

CLEVELAND PUBLIC LIBRARY
 Minutes of the Regular Board Meeting
 January 18, 2020
 Trustees Room Louis Stokes Wing
 12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Mr. Corrigan,
 Ms. Rodriguez, Mr. Hairston, Mr. Parker
 (arrived, 12:16 p.m.), Ms. Washington (arrive,
 12:18 p.m.; departed 12:25 p.m.)

Absent: None

Ms. Rodriguez called the meeting to order at 12:11 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the minutes for the Regular Board Meeting of 12/19/19. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

PUBLIC COMMENT

Ms. Rodriguez acknowledged the following guests: Ronald R. Duke, SEIU, who commented on safety and economic equality for library employees and encouraged that a decent contract be negotiated; and the Reverend Pamela M. Pinkney Butts who shared that she prays for peace and unity during the Library's labor negotiations process and offered to present a symposium featuring two of her books titled "Choose Life" and "From Riches to Rags".

Ms. Rodriguez thanked Mr. Duke and Reverend Pinkney Butts for their comments.

PRESENTATION: Endowment Portfolio, Glen Danahey, PNC

This presentation will be scheduled for another date.

COMMUNICATIONS

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

Director Thomas announced that in January, Trustee Alesha Washington the George Gund Foundation as Senior Program Officer for Economic Development and Community

REGULAR BOARD
 MEETING 12/19/19.
 Approved

Revitalization. Unfortunately, since the Library currently has grant relationships with the George Gund Foundation and desires to have future grants with the Foundation, this will be conflict for her to continue to serve as a member of the Library Board of Trustees.

Director Thomas thanked Ms. Washington for dedication and support of the Library including serving as Chair of the CPL Advocacy Taskforce; and encouraging the Library to examine more closely its efforts relative to diversity, equity and inclusion and how we move forward with construction.

Ms. Rodriguez thanked Ms. Washington for her years of service on the Library Board of Trustees and presented her with a gift on behalf of the Board.

Ms. Washington thanked the Board for the opportunity to serve and encouraged the Board to continue to move forward to honor staff and the people we serve and push towards diversity, equity and inclusion.

Various Trustees shared their sentiments and well-wishes with Ms. Washington.

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of December

(See page 51)

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 December of 2019; now therefore be it

RESOLUTION
TO ACCEPT
GIFTS FOR
THE MONTH
OF
DECEMBER
2019
Approved

RESOLVED, That the gifts described in the Gift Report for December of 2019 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

First Amendment to the Year 2020 Appropriation

(See pages 52-58)

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 2020 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated January 8, 2020; and

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

RESOLVED, That the sums indicated on the attached First Amendment to the Year 2020 Appropriation Schedule be approved.

Resolution to Accept the Endowment from the Francis M. Paulson Trust

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

WHEREAS, In August 2019, Charles N. Higgins, Jr., Attorney at Law, and Trustee of the Francis M. Paulson Trust, notified the Cleveland Public Library of the conditional gift by the Francis Paulson Trust to the Library, for which the Library is honored and able to abide by the conditions of the gift; and

WHEREAS, On January 3, 2020, the Cleveland Public Library received a check in the amount of \$148,784.42

FIRST AMENDMENT
TO THE YEAR 2020
APPROPRIATION
Approved

RESOLUTION TO
ACCEPT THE
ENDOWMENT
FROM THE
FRANCIS M.
PAULSON TRUST
Approved

representing distribution under the Francis M. Paulson Irrevocable Trust of 1990; and

WHEREAS, It is understood and agreed that, in accordance with the terms of the said Trust, this gift is "to be endowed as "MARCELLA VILT PAULSON ART TEACHER'S MEMORIAL FUND," in memory of Mr. Paulson's first wife, Marcella Vilt Paulson, a former itinerant art teacher in grades one through six in the Mentor, Ohio school system in the early 1960s; and

WHEREAS, To be endowed by the Cleveland Public Library, the principal is to be invested by the Board of Library Trustees and all annual income should be granted to the Fine Arts Department to defray the cost of books, art materials, librarian travel, and all efforts by the Fine Arts Department that aid art teachers in area schools in grades one through twelve; and

WHEREAS, Marcella Vilt Paulson traveled from home to each school in an old Volkswagen carrying all the art supplies needed for the day's lessons on the backseat. At times she was accompanied by her dog, Shane, a shepherd mix, that served as a patient model for young artists; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts the endowment from the Francis M. Paulson Trust, along with the terms reflected in this Resolution, in the amount of \$148,784.42 principal cash and that a new permanent fund be established (514 - Paulson Fund) along with organizational codes and objects to deposit the reserve of endowments in the amount of \$148,784.42 (514-34201) and the investment earnings (514044-44200).

Resolution to Enter Into an Agreement with Business Smarts for Hardware Maintenance

(See pages 59-63)

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

WHEREAS, On January 17, 2019, the Board of Library Trustees authorized the Library to enter into an

RESOLUTION TO
ENTER INTO AN
AGREEMENT
WITH BUSINESS
SMARTS FOR
HARDWARE
MAINTENANCE
Approved

agreement with Business Smarts for maintenance of the Library's Hewlett Packard ("HP") printers, desktop stations, and servers for the period February 1, 2019 through January 31, 2020 at a cost not-to-exceed \$91,174.44; and

WHEREAS, Business Smarts is an Elite HP Partner that provides in-house service for printers, desktop stations and industry standard server support, and the Library is pleased with the HP-approved support that Business Smarts has provided during the preceding year; and

WHEREAS, Business Smarts has proposed to provide maintenance service for the Library's HP printers, desktop stations, and servers for the one-year period beginning on February 1, 2020 and ending on January 31, 2021 at a total cost of \$89,331.65; and

WHEREAS, The Library Administration finds Business Smarts' proposed price to be fair and reasonable and requests authority to enter into a one-year agreement with Business Smarts for hardware maintenance; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO or his designee, to enter into a Maintenance Agreement with Business Smarts, subject to the Chief Legal Officer's approval, for the period February 1, 2020 through January 31, 2021, at a cost not to exceed \$89,331.65, with the expenditure being charged to the General Fund Account 13010053-53360 (Computer Maintenance).

Resolution Authorizing Agreement with Art Therapy Studio for Art Therapy Programming During 2020

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

WHEREAS, Since 2016, the Library has contracted with Art Therapy Studio to provide art workshops to youth as a means of teaching teens self-expression through artistic media; and

WHEREAS, Art Therapy Studio is a non-profit corporation that was founded in 1967 and is dedicated to the mission

RESOLUTION
AUTHORIZING
AGREEMENT
WITH ART
THERAPY
STUDIO FOR ART
THERAPY
PROGRAMMING
DURING 2020
Approved

of "enhancing individuals' quality of life through therapeutic art"; and

WHEREAS, The Library is very pleased with the quality of programming offered by Art Therapy Studio and has expanded the number of branches where programming is offered from two branches when the programming was first offered to four branches in 2018 and 2019; and

WHEREAS, Art Therapy Studio has proposed to provide a total of 288 group art workshops during 2020 for up to eight youth per group at the Library's East 131st Street, Hough, Sterling, and West Park branches for a total fee of \$37,376.00; and

WHEREAS, The Library Administration finds Art Therapy Studio's proposed fee of \$37,376.00 to be fair and reasonable and hereby requests that the Board of Library Trustees authorize the Executive Director to enter into a contract with Art Therapy Studio for programming during 2020; now therefore be it

RESOLVED, That the Board of Trustees authorizes the Executive Director, CEO, or his designee, to enter into an agreement with Art Therapy Studio, for art therapy programming during the year 2020 for a total cost not-to-exceed \$37,376, which shall be charged to the Learning Centers Fund Account 25670103-53710 (Professional Services) up to the available balance and the remaining amount to be charged to the Founders Fund Account 20380103-53710 (Professional Services) and which agreement shall be subject to the review and approval of the Chief Legal Officer.

Resolution Authorizing Fourth Amendment with the Chilcote Law Firm LLP for Legal Services Related to the Martin Luther King, Jr. Branch of the Cleveland Public Library

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

WHEREAS, On June 18, 2019, this Board amended the agreement with the Chilcote Law Firm LLP ("Agreement") by an additional \$25,000, thus increasing the contract to an amount not-to-exceed \$150,322.50 to cover additional costs based on new developments in

RESOLUTION
AUTHORIZING
FOURTH
AMENDMENT
WITH THE
CHILCOTE
LAW FIRM LLP
FOR LEGAL
SERVICES
RELATED TO
THE MARTIN
LUTHER KING,
JR. BRANCH
OF THE
CLEVELAND
PUBLIC
LIBRARY
Approved

discussions with the developers of the new Martin Luther King, Jr. library; and

WHEREAS, Due to the complexity of the Martin Luther King, Jr. branch project, the Library will continue to require assistance from the Chilcote Law Firm in negotiating additional transactions and agreements, including a revised development agreement, reciprocal easement and operating agreement, and cost allocation agreement; and

WHEREAS, The Chief Legal Officer would like to continue to retain the Chilcote Law Firm LLP, and is requesting authority to continue to engage the Chilcote Law Firm LLP for up to an additional \$75,000, which the Chief Legal Officer views as reasonable; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or the Chief Legal Counsel to enter into an amendment to the agreement with the Chilcote Law Firm to provide additional legal services in connection with the Martin Luther King Jr. branch relocation project in an amount up to \$75,000.00, for a total contract amount not-to-exceed \$225,322.50, which expenditure shall be charged to the General Fund Account 11400053-53710 (Professional Services), 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.

Mr. Corrigan stated that for the size of this project, the not-to-exceed amount remains between 3%-4%. In terms of the amount the Library has at risk, and the kind of uncertainty in connection with negotiating air rights having experienced legal counsel is pretty important. Particularly given the air rights and other aspects of this project make this a very unique project.

Resolution Authorizing Amendment to Agreement with Kastner Westman & Wilkins, LLC for Legal Services Related to Labor Negotiations

Mr. Seifullah stated that this item is tabled and will be considered following Executive Session.

RESOLUTION
AUTHORIZING
AMENDMENT TO
AGREEMENT
WITH KASTNER
WESTMAN &
WILKINS, LLC
FOR LEGAL
SERVICES
RELATED TO
LABOR
NEGOTIATIONS
Approved

FISCAL OFFICER'S
REPORT
Submitted

Fiscal Officer's Report

(See pages 64-116)

REPORT ON
INVESTMENTS
Submitted

Report on Investments

(See pages 117-118)

REPORT ON
CONFER. & TRAVEL
EXPENDITURES
Submitted

Report on Conference and Travel Expenditures

(See page 119)

PURCHASES
FROM \$5,000-
\$25,000, 10/1/19-
12/31/19
Submitted

Purchases from \$5,000 to \$25,000 for the period
10/1/19-12/31/19

(See page 120)

PURCHASES
EXCEEDING
\$25,000,
10/1/19-12/31/19
Submitted

Purchases Exceeding \$25,000 for the period, 10/1/19-
12/31/19

(See page 121)

FEES PAID FOR
LEGAL ADVICE
AND SERVICES TO
OGLETREE
Submitted

Fees Paid for Legal Advice and Services to Ogletree

(See page 122)

REPORT ON
BRAVO
WELLNESS
INCENTIVE
PROGRAM
Submitted

Report on BRAVO Wellness Incentive Program

(See page 123)

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

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

(See pages 124-130)

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 131)

Report on Expenditures Made from the Owner's Contingency
Fund for Eastman Reading Garden Improvements

(See page 132)

REPORT ON
EXPENDITURES
MADE FROM THE
OWNER'S
CONTINGENCY
FUND FOR
LAKESHORE
FACILITY ROOF
REPLACEMENT
PROJECT
Submitted

Mr. Corrigan stated that it matters that we maintain the outdoor art in the Eastman Reading Garden and noted that this report reflected the cleaning of the ornate bronze

entrance gates and bronze figurines. These expenditures are very meaningful as they are important pieces of art and we continue to maintain them.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See pages 133-138)

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

Resolution to Revise the Human Resources Manual

Mr. Hairston stated that this item would be tabled and considered following Executive Session.

Report on Paid Sick Time Used by the Month

(See page 139)

Employee Demographics(EEO-4)Report

(See page 140)

Insurance Summary Report

(See page 141)

COMMUNITY SERVICES

Mr. Corrigan submitted the following report.

Monthly Activity Report

(See pages 142-147)

Mr. Corrigan noted that circulation is up over 13% and reflects both Main Library and branches; year-to-date gain in electronic media circulation; the amount that computer usage is

REGULAR
EMPLOYMENT
REPORT
Approved

RESOLUTION
TO REVISE
THE HUMAN
RESOURCES
MANUAL
Tabled

REPORT ON
PAID SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHIC
S (EEO-4)
REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

MONTHLY
ACTIVITY
REPORT
Submitted

down at Main Library is less than 5% but up over 10% at the branches. Mr. Corrigan stated that significantly even though the economy is strong, the walk-in count is climbing year to date as 2.3 million people have come through our doors at Main Library and branches.

**BUILDING
STATUS
UPDATE**
Presented

Building Status Update

Jeremiah Swetel, Chief Operating Officer, gave a PowerPoint presentation to provide an update on the Walz branch project.

Mr. Swetel stated that at the Capital Committee Meeting in January, some discussion was held about a mixed use development project with Detroit Shoreway Community Development Organization (DSCDO) where they would be building low income adult senior living in conjunction with the library in the same space.

Mr. Swetel explained that the existing library would be repositioned to the corner of West 80th and Detroit Avenue. This evolved from Master Plan schemes and what was discovered about the resident requirements as well as requirements necessary for State low income housing tax credits.

Mr. Swetel stated that it was determined, for the best use, the residence would be built over part of the library. The library will benefit from better street presence with this arrangement as a focal point from pedestrian and vehicular traffic coming into the space.

Mr. Swetel explained that there will be three entry points. There will be two separate entrances in the back of the building; one for the residence and the other for the library. There will be one entrance off of Detroit through the courtyard.

Mr. Swetel stated that the resident spaces total approximately 55,000 square feet. The library will be approximately 15,000 square feet and a total of 36 shared parking spaces.

In response to Ms. Rodriguez' inquiry, Mr. Swetel stated that the size of the new branch would increase 5,000 square feet. There will be two floors. From a grading perspective on this sight, there are some challenges

which limits what we were actually able to do. But the footprint of the building is about 14,000 square feet.

Mr. Hairston stated that most of federal funding comes through Greater Cleveland Partnership and some of the issues with those funds do not reach the community.

Mr. Swetel stated that Detroit Shoreway Community Development Organization is applying for the 9% Competitive tax credit through the State Housing Finance Agency for this type of housing but is unaware of any other subsidy or tax credit for which they may be applying. However, they will need to find additional funds to subsidize the tax credit if they are successful in getting it to help get this project underway. They are confident that with their internal resources and additional funding they will be able to reach the total project cost.

In response to Ms. Butts' inquiry, Mr. Swetel stated that these units are rentals and Detroit Shoreway Community Development Organization will act as the Developer in this case.

Mr. Swetel stated that there will be 51 units in the 55,000 square foot scheme with combinations of one and two bedrooms and efficiency studios. There are many requirements that the State Housing Finance Agency requires for this type of housing to be applied for. Bialosky, the design team that Detroit Shoreway is using, has the application that they will be submitting on behalf of the organization. They will try to align the ratio of bedroom units with the requirements of the application. There will be about a 60/40 split between one bedrooms and two bedroom units.

Mr. Swetel showed slides of building section diagrams - East/West and North/South and gave detailed descriptions of each.

In response to Mr. Hairston's inquiry, Mr. Swetel stated that the Detroit Shoreway has an application deadline of mid-February. Once the Library Board approves the structure of control of the site and other items Detroit Shoreway needs to submit the application, the design will go into a standstill mode until May when the notifications are sent out to the different organizations that have applied for the tax credits. If

they are successful in getting the tax credits, design will start back up. In September/October they will have most of the funding to do the project.

Mr. Swetel's presentation continued with an overview of a massing diagram and color/material study.

In response to Ms. Rodriguez' inquiry, Mr. Swetel stated that the Walz branch was built in 1967.

Discussion continued about street presence, ADA accessibility, parking lot entrances, facades, book drop, green space, pedestrian access, and wayfinding.

In response to Mr. Seifullah's inquiry, Mr. Swetel stated that although the glass in front of the building is not bullet proof, it will be a well-structured thick double pane shatter proof glass with bracing.

Mr. Corrigan referred to the Monthly Report and stated that Walz branch is 8th in most circulated; 16th for use of the space for meetings; and 10th in terms of service population. Mr. Corrigan stated that this an appropriate investment for this facility in this neighborhood.

After some discussion about security issues on 80th Street, Ms. Rodriguez stated that the Cleveland Police Department has expanded their presence in that area to ensure safety in the neighborhood.

Mr. Corrigan noted that the Dairy Mart near 88th Street recently lost its liquor license.

In response to Mr. Corrigan's inquiry, Mr. Swetel stated that updated renderings on the exterior and residential components of the MLK project should be available to the Board at the Regular Board Meeting in February.

Advocacy Taskforce Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that she is wrapping up the external relations and advocacy efforts for the year. In light of Ms. Washington's departure, Ms. Johnson Thomas would like to reinstitute the Advocacy Taskforce to review efforts for the year with the taskforce then present to the full Board.

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that one of the Foundation's goals was to secure new Board and funding relationships. Seven new individuals have been secured to serve as members of the Foundation Board of Directors and Thomas Dewey of Medical Mutual has been elected to serve as President.

Ms. Johnson Thomas reported that the Foundation's Annual Meeting was hosted on December 4, 2019 and staff conducted the end of the year appeal.

Diversity, Equity & Inclusion Update

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that the review team will meet the last week of this month to review the short list and conduct interviews to determine the CMR for the five branches for which we have architects. Updates will be provided at the next Board Meeting.

OLD BUSINESS

There were no items of Old Business to be discussed.

NEW BUSINESS

There were no items of New Business to be discussed.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas invited the Board to attend Cleveland Public Library's 35th Annual Martin Luther King, Jr. Commemorative Celebration on Monday, January 20, 2020, 1:00PM, John Hay Campus High School Auditorium. Dr. Akram Boutros, President and CEO of MetroHealth, will deliver the keynote message. Robert P. Madison, the first African American architect in Cleveland, Ohio will be the recipient of our Drum Major of Change Award. In addition, the Library will salute 150 Unsung Heroes: 2020 Drum Majors of Change.

Director Thomas stated that currently, over 1,000 people have registered to attend the event. The auditorium has

FOUNDATION
UPDATE
Presented

DIVERSITY,
EQUITY &
INCLUSION
UPDATE
Presented

DIRECTOR'S
REPORT
Presented

a seating capacity of approximately 1,600. This will be our largest Martin Luther King, Jr. Commemorative Celebration to date.

Mr. Corrigan announced that the next CLEVNET Directors Meeting will be held at the Cleveland Law Library which is 150 years old this year.

Director Thomas stated that in honor of its 150th Anniversary, the Cleveland Law Library will host a reception on April 23, 2020 in the Courthouse Rotunda at which the Board will be invited.

Ms. Winlock announced two additional events scheduled on January 20, 2020 both in Main Library, Brett Hall. At 4:30 P.M. will be the One Community Reads Kick Off Ribbon Cutting with remarks from Director Thomas and Tracy Strobel, Executive Director, Cuyahoga County Public Library. At 5:30 P.M. will be the Cleveland 20/20 Exhibition Opening with remarks by Director Thomas, Shari Wilkins, Director, Cleveland Print Room, and 20/20 Photographer Ruddy Roye.

Ms. Winlock stated that this exhibit consists of over 200 photographs that document diversity and life in the city and will be on display in Brett Hall through November 2020.

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

PUBLIC SERVICES

Programs and Events

Lorain-Carnegie & Main Avenue Bridges: Cleveland's High-Level Sister Bridges.

Local bridge experts Dario Gasparini and Bill Vermes shared the history of two of Cleveland's iconic landmarks for the program *Lorain-Carnegie & Main Avenue Bridges: Cleveland's High-Level Sister Bridges* on December 14th.

History Day

Center for Local and Global History Manager Olivia Hoge and Government Documents Supervisor Sarah Dobransky hosted a Library Research History on December 7th. Students submitted their topics in advance and Library staff were ready with materials research assistance.

Music at Main

Cellocentric performed a selection of holiday songs to an audience of 54 patrons on December 7th.

Yoga and Core Strengthening

Cleveland Digital Public Library hosted Yoga and Core Strengthening three times a week during the month of December. Over 35 patrons attend these fitness classes.

Open Chess

The Cleveland Digital Public Library hosted Open Chess on Thursdays during the lunch hour from 12:30 p.m. to 1:30 p.m.

Knitting at PAL

Popular Library Manager Sarah Flinn and Public Administration Library Assistant Monica Musser hosted a knitting class for City Hall employees at the Public Administration Library.

Open Mic Poetry

Literature/ Ohio Center for the Book Librarian Evone Jeffries hosted an Open Mic Poetry event on December 7th.

Genealogy and Family History

The Center for Local & Global History hosted a *Genealogy and Family History Research Clinic* on December 14th.

Book Clubs

Literature/Ohio Center for the Book Library Assistant Michael Haverman hosted the Award-Winning Book Club and discussed *The Power* by Naomi Alderman on December 3rd.

Literature/Ohio Center for the Book Senior Librarian Nick Durda, along with former Ohio Center for the Book Scholar-in-Residence Valentino Zullo, hosted the bi-weekly *Get Graphic! Book Club* featuring *Blackbird, Volume One*, by Sam Humphries and Jen on December 5th. On December 19th, the group discussed *Sex Criminals, Volume One*, by Matt Fraction and Chip Zdarsky.

Literature/ Ohio Center for the Book Librarian Timothy Phillips hosted a Literary Frolic Friday book/film discussion. Mr. Phillips and attendees talked about Charles Dickens' *A Christmas Carol* and its relation to the 1970 musical adaptation *Scrooge* starring Albert Finney on December 27th.

Services at Main Library

Tours and Classroom Visits

The Youth Services Department hosted back-to-back Christmas Comedy Puppet Show by the Columbus-based performer Bob "Mr. Puppet" Abdou on December 18th. Over 400 students from 7 schools attended this event. Attending schools included Almira, Village Prep Woodland Hills, Warner Girls Leadership Academy, Orchard STEM, Willow Elementary School, Miles Park, and Nathan Hale.

Additional tours of Main Library in December include December 6th (7 patrons), December 7th (8 patrons), December 11th (5 patrons), December 14th (7 patrons), December 18th (49 patrons), December 20th (20 patrons)

Requests for Photography at Main Library

In December Main Library received 19 individual requests for photography. Group size ranged from 3 to 22

individuals with an average group size of 12.52. Total individuals served 238.

Intellectual Property

Science and Technology Senior Librarian Jim Bettinger hosted 4 individual informational sessions on intellectual property information for entrepreneurs.

Exhibits and Displays at Main Library

Popular Library Assistant April Lancaster continues to restock the Lucky Day collection in both lobbies of Main Library. The goal is to provide our walk-in patrons the opportunity to pick up new release books or movies.

The December Government Documents display was themed *Winter at the White House* and featured images of White House ornaments available in the gift shop.

Cleveland's *SCENE December Magazine* published an article highlighting "40 Books Every Clevelander Should Read." Literature/Ohio Center for the Book Senior Librarian Nick Durda pulled books mentioned in the article from several departments and created a display promoting those books in the stairwell lobby of Main Building's 2nd Floor.

Literature/Ohio Center for the Book Librarian Evone Jeffries created displays *Winterfest* and a display of National Public Radio's best fiction of 2019.

Library Assistant Michael Haverman created a display for the upcoming Award-Winning Book Club title in January with *The Good Lord Bird* by James McBride and a display with items related to *A Christmas Story*.

Outreach

Local and Global History Department Library Assistant Lisa Sanchez hosted a program at Lorain Branch, *Putting Lorain Branch on the Map on December 10th*.

Homebound Services, coordinated by Literature/Ohio Center for the Book Librarian Timothy Phillips, mailed 126 packages via UPS to fulfill 120 patron requests. New Senior Librarian Nick Durda also trained on the Homebound policies and shipping procedures this month to serve as another back-up to Mr. Phillips.

Literature/Ohio Center for the Book Senior Librarian Nick Durda hosted a table at Genghis Con, a small press and independent comic book expo on December 1st.

International Languages staff filled 10 Long Loan requests for CPL/CLEVNET agencies. In total, 5,266 items were selected, processed and shipped to fill the requests.

Tech Central Library Assistants Computer Emphasis, Jaime Devore, Alison Guerin, and Matthew Sucre hosted breakout sessions in conjunction with the Man Up Cleveland event, hosted by OPS on December 12th.

Youth Services offered transportation reimbursement to schools both in and outside of Cleveland. Through the management of these funds, many northeast Ohio students were able to visit CPL, sign-up for library cards, and engage in educational activities at our library.

International Languages Librarian Victoria Kabo hosted the annual Russian language holiday programs at the Memorial-Nottingham Branch which attracted a large audience of 120 participants.

Collection Management

Special Collections librarian Ray Rozman completed the finding aid for the *Lt. Col. Robert "Jim" Price Musicarnival Audio*.

Fine Arts & Special Collections Manager Pam Eyerdam and Map Librarian Tom Edwards met with catalogers Erin Valentine and Barbara Satow to discuss the *Embedded Catalog Project*. Starting in January 2020, Ms. Valentine and Ms. Satow will work on cataloging projects requiring an onsite Catalog Librarian.

Special Collections Librarian Stacie Brisker is processing a collection of donated occult materials. In addition, she participated on a film project with archivist Ann Marie Wieland providing narration about Marilla Freeman, Head of Main Library from 1921-1940. The clip is about Ms. Freeman's poetry and promotion of the Library.

Local and Global History Department Photograph Librarian Brian Meggitt continued a review of 2,000 CONTENTdm

records of items from the Cleveland Picture Collection, to bring consistency and accuracy to the descriptive metadata in the Digital Gallery. In addition, Mr. Meggitt continued the item-level inventory of the Cleveland City Hall Collection. In addition he also added unique identifying numbers, re-housed items, and created initial metadata for over 3,000 photographs, bringing the total to 31,312 (out of roughly 35,000 total items in the Board of Zoning Appeals section of the Collection).

Local and Global History Department Library Assistant Danilo Milch digitized 40 drawings from the City of Cleveland Park Plan Collection and uploaded with metadata 51 to CONTENTdm.

Local and Global History Department Library Assistant Adam Jaenke photographed the May Dugan Center Tree Lighting Ceremony in Ohio City for Cleveland 20/20 on December 5th at the request of Carnegie West Branch Manager Angela Guinther

ClevDPL staff continues to load this year's new patron interviews done for Sesquicentennial into ContentDM and Internet Archive, using the same processes as those used for our other oral history collections.

Literature/OCFTB Manager Don Boozer coordinated a donation of books from the LGBT Community Center of Greater Cleveland with many of the volumes being added to the department's collection of books published by Naiad Press.

Literature/Ohio Center for the Book Senior Librarian Nick Durda and Manager Don Boozer are coordinating the move of the Curtis Superman Memorabilia Collection from the Louis Stokes Wing 4th floor to alternate location.

Social Science Librarian Forrest Kilb is systematically reviewing the High School Yearbooks Collection. Mr. Kilb is correcting errors in the collection's Master List and processing several yearbooks and related Cleveland area school miscellanea added to our collections by donation.

Research That's Only Possible at Main Library

- BEL Patron request for Sweets Light construction file: a file of manufacturers' catalogs compiled for

the use of designers and builders of houses and other light structures. These are only available at Cleveland Public and the Hagely Museum in Delaware, per WorldCat.

- An English professor from a University in Rhode Island came to Special Collections to study the 13th century manuscript. She plans to present in summer 2020 at the International Brut conference in London on 3 manuscripts from Ohio she found, one being the Brut from Cleveland Public Library.
- A researcher from Texas inquired about the *Clarke Willis Walton* collection of rubaiyat. This collection was purchased from a book dealer from Boston in 1941.
- Researcher requested scans from a 1743 travel imprint entitled *A View from the Levant*. This is a travelogue of Charles Perry who visited the Levant area that includes Cyprus, Syria, Israel, Jordan, Lebanon, Palestine and the Norther Sinai (Middle East).
- A Museum curator from Maine requested permission to publish a photograph of the Halle's Brothers building once located in Shaker Square from the *Robert A. Little Architectural Papers*.
- A librarian from the Fiske Free Library in New Hampshire inquired about the John G. White bookplates.
- A Research Assistant from the Library of Congress was researching a 15th century incunabula entitled *Scaec spiel* that includes woodcuts by the Dutch printer Gerard Leuu.
- A researcher from Indianapolis requested an article from the *Call & Post* about the Alpha Kappa Alpha Sorority's Fashionetta Contest in 1955.
- A chess writer from Switzerland requested 2 scans for his blog from the 1963 and 1964 issues from the Cuban chess journal, *Ajedrez. Revista Mensual Ilustrada*.
- A patron request for books dealing with Robert Dudley, 1st Earl of Leicester (1532-1538).
- Local researcher requested an article from the journal *Ohio Architect, Engineer and Builder* (May 1912).

- Patron request to see documents signed by Henry VIII, Alexander Hamilton, Aaron Burr, John Adams from the *Autograph Collection*.
- A chess researcher traveled to Cleveland to study items from the Claude F. Bloodgood collection] which consists of 9 boxes of materials.
- Special Collections staff assisted two members from the U.S. Chess Federation using the tournament reports collection.
- Patron requested scans from the chess book *Probleme, studien und patien 1862-1912* (1914).
- A researcher in the Literature department was looking for the names of the original cast of the premiere production. The Literature department had three (3) editions of the play including the one that had the full cast list from the first production.
- PAL staff assisted a patron looking for Detroit Road railroad track information from 1880's and a patron researching voting demographics during the mayoral election of Carl Stokes.

Staff Development

Social Sciences Librarian Mark Moore viewed the National Afterschool Association webinar: *Can I Stay and Code More? How to Introduce Fun and Playful STEM Robotics in your Afterschool Program*.

Government Documents Library Assistant Alea Lytle attended the webinars: *Enjoy That Vacation and Find a New Hobby: Government Resources on Travel and Recreation and Safe and Interesting Hobbies from FDLP*. In addition, she also attended *Spanish in a Pinch for Library Staff* from North East Ohio Regional Library System along with Lending Assistant Supervisor Reginald Rudolph. This helpful webinar was presented by Jamie Declet, Manager of the CPL South Branch.

Literature/OCFTB Manager Don Boozer participated in a virtual/online meeting hosted by the Library of Congress' Center for the Book with other Center directors/managers from around the country.

Library Assistant Computer Emphasis Tawana Campbell attended NEO-RLS webinar *Spanish in a Pinch*.

Main Library Staff Changes

After 24 years of employment at Cleveland Public Library Materials Handling Manager Dan Oreskovic ended his employment at Cleveland Public Library to pursue an alternate career goal.

Literature Department Library Assistant Nicholas Durda was promoted to Senior Subject Department Librarian in Literature.

Lending Assistant Supervisor Tre Isaac continued in his role as a member of the Norman A. Sugarman Children's Biography Awards Committee.

Lending Manager Steve Wohl and Assistant Supervisors Reggie Rudolph and Tre Isaac continue to facilitate Bookends training sessions for staff.

Cleveland Digital Public Library contributed ContentDM metadata to international catalogs through OCLC's Digital Collection Gateway and was invited to participate in a pilot project involving linked data.

For December 2019, OLBDP circulated 37,635 books and magazines directly to patrons. OLBDP registered 93 new readers to the service. Additionally, OLBDP circulated 8,423 patron newsletters in December. Approximately 684 BARD patrons among 1,319 active users downloaded 13,401 items.

As 2019 came to an end, the Ohio Library for the Blind and Physically Disabled (OLBDP) has enjoyed another busy and productive year. OLBDP circulated approximately 515,717 items to 10,208 active readers. The collection has more than 56,000 titles, including new Playaway books as well as described Blu-Ray and DVD titles. Patrons using BARD downloaded 146,773 books and magazines, and OLBDP answered over 2,000 BARD service and tech support requests. OLBDP inspected over 462,000 returned books, and less than one-percent were damaged or missing media. OLBDP added nearly 9,100 copies of

high-demand digital talking books to meet patron reading needs. OLBPD answered over 22,000 patron phone calls requesting service and over 6,200 mail and email requests.

On December 12th, OLBPD Manager Will Reed and OLBPD Library Assistant Ken Redd met with CPL's Marketing Team - Tana Peckham, Kelly Woodard, and Michael Young - to review OLBPD's current marketing strategies and promotion tools. OLBPD will continue to work on improving its marketing and promotion of services in 2020, and explore ways to improve upon current activities with the help of the CPL Marketing staff, and also work to expand efforts to newer approaches in use at CPL.

OLBPD submitted its 2019 Annual Report to CPL Public Services as requested.

The OLBPD adult book club met on December 13th to discuss "The Christmas Secret" by Donna Van Liere.

BRANCHES

During the month of **December**, the Public Services Branches maintained their commitment to provide effective service through programming and community outreach. A highlight for this month was the Jolly Storytime Trolley enjoyed by families and staff. In collaboration with OPS, our Hough, Memorial - Nottingham, South, Union, and West Park branches offered trolley rides throughout the neighborhoods where families enjoyed hot chocolate while listening to the Polar Express story, and singing holiday songs. Additional branch highlights are as follows:

District One

Eastman - Shiksha Daan, the volunteer based organization that does tutoring for students in grades 1 through 12 continues to have success with many students attending the Saturday sessions. The organization is currently on

winter break and will resume service on January 25th, 2020. Children's Librarian Cassandra Feliciano decorated the branch with snowflakes and snowmen and Library Assistant Nancy Smith with additional displays.

Lorain - Youth programs presented at the Lorain Branch for the month included: weekly Origami Hour, Lego & K'Nex Free Play, a Reindeer Craft, a Happy Birthday Nostradamus Craft, a Holiday Tree Ornament Craft, Tape Resist Painting, a 3D Pet Monster MakerLab, a Noon Years Eve Party, and Get Your Game On. Tech Central hosted the Mobile MakerSpace at Lorain on three consecutive Wednesdays and the Center for Local and Global History presented the "Putting Lorain on the Map" program. Branch Manager Crystal Tancak hosted the West Side Collaborative meeting at the branch. Ms. Tancak taught Book Ends: Sirsi, and attended a Human Resources Forum, a Programming Expo, and Book Ends curriculum development meetings. Library Assistant Computer Emphasis Marlie Hooper attended the *Spanish in a Pinch for Library Staff* webinar. Lorain said farewell Library Assistant Computer Emphasis, Peter Roth as he transferred to the Glenville Branch as their new Children's Librarian.

Rockport - In December, Rockport got ready for Winter with three weeks of Knitting MakerLabs. Our extended MakerLabs allowed participants to complete their hats and scarves in time for the cold weather. We also held a holiday movie program with a hot chocolate bar and snacks for our youth and families. In the Best Buy Teen Tech Center, teens used the Cricut vinyl-cutter to create Winter ornaments and decorations. Teens held an open house to take free holiday photos for members the community. Members from Best Buy came to lead Bring Your Best, a soft skills workshop to help prepare members for future careers. A lot of focus this month has been on making gifts and creating projects for the 2020 Reach Media Festival.

Walz - December was a month for Seniors at Walz. The "Book into Movie plus Donuts club" (mostly seniors) discussed the book/movie "The Shack." Ms. Lefkowitz did an encore performance of her "Rum ball, cooking class" at Algart, repeated yearly at residence request. She additionally staged a Winter Carnival at St. Augustine's skilled Nursing facility.

West Park - Librarian Libby McCuan, LAYE Jeanna Sauls, Custodian Seth Wheelis, and South Brooklyn Children's Librarian Ron Palka-Roman hosted Jolly the Storytime Trolley. The participating families enjoyed the event. Assistant Manager Jamie Lauver represented the library at the Douglas MacArthur Literacy Night by staffing a table with free books, library program information, and give-a-ways. We had our first participants for our monthly Builders' Club. Art Therapy wrapped up for 2019 just before the holidays. The Census 2020 maintained a table at our branch for recruitment for those interested in employment. Reading with Huck was popular with the kids. We worked with youth on how to properly interact with a therapy dog. Michael Dalby and Jamie Lauver attended the final Community Engagement Meeting. December weeding was completed by the end of the second week. As expected, holiday materials were very popular. Our Program Planning Team is working on finalizing the first quarter 2020 programs.

District Two

Brooklyn - School visits to Denison school continued by youth staff as both Children Librarian Laura McShane visited Denison school, and LAYE Cathy Hankins visited a school to provide practical literacy recommendations to parents and educators. The branch continues to enjoy the partnership with a CMSD Denison school educator who provides weekly afterschool math tutoring for sixth through eighth grade. Branch manager Ron Roberts facilitated a Book Ends training in addition to attending a Vendors Expo held for staff to meet and gather information for future program collaborations.

Carnegie West - Children's librarian Helen Zaluckyj had three curated sales of weeded picture books, which were purchased and given to Urban Community School. Family book sales for November and December earned \$262.00. Branch Manager Angela Guinther attended May Dugan Center's 10th annual Christmas tree lighting ceremony on December 5th, and CLGH's photographer Adam Jaenke attended to document the event for the Cleveland 2020 project. Ms. Guinther also attend Ward 3 Councilman Kerry McCormack's holiday fundraiser. The Branch was

closed until 1:00 pm both December 2nd and 3rd due to water line work on Fulton Road.

Fulton - The Branch had a variety of organizations utilize the meeting room: Aspire (ESOL and Citizenship classes), Census 2020 (recruiter), Greater Cleveland Food Bank (Healthy Foods Workshop), and a Walgreens Job fair. Children's Librarian Beverly Austin provided in house story-times to Salvation Army, and outreached to the following locations: St. Rocco, Garden Christian Academy, Kids of the Future, Clark Elementary, Thomas Jefferson Newcomers, and Lincoln. Library Assistant Adult Emphasis Rodney Lewallen attended Cleveland Clinic Lutheran Community Advisory Committee on behalf of the Library.

Jefferson - The Branch held two staff meetings along with two community engagement sessions to gather input about the upcoming renovation of the branch. Kids Café meals were increased to 50 daily to accommodate increased demand. The newly relaunched Teen Club and the very successful; Whatever Wednesdays continued throughout the month. Programming for youth included craft activities, board games, card games, movies and more. LAYE Alex Story participated in the Man Up program at Main Library and Children's Librarian Karen Kelly Grasso and Branch Manager Steve Capuozzo attended the Programming Expo at the Lake Shore Facility. The year came to an end with the family friendly Noon Year's Eve celebration.

South - The month started off with a one-year anniversary celebration since the grand reopening. The Branch hosted Jolly Storytime Trolley on December 5; the first round of tickets sold out within an hour of being released on Eventbrite. A second trolley was added to the route which also sold out quickly. The Jolly Storytime ride provided patrons with a reading of the Polar Express, and holiday lights around the Tremont neighborhood. The Jolly Storytime events inside the Branch provided patrons with a viewing of the Polar

Express movie, hot chocolate, cookies, and craft activities. Over 190 patrons took rides on the trolley while many just sat and watched the movie and enjoyed the crafts and other events. Branch partner Cleveland Classical Guitar Society greeted patrons with a recital by their students.

South Brooklyn - The Branch had numerous organizations utilize the meeting room and branch space: Fruitful in a Desert Place Ministry, Metro Hospital, and Census 2020. The Branch's Coffee Cart (staffed by Recovery Resources) continued to serve hot and cold refreshments. Children Librarian Ronald Palka-Roman provided outreach to Loving Cups Daycare, Charles Mooney, and William Rainey Harper, hosted a holiday Karaoke party, and attended Man-Up Youth Services meeting. LAYE Raymond Cruz hosted numerous Gamer's Guild (video game club), provided outreach to William Rainey Harper and Horizon Education Center, and attended Youth Services Meeting. Assistant Manager Tammy Houghton attended an HR Forum, Vendor Expo, and Old Brooklyn CDC partnership meeting, and helped the UW/CS Committee sort out donations. District Manager Luigi Russo attended the MYCOM meeting, and Jefferson Community Meeting.

District Three

Garden Valley - Branch Clerks Brooks and McConnell presented the Decorate a Gingerbread Man program, in which children enjoyed stories, songs, and decorated a gingerbread man to take home. Children's Librarian Ms. Csia conducted the Sweet Architecture program, where youth built a holiday house with graham crackers, and frosting. Ms. Csia also viewed the NEO-RLS workshop: "Teen Programming: A Mover & Shaker's Recipe for Impact and Success", and Assistant Manager, Mr. Smith attended the NEO-RLS workshop: Unconscious Bias & Micro Messages. With the constant need of computer assistance from the Woodland Branch neighborhood patrons, LACEs Ms. Woodman and Ms. Barnes continued to provide great consumer service by helping patrons with job applications, resumes, and unemployment registrations. The TechCentral Department also hosted Microsoft Word classes.

Hough - Children's Librarian Manisha Spivey had her annual Christmas party, with refreshments, gifts, and live Jazz music provided by OPS. Art Therapy completed its Fall session, which the participants worked on a culminating project of each letter of the alphabet was created individually on a large canvas. The Branch was also a host for the Lolly the Trolley program. Library

Assistant-Youth Assistant Romael Young held several programs this month, such as crafts days (making snowflakes and cards) and game nights (musical chairs and Xbox). Clerk Neletha Chambers attended the Early Childhood Literacy training. Branch Manager Lexy Kmiecik facilitated a Bookends class, and attended a Tech@Work, and board meeting.

Martin Luther King, Jr. - The Branch participated in the University Circle's annual Circlefest activities, in which, patrons enjoyed crafts, face painting, balloon twisting, musician Kamal Abdul Alim, appearances from Spider-Man and Moana, and light refreshments. Acclaimed Baroque ensemble Les Delices presented carols and instrumental music celebrating the Christmas season. Public service youth staff Angela Margerum Pope and Eric Eubanks attended PNC for story time with students from St. Adelbert, and assisted TechCentral staff with Makerspace Labs button making and laser engraving for the teen patrons. Interim Branch Manager Shanell Jones facilitated bookends course Mental Health, and conducted the monthly book club meeting at Fenway Manor to discuss *Let love have the last word* by Common.

Sterling - The Branch was grateful to its donors for their commitment to providing arts programming for the children who were able to express themselves through art and music. The Sisters of Charity Foundation discretionary grant allowed the Branch to purchase a fully weighted piano keyboard and steel drums. The Center for Arts-Inspired Learning completed yoga and music therapy sessions. The Branch also held its third annual Holiday Blanket program, in which volunteers from

Trinity Cathedral and St. Hubert's helped children make bow blankets, and select gifts and books. Branch Clerk Crystal Hammond organized the donation and delivery of 100 backpacks filled with gifts and treats for children ages 2 through 17.

Woodland - Youth Staff Newsom and Drake El facilitated the S.T.R.E.A.M. Under the Stars program, where students enjoyed a star-studded hour of stories, activities, and crafts inspired by Vincent Van Gogh's Starry, Starry Night. Branch Manager Estrella and LAYE Kelli Newsom hosted the Family Holiday Movie Marathon. Ms. Drake El viewed the NEO-RLS workshop: Teen Programming: A Mover & Shaker's Recipe for Impact and Success, and Mrs. Estrella attended the NEO-RLS workshop: Unconscious Bias & Micro Messages. On behalf of the Woodland Branch, Mrs. Estrella attended the George Washington Carver Meeting.

District Four

East 131st Street - The East 131st Street Branch kicked off the month with a Patron Appreciation Day. On Tuesday, December 3, 2019, in partnership and under the guidance of Art Therapy's art instructor Mr. Matt, Youth Services Staff hosted an art exhibition of artwork completed by the children of East 131. Along with Manager Marina Marquez, Library Assistant Rosa Simone attended the Mycom meeting at the Mount Pleasant Branch on December 2, 2019. Branch Clerk Karie Felder joined Ms. Marquez at the monthly Murtis Taylor Community Service Providers meeting. On December 18, 2019, Ms. Marquez and Ms. Simone attended the Program Expo at Lakeshore. Along with MyCom Coordinator Lisa Mack and MyCom Network Manager Beverly Burks, Ms. Marquez met to discuss East 131 becoming a MyCom Hub. Becoming a hub will allow the Corlett Volunteens to have access to MyCom youth programs around democracy. Two of the programs include Future Leaders of the World (FLOW) and My Media. Patron Eleanor Dees and business owner Kelly Flamos met with Ms. Marquez about possibly creating a fund for the children of East 131 to help them through community volunteering to pay off their library cards that are in collections. Along with this initiative would include an educational library card campaign to ensure children practice using their cards responsibly.

Ms. Marquez is working with External Relations & Development, Public Services, Accounting and Legal to explore piloting a fund for East 131 children and possibly expanding system wide. Ms. Marquez met with Holden Forest & Gardens Community Forester Courtney Blashka to discuss the creation of a neighborhood tree walk program for the Corlett community.

Fleet - During the month of December Branch Manager, Magnolia Peters, was busy making community connections. Ms. Peters attended the monthly P-16 Employment Committee Holiday Meeting held at Third Federal Bank. Additionally, she continues to working with the Ohio Means Jobs committee to meet its aspirational goals. In 2020 they plan to expand their services into more locations with new community partners. Branch Clerk, R-Riana Spivey participated in a community holiday Bash where story times were performed and crafts were done by all.

Harvard Lee - Harvard-Lee Branch hosted our annual Patron Appreciation Day on December 16, 2019. A MakerLab was presented by LACE Stacy Brown; students drew and sketched their unique creations on iPads using the Autodesk Sketchbook App and were very engaged. Youth Librarian Olivia Morales hosted the branch's first DIY Jewelry-Making program for all ages, a holiday craft/ornament decoration program, and a board games program with children. Branch Clerk Mrs. Henderson facilitated the Adult Book Club meeting - which discussed A Mrs. Miracle's Christmas by Debbie Macomber - with Oak Street Health. The Branch hosted our monthly health screening table with Metro Health physicians and NEOMED/CSU students via the Partnership for Urban Health. Outreach representatives from Recovery Resources' Safe on the Scene shared information on STDs and safer sex. Branch Manager Kristen Schmidt attended the MyCom meeting for our region. Mr. Moore attended the Ward 1 Holiday Party. Ms. Schmidt attended a NEO-RLS workshop titled Adult Programming Palooza at Stow-Monroe Falls Public Library.

Mount Pleasant - The month of December is an exciting month for programs at the Mount Pleasant Branch Library! Mount Pleasant Branch hosted the Wii U for a program called Wintering with the Wii U. On Friday, December 6, 2019 Library Assistant, Computer Emphasis Kyra Berzonsky and Library Assistant, Youth Emphasis Renita Carter

presented Movie Madness offered every Friday at the branch. The children watched the new version How the Grinch Stole Christmas. The children made a paper dog mask with a Santa hat. Eight children attended the program. On Monday, December 9th at 4:00 p.m. Children's Librarian Mark Tidrick with the assistance of Library Assistant, Computer Emphasis Kyra Berzonsky and Library Assistant, Youth Emphasis Renita Carter. Mount Pleasant Branch Library presented a Mario Bros. Party. Youth enjoyed video games and refreshments. Fifteen youth participated in the event. Also during the month of December, teens enjoyed a Young Adult book club, discussing book topics of interest to them.

Rice - During the month of December Rice conducted the following programs; 18 weeks of STEM fun with Great Lakes Science Center where each week children enjoy mixing science, fun and learning with programs from the Great Lakes Science Center. The 18 weeks of STEM programming concluded on 12-11-19 with a very special Ice Cream Making program; Knitting Clubs held every Monday and Thursday; Media Monday where on Mondays kids age 11 and older are invited to the Learning Center where we have iPads and Laptops available to them. This program is spearheaded by SMDP student worker Quentin Williams. Rice concluded the month with a farewell party for our Royce Guard Rhonda Perkins and LACE Emily Crompton. Both will be missed by the Rice team as we move into 2020.

Union - The highlight for the month of December is the Jolly Story time Trolley program. This is the first time Union Branch has hosted this event and over 90 riders enjoyed a ride through the neighborhood while listening to the Polar Express story and singing Christmas songs with Tamara, Valerie and Mark. Team Union came together to decorate the meeting room and the branch for this festive event. Youth staff Tamara Steward and Valerie Johnson continue outreach services and story times to neighborhood schools and daycares. Afterschool youth enjoyed winter activities such as making Christmas Slime and a New Year's Eve Bash.

District Five

Addison - Addison received 37 boxes of Comfort and Strength Care Closet items on December 10, 2019. We have personal hygiene kits, socks, underwear, bras and school

supplies to give to community youth in need. Addison youth learned about Adelie Penguin life, history and their relationship to climate change and created postcards with penguins on them to send to a U. S. research station in Antarctica. The children's postcards will be returned to them with an Antarctica postmark. So far 8 postcards have been created.

Collinwood - The spirit of the holidays are upon us at the Collinwood Branch. Our staff have continued our outreach with attendance at the annual Breakfast with Santa and Collinwood Catholic Ministries annual Holiday Party on Saturday, December 7, 2019. Caroline Peak, manager took bookmarks to the holiday party where they were placed in the books given to children. A new Little Free Library was dedicated during the event, donated and designed by Home Depot-Euclid. School visits included "Family Literacy Night on December 11, 2019 at Euclid Park Elementary. Ms. Jefferson and Adam Tully attended with Mr. Tully playing his upright bass to integrate holiday songs from TV shows and movies to enhance on-going books talks. Computer Classes included PowerPoint/Publisher on Fridays from 11:15-1pm. Resume help and job search still remain the most requested service. On December 17, 2019, the branch held their annual patron appreciation and staff potluck. During this time, the 5th District Police Community Engagement team visited to present gifts to the children in the branch. What pure JOY this brought to everyone. Mr. Tully has been accepted in Neighborhood Leadership Institute Class 36 beginning January 6, 2020.

Glenville - Our new Children's Librarian Peter Roth started effectively this month. The youth were introduced to Origami making with Mr. Roth. We hosted an ornament making class for the holiday for all to attend. The Senior Forum book club met for the year end meet and greet. Mary Ann Lorient of Lorient Vision Productions, LLC an writer, and filmmaker has chosen our Branch for the second year to give back to the community by giving gifts to the youth that attend our branch. Mr. Roth also attended the program called "Man Up" that is supported by the OPS as well. Mr. Roth attended the Sugarman Award committee meeting.

Langston Hughes - This month our branch hosted a display from the Cleveland Department of Public Health centered on the development of clean air in the city of Cleveland

from the 1890s through the present. The display will be available through the month of February 2020. After obtaining several works by and about Langston Hughes, the branch's special collection of the author has been bolstered and enhanced which gives the collection a new look. Spectrum News 1 visited the branch this month to interview Children's Librarian Christopher Busta-Peck about the true home address for college sports legend, and native Clevelander, John Heisman. The segment is scheduled to be aired this month. The following programs were offered during the month of December: After school tutoring from America Reads, Monday through Thursday from 3-5:30 pm; African American Artists in Cleveland; Mix it Up blending Colors; Drawing the City; Bare Trees and Dark Skies; Painting the Winter Landscape; Paper Snowflakes; Winter Wonderland; Happy New Year!

Memorial Nottingham - Jolly Trolley Storytime was held on December 5th. Children and their families enjoyed riding the trolley while listening to Youth Services staff read the famous book *The Polar Express*. Adam Tully from Collinwood Branch and Brigid Clark from Rice Branch assisted Ms. Rivera and Mr. Benton with this event. Delicious cookies and hot cocoa were served before the trolley ride. As families enjoyed delicious refreshments, they had the opportunity to watch *The Polar Express* movie and take a picture by *The Polar Express* poster. The Cleveland Police Department Fifth District Community Engagement Officers also attended the event. The officers took pictures with families and brought gifts for the children. Ninety-four participants rode Jolly Storytime Trolley. At the Grinch STEM program children performed a science project to grow a balloon heart. Manager, Mrs. Moncrief Robinson partnered with Ms. Brown, a seasoned patron, who has an interest in revitalizing a book club for residents at the apartment complex where she lives in the Collinwood neighborhood. A representative from the Census Bureau came to the branch to recruit patrons for employment. Also, a representative from City of Cleveland's City Planning Department surveyed patrons for the Vision of the Cuyahoga Valley project. The Memorial-Nottingham staff ends the year by showing appreciation to patrons with light refreshments and words of good cheer for the New Year.

OUTREACH & PROGRAMMING SERVICES**SUMMARY**

In the month of December the Library hosted approximately 227 programs ranging from author talks to STEM programming. The Library offered 108 preschool story times to children throughout the city in addition to food service at all 28 locations. Educational services such as GED and ESOL, SAT and ACT preparation, and citizenship classes were held at 8 branch locations and Main Library while K-12 after-school homework help was offered at 14 branch locations.

In the month of December \$1,569.80 was encumbered in support of the Library's 35th Annual Martin Luther King Jr. Commemorative program.

EARLY CHILDHOOD

On the Road to Reading continues to serve twenty four classrooms with weekly story time and book deliveries. On average the OTRR program circulated 45 book kits to the story time classrooms and an additional 35 book kits to non-story time early childhood classrooms, totaling 80 OTRR Book Kits.

YOUTH

Express Yourself! Youth Art Workshops continue at East 131, Hough, Sterling, and West Park branches. Workshops are offered two days a week at each of the participating locations.

In each session, participants learn to develop their art skills using different media - drawing, painting, sculpting - for self-expression. Licensed art therapists facilitate workshops. Between the four branches, art therapists have interacted with roughly 300 youth. 2019 Art Therapy sessions concluded December 27. Art Therapy will resume January 2020.

Jolly Storytime Trolley is a winter-themed trolley tour for families featuring stories and songs, lead by Cleveland Public Library Children's Librarians and paraprofessionals. In addition to the trolley tour, families partake in activities, hot chocolate, and cookies. 2019 program locations were Hough, Memorial Nottingham, Union, South, and West Park Branches. A

total of 643 patrons attended this event. Jolly Storytime Trolley is made possible by Trolley Tours of Cleveland, Inc. and the Cleveland Public Library.

Man Up, CLE is a youth empowerment day, inspiring young men to step up as leaders today, all while igniting a love for literacy. Man Up, CLE attendees will participate in interactive breakout sessions, facilitated by local organizations. Breakout session topics include, but are not limited to, social awareness, eSports, financial literacy, creative writing, art therapy, maker spaces, and media marketing. 3rd - 8th-grade students from Chardon Hills, A.J. Rickoff, Orchard Stem, A.B. Hart, and Richmond Heights local schools participated in Man Up, CLE. Kwame Mbalia, author of *Tristan Strong Punches A Hole In The Sky*, was the special guest speaker of the day. The Cleveland Public Library gave a book to each attendee. This event was covered by News Channel 5.

ADULT

On Saturday, December 7 the Rice Branch hosted Legal Aid @ the Library. Twelve attorneys from area law firms, 11 non-attorney volunteers from CWRU and CSU, and 2 Legal Aid staff assisted 34 families at the December clinic.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION **CLEVELAND PUBLIC LIBRARY DEVELOPMENT & FOUNDATION**

UPDATES:

- **CPL Foundation**
 - **Goal:** Secure New Board and Funding Relationships
 - Hosted Cleveland Public Library Foundation board meeting
 - Elected new board president, Thomas Dewey of Medical Mutual
 - Elected seven new Foundation board members
 - Hosted Cleveland Public Library Foundation annual meeting
 - **Goal:** Reach Annual Financial Targets
 - Mailed end of year appeal

COLLECTION & TECHNICAL SERVICES

CPL will be transitioning to an OverDrive Advantage account for 2020 and will now only be responsible for selecting and purchasing for CPL's eMedia collection instead of the consortial purchases for the CLEVNET collection. Assistant Director of Collection and Technical Services and Acquisitions and High Demand Manager Sandy Jelar Elwell, Collections Manager Pam Matthews, Acquisitions Coordinator Alicia Naab, and Collection Management Librarian Laura Mommers met with OverDrive Account Manager Todd Warhola to learn about the changes associated with using the new Advantage account when ordering.

Director of Collection Services Jean Duncan McFarren, Ms. Jelar Elwell, Catalog Manager Andrea Johnson, and Digital Library Strategist Chatham Ewing participated in a conference call with representatives from OCLC to answer questions and discuss CPL procedures for keeping the local catalog up-to-date, especially for e-resources.

Ms. Jelar Elwell and Ms. Matthews met with Baker & Taylor (B&T) Public Library Field Consultant Marne Fellows to review our purchases over the past year and to learn about the new products available from B&T. Ms. McFarren continued to serve on the Management Negotiation Team.

Collection Services staff added 143 books and 661 DVDs for the Lucky Day Collection at Main Library.

Acquisitions: The Acquisitions Department ordered 2,279 titles and 29,606 items (including periodical subscriptions and serial standing orders); received 24,659 items, 1,195 periodicals, and 161 serials; added 367 periodical items, 74 serial items, 116 paperbacks, and 848 comics; and processed 2,149 invoices.

Acquisitions staff worked on placing any remaining orders for 2019 selections and completed the annual end of the year clean-up projects for open and partial orders. All EDI invoice import reports were temporarily suspended for the remainder of the year so that the funds could be balanced and will be reinstated once ordering for the 2020 fiscal year begins. Vendors were

also contacted for any invoices listed on statements that had an outstanding balance so payments for these balances could be processed before the end of the year.

Acquisitions Coordinator Alicia Naab coordinated the handling of any remaining orders for Collection Management and the Main Library Subject Departments to ensure that there were enough available funds to spend. Ms. Naab worked with Collections Manager Pam Matthews to encumber any balances remaining in the eMedia funds. Director of Collection Services Jean Duncan McFarren also approved for Ms. Naab to use available eMedia funds to lower the holds ratios when purchasing eaudiobooks for CPL. Ms. Naab and Ms. Matthews both communicated with Director of Library Services at Blackstone Library Shirley Lincicum to establish the most efficient way of working with Blackstone for possible future Electronic Data Interchange (EDI) ordering.

Acquisitions Librarian Leslie Pultorak continued to assist with the unpacking and verifying of foreign language materials for the Lake Shore Shelf/Shipping Department. Technical Services Associate Anarie Lanton and Technical Services Senior Clerk Paula Stout assisted with the unpacking and receiving of new materials in the Lake Shore Shelf/Shipping Department when needed.

Technical Services Clerk Darrell Vanek retired from CPL on December 31st after 31 years of service.

Catalog: Librarians cataloged 2,754 titles and added 3,709 items for Cleveland Public Library, and added 376 titles for CLEVNET member libraries.

Technical Services Librarians Barbara Satow and Erin Valentine met with Fine Arts & Special Collections Manager Pamela Eyerdam, Map Librarian Thomas Edwards, Archivist Ann Marie Wieland, and Special Collections Librarian Raymond Rozman to discuss and launch an embedded cataloger project. For this project, Ms. Satow and Ms. Valentine will work on cataloging materials at the Main Library that are too fragile or difficult to be transported to the Lake Shore Facility for half a day one day a month. Ms. Satow will work in Maps and Ms. Valentine will be embedded in Special Collections.

Technical Services Librarian Michael Gabe attended the Book Ends Circulation training.

Collection Management: Collection Management ended the year on a high note, selecting 1,170 titles and 18,339 copies, and spending \$348,151 in December.

Collections Manager Pam Matthews attended a webinar sponsored by the Public Library Association entitled "#eBooksForAll Campaign Update." This webinar updated attendees on the status of library protests about usurious eBook licensing terms by publishers.

High Demand: The High Demand Department ordered 1,061 titles and 20,064 items; received and added 7,084 items; processed 676 invoices, and added 422 records for the CLEVNET libraries.

Materials Processing: Technical Services Associates cataloged 354 new titles for the Cleveland Public Library and added 205 records for the CLEVNET libraries. Technical Services Associates and Senior Clerks added 2,845 items. The Materials Processing Technicians processed 13,338 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 73 items to the Main Library for requests and 86 items to fill holds. Main Library received 161 telescopes, the Branches received 264 telescopes, CLEVNET received 49 telescopes, and CWRU received 2 telescopes. Both CSU and Tri-C did not receive any telescopes. A total of 77 telescopes were shipped out. The Technicians and Collections Service staff sent out 456 items of foreign material and in total 8,706 new items were sent to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS

PUBLIC RELATIONS OVERVIEW: Cleveland Public Library had 36 news mentions in December focused on library-rich programming and contract negotiations with SEIU District 1199

- Negotiations with SEIU: We provided statements and/or interviews to the media.
- Cleveland 20/20 exhibition
- A profile on Director Felton Thomas, Jr.
- A photo layout of our *Black, White and REaD* 150th Anniversary Affair



MAN UP, CLE! [WEWS News 5 Cleveland](#) featured the youth empowerment program for boys in grades 3 - 8.

OBELISK BOARD GAME: Game developer and Best Buy Teen Tech Center volunteer Eliot Aretskin-Gould used the Tech Central Maker Space to create prototypes for his board game: [Cleveland.com](#).

DIRECTOR FELTON THOMAS, JR made [Cleveland Magazine](#)'s list of most interesting people and he offered a holiday gift idea for [Freshwater](#) Cleveland.



HOLIDAY DESTINATION: [WEWS News 5 Cleveland](#) chose the Library as a top destination to visit for the holidays.

100 YEAR CLUB: Cleveland Public Library was inducted into the [100 Year Club of the Western Reserve](#).



ONE COMMUNITY READS: [The Patch](#) wrote an article about the Cuyahoga County initiative which encourages reading and dialogue about a single book and topic. This year's book is *Palaces for the People* by Eric Klinenberg.

ANNIVERSARY AFFAIR: *Cleveland Magazine* and *Currents Magazine* published articles from the Black, White and ReAd Affair held in November at Cleveland Public Library.



CLEVELAND 20/20: Call & Post published an article about our upcoming exhibition, *Cleveland 20/20: A Photographic Exploration of Cleveland*.

SEIU DISTRICT 1199 NEGOTIATIONS: Cleveland Public Library is bargaining in good faith for a sustainable future. Despite mischaracterizations of the negotiations process in the media by SEIU, the Library continued to provide the facts and urged SEIU to meet the Library at the bargaining table to continue the progress and to reach an agreement in a timely fashion without disruption of service to the community.

WEWS News 5 Cleveland

- <https://www.news5cleveland.com/news/local-news/cleveland-metro/cleveland-library-employees-remember-shooting-victim-share-branch-safety-concerns>
- <https://www.news5cleveland.com/news/local-news/cleveland-metro/nearly-400-cleveland-library-workers-are-now-without-a-contract-as-branch-security-remains-a-problem>

ideastream:

- <https://www.ideastream.org/news/cleveland-public-library-union-approaching-deadline-for-new-contract>
- <https://www.ideastream.org/news/cleveland-public-librarians-union-workers-preparing-for-possible-strike>

Cleveland Scene: <https://www.clevescene.com/scene-and-heard/archives/2019/12/17/cleveland-public-library-workers-could-go-on-strike-if-bargaining-session-goes-south>

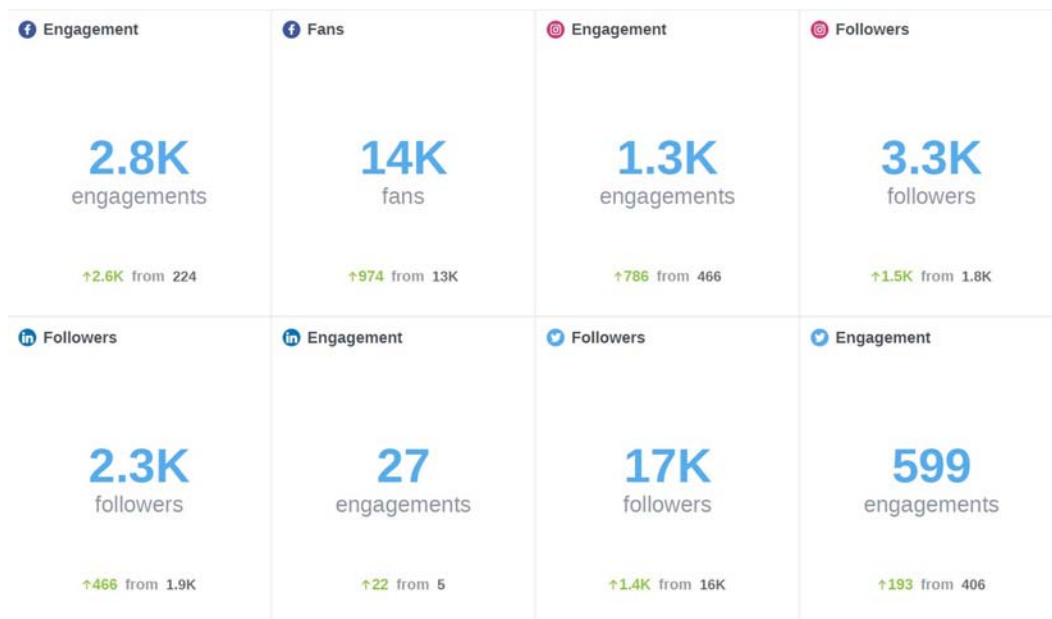
WOIO Cleveland 19:

<https://www.cleveland19.com/2020/01/02/public-safety-front-center-during-cleveland-public-librarians-union-negotiations/>

WTAM Radio: <https://wtam.iheart.com/content/2020-01-02-a-cleveland-public-library-strike-may-be-looming/>

GRAPHICS OVERVIEW: Graphics focused on preparing for January programs: Democracy 2020, Census, One Community Reads program guide, Cleveland 20/20 Photography Exhibition, and the 35th annual Martin Luther King, Jr. commemorative ceremony.

SOCIAL MEDIA OVERVIEW: Engagements and followers are v. YAG (year ago). Compared to November 2019, overall engagements and impressions are down due to a reduction in content sent on social platforms. However, engagement rates per message sent are up compared to November 2019. Cleveland 20/20 photographs continue to be Cleveland Public Library's most popular content on Instagram. YOY:




MOM :

<p>f Engagement</p> <p>2.8K engagements</p> <p>↑2.6K from 224</p>	<p>f Fans</p> <p>14K fans</p> <p>↑974 from 13K</p>	<p>@ Engagement</p> <p>1.3K engagements</p> <p>↑786 from 466</p>	<p>@ Followers</p> <p>3.3K followers</p> <p>↑1.5K from 1.8K</p>
<p>in Followers</p> <p>2.3K followers</p> <p>↑466 from 1.9K</p>	<p>in Engagement</p> <p>27 engagements</p> <p>↑22 from 5</p>	<p>t Followers</p> <p>17K followers</p> <p>↑1.4K from 16K</p>	<p>t Engagement</p> <p>599 engagements</p> <p>↑193 from 406</p>

HIGHLIGHTS

Facebook

Date	Message	Reactions	Comments	Shares
Cleveland Public... Dec 26, 16:00	 #TBT Deck the halls! This festive photo shows the interior of Sterling Lindner Davis department store circa the late 1950s/early 1960s. Sterling Lindner Davis boasted the largest indoor Christmas tree in Ohio since 1927. The store was at 1255 Euclid Ave. in the downtown Theater District. •• Postcard Collection No.2542, Cleveland Public Library Photograph Collection. Source: Sterling Lindner Davis. Photographer: Unknown. •• To see more items from the Library's Photograph Collection, please visit us on...	166	17	76

Instagram

Date	Message	Likes
clevelandpubliclibrary Dec 26, 16:00	 #TBT Deck the halls! This festive photo shows the interior of Sterling Lindner Davis department store circa the late 1950s/early 1960s. Sterling Lindner Davis boasted the largest indoor Christmas tree in Ohio since 1927. The store was at 1255 Euclid Ave. in the downtown Theater District. •• Postcard Collection No.2542, Cleveland Public Library Photograph Collection. Source: Sterling Lindner Davis. Photographer: Unknown. •• To see more items from the Library's Photograph Collection, please visit us on the fourth floor of the Louis Stokes Wing, where 1.4 million items are waiting to be discovered. Or, from the...	197
clevelandpubliclibrary Dec 25, 14:01	Merry Christmas! 🎄 @CLEPublicSquare (1945). Terminal Tower back of Christmas tree in a night scene. Gelatin silver print, 9-1/4 in H x 7-3/8 in W. From Cleveland Public Library Photograph Collection. https://bit.ly/2rQY93t	146

Twitter

Date	Message	Retweets	Replies	Likes
@ClevelandPL Dec 23, 18:12	Happy Hanukkah! "Light Chanukah Candles." This 1950 photograph from New York shows children with residents of a home of Old Israel in a preview of the candle lighting ceremony. This photo was found in the Cleveland Public Library Photograph Collection. https://twitter.com/Cleveland_PL/status/120917484377533766/photo?1	21	0	59

PROPERTY MANAGEMENTPainters

- Main- continued painting in Brett Hall for new exhibit
- Jefferson- repaired ceiling and touched up paint.

Carpenters

- Main- disassembled Brett Hall's exhibit to get ready for new exhibit.
- Sterling- installed safety ramp.
- LSW- finished legal department new office.

Maintenance Mechanics

- LSW/Main - worked with Siemens on the (overdue) preventative maintenance of the electrical switchgear in Cleveland Public Power's Main building vault, 3 day/afterhours project.
- Continued with cabling runs for security camera project.
- Re-lamping and ballast replacement on public areas in Main.
- Working with Outreach and Programming on power requirements, constructing walls and painting for the upcoming 20/20 exhibit.
- Continued with power, lighting and HVAC work on LSW 8th floor/ Legal office. Continued with power, lighting and HVAC work on Westpark's new children's room.
- Branches - P.M. on HVAC equipment.
- Emergency service calls/Hippo work orders.

SAFETY & PROTECTIVE SERVICESSafety Services

- SPS Manager and a Supervisor attended the Ohio Metro Libraries Security meeting in Dayton 12/2/2019.

- SPS vacation and posts bids were posted and completed.
- SPS administrators are reaching out to CPD commanders for District meetings in 2020.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Dec 2019	2180	14	54	48	227	31
Nov 2019	1842	25	54	52	295	59
Oct 2019	2039	20	64	53	345	42
Sept 2019	1792	19	62	24	243	52
Aug 2019	1854	13	46	26	147	272
July 2019	1916	25	64	20	186	96
June 2019	1939	23	53	24	147	35
May 2019	1958	24	58	38	116	65
April 2019	1970	22	48	46	90	47
March 2019	126	42	45	79	168	75
Feb 2019	2249	53	117	32	153	178
Jan 2019	2830	36	46	41	84	56
Dec 2018	3166	45	95	90	78	51

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: Winter Fest, Circle Fest MLK, Jolly the Trolley South, Jolly the Trolley West Park, Jolly the Trolley Mem Nott branch, Jolly the Trolley Union, Jolly the Trolley Hough, East 6th Electric Vault maintenance, meeting the SPS three car minimum and vacation/sick call offs.
- Video requests fulfilled for Merriman Legal Group, Cleveland Police Department.
- SPS participated in CPL ERC training.
- SPS contacted Friends of the Library to relocate the boxes of books on Main 5.

Protective and Fire Systems

- Fire system troubles were addressed at Woodland bus garage.

- Mem Nott entrance door isn't closing properly. Property management was notified and will service the door.

Contract Security

- Royce Security will not post guards at CPL branches or facilities after December 31st.

Administration

- SPS part time officers were offered a change of status to full time. All but two officers accepted the change.
- SPS officer patches were created and delivered to Rent Wear for the new uniforms.
- SPS management attended the Human Resources informational session on LSW 2.
- SPS Supervisors and Manager attended the November Ohio Library Council Security meeting.
- SPS officer Catries Johnson resigned. A 452 was completed.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Executive Panel met on December 4, 2019, at Rocky River Public Library to plan the next quarterly CLEVNET meeting, review 2020 priorities and goals, and discuss various issues brought forward by the membership.

Hilary Prisbylla, Director of CLEVNET, and Larry Finnegan, Director of IT reviewed the list of 30 projects the Panel approved for 2020. The Panel members expressed their enthusiasm and support for these projects and thanked Ms. Prisbylla and Mr. Finnegan for all that their teams accomplished in 2019, including:

- Planning, building up, and closing out all phases of the Mentor Public Library migration project;
- Purchasing and implementing member library specific templates for the mobile app for logged-in patrons to see branding, social media channels, events, and rss feeds for their local libraries;
- Continuing to implement in-person credit card transactions using SirsiDynix Workflows and ProPay;

- Hiring, training, evaluating, and mentoring a new Library Systems and Applications Specialist;
- Championing a Go Green campaign to reduce paper library notices;
- Focusing on the ILS cleanup, including an upgrade from ASCII character encoding format to Unicode;
- Working with member libraries and their school districts to implement Sora, OverDrive's new education app;
- Implementing Unique Management notice printing;
- Enabling member libraries to go fine free and creating a fine free resource sharing page on the members site;
- Expanding the capacity of the CLEVNET data center at the State of Ohio Computer Center (SOCC) in Columbus;
- Continuing the rollout of Cassie Computer and Print Management for new customers and assuming maintenance for existing customers;
- Maximizing the functionality of the ConnectWise Manage help desk for greater productivity and better data collection; and
- Continuing the rollout of Malwarebytes and making Traps Endpoint Protection mandatory on staff computers.

Other topics and issues were discussed including the upcoming annual organizational meeting, the draft of a new CLEVNET Security Policy, the purchase of standard delivery bins, and the theft of video games.

Panel members also considered a proposal from Ms. Prisbylla to transfer the responsibility for the management of CLEVNET's e-media collection from CPL's Technical Services Department to OverDrive, the company that provides the digital collection and the reading platform for CLEVNET member libraries. The Panel unanimously approved the transfer of the service which will be provided at no additional cost to the CLEVNET member libraries.

The next quarterly meeting of the CLEVNET directors will be held on Friday, January 31, 2019, at the Cleveland Law Library in recognition of its 150 years of service to the greater Cleveland legal community. Prior to that meeting, the CLEVNET PC Techs SIG (Special Interest

Group) will meet at the North Ridgeville Branch of the Lorain Public Library System on January 10, 2019.

Ms. Rodriguez moved to adjourn into Executive Session to review collective bargaining negotiations and bargaining sessions Mr. Corrigan seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:06 p.m.

The Regular Board Meeting resumed at 2:07 p.m.

Resolution Authorizing Amendment to Agreement with
Kastner Westman & Wilkins, LLC for Legal Services
Related to Labor Negotiations

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

WHEREAS, The Cleveland Public Library's collective bargaining agreements with the Laborers International Union of North America, Local 860 (Local 860) and the Service Employees International Union, District 1199 (SEIU) expired on December 31, 2019, and the Library is currently in negotiations with both unions; and

WHEREAS, On March 21, 2019 and August 29, 2019, this Board authorized the Library to enter into an agreements with Kastner Westman & Wilkins, LLC (KWW) for legal services in connection with labor negotiations with SEIU and Local 860, respectively, each in an amount not-to-exceed \$50,000; and

WHEREAS, The Library Administration is pleased with the services provided by KWW, and would like to continue to retain KWW to provide legal services related to the Library's ongoing labor negotiations; and

WHEREAS, The Library Administration believes that it is in the Library's best interest to continue to retain the services of KWW and is requesting authority to continue to engage KWW for up to an additional \$75,000, bringing KWW's compensation under both agreements to \$175,000, which additional amount will include legal fees and payment for the services of Falls Communications; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, CEO or his designees, to enter into one or more amendments with Kastner Westman & Wilkins, LLC for legal services and the services of Falls Communications in connection with labor negotiations for an additional amount not-to-exceed Seventy-Five Thousand Dollars (\$75,000), thus increasing KWW's compensation as approved by this Board to a total amount not-to-exceed \$175,000, which expenditure shall be charged to General Fund Account 11510053-53710 (Professional Services), and which agreement shall be subject to the approval of the Chief Legal Officer.

Resolution to Revise the Human Resources Manual

Mr. Hairston stated that this item would be tabled and considered at the Regular Board Meeting in February.

After wishing Mr. Hairston a happy birthday, Ms. Rodriguez adjourned the Regular Board Meeting at 2:10 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR DECEMBER 2019

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	641	8,863
Periodicals	0	103
Publishers Gifts	0	18
Non-Print Materials	67	1,869
Total Library Service Materials	708	10,853

TECHNOLOGY RESOURCES

Tech Gifts	0	17
Total Technology Resources	0	17

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 0	\$ 36,712
Library Fund	Restricted	4,933	11,315
Young Fund	Restricted	13,163	52,653
Schweinfurth Fund	Restricted	74,962	147,538
Founders Fund	Restricted	0	193,800
Ohio Center for the Book	Restricted	0	2,300
Judd Fund	Restricted	60,135	242,074
Lockwood Thompson Fund	Restricted	0	189,493
Learning Centers	Restricted	0	25,000
Rice Solar Panel System	Restricted	0	114,006
Early Literacy	Restricted	0	150,000
Tech Centers	Restricted	10,000	10,000
Total Money Gifts		\$ 163,192	\$ 1,174,891

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	19	202	708	10,853
Technology Resources	0	5	0	17
Money Gifts	6	72	8	82
TOTAL GIFTS	25	279	716	10,952

Cleveland Public Library
2020

January 8, 2020

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-20	"Taxes/PLF" from:	Requested "Taxes/PLF" to	"Other Sources" from:	Requested "Other Sources" to	Overall Increase/ (Decrease)
General Fund							
101	General Fund	\$ 25,470,007.10	\$ 35,178,839.00	\$ 35,178,839.00	\$ 1,741,628.00	\$ 1,741,628.00	\$ 48,047.25
			\$ 23,485,425.34	\$ 23,533,472.59			
Special Revenue Funds							
201	Anderson	\$ 387,801.04			\$ 28,000.00	\$ 28,000.00	\$ -
202	Endowment for the Blind	\$ 2,966,435.07			\$ 210,000.00	\$ 210,000.00	\$ -
203	Founders	\$ 6,100,171.34			\$ 450,000.00	\$ 457,705.00	\$ 7,705.00
204	Kaiser	\$ 82,631.57			\$ 6,000.00	\$ 6,000.00	\$ -
205	Kraley	\$ 225,178.19			\$ 14,000.00	\$ 14,000.00	\$ -
206	Library	\$ 198,673.24			\$ 19,000.00	\$ 19,000.00	\$ -
207	Pepke	\$ 176,596.14			\$ 12,000.00	\$ 12,000.00	\$ -
208	Wickwire	\$ 1,832,259.49			\$ 120,000.00	\$ 120,000.00	\$ -
209	Wittke	\$ 112,324.15			\$ 8,000.00	\$ 8,000.00	\$ -
210	Young	\$ 5,653,196.59			\$ 450,000.00	\$ 450,000.00	\$ -
225	Friends	\$ -			\$ -	\$ -	\$ -
226	Judd	\$ 125,755.08			\$ 235,000.00	\$ 235,000.00	\$ -
228	Lockwood Thompson	\$ 123,921.33			\$ 180,000.00	\$ 180,000.00	\$ -
229	Ohio Center for the Book	\$ 372.42			\$ 2,300.00	\$ 2,300.00	\$ -
230	Schweinfurth	\$ 174,430.52			\$ 50,000.00	\$ 50,000.00	\$ -
231	CLEVNET	\$ 1,189,111.21			\$ 5,544,169.34	\$ 5,544,169.34	\$ -
251	OLBPD	\$ 100,795.48			\$ 1,508,194.00	\$ 1,508,194.00	\$ -
254	MyCom	\$ (51,048.15)			\$ 51,048.15	\$ 51,048.15	\$ -
256	Learning Centers	\$ 18,774.07			\$ -	\$ -	\$ -
257	Tech Centers	\$ -			\$ 12,500.00	\$ 12,500.00	\$ -
258	Early Literacy	\$ -			\$ -	\$ -	\$ -
259	Rice Solar Panel System	\$ 181.23			\$ -	\$ -	\$ -
		\$ 19,417,660.01			\$ 8,000,211.49	\$ 8,307,916.49	\$ 7,705.00
Debt Service							
301	Debt Service	\$ 2,893,175.95	\$ -	\$ -	\$ 1,090,385.20	\$ 1,090,385.20	\$ -
Capital Projects Funds							
401	Building and Repair	\$ 2,019,144.18			\$ -	\$ -	\$ -
402	Construction - Tax-Exempt	\$ 49,957,265.10			\$ -	\$ -	\$ -
401	Construction - Taxable	\$ 9,010,253.88			\$ -	\$ -	\$ -
		\$ 60,986,663.16			\$ -	\$ -	\$ -
Foundation Funds							
501	Abel	\$ 294,642.27			\$ 20,000.00	\$ 20,000.00	\$ -
502	Ambler	\$ 2,898.23			\$ 200.00	\$ 200.00	\$ -
503	Beard	\$ 61,191.47			\$ 8,000.00	\$ 8,000.00	\$ -
504	Klein	\$ 6,825.62			\$ 500.00	\$ 500.00	\$ -
505	Malon/Schroeder	\$ 248,043.47			\$ 24,000.00	\$ 24,000.00	\$ -
506	McDonald	\$ 239,236.61			\$ 18,000.00	\$ 18,000.00	\$ -
507	Ratner	\$ 119,528.50			\$ 9,000.00	\$ 9,000.00	\$ -
508	Root	\$ 47,700.74			\$ 3,000.00	\$ 3,000.00	\$ -
509	Sugarman	\$ 93,878.45			\$ 15,000.00	\$ 15,000.00	\$ -
510	Thompson	\$ 131,090.49			\$ 13,000.00	\$ 13,000.00	\$ -
511	Weldenthal	\$ 8,571.67			\$ 600.00	\$ 600.00	\$ -
512	White	\$ 2,401,414.42			\$ 200,000.00	\$ 200,000.00	\$ -
513	Beard Anna Young	\$ 39,171.24			\$ 6,000.00	\$ 6,000.00	\$ -
		\$ 3,684,133.19			\$ 317,300.00	\$ 317,300.00	\$ -
Agency Funds							
901	Unclaimed Funds	\$ 7,585.80			\$ -	\$ -	\$ -
905	CLEVNET Fines & Fees	\$ 5,617.12			\$ -	\$ -	\$ -
		\$ 13,202.92			\$ -	\$ -	\$ -

The reason for the Increase/decrease in Estimated Resources:

Please reflect the Actual Unencumbered Balances for January 1, 2020 along with an Increase in PLF from ODT's 12/19/19 estimate and an Increase in Other Sources-Special Revenue in the Founders fund by \$7,705 relating to the Gift from the Cleveland Public Library Foundation to be Added to the Gift from the Estate of Dorothy Ann Turick for Children's Services.

Thank You,
Cavie Krenichy
Treasurer/CFO
Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 86.27% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

January 8, 2020

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, 2020, as revised by the Budget Commission of said County, which shall govern the total of appropriations made at any time during such fiscal year:

Fund	Unencumbered Balance	General Property Tax	P.L.F.	Other Sources	Total
General Fund	\$25,470,007.10	\$35,178,839.00	\$23,533,472.59	\$1,741,628.00	\$85,923,946.69
Special Revenue	\$19,417,560.01			\$8,907,916.49	\$28,325,476.50
Debt Service	\$2,893,175.95			\$1,090,385.20	\$3,983,561.15
Capital	\$60,986,663.16			\$0.00	\$60,986,663.16
Permanent	\$3,694,193.18			\$317,300.00	\$4,011,493.18
Agency	\$13,202.92			\$0.00	\$13,202.92
Totals/Subtotals	\$112,474,802.32	\$35,178,839.00	\$23,533,472.59	\$12,057,229.69	\$183,244,343.60

K. C. [Signature]

Budget

Renee Reese [Signature]

Commission

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: FIRST AMENDMENT
JANUARY 16, 2020**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	23,329,321.95	2,140,685.15	25,470,007.10
Taxes - General Property	32,778,839.00	-	32,778,839.00
Public Library Fund (PLF)	23,485,425.34	48,047.25	23,533,472.59
State Rollbacks/CAT	2,400,000.00	-	2,400,000.00
Fines and Fees	279,580.00	-	279,580.00
Earned Interest	646,348.00	-	646,348.00
Restricted Gifts	-	-	-
Unrestricted Gifts	1,400.00	-	1,400.00
Miscellaneous	814,300.00	-	814,300.00
Return of Advances/(Advances Out)	-	-	-
TOTAL RESOURCES	83,735,214.29	2,188,732.40	85,923,946.69 (3)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	40,444,713.00	-	40,444,713.00
Supplies	959,467.00	-	959,467.00
Purchased/Contracted Services	9,680,575.00	-	9,680,575.00
Library Materials/ Information	7,280,000.00	-	7,280,000.00
Capital Outlay	1,391,270.00	-	1,391,270.00
Other Objects	215,307.00	-	215,307.00
SUBTOTAL OPERATING	59,971,332.00	-	59,971,332.00
Transfers	1,090,385.20	-	1,090,385.20
TOTAL APPROPRIATION	61,061,717.20	-	61,061,717.20

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: FIRST AMENDMENT
JANUARY 16, 2020**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	24,794,420.84	3,531,055.66	28,325,476.50 (4)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
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Anderson	14,150.00	-	14,150.00
Endowment for the Blind	10,000.00	-	10,000.00
Founders	831,489.85	87,316.71	918,806.56
Kaiser	-	-	-
Kraley	30,000.00	-	30,000.00
Library	35,000.00	-	35,000.00
Pepke	-	-	-
Wickwire	35,000.00	-	35,000.00
Wittke	-	-	-
Young	10,000.00	-	10,000.00
Friends	-	-	-
Judd	235,000.00	125,755.08	360,755.08
Lockwood Thompson	180,000.00	123,921.33	303,921.33
Ohio Center for the Book	2,300.00	372.42	2,672.42
Schweinfurth	50,000.00	174,430.52	224,430.52
CLEVNET	5,544,169.34	1,189,111.21	6,733,280.55
LSTA-OLBPD	1,508,194.00	100,795.48	1,608,989.48
MyCom	-	-	-
Learning Centers	18,700.00	74.07	18,774.07
Tech Centers	12,500.00	-	12,500.00
Early Literacy	-	-	-
Rice Solar Panel System	-	-	-

TOTAL APPROPRIATION	8,516,503.19	1,801,776.82	10,318,280.01
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**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: FIRST AMENDMENT
JANUARY 16, 2020**

DEBT SERVICE FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,973,385.20	10,175.95	3,983,561.15
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
DEBT SERVICE	3,292,635.20	-	3,292,635.20

CAPITAL PROJECT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	60,310,000.00	676,663.16	60,986,663.16 (5)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Building & Repair	1,500,000.00	519,144.18	2,019,144.18
Construction - Tax-Exempt	3,255,714.00	-	3,255,714.00
Construction - Taxable	-	-	-
TOTAL APPROPRIATION	4,755,714.00	519,144.18	5,274,858.18

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: FIRST AMENDMENT
JANUARY 16, 2020**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,503,500.00	507,993.18	4,011,493.18 (6)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Abel	5,000.00	-	5,000.00
Ambler	-	-	-
Beard	8,201.00	-	8,201.00
Klein	-	-	-
Malon/Schroeder	10,000.00	-	10,000.00
McDonald	4,000.00	-	4,000.00
Ratner	-	-	-
Root	-	-	-
Sugarman	15,000.00	-	15,000.00
Thompson	10,000.00	-	10,000.00
Weidenthal	-	-	-
White	50,000.00	-	50,000.00
Beard Anna Young	-	-	-
TOTAL APPROPRIATION	102,201.00	-	102,201.00

AGENCY FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	4,200.00	9,002.92	13,202.92

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Fund Balance/
Unclaimed Funds	4,200.00	3,385.80	7,585.80
CLEVNET Fines & Fees	-	5,617.12	5,617.12
TOTAL APPROPRIATION	4,200.00	9,002.92	13,202.92

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: FIRST AMENDMENT
JANUARY 16, 2020**

(1) Certificate dated December 13, 2019

(2) Certificate dated January 8, 2020

(3) \$25,395,007.10 unencumbered cash carried forward plus the repayment of advance to be made from MyCom of \$75,000 plus \$60,453,939.59 certified operating revenue produces the balance available for appropriation in 2020 (plus \$5,183,818.88 12/31/19 encumbered cash).

$(\$25,395,007.10 + \$75,000 + \$60,453,939.59 = \$85,923,946.69)$

(4) \$19,492,560.01 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 plus \$8,907,916.49 additional revenue to receive in 2020 produces the certified revenue of \$28,325,476.50.

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 available for appropriation.

$(\$28,325,476.50 - \$2,492,057.50 = \$25,833,419.00)$ available for appropriation (plus \$1,287,167.78 12/31/19 encumbered cash).

(5) \$60,896,663.16 unencumbered cash carried forward produces the balance available for appropriation in 2020 (plus \$2,804,715.75 12/31/19 encumbered cash).

(6) \$4,478,509.54 unencumbered cash carried forward less non-expendable principal amounts of \$784,316.36 plus \$317,300 additional revenue to receive in 2020 produces the balance available for appropriation in 2020 (plus \$40,224.31 12/31/19 encumbered cash).

$(\$4,478,509.54 - \$784,316.36 + \$317,300 = \$4,011,493.18)$

Non-expendable principal amounts of \$784,316.36 are not included in either the certified fund balances or the appropriated amounts.



Business Smarts
 6770 West Snowville
 Brecksville, OH 44141

Phone (440) 526-2471
 Fax (240) 358-7179

SERVICE QUOTE

Quote # AAAQ6554
Date 01/04/19
Sales Rep. Jerry Short

Quote To:

Cleveland Public Library
 Bill Hood
 325 Superior Ave
 Cleveland, OH 44114

Cpl Contract Eff 2/1/2020

Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
1	1	MSL G3	MXA430Z051	HPE 1 year Post Warranty Foundation Care MSL 2024 Service	NBD	09 00 00	\$79.67	\$79.67
2	1	D2700	CN8136P245	HPE 1 year Post Warranty Foundation Care Next business day wDMR D2000 Disk Encl Service	NBD	09 00 00	\$44.83	\$44.83
3	1	DL380 G8	2M241605D7	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$57.25	\$57.25
4	1	BL460C	USE350MRSH	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$41.27	\$41.27
5	1	BL460C	USE350MRSF	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$41.27	\$41.27
6	1	BL460C	USE350MRSJ	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$41.27	\$41.27
7	1	BL460C	USE350MXPL	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$41.27	\$41.27
8	1	BL460C	USE350MXPN	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$41.27	\$41.27

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Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
9	1	BL460C	MXQ33402Y2	HPE Foundation Care Post Warranty - 1 Year Extended Service - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Physical Service	NBD	09 00 00	\$41.27	\$41.27
10	1	HP BL460c Gen9	2M26300221	HPE 1 Year Post Warranty Foundation Care BL460c Gen9 Service	NBD	09 00 00	\$63.25	\$63.25
11	1	C7000 Blade Enclosure	SGH216PJPE	HEWLETT PACKARD ENTERPRISE : HP 1y PW Nbd CDMR c7000 Enclosure FC SVC,c7000 Blade Enclosure,9x5 HW support with CDMR, next business day onsite response 24x7 Basic SW phone support with collaborative call mgmt.	NBD	09 00 00	\$68.73	\$68.73
12	1	C7000 Blade Enclosure	USE0535N9J	HEWLETT PACKARD ENTERPRISE : HP 1y PW Nbd CDMR c7000 Enclosure FC SVC,c7000 Blade Enclosure,9x5 HW support with CDMR, next business day onsite response 24x7 Basic SW phone support with collaborative call mgmt.	NBD	09 00 00	\$68.73	\$68.73
13	1	DL380 G8	2M2442020T	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$57.25	\$57.25
14	1	DL380 G8	2M2441056Q	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$57.25	\$57.25
15	1	DL380 G8	2M2443076B	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$57.25	\$57.25
16	1	DL380 G8	USE32361AR	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$57.25	\$57.25
17	1	HP D2600	5C7252P4W5	HPE 1 year Post Warranty Foundation Care Next business day wDMR D2000 Disk Encl Service	NBD	09 00 00	\$44.83	\$44.83
18	1	HP D2600	7CE548P0MZ	HPE 1 year Post Warranty Foundation Care Next business day wDMR D2000 Disk Encl Service	NBD	09 00 00	\$44.83	\$44.83
19	1	DL380 G8	2m2441003h	HPE 1 year Post Warranty Foundation Care Next business day wDMR DL380p Gen8 Service	NBD	09 00 00	\$57.25	\$57.25
20	1	D3700	2M243001FM	HPE 1 year Post Warranty Foundation Care Next business day wDMR D2000 Disk Encl Service	NBD	09 00 00	\$44.83	\$44.83
21	1	DL380 G8	2M242902TR	HEWLETT PACKARD ENTERPRISE : HPE 1 year post warranty Foundation Care Next business day wCDMR DL380p Gen8 Service	NBD	09 00 00	\$57.25	\$57.25
22	1	ML310e	USE348LX3E	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
23	1	ML310e	USE348LX3K	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
24	1	ML310e	USE348LX3D	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92

Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
25	1	ML310e	USE348LX3L	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
26	1	ML310e	USE348LX3C	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
27	1	ML310e	USE348LX3A	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
28	1	ML310e	USE348LX3B	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
29	1	ML310e	USE348LX3H	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
30	1	ML310e	USE348LX3J	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
31	1	ML310e	USE348LX3F	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
32	1	ML310e	MX2314008N	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
33	1	ML310e	MX2314008P	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
34	1	ML310e	MX2314008M	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
35	1	ML310e	MX23140099	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
36	1	ML310e	MX251100MJ	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
37	1	ML310e	MX251100MR	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
38	1	ML310e	MX2314008K	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
39	1	ML310e	USE347LRC7	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
40	1	ML310e	USE347LRC6	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
41	1	ML310e	USE347LRCA	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
42	1	ML310e	USE347LRC8	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
43	1	ML310e	USE347LRCB	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
44	1	ML310e	USE347LRC4	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
45	1	ML310e	USE347LRC3	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
46	1	ML310e	USE347LRC5	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92

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Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
47	1	ML310e	USE347LRC9	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
48	1	ML310e	USE347LRC2	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
49	1	ML310e	MX2613006V	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
50	1	ML310e	MX2613007C	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
51	1	ML310e	MX2613007F	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
52	1	ML310e	MX2613006U	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
53	1	ML310e	MX2613006S	HPE 1 year Post Warranty Foundation Care ML310e Gen8 Service	NBD	09 00 00	\$11.92	\$11.92
54	215	PRO 400G1		HP 1y PW Nbd Onsite with DMR DT Only Svc	NBD	09 00 00	\$13.50	\$2,902.50
55	100	PRO 400G1		HP 1y PW Nbd Onsite with DMR DT Only Svc	NBD	09 00 00	\$13.50	\$1,350.00
56	118	probook450		HP 1Y PW Nbd Onsite with DMR NB Only SVC SVC,Commercial value NB/TAB PC w/1/1/0 Wty,1 year post warranty hardware support.CPU only,Next business day onsite response. 8 am-5pm,Std bus days excl. HP holid	NBD	09 00 00	\$9.42	\$1,111.17
57	1	Zbook		HP INC. : HP 1y PW NextBusDay Onsite NB Only SVC	NBD	09 00 00	\$21.58	\$21.58
58	5	Zbook		HP INC. : HP 1y PW NextBusDay Onsite NB Only SVC	NBD	09 00 00	\$22.55	\$112.75
59	6	1040		HP INC. : HP 1y PW NextBusDay Onsite NB Only SVC	NBD	09 00 00	\$22.55	\$135.29
60	9	z230		HP INC. : HP 1y PW Nextbusday Onsite WS Only HWSup,Personal WS z2xx/z4xx Series 3/3/3 wty,1 year post warranty hardware support.CPU only,Next business day onsite response. 8 am-5pm,Std bus days excl. HP holidays	NBD	09 00 00	\$16.42	\$147.75
61	6	Z440		HP INC. : HP 1y PW Nextbusday Onsite WS Only HWSup,Personal WS z2xx/z4xx Series 3/3/3 wty,1 year post warranty hardware support.CPU only,Next business day onsite response. 8am-5pm,Std bus days excl. HP holidays	NBD	09 00 00	\$12.42	\$74.50
62	8	Z240		HP INC. : HP 1y PW Nextbusday Onsite WS Only HWSup,Personal WS z2xx/z4xx Series 3/3/3 wty,1 year post warranty hardware support.CPU only,Next business day onsite response. 8am-5pm,Std bus days excl. HP holidays	NBD	09 00 00	\$12.42	\$99.33

Ln #	Qty	Part Num	Serial No	Description	Service Level	Hours	Unit Cost	Month Cost
						Monthly Total		\$7,444.30
						Yearly Invoice		\$89,331.65
							Total	\$89,331.65

Pricing conforms to Ohio State Local Government, NASPOVP OH 0A1067-14. This document is an offer by Business Smarts (an authorized Hewlett Packard reseller) to sell to Cleveland Public Library a Hewlett Packard maintenance service agreement for the products listed herein.

The term of this agreement is for one year beginning February 1, 2020. The cost of this agreement is \$89,331.65 and is to be paid within 30 days of the beginning of the contract or within 30 days after invoicing, whichever is later.

This agreement is governed by Hewlett Packard's standard terms and conditions for the United States which is attached. Technical descriptions of the services are also attached to this document.

Business Smarts

Cleveland Public Library

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD DECEMBER 1 – DECEMBER 31, 2019

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending December 31, 2019

	<u>General Fund</u>	<u>Special Revenue</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Agency</u>	<u>Total</u>
41 Taxes	35,858,651.93	0.00	0.00	0.00	0.00	0.00	35,858,651.93
42 Intergovernmental	25,891,695.40	1,565,195.60	0.00	0.00	0.00	0.00	27,456,891.00
43 Fines & Fees	316,229.93	0.00	0.00	0.00	0.00	0.00	316,229.93
44 Investment Earnings	702,322.82	1,951,493.04	36,133.69	111,170.51	499,518.10	0.00	3,300,638.16
45 Charges for Services	0.00	5,391,886.41	0.00	0.00	0.00	0.00	5,391,886.41
46 Contributions & Donations	36,712.00	1,138,179.00	0.00	0.00	0.00	0.00	1,174,891.00
48 Miscellaneous Revenue	1,165,703.30	77,678.00	0.00	70,052.71	0.00	88,407.72	1,401,841.73
Total Revenues	\$ 63,971,315.38	\$ 10,124,432.05	\$ 36,133.69	\$ 181,223.22	\$ 499,518.10	\$ 88,407.72	\$ 74,901,030.16
51 Salaries/Benefits	36,867,071.87	3,177,073.12	0.00	0.00	0.00	0.00	40,044,144.99
52 Supplies	680,371.41	157,615.45	0.00	0.00	4,851.99	0.00	842,838.85
53 Purchased/Contracted Services	9,796,577.28	3,641,541.06	0.00	456,834.50	108,259.71	0.00	14,003,212.55
54 Library Materials	7,633,632.23	1,241,035.78	0.00	0.00	43,090.91	0.00	8,917,758.92
55 Capital Outlay	1,179,199.95	137,437.11	0.00	3,465,089.80	5,538.55	0.00	4,787,265.41
56 Debt Service	0.00	0.00	5,767,702.06	370,762.63	0.00	0.00	6,138,464.69
57 Miscellaneous Expenses	107,082.85	452,170.64	0.00	0.00	0.00	87,299.90	646,553.39
Total Expenditures	\$ 56,263,935.59	\$ 8,806,873.16	\$ 5,767,702.06	\$ 4,292,686.93	\$ 161,741.16	\$ 87,299.90	\$ 75,380,238.80
Revenue Over/(Under) Expenditures	\$ 7,707,379.79	\$ 1,317,558.89	\$(5,731,568.37)	\$(4,111,463.71)	\$ 337,776.94	\$ 1,107.82	\$(479,208.64)
95 Notes Issued	0.00	0.00	8,624,744.32	62,370,762.63	0.00	0.00	70,995,506.95
98 Advances	180,015.00	(180,015.00)	0.00	0.00	0.00	0.00	0.00
99 Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$ 180,015.00	\$(180,015.00)	\$ 8,624,744.32	\$ 62,370,762.63	\$ 0.00	\$ 0.00	\$ 70,995,506.95
Revenue & Other Sources Over/ (Under) Expenditures & Other Uses	\$ 7,887,394.79	\$ 1,137,543.89	\$ 2,893,175.95	\$ 58,259,298.92	\$ 337,776.94	\$ 1,107.82	\$ 70,516,298.31
Beginning Year Cash Balance	\$ 22,691,431.19	\$ 19,102,200.53	\$ 0.00	\$ 5,532,079.99	\$ 4,180,956.91	\$ 12,095.10	\$ 51,518,763.72
Current Cash Balance	\$ 30,578,825.98	\$ 20,239,744.42	\$ 2,893,175.95	\$ 63,791,378.91	\$ 4,518,733.85	\$ 13,202.92	\$ 122,035,062.03

Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending December 31, 2019

	<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	23,303,557	23,303,557	-	100%	100%
General Property Tax	35,858,652	35,858,652	-	100%	100%
Rollback, Homestead, CAT	2,588,139	2,588,139	-	100%	100%
Fines & Fees	302,240	316,230	(13,990)	105%	100%
Investment Earnings	657,000	702,323	(45,323)	107%	100%
Contributions	36,712	36,712	-	100%	100%
Miscellaneous	1,027,953	1,165,703	(137,750)	113%	101%
Return of Advances Out	0	255,015	(255,015)	0%	0%
Total	\$ 63,774,252	\$ 64,226,330	\$ (452,078)	101%	100%

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	37,182,278	37,040,900	141,377	100%	99%
Supplies	926,512	765,779	160,733	83%	88%
Purchased Services	11,548,882	11,197,827	351,055	97%	96%
Library Materials	10,928,033	10,906,220	21,813	100%	98%
Capital Outlay	1,591,111	1,426,363	164,748	90%	90%
Other	124,176	110,665	13,511	89%	93%
Subtotal	\$ 62,300,991	\$ 61,447,754	\$ 853,237	99%	98%
Advances Out	0	75,000	(75,000)		
Transfers Out	0	0	0		
Total	\$ 62,300,991	\$ 61,522,754	\$ 778,237	99%	99%

Note (1): Certificate from Cuyahoga County Budget Commission dated December 11, 2019 (includes Advances Out).

Note (2): Subtotal Amended Appropriation of \$56,108,706.79 plus carried forward encumbrance of \$6,192,284.63.

Note (3): Subtotal includes 90.3% expended and 8.3% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending December 31, 2019

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
51110	Professional Salaries	12,241,512.39	11,276,326.72	11,269,099.33	0.00	7,227.39
51120	Clerical Salaries	10,760,259.04	10,415,164.19	10,398,176.40	0.00	16,987.79
51130	Non-Clerical Salaries	1,306,477.03	1,118,628.99	1,090,310.33	0.00	28,318.66
51140	Buildings Salaries	4,354,116.00	4,150,718.74	4,137,772.82	0.00	12,945.92
51150	Other Salaries	534,924.26	501,024.31	501,014.25	0.00	10.06
51180	Severance Pay	0.00	328,882.93	168,829.35	160,016.42	37.16
51190	Non-Base Pay	475,000.00	544,531.28	537,788.37	0.00	6,742.91
51400	OPERS	4,181,573.32	3,957,196.17	3,933,320.51	0.00	23,875.66
51610	Health Insurance	4,299,714.82	4,036,158.90	4,024,759.91	0.00	11,398.99
51611	Dental Insurance	225,998.16	211,700.15	202,970.91	0.00	8,729.24
51612	Vision Insurance	17,528.88	17,319.01	15,234.93	0.00	2,084.08
51620	Life Insurance	13,644.00	14,592.88	13,705.28	0.00	887.60
51625	Short Term Disability Insuranc	27,792.24	30,357.54	29,398.38	0.00	959.16
51630	Workers Compensation	155,341.02	93,399.80	84,919.99	5,529.96	2,949.85
51640	Unemployment Compensation	10,000.00	51,699.23	45,737.29	5,961.94	0.00
51650	Medicare - ER	399,237.08	398,344.20	380,601.23	2,320.23	15,422.74
51900	Other Benefits	21,251.64	36,232.59	33,432.59	0.00	2,800.00
	Salaries/Benefits	\$39,024,369.88	\$ 37,182,277.63	\$ 36,867,071.87	\$ 173,828.55	\$ 141,377.21
52110	Office Supplies	45,647.34	51,214.60	34,669.97	253.66	16,290.97
52120	Stationery	30,745.00	35,689.45	31,245.51	377.51	4,066.43
52130	Duplication Supplies	24,400.00	23,602.97	20,787.61	351.18	2,464.18
52140	Hand Tools	1,500.00	1,500.00	582.28	0.00	917.72
52150	Book Repair Supplies	66,000.00	65,969.82	51,514.88	0.00	14,454.94
52210	Janitorial Supplies	100,700.00	103,317.03	94,750.59	4,224.58	4,341.86

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending December 31, 2019

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
52220	Electrical Supplies	42,000.00	51,610.61	42,995.45	1,480.88	7,134.28
52230	Maintenance Supplies	293,500.00	334,813.68	242,961.06	47,994.15	43,858.47
52240	Uniforms	7,000.00	18,849.86	2,435.86	16,414.00	0.00
52300	Motor Vehicle Supplies	58,000.00	62,566.16	46,715.89	11,055.31	4,794.96
52900	Other Supplies	169,974.66	177,377.89	111,712.31	3,256.40	62,409.18
	Supplies	\$839,467.00	\$ 926,512.07	\$ 680,371.41	\$ 85,407.67	\$ 160,732.99
53100	Travel/Meetings	100,000.00	94,823.72	80,322.47	3,520.55	10,980.70
53210	Telecommunications	272,836.00	270,015.07	226,005.60	43,119.32	890.15
53230	Postage/Freight	78,600.00	92,875.36	45,471.38	35,099.44	12,304.54
53240	PR/Other Communications	273,000.00	239,792.01	162,109.15	73,031.32	4,651.54
53310	Building Repairs	132,028.00	208,052.59	192,622.08	13,999.82	1,430.69
53320	Machine Repairs	21,000.00	33,957.06	26,058.42	1,510.89	6,387.75
53340	Building Maintenance	502,000.00	552,089.17	263,497.38	201,576.00	87,015.79
53350	Machine Maintenance	176,961.70	252,504.66	142,209.64	75,058.26	35,236.76
53360	Computer Maintenance	336,694.90	335,344.94	296,419.34	9,447.87	29,477.73
53370	Motor Vehicle Repairs/Maint	27,000.00	40,662.64	31,330.28	7,735.05	1,597.31
53380	Contract Security	680,000.00	1,086,387.65	1,004,339.22	82,048.43	0.00
53390	Landscaping	10,000.00	27,050.00	26,600.00	0.00	450.00
53400	Insurance	421,856.00	439,305.00	439,305.00	0.00	0.00
53510	Rent/Leases	154,127.49	170,484.08	156,034.67	11,872.44	2,576.97
53520	Equipment Rental	279,346.12	40,825.71	34,059.54	1,923.33	4,842.84
53610	Electricity	1,914,664.00	1,823,525.12	1,703,833.92	108,321.26	11,369.94
53620	Gas	135,594.00	157,466.18	133,074.47	17,742.01	6,649.70
53630	Chilled Water	795,776.00	856,379.05	835,324.54	20,864.04	190.47

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending December 31, 2019**

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	Water/Sewer	125,273.00	173,772.45	152,246.89	16,998.73	4,526.83
53710	Professional Services	1,125,605.00	1,819,330.62	1,224,076.92	470,863.79	124,389.91
53720	Auditors Fees	695,000.00	866,471.50	835,281.00	30,728.80	461.70
53730	Bank Service Charges	11,000.00	11,000.00	6,501.98	0.00	4,498.02
53800	Library Material Control	266,500.00	436,497.64	261,425.53	174,596.77	475.34
53900	Other Purchased Services	1,519,212.61	1,520,269.36	1,518,427.86	1,191.50	650.00
	Purchased/Contracted Services	\$10,054,074.82	\$ 11,548,881.58	\$ 9,796,577.28	\$ 1,401,249.62	\$ 351,054.68
54110	Books	2,085,000.00	2,458,631.31	1,853,914.23	604,717.08	0.00
54120	Continuations	291,000.00	524,637.93	345,782.38	178,855.55	0.00
54210	Periodicals	790,000.00	1,520,402.78	1,348,011.10	172,391.68	0.00
54220	Microforms	30,600.00	69,055.98	19,507.98	49,548.00	0.00
54310	Video Media	1,615,000.00	1,885,531.16	1,535,580.57	349,950.59	0.00
54320	Audio Media - Spoken	90,150.00	110,476.94	97,610.12	12,866.82	0.00
54325	Audio Media - Music	172,650.00	177,509.78	144,719.00	32,790.78	0.00
54350	Computer Media	0.00	693.38	693.38	0.00	0.00
54500	Database Services	570,000.00	1,365,445.31	667,133.36	698,311.95	0.00
54530	eMedia	1,622,600.00	2,472,112.49	1,361,784.95	1,110,327.54	0.00
54600	Interlibrary Loan	3,000.00	4,132.50	4,132.50	0.00	0.00
54710	Bookbinding	20,000.00	46,455.69	21,415.65	22,979.85	2,060.19
54720	Preservation Services	20,000.00	53,993.71	41,994.57	11,101.75	897.39
54730	Preservation Boxing	5,000.00	14,339.60	12,586.08	263.00	1,490.52
54790	Preservation Reformatting	25,000.00	49,990.07	32,625.16	0.00	17,364.91
54905	Other LM-Hotspots	200,000.00	171,207.52	142,724.50	28,483.02	0.00
54910	Other LM-Tablets & Devices	0.00	3,416.70	3,416.70	0.00	0.00

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending December 31, 2019**

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
Library Materials	\$7,540,000.00	\$ 10,928,032.85	\$ 7,633,632.23	\$ 3,272,587.61	\$ 21,813.01
55300 Construction/Improvements	0.00	34,415.88	7,047.23	27,368.65	0.00
55510 Furniture	219,787.80	167,950.47	95,425.08	2,313.84	70,211.55
55520 Equipment	358,256.77	898,987.17	653,134.93	152,659.03	93,193.21
55530 Computer Hardware	585,825.52	372,484.13	328,936.64	42,529.05	1,018.44
55540 Software	106,400.00	43,299.25	20,682.07	22,292.50	324.68
55700 Motor Vehicles	240,000.00	73,974.00	73,974.00	0.00	0.00
Capital Outlay	\$1,510,270.09	\$ 1,591,110.90	\$ 1,179,199.95	\$ 247,163.07	\$ 164,747.88
57100 Memberships	87,767.38	89,478.68	84,721.76	0.00	4,756.92
57200 Taxes	15,000.00	15,487.89	12,695.84	1,714.96	1,077.09
57500 Refunds/Reimbursements	71,232.62	19,209.82	9,665.25	1,867.40	7,677.17
Miscellaneous Expenses	\$174,000.00	\$ 124,176.39	\$ 107,082.85	\$ 3,582.36	\$ 13,511.18
59810 Advances Out	0.00	0.00	75,000.00	0.00	(75,000.00)
Advances	\$0.00	\$ 0.00	\$ 75,000.00	\$ 0.00	\$(75,000.00)
Transfers	\$0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	<u>\$59,142,181.79</u>	<u>\$ 62,300,991.42</u>	<u>\$ 56,338,935.59</u>	<u>\$ 5,183,818.88</u>	<u>\$ 778,236.95</u>

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2019

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
101 General Fund	22,691,431.19	64,226,330.38	56,338,935.59	5,183,818.88	25,395,007.10
Total General Fund	\$ 22,691,431.19	\$ 64,226,330.38	\$ 56,338,935.59	\$ 5,183,818.88	\$ 25,395,007.10
201 Anderson	346,454.39	41,874.73	528.08	0.00	387,801.04
202 Endowment for the Blind	2,653,421.78	323,013.29	10,000.00	0.00	2,966,435.07
203 Founders	7,113,384.74	897,927.61	1,682,909.28	228,231.73	6,100,171.34
204 Kaiser	73,325.37	9,306.20	0.00	0.00	82,631.57
205 Kralej	206,681.24	20,040.99	1,514.09	29.95	225,178.19
206 Library	177,000.37	28,369.17	5,216.74	1,479.56	198,673.24
207 Pepke	158,161.91	18,434.23	0.00	0.00	176,596.14
208 Wickwire	1,629,879.06	202,380.43	0.00	0.00	1,832,259.49
209 Wittke	99,729.36	12,594.79	0.00	0.00	112,324.15
210 Young	5,007,491.72	655,138.14	9,433.27	0.00	5,653,196.59
225 Friends	4,490.87	0.00	4,490.87	0.00	0.00
226 Judd	63,460.85	242,074.00	178,009.62	1,770.15	125,755.08
228 Lockwood Thompson Memorial	158,275.27	189,493.00	134,043.69	89,803.25	123,921.33
229 Ohio Center for the Book	64.50	2,300.00	1,992.08	0.00	372.42
230 Schweinfurth	84,166.12	147,538.00	54,773.60	2,500.00	174,430.52
231 CLEVNET	926,146.62	5,469,564.41	4,924,219.74	282,380.08	1,189,111.21
251 OLBDP-Library for the Blind	52,461.90	1,508,194.00	1,447,578.64	12,281.78	100,795.48
254 MyCom	33,938.93	132,001.60	140,212.08	1,776.60	23,951.85
256 Learning Centers	49,264.60	25,000.00	52,902.93	2,587.60	18,774.07
257 Tech Centers	170,000.00	10,000.00	180,000.00	0.00	0.00
258 Early Literacy	94,400.93	150,000.00	234,063.45	10,337.48	0.00
259 Rice Solar Panel System	0.00	114,187.46	0.00	114,006.23	181.23
Total Special Revenue Funds	\$ 19,102,200.53	\$ 10,199,432.05	\$ 9,061,888.16	\$ 747,184.41	\$ 19,492,560.01

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2019

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
301 Debt Service	0.00	8,660,878.01	5,767,702.06	0.00	2,893,175.95
Total Debt Service Fund	\$ 0.00	\$ 8,660,878.01	\$ 5,767,702.06	\$ 0.00	\$ 2,893,175.95
401 Building & Repair	5,532,079.99	70,052.71	3,411,178.77	171,809.75	2,019,144.18
402 Construction - Tax-Exempt	0.00	53,437,301.03	847,129.93	2,632,906.00	49,957,265.10
403 Construction - Taxable	0.00	9,044,632.11	34,378.23	0.00	9,010,253.88
Total Capital Project Funds	\$ 5,532,079.99	\$ 62,551,985.85	\$ 4,292,686.93	\$ 2,804,715.75	\$ 60,986,663.16
501 Abel	271,024.22	33,618.05	0.00	0.00	304,642.27
502 Ambler	2,757.40	340.83	0.00	0.00	3,098.23
503 Beard	163,891.13	15,000.27	86,904.36	21,909.64	70,077.40
504 Klein	6,521.81	803.81	0.00	0.00	7,325.62
505 Malon/Schroeder	324,456.49	37,149.41	3,562.43	0.00	358,043.47
506 McDonald	228,826.19	27,670.57	6,158.55	2,170.00	248,168.21
507 Ratner	110,935.10	13,593.40	0.00	0.00	124,528.50
508 Root	47,757.00	5,943.74	0.00	0.00	53,700.74
509 Suganman	218,704.11	24,457.78	906.00	0.00	242,255.89
510 Thompson	178,304.90	21,123.25	24,583.91	0.00	174,844.24
511 Weidenthal	8,080.50	991.17	0.00	0.00	9,071.67
512 White	2,523,609.44	308,462.19	39,625.91	16,144.67	2,776,301.05
513 Beard Anna Young	96,088.62	10,363.63	0.00	0.00	106,452.25
Total Permanent Funds	\$ 4,180,956.91	\$ 499,518.10	\$ 161,741.16	\$ 40,224.31	\$ 4,478,509.54
901 Unclaimed Funds	5,400.04	3,310.77	1,125.01	0.00	7,585.80
905 CLEVNET Fines & Fees	6,695.06	85,096.95	86,174.89	0.00	5,617.12
Total Agency Funds	\$ 12,095.10	\$ 88,407.72	\$ 87,299.90	\$ 0.00	\$ 13,202.92
Total All Funds	\$ 51,518,763.72	\$ 146,226,552.11	\$ 75,710,253.80	\$ 8,775,943.35	\$ 113,259,118.68

Cleveland Public Library
Year-To-Date Budget Report
Construction - Tax-Exempt Fund 402
For the Period Ending December 31, 2019

		Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400	Investment Earnings (Capital)	0.00	-98,100.00	-100,916.63	0.00	2,816.63
	Investment Earnings	0.00	-98,100.00	-100,916.63	0.00	2,816.63
55300	Construction/Improvements	0.00	6,399,365.53	510,745.53	2,632,906.00	3,255,714.00
	Capital Outlay	0.00	6,399,365.53	510,745.53	2,632,906.00	3,255,714.00
56510	Bond Counsel Fees	0.00	72,661.29	72,661.29	0.00	0.00
56520	Municipal Advisor Fees	0.00	43,596.77	43,596.77	0.00	0.00
56530	Rating Fees	0.00	33,766.13	33,766.13	0.00	0.00
56540	Note Registrar/Trustee Fees	0.00	2,265.32	2,265.32	0.00	0.00
56550	Underwriters Fees	0.00	182,812.63	182,812.63	0.00	0.00
56560	Printing/Distribution Expenses	0.00	1,282.26	1,282.26	0.00	0.00
	Debt Service	0.00	336,384.40	336,384.40	0.00	0.00
49510	PLF Notes Issued	0.00	-53,000,000.00	-53,000,000.00	0.00	0.00
49520	Premium on PLF Notes Issued	0.00	336,384.40	-336,384.40	0.00	0.00
	Notes Issued	0.00	-53,336,384.40	-53,336,384.40	0.00	0.00
	Transfers	0.00	0.00	0.00	0.00	0.00
	TOTAL Revenues	0.00	-53,434,484.40	-53,437,301.03		2,816.63
	TOTAL Expenditures	0.00	6,735,749.93	847,129.93	2,632,906.00	3,255,714.00
				Prior Fund Balance	0.00	
				Change in Fund Balance	52,590,171.10	
				Current Fund Balance	52,590,171.10	

Cleveland Public Library
Year-To-Date Budget Report
Construction - Taxable Fund 403
For the Period Ending December 31, 2019

	Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400 Investment Earnings (Capital)	0.00	-11,000.00	-10,253.88	0.00	-746.12
Investment Earnings	0.00	-11,000.00	-10,253.88	0.00	-746.12
56510 Bond Counsel Fees	0.00	12,338.71	12,338.71	0.00	0.00
56520 Municipal Advisor Fees	0.00	7,403.23	7,403.23	0.00	0.00
56530 Rating Fees	0.00	5,733.87	5,733.87	0.00	0.00
56540 Note Registrar/Trustee Fees	0.00	384.68	384.68	0.00	0.00
56550 Underwriters Fees	0.00	8,300.00	8,300.00	0.00	0.00
56560 Printing/Distribution Expenses	0.00	217.74	217.74	0.00	0.00
Debt Service	0.00	34,378.23	34,378.23	0.00	0.00
49510 PLF Notes Issued	0.00	-9,000,000.00	-9,000,000.00	0.00	0.00
49520 Premium on PLF Notes Issued	0.00	-34,378.23	-34,378.23	0.00	0.00
Notes Issued	0.00	-9,034,378.23	-9,034,378.23	0.00	0.00
Transfers	0.00	0.00	0.00	0.00	0.00
TOTAL Revenues	0.00	-9,045,378.23	-9,044,632.11		-746.12
TOTAL Expenditures	0.00	34,378.23	34,378.23	0.00	0.00
			Prior Fund Balance	0.00	
			Change in Fund Balance	9,010,253.88	
			Current Fund Balance	9,010,253.88	

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending December 31, 2019**

Balance of All Funds	\$ 122,035,062.03
Huntington - Checking	7,886.71
KeyBank - Checking (ZBA)	(429,742.71)
KeyBank - FSAAccount	5,207.19
Petty Cash	320.00
Change Fund	1,620.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	\$(414,453.29)
Huntington Escrow Account	114,187.46
U.S. Bank - 2019A-Money Market	2,306,300.22
U.S. Bank - 2019B-Money Market	22,679.50
U.S. Bank - Investments	34,452,683.84
U.S. Bank - Inv - Money Market	57,427.20
U.S. Bank - Series 2019A Notes	50,793,364.21
U.S. Bank - Series 2019B Notes	8,987,361.74
Huntington Trust -Money Market	2,893,175.95
STAR Ohio Investment	1,307,095.09
STAR Plus Program	82.93
Investments	\$ 100,934,358.14
PNC- Endowment Account	21,515,157.18
Endowment Account	\$ 21,515,157.18
Cash in Banks and On Hand	\$ 122,035,062.03

Total portfolio value

Total portfolio value on December 31	\$25,755,176.59
Total portfolio value on December 1	25,249,332.06
Total change in value	\$505,844.53

www.pnc.com

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Investment policy and market outlook

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

Bulletin board

Enclosed is an insert addressing expense ratios on mutual funds available through PNC Bank, N.A. This enclosure provides important information about fund level compensation paid to PNC and its affiliates. Additional information about these fees is available in each fund's prospectus. To obtain a copy of a prospectus, contact your PNC Institutional Asset Management investment advisor.

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


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NOTICE OF LIMITATION OF LIABILITY - Trust Accounts

An action for breach of trust based on matters disclosed in a trust accounting or other written reports of the trustee - such as this statement - may be subject to a statute of limitations under the laws of the state governing the trust, which limits your right to sue, measured from the date the trust accounting, statement, or written report is sent, delivered, given, furnished or received, as listed in the following chart. For purposes of this notice, to the extent permitted by applicable law, you are deemed to act as representative of (a) all minor, unborn, unknown or unascertained members of each class of trust beneficiaries of which you are a member and all members of each class of trust beneficiaries for which you are permitted to act; (b) all potential appointees of any power of appointment you hold, and any other beneficiaries from the default of the exercise of the power; and (c) your minor and unborn descendants. In other words, to the extent allowable, you are representing all other persons who may someday have rights under the Trust. If Pennsylvania law governs the trust, you have 30 days in which to decline to act as a representative by giving written notice to PNC. If you have questions regarding your rights, please contact your attorney.

AL: 2 years from date sent	DC: 1 year from date sent	IL: 3 years from date furnished	MD: 1 year from date sent	NJ: 6 months from date sent	TN: 1 year from date given
AZ: 1 year from date sent	DE: 2 years from date sent	IN: 3 years from receipt	MI: 1 year from date sent	OH: 2 years from date sent	VA: 1 year from date sent
CA: 3 years from receipt	FL: 6 months from receipt	KY: 1 year from date sent	MN: 3 years from date sent	PA: 6 months from date sent	WA: 1 year from delivery
CO: 3 years from receipt	GA: 2 years from receipt	MA: 6 months from receipt	MO: 1 year from date sent	SC: 1 year from date sent	WI: 1 year from date sent

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

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

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Summary

Portfolio value

Income		Principal		Total	
Income on December 31	\$406,754.87	Principal on December 31	\$25,348,421.72	Total portfolio value on December 31	\$25,755,176.59
Income on December 1	371,838.20	Principal on December 1	24,877,493.86	Total portfolio value on December 1	25,249,332.06
Change in value	\$34,916.67	Change in value	\$470,927.86	Total change in value	\$505,844.53

Portfolio value by asset class

Income	Value Dec. 31	Value Dec. 1	Change in value	Tax cost*
Cash and cash equivalents	\$406,754.87	\$371,838.20	\$34,916.67	\$406,754.87
Principal	Value Dec. 31	Value Dec. 1	Change in value	Tax cost*
Cash and cash equivalents	\$1,033,754.34	\$914,970.75	\$118,783.59	\$1,033,754.34
Fixed income	6,272,664.30	6,276,619.87	- 3,955.57	6,256,388.55
Equities	16,258,400.35	15,874,536.08	383,864.27	11,877,735.42
Alternative investments	1,783,602.73	1,811,367.16	- 27,764.43	1,940,524.00
Total	\$25,755,176.59	\$25,249,332.06	\$505,844.53	\$21,515,157.18

* 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 Leah Fisher your Account Advisor.

Summary

Change in account value

	This period	From Jan. 1, 2019
Beginning account value	\$25,278,924.41	\$22,501,009.11
Additions		
Asset contributions	-	\$2,909,676.78
Investment income	147,465.94	680,941.81
Other receipts	-	1,034.91
Disbursements		
Cash distributions	-	-\$838,000.00
Asset distributions	-	-2,909,677.42
Fees and charges	-24,283.98	-100,145.75
Other disbursements	-	-910,775.00
Account to account transfers	-	838,000.00
Change in value of investments	382,662.57	3,623,500.71
Net accrued income	14,985.00	4,188.79
Ending account value	\$25,799,753.94	\$25,799,753.94

Gain/loss summary

	Net realized gain/loss		Net unrealized gain/loss* Since acquisition
	This period	From Jan. 1, 2019	
Fixed income	\$766.90	\$828.37	\$16,275.75
Equities	3,317.70	1,868,245.51	4,380,664.93
Alternative inv	-	-	-156,921.27
Total	\$4,084.60	\$1,869,073.88	\$4,240,019.41

* 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 Leah Fisher your Account Advisor.

Accrued income summary

Accrued income on December 31	\$44,577.35
Accrued income on December 01	29,592.35
Net accrued income	\$14,985.00

Investment income summary

	This period	From Jan. 1, 2019	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$1,343.89	\$22,825.59	\$21,731.26	\$1,694.74
Interest-fixed income	24,849.95	207,146.85	213,484.30	24,414.49
Dividends-equities	97,899.63	420,163.29	267,960.26	5,350.39
Income-alternative investments	23,372.47	30,806.08	15,906.42	13,117.73
Total	\$147,465.94	\$680,941.81	\$519,082.24	\$44,577.35

Summary

Transaction summary - measured by cash balance

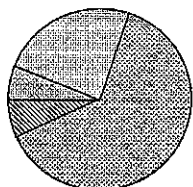
	Income		Principal	
	This period	From Jan. 1, 2019	This period	From Jan. 1, 2019
Beginning cash balance	\$54,239.41	\$0.00	-\$54,239.41	\$0.00
Additions				
Investment income	\$137,406.03	\$543,521.42	\$10,059.91	\$137,420.39
Sales and maturities	14,971.13	1,370,235.14	133,870.84	12,491,756.28
Transfers within account	-	-	78,205.38	78,205.38
Other receipts	-	-	-	1,034.91
Disbursements				
Distributions	-	-	-	-\$838,000.00
Purchases	- 108,773.28	- 829,351.50	- 163,250.65	- 12,703,695.89
Transfers within account	- 78,205.38	- 78,205.38	-	-
Fees and charges	- 24,283.98	- 100,145.75	-	-
Other disbursements	-	- 910,700.00	-	- 75.00
Account to account transfers	-	-	-	838,000.00
Ending cash balance	-\$4,646.07	-\$4,646.07	\$4,646.07	\$4,646.07
Change in cash	-\$58,885.48	-\$4,646.07	\$58,885.48	\$4,646.07

Transaction summary - measured by tax cost

	This period	From Jan. 1, 2019
Beginning tax cost	\$21,387,890.62	\$19,975,027.27
Additions		
Purchases	\$272,023.93	\$13,533,047.39
Securities received		3,363,680.11
Disbursements		
Sales	-\$144,757.37	-\$11,992,917.54
Securities delivered		- 3,363,680.05
Change in cash		
Ending tax cost	\$21,515,157.18	\$21,515,157.18

Analysis

Asset allocation



	Dec. 31, 2019
Cash and cash equivalents	5.59 %
Mutual funds	5.59 %
Fixed income	24.36 %
Corporate	3.52 %
US treasury	6.74 %
Agency	2.01 %
Mutual funds	11.84 %
Mortgages	0.25 %
Equities	63.13 %
Stock	18.98 %
Etf's	31.60 %
Mutual funds	12.55 %
Alternative investments	6.93 %
Mutual funds	6.93 %

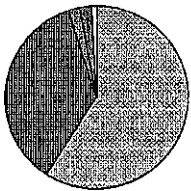
Equity sectors

	Market value	% of equities	% of total portfolio
Industrials	\$461,247.73	9.44 %	1.79 %
Consumer discretionary	528,873.64	10.82 %	2.05 %
Consumer staples	308,099.83	6.30 %	1.20 %
Energy	169,481.05	3.47 %	0.66 %
Financial	721,814.19	14.77 %	2.80 %
Materials	232,866.69	4.76 %	0.90 %
Information technology	1,259,204.75	25.76 %	4.89 %
Real estate	231,704.27	4.74 %	0.90 %
Utilities	23,652.27	0.48 %	0.09 %
Health care	674,123.70	13.79 %	2.62 %
Telecommunication services	277,589.35	5.68 %	1.08 %
Total	\$4,888,657.47	100.00 %	18.98 %

Analysis

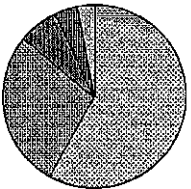
Bond analysis

Bond rating



	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$1,911,340.30	59.31 %	7.42 %
Moody's Aa1	25,749.00	0.80 %	0.10 %
Moody's Aa2	61,740.75	1.92 %	0.24 %
Moody's Aa3	56,307.05	1.75 %	0.22 %
Other	1,167,665.25	36.23 %	4.53 %

Maturity schedule



Market value [% of bonds maturing in]	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	2.96 %	\$95,330.40 [100.00 %]	- [-]	- [-]	- [-]
1 - 5 years	58.27 %	449,701.80 [23.95 %]	1,428,107.60 [76.05 %]	- [-]	- [-]
6 - 10 years	27.73 %	361,210.05 [40.42 %]	468,956.64 [52.48 %]	- [-]	63,436.80 [7.10 %]
11 - 15 years	7.11 %	- [-]	229,246.78 [100.00 %]	- [-]	- [-]
16 or more years	3.94 %	- [-]	126,812.28 [100.00 %]	- [-]	- [-]

Detail

Portfolio - income

Cash and cash equivalents

Uninvested cash

Description	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
UNINVESTED CASH		- 4,646.070	\$1.0000	- 0.02 %	- \$4,646.07	\$1.00			

Mutual funds - money market

Description	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
FEDERATED GOVERNMENT OBL-SEL FD # 07 21-75-073-4453885	\$302,627.66	411,400.940	\$411,400.94	1.60 %	\$411,400.94	\$1.00	1.51 %	\$6,206.32	\$417.12
FEDERATED GOVERNMENT OBL-SEL FD # 07 PNC CAPITAL ADVISORS	14,971.13	1.0000	1.0000	0.01 %					19.71
FEDERATED GOVERNMENT OBL-SEL FD # 07 ARISTOTLE CAPITAL MANAGEMENT		1.0000	1.0000	0.01 %					2.05
FEDERATED GOVERNMENT OBL-SEL FD # 07 GW&K INVESTMENT MANAGEMENT		1.0000	1.0000	0.01 %					0.42
Total mutual funds - money market			\$411,400.94	1.60 %	\$411,400.94		1.51 %	\$6,206.32	\$439.30
Total cash and cash equivalents			\$406,754.87	1.58 %	\$406,754.87		1.53 %	\$6,206.32	\$439.30

Detail

Portfolio - principal

Cash and cash equivalents

Uninvested cash

Description	Market value last period Quantity	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit	Current						
UNINVESTED CASH	4,646.070	\$4,646.07 \$1.0000		0.02 %	\$4,646.07 \$1.00				

Mutual funds - money market

Description	Market value last period Quantity	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Current price per unit	Current						
FEDERATED GOVERNMENT OBL-SEL FD # 07 21-75-073-4453885	\$866,490.35 876,550.260	\$876,550.26 \$1.0000		3.41 %	\$876,550.26 \$1.00		1.51 %	\$13,223.48	\$1,107.81
FEDERATED GOVERNMENT OBL-SEL FD # 07 PNC CAPITAL ADVISORS	22,060.780	22,060.78 1.0000		0.09 %	22,060.78 1.00		1.51 %	332.80	
FEDERATED GOVERNMENT OBL-SEL FD # 07	49,813.07 86,360.030	86,360.03 1.0000		0.34 %	86,360.03 1.00		1.51 %	1,302.81	85.11
ARISTOTLE CAPITAL MANAGEMENT FEDERATED GOVERNMENT OBL-SEL FD # 07	24,572.89 24,453.120	24,453.12 1.0000		0.10 %	24,453.12 1.00		1.51 %	368.90	31.18
EDGEWOOD MGMT FEDERATED GOVERNMENT OBL-SEL FD # 07	28,333.85 19,684.080	19,684.08 1.0000		0.08 %	19,684.08 1.00		1.51 %	296.95	31.34
GW&K INVESTMENT MANAGEMENT									
Total mutual funds - money market		\$1,029,108.27		4.00 %	\$1,029,108.27		1.51 %	\$15,524.94	\$1,255.44
Total cash and cash equivalents		\$1,033,754.34		4.01 %	\$1,033,754.34		1.50 %	\$15,524.94	\$1,255.44

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
AMERICAN EXPRESS CREDIT SER MTN CALL 04/03/2027 03.300% DUE 05/03/2027 RATING: A2 {0258MOEL9} PNC CAPITAL ADVISORS	\$21,419.20	20,000	\$21,246.40 \$106.2320	0.09 %	\$19,754.80 \$98.77	\$1,491.60	3.11 %	\$660.00	\$106.33
AMERIPRISE FINANCIAL INC UNSC 03.000% DUE 03/22/2022 RATING: A3 {03076CAJ5} PNC CAPITAL ADVISORS	20,421.80	20,000	20,458.40 102.2920	0.08 %	20,063.40 100.32	395.00	2.94 %	600.00	165.00
APPLE INC UNSC 02.400% DUE 05/03/2023 RATING: AA1 {037833AK6} PNC CAPITAL ADVISORS	10,152.50	10,000	10,170.60 101.7060	0.04 %	9,071.90 90.72	1,098.70	2.36 %	240.00	38.67
APPLE INC CALL 12/09/2023 UNSC 03.000% DUE 02/09/2024 RATING: AA1 {037833CG3} PNC CAPITAL ADVISORS	15,583.95	15,000	15,578.40 103.8560	0.07 %	14,993.40 99.96	585.00	2.89 %	450.00	177.50
ATMOS ENERGY CORP CALL 03/15/2027 UNSC 03.000% DUE 06/15/2027 RATING: A1 {049560AN5} PNC CAPITAL ADVISORS	15,587.10	15,000	15,481.95 103.2130	0.07 %	15,614.55 104.10	- 132.60	2.91 %	450.00	20.00

Detail

Fixed income

Corporate bonds

Description [Cusip]	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
AVALONBAY COMMUNITIES IN SR UNSEC CALL 07/01/20 @100 03.625% DUE 10/01/2020 RATING: A3 (05348EAS8) PNC CAPITAL ADVISORS	25,233.00	25,200.50	0.10 %	26,572.00 106.29	- 1,371.50	3.60 %	906.25	226.56
BB&T CORPORATION SER MTN CALL 11/06/2023 03.750% DUE 12/06/2023 RATING: A3 (05531FBF9) PNC CAPITAL ADVISORS	26,412.75	26,520.75	0.11 %	24,961.50 99.85	1,559.25	3.54 %	937.50	65.10
BANK OF AMERICA CORP SR UNSEC CALL 01/23/25 @ 100 VAR% DUE 01/23/2026 RATING: A2 (06051GGZ6) PNC CAPITAL ADVISORS	26,092.50	26,150.00	0.11 %	25,000.00 100.00	1,150.00	3.25 %	848.45	372.38
BANK AMER CORP VAR% DUE 05/17/2022 RATING: A2 (06051GHH5) PNC CAPITAL ADVISORS	10,209.30	10,200.90	0.04 %	10,000.00 100.00	200.90	3.41 %	347.04	42.42
BANK OF MONTREAL SEDOL 2GSR702 ISIN US06367WJM64 02.900% DUE 03/26/2022 RATING: A2 (06367WJM6) PNC CAPITAL ADVISORS	10,195.20	10,195.80	0.04 %	10,230.50 102.31	- 34.70	2.85 %	290.00	76.53

Detail

**Fixed income
Corporate bonds**

Description (Cusip)	Market value last period		Current market value		% of total portfolio	Total tax cost		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity		Current price per unit			Avg. tax cost per unit					
BANK OF NEW YORK MELLON CALL 04/15/2024 @ 100.000 UNSC 03.400% DUE 05/15/2024 RATING: A1 (06406HCV9) PNC CAPITAL ADVISORS	10,556.20		10,543.60		0.05 %	9,912.50		631.10	3.23 %	340.00	43.44
BANK OF NOVA SCOTIA SEDOL 2GZR8F7 ISIN US064159QD10 02.375% DUE 01/18/2023 RATING: A2 (064159QD1) PNC CAPITAL ADVISORS	10,114.50		10,150.90		0.04 %	9,995.30		155.60	2.34 %	237.50	107.53
BP CAP MARKETS AMERICA SER * CALL 02/14/2024 03.224% DUE 04/14/2024 RATING: A1 (10373QAY6) PNC CAPITAL ADVISORS	31,194.00		31,322.70		0.13 %	31,271.40		51.30	3.09 %	967.20	206.87
CATERPILLAR INC CALL 06/19/2029 UNSC 02.600% DUE 09/19/2029 RATING: A3 (149123CG4) PNC CAPITAL ADVISORS	15,181.65		15,150.60		0.06 %	15,044.45		106.15	2.58 %	390.00	110.50
COMCAST CORP CALL 08/15/2025 COGT 03.950% DUE 10/15/2025 RATING: A3 (20030NCS8) PNC CAPITAL ADVISORS	16,356.45		16,371.15		0.07 %	14,965.20		1,405.95	3.62 %	592.50	125.08

Detail

Fixed income
Corporate bonds

Description (Cusip)	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
CONNECTICUT LIGHT & PWR SER A CALL 12/15/2026 03.200% DUE 03/15/2027 RATING: A1 {207597EJ0} PNC CAPITAL ADVISORS	21,214.80 20,000	21,129.80 105.6490	0.09 %	21,028.60 105.14	101.20	3.03 %	640.00	508.44
CONSOLIDATED EDISON CO O SER C UNSC VAR% DUE 06/25/2021 RATING: A3 {209111FR9} PNC CAPITAL ADVISORS	15,049.80 15,000	15,040.50 100.2700	0.06 %	15,053.85 100.36	- 13.35	2.57 %	385.34	7.49
CONSOLIDATED EDISON CO O SER D CALL 09/01/2028 04.000% DUE 12/01/2028 RATING: A3 {209111FS7} PNC CAPITAL ADVISORS	16,745.85 15,000	16,668.00 111.1200	0.07 %	14,988.90 99.93	1,679.10	3.60 %	600.00	50.00
JOHN DEERE CAPITAL CORP SER MTN UNSC 03.200% DUE 01/10/2022 RATING: A2 {24422EUQ0} PNC CAPITAL ADVISORS	5,131.95 5,000	5,139.75 102.7950	0.02 %	4,995.20 99.90	144.55	3.12 %	160.00	76.00
JOHN DEERE CAPITAL CORP SER MTN UNSC 02.250% DUE 09/14/2026 RATING: A2 {24422EVB2} PNC CAPITAL ADVISORS	9,990.70 10,000	10,005.80 100.0580	0.04 %	9,975.50 99.76	30.30	2.25 %	225.00	68.13

Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period		Current market value	%	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity		Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss			
DUKE ENERGY INDIANA INC 1ST MORTGAGE 03.750% DUE 07/15/2020 RATING: AA3 (263901AC4) PNC CAPITAL ADVISORS	10,119.70		10,102.30	0.04 %	10,900.90	- 798.60	3.72 %	375.00	172.92
DUKE ENERGY FLORIDA LLC CALL 04/15/2028 MORT 03.800% DUE 07/15/2028 RATING: A1 (26444HAE1) PNC CAPITAL ADVISORS	16,500.30		16,432.35	0.07 %	15,031.80	1,400.55	3.47 %	570.00	262.83
HSBC HOLDINGS PLC SR UNSEC ISIN US404280AK50 SEDOL B61GQ88 05.100% DUE 04/05/2021 RATING: A2 (404280AK5) PNC CAPITAL ADVISORS	20,782.60		20,743.20	0.09 %	20,930.60	- 187.40	4.92 %	1,020.00	243.67
HOME DEPOT INC CALL 03/15/2029 UNSC 02.950% DUE 06/15/2029 RATING: A2 (437076BY7) PNC CAPITAL ADVISORS	10,448.30		10,405.00	0.05 %	9,942.60	462.40	2.84 %	295.00	13.11
INTEL CORP CALL 03/11/2024 UNSC 02.875% DUE 05/11/2024 RATING: A1 (458140BD1) PNC CAPITAL ADVISORS	31,090.50		31,162.20	0.13 %	30,018.75	1,143.45	2.77 %	862.50	119.79

Detail

Fixed income

Corporate bonds

Description (Cusip)	Market value last period Quantity	Current market value Current price per unit	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
JPMORGAN CHASE & CO SR UNSEC VAR% DUE 12/05/2024 RATING: A2 {46647PAY2} PNC CAPITAL ADVISORS	47,875.95 45,000	47,991.15 106.6470	0.19 %	45,026.10 100.06	2,965.05	3.77 %	1,805.40	130.39
JOHNSON & JOHNSON CALL 12/01/2025 @ 100.000 UNSC 02.450% DUE 03/01/2026 RATING: AAA {478160BY9} PNC CAPITAL ADVISORS	20,376.40 20,000	20,311.60 101.5580	0.08 %	19,971.80 99.86	339.80	2.42 %	490.00	163.33
MUFG AMERICAS HLDGS CORP CALL 01/20/2025 @ 100.000 UNSC 03.000% DUE 02/10/2025 RATING: A2 {553794AC2} PNC CAPITAL ADVISORS	15,000	15,302.10 102.0140	0.06 %	15,304.80 102.03	- 2.70	2.95 %	450.00	176.25
MASTERCARD INC CALL 03/01/2029 UNSC 02.950% DUE 06/01/2029 RATING: A1 {57636QAM6} PNC CAPITAL ADVISORS	15,753.45 15,000	15,654.00 104.3600	0.07 %	14,979.30 99.86	674.70	2.83 %	442.50	36.87
MERCK & CO INC CALL 12/07/2028 UNSC 03.400% DUE 03/07/2029 RATING: A1 {58933YAX3} PNC CAPITAL ADVISORS	21,734.40 20,000	21,667.80 108.3390	0.09 %	19,887.60 99.44	1,780.20	3.14 %	680.00	215.33

Detail

**Fixed income
Corporate bonds**

Description [Cusip]	Market value last period	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 (59156RBB3) PNC CAPITAL ADVISORS	16,219.20	16,265.55	108.4370	0.07 %	16,198.95	66.60	4.03 %	655.20	29.12
MORGAN STANLEY UNSC 02.650% DUE 01/27/2020 RATING: A3 (61747YDW2) PNC CAPITAL ADVISORS	30,030.30 30,000	30,009.90 100.0330		0.12 %	30,284.10 100.95	- 274.20	2.65 %	795.00	340.08
ORACLE CORP CALL 04/15/2026 @ 100.000 UNSC 02.650% DUE 07/15/2026 RATING: A1 (68389XBM6) PNC CAPITAL ADVISORS	30,573.30 30,000	30,689.70 102.2990		0.12 %	29,887.20 99.62	802.50	2.60 %	795.00	366.58
PUBLIC STORAGE CALL 06/15/2027 UNSC 03.094% DUE 09/15/2027 RATING: A2 (74460DAC3) PNC CAPITAL ADVISORS	10,488.60 10,000	10,429.50 104.2950		0.05 %	10,084.80 100.85	344.70	2.97 %	309.40	91.10
ROYAL BANK OF CANADA SEDOL ISIN US78013XW204 03.700% DUE 10/05/2023 RATING: A2 (78013XW20) PNC CAPITAL ADVISORS	5,274.45 5,000	5,286.15 105.7230		0.03 %	4,989.60 99.79	296.55	3.50 %	185.00	44.19

Detail

**Fixed income
Corporate bonds**

Description {Cusip}	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
SHELL INTERNATIONAL FIN SEDOL ISIN US822582BD31 03.250% DUE 05/11/2025 RATING: AA2 {822582BD3} PNC CAPITAL ADVISORS	15,812.25 15,000	15,899.70 105.9980	0.07 %	15,868.05 105.79	31.65	3.07 %	487.50	67.71
SHELL INTERNATIONAL FIN SEDOL ISIN US822582BG61 02.125% DUE 05/11/2020 RATING: AA2 {822582BG6} PNC CAPITAL ADVISORS	30,038.10 30,000	30,017.70 100.0590	0.12 %	29,936.40 99.79	81.30	2.13 %	637.50	88.54
SIERRA PACIFIC POWER CO CALL 02/01/2026 MORT 02.600% DUE 05/01/2026 RATING: A2 {826418BM6} PNC CAPITAL ADVISORS	20,238.40 20,000	20,112.60 100.5630	0.08 %	18,661.40 93.31	1,451.20	2.59 %	520.00	86.67
SUMITOMO MITSUI FINL GRP SEDOL BZ1H048 ISIN US86562MAU45 02.778% DUE 10/18/2022 RATING: A1 {86562MAU4} PNC CAPITAL ADVISORS	20,351.40 20,000	20,372.20 101.8610	0.08 %	19,959.25 99.80	412.95	2.73 %	555.60	112.66
TORONTO-DOMINION BANK SER MTN UNSC VAR% DUE 12/01/2022 RATING: AA3 {89114QCE6} PNC CAPITAL ADVISORS	10,027.70 10,000	10,055.20 100.5520	0.04 %	10,000.00 100.00	55.20	0.75 %	74.56	6.21

Detail

Fixed income

Corporate bonds

Description (Cusip)	Market value last period Quantity	Current market value Current price per unit	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
TOYOTA MOTOR CREDIT CORP SER GMTN UNSC 03.450% DUE 09/20/2023 RATING: AA3 {89236TFN0} PNC CAPITAL ADVISORS	21,044.60 20,000	21,048.00 105.2400	0.09 %	19,960.80 99.80	1,087.20	3.28 %	690.00	193.58
US BANCORP CALL 05/30/2029 SUB 03.000% DUE 07/30/2029 RATING: A1 {91159HHW3} PNC CAPITAL ADVISORS	15,499.80 15,000	15,494.55 103.2970	0.07 %	14,998.65 99.99	495.90	2.91 %	450.00	190.00
WALMART INC CALL 05/08/2026 UNSC 03.050% DUE 07/08/2026 RATING: AA2 {931142EM1} PNC CAPITAL ADVISORS	15,811.50 15,000	15,823.35 105.4890	0.07 %	14,980.20 99.87	843.15	2.90 %	457.50	219.85
WELLS FARGO & COMPANY SER MTN SUB 04.100% DUE 06/03/2026 RATING: A3 {94974BFY1} PNC CAPITAL ADVISORS	10,804.30 10,000	10,784.10 107.8410	0.05 %	10,120.65 101.21	663.45	3.81 %	410.00	31.89
WELLS FARGO & COMPANY SER MTN UNSC 03.300% DUE 09/09/2024 RATING: A2 {94974BGA2} PNC CAPITAL ADVISORS	20,863.20 20,000	20,960.60 104.8030	0.09 %	20,026.15 100.13	934.45	3.15 %	660.00	205.33

Detail

**Fixed income
Corporate bonds**

Description (Cusip)	Market value last period Quantity	Current market value Current price per unit	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
WESTPAC BANKING CORP SEDOL ISIN US961214DU48 02.650% DUE 01/25/2021 RATING: AA3 {961214DU4} PNC CAPITAL ADVISORS	15,105.75 15,000	15,101.55 100.6770	0.06 %	14,989.65 99.93	111.90	2.64 %	397.50	172.25
XILINX INC UNSC 03.000% DUE 03/15/2021 RATING: A3 {983919AH4} PNC CAPITAL ADVISORS	15,185.70 15,000	15,190.50 101.2700	0.06 %	15,016.05 100.11	174.45	2.97 %	450.00	132.50
Total corporate bonds		\$846,039.05	3.29 %	\$821,449.10	\$24,589.95	3.05 %	\$25,786.94	\$6,506.72

Treasury bonds

Description (Cusip)	Market value last period Quantity	Current market value Current price per unit	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
USATREASURY NOTES 02.000% DUE 02/28/2021 RATING: AAA {912828B90} PNC CAPITAL ADVISORS	\$170,617.10 160,000	\$160,656.00 \$100.4100	0.63 %	\$159,750.00 \$99.84	\$906.00	2.00 %	\$3,200.00	\$1,075.56
USA TREASURY NOTES 02.375% DUE 08/15/2024 RATING: AAA {912828D56} PNC CAPITAL ADVISORS	346,148.80 340,000	350,414.20 103.0630	1.37 %	342,368.70 100.70	8,045.50	2.31 %	8,075.00	3,050.56

Detail

Treasury bonds

Description (Cusip)	Market value last period		Current market value	%	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity		Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss			
USA TREASURY NOTES 02.125% DUE 09/30/2021 RATING: AAA (912828F21) PNC CAPITAL ADVISORS	242,016.00 240,000		242,148.00 100.8950	0.95 %	237,025.01 98.76	5,122.99	2.11 %	5,100.00	1,289.17
USA TREASURY NOTES 02.250% DUE 11/15/2025 RATING: AAA (912828M56) PNC CAPITAL ADVISORS	20,620.40 15,000		15,408.45 102.7230	0.06 %	14,644.33 97.63	764.12	2.20 %	337.50	43.13
USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9) PNC CAPITAL ADVISORS	230,135.70 250,000		250,235.00 100.0940	0.98 %	244,222.25 97.69	6,012.75	1.63 %	4,062.50	1,534.72
USA TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA (912828VS6) PNC CAPITAL ADVISORS	123,792.00 120,000		123,595.20 102.9960	0.48 %	118,175.78 98.48	5,419.42	2.43 %	3,000.00	1,133.33
USA TREASURY NOTE 01.875% DUE 01/31/2022 RATING: AAA (912828V72) PNC CAPITAL ADVISORS	130,670.80 145,000		145,849.70 100.5860	0.57 %	141,603.32 97.66	4,246.38	1.87 %	2,718.75	1,140.36
USA TREASURY NOTES 02.500% DUE 05/15/2024 RATING: AAA (912828WJ5) PNC CAPITAL ADVISORS	145,206.60 150,000		155,209.50 103.4730	0.61 %	151,589.45 101.06	3,620.05	2.42 %	3,750.00	484.20
USA TREASURY NOTES 02.375% DUE 05/15/2027 RATING: AAA (912828X88) PNC CAPITAL ADVISORS	83,603.20 80,000		82,984.80 103.7310	0.33 %	76,059.57 95.07	6,925.23	2.29 %	1,900.00	242.78

Detail

Treasury bonds

Description (Cusip)	Market value last period		Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
USA TREASURY NOTES TREASURY INFLATION PROTECT SECS 00.375% DUE 07/15/2027 RATING: N/A {9128282L3} PNC CAPITAL ADVISORS	42,714.63		42,965.58	0.17 %	40,171.26	2,794.32	0.36 %	153.92	71.11
			107.4140		100.43				
USA TREASURY NOTES 02.875% DUE 05/15/2028 RATING: AAA {9128284N7} PNC CAPITAL ADVISORS	141,415.30		140,019.10	0.55 %	138,787.28	1,231.82	2.67 %	3,737.50	481.27
	130,000		107.7070		106.76				
USA TREASURY NTS 02.375% DUE 05/15/2029 RATING: AAA {9128286T2} PNC CAPITAL ADVISORS	26,277.25		26,003.00	0.11 %	26,375.00	- 372.00	2.29 %	593.75	76.67
	25,000		104.0120		105.50				
Total treasury bonds			\$1,735,488.53	6.74 %	\$1,690,771.95	\$44,716.58	2.11 %	\$36,628.92	\$10,622.86

Agency bonds

Description (Cusip)	Market value last period		Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
FEDERAL NATL MTG ASSN UNSC 01.875% DUE 09/24/2026 RATING: AAA {313560Q22} PNC CAPITAL ADVISORS	\$75,393.75		\$74,865.75	0.30 %	\$70,862.85	\$4,002.90	1.88 %	\$1,406.25	\$378.91
	75,000		\$99.8210		\$94.48				
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A {3138A5FF4} PNC CAPITAL ADVISORS	17,788.57		17,612.76	0.07 %	17,584.70	28.06	3.73 %	656.70	56.55
	16,417.560		107.2800		107.11				

Detail

Agency bonds

Description (Cusip)	Market value last period		Current market value	%	Total tax cost		Current	Estimated	Accrued
	Quantity	price per unit	Current	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	yield	annual income	income
FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 RATING: N/A (3138EGUC6) PNC CAPITAL ADVISORS	8,452.28	8,227.44	103.6020	0.04 %	8,458.75	- 231.31	3.38 %	277.95	23.93
FEDERAL NATL MTG ASSN POOL AS5327 03.000% DUE 07/01/2030 RATING: N/A (3138WE4M8) PNC CAPITAL ADVISORS	39,383.55	38,800.05	103.1460	0.16 %	38,864.15	- 64.10	2.91 %	1,128.50	97.18
FEDERAL NATL MTG ASSN POOL AS8018 03.000% DUE 09/01/2031 RATING: N/A (3138WH4C3) PNC CAPITAL ADVISORS	30,533.41	30,191.81	103.1470	0.12 %	30,240.25	- 48.44	2.91 %	878.12	75.62
FEDERAL NATL MTG ASSN POOL BC4777 02.500% DUE 10/01/2031 RATING: N/A (3140F0JX3) PNC CAPITAL ADVISORS	36,640.48	36,091.64	101.3430	0.15 %	36,436.91	- 345.27	2.47 %	890.33	76.67
FEDERAL NATL MTG ASSN POOL BM3954 02.500% DUE 12/01/2028 RATING: N/A (3140J8MC4) PNC CAPITAL ADVISORS	48,075.68	47,143.23	101.3370	0.19 %	45,561.73	1,581.50	2.47 %	1,163.03	100.15
FEDERAL NATL MTG ASSN POOL BM4202 03.500% DUE 12/01/2029 RATING: N/A (3140J8U43) PNC CAPITAL ADVISORS	32,103.25	31,339.29	104.0160	0.13 %	31,400.38	- 61.09	3.37 %	1,054.53	90.81

Detail

Agency bonds

Description (Cusip)	Market value last period		Current market value	%	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity		price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss			
FEDERAL NATL MTG ASSN POOL CA0549 04.000% DUE 10/01/2047 RATING: N/A (3140Q7TF4) PNC CAPITAL ADVISORS	27,820.67	25,647.170	27,004.42	0.11 %	26,861.40	143.02	3.80 %	1,025.89	88.34
FEDERAL NATL MTG ASSN POOL FM0008 03.500% DUE 08/01/2049 RATING: N/A (3140X3AJ7) PNC CAPITAL ADVISORS	15,343.42	14,696.528	15,287.62	0.06 %	15,247.64	39.98	3.37 %	514.38	44.29
FEDERAL NATL MTG ASSN POOL FM1221 03.500% DUE 07/01/2049 RATING: N/A (3140X4LBO) PNC CAPITAL ADVISORS	15,274.92	14,700.856	15,269.49	0.06 %	15,222.28	47.21	3.37 %	514.53	44.31
FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A (31416XJX9) PNC CAPITAL ADVISORS	52,142.70	48,128.014	51,637.99	0.21 %	47,515.14	4,122.85	3.73 %	1,925.12	165.77
FEDERAL NATL MTG ASSN POOL MA2803 02.500% DUE 11/01/2031 RATING: N/A (31418CDH4) PNC CAPITAL ADVISORS	50,092.96	48,791.340	49,446.61	0.20 %	49,060.06	386.55	2.47 %	1,219.78	105.04
FEDERAL NATL MTG ASSN POOL MA3283 03.000% DUE 02/01/2033 RATING: N/A (31418CUH5) PNC CAPITAL ADVISORS	35,459.39	33,942.004	34,937.52	0.14 %	34,806.47	131.05	2.92 %	1,018.26	87.68

Detail

Agency bonds

Description (Cusip)	Market value last period		Current market value	% of total portfolio	Total tax cost		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit	Current price per unit		Avg. tax cost per unit					
FEDERAL NATL MTG ASSN POOL MA3827 02.500% DUE 11/01/2034 RATING: N/A {31418DHD7} PNC CAPITAL ADVISORS	40,101.84	39,417.690	39,779.15 100.9170	0.16 %	39,704.08 100.73	75.07	2.48 %	985.44	84.86	
Total agency bonds			\$517,634.77	2.01 %	\$507,826.79	\$9,807.98	2.83 %	\$14,658.81	\$1,520.11	

Mutual funds - fixed income

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost		Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Price per unit	Current price per unit		Avg. tax cost per unit					
DODGE & COX INCOME FUND (DODIX) FD #147 21-75-073-4453885	\$754,205.53 53,225.514	\$746,753.96 \$14.0300	2.90 %	\$723,996.00 \$13.60	\$22,757.96	3.05 %	\$22,727.29			
METROPOLITAN WEST UNCONSTRAINED (MWCIX) BOND FUND CLASS I FUND #0518 21-75-073-4453885	1,180,724.60 99,137.246	1,180,724.60 11.9100	4.59 %	1,182,461.00 11.93	- 1,736.40	3.89 %	45,900.54 3,481.62			
T ROWE PRICE INSTITUTIONAL (PFFRX) FLOATING RATE FUND FD #430 21-75-073-4453885	568,463.94 57,947.395	572,520.26 9.8800	2.23 %	580,873.00 10.02	- 8,352.74	5.00 %	28,626.01 2,197.87			
TEMPLETON GLOBAL BOND FUND R6 (FBNRX) 21-75-073-4453885	543,679.10 51,533.564	549,863.13 10.6700	2.14 %	628,837.00 12.20	- 78,973.87	6.54 %	35,918.89			
Total mutual funds - fixed income		\$3,049,861.95	11.84 %	\$3,116,167.00	- \$66,305.05	4.37 %	\$133,172.73	\$5,679.49		

Detail

Mortgages

Description [Cusip]	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
FHLMC MULTIFAMILY STRUCTURED P SERIES K067 CLASS A2 03.194% DUE 07/25/2027 RATING: AAA (3137FAWS3) PNC CAPITAL ADVISORS	\$64,059.00 60,000	\$63,436.80 \$105.7280	0.25 %	\$60,183.20 \$100.31	\$3,253.60	3.03 %	\$1,916.40	\$26.62

Asset backed

Description [Cusip]	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
CNH EQUIPMENT TRUST SERIES 2019 C CLASS A3 02.010% DUE 12/16/2024 RATING: AAA (12597CAC1) PNC CAPITAL ADVISORS	\$35,006.30 35,000	\$34,999.65 \$99.9990	0.14 %	\$34,995.93 \$99.99	\$3.72	2.02 %	\$703.50	\$31.27
FIFTH THIRD AUTO TRUST SERIES 2019 1 CLASS A3 02.640% DUE 12/15/2023 RATING: AAA (31680YAD9) PNC CAPITAL ADVISORS	15,193.65 15,000	15,138.15 100.9210	0.06 %	14,996.70 99.98	141.45	2.62 %	396.00	17.60
JOHN DEERE OWNER TRUST SERIES 2019 B CLASS A3 02.210% DUE 12/15/2023 RATING: AAA (477870AC3) PNC CAPITAL ADVISORS	10,054.10 10,000	10,065.40 100.6540	0.04 %	9,997.88 99.98	67.52	2.20 %	221.00	9.82

Total asset backed		\$60,203.20	0.23 %	\$59,990.51	\$212.69	2.19 %	\$1,320.50	\$58.69
Total fixed income		\$6,272,664.30	24.36 %	\$6,256,388.55	\$16,275.75	3.40 %	\$213,484.30	\$24,414.49

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Detail

Equities

Stocks

Consumer discretionary

Description (Symbol)	Market value last period		Current market value	%	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity		Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss			
HELEN OF TROY LIMITED (HELE)	\$6,941.06		\$7,730.97	0.04 %	\$6,774.48	\$956.49			
SEDOL 2419530	43		\$179.7900		\$157.55				
ISIN BMG4388N1065									
GW&K INVESTMENT MANAGEMENT									
JOHNSON CTLS INTL PLC (JCI)	44,885.84		42,664.08	0.17 %	45,816.13	-3,152.05	2.56 %	1,089.92	272.48
SEDOL BY7QL61	1,048		40.7100		43.72				
ISIN IE00BY7QL619									
ARISTOTLE CAPITAL MANAGEMENT									
AMAZON COM INC (AMZN)	66,629.60		68,370.08	0.27 %	56,287.85	12,082.23			
EDGEWOOD MGMT	37		1,847.8400		1,521.29				
BOOKING HOLDINGS INC (BKNG)	45,696.72		49,289.52	0.20 %	47,529.79	1,759.73			
EDGEWOOD MGMT	24		2,053.7300		1,980.41				
CHURCHILL DOWNS INC (CHDN)	11,570.89		12,210.80	0.05 %	10,984.37	1,226.43	0.43 %	51.71	51.71
GW&K INVESTMENT MANAGEMENT	89		137.2000		123.42				
CHUY'S HOLDINGS INC (CHUY)	4,726.48		4,250.88	0.02 %	4,047.52	203.36			
GW&K INVESTMENT MANAGEMENT	164		25.9200		24.68				
FIVE BELOW (FIVE)	12,989.55		13,425.30	0.06 %	13,564.94	-139.64			
GW&K INVESTMENT MANAGEMENT	105		127.8600		129.19				
GRAND CANYON EDUCATION INC (LOPE)	16,015.72		18,008.52	0.07 %	21,095.48	-3,086.96			
GW&K INVESTMENT MANAGEMENT	188		95.7900		112.21				
HOME DEPOT INC (HD)	45,645.57		45,204.66	0.18 %	23,412.72	21,791.94	2.50 %	1,126.08	
ARISTOTLE CAPITAL MANAGEMENT	207		218.3800		113.11				
LENNAR CORP (LEN)	43,663.80		40,838.28	0.16 %	40,544.64	293.64	0.29 %	117.12	
CLASS A	732		55.7900		55.39				
ARISTOTLE CAPITAL MANAGEMENT									
LITHIA MTRS INC (LAD)	17,182.06		15,729.00	0.07 %	14,100.45	1,628.55	0.82 %	128.40	
CL A	107		147.0000		131.78				
GW&K INVESTMENT MANAGEMENT									
NIKE INC (NKE)	99,753.83		108,097.77	0.42 %	98,703.22	9,394.55	0.97 %	1,045.66	261.42
CLASS B	1,067		101.3100		92.51				
EDGEWOOD MGMT									

Detail

Equities

Stocks

Consumer discretionary

Description (Symbol)	Market value last period		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	of total portfolio	Avg. tax cost per unit				
OLLIE'S BARGAIN OUTLET HOLDI (OLLI)	8,632.80		8,620.92	0.04 %	8,403.40	217.52			
GW&K INVESTMENT MANAGEMENT	132		65.3100		63.66				
OXFORD INDUSTRIES INC (OXM)	7,144.32		7,240.32	0.03 %	6,749.75	490.57	1.97 %	142.08	
GW&K INVESTMENT MANAGEMENT	96		75.4200		70.31				
SKYLINE CHAMPION CORP (SKY)	11,944.80		11,412.00	0.05 %	10,930.46	481.54	1.14 %	129.60	
GW&K INVESTMENT MANAGEMENT	360		31.7000		30.36				
SONY CORP AMERICAN SHARE NEW (SNE)	49,450.92		52,972.00	0.21 %	45,908.37	7,063.63	0.40 %	208.77	
SPONSORED ADR	779		68.0000		58.93				
ARISTOTLE CAPITAL MANAGEMENT									
TEXAS ROADHOUSE INC (TXRH)	15,227.70		14,812.16	0.06 %	13,782.57	1,029.59	2.14 %	315.60	
GW&K INVESTMENT MANAGEMENT	263		56.3200		52.41				
WOLVERINE WORLD WIDE INC (WWW)	7,607.70		7,996.38	0.04 %	6,762.04	1,234.34	1.19 %	94.80	23.70
GW&K INVESTMENT MANAGEMENT	237		33.7400		28.53				
Total consumer discretionary			\$528,873.64	2.05%	\$475,398.18	\$53,475.46	0.84 %	\$4,449.74	\$609.31

Consumer staples

Description (Symbol)	Market value last period		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current	of total portfolio	Avg. tax cost per unit				
CENTRAL GARDEN & PET CO (CENT)	\$3,904.24		\$4,598.36	0.02 %	\$4,130.29	\$468.07			
GW&K INVESTMENT MANAGEMENT	148		\$31.0700		\$27.91				
CENTRAL GARDEN AND PET CO (CENTA)	8,728.49		10,246.64	0.04 %	9,207.60	1,039.04			
CLA	349		29.3600		26.38				
GW&K INVESTMENT MANAGEMENT									
COCA COLA CO (KO)	52,492.20		54,409.05	0.22 %	53,254.02	1,155.03	2.90 %	1,572.80	
ARISTOTLE CAPITAL MANAGEMENT	983		55.3500		54.18				
LAUDER ESTEE COS INC (EL)	75,255.95		79,517.90	0.31 %	65,756.97	13,760.93	0.93 %	739.20	
CLA	385		206.5400		170.80				
EDGEWOOD MGMT									
PERFORMANCE FOOD GROUP CO (PFGC)	19,012.24		20,797.92	0.09 %	18,814.28	1,983.64			
GW&K INVESTMENT MANAGEMENT	404		51.4800		46.57				

Detail

<i>Consumer staples</i>		Current market value	%	Total tax cost	Current	Estimated	Accrued
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	annual income	income
TYSON FOODS INC (TSN)	50,338.40	50,982.40	0.20 %	48,044.86	2,937.54	1.85 %	940.80
CLASS A	560	91.0400		85.79			
ARISTOTLE CAPITAL MANAGEMENT							
UNILEVER NV NEW YORK SHARES NEW (UN)	43,531.05	42,003.26	0.17 %	43,898.53	- 1,895.27	2.69 %	1,128.66
SEDOL 2416542	731	57.4600		60.05			
ISIN US9047847093							
ARISTOTLE CAPITAL MANAGEMENT							
VERACYTE INC (VCYT)		8,124.72	0.04 %	8,485.67	- 360.95		
GW&K INVESTMENT MANAGEMENT	291	27.9200		29.16			
WD 40 CO (WDFC)	7,917.51	6,406.62	0.03 %	6,067.27	339.35	1.39 %	88.44
GW&K INVESTMENT MANAGEMENT	33	194.1400		183.86			
WALGREENS BOOTS ALLIANCE INC (WBA)	31,349.60	31,012.96	0.13 %	28,484.95	2,528.01	3.11 %	962.58
ARISTOTLE CAPITAL MANAGEMENT	526	58.9600		54.15			
Total consumer staples		\$308,099.83	1.20 %	\$286,144.44	\$21,955.39	1.76 %	\$5,432.48

<i>Energy</i>		Current market value	%	Total tax cost	Current	Estimated	Accrued
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	annual income	income
CABOT OIL & GAS CORP COM (COG)	\$39,164.58	\$42,776.37	0.17 %	\$44,715.93	- \$1,939.56	2.30 %	\$982.80
ARISTOTLE CAPITAL MANAGEMENT	2,457	\$17.4100		\$18.20			
DRILL-QUIP INC (DRQ)	3,296.28	3,658.98	0.02 %	4,359.73	- 700.75		
GW&K INVESTMENT MANAGEMENT	78	46.9100		55.89			
HALLIBURTON CO (HAL)	23,508.80	20,701.62	0.09 %	16,301.15	4,400.47	2.95 %	609.12
ARISTOTLE CAPITAL MANAGEMENT	846	24.4700		19.27			
MATADOR RESOURCES CO (MTDR)	9,236.48	11,788.32	0.05 %	11,419.84	368.48		
GW&K INVESTMENT MANAGEMENT	656	17.9700		17.41			
PHILLIPS 66 (PSX)	52,771.20	51,248.60	0.20 %	47,437.23	3,811.37	3.24 %	1,656.00
ARISTOTLE CAPITAL MANAGEMENT	460	111.4100		103.12			

Detail

Energy

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
PIONEER NAT RES CO (PXD)	28,891.84		34,209.62	0.14 %	29,304.12	4,905.50	1.17 %	397.76	99.44
ARISTOTLE CAPITAL MANAGEMENT		226	151.3700		129.66				
WPX ENERGY INC (WPX)	3,650.64		5,097.54	0.02 %	4,125.52	972.02			
GW&K INVESTMENT MANAGEMENT		371	13.7400		11.12				
Total energy			\$169,481.05	0.66 %	\$157,663.52	\$11,817.53	2.15 %	\$3,645.68	\$99.44

Financial

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
CHUBB LTD (CB)	\$37,718.52		\$38,759.34	0.16 %	\$39,700.79	-\$941.45	1.93 %	\$747.00	\$186.75
SEDOL B3BQMF6		249	\$155.6600		\$159.44				
ISIN CH0044328745									
ARISTOTLE CAPITAL MANAGEMENT									
AMERISAFE INC (AMSF)	11,356.80		11,093.04	0.05 %	11,264.30	- 171.26	1.52 %	168.00	
GW&K INVESTMENT MANAGEMENT		168	66.0300		67.05				
AMERIPRISE FINANCIAL INC (AMP)	50,799.70		51,639.80	0.21 %	44,909.51	6,730.29	2.33 %	1,202.80	
ARISTOTLE CAPITAL MANAGEMENT		310	166.5800		144.87				
AMERIS BANCORP (ABCB)	12,920.40		12,591.84	0.05 %	11,692.00	899.84	1.42 %	177.60	44.40
GW&K INVESTMENT MANAGEMENT		296	42.5400		39.50				
BOK FINL CORP (BOKF)	25,835.40		27,094.00	0.11 %	24,756.03	2,337.97	2.34 %	632.40	
NEW		310	87.4000		79.86				
ARISTOTLE CAPITAL MANAGEMENT									
BANK OF AMERICA CORP (BAC)	64,940.68		68,643.78	0.27 %	56,666.79	11,976.99	2.05 %	1,403.28	
ARISTOTLE CAPITAL MANAGEMENT		1,949	35.2200		29.08				
CME GROUP INC (CME)	98,729.51		97,750.64	0.38 %	104,701.77	- 6,951.13	1.50 %	1,461.00	2,435.00
A DERIVATIVES EXCHANGE		487	200.7200		214.99				
EDGEWOOD MGMT									
CAPITAL ONE FINANCIAL CORP (COF)	43,804.38		45,074.58	0.18 %	40,067.20	5,007.38	1.56 %	700.80	
ARISTOTLE CAPITAL MANAGEMENT		438	102.9100		91.48				
CATHAY GENERAL BANCORP (CATY)	13,697.04		14,154.60	0.06 %	13,171.48	983.12	3.26 %	461.28	
GW&K INVESTMENT MANAGEMENT		372	38.0500		35.41				
COHEN & STEERS INC (CNS)	12,486.18		9,727.80	0.04 %	8,402.55	1,325.25	2.30 %	223.20	
GW&K INVESTMENT MANAGEMENT		155	62.7600		54.21				

Detail

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
COMMERCE BANCSHARES INC (CBSH)	30,833.80		32,815.02	0.13 %	28,835.51	3,979.51	1.54 %	502.32	
ARISTOTLE CAPITAL MANAGEMENT	483		67.9400		59.70				
CULLEN FROST BANKERS INC (CFR)	26,383.92		27,573.96	0.11 %	24,749.68	2,824.28	2.91 %	800.88	
ARISTOTLE CAPITAL MANAGEMENT	282		97.7800		87.77				
EAST WEST BANCORP INC (EWBC)	29,553.90		31,411.50	0.13 %	28,831.74	2,579.76	2.26 %	709.50	
ARISTOTLE CAPITAL MANAGEMENT	645		48.7000		44.70				
GLACIER BANCORP INC (GBCI)	12,848.05		13,475.07	0.06 %	12,012.50	1,462.57	2.53 %	339.88	
GW&K INVESTMENT MANAGEMENT	293		45.9900		41.00				
HOULIHAN LOKEY INC (HLI)	8,675.94		8,894.34	0.04 %	8,364.27	530.07	2.54 %	225.68	
GW&K INVESTMENT MANAGEMENT	182		48.8700		45.96				
JPMORGAN CHASE & CO (JPM)	42,690.24		45,165.60	0.18 %	13,568.68	31,596.92	2.59 %	1,166.40	
ARISTOTLE CAPITAL MANAGEMENT	324		139.4000		41.88				
MERIDIAN BANCORP INC (EBSB)	5,817.57		5,806.01	0.03 %	5,431.23	374.78	1.60 %	92.48	23.12
GW&K INVESTMENT MANAGEMENT	289		20.0900		18.79				
MITSUBISHI UFJ FINL GRP ADR (MUFG)	23,825.97		24,364.41	0.10 %	23,354.68	1,009.73	3.28 %	798.69	
ARISTOTLE CAPITAL MANAGEMENT	4,487		5.4300		5.21				
PRA GROUP INC (PRAA)	6,998.24		6,933.30	0.03 %	6,774.73	158.57			
GW&K INVESTMENT MANAGEMENT	191		36.3000		35.47				
PACIFIC PREMIER BANCORP INC (PPBI)	9,579.96		9,748.90	0.04 %	9,582.95	165.95	2.70 %	263.12	
GW&K INVESTMENT MANAGEMENT	299		32.6050		32.05				
S&P GLOBAL INC (SPGI)	97,391.20		100,482.40	0.40 %	52,073.84	48,408.56	0.84 %	839.04	
EDGEWOOD MGMT	368		273.0500		141.51				
SEACOAST BANKING CORP OF FLA (SBCF)	9,014.25		9,262.71	0.04 %	8,778.76	483.95			
GW&K INVESTMENT MANAGEMENT	303		30.5700		28.97				
STIFEL FINL CORP (SF)	11,441.16		11,098.95	0.05 %	10,545.47	553.48	0.99 %	109.80	
GW&K INVESTMENT MANAGEMENT	183		60.6500		57.63				
UNITED BANKSHARES INC W VIRGINIA (UBSI)	6,589.38		6,726.84	0.03 %	6,743.60	- 16.76	3.63 %	243.60	60.90
GW&K INVESTMENT MANAGEMENT	174		38.6600		38.76				
WEBSTER FINANCIAL CORP (WBS)	10,517.04		11,525.76	0.05 %	10,453.34	1,072.42	3.00 %	345.60	
GW&K INVESTMENT MANAGEMENT	216		53.3600		48.40				
Total financial			\$721,814.19	2.80 %	\$605,433.40	\$116,380.79	1.89 %	\$13,614.35	\$2,750.17

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	Current price per unit		Avg. tax cost per unit				
MEDTRONIC PLC (MDT)	\$53,467.20	\$54,456.00	0.22 %	\$52,773.10	\$1,682.90	1.91 %	\$1,036.80	\$259.20
SEDOL BTN1Y11	480	\$113.4500		\$109.94				
ISIN IE00BTN1Y115								
ARISTOTLE CAPITAL MANAGEMENT								
ALCON INC (ALC)	35,993.79	36,827.07	0.15 %	38,759.65	- 1,932.58			
SEDOL BJXP41	651	56.5700		59.54				
ISIN CH0432492467								
ARISTOTLE CAPITAL MANAGEMENT								
WRIGHT MEDICAL GROUP N V ORD (WMOI)	10,866.05	8,686.80	0.04 %	5,980.84	2,705.96			
SEDOL BZ2JCC5	285	30.4800		20.99				
ISIN NL0011327523								
GW&K INVESTMENT MANAGEMENT								
ALGN TECHNOLOGY INC (ALGN)	81,260.62	81,758.72	0.32 %	52,766.52	28,992.20			
EDGEWOOD MGMT	293	279.0400		180.09				
AMGEN INC (AMGN)	64,313.28	66,053.18	0.26 %	39,686.23	26,366.95	2.66 %	1,753.60	
ARISTOTLE CAPITAL MANAGEMENT	274	241.0700		144.84				
ATRICURE INC (ATRC)	9,579.50	10,468.22	0.05 %	8,459.42	2,008.80			
GW&K INVESTMENT MANAGEMENT	322	32.5100		26.27				
CANTEL MEDICAL CORP (CMD)	11,611.90	8,508.00	0.04 %	9,691.65	- 1,183.65	0.30 %	25.20	
GW&K INVESTMENT MANAGEMENT	120	70.9000		80.76				
CATALENT INC (CTLT)	18,352.47	19,873.90	0.08 %	18,259.52	1,614.38			
GW&K INVESTMENT MANAGEMENT	353	56.3000		51.73				
DANAHER CORP (DHR)	72,698.04	76,433.04	0.30 %	63,966.47	12,466.57	0.45 %	338.64	84.66
ARISTOTLE CAPITAL MANAGEMENT	498	153.4800		128.45				
GLOBUS MEDICAL INC A (GMED)	23,443.05	24,670.72	0.10 %	21,941.06	2,729.66			
GW&K INVESTMENT MANAGEMENT	419	58.8800		52.37				
ICU MED INC (ICUJ)	9,936.44	9,917.36	0.04 %	8,456.15	1,461.21			
GW&K INVESTMENT MANAGEMENT	53	187.1200		159.55				
ILLUMINA INC (ILMN)	95,265.72	98,526.78	0.39 %	89,473.44	9,053.34			
EDGEWOOD MGMT	297	331.7400		301.26				
INTUITIVE SURGICAL INC (ISRG)	100,793.00	100,495.50	0.40 %	92,455.16	8,040.34			
EDGEWOOD MGMT	170	591.1500		543.85				
LHC GROUP INC (LHCG)	13,073.20	13,500.48	0.06 %	11,586.40	1,914.08			
GW&K INVESTMENT MANAGEMENT	98	137.7600		118.23				

Detail

Health care

Description [Symbol]	Market value last period		Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
NOVARTIS AG (NVS)	44,304.00		45,451.20	0.18 %	41,513.50	3,937.70	1.95 %	884.16	
SPONSORED ADR	480		94.6900		86.49				
ARISTOTLE CAPITAL MANAGEMENT									
SYNEOS HEALTH INC (SYNH)	17,077.01		18,496.73	0.08 %	17,123.60	1,373.13			
GW&K INVESTMENT MANAGEMENT	311		59.4750		55.06				
Total health care			\$674,123.70	2.62 %	\$572,892.71	\$101,230.99	0.60 %	\$4,038.40	\$343.86

Industrials

Description [Symbol]	Market value last period		Current market value	% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
ALLEGION PLC (ALLE)	\$53,533.38		\$55,544.84	0.22 %	\$45,482.21	\$10,062.63	0.87 %	\$481.68	
SEDOL BFRT3W7	446		\$124.5400		\$101.98				
ISIN IE00BFRT3W74									
ARISTOTLE CAPITAL MANAGEMENT									
IHS MARKIT LTD (INFO)	82,603.05		85,672.95	0.34 %	75,334.98	10,337.97			
SEDOL BDDQ558	1,137		75.3500		66.26				
ISIN BMG475671050									
EDGEWOOD MGMT									
AAR CORP (AIR)	10,099.94		10,192.60	0.04 %	9,929.08	263.52	0.67 %	67.80	
GW&K INVESTMENT MANAGEMENT	226		45.1000		43.93				
ALAMO GROUP INC (ALG)	10,561.60		11,550.60	0.05 %	10,968.38	582.22	0.42 %	47.84	
GW&K INVESTMENT MANAGEMENT	92		125.5500		119.22				
ALLEGIAN TRAVEL CO (ALGT)	13,238.94		13,575.12	0.06 %	11,746.12	1,829.00	1.61 %	218.40	
GW&K INVESTMENT MANAGEMENT	78		174.0400		150.59				
GENERAL DYNAMICS CORP (GD)	43,617.60		42,324.00	0.17 %	44,469.23	-2,145.23	2.32 %	979.20	
ARISTOTLE CAPITAL MANAGEMENT	240		176.3500		185.29				
HEARTLAND EXPRESS INC (HTLD)	8,414.13		8,272.65	0.04 %	8,363.08	-90.43	0.39 %	31.44	
GW&K INVESTMENT MANAGEMENT	393		21.0500		21.28				
HELIOS TECHNOLOGIES INC (HLIO)	6,806.56		7,026.96	0.03 %	6,487.13	539.83	0.78 %	54.72	
GW&K INVESTMENT MANAGEMENT	152		46.2300		42.68				
ICF INTERNATIONAL INC (ICFI)	12,472.47		12,735.18	0.05 %	10,947.20	1,787.98	0.62 %	77.84	19.46
GW&K INVESTMENT MANAGEMENT	139		91.6200		78.76				

Detail

<i>Industrials</i>		Current market value	% of total	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Description (Symbol)	Market value last period Quantity	Current price per unit		Avg. tax cost per unit				
JOHN BEAN TECHNOLOGY (JBT)	7,887.60	8,111.52	0.04 %	7,277.91	833.61	0.36 %	28.80	
GW&K INVESTMENT MANAGEMENT	72	112.6600		101.08				
MOBILE MINI INC (MINI)	9,452.04	9,439.59	0.04 %	8,391.52	1,048.07	2.91 %	273.90	
GW&K INVESTMENT MANAGEMENT	249	37.9100		33.70				
OSHKOSH CORPORATION (OSK)	55,180.60	57,736.50	0.23 %	45,449.82	12,286.68	1.27 %	732.00	
CLASS B	610	94.6500		74.51				
ARISTOTLE CAPITAL MANAGEMENT								
PARKER HANNIFIN CORP (PH)	48,305.97	50,014.26	0.20 %	43,282.39	6,731.87	1.72 %	855.36	
ARISTOTLE CAPITAL MANAGEMENT	243	205.8200		178.12				
PATRICK INDUSTRIES INC (PATK)	8,715.52	9,227.68	0.04 %	7,459.92	1,767.76	1.91 %	176.00	
GW&K INVESTMENT MANAGEMENT	176	52.4300		42.39				
PAYLOCITY HOLDING CORP (PCTY)	17,369.44	17,156.44	0.07 %	14,234.08	2,922.36			
GW&K INVESTMENT MANAGEMENT	142	120.8200		100.24				
PRIMORIS SERVICES CORP (PRIM)	9,842.94	9,941.28	0.04 %	8,844.30	1,096.98	1.08 %	107.28	26.82
GW&K INVESTMENT MANAGEMENT	447	22.2400		19.79				
RITCHIE BROS AUCTIONEERS INC (RBA)	15,132.48	15,118.40	0.06 %	13,523.70	1,594.70	1.87 %	281.60	
SEDOL 2202729	352	42.9500		38.42				
ISIN CA7677441056								
GW&K INVESTMENT MANAGEMENT								
SITEONE LANDSCAPE SUPPLY INC (SITE)	12,071.36	12,328.40	0.05 %	10,017.98	2,310.42			
GW&K INVESTMENT MANAGEMENT	136	90.6500		73.66				
UNIVERSAL FST PRODS INC (UFPI)	14,483.20	13,928.40	0.06 %	11,609.92	2,318.48	0.84 %	116.80	
GW&K INVESTMENT MANAGEMENT	292	47.7000		39.76				
US ECOLOGY INC (ECOL)	9,018.36	11,350.36	0.05 %	12,208.38	-858.02	1.25 %	141.12	
GW&K INVESTMENT MANAGEMENT	196	57.9100		62.29				
Total industrials		\$461,247.73	1.79 %	\$406,027.33	\$55,220.40	1.01 %	\$4,671.78	\$46.28

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Detail

Information technology		Current market value	%	Total tax cost	Current	Estimated	Accrued
Description [Symbol]	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit	Unrealized gain/loss	annual income	income
	Quantity						
GLOBAL SA (GLOB)	\$5,564.00	\$5,514.60	0.03 %	\$4,805.32	\$709.28		
SEDOL BP40HF4	52	\$106.0500		\$92.41			
ISIN LU0974299876							
GW&K INVESTMENT MANAGEMENT							
ADOBE INC (ADBE)	100,906.78	107,518.06	0.42 %	89,349.56	18,168.50	0.02 %	16.30
ARISTOTLE CAPITAL MANAGEMENT	326	329.8100		274.08			
ADOBE INC (ADBE)	103,692.55	110,486.35	0.43 %	93,659.83	16,826.52	0.02 %	16.75
EDGEWOOD MGMT	335	329.8100		279.58			
ANSYS INC (ANSS)	67,238.16	67,956.24	0.27 %	56,943.14	11,013.10		
ARISTOTLE CAPITAL MANAGEMENT	264	257.4100		215.69			
ENTEGRIS, INC (ENTG)	13,154.96	13,925.02	0.06 %	13,439.58	485.44	0.64 %	88.96
GW&K INVESTMENT MANAGEMENT	278	50.0900		48.34			
EQUINIX INC (EQIX)	120,739.05	124,328.10	0.49 %	123,683.25	644.85	1.69 %	2,095.92
EDGEWOOD MGMT	213	583.7000		580.67			
EXLSERVICE HOLDINGS INC (EXLS)	9,005.49	8,960.34	0.04 %	8,458.75	501.59		
GW&K INVESTMENT MANAGEMENT	129	69.4600		65.57			
HUBSPOT INC (HUBS)	14,798.00	15,533.00	0.07 %	15,750.94	- 217.94		
GW&K INVESTMENT MANAGEMENT	98	158.5000		160.72			
INTUIT SOFTWARE (INTU)	79,479.23	80,412.51	0.32 %	81,664.03	- 1,251.52	0.81 %	650.84
EDGEWOOD MGMT	307	261.9300		266.01			
MACOM TECHNOLOGY SOLUTIONS (MTSI)	6,488.21	6,995.80	0.03 %	5,831.81	1,163.99		
HOLDINGS INC	263	26.6000		22.17			
GW&K INVESTMENT MANAGEMENT							
MICROSOFT CORP (MSFT)	92,190.42	96,039.30	0.38 %	83,807.13	12,232.17	1.30 %	1,242.36
ARISTOTLE CAPITAL MANAGEMENT	609	157.7000		137.61			
MICROSOFT CORP (MSFT)	43,900.20	45,733.00	0.18 %	10,715.46	35,017.54	1.30%	591.60
EDGEWOOD MGMT	290	157.7000		36.95			
MICROCHIP TECHNOLOGY INC (MCHP)	55,305.90	61,261.20	0.24 %	53,104.31	8,156.89	1.40%	857.61
ARISTOTLE CAPITAL MANAGEMENT	585	104.7200		90.78			
NOVANTA INC (NOVT)	10,063.44	9,551.52	0.04%	9,344.50	207.02		
SEDOL BD8S5H8	108	88.4400		86.52			
ISIN CA67000B1040							
GW&K INVESTMENT MANAGEMENT							

Detail

Information technology

Description (Symbol)	Market value last period		Current market value	%	Total tax cost	Unrealized gain/loss	Current	Estimated	Accrued income
	Quantity	price per unit	Current price per unit	of total portfolio	Avg. tax cost per unit		yield	annual income	
NVIDIA CORP (NVDA)	91,681.02		99,531.90	0.39 %	74,577.38	24,954.52	0.28 %	270.72	
EDGEWOOD MGMT	423		235.3000		176.31				
PAYPAL HOLDINGS INC-W/I (PYPL)	58,973.46		59,060.82	0.23 %	56,230.94	2,829.88			
ARISTOTLE CAPITAL MANAGEMENT	546		108.1700		102.99				
PAYPAL HOLDINGS INC-W/I (PYPL)	112,438.41		112,604.97	0.44 %	108,180.94	4,424.03			
EDGEWOOD MGMT	1,041		108.1700		103.92				
POWER INTEGRATIONS INC (POWI)	6,038.34		6,528.06	0.03 %	6,121.46	406.60	0.77 %	50.16	
GW&K INVESTMENT MANAGEMENT	66		98.9100		92.75				
PROOFPOINT INC (PFPT)	9,732.58		9,411.96	0.04 %	10,517.54	- 1,105.58			
GW&K INVESTMENT MANAGEMENT	82		114.7800		128.26				
ROGERS CORP (RDG)	8,191.26		7,857.99	0.04 %	8,830.07	- 972.08	0.03 %	1.89	
GW&K INVESTMENT MANAGEMENT	63		124.7300		140.16				
SILICON LABORATORIES INC (SLAB)	11,440.44		12,525.84	0.05 %	12,425.56	100.28			
GW&K INVESTMENT MANAGEMENT	108		115.9800		115.05				
TWITTER INC (TWTR)	34,217.37		35,479.35	0.14 %	45,924.88	- 10,445.53			
ARISTOTLE CAPITAL MANAGEMENT	1,107		32.0500		41.49				
VISA INC (V)	146,869.96		149,568.40	0.59 %	93,397.16	56,171.24	0.64 %	955.20	
CLASS A SHARES	796		187.9000		117.33				
EDGEWOOD MGMT									
VIRTUSA CORP (VRTU)	12,245.06		12,420.42	0.05 %	10,449.48	1,970.94			
GW&K INVESTMENT MANAGEMENT	274		45.3300		38.14				
Total information technology			\$1,259,204.75	4.89 %	\$1,077,213.02	\$181,991.73	0.54 %	\$6,838.31	

Materials

Description (Symbol)	Market value last period		Current market value	%	Total tax cost	Unrealized gain/loss	Current	Estimated	Accrued income
	Quantity	price per unit	Current price per unit	of total portfolio	Avg. tax cost per unit		yield	annual income	
BALCHEM CORP CL B (BCPC)	\$9,564.48		\$9,756.48	0.04 %	\$9,388.80	\$367.68	0.52 %	\$49.92	\$49.92
GW&K INVESTMENT MANAGEMENT	96		\$101.6300		\$97.80				
COMPASS MINERALSINTL INC (CMP)	6,300.78		6,949.44	0.03 %	6,595.99	353.45	4.73 %	328.32	
GW&K INVESTMENT MANAGEMENT	114		60.9600		57.86				
ECOLAB INC (ECL)	66,081.18		68,318.46	0.27 %	69,846.58	- 1,528.12	0.98 %	665.52	166.38
EDGEWOOD MGMT	354		192.9900		197.31				

Detail

Materials		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Description (Symbol)	Market value last period Quantity	Current price per unit	of total portfolio	Avg. tax cost per unit				
MARTIN MARIETTA MATLS INC (MLM)	50,996.00	53,131.60	0.21 %	51,064.45	2,067.15	0.79 %	418.00	
ARISTOTLE CAPITAL MANAGEMENT	190	279.6400		268.76				
PPG INDUSTRIES INC (PPG)	51,922.52	53,796.47	0.21 %	47,137.22	6,659.25	1.53 %	822.12	
ARISTOTLE CAPITAL MANAGEMENT	403	133.4900		116.97				
POLYONE CORPORATION (POL)	11,539.98	13,465.14	0.06 %	11,847.42	1,617.72	2.21 %	296.46	74.12
GW&K INVESTMENT MANAGEMENT	366	36.7900		32.37				
RBC BEARINGS INC (ROLI)	16,090.36	15,358.98	0.06 %	16,300.11	- 941.13			
GW&K INVESTMENT MANAGEMENT	97	158.3400		168.04				
SILGAN HLDGS INC (SLGN)	11,985.09	12,090.12	0.05 %	11,598.11	492.01	1.42 %	171.16	
GW&K INVESTMENT MANAGEMENT	389	31.0800		29.82				
Total materials		\$232,866.69	0.90 %	\$223,778.68	\$9,088.01	1.18 %	\$2,751.50	\$290.42

Real estate		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Description (Symbol)	Market value last period Quantity	Current price per unit	of total portfolio	Avg. tax cost per unit				
AMERICAN TOWER CORP (AMT)	\$111,081.57	\$119,276.58	0.47 %	\$115,267.46	\$4,009.12	1.65 %	\$1,961.82	\$524.19
EDGEWOOD MGMT	519	\$229.8200		\$222.10				
EQUITY LIFESTYLE PROPERTIES (ELS) REIT	33,928.64 458	32,238.62 70.3900	0.13 %	30,946.85 67.57	1,291.77	1.75 %	561.05	140.24
ARISTOTLE CAPITAL MANAGEMENT								
NATIONAL HEALTH INVS INC (NHI)	9,556.82	9,614.64	0.04 %	9,878.56	- 263.92	5.16 %	495.60	123.90
GW&K INVESTMENT MANAGEMENT	118	81.4800		83.72				
PEBBLEBROOK HOTEL TRUST (PEB)	6,419.00	5,308.38	0.03 %	5,582.93	- 274.55	5.67 %	300.96	75.24
GW&K INVESTMENT MANAGEMENT	198	26.8100		28.20				
QTS REALTY TRUST INC-CL A (QTS)	13,055.22	13,350.42	0.06 %	12,481.06	869.36	3.25 %	432.96	108.24
GW&K INVESTMENT MANAGEMENT	246	54.2700		50.74				
RYMAN HOSPITALITY PPTYS INC (RHP)		8,146.04	0.04 %	8,080.54	65.50	4.16 %	338.40	84.60
GW&K INVESTMENT MANAGEMENT	94	86.6600		85.96				

Detail

Real estate

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit						
STAG INDUSTRIES INC (STAG)	12,612.93		12,848.99	0.05 %	12,347.65	501.34	4.53 %	582.01	
GW&K INVESTMENT MANAGEMENT	407		31,5700		30.34				
SUN CMNTYS INC (SUI)	33,930.26		30,920.60	0.13 %	30,977.03	- 56.43	2.00 %	618.00	154.50
ARISTOTLE CAPITAL MANAGEMENT	206		150.1000		150.37				
Total real estate			\$231,704.27	0.90 %	\$225,562.08	\$6,142.19	2.28 %	\$5,290.80	\$1,210.91

Telecommunication services

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit						
ALPHABET INC/CA-CL A (GOOGL)	\$114,759.92		\$117,866.32	0.46 %	\$33,872.90	\$83,993.42			
EDGEWOOD MGMT	88		\$1,339.3900		\$384.92				
FACEBOOK INC (FB)	100,013.44		101,804.00	0.40 %	70,074.01	31,729.99			
EDGEWOOD MGMT	496		205.2500		141.28				
NETFLIX INC (NFLX)	56,324.14		57,919.03	0.23 %	47,610.43	10,308.60			
EDGEWOOD MGMT	179		323.5700		265.98				
Total telecommunication services			\$277,589.35	1.08 %	\$151,557.34	\$126,032.01			

Utilities

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit						
IDACORP INC (IDA)	\$10,505.00		\$10,680.00	0.05 %	\$11,059.91	- \$379.91	2.51 %	\$268.00	
GW&K INVESTMENT MANAGEMENT	100		\$106.8000		\$110.60				
NORTHWESTERN CORPORATION (NWE)	12,954.17		12,972.27	0.06 %	13,517.46	- 545.19	3.21 %	416.30	
GW&K INVESTMENT MANAGEMENT	181		71.6700		74.68				
Total utilities			\$23,652.27	0.09 %	\$24,577.37	- \$925.10	2.89 %	\$684.30	
Total stocks			\$4,888,657.47	18.98 %	\$4,206,248.07	\$682,409.40	1.05 %	\$51,417.34	\$5,350.39

Detail

Etf - equity

Description (Symbol)	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
ISHARES CORE S&P 500 (IVV) ETF 21-75-073-4453885	\$4,094,241.24 12,954	\$4,187,250.96 \$323.2400	16.26 %	\$2,866,071.21 \$221.25	\$1,321,179.75	1.86 %	\$77,620.37	
ISHARES RUSSELL MID-CAP (IWR) ETF 21-75-073-4453885	2,020,762.40 34,484	2,055,936.08 59.6200	7.99 %	1,021,668.24 29.63	1,034,267.84	1.43 %	29,380.37	
VANGUARD FTSE ALL WORLD EX-US (VEU) INDEX FUND ETF 21-75-073-4453885	760,336.32 14,577	783,513.75 53.7500	3.05 %	729,207.38 50.03	54,306.37	3.10 %	24,285.28	
VANGUARD REAL ESTATE (VNQ) ETF 21-75-073-4453885	250,916.72 2,696	250,161.84 92.7900	0.98 %	252,249.35 93.56	-2,087.51	3.39 %	8,476.22	
VANGUARD SMALL CAP (VB) ETF 21-75-073-4453885	847,437.00 5,199	861,162.36 165.6400	3.35 %	700,407.71 134.72	160,754.65	1.40 %	11,983.70	
Total etf - equity		\$8,138,024.99	31.60 %	\$5,569,603.89	\$2,568,421.10	1.87 %	\$151,745.94	

Mutual funds - equity

Description (Symbol)	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
FEDERATED INTERNATIONAL EQUITY (FEIRX) FUND CL R6 FD #718 21-75-073-4453885	\$1,954,345.54 80,293.572	\$2,016,171.59 \$25.1100	7.83 %	\$948,138.46 \$11.81	\$1,068,033.13	1.29 %	\$25,854.53	
SEAFARER OVERSEAS GROWTH & (SIGIX) INCOME INSTL CLASS FD # 11602 21-75-073-4453885	765,075.18 64,292.032	793,363.67 12.3400	3.09 %	741,729.00 11.54	51,634.67	2.55 %	20,187.70	

Detail

Mutual funds - equity

Description (Symbol)	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
LAZARD GLOBAL LISTED (GLIFX)	414,156.35	422,182.63	1.64 %	412,016.00	10,166.63	4.45 %	18,754.75	
INFRASTRUCTURE PORTFOLIO FUND# 1243 21-75-073-4453885	26,754.286	15.7800		15.40				
Total mutual funds - equity		\$3,231,717.89	12.55 %	\$2,101,883.46	\$1,129,834.43	2.01 %	\$64,796.98	
Total equities		\$16,258,400.35	63.13 %	\$11,877,735.42	\$4,380,664.93	1.65 %	\$267,960.26	\$5,350.39

Alternative investments

Mutual funds - alternative invest

Description (Symbol)	Current market value		% of total portfolio	Total tax cost		Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit		Avg. tax cost per unit	Unrealized gain/loss			
AQR LONG-SHORT EQUITY-I (QLEIX)	\$772,359.30	\$769,581.03	2.99 %	\$937,487.00	-\$167,905.97	0.37 %	\$2,788.69	
21-75-073-4453885	69,456.772	\$11.0800		\$13.50				
GOLDMAN SACHS ABSOLUTE (GJRTX)	1,039,007.86	1,014,021.70	3.94 %	1,003,037.00	10,984.70	1.30 %	13,117.73	13,117.73
RETURN TRACKER FUND CL I FD # 3279 21-75-073-4453885	104,109.004	9.7400		9.63				
Total mutual funds - alternative invest		\$1,783,602.73	6.93 %	\$1,940,524.00	-\$156,921.27	0.89 %	\$15,906.42	\$13,117.73
Total alternative investments		\$1,783,602.73	6.93 %	\$1,940,524.00	-\$156,921.27	0.89 %	\$15,906.42	\$13,117.73

Total portfolio		\$25,755,176.59	100.00 %	\$21,515,157.18	\$4,240,019.41	2.02 %	\$519,082.24	\$44,577.35
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CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – December 2019

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, commercial paper, and negotiable certificates of deposit as managed by UACC (a Meeder Investment Management Company), STAR Ohio, STAR Plus, and a federal money market fund.

Following is a description of interim deposit earnings for the period December 1, 2019 through December 31, 2019.

OPERATING FUND:

Investment Period	No. of Days	Amount	Bank	Interest Rate	Investment Income	Investment Form
12/01/19 - 12/31/19	31	Various	STAR Ohio	Various	3,632.25	Investment Pool
12/01/19 - 12/31/19	31	Various	STAR Plus	Various	3,698.35	Bank Deposit Program
12/01/19 - 12/31/19	31	Various	U.S. Bank	Various	403.49	Sweep Money Market
09/04/19 - 12/18/19	106	1,000,000	Federal Farm Credit Bank	1.250%	8,271.11	Federal Agency
06/30/19 - 12/30/19	184	350,000	Federal National Mortgage Assn.	1.200%	2,100.00	Federal Agency
06/23/19 - 12/23/19	184	500,000	Federal Home Loan Mortgage Corp.	1.000%	5,250.00	Federal Agency
06/29/19 - 12/29/19	184	500,000	Federal Farm Credit Bank	1.140%	2,850.00	Federal Agency
06/27/19 - 12/27/19	184	750,000	Federal National Mortgage Assn.	1.200%	4,500.00	Federal Agency
06/10/19 - 12/10/19	184	500,000	Federal Home Loan Mortgage Corp.	2.000%	5,000.00	Federal Agency
06/14/19 - 12/14/19	184	1,000,000	Federal Farm Credit Bank	1.870%	9,350.00	Federal Agency
06/29/19 - 12/29/19	184	675,000	Federal Home Loan Bank	1.750%	21,883.50	Federal Agency
06/15/19 - 12/15/19	184	275,000	United States Treasury Note	1.875%	2,578.13	Treasury Security
09/26/19 - 12/26/19	92	500,000	Federal Home Loan Bank	2.150%	11,477.50	Federal Agency
06/06/19 - 12/06/19	184	246,000	Morgan Stanley Bank NA	2.550%	3,145.09	Negotiable CD
06/06/19 - 12/06/19	184	246,000	Morgan Stanley Private Bank	2.700%	3,330.10	Negotiable CD
06/06/19 - 12/06/19	184	246,000	Aliy Bank	2.500%	3,083.42	Negotiable CD
06/05/19 - 12/05/19	184	246,000	Goldman Sachs Bank USA	2.700%	3,330.10	Negotiable CD
11/20/19 - 12/20/19	31	210,000	Merrick Bank	2.350%	405.62	Negotiable CD
06/28/19 - 12/27/19	183	500,000	Federal Home Loan Mortgage Corp.	2.450%	6,090.97	Federal Agency
06/28/19 - 12/28/19	184	246,000	Flagstar Bank FSB	2.400%	2,960.09	Negotiable CD
11/27/19 - 12/27/19	31	249,000	Comenity Capital Bank	2.500%	511.64	Negotiable CD
10/30/19 - 11/30/19	32	249,000	Celtic Bank	1.850%	391.24	Negotiable CD
11/30/19 - 12/30/19	31	249,000	Celtic Bank	1.850%	378.62	Negotiable CD
11/13/19 - 12/13/19	31	249,000	Enerbank USA	1.800%	368.38	Negotiable CD
11/18/19 - 12/18/19	31	225,000	Wells Fargo Bank NA	1.950%	360.62	Negotiable CD
Earned Interest December 2019					\$	105,350.22
Earned Interest Year To Date					\$	702,322.82

SERIES 2019A TAX-EXEMPT NOTES:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
12/01/19 - 12/31/19	31	Various	U.S. Bank	Various	2,807.66	Sweep Money Market
09/09/19 - 11/30/19	83	2,375,000	United States Treasury Note	1.625%	8,646.69	Treasury Security
09/10/19 - 12/29/19	111	930,000	Federal Home Loan Mortgage Corp.	1.750%	4,927.71	Federal Agency
09/17/19 - 11/30/19	75	3,000,000	United States Treasury Note	1.625%	9,856.56	Treasury Security
09/20/19 - 12/01/19	73	1,500,000	Federal Farm Credit Bank	1.550%	4,585.41	Federal Agency
09/23/19 - 12/31/19	100	3,175,000	United States Treasury Note	1.125%	9,609.13	Treasury Security
Earned Interest December 2019					\$	40,433.16
Earned Interest Year To Date					\$	100,916.63

SERIES 2019B TAXABLE NOTES:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
12/01/19 - 12/31/19	31	Various	U.S. Bank	Various	28.76	Sweep Money Market
Earned Interest December 2019					\$	28.76
Earned Interest Year To Date					\$	10,253.88

NOTE RETIREMENT FUND:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
12/01/19 - 12/31/19	31	Various	Huntington National Bank	Various	10,996.46	Sweep Money Market
Earned Interest December 2019					\$	10,996.46
Earned Interest Year To Date					\$	36,133.69

ESCROW ACCOUNT:

<u>Investment Period</u>	<u>No. of Days</u>	<u>Amount</u>	<u>Bank</u>	<u>Interest Rate</u>	<u>Investment Income</u>	<u>Investment Form</u>
12/01/19 - 12/31/19	31	Various	Huntington National Bank	Various	96.90	Money Market
Earned Interest December 2019					\$	96.90
Earned Interest Year To Date					\$	181.23
Earned Interest December 2019--All Funds					\$	156,905.50
Earned Interest Year To Date--All Funds					\$	849,808.25

CLEVELAND PUBLIC LIBRARY

REPORT C

Board Meeting
January 16, 2020

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR DECEMBER 2019

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

ITEM	DATE	TRUSTEE/STAFF MEMBER	AMOUNT
Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/7/2019	Laura Armstrong	135.00
Association for Slavic, East European, and Eurasian Studies Annual Convention San Francisco, California	11/23/2019 - 11/26/2019	Yeshen Dugarova-Montgomery	674.08
Art Libraries Society Fall Meeting Oberlin, Ohio	10/24/2019 - 10/25/2019	Pamela Eyerdam	35.00
Northern Ohio Technical Services Librarians Fall Meeting Parma, Ohio	11/4/2019	Pamela Eyerdam	50.00
Government Finance Officers Association Annual Governmental GAAP Update Cleveland, Ohio	11/7/2019	Carrie Krenicky	135.00
Northeast Ohio Regional Library System ALICE Training: Active Shooter Response Twinsburg, Ohio	10/8/2019	Adela Santana	30.45
Northeast Ohio Regional Library System Adult Programming Palooza: Summer Reading and More Stow, Ohio	12/12/2019	Krsten Schmidt	15.00
Ohio Digitization Interest Group November Meeting Columbus, Ohio	11/14/2019	Rachel Senese	154.28
Northeast Ohio Regional Library System ALICE Training: Active Shooter Response Twinsburg, Ohio	10/8/2019	Rosa Simone	9.34
Cleveland 2030 District Environmental Health and its Impact on Human Health Cleveland, Ohio	11/14/2019	Jasmine Sims	15.00
Northern Ohio Technical Services Librarians Board Meeting Cleveland, Ohio	11/18/2019	Erin Valentine	41.24
Northeast Ohio Regional Library System A Day for Circ Staff Westlake, Ohio	11/12/2019	Latrice Williams	33.99
TOTAL			\$ 1,328.38

SUMMARY

FUND	DECEMBER	YEAR TO DATE
General	\$1,328.38	\$80,322.47
Library for the Blind and Physically Disabled	0.00	3,231.22
Lockwood Thompson	0.00	13,286.47
CLEVNET	0.00	8,875.29
Founders	0.00	358.44
Thompson	0.00	21,083.91
TOTAL	\$1,328.38	\$127,157.80

CLEVELAND PUBLIC LIBRARY

Board Meeting

January 16, 2020

**PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
OCTOBER 1 THROUGH DECEMBER 31, 2019**

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>
10/11/19	Library Bags	Stockroom	S & S, Inc.	23,137.94
10/25/19	Computer Hardware	IT/CLEVNET	Business Smarts	9,291.36
11/08/19	Furniture/Equipment	Mobile Services	Lakeshore Learning	14,351.44
11/08/19	Maker Faire Program	OPS	4Imprint	5,366.22
11/15/19	Furniture	History	Gaylord Brothers, Inc.	8,089.00
11/15/19	Software	IT/CLEVNET	NeoThink, LLC	7,038.00
11/22/19	Security Strips	Stockroom	OhioNet	6,020.00
12/31/19	Maintenance Supplies	Property Mgmt	Kinzua Environmental	6,718.00
12/31/19	Maintenance Supplies	Property Mgmt	Cleveland Hermetic	5,743.77
12/31/19	Maintenance Supplies	Property Mgmt	EPS Supply	5,140.08
12/31/19	Maintenance Supplies	Property Mgmt	Graybar Electric	12,954.65
12/31/19	Gas for Vehicles	Property Mgmt	BP Oil Co.	9,866.98

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

CLEVELAND PUBLIC LIBRARY

Board Meeting
January 16, 2020

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
OCTOBER 1 THROUGH DECEMBER 31, 2019**

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

Date	Description	Agency	Supplier	Amount
10/25/19	Hot Spots	Main Library	Mobile Beacon	72,000.00
12/20/19	Database Subscriptions	Main Library	West Publishing	30,570.00
12/31/19	Periodicals	Main Library	EBSCO Subscription Services	436,967.27
12/31/19	Periodicals	Tech Services	EBSCO Subscription Services	25,450.86
12/31/19	Periodicals	Main Library Branch/Outreach Tech Services	The Plain Dealer	31,335.04

CLEVNET-RELATED GOODS AND SERVICES

Date	Description	Agency	Supplier	Amount
10/25/19	Computer Maintenance	IT/CLEVNET	Logicalis	93,824.51
10/25/19	Computer Maintenance	IT/CLEVNET	SirsiDynix	31,500.00
12/13/19	Computer Maintenance	IT/CLEVNET	PolicyMap, Inc.	35,000.00
12/31/19	Computer Maintenance	IT/CLEVNET	Patron Point, Inc.	58,600.00

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

CLEVELAND PUBLIC LIBRARY

Board Meeting
January 16, 2020

**FEEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
NASH, SMOAK & STEWART, PC. ("Ogletree")
OCTOBER 1 THROUGH DECEMBER 31, 2019**

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	\$	-
General Labor & Miscellaneous Matters		660.00
EEOC/OCRC		-
4th Quarter Total	\$	<u>660.00</u>
Year to Date Total	\$	<u>77,287.48</u>

REPORT G**CLEVELAND PUBLIC LIBRARY**

Board Meeting
January 16, 2020

REPORT ON BRAVO WELLNESS INCENTIVE PROGRAM

In accordance with the Board resolution adopted on May 18, 2017, in January 2020, the Fiscal Officer shall report to the Board the following for approval:

2019 Wellness Participant Results:	
No Points/Nonparticipating	51
One Point	6
Two Points	33
Three Points	86
Four Points	137
Five Points	147
Total on MMO Insurance	460
Total cost to the Library of the BRAVO contract for the applicable year	\$0.00

CLEVELAND PUBLIC LIBRARY

Board Meeting
January 16, 2020

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 December 31, 2019

Safe, Warm and Dry Construction Initiative Budget		\$5,000,000.00
Budget reduced - all work is completed and paid except for Jefferson's gutters pending completion in Spring		(\$180,061.30)
	Encumbered	Expended
URS Corporation - Asbestos Survey and Testing	\$ -	\$ 33,728.21
Osborn Engineering Company - Professional Architectural and Engineering Services	(0.00)	433,579.53
Regency Construction Services, Inc. - Construction Manager at Risk	(0.00)	4,254,062.46
Direct Expenditures paid from Contingency Fund	7,430.00	91,138.50
	\$ 7,430.00	\$ 4,812,508.70
Available Budget from Owner's Contingency and Permit Fund		\$0.00

Owner's Contingency and Permit Fund		\$381,871.15			
Direct Expenditures					
Date	Vendor	PO	Description	Encumbered	Expended
11/3/2017	City of Cleveland	171701	Building Plan Processing Fee	\$ -	\$ 3,200.00
1/22/2018	City of Cleveland	180314	Permits for Glenville, Harvard Lee, Lorain and Jefferson	-	19,256.25
7/15/2018	City of Cleveland	181262	Permits for Collinwood, Fulton, and Langston Hughes	-	18,752.25
10/22/2018	Grainger	181752	Upgrade/Replace existing indoor wall mount fixtures for Addison Branch that should have been part of Safe, Warm and Dry project	-	9,990.00
8/16/2019	Siemens Industry, Inc.	191021	Install new fire alarm panel, field devices and 28 zone intrusion panel at Collinwood	-	39,860.00
11/30/2019	Warren Roofing & Insulating Co.	191699	Jefferson - Install New Gutters Along Building Perimeter	7,430.00	91,138.50
				\$ 7,430.00	\$ 91,138.50

Executed Guaranteed Maximum Price (GMP) - Approved by the Board 12/21/18		\$ 4,425,831.31
Change Orders	Description	Amount
PCO #2 02/21/18	Credit for not performing the demo, rework and soil infill of the masonry planters at Rockport	\$ (17,122.53)
PCO #4 02/21/18	Change from wall-hung to floor-mounted water closets at Lorain	(1,191.80)
PCO #5 02/21/18	Lorain pump changes per the returned submittal	(460.56)
PCO #6 02/21/18	Lorain additional work associated with the existing light ballasts located in the basement in lieu of light fixtures	2,865.81
PCO #7 02/21/18	Credit for hand dryers furnished by CPL in lieu of Regency	(3,535.00)
PCO #8 02/21/18	Two additional precast concrete bumper blocks at Glenville per the returned submittal	252.50
PCO #9 02/28/18	Additional lighting control to create 4 lighting zones at Glenville	2,038.21
PCO #10 02/28/18	Glenville Emergency Lighting: Furnish and install emergency lights that are required	1,078.14
PCO #11 02/28/18	Revisions to electrical panel work at Lorain	(774.67)
PCO #12 02/28/18	Credit for attaching to basement lights to existing circuit at Lorain	(356.53)

Change Orders	Description	Amount
PCO #13 02/28/18	Complete installation of emergency exit lighting at Lorain	4,672.07
PCO #14 03/21/18	Replace 1" water valve at Lorain that failed and needed to be replaced	716.09
PCO #15 03/21/18	Additional painting at Lorain behind existing removed light fixtures where walls were not painted	1,187.76
PCO #16 03/21/18	Furnish and install materials to repair the Lorain ramp	6,077.71
PCO #17 03/21/18	Added occupancy indicators at Lor, Jeff, and Rock	169.42
PCO #18 03/21/18	Credit for Jefferson thermostats as requested by CPL	(1,864.46)
PCO #19 03/21/18	Replace additional GFCI receptacle on the Glenville roof that was in need of replacement	445.32
PCO #20 03/21/18	Revisions for Harvard Lee dorrs/hardware per the returned HL doors, frames, hardware submittal	2,578.89
PCO #21 03/21/18	Plumbing camera and Investigation work for the sanitary lines completed on 3/6/18 and vent pipe completed on 3/16/18 as requested by CPL	1,483.69
PCO #25 04/10/18	Repair/Infill abandoned window opening that was discovered under the exterior ramp during ramp rework	805.84
PCO #26 04/10/18	Added flashing in the Lorain basement to help water Infiltration issues	1,181.70
PCO #27 03/21/18 rec'd 5/14	Alternate #2 Carnegie West restroom configuration option budget pricing	17,546.21
PCO #27a 03/28/18 rec'd 5/14	Added check valves at Lorain	755.48
PCO #27b 03/28/18 rec'd 5/14	Relocation of two exhaust drops at Glenville that conflicted with the toilet partition layout	855.19
PCO #27c 03/28/18 rec'd 5/14	Lorain concrete repairs at exterior storage closet door	3,415.28
PCO #27d 02/21/18 rec'd 5/18	Credit for signage manufacturer	(858.50)
Amendment No 2 05/23/18-PCO #33	Eliminate the Rockport Branch from the project (added to Owner's Contingency and Permit fund)	(305,582.46)
PCO #33 05/23/18	Steel costs for Infilling the unforeseen restroom hole	7,184.13
PCO #34 05/30/18	Jefferson Boller #1 and #2 cleaning/preventative maintenance and Inspection as required by the city Inspector	680.74
PCO #40 05/30/18	Jefferson unit heater demo to accommodate updated restroom layout	680.74
PCO #42 05/30/18	Reimbursement for building permits needed for the Addison Branch and Carnegie West Branch	16,649.55
PCO #43 06/06/18	Modify and reinstall shelving in the Harvard Lee closet that contains ductwork per direction of Eric Herman	398.92
PCO #44 06/20/18	The removal of loose brick and patching of the chimney on the roof of the Jefferson Branch	757.50
PCO #27aR 04/25/18 rec'd 7/13	Plumbing, drywall, and tile work associated with RFIs 20/22 to repair the broken Lorain sanitary pipe. Remaining work will be submitted under PCO 27b.	14,714.10
PCO #27b 04/25/18	Additional abatement/demo associated with additional LR sanitary work. Remove and replace 2nd floor countertop and install a new mirror. Install two cleanouts as requested by CPI	4,922.71
PCO #28 04/25/18	Revised hardware at Lorain	742.35
PCO #29 04/25/18	Harvard Lee exit signs and emergency lights per RFI 42	1,324.69
PCO #30 05/01/18	Harvard Lee additional lighting zones per RFI 31 and approved zoning suggestion	3,439.45
PCO #31 05/01/18	Jefferson emergency lights	2,878.50
PCO #32 05/01/18	Glenville Intel repair as directed in the RFI response	339.94
PCO #41a 07/11/18	Credit for the elimination of the HL handrails	(1,050.40)

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO #41b 07/11/18	Reconciliation for the Rockport handrail credit due to an originally incorrect schedule of values	7,857.80
PCO #45 8/8/18	Fabrication and installation of aluminum jacketing to insulate two duct enclosures and make these ducts weathertight per RFI 69	8,733.47
PCO #46 8/7/18	Furnish and install a new flue through the roof for the existing hot water tank at the Addison Branch per RFI 81	678.69
PCO #47 8/7/18	Light fixtures called out in RFI 79. Lighting not originally called out for the ceiling area in the toilet rooms.	2,011.73
PCO #48 8/7/18	Remove and replace caulk and backer rod at the northeast walkway at the Jefferson Branch	235.40
PCO #49 8/7/18	Exploration, excavation and subsequent corrective work at and adjacent to the frost slab at the Jefferson Branch due to an unforeseen pipe. Leech beds were added to the ends of the pipe that was uncovered per CPL direction	2,140.40
PCO #50 8/7/18	Credit for not completing the step crack repair at the Jefferson Branch	(2,020.00)
PCO #51 8/7/18	Credit for not installing the book drop at the Jefferson Branch	(151.50)
PCO #52 8/14/18	Cost to add emergency signs and exit lights back into the Carnegie West branch per RFI 90	6,155.99
PCO #55 8/14/18	Cost to install Carnegie West restroom subfloor as directed in RFI 93	4,272.30
PCO #56 8/15/18	Concrete floor infill work and tile patching at the Jefferson Branch due to RFI 65	1,143.32
PCO #57 8/22/18	Addition of 6 vibration isolators for the rooftop AHU at Carnegie West per RFI 99. Purchase of vibration isolators was previously approved to avoid schedule delays.	3,753.16
PCO #60 8/22/18	Additional terracotta repair at the Carnegie West Branch per RFI 95	3,787.50
PCO #61 8/22/18	Increasing tuckpointing from 50% to 100% at north and west turret structure at the Langston Hughes Branch per RFI 88. Added sealant removal and replacement at the same location	6,344.82
PCO #64 8/29/18	Core drilling and filling/grouting the sunken slabs to level the sidewalks at the Langston Hughes Branch per RFI 109. This price does not include modification to the existing curb.	4,421.78
PCO #66 8/29/18	Lowering pull stations per the city inspector at the Jefferson Branch.	664.58
PCO #67 8/29/18	Lowering one fire alarm pull station per RFI 92 at the Carnegie West Branch.	124.23
PCO #68 8/29/18	Lighting controls for lighting zones per RFI 31 for the Carnegie West Branch	778.44
PCO #69 8/29/18	Modify and re-route the return air duct through the bathroom at the Addison Branch per RFI 97	992.12
PCO #72 08/31/18	Furnish and install new soffit in front of existing window to allow for installation of ceiling at 8'6" at the Carnegie West Branch per RFI 106	388.85
PCO #73 08/31/18	Shift new toilet 3" east to accommodate location of floor joists at the Carnegie West Branch per RFI 111. Patching of floor at original location of the toilet and adjusting wall type "C" to maintain 5'0" turning radius	515.10
PCO #74 08/31/18	Lowering of fire alarm pull stations at the Addison Branch per RFI 92	1,440.60
PCO #58 09/04/18	Cost to seal roof seams at the Carnegie West Branch	17,574.00
PCO #71 09/12/18	Remove and replace (9) existing smoke detectors, (1) pull station, and (1) horn strobe that were not shown in the drawings at Carnegie West per RFI 104	7,113.13
PCO #75 09/19/18	Installation of window film to the window in the new restroom at Carnegie West per RFI 100. Window film to be installed as "3M Fasara Glass Finish" and the pattern is to be "Frost and Mat Milky White"	570.65
PCO #76 09/19/18	Credit for 2 roof strainers at the Lorain Branch	(101.00)

Change Orders	Description	Amount
PCO#77		
09/19/18	Resupporting existing to remain ceiling lights that were attached to the roof and not properly installed at the Fulton Branch per RFI 122	3,429.70
PCO#78		
09/19/18	Installation of one wall hydrant in the men's room per RFI 121	353.50
PCO #79		
09/19/18	Final Rockport mechanical credit including mechanical items that were able to be returned.	(81,100.98)
PCO#80		
09/19/18	Salvaging and rehanging the women's restroom door at the Addison Branch per RFI 116	161.79
PCO #81		
09/19/18	Addition of (1) 2" wye strainer before the heating water pumps at the Jefferson Branch per punchlist request.	1,551.36
PCO #82		
09/19/18	Installation of new ceiling tile and grid in the Men's Restroom and Women's Restroom at the Fulton Branch Cleaning quote for Carnegie West requested by Eric Herman. This includes washing the interior and exterior windows and frames of the skylight, vacuuming all carpet, sweeping and mopping floors and cleaning the restroom area	1,919.00
PCO #83		
09/26/18		2,020.00
PCO#84		
09/25/18	Replacement of damaged storm clean out pipe and fittings at the Fulton Branch per RFI 117	895.87
PCO #85		
09/25/18	Roof maintenance reconciliation allowance completed at the Glenville Branch. Roofing work includes the following: strip in all seams and roof curb flashings, clean roof drains, strip in all vent pipes and conduit penetrations, infill all pitch pockets with pourable sealer and install walk pads for a total of \$14,480 of the \$15,000	(525.20)
PCO #62		
08/28/18	Fabrication and installation of 4 pipe reducers at Carnegie West per RFI 80.	526.21
PCO #65		
08/28/18	Credit for door 17CW at Carnegie West per RFI 86. RFI 86 called for the installation of a new frame, door and hardware for opening 17CW to be removed from the scope of work. Door, frame and hardware material was turned over the library.	(383.77)
PCO #70		
10/03/18	Removal and reconstruction of an existing pier at the Addison Branch per RFI 98. This price includes the removal and reinstallation of 3 light fixtures in the pier.	5,476.65
PCO #86		
10/03/18	Additional striping requested by Eric Herman at the handicap ramp at the Jefferson Branch	505.00
PCO #87		
10/03/18	Additional work and material needed for updated asphalt amount needed per RFI 119. Price includes additional 246 square feet of full depth pavement replacement	3,076.46
PCO#88		
10/03/18	Addition of single circuit and 3 wires for a direct tie in for a future door opener at ADA entrance at Carnegie West per RFI 105. Price includes painting of conduit to match existing wall color.	850.37
PCO #89		
10/03/18	Fabrication and installation of 3 LED wall packs to the exterior back wall of the Addison Branch per RFI 114 and Eric Herman's request.	2,542.14
PCO #90		
10/03/18	Providing power to the circulating pumps at Carnegie West per RFI 129	7,387.54
PCO #93		
10/10/18	Exit and Emergency lights needed for the restrooms at the Fulton Branch.	4,552.03
PCO #95		
10/22/18	Additional concrete work requested at the Collinwood Branch including removal and replacement of concrete and steel reinforcements.	12,870.43
PCO#96		
10/24/18	Provide and install light fixtures for the restroom at Fulton requested in the RFI 125	1,782.69
PCO#98		
10/24/18	Removal of TruSpun pipe and fittings with cast iron pipe and fittings for the chase vent at the restrooms. Patch and repair walls and ceilings will come out of the interiors patching allowance. A 10 day time extension to the substantial completion date is requested due to discovery, pricing, approval and work completion of this piping. This extension is based on a 10/23/18 approval	3,620.85
PCO#94		
10/29/18	Additional terracotta repair at Carnegie West. Repairs are recommended due to cracks, failed/missing mortar and displacement of terracotta. Not to exceed price.	9,288.97

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO#63 10/31/18	Cost for a 3.5'x7'x4" section of concrete pavement at the Glenville branch	488.35
PCO #92R 10/31/18	Additional contractors and switching per the lighting zones provided in RFI 31 for the Collinwood branch. This pricing has been revised to exclude tax that was accidentally included in PCO 92.	3,585.40
PCO#99 10/31/18	Additional asphalt work requested by the Cleveland Public Library for the alleyway next to the Collinwood Branch.	13,020.13
PCO #100 10/31/18	Credit for the deleted light pole work at the Addison branch per RFI 114	(390.73)
PCO #101 10/31/18	Removal and replacement of the air separator, air vent and expansion tank at Collinwood per RFI 144	2,232.00
PCO#102 10/31/18	Demolition of old conduit and wire and replacement with new feeder to AHU-1 at Collinwood per RFI 135	1,363.01
PCO #103 10/31/18	Price to demolish tile and drywall and replace tile in the restroom at FL due to mold and RFI 117. This price also includes the removal of ACT ceiling in the restrooms at Fulton.	697.81
PCO#104 10/31/18	Price to replace 200 amp disconnect for CU-1 at Collinwood per RFI 136	858.91
PCO #105 10/31/18	Labor and scaffolding costs to change 38 light bulbs at Carnegie West per CPL request	924.27
PCO #106 11/09/18	Touch up painting of the door at Fulton per RFI 131 and Eric Herman request. Pricing also includes labor credit for installation of door that was deleted.	(39.13)
PCO#107 11/09/18	Replacing the N20s for motor power disconnect at Carnegie West per RFI 130	136.04
PCO #109 11/09/18	Mold removal needed in the mechanical room at Fulton.	675.92
PCO#110 11/09/18	Scraping and painting the exterior railings on the west side of Collinwood per RFI 137 and 139.	1,262.50
PCO #112 11/09/18	Installation of a backflow for the new boiler feed at Carnegie West per RFI 134.	1,085.75
PCO #108 11/14/18	Additional heater and wiring and replacement of the motor starter for the air handling unit at Fulton per RFI 143.	710.02
PCO #111 11/14/18	Labor credit for installing (2) exterior railings on the west side of Collinwood per RFI 137 and 139. Railings were ordered previously and will be turned over to the library.	(1,756.36)
PCO#113 11/14/18	Labor credit for the installation of the heater that was not needed at Langston Hughes per RFI 120.	(707.00)
PCO#114 11/14/18	Installation of backflow preventer on the water main at Carnegie West per RFI 134.	1,633.17
PCO#115 11/14/18	Removal and reinstallation of new fuses at Langston Hughes needed per city inspector.	293.95
PCO #116 11/14/18	Rework of the restrooms at Collinwood due to the discovery of tru spun piping and RFI 149. Price includes demolition of existing restroom features.	6,453.10
PCO #117 11/14/18	Replacement of 5 horn strobe devices to sync with fire alarm system and painting patching required at Fulton per RFI 142.	1,506.47
PCO #118 11/14/18	Budget reconciliation for electrical wire protection at Collinwood that was not needed.	(5,050.00)
PCO#120 11/26/18	Replace TruSpun Pipe and Fittings with cast iron in the staff bathroom, to the drinking fountain air admittance valve and the front sink pipe in the basement.	3,847.09
PCO#122 11/26/18	Replacement of the fiberglass reinforced panel behind the drinking fountain at Collinwood.	368.64
PCO #97 11/28/18	Demolition required as described in RFI 93 for the unforeseen floor grout infill that was discovered after tile demolition in the restroom at Carnegie West that took place on 8/1 and 8/3.	3,765.28

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
PCO#119 11/28/18	Additional conduit and motor starters needed for pumps 3 and 4 at Collinwood per RFI 153.	3,398.72
PCO#123 11/28/18	Budget reconciliation for ground penetrating radar allowance that was not needed.	(3,030.00)
PCO#124 11/28/18	Replacement of the water heater at Collinwood due to poor condition of the existing water heater.	557.52
PCO #125 11/28/18	Additional abatement that took place on 8/28 in the basement at Carnegie West due to the shift of toilet per RFI 111	1,761.65
PCO#127 12/20/18	Inspection of VAVs and reconnection of VAVs 3 and 7 at Collinwood. Inspection of VAVs took place per Eric Herman's approval.	629.31
PCO #128 12/20/18	Demolition of (2) exhaust drops, installation of (2) new exhaust ducts and (3) exhaust grills in the restroom at Collinwood	1,510.54
PCO #138 12/21/18	Repair of an additional lintel on the east elevation that was approved to be done on time and material basis at Collinwood	2,265.28
PCO #139 12/26/18	Credit for not installing the door operator at Lorain that was unable to be installed due to existing condition space limitations. Door operator was turned over to CPL	(204.50)
PCO #130 12/27/18	Fixing the hanging light that was damaged at Fulton due to the previous improper connection of the light fixture	144.23
PCO #131 12/27/18	Credit for the tuckpointing of the west elevation of Collinwood that was deleted from the scope per RFI 138	(4,490.46)
PCO #132 12/27/18	Credit for the deletion of the replacement of the west entrance stair/platform at Collinwood per RFI 137	(2,038.18)
PCO #133 12/27/18	Credit for the elimination of clear coat application to (21) Terra Cotta Columns at Carnegie West per owner and architect direction	(1,939.20)
PCO#134 12/27/18	Fixing and maintaining the existing frost slab at Fulton in lieu of replacing it per RFI 124	(1,010.00)
PCO #137 12/27/18	Caulking to fill voids in the concrete steps and landing at the west entry and the joint between the asphalt and concrete at the west basement stair at Collinwood per RFIs 137 and 139	901.93
PCO #129 01/08/19	Budget reconciliation for the door closer allowance that was not needed.	(1,313.00)
PCO#136 01/03/19	Caulking at the exterior of the restroom at Fulton to stop and prevent further water leakage into the building.	556.50
PCO#140 01/03/19	Additional electrical work required by the electrical inspector at Collinwood	558.61
PCO #141 01/08/19	Reconciliation of drywall patching allowances that was included in the Interiors package. Allowance will be reconciled as follows: Carnegie West (\$1,896.00), Fulton (\$1,468.65) and Jefferson (\$1,896.00).	(5,313.26)
PCO#135 01/28/19	Addition of a guardrail to the ramp at Collinwood and painting the guardrail per Andy Cygan's bulletin. A temporary guardrail has been installed while the permanent guardrail is being fabricated.	3,880.82
PCO #144 01/25/19	Reconciliation of the temporary HVAC allowance	(4,385.68)
PCO #142 01/25/19	Reconciliation of the art protection allowance	(1,443.83)
PCO#142 01/25/19	Reconciliation of the door rework allowance	(11,417.01)
PCO #145R 02/11/19	Collinwood tile work and reconciliation of window patching allowance. The remainder of tile reconciliation for Fulton is included.	(623.17)
PCO #146R 02/26/19	(2) additional automatic air vents requested by the owner during the training session at Carnegie West	953.44

<u>Change Orders</u>	<u>Description</u>	<u>Amount</u>
Change Order Number: 010		
05/29/19	Reconciliation of the contingency	(18,911.58)
	Total Change Orders to date	\$ (171,768.84)
Updated Guaranteed Maximum Price (GMP):		\$ 4,254,062.47

CLEVELAND PUBLIC LIBRARY

Board Meeting
January 16, 2020

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 December 31, 2019

Date	Vendor	PO	Description	Encumbered	Expended	GMP Increase
				Owner's Contingency and Permit Fund		\$255,090.11
12/12/2017	City Salvage	171932	Abatement for Air Monitoring	\$ -	\$ 11,050.00	
2/20/2018	City of Cleveland	180447	Permit fee	-	37,772.92	
12/31/2018	GEO-SCI Laboratory, Inc.	182054	Concrete and Soil Testing	-	8,365.95	
9/3/2019	Scherba Industries Inc.	191317	46" X 158" Banner W/TS23 Frame System	1,425.00		
12/6/2019	Action Door	191717	ADA Compliant Door Installation	9,095.00		
6/30/2018	The Albert M. Higley Co., LLC	161895	Change Order # 001			3,768.22
8/6/2018	The Albert M. Higley Co., LLC	161895	Change Order # 002			40,350.26
8/27/2018	The Albert M. Higley Co., LLC	161895	Change Order # 003			31,758.84
9/10/2018	The Albert M. Higley Co., LLC	161895	Change Order # 004			31,049.96
5/3/2019	The Albert M. Higley Co., LLC	161895	Change Order # 005			(14,476.37)
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 006			17,745.27
12/23/2019	The Albert M. Higley Co., LLC	161895	Change Order # 007			(38,246.10)
				\$ 10,520.00	\$ 57,188.87	\$ 71,950.08
				Owner's Contingency and Permit Fund Available Balance		\$115,431.16

				South Branch Renovation Project Budget		\$ 4,500,000.00
				Encumbered	Expended	
HBM Architects, LLC - Architectural Design Services				\$ 6,510.00	\$ 317,500.00	
The Albert M. Higley Co., LLC - Construction Manager at Risk				-	3,876,950.71	
Furniture, Fixtures, Equipment and Technology				-	115,654.26	
Direct Expenditures paid from Contingency Fund				10,520.00	571,888.87	
				\$ 17,030.00	\$ 4,367,293.84	
				Available Budget as of 12/31/2019		\$ 115,676.16

Change Order Details:

Change Order # 001

PCO #00001	Added abatement	\$ 4,469.22
PCO #00002	Deducted wall protection	(1,342.46)
PCO #00003	Deduct fountain drain pipe	(1,536.00)
PCO #00004	Added drain to water heater	2,177.46
		\$ 3,768.22

Change Order # 002

PCO #00005	Office steel support	\$ 7,976.96
PCO #00006	Add walk and stairs	10,639.80
PCO #00007	Lintel exploration	21,733.50
		\$ 40,350.26

Change Order # 003

PCO #00008	Computer desk inset panel	\$ 1,720.32
PCO #00009	Split cost of items	1,221.59
PCO #00010	Book cart credit	(1,396.69)
PCO #00012	Remove pipes at skylight	1,045.30
PCO #00013	Landscaping contract	3,928.84
PCO #00014	Lintel replacement	25,239.48
		\$ 31,758.84

Change Order # 004

PCO #00015	Schedule extension	\$ 18,004.00
PCO #00016	Added wall panel millwork only	6,463.52
PCO #00017	Ceiling patch	741.65
PCO #00018	Backflow testing	288.60
PCO #00019	Ceiling repairs	4,850.79
PCO #00020	Clerestory blocking and lintel	701.40
		\$ 31,049.96

Change Order # 005

PCO #00026	Ceiling plaster repair Teen, Adult	\$ 2,401.26
PCO #00027	Deduct Clark Street scope	(10,582.02)
PCO #00028	Electrical field ticket work	11,181.98
PCO #00029	Electrical security wiring install	7,167.48
PCO #00030	Window film cost add change	3,221.30
PCO #00031	Temporary handrail install	8,672.26
PCO #00032	GMP contract deduct	(36,538.63)
		\$ (14,476.37)

Change Order # 006

PCO #00033	GMP Increased Fee	\$ 21,984.00
PCO #00034	AMH Temp Handrail Cost	(4,234.50)
PCO #00037	Additional Millwork Deduct	(4.23)
		\$ 17,745.27

Change Order # 007

Final Owner Savings		\$ (38,246.10)
		\$ (38,246.10)

CLEVELAND PUBLIC LIBRARY

Board Meeting
January 16, 2020

Eastman Reading Garden Improvements

In accordance with the Board resolution adopted on June 18, 2019, a report to the Board of Trustees on expenditures and contracts entered into, to cover the cost of unforeseen conditions or Library requested changes resulting in change orders, is hereby submitted:

For the Period Ending December 31, 2019

				Owner's Contingency and Permit Fund		\$22,000.00
<u>Date</u>	<u>Vendor</u>	<u>PO</u>	<u>Description</u>	<u>Encumbered</u>	<u>Expended</u>	<u>PO Increase</u>
7/31/2019	Stuart Dean Co. Inc.	191188	Clean Ornate Bronze Entrance Gates and Bronze Figurines	\$ -	\$ 14,793.15	
8/5/2019	GOCHARGE, LLC.	191200	Solar Charging Locker (returned- PO closed)	-		
12/18/2019	Brookside Construction Services	191140	Relocation of tree that was already planted per the drawings			\$ 589.00
12/18/2019	Brookside Construction Services	191140	Owner requested Brookside to remove planted shrubs from beds where inflatables were to go in, and for Brookside to store plants off site and maintain and replant once inflatables were removed.			\$ 3,687.07
				\$ -	\$ 14,793.15	\$ 4,276.07
				Owner's Contingency and Permit Fund Available Balance		\$2,930.78

		Eastman Reading Garden Improvements Budget		\$ 526,106.00
		Encumbered	Expended	
CT Consultants, Inc. - Landscape Architecture Services for the design of improvements		\$ 6,388.64	\$ 42,611.36	
Brookside Construction Services, Inc. - Contractor		69,783.99	154,191.08	
Furniture, plantings and other items		5,030.00	16,073.32	
Direct Expenditures paid from Contingency Fund		-	14,793.15	
		\$ 81,202.63	\$ 227,668.91	
		Available Budget as of 12/31/2019		\$ 217,234.46

CLEVELAND PUBLIC LIBRARY
Regular Employment Report
12/01/2019 TO 12/31/2019

<u>EMPLOYEE NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>TERM/INACT DATE</u>
RESIGNATIONS			
JOHNSON, CATRIES N	Security	SAFETY&PROTECTIVE SVC OFFICER	12/18/2019
ORESKOVIC, DANIEL C	Shelf Office	MATERIAL HANDLING MGR	12/31/2019
RETIREMENTS			
PELTS, LEONARD G	Memorial Nottingham	LIBRARY ASST-COMP EMPH	12/28/2019
STEWART, MICHAEL E	Graphics	OFFSET PRESS TECHNICIAN	12/31/2019
VANEK, DARRELL E	Acquisitions	TECHNICAL SERVICES CLERK	12/31/2019

**CLEVELAND PUBLIC LIBRARY
SALARY CHANGES REPORT
FROM 12/01/2019 TO 12/31/2019**

EMPLOYEE: BURTON, PAUL **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	28254.98	40364.22	RECLASSIFICATION

EMPLOYEE: CHAPMAN, ERIN D **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	28254.98	40364.22	RECLASSIFICATION
Annual Pay	28254.98	40364.22	VACANCY

EMPLOYEE: CLEVELAND, JOSEPH **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	28254.98	40364.22	RECLASSIFICATION

EMPLOYEE: DURDA, NICHOLAS S **CURRENT GRADE:** I **EFFECTIVE DATE**
JOB TITLE: SENIOR SUBJECT DEPT. LIBRA **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	47,327.02	63,737.44	PROMOTION

EMPLOYEE: GEE, VALERIE M **CURRENT GRADE:** S **EFFECTIVE DATE**
JOB TITLE: PUBLIC SERVICE SUB **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	10.46	20.00	PROMOTION

EMPLOYEE: GREEN, GREGORY R **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	28254.98	40364.22	RECLASSIFICATION

EMPLOYEE: HAYES, WILBUR G **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	28254.98	40364.22	RECLASSIFICATION

EMPLOYEE: ISBY, RODNEY **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	28254.98	40364.22	RECLASSIFICATION

EMPLOYEE: JENKINS, RICHARD A **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: CUSTODIAL SUPERVISOR **CURRENT STEP:** 4 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	48,172.28	52,710.58	RECLASSIFICATION

EMPLOYEE: JOHNSON, CATRIES N **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	28254.98	40364.22	RECLASSIFICATION

EMPLOYEE: MURPHY, RUSSEL J **CURRENT GRADE:** S **EFFECTIVE DATE**
JOB TITLE: PUBLIC SERVICE SUB **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	10.46	20.00	PROMOTION

EMPLOYEE: PERRY, MICHELLE **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	28254.98	40364.22	RECLASSIFICATION

EMPLOYEE: PRUDE, DONNA L **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: CUSTODIAL SUPERVISOR **CURRENT STEP:** 11 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	57012.28	62945.22	RECLASSIFICATION

EMPLOYEE: ROTH, PETER J **CURRENT GRADE:** H **EFFECTIVE DATE**
JOB TITLE: CHILDRENS LIBRARIAN **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
SALARY AFFECTS BASE W	36,751.00	57,148.78	PROMOTION

EMPLOYEE: RUSH, STEVEN **CURRENT GRADE:** F **EFFECTIVE DATE**
JOB TITLE: CUSTODIAL SUPERVISOR **CURRENT STEP:** 2 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	46859.54	48733.88	RECLASSIFICATION

EMPLOYEE: SANTANA, JOSE L **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	28254.98	40364.22	RECLASSIFICATION

EMPLOYEE: STEPHENS, MARQUESA D **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	28254.98	40364.22	RECLASSIFICATION

EMPLOYEE: WADSWORTH, AMBER M **CURRENT GRADE:** C **EFFECTIVE DATE**
JOB TITLE: SAFETY&PROTECTIVE SVC OF **CURRENT STEP:** 1 **FOR GRADE/STEP**

TYPE OF CHANGE	PREVIOUS VALUE	CURRENT VALUE	REASON FOR CHANGE
Annual Pay	28254.98	39579.28	RECLASSIFICATION

**CLEVELAND PUBLIC LIBRARY
NEW HIRE REPORT
FROM 12/01/2019 TO 12/31/2019**

EMPLOYEE:	GAVEL, MELISSA	CURRENT GRADE:	D	HIRE DATE:	12/10/2019
JOB TITLE:	DIGITAL PRESS TECHNICIAN	CURRENT STEP:	1	HOURLY RATE:	20.51
LOCATION:	GRAPHICS	SALARY:	39,989.56		

CLEVELAND PUBLIC LIBRARY

REPORT K

Human Resources Committee Report

Meeting Date:

Report Period: Dec 2019

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

MONTH	2018 SICK LEAVE HOURS USED	2019 SICK LEAVE HOURS USED	2019 TOTAL HOURS
January	3931.18	3,251.75	95,303.43
February	4368.48	3,853.94	91,826.85
March	3941.66	4,016.19	91,808.99
April	3899.74	3,867.74	91,763.15
May	3768.36	6,050.12*	137,079.11*
June	5135.95*	3,239.28	91,656.87
July	3360.54	2,975.39	92,065.98
August	3710.82	3,682.01	92,653.25
September	3940.78	4,069.11	90,449.22
October	4268.98	4,051.19	91,785.06
November	5562.59*	5,729.44*	137,322.03*
December	4835.04	3,992.39	91,315.38

*Covers three pay dates

REPORT

CLEVELAND PUBLIC LIBRARY
STATE AND LOCAL GOVERNMENT INFORMATION
2019 EEO-4 REPORT

CLEVELAND PUBLIC LIBRARY
LYNN SARGI
325 Superior Avenue
Cleveland, OH 44114

CONTROL NUMBER 12345

FUNCTION JURISDICTION TOTALS: FULL/PART-TIME EMPLOYEES

JOB CATEGORY	HISPANIC / LATINO		*****MALE*****					*****FEMALE*****					TOTAL	
	M	F	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+	WHITE	BLACK	ASIAN	HAWAII NATIVE	TWO+		
OFFICIALS/ADM	2	3	24	14				26	14				1	84
PROFESSIONALS		7	19	1	1			31	12	4			1	76
TECHNICIANS	1	1	13	2				2	2					21
PROTECY/SERV	3	1	7	15				1	5					32
PARA-PROFESS	3	6	24	26	1		1	42	27	1	1			132
ADMIN SUPPORT	3	10	29	43	2		1	35	81	4				208
SKILLED CRAFT	1		6	4				1	1					13
SERV/MAINT	1	1	7	29				1	4					43
GRAND TOTAL	14	29	129	134	4		2	139	146	9	1		2	609

CLEVELAND PUBLIC LIBRARY
www.cpl.org

Insurance Report for the Month of December 2019

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
Basic	7	2	9
Essential	59	13	72
Standard	233	136	369
Cobra	2		2
Total MMO			452
Dental Insurance	295	172	467
Vision Employee			268
Vision Children			38
Vision Spouse			52
Vision Family			72
Total Vision			430

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 DECEMBER 2019**

CIRCULATION ACTIVITY*	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library	131,036	132,357	682	689	1,664,309	1,475,972	12.8%
Branches	245,641	223,952	1,201	1,143	3,021,915	2,643,543	14.3%
Mobile Units	1,222	783			30,258	40,117	-24.6%
Library for the Blind	37,172	35,484			478,025	490,553	-2.6%
OLBPD BARD	13,401	12,986			147,223	151,127	-2.6%
eMedia	54,355	46,446			609,206	486,938	25.1%
TOTAL CIRCULATION	482,827	452,008			5,950,936	5,288,250	13%

ELECTRONIC MEDIA CIRCULATION*	Monthly Total		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	
eBook	25,906	22,843	297,679	267,839	11.1%
eAudiobook	19,991	15,902	217,082	176,814	22.8%
eMusic	4,699	4,200	55,889	11,337	393.0%
eVideo	2,258	1,731	19,019	10,594	79.5%
eMagazines	1,501	1,770	19,537	20,354	-4.0%
TOTAL eCIRCULATION	54,355	46,446	609,206	486,938	25.1%

Included in circulation activity

COMPUTER USAGE	Number of Computers	Average Sessions	Number of Sessions		Hours in Use		YTD Gain/Loss
			2019	2018	2019	2018	
Main Library	107	56 minutes	69,345	95,047	79,699	83,573	-4.6%
Branches	591	42 minutes	605,150	693,628	523,788	473,351	10.7%
TOTAL USAGE	698		674,495	788,675	603,487	556,924	8.4%

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

WiFi Hotspot Checkouts	Monthly Total	Year-to-Date
	2019	2019
	740	8,879

WALK-IN COUNT*	Monthly Total		Average Hourly		Year-to-Date		YTD Gain/Loss
	2019	2018	2019	2018	2019	2018	
Main Library	25,168	27,050	131	141	411,393	401,805	2.4%
Branches	140,779	135,268	688	690	1,966,907	1,909,956	3.0%
TOTAL VISITS	165,947	162,318			2,378,300	2,311,761	2.9%

*2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR DECEMBER 2019**

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	4,727	2,017	1,001	1,180	8,925	592	9,517
Brooklyn	2,895	1,050	444	671	5,060	422	5,482
Carnegie West	4,903	2,124	1,490	1,472	9,989	1,124	11,113
Collinwood	3,663	1,434	435	1,782	7,314	641	7,955
East 131st	2,477	927	264	513	4,181	329	4,510
Eastman	7,565	2,729	1,478	1,824	13,596	1,852	15,448
Fleet	5,272	2,069	645	1,094	9,080	716	9,796
Fulton	5,080	1,608	455	589	7,732	677	8,409
Garden Valley	1,842	694	223	291	3,050	201	3,251
Glenville	3,486	1,576	537	1,493	7,092	391	7,483
Harvard-Lee	3,423	860	576	1,044	5,903	736	6,639
Hough	3,562	1,048	392	751	5,753	429	6,182
Jefferson	2,650	1,115	735	1,060	5,560	556	6,116
Langston Hughes	2,866	1,668	624	1,462	6,620	611	7,231
Lorain	4,765	1,311	535	754	7,365	646	8,011
Martin Luther King, Jr.	2,843	876	720	1,268	5,707	547	6,254
Memorial-Nottingham	5,776	933	1,089	2,685	10,483	1,281	11,764
Mt. Pleasant	1,846	1,162	321	642	3,971	327	4,298
Rice	6,853	1,441	975	1,671	10,940	969	11,909
Rockport	10,743	2,146	1,779	2,213	16,881	1,515	18,396
South	5,677	1,602	672	723	8,674	1,231	9,905
South Brooklyn	9,259	1,668	1,602	2,553	15,082	1,509	16,591
Sterling	3,661	839	505	738	5,743	389	6,132
Union	2,599	1,063	395	697	4,754	343	5,097
Walz	6,049	1,612	905	1,436	10,002	968	10,970
West Park	7,933	1,760	2,689	4,340	16,722	1,733	18,455
Woodland	5,591	1,418	495	735	8,239	488	8,727
TOTAL	128,006	38,750	21,981	35,681	224,418	21,223	245,641

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR DECEMBER 2019**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2019	2018	2019	2018	Gain/Loss	%G/L
Addison	9,517	8,714	105,751	80,363	25,388	32%
Brooklyn	5,482	4,898	64,625	60,174	4,451	7%
Carnegie West	11,113	9,948	138,656	117,148	21,508	18%
Collinwood	7,955	3,405	89,337	66,383	22,954	35%
East 131st	4,510	4,348	49,124	52,780	-3,656	-7%
Eastman	15,448	15,352	189,076	193,619	-4,543	-2%
Fleet	9,796	10,165	127,770	127,396	374	0%
Fulton	8,409	7,509	107,588	91,708	15,880	17%
Garden Valley	3,251	3,267	44,732	39,134	5,598	14%
Glenville	7,483	7,938	94,701	62,387	32,314	52%
Harvard-Lee	6,639	6,074	80,530	70,733	9,797	14%
Hough	6,182	5,822	81,311	67,609	13,702	20%
Jefferson	6,116	5,873	74,570	55,265	19,305	35%
Langston Hughes	7,231	6,828	89,480	81,218	8,262	10%
Lorain	8,011	6,367	89,181	65,378	23,803	36%
Martin Luther King, Jr.	6,254	5,475	78,583	66,113	12,470	19%
Memorial-Nottingham	11,764	11,488	142,053	142,480	-427	0%
Mt. Pleasant	4,298	3,921	56,181	48,109	8,072	17%
Rice	11,909	11,236	143,011	123,286	19,725	16%
Rockport	18,396	15,242	227,842	198,044	29,798	15%
South	9,905	8,658	124,794	95,162	29,632	31%
South Brooklyn	16,591	14,172	200,510	183,583	16,927	9%
Sterling	6,132	5,198	69,654	57,254	12,400	22%
Union	5,097	5,069	63,108	53,702	9,406	18%
Walz	10,970	11,902	156,451	148,164	8,287	6%
West Park	18,455	17,003	227,328	208,714	18,614	9%
Woodland	8,727	8,080	105,968	87,637	18,331	21%
TOTAL	245,641	223,952	3,021,915	2,643,543	378,372	14%

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE DECEMBER 2019**

BRANCH	Monthly Total		Year-to-Date		YTD Gain/Loss	YTD %G/L
	2019	2018	2019	2018		
Addison	3,685	3,557	51,089	29,962	21,127	71%
Brooklyn	2,755	2,739	38,736	38,517	219	1%
Carnegie West	4,411	6,190	80,214	80,252	-38	0%
Collinwood	3,949	631	57,975	44,626	13,349	30%
East 131st	6,855	5,451	91,106	84,987	6,119	7%
Eastman	7,194	7,349	101,589	108,204	-6,615	-6%
Fleet	5,976	7,057	90,826	97,854	-7,028	-7%
Fulton	4,643	4,559	67,188	64,340	2,848	4%
Garden Valley	2,731	3,221	44,916	49,763	-4,847	-10%
Glenville	3,633	4,365	54,831	43,979	10,852	25%
Harvard-Lee	6,311	5,216	73,391	57,902	15,489	27%
Hough	4,915	5,631	74,004	79,501	-5,497	-7%
Jefferson	5,356	4,578	55,578	36,830	18,748	51%
Langston Hughes	3,940	4,866	65,528	67,000	-1,472	-2%
Lorain	4,252	3,983	62,594	52,621	9,973	19%
Martin Luther King, Jr.	4,736	4,282	58,038	56,519	1,519	3%
Memorial-Nottingham	4,008	4,528	59,441	64,092	-4,651	-7%
Mt. Pleasant	2,676	2,510	37,873	40,883	-3,010	-7%
Rice	8,576	8,193	117,236	110,788	6,448	6%
Rockport	7,232	6,533	91,863	88,030	3,833	4%
South	5,205	0	69,372	56,800	12,572	22%
South Brooklyn	8,839	9,207	122,958	131,207	-8,249	-6%
Sterling	7,318	7,211	92,950	88,992	3,958	4%
Union	4,875	4,662	69,172	67,113	2,059	3%
Walz	4,687	5,439	68,533	84,709	-16,176	-19%
West Park	5,935	6,971	84,483	92,789	-8,306	-9%
Woodland	6,086	6,339	85,423	91,696	-6,273	-7%
TOTAL	140,779	135,268	1,966,907	1,909,956	56,951	3%

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

**CLEVELAND PUBLIC LIBRARY
BRANCH RANKINGS DECEMBER 2019**

Branch	Total Circulation	Branch	Attendance	Branch	Population 2010	2000
1 West Park	18,455	1 South Brooklyn	8,839	1 South Brooklyn	32,043	34,217
2 Rockport	18,396	2 Rice	8,576	2 West Park	27,814	29,398
3 South Brooklyn	16,591	3 Sterling	7,318	3 Fleet*	26,727	34,598
4 Eastman	15,448	4 Rockport	7,232	4 Eastman	23,674	25,873
5 Rice	11,909	5 Eastman	7,194	5 Rockport	19,896	21,467
6 Memorial-Nottingham	11,764	6 East 131st	6,855	6 Fulton	19,647	22,575
7 Carnegie West	11,113	7 Harvard-Lee	6,311	7 Rice	19,462	25,893
8 Walz	10,970	8 Woodland	6,086	8 Memorial-Nottingham	19,271	22,598
9 South	9,905	9 Fleet	5,976	9 Harvard-Lee	17,655	21,246
10 Fleet	9,796	10 West Park	5,935	10 Walz	16,063	18,497
11 Addison	9,517	11 Jefferson	5,356	11 Collinwood	14,769	19,377
12 Woodland	8,727	12 South	5,205	12 Langston Hughes	14,439	21,224
13 Fulton	8,409	13 Hough	4,915	13 Glenville	14,006	20,302
14 Lorain	8,011	14 Union	4,875	14 Addison	13,603	19,263
15 Collinwood	7,955	15 Martin Luther King, Jr.	4,736	15 East 131st	13,025	18,001
16 Glenville	7,483	16 Walz	4,687	16 Mt. Pleasant	12,792	17,155
17 Langston Hughes	7,231	17 Fulton	4,643	17 Lorain	12,588	14,589
18 Harvard-Lee	6,639	18 Carnegie West	4,411	18 Martin Luther King, Jr.	12,392	15,483
19 Martin Luther King, Jr.	6,254	19 Lorain	4,252	19 Carnegie West	10,487	11,716
20 Hough	6,182	20 Memorial-Nottingham	4,008	20 Union	8,416	12,603
21 Sterling	6,132	21 Collinwood	3,949	21 Sterling	8,267	8,712
22 Jefferson	6,116	22 Langston Hughes	3,940	22 Woodland	7,946	7,213
23 Brooklyn	5,482	23 Addison	3,685	23 South	6,325	7,729
24 Union	5,097	24 Glenville	3,633	24 Hough	5,667	7,845
25 East 131st	4,510	25 Brooklyn	2,755	25 Brooklyn	5,524	6,430
26 Mt. Pleasant	4,298	26 Garden Valley	2,731	26 Jefferson	3,515	3,987
27 Garden Valley	3,251	27 Mt. Pleasant	2,676	27 Garden Valley	2,310	3,220
	245,641		140,779	28 Broadway*		1,966
					388,323	473,177

2018 attendance and circulation totals reflect branch closures throughout the year due to Revitalization Project. Affected branches include Addison, Carnegie West, Collinwood, Fulton, Glenville, Harvard Lee, Jefferson, Langston Hughes, Lorain and South.

*Broadway and Fleet service areas merged

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**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR DECEMBER 2019**

OTHER TRANSACTIONS	Monthly Total		Year-to-Date		YTD
Loans* to:	2019	2018	2019	2018	Gain/Loss
CLEVNET	65,133	65,792	845,295	723,900	17%
Other Libraries	386	304	4,429	5,245	-16%
	65,519	66,096	849,724	729,145	17%

*Totals included in Main Library and Branch circulation counts

REFERENCE QUESTION LOAD	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
Projected	12,640	10,624	158,299	187,044	-15%
Mail and Email Reference	552	541	6,523	4,502	45%
Interlibrary Loan Requests	1,340	529	10,748	10,945	-2%
	14,532	11,694	175,570	202,491	-13%

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
New Titles Added	3,641	4,446	58,416	49,500	18%
Total Items Added	13,702	15,187	223,503	228,317	-2%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
Main Library	192	192	2,416	2,424	0%
Branches	5,525	5,291	69,106	64,581	7%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD
	2019	2018	2019	2018	Gain/Loss
Downloads	13,401	12,986	147,223	151,127	-3%
Users	684	639	7,998	7,745	3%

Included in circulation activity

STREAMING MEDIA	Monthly Total		Year-to-Date	
	Songs	Users	Songs	Users
	16909	300	192468	3336

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