51015103-53100 (Travel), incurred by Maritza Rodriguez for the IFLA World Library and Information Congress Annual Conference deemed beneficial to the Library's aims and purposes.

RESOLUTION TO
APPROVE THE
USE OF
LOCKWOOD
THOMPSON
ENDOWMENT
FUNDS FOR
INTERNATIONAL
TRAVEL
Approved

Mr. Corrigan stated that the Library is a longstanding member of IFLA. Since being on the Board, the Library has been an active participant and it is wonderful if Ms. Rodriguez is willing to travel to Malaysia to represent Cleveland Public Library.

Discussion continued about conference locations and attendance.

Director Thomas stated that he recently received a phone call from Ms. Rodriguez who is currently participating in Cleveland Leadership Center's Mission to Puerto Rico. Director Thomas provided an update on Ms. Rodriguez' behalf and explained some of the activities of this working mission and the challenges that are faced by those living in Puerto Rico.

Director Thomas stated that during the mission trip, Ms. Rodriguez will be meeting with a representative of REFORMA, which is an association for libraries serving Hispanic communities and will be touring local libraries damaged by the hurricane.

Finally, Director Thomas stated that Ms. Rodriguez has been in touch with the incoming president of ALA and discussions have been held about how libraries can play effective roles to help those in Puerto Rico.

Mr. Corrigan stated he has been invited back to China to attend the 2018 China Library Association Annual Conference in May. Although it would be appropriate, we do not have to spend Lockwood Thompson funds for that trip.

Mr. Corrigan stated that because he is the guest of the China Library Society, airfare will be supported by the Urban Library Council. The Library should incur no expense from this trip.

Mr. Corrigan stated that it is appropriate for Ms. Rodriguez to attend the IFLA Conference in Malaysia.

Mr. Corrigan stated that he wanted the record to reflect this.

Resolution to Advance Cash from the General Fund to the
Tech Centers Fund

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

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

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

WHEREAS, On September 21, 2017, the Library Board of Trustees accepted the grant from Best Buy in an amount up to \$180,000 and further authorized the Executive Director to enter into and execute such agreements and instruments that are necessary or appropriate to effectuate the terms and conditions of the grant; and

WHEREAS, On February 15, 2018, the Library Board of Trustees authorized a cash advance from the Library's General Fund to the Tech Centers Fund in the amount of \$50,000; and

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

RESOLVED, That the General Fund advance cash in the amount of \$130,000 to the Tech Centers Fund for the same purpose for which the fund was established, for which repayment in an equal amount is made within the current year.

RESOLUTION
TO ADVANCE
CASH FROM
THE GENERAL
FUND TO THE
TECH CENTERS
FUND

Approved

RESOLUTION
ACCEPTING BID
AND AWARDING
CONTRACT FOR
LAKESHORE
FACILITY ROOF
REPLACEMENT
PROJECT
Approved

Resolution Accepting Bid and Awarding Contract for
Lakeshore Facility Roof Replacement Project

(See page 657)

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

WHEREAS, On March 15, 2018, the Board of Trustees of the Cleveland Public Library authorized the Director to proceed to reissue the solicitation of competitive bids for the roof replacement project at the Lakeshore Facility; and

WHEREAS, On March 21, 2018 and March 28, 2018, a Notice to Bidders was published in the Cleveland Plain Dealer requesting bids for roof replacement and construction to be performed at the Lakeshore Facility; and

WHEREAS, Sealed bids were received for the Lakeshore Facility roof replacement project by 12:00 Noon (local time) on April 12, 2018 from the following contractors:

<u>Contractor</u>	<u>Bid</u>	<u>Alternate</u>
Warren Roofing & Insulating Co.	\$645,500	\$390,000
Willham Roofing Co., Inc.	\$721,676	\$453,195

WHEREAS, The Library Administration has tabulated the bids received on April 12, 2018, evaluated the bids as to compliance with the specifications and bid documents as written, investigated responsiveness and responsibility of the lowest bidders, and has recommended the lowest responsible bidder for the base bid portion of the roof replacement and construction at the Lakeshore Facility; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby accepts the recommendation of the Library Administration and awards a contract for the base bid portion of the roof replacement and construction at the Lakeshore Facility to Warren Roofing & Insulating Co. which this Board determines is the lowest, responsible bidder with the total expenditure of \$645,500 being charged to the Building and Repair Fund, Account No. 40141105-55300-10411; and be it further

RESOLVED, That the Executive Director, CEO, or his designee is hereby authorized to negotiate and execute a contract for the above awarded base bid package, and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution, subject to the approval of the Chief Legal Officer.

Ms. Washington asked if there were any MBE goals related to the project for example; if this contractor intends to subcontract any MBE's or has a diverse staff.

Joyce Dodrill, Chief Legal Officer, stated that the Library requested assistance from Glen Shumate at the Construction Employers Associate for marketing to minority roofing firms, but he indicated that there weren't any minority roofing firms.

Ms. Butts asked if this was just for the \$645,500 and not the alternate.

Ms. Dodrill explained that the alternate exceeded the estimate by more than 10% and, therefore, could not be awarded.

Fiscal Officer's Report

(See pages 658-701)

Report on Investments

(See page 702)

Report on Conference and Travel Expenditures

(See pages 703-706)

Purchases from \$5,000-\$25,000 for the period 1/1/18-3/31/18

(See page 707)

Purchases Exceeding \$25,000 for the period 1/1/18-3/31/18

(See page 708)

FISCAL
OFFICER'S
REPORT
Submitted

REPORT ON
INVESTMENTS
Submitted

REPORT ON
CONFER. &
TRAVEL
EXPENDITURES
Submitted

PURCHASES
FROM \$5,000-
\$25,000, 1/1/18-
3/31/18
Submitted

PURCHASES
EXCEEDING
\$25,000,
1/1/18-3/31/18
Submitted

FEES PAID FOR
LEGAL ADVICE
AND SERVICES TO
OGLETREE
Submitted

Fee Paid for Legal Advice and Services to Ogletree

(See page 709)

REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR SAFE,
WARM AND DRY
CONSTRUCTION
PROJECT
Submitted

Report on Expenditures Made from the Owner's Contingency
Fund for Safe, Warm and Dry Construction Project

(See page 710)

REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR SOUTH
BRANCH
RENOVATION
PROJECT
Submitted

Report on Expenditures Made from the Owner's Contingency
Fund for South Branch Renovation Project

(See page 711)

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 712-714)

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

REGULAR
EMPLOYMENT
REPORT
Approved

Report on Paid Sick Time Used by the Month

(See page 715)

REPORT ON PAID
SICK TIME
Submitted

Employee Demographics (EEO-4) Report

(See page 716)

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

Insurance Summary Report

(See page 717)

INSURANCE
SUMMARY
REPORT
Submitted

Mr. Hairston asked for the status on hiring pages.

Director Thomas stated that he recently attended a Page Orientation where 33 new pages hired and welcomed to the Library.

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 718-723)

Mr. Corrigan stated that this report reflects an increase in electronic media circulation and noted that the ordinary walk-in count remains at about 10% less than last year. Historically, as the economy grows stronger, there are less walk-ins.

Mr. Corrigan noted that the decrease in Changes In Permanent Collection may appear as though a 17% reduction in total new items added would be significant. However, almost more than two thirds of that amount reflects the items that are no longer added in print or hard format but are now accessible in other formats that patrons can print as needed.

Mr. Corrigan stated that it is our fiduciary duty to make sure that our central collection stays strong.

Comparative Statement of Annual Statistics 2017

(See pages 724-730)

Mr. Corrigan stated that this report is provided so that we can compare activity between 2017 in contrast to 2016. This report shows that the economy improved in 2017. Circulations and walk-ins decline during improved economic times while electronic media continues to increase.

Building Status Update

Timothy Murdock, Director of Property Management, stated that there were a couple of leaks at Lake Shore Facility that have been repaired. There was no major damage. The roof repair project over Technical Services will be starting soon.

MONTHLY
ACTIVITY REPORT
Submitted

COMPARATIVE
STATEMENT OF
ANNUAL
STATISTICS
Presented

BUILDING STATUS
UPDATE
Presented

**SAFE, WARM
& DRY
UPDATE**
Presented

Safe, Warm and Dry Update

Eric Herman, Capital Projects Manager, reported that Lorain and Glenville Branches, which are the first two buildings on the Safe, Warm and Dry project are now open. Jefferson and Harvard-Lee Branches are now closed. We will schedule a debriefing to determine what worked and what did not with the first branches that will ensure a smoother and more efficient process for the future.

Mr. Corrigan asked for a status on the South Branch project.

Mr. Herman stated that the foundation has been poured. The mold abatement has been completed. There will be no additional cost to the project as we were able to use the funds that were not needed in case of poor soil. Currently, the project is on schedule.

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Advocacy Taskforce Update

Shenise Johnson Thomas, Director of Community & Government Relations, stated that Tim Cosgrove and his team from Squire Patton Boggs have created a draft of an advocacy plan for CPL. The plan was shaped by advocacy priorities given to the firm by the Office of Community and Government Relations. The plan is being reviewed.

**FOUNDATION
UPDATE**
Presented

Foundation Update

Mr. Corrigan reported that we are working with the Foundation making sure that we are more in charge of the 2019 celebration. However, they will take major responsibility for the gala which will probably be in October 2019. We will continue to think about how to use these activities to further advance our philanthropic efforts.

**DIRECTOR'S
REPORT**
Presented

DIRECTOR'S REPORT

Before presenting his report, Director Thomas stated that he recently attended the Legal Aid Society event where he met someone who shared a story about a woman and her children who found refuge and help at the Library to escape an abusive relationship.

Mr. Hairston stated that the expungement program recently held at the Martin Luther King, Jr. Branch was a resource that helped around 150 people who needed assistance.

CELEBRATING A GLOBAL PERSPECTIVE

On March 31, the National Congress of Black Women, Greater Cleveland Chapter and Lori Stokes, daughter of Louis Stokes, unveiled a new painting of Stephanie Tubbs Jones and Louis Stokes. The portrait, by artist Khaz Ra'el, will hang at CPL and is featured on the new library card, which was unveiled by Board President Maritza Rodriguez at the same commemorative event. Lori reflected on her father and signed copies of his autobiography, *The Gentleman from Ohio*.

FIGHTING COMMUNITY DEFICITS

On Saturday, March 10th the Rice branch hosted Legal Aid @ the Library. Seventeen attorney's from the Goldstein Gragel LLC; Applied Industrial Tech; Ogletree Deakins; AmTrust N.A.; Case Law and the Federal Trade Commission volunteered their time in support of this program. Eight law student clerks from Case Western Reserve University and Cleveland Marshall College of Law, and the Cleveland FoodBank also participated. Thirty-four families registered for legal assistance.

FORMING COMMUNITIES OF LEARNING

Youth

ROCK X CPL, a program in honor of the 2018 Rock and Roll Hall of Fame Induction Ceremonies, was held in the Louis Stokes Wing, Learning Commons on March 24. The community event connected Cleveland families with the Rock and Roll Hall of Fame and the upcoming 2018 Rock Hall Inductions. Attendees of all ages enjoyed hourly live music performances, spotlight presentations about 2018 Rock Hall inductees, and Fight the Power sessions highlighting the role popular music has played in fighting injustice. Representatives from the Rock and Roll Hall of Fame Library and Archives shared Cleveland rock artifacts and memorabilia to make visitors aware of their collections and the ways in which individuals and organizations can donate materials to the library and/or archives. Hands-on activities allowed adults and kids to

create their own album covers, design protest signs and make rock-inspired crafts. And, good plain fun was had by all, from posing in the CPL photo booth to showing off their dance moves and instrumental skills with video games on the big screen. ROCK x CPL kicked off a new partnership between CPL and the Rock and Roll Hall of Fame and Museum to bring music-related education, entertainment and instruction to Cleveland through our libraries.

Also on March 24th The Puppetry Guild of Northeastern Ohio, in association with the Cleveland Public Library, and Puppeteers of America, held a celebration of World Day of Puppetry in the downtown campus' Main Library. The event featured puppet related demonstrations and activities for all ages, as well as an exhibit of puppets from around the world, and performances by world class puppeteers and puppet companies including; Melikin Puppets (Chicago IL), National Marionette Theater (Erie, PA),

Cleveland's own Great Lakes National Puppet Theater, and Nancy Sander's Puppets with Pizzazz. Nancy was the puppet builder and puppeteer behind the locally produced, Emmy Award winning, children's television show, "Hickory Hideout".

ADULT

The One Community Reads program, a partnership between the Cleveland Public Library, The City Club, Playhouse Square, and Cuyahoga county libraries, concluded in March. County residents were encouraged to read *Evicted: Poverty and Profit in the American City* by author Matthew Desmond and join in discussions and related programs. The book chronicles Desmond's experiences living in the poor neighborhoods of Milwaukee, where families spend most of their income on housing, landlords try to make a profit, and evictions are common. His book shows how housing insecurity accelerates health, social, financial, and education problems and how this vicious cycle deepens America's inequality. The goal of One Community Reads was to bring about awareness of housing insecurity and opportunities around the Cleveland area.

Case Western Reserve University Professor Dr. David Hammack and Cleveland State University Professor Dr.

Thomas Hilde led separate book/community discussions on March 2 and 10 at Main and Rice Branches. On Saturday, March 3, a total of 35 residents rode a charter bus on a housing tour through westside, central, and Slavic Village neighborhoods, led by Cleveland Neighborhood Progress's Jeff Kipp.

Finally, author Matthew Desmond appeared on March 15th, at the Playhouse Square, Key Bank Theater. Coordinated by Case's Baker-Nord Center for the Humanities, the 2018 Cleveland Humanities Festival explored the roles of health, health care, and medicine in culture and society from a variety of perspectives in history, literature, and the arts. The collaborative event celebrates the great cultural institutions of the city of Cleveland and Northeast Ohio dedicated to humanistic inquiry, engaging the public in addressing some of society's most challenging issues and pressing concerns.

On March 27, CPL screened the documentary Resilience: The Biology of Stress & the Sciences of Hope, through a partnership with the St. Luke's Foundation. The film describes the findings of the adverse Childhood Experiences (ACE) studies: violence, neglect, abuse, or the loss of a parent affects a child's brain and can lead to physical and mental illness later in life. Resilience chronicles the beginning of a national movement to prevent childhood trauma and treat the toxic stress it causes. Following the film, Cat Davis, a therapist featured in the documentary, and Shanta Dube, a childhood trauma researcher, led a conversation focused on breaking the cycles of adversity, trauma and disease to help individuals, families and communities recover. Sixty people attended the program, mostly from the nursing, social work, recovery, and youth-intervention professions.

Also in March, CPL began two more health-related partnerships. Medworks, a local organization that provides free health, dental, and vision services to people in need at clinics throughout the city, started a pilot project at the Langston Hughes Branch. For 7-10 days, Medworks community workers distributed and collected cervical and colon cancer screening kits and medical history forms from interested women. The community workers spread the word to the community, handled the tests and patron contact information, and referred patrons to an April 7 Medworks health clinic at

the J. Glen Health Center. The return rate of the kits was >70% or extremely good, so there will probably be additional collaborative programs. Additionally, a joint effort between CSU-NEOMED and MetroHealth resulted in wellness screenings (blood pressure checks, medication review) and patient information sessions on alternating Mondays at West Park, South Brooklyn, Langston Hughes, and Fulton Branches. Each week, medical students and supervising physicians/faculty have met with approximately 10 patrons. Several patrons have also expressed an interest in CSU-NEOMED's HomeHealth program.

Research that's Possible Only at Main Library

- Staff assisted a visitor from Texas using and scanning a Civil War journal on microfilm. CPL is one of five libraries in the country to own this journal.
- Staff assisted a patron from California via email with information about an ancestor, Mary Alice Hanthorn, who was a Cleveland Public Schools teacher and author of Children's books. Several of Hanthorn's books are held in Special Collections.
- Staff assisted a local resident with obtaining images of her father's deli on Lakeview Avenue.
- A journalist from a local paper requested images of local bank robber and Alcatraz prisoner Louis Emery Teller.
- Staff helped a patron find news articles about service members that died in Vietnam. Using the Plain Dealer Historical database, Cleveland News Index, Rutherford B. Hayes Death Index, Cleveland Press, and Call and Post, staff was able to find a number of articles about many soldiers' deaths.
- Staff helped a researcher look for images of the Cleveland Now! Project during the Carl Stokes period in Cleveland. The project involved moving homes from Shaker Heights to Mt. Pleasant for neighborhood revitalization.
- Director of the Kirtland Temple requested a scan from Frank Leslie's Illustrated Newspaper from April 30, 1887 that contains a woodcut print of the temple.
- Staff member from the Columbus Landmarks Foundation requested scans from house plans from the Howell & Thomas architectural collection.

- Chess researcher from Italy requested scans from 1894 Brooklyn Chronicles and 1895 Brooklyn Chess Club.
- Special Collections had renovators from Bexley, Ohio in to look at the Howell & Thomas Architectural Collection. Staff pulled several folders of blueprints and plans for them to review and scan.
- Research request for 1946 article from periodical entitled El Oriente Dominicano from the Orientalia collection.
- Research request for scans from the 1900 publication entitled Wall drawings and monuments of ElKab, the Tomb of Renni (Egypt)
- Staff provided a scan of a lithograph from the 1900 publication of Child's Garden of Verses by Robert Louis Stevenson
- A book about puppetry was pulled for the workshop on March 24th. Special Collections staff found a postcard in the volume Ningyo shibai that was donated in 1930 by the "grandmother of Puppetry" here in Cleveland, Helen Haiman Joseph (1888-1978) who was an expert about marionettes.
- A professor from Oberlin College visited to view the 13-volume scrapbook collection of local news clippings related to women's suffrage focused on the period from 1911-1920. She highly recommended that these items be digitized, and the Digital Public Library staff has approved the project.
- A patron wanted the number of employees for select years for E.J. Bartells Company. Staff found the number of employees in the 1993 Washington Manufacturers Register, 2000 National Jobbank, and the 1994 Ward's Business Directory of U.S. Private and Public Companies.
- An interlibrary loan patron this month requested Kotlin in Action by Dmitry Jemerov (2017). According to WorldCat, CPL is the only Ohio library with this book.
- A law firm called for the legislative history of the National Labor Relations Act of 1935, and the Labor Management Relations Act of 1947. Both of those were available in complete form.
- An employee of the Cleveland Municipal Court visited PAL to conduct research from the City of Cleveland Budget for the years 1996 - 2001. Items were scanned and emailed to the patron.

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

PLA Inclusive Internship Initiative - Submitted request to host an intern during the summer of 2018.

Ohio Historical Records Advisory Board - Submitted request for supplies to process the Superman collection.

National Book Foundation Prize - Submitted nomination for the Man Up and Girl Power programs at CPL.

CPL150 - Creating a packet of sponsorship opportunities.

CPL Tour - created marketing folders and attended tour with gubernatorial candidate Richard Cordray and guests to CPL on 3/29.

Summer Reading Club - working to secure donations for prizes and incentives.

Letters of Support written to Les Delices for programming they plan to offer at CPL locations in 2018.

PUBLIC SERVICES

Programs and Services

SUMMARY

In the month of March the Library hosted approximately 239 programs ranging from the film screenings about early-childhood development to puppetry performances and music programs. The Library offered 62 pre-school story times to children throughout the city in addition to visual arts instruction for school-aged children. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library.

YOUTH

ROCK X CPL, a program in honor of the 2018 Rock and Roll Hall of Fame Induction Ceremonies, was held in the Louis Stokes Wing, Learning Commons on March 24. The community event connected Cleveland families with the Rock and Roll Hall of Fame and the upcoming 2018 Rock Hall Inductions. Attendees of all ages enjoyed hourly live music performances, spotlight presentations about 2018 Rock Hall inductees, and Fight the Power sessions highlighting the role popular music has played in fighting injustice. Representatives from the Rock and Roll Hall of Fame Library and Archives shared Cleveland rock artifacts and memorabilia to make visitors aware of their collections and the ways in which individuals and organizations can donate materials to the library and/or archives. Hands-on activities allowed adults and kids to create their own album covers, design protest signs and make rock-inspired crafts. And, good plain fun was had by all, from posing in the CPL photo booth to showing off their dance moves and instrumental skills with video games on the big screen. ROCK x CPL kicked off a new partnership between CPL and the Rock and Roll Hall of Fame and Museum to bring music-related education, entertainment and instruction to Cleveland through our libraries.

Also on March 24th The Puppetry Guild of Northeastern Ohio, in association with the Cleveland Public Library, and Puppeteers of America, held a celebration of World Day of Puppetry in the downtown campus' Main Library. The event featured puppet related demonstrations and activities for all ages, as well as an exhibit of puppets from around the world, and performances by world class puppeteers and puppet companies including; Melikin

Puppets (Chicago IL), National Marionette Theater (Erie, PA), Cleveland's own Great Lakes National Puppet Theater, and Nancy Sander's Puppets with Pizzazz. Nancy was the puppet builder and puppeteer behind the locally produced, Emmy Award winning, children's television show, "Hickory Hideout".

Winter *College Now* SAT prep classes concluded on Thursday, March 8th. Before ending the winter session, *College Now* students toured the Tech Central department. Spring classes are scheduled to resume on Monday, April 16th. *College Now* sessions are held on the 2nd floor of the Louis Stokes Wing at Main Library.

Club Create, a creative writing after-school program that reconvened in January for the second session continued through the months of February and March at Martin Luther King Jr, Harvard Lee, Memorial Nottingham, Jefferson, and Langston Hughes branch locations. Due to the Safe, Warm and Dry project, Harvard Lee and Jefferson Branch *Club Create* programming will temporarily move to the Harvard Community Services Center and the Merrick House during the month of April. *Club Create* teachers prepare lessons and activities that can be completed in one session to accommodate drop-in visits.

Art Therapy at West Park, Sterling, South Brooklyn and Hough branch locations continued throughout the month of March. 8 spaces are allotted for participation at each location and programs often reach capacity. Currently students are working on crafts and various art projects. *Art Therapy* began on January 23rd and will continue through the month of May for the first session.

ADULT

The One Community Reads program, a partnership between the Cleveland Public Library, The City Club, Playhouse Square, and Cuyahoga county libraries, concluded in March. County residents were encouraged to read *Evicted: Poverty and Profit in the American City* by author Matthew Desmond and join in discussions and related programs. The book chronicles Desmond's experiences living in the poor neighborhoods of Milwaukee, where families spend most of their income on housing, landlords try to make a profit, and evictions are common. His book shows how housing insecurity accelerates health, social, financial, and education

problems and how this vicious cycle deepens America's inequality. The goal of One Community Reads was to bring about awareness of housing insecurity and opportunities around the Cleveland area.

Case Western Reserve University Professor Dr. David Hammack and Cleveland State University Professor Dr. Thomas Hilde led separate book/community discussions on March 2 and 10 at Main and Rice Branches. On Saturday, March 3, a total of 35 residents rode a charter bus on a housing tour through westside, central, and Slavic Village neighborhoods, led by Cleveland Neighborhood Progress's Jeff Kipp.

Finally, author Matthew Desmond appeared on March 15th, at the Playhouse Square, Key Bank Theater. Coordinated by Case's Baker-Nord Center for the Humanities, the 2018 Cleveland Humanities Festival explored the roles of health, health care, and medicine in culture and society from a variety of perspectives in history, literature, and the arts. The collaborative event celebrates the great cultural institutions of the city of Cleveland and Northeast Ohio dedicated to humanistic inquiry, engaging the public in addressing some of society's most challenging issues and pressing concerns.

On March 27, CPL screened the documentary *Resilience: The Biology of Stress & the Sciences of Hope*, through a partnership with the St. Luke's Foundation. The film describes the findings of the adverse Childhood Experiences (ACE) studies: violence, neglect, abuse, or the loss of a parent affects a child's brain and can lead to physical and mental illness later in life. *Resilience* chronicles the beginning of a national movement to prevent childhood trauma and treat the toxic stress it causes. Following the film, Cat Davis, a therapist featured in the documentary, and Shanta Dube, a childhood trauma researcher, led a conversation focused on breaking the cycles of adversity, trauma and disease to help individuals, families and communities recover. Sixty people attended the program, mostly from the nursing, social work, recovery, and youth-intervention professions.

Also in March, CPL began two more health-related partnerships. Medworks, a local organization that provides free health, dental, and vision services to people in need at clinics throughout the city, started

a pilot project at the Langston Hughes Branch. For 7-10 days, Medworks community workers distributed and collected cervical and colon cancer screening kits and medical history forms from interested women. The community workers spread the word to the community, handled the tests and patron contact information, and referred patrons to an April 7 Medworks health clinic at the J. Glen Health Center. The return rate of the kits was >70% or extremely good, so there will probably be additional collaborative programs. Additionally, a joint effort between CSU-NEOMED and MetroHealth resulted in wellness screenings (blood pressure checks, medication review) and patient information sessions on alternating Mondays at West Park, South Brooklyn, Langston Hughes, and Fulton Branches. Each week, medical students and supervising physicians/faculty have met with approximately 10 patrons. Several patrons have also expressed an interest in CSU-NEOMED's HomeHealth program.

On Saturday, March 10th the Rice branch hosted Legal Aid @ the Library. Seventeen attorney's from the Goldstein Gragel LLC; Applied Industrial Tech; Ogletree Deakins; AmTrust N.A.; Case Law and the Federal Trade Commission volunteered their time in support of this program. Eight law student clerks from Case Western Reserve University and Cleveland Marshall College of Law, and the Cleveland FoodBank also participated. Thirty-four families registered for legal assistance.

Finally, on March 31, the National Congress of Black Women, Greater Cleveland Chapter and Lori Stokes, daughter of Louis Stokes, unveiled a new painting of Stephanie Tubbs Jones and Louis Stokes. The portrait, by artist Khaz Ra'el, will hang at CPL and is featured on the new library card, which was unveiled by Board President Maritza Rodriguez at the same commemorative event. Lori reflected on her father and signed copies of his autobiography, *The Gentleman from Ohio*.

STAFF

Director of Public Services, John Skrtic attended the Public Library Association conference in Philadelphia, Pennsylvania. Mr. Skrtic spoke on a panel to over 500 attendees about how libraries need valid and reliable ways to assess their impact. With heavy reliance on programs, new measures are needed to demonstrate the impact libraries have in their communities. Attendees of

this session heard how Cleveland Public Library assesses programs outcomes and put those assessments to work in advocacy.

Assistant Director, Outreach & Programming Services, Aaron Mason attended the Public Library Association conference in Philadelphia, Pennsylvania. As a part of the pre-conference, Mr. Mason participated in the national advisory council for an IMLS funded initiative, *Skills for Community-Centered Librarianship*. The main aim of the project is to develop a curriculum that supports the skills needed in the library profession in 21st century. The three areas of focus are: community engagement, program development, and facilitation skills. It is the hope of the advisory group that a development model will be created that is adaptable to organizations large and small, urban and rural. Youth Outreach & Programming Coordinator, Erica Marks attended the Public Library Association Conference Midwinter Conference March 21st -23rd. Ms. Marks attended the Big Ideas session with Elizabeth Gilbert.

On Friday, March 9th, Erica Marks participated in a Data Management training, hosted by the Cleveland State Leadership Academy. Data Management facilitators included Carolyn Brommer, Federal Mediation & Conciliation Service Regional Director and Cleveland State University Professor, Sanda Kaufman. The March training took place at the RTA Board Room. Cleveland Public Library will host April's training session.

Adult Outreach & Programming Coordinator Shayna Muckerheide attended the Public Library Association's Annual Conference in March in Philadelphia. She completed a "Stand Up for Health: Health and Wellness Services for Your Community" Preconference, a joint effort between PLA and the National Network of Libraries of Medicine aimed at promoting more consumer health initiatives in public libraries. Ms. Muckerheide earned 12 credit hours through NNLM.

Ms. Muckerheide visited the Nebraska State Penitentiary in Lincoln as part of a Business Coaching Day with approximately 20 staff/volunteers and 36 incarcerated men. The event is part of Defy Ventures, an entrepreneurship, employment, and character-building program for currently and formerly incarcerated individuals in four states so far.

Ms. Muckerheide found the day inspiring and transformative, both personally and professionally. In one day, she observed the problems of the American penal justice system while also seeing the resiliency and strength of the human spirit. She now sees that importance of turning American prisons into rehabilitation rather than punishment.

On March 12, Ms. Muckerheide represented CPL at Congressman Jim Renacci's Insightful Women who Advance Northeast Ohio in Strongsville, where she heard from inspiring female professionals.

MEETING ROOMS

During the month of March there were 178 reservations for the Louis Stokes Wing, Learning Commons and Main with an estimated total attendance of 3,555. The Lake Shore Facility was reserved 45 times and there were 505 reservations placed for branches meeting rooms.

World Day of Puppetry

Youth Services conducted World Day of Puppetry on March 24th with over 200 attendees for a day of puppetry workshops, shows, and displays of many puppets.

St. Patrick's Day Pre-Parade Party

The Youth Services Department had over 600 attendees at the St. Patrick's Day Pre-Parade Party on March 17th.

St. Patrick's Day Parade

Director of Public Services, John Skrtic led the CPL march followed by the staff drill cart team (Yarimika Beavers, Suzi Perez, Eric Eubanks and Leslie Barrett). Trustee Thomas Corrigan waved to parade attendees from the inside of the Library's van promoting CPL services.

Cleveland Public Poetry: Spring into Poetry

Literature Librarian Evone Jeffries hosted the open mic poetry reading on March 19th. Participants read and listened to original and favorite works of poetry that celebrate nature and the coming of spring.

Trademark Searching

Science & Technology Senior Librarian Jim Bettinger developed and presented four training sessions in March on the subject of Trademark Searching. The classes were well attended and well-received.

City Council Historical Documents

The Map Collection staff hosted City Council of Cleveland Chief Archivist, Mr. Martin Hauserman, who presented *City Council Historical Documents* on March 3rd for 24 people.

Civil War Veterans and Irish Nationalism in 19th Century

The Center for Local & Global History Manager Olivia Hoge's program *Civil War Veterans and Irish Nationalism in 19th Century Cleveland* was presented by Margaret Lynch, the Director of the Irish American Archives Society. Eighteen people attended.

Railroad Maps of Ohio

Library Assistant Danilo Milich's program *Historic Railroad Maps of Ohio* was presented by Steve Titchenal on March 24th.

Learning Paths Digital Photography: Take Amazing Pictures

Library Assistant Adam Jaenke, with Deb Pinter of Cleveland Museum of Art, conducted the third class of the Learning Paths Digital Photography: Take Amazing Pictures series on March 20th. Ten students participated.

International Languages Programming

Senior Librarian Caroline Han planned 31 Chinese language learning lessons and martial arts classes for adults and children and two programs conducted at GALA, our community partner's home location. A total of 264 patrons attended these language learning/cultural sessions and Librarian Victoria Kabo hosted two Russian language programs at Memorial-Nottingham Branch which attracted 42 attendees.

Music at Main

The Portersharks performed Irish music in celebration of St. Patrick's Day on March 3rd. Twenty-three people attended.

Knitting at PAL

The Public Administration Library hosted two knitting meetings on March 7th & March 21st, seven items were completed and donated to Warm Up Cleveland. The Lunchtime Knitting Group was in-turn fortunate to receive a large donation of yarn and knitting needles from Warm Up Cleveland.

Main Library Book Clubs

Public Administration Library Assistant David Furies visited the Ohio Means Jobs headquarters on March 8th to conduct a book discussion on *Evicted: poverty and profit in the American city* by Matthew Desmond and on March 23rd he hosted a book discussion of *Secrecy world: inside the Panama Papers investigation of illicit money networks and the global elite* by Jake Bernstein in collaboration with the Cleveland Law Library Association.

Hosted by Librarian Terry Metter, *1916* by Tim Pat Coogan was discussed for the Brown Bag Book & Movie Club. The film 'The Wind that Shakes the Barley' was screened after the book discussion.

General Research Collections Manager Don Boozer presided over the Social Sciences Non-fiction Book Club discussion on March 8th. Attendees discussed *The Power of the Plant: A Teacher's Odyssey to Grow Healthy Minds and Schools* by Stephen Ritz.

General Research Collections Manager Don Boozer moderated the first *Books on Tap* book discussion at Masthead Brewing Company on March 27th, with the assistance of Science & Technology Library Assistant Peter London. The first book discussed was *The United States of Beer* by Dane Huckelbridge.

Center for Local and Global History Manager Olivia Hoge hosted the inaugural *Brew Club Book Club* at Masthead Brewing Company on March 14th. *What Happened* by Hilary Clinton was discussed.

Literature Library Assistant Michael Haverman hosted his monthly Award-Winning Book Club on March 6th. Attendees discussed the novel *The Leavers* by Lisa Ko.

Two Literary Frolic Fridays were hosted on March 9th and March 23rd. The works discussed were Bernard Shaw's play *Pygmalion* and Kenneth Grahame's novel *Wind in the Willows*.

Get Graphic! With Ohio Center for the Book

Senior Librarian Jean Collins, along with Guest Reader Valentino Zullo and Library Assistant Nicholas Durda, discussed *Bitch Planet* by Kelly Sue DeConnick, on March 1st. Senior Librarian Jean Collins and comic's scholar

Valentino Zullo also presented the second in the *Cosmic Comics* series: *Injection*, by Warren Ellis.

Literature Department & OCFB Manager Amy Dawson and Senior Librarian Jean Collins hosted *Get Graphic! Coffee and Comics* on March 10th at Rising Star Coffee Roastery with *Vagabond Comics* creators. This was the first of such events, with participants enjoying free Rising Star coffee in their eclectic roastery space on the near west side, while discussing comics publishing tips from *Vagabond Comics* creators, Sequoia Bostick and Amalia DeGirolamo. Tony Isabella, the author of *Black Lightning*, was the featured author at the *Get Graphics! Coffee and Comics* on March 24th.

Main Library Tours and School Visits

Many schools and groups toured the Main Library, including the Cleveland Literary group, Cleveland Visitor Center staff, Orange High School students, St. Raphael's School, Sherwin Williams staff, Cleveland State University's Passport Alumni Program, the Library Board President Maritza Rodriguez & guests, Cleveland State University Library staff, Cleveland State University Urban Studies students, Fairfax Elementary students, Our Lady of Perpetual Help students, Assumption Academy students, and Cleveland Preparatory School students. An estimated 365 people were given guided tours of the Superman Exhibit and/or various departments.

Main Library Blogs

Library Assistant Lisa Sanchez selected images for Photograph Collection's March TBT images. One photo was included from the newly completed Hackett collection along with images of the White Motor Co., Western Reserve University, and a zookeeper with an elephant.

Staff wrote a blog about the *2018 Rock Hall of Fame Inductee, Nina Simone (1933-2003)* <https://cpl.org/2018-rock-hall-of-fame-inductee-nina-simone-1933-2003/>

Literature Librarian Evone Jeffries published two researched biographies for the Ohio Authors page. She made posts promoting OCFB/CPL programs, events and topics of interest regarding libraries, poets/poetry, literacy/reading and books.

Main Library Outreach

CLGH Manager Olivia Hoge volunteered as a judge of the Region 3 History Day Competition on March 3rd at the Western Reserve Historical Society. She judged 12 junior group exhibits and was a run-off judge for 12 junior individual exhibits.

Map Librarian Tom Edwards conducted two map related genealogy workshops at the African American Family History Symposium held at the Westlake Genealogical Center in Westlake on March 10th.

Youth Services Manager Annisha Jeffries and Senior Librarian Lan Gao visited KinderCare Daycare to conduct Storytime to preschoolers.

Youth Services Children's Librarians Julie Gabb and Eric Hanshaw attended the Literacy Night at CEOGC, where they conducted story times and crafts.

Lending Assistant Supervisor Tracy Isaac attended the CMSD Teacher Event at WVIZ/Ideastream. Mr. Isaac registered interested teachers for an Educator Card, and provided information about the available resources at CPL.

Literature Library Assistant Michael Haverman made four trips to fill Little Free Libraries in communities. He estimates around 300 books of all genres and for all ages were placed in Little Free Libraries.

Literature Department Manager Amy Dawson and Kisha Nicole Foster, OCFB Poetry Out Loud Fellow, attended the Ohio State Finals for the Poetry Out Loud contest on March 3rd

Fine Arts & Special Collections Manager Pam Eyerdam met with staff from the Cleveland Architect's Foundation seeking advice about locating architectural collections in the area and digitization projects.

During March, International Languages staff filled Long Loan requests for eight CPL/CLEVNET agencies. A total of 2,463 items were selected, processed and shipped to fill requests.

Collection Development

After reviewing the poster collection in February, CLGH Manager Olivia Hoge and Photograph Collection Librarian Brian Meggitt sent 97 World War I & World War II posters to CDPL to be digitized. Brian Meggitt also completed an item-level inventory of the Poster Collection. The collection contains about 1,500 items. Mr. Meggitt wrote a detailed report on the Poster Collection, and created the work form for Cataloging to create a collection-level record in SIRSI.

Photograph Collection Librarian Brian Meggitt also created a cross-selection searchable inventory of five Cleveland-related photograph collections, allowing greater patron access to over 40,000 images.

Library Assistant Danilo Milich completed updating the finding aid binders for The Historical Park Plans of the City of Cleveland.

Special Collections staff researched and wrote profiles on several authors whose works are in the collection, including: African-American author and one time Cleveland resident Chester B. Himes, Hungarian poet Sándor Petőfi whose bust is by the entrance of the department, and the Saalfield publishing company, once located in Akron.

Special Collections Librarian Ray Rozman began digitizing old Accession Records from our archival collections. He has scanned 233 separate documents across 94 different collections.

The Cleveland Chapter of the Scottish Heritage Association of Northeast Ohio (SHANO) donated the volume *Poems and Letters in the Handwriting of Robert Burns, with Explanatory notes by Walter B. Stevens, (1908) copy #253 of 300*. A Deed of Gift was drafted and signed.

A copy of the 2017 exhibition catalog *Johan Maelwael* (medieval artist) was donated by a retired Cleveland Museum of Art librarian.

Research that's Possible Only at Main Library

- Staff assisted a visitor from Texas using and scanning a Civil War journal on microfilm. CPL is

- one of five libraries in the country to own this journal.
- Staff assisted a patron from California via email with information about an ancestor, Mary Alice Hanthorn, who was a Cleveland Public Schools teacher and author of Children's books. Several of Hanthorn's books are held in Special Collections.
- Staff assisted a local resident with obtaining images of her father's deli on Lakeview Avenue.
- A journalist from a local paper requested images of local bank robber and Alcatraz prisoner Louis Emery Teller.
- Staff helped a patron find news articles about service members that died in Vietnam. Using the Plain Dealer Historical database, Cleveland News Index, Rutherford B. Hayes Death Index, Cleveland Press, and Call and Post, staff was able to find a number of articles about many soldiers' deaths.
- Staff helped a researcher look for images of the Cleveland Now! Project during the Carl Stokes period in Cleveland. The project involved moving homes from Shaker Heights to Mt. Pleasant for neighborhood revitalization.
- Director of the Kirtland Temple requested a scan from Frank Leslie's Illustrated Newspaper from April 30, 1887 that contains a woodcut print of the temple.
- Staff member from the Columbus Landmarks Foundation requested scans from house plans from the Howell & Thomas architectural collection.
- Chess researcher from Italy requested scans from 1894 Brooklyn Chronicles and 1895 Brooklyn Chess Club.
- Special Collections had renovators from Bexley, Ohio in to look at the Howell & Thomas Architectural Collection. Staff pulled several folders of blueprints and plans for them to review and scan.
- Research request for 1946 article from periodical entitled *El Oriente Dominicano* from the Orientalia collection.
- Research request for scans from the 1900 publication entitled *Wall drawings and monuments of ElKab, the Tomb of Renni* (Egypt)

- Staff provided a scan of a lithograph from the 1900 publication of *Child's Garden of Verses* by Robert Louis Stevenson
- A book about puppetry was pulled for the workshop on March 24th. Special Collections staff found a postcard in the volume *Ningyo shibai* that was donated in 1930 by the "grandmother of Puppetry" here in Cleveland, Helen Haiman Joseph (1888-1978) who was an expert about marionettes.
- A professor from Oberlin College visited to view the 13-volume scrapbook collection of local news clippings related to women's suffrage focused on the period from 1911-1920. She highly recommended that these items be digitized, and the Digital Public Library staff has approved the project.
- A patron wanted the number of employees for select years for E.J. Bartells Company. Staff found the number of employees in the 1993 Washington Manufacturers Register, 2000 National Jobbank, and the 1994 Ward's Business Directory of U.S. Private and Public Companies.
- An interlibrary loan patron this month requested *Kotlin in Action* by Dmitry Jemerov (2017). According to WorldCat, CPL is the only Ohio library with this book.
- A law firm called for the legislative history of the *National Labor Relations Act of 1935*, and the *Labor Management Relations Act of 1947*. Both of those were available in complete form.
- An employee of the Cleveland Municipal Court visited PAL to conduct research from the City of Cleveland Budget for the years 1996 - 2001. Items were scanned and emailed to the patron.

Staff Development

Several staff members attended the Public Library Association (PLA) Conference in Philadelphia, PA including CLGH Librarian Terry Metter and Youth Services Children's Librarian Julie Gabb who conducted a Do-it-Yourself presentation: How to Home Roast Coffee.

Photograph Collection Librarian Brian Meggitt attended the Visual Resources Association annual conference in Philadelphia from March 27th to 29th. Topics covered during the conference included issues surrounding copyright and fair use, digital asset management, and improving access to digital collections.

Fine Arts & Special Collections staff Mark Fox Morgan and Stacie Brisker attended the '*Doing Oral History*' presentation in the CDPL by Youngstown professor Donna DeBlasio on March 6th.

Fine Arts & Special Collections Manager Pam Eyerdam attended a presentation by Martin Hauserman about the City Archives on March 3rd. Pam Eyerdam also attended the NEO-RLS workshop at the Cuyahoga Valley Historical Museum entitled *Libraries & Local History* on March 27th.

Special Collections Librarians Ray Rozman and Stacie Brisker attended the Cleveland Archival Roundtable meeting at the Western Reserve Historical Society on March 10th.

BRANCHES

District One

Eastman - On Monday evening March 12, 2018 Eastman Branch hosted State Representative, Nickie Antonio in celebration of Women's History month. Representative Antonio spoke about her connections to the area, how she became involved in government and revealed the women who have inspired her life. Twenty-four patrons listened to the presentation while enjoying a wonderful reception thereafter.

Lorain - Closed for Safe, Warm, and Dry initiative. Interior work is being done in the branch and a new wheelchair accessible ramp is being redone at the location.

Rockport - Rockport continued to host the Great Lakes Science Center for their monthly STEAM programming. This month focused on "Backyard STEM" and included the following programs: Recycled Materials Kites, Make a Mini Greenhouse, Make a Barometer and Dissecting Owl Pellets. Programs delivered by staff this month included Wii-U Gaming, Popsicle Stick Catapults, Lego club and Chess club. Outreach this month included toddler and preschool story times at Nature's Way Child Care, Puritas Head Start, Almira Elementary, Little Critters Early Learning, Riverside Head Start and Artemus Ward Elementary.

Walz - The changes in weather provided a challenge for many of our routine class visits during the month of March. However, our GED classes and the computer classes for the Refugee Center continues with great success. Walz Branch will pilot the start of a mobile pantry in partnership with the Cleveland Foodbank. The fourth Friday of each month will be an opportunity for our patrons to visit the pantry.

West Park - After school craft table has been very busy! We have made St Patrick's Day and Easter themed crafts. PS4 is a huge hit with kids. Conducted preschool story time at Newton D Baker - 12 children shared spring and Easter stories, then made paper flowers. Staff attended MyCom, area Collaborative, and school board meetings to discuss summer programming for children and families.

District Two

Brooklyn - Brooklyn's meeting room received an unusual amount of activity this month with meetings, programs and sessions by our community stakeholders including: The Bureau of Workman's Compensation, Guidestone, Bridges, The Northeast Ohio Girl Scouts, and the dancing students from Jitterbugs. Children's Librarian Laura McShane continued her work with Tru2U, school visits and work with the Awesome Day Care Center continued.

Carnegie West - Branch manager Angela Guinther was honored at the annual meeting of Ohio City Incorporated, the community development corporation overseeing the neighborhood, as their recipient of the Hospitality Leader Award for 2017. Along with six award winners in other categories (Resident Leader, Commercial Preservation, etc.), Ms. Guinther was featured in their annual report as was a full-page picture of Carnegie West taken in the winter. About 150 residents attended the meeting and they thrilled Guinther with loud and lengthy applause as she was called to the stage and accepted her award. Public Services Director John Skrtic attended the meeting as well, which was held March 20, in Urban Community School's board room at 6:00 p.m. The Music Settlement has begun monthly free programs for babies and toddlers at Carnegie West in order to introduce their programs to the neighborhood; the program had over twenty-five children in attendance on March 21. Ms. Guinther participated in the second MyCom

Ohio City information gathering session held at the bi-weekly community dinner in Urban Community School's cafeteria on March 5.

Fulton - Fulton adult programming continues to grow: the ESOL classes are meeting two days a week with twenty patrons in attendance. Library Assistant Adult Emphasis Rodney Lewallen had a Colon cancer awareness meeting partnering with the Clinic/Lutheran Hospital; the program was well attended with about thirty adults.

Jefferson - The Jefferson Branch Staff met with Construction Manager Eric Herman, Public Services Director John Skrtic, and Assistant Director of Public Services Branches Harriette Parks, regarding the upcoming Safe, Warm, and Dry closure. Staff's questions and concerns were addressed. Manager Jaime Declet and Assistant Manager Steve Capuozzo joined Deputy Director Tena Wilson and Mr. Skrtic on a tour of the Jackson Branch and the Perry Branch of Stark County District Library to get ideas to possibly implement at Jefferson. Youth Services Staff continues their incredible programming with the Branch's children. Highlights this month were a thrilling Taekwondo demonstration and the Wee Read and Play storytime group had a special visit by a yoga instructor. The adult non-fiction collection was evaluated and streamlined, leaving open two shelving units on either side of the computer bank that have been removed to create more gathering space for our patrons. Also, the Jefferson Branch is now one of the branches hosting a Seed Library, which has proved already fairly popular.

South - The month of March was a celebration of Women's History month. There were displays around the Branch with women who have made an impact in history. Children Librarian Jennifer Moncayo visited several schools this month, in which she promoted library services; she visited Thomas Jefferson International Newcomers Academy, and Lincoln West High School. The event at Lincoln High was part of a Health and Wellness Fair welcoming new families coming from Puerto Rico. Ms. Moncayo promoted library services, children programming and South Branch's bilingual services as well. Library Assistant, Youth Emphasis Joel Lefkowitz attended the CPR and AED training. TechCentral held a series of maker labs at the South Branch: participants enjoyed laser

engraving, 3D printing, Button-Making, creating a Laser Cut Puzzle and design own 3D models. Also, the South Branch will be hosting the Learning Circle: Puerto Rican History and Culture program. This program will give the patrons a chance to learn about the culture and history of Puerto Rico.

South Brooklyn - The branch was also given a temporary art display from the Facing History New Tech about various Constitution Amendments. Numerous organizations utilized the meeting room for study space, nonprofit meetings, AARP Free tax prep every Thursday, Board of Education training, free CCA tax prep, MetroHealth free health screening, Old Brooklyn CDC conducted health surveys, and Art Therapy sessions every Tuesday and Thursday. The South Brooklyn Coffee Cart, in partnership with Recovery Resources served coffee M-F from 10AM-1PM. Our branch hosted SBN Gamer's Guild and Art & Jazz in partnership with ArtHouse. Adult Library Assistant Anna Kaufman Ford retired from the CPL, and staff had potlucks each day during her last week.

District Three

Garden Valley - Dr. Seuss' birthday was celebrated on March 6, 2018 at the Garden Valley branch. Leonard Burks and Andrea Csia read their favorite book by Seuss. Each child had an opportunity to read aloud and choose a gift from the treasure chest. The Jazz Art Program was also conducted by Ms. Csia and Mr. Burks.

Ms. Csia served as mentor in the True2U Program at Marion Sterling School. Outreach to Rainbow Terrace (58 babies, toddler and preschoolers participated); Harvest Daycare and Garden Valley Neighborhood House. Melissa Brooks and Marla McConnell hosted the "Valley Teen Program".

Senior program entitled "Moments in Time" relaunched this month at the branch. There were a total of forty-eight seniors in attendance. Information, inspiration, motivation, and emotions were expressed as the Seniors took a journey down memory lane.

Mr. Burks also made a special presentation in the form of a beautiful quilt created by neighborhood seniors, which stemmed from an old Gees Bend program held at the Garden Valley Branch.

Hough - Multiple weekly story times are keeping the youth staff busy in the community. Children's Librarian, Manisha Spivey, has added another weekly story time to her schedule at Hough Children's Community College.

Art Therapy has continued for the youth at the branch and the children are enjoying different weekly art activities. Library Assistant- Computer Emphasis, Romael Young, facilitated the MakerLab: Virtual Rock Band and the kids loved the music!

Martin Luther King Jr. - For the month of March, outreach has continued throughout the community; Shanell Jones visited St. Philip Neri and PNC for Storytime. Prince Foster hosted anime and game night for teen patrons. Lake Erie Ink continued its partnership with MLK and its creative writing workshops. Toni Parker and Shanell Jones attended the 2nd and 3rd module of the Leadership Training series which were communicating effectively and responsibility and accountability. Toni Parker attended the MLK Selection Committee meeting at Judson Manor and participated in the location and destination tour with the design completion winners for the new MLK.

Sterling - For the third year, Sterling is pleased to host Octavofest in Promise. In collaboration with Art Books Cleveland, Sterling offers monthly book and paper arts workshops for children. The 2018 series includes two programs presented in collaboration with The Morgan Paper Conservatory. The March session, featuring scroll books, involved students telling stories that they write so the activity encourages the enjoyment of reading. Monica Rudzinski is the recipient of the Frank B. Sessa Scholarship for Continuing Professional Education of Beta Phi Mu members. Ms. Rudzinski will use the scholarship to attend "Children of Incarcerated Parents: What Educators Need to Know, a workshop addressing the impact parental incarceration has on children in urban public school systems and dispels the myths of the criminal justice system.

Woodland - Whitney Johnson led the Black and White Photo Contest during the month of March. Regular branch patrons and three classes from DIKE School of the Arts were contacted to gain participation.

Ayesha Drake El informed teen patrons about several summer work/internship/camp opportunities: MySummerJob, Math Corps and FreshLo. She attended the CPR/AED training on Thursday, March 1, 2018, and will provided storytime outreach at the George Washington Carter School.

Maria Estrella attended the Book Ends Team Meeting on to provide committee team updates to Mr. Skrtic, Mrs. Corchado, Mrs. Parks and Mrs. Wood. She will step away from her role as a Book ends committee member this month to focus more on the two branches she supervises.

District Four

East 131st - During the month of March approximately thirty children received free, healthy meals through a partnership with the Greater Cleveland Food Bank. Officer Hall of the Cleveland Police Department visited the branch for the Dr. Seuss program and read various Dr. Seuss books to the children. Typing Club and Photography Club continues to be a success with our youth. Branch Clerk Cathy Jennings, LACE Lisa Quinn, and Ms. Simone attended Mobile Pantry training. Acting Branch Manager Crystal Tancak attended CPR/AED Training. Tancak also taught the Book Ends: Customer Service course

Fleet - Fleet Branch hosted an array adult and youth programs in March. For adults, Fleet hosted Family Movie Night, Common Sense Legal Aid in partnership with Legal Aid Society of Cleveland, and A Neighborhood Workshop, in partnership with The Mayor's Office of Sustainability and GED classes in partnership with Tri-C Aspire. For youth, Fleet hosted St. Patrick's Day Party, Alien Abduction Day, Villa Head Start Curriculum Night, and Mario Kart Competition, Kid's Café and America Reads. Pasha Moncrief-Robinson met with Earl Pike, Executive Director of University Settlement, to collaborate with programming for seniors. Mrs. Moncrief-Robinson also met with Tip Hosack and Pam Shelly of Cleveland Central Catholic to recruit students for the Y.O.U Workforce program in June.

Harvard Lee - Harvard Lee held Story time for the kids at Louis Stokes Daycare. Youth staff also attended the Action Team Meeting at Louis Stokes Daycare. The meeting discussed upcoming events that will be sponsored by the

daycare. In preparation for Safe, Warm, and Dry, the team continues to weed the collection and keep community members informed of any changes. In an effort to build upon community relations, Mrs. Parks and Ms. Amiya Hutson met with the new Councilman Joe Jones to discuss Harvard-Lee programs, Safe, Warm and Dry, and future partnerships with the councilman.

Mount Pleasant - Youth librarian Ms. Kendra Proctor performed a Story Time and Sing-a-long for Murtis Taylors Day Care Family Literacy night. Ms. Shawnte Baldwin was invited to Tech Central to learn how to teach the Maker Space Class "Make a Drum Machine of Anything". Ms. Baldwin returned to the branch and taught the class to five students. Branch manager Mrs. Scurka attended her monthly MyCom, Murtis Taylor, and United Way/Community Shares meeting. Mrs. Scurka also completed AED-CPR Training.

Rice - CPL Rice staff facilitated an Evening of Excellence with guest speaker Romona Robinson, to an audience of over 125 people! Legal Aid helped approximately 60 patrons with intake on civil issues. OPS hosted, with the assistance of Rice staff, a book discussion on Evicted, for the One Community Reads project. Rice staff hosted the monthly Neighbor Up Network Night with approximately 85 people in attendance. Rice staff hosted the Greater Buckeye Safety Network's meeting with Councilman Blaine A. Griffin, Ward 6. Eric Eubanks and Audrey Sumser welcomed weekly visits by Ms. Stojetz's 1st-grade class from Harvey Rice School for story time, and they visited Wings Academy to conduct story times. Mr. Eubanks, Ms. Sumser and Kristen Schmidt created and judged a Spelling Bee for the youth. Ms. Schmidt facilitated one Customer Service training and one Sirsi training as a Book Ends Committee member. Claudette Fowler attended the Customer Service training. Mr. Eubanks attended CPR/AED training. Ms. Hutson and Mrs. Parks met with Councilman Joseph Jones to discuss the Harvard-Lee Branch.

Union - Union Branch is currently hosting the Math Corp Program, a math enrichment program delivered by Cleveland State University. The program is geared toward 7th and 8th graders and is held Tuesdays-Thursdays of each week until May 17th. The Teen Book Club will hold its final discussion of the book, "Bad Girl Gone" this month. Marcie Williams participated in the True2U mentor

program at Nathan Hale Elementary School. This session's main focus was on the importance of having values and branding oneself. Marcie Williams participated in the page hiring process as a member of the Page Hiring Committee.

District Five

Addison - Ms. Landskroener and Mr. Clark continued their storytimes at Superior Academy, New Beginnings, Learning to Grow, and St. Philip Neri as available.

Collinwood - The "Common Sense" Legal workshop hosted by the Legal Aid Society in partnership with CWRU School of Law and Cleveland Public Library was held on Wednesday, March 14, 2018

Glenville - Ms. Jefferson attended the Safety Meeting, Manager's Meeting, Project Outcome Meeting, and OERs Workshop put on by NEO-RLS. She assisted with names/stakeholders for communications for the upcoming Addison closure for Warm, Safe, and Dry project.

Langston Hughes - Langston Hughes in partnership with the Oberlin Conservatory exhibited *Playing the Changes*, an exhibit honoring jazz great, Milt Hinton, that will run through April 27, 2018.

Mr. Busta-Peck conducted branch programs which included:

Painting the Late Winter Landscape; CMA in your Neighborhood; Papercraft Alphabet Basics; Spring into Spring with Pop-Up Books. Mr. English conducted chess tutorials and gaming sessions on Tuesdays and Thursdays from 3:30-4pm.

Memorial-Nottingham - CPL featured local author, musician, and social advocate, David Smeltz, conducted a "book talk" on his autobiography, *Clean: From Reggae to Recovery: A Memoir*. In addition, as the founding member of the Reggae Group *I-Tal*, David delighted patrons with a few sections on his guitar.

TechCentral

Special Events

TechCentral attended the 2018 Wizard World Comic Con on March 2-4 at the Huntington Convention Center of

Cleveland. In conjunction with the Outreach and Programming Services department, TechCentral brought the Mobile MakerSpace, including Mobile Laser Engraver, Mobile 3D Printer, and Button Makers to the event for attendees to use and experience.

TechCentral lent our cardboard 3D Terminal Tower model, created at the 2016 Ingenuity Fest, to Cleveland State University use as part of a Terminal Tower exhibit taking placing this print.

TechCentral participated in the Rock X CPL Community event on March 24. As part of the event TechCentral offered attendees an opportunity to learn about the Mobile Laser Engraver, Mobile 3D printer, Virtual Reality, electrical induction, and button makers.

Tours and Community Engagement

TechCentral Manager, CJ Lynce, hosted a tour of the TechCentral MakerSpace for two staff members from the Twinsburg Public Library on March 1.

Mr. Lynce presented a session on TechCentral and Library online services at an Ideastream teacher's workshop on March 5.

Library Assistant, Computer Emphasis, Carlos Piepenburg, participated in an interview about maker spaces with a student from Case Western Reserve University on March 10.

Mr. Lynce and TechCentral Coordinator, Melissa Canan, attended a meeting of the NEOSTREAM Advisory Committee on March 20.

TechCentral hosted several tours of the department and MakerSpace on March 29, including: Richard Cordray and Betty Sutton; two groups of teachers from Idea Stream; a group of visitors from Catholic Charities; a group of student as part of a Youth Services tour; and a group of visitors from University Circle.

Professional Development

TechCentral Coordinators, Melissa Canan and Suzi Perez, attended a training on Shopbot CNC Machining at think[box] on March 8.

Ms. Canan and Ms. Perez attended two supervisor trainings, *Communicating Effectively* and *Responsibility and Accountability* on March 1 and 22, respectively.

Library Assistants, Computer Emphasis, Yehia Alhibshi-Devore and Alison Guerin attended Book Ends *Customer Service* training on March 28 and 20, respectively.

The following TechCentral staff were training on CPR and AED use in March: Jorge Arganza, Melissa Canan, Karen Kelly Grasso, Suzi Perez, and Carlos Piepenburg.

The following TechCentral staff complete the online safety video training, *Avoiding Backing Injuries*: Jorge Arganza, Joseph Battaglia, Melissa Canan, Cortney Gatewood, Alison Guerin, Karen Kelly Grasso, CJ Lynce, Timothy Phelps, Suzi Perez, Denise Williams-Riseng.

Meetings

TechCentral Coordinator, Suzi Perez, attended a meeting of the Intellectual Property Venture Clinic/Cleveland Public Library/think[box] partnership on March 2.

TechCentral Manager, CJ Lynce attended a meeting with Xerox and several Library administrators on March 2 to review the current status of the Library's relationship with Xerox.

Mr. Lynce attended a meeting on March 8 with IT/CLEVNET regarding technology needs for the Rockport Best Buy Teen Tech Center.

Computer & Equipment Technicians, Joseph Battaglia and Timothy Phelps attended the CLEVNET PC Techs Special Interest Group meeting on March 9.

Mr. Lynce and Ms. Perez attended a planning meeting for OLC's Legislative Day on March 27.

Mr. Lynce and Ms. Canan met with Director of Community & Government Relations, Shenise Johnson Thomas on March 20 to discuss the Library's participation at the NEOSTREAM Conference.

Public Services Technology

Service Ticket and Project Detail

- Continued development of Windows 10 PC image for training laptops.

- Installation of AutoDesk 123D Make failed on staff PC.
- Installed Adobe Creative Cloud on the appropriate staff laptops.
- Replaced iPhone cord in first charging locker at Rice.
- Set up and imaged 3 laptops from Collinwood.
- Set up of laptops for OPS classes.
- Set up Photobooth for RockXCPL.
- Transported Mobile Makerspace equipment for demonstrations.
- Troubleshoot and ordered new projector bulb for SMART display in LSW2 Room D.
- Troubleshoot and fixed Mondopad "OPSMONDO1" for web browser issues.
- Troubleshoot and repaired MLK cell charging station.
- Troubleshoot and repaired Staff Laptop 0100N027.
- Troubleshoot and repaired iPads at Union.
- Troubleshoot 60-Watt Laser not connecting to network.

Cleveland Digital Public Library

Programs, Services & Exhibits

Learning Commons/Programs

Cleveland Digital Public Library regularly hosts classes in its 'Learning Commons' classroom on the third floor of Main Building (at 325 Superior Ave.).

- During March, we hosted the CPL Fit Yoga series on Wednesdays and Fridays and the Meditation/Chair Yoga series on Monday. Each series has about 9-10 attendees a session about half of whom are from downtown offices.
- Hosted CPL Chess Club for Thursday lunchtime chess (there were four meetings with a total of 7 attendees) and monthly 'First Saturday Action Chess' tournaments.
- March 6th, ClevDPL hosted an Oral History Workshop for Karamu House and CPL staff with 12 attendees, half from each institution.
- Working with OPS, Education and Learning, and TechCentral, ClevDPL has developed new curricular offerings related to digitization, including

classes on Google apps and Digital Photography for seniors.

- The 'Learning Commons' area also continues to see use of ClevDPL laptops by classes.
- We continue to offer 3D scanning as a service using the HP Sprout Scanner.
- Partnering with OPS and Youth Services, the ClevDPL classroom was used for a well-attended showing of *Hansel and Gretel*, a puppet show that was part of the first annual Cleveland Puppet Festival. Over 150 parents, children, puppets and their puppeteers came to the show.
- The CPL Wikipedians met in the classroom.

Exhibits

ClevDPL continues to assist with Superman exhibits, including providing support for installation of items, the registration of incoming items, support maintaining the three multimedia displays, supporting the media content in the John G. White Gallery, and advising on both media conservation & environmental monitoring. We are preparing for de-installation of the Superman exhibit this spring. We are also looking forward to assisting with CPL's role of the city-wide *Front International: Cleveland Triennial for Contemporary Art*.

- *Touch Wall*

The touch wall in the third floor space in Cleveland Digital Public Library has been heavily used during the Superman exhibit. The concierge team continues to bring groups of children up to interact with content on the wall. The Superman image matching game, the vintage Superman cartoons, and the Superman themed videos for kids have been particularly popular. We look forward to the possibility of using the touch wall to present media related to the *Storefront Churches* display, the display on library branches, and the *Front International* project.

- *Magic Box*

Cleveland Digital Public Library has placed the Magic Box exhibit case on display in Brett Hall. We developed and now maintain digital content for the Magic Box for Superman exhibit, including a video done by and for children, a video on the significance of Action #1, and a facsimile of Action #1 that customers can flip through. We look

forward to the possibility of using the Magic Box to present media related to the *Storefront Churches* display, the upcoming CPL History display, and the *Front International* project.

- *Kiosk*

The kiosk purchased from CCS 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. We are currently at work on several videos related to the *Storefront Churches* display and the upcoming CPL History exhibit that are slated to go on display this spring. Feedback on the kiosk has been generally positive - the special collections staff feels it adds new interactive experiences to their exhibits.

During March, ClevDPL produced the following multimedia: Wizardcon (video), Wizardcon (photos), Music at Main-The Porterssharks (video), Music at Main-The Porterssharks (photos), Intro to Computers SPANISH (video), Intro to Computers (video), Library Cards 101 SPANISH (video), Library Cards 101 (video), Welcome to Cleveland Public Library SPANISH (video), Amy Dawson Talks About the Superman Exhibit (video), Mike Olszewski Talks About the Superman Exhibit (video), The Superman Exhibit (video), Director's Video - share your story (video), Working at CPL indeed.com (video), RE-EDIT 8 instructional videos for CC (video), Director's Message (video), and Voice - over recording for Nina G video.

Public Services Statistics

Patron Visits

During March, Cleveland Digital Public Library had 511 patron interactions. There were 127 KIC Scanner sessions resulting in 4,414 images, 4841.5 MB or somewhat less than 5 GB of scan volume. We had a total of 206 attendees at programs.

Scanning Assistance

Cleveland Digital Public Library staff assisted 14 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 also used the Epson 11000XL flatbed, ATIZ book scanner, and

the I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Digital Gallery

For the partial month reported from March 1, 2018-March 26, 2018, Google Analytics (GA) reports 4,563 sessions for 3083 users and 77,602 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, which have remained stable for some time, 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 Korean, 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, India, Brazil, Spain, France, and Switzerland. Sport, computers, food, and travel seem to be our user's top interests. Finally, **GA** shows that we have a diverse group of channels that deliver users to CPL's ContentDM:

- Organic Search channels 37.2% of our accesses, and Google accounts for 36% of those.
- Direct Access through CDM search accounted for 38.8% of our accesses.
- Referrals through other websites are about 24% of our access volume (around 20% of referrals are from Facebook, and 14% of all referrals are from Wikipedia, roughly the same as last month. A new category of referral is dp.la, which contributed 8% of all referrals. A trend this month is that referrals from cpl.org have tripled (again) over February, now accounting for 7% of our referral total. This is the second month in a row of significant increase. It's useful to note that 14% of our referrals came from web.ulib.csuohio. We would like to see even more engagement with the digital gallery on cpl.org and through the emerging website for the People's University.
 - A subset of referrals, Social Media accounted for 6.3% of our accesses (of that 6.3%, Facebook accounts for 83%, Twitter 12%, with Pinterest, Blogger and Pinboard being the only other significant referrals).
- During March, computing platforms used for access tilted slightly more towards mobile users. More

than a third of our sessions in March, 37% occurred on Mobile devices (more than half of these, 53%, on iPhones and iPads and 6% on Samsung Galaxy devices). Our switch to the responsive design website is borne out by the increasing numbers of mobile users accessing the digital gallery.

- Browser use has remained stable. This month, 51% of our users use Chrome (an increase), 26% Safari (stand alone and in-app), 8% Firefox, and 8% Explorer, and 2% Edge. Chrome is very much the browser of choice for those accessing the digital gallery.

Internet Archive

We now have 26 collections in the Internet Archive's ArchiveIT service. The task involves documenting Cleveland and NEO relevant web collections, and ClevDPL has established collections and begun cataloging them in their own collection in our ContentDM instance.

Outreach

Presentations

- On March 9, Cleveland Digital Public Library staff gave a presentation to CMSD teachers at WVIZ, outlining uses of the digital gallery in the classroom. We met several teachers, took their names, and will be following-up with them at a meeting in late March.
- Also on March 9, we presented at OpenCon at Cleveland State University on Open Educational Resources, CPL's Digital Gallery, and the Digital Public Library of America. We made contacts at the CSU library and in the CSU faculty and will be following-up with them.
- On March 29, ClevDPL will be hosting a teacher tour brought to us by WVIZ.

Partnerships

- Cleveland Digital Public Library assisted in forming the new Neighborhood News Association of Greater Cleveland and contributed to the meeting at Carnegie West on March 23rd, where the new charter was signed, with CPL as a founding associate member. This association will enable ClevDPL to make contact with local media producers who can provide newspaper content for CPL's Digital Gallery.

- Working with the Internet Archive, Cleveland Digital Public Library continues curating web-content as part of a 35,000 dollar IMLS grant working with the Internet Archive's ArchiveIT project to document local web-content and local digital resources. ClevDPL has created a collection in the Digital Gallery (ContentDM) for Web Archives, and we will populate the collection during April.
- ClevDPL staff have continued to enhance demonstration digitization projects with Euclid Library, the Ukrainian Museum and Archives, Shaker Heights Public Library, Cleveland Orchestra and the South Brooklyn Historical Society.
- We continue to meet with Karamu House regarding strengthening our partnership for collections management, arrangement, description, preservation, display, and programming. ClevDPL has now established a Cleveland Theater collection in CPL's Digital Gallery (ContentDM), and we anticipate a rich partnership with Karamu and the Cleveland Museum of Art with regard to digitization of items from Karamu collections.

Collection Development

Library Staff Does Digitization

During March, ClevDPL staff scanned 107 items (2894 files), did post-processing for 52 items (1001 files enhanced), and uploaded 11 items (11 files) into the Digital Gallery.

Library Staff Does Metadata

ClevDPL revised/reviewed 13909 items while doing significant metadata enhancement of digital records (including dates standardization, Karamu program names, chess players names, partial maps metadata revision, and more) and began entering data in the back-end storage field to provide public service staff with access to high end digital files.

Interlibrary Loan

ILL numbers are as follows for February [March unavailable]):

Borrower Activity Overview Report:

CPL Patron Requests Initiated: 46

CPL Requests Filled: 37

Lender Activity Overview Report:

ILL Loans requested of CPL: 1491

ILL Loans filled by CPL: 410

Loans: 397

Copies: 13

Preservation

Preservation staff did the following:

Paper treatments: 2 items, 2 sheets (complex treatments)

Book Treatment: 9 simple, 51 complex, (60 items)

Enclosures: 4

Labels: *to be reported next month*Books received: *to be reported next month*Book returned: *to be reported next month***Disaster Response**

During March, temperature in Brett Hall fell significantly at times. We reviewed our monitors, took readings with a handheld temp/humidity monitor, and notified Property Management. There look to have been some issues with regard to water penetration on the eastern and southern walls of the library.

Environmental Monitoring

Working with Property Management, including Tim Murdock and Oliver Reyes, ClevDPL 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 are using 10 slots in E-Climate Notebook gather and share information from exhibit areas monitored by our portable monitors (Artens, Hobos, and PEMIIs). We are currently working with Property Management to address the environment out at Lakeshore in the cold room. The Liebert unit has been failing for some time. As of now it looks as if Property Management intends to replace the HVAC in the cold room that holds the photograph and media collections.

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 has updated the library's 'facility brief', a document based on the elements of the American Museum Association facility report for Cleveland Public Library. We now have a year of data collected throughout the library. Depending on planned uses for the spaces in the library, the 'facilities brief' may serve as a de-facto facilities report, and we may not need to produce a full facilities report per AMA.

Metadata Revision

We received final notification that the more than 10,000 records we uploaded for DPLA are now live and have been included with records from all institutions in Ohio (Hooray!). We have also contributed to WorldCat through OCLC's Digital Collection Gateway. Working with OCLC, last month we were migrating and consolidating collections in the Digital Gallery to improve ease of access to our digital materials and addressing issue with regard to ingest and description.

OLBPD

On March 6th, OLBPD Manager Will Reed met with staff from the Cuyahoga County Board of Developmental Disabilities (DD) to discuss volunteer opportunities available at OLBPD. The Cuyahoga County Board of DD expressed interest in OLBPD as a possible partner and location for placing individuals with DD in library volunteer job tasks. OLBPD will continue to explore this possible partnership opportunity with them.

On March 15th, OLBPD joined the State Library of Ohio to co-host an art show display and reception with the Ohio State School for the Blind (OSSB) at the State Library. This year's display pieces focused on storytelling in art by exploring different ways students could tell stories with their artwork. OSSB students worked with Columbus artist Claudia Retter to create individual artist books. As part of their art class, students chose a topic of interest or used meaningful imagery to tell a story ranging from autobiographical to fantasy-based tales. This program also offered students an opportunity to explore a wide range of artist materials and creative processes, such as molding clay or painting. Students also learned about art history and contemporary artists.

The art work will be on display at the State Library over the next month.

On March 15th, the Marrakesh Treaty Implementation Act ([S. 2559](#)) was introduced in Congress, moving the United States closer to implementing the [Marrakesh Treaty to Facilitate Access to Published Works for Persons Who Are Blind, Visually Impaired or Otherwise Print Disabled](#). The United States and the European Union have yet to ratify the treaty. Modifications to U.S copyright law are still required for ratification. Issues included usage, documentation, and how to ensure that end users would be among the intended print disabled audience. If the treaty is ratified, it will enable sharing of accessible materials in both directions—from delivering a braille edition of *The Grapes of Wrath* to an English-speaker abroad to bringing non-English-language works to customers in the United States.

The OLBDP adult book club met on March 9th to discuss "Lincoln in the Bardo" by George Saunders.

EDUCATION AND LEARNING

Best Buy Teen Tech Center Grant

- Jill Pappenhagen and Forrest Lykins met with Jessica Yox, Design Lab High School, regarding the Raspberry Pi program for teens.
- Marina Marquez along with Jill Pappenhagen, met with Tim Diamond, David Reynolds, and Mike Young regarding the marketing plan for the Best Buy Teen Tech Center at the Rockport Branch. The following topics were discussed:
 - Introduction to the BBTC & The Clubhouse Network via video (<http://www.computerclubhouse.org/>)
 - Projected Hours of BBTC
 - BBTC meetings/conference calls
 - Branding (shared folder: BBTC Marketing)
 - o The Clubhouse Network
 - o Best Buy Teen Tech Center

- Marketing
 - Protocol for working with Marketing
 - Contact Database for CMSD and interested public
 - Press Release
 - Grand Opening
 - Information Flyers
- Social Media/Websites
 - Examples
 - Email for Coordinator: seamless transfer of social media ownership
 - Duties of coordinator to include regular social media updates - Twitter, Instagram, Facebook, The Village
- Content: Who approves content for websites, social media, special clubhouse events (poetry slams, showcases, speakers, fashion shows, potlucks, etc.)
 - Photo release: photos quickly draw people in and spark their interest
 - Publication release (using stories from members, mentors, alumni to motivate and inspire)
- Marina Marquez along with Tracy Martin, Jill Pappenhagen, Tim Diamond, David Reynolds, and Mike Young met with Gail Breslow, Executive Director of the Clubhouse Network, Danielle Ianiro-Larsen, Grand Opening event coordinator, Amy Mortenson, Best Buy Government Affairs, Kevin Flanagan, Best Buy Public Relations, for the standing bi-weekly telephone conference calls. We discussed the following:
 - Construction check-in
 - Asbestos abatement progress, preparations for furniture, technology and electrical work
 - Ordering check-in
 - Furniture, technology
 - Scheduling setup with local Best Buy employees
 - Grand Opening check-in
 - Scheduled for July ~16-20, recommending Tuesday, Wednesday, or Thursday (17th, 18th, or 19th)

- o Day prior used as a 'dress rehearsal' and dry run for Activity Stations with youth, our teams, TCN
- o Danielle to provide [Draft] Run of Show, Grand Opening task checklist

Jill Pappenhagen is registered for the upcoming 2018 Annual Conference in San Antonio, Texas (Best Buy Teen Tech Center Meeting on April 9, Conference April 10-12 & Post Conference April 13).

Effective April 16, 2018, Jill Pappenhagen will report to the new Rockport Branch Manager. Day to day management of the BBTTC will taken care of at the branch level; management of the grant will continue with Tracy Martin.

Book Box - LSTA Competitive Grant

Construction of the book box is underway.

Marina Marquez met with the Physics Department at Cleveland State University to work on themes for the physics demonstrations based off the book *The Flying Circus of Physics* written by Dr. Jearl Walker, professor of Physics at CSU. The demonstrations will answer intriguing questions about relevant, fun, and completely real physical phenomena.

Bruening Grant

- Faculty from the Crane Center for Early Childhood Research and Policy of the Ohio State University introduced themselves and the work they will be conducting for the Bruening grant implementation process;
- An online survey about child development and working with families was sent to approximately 240 public services staff;
- Denise Crudup and Marina Marquez attended the March Youth Services' meeting where OSU faculty were in attendance to conduct focus groups and interviews

Cleveland Seed Bank

Marina Marquez and Tai-Renee King met with Katie S, Cleveland Seed Bank, to finalize the following details regarding the seed library at book boxes for summer2018.

Tim Diamond joined the meeting to learn about how Willoughby-Eastlake Public Library is using barcodes for their seed library.

- General program overview: how community members checkout, other libraries added to program, our seed swap events/educational events, etc.
- Checkout forms: plan to monitor & upload checkout forms
- Social media & local press kit outreach
- Sponsors - potential for this season/next
- Any questions about MOU
- Possibility to do code for packets like magazines (can show how Willoughby has incorporated scan system)?
- Milkweed Info Sheet to binder

Digital Photography Learning Path

Adam Jaenke and Deb Pinter led the third digital photography class Introduction to *Digital Photography: Taking Amazing Pictures with Your Smart Device* that took place on March 20, 2018.

- This class was designed for intermediate users to use their smart device as a camera.
- Concepts for taking good pictures like composition, focusing, exposure, and editing were presented.
- Time was devoted to critique, experimentation, troubleshooting, and asking questions.
- Eleven participants attended the class and all completed the Project Outcome Survey.

Dance Cleveland

The early childhood literacy program *Read to Learn... Dance to Move* is confirmed to take place at the Fleet Branch from April 6 to May 25, 2018 and the Walz Branch from April 4 - May 23, 2018. Both programs will be offered from 10:30 a.m. to 11:15 a.m. to partnering preschools. Approximately 40 preschoolers will participate in the program.

Mayor's Office of Sustainability

On behalf of Director Thomas and Shenise Johnson Thomas, Marina Marquez attended the Year of Vital Neighborhoods

Celebration Committee. The following topics were presented:

- Intro to SC2019 Celebration Years and Committees (Matt Gray, Chief of Sustainability)
- Community Updates
- Climate Action Plan, neighborhood workshops and ioby (Erika Meschkat, Office of Sustainability)
- Year of Vital Neighborhoods Working Group (Marka Fields, Chair)
- Common Ground (Stephanie Thompson, Cleveland Foundation)
- Kickin' It with Cops (Kristian Hunter, Collinwood & Nottingham Villages Development Corporation)
- 2019 Celebration (Kristin Hall, Director of Sustainability)
- YOYN Discussion & Brainstorming
- How do we define sustainability in neighborhoods (give examples)?
- What are other examples of what's going on in our neighborhoods, e.g. events planned or programs seeking partners? (ALL)

The Mayor's Office of Sustainability conducted community workshops on health, community and climate action at the Fleet Branch on March 7th, 2018. The next workshop is scheduled to take place at the Fulton Branch on Saturday, April 14, 2018, from 10:30 AM to 12:30 PM.

Marina Marquez serves on the Education Sub Committee of the Pollinator Plan of North East Ohio. She has been assisting with the planning to participate in Cleveland Museum of Art's Parade the Circle as educational outreach to highlight native pollinators and their native plants. The committee will design and create their costumes for the parade.

Miscellaneous

- Marina Marquez attended the CPL-FIT Committee meeting.
- Marina Marquez and Jill Pappenhagen attended bi-weekly Best Buy Teen Tech Center meetings.
- Marina Marquez assisted with the WVIZ/Ideastream group visit.

- Denise Crudup attended the Literacy Cooperative's Read Across America event at the City Club
- Denise Crudup is a member of the steering committee for the CPL150 Anniversary Celebration
- Denise Crudup attended a meeting with CPL librarians and representatives from CWRU Law School and Thinkbox
- Denise Crudup attended the March Pre4CLE Compact meeting

ADVOCACY & COMMUNITY AND GOVERNMENT RELATIONS

The following are efforts taking place under the direction of Shenise Johnson Thomas in the Office of Community and Government Relations.

ADVOCACY TASK FORCE:

Tim Cosgrove and his team from Squire Patton Boggs have created a draft of an advocacy plan for CPL. The plan was shaped by advocacy priorities given to the firm by the Office of Community and Government Relations. The plan is being reviewed.

COMMUNITY AND GOVERNMENT RELATIONS:

I. Secure Resources to Advance CPL Mission and Strategic Imperatives:

- **Library Services and Technology Act (LSTA):**
President Trump recently signed a \$1.3 trillion spending bill for FY18, which funded the IMLS through September. The appropriation was **\$9 million more** than it had in FY17, including \$5.7 million for the Library Services and Technology Act. The Metropolitan Libraries of Ohio recent advocacy work in D.C. was one of many contributors to the successful outcome.

II. Sustain Public Support:

- o Executive Director Felton Thomas Jr. and CPL recently hosted former Consumer Financial Protection Bureau Director Richard Cordray. The visit consisted of a meet & greet where core work of libraries across the state was discussed in addition to information and a tour of CPL's work in the areas of digital literacy and access, small business resources, and youth education services. Mr. Cordray also visited the Superman exhibit. Representatives from Cleveland Metropolitan School District and Cuyahoga County Public Library were invited and attended as well.

- o **United Pastors in Mission:** CPL has continued its relationship after the levy with United Pastors in Mission, an organization that provides an atmosphere for enriching ministry relationships with Greater Cleveland pastors and leaders, by attending their meetings every 4th Tuesday of the month. The goal is to discuss, identify, and implement mutually beneficial partnerships. CMSD has committed to attending these meetings as well.

TECHNICAL SERVICES

Director of Technical Services and Acquisitions Manager Sandy Jelar Elwell provided the Knowledge Office with the 2017 print and database subscription statistics for the annual Public Library Data Service (PLDS) report. Ms. Jelar Elwell worked with Acquisitions Coordinator Alicia Naab and Library Systems and Applications Analyst Jim Benson in rescheduling the Acquisitions Department's electronic data interchange (EDI) reports which had been causing a conflict with the Finance Department reports that had been scheduled to run at the same time.

Ms. Jelar Elwell attended CPR / AED Training and "An Evening with Matthew Desmond" at the KeyBank State Theatre.

Acquisitions: The Acquisitions Department ordered 5,856 titles and 8,459 items (including periodical subscriptions and serial standing orders); received 22,016 items, 1,448 periodicals, and 171 serials; added 631 periodical items, 60 serial items, 577 paperbacks, and 1,155 comics; and processed 2,036 invoices.

Acquisitions Coordinator Alicia Naab worked with the Information Technology (IT) Department to resolve an issue with data that was missing from the Access database used by the Acquisitions and High Demand Departments to generate and record purchase order information. Ms. Naab had to manually reenter the purchase order information that was missing since the IT Department was unable to completely restore all of the missing data from backup files.

Ms. Naab communicated with Ms. Jelar Elwell, Collections Manager Pam Matthews, and Cleveland Public Library Foundation Operations Manager Mary Scelsi to identify the appropriate workflow for forwarding donated used materials that are suitable for the book sale. Ms. Naab worked with Fine Arts & Special Collections Manager Pam Eyerdam and Catalog Department Librarians to expedite the processing of materials for a Special Collections exhibit.

Ms. Naab attended the Ohio Library Council (OLC)'s Technical Services Retreat on March 28-29 in Columbus and spoke at a breakout session entitled "The Acquisitions Module: Your ILS wants to Be a Helper." Technical Services Librarian Lisa Kowalczyk, Technical Services Associate Anarie Lanton, and Technical Services Clerk Darrell Vanek attended the Book Ends Customer Service Training.

Catalog: Librarians cataloged 2,679 titles and added 4,033 items for Cleveland Public Library.

Senior Catalog Librarian Dawn Grattino and Technical Services Librarian Erin Valentine expedited materials, including a number of photographs, a print, and miscellaneous realia, for a Special Collections exhibit.

Catalog Manager Andrea Johnson attended the Leadership Certification classes entitled "Communication Skills with DiSC" and "Helping People Take Responsibility and Be Accountable." Technical Services Librarians Celia

Halkovich, Barbara Satow, and Ms. Valentine attended the Ohio Library Council (OLC)'s Technical Services Retreat on March 28-29 in Columbus. Ms. Satow also participated on the committee that organized the event and served as room monitor for two of the panels.

Collection Management: Collection Management selected 1,243 titles and 9,296 copies, and spent \$187,212 in March.

Collection Management Librarian Laura Mommers participated in the webinar entitled "The Newest Graphic Novels: What's Hot for Spring" and the second session of the online workshop entitled "Diversity and Cultural Competency Training" that was sponsored by Library Journal.

Collections Manager Pam Matthews attended CPR / AED Training. Ms. Matthews also attended the Ohio Library Council (OLC)'s Technical Services Retreat on March 28-29 in Columbus and participated on the following panels: "Ethics & Technical Services: A Panel Discussion" and "Use 'em If You Got 'em - and You Do Got 'em: Leveraging Vendor Expertise to Benefit Your Library."

High Demand: The High Demand Department ordered 908 titles and 6,499 items; received and added 8,177 items; and processed 605 invoices.

High Demand Department staff continued to assist the Materials Processing Department with the processing of non-book materials.

Materials Processing: The Technical Services Associates cataloged 987 new titles for the Cleveland Public Library and added 881 new records for the CLEVNET libraries. The Technical Services Associates and Senior Clerks added 3,973 items. The Materials Processing Technicians worked on 21,943 items.

Materials Processing Technicians Maria Russell and Dennis Workman attended the Book Ends Customer Service Training. Materials Processing Manager Elizabeth Hegstrom attended CPR / AED Training and the Leadership Certification classes entitled "Communication Skills with DiSC" and "Helping People Take Responsibility and Be Accountable." Ms. Hegstrom met with the entire Materials Processing staff to explain the changes for

accessing their Cleveland Public Library's Office365 account, both at work and at home, using Two-Factor Authentication (2FA).

Shelf/Shipping: The Lake Shore Shelf/Shipping Department staff sent 78 items to the Main Library for requests and 76 items to fill holds. Main Library received 256 telescopes, the Branches received 636 telescopes, CLEVNET received 54 telescopes, CASE received 7 telescopes, CSU received 2 telescopes, and Tri-C received 1 telescope. A total of 956 telescopes were shipped out. The Receiving/Distribution Technicians sent out 413 items of foreign material and in total 13,358 new items were sent to the Acquisitions and High Demand Departments.

Receiving and Distribution Supervisor James Clardy along with the other members of the Page Committee selected 32 candidates to fill Page positions.

Receiving/Distribution Technician Amber Alexander and Pages Jaz Hogan and Robert Walker attended the Book Ends Customer Service Training. Mr. Clardy attended CPR / AED Training and Book Ends Sirsi Training. Receiving/Distribution Technician Darryl Pless attended CPR / AED Training.

MARKETING & COMMUNICATIONS

Media coverage for the month of March included 19 print publications and 46 online, TV and radio stories. The full report, available in the Marketing & Communications Department, shows the top three print publications by reach: *The Plain Dealer*, *Call & Post*, and *The Observer* from Case Western Reserve University. The top three non-print platforms by reach were cleveland.com, Fox 8, and Blog Talk Radio. The stories that were picked up by multiple outlets included the *Legacy of Louis Stokes* program and the Library's partnership with the Rock and Roll Hall of Fame.

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,163 times on average per day, with an average of 134 clicks to the website per day resulting in a 11.5% click-through rate for the month. Over 73% of the click-through's were from some combination of the keywords *library*, *libraries*, *public*,

and cleveland oh. Special ads targeted users who might be interested in the Library's electronic collections and afterschool programs and tutoring.

A partnership with Cleveland.com where they are now doing podcasts from Main Library continued in March.

Facebook

	2018	2017	YoY
Net Page Likes	528	57	826%
Avg Post Reach	8,158	2,051	298%
Avg Total Reach	9,307	4,332	115%
Average engagement	120	67	44%
Reactions	93	44	53%
Comments	12	5	58%
Shares	15	18	-20%

Twitter

	2018	2017	YoY
Top Tweet			
(Impressions)	10,976	10,400	6%
Top Mention			
(Engagements)	963	1,162	-17%
Top Media Tweet			
(Impressions)	10,623	10,200	4%
Summary			
Tweets	83	152	-45%
New Followers	127	119	7%

The Library continues to be more active on Instagram with 374 points of engagement, attracting 56 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; and weekly postings to the website home page. Work on the Library's annual report to the community should be completed in April. Summer reading club design work was completed.

PROPERTY MANAGEMENTPainters

- LSW- painted Deputy Director's office.
- Jefferson- removed shelving and discarded.
- Woodland- patched and painted wall behind circulation desk.
- Eastman- patched and painted area where TV was mounted.
- Westpark- patched and painted area where charging station sat.

Carpenters

- Hough- installed new door closure.
- Lakeshore- reinstalled front door closure arm, removed shelving, secured all seats in auditorium, hung flower basket umbrellas, cut and removed fallen tree branches.
- Main- removed shelving from 6th floor, reinstalled ceiling tiles in Property Management office.
- Woodland- made and installed door and frame for circulation desk.
- Langston Hughes- jackhammered out broken gate post and installed.
- Walz- installed cove base in teen room.
- Jefferson- removed broken lock to exterior door and installed new lock, removed shelving, replaced carpet and patched pillars.

Mechanic

- WALZ- replaced tire on pressure washer.
- Oil change service on vehicles 2,6,11,23,and 27.
- Replaced mirror on truck #25.
- Replaced door latch on Mobile Services van.

Maintenance Mechanics

- South Brooklyn - repaired leaking fin tube radiator in men's public restroom.

- Woodland - replaced boiler circulating pump motor and bearing assembly.
- Sterling - replaced defective outside air damper actuator and installed new digital controls for mixed air/economizer section of main air handler.
- Hough - started re-lamping and replacing bad ballasts throughout branch/main floor and meeting room.
- Woodland - installed eye wash station in auto mechanic work area.
- Harvard Lee - ran dedicated power supply for fire alarm system per Simplex/Tyco, continued wire tracing for dead and shorted circuits in electrical floor boxes by children's area (from roof leak).
- LSW - replaced defective VAV controller and room sensor for OPS meeting room "B".
- Lakeshore - replaced leaking 3" Victaulic fitting/connection on hot water heating line in boiler room.
- Collinwood - started re-lamping and replacing bad ballasts throughout branch/main floor and meeting room.
- LSW/Main/Branches - daylight savings time change. Adjusted time clocks for lighting and mechanical equipment/replaced batteries and adjusted battery clocks.
- Harvard Lee - replaced bearing assemblies on both boiler pumps, repaired leaking flange gaskets
- MLK - replaced shorted electrical outlet/checked other circuits around public computer area.
- Main - replaced burned out element for lower level staff ladies room baseboard heater.
- Harvard Lee - replaced combustion fan motor assembly for staff workroom rooftop HVAC unit.
- Sterling - replaced/programmed wifi enabled thermostat, checked heating valve and economizer operation on main air handler.
- Hough - control upgrade project conduit run.

- Jefferson - worked with carpenters on removing knee wall and shelving, and relocating power outlets on pillar by public computers.
- Mobile services - replaced bad ballasts and re-lamped fixtures above work area.
- Woodland - installed replacement outdoor LED light fixture in front of branch.
- Addison - replaced defective heating valve actuator on main air handler.
- Main - repaired electrical short on light fixture above globe on 4th floor elevator lobby.
- Harvard Lee - replaced combination gauges on both boilers, checked/recharged expansion tank, installed automatic air vents on heating loop.
- LSW/Main - replaced floor/carpet extractor batteries.
- LSW - Wire pull/Cat6 run on 4th floor, for manager's desk.
- Union - replaced bad ballasts above public computers.
- South Brooklyn - removed/cleaned up remaining wiring from fire alarm upgrade project.
- Langston Hughes - repaired leaking men's public restroom urinal.
- Collinwood - checked hot water tank, boiler, kitchen and restroom plumbing fixtures to find cause for water bill fluctuation. Replaced flush valve assemblies on public restroom toilets.
- Addison - repaired leak/rebuilt staff restroom toilet flush assembly.
- Lakeshore - replaced air handler #1 contactor, rewired for new hand/off/auto switch.
- Westpark - installed additional power outlets by front entrance.
- Jefferson - repaired electronic flush valve/urinal in men's public restroom.
- Mt. Pleasant - replaced bad ballasts and re-lamped basement light fixtures.
- LSW - replaced broken shut-off valve and repaired leaking sink faucet in men's public restroom on the lower level.

- Carnegie West - repaired leaking sink faucet in women's public restroom.
- Lakeshore - replaced defective VAV controllers and piped in new heating valves for meeting rooms 1A and 1B.
- LSW - started replacing bad ballasts on the 7th floor shelving/storage area.
- Hough - repaired leak in men's public restroom/replaced shut-off valve packing.
- Rice - ran power for refrigerator relocation in meeting room/per Amiya.
- Union - replaced defective circulating pump contactor.
- South Brooklyn - replaced broken emergency/exit sign.
- Collinwood - continued CAT6 cabling pull and power run for Digital Signage project.

SAFETY & PROTECTIVE SERVICES

SAFETY SERVICES

- CPD detectives viewed video from a fight at Rice branch. It was alleged one of the aggressors had a gun on them.
- Ohio Highway Patrol Troopers brought a subpoena to SPS for a video from Mt. Pleasant branch. The troopers were part of a Human Trafficking Task Force; they believe a young lady (who has since been reunited with her family) was at the branch with a trafficker.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
March 2018	4109	152	79	75	655	3375	78	63
Feb 2018	3386	154	41	67	537	71	56	98
Jan 2018	4098	164	41	55	588	93	85	44
Dec 2017	3743	156	61	77	704	109	73	34
Nov 2017	3929	163	68	78	706	93	70	119
Oct 2017	4092	157	62	65	676	66	65	68
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

Special Attention, Special Events, and Significant Incidents

- 3/3, staff at Rockport reported a safety hazard. Water was leaking from the staff room ceiling onto the light fixture. Property management was notified.
- 3/8, at Rice branch the posted SPS Officer was told by a juvenile that another male had hit him in the head with a pistol. The two males were separated, and CPD was alerted. CPD arrived and detained the accused. It is unknown if an arrest was made. Associated CPD report 18-064386
- 3/9, at Hough branch staff and SPS stayed with a male juvenile after hours as he waited for a ride. The juvenile didn't know his address or guardians phone number. Cleveland Police were called; they arrived and took responsibility of the juvenile.
- 3/10, SPS was advised of an unresponsive male at Woodland branch. It took several unsuccessful attempts from SPS to wake the patron before EMS was contacted. When the patron gained consciousness he became combative and unruly with SPS personal. Patron was taken to St. Vincent.

- 3/13, SPS officers made contact with the patron who would pass inappropriate notes to a female juvenile staff member. SPS spoke with the accused patron who denied all allegations against him. Patron was given a 30 day expulsion.
- 3/17, staff at E. 131 noticed a crack in the glass on the main doors of the branch. Property management was notified and the door was repaired the same day.
- 3/21, a staff member at MLK branch reported a patron threw a book at her. SPS and UCPD were dispatched but the suspect was gone on arrival.
- 3/23, a physical altercation took place outside Hough branch involving 2 children and one adult. CPD and EMS were contacted. SPS was able to break up the fight. CPD interviewed the juveniles and EMS treated the juveniles.

Protective and Fire Systems

- SPS officers have completed Safety Ambassador Inspections of fire extinguishers, exit lights, and emergency exit lights at branches for March.
- I am investigating new technology in access control systems for the Special Collections, Map, and Accounting vaults.

Contract Security

- Royce Security has been advised of the latest dates to reopen Glenville and Lorain.
- I removed the Mt. Pleasant Royce guard from the CPL account for arguing with a patron. A CPL staff member tried to get the guard to leave the area but the guard stayed and aggravated the situation.
- There is a meeting scheduled with Royce Security and SPS in April.

Administration

- SPS is exploring new security technology for CPL. One is CAD computer aided dispatch. SPS currently records all calls for service, alarms, and incidents on Word documents. This system is prone to user error and requires hours of work to pull data to compile statistics. CAD assigns calls to

officers based on preloaded officer posts and will assign report numbers to calls predetermined to require SIR's i.e. theft, fights, sexual misconduct.

- I am also researching emergency call boxes that would be strategically placed on the downtown campus. They would have cameras and an intercom system that links them directly to SPS dispatch. This will reduce the amount of time it takes to report activities, complaints, and or concerns. Currently, if a patron needs to report something on the west side of Main two they have to make their way to the southeast corner of the floor to reach staff with access to a phone. This almost always allows perpetrators to leave before SPS arrives.
- SPS attended the Buckeye/Woodland Safety Meeting at Rice branch March 29th.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors Panel met on March 14, 2018, at the University Heights Branch of Heights Libraries to plan the next quarterly CLEVNET meeting, check progress

on the strategic plan, and discuss various issues brought forward by the membership.

At the top of the agenda was a discussion of the ballot results for CLEVNET's new operating procedures. Voting took place online, February 1-28, 2018. Hilary Prisbylla, Director of CLEVNET, reported that 42 member libraries voted to approve the new procedures that will replace the provisional bylaws; one member library was opposed; and one member did not vote. The approval of the procedures cleared the way for Cleveland Public Library's Board of Trustees to put the amendment to the CLEVNET system agreement on their March 15 meeting agenda. The new procedures will appear as Schedule B of the agreement. The amendment to the CLEVNET system agreement will require approval by the board of each member library. The goal is to have the documents signed and returned by all member libraries by June 30, 2018.

Ms. Prisbylla and Larry Finnegan, Director of IT, went item by item through the list of projects that had been approved by the Directors Panel for 2018, and reported

on progress and status. For Ms. Prisbylla's team, the list includes the Morley Library migration project; the new mobile app; credit card transactions; OverDrive Advantage Plus accounts; the new phone notification system; reducing the circulation map; automatic renewals that begins April 2; and the "go green" campaign. Mr. Finnegan reported on the move of CLEVNET's data center to the State of Ohio Computer Center (SOCC) in Columbus; updates to the network infrastructure; the decommissioning of shared drives and migration to SharePoint/Office 365; bringing Morley Library into the network; VoIP installations; discounted purchasing of licenses through TechSoup; the rollouts of ConnectWise Automate, Cassie computer and print management, and InformaCast mass notification; the move to Rubrik backup and recovery solutions; and the switch to new help desk software.

Security will remain a strategic priority as cyber threats intensify across the globe. Mr. Finnegan's team is responding with two-factor authentication, requiring more complex security passwords, and products such as Traps endpoint protection and Malwarebytes. The team is looking into email phishing test simulation for staff at CLEVNET libraries as a training tool.

The Panel also discussed communication received from a special library regarding possible membership in CLEVNET. The Panel agreed that the general membership needs to address the question of limiting membership in CLEVNET to public libraries.

Ms. Prisbylla demonstrated an events and room booking software system that her team is reviewing for possible purchase by CLEVNET in 2019.

After the meeting, the attendees toured the newly renovated University Heights Branch. The next panel meeting of the Directors Panel will be held on June 20, 2018, at 10:00 am at Brunswick Library, 3649 Center Road, Brunswick OH 44212.

Other CLEVNET Projects

- Moved the rest of Cisco call manager and wireless LAN controllers to the SOCC.
- Renumbered multiple subnets as preparation to moving all data circuits to the SOCC.

- Finished migrating CLEVNET libraries virtual servers from Hyper-V to VMware in the SOCC.
- Decommissioned six more legacy computer room servers.
- Continued rollout of Traps Endpoint Protection on staff computers throughout CLEVNET; 19 member libraries now have the protection; four library systems have Malwarebytes installed; computer techs at member libraries with ConnectWise Automate can install both products on their own.
- The mass notification service for staff—Singlewire InformaCast—has proven to be a popular new service offered by CLEVNET; 16 member libraries are using it.
- Moved two member libraries to Rubrik backup/recovery solution.
- Continued rollout of Cassie computer and print management for new customers and upgraded Cassie for existing customers.

CPL Projects

- Continued to assist with the interior digital signage rollout at CPL branches by making the necessary data connections to the centralized software solution in the Marketing and Communications Department.
- Converted Youth Services (staff and public) to Windows 10.
- Shut down and removed old VMware hardware and began working on documentation for CPL's 3PAR and VMware setup; removed boxes of dead cable from the server racks.

The next quarterly of the CLEVNET Directors will be held on Friday, April 27, at 9:30 a.m., at Twinsburg Public Library.

Ms. Washington adjourned the Regular Board Meeting at
12:57 p.m.

Alesha Washington
Vice President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR MARCH 2018**LIBRARY SERVICE MATERIALS**

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	268	1,067
Periodicals	7	9
Publishers Gifts	0	3
Non-Print Materials	370	497
TOTAL LIBRARY SERVICE MATERIALS	645	1,576

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 0	\$ 1,080
Library Fund	Restricted	448	933
Young Fund	Restricted	13,044	13,044
Founders Fund	Restricted	0	100,000
Ohio Center for the Book	Restricted	0	2,100
Judd Fund	Restricted	60,212	60,212
TOTAL MONEY GIFTS		\$ 73,703	\$ 177,368

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	24	63	645	1,576
Money Gifts	8	21	8	21
TOTAL GIFTS	32	84	653	1,597

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 88.86% current collection of current levy for previous tax year.
Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

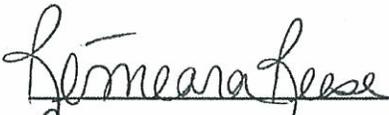
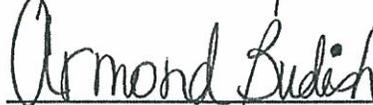
April 4, 2018

To the Board of Library Trustees of the:

Cleveland Library

The following is the amended official certificate of estimated resources for the fiscal year beginning January 1st, 2018, 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 Balace	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$19,023,254.07	\$27,314,507.45	\$21,528,119.75	\$1,541,418.87	\$69,407,300.14
Special Revenue	\$17,371,260.83			\$9,137,834.42	\$26,509,095.25
Capital	\$5,529,927.24			\$2,050,000.00	\$7,579,927.24
Permanent	\$3,193,600.65			\$242,115.00	\$3,435,715.65
Agency	\$15,768.15			\$0.00	\$15,768.15
Totals/Subtotals	\$45,133,810.94	\$27,314,507.45	\$21,528,119.75	\$12,971,368.29	\$106,947,806.43

	Budget	
	Commission	

592
Cleveland Public Library
 2018

April 3, 2018

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-18	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 19,023,254.07	\$ 27,314,507.45	\$ 27,314,507.45	\$ 1,671,418.87	\$ 1,541,418.87	\$ (130,000.00)
Special Revenue Funds							
201	Anderson	\$ 325,589.18			\$ 20,000.00	\$ 20,000.00	\$ -
202	Endowment for the Blind	\$ 2,532,943.39			\$ 170,000.00	\$ 170,000.00	\$ -
203	Founders	\$ 6,838,452.10			\$ 505,000.00	\$ 505,000.00	\$ -
204	Kaiser	\$ 69,460.47			\$ 4,500.00	\$ 4,500.00	\$ -
205	Kraley	\$ 196,944.48			\$ 11,000.00	\$ 11,000.00	\$ -
206	Library	\$ 167,563.38			\$ 15,275.00	\$ 15,275.00	\$ -
207	Pepke	\$ 148,118.99			\$ 8,000.00	\$ 8,000.00	\$ -
208	Wickwire	\$ 1,554,863.99			\$ 109,000.00	\$ 109,000.00	\$ -
209	Wittke	\$ 102,130.38			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 4,724,548.65			\$ 370,000.00	\$ 370,000.00	\$ -
225	Friends	\$ -			\$ 12,000.00	\$ 12,000.00	\$ -
226	Judd	\$ -			\$ 236,316.00	\$ 236,316.00	\$ -
228	Lockwood Thompson	\$ 44,368.84			\$ 184,428.00	\$ 184,428.00	\$ -
229	Ohio Center for the Book	\$ 25.00			\$ 2,100.00	\$ 2,100.00	\$ -
230	Schweinfurth	\$ 121,674.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 375,851.74			\$ 5,264,913.67	\$ 5,264,913.67	\$ -
251	OLBPD	\$ 6,347.99			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (68,950.00)			\$ 218,607.75	\$ 218,607.75	\$ -
256	Learning Centers	\$ 82,500.00			\$ 82,500.00	\$ 82,500.00	\$ -
257	Tech Centers	\$ -			\$ 120,000.00	\$ 360,000.00	\$ 240,000.00
258	Early Literacy	\$ 148,827.50			\$ -	\$ -	\$ -
		\$ 17,371,260.83			\$ 8,777,834.42	\$ 9,137,834.42	\$ 240,000.00
Capital Projects Funds							
401	Building and Repair	\$ 5,529,927.24			\$ 2,050,000.00	\$ 2,050,000.00	\$ -
Permanent Funds							
501	Abel	\$ 248,034.08			\$ 17,000.00	\$ 17,000.00	\$ -
502	Ambler	\$ 2,415.85			\$ 175.00	\$ 175.00	\$ -
503	Beard	\$ 137,945.62			\$ 5,000.00	\$ 5,000.00	\$ -
504	Klein	\$ 5,687.98			\$ 420.00	\$ 420.00	\$ -
505	Malon/Schroeder	\$ 205,793.75			\$ 19,000.00	\$ 19,000.00	\$ -
506	McDonald	\$ 206,056.35			\$ 13,000.00	\$ 13,000.00	\$ -
507	Ratner	\$ 100,560.62			\$ 6,000.00	\$ 6,000.00	\$ -
508	Root	\$ 39,288.56			\$ 3,000.00	\$ 3,000.00	\$ -
509	Sugarman	\$ 69,475.98			\$ 12,000.00	\$ 12,000.00	\$ -
510	Thompson	\$ 129,107.03			\$ 11,000.00	\$ 11,000.00	\$ -
511	Weidental	\$ 7,168.86			\$ 520.00	\$ 520.00	\$ -
512	White	\$ 2,017,277.05			\$ 150,000.00	\$ 150,000.00	\$ -
513	Beard Anna Young	\$ 24,788.92			\$ 5,000.00	\$ 5,000.00	\$ -
		\$ 3,193,600.66			\$ 242,115.00	\$ 242,115.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 6,372.39			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 9,395.76			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

A decrease in Other Sources-General Fund by \$130,000 to reflect the resolution going before the Board on April 19, 2018 to advance cash from the General fund to the Tech Centers fund; and an increase in Other Sources-Special Revenue by \$240,000 relating to the \$130,000 cash advance to the Tech Centers fund and the additional revenue of \$110,000 for the program, furniture and construction grants.

Thank You,
Carrie Krenicky
 Treasurer/CFO
 Cleveland Public Library

593
Cleveland Public Library
2018

April 2, 2018

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-18	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 19,023,254.07	\$ 27,314,507.45	\$ 27,314,507.45	\$ 1,671,418.87	\$ 1,671,418.87	\$ -
			\$ 21,528,119.75	\$ 21,528,119.75			
Special Revenue Funds							
201	Anderson	\$ 325,589.18			\$ 20,000.00	\$ 20,000.00	\$ -
202	Endowment for the Blind	\$ 2,532,943.39			\$ 170,000.00	\$ 170,000.00	\$ -
203	Founders	\$ 6,838,452.10			\$ 500,000.00	\$ 505,000.00	\$ 5,000.00
204	Kaiser	\$ 69,460.47			\$ 4,500.00	\$ 4,500.00	\$ -
205	Kraley	\$ 196,944.48			\$ 11,000.00	\$ 11,000.00	\$ -
206	Library	\$ 167,563.38			\$ 11,000.00	\$ 15,275.00	\$ 4,275.00
207	Pepke	\$ 148,118.99			\$ 8,000.00	\$ 8,000.00	\$ -
208	Wickwire	\$ 1,554,863.99			\$ 109,000.00	\$ 109,000.00	\$ -
209	Wittke	\$ 102,130.38			\$ 6,000.00	\$ 6,000.00	\$ -
210	Young	\$ 4,724,548.65			\$ 370,000.00	\$ 370,000.00	\$ -
225	Friends	\$ -			\$ 12,000.00	\$ 12,000.00	\$ -
226	Judd	\$ -			\$ 230,000.00	\$ 236,316.00	\$ 6,316.00
228	Lockwood Thompson	\$ 44,368.84			\$ 180,000.00	\$ 184,428.00	\$ 4,428.00
229	Ohio Center for the Book	\$ 25.00			\$ 2,100.00	\$ 2,100.00	\$ -
230	Schweinfurth	\$ 121,674.75			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 375,851.74			\$ 5,208,249.57	\$ 5,264,913.67	\$ 56,664.10
251	OLBPD	\$ 6,347.99			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (68,950.00)			\$ 225,030.00	\$ 218,607.75	\$ (6,422.25)
256	Learning Centers	\$ 82,500.00			\$ 82,500.00	\$ 82,500.00	\$ -
257	Tech Centers	\$ -			\$ 120,000.00	\$ 120,000.00	\$ -
258	Early Literacy	\$ 148,827.50			\$ -	\$ -	\$ -
		\$ 17,371,260.83			\$ 8,707,573.57	\$ 8,897,834.42	\$ 70,260.85
Capital Projects Funds							
401	Building and Repair	\$ 5,529,927.24			\$ 2,050,000.00	\$ 2,050,000.00	\$ -
Permanent Funds							
501	Abel	\$ 248,034.08			\$ 17,000.00	\$ 17,000.00	\$ -
502	Ambler	\$ 2,415.85			\$ 175.00	\$ 175.00	\$ -
503	Beard	\$ 137,945.62			\$ 5,000.00	\$ 5,000.00	\$ -
504	Klein	\$ 5,687.98			\$ 420.00	\$ 420.00	\$ -
505	Malon/Schroeder	\$ 205,793.75			\$ 19,000.00	\$ 19,000.00	\$ -
506	McDonald	\$ 206,056.35			\$ 13,000.00	\$ 13,000.00	\$ -
507	Ratner	\$ 100,560.62			\$ 6,000.00	\$ 6,000.00	\$ -
508	Root	\$ 39,288.56			\$ 3,000.00	\$ 3,000.00	\$ -
509	Sugarman	\$ 69,475.98			\$ 12,000.00	\$ 12,000.00	\$ -
510	Thompson	\$ 129,107.03			\$ 11,000.00	\$ 11,000.00	\$ -
511	Weidenthal	\$ 7,168.86			\$ 520.00	\$ 520.00	\$ -
512	White	\$ 2,017,277.05			\$ 150,000.00	\$ 150,000.00	\$ -
513	Beard Anna Young	\$ 24,788.92			\$ 5,000.00	\$ 5,000.00	\$ -
		\$ 3,193,600.65			\$ 242,115.00	\$ 242,115.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 6,372.39			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 9,395.76			\$ -	\$ -	\$ -

The reason for the increase/decrease in Estimated Resources:

A net increase in Other Sources-Special Revenue by \$70,260.85 relating to and increase in the Founders fund - \$5,000 for Learning Circles; an increase in the Library fund - \$4,275 for BWC grant; an increase in the Judd fund - \$6,316; an increase in the Lockwood Thompson fund - \$4,428; an increase in the CLEVNET fund of \$56,664.10 to reflect the reimbursement to be received from Morley Library for the migration fees to join CLEVNET; and a decrease in the MyCom of \$6,422.25 fund to reflect the amount the Library actually received for reimbursement for the Kindergarten Club kits.

Thank You,

Carrie Krenichy

Treasurer/CFO

Cleveland Public Library

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: THIRD AMENDMENT
APRIL 19, 2018**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	19,023,254.07	0.00	19,023,254.07 (3)
Taxes - General Property	24,914,507.45	0.00	24,914,507.45
Public Library Fund (PLF)	21,528,119.75	0.00	21,528,119.75
State Rollbacks/CAT	2,400,000.00	0.00	2,400,000.00
Fines and Fees	381,033.86	0.00	381,033.86
Earned Interest	524,913.00	0.00	524,913.00
Unrestricted Gifts	0.00	0.00	0.00
Miscellaneous	890,487.01	0.00	890,487.01
Return of Advances/(Advances Out)	(125,015.00)	(130,000.00)	(255,015.00)
TOTAL RESOURCES	69,537,300.14	(130,000.00)	69,407,300.14

APPROPRIATION	Prior Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	36,631,162.50	0.00	36,631,162.50
Supplies	1,001,537.75	0.00	1,001,537.75
Purchased/Contracted Services	10,752,186.41	0.00	10,752,186.41
Library Materials/ Information	6,734,347.09	0.00	6,734,347.09
Capital Outlay	1,090,467.00	0.00	1,090,467.00
Other Objects	155,408.01	0.00	155,408.01
SUBTOTAL OPERATING	56,365,108.76	0.00	56,365,108.76
Transfers	2,000,000.00	0.00	2,000,000.00
TOTAL APPROPRIATION	58,365,108.76	0.00	58,365,108.76

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: THIRD AMENDMENT
APRIL 19, 2018**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	26,198,834.40	310,260.85	26,509,095.25
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Anderson	325,446.67	0.00	325,446.67
Endowment for the Blind	2,702,943.39	0.00	2,702,943.39
Founders	4,873,789.74	5,000.00	4,878,789.74
Kaiser	73,960.47	0.00	73,960.47
Kraley	207,944.48	0.00	207,944.48
Library	178,563.38	4,275.00	182,838.38
Pepke	156,118.99	0.00	156,118.99
Wickwire	1,656,611.36	0.00	1,656,611.36
Wittke	108,130.38	0.00	108,130.38
Young	5,094,548.65	0.00	5,094,548.65
Friends	12,000.00	0.00	12,000.00
Judd	230,000.00	6,316.00	236,316.00
Lockwood Thompson	224,368.84	4,428.00	228,796.84
Ohio Center for the Book	2,125.00	0.00	2,125.00
Schweinfurth	171,674.75	0.00	171,674.75
CLEVNET	5,584,101.31	56,664.10	5,640,765.41
LSTA-OLBPD	1,514,541.99	0.00	1,514,541.99
MyCom	81,065.00	(6,422.25)	74,642.75
Learning Centers	165,000.00	0.00	165,000.00
Tech Centers	70,000.00	110,000.00	180,000.00
Early Literacy	148,827.50	0.00	148,827.50
TOTAL APPROPRIATION	23,581,761.90	180,260.85	23,762,022.75 (4)

CAPITAL PROJECTS FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	7,579,927.24	0.00	7,579,927.24
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
BUILDING & REPAIR	7,579,927.24	0.00	7,579,927.24 (5)

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: THIRD AMENDMENT
APRIL 19, 2018**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,435,715.65	0.00	3,435,715.65
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Abel	265,034.08	0.00	265,034.08
Ambler	2,590.85	0.00	2,590.85
Beard	142,945.62	0.00	142,945.62
Klein	6,107.98	0.00	6,107.98
Malon/Schroeder	224,793.75	0.00	224,793.75
McDonald	219,056.35	0.00	219,056.35
Ratner	106,560.62	0.00	106,560.62
Root	42,288.56	0.00	42,288.56
Sugarman	81,475.98	0.00	81,475.98
Thompson	140,107.03	0.00	140,107.03
Weidenthal	7,688.86	0.00	7,688.86
White	2,167,277.05	0.00	2,167,277.05
Beard Anna Young	29,788.92	0.00	29,788.92
TOTAL APPROPRIATION	3,435,715.65	0.00	3,435,715.65 (6)

AGENCY FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	15,768.15	0.00	15,768.15
APPROPRIATION	Prior Fund Balance/ Appropriation	Increase/ Decrease	Amended Fund Balance/ Appropriation
Unclaimed Funds	6,372.39	0.00	6,372.39
CLEVNET Fines & Fees	9,395.76	0.00	9,395.76
TOTAL APPROPRIATION	15,768.15	0.00	15,768.15

**CLEVELAND PUBLIC LIBRARY
2018 APPROPRIATION: THIRD AMENDMENT
APRIL 19, 2018**

- (1) Certificate dated February 6, 2018
- (2) Certificate dated April 4, 2018
- (3) \$18,948,254.07 unencumbered cash carried forward plus the repayment of advances to be made from MyCom of \$75,000 to produce the carryover balance available for appropriation in 2018 (plus \$6,023,344.28 encumbered cash).
- (4) \$17,446,260.83 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 less non-expendable principal amounts of \$2,492,057.50 to produce the carryover balance available for appropriation in 2018 (plus \$652,342.87 encumbered cash). \$8,882,819.42 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.)
($\$17,446,260.83 - \$75,000 - \$2,492,057.50 + \$8,882,819.42 = \$23,762,022.75$)
- (5) \$5,529,927.24 unencumbered cash carried forward to produce the carryover balance available for appropriation in 2018 (plus \$5,119,525.82 encumbered cash). \$2,000,000.00 transfer from General Fund. \$50,000 additional revenue.
($\$5,529,927.24 + \$2,000,000 + \$50,000 = \$7,579,927.24$)
- (6) \$3,977,917.01 unencumbered cash carried forward less non-expendable



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

Invoice

Invoice No	Date	Page
045-217796	04/01/2018	1 of 2

Empowering people who serve the public®

Questions:

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



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

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

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
1618	105105		USD	NET30	05/01/2018

Date	Description	Units	Rate	Extended Price
Contract No.: CLEVELAND PUBLIC LIBRARY				
	SUPPORT & UPDATE LICENSING - ACCTG/GL/BUDGET/AP	1	16,890.02	16,890.02
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE	1	3,555.80	3,555.80
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - APPLICANT TRACKING	1	1,535.82	1,535.82
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - INTERFACE TO BMI TRACKING	1	1,228.37	1,228.37
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - PURCHASE ORDERS	1	3,879.05	3,879.05
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - GENERAL BILLING	1	1,616.27	1,616.27
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - HUMAN RESOURCES MANAGEMENT	1	3,211.27	3,211.27
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - CRYSTAL REPORTS	1	1,804.82	1,804.82
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - MUNIS OFFICE	1	1,293.02	1,293.02
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - PAYROLL	1	6,562.12	6,562.12
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - PROJECT ACCOUNTING	1	3,232.56	3,232.56
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - FIXED ASSETS	1	3,879.05	3,879.05
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - REQUISITIONS	1	3,232.56	3,232.56
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - ROLE TAILORED DASHBOARD	1	2,373.55	2,373.55
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	TYLER FORM PROCESSING SUPPORT	1	3,591.71	3,591.71
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - EMPLOYEE EXPENSE REIMBURSEMENT	1	1,447.31	1,447.31
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - INVENTORY	1	2,653.40	2,653.40
	Maintenance: Start: 17/May/2018, End: 16/May/2019			
	SUPPORT & UPDATE LICENSING - TYLER CONTENT MANAGER SE	1	4,375.82	4,375.82
	Maintenance: Start: 17/May/2018, End: 16/May/2019			



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

Invoice

<i>Invoice No</i>	<i>Date</i>	<i>Page</i>
045-217796	04/01/2018	2 of 2

Empowering people who serve the public®

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

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

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

<i>Customer No.</i>	<i>Ord No</i>	<i>PO Number</i>	<i>Currency</i>	<i>Terms</i>	<i>Due Date</i>
1618	105105		USD	NET30	05/01/2018

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

RECEIVED
 FINANCIAL SERVICES
 2018 MAR 21 AM 8:38

****ATTENTION****

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

Subtotal	66,362.52
Sales Tax	0.00
Invoice Total	66,362.52

Proposal Presented to

Cleveland Public
Library

March 16, 2018



Letter of Introduction

On behalf of U.S. Bank, I'd like to thank you for considering us as your custodian. The U.S. Bank RIA Custody group is a specialized group within U.S. Bank Institutional Trust and Custody. We specialize in providing custody services to clients of investment advisors, such as United American Capital Corporation (UACC). Our long-standing partnership with UACC is one of the most important in our business line. We value the opportunity to serve them and their clients. Our relationship with UACC played a key role in our creation of our dedicated RIA Custody group, which is dedicated to serving the unique custody needs of investment advisors and their clients.

Our leadership in the RIA Custody field stems from more than 150 years of experience in providing custody services. We began working directly with RIAs to provide back office services in 1983. We understand the importance of asset safety and an efficient back office. We offer a full suite of online tools, compatibility with industry interfaces, and customized reporting. We are always looking for new ways to develop and enhance our solutions in the best interest of our RIA partners and their clients. Examples of this include the creation of our National Private Banking team, our plans to launch delegated trust services, our upcoming adviser conference, and more.

Additional key service elements that distinguish U.S. Bank in the marketplace include:

- **A dedicated unit**—U.S. Bank is unique among our competitors with a division dedicated to institutional custody clients, which includes a designated RIA Custody team responsible for serving our RIA partners. Our Institutional Trust and Custody division is focused solely on the unique needs and demands of investment advisors and their clients.
- **Our commitment to provide a committed service delivery team**—To ensure our RIA partners have access to the resources and personnel they need, we provide each client with a dedicated client service team. You have a direct line of contact to your business development officer, Kyle Erion, as well as your client service manager, Marques McNiese, to ensure you always have access to the assistance and resources you need.
- **Familiarity with UACC**—Kyle has served UACC and their clients for the last 8 years, while Marques has worked with UACC and their clients for the last 4 years. The Cleveland Public Library will benefit from the familiarity your client service team has with your needs and preferences.

It is our goal to better serve our RIA partners every day, and working with UACC has helped us to do so. We are excited at the opportunity to continue growing and expanding on our strong relationship with UACC and their clients for many years to come.

Sincerely,



Kyle J. Erion
Vice President

U.S. Bank Institutional Trust and Custody
425 Walnut St, CN-OH-W5IT
Cincinnati, OH 45202

513-632-2209
kyle.erion@usbank.com

Executive Summary

U.S. Bank is pleased to provide our response to Cleveland Public Library's request for proposal.

At U.S. Bank, we offer a collaborative partnership with our seasoned professionals to provide superior and responsive service, timely and efficient processing and sophisticated technology tools that allow convenient access to customizable reports and valuable information. We commit to using these resources, as well as our technical and operational resources for every facet of service, to your full benefit. Furthermore, you can take comfort in our longevity and measurable success as a financial institution. Our success is directly attributed to our adherence to our core values, values that emphasize fiscal responsibility, ethical decision-making and a commitment to invest in both people and technology.

Leadership in the RIA space

U.S. Bank has been providing custody services for more than 150 years and working directly with RIAs to provide back office services since 1983. We understand the importance of asset safety and an efficient back office. We offer a full suite of online tools, compatibility with industry interfaces, customized reporting and private label capability. In addition to these tools, Cleveland Public Library will benefit from the expertise and familiarity of Business Development Officer Kyle Erion and Client Service Manager Marques McNiese, who have provided dedicated service to UACC for 8 and 4 years, respectively.

A reputation of excellence

We are a leader in the banking industry. Our outstanding track record of financial performance coupled with our sound ethical business practices have earned us the honor of being named Fortune's 2017 "most admired superregional bank" for the seventh consecutive year and an Ethisphere Institute 2017 World's Most Ethical Company® for the third consecutive year.

We recognize that an organization's reputation is one of its most significant intangible assets, and protecting it is an important consideration. At U.S. Bank, we conduct our business in a way that exemplifies honesty and integrity, not only because the law requires it, but also because it is the right thing to do. Amid the uncertainty of today's financial arena, it has never been more important to partner with a safe, transparent and ethical custodian. U.S. Bank has established processes and controls to ensure verifiable, transparent and credit activities across all functions. Our integrated internal and external auditing and compliance processes ensure that our operational procedures and activities are executed in accordance with all regulatory and compliance requirements, as well as any contractual obligations.

Financial strength and stability

U.S. Bank carries S&P's A+ rating and Moody's A1 rating at the holding company level, the highest credit rating assigned by S&P and by Moody's to domestic banks to date. U.S. Bank National Association's long-term issuer rating is A1 from Moody's, AA- from S&P and AA from Fitch. Even in periods of volatility, U.S. Bank has remained consistently profitable, posting 154 years of continuous shareholder dividends.

Confidentiality Agreement

The information provided in this proposal is privileged and confidential and is only to be used by Cleveland Public Library for the sole purpose of choosing a service provider. This information is the sole and absolute property of U.S. Bank and nothing is intended to, in any way, transfer ownership rights to Cleveland Public Library. This information should not be shared outside of Cleveland Public Library., U.S. Bank does not agree to contract terms as a part of this response to Cleveland Public Library's Request for Proposal. Regulation W disclaimer: U.S. Bank N.A. is not responsible for the obligations of its affiliates.

I. Operational Requirements

Duties of U.S. Bank Institutional Trust and Custody and that of any client are outlined in the appropriate custody agreement. The custody application/agreement is enclosed. For purposes of this Request for Proposal, we have answered the Operational Requirements listed by Cleveland Public Library. We would be happy to discuss any point herein further, or any item not listed herein at a time convenient to Cleveland Public Library.

- a. All Securities purchased by the Library will be only accepted by the custodian vs. payment (DVP) in immediately available funds.**

Confirmed. This is standard practice. We have a well-established process with UACC for this activity.

- b. Any securities that have been sold will be delivered to the designated broker/dealer vs. payment in immediately available funds.**

Confirmed. This is standard practice. We have a well-established process with UACC for this activity.

- c. All interest income will be credited on the due date.**

Confirmed. This is standard practice.

- d. Proceeds of called bonds will be credited on the payable date (call date) in immediately available funds; call notices (Corporate Action Notices) must be provided to the CFO and the Library's designated investment advisor no later than two days preceding the credit.**

We have a dedicated team to work with the Library and UACC for all Corporate Actions. The process outlined above is standard practice.

- e. A "sweep account" will be provided in the form of an eligible money market fund (recommended by the Library's designated investment advisor and approved by the CFO).**

Typically, each custody account is set up with a money market fund designated as the sweep vehicle. Generally, this money market fund is used for the investment of short-term cash, collection of income prior to investing, or collection of raised cash in preparation for disbursement. The pricing proposal included herein assumes the use of a First American Funds Money Market as the sweep vehicle. The most recent Fact Sheet for First American Funds is also included.

- f. Custodian statements will be issued each month (in electronic form) to the CFO and to the CFO's designated investment advisor, followed by hard copies to each party. The custodian will provide the CFO and the Library's designated investment advisor electronic access to the Library's safekeeping account on a daily basis where the inventory of investment assets and all trade, income, and disbursement activity is available.**

Confirmed. This is standard practice. The Library will have electronic access to the custody account through U.S. Bank's online portal, Pivot. Pivot is available 24 hours per day and 365 days per year. The information contained on Pivot is a full, detailed reflection of the custody account and includes numerous reporting options. The information displayed on Pivot is real time. UACC has access to Pivot, and the account for the Library would be added to their access.

- g. Cost for services will be calculated as a percentage of assets held in safekeeping, based upon market value, payable monthly.**

Please see fee proposal included.

- h. Information regarding investment transactions will be accepted by the custodian bank in electronic form from the Library's designated investment advisor, and in the format as determined by the investment advisor and as approved by the CFO.**

We have a well-established process with UACC for this activity.

- i. The CFO, as the investing authority, reserves the right to implement operational procedures for securities, transactions, including but not limited to, the method(s) of securities settlement. Communication regarding the purchase and/or sale of securities will be represented by transaction advices transmitted to the custodian by the CFO's designated investment advisor.**

The duties and terms of the custody account are detailed in the appropriate custody account agreement. The appropriate custody application/agreement is included. We will accept communication regarding securities activity from the Library's designated investment advisor.

- j. All investment transactions shall be effected on a delivery vs. payment (DVP) method. Custodian bank agrees to disburse funds for security purchases, or receive funds from a sale of securities, at the exact cost amount or sales proceeds amount, as detailed in transactions advices provided to the custodian bank by the CFO's designated investment advisor.**

Confirmed. This is standard practice.

- k. The custodian bank agrees to verify the accuracy of disbursements and the receipt of funds, prior to the monthly electronic issuance of monthly statements.**

The duties and terms of the custody account are detailed in the appropriate custody account agreement. The appropriate custody application/agreement is included. We have a multi-step verification process to ensure the accuracy of the transactions we process. We will only accept direction for cash disbursement from an Authorized Signer on the account. The Authorized Signers and specimen signatures are collected on the appropriate application, which is included.

- l. The receipt of income shall be credited to the Library's custody account in immediately available funds on due date. Sale proceeds shall be credited to the Library's account on the settlement date.**

Confirmed. This is standard practice.

- m. The CFO shall receive a monthly custodian statement which shall detail realized income and any investment activity. Custodian statements shall also describe individual investment assets, including par value, coupon, due date, amount disbursed to purchase securities, including any accrued interest. The cost shall be carried at the original purchase cost. All securities shall be listed individually by original purchase cost and shall not be combined under any average-cost method of calculation.**

Please see sample statement included. Please note, this is one of several statement options the Library can choose from.

Operational Requirements

At least one custodial officer (with back-up) must be available to designated CFO staff and the CFO's investment advisor to support the following minimum functions:

- **To receive communication from the CFO's authorized personnel regarding wire transfer instructions to and from the custodian sweep account.**

The custodian agrees to require that any funds transferred from the custody sweep account will be credited directly to the Library CFO's demand deposit account (designated checking account).

With respect to transfer or disbursement instructions, we have a multi-step verification process. Any such direction must be submitted by an Authorized Signer on the account. We will conduct a call back procedure when we are disbursement funds to a new location for the first time. We can also establish recurring disbursements with prior written direction from an Authorized Signer on the account. We will follow any disbursement direction, from an Authorized Signer, upon receipt of the direction.

- **To receive investment transaction instructions via electronic advise from the Library's designated investment advisor on trade date; for "cash" trades, custodian will agree to settle transactions upon receipt of instructions by 12:00 pm.**

Custodian agrees to inform the Library's designated investment advisor in a timely fashion regarding transactions that have not occurred on the scheduled settlement date and/or transactions that were not recognized and have not been accepted by dealers on the scheduled settlement date.

We have a well-established process with UACC for this type of activity. We are a contractual settlement custodian, which means activity will be settled on settlement date.



Please return the following: • Signed application • Copy of formation document (i.e., Inc. = articles of incorporation, non-profit = Form 990)
 • Copy of government issued photo ID for authorized signers and beneficial owners (see page 3) • Signed fee schedule
 • Transfer authorization form (if applicable)

Return to:

Please complete every section.

Account Owner Information

Entity Name

Account title (If different than name above)

Address

Designated Agent (Advisor Name)

City, State, Zip

Tax I.D.

NAICS Code:

www.census.gov/eos/www/naics

Phone number (required): (To be used for disbursement authorization)

Are there other DBA or trade names used for the same legal entity? YES NO

If yes, please provide names:

Check appropriate box for federal tax classification:

Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate Exempt payee code (if any)
 (see bottom of page 5 for code listing)

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership)

Other (see instructions)

What is the ownership structure of the entity?

Privately Held Majority Owned by Government Publically Traded on a Designated Exchange

Wholly Owned Subsidiary of Publically Traded Parent Company

If a publically traded entity or a wholly owned subsidiary of a publically traded parent, what exchange is the company listed on?

1. Customer is a U.S. Citizen, U.S. Resident Alien or an entity principally registered in the U.S.: YES NO

If no, please submit a W-8 BEN and state the Customer's country of residence or principal registration:

2. Is the entity headquartered outside the United States? YES NO If YES, what country is it located in:

Customer Background and Anticipated Activity

Information in this section is required to establish a baseline for account background and anticipated activity. This information is used primarily to detect suspicious activity. Your account activity is not bound to estimates provided.

1. Primary function of the Customer.

Geographical Footprint.

2. Purpose (Please provide the reason the Customer is establishing the custody and investment account).

Is this an operational account? YES NO (An operational account is defined as an account used for daily operations of the entity.)

3. Are there physical locations or business addresses for the entity outside the U.S. YES NO

If yes, list addresses

4. Entity's annual revenue. (\$)

Customer Background and Anticipated Activity (cont.)

5. Entity's primary source of revenue.
6. From where will initial and ongoing funding for this account originate: (Answer all that apply):
- Domestic predecessor bank trustee or custodian: name of institution _____
- Domestic predecessor broker/dealer custodian: name of institution _____
- Foreign predecessor bank or broker/dealer: name of institution _____
- N/A - Initial Funding - no existing assets held elsewhere _____
- Other, explain
7. Method of initial and ongoing funding for this account to be transmitted by. (Check all that apply):
- Wire transfer Transfer from existing U.S. Bank Account Check(s) In-kind transfer from predecessor custodian or trustee
- Foreign wire transfer Other, explain
8. a) Anticipated monthly value of cash and cash equivalent transaction activity (physical cash or cash instruments only).
\$ N/A
- b) Number of cash transactions in and out of the account, per year N/A
- c) Dollar range of cash transactions. - N/A
- d) Method of disbursements. Check all that apply. Wire Check ACH Transfer to another U.S. Bank account N/A
- e) Will any disbursements be sent outside the United States? YES NO
If YES, please list countries:

Tax Lot Methods

For the purpose of complying with Internal Revenue Service regulations requiring cost basis reporting, please select the tax lot selection method for the Account. *Bank recommends that Customer consult with Customer's tax advisor if Customer is unsure of the option that is best for them.*

- Minimize Gain** - Shares are sold from tax lots having the highest per unit federal tax cost with a holding period of more than one year.
- First In First Out ("FIFO")** – Shares are sold from tax lots having the earliest federal tax acquisition date.
- Last In First Out ("LIFO")** – Shares are sold from tax lots having the most recent federal tax acquisition date.
- Highest Federal Cost First Out ("HIFO")** – Shares are sold from tax lots having the highest federal tax cost per share.
- Lowest Federal Cost First Out ("LOFO")** – Shares are sold from tax lots having the lowest federal tax cost per share.
- Specify Tax Lot** – Shares are sold from tax lots that you specify.
- Average Federal Tax Cost** – Shares are sold across all tax lots using the average cost. If the Account holds investments for which this method is not permitted, the FIFO default method will be used, unless Bank is directed otherwise.
- Maximize Gain** - Shares are sold from tax lots having the lowest per unit federal tax cost.

If Customer does not specify a particular tax lot or method above, Customer acknowledges that the FIFO method will be used. If Customer wishes to use a tax lot selection method that is different from what is selected above, on an individual investment or transaction basis, Customer may make that selection when executing the trade.

Sweep Designation

To the extent Bank has received no investment direction for cash, commonly referred to as uninvested cash, Bank will use such Assets to purchase the following (*check only one*):

- | | |
|---|----------------------------|
| <input type="checkbox"/> First American Government Obligations Fund | Class Y |
| <input type="checkbox"/> First American Prime Obligations Fund | Class Y |
| <input type="checkbox"/> First American Tax-Free Obligations Fund | Class Y |
| <input type="checkbox"/> First American Treasury Obligations Fund | Class Y |
| <input type="checkbox"/> (other mutual fund's ticker symbol) | Class <input type="text"/> |
| <input type="checkbox"/> U.S. BANK NON-INTEREST BEARING DEPOSIT ACCOUNT | |

If the foregoing does not designate one and only one open-end investment company registered under the Investment Company Act of 1940 (a "Mutual Fund"), then Customer is deemed to have designated the U.S. Bank Non-Interest Bearing Deposit Sweep.

If a Mutual Fund is designated, Customer hereby acknowledges that it has received the prospectus for the designated Mutual Fund.

Shareholder Communications Act Election

Under the Shareholder Communications Act of 1985, as amended, Bank must try to permit direct communications between a company that issues a security held in the Account (the "Securities-Issuer") and any person who has or shared the power to vote, or the power to direct the voting of, that security (the "Voter"). Unless the Voter registers its objection with Bank, Bank must disclose the Voter's name, address, and securities positions held in the Account to the Securities-Issuer upon the Securities-Issuer's request ("Disclosure").

To the extent that Customer is the Voter, Customer hereby (i) acknowledges that failing to check one and only one line below will cause Customer to be deemed to have consented to Disclosure, and (ii) registers their:

- consent to Disclosure
 objection to Disclosure

Statements and Online Access

U.S. Bank offers online access to your account. Please provide the following information for those who require online access.

Bank will furnish each Statement Recipient with (i) an Account statement with the frequency designated below (or as subsequently agreed upon by Bank and Customer) within thirty (30) calendar days after the end of the reporting period and (ii) a final Account statement within thirty (30) calendar days after Bank has transferred all Assets from the Account as provided under this Agreement. Such Account statements will reflect Asset transactions during the reporting period and ending Asset holdings. To the extent Customer has established an account in Bank's on-line portal and granted access thereunder to Statement Recipients, Bank will furnish such Account statements by way of such system. If no frequency is so designated or agreed upon, Customer shall be deemed to have designated "Monthly".

Name Phone Number

Email

Statement Frequency: Monthly Quarterly Annually Delivery Method: Print Online Only

Name Phone Number

Email

Statement Frequency: Monthly Quarterly Annually Delivery Method: Print Online Only

Authorized Signers

Authorized Individuals – Pursuant to Section 11 of the Custody Agreement, Customer hereby authorizes the following individuals to act on Customer's behalf.

Name/Title

Signature

Name/Title

Signature

Name/Title

Signature

Name/Title

Signature

Agreement and Signature

By signing this Application, I hereby:

- a) acknowledge receipt of a copy of this Application, and the Custody Agreement
- b) acknowledge that the Custody Agreement is incorporated herein by reference
- c) agree to the terms and conditions of this application and Custody Agreement
- d) acknowledge that Non-deposit investment products are not insured by the FDIC, are not deposits or other obligations of or guaranteed by U.S. Bank National Association or its affiliates, and involve investment risks, including possible loss of the principal amount invested
- e) agree to disclose to Bank if Customer is or becomes a "senior political figure, immediate family member or close associate of a senior political figure" (as defined below), during the duration of the Custody Agreement.

A "senior political figure" is a domestic or foreign senior official in the executive, legislative, administrative, military or judicial branches of a government (whether elected or not), a senior official of a major political party, or a senior executive of a government-owned corporation. In addition, a senior political figure includes any corporation, business, or other entity that has been formed by, or for the benefit of, a senior political figure.

- "Immediate family" of a domestic or foreign senior political figure typically includes the figure's parents, siblings, spouse, children, and in-laws.
- A "close associate" of a domestic or foreign senior political figure is a person who is widely and publicly known to maintain an unusually close relationship with the senior political figure, and includes a person who is in a position to conduct domestic and international financial transactions on behalf of the senior political figure..

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person; and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions.

You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signer's Name (please print) Signature
 Title (please print) Date

To Be Completed By U.S. Bank

Signer's Name (please print) Signature
 Title (please print) Date

The following codes identify payees that are exempt from backup withholding:

- 1 – An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2 – The United States or any of its agencies or instrumentalities
- 3 – A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4 – A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5 – A corporation
- 6 – A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7 – A futures commission merchant registered with the Commodity Futures Trading Commission
- 8 – A real estate investment trust
- 9 – An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10 – A common trust fund operated by a bank under section 584(a)
- 11 – A financial institution
- 12 – A middleman known in the investment community as a nominee or custodian
- 13 – A trust exempt from tax under section 664 or described in section 4947



Institutional Custody Agreement

This Custody Agreement (the "Agreement") is between the entity appearing as Customer on the Application above (the "Customer"), and U.S. Bank National Association, a national banking association organized under the laws of the United States with offices in Minneapolis, Minnesota ("Bank").

The parties hereby agree as follows:

SECTION 1: DEFINITIONS

- 1.1 "Account" means (i) the custody account established in the name of Customer and maintained under this Agreement for the Assets (as defined below) and (ii) where the context requires, one or more Sub-accounts (as defined below).
- 1.2 "Accounting Standards" means Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 820, Fair Value Measurement, or Governmental Accounting Standards Board (GASB) Codification Statement No. 72, Fair Value Measurement and Application.
- 1.3 "Assets" means the securities, cash, and other property Customer deposits, or causes to be deposited, from time to time under this Agreement; investments and reinvestments thereof; and income thereon, as provided herein.
- 1.4 "Cash-flow Analysis" means a periodic written analysis of Customer's cash-flow history, short-term financial needs, long-term financial needs, expected levels and timing of deposits, expected levels and timing of distributions, liquidity needs (including but not limited to the anticipated liquidity required to make distributions), ability to provide future funding, and other significant information which could affect cash-flow or the exercise of discretion to manage the Assets.
- 1.5 "CFR" means the Code of Federal Regulations.
- 1.6 "Client-controlled Asset" means an asset that is neither registered in the name of Bank or Bank's nominee nor maintained by Bank at a Depository (as defined below) or with a sub-custodian nor held by Bank in unregistered or bearer form or in such form as will pass title by delivery.
- 1.7 "Code" means the Internal Revenue Code of 1986, as amended.
- 1.8 "Depository" means any central securities depository (such as the DTC), international central securities depository (such as Euroclear Bank SA/NV), or Federal Reserve Bank.
- 1.9 "DTC" means the Depository Trust Company.
- 1.10 "ERISA" means the Employee Retirement Income Security Act of 1974, as amended.
- 1.11 "Guidelines" means the written investment objectives, policies, strategies, and restrictions for the Account (or for any Sub-accounts therein), including but not limited to proxy-voting guidelines, as amended from time to time.
- 1.12 "Harm" means claims, costs, damages, delayed payment or non-payment on Assets sold, expenses (including attorneys' and other professional fees), fines, interest, liabilities, losses, penalties, stockholders' assessments (asserted on account of asset registration), and taxes.
- 1.13 "Indemnified Person" means Bank and its affiliates, and their officers, directors, employees, agents, successors, and assigns.
- 1.14 "Investment Advice" means a recommendation, or a suggestion to engage in or refrain from taking a particular course of action, as to (i) the advisability of acquiring, holding, disposing of, or exchanging any Asset or any securities or other investment property or (ii) the Guidelines, the Cash-flow Analysis, the composition of the Account's portfolio, or the selection of persons to provide investment advice or investment management services with respect to the Assets.
- 1.15 "Investment Company Act" means the Investment Company Act of 1940, as amended.
- 1.16 "IRS" means the Internal Revenue Service.
- 1.17 "Legal Action" means any freeze order, garnishment, levy, restraining order, search warrant, subpoena, writ of attachment or execution, or similar order relating to the Account.
- 1.18 "Messaging System" means any financial-messaging system, network, or service acceptable to Bank, such as the Society for Worldwide Interbank Financial Telecommunication messaging system.
- 1.19 "Plan-assets Vehicle" means an investment contract, product, or entity that holds plan assets (as determined pursuant to ERISA Sections 3(42) and 401 and 29 CFR Section 2510.3-101).
- 1.20 "SEC" means the United States Securities and Exchange Commission.
- 1.21 "State" means the State of Minnesota.

1.22 "Statement Recipient" means Customer and anyone else Customer so designates.

1.23 "Sub-account" means a separate portion of the Account.

SECTION 2: APPOINTMENT AND ACCEPTANCE

2.1 Customer appoints Bank to provide custody services in connection with the Assets. Bank hereby agrees to hold the Assets in the Account, upon the terms and conditions set forth below.

2.2 Establishment of Account.

2.2.1 Customer hereby deposits Assets, or causes Assets to be deposited, with Bank.

2.2.2 Customer hereby represents, warrants, and covenants as follows, and Bank may resign immediately if Customer breaches of any such representation, warranty, or covenant:

2.2.2.1 Customer holds good and valid legal title to all Assets.

2.2.2.2 None of the Assets is (i) an asset of any "plan" as defined in ERISA Section 3(3); any "plan" as defined in Code Section 4975(e)(1); any Plan-assets Vehicle; or any plan or entity not otherwise within the foregoing definitions that is subject to similar restrictions under federal, state, or local law; (ii) subject to SEC Rule 15c3-3; U.S. Commodity Futures Trading Commission Rules 1.20, 22.5, or 30.7; or any similar rule or regulation; or (iii) subject to a public-deposits, public-funds, or other State law that would require Bank to set aside any direct government obligations, government-guaranteed obligations, surety bonds, letters of credit, or other assets as security, regardless of the type or amount of capital of Bank, the amount of public deposits held by Bank, or the extent to which the Assets are not insured by the Federal Deposit Insurance Corporation or exceed federal deposit insurance limits.

2.2.2.3 Customer is neither (i) an "investment company" that is subject to registration with the SEC under the Investment Company Act, (ii) an "investment company" that is not subject to such registration pursuant to Section 3(c) thereof, (iii) an insurer, nor (iv) a reinsurer.

2.2.2.4 Customer is not a trustee of, and has no duty to engage a trustee for, the Assets.

2.2.3 As directed by Customer, Bank will establish one (1) or more Sub-accounts and allocate Assets among Sub-accounts. Customer hereby covenants not to direct Bank to establish any Sub-account for the benefit of any entity having a different tax identification number than Customer and acknowledges that each Sub-Account will have the same tax identification number as Customer.

2.2.4 Bank will keep the Assets (other than deposits at Bank) separate and apart from the assets of Bank.

SECTION 3: BOOKS, RECORDS, AND ACCOUNTS

3.1 Bank shall maintain proper books of account and complete records of Assets and transactions in the Account.

3.2 On at least five business days advance written notice, Bank shall permit Customer and Customer's independent auditors to inspect during Bank's regular business hours any books of account and records of Assets and transactions in the Account.

SECTION 4: ASSET DELIVERY, TRANSFER, CUSTODY, AND SAFEKEEPING

4.1 Customer will from time to time deliver, or cause to be delivered, Assets to Bank. Bank shall receive and accept such Assets for the Account upon directions from Customer.

4.2 Customer has designated the frequency of Account statements in the Application.

4.3 Except to the extent that Customer and Bank have entered into a separate written agreement that expressly makes Bank an investment manager of the Assets, the Account statements described above (including their timing and form) serve as the sole written notification of any securities transactions effected by Bank for the Account. Even so, Customer has the right to demand that Bank provide written notification of such transactions pursuant to 12 CFR Sections 12.4(a) or (b) at no additional cost to Customer.

4.4 Bank shall forward to any person authorized under this Agreement to direct the purchase or sale of an Asset information Bank receives with respect to the Asset concerning voluntary corporate actions (such as proxies, redemptions, or tender offers) and mandatory corporate actions (such as class actions, mergers, stock dividends, or stock splits).

4.4.1 Notwithstanding anything herein to the contrary, Bank will, without providing notice, (i) cause Assets to participate in any mandatory exchange transaction that neither requires nor permits approval by the owner of the Assets and (ii) file any proof of claim received by Bank during the term of this Agreement regarding class-action litigation over a security held in the Account during the class-action period, regardless of any waiver, release, discharge, satisfaction, or other condition that might result from such a filing.

- 4.5. Upon receipt of directions from Customer, Bank shall return Assets to Customer, or deliver Assets to such location or third party as such directions may indicate, provided that in connection therewith it is the sole responsibility of Customer to provide any transfer documentation as may be required by the applicable Depository or third party recipient. Bank shall have no power or authority to assign, hypothecate, pledge or otherwise dispose of any Assets, except as provided herein or pursuant to such directions.

SECTION 5: POWERS OF BANK

In the performance of its duties under this Agreement, Bank shall have the power to:

- 5.1 Make, execute, acknowledge, and deliver any and all documents of transfer and conveyance and any or all other instruments that may be necessary or appropriate to the proper discharge of its duties under this Agreement.
- 5.2 Hire service providers (including, but not limited to, attorneys, depositories, and sub-custodians) to assist Bank in exercising Bank's powers under this Agreement, including any service provider that is affiliated with Bank.
- 5.3 Perform other acts necessary to the proper discharge of its duties under this Agreement.
- 5.4 Hold Assets un-invested pending cash investment, distribution, resolution of a dispute, or for other operational reasons and to deposit the same in an interest-bearing or noninterest-bearing deposit account of Bank, notwithstanding any sweep direction for the Account or Bank's receipt of "float" income from such un-invested cash.
- 5.5 As directed by Customer, bring, defend, or settle lawsuits involving the Account or the Assets at the sole expense of the Account.
- 5.6 Withhold delivery or distribution of Assets that are the subject of a dispute pending final adjudication of the dispute by a court of competent jurisdiction.
- 5.7 Distribute Assets as set forth herein.
- 5.8 Safe-keep Assets as set forth herein.
- 5.9 Register any Asset in the name of Bank or Bank's nominee or to hold any Asset in unregistered or bearer form or in such form as will pass title by delivery, provided that Bank's records at all times show that all such assets are part of the Account.
- 5.10 Maintain Assets that are (i) book-entry securities at any Depository or with any sub-custodian and to permit such Assets to be registered in the name of Bank, Bank's nominee, the Depository, the Depository's nominee, the sub-custodian, or the sub-custodian's nominee and (ii) physical securities at Bank's office in the United States and in a safe place.
- 5.11 Collect all income, principal, and other distributions due and payable on Assets. If Customer directs Bank to search the DTC's Legal Notice System for notice that a particular Asset is in default or has refused payment after due demand, then Bank will conduct such a search and notify Customer of any such notice Bank finds therein.
- 5.12 Exchange foreign currency into and out of United States dollars through customary channels, including Bank's foreign exchange department.
- 5.13 Pledge the Account or any Asset as provided in any separate written control agreement among Customer, Bank, and any secured party identified therein.
- 5.14 Advance funds or securities in furtherance of settling securities transactions and other financial-market transactions under this Agreement.

SECTION 6: PURCHASES

- 6.1 Upon the receipt of directions from Customer, Bank shall settle Customer's purchases of securities on a contractual settlement basis. For the purposes of §9-206 of the Uniform Commercial Code, Customer acknowledges that its legal obligation to pay the purchase price to Bank for such purchases arises immediately at the time of the purchase. Customer hereby covenants and agrees that (i) it shall not instruct Bank to sell any Asset until such Asset has been fully paid for by Customer, and (ii) Customer shall not engage in any practice whereby Customer relies on the proceeds from the sale of an Asset to pay for the earlier purchase of the same Asset.

SECTION 7: SALES

- 7.1 Upon receipt of directions from Customer, Bank will deliver Assets held by it as Bank under this Agreement and sold by or for Customer against payment to Bank of the amount specified in such directions in accordance with the then current securities industry practices and in form satisfactory to Bank. Customer acknowledges that the current securities industry practice for physical securities is for physical delivery of such securities against later payment on delivery date. Bank agrees to use commercially reasonable efforts to obtain payment therefor during the same business day, but Customer confirms its sole assumption of all risks of payment for such deliveries. Bank assumes no responsibility for the risks of collectability of checks received for the Account.

SECTION 8: SETTLEMENTS

- 8.1 Bank shall provide Customer with settlement of all purchases and sales of Assets in accordance with Bank's instruction-deadline schedule provided that Bank has all the information necessary and the Account has all the Assets necessary to complete the transaction.
- 8.2 To avoid a deficiency in the Account, if the Account does not have sufficient funds to pay for an Asset, Customer covenants and agrees that (i) it shall not initiate any trade without sufficient Assets to settle such trade, and (ii) Customer shall not notify any third party that Bank will settle the purchase of an Asset. Customer covenants and agrees that it will not allow or direct anyone else to act contrary to (i) and (ii) above.
- 8.3 Bank shall not be liable or responsible for or on account of any act, omission, default, or insolvency of any broker, bank, trust company, person, or other agent designated by Customer to purchase or sell securities for the Account.

SECTION 9: VALUATION; CLIENT-CONTROLLED ASSETS

- 9.1 For purposes of reporting the value of an Asset on an Account statement:
- 9.1.1 Bank will report a value that is (i) provided to Bank by a third-party pricing vendor or (ii) readily determinable on an established market, if such value is available to Bank when preparing the statement.
- 9.1.2 If such value is unavailable, Customer will, upon Bank's request, direct Bank as to the value; Bank will then report such value. Absent such a direction, Bank will report the most recent value that Bank received from the Asset's broker, fund accountant, general partner, issuer, investment manager, transfer agent, or other service provider (commonly known as a pass-through price).
- 9.1.2.1 To the extent the value of an Asset is so reported, Customer hereby represents and warrants as follows: (i) Customer received, read, and understood any governing documents (such as a limited liability company agreement, limited partnership agreement, trust agreement, or declaration of trust), offering documents (such as a fact sheet, offering circular, offering memorandum, private placement memorandum, prospectus, or summary description), and subscription documents (such as an adoption agreement or subscription agreement) for the Asset; understands the Asset's eligibility requirements, fees and expenses, transfer and withdrawal limitations, type, category, issuer, objectives, principal strategies and risks, current underlying investments, and the identity of the Asset's administrator, investment advisor, auditor, and other service providers (and any affiliations among them) and the services they provide, respectively, to the Asset and the compensation they receive therefor. (ii) Such value reflects such documents, investment-related information, service-provider information, and fee-and-expense information.
- 9.1.2.2 Customer covenants and agrees that it will under no circumstances provide Bank with a security issued by Customer or Customer's affiliates, or direct Bank to purchase a security issued by Customer or Customer's affiliates, unless the value of such security is readily determinable on an established market.
- 9.1.3 Customer hereby acknowledges that Bank is performing a routine, ministerial, non-discretionary valuation function; that the reported value might be neither fair market value nor fair value (under Accounting Standards or applicable law); and that the reported value is not a substitute for (i) investigating the Asset's value in connection with a decision to acquire, hold, dispose of, or exchange any securities or other investment property; (ii) obtaining and ensuring the reliability of an independent third-party appraisal with respect to such a decision; or (iii) obtaining Investment Advice.
- 9.1.4 Upon Customer's request, Bank will provide Customer with information about Bank's pricing sources and methodologies.
- 9.2 Customer may direct Bank from time to time to include in the Account statements specific Client-controlled Assets that are registered in the name of Customer. In such a case, Bank has the right to exclude such assets from the Account statements or to include them with a notation about control. To the extent Bank includes them, Customer hereby acknowledges that:
- 9.2.1 Customer is responsible for reviewing (i) the Account statements to ensure that they include notations about the control of each such asset and (ii) any third-party reports made accessible by Bank to ensure that they do not inaccurately identify the holder of any such assets;
- 9.2.2 Bank is not responsible for performing any duties under this Agreement (other than statement-reporting duties, as limited herein) with respect to such assets, and Customer assumes all such duties.
- 9.2.3 When furnishing Account statements or making third-party reports accessible, Bank may rely on information provided by Customer or by Customer's agents, affiliates, or representatives with respect to such assets (including, but not limited to, information on the units, value, or marketability of such assets) without questioning the information. To that end, Customer will cause each holder of such assets to provide Bank with a copy of such holder's periodic Customer account statements with respect to such assets.
- 9.2.4 Such assets are subject to the Fee Schedule between Customer and Bank.

SECTION 10: LIMITATIONS ON DUTIES

- 10.1 Customer hereby acknowledges that Bank does not provide any services under this Agreement (i) in a “fiduciary capacity” within the meaning of 12 CFR Section 9.2(e) or (ii) as a “fiduciary” as such term may be defined in State law or otherwise.
- 10.2 The duties of Bank will be strictly limited to those set forth in this Agreement, and no implied covenants, duties, responsibilities, representations, warranties, or obligations shall be read into this Agreement against Bank. Without limiting the generality of the foregoing, Bank shall have no duty to:
- 10.2.1 Evaluate or to advise anyone of the prudence, suitability, or propriety of action or proposed action of Customer in any particular transaction involving an Asset or the suitability or propriety of retaining any particular investment as an Asset; review, question, approve, or make inquiries as to any investment directions received under this Agreement; or review the securities or other property held in the Account with respect to prudence or diversification.
- 10.2.2 Act as trustee of the Assets.
- 10.2.3 Act as custodian of any assets other than the Assets.
- 10.2.4 Act as investment manager of the Assets, except to the extent the Assets are subject to Bank’s discretion to manage under a separate written investment-management agreement (if any).
- 10.2.5 Provide Investment Advice.
- 10.2.6 Determine, monitor, or collect any contributions to the Account or monitor compliance with any applicable funding requirements.
- 10.2.7 Inspect, review, or examine any Client-controlled Asset or governing, offering, subscription, or similar document with respect thereto, to determine whether the asset or document is authentic, genuine, enforceable, properly signed, appropriate for the represented purpose, is what it purports to be on its face, or for any other purpose, or to execute such document, regardless of whether Bank has physical possession of such asset or document.
- 10.2.8 (i) Collect any income, principal, or other distribution due and payable on an Asset if the Asset is in default or if payment is refused after due demand or (ii) except as expressly provided herein, to notify Customer in the event of such default or refusal.
- 10.2.9 Provide notice of, or forward, mini-tenders (which are tender offers for less than 5% of an outstanding equity or debt issue) for any equity issue or, if any of the following is true, for any debt issue: The debt is not registered with the SEC. The debt issue has a “first received, first buy” basis with no withdrawal privilege and includes a guarantee of delivery clause. Or, the tender offer includes the statement that “the purchase price includes all accrued interest on the note and has been determined in the sole discretion of the buyer and may be more than or less than the fair market value of the notes” or similar language.
- 10.2.10 Question whether any direction received under this Agreement is prudent or contrary to applicable law; to solicit or confirm directions; or to question whether any direction received under this Agreement by email or Messaging System, or entered into Customer’s account in Bank’s on-line portal, is unreliable or has been compromised, such as by identity theft.
- 10.2.11 Calculate, withhold, prepare, sign, disclose, file, report, remit, or furnish to any taxing authority or any taxpayer any federal, state, or local taxes, tax returns, or information returns that may be required to be calculated, withheld, prepared, signed, disclosed, filed, reported, remitted, or furnished with respect to the Assets or the Account, except to the extent such duties are required by law to be performed only by Bank in its capacity as custodian under this Agreement or are expressly set forth herein.
- 10.2.12 Monitor agents hired by Customer.
- 10.2.13 Maintain or defend any legal proceeding in the absence of indemnification, to Bank’s satisfaction, against all expenses and liabilities which it may sustain by reason thereof.
- 10.2.14 Advance funds or securities or otherwise expend or risk its own funds or incur its own liability in the exercise of its powers or rights or performance of its duties under this Agreement.

SECTION 11: AUTHORIZED PERSONS; DELIVERY OF DIRECTIONS

- 11.1 Customer has identified the “Designated Agent”, who is authorized to act on Customer’s behalf, on the Application. Customer has also identified each employee of Customer who is authorized to act on Customer’s behalf, by providing such information on the Application. After the execution of this Agreement, Customer may add employees who are authorized to act on Customer’s behalf by notifying Bank of the identity thereof on a form provided by Bank. Customer shall provide to bank in writing any limits on the Designated Agent’s authority or any additional agent’s authority to act on Customer’s behalf hereunder. Absent any such limits to the contrary, the Designated Agent and any additional agent is authorized to exercise any right and fulfill any duty of Customer hereunder, including, but not limited to, any authority to direct Bank. Customer consents to Bank providing any agent access to customer account information and other confidential information relating to Customer upon such agent’s request. For the

avoidance of doubt, any agent shall have the right to self-impose more restrictive limitations on their authority than what Customer has authorized, for regulatory purposes or otherwise, by providing such additional self-imposed limitations to Bank in writing and Bank's written confirmation of acceptance of such limitations. In no event is any agent authorized to amend the Agreement or terminate the Agreement.

- 11.2 In the event that the Designated Agent sends an invoice to Bank and instructs Bank to have the Account pay the invoice, Customer directs Bank to pay any such invoice as presented. Bank is hereby protected and shall incur no liability for acting on such direction and Bank shall have no duty or obligation to establish or investigate whether such invoice was limited to the payment of adviser fees (as agreed between Customer and the Designated Agent or otherwise) or for other purposes.
- 11.3 Bank may assume that any such employee or agent continues to be so authorized, until Bank receives notice to the contrary from Customer.
- 11.4 Customer hereby represents and warrants that any such employee or agent is duly appointed and is appropriately monitored and covenants that Customer will furnish such employee or agent with a copy of this Agreement, as amended from time to time, and with a copy of any communications given under this Agreement to Customer. Customer hereby acknowledges that (i) such employee's or any agent's actions or omissions are binding upon Customer as if Customer had taken such actions or made such omissions itself and (ii) Bank is indemnified, released, and held harmless accordingly.
- 11.5 Any direction, notice, or other communication provided for in this Agreement will be given in writing and (i) unless the recipient has timely delivered a superseding address under this Agreement, addressed as provided under this Agreement, (ii) entered into Customer's account in Bank's on-line portal, or (iii) sent to Bank by Messaging System.
- 11.6 Any direction received under this Agreement by email or Messaging System, entered into Customer's account in Bank's on-line portal, or confirmed by phone as provided below, is deemed to be given in a writing signed by the sender. Customer hereby represents and warrants that Customer maintains commercially reasonable security measures for preventing unauthorized access to its phone designated in the Application, to its portal account; to the email accounts of its agents, and agents' employees; and to any Messaging System used by its agents, and agents' employees, and Customer hereby assumes all risk to the Account of such unauthorized access. Customer hereby acknowledges that Customer is fully informed of the protections and risks associated with the various methods of transmitting directions to Bank and that there may be more secure methods of transmitting directions than the methods selected by Customer and Customer's agents.
- 11.7 Customer acknowledges that, in certain circumstances, Bank may need or elect to contact Customer via phone to confirm an instruction relating to the Account. In such circumstances, Customer understands that Bank will use the phone number designated in the Application and Customer expressly authorizes the Bank to act on any confirmation or instruction provided by the individual with such telephone number. In the event that Customer wishes to add additional phone contacts who are authorized relating to the Account, Customer shall contact Bank for its then-current authorization form for such purposes. Customer understands that Bank shall not be liable for any act taken upon an oral instruction received by Bank when Bank has called such number.

SECTION 12: FEES AND EXPENSES

- 12.1 Customer shall pay Bank compensation for providing services under this Agreement as agreed between Bank and Customer. Bank may also receive compensation from certain mutual funds as outlined in the Mutual Fund Compensation Disclosure.
- 12.2 Customer shall reimburse Bank for expenses, fees, costs, and other charges incurred by Bank in providing services under this Agreement (including, but not limited to, compensation, expenses, fees, costs, and other charges payable to service providers hired under this Agreement).
- 12.3 To the extent of (i) any outstanding compensation, expenses, fees, costs, or other charges incurred by Bank in providing services under this Agreement or (ii) Customer's other indebtedness to Bank, Customer hereby grants Bank a first-priority lien and security interest in, and right of set-off against, the Assets. Bank may execute that lien and security interest, and exercise that right, at any time.
- 12.4 To the extent of any advance of funds or securities under this Agreement, Customer hereby grants Bank a first-priority lien and security interest in, and right of set-off against, the Assets. Bank may execute that lien and security interest, and exercise that right, at any time. Furthermore, nothing in this Agreement constitutes a waiver of any of Bank's rights as a securities intermediary under Uniform Commercial Code §9-206.

SECTION 13: INDEMNIFICATION

- 13.1 Customer hereby indemnifies and releases each Indemnified Person and holds each Indemnified Person harmless from and against, and an Indemnified Person will incur no liability to any person or entity for, any Harm that may be imposed on, incurred by, or asserted against an Indemnified Person by reason of the Indemnified Person's action or omission in connection with this Agreement or the Account (including, but not limited to, an action or omission that is consistent with directions provided under this

Agreement), except to the extent that a court of competent jurisdiction has made a final judgment that the Harm resulted directly from the Indemnified Person's willful misconduct, gross negligence, bad faith, or material breach of this Agreement. Regardless of any determination relating to Bank's conduct, Customer agrees to indemnify, hold harmless, and release Bank from any Claim relating to (i) the action or inaction of the Designated Agent, or (ii) any action taken or omitted by Bank in reliance on any information, instruction, or direction provided by the Designated Agent. The foregoing provisions shall survive the Indemnified Person's termination as such and the termination of this Agreement.

- 13.2 No party is liable for any delay or failure in performing its obligations under this Agreement caused by wars (whether declared or not and including existing wars), revolutions, insurrections, riots, civil commotion, acts of God, accidents, fires, explosions; stoppages of labor, strikes, or other differences with employees (other than Bank's disputes with its employees); laws, regulations, orders, or other acts of any governmental authority; or any other circumstances beyond its reasonable control. Nor will any such failure or delay give any party the right to terminate this Agreement.
- 13.3 No party is liable for any indirect, incidental, special, punitive, or consequential damages arising out of or in any way related to this Agreement or the performance of its obligations under this Agreement. This limitation applies even if the party has been advised of, or is aware of, the possibility of such damages.
- 13.4 Bank is not liable with respect to the propriety of Bank's actions or omissions reflected in a statement provided under this Agreement, except to the extent (i) a Statement Recipient objects to Bank within ninety (90) calendar days after delivery of such statement or (ii) such acts or omissions could not be discovered through reasonable examination of such statement.

SECTION 14: TERMINATION

- 14.1 This Agreement terminates upon the effective date of Bank's resignation or removal under this Agreement.
- 14.2 Bank may resign under this Agreement by notice to Customer. Customer may remove Bank under this Agreement by notice to Bank. The resignation or removal shall be effective thirty (30) calendar days after delivery of the notice, except to the extent the parties agree in writing to a different effective date. By such effective date, Customer shall appoint a new custodian and notify Bank of the appointment. If Customer fails to do so, Bank shall have the right to petition a court at Account expense for appointment of a new custodian. Upon receiving notice of such appointment, Bank will transfer Assets to the new custodian as directed by Customer or the court, as the case may be. However, Bank shall not be required to transfer any Assets until Bank has received payment or reimbursement for all (a) compensation, expenses, fees, costs, or other charges incurred by Bank in providing services under this Agreement and (b) funds or securities advanced under this Agreement.

SECTION 15: MISCELLANEOUS

- 15.1 Freedom to Deal with Third Parties. Bank is free to render services to others, whether similar to those services rendered under this Agreement or of a different nature.
- 15.2 Binding Obligations. Customer and Bank each represent and warrant that (i) it has the power and authority to transact the business in which it is engaged and to execute, deliver, and perform this Agreement and has taken all action necessary to execute, deliver, and perform this Agreement and (ii) this Agreement constitutes its legal, valid, and binding obligation enforceable according to the terms hereof.
- 15.3 Complete Agreement; Amendment.
- 15.3.1 Complete Agreement. This Agreement contains a complete statement of all the arrangements between the parties with respect to its subject matter and supersedes any existing agreements between them concerning the subject.
- 15.3.2 Amendment. This Agreement may be amended at any time, in whole or in part, by a written instrument signed by Customer and Bank. Notwithstanding the foregoing, if the terms of the Fee Schedule between Customer and Bank set forth a method for amending such exhibit, then such terms alone govern amendments thereto.
- 15.3.3 Control Agreements. If Customer requests that Bank execute a "control agreement" (or similarly titled agreement) with a third-party which pledges, hypothecates, or assigns rights in the Assets to that third-party and involves obligations of Bank to that third-party (which may be affiliates of Bank or Bank's lending divisions), then the terms and requirements of such agreement concerning such Assets shall supersede and control the provisions of this Agreement. Notwithstanding the foregoing, nothing in such Agreement shall be deemed to alter Bank's rights under Section 12.4 of this Agreement.
- 15.4 Governing Law; Venue. This Agreement will be governed, enforced, and interpreted according to the laws of the State without regard to conflicts of laws, except where pre-empted by federal law. All legal actions or other proceedings directly or indirectly relating to this Agreement will be brought in federal court (or, if unavailable, state court) sitting in the State. The parties submit to the jurisdiction of any such court in any such action or proceeding and waive any immunity from suit in such court or execution, attachment (whether before or after judgment), or other legal process in or by such court. To the extent that Bank or Customer may be entitled to claim, for itself or its assets, immunity from suit, execution, attachment (whether before or after judgment) or other legal process, each hereby irrevocably agrees not to claim, and hereby waives, such immunity.

15.5 Successors and Assigns.

15.5.1 This Agreement binds, and inures to the benefit of, Customer, Bank, and their respective successors and assigns.

15.5.2 No party may assign any of its rights under this Agreement without the consent of the other party, which consent will not be unreasonably withheld. Customer hereby acknowledges that Bank will withhold consent unless and until Bank verifies an assignee's identity according to Bank's Customer Identification Program and, to that end, Customer hereby agrees to notify Bank of such assignment and provide Bank with the assignee's name, physical address, EIN, organizational documents, certificate of good standing, and license to do business, as well as other information that Bank may request. No consent is required if a party merges with, consolidates with, or sells substantially all of its assets to another entity, provided that such other entity assumes without delay, qualification, or limitation all obligations of that party under this Agreement by operation of law or by contract.

15.6 Severability. The provisions of this Agreement are severable. The invalidity of a provision herein will not affect the validity of any other provision.

15.7 No Third-Party Beneficiaries. This Agreement is made solely for the benefit of the parties. No person other than such parties has any rights or remedies under this Agreement.

15.8 Solvency. Customer hereby represents and warrants that Customer is neither insolvent nor subject to any pending bankruptcy proceeding. Customer will promptly notify Bank of any such insolvency or proceeding.

15.9 Tax-Lot Selection Method. Customer has made its designation in the Application.

15.10 Shareholder Communications Act Election. Customer has made its election in the Application.

15.11 Abandoned Property. Bank will escheat Assets pursuant to the applicable state's abandoned property, escheat, or similar law, and Bank shall be held harmless therefrom. The provisions of this Section shall survive the termination of this Agreement.

15.12 Legal Advice. Customer hereby acknowledges that it (i) did not receive legal advice from Bank concerning this Agreement, (ii) had an adequate opportunity to consult an attorney of its choice before executing this Agreement, and (iii) executed this Agreement upon its own judgment and, if sought, the advice of such attorney.

15.13 Waiver of Jury Trial. Each party hereby irrevocably waives all right to a trial by jury in any action, proceeding, claim, or counterclaim (whether based on contract, tort, or otherwise) directly or indirectly arising out of or relating to this Agreement.

15.14 Legal Action. If Bank is served with a Legal Action, then Bank will, to the extent permitted by law, use commercially reasonable efforts to notify Customer of such service. Customer will reimburse Bank for any expenses, fees, costs, or other charges incurred by Bank in responding to the Legal Action, including, but not limited to, any fees charged by an attorney of Bank's choice. If Customer notifies Bank that Customer is seeking a protective order to resist the Legal Action, then Bank will provide reasonable cooperation at Customer's request and sole cost and expense. In any event, Bank may comply with the Legal Action at any time, except to the extent Bank has received a protective order that prevents Bank from complying. Any Legal Action is subject to Bank's right of setoff and Bank's security interest in the Account. Bank may assess a service fee against the Account for any Legal Action served on Bank regardless of whether the process is subsequently revoked, vacated, or released. Unless expressly prohibited by law, Bank will set off or enforce Bank's security interest against the Account for such fee prior to Bank's honoring the Legal Action. Bank will not be liable to Customer if an attachment, a hold, or the payment of Bank's fee from the Account leaves insufficient funds or results in the sale of Assets.

15.15 Interpleader. With respect to Assets that are the subject of a dispute, Bank may file an interpleader action or other petition with a court of competent jurisdiction for directions with respect to the dispute. Customer will reimburse Bank for any expenses, fees, costs, or other charges incurred by Bank in filing such petition and implementing such directions, including, but not limited to, any fees charged by an attorney of Bank's choice. Before disbursing Assets pursuant to such directions, Bank will deduct therefrom an amount in payment or reimbursement for all (i) compensation, expenses, fees, costs, or other charges incurred by Bank in providing services under this Agreement and (ii) funds or securities advanced under this Agreement.

15.16 Representations and Warranties. Customer hereby covenants that, if any of the representations or warranties that it provides in this Agreement becomes inaccurate or incomplete, it will promptly notify Bank thereof and of any fact, omission, event, or change of circumstances related thereto.

15.17 Publicity. No party will disclose the existence of this Agreement or any terms thereof in advertising, promotional, or marketing materials without obtaining, in each case, the prior written consent of each other party.

15.18 Counterparts and Duplicates. This Agreement may be executed in any number of counterparts, each of which shall be considered an original, but all of which together shall constitute the same instrument. This Agreement and any administrative form under this Agreement may be proved either by a signed original or by a reproduced copy thereof (including, not by way of limitation, a microfiche copy or an electronic file copy).

15.19 Effective Date. This Agreement will become effective when all parties have signed it. The date of this Agreement will be the date this Agreement is signed by the last party to sign it (as indicated by the date associated with that party's signature).

SECTION 16: SWEEP DIRECTION

- 16.1. Customer's Sweep Direction has been made in the Application.
- 16.2 If a First American Fund is identified above, Customer hereby acknowledges and confirms that Customer understands the following information about the First American Funds:
- 16.2.1 The open-end investment companies registered under the Investment Company Act of 1940 in the First American Funds, Inc. family (the "First American Funds") are distributed and underwritten by Bank's affiliate, Quasar Distributors, LLC.
- 16.2.2 Bank's affiliate, U.S. Bancorp Asset Management, Inc., serves as the funds' investment advisor and provides shareholder services. Bank provides custody services to the funds, and Bank's affiliate, U.S. Bancorp Fund Services, LLC, provides accounting, administration, and transfer-agent services.
- 16.2.3 Compensation paid to Bank and its affiliates by the First American Funds as well as other fees and expenses of the funds are detailed in the prospectuses.
- 16.2.4 Shares of registered investment companies are not deposits or obligations of, or guaranteed by, any bank, including any bank affiliated with U.S. Bancorp. Nor does the Federal Deposit Insurance Corporation, the Federal Reserve Board, or any other governmental agency insure such products. An investment in such products involves investment risks, including the possible loss of principal, due to fluctuations in each product's net asset value.
- 16.3 This authorization and direction shall continue in effect with respect to the identified fund should the fund be merged with or into another fund.
- 16.4 If the U.S. BANK IT&C CLIENTS NON-INTEREST BEARING ACCOUNT is identified above, Customer hereby acknowledges that uninvested cash is swept to the U.S. BANK IT&C CLIENTS NON-INTEREST BEARING ACCOUNT, a non-interest bearing deposit account at U.S. Bank National Association. Customer acknowledges that (i) the U.S. BANK IT&C CLIENTS NON- INTEREST BEARING ACCOUNT is owned by Bank on behalf of its customers, (ii) all deposits and withdrawals from such account are performed and controlled by Bank, and (iii) cash in the U.S. BANK IT&C CLIENTS NON-INTEREST BEARING ACCOUNT shall be insured by the FDIC, as determined under FDIC regulations, subject to applicable limits.

SECTION 17: PATRIOT ACT

- 17.1 By signing above, Customer acknowledges that they have received the following important information:
- 17.1 To help the United States fight the funding of terrorism and money laundering activities, U.S. law requires U.S. Bancorp, like other financial institutions, to obtain, verify, and record information that identifies each customer that opens an account.
- 17.1.2 When you open an account with us, we will ask for your legal name, address, date of birth, tax identification number, and other identifying information that will assist us with identifying you. We may also ask to see your photo identification (driver's license) or other identifying documents.

Mutual Fund Compensation Disclosure

U.S. Bancorp, or its affiliates, including U.S. Bancorp Asset Management, Inc. (USBAM), U.S. Bank N.A. (USBNA), Quasar Distributors, LLC (Quasar) and U.S. Bancorp Fund Services, LLC (USBFS) (hereafter together U.S. Bank) have entered, and will from time to time enter, into agreements with mutual funds and/or their sponsors, service providers and affiliates whereby U.S. Bank may receive compensation for investment advisory services, shareholder services, administration, custody, securities-lending, accounting, transfer agency, sub-transfer agency, National Securities Clearing Corporation (NSCC) networking, distribution, principal underwriting and other services rendered to, or on behalf of, mutual funds. Under these agreements, U.S. Bank generally receives a percentage compensation (basis points) for these services, based on account assets invested in a mutual fund and determined using the average daily net assets held by the account in that fund. This compensation does not increase the fees paid by an account beyond the fees described in the account fee schedule and the fund's prospectus. This Disclosure describes the compensation U.S. Bank receives for services it performs. This Disclosure should not be considered investment advice.

FIRST AMERICAN FUNDS, INC. MONEY MARKET FUNDS: The First American Funds, Inc. money market funds are U.S. Bank affiliated funds managed by USBAM. U.S. Bank provides services to these funds, which may include acting as investment advisor to the funds and/or providing administration, custody, shareholder, transfer agent, accounting, distribution and principal underwriting services. U.S. Bank receives fees for these services as shown in the schedule below. U.S. Bank may also receive fees from the funds for securities lending services of up to 20 percent of each fund's net income from securities lending transactions as addressed in the prospectuses.

U.S. Bank may waive a portion of the fees it is entitled to receive for providing services to the First American Funds, Inc. (Total Fees). Total Fees equal the Gross Advisory Fees and Gross Other Fees & Expenses and are stated before any waivers. Net Fees & Expenses shown below are stated after any waivers and expenses paid to third parties. Fee waivers may be terminated at any time. Gross Other Fees & Expenses may vary slightly based on charges for services rendered, but the basis for calculating these amounts does not change. If you have the authority to direct U.S. Bank with regard to the investments in the account, you authorize the fees paid by the funds and received by U.S. Bank up to the Total Annual Fund Operating Expenses disclosed in the prospectuses.

Affiliated Fund Name	Gross Advisory Fees Class X/Z/V/Y/A	Gross Other Fees & Expenses Received By U.S. Bank					Net Fees & Expenses Received By U.S. Bank				
		Class X	Class Z	Class V	Class Y	Class A	Class X	Class Z	Class V	Class Y	Class A
FIRST AMERICAN FUNDS											
Government Obligations	0.10%	0.14%	0.14%	0.24%	0.39%	0.69%	0.14%	0.18%	0.30%	0.45%	0.74%
Institutional Prime Obligations	0.10%	0.14%	0.14%	0.24%	0.39%	0.69%	0.12%	0.18%	0.29%	0.43%	0.73%
Retail Prime Obligations	0.10%	0.14%	0.14%	0.24%	0.39%	0.69%	0.04%	0.10%	0.17%	0.35%	0.65%
Retail Tax Free Obligations	0.10%	N/A	0.16%	0.26%	0.41%	0.71%	N/A	0.09%	0.20%	0.35%	0.65%
Treasury Obligations	0.10%	0.14%	0.14%	0.24%	0.39%	0.69%	0.12%	0.19%	0.28%	0.44%	0.73%
U.S. Treasury Money Market	0.10%	N/A	0.15%	0.25%	0.40%	0.70%	N/A	0.14%	0.23%	0.38%	0.68%

Fees and expenses above may be found in the fund prospectuses.

FIDELITY AND FEDERATED MONEY MARKET MUTUAL FUNDS: U.S. Bank may receive custody, shareholder servicing, accounting, administration, sub-transfer agency and other fees of up to 50 basis points, though more generally, fees range from zero to 25 basis points, from the following funds. Load fees described in prospectuses are waived.

Fund Name	Fund Name
Federated California Municipal Cash Trust – Institutional Shares	Fidelity Institutional Money Market Tax-Exempt Portfolio – Class I
Federated Minnesota Municipal Cash Trust – Institutional Shares	Fidelity Institutional Money Market Treasury Only Portfolio – Class I
Federated Ohio Municipal Cash Trust – Institutional Shares	Fidelity Institutional Money Market Treasury Portfolio – Class I
Fidelity Institutional Money Market Government Portfolio – Class I	Fidelity Money Market Portfolio – Class I
Fidelity Institutional Money Market Prime Portfolio – Class I	



Investment products and services are:

NOT A DEPOSIT	NOT FDIC INSURED	MAY LOSE VALUE	NOT BANK GUARANTEED	NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY
---------------	------------------	----------------	---------------------	--

Continued on next page

NUVEEN MUTUAL FUNDS: Firststar Capital Corporation (Firststar Capital), an affiliate of U.S. Bancorp, holds a less-than-10 percent ownership interest in Windy City Investments Holdings, LLC, which was formerly the parent of Windy City Investment, Inc. and the indirect parent of Nuveen Fund Advisors, LLC, which is the investment advisor to the Nuveen Mutual Funds. On October 1, 2014, Windy City Investments, Inc. was sold to Teachers Insurance and Annuity Association of America. As a result of the sale, U.S. Bancorp no longer has an indirect ownership interest in Nuveen Fund Advisors, LLC. Depending on the outcome of certain factors, Firststar Capital might in the future receive an earn-out payment in respect to its interest in Windy City Investment Holdings, LLC, under the terms of the sale. If U.S. Bank exercises investment discretion over the assets of an irrevocable trust or ERISA or IRA account, to the extent the earn-out payment is attributable to the account's interest in Nuveen Mutual Funds, U.S. Bank will credit to the account a proportionate amount of the payment. Importantly, the sale changed neither the services that U.S. Bank expects to provide to the accounts holding Nuveen Mutual Funds nor the compensation that U.S. Bank expects to receive for providing such services.

OTHER MUTUAL FUNDS: U.S. Bank may enter into agreements with mutual funds other than First American Funds, including the Nuveen Mutual Funds (Other Mutual Funds) or with Other Mutual Funds' service providers (including investment advisors, administrators, transfer agents or distributors) whereby U.S. Bank provides services for a fee to, or on behalf of, the Other Mutual Funds. Services may include, as applicable, custody and shareholder services provided by USBNA (fee rates for these services may be up to 75 basis points, though more generally fees range from 17 to 25 basis points), networking services provided by NSCC (fee rates for these services may be up to 140 basis points), distribution and principal underwriter services provided by Quasar (fee rates for these services may be up to 95 basis points), accounting, administration and sub-transfer agency services provided by USBFS (fee rates for these services may be up to 30 basis points) and USBFS employees may also serve on the board of directors or as officers of Other Mutual Funds at no additional charge.

U.S. Bank has also entered into an agreement with National Financial Services, LLC (NFS) to provide shareholder and administration services for, or on behalf of, NFS, Fidelity Brokerage Services, LLC and the Other Mutual Funds available on the NFS platform (fee rates for these services may be up to 19 basis points). The fees received by U.S. Bank may include 12b-1 fees.

U.S. Bank will receive shareholder servicing compensation of up to 15 basis points on account assets invested in the Nuveen Mutual Funds. However, U.S. Bank will receive no shareholder service compensation for Nuveen Mutual Fund holdings in ERISA or IRA accounts, Nuveen will retain these fees.

OTHER IMPORTANT INFORMATION: Fees received by U.S. Bank from Nuveen Mutual Funds, Fidelity and Federated Money Market Mutual Funds, Other Mutual Funds and National Financial Services, LLC are not in addition to, and do not increase, fund operating expenses or other fees and expenses as described in the applicable prospectuses.

U.S. Bank may also receive fees from Nuveen Mutual Funds and Other Mutual Funds for securities lending services, which are generally calculated as a percentage of each fund's net income from securities lending transactions.

U.S. Bank may be affiliated with certain Nuveen Mutual Funds, Fidelity and Federated Money Market Mutual Funds and Other Mutual Funds within the meaning of section 2(a)(3) of the Investment Company Act of 1940. Quasar may be the principal underwriter of such funds within the meaning of section 2(a)(29) of the Act. If U.S. Bank exercises investment discretion over the assets of an ERISA or IRA account, which invests in a mutual fund for which U.S. Bank is such an affiliate or principal underwriter, then U.S. Bank refunds to that account the fees received from that affiliated fund.



U.S. Bancorp Asset Management, Inc. (USBAM) is a registered investment advisor and a wholly-owned subsidiary of U.S. Bank National Association. USBAM serves as investment advisor to First American Funds, Inc. First American Funds, Inc. are distributed by Quasar Distributors, LLC, an affiliate of the investment advisor. U.S. Bank is not responsible for and does not guarantee the products, services or performance of USBAM or Quasar Distributors, LLC. If investing in mutual funds, each fund's investment objectives, risks, charges and expenses must be considered carefully before investing. The prospectus contains this and other important information. Please contact the fund or a member of your relationship team for a copy. Read the prospectus carefully before investing.

Mutual fund investing involves risk and principal loss is possible. Investing in certain funds involves special risks, such as those related to investments in small- and mid-capitalization stocks, foreign, debt and high-yield securities and funds that focus their investments in a particular industry. Please refer to the fund prospectus for additional details pertaining to these risks.

Income from tax-exempt funds may be subject to state and local taxes and a portion of income may be subject to the federal and/or state alternative minimum tax for certain investors. Federal and/or state income tax rules will apply to any capital gains distribution.

An investment in money market funds is not insured or guaranteed by the Federal Deposit Insurance Corporation (FDIC) or any other government agency. It is possible to lose money by investing in these funds.

See the applicable fund prospectuses, which may be found on the fund companies' websites, for a complete description, including calculation formulas, for management, custody and other fees associated with the mutual funds. For more information, including whether a fund is affiliated with, or pays U.S. Bank fees, contact your Portfolio Manager or a member of your relationship team.

www.federatedinvestors.com | www.fidelity.com | www.firstamericanfunds.com | www.nuveen.com

Information as of December 2016

Trust & Custody Fee Schedule

Clients of UACC

CUSTODIAL SERVICES

ANNUAL MARKET VALUE FEE: 1BPS
\$500 ANNUAL ACCOUNT MINIMUM

- | | |
|---|---|
| <ul style="list-style-type: none"> ■ Safekeeping of assets ■ Transaction settlement ■ Cash Management (all cash swept daily) ■ Online account access ■ Consolidated accounting & reporting | <ul style="list-style-type: none"> ■ Income Collection ■ Corporate Action Processing ■ Proxy distribution ■ Asset Valuation ■ Class Action Proceeds collection |
|---|---|

TRANSACTION PROCESSING

- | | |
|--|--|
| <ul style="list-style-type: none"> ■ Purchases/Sales/Principal Paydowns ■ Physical Trades ■ Mutual Funds Transactions ■ Security Holding Fees ■ Cash receipts and disbursements | <ul style="list-style-type: none"> ■ Included ■ Included ■ Included ■ Included ■ Included |
|--|--|

SERVICE AND FEE ASSUMPTIONS

- Custody Fees are charged to the account quarterly
- U.S. Bank does not have investment management responsibility
- Fee schedule assumes exclusive use of First American Funds for the investment of short term cash
- This fee schedule pertains to domestic securities - International securities priced separately
- U.S. Bank reserves the right to re-evaluate pricing and implement a change in the fee schedule with 30-day notice

Account Name _____

Client Signature _____ Date _____

All of  serving you™



U.S. Bank reserves the right to adjust the fees quoted in this fee schedule should any of the information and assumptions used to generate these fees change prior to the conversion of the account to U.S. Bank.

ABC Company

*Financial Reporting Package - SRDE
(Trade Date or Settlement Date)*

All of **us** serving you™

The logo for usbank, featuring the word "usbank" in white lowercase letters on a red shield-shaped background.

F CONTENTS

.....3	Receipts and Deliveries in Kind.....18
sting.....4	Corporate Changes & Adjustments...19
liation.....5	Purchases.....20
.....6	Sales and Maturities.....21
.....7	Pending Trade Schedule.....22
.....8	Broker Commissions.....23
.....9	Broker Commission Summary.....24
.....10	Bond Summary.....25
.....11	Bond Quality Schedule.....26
edule.....12	Form 5500 – Asset & Liability..... 27
.....13	Form 5500 – Income & Expense.....28
.....14	Form 5500 – Assets Bought/Sold.....29
.....15	5% - Reportable Transaction.....30
.....16	Glossary.....31
chedule.....17	

FEATURES

- Statements available monthly, quarterly, semi-annually, or annually
- Individual account or consolidated reports available
- Trade or settle date reporting
- Duplex printing
- Only schedules with reported activity included

MESSAGES



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

pleased to introduce several enhancements to your statement. The following new features are designed
prehensive financial reporting package to help you track your portfolio:

or codes to assist with your FAS 157 responsibilities

et sub-categories

ed to summary and details

: Sales/Maturity Schedule

: and new short-term maturity details

dule showing cost and market value totals by type of asset

lified for additional clarification

formation, please contact your Account Manager or Relationship Manager.

s

is committed to finding ways to reduce our carbon footprint in the environment. By moving to electronic
ze paper utilization issues, transportation delays, storage limitations, and various security and disposal
ntials, you can receive a simple email notifying you that your statement is available for retrieval in your

duce paper waste and conserve natural resources

and historical statements on-line

istory

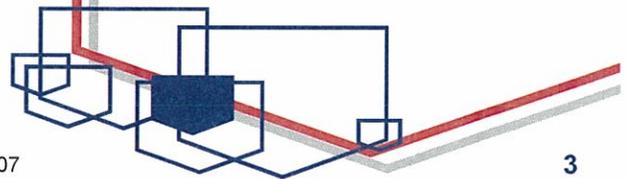
ed reports to be delivered to a secure in box

d with no delay for delivery through the postal service

e to all Institutional Trust & Custody customers. If you are interested in eliminating paper statements or
w Essentials, please contact your Account Manager. We appreciate your business and are committed to

FEATURES

- Special messages can be entered and directed towards specific business lines



DATED ACCOUNT



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

IG

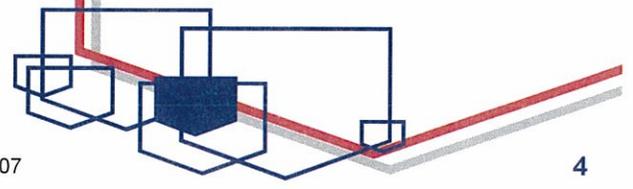
:COUNT NAME

- JNT NAME 1
- JNT NAME 2
- JNT NAME 3
- JNT NAME 4
- JNT NAME 5
- JNT NAME 6
- JNT NAME 7
- JNT NAME 8

urpose of this report

FEATURES

- List of sub accounts that rollup into the consolidated account



AND COST LIATION



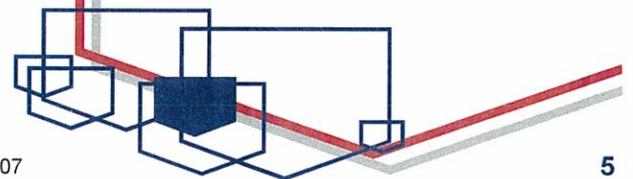
Page x of xxx

Period from January 1, 20XX to December 31, 20XX

	MARKET	FEDERAL TAX COST
	<u>44,313,501.87</u>	<u>52,179,210.61</u>
	- 3,140,000.00	- 3,140,000.00
	<u>- 3,140,000.00</u>	<u>- 3,140,000.00</u>
	999,595.01	999,595.01
	567,415.82	567,415.82
	- 2,709,896.94	- 2,709,896.94
	10,549,682.08	.00
	- 46,207.98	- 46,207.98
	88,325.74	88,325.74
	- 1,940.94	- 1,940.94
	<u>9,446,962.79</u>	<u>- 1,102,719.29</u>
	- 121,574.85	- 121,574.85
	<u>- 121,574.85</u>	<u>- 121,574.85</u>
	2,210,000.00	2,210,000.00
	10,938.26	10,938.26
	481,685.91	602,334.59
	- 2,210,000.00	- 2,210,000.00
	- 546,618.70	- 646,424.97
	- 38,256.73	- 38,256.73
	<u>- 92,251.26</u>	<u>- 71,408.85</u>
	<u>6,093,136.68</u>	<u>- 4,435,702.99</u>
	<u>50,406,638.55</u>	<u>47,743,507.62</u>

FEATURES

- Market and cost reconciliation for the statement period consolidated into one page
- Summarizes transactions by category



CONCILIATION



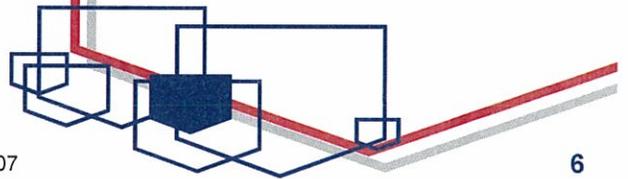
Page x of xxx

Period from January 1, 20XX to December 31, 20XX

	.00
	- 3,140,000.00
	- 3,140,000.00
	999,535.01
	567,415.82
	- 11,014,694.82
	- 24,117,147.05
	10,916,882.57
	25,810,383.36
	88,325.74
	3,250,750.63
	- 121,574.85
	- 121,574.85
	2,210,000.00
	10,938.26
	- 2,210,000.00
	10,938.26
	114.04
	114.04

FEATURES

- Summarizes cash transactions by category
- Cash flow summary
- Cash reconciliation for the statement period consolidated into one page



LASS SUMMARY



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

BEGINNING FEDERAL TAX COST	ENDING FEDERAL TAX COST	BEGINNING MARKET	ENDING MARKET	% OF MARKET
356,087.43	453,899.68	356,087.43	453,899.68	0.90
804,915.23	.00	809,838.00	.00	0.00
.00	114.04	.00	114.04	0.00
4,333,400.12	5,789,813.69	4,833,083.74	5,906,090.57	11.71
12,101,371.54	10,413,289.96	11,055,812.98	10,806,366.21	21.44
1,315,701.90	1,620,000.99	1,142,635.40	1,718,290.90	3.41
19,783,581.72	18,743,132.05	16,506,765.56	20,376,001.11	40.42
599,064.80	247,433.34	309,535.44	225,616.36	0.45
12,627,821.36	10,264,765.34	9,042,477.31	10,709,201.15	21.25
51,921,944.10	47,532,449.09	44,056,235.36	50,195,580.02	99.58
257,266.51	211,058.53	257,266.51	211,058.53	0.42
52,179,210.61	47,743,507.62	44,313,501.87	50,406,638.55	100.00

FEATURES

- Provides a summary by asset class of beginning and ending cost and market value
- Percent of market value by asset class
- Optional schedule

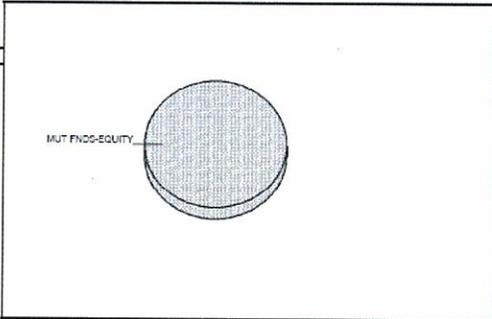
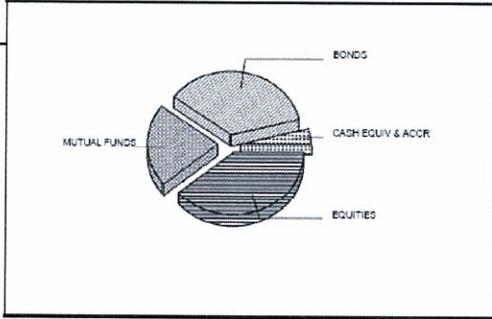
U M M A R Y



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

3/31/2009 MARKET	12/31/2009 FEDERAL TAX COST MARKET	% OF MARKET
4,013.72	454,013.72	0.90
16,090.57	5,789,813.69	11.71
16,366.21	10,413,289.96	21.44
8,290.90	1,620,000.99	3.41
16,001.11	18,743,132.05	40.42
15,616.36	247,433.34	0.45
19,201.15	10,264,765.34	21.25
15,580.02	47,532,449.09	99.58
1,058.53	211,058.53	0.42
16,638.55	47,743,507.62	100.00



11,973.47

FEATURES

- Market value and cost summary of assets by category
- Summary of accrued income for the statement period
- % of each category making up the total market value of account
- Estimated annual income
- Pie chart (optional category driven)

ETAIL



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

SHARES/ FACE AMOUNT	MARKET PRICE/UNIT	FEDERAL TAX COST	UNREALIZED GAIN (LOSS) SINCE INCEPTION/ CURRENT PERIOD	ENDING ACCRUAL	YIELD ON MKT
281,280.920	281,280.92 1.0000	281,280.92	.00 .00	.00	0.00
68,447.570	68,447.57 1.0000	68,447.57	.00 .00	.00	0.00
79,531.460	79,531.46 1.0000	79,531.46	.00 .00	.00	0.00
14,664.620	14,664.62 1.0000	14,664.62	.00 .00	.00	0.00
9,975.110	9,975.11 1.0000	9,975.11	.00 .00	.00	0.00
453,899.680	453,899.68	453,899.68	.00 .00	.00	0.00
453,899.680	453,899.68	453,899.68	.00 .00	.00	0.00
.000	.00 1.0000	.00	.00 - 4,922.77	.00	0.00
.000	.00	.00	.00 - 4,922.77	.00	0.00

FEATURES

- Provides information on each asset
- Asset description
- CUSIP®
- S&P's and Moody's rating
- Shares/face amount
- Market value and cost per asset
- Unrealized gain/loss since inception and for the current statement period
- Ending accrual per asset
- Yield on market per asset
- Industry detail (optional)

ACCRUAL DETAIL



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

(ued)

	EX DATE	PAY DATE	ANN RATE	BEGINNING ACCRUAL	INCOME EARNED	INCOME RECEIVED	ENDING ACCRUAL
	6/30/14			.00	4,314.67	4,288.10	26.57
	7/31/14			.00	277.96	16.41	261.55
	8/15/19			.00	4,823.82	- 2,022.31	6,846.13
	10/15/12			.00	273.68	- 65.16	338.84
	8/31/11			.00	1,353.59	- 311.33	1,664.92
				47,812.07	195,573.21	204,864.91	38,520.37
	3/19			.00	3,376.39	2,670.42	705.97
	7/01/13			5,976.00	11,952.00	11,952.00	5,976.00
	15/38			726.25	126.88	653.13	.00
	6/15/19			.00	1,757.71	1,757.71	.00

FEATURES

- Summarizes income earned and received for the statement period
- Shares/face amount
- Asset description
- CUSIP®
- Ex date for dividends/interest per asset
- Pay date for dividends/interest per asset
- Annual rate for income
- Beginning accrual as of the statement period
- Income earned during the statement period
- Income received during the statement period
- Ending accrual as of the statement period

TRANSACTION DETAIL



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

CASH

ibal II	333,325.00
ibal II	117.90
eds	9.65
c, Ottimo	11,633.03
	<hr/>
	345,085.78
	<hr/>
	958.73
	7,033.79
	2,179.63
	1,476.63
	1,428,998.25
	1,548.93
	15.03
	69.52

FEATURES

- Receipts and disbursements reported and subtotaled by transaction code description
- Transactions sorted in chronological order within transaction category
- Included only in custody formats

CONTRIBUTION ACTIVITY



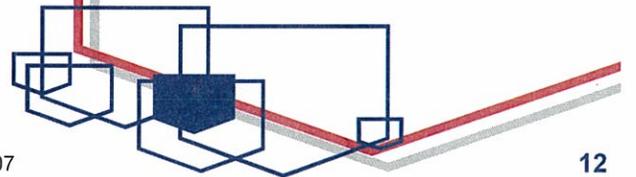
Page x of xxx

Period from January 1, 20XX to December 31, 20XX

CASH	BOOK VALUE	MARKET
5,509.96		
762,258.31		
767,768.29		
767,768.29		
134,271.15		
134,271.15		
134,271.15		
902,039.44		

FEATURES

- Reports cash for contributions and rollover proceeds
- Reports cost and market value for non-cash contributions



ACTIVITY

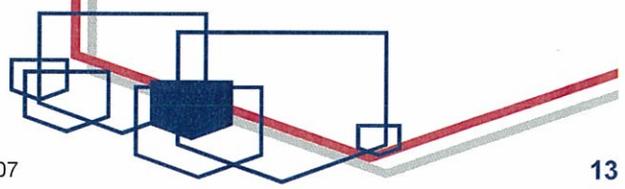
usbank.

Page x of xxx
Period from January 1, 20XX to December 31, 20XX

	CASH	FEDERAL TAX COST	MARKET
41 Per Letter Request	- 50,000.00		
41 Per Letter Request	- 130,000.00		
41 Per Letter Request	- 50,000.00		
41 Per Letter Request	- 50,000.00		
41 Per Letter Request	- 50,000.00		
41 Per Letter Request	- 50,000.00		
41 Per Letter Request	- 2,760,000.00		
	- 3,140,000.00		
	- 3,140,000.00		
	- 3,140,000.00		

FEATURES

- Reports cash for benefit payments and distributions
- Reports cost and market value for non-cash distributions



ENT ACTIVITY



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

CASH

3 Of 19	1,757.71
5 Due 1/ 1/09	5,976.00
3 Due 7/ 1/09	5,976.00
	11,952.00
ar Value Due 11/15/0	2,670.42
16 Value Due 2/1/09	2,812.50
16 Value Due 8/1/09	2,812.50
	5,625.00

FEATURES

- Summarizes investment activity for the statement period
- Interest received during the statement period by asset
- Dividends received during the statement period by asset
- Other earnings received during the statement period by asset
- Transactions are sorted first by asset and then chronologically during the statement period

PENSES



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

CASH

thru 10/31/2009	- 5,479.28
thru 11/30/2009	- 3,965.87
thru 11/30/2009	- 1,193.12
thru 11/30/2009	- 5,833.47
	- 115,250.52
12/01/08 To 12/31/08	- 152.99
12/01/08 To 12/31/08	- 172.94
11/01/09 To 01/31/09	- 131.53
11/01/09 To 01/31/09	- 155.78
12/01/09 To 02/28/09	- 141.43
2/01/09 To 02/28/09	- 112.68

FEATURES

- Summarizes expense activity for the statement period
- Transactions are sorted by type and then chronologically for the statement period
- Reports cash expense transactions for the following:
 - Insurance premiums
 - Professional fees
 - Contract admin fees
 - Investment advisory and management fees
 - Other admin fees
 - Interest expenses
 - Other expenses
 - Trust fees

ACTIVITY



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

CASH

250,000.00
250,000.00
50,000.00
1,000,000.00
660,000.00

2,210,000.00

2,210,000.00

Attn: Ryan Dn

10,938.26

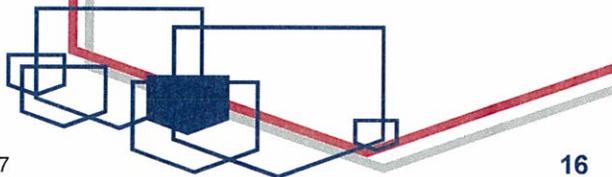
10,938.26

10,938.26

- 250,000.00

FEATURES

- Summarizes other activity for the statement period
- Transactions are sorted by type and then chronologically for the statement period
- Reports cash transactions for the following other activities:
 - Insurance proceeds
 - Transfers in
 - Miscellaneous receipts
 - Transfers to checking accounts
 - Transfers out
 - Miscellaneous disbursements



AMORTIZATION/ACCRETION



Page x of xxx

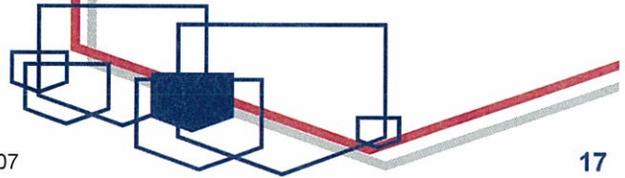
Period from January 1, 20XX to December 31, 20XX

12/20XX 7023-07

	CASH	FEDERAL TAX COST
28 To 12,875.82 USD	.00	- 1.69
25 To 72,510.62 USD	.00	- 9.43
9 To 53,431.77 USD	.00	- 7.31
0 To 60,110.16 USD	.00	- .87
32 To 22,499.64 USD	.00	- 4.06

FEATURES

- Amortization and accretion transactions are sorted first by asset and then chronologically during statement period



S AND DELIVERIES



Page x of xxx

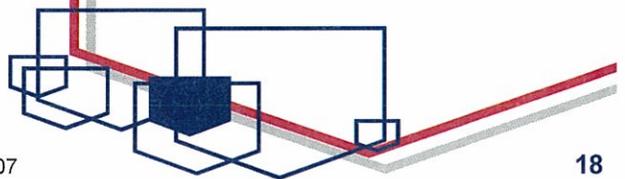
Period from January 1, 20XX to December 31, 20XX

D (continued)

	SHARES OR FACE AMOUNT	FEDERAL TAX COST	MARKET VALUE	REALIZED/ UNREALIZED GAIN/LOSS
Plc (29358Q109)	- 711.000	- 34,624.28	- 29,812.23	4,812.05
Plc (29358Q109)	- 79.000	- 5,840.53	- 3,312.47	2,528.06
Plc (29358Q109)	- 345.000	- 12,453.05	- 14,465.85	- 2,012.80
	<u>- 20,173.367</u>	<u>- 646,424.88</u>	<u>- 546,618.66</u>	<u>99,806.22</u>
	<u>- 20,173.457</u>	<u>- 646,424.97</u>	<u>- 546,618.70</u>	<u>99,806.27</u>

FEATURES

- Reports non-cash receipts and deliveries of assets
- Reports shares, cost, market value and gain/loss
- Subtotaled by asset category name



ANGES AND MENTS



Page x of xxx

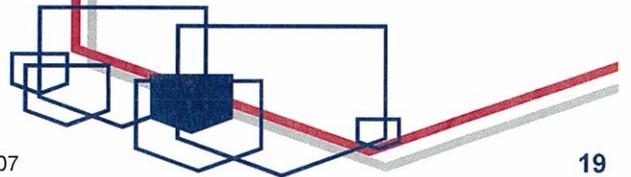
Period from January 1, 20XX to December 31, 20XX

USTMENTS (continued)

	SHARES OR FACE AMOUNT	FEDERAL TAX COST	MARKET VALUE	REALIZED/ UNREALIZED GAIN/LOSS
	.00	- 38,256.73	.00	38,256.73
	8.95	.00	.00	.00
	517.00	.00	.00	.00
09	192.50	.00	.00	.00
	718.45	.00	.00	.00
	718.45	- 38,256.73	.00	38,256.73

FEATURES

- Provides all corporate change and adjustment detail during the statement period
- Reports shares, cost, market value, and gain/loss
- Transactions are sorted first by corporate action or adjustment type and then chronologically during the statement period





Page x of xxx

Period from January 1, 20XX to December 31, 20XX

	SHARES/ FACE AMOUNT	COMMISSION	CASH	FEDERAL TAX COST
	19,410.000	.00	- 19,410.00	19,410.00
	169.680	.00	- 169.68	169.68
	11.450	.00	- 11.45	11.45
	<u>11,014,694.820</u>	<u>.00</u>	<u>- 11,014,694.82</u>	<u>11,014,694.82</u>
	<u>11,014,694.820</u>	<u>.00</u>	<u>- 11,014,694.82</u>	<u>11,014,694.82</u>
	500,000.000	.00	- 500,990.00	500,990.00
Securities				
	<u>500,000.000</u>	<u>.00</u>	<u>- 500,990.00</u>	<u>500,990.00</u>
6	126,956.950	.00	- 134,038.77	134,038.77
Inc-Fixed Inc 5%				

FEATURES

- Provides all asset purchase detail during the statement period
- Date
- Asset description
- Shares/face amount
- Commission paid
- Total cash amount of purchase
- Cost of purchase
- Transactions are sorted first by asset and then chronologically during the statement period

ND MATURITIES



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

ad)

	SHARES/ FACE AMOUNT	COMMISSION	TRANSACTION PROCEEDS	FEDERAL TAX COST	REALIZED GAIN/LOSS
ner &	- 1,262.000	25.24	29,605.51	- 34,102.75	- 4,497.24
Inc.	- 564.000	16.92	16,400.44	- 12,529.07	3,871.37
	- 1,826.000	42.16	46,005.95	- 46,631.82	- 625.87
ncorpor	- 1,461.000	29.22	21,953.16	- 38,950.59	- 16,997.43
s Inc.	- 1,722.000	34.44	31,392.63	- 45,753.54	- 14,360.91

FEATURES

- Summarizes sales and maturities occurring during the period per asset
- Date
- Asset description
- Shares/face amount
- Commission
- Total proceeds/cash received on the sale
- Cost on sale
- Realized gain and loss
- Transactions are sorted by asset and then chronologically for the statement period; with subtotals by asset

TRADES



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

12/20XX 7023-07

	SHARES/ PAR VALUE	FEDERAL TAX COST	CASH
Par Value Of 3.375% 10/15/15	105,000.000	104,659.80	- 104,659.80
Citigroup Global Markets Inc. At 99.676 %			

FEATURES

- Available for trade-date statements
- Reports purchases or Sales that were traded within the current statement period and have a settle date within a future statement period
- Trade date
- Settle date
- Asset description
- Shares
- Cost
- Cash
- Transactions are sorted by asset and then chronologically for the statement period; with subtotals by asset

COMMISSIONS



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

	PURCHASE COST/ SALE PROCEEDS	BROKER COMMISSION	OTHER EXPENSE	TOTAL COST/ NET PROCEEDS
ial Inc	15,424.49	4.78	27	15,419.44
es Inc	53,147.46	33.56	90	53,113.00
	18,814.11	28.98	32	18,784.81
	48,106.92	57.64	82	48,048.46
Corp	45,874.88	147.70	.78	45,726.40
o	58,079.36	66.70	.99	58,011.67
	1,573,715.85	1,084.76	13.07	1,573,533.16
	36	.02		

FEATURES

- Provides a summary by broker – number of trades and commission per share
- Provides a list of all purchases and sales during the statement period by broker
- Shares/face amount
- Date
- Asset description
- Purchase cost or sale proceeds
- Broker commission
- Other expense
- Total cost/net proceeds
- Optional schedule

COMMISSION Y



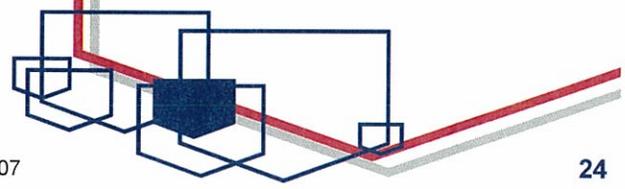
Page x of xxx

Period from January 1, 20XX to December 31, 20XX

# OF TRADES	COMMISSION PER SHARE	PURCHASE COST/SALE PROCEEDS	BROKER COMMISSION	OTHER EXPENSE	TOTAL COST NET PROCEEDS
1	.03	1,747.48	1.50	.00	1,748.98
26	.03	155,170.95	90.65	.00	155,261.60
1	.02	2,855.31	1.00	.00	2,856.31
		159,773.74	93.15	.00	159,866.89

FEATURES

- Summarizes total commission paid per broker
- Purchase cost/sale proceeds
- Broker commission
- Other expense
- Total cost/net proceeds
- Optional schedule



SUMMARY



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

PAR VALUE	MARKET VALUE	PERCENTAGE OF CATEGORY
325,000.00	.00	0.00
.00	.00	0.00
80,000.00	84,542.40	0.45
1,599,465.92	1,602,002.80	8.70
989,799.74	1,015,415.84	5.51
1,490,000.00	1,545,496.65	8.39
1,937,587.42	2,009,124.11	10.91
585,995.80	607,573.20	3.30
1,489,563.39	1,564,305.94	8.49
1,095,000.00	1,155,441.45	6.27
1,235,000.00	1,338,325.50	7.26
2,275,136.24	2,392,300.70	12.97
1,045,444.28	1,265,763.17	6.86
609,190.74	603,560.89	3.27
1,202,252.29	1,246,016.68	6.76
2,045,000.00	2,002,888.35	10.86
18,004,435.81	18,430,747.68	100.00
7,018,198.61	7,287,656.20	39.53
177,495.64	167,230.32	0.91
720,000.00	743,039.70	4.03
295,000.00	312,277.35	1.69
1,040,000.00	1,124,797.65	6.10
1,060,000.00	1,125,331.90	6.11
1,327,378.58	1,384,602.93	7.51
1,580,000.00	1,667,362.75	9.05
1,675,000.00	1,763,041.15	9.57
435,000.00	444,056.70	2.41
150,000.00	150,500.00	0.82
110,000.00	90,439.80	0.49
24,084.29	25,891.51	0.14
2,067,278.69	2,144,519.72	11.64
325,000.00	.00	0.00
18,004,435.81	18,430,747.68	100.00

FEATURES

- Summarizes total bond positions by maturity and bond rating
- Short term maturity totals by days
- Maturity totals by years
- Par value
- Market value
- Percentage of bond positions maturing in specified days/years
- Bond positions sorted by Moody's ratings or S&P ratings
- Optional schedule

QUALITY SCHEDULE



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

SHARES/ PAR VALUE	PRICE	MARKET	FEDERAL TAX COST	UNREALIZED GAIN/LOSS	YIELD TO CALL/ MATURITY
140,000.000	100.2420	140,338.80	140,304.07	34.73	0.67
900,000.000	100.1330	901,197.00	899,145.67	2,051.33	0.77
490,000.000	100.3510	490,249.90	490,196.46	53.44	0.97
74.740	98.6350	73.72	74.70	-.98	6.75
74,145.480	101.3660	75,380.74	74,145.07	1,235.67	4.42
37,723.980	101.1490	38,157.43	38,176.43	-19.00	4.79
120,000.000	101.4020	121,682.40	119,943.43	1,738.97	1.61

FEATURES

- Identifies each bond holding by rating
- Moody's rating or S&P rating
- Asset name and description
- Shares/par value
- Price
- Market value
- Cost
- Unrealized gain/loss
- Yield to call or maturity
- Optional schedule

00 - INCOME AND



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

SES

AMOUNT TOTAL

.00	
.00	
.00	
.00	
	.00

3,490.41	
206,935.48	
764,606.56	
.00	
.00	
.00	
	975,032.45

.00	
445,680.33	
	445,680.33

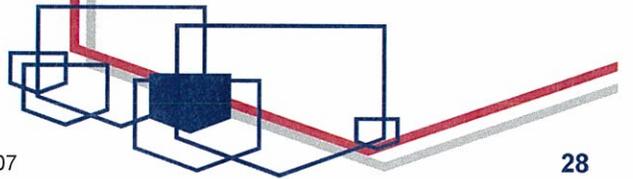
	.00
35,187,223.91	
- 33,582,611.68	
	1,604,612.23

.00	
3,473,539.17	
	3,473,539.17

.00	
.00	
.00	
.00	
2,821,516.14	

FEATURES

- Reports plan year Income and expense activity



00 - ASSETS / SOLD



Page x of xxx

Period from January 1, 20XX to December 31, 20XX

DISPOSED OF WITHIN YEAR

	SHARES/FACE AMOUNT	COST OF ACQUISITIONS	PROCEEDS OF DISPOSITIONS
9	65,000.000	64,530.00	71,984.25
7/12	55,000.000	53,900.00	55,000.00
6/12	50,000.000	50,373.05	50,000.00
15	70,000.000	69,885.90	78,939.00
3	105,000.000	103,488.00	117,575.85
	45,000.000	44,962.20	48,854.25
7/12	90,000.000	89,117.58	90,000.00
1/36	50,000.000	45,142.50	50,667.00
	530,000.000	522,399.23	553,020.35
1/19	40,000.000	39,871.60	43,636.00
	70,000.000	69,352.50	72,424.80
	110,000.000	109,224.10	116,060.80
	659.000	11,334.49	15,591.97

FEATURES

- Annual schedule used in filing IRS schedule H (Form 5500)
- Shows assets that had no beginning or ending position but were traded during the statement period
- Sorted by security type
- Reports net trade amounts-shares, cost, proceeds

PORTABLE SECTION



Page x of xxx

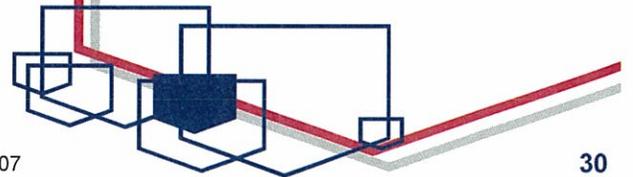
Period from January 1, 20XX to December 31, 20XX

SECTION SCHEDULE

RES/ ALUE	UNIT PRICE	EXPENSE INCURRED	PRINCIPAL CASH	TRANSACTION COST	REALIZED GAIN/LOSS
UE			44,313,501.87		
%)			2,215,675.09		
35 5% OF VALUE FOR THIS SECTION*					
TH SAME BROKER EXCEEDS 5% OF VALUE					
n					
375% 2/15/38 10.000	1.1994		- 17,991	17,991	
50% 10/31/13 10.000	1.0547		- 84,378	84,378	
375% 2/15/38 10.000	1.1270		84,527	93,398	- 8,871
00% 2/01/39 10.000	.3856		- 103,488	103,488	
375% 2/15/38 10.000	1.1454		- 62,994	62,994	
300% 5/15/38 10.000	1.1471		- 63,091	63,091	
6 3/15/39 10.000	.9994		- 39,977	39,977	

FEATURES

- Annual schedule used in filing IRS schedule H (Form 5500)
- Reports 5% of beginning market value
- Category 1 - Single transactions exceeds 5% of value
- Category 2 - Series of transactions with same broker exceeds 5% of value
- Category 3 - Series of transactions in same security exceeds 5% of value
- Category 4 - Single transactions with one broker exceeds 5% of value



SARY

UNREALIZED GAIN (LOSS)

Gain in Period in the Asset Detail
ure shows the market
preciation) for the current

GAIN (LOSS)

between the market value and
e end of the current period.

ce of an asset, normally the
or appraised value at the time of
ere are two cost methods for
ctions: book value method
ax cost/fed tax methods such as
himum Gain, and Maximum

GAIN/LOSS CALCULATION

The proceeds less the cost value of a
transaction.

YIELD ON MARKET

The annual rate of return on an investment
expressed as a percentage. For stocks, yield is
calculated as the annual dividend payments
divided by the stock's current share price. For
bonds, yield is calculated by the coupon rate
divided by the bond's market price.

SRDE

Standard Ready Download Employee Benefit
Reporting (EBR).

NOT A DEPOSIT	NOT FDIC INSURED	MAY LOSE VALUE	NO BANK GUARANTEED
NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY			



First American Money Market Funds

Class Y Shares



First American Government Obligations Fund

Investment Strategy: Seeks to provide maximum current income and daily liquidity by purchasing U.S. government securities and repurchase agreements collateralized by such obligations.

Net Annualized Monthly Average Yields

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
See FirstAmericanFunds.com for additional historical performance information.												
2015	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%
2016	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.01%	0.10%
2017	0.18%	0.18%	0.27%	0.36%	0.38%	0.50%	0.59%	0.61%	0.61%	0.62%	0.66%	0.80%

Portfolio Characteristics

Total Net Assets (all classes)	\$34.2 billion
Weighted Avg. Maturity (WAM)	30 days
Inception Date	03/01/90
Expense Ratio	
Gross	0.49%
Net ¹	0.45%

Ratings

Moody's	Aaa-mf
Standard & Poor's	AAAm
Fitch	AAAmf

For more information and ratings methodology, please visit moodys.com, standardandpoors.com, and fitchratings.com.

NAIC U.S. Direct Obligations/Full Faith & Credit Exempt List

Ticker

FGVXX 31846V203

CUSIP

Cutoff Times

Purchases and Redemptions 3:30 p.m. CT

Current Yield [†]	Sub.	Unsub.
7-Day Yield	0.88%	0.84%

Portfolio Maturity

Overnight	46%
2-7 days	15%
8-29 days	16%
30-60 days	5%
61-120 days	10%
121+ days	8%

Portfolio Allocation* (% of Market Value)

Investment Companies	2.2%
U.S. Govt. Agency Debt	38.3%
U.S. Govt. Agency Repurchase Agreements	10.2%
U.S. Treasury Debt	5.8%
U.S. Treasury Repurchase Agreements	43.5%

First American Treasury Obligations Fund

Investment Strategy: Seeks to provide maximum current income and daily liquidity by purchasing U.S. Treasury securities and repurchase agreements collateralized by such obligations.

Net Annualized Monthly Average Yields

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
See FirstAmericanFunds.com for additional historical performance information.												
2015	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2016	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.07%
2017	0.14%	0.14%	0.27%	0.35%	0.37%	0.51%	0.59%	0.60%	0.61%	0.64%	0.69%	0.82%

Portfolio Characteristics

Total Net Assets (all classes)	\$10.2 billion
Weighted Avg. Maturity (WAM)	33 days
Inception Date	01/24/95
Expense Ratio	
Gross	0.50%
Net ¹	0.45%

Ratings

Moody's	Aaa-mf
Standard & Poor's	AAAm
Fitch	AAAmf

For more information and ratings methodology, please visit moodys.com, standardandpoors.com, and fitchratings.com.

NAIC U.S. Direct Obligations/Full Faith & Credit Exempt List

Ticker

FOCXX 31846V807

CUSIP

Cutoff Times

Purchases and Redemptions 3:30 p.m. CT

Current Yield [†]	Sub.	Unsub.
7-Day Yield	0.91%	0.87%

Portfolio Maturity

Overnight	62%
2-7 days	15%
8-29 days	3%
30-60 days	1%
61-120 days	5%
121+ days	14%

Portfolio Allocation* (% of Market Value)

Investment Companies	0.0%
U.S. Treasury Debt	45.0%
U.S. Treasury Repurchase Agreements	55.0%

First American U.S. Treasury Money Market Fund

Investment Strategy: Seeks to provide maximum current income and daily liquidity by purchasing U.S. Treasury and other money market funds that invest exclusively in such obligations.

Net Annualized Monthly Average Yields

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
See FirstAmericanFunds.com for additional historical performance information.												
2015	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2016	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2017	0.06%	0.10%	0.20%	0.29%	0.35%	0.42%	0.52%	0.57%	0.58%	0.61%	0.67%	0.74%

Portfolio Characteristics

Total Net Assets (all classes)	\$1.4 billion
Weighted Avg. Maturity (WAM)	42 days
Inception Date	10/25/04
Expense Ratio	
Gross	0.53%
Net ¹	0.45%

Ratings

Moody's	Aaa-mf
Standard & Poor's	AAAm

For more information and ratings methodology, please visit moodys.com and standardandpoors.com.

NAIC U.S. Direct Obligations/Full Faith & Credit Exempt List

Ticker

FOYXX 31846V534

CUSIP

Cutoff Times

Purchases and Redemptions 12:30 p.m. CT

Current Yield [†]	Sub.	Unsub.
7-Day Yield	0.78%	0.72%

Portfolio Maturity

Overnight	28%
2-7 days	8%
8-29 days	14%
30-60 days	23%
61-120 days	18%
121+ days	9%

Portfolio Allocation* (% of Market Value)

U.S. Treasury Debt	100.0%
Investment Companies	0.0%

Performance shown is historical and does not guarantee future results. Current performance may be lower or higher. For current month-end performance information, call 800.677.3863. Performance assumes the reinvestment of dividends and capital gains. Investment performance reflects fee waivers. Without waivers, returns and yields would be reduced.

[†]Subsidized (Sub.) yields reflect fee waivers in effect. Without such waivers, yields would be reduced. Unsubsidized (Unsub.) yields do not reflect fee waivers in effect.

Contact us at 800.677.3863 or www.FirstAmericanFunds.com

NOT FDIC INSURED NO BANK GUARANTEE MAY LOSE VALUE

*Portfolio allocations may change and are not recommendations to buy or sell.

First American Retail Prime Obligations Fund

Investment Strategy: Seeks to provide maximum current income and daily liquidity by purchasing high-quality short-term debt securities such as commercial paper, repurchase agreements, variable rate demand notes and bank instruments.

Net Annualized Monthly Average Yields

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
See FirstAmericanFunds.com for additional historical performance information.												
2015	-	-	-	-	-	-	-	-	-	-	-	-
2016	-	-	-	-	-	-	-	0.02%	0.27%	0.30%	0.27%	0.40%
2017	0.46%	0.47%	0.56%	0.66%	0.67%	0.77%	0.87%	0.89%	0.90%	0.90%	0.92%	1.05%

Portfolio Characteristics

Total Net Assets (all classes)	\$2.9 billion
Weighted Avg. Maturity (WAM)	21 days
Inception Date	07/18/16
Expense Ratio	
Gross	0.52%
Net ¹	0.45%

Ticker

FYRXX

CUSIP

31846V286

Cutoff Times

Purchases and Redemptions 3:30 p.m. CT

Current Yield[†] Sub. Unsub.

7-Day Yield 1.13% 1.07%

Portfolio Maturity

Overnight	37%
2-7 days	11%
8-29 days	32%
30-60 days	8%
61-120 days	11%
121+ days	1%

Portfolio Allocation* (% of Market Value)

Asset Backed Commercial Paper	14.2%
Certificates of Deposit	32.7%
Financial Company Commercial Paper	25.5%
Investment Companies	0.0%
Non-Financial Company Commercial Paper	2.2%
Non-Negotiable Time Deposit	3.7%
Other Instrument	2.1%
Other Repurchase Agreements	13.7%
U.S. Treasury Repurchase Agreements	5.4%
Variable Rate Demand Notes	0.5%

First American Retail Tax Free Obligations Fund

Investment Strategy: Seeks to provide maximum current income and daily liquidity by purchasing high-quality short-term municipal securities. There is no alternative minimum tax paper in the fund.

Net Annualized Monthly Average Yields

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
See FirstAmericanFunds.com for additional historical performance information.												
2015	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2016	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.05%	0.26%	0.35%	0.16%	0.23%
2017	0.25%	0.24%	0.31%	0.46%	0.38%	0.38%	0.40%	0.35%	0.42%	0.49%	0.50%	0.78%

Portfolio Characteristics

Total Net Assets (all classes)	\$480.9 million
Weighted Avg. Maturity (WAM)	44 days
Inception Date	01/09/95
Expense Ratio	
Gross	0.62%
Net ¹	0.45%

Ticker

FFCXX

CUSIP

31846V864

Cutoff Times

Purchases and Redemptions 11:30 a.m. CT

Current Yield[†] Sub. Unsub.

7-Day Yield 1.12% 1.00%

Portfolio Maturity

Overnight	14%
2-7 days	66%
8-29 days	0%
30-60 days	2%
61-120 days	1%
121+ days	17%

Portfolio Allocation* (% of Market Value)

Investment Companies	0.0%
Non-Financial Company Commercial Paper	2.5%
Other Municipal Securities	18.0%
Variable Rate Demand Notes	79.5%

Alternative Minimum Tax[‡]

Exposure	0.0%
----------	------

[†]By prospectus, under normal market conditions, the Fund may invest in taxable money market securities and municipal securities subject to the alternative minimum tax, although the Fund does not currently intend to do so. Shareholders will be notified if changes are made to this policy.

First American Institutional Prime Obligations Fund

Investment Strategy: Seeks to provide maximum current income and daily liquidity by purchasing high-quality short-term debt securities such as commercial paper, repurchase agreements, variable rate demand notes and bank instruments.

Net Annualized Monthly Average Yields

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
See FirstAmericanFunds.com for additional historical performance information.												
2015	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%	0.02%
2016	0.02%	0.02%	0.06%	0.05%	0.05%	0.03%	0.02%	0.02%	0.05%	0.06%	0.04%	0.24%
2017	0.35%	0.41%	0.53%	0.61%	0.63%	0.74%	0.85%	0.86%	0.87%	0.88%	0.89%	1.02%

Portfolio Characteristics

Total Net Assets (all classes)	\$783.2 million
Weighted Avg. Maturity (WAM)	20 days
Inception Date	03/01/90
Expense Ratio	
Gross	0.59%
Net ¹	0.45%

Ratings

Moody's Aaa-mf
Standard & Poor's AAAM
For more information and ratings methodology, please visit moody's.com and standardandpoors.com.

Ticker

FAIXX

CUSIP

31846V104

Cutoff Times

Purchases and Redemptions 8:00 a.m., 11:00 a.m. and 2:00 p.m. CT

Current Yield[†] Sub. Unsub.

7-Day Yield 1.11% 1.00%

Portfolio Maturity

Overnight	38%
2-7 days	13%
8-29 days	28%
30-60 days	13%
61-120 days	7%
121+ days	1%

Portfolio Allocation* (% of Market Value)

Asset Backed Commercial Paper	13.6%
Certificates of Deposit	25.0%
Financial Company Commercial Paper	26.5%
Investment Companies	0.0%
Non-Financial Company Commercial Paper	3.6%
Non-Negotiable Time Deposit	0.0%
Other Instrument	4.0%
Other Repurchase Agreements	17.7%
U.S. Treasury Repurchase Agreements	6.1%
Variable Rate Demand Notes	3.5%

Performance shown is historical and does not guarantee future results. Current performance may be lower or higher. For current month-end performance information, call 800.677.3863. Performance assumes the reinvestment of dividends and capital gains. Investment performance reflects fee waivers. Without waivers, returns and yields would be reduced.

[†]Subsidized (Sub.) yields reflect fee waivers in effect. Without such waivers, yields would be reduced. Unsubsidized (Unsub.) yields do not reflect fee waivers in effect.

*Portfolio allocations may change and are not recommendations to buy or sell.

[‡]The advisor has contractually agreed to waive fees and reimburse fund expenses through October 31, 2018, so that the total annual fund operating expenses do not exceed as stated. These waivers and reimbursements may be terminated any time after October 31, 2018 by the advisor. Prior to that time, waivers and reimbursements may not be terminated without approval of the fund's board.

[See next page for definitions and important disclosure information]

Weighted Average Maturity (WAM) is the time to maturity of all the securities held in the fund, weighted by each security's percentage of total investments. WAM measures a fund's sensitivity to interest rate changes.

Moody's Aaa-mf Rating: Money market funds with this rating are judged to be of an investment quality similar to Aaa-rated fixed-income obligations; that is, they are judged to be of the highest quality.

Standard & Poor's AAAM Rating: S&P evaluates a number of factors, including credit quality, market price, exposure, and management.

Fitch AAAMmf Rating: Money market funds with this rating are judged to have the highest credit quality and safety of principal.

NAIC U.S. Direct Obligations/Full Faith and Credit Exempt (Exempt) List: A money market fund is eligible for listing on the NAIC (National Association of Insurance Commissioners) Exempt List if the fund: (1) maintains a money market fund rating of AAAM from Standard & Poor's or Aaa-mf from Moody's Investor Services or an equivalent money market fund rating from any NAIC CRP (2) maintains a stable net asset value per share of \$1.00 (3) allows a maximum of seven-day redemption of proceeds (4) invests 100% of its total assets in securities that are direct obligations of the U.S. government and/or in securities that are backed by the full faith and credit of the U.S. government or collateralized repurchase agreements comprised of such obligations at all times. **NAIC designations are suitable for NAIC members' use in determining whether a fund has met certain eligibility requirements for NAIC listing. NAIC designation should not be considered an investment criteria for non-members.**

Portfolio Maturity: Maturities of the portfolio's securities are determined using provisions of SEC Rule 2a-7, which allow the fund to consider certain floating- and variable-rate securities as having maturities shorter than their stated maturity dates.

Mutual fund investing involves risk. This material must be preceded or accompanied by a current prospectus. It contains more information that investors should carefully consider about each fund, including risks, charges and expenses: call 800.677.3863 or visit www.FirstAmericanFunds.com. Please read it carefully before investing.

For U.S. Treasury, Treasury Obligations and Government Obligations – You could lose money by investing in the Fund. Although the Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee to do so. An investment in the Fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. The Fund's sponsor has no legal obligation to provide financial support to the Fund and you should not expect that the sponsor will provide financial support to the Fund at any time.

For Retail Prime Obligations and Retail Tax-Free Obligations – You could lose money by investing in the Fund. Although the Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee to do so. The Fund may impose a fee upon the sale of your shares or may temporarily suspend your ability to sell shares if the Fund's liquidity falls below required minimums because of market conditions or other factors. An investment in the Fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. The Fund's sponsor has no legal obligation to provide financial support to the Fund and you should not expect that the sponsor will provide financial support to the Fund at any time.

For Institutional Prime Obligations – You could lose money by investing in the Fund. Because the share price of the Fund will fluctuate, when you sell your shares they may be worth more or less than what you originally paid for them. The Fund may impose a fee upon the sale of your shares or may temporarily suspend your ability to sell shares if the Fund's liquidity falls below required minimums because of market conditions or other factors. An investment in the Fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. The Fund's sponsor has no legal obligation to provide financial support to the Fund and you should not expect that the sponsor will provide financial support to the Fund at any time.

Income from tax exempt funds may be subject to state and local taxes and a portion of income may be subject to the federal and/or state alternative minimum tax for certain investors. Federal and/or state income tax rules will apply to any capital gains distribution.



**CLEVELAND PUBLIC LIBRARY
NOTICE TO BIDDERS**

Sealed bids will be received by the Cleveland Public Library, at the Tenth Floor Board Room in the Louis Stokes Wing of the Cleveland Public Library Main Branch at 525 Superior Avenue NE, Cleveland, Ohio, (Mailing Address 325 Superior Avenue NE, Cleveland, Ohio 44114), until **12:00PM noon**, current local time as determined by the Board Room clock, on **Thursday, April 12, 2018** and will be opened and read publicly immediately thereafter, for furnishing the material and performing the labor for the execution of the Lakeshore Roof Replacement Project.

Bids for the above-described work must be submitted on forms furnished with the bid documents and in accordance with the Drawings and Specifications, dated July 2017, prepared by Construction Resources, Inc, 33900 Station Street, Solon, Ohio 44139, Phone Number (440) 248-9800, and Structural Consultant Harper Engineering.

The estimated cost of the construction is \$588,500.00 base bid, \$347,000 alternate #1.

No Bidder may withdraw his bid within sixty (60) days after the actual date of the bid opening.

Each bid must contain the full name of every person or company interested in the bid, shall state the price for labor and materials, and must be accompanied by a Bid Guarantee meeting the requirements of Section 153.157 of the Ohio Revised Code.

Copies of the Drawings and Specifications may be obtained by Bidders or other interested parties for a \$50.00 non-refundable fee, made payable to Construction Resources, Inc.

A **mandatory** pre-bid meeting and site visit will be held on **Wednesday, April 4, 2018** at 1:00PM. Bidders will meet a representative of the Library and Consultant in the parking lot of the Lakeshore Facility at 17001 Lakeshore Boulevard, Cleveland, Ohio 44110.

It is understood and agreed that work to be performed for this project shall commence on or after June 4, 2018 and be completed no later than November 2, 2018, with a construction duration not-to-exceed 12 weeks, unless an extension of time is granted by the Owner. A fee of \$250.00 per day may be charged for work not completed within 12 weeks after the Notice to Proceed.

All Proposed Substitutions for a Standard shall be submitted to Consultant not later than 10 days prior to the bid opening for review. If no Addendum is issued accepting the Proposed Substitution as an Approved Equal, the Proposed Substitution shall be considered rejected.

PREVAILING WAGE RATES ARE APPLICABLE TO THE CONTRACT.

APPROVED FOR PUBLICATION

In the Plain Dealer on March 21, 2018 and March 28, 2018.

CLEVELAND PUBLIC LIBRARY

By: _____

Name: Carrie Krenicky

Title: Chief Financial Officer

CPL-NB-1

REPORT A

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD MARCH 1 – MARCH 31, 2018

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending March 31, 2018

	General Fund	Special Revenue	Capital Projects	Permanent	Agency	Total
41 Taxes	14,229,426.86	0.00	0.00	0.00	\$ 0.00	14,229,426.86
42 Intergovernmental	5,516,267.37	393,611.00	25,000.00	0.00	\$ 0.00	5,934,878.37
43 Fines & Fees	91,134.76	0.00	0.00	0.00	\$ 0.00	91,134.76
44 Investment Earnings	108,643.18	96,209.83	0.00	45,177.38	\$ 0.00	250,030.39
45 Charges for Services	0.00	2,547,745.14	0.00	0.00	\$ 0.00	2,547,745.14
46 Contributions & Donations	1,080.00	176,288.31	0.00	0.00	\$ 0.00	177,368.31
48 Miscellaneous Revenue	101,303.11	0.00	0.00	0.00	\$ 38,324.00	139,627.11
Total Revenues	\$ 20,047,855.28	\$ 3,213,854.28	\$ 25,000.00	\$ 45,177.38	\$ 38,324.00	\$ 23,370,210.94
51 Salaries/Benefits	8,531,909.95	780,866.14	0.00	0.00	\$ 0.00	9,312,776.09
52 Supplies	190,534.07	20,028.09	0.00	582.81	\$ 0.00	211,144.97
53 Purchased/Contracted Services	3,484,101.10	471,793.19	3,641.92	2,397.00	\$ 0.00	3,961,933.21
54 Library Materials	2,463,102.36	290,335.18	0.00	12,607.13	\$ 0.00	2,766,044.67
55 Capital Outlay	326,297.50	236,036.37	171,237.81	0.00	\$ 0.00	733,571.68 ⁽⁵⁾
57 Miscellaneous Expenses	52,843.01	8,678.24	0.00	0.00	\$ 35,868.96	97,390.21 ⁽⁶⁾
Total Expenditures	\$ 15,048,787.99	\$ 1,807,737.21	\$ 174,879.73	\$ 15,586.94	\$ 35,868.96	\$ 17,082,860.83
Revenue Over/(Under) Expenditures	\$ 4,999,067.29	\$ 1,406,117.07	\$(149,879.73)	\$ 29,590.44	\$ 2,455.04	\$ 6,287,350.11
91 Sale of Capital Assets	0.00	0.00	0.00	0.00	\$ 0.00	0.00
98 Advances	(50,015.00)	50,015.00	0.00	0.00	\$ 0.00	0.00
99 Transfers	(2,000,000.00)	0.00	2,000,000.00	0.00	\$ 0.00	0.00
Total Other Sources / Uses	\$(2,050,015.00)	\$ 50,015.00	\$ 2,000,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/(Under) Expenditures & Other Uses	\$ 2,949,052.29	\$ 1,456,132.07	\$ 1,850,120.27	\$ 29,590.44	\$ 2,455.04	\$ 6,287,350.11
Beginning Year Cash Balance	\$ 24,971,598.35	\$ 18,098,603.70	\$ 10,649,453.06	\$ 3,990,707.53	\$ 15,768.15	\$ 57,726,130.79
Current Cash Balance	\$ 27,920,650.64	\$ 19,554,735.77	\$ 12,499,573.33	\$ 4,020,297.97	\$ 18,223.19	\$ 64,013,480.90

**Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending March 31, 2018**

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	21,528,120	5,516,267	16,011,852	26%	24%
General Property Tax	24,914,507	14,229,427	10,685,081	57%	59%
Rollback, Homestead	2,400,000	0	2,400,000	0%	1%
Fines & Fees	381,034	91,135	289,899	24%	25%
Investment Earnings	524,913	108,643	416,270	21%	31%
Contributions	0	1,080	(1,080)	100%	100%
Miscellaneous	890,487	101,303	789,184	11%	10%
Return of Advances Out	0	75,000	(75,000)	0%	0%
Total	\$ 50,639,061	\$ 20,122,855	\$ 30,516,206	40%	39%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	36,777,430	8,550,133	28,227,296	23%	22%
Supplies	1,140,652	426,958	713,693	37%	44%
Purchased Services	12,215,264	8,384,728	3,830,536	69%	73%
Library Materials	10,625,923	5,369,982	5,255,941	51%	47%
Capital Outlay	1,459,422	401,368	1,058,054	28%	35%
Other	169,764	95,743	74,021	56%	70%
Sub Total	\$ 62,388,453	\$ 23,228,912	\$ 39,159,541	37%	36%
Advances Out	0	125,015	(125,015)	100%	100%
Transfers Out	2,000,000	2,000,000	0	100%	100%
Total	\$ 64,388,453	\$ 25,353,927	\$ 39,034,526	39%	38%

Note (1): Certificate from Cuyahoga County Budget Commission dated February 6, 2018.

Note (2): Subtotal Amended Appropriation of \$58,365,109 plus carried forward encumbrance of \$6,023,344.

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

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending March 31, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
51110 Professional Salaries	10,852,312.86	10,852,312.86	2,443,674.67	0.00	8,408,638.19
51120 Clerical Salaries	10,562,757.75	10,562,757.75	2,455,926.07	0.00	8,106,831.68
51130 Non-Clerical Salaries	1,181,064.81	1,181,064.81	246,782.51	0.00	934,282.30
51140 Buildings Salaries	4,382,653.86	4,382,653.86	979,770.43	0.00	3,402,883.43
51150 Other Salaries	616,852.08	616,852.08	135,345.00	0.00	481,507.08
51180 Severance Pay	0.00	125,681.06	139,235.39	0.00	(13,554.33)
51190 Non-Base Pay	210,581.61	210,581.61	99,089.48	0.00	111,492.13
51400 OPERS	3,931,874.91	3,931,874.91	894,738.89	0.00	3,037,136.02
51610 Health Insurance	4,000,682.88	4,000,682.88	976,429.19	0.00	3,024,253.69
51611 Dental Insurance	212,132.16	212,132.16	52,726.92	0.00	159,405.24
51612 Vision Insurance	15,736.44	15,736.44	3,933.60	0.00	11,802.84
51620 Life Insurance	12,852.00	12,852.00	3,403.71	0.00	9,448.29
51625 Short Term Disability Insurance	27,952.56	27,952.56	6,940.26	0.00	21,012.30
51630 Workers Compensation	198,828.78	198,828.78	3,183.98	0.00	195,644.80
51640 Unemployment Compensation	10,000.00	28,613.57	330.69	10,000.00	18,282.88
51650 Medicare - ER	377,834.60	379,807.23	86,892.12	78.06	292,837.05
51900 Other Benefits	37,045.20	37,045.20	3,507.04	8,145.36	25,392.80
	\$36,631,162.50	\$ 36,777,429.76	\$ 8,531,909.95	\$ 18,223.42	\$ 28,227,296.39
Salaries/Benefits					
52110 Office Supplies	53,220.00	53,733.13	11,304.06	782.81	41,646.26
52120 Stationery	35,022.75	38,531.27	3,993.05	8,025.00	26,513.22
52130 Duplication Supplies	34,950.00	35,456.36	5,148.40	420.85	29,887.11
52140 Hand Tools	7,100.00	7,260.30	154.04	0.00	7,106.26
52150 Book Repair Supplies	71,000.00	71,015.99	14,960.00	0.00	56,055.99
52210 Janitorial Supplies	94,500.00	97,927.86	30,330.25	7,772.91	59,824.70

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending March 31, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	63,909.00	79,627.16	17,042.87	22,956.98	39,627.31
52230	401,336.00	424,857.69	53,993.17	129,312.82	241,551.70
52240	26,000.00	27,476.55	224.95	5,726.97	21,524.63
52300	5,200.00	54,116.92	9,613.25	44,503.67	0.00
52900	209,300.00	250,648.47	43,770.03	16,922.20	189,956.24
Supplies	\$1,001,537.75	\$ 1,140,651.70	\$ 190,534.07	\$ 236,424.21	\$ 713,693.42
53100	100,000.00	132,511.43	16,885.59	65,625.84	50,000.00
53210	271,836.00	286,838.52	55,515.43	212,736.52	18,586.57
53230	79,500.00	92,179.68	14,068.52	69,311.54	8,799.62
53240	222,000.00	252,614.59	17,604.29	47,203.03	187,807.27
53310	93,000.00	211,169.78	10,538.92	118,282.37	82,348.49
53320	10,000.00	11,150.53	2,626.81	742.13	7,781.59
53340	679,918.00	822,440.94	145,189.19	48,636.09	628,615.66
53350	382,861.80	478,337.60	34,598.86	124,901.32	318,837.42
53360	305,759.79	308,014.79	7,007.57	110,170.33	190,836.89
53370	13,000.00	19,430.80	7,258.91	11,652.66	519.23
53380	1,045,000.00	1,093,085.72	252,172.23	825,742.21	15,171.28
53390	87,200.00	90,042.00	0.00	2,842.00	87,200.00
53400	475,299.00	475,299.00	346.00	0.00	474,953.00
53510	183,008.68	195,004.09	52,503.00	135,791.12	6,709.97
53520	54,022.12	66,853.08	3,307.91	15,263.68	48,281.49
53610	1,903,400.00	2,029,686.31	486,361.71	1,472,387.96	70,936.64
53620	130,500.00	143,804.56	72,064.01	56,052.54	15,688.01
53630	845,000.00	893,924.16	46,487.31	843,197.11	4,239.74

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending March 31, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	126,000.00	137,313.12	24,951.08	105,844.52	6,517.52
53710	1,135,755.00	1,619,032.49	155,938.56	434,435.28	1,028,658.65
53720	622,046.87	694,971.37	371,957.16	72,924.50	250,089.71
53730	11,000.00	11,000.00	2,659.87	0.00	8,340.13
53800	265,000.00	408,426.14	20,483.24	122,942.90	265,000.00
53900	1,711,079.15	1,742,132.90	1,683,574.93	3,941.00	54,616.97
	\$10,752,186.41	\$ 12,215,263.60	\$ 3,484,101.10	\$ 4,900,626.65	\$ 3,830,535.85
Purchased/Contracted Services					
54110	2,084,000.00	2,905,389.65	456,957.99	726,343.59	1,722,088.07
54120	316,584.01	584,708.44	115,108.57	185,739.03	283,860.84
54210	785,013.08	1,688,015.32	625,508.69	317,229.21	745,277.42
54220	30,625.00	218,768.26	40,190.42	146,430.45	32,147.39
54310	1,585,000.00	2,012,703.47	420,198.89	295,985.73	1,296,518.85
54320	125,625.00	170,607.03	32,305.22	27,571.05	110,730.76
54325	280,500.00	488,266.53	52,986.42	194,455.88	240,824.23
54500	570,000.00	1,186,415.04	456,574.29	226,167.46	503,673.29
54530	851,000.00	1,214,981.32	258,177.85	738,457.78	218,345.69
54600	5,000.00	7,079.00	115.00	4,000.00	2,964.00
54710	20,000.00	51,422.00	4,657.10	26,764.90	20,000.00
54720	45,000.00	49,800.00	0.00	5,857.00	43,943.00
54730	6,000.00	6,229.45	247.37	414.88	5,567.20
54790	30,000.00	41,537.00	74.55	11,462.45	30,000.00
	\$6,734,347.09	\$ 10,625,922.51	\$ 2,463,102.36	\$ 2,906,879.41	\$ 5,255,940.74
Library Materials					
55300	24,512.00	29,361.49	4,849.49	0.00	24,512.00
55510	307,075.00	324,140.17	18,536.75	5,318.40	300,285.02

Cleveland Public Library
 Appropriation, Expenditures and Balances
 General Fund
 For the Period Ending March 31, 2018

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55520 Equipment	222,880.00	272,152.26	54,676.38	7,324.37	210,151.51
55530 Computer Hardware	392,000.00	655,463.45	245,031.00	31,229.31	379,203.14
55540 Software	144,000.00	178,304.22	3,203.88	31,198.38	143,901.96
Capital Outlay	\$1,090,467.00	\$ 1,459,421.59	\$ 326,297.50	\$ 75,070.46	\$ 1,058,053.63
57100 Memberships	84,974.70	84,974.70	37,592.15	24,728.55	22,654.00
57200 Taxes	15,000.00	15,286.43	3,119.82	10,390.18	1,776.43
57500 Refunds/Reimbursements	55,433.31	69,502.75	12,131.04	7,781.23	49,590.48
Miscellaneous Expenses	\$155,408.01	\$ 169,763.88	\$ 52,843.01	\$ 42,899.96	\$ 74,020.91
59810 Advances Out	0.00	0.00	125,015.00	0.00	(125,015.00)
Advances	\$0.00	\$ 0.00	\$ 125,015.00	\$ 0.00	\$(125,015.00)
59900 Transfers Out	0.00	2,000,000.00	2,000,000.00	0.00	0.00
Transfers	\$0.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 0.00	\$ 0.00
TOTAL	\$56,365,108.76	\$ 64,388,453.04	\$ 17,173,802.99	\$ 8,180,124.11	\$ 39,034,525.94

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2018

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	24,971,598.35	20,122,855.28	17,173,802.99	8,180,124.11	19,740,526.53
Total General Fund	\$ 24,971,598.35	\$ 20,122,855.28	\$ 17,173,802.99	\$ 8,180,124.11	\$ 19,740,526.53
201 Anderson	325,589.18	3,547.40	72.00	0.00	329,064.58
202 Endowment for the Blind	2,532,943.39	(3,776.13)	6,666.66	3,333.34	2,519,167.26
203 Founders	7,008,252.77	190,889.60	172,664.73	198,952.43	6,827,525.21
204 Kaiser	69,460.47	0.00	0.00	0.00	69,460.47
205 Kralley	197,874.90	2,016.47	772.92	457.73	198,660.72
206 Library	167,680.20	5,500.65	356.26	52.83	172,771.76
207 Pepke	148,118.99	2,316.97	0.00	0.00	150,435.96
208 Wickwire	1,554,880.44	3,754.59	5,514.16	10,434.45	1,542,686.42
209 Wittke	102,130.38	2,368.33	0.00	0.00	104,498.71
210 Young	4,724,548.65	3,568.76	6,666.67	3,333.33	4,718,117.41
225 Friends	4,269.44	0.00	1,875.00	2,394.44	0.00
226 Judd	13,363.98	60,211.50	30,420.96	56,218.48	(13,063.96)
228 Lockwood Thompson Memorial	157,078.11	0.00	47,396.21	115,096.64	(5,414.74)
229 Ohio Center for the Book	25.00	2,100.00	0.00	0.00	2,125.00
230 Schweinfurth	141,254.75	0.00	34,059.13	0.00	107,195.62
231 CLEVNET	695,202.80	2,547,745.14	1,121,356.35	1,097,476.18	1,024,115.41
251 OLBPD-Library for the Blind	14,843.90	377,049.00	344,106.21	12,271.70	35,514.99
254 MyCom	6,050.00	91,577.00	74,627.75	710.84	22,288.41
256 Learning Centers	86,208.85	0.00	25,247.36	75,302.14	(14,340.65)
257 Tech Centers	0.00	50,000.00	10,934.84	4,931.59	34,133.57
258 Early Literacy	148,827.50	0.00	0.00	0.00	148,827.50
Total Special Revenue Funds	\$ 18,098,603.70	\$ 3,338,869.28	\$ 1,882,737.21	\$ 1,580,966.12	\$ 17,973,769.65

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending March 31, 2018

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
401 Building & Repair	10,649,453.06	2,025,000.00	174,879.73	8,560,025.44	3,939,547.89
Total Capital Project Funds	\$ 10,649,453.06	\$ 2,025,000.00	\$ 174,879.73	\$ 8,560,025.44	\$ 3,939,547.89
501 Abel	258,034.08	(971.53)	0.00	0.00	257,062.55
502 Ambler	2,615.85	0.00	0.00	0.00	2,615.85
503 Beard	150,457.55	13,611.14	750.00	5,876.00	157,442.69
504 Klein	6,187.98	0.00	0.00	0.00	6,187.98
505 Malon/Schroeder	316,064.52	1,681.14	1,510.81	120.77	316,114.08
506 McDonald	214,987.95	2,351.61	0.00	0.00	217,339.56
507 Ratner	105,560.62	1,221.57	0.00	5,000.00	101,782.19
508 Root	45,288.56	0.00	0.00	0.00	45,288.56
509 Sugarman	217,853.42	1,695.26	0.00	0.00	219,548.68
510 Thompson	175,569.78	2,129.23	2,374.99	2,615.16	172,708.86
511 Weidenthal	7,668.86	0.00	0.00	0.00	7,668.86
512 White	2,398,348.43	23,683.30	10,232.14	600.00	2,411,199.59
513 Beard Anna Young	92,069.93	(224.34)	719.00	2,730.00	88,396.59
Total Permanent Funds	\$ 3,990,707.53	\$ 45,177.38	\$ 15,586.94	\$ 16,941.93	\$ 4,003,356.04
901 Unclaimed Funds	6,372.39	0.00	0.00	0.00	6,372.39
905 CLEVNET Fines & Fees	9,395.76	38,324.00	35,868.96	0.00	11,850.80
Others	\$ 15,768.15	\$ 38,324.00	\$ 35,868.96	\$ 0.00	\$ 18,223.19
Total All Funds	\$ 57,726,130.79	\$ 25,570,225.94	\$ 19,282,875.83	\$ 18,338,057.60	\$ 45,675,423.30

Cleveland Public Library
 Depository Balance Detail
 For the Period Ending March 31, 2018

Balance of All Funds	<u><u>\$ 64,013,480.90</u></u>
KeyBank - Concentration Acct	0.00
KeyBank - Checking (ZBA)	(366,091.93)
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>\$(358,724.22)</u></u>
PNC - Money Market	10,079.28
PNC - Investments	37,768,063.76
PNC - Investments Money Market	65,617.10
STAR Ohio Investment	7,576,540.27
STAR Plus Program	0.00
Investments	<u><u>\$ 45,420,300.41</u></u>
PNC- Endowment Account	18,951,904.71
Endowment Account	<u><u>\$ 18,951,904.71</u></u>
Cash in Banks and On Hand	<u><u>\$ 64,013,480.90</u></u>

Total portfolio value

Total portfolio value on March 30	\$24,067,639.79
Total portfolio value on January 1	24,868,511.35
Total change in value	- \$800,871.56

www.pnc.com

Your PNC Team
 Lisa M Cipolla
 Fiduciary Advisor
 1900 E 9TH ST
 Cleveland, OH 44114
 (216) 222-2650
 lisa.cipolla@pnc.com

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

6600

Investment policy and market outlook

Investment objective: 60% Equity 25% Fixed 15% Alternative

Bulletin board

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

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

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

About your account

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

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

This statement contains information obtained from sources believed to be reliable. These sources may include other service providers that may also be under contractual obligation to you. Please contact your PNC Institutional Asset Management investment professional via phone or in writing if there have been any changes in your investment objectives, financial situation, risk tolerance, or specific investment restrictions on the management of your account.

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

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

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

Table of contents

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

Table of contents (continued)

	Page
Portfolio detail	10
Pending trades	34
Transaction detail.....	36
Additions	36
Investment income	36
Sales and maturities	55
Disbursements	63
Account to account transfers.....	63
Purchases.....	64
Fees and charges	68
Other disbursements	69
Account to account transfers.....	69
Realized gain/loss detail.....	70

Summary

Portfolio value

	Principal	Total
Income		
Income on March 30	\$708,190.52	\$24,067,639.79
Income on January 1	630,762.10	24,868,511.35
Change in value	\$77,428.42	-\$800,871.56

Portfolio value by asset class

	Value Mar. 30	Value Jan. 1	Change in value	Tax cost*
Income				
Cash and cash equivalents	\$708,190.52	\$630,762.10	\$77,428.42	\$708,190.52
Principal				
Cash and cash equivalents	-\$207,138.61	\$504,476.51	-\$711,615.12	-\$207,138.61
Fixed income	5,157,933.99	5,183,786.60	-25,852.61	5,244,340.62
Equities	17,226,793.44	17,357,138.56	-130,345.12	12,047,951.35
Alternative investments	1,181,860.45	1,192,347.58	-10,487.13	1,150,805.00
Total	\$24,067,639.79	\$24,868,511.35	-\$800,871.56	\$18,944,148.88

* 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 Instl Client Services Cleveland your Account Advisor.

Summary

Change in account value

	This period	From Jan. 1, 2018
Beginning account value	\$24,900,898.01	\$24,900,898.01
Additions		
Investment income	\$100,337.31	\$100,337.31
Disbursements		
Fees and charges	-\$22,908.89	-\$22,908.89
Other disbursements	-666,400.00	-666,400.00
Change in value of investments	-211,899.98	-211,899.98
Net accrued income	-7,784.75	-7,784.75
Ending account value	\$24,092,241.70	\$24,092,241.70

Gain/loss summary

	This period	From Jan. 1, 2018
Fixed income	-\$5,904.97	-\$5,904.97
Equities	62,107.93	62,107.93
Alternative inv	-	-
Total	\$56,202.96	\$56,202.96

	Net unrealized gain/loss*
Since acquisition	-\$86,406.63
	5,178,842.09
	31,055.45
	\$5,123,490.91

* 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 Instl Client Services Cleveland your Account Advisor.

673

Accrued income summary

Accrued income on March 30	\$24,601.91
Accrued income on January 01	32,386.66
Net accrued income	-\$7,784.75

Investment income summary

	This period	From Jan. 1, 2018	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$1,749.70	\$1,749.70	\$7,105.89	\$556.59
Interest-fixed income	39,562.71	39,562.71	145,485.98	21,224.44
Dividends-equities	55,335.00	55,335.00	281,341.57	2,820.88
Income-alternative investments	3,689.90	3,689.90	31,756.38	-
Total	\$100,337.31	\$100,337.31	\$665,689.82	\$24,601.91

Summary

Transaction summary - measured by cash balance

	Income	
	This period	From Jan. 1, 2018
Beginning cash balance	\$0.00	\$0.00
Additions		
Investment income	\$100,337.31	\$100,337.31
Sales and maturities	219,370.75	219,370.75
Disbursements		
Purchases	-\$61,258.19	-\$61,258.19
Fees and charges	- 22,908.89	- 22,908.89
Other disbursements	-	-
Ending cash balance	\$235,540.98	\$235,540.98
Change in cash	\$235,540.98	\$235,540.98

	Principal	
	This period	From Jan. 1, 2018
Beginning tax cost	\$0.00	\$0.00
Additions		
Purchases	-	-
Disbursements	1,153,034.01	1,153,034.01
Sales	-\$722,174.99	-\$722,174.99
Change in cash	-	-
Ending tax cost	\$235,540.98	\$235,540.98
Change in cash	-\$235,540.98	-\$235,540.98

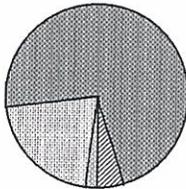
Transaction summary - measured by tax cost

	This period	From Jan. 1, 2018
Beginning tax cost	\$19,476,917.50	\$19,476,917.50
Additions		
Purchases	\$783,433.18	\$783,433.18
Disbursements		
Sales	-\$1,316,201.80	-\$1,316,201.80
Change in cash	-	-
Ending tax cost	\$18,944,148.88	\$18,944,148.88

Analysis

Asset allocation

	Mar. 30, 2018
Cash and cash equivalents	2.08 %
Mutual funds	2.08 %
Fixed income	21.43 %
Corporate	4.06 %
US treasury	6.86 %
Agency	1.70 %
Mutual funds	8.63 %
Mortgages	0.12 %
Other	0.06 %
Equities	71.58 %
Stock	15.85 %
Etf's	38.08 %
Mutual funds	17.65 %
Alternative investments	4.91 %
Mutual funds	4.91 %



Equity sectors

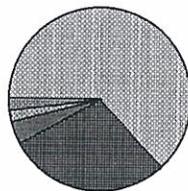
	Market value	% of equities	% of total portfolio
Industrials	\$470,121.60	12.33 %	1.95 %
Consumer discretionary	507,333.00	13.30 %	2.11 %
Consumer staples	308,103.00	8.08 %	1.28 %
Energy	208,176.70	5.46 %	0.86 %
Financial	668,574.13	17.53 %	2.78 %
Materials	143,617.00	3.77 %	0.60 %
Information technology	821,516.05	21.54 %	3.41 %
Real estate	65,163.60	1.71 %	0.27 %
Utilities	92,178.60	2.42 %	0.38 %
Health care	491,563.60	12.89 %	2.04 %
Telecommunication services	37,844.80	0.99 %	0.16 %
Total	\$3,814,192.08	100.00 %	15.84 %

Analysis

Bond analysis

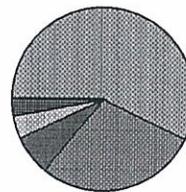
Bond rating

	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$1,941,507.80	63.00 %	8.07 %
Moody's Aa1	48,686.65	1.58 %	0.20 %
Moody's Aa2	54,370.13	1.76 %	0.23 %
Moody's Aa3	135,283.97	4.39 %	0.56 %
Other	902,072.20	29.27 %	3.75 %



Maturity schedule

Market value [% of bonds maturing in]	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	4.40 %	\$135,605.69 (100.00 %)	- (-)	- (-)	- (-)
1 - 5 years	57.16 %	573,103.43 (32.53 %)	1,173,817.61 (66.63 %)	- (-)	14,796.84 (0.84 %)
6 - 10 years	29.11 %	268,389.05 (29.91 %)	598,902.99 (66.75 %)	- (-)	29,953.20 (3.34 %)
11 - 15 years	6.60 %	- (-)	203,379.24 (100.00 %)	- (-)	- (-)
16 or more years	2.73 %	- (-)	83,972.70 (100.00 %)	- (-)	- (-)



Detail

Portfolio - income

Cash and cash equivalents
 Uninvested cash

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH	235,540.980		\$235,540.98	\$1.0000	0.98 %	\$235,540.98	\$1.00				

Mutual funds - money market

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	\$630,762.10	451,254.040	\$451,254.04	\$1.0000	1.88 %	\$451,254.04	\$1.00		1.42 %	\$6,399.66	\$467.47
21-75-073-4453885											
PNC TREASURY MONEY MARKET FUND #431	21,395.500		21,395.50	1.0000	0.09 %	21,395.50	1.00		1.42 %	303.43	21.85
PNC CAPITAL ADVISORS PNC TREASURY MONEY MARKET FUND #431					0.01 %						5.59

Total mutual funds - money market

			\$472,649.54		1.96 %	\$472,649.54			1.42 %	\$6,703.09	\$494.91
--	--	--	--------------	--	--------	--------------	--	--	--------	------------	----------

Total cash and cash equivalents

			\$708,190.52		2.94 %	\$708,190.52			0.95 %	\$6,703.09	\$494.91
--	--	--	--------------	--	--------	--------------	--	--	--------	------------	----------

Detail

Portfolio - principal

Cash and cash equivalents
 Uninvested cash

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
UNINVESTED CASH	- 235,540.980		- \$235,540.98	\$ 1.0000	- 0.98 %	- \$235,540.98	\$ 1.00				

Mutual funds - money market

Description	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
PNC TREASURY MONEY MARKET FUND #431	\$30,694.05	2,237.230	\$2,237.23	\$ 1.0000	0.01 %	\$2,237.23	\$ 1.00		1.42 %	\$31.73	\$26.12
PNC CAPITAL ADVISORS PNC TREASURY MONEY MARKET FUND #431	42,923.44	26,165.140	26,165.14	1.0000	0.11 %	26,165.14	1.00		1.42 %	371.07	35.56

Total mutual funds - money market			\$28,402.37		0.12 %	\$28,402.37			1.42 %	\$402.80	\$61.68
--	--	--	--------------------	--	---------------	--------------------	--	--	---------------	-----------------	----------------

Total cash and cash equivalents			-\$207,138.61		- 0.86 %	-\$207,138.61			- 0.19 %	\$402.80	\$61.68
--	--	--	----------------------	--	-----------------	----------------------	--	--	-----------------	-----------------	----------------

Detail

Fixed income
 Corporate bonds

Description (Cusip)	Market value last period		Quantity	Current market value		% of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit		Current	Current						
AMERICAN EXPRESS CREDIT SER MTN CALL 04/03/2027	20,295.40	\$19,380.60	20,000	\$96,9030		0.09 %	\$19,754.80	-\$374.20	3.41 %	\$660.00	\$271.33
03.300% DUE 05/03/2027 RATING: A2 (0258M0EL9)							\$98.77				
PNC CAPITAL ADVISORS AMERIPRISE FINANCIAL INC			10,000	10,422.30	104,2230	0.05 %	10,566.40	- 144.10	5.09 %	530.00	23.56
SR UNSEC 05.300% DUE 03/15/2020 RATING: A3 (03076CAE6)							105.66				
PNC CAPITAL ADVISORS ANHEUSER-BUSCH INBEV FIN COGT	26,020.00	25,419.75	25,000	101.6790		0.11 %	25,291.00	128.75	3.64 %	925.00	154.17
03.700% DUE 02/01/2024 RATING: A3 (03524BAE6)							101.16				
PNC CAPITAL ADVISORS APPLE INC UNSC	34,639.85	33,855.85	35,000	96.7310		0.15 %	33,581.25	274.60	2.49 %	840.00	345.33
02.400% DUE 05/03/2023 RATING: AA1 (037833AK6)							95.95				
PNC CAPITAL ADVISORS APPLE INC CALL 12/09/2023 UNSC	15,190.35	14,830.80	15,000	98.8720		0.07 %	14,993.40	- 162.60	3.04 %	450.00	65.00
03.000% DUE 02/09/2024 RATING: AA1 (037833CG3)							99.96				
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 market value							
AVALONBAY COMMUNITIES IN SR UNSECD CALL 07/01/20 @ 100 03.625% DUE 10/01/2020 RATING: A3 (05348EAS8)	25,735.25	25,329.50	25,000	101.3180	25,329.50	0.11 %	26,572.00	106.29	- 1,242.50	3.58 %	906.25	453.12
PNC CAPITAL ADVISORS												
BB&T CORPORATION SR UNSEC 06.850% DUE 04/30/2019 RATING: A2 (05531FAB9)	21,202.20	20,846.00	20,000	104.2300	20,846.00	0.09 %	24,791.00	123.96	- 3,945.00	6.58 %	1,370.00	574.64
PNC CAPITAL ADVISORS												
BP CAPITAL MARKETS PLC ISIN US05565QBZ00 SEDOL B87XBL5 03.245% DUE 05/06/2022 RATING: A1 (05565QBZ0)	30,749.40	30,056.43	30,000	100.1881	30,056.43	0.13 %	29,540.20	98.47	516.23	3.24 %	973.50	392.10
PNC CAPITAL ADVISORS												
BNP PARIBAS SEDOL ISIN US05574LPT97 02.700% DUE 08/20/2018 RATING: AA3 (05574LPT9)	15,066.45	15,007.64	15,000	100.0509	15,007.64	0.07 %	14,972.10	99.81	35.54	2.70 %	405.00	46.13
PNC CAPITAL ADVISORS												
BANK OF AMERICA CORP SR UNSEC CALL 01/23/25 @ 100 VAR% DUE 01/23/2026 RATING: A3 (06051GGZ6)	25,000	24,320.00	25,000	97.2800	24,320.00	0.11 %	25,000.00	100.00	- 680.00	3.47 %	841.50	158.95
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	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	price per unit						
BANK OF NY MELLON CORP	9,765.50	94.1790	94,179.00	94.1790	0.04 %	9,778.30	- 360.40	2.98 %	280.00	114.33
SER MTN CALL 02/04/26 @100 UNSC	10,000					97.78				
02.800% DUE 05/04/2026										
RATING: A1										
[06406FAC7]										
PNC CAPITAL ADVISORS										
BANK OF NOVA SCOTIA	49,946.00	49.66540	49,665.40	49.66540	0.21 %	50,754.95	- 1,089.55	2.14 %	1,062.50	59.03
SEDOL BQRYW6 ISIN US06416CAA62	50,000		99.3308			101.51				
02.125% DUE 09/11/2019										
RATING: AAA										
[06416CAA6]										
PNC CAPITAL ADVISORS										
PROGRESS ENERGY CAROLINA	20,644.40	20.35740	20,357.40	20.35740	0.09 %	19,981.60	375.80	5.21 %	1,060.00	223.78
1ST MTG	20,000		101.7870			99.91				
05.300% DUE 01/15/2019										
RATING: AA3										
[144141CZ9]										
PNC CAPITAL ADVISORS										
JOHN DEERE CAPITAL CORP	25,229.50	25.00000	25,000.00	25.00000	0.11 %	24,923.50	76.50	5.36 %	1,337.50	661.32
SR UNSECURED SER MTN	25,000		100.0000			99.69				
05.350% DUE 04/03/2018										
RATING: A2										
[24422EQR3]										
PNC CAPITAL ADVISORS										
JOHN DEERE CAPITAL CORP	25,119.75	25.09200	25,092.00	25.09200	0.11 %	25,000.00	92.00	1.90 %	476.15	109.78
UNSC	25,000		100.3680			100.00				
VAR% DUE 01/08/2019										
RATING: A2										
[24422ETD1]										
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							
E.I. DU PONT DE NEMOURS UNSC	15,000	14,792.70	98.6180	0.07%	14,814.30	98.76	-21.60	2.24%	330.00	137.50
02.200% DUE 05/01/2020 RATING: A3 (263534CL1) PNC CAPITAL ADVISORS	10,371.80	10,191.00	101.9100	0.05%	10,900.90	109.01	-709.90	3.68%	375.00	79.17
DUKE ENERGY INDIANA INC 1ST MORTGAGE RATING: AA3 (263901AC4) PNC CAPITAL ADVISORS	20,288.00	20,082.20	100.4110	0.09%	22,065.80	110.33	-1,983.60	5.38%	1,080.00	360.00
GEORGIA POWER COMPANY NOTES 05.400% DUE 06/01/2018 RATING: A3 (373334JK8) PNC CAPITAL ADVISORS	30,275.10	29,328.30	97.7610	0.13%	30,018.75	100.06	-690.45	2.95%	862.50	335.42
INTEL CORP CALL 03/11/2024 UNSC 02.875% DUE 05/11/2024 RATING: A1 (458140BD1) PNC CAPITAL ADVISORS	44,758.35	43,925.40	97.6120	0.19%	45,042.30	100.09	-1,116.90	2.46%	1,080.00	342.00
JPMORGAN CHASE & CO CALL 05/07/2021 @ 100.000 UNSC 02.400% DUE 06/07/2021 RATING: A3 (46625HRT9) PNC CAPITAL ADVISORS										



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2018 - March 30, 2018

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit							
JOHNSON & JOHNSON CALL 12/01/2025 @ 100.000 UNSC 02.450% DUE 03/01/2026 RATING: AAA (478160BY9) PNC CAPITAL ADVISORS	19,503.60 20,000	18,846.00 94,2300		0.08 %	19,971.80 99.86		- 1,125.80	2.61 %	490.00	40.83
KFW SEDOL ISIN US500769HR85 02.375% DUE 12/29/2022 RATING: AAA (500769HR8) PNC CAPITAL ADVISORS	30,000	29,457.68 98.1923		0.13 %	29,850.30 99.50		- 392.62	2.42 %	712.50	142.50
LOWE'S COS INC UNSC VAR % DUE 09/10/2019 RATING: A3 (548661DB0) PNC CAPITAL ADVISORS	30,154.20 30,000	30,132.60 100.4420		0.13 %	29,844.90 99.48		287.70	2.00 %	601.56	36.76
MERRILL LYNCH & CO NOTES SERIES MTN 06.875% DUE 04/25/2018 RATING: A3 (59018YN64) PNC CAPITAL ADVISORS	15,229.20 15,000	15,038.85 100.2590		0.07 %	16,275.00 108.50		- 1,236.15	6.86 %	1,031.25	446.87
METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 (59156RBB3) PNC CAPITAL ADVISORS	16,195.80 15,000	15,610.65 104.0710		0.07 %	16,198.95 107.99		- 588.30	4.20 %	655.20	29.12



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2018 - March 30, 2018

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							
MICROSOFT CORP	19,967.60	19,614.60	20,000	98.0730	19,614.60	0.09 %	20,023.00	100.12	-408.40	2.43 %	475.00	64.65
CALL 01/12/2022 @ 100.000 UNSC												
02.375% DUE 02/12/2022												
RATING: AAA												
[594918BA1]												
PNC CAPITAL ADVISORS												
MORGAN STANLEY												
UNSC	30,135.60	29,815.20	30,000	99.3840	29,815.20	0.13 %	30,284.10	100.95	-468.90	2.67 %	795.00	141.33
02.650% DUE 01/27/2020												
RATING: A3												
[61747YDW2]												
PNC CAPITAL ADVISORS												
NEXEN INC	15,740.85	15,562.35	15,000	103.7490	15,562.35	0.07 %	18,672.75	124.49	-3,110.40	5.98 %	930.00	157.58
ISIN US65334HAK86												
06.200% DUE 07/30/2019												
RATING: A1												
[65334HAK8]												
PNC CAPITAL ADVISORS												
ORACLE CORP	29,248.50	28,050.30	30,000	93.5010	28,050.30	0.12 %	29,887.20	99.62	-1,836.90	2.84 %	795.00	167.83
CALL 04/15/2026 @ 100.000 UNSC												
02.650% DUE 07/15/2026												
RATING: A1												
[68389XBM6]												
PNC CAPITAL ADVISORS												
PROCTER & GAMBLE CO/THE	45,172.35	45,150.30	45,000	100.3340	45,150.30	0.19 %	44,910.63	99.80	239.67	1.67 %	751.32	123.13
UNSC												
VAR% DUE 11/01/2019												
RATING: AA3												
[742718EH8]												
PNC CAPITAL ADVISORS												



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2018 - March 30, 2018

Detail

Fixed income
Corporate bonds

Description (Cusip)	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
ROYAL BANK OF CANADA SEDOL ISIN US780082AA14 01.875% DUE 02/05/2020 RATING: AAA (780082AA1)	19,834.20 20,000	19,686.97 98,434.9	0.09 %	19,924.30 99.62	- 237.33	1.91 %	375.00	58.33	
PNC CAPITAL ADVISORS ROYAL BANK OF CANADA SER GMTN UNSC VAR% DUE 07/29/2019 RATING: A1 (78012KRL3)	20,072.00 20,000	20,057.68 100,288.4	0.09 %	20,000.20 100.00	57.48	1.23 %	246.30	103.99	
PNC CAPITAL ADVISORS SANTANDER UK PLC SEDOL BYGGB67 ISIN US80283LAH69 02.350% DUE 09/10/2019 RATING: AA3 (80283LAH6)	30,012.00 30,000	29,749.50 99,165.0	0.13 %	30,180.30 100.60	- 430.80	2.37 %	705.00	41.12	
PNC CAPITAL ADVISORS SHELL INTERNATIONAL FIN SEDOL ISIN US822582BG61 02.125% DUE 05/11/2020 RATING: AA2 (822582BG6)	29,937.60 30,000	29,542.49 98,475.0	0.13 %	29,936.40 99.79	- 393.91	2.16 %	637.50	247.92	
PNC CAPITAL ADVISORS SUMITOMO MITSUI FINL GRP SEDOL BZTH048 ISIN US86562MAU45 02.778% DUE 10/18/2022 RATING: A1 (86562MAU4)	14,895.45 15,000	14,541.51 96,943.4	0.07 %	14,890.05 99.27	- 348.54	2.87 %	416.70	188.67	



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2018 - March 30, 2018

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							
TORONTO-DOMINION BANK SEDOL ISIN US89114QAS75 02.125% DUE 07/02/2019 RATING: AA2 (89114QAS7)	24,997.25	24,827.64	25,000	24,827.64	99.3106	0.11 %	24,969.25	99.88	-141.61	2.14 %	531.25	131.34
PNC CAPITAL ADVISORS UNIONBANCAL CORP SR UNSEC 03.500% DUE 06/18/2022 RATING: A2 (908906AC4)	30,752.10	29,966.10	30,000	29,966.10	99.8870	0.13 %	30,614.40	102.05	-648.30	3.51 %	1,050.00	300.42
PNC CAPITAL ADVISORS VIRGINIA ELEC & POWER CO SR UNSECURED 05.400% DUE 04/30/2018 RATING: A2 (927804FF6)	15,169.65	15,027.60	15,000	15,027.60	100.1840	0.07 %	16,703.55	111.36	-1,675.95	5.40 %	810.00	339.75
PNC CAPITAL ADVISORS WELLS FARGO & COMPANY SER MTN SUB 04.100% DUE 06/03/2026 RATING: A3 (94974BFY1)	31,458.60	29,814.90	30,000	29,814.90	99.3830	0.13 %	30,623.85	102.08	-808.95	4.13 %	1,230.00	403.17
PNC CAPITAL ADVISORS WELLS FARGO & COMPANY SER MTN UNSEC 03.300% DUE 09/09/2024 RATING: A2 (94974BGAA2)	20,310.20	19,514.00	20,000	19,514.00	97.5700	0.09 %	20,026.15	100.13	-512.15	3.39 %	660.00	40.33
PNC CAPITAL ADVISORS												

Detail

Fixed income
Corporate bonds

Description (Cusip)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
WESTPAC BANKING CORP SEDOL ISIN US961214DU48 02.650% DUE 01/25/2021 RATING: AA3 (961214DU4)	15,000	14,828.13	98,854.2	0.07 %	14,989.65	99.93	- 161.52	2.69 %	397.50	72.87
PNC CAPITAL ADVISORS XILINX INC UNSC 03.000% DUE 03/15/2021 RATING: A3 (983919AH4)	15,000	14,941.95	99,613.0	0.07 %	15,016.05	100.11	- 74.10	3.02 %	450.00	20.00
Total corporate bonds		\$977,098.17		4.06 %	\$1,002,135.33		- \$25,037.16	3.13 %	\$30,590.98	\$8,205.17

Treasury bonds

Description (Cusip)	Quantity	Market value last period	Current market value	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
USA TREASURY NOTES 02.000% DUE 02/28/2021 RATING: AAA (912828B90)	145,000	\$144,914.45	\$98,887.0	0.60 %	\$145,914.65	\$100.63	- \$2,528.50	2.03 %	\$2,900.00	\$254.25
PNC CAPITAL ADVISORS USA TREASURY NOTES 02.375% DUE 08/15/2024 RATING: AAA (912828D56)	366,168.00	348,996.95	98,309.0	1.46 %	355,636.67	100.18	- 6,639.72	2.42 %	8,431.25	1,039.47



Detail

Treasury 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							
USA TREASURY NOTES 02.125% DUE 09/30/2021 RATING: AAA (912828F21)	50,031.50	49.428.00	50,000	98.8560	49,428.00	0.21 %	50,095.71	100.19	- 667.71	2.15 %	1,062.50	532.71
PNC CAPITAL ADVISORS												
USA TREASURY NOTE 01.625% DUE 12/31/2019 RATING: AAA (912828G95)	223,823.25	187,921.40	190,000	98.9060	187,921.40	0.79 %	189,041.60	99.50	- 1,120.20	1.65 %	3,087.50	769.76
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 02.250% DUE 11/15/2025 RATING: AAA (912828M56)	39,648.40	38,717.20	40,000	96.7930	38,717.20	0.17 %	39,258.40	98.15	- 541.20	2.33 %	900.00	337.81
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 01.625% DUE 05/15/2026 RATING: AAA (912828R36)	61,222.20	59,787.65	65,000	91.9810	59,787.65	0.25 %	61,701.17	94.93	- 1,913.52	1.77 %	1,056.25	396.46
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 00.125% DUE 01/15/2022 RATING: AAA (912828SA9)	86,873.66	86,673.41	80,000	108.3418	86,673.41	0.37 %	86,755.62	108.45	- 82.21	0.13 %	108.08	22.69
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9)	307,641.60	341,868.55	355,000	96.3010	341,868.55	1.43 %	347,955.06	98.02	- 6,086.51	1.69 %	5,768.75	717.11
PNC CAPITAL ADVISORS												
USA TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA (912828VS6)	45,610.20	44,788.95	45,000	99.5310	44,788.95	0.19 %	45,685.55	101.52	- 896.60	2.52 %	1,125.00	138.70
PNC CAPITAL ADVISORS												



Detail

Treasury bonds

Description (Cusip)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
USA TREASURY NOTES 01.750% DUE 10/31/2020 RATING: AAA (912828WC0)	328,132.20	330,000	324,908.10	98.4570	1.35 %	329,413.27	99.82	- 4,505.17	1.78 %	5,775.00	2,404.93
PNC CAPITAL ADVISORS											
USA TREASURY NOTES 02.375% DUE 05/15/2027 RATING: AAA (912828X88)	25,000		24,255.00	97.0200	0.11 %	24,195.31	96.78	59.69	2.45 %	593.75	224.31
PNC CAPITAL ADVISORS											
Total treasury bonds			\$1,650,731.36		6.86 %	\$1,675,653.01		- \$24,921.65	1.87 %	\$30,808.08	\$6,838.20

Agency bonds

Description (Cusip)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FEDERAL HOME LOAN BANK BND5 01.375% DUE 05/28/2019 RATING: AAA (3130ABF92)	\$39,728.00	40,000	\$39,632.00	\$99.0800	0.17 %	\$39,924.40	\$99.81	- \$292.40	1.39 %	\$550.00	\$187.92
PNC CAPITAL ADVISORS											
FEDERAL NATL MTG ASSN UNSC 01.875% DUE 09/24/2026 RATING: AAA (3135G0Q22)	70,698.00	75,000	69,123.75	92.1650	0.29 %	70,862.85	94.48	- 1,739.10	2.04 %	1,406.25	27.34
PNC CAPITAL ADVISORS											
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A (3138A5FF4)	22,307.97	20,499	21,185.72	103.3500	0.09 %	21,956.31	107.11	- 770.59	3.88 %	819.96	70.61
PNC CAPITAL ADVISORS											

Detail

Agency 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							
FEDERAL NATL MTG ASSN	14,257.90	13,233.49	12,968.801	52,336.39	100.1060	0.06 %	13,813.68	106.52	- 580.19	3.44 %	453.91	39.09
POOL #AL0578												
03.500% DUE 08/01/2026												
RATING: N/A												
(3138EGUC6)												
PNC CAPITAL ADVISORS												
FEDERAL NATL MTG ASSN	54,552.55	52,336.39	52,280.975	100.1060		0.22 %	54,014.83	103.32	- 1,678.44	3.00 %	1,568.43	135.06
POOL AS9327												
03.000% DUE 07/01/2030												
RATING: N/A												
(3138WE4M8)												
PNC CAPITAL ADVISORS												
FEDERAL NATL MTG ASSN	44,294.21	41,654.59	41,662.510	99.9810		0.18 %	43,042.59	103.31	- 1,388.00	3.01 %	1,249.88	107.63
POOL AS8018												
03.000% DUE 09/01/2031												
RATING: N/A												
(3138WH4C3)												
PNC CAPITAL ADVISORS												
FEDERAL NATL MTG ASSN	48,278.96	46,162.80	47,087.118	98.0370		0.20 %	48,176.00	102.31	- 2,013.20	2.56 %	1,177.18	101.37
POOL BC4777												
02.500% DUE 10/01/2031												
RATING: N/A												
(3140F0JX3)												
PNC CAPITAL ADVISORS												
FEDERAL NATL MTG ASSN	66,454.36	62,786.98	60,673.714	103.4830		0.27 %	59,901.06	98.73	2,885.92	3.87 %	2,426.95	208.99
POOL #AB2077												
04.000% DUE 01/01/2041												
RATING: N/A												
(31416JX9)												
PNC CAPITAL ADVISORS												



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2018 - March 30, 2018

Detail

Agency bonds

Description (Cusip)	Market value last period	Quantity	Current market value	Current price per unit	% of total portfolio	Avg. tax cost per unit	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
FEDERAL NATL MTG ASSN POOL MA2803 02.500% DUE 11/01/2031 RATING: N/A (314:18CDH4) PNC CAPITAL ADVISORS	66,566.08 64,491.430	66,566.08 98.0370	63,225.46 98.0370	63,225.46 98.0370	0.27 %	64,846.63 100.55	64,846.63 100.55	-1,621.17	2.56 %	1,612.29	138.84
Total agency bonds			\$409,341.18		1.70 %	\$416,538.35	\$416,538.35	-\$7,197.17	2.75 %	\$11,264.85	\$1,016.85

Mutual funds - fixed income

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
METROPOLITAN WEST UNCONSTRAINED (MWCIX) BOND FUND CLASS I FUND #0518 21-75-073-4453885	\$940,851.26 78,798.263	\$940,851.26 78,798.263	\$931,395.47 \$11.8200	\$931,395.47 \$11.8200	3.87 %	\$942,461.00 \$11.96	\$942,461.00 \$11.96	-\$11,065.53	2.85 %	\$26,476.22	\$2,870.79
T ROWE PRICE INSTITUTIONAL (PFRFX) FLOATING RATE FUND FD #430 21-75-073-4453885	580,632.90 57,947.395	580,632.90 57,947.395	580,053.42 10.0100	580,053.42 10.0100	2.42 %	580,873.00 10.02	580,873.00 10.02	-819.58	4.24 %	24,569.70	2,212.85
TEMPLETON GLOBAL BOND FUND AD (TGBAX) FUND #616 21-75-073-4453885	561,248.95 47,362.781	561,248.95 47,362.781	564,564.35 11.9200	564,564.35 11.9200	2.35 %	580,873.00 12.26	580,873.00 12.26	-16,308.65	3.65 %	20,555.45	
Total mutual funds - fixed income			\$2,076,013.24		8.63 %	\$2,104,207.00	\$2,104,207.00	-\$28,193.76	3.45 %	\$71,601.37	\$5,083.64



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2018 - March 30, 2018

Detail

Mortgages

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
FHLMC MULTIFAMILY STRUCTURED P SERIES K067 CLASS A2 03.194% DUE 07/25/2027 RATING: AAA PNC CAPITAL ADVISORS	\$30,803.10	30,000	\$29,953.20	\$99.8440	0.13 %	\$30,815.63	\$102.72	-\$862.43	3.20 %	\$958.20	\$79.85

Other fixed income assets

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
INTL FINANCE CORP SER GMTN UNSC 01.750% DUE 03/30/2020 RATING: AAA PNC CAPITAL ADVISORS	\$14,902.65	15,000	\$14,796.84	\$98.6456	0.07 %	\$14,991.30	\$99.94	-\$194.46	1.78 %	\$262.50	\$0.73

Total fixed income \$5,157,933.99 21.43 % \$5,244,340.62 -\$86,406.63 2.82 % \$145,485.98 \$21,224.44

Equities

Stocks

Consumer discretionary

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
ROYAL CARRIBEAN CRUISES LTD (RCL)	\$52,483.20	440	\$51,805.60	\$117.7400	0.22 %	\$42,973.03	\$97.67	\$8,832.57	2.04 %	\$1,056.00	\$264.00
PCA LCC ADVANTAGE											
AMAZON COM INC (AMZN)			57,893.60	1,447.3600	0.25 %	58,503.74		- 610.14			
PCA LCC ADVANTAGE		40	1,447.3600			1,462.59					
BORG WARNER INC. (BWA)	56,199.00		55,253.00		0.23 %	50,970.77		4,282.23	1.36 %	748.00	
PCA LCC ADVANTAGE		1,100	50,230.00			46.34					



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2018 - March 30, 2018

Detail

Equities

Stocks

Consumer discretionary

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit						
BURLINGTON STORES INC (BURL)	56,593.80	61,249.00	37,250.71	0.26 %	23,998.29			
PCA LCC ADVANTAGE	460	133,1500	80.98					
COMCAST CORPORATION CL A (CMCSA)	77,697.00	66,289.80	22,974.74	0.28 %	43,315.06	2.23 %	1,474.40	
PCA LCC ADVANTAGE	1,940	34,1700	11.84					
HOME DEPOT INC (HD)	89,079.10	69,513.60	16,868.35	0.29 %	52,665.25	2.32 %	1,606.80	
PCA LCC ADVANTAGE	390	178,2400	43.20					
MARRIOTT INTERNATIONAL INC (MAR)		50,312.60	50,400.40	0.21 %	- 87.80	0.98 %	488.40	
PCA LCC ADVANTAGE	370	135,9800	136.22					
MCDONALD'S CORP (MCD)	63,684.40	57,860.60	56,804.81	0.25 %	1,055.79	2.59 %	1,494.80	
PCA LCC ADVANTAGE	370	156,3800	153.53					
MOHAWK INDS INC (MHK)	57,939.00	37,155.20	34,107.02	0.16 %	3,048.18			
PCA LCC ADVANTAGE	160	232,2200	213.17					
Total consumer discretionary		\$507,333.00	\$370,833.57	2.11 %	\$136,499.43	1.35 %	\$6,868.40	\$264.00

6 9 3

Consumer staples

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit						
ALTRIA GROUP INC (MO)	\$43,560.10	\$38,015.20	\$22,554.44	0.16 %	\$15,460.76	4.50 %	\$1,708.00	\$427.00
PCA LCC ADVANTAGE	610	\$62,3200	\$36.97					
CONSTELLATION BRANDS INC (STZ)	89,142.30	88,888.80	31,040.18	0.37 %	57,848.62	1.30 %	1,154.40	
PCA LCC ADVANTAGE	390	227,9200	79.59					
LAUDER ESTEE COS INC (EL)	64,892.40	74,357.20	54,997.75	0.32 %	21,359.45	1.02 %	775.20	
PCA LCC ADVANTAGE	510	149,7200	107.84					
JM SMUCKER CO/THE-NEW COM WI (SJM)		55,804.50	56,714.72	0.24 %	- 910.22	2.52 %	1,404.00	
PCA LCC ADVANTAGE	450	124,0100	126.03					

Detail

Consumer staples

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
TYSON FOODS INC (TSN)	54,316.90	670	49,037.30	73.1900	0.21 %	45,941.38	68.57	3,095.92	1.64 %	804.00	
PCA LCC ADVANTAGE											
Total consumer staples			\$308,103.00		1.28 %	\$211,248.47		\$96,854.53	1.90 %	\$5,845.60	\$427.00

Energy

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
CONOCOPHILLIPS (COP)	\$38,423.00	700	\$41,503.00	\$59.2900	0.18 %	\$37,213.08	\$53.16	\$4,289.92	1.93 %	\$798.00	
PCA LCC ADVANTAGE											
HALLIBURTON CO (HAL)	42,028.20	860	40,368.40	46.9400	0.17 %	49,522.23	57.58	- 9,153.83	1.54 %	619.20	
PCA LCC ADVANTAGE											
OCCIDENTAL PETROLEUM CORP (OXY)		530	34,428.80	64.9600	0.15 %	39,990.69	75.45	- 5,561.89	4.75 %	1,632.40	408.10
PCA LCC ADVANTAGE											
ROYAL DUTCH SHELL PLC (RDSA)	39,358.90	590	37,647.90	63.8100	0.16 %	36,095.82	61.18	1,552.08	5.01 %	1,885.64	
PCA LCC ADVANTAGE											
TOTAL S A (TOT)	51,963.20	940	54,228.60	57.6900	0.23 %	45,725.64	48.64	8,502.96	4.28 %	2,319.92	717.78
PCA LCC ADVANTAGE											
Total energy			\$208,176.70		0.87 %	\$208,547.46		-\$370.76	3.49 %	\$7,255.16	\$1,125.88

Financial

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
BANK NEW YORK MELLON CORP COM (BK)	\$37,163.40	690	\$35,555.70	\$51.5300	0.15 %	\$27,680.38	\$40.12	\$7,875.32	1.87 %	\$662.40	
PCA LCC ADVANTAGE											
CITIGROUP INC (C)	45,390.10	610	41,175.00	67.5000	0.18 %	41,209.13	67.56	- 34.13	1.90 %	780.80	
PCA LCC ADVANTAGE											
CITIZENS FINANCIAL GROUP (CFG)	63,809.60	1,520	63,809.60	41.9800	0.27 %	45,268.33	29.78	18,541.27	2.10 %	1,337.60	
PCA LCC ADVANTAGE											

Detail

Health care

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			Avg. tax cost per unit	Unrealized gain/loss				
JOHNSON & JOHNSON (JNJ)	39,121.60	35,882.00	128,1500	0.15 %	14,786.38	21,095.62	2.63 %	940.80		
PCA LCC ADVANTAGE	280	52,525.20	35,4900	0.22 %	51,862.31	662.89	3.84 %	2,012.80		
PFIZER INC (PFE)	53,605.60	40,230.00	160,9200	0.17 %	32,790.68	7,439.32	1.17 %	470.00	117.50	
PCA LCC ADVANTAGE	1,480	39,227.40	206,4600	0.17 %	131.16	13,962.74	0.33 %	129.20	32.30	
STRYKER CORP (SYK)	38,710.00	57,780.00	214,0000	0.25 %	25,264.66	19,411.33	1.41 %	810.00		
PCA LCC ADVANTAGE	250	57,780.00			132.97					
THERMO FISHER SCIENTIFIC INC (TMO)	49,368.80	57,780.00			38,368.67					
PCA LCC ADVANTAGE	190	214,0000			142.11					
UNITEDHEALTH GROUP INC (UNH)	59,524.20									
PCA LCC ADVANTAGE	270									
Total health care		\$491,563.60		2.04 %	\$381,980.22	\$109,583.38	1.85 %	\$9,094.60	\$241.00	

Industrials

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			Avg. tax cost per unit	Unrealized gain/loss				
BOEING CO (BA)	\$50,134.70	\$55,739.60	\$327,8800	0.24 %	\$44,901.60	\$10,838.00	2.09 %	\$1,162.80		
PCA LCC ADVANTAGE	170	\$327,8800			\$264.13					
CUMMINS INC (CMI)	38,860.80	35,659.80	162,0900	0.15 %	33,751.29	1,908.51	2.67 %	950.40		
PCA LCC ADVANTAGE	220	162,0900			153.42					
GENERAL DYNAMICS CORP (GD)	44,759.00	48,598.00	220,9000	0.21 %	30,892.43	17,705.57	1.69 %	818.40		
PCA LCC ADVANTAGE	220	220,9000			140.42					
HONEYWELL INTL INC (HON)	42,940.80	40,462.80	144,5100	0.17 %	27,499.58	12,963.22	2.07 %	834.40		
PCA LCC ADVANTAGE	280	40,462.80			98.21					
ILLINOIS TOOL WORKS INC (ITW)	58,397.50	54,831.00	156,6600	0.23 %	32,788.45	22,042.55	2.00 %	1,092.00	273.00	
PCA LCC ADVANTAGE	350	156,6600			93.68					
NORTHROP GRUMMAN CORPORATION (NOC)	46,036.50	52,368.00	349,1200	0.22 %	24,050.60	28,317.40	1.27 %	660.00		
PCA LCC ADVANTAGE	150	349,1200			160.34					
PARKER HANNIFIN CORP (PH)	51,890.80	44,467.80	171,0300	0.19 %	41,894.19	2,573.61	1.55 %	686.40		
PCA LCC ADVANTAGE	260	171,0300			161.13					
RAYTHEON COMPANY (RTN)	41,327.00	47,480.40	215,8200	0.20 %	27,999.24	19,481.16	1.61 %	763.40		
PCA LCC ADVANTAGE	220	215,8200			127.27					



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2018 - March 30, 2018

Detail

Industrials

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
UNITED RENTALS INC (URI)	51,573.00	300	51,819.00	172.7300	0.22 %	33,730.98	18,088.02				
PCA LCC ADVANTAGE						112.44					
WASTE MANAGEMENT INC (WM)		460	38,695.20	84.1200	0.17 %	39,831.62	- 1,136.42		2.22 %	855.60	
PCA LCC ADVANTAGE						86.59					
Total Industrials			\$470,121.60		1.95 %	\$337,339.98	\$132,781.62		1.66 %	\$7,823.40	\$273.00

Information technology

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
TE CONNECTIVITY LTD (TEL)	\$66,528.00	700	\$69,930.00	\$99.9000	0.30 %	\$64,839.71	\$78.34	\$15,090.29	1.61 %	\$1,120.00	
SEDOL B62B7C3 ISIN CH0102993182											
PCA LCC ADVANTAGE											
ALPHABET INC/CA-CL A (GOOGL)	126,408.00	120	124,456.80	1,037.1400	0.52 %	23,381.25	194.84	101,075.55			
PCA LCC ADVANTAGE											
ANALOG DEVICES INC (ADI)	54,308.30	610	55,589.30	91.1300	0.24 %	49,961.50	81.90	5,627.80	2.11 %	1,171.20	
PCA LCC ADVANTAGE											
APPLE INC (AAPL)	175,999.20	1,040	174,491.20	167.7800	0.73 %	32,747.73	31.49	141,743.47	1.51 %	2,620.80	
PCA LCC ADVANTAGE											
APPLIED MATERIALS INC (AMAT)	40,896.00	800	44,488.00	55.6100	0.19 %	20,713.20	25.89	23,774.80	1.44 %	640.00	
PCA LCC ADVANTAGE											
CISCO SYSTEMS INC (CSCO)	31,406.00	820	35,169.80	42.8900	0.15 %	15,335.18	18.70	19,834.62	3.08 %	1,082.40	
PCA LCC ADVANTAGE											
FACEBOOK INC A (FB)	112,934.40	640	102,265.60	159.7900	0.43 %	70,120.52	109.56	32,145.08			
PCA LCC ADVANTAGE											
INTEL CORP (INTC)	39,236.00	850	44,268.00	52.0800	0.19 %	29,969.04	35.26	14,298.96	2.31 %	1,020.00	
PCA LCC ADVANTAGE											
LAM RESEARCH CORP (LRCX)	38,654.70	210	42,663.60	203.1600	0.18 %	16,284.21	77.54	26,379.39	0.99 %	420.00	
PCA LCC ADVANTAGE											

Detail

Information technology

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
MICROSOFT CORP (MSFT)	50,040.90	\$53,392.95	91.2700		0.23 %	5,022.77	48,370.18	1.85 %	982.80	
PCA LCC ADVANTAGE	585					8.59				
TEXAS INSTRUMENTS INC (TXN)	75,196.80	74,800.80			0.32 %	40,210.44	34,590.36	2.39 %	1,785.60	
PCA LCC ADVANTAGE	720	103.8900				55.85				
Total information technology		\$821,516.05			3.41 %	\$358,585.55	\$462,930.50	1.32 %	\$10,842.80	

Materials

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
BERRY GLOBAL GROUP INC (BERY)	56,909.90	\$53,165.70			0.23 %	\$42,660.46	\$10,505.24			
PCA LCC ADVANTAGE	970	\$54.8100				\$43.98				
DOWDUPONT INC (DWDPI)	56,263.80	50,330.90			0.21 %	40,713.91	9,616.99	2.39 %	1,200.80	
PCA LCC ADVANTAGE	790	63.7100				51.54				
EASTMAN CHEM CO (EMIN)		40,120.40			0.17 %	39,336.25	784.15	2.13 %	851.20	212.80
PCA LCC ADVANTAGE	380	105.5800				103.52				
Total materials		\$143,617.00			0.60 %	\$122,710.62	\$20,906.38	1.43 %	\$2,052.00	\$212.80

Real estate

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
CBRE GROUP INC (CBRE)		\$65,163.60			0.28 %	\$64,600.61	\$562.99			
PCA LCC ADVANTAGE	1,380	\$47.2200				\$46.81				

Telecommunication services

Description (Symbol)	Quantity	Current market value	Current price per unit	Market value last period	% of total portfolio	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
T-MOBILE US INC (TMUS)	339,376.20	\$37,844.80			0.16 %	\$41,968.89	-\$4,124.09			
PCA LCC ADVANTAGE	620	\$61.0400				\$67.69				

Detail

Utilities

Description (Symbol)	Market value last period	Quantity	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
AMERICAN WATER WORKS CO INC (AWK)	\$38,425.80	420	\$82.1300	0.15 %	\$26,731.28	\$63.65	\$7,763.32	2.03 %	\$697.20	
PCA LCC ADVANTAGE										
WEC ENERGY GROUP INC (WEC)	61,115.60	920	57.684.00	0.24 %	18,534.98	20.15	39,149.02	3.53 %	2,033.20	
PCA LCC ADVANTAGE			62.7000							
Total utilities			\$92,178.60	0.38 %	\$45,266.26		\$46,912.34	2.96 %	\$2,730.40	
Total stocks			\$3,814,192.08	15.85 %	\$2,516,995.71		\$1,297,196.37	1.70 %	\$64,736.36	\$2,820.88

Etf - equity

Description (Symbol)	Market value last period	Quantity	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
ISHARES CORE S&P 500 (IVV)	\$4,742,245.15	17,639	\$4,680.861.43	19.45 %	\$3,902,626.99	\$221.25	\$778,234.44	1.85 %	\$86,466.38	
ETF			\$265.3700							
ISHARES RUSSELL MID-CAP (IWR)	2,497,351.87	11,999	2,477,073.56	10.30 %	1,492,918.50	124.42	984,155.06	1.57 %	38,756.77	
ETF			206.4400							
21-75-073-4453885										
VANGUARD FTSE ALL WORLD EX-US (VEU)	877,544.64	16,037	871,931.69	3.63 %	807,461.19	50.35	64,470.50	2.69 %	23,381.95	
INDEX FUND			54.3700							
ETF										
21-75-073-4453885										
VANGUARD SMALL CAP (VB)	1,141,607.20	7,724	1,134,810.08	4.72 %	1,040,574.96	134.72	94,235.12	1.38 %	15,648.82	
ETF			146.9200							
21-75-073-4453885										
Total etf - equity			\$9,164,676.76	38.08 %	\$7,243,581.64		\$1,921,095.12	1.79 %	\$164,253.92	



INSTITUTIONAL
ASSET MANAGEMENT

CLEVE PUB LIB ENDMT CONS
INVESTMENT MANAGEMENT STATEMENT
Account number 21-75-501-4453885
January 1, 2018 - March 30, 2018

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
SEAFARER OVERSEAS GROWTH & (SIGIX) INCOME INSTL CLASS FD # 11602	\$789,806.15	57,946.159	\$788,067.76	\$13.6000	3.28 %	\$668,688.00	\$11.54	\$119,379.76	2.81 %	\$22,077.49	
21-75-073-4453885											
PNC INTERNATIONAL EQUITY FUND (PIUIX) CLASS I FUND 409	1,963,162.01	80,325.778	1,990,472.78	24.7800	8.28 %	948,138.46	11.80	1,042,334.32	0.76 %	15,020.92	
21-75-073-4453885											
PNC SMALL CAP FUND (PPCIX) CLASS I FUND #426	993,649.33	41,471.174	1,001,114.14	24.1400	4.16 %	243,850.50	5.88	757,263.64	0.13 %	1,277.31	
21-75-073-4453885											
T ROWE PRICE REAL ESTATE FUND (TRREX) FD #122	507,719.93	17,690.590	468,269.92	26.4700	1.95 %	426,697.04	24.12	41,572.88	2.99 %	13,975.57	
21-75-073-4453885											
Total mutual funds - equity			\$4,247,924.60		17.65 %	\$2,287,374.00		\$1,960,550.60	1.23 %	\$52,351.29	

700

Total equities

			\$17,226,793.44		71.58 %	\$12,047,951.35		\$5,178,842.09	1.63 %	\$281,341.57	\$2,820.88
--	--	--	------------------------	--	----------------	------------------------	--	-----------------------	---------------	---------------------	-------------------

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
AQR LONG-SHORT EQUITY-I (QLEIX) 21-75-073-4453885	\$695,647.75	50,118.714	\$696,650.12	\$13.9000	2.90 %	\$668,688.00	\$13.34	\$27,962.12	4.03 %	\$28,066.48	
21-75-073-4453885											
ASG GLOBAL ALTERNATIVES FUND (GAFYX) CL Y	496,699.83	44,190.376	485,210.33	10.9800	2.02 %	482,117.00	10.91	3,093.33	0.77 %	3,689.90	
21-75-073-4453885											
Total mutual funds - alternative invest			\$1,181,860.45		4.91 %	\$1,150,805.00		\$31,055.45	2.69 %	\$31,756.38	

Detail

Alternative investments
 Mutual funds - alternative invest

Description (Symbol)	Market value last period		% of total portfolio	Current market value		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit		Quantity	price per unit				
Total alternative investments		\$1,181,860.45	4.91 %	\$1,150,805.00	\$31,055.45	2.69 %	\$31,756.38		
Total portfolio		\$24,067,639.79	100.00 %	\$18,944,148.88	\$5,123,490.91	1.94 %	\$465,689.82	\$24,601.91	

Pending Trades

Purchases

Description	Trade date	Settle date	Quantity	Price per unit	Cash
AQR LONG-SHORT EQUITY-I	03/29/18	04/02/18	19,338.058	\$13.8999	-\$268,799.00
AMERIPRISE FINANCIAL INC SR UNSEC	03/28/18	04/02/18	10,000	104.3230	- 10,432.30
05.300% DIUE 03/15/2020					
DODGE & COX INCOME FUND FD #147	03/29/18	04/02/18	18,087.565	13.5099	- 244,363.00
ASS GLOBAL ALTERNATIVES FUND CL Y	03/29/18	04/02/18	20,029.781	10.9800	- 219,927.00
Total pending purchases					-\$743,521.30

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – March 2018

1. INTERIM DEPOSITS

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

Following is a description of interim deposit earnings for the period March 1, 2018 through March 31, 2018.

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
03/01/18 - 03/31/18	31	Various	STAR Ohio	Various	10,202.57	Investment Pool
03/01/18 - 03/31/18	31	Various	STAR Plus	Various	0.00	Bank Deposit Program
03/01/18 - 03/31/18	31	Various	PNC	Various	35.51	Sweep Money Market
03/01/18 - 03/31/18	31	Various	PNC	Various	4.42	Money Market
09/14/17 - 03/14/18	182	500,000	Federal Home Loan Bank	1.125%	2,812.50	Federal Agency
09/13/17 - 03/13/18	182	325,000	Federal Home Loan Bank	1.375%	2,234.38	Federal Agency
01/31/18 - 03/02/18	31	1,025,000	United States Treasury Note	0.875%	4,426.87	Treasury Security
09/04/17 - 03/04/18	182	1,000,000	Federal Farm Credit Bank	1.250%	6,250.00	Federal Agency
09/30/17 - 03/30/18	182	500,000	Federal Home Loan Mortgage Corp.	1.250%	3,125.00	Federal Agency
09/06/17 - 03/06/18	182	1,000,000	Federal National Mortgage Assn.	1.125%	5,625.00	Federal Agency
09/09/17 - 03/09/18	182	1,000,000	Federal Home Loan Mortgage Corp.	1.500%	7,500.00	Federal Agency
10/24/17 - 03/13/18	141	520,000	Federal Home Loan Bank	1.875%	3,764.58	Federal Agency

Earned Interest March 2018 \$ 45,980.83
 Earned Interest Year To Date \$ 108,643.18

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

April 19, 2018

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR MARCH 2018

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
Tyler Technologies Tyler Connect 2018 Boston, Massachusetts	4/23/2018 - 4/25/2018	Laura Armstrong	925.00
Cleveland Society for Human Resource Management Northern Ohio Human Resource Conference Cleveland, Ohio	3/23/2018	Crystal Brooks	278.54
American Library Association Mid-Winter Conference Denver, Colorado	2/9/2018 - 2/13/2018	Alice Butts	542.31
Northeast Ohio Regional Library System Open Educational Resources 101 for Librarians Berea, Ohio	3/8/2018	Raymond Cruz	27.37
Northeast Ohio Regional Library System Strengthening Relationships Through Conflict Stow, Ohio	2/27/2018	Jaime Declat	40.88
American Library Association Mid-Winter Conference Denver, Colorado	2/8/2018 - 2/12/2018	Maria Estrella	1,200.00
Northeast Ohio Regional Library System Children's Summer Reading Workshop 2018: Libraries Rock! Twinsburg, Ohio	2/21/2018	Christine Feczkanin	25.00
Northeast Ohio Regional Library System Assisting Others with ProQuest Ancestry Library Edition Rocky River, Ohio	2/15/2018	Dennice Graves	9.37
Cleveland Society for Human Resource Management Northern Ohio Human Resource Conference Cleveland, Ohio	3/23/2018	Melinda Graves	278.54
Tyler Technologies Tyler Connect 2018 Boston, Massachusetts	4/23/2018 - 4/25/2018	Carol Hubler	925.00
American Library Association Mid-Winter Conference Denver, Colorado	2/9/2018 - 2/13/2018	Amiya Hutson	1,152.63

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
American Library Association Mentoring Library Employees: A Beginner's Guide Cleveland, Ohio	3/8/2018	Tracy Isaac	58.50
Cleveland Society for Human Resource Management Northern Ohio Human Resource Conference Cleveland, Ohio	3/23/2018	Dawntae Jackson	278.54
Northeast Ohio Regional Library System Open Educational Resources 101 for Librarians Berea, Ohio	3/8/2018	Sharon Jefferson	34.08
Cleveland Society for Human Resource Management Northern Ohio Human Resource Conference Cleveland, Ohio	3/23/2018	Cedric Johns	278.54
Ohio Library Council Membership Committee Meeting Columbus, Ohio	3/15/2018	Alexandra Kmiecik	138.43
American Library Association Mid-Winter Conference Denver, Colorado	2/8/2018 - 2/12/2018	Erica Marks	1,200.00
Best Buy Clubhouse Network Immersion Week Boston, Massachusetts	2/26/2018 - 3/2/2018	Marina Marquez	482.61
Library Journal Think Tank Miami, Florida	2/22/2018 - 2/24/2018	Aaron Mason	90.00
Public Library Association 2018 Conference Philadelphia, Pennsylvania	3/20/2018 - 3/24/2018	Aaron Mason	1,200.00
Northeast Ohio Regional Library System Strengthening Relationships Through Conflict Stow, Ohio	2/27/2018	Michelle Miller	38.20
American Payroll Association Chapter Meeting Independence, Ohio	2/15/2018	Ronelle Miller-Hood	30.00
Library Journal Diversity and Cultural Competency Training Cleveland, Ohio	2/28/2018	Laura Mommers	205.74
Defy Ventures Business Coaching Day Lincoln, Nebraska	3/5/2018 - 3/7/2018	Shayna Muckerheide	680.19
Public Library Association 2018 PLA Conference Stand Up for Health Pre-Conference Philadelphia, Pennsylvania	3/20/2018 - 3/24/2018	Shayna Muckerheide	1,207.66

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Best Buy Clubhouse Network Immersion Week Boston, Massachusetts	2/26/2018 - 3/2/2018	Jill Pappenhagen	389.02
Ohio Bureau of Workers' Compensation Ohio Safety Congress and Expo Columbus, Ohio	3/7/2018 - 3/9/2018	Sherry Parker	486.00
State Library of Ohio Board Meeting and Ohio State School for the Blind Art Show Columbus, Ohio	3/15/2018	William Reed	137.34
Northeast Ohio Regional Library System Open Educational Resources 101 for Librarians Berea, Ohio	3/8/2018	Jeanna Sauls	15.00
Ohio Digitization Interest Group March Meeting Columbus, Ohio	3/6/2018	Rachel Senese	144.97
Code4Lib Annual Conference Washington, D.C.	2/12/2018 - 2/16/2018	William Skora	920.32
American Library Association Mid-Winter Conference Denver, Colorado	2/7/2018 - 2/12/2018	Audrey Sumser	1,067.17
Northeast Ohio Law Directors Association Certified Public Records Training and Municipal Law Update Cleveland, Ohio	2/22/2018	Bryan Szalewski	60.00
American Library Association Mid-Winter Conference Denver, Colorado	2/9/2018 - 2/12/2018	Felton Thomas	1,007.17
Cleveland Society for Human Resource Management Monthly Chapter Meeting Warrensville Heights, Ohio	2/21/2018	Zeta Wilkins	30.00
Cleveland Society for Human Resource Management Northern Ohio Human Resource Conference Cleveland, Ohio	3/23/2018	Zeta Wilkins	278.54
American Library Association Mid-Winter Conference Denver, Colorado	2/9/2018 - 2/13/2018	Tena Wilson	1,200.00
Northeast Ohio Regional Library System Children's Summer Reading Workshop 2018: Libraries Rock! Twinsburg, Ohio	2/21/2018	Helen Zaluckyj	50.07
TOTAL			\$17,112.73

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
SUMMARY			
FUND	MARCH	YEAR TO DATE	
General	\$14,253.76	\$16,885.59	
Library for the Blind and Physically Disabled	137.34	137.34	
Lockwood Thompson	1,850.00	2,952.14	
CLEVNET	0.00	1,475.92	
Tech Centers	871.63	3,127.09	
TOTAL	\$17,112.73	\$24,578.08	

REPORT D

CLEVELAND PUBLIC LIBRARY

Board Meeting

April 19, 2018

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
JANUARY 1 THROUGH MARCH 31, 2018

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
01/19/18	Equipment	Tech Central	Shopbot Tools, Inc.	10,284.99
02/09/18	Computer Hardware	IT/CLEVNET	Business Smarts	15,070.14
02/16/18	Security Strips	Stockroom	Ohionet	9,450.00
03/02/18	Equipment	South Brooklyn	Integrated Precision Systems	24,400.99
03/31/18	Gas for Vehicles	Prop Mgmt.	BP Oil Co.	7,314.05

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

REPORT E**CLEVELAND PUBLIC LIBRARY****Board Meeting**

April 19, 2018

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
JANUARY 1 THROUGH MARCH 31, 2018**

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

LIBRARY SERVICE MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
02/02/18	Database Subscriptions	Main Library	OCLC	30,402.00
02/23/18	Database Subscriptions	IT/CLEVNET	Ohionet	53,321.00
02/23/18	Periodicals	Main Library	EBSCO	474,021.25
02/23/18	Periodicals	Tech Services	EBSCO	26,637.60
02/23/18	Database Subscriptions	Main Library	Ohionet	167,689.00
03/02/18	Database Subscriptions	IT/CLEVNET	EBSCO	77,988.00
03/02/18	Periodicals	Main Library	EBSCO	44,542.78
03/23/18	Periodicals	Main Library	The Plain Dealer	30,646.00
		Branch/Outreach		
		Tech Services		
03/23/18	Database Subscriptions	Main Library	Mergent, Inc.	32,485.00
03/30/18	Database Subscriptions	Main Library	S&P Capital	26,600.00
03/30/18	Database Subscriptions	Main Library	Proquest	44,400.00

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
01/12/18	Computer Hardware	IT/CLEVNET	Network Dynamics	91,152.00
02/02/18	Computer Maintenance	IT/CLEVNET	Librarica	127,333.25
02/02/18	Cassie Computer and Print Management Maintenance	IT/CLEVNET	Librarica	142,242.74
02/23/18	Computer Maintenance	IT/CLEVNET	CDWG	31,980.00
03/02/18	Computer Maintenance	IT/CLEVNET	SirsiDynix	47,952.00

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

REPORT F**CLEVELAND PUBLIC LIBRARY****Board Meeting**

April 19, 2018

**FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
NASH, SMOAK & STEWART, PC. ("Ogletree")
JANUARY 1 THROUGH MARCH 31, 2018**

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	\$ 20,405.82
General Labor & Miscellaneous Matters	4,620.00
EEOC/OCRC	3,874.00
1st Quarter Total	<u>\$ 28,899.82</u>
Year to Date Total	<u>\$ 28,899.82</u>

CLEVELAND PUBLIC LIBRARY

Board Meeting

April 19, 2018

Safe, Warm and Dry Construction Project

In accordance with the Board resolution adopted on December 21, 2017, a report to the Board of Trustees on direct expenditures for the materials and services as budgeted for the Project and not covered by the GMP and 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, is hereby submitted:

For the Period Ending March 31, 2018

				Owner's Contingency and Permit Fund		\$76,288.69
Date	Vendor	PO	Description	Encumbered	Expended	
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,280.00	
			Permits for Glenville, Harvard			
1/22/2018	City of Cleveland	180314	Lee, Lorain and Rockport	-	21,066.30	
				\$ -	\$ 24,346.30	
			Owner's Contingency and Permit Fund Available Balance			\$51,942.39
				Safe, Warm and Dry Construction Initiative Budget		\$5,000,000.00
				Encumbered	Expended	
	URS Corporation - Asbestos Survey and Testing			\$ 14,221.79	\$ 33,728.21	
	Osborn Engineering Company - Professional Architectural and Engineering Services			117,304.43	332,625.57	
	Regency Construction Services, Inc. - Construction Manager at Risk			4,376,574.00	49,257.31	
	Direct Expenditures paid from Contingency Fund			-	24,346.30	
				\$ 4,508,100.22	\$ 439,957.39	
			Available Budget as of 03/31/2018			\$51,942.39

CLEVELAND PUBLIC LIBRARY

Board Meeting
April 19, 2018

South Branch Renovation Project

In accordance with the Board resolution adopted on January 18, 2018, a report to the Board of Trustees on expenditures and contracts entered into, including those in excess of \$25,000, to pay the costs resulting from permitting and changes and additions to the Project which may be made in the future by the Library, and which are not included in the GMP, is hereby submitted:

For the Period Ending March 31, 2018

				Owner's Contingency and Permit Fund		\$156,131.37
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ 1,700.00	\$ 8,450.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
				\$ 1,700.00	\$ 46,222.92	
				Owner's Contingency and Permit Fund Available Balance		\$108,208.45

				South Branch Renovation Project Budget		\$ 4,500,000.00
				<u>Encumbered</u>	<u>Expended</u>	
HBM Architects, LLC - Architectural Design Services				\$ 56,205.23	\$ 261,294.77	
The Albert M. Higley Co., LLC - Construction Manager at Risk				3,743,981.01	61,019.62	
Furniture, Fixtures, Equipment and Technology				-	-	
Direct Expenditures paid from Contingency Fund				1,700.00	46,222.92	
				\$ 3,801,886.24	\$ 368,537.31	
				Available Budget as of 03/31/2018		\$ 329,576.45

**CLEVELAND PUBLIC LIBRARY
Regular Employment Report
3/01/2018 TO 3/31/2018**

EXHIBIT 8

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
BOLAR, KIMBERLY		PAGE	03/15/2018
KIRK, CARLETTE M	Rice	PAGE	03/06/2018
RETIREMENTS			
FORD, ANNA K	South Brooklyn	LIBRARY ASSISTANT-ADULT	03/17/2018
OTHER TERMINATIONS			
MARTIN, MATTHEW M	Security	SAFETY&PROTECTIVE SVCS SUPERVI	03/01/2018
RAY, KEVIN M	Garden Valley	ASSISTANT BRANCH MANAGER	03/20/2018

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 03/01/2018 TO 03/31/2018**

EMPLOYEE: CRISP, KENYATTA B CURRENT GRADE: Z EFFECTIVE DATE
JOB TITLE: PAGE 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	10.20	10.20	TRANSFER

EMPLOYEE: ROBERTS, RONALD A CURRENT GRADE: I EFFECTIVE DATE
JOB TITLE: ASSISTANT BRANCH MANAGER I CURRENT STEP: 1 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
SALARY AFFECTS BASE W	59,614.36	61,568.66	PROMOTION

EMPLOYEE: THOMAS, TAI N CURRENT GRADE: Z EFFECTIVE DATE
JOB TITLE: PAGE - PART TIME REGULAR CURRENT STEP: 2 FOR GRADE/STEP

<u>TYPE OF CHANGE</u>	<u>PREVIOUS VALUE</u>	<u>CURRENT VALUE</u>	<u>REASON FOR CHANGE</u>
TRANSFER	10.70	10.70	TRANSFER

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 3/01/2018 TO 3/31/2018**

EMPLOYEE:	CASTELLANO, JENNIFER	CURRENT GRADE:	B	HIRE DATE:	3/04/2018
JOB TITLE:	BRANCH CLERK SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	16,400.02	HOURLY RATE:	17.16
EMPLOYEE:	KOHR, HANNAH K	CURRENT GRADE:	F	HIRE DATE:	3/04/2018
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	22,401.08	HOURLY RATE:	23.44
EMPLOYEE:	SALAAM-BEY, JAMILAH K	CURRENT GRADE:	F	HIRE DATE:	3/04/2018
JOB TITLE:	LIBRARY ASST SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	BRANCH SUBSTITUTES	SALARY:	22,401.08	HOURLY RATE:	23.44
EMPLOYEE:	SMITH, STEVEN H	CURRENT GRADE:	B	HIRE DATE:	3/04/2018
JOB TITLE:	CUSTODIAL SUBSTITUTE	CURRENT STEP:	1		
LOCATION:	CUSTODIAL A	SALARY:	24,990.42	HOURLY RATE:	17.16

Human Resources Committee Report
 Meeting Date: April 19, 2018
 Report Period: March 2018

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

MONTH	2017 SICK LEAVE HOURS USED	2018 SICK LEAVE HOURS USED	2018 TOTAL HOURS
January	3694.16	3931.18	98438.20
February	4134.06	4368.48	94464.23
March	3876.96	3941.66	92222.37
April	3739.41		
May	3819.00		
June *	5529.04		
July	3388.19		
August	3775.11		
September	3806.95		
October	3946.00		
November*	3767.85		
December	6026.33*		

*Covers three pay dates

CLEVELAND PUBLIC LIBRARY
March 1, 2018 - March 31, 2018
EMPLOYEE DEMOGRAPHICS (EE0-4) REPORT
FULL/PART-TIME EMPLOYEES

REPORT J**Human Resources Committee Report**

April 19, 2018

Totals Job Category	Male						Female						
	A	B	C	D	E	F	G	H	I	J	K	L	m
Officials/Administrators	81	24	11	2			25	15	4				
Professionals	73	14	1			1	35	12	6	4			
Technicians	21	13	2	1			3	1	1				
Protective Service	30	8	14	3			1	4					
Para-Professionals	137	29	28	2	2		40	28	7	1			
Administrative Support	276	31	48	5	1		40	99	12	2		1	
Skilled Craft	13	7	4	1				1					
Service Maintenance	47	8	33	1			1	3	1				
Grand Total	641	134	141	15	4	0	145	163	31	7	0	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 March 2018

Human Resources Committee Report
April 19, 2018

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	5	3	8
Essential	46	9	55
Standard	245	147	392
Standard with OAD		1	1
Total MMO			456
Dental Insurance	301	188	489
Vision Employee			267
Vision Children			40
Vision Spouse			55
Vision Family			81
Total Vision			443

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>
			0

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAR 2018**

REPORT L

CIRCULATION ACTIVITY	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	2018	2017	
Main Library	112,390	115,728	520	536	319,490	330,298	-3.3%
Branches*	191,570	235,658	839	1,034	574,784	692,872	-17.0%
Mobile Units	4,055	2,660			10,702	4,836	121.3%
Library for the Blind	43,103	49,467			119,018	135,181	-12.0%
OLBPD BARD	11,929	13,900			34,042	37,130	-8.3%
eMedia	39,452	32,995			113,157	95,858	18.0%
TOTAL CIRCULATION	402,499	450,408			1,171,193	1,296,175	-10%

ELECTRONIC MEDIA CIRCULATION	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
eBook	22,642	19,560	65,218	57,116	14.2%
eAudiobook	14,377	10,343	40,910	29,666	37.9%
eMusic	322	1,002	1,030	2,598	-60.4%
eVideo	627	581	1,905	2,146	-11.2%
eMagazines	1,484	1,509	4,094	4,332	-5.5%
TOTAL eCIRCULATION	39,452	32,995	113,157	95,858	18.0%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2018	2017	2018	2017	
Main Library	107	50 minutes	23,636	30,279	20,987	22,829	-8.1%
Branches	569	40 minutes	172,017	206,049	119,221	139,689	-14.7%
TOTAL USAGE	676		195,653	236,328	140,208	162,518	-13.7%

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
	2018	2017	2018	2017	
TOTAL SESSIONS	180,069	146,249	581,425	298,074	95.1%

Each session represents a unique user of public wireless internet.

WALK-IN COUNT	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	2018	2017	
Main Library	34,231	36,466	158	169	92,522	103,303	-10%
Branches*	161,743	187,831	708	824	461,710	552,424	-16%
TOTAL VISITS	195,974	224,297			554,232	655,727	-15.5%

*Glenville Branch closed from 2/5/18 through 4/16/18. Lorain Branch closed from 2/5/18 through 4/14/18. Both branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR MAR 2018**

Branch	a Branch Circulation	b Sent from Other Branches	c Sent from Main	d Sent from Other CLEVNET Systems	e Total Direct Circulation (a+b+c+d)	f Sent to Other CLEVNET Systems	g Total Circulation (e+f)
Addison	4,598	539	520	1,053	6,710	469	7,179
Brooklyn	2,419	278	361	389	3,447	369	3,816
Carnegie West	5,368	679	1,193	1,610	8,850	1,048	9,898
Collinwood	3,352	425	572	924	5,273	493	5,766
East 131st	2,386	211	259	438	3,294	317	3,611
Eastman	8,560	628	1,249	1,834	12,271	1,835	14,106
Fleet	6,548	511	755	1,115	8,929	650	9,579
Fulton	5,071	398	467	802	6,738	790	7,528
Garden Valley	2,220	134	208	190	2,752	222	2,974
Glennville*	0	99	80	262	441	47	488
Harvard-Lee	4,117	414	599	784	5,914	703	6,617
Hough	2,972	537	244	493	4,246	248	4,494
Jefferson	2,333	414	763	1,153	4,663	736	5,399
Langston Hughes	4,250	455	432	861	5,998	402	6,400
Lorain*	5	153	88	109	355	40	395
Martin Luther King, Jr.	2,612	370	447	753	4,182	527	4,709
Memorial-Nottingham	5,652	705	1,370	1,953	9,680	993	10,673
Mt. Pleasant	2,236	296	269	441	3,242	221	3,463
Rice	5,276	478	700	1,003	7,457	670	8,127
Rockport	8,710	746	1,301	1,914	12,671	1,440	14,111
South	4,381	477	706	870	6,434	732	7,166
South Brooklyn	8,103	843	1,570	2,601	13,117	1,582	14,699
Sterling	2,199	158	213	276	2,846	246	3,092
Union	2,189	271	215	331	3,006	317	3,323
Walz	6,558	856	1,202	1,739	10,355	983	11,338
West Park	7,878	1,007	2,416	3,556	14,857	1,953	16,810
Woodland	4,122	419	334	509	5,384	425	5,809
TOTAL	114,115	12,501	18,533	27,963	173,112	18,458	191,570

*Glennville Branch closed from 2/5/18 through 4/16/18. Lorain Branch closed from 2/5/18 through 4/14/18. Both branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR MAR 2018**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2018	2017	2018	2017		
Addison	7,179	7,669	20,453	23,594	-3,141	-13%
Brooklyn	3,816	4,781	10,934	14,536	-3,602	-25%
Carnegie West	9,898	12,990	29,148	37,640	-8,492	-23%
Collinwood	5,766	5,917	16,501	16,419	82	0%
East 131st	3,611	3,563	10,498	10,630	-132	-1%
Eastman	14,106	17,236	40,376	49,846	-9,470	-19%
Fleet	9,579	9,690	27,364	29,779	-2,415	-8%
Fulton	7,528	11,631	24,087	34,107	-10,020	-29%
Garden Valley	2,974	3,181	8,235	10,215	-1,980	-19%
Glennville*	488	5,308	5,647	15,936	-10,289	-65%
Harvard-Lee	6,617	8,402	19,827	23,323	-3,496	-15%
Hough	4,494	4,187	13,663	13,479	184	1%
Jefferson	5,399	7,287	16,477	21,204	-4,727	-22%
Langston Hughes	6,400	6,409	17,599	18,931	-1,332	-7%
Lorain*	395	7,244	9,293	21,789	-12,496	-57%
Martin Luther King, Jr.	4,709	6,249	14,626	18,392	-3,766	-20%
Memorial-Nottingham	10,673	10,897	30,948	33,048	-2,100	-6%
Mt. Pleasant	3,463	3,598	9,980	10,965	-985	-9%
Rice	8,127	9,627	24,629	28,555	-3,926	-14%
Rockport	14,111	16,947	40,944	48,398	-7,454	-15%
South	7,166	7,711	19,853	22,771	-2,918	-13%
South Brooklyn	14,699	16,904	41,566	47,548	-5,992	-13%
Sterling	3,092	5,227	11,297	14,845	-3,548	-24%
Union	3,323	4,470	10,467	13,789	-3,322	-24%
Walz	11,338	12,641	33,658	37,332	-3,674	-10%
West Park	16,810	18,928	48,847	53,181	-4,334	-8%
Woodland	5,809	6,964	17,877	22,620	-4,743	-21%
TOTAL	191,570	235,658	574,784	692,872	-118,088	-17%

*Glennville Branch closed from 2/5/18 through 4/16/18. Lorain Branch closed from 2/5/18 through 4/14/18. Both branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE MAR 2018**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2018	2017	2018	2017		
Addison	4,737	4,993	12,576	14,831	-2,255	-15%
Brooklyn	2,945	3,712	8,189	10,494	-2,305	-22%
Carnegie West	9,779	9,891	24,015	29,044	-5,029	-17%
Collinwood	4,985	6,472	14,362	18,741	-4,379	-23%
East 131st	7,130	5,578	20,297	17,480	2,817	16%
Eastman	9,592	9,750	26,743	28,875	-2,132	-7%
Fleet	7,875	8,621	23,363	26,440	-3,077	-12%
Fulton	6,567	7,126	18,573	21,057	-2,484	-12%
Garden Valley	3,472	3,598	9,969	9,889	80	1%
Glennville*	0	4,217	4,965	12,776	-7,811	-61%
Harvard-Lee	6,935	7,825	20,163	22,292	-2,129	-10%
Hough	5,949	6,398	19,415	19,011	404	2%
Jefferson	4,141	4,560	11,443	13,345	-1,902	-14%
Langston Hughes	6,300	6,575	17,695	20,729	-3,034	-15%
Lorain*	0	6,781	6,344	15,969	-9,625	-60%
Martin Luther King, Jr.	4,722	6,511	14,899	21,343	-6,444	-30%
Memorial-Nottingham	4,809	4,790	10,120	14,164	-4,044	-29%
Mt. Pleasant	3,091	4,183	9,568	12,770	-3,202	-25%
Rice	9,290	10,836	27,337	32,411	-5,074	-16%
Rockport	6,825	8,310	19,803	23,933	-4,130	-17%
South	4,516	6,545	13,473	18,043	-4,570	-25%
South Brooklyn	12,113	13,064	25,199	39,546	-14,347	-36%
Sterling	6,739	8,166	20,680	24,448	-3,768	-15%
Union	5,638	5,170	16,276	14,752	1,524	10%
Walz	8,000	8,265	21,698	23,433	-1,735	-7%
West Park	7,708	7,585	21,787	21,772	15	0%
Woodland	7,885	8,309	22,758	24,836	-2,078	-8%
TOTAL	161,743	187,831	461,710	552,424	-90,714	-16%

*Glennville Branch closed from 2/5/18 through 4/16/18. Lorain Branch closed from 2/5/18 through 4/14/18. Both branches were closed as part of the Branch Revitalization Project.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS MAR 2018**

Branch	Total Circulation	Attendance	Branch	Population
1 West Park	16,810	12,113	1 South Brooklyn	32,043
2 South Brooklyn	14,699	9,779	2 West Park	27,814
3 Rockport	14,111	9,592	3 Fleet*	26,727
4 Eastman	14,106	9,290	4 Eastman	23,674
5 Walz	11,338	8,000	5 Rockport	19,896
6 Memorial-Nottingham	10,673	7,885	6 Fulton	19,647
7 Carnegie West	9,898	7,875	7 Rice	19,462
8 Fleet	9,579	7,708	8 Memorial-Nottingham	19,271
9 Rice	8,127	7,130	9 Harvard-Lee	17,655
10 Fulton	7,528	6,935	10 Walz	16,063
11 Addison	7,179	6,825	11 Collinwood	14,769
12 South	7,166	6,739	12 Langston Hughes	14,439
13 Harvard-Lee	6,617	6,567	13 Glenville	14,006
14 Langston Hughes	6,400	6,300	14 Addison	13,603
15 Woodland	5,809	5,949	15 East 131st	13,025
16 Collinwood	5,766	5,638	16 Mt. Pleasant	12,792
17 Jefferson	5,399	4,985	17 Lorain	12,588
18 Martin Luther King, Jr.	4,709	4,809	18 Martin Luther King, Jr.	12,392
19 Hough	4,494	4,737	19 Carnegie West	10,487
20 Brooklyn	3,816	4,722	20 Union	8,416
21 East 131st	3,611	4,516	21 Sterling	8,267
22 Mt. Pleasant	3,463	4,141	22 Woodland	7,946
23 Union	3,323	3,472	23 South	6,325
24 Sterling	3,092	3,091	24 Hough	5,667
25 Garden Valley	2,974	2,945	25 Brooklyn	5,524
26 Glenville*	488	0	26 Jefferson	3,515
27 Lorain*	395	0	27 Garden Valley	2,310
	191,570	161,743	28 Broadway*	388,323
				473,177

*Glenville Branch closed from 2/5/18 through 4/16/18. Lorain Branch closed from 2/5/18 through 4/14/18. Both branches were closed as part of the Branch Revitalization Project.

*Broadway and Fleet service areas merged

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

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR MAR 2018**

OTHER TRANSACTIONS

Loans* to:	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
CLEVNET	67,302	69,053	187,215	194,481	-4%
Other Libraries	484	508	1,532	1,462	5%
TOTAL	67,786	69,561	188,747	195,943	-4%

*Totals included in Main Library and Branch circulation counts

**ANALYSIS OF MAIN LIBRARY
REFERENCE QUESTION LOAD**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Projected	13,248	13,320	45,365	42,812	6%
Mail and Email Reference	412	470	847	1,198	-29%
Interlibrary Loan Requests	968	906	3,249	2,675	21%
TOTAL	14,628	14,696	49,461	46,685	6%

**CHANGES IN PERMANENT
COLLECTION**

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
New Titles Added	4,023	5,465	12,737	13,976	-9%
Total Items Added	20,950	22,114	61,083	73,856	-17%

HOURS OPEN

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Main Library	216	216	600	600	0%
Branches	6,165	6,156	17,154	17,158	0%

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

	Monthly Total		Year-to-Date		YTD Gain/Loss
	2018	2017	2018	2017	
Downloads	11,929	13,900	34,042	37,130	-8%
Users	693	623	1,975	1,957	1%

Included in circulation activity

**CLEVELAND PUBLIC LIBRARY
COMPARATIVE STATEMENT OF ANNUAL STATISTICS 2017**

CIRCULATION ACTIVITY	2017	2016	Change	%Change
Main Library	1,280,659	1,385,667	-105,008	-7.6%
Branches	2,593,390	3,077,500	-484,110	-15.7%
Mobile Units	35,408	22,257	13,151	59.1%
Library for the Blind	472,566	562,214	-89,648	-15.9%
OLBPD BARD	129,317	140,005	-10,688	-7.6%
eMedia	404,302	359,266	45,036	12.5%
TOTAL CIRCULATION	4,915,642	5,546,909	-631,267	-11.4%

REFERENCE TRANSACTIONS	2017	2016	Change	%Change
Main Library	255,267	249,951	5,316	2.1%
Branches & Mobile Unit	673,400	836,004	-162,604	-19.5%
Library for the Blind	25,369	30,001	-4,632	-15.4%
TOTAL QUESTIONS	954,036	1,115,956	-161,920	-14.5%

COMPUTER SESSIONS	2017	2016	Change	%Change
Main Library	115,619	126,212	-10,593	-8.4%
Branches	816,752	924,816	-108,064	-11.7%
TOTAL USAGE	932,371	1,051,028	-118,657	-11.3%

Sessions less than 5 minutes excluded; also excludes computers not connected to reservation software such as early literacy work stations.

WALK-IN COUNT	2017	2016	Change	%Change
Main Library	444,807	449,613	-4,806	-1.1%
Branches	2,223,600	2,518,436	-294,836	-11.7%
TOTAL VISITS	2,668,407	2,968,049	-299,642	-10.1%

REPORT M

**CLEVELAND PUBLIC LIBRARY
CIRCULATION ANALYSIS FOR 2017**

AUTOMATED CIRCULATION OF THE COLLECTION BY FORMAT

Ranked by percentage of circulation

FORMAT	MAIN	BRANCHES	TOTAL	% CIRC
Videos	289,579	1,214,975	1,504,554	39.7%
Books	817,720	650,085	1,467,805	38.7%
eMedia			404,302	10.7%
Sound Recordings	99,418	220,143	319,561	8.4%
Magazines	37,466	58,517	95,983	2.5%
Other	223	1,113	1,336	0.0%
TOTAL	1,244,406	2,144,833	3,793,541	

INTERLIBRARY LOAN

	2017	2016	Change	% Change
CLEVNET	732,127	855,560	-123,433	-14.4%
MORE	1,794	4,587	-2,793	-60.9%
Other Libraries	5,474	5,539	-65	-1.2%
TOTAL	739,395	865,686	-126,291	-14.6%

**CHANGES IN PERMANENT
COLLECTION**

	2017	2016	Change	% Change
New Titles Added	53,343	64,161	-10,818	-16.9%
Total Items Added	252,986	270,838	-17,852	-6.6%
Total Items Withdrawn	382,674	390,997	-8,323	-2.1%

LIBRARY CARDS ISSUED

	28,426	LIBRARY FOR THE BLIND	New Users 1,529
--	--------	------------------------------	------------------------

REGISTERED BORROWERS

Adult	237,586
Juvenile	67,583
TOTAL	305,169

**CLEVELAND PUBLIC LIBRARY
ATTENDANCE AT MAIN LIBRARY FOR 2017**

MONTH	MAIN	L. S. WING	TOTAL ATTENDANCE		Gain/Loss	DAYS OPEN		DAILY AVG	
			2017	2016		2017	2016	2017	2016
January	16,135	17,319	33,454	35,335	-1,881	24.0	24.0	1,394	1,472
February	15,429	17,954	33,383	29,169	4,214	23.0	24.0	1,451	1,215
March	16,837	19,629	36,466	43,205	-6,739	27.0	27.0	1,351	1,600
April	16,815	20,611	37,426	37,353	73	25.0	26.0	1,497	1,437
May	20,424	22,221	42,645	36,613	6,032	26.0	25.0	1,640	1,465
June	17,058	21,221	38,279	41,365	-3,086	26.0	25.0	1,472	1,655
July	16,992	21,484	38,476	38,953	-477	25.0	25.0	1,539	1,558
August	18,970	22,764	41,734	42,189	-455	25.0	28.0	1,669	1,507
September	19,080	20,528	39,608	37,542	2,066	25.0	25.0	1,584	1,502
October	19,804	16,086	35,890	37,498	-1,608	25.0	25.0	1,436	1,500
November	17,877	19,501	37,378	36,711	667	24.0	24.0	1,557	1,530
December	13,732	16,336	30,068	33,680	-3,612	25.0	25.0	1,203	1,347
TOTAL	209,153	235,654	444,807	449,613	-4,806	300.0	303.0	1,483	1,484

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE FOR 2017**

BRANCH	2017	2016	Change	% Change
Addison	60,211	63,704	-3,493	-5.5%
Brooklyn	43,043	47,569	-4,526	-9.5%
Carnegie West	107,785	122,842	-15,057	-12.3%
Collinwood	66,780	87,695	-20,915	-23.8%
East 131st	86,016	85,552	464	0.5%
Eastman	118,387	126,228	-7,841	-6.2%
Fleet	105,435	118,577	-13,142	-11.1%
Fulton	85,714	100,576	-14,862	-14.8%
Garden Valley	43,661	49,739	-6,078	-12.2%
Glenville	59,998	73,488	-13,490	-18.4%
Harvard-Lee	92,044	90,783	1,261	1.4%
Hough	85,117	84,588	529	0.6%
Jefferson	58,264	62,903	-4,639	-7.4%
Langston Hughes	82,558	93,911	-11,353	-12.1%
Lorain	77,254	82,937	-5,683	-6.9%
Martin Luther King, Jr.	72,756	93,191	-20,435	-21.9%
Memorial-Nottingham	64,871	68,682	-3,811	-5.5%
Mt. Pleasant	48,421	63,524	-15,103	-23.8%
Rice	127,143	138,261	-11,118	-8.0%
Rockport	96,452	119,422	-22,970	-19.2%
South	66,931	75,395	-8,464	-11.2%
South Brooklyn*	120,438	172,095	-51,657	-30.0%
Sterling	102,649	121,163	-18,514	-15.3%
Union	63,664	70,096	-6,432	-9.2%
Walz	96,409	103,871	-7,462	-7.2%
West Park	86,837	108,273	-21,436	-19.8%
Woodland	104,762	93,371	11,391	12.2%
BRANCH TOTAL	2,223,600	2,518,436	-294,836	-11.7%

*Possible hardware malfunction in late 2017 under investigation

**CLEVELAND PUBLIC LIBRARY
BRANCH CIRCULATION TRANSACTIONS FOR 2017**

BRANCH	2017	2016	Change	% Change
Addison	86,379	101,419	-15,040	-14.8%
Brooklyn	52,776	65,510	-12,734	-19.4%
Carnegie West	137,434	146,365	-8,931	-6.1%
Collinwood	62,900	82,789	-19,889	-24.0%
East 131st	45,036	48,829	-3,793	-7.8%
Eastman	180,473	226,088	-45,615	-20.2%
Fleet	115,355	141,271	-25,916	-18.3%
Fulton	124,556	161,960	-37,404	-23.1%
Garden Valley	37,459	41,403	-3,944	-9.5%
Glenville	62,464	71,700	-9,236	-12.9%
Harvard-Lee	89,276	108,056	-18,780	-17.4%
Hough	51,490	58,685	-7,195	-12.3%
Jefferson	74,916	82,825	-7,909	-9.5%
Langston Hughes	73,011	80,797	-7,786	-9.6%
Lorain	81,754	106,911	-25,157	-23.5%
Martin Luther King, Jr.	63,865	97,004	-33,139	-34.2%
Memorial-Nottingham	127,723	147,556	-19,833	-13.4%
Mt. Pleasant	39,059	45,614	-6,555	-14.4%
Rice	109,544	126,498	-16,954	-13.4%
Rockport	180,751	202,054	-21,303	-10.5%
South	85,866	100,821	-14,955	-14.8%
South Brooklyn	178,078	209,087	-31,009	-14.8%
Sterling	49,849	55,107	-5,258	-9.5%
Union	47,723	68,373	-20,650	-30.2%
Walz	149,395	162,094	-12,699	-7.8%
West Park	200,895	235,179	-34,284	-14.6%
Woodland	85,363	103,505	-18,142	-17.5%
BRANCH TOTAL	2,593,390	3,077,500	-484,110	-15.7%

**CLEVELAND PUBLIC LIBRARY
BRANCH COLLECTION COUNT**

BRANCH	2017	2016	Change	% Change
Addison	17,838	18,224	-386	-2.1%
Brooklyn	20,245	22,346	-2,101	-9.4%
Carnegie West	25,641	25,881	-240	-0.9%
Collinwood	20,517	19,935	582	2.9%
East 131st	15,573	15,686	-113	-0.7%
Eastman	40,408	42,741	-2,333	-5.5%
Fleet	18,795	22,801	-4,006	-17.6%
Fulton	32,252	32,144	108	0.3%
Garden Valley	13,441	14,083	-642	-4.6%
Glenville	16,957	16,801	156	0.9%
Harvard-Lee	20,457	21,828	-1,371	-6.3%
Hough	15,818	17,329	-1,511	-8.7%
Jefferson	19,549	21,191	-1,642	-7.7%
Langston Hughes	28,181	29,060	-879	-3.0%
Lorain	19,377	21,541	-2,164	-10.0%
Martin Luther King, Jr.	29,943	30,819	-876	-2.8%
Memorial-Nottingham	34,545	33,660	885	2.6%
Mt. Pleasant	12,121	12,986	-865	-6.7%
Rice	31,109	32,047	-938	-2.9%
Rockport	31,277	41,805	-10,528	-25.2%
South	14,355	14,877	-522	-3.5%
South Brooklyn	29,368	31,068	-1,700	-5.5%
Sterling	16,010	17,662	-1,652	-9.4%
Union	15,380	16,480	-1,100	-6.7%
Walz	34,411	35,695	-1,284	-3.6%
West Park	40,060	41,347	-1,287	-3.1%
Woodland	19,365	21,877	-2,512	-11.5%
TOTALS	632,993	671,914	-38,921	-5.8%

CLEVELAND PUBLIC LIBRARY
2017 COLLECTION STATISTICS

FORMAT	MAIN COLLECTION	BRANCH COLLECTION	TOTAL COLLECTION
Books	2,796,747	398,962	3,195,709
Bound Periodicals	266,661	0	266,661
Government Documents	569,114	0	569,114
Maps	55,976	0	55,976
Microforms	4,689,721	0	4,689,721
Photographs, Pictures	1,391,955	0	1,391,955
Sheet Music	18,000	0	18,000
Sound Recordings	52,739	78,328	131,067
Video	72,799	151,196	223,995
TOTAL ITEMS	9,913,712	628,486	10,542,198

TOTAL SYSTEM TITLES: 2,561,867