

CLEVELAND PUBLIC LIBRARY
Minutes of the Regular Board Meeting
October 15, 2020
Learning Commons Louis Stokes Wing
12:00 Noon

Present: Ms. Butts, Mr. Seifullah, Ms. Rodriguez,
Mr. Hairston, Ms. Thomas, Mr. Parker,
Mr. Corrigan (arrived, 12:22 p.m.)

Absent: None

Ms. Rodriguez called the meeting to order at 12:03 p.m.

Approval of the Minutes

Ms. Rodriguez moved approval of the Regular Board Meeting of 09/17/20. Mr. Hairston seconded the motion, which passed unanimously by roll call vote.

COMMUNICATIONS

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

FINANCE COMMITTEE REPORT

Mr. Seifullah presented the following report.

Resolution to Accept Gifts for the Month of September

(See page 1344)

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

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

WHEREAS, Attached to this Resolution are the Gift Reports itemizing the gifts received by the Library for the month of September of 2020; now therefore be it

MINUTES OF
REGULAR BOARD
MEETING OF
09/17/20
Approved

RESOLUTION TO
ACCEPT GIFTS
FOR THE MONTH
OF SEPTEMBER
2020
Approved

RESOLVED, That the gifts described in the Gift Report for September of 2020 be accepted upon the conditions connected with said gifts in accordance with Section 3375.40(K) of the Ohio Revised Code.

RESOLUTION TO
ACCEPT
VERIZON PASS
THROUGH
GRANT FROM
CLEVELAND
PUBLIC LIBRARY
FOUNDATION IN
SUPPORT OF
WORKFORCE
DEVELOPMENT
PROGRAMMING
Approved

Resolution to Accept Verizon Pass Through Grant from
Cleveland Public Library Foundation in Support of
Workforce Development Programming

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

WHEREAS, Verizon supports communities by reskilling and upskilling individuals most vulnerable in the future economy, helping people prosper by maximizing job creation and minimizing displacement as technology advances and disrupts today's job market; and

WHEREAS, Cleveland Public Library Foundation applied for and received a \$10,000 grant to provide workforce development programming to assist individuals in poverty on the path to long-term and stable employment; and

WHEREAS, On August 25, 2020, Cleveland Public Library entered into an agreement with Minneapolis-based Twin Cities Rise in the amount of \$23,500 and will use these grant funds help offset the costs to prepare CPL staff to train participants with the skills they'll need on the job with an intense focus on soft skills training; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant in the amount of \$10,000 from Verizon passed through from the Cleveland Public Library Foundation for deposit into the Founders Fund Account 203046-46100-21801 (Restricted Gifts) to be used to help offset the costs charged to the Founders Fund Account under purchase order number 200927; and be it further

RESOLVED, That the Executive Director, CEO or his designee is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall

be subject to the approval of the Library's Director of Legal Affairs.

Ms. Butts asked for additional information about this grant.

Before Sadie Winlock, Chief Equity, Education & Engagement Officer, responded to Ms. Butts' inquiry, Shenise Johnson Thomas, Chief of External Relations and Development, stated that we are very grateful for the Verizon commitment of \$10,000. In addition to this, other commitments will be coming from them which shows that they are really becoming a strong partner of the Library.

Ms. Winlock stated that she appreciated the Foundation's ability to identify opportunities to transfer funding to support specific programs. With these funds, we will be supported as we become certified in emotional intelligence training.

Ms. Winlock stated that we have partnered with Twin Cities Rise which is a 25 year old organization out of Minneapolis, Minnesota. Approximately 25 years ago, Steven Rothchild, an executive at General Mills, decided that he wanted to leave that position and focus on helping the underserved community not only to seek employment but retain it. They have had so much success with their Empowerment Institute which is essentially workforce development. We are specifically interested in their emotional intelligence component. Emotional intelligence is the ability to identify and manage one's own emotions and the emotions of others.

Ms. Winlock continued and stated that we will be focusing on 3 specific skills: (1) emotional awareness; (2) emotional identity; and (3) the ability to name that emotion and then being able to harness that emotion and apply to thinking and problem solving.

There will be 3 phases of this training. We will train a group of employees and then we will train trainers who will become certified so that we will not only be able to provide this for our patrons but we see this also as a revenue generator for the Library because we will offer this training to the general population, corporations and other organizations.

Ms. Winlock stated that the total cost of this training is \$23,500. Coupled with the \$10,000 from the Verizon grant, the Board will consider a second resolution in relation to this that will almost pay for the entire training.

Ms. Butts thanked Ms. Winlock for her explanation.

Resolution to Accept Gift from Anonymous Donor in Support of Young Scholars Academy

RESOLUTION TO
ACCEPT GIFT
FROM
ANONYMOUS
DONOR IN
SUPPORT OF
YOUNG
SCHOLARS
ACADEMY

Approved

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

WHEREAS, Cleveland Public Library Foundation received a gift of \$6,500 from an anonymous donor in support of the Young Scholars Academy program; and

WHEREAS, Young Scholars Academy is designed to build support for children entering Kindergarten. Through weekly sessions, parents help their children learn about goal setting, cooperating with other children, sharing, patience, science, math, literacy and more; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts an anonymous gift passed through from the Cleveland Public Library Foundation in the amount of \$6,500 for deposit into the Founders Fund Account 203046-46100-22801 (Restricted Gifts) and; be it further

RESOLVED, That the Executive Director is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Director of Legal Affairs.

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that this \$6,500 will go to our Young Scholars Academy. This is an expansion of our Kindergarten Readiness Program which is 10 weeks long. These funds plus others will help us to expand this program 2-3 years. Our original program only covered a few of the Ohio State Standards to ready a child for

kindergarten. These dollars added to others will help us to address all of the other Ohio State Standards to make sure that our children are ready for kindergarten.

In response to Ms. Butts' inquiry, Ms. Winlock confirmed that the program will now be expanded from 25 children to 35 children and stated that growth will be experienced over the next few months. Kindergarten readiness Young Scholars is not limited to one branch. It is available throughout the whole system because we are doing it virtually. This exciting and impactful program not only affects the child, it helps parents to become teachers of their children.

Resolution to Accept Grant from the Eva L. and Joseph M. Bruening Foundation in Support of Workforce Development Programming

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

WHEREAS, The Eva L. and Joseph M. Bruening Foundation invests in efforts to disrupt the cycle of poverty for families in Cuyahoga County by developing and maintaining partnerships with organizations that remove barriers to adult learning and provide older students with learning experiences that go beyond acquisition of basic skills to foster critical thinking, curiosity, and social-emotional growth; and

WHEREAS, Cleveland Public Library applied for and received a grant in the amount of \$11,500 to provide personal empowerment programming to assist individuals in poverty on the path to long-term and stable employment; and

WHEREAS, On August 25, 2020, Cleveland Public Library entered into an agreement with Minneapolis-based Twin Cities Rise in the amount of \$23,500 and will use these grant funds help offset the costs to prepare CPL staff to train participants with the skills they'll need on the job with an intense focus on soft skills training; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant in the amount of

RESOLUTION TO
ACCEPT GRANT
FROM THE EVA L.
AND JOSEPH M.
BRUENING
FOUNDATION IN
SUPPORT OF
WORKFORCE
DEVELOPMENT
PROGRAMMING
Approved

\$11,500 from the Bruening Foundation for deposit into the Founders Fund Account 203046-46100-21801 (Restricted Gifts) to be used to help offset the costs charged to the Founders Fund Account under purchase order number 200927; and be it further

RESOLVED, That the Executive Director, CEO or his designee is authorized to enter into and execute such agreements and instruments as may be necessary or appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Director of Legal Affairs.

RESOLUTION TO
ACCEPT GRANT
FROM THE
CLUBHOUSE
NETWORK IN
SUPPORT OF
SAFE CENTERS
FRO ONLINE
LEARNING AT
THE ROCKPORT
BRANCH BEST
BUY TEEN TECH
CENTER

Approved

Resolution to Accept Grant from the Clubhouse Network in Support of Safe Centers for Online Learning at the Rockport Branch Best Buy Teen Tech Center

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

WHEREAS, Best Buy Teen Tech Centers were invited to request up to \$20,000 to open doors during non-program hours and serve as a Safe Center for Online Learning ("SCOL"), where teens can access and engage in virtual classes or complete remote work assigned by their schools; and

WHEREAS, Grant funds are provided by Best Buy and administered through The Clubhouse Network; and

WHEREAS, Cleveland Public Library applied for and received a \$20,000 grant to increase our capacity to provide onsite services to youth from September through December 2020 at the Best Buy Teen Tech Center within the Library's Rockport Branch; now therefore be it

RESOLVED, That Cleveland Public Library Board of Trustees, pursuant to the authority set forth in R.C. §3375.40(K), hereby accepts a grant in the amount of \$20,000 from The Clubhouse Network for deposit into the Tech Centers Fund Account 257046-46100-12779 (Restricted Gifts); and be it further

RESOLVED, That the Executive Director, CEO or his designee is authorized to enter into and execute such agreements and instruments as may be necessary or

appropriate to effectuate the terms and conditions of this Resolution, which agreements and instruments shall be subject to the approval of the Library's Director of Legal Affairs.

Eighth Amendment to the Year 2020 Appropriation

(See pages 1345-1351)

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

WHEREAS, *Ohio Revised Code* Section 5705.40 provides for the amendment of an appropriation measure when necessary; and

WHEREAS, It is now deemed necessary to amend the Year 2020 Appropriation Measure, which complies with the Amended Official Certificate of Estimated Resources received from the Cuyahoga County Budget Commission dated October 7, 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 Eighth Amendment to the Year 2020 Appropriation Schedule be approved.

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

(See page 1352)

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

WHEREAS, On November 21, 2013, the Board of Library Trustees authorized the Library to enter into a five-year agreement with Integrated Precision Systems, Inc. ("IPS") for maintenance of the Library's people counting hardware, software, and firmware at the cost of \$30,000

EIGHTH
AMENDMENT TO
THE YEAR 2020
APPROPRIATION
Approved

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

for the first year, with a 5% increase each subsequent year of the contract; and

WHEREAS, Each year since 2013, this Board has authorized the Library to renew the agreement with IPS for maintenance services for the Library's people counting system, and on October 24, 2019, this Board authorized the Library to renew the agreement with IPS for maintenance services for the period beginning November 15, 2019 and ending on November 14, 2020 at a cost of \$45,497.15; and

WHEREAS, IPS has proposed to provide maintenance to the Library's people counting hardware, software, and firmware for the period beginning on November 15, 2020 and ending on November 14, 2021 at a cost of \$45,497.15; and

WHEREAS, The Department of Information Technology recommends renewing the maintenance agreement with IPS for an additional year effective November 15, 2020 at a cost of \$45,497.15; now therefore be it

RESOLVED, That the Board of Trustees of the Cleveland Public Library hereby authorizes the Executive Director, CEO or his designee, to enter into an amendment to the agreement with Integrated Precision Systems Inc. for maintenance services for the Library's people counting hardware, software, and firmware for an additional year for a total amount of \$45,497.15, subject to approval of the Library's Director of Legal Affairs, with the expenditure being charged to 13010053-53360 (Computer Maintenance).

Resolution Authorizing Fifth Amendment to the Agreement for Security Services with Royce Security Services, LLC

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

WHEREAS, The Cleveland Public Library is in the process of hiring additional Safety & Protective Service Officers to fill the branch posts currently filled by contract security guards, and the Library Administration has determined that until the new complement of SPS Officers have been hired, it will be necessary to contract with an outside security company to provide

RESOLUTION
AUTHORIZING
FIFTH
AMENDMENT TO
THE
AGREEMENT
FOR SECURITY
SERVICES WITH
ROYCE
SECURITY
SERVICES, LLC
Approved

services at branches in order to continue to ensure protection and security; and

WHEREAS, On January 21, 2020, the Library entered into an agreement with Royce to provide contract security services at the Library's branches on a month-to-month basis for an amount not-to-exceed \$25,000; and

WHEREAS, On February 20, 2020, June 18, 2020, and on August 6, 2020 this Board authorized the Library to enter into second, third, and fourth amendments to the agreement with Royce to continue to provide security services to the Library's branches on an as-needed basis for an additional fees totaling \$375,000, thus increasing Royce's total fee under the agreement to \$400,000; and

WHEREAS, The Library Administration recommends that this Board authorize the Library to enter into a fifth amendment to the agreement with Royce to increase the contract by an additional \$145,000, bringing the total contract amount to \$545,000, which the Library Administration estimates will extend services through the end of December 2020; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee, to negotiate and execute an amendment to the contract with Royce Security Services, LLC for security services on an as-needed basis to supplement the Library's Safety and Security Department while the Library seeks to hire additional Security Officers, by increasing the contract by \$145,000, bringing the total contract to an amount not-to-exceed \$545,000, to be charged to the General Fund Account No. 12930053-53380 (Contracted Security), which amendment shall be subject to approval of the Director of Legal Affairs.

Resolution Accepting Gift of Solar Panel Project at Rice Branch

(See pages 1353-1354)

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

WHEREAS, On June 15, 2017, the Board of Trustees of the Cleveland Public Library adopted a Resolution of Intent

RESOLUTION
ACCEPTING GIFT
OF SOLAR PANEL
PROJECT AT A
RICE BRANCH
Approved

authorizing the Cleveland Public Library to enter into a License agreement and such other instruments and agreements as are necessary to effectuate the construction by Dovetail Construction Company, to be hired by Cleveland Thermal Energy ("Cleveland Thermal"), of a solar panel system on the roof of the Library's Rice Branch, which Cleveland Thermal will convey as a gift to the Library, along with a twenty-five year performance warranty and three educational kiosks to be placed at the Rice Branch, the Carnegie West Branch, and the Main library; and

WHEREAS, On September, 26, 2019, this Board amended the Resolution of Intent to approve a change in the contractor constructing the solar panel system to Third Sun Solar LLC; and

WHEREAS, The construction of the solar panel has been completed and the system has been connected to First Energy and the meter has been installed and is operating, and the three educational kiosks are in the process of being installed; now therefore be it

RESOLVED, That the Board hereby accepts the gift from the Donor, having determined that the Project has been constructed and installed in a manner satisfactory to the Library's Capital Projects Manager, and that the Donor and its contractors have complied with the conditions concerning construction of the Project contained in the License Agreement entered into between Cleveland Thermal Energy LLC and the Library; and be it further

RESOLVED, That the Board President, or her designee, is authorized to execute the Acceptance of Gift document in the form attached to this Resolution or in form substantially similar thereto; be it further

RESOLVED, That all rights, title, and incidents of absolute ownership of the Project shall be transferred and vested in the Library from the time of acceptance of the gift forward.

In response to Ms. Butts' inquiry, Director Thomas stated that the building did received a Silver Leed rating years ago but did not have solar panels installed at that time. When discussions were held with Cleveland

Thermal, it was decided that Rice Branch made the most sense for the installation of solar panels.

Resolution Amending Resolution to Renew OCLC Cataloging, Worldshare ILL and Access Subscription Services

(See page 1355)

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

WHEREAS, On June 18, 2020, the Board of Trustees approved the subscription renewal for the period of July 1, 2020 through June 30, 2021 for OCLC Cataloging and Metadata Subscription of \$257,364.25 and OCLC WorldShare ILL Subscription of \$7,182.91, for a total amount not to exceed \$264,547.16; and

WHEREAS, OCLC has notified the Library that, due to the addition of the Mentor Public Library to the CLEVNET consortium, the Library's OCLC Cataloging and Metadata Subscription fee for July 1, 2020 through June 30, 2021 must be increased by \$5,247.71, for a revised annual fee of \$262,611.96 for OCLC Cataloging and Subscription and a total contract amount of \$269,794.92, including the OCLC WorldShare ILL Subscription; and

WHEREAS, The Library and OCLC have negotiated a new agreement in form under which changes to pricing must be agreed upon by both parties; now therefore be it

RESOLVED, That this Board hereby amends the Resolution it adopted on June 18, 2020 to clarify that the increased subscription renewal rate for the period of July 1, 2020 through June 30, 2021 for OCLC Cataloging and Metadata Subscription is in the amount of \$262,611.96 and OCLC WorldShare ILL Subscription is in the amount of \$7,182.96, for a total amount not to exceed \$269,794.92 with the expenditure being charged to the General Fund, Account 14140053-53800 Library Material Control; and be it further

RESOLVED, That the Executive Director, CEO, or his designee, is authorized to enter into such agreements and execute other instruments or documents necessary or appropriate to effectuate the terms of this Resolution,

RESOLUTION
AMENDING
RESOLUTION TO
RENEW OCLC
CATALOGING,
WORLDSHARE ILL
AND ACCESS
SUBSCRIPTION
SERVICES

Approved

subject to the approval of the Director of Legal Affairs.

RESOLUTION
AUTHORIZING
AMENDMENT TO
AGREEMENT WITH
PROFESSIONAL
SERVICE
INDUSTRIES, INC.
D/B/A INTERTEK-
PSI FOR
SURVEYING,
ENVIRONMENTAL,
GEOTECHNICAL,
AND ANCILLARY
ENGINEERING
SERVICES

Approved

Resolution Authorizing Amendment to Agreement with Professional Service Industries, Inc. d/b/a Intertek-PSI for Surveying, Environmental, Geotechnical, and Ancillary Engineering Services

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

WHEREAS, On May 21, 2020, the Board of Trustees of the Cleveland Public Library authorized the Executive Director to enter into an agreement with Professional Service Industries, Inc. d/b/a Intertek-PSI in an amount not-to-exceed \$75,000 for surveying, environmental, geotechnical, and other ancillary engineering services in connection with the first phase of the Facilities Master Plan; and

WHEREAS, Since May, Intertek-PSI has performed services including site surveys, hazardous materials surveys, and Phase I environmental site assessments for the sites of the new Hough and Woodland branches, and the Library has paid Intertek-PSI \$22,948 for services performed to date; and

WHEREAS, The Library is satisfied with the services performed by Intertek-PSI and recommends amending the agreement to increase Intertek-PSI's compensation by \$30,000 bringing their total compensation to \$105,000, which the Library anticipates will cover the costs of services needed through the beginning of construction, and which will include a Phase I environmental site assessment for property that the Library intends to acquire for a project during Phase 2 of the Facilities Master Plan; now therefore be it

RESOLVED, That this Board authorizes the Executive Director, CEO or his designee to enter into an amendment to the agreement with Professional Service Industries, Inc. d/b/a Intertek-PSI to provide additional surveying, environmental, geotechnical, and other ancillary engineering services in an amount up to \$30,000, for a total contract amount not-to-exceed \$105,000, of which \$24,000 of such expenditure shall be charged to

Construction Tax Exempt fund account 402xxx05-55300 (Construction/Improvements), where xxx = branch/department and \$6,000 shall be charged to General fund account 12100053-53710 (Professional Services), and which amendment shall be subject to the approval of the Director of Legal Affairs.

Resolution to Amend Agreement with HF Group LLC for Binding and Rebinding Library Service Materials

(See page 1356)

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

WHEREAS, On September 17, 2015 the Board of Library Trustees authorized the Executive Director, or his designee, to enter into a one-year contract effective November 1, 2015 with HF Group, LLC to bind Cleveland Public Library materials with an option to continue the contract for four one-year renewal periods

WHEREAS, The Library exercised its option to continue the contract for four one-year renewal periods and the Fourth Renewal of the agreement with HF Group, LLC expires October 31, 2020; and

WHEREAS, The Library is in need of binding services upon expiration of the agreement, and the Library's Department of Technical Services has issued a request for proposals seeking pricing proposals from ten (10) vendors. In order to give vendors enough time to respond, the Library has extended the deadline for the request for proposals; and

WHEREAS, With the extended deadline, the Library needs to extend the contract with HF Group, LLC for an additional two months to allow more time to complete the proposal and selection process; and

WHEREAS, HF Group has agreed to honor its current pricing, terms, and conditions through December 31, 2020; now therefore be it

RESOLVED, That the Board of Library Trustees authorizes the Executive Director, or his designee, to execute and negotiate an amendment to the contract with HF Group LLC

RESOLUTION TO
AMEND
AGREEMENT WITH
HF GROUP LLC
FOR BINDING AND
REBINDING
LIBRARY SERVICE
MATERIALS
Approved

FISCAL OFFICER'S
REPORT
Submitted

effective November 1, 2020 to bind Cleveland Public Library materials for an additional two months through December 31, 2020, subject to the approval of the Director of Legal Services, with such expenditures to be charged to the General Fund Account 14130054-54710 (Bookbinding).

REPORT ON
INVESTMENTS
Submitted

Fiscal Officer's Report

(See pages 1357-1415)

REPORT ON
CONFER. & TRAVEL
EXPENDITURES
Submitted

Report on Investments

(See pages 1416-1418)

PURCHASES FROM
\$5,000-\$25,000,
7/1/20-9/30/20
Submitted

Report on Conference and Travel Expenditures

(See page 1419)

PRUCHASES
EXCEEDING
\$25,000, 7/1/20-
9/30/20
Submitted

Purchases from \$5,000-\$25,000, 7/1/20-9/30/20

(See page 1420)

Purchases Exceeding \$25,000, 7/1/20-9/30/20

FEES PAID FOR
LEGAL ADVICE AND
SERVICES TO
OGLETREE
Submitted

(See page 1421)

Fees Paid for Legal Advice and Services to Ogletree

(See page 1422)

FEES PAID FOR
LEGAL ADVICE AND
SERVICES
RELATED TO THE
FACILITIES MASTER
PLAN TO BRICKER
& ECKLER
Submitted

Fees Paid for Legal Services Related to the Facilities Master Plan to Bricker & Eckler

(See page 1423)

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

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

(See page 1424)

Mr. Hairston asked for an update on diversity relative to the Library's purchases from \$5,000-\$25,000.

In response, Ms. Winlock explained that discussions are being held with the internal and external members of our Supplier Diversity Council on how we can redirect all

purchase of materials and supplies that are \$10,000 and less specifically to minority businesses.

Ms. Winlock stated that the process has been built and we have identified how we can implement this. We have identified the Greater Cleveland Partnership's Marketplace where a list of MBE and FBE owned businesses are housed. To ensure the minority business community is aware of all our opportunities, they will be listed on our website and at GCP. This process will be brought to the Board at an upcoming Board Meeting as we are looking to launch this before or by the first of the year.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Hairston presented the following report.

Regular Employee Report

(See page 1425)

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

Retirement Recognition Citation

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

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

Elvira Baron (35 years of service); Library Assistant - Subject Department; Science & Technology Department; retired 09/01/20

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

REGULAR
EMPLOYMENT
REPORT
Approved

RETIREMENT
RECOGNITION
CITATION
Approved

Be it further resolved that the citation be sent to them forthwith if they are not present at this meeting of the Board of Trustees.

Mr. Hairston saluted Ms. Baron for her years of service at the Library and stated that he looked forward to personally congratulating all retirees at some point.

Director Thomas stated that Ms. Baron was a mainstay at Cleveland Public Library and she will be missed by patrons and fellow employees alike.

Resolution to Revise the Human Resources Manual

(See pages 1426-1428)

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

WHEREAS, Pursuant to Section 121.2 of the Human Resources Manual, the Board of Library Trustees must approve all changes to the Human Resources Manual; and

WHEREAS, The Library's Human Resources Department is in the process of conducting a comprehensive review and revision of the Human Resources Manual to reflect the prevailing practices in today's workplaces; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 431, titled "Fleet Vehicles," as set forth in Exhibit "A" to this Resolution; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a rewritten Section 432, titled "Employee-Provided Transportation (Personal Vehicle and Public Transportation)", as set forth in Exhibit "B" to this Resolution; and

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibits "A" and "B" of this Resolution to update Sections 431 and 432, respectively, to become effective October 15, 2020, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and their related procedures.

RESOLUTION
TO REVISE
THE HUMAN
RESOURCES
MANUAL
Approved

Mr. Hairston stated that this item was discussed at length at the recent Joint Finance & Human Resources Committee Meeting.

Lynn Sargi, Chief Talent Officer, was available for any questions the Board may have had.

Report on Paid Sick Time Used by the Month

(See page 1429)

Employee Demographics(EEO-4)Report

(See page 1430)

Insurance Summary Report

(See page 1431)

REPORT ON
PAID SICK TIME
Submitted

EMPLOYEE
DEMOGRAPHICS
(EEO-4) REPORT
Submitted

INSURANCE
SUMMARY
REPORT
Submitted

COMMUNITY SERVICES

Mr. Corrigan presented the following report.

Monthly Activity Report

(See pages 1432- 1436)

MONTHLY
ACTIVITY
REPORT
Submitted

Mr. Corrigan noted that the Library has had several months of operating under COVID restrictions and requested a summary of what the latest monthly statistics reveal.

Director Thomas compared this year's monthly total circulation of 342,263 to last year's monthly total circulation of 505,291 and the year-to-date circulation of approximately 2.4 million in 2020 to 4.5 million in 2019. If we were to continue to remain open through December, our circulation would probably be a little over 3.3 million which would put us at about 75% of our circulation for last year. Considering the months that the Library was closed under COVID, that is a tremendous number. This means that the Library has been able and continues to get materials to patrons as well as provide access online.

John Skrtic, Director of Public Services, stated that he and Harriette Parks, Director of Public Services,

present to the Executive Team every Monday these statistics. Mr. Skrtic noted that although circulation is down 46% from last year, we are doing better than we thought. Electronic media is up approximately 25% compared to 2019. Transaction loans to CLEVNET are down 50%, partly due to quarantining of items, but we are working with partner organizations to make sure that we are getting our flow back to normal. Changes in the permanent collection are up 14% from last year as we have been buying the things we missed while we were closed.

Timothy Diamond, Special Assistant to the Director, stated that what is not evident as we are looking at these different numbers is that there are many different things happening behind the scenes to make it easier for people to access things in non-traditional ways. The increase in eMedia is not just because people are staying home but because we are making it easier for people to access eMedia. In addition, if you do not have a library card, you can now get one almost instantly. We are always looking for ways during these very challenging times to make it easier for people to get access to information as well as assistance from our staff.

Mr. Diamond stated that virtual reference is being offered in a new way. ASK CPL Live Chat is something that people are now embracing and will soon become the norm.

In response to Ms. Rodriguez' inquiry, Mr. Skrtic stated that during the quarantine, we were very careful and considerate of our patrons regarding mobile hotspots. If a patron had one during that time, the hotspot remained on. As a result, many patrons thanked us. We are working with the Foundation to identify funds so that we might purchase additional hotspots.

Mr. Skrtic stated that we currently have 900 hotspots. Suzi Perez, TechCentral Manager, and her team are working closely with Stephen Wohl, Lending Manager, to make sure that we are getting these back to where we were before we closed. Because there is such a high demand for hotspots, we are unable to make them holdable. They are available on a first come first served basis.

In response to Ms. Rodriguez' inquiry, Mr. Skrtic stated that unfortunately, some of the hotspots have not been returned.

Director Thomas stated that because some patrons have had them for so long, it has been a hardship for them to get them back. However, as soon as we get them, they are going right back out.

Mr. Corrigan stated that CLEVNET circulation is down 50% because of their closures and asked for a status of our CLEVNET partners and the current status of their services.

Mr. Diamond stated that all of our CLEVNET partners are open in various degrees. Most of them are open very similar to the way we are open. Their computers are being used as well as circulating materials. The 50% decrease is really an indication of six months of books sitting in warehouses. Tens of thousands of items were at a standstill during that time when the statewide delivery system was shut down.

In response to Mr. Corrigan's inquiry, Director Thomas stated that most large public libraries across the country are following quarantine protocols put out by OCLC which states that 3-5 days may be necessary for items be in quarantine. This delay does have an effect on circulation. Some libraries are concerned by the delays caused by the quarantine. However, CPL is accepting of the science and will continue to follow these standards.

Mr. Skrtic added that once the Library has received an item coming from another library, it has already been quarantined and can be circulated to our patrons.

Mr. Corrigan congratulated staff on moving over 28,000 items curbside.

Mr. Corrigan made the observation that COVID has affected our branches differently in terms of circulation, with the inner city sustaining a larger impact, mirroring the same inequities seen in any fact-based analysis of health care is in this county.

Mr. Corrigan commended Library leadership and staff for the response that they have provided during COVID.

**BUILDING
STATUS
UPDATE**
Presented

Building Status Update

Director Thomas reported that a meeting has been scheduled on October 29, 2020, with Steven K. Rubin, Midwest Development Partners, to begin discussions around the new Martin Luther King, Jr. Branch.

Jean McFarren, Collection Services Director/Interim Coordinator for Facilities Master Plan, stated that all current projects are progressing. As we continue with the Hough Branch, we are working closely with the East 66th Street Transportation for Livable Communities Initiative (TLCI) to make sure that our plans fit into what they are doing.

Ms. McFarren directed the Board's attention to the Library's homepage that provides an update of West Park. In addition, Ms. McFarren announced that the Library will soon launch its coUrbanize page at courbanize.com. The coUrbanize page will provide up to date information on the progress of the Library's system-wide capital development projects.

**ADVOCACY
TASKFORCE
UPDATE**
Presented

Advocacy Taskforce Update

In response to Mr. Corrigan's inquiry, Shenise Johnson Thomas, Chief of External Relations and Development, stated that from a State perspective, the Library has received approximately \$700,000 in CARES funding in support of our pandemic relief efforts. Additionally, the Ohio Library Council has done a statewide survey for libraries to speak to the work that they have done amid COVID-19 which will go to legislators. We have been keeping our local delegation apprised of our efforts as well. They are also informed of our work during the pandemic.

Ms. Johnson Thomas stated that we partnered with the County and State Representative Bride Rose Sweeney on a U.S. Census event at Lorain Branch last month.

Ms. Johnson Thomas stated that we also engaged Councilman Basheer Jones with the Library's virtual storytime program last month

Foundation Update

Shenise Johnson Thomas, Chief of External Relations and Development, stated that Foundation Board approved the resolution for the Jaros Strategy proposal. This proposal had been previously approved by Library's Board at their last Regular Board Meeting.

Ms. Johnson Thomas report that the kick off meeting for the Public Art Program was held and we look to launch with Hough and Martin Luther King, Jr. branches. LAND Studio is in the process of doing their discovery work and the Board will be kept apprised.

The Cleveland Public Library Foundation has also launched the Tile Campaign. Information was mailed and emailed and can be found on the Foundation's social media platforms.

Ms. Johnson Thomas stated that a number of corporate sponsors such as Key Bank, United Way, Moody Nolan and RPM have been secured for the Library's Democracy 2020 work.

Mr. Corrigan requested an update on census efforts in the branches.

John Skrtic, Director of Public Services, stated that today an email was sent to all staff reminding them that today is the last day that individuals can respond by phone, email or mail. Links were sent out to every staff member. We are hovering at that 50% mark. Anything that we can do in these last minutes will be helpful across the city.

In response to Ms. Rodriguez' inquiry, Ms. Johnson Thomas stated that although the Tile Campaign is currently for the Eastman Reading Garden, it does not preclude the campaign from exploring a possible expansion that will include the branches. This can be included with the work performed by Jaros Strategy. Extending this reach will not only support the Library and its branches but the Foundation as well. If we are able to scale this system wide, we will do it.

Diversity, Equity & Inclusion Update

Sadie Winlock, Chief Equity, Education & Engagement Officer, stated that we are on two different tracks. One track is Diversity, Equity Inclusion (DEI) which focuses on how we create an environment that is inclusive for our employees and make sure that our programs and services are inclusive on meeting people where they are. The other track is around Supplier Diversity which relates to our construction and procurement space.

Under the DEI Committee, our strategic plan includes Employee Resource Groups (ERG). These are employer recognized work groups that are voluntarily led by employees. These groups allow employees with commonalities to meet, support each other and produce a particular outcome that helps improve our business outcomes and their job satisfactions. These commonalities normally include things like race, religion, nationality, gender, sexual orientation, disabilities, social economic causes or shared interests.

Ms. Winlock stated that we have identified and have both chairs and co-chairs and executive sponsors for six ERGs: Women, LGTBQAI+, Multi-Cultural, African American, People with Disabilities and Hispanic/Latinx. The training for the chairs and co-chairs will begin in November and we will launch these groups in either January, February or sometime during the first quarter. This will help us reach communities that we may not understand or have not been able to reach as well as help grow our programs and expand our services. We have 72 people which is more than 10% of our employee base has expressed an interest in these groups. The Board will be updated as the work continues.

OLD BUSINESS

Ms. Rodriguez stated that there were no items of Old Business to discuss.

NEW BUSINESS

Ms. Rodriguez stated that there were no items of New Business to discuss.

DIRECTOR'S REPORT

Before presenting his report, Director Thomas stated that he previously shared communication with the Board that was sent to staff regarding the Library's contingency plans regarding COVID. Because COVID cases across the state continue to rise at alarming rates and the situation remains fluid, there may be a time when the Library may have to result to one of its contingency plans on how to move forward. Should that occur, the Board will be updated with what our plans will be.

Director Thomas asked Carrie Krenicky, Chief Financial Officer, to provide the Board with a brief update on the financial status of the Library.

Ms. Krenicky stated that since her update at the last Regular Board Meeting, we received our second half Property Tax settlement. Although we have not received all of the revenues yet, it appears that we will be receiving an additional \$4.4 million in revenues with \$1.6 million being over our current certification and \$2.8 million in delinquent tax collection.

Ms. Krenicky stated that this month's Public Library Fund distribution was 11.4% above the State's last estimate in June. This is the fourth month that our funds have been higher. If we receive where we are estimated for November and December, we will receive \$980,000 over where we are currently certified now. However, we will still be about \$815,000 lower than we were originally certified before the pandemic.

Ms. Krenicky stated that we are currently certified in our General Fund at about 58.6 million and we are looking to be actually collect about \$64.1 million.

In conclusion, Director Thomas stated that unless we are able to get our arms around this virus, we could be in a worse situation. We recognize that things could change very quickly.

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**LIBRARY SERVICES DURING COVID 19**

Directors of Public Services, John Skrtic and Harriette Parks, Assistant Director of Public Services Robin Wood, Tech Central Manager Suzi Perez and Lending Manager Stephen Wohl continue to represent Main Library on the CPL Re-Opening Task Force.

On September 28th, Main Library eliminated the 1.25-hour patron time limit and is now allowing patrons unlimited time access at Main Library however; patrons are still limited to one hour of computer time per day following the Tech Central Cleaning Schedule.

Lending Manager Steve Wohl and Lending Assistant Supervisor Reginald Rudolph attended a meeting with the Knowledge Office to discuss various circulation related procedure changes to better accommodate patrons during the pandemic on September 4th. Updates were made to the eCard application process, as well as permitting patrons to renew their library cards over-the-phone.

PROGRAMS, SERVICES, AND EXHIBITS

The Youth Services Department celebrated the Norman A. Sugarman Children's Biography Awards virtually on Thursday, September 24th.

Subject Department Librarian Terry Metter pre-recorded a *Books and Ballots* program for Facebook about voting in the age of COVID-19 with East 131st Branch Manager Marina Marquez on September 11th. The program consisted of an online interview of Cuyahoga County Board of Elections Community Outreach Manager Mike West. The discussion was the second in a monthly series leading up to the November 2020 Election.

General Research Collections Manager Sarah Dobransky co-hosted the September Facebook Live "Count on Us" Census discussion with Assistant Director of Public Services, Robin Wood. Guest Joe Cimperman, President of Global Cleveland, discussed Cleveland's rich cultural communities and how they are impacted by the US Census.

Library Assistant Lisa Sanchez co-hosted the second September Facebook Live "Count on Us" Census discussion with Assistant Director of Public Services, Robin Wood. The pair interviewed Billy Sharp, head of the Cleveland Urban League Guild, and a census student ambassador, Madison. The interview focused on counting children and how the census affects school funding. The Ohio Center for the Book hosted online *Get Graphic!* comics discussions. The Fall series highlights the *Sandman* series by Neil Gaiman.

Staff across Main Library created book displays and mini exhibits including a display on *Freedoms Voice for All* created by Library Assistant Danilo Milich, a Photograph Collection exhibit of 19th-century photographs by Moritz Liebich and his son, Arthur K. A. Liebich created by Librarian Brian Meggitt and to honor the life of Supreme Court Justice Ruth Bader Ginsburg, the Government Documents Department and Social Science Department each gathered materials to highlight her life and impact on civil liberties.

LIBCHAT

Staff across Main Library and Branches answered 601 patron chats during the month of September.

CLEVELAND DIGITAL PUBLIC LIBRARY

CDPL staff continues to remain in contact with community partners and have continued working to maintain existing engagement with Cleveland Grays (glass plate scanning), Karamu House (collection survey and evaluation), Old Brooklyn Historical Society (newspaper digitization), The Ukrainian Museum and Archives (collection links and new projects), Cleveland Orchestra (scrapbook project), Moreland Courts (scanning project for anniversary and display), Cleveland Architecture Foundation (interviews), and many others. Partners have been invited into the library to make use of reopened services.

Digital gallery use was up 30% over last summer. From September 1st to September 28th, Google Analytics (GA) reports 5,546 sessions for 3478 users and 85,750 page-views. Search engines delivered 54% of accesses (99%+ from Google). Searching in ContentDM accounts for 28% of accesses. Referrals were 10% of accesses (32% of referrals came from Wikipedia). Social media referred the remaining 8% of sessions (71% came from Facebook and 24% from Twitter). 57% of users accessed the site using desktop computers, 43% of users accessed ContentDM through mobile devices (12% tablets and 88% phones).

Preservation

As of September 30th, preservation received 52 items and returned 157. The team produced 7 four-flaps, 11 oversized enclosures for Park Plans, and 24 labels. The team did 31 complex and 14 simple book repairs, received and returned nearly a hundred books to HF group for copi-covers, and completed 1 simple and 27 complex flat paper repairs. The preservation team has continued working on an inventory of artwork in the library system, beginning with branches in phase one of the master plan.

Interlibrary Loan

Statistics from OCLC are one month behind and cover August. Request volume returned to normal in August. 42 requests from CPL users for materials from other libraries, and response time by other libraries, likely due to the pandemic, averaged 27 and a half days for turn around on patron's requests. Partner libraries made 518 requests during August and CPL staff managed a turn-around average of 6 days. 18 copy requests (digital and analog) were fulfilled. Staff have taken copy requests over the phone and internet for digital delivery as well as walk-up and drive through service. The ILL team spent significant time this month working with Lending to sort out legacy fines and fees on transit accounts.

TECHCENTRAL**Professional Development and Meetings**

TechCentral staff meeting - 9/22

TechCentral staff attended a variety of webinars throughout September including Net Inclusion, Emerging Technology Symposium and various NEO-RLS sessions. TechCentral Manager, Suzi Perez, continued meeting with the reopening committee

Computer Usage

There were 1,828 computer sessions (TechCentral, 15-minute, MakerSpace), with 69 reservations.

Special Projects

TechCentral 3D printed iPad stands for all 27 branches to aid in hands free programming.

TechCentral continues to vinyl print labels for hand sanitizer and sanitation spray.

TechCentral is heat pressing CPL logo face masks for staff.

TechCentral is 3D printing replacement keys for hand sanitizer dispensers.

PST Sep - 2020 Report**Service Calls and Tickets Summary**

Service Calls and Tickets Received: 82

Service Calls and Tickets Resolved: 74

Resolved Main Library Service Calls and Tickets: 24

Resolved Tech Central Service Calls and Tickets: 10

Resolved Branches Services Calls and Tickets: 40

Tickets from CLEVNET: 54

Service Ticket and Project Detail

Computer Imaging/Prep: 3

3D Printer: 1

Workstation: 36

iPad Management: 3

Hotspot Resets: 2

Application: 13

OUTREACH

Government Documents Clerk Erick Walker led the event, "A Call for Change" at the Concerned Citizens Community Council in the Mt. Pleasant neighborhood. In addition, Popular Department Page Deborah Gray, assisted in hosting. The event sponsored by Reclaim Ward 4; a neighborhood group focused on increasing voter participation in Ward 4 as well as government concerns at all levels. Cleveland Public Library's Tech Central provided Wi-Fi hot spots and the Rice Branch provided iPads to allow event goers to connect to the US Census and Board of Elections websites.

Literature/OCFB Manager Don Boozer, along with coordinators of other State Centers for the Book, prepared a "virtual booth" for the Library of Congress's National Book Festival held online September 25th to the 27th. Each state was provided with a platform by Decibel Management to upload videos, handouts, and links. Ohio's "booth" featured an interview with Prof. Douglas Brinkley, author of Ohio's featured book - *American Moonshot: John F. Kennedy and the Great Space Race* (Young Readers' Edition), resources related to NASA and Apollo (including a link to a virtual tour of Ohio's own NASA Glenn Research Facility), information on Ohio's winner of the Library of Congress's State Literacy Award Winner (Adopt A Book), and much more!

The International Department reports there were three long loans processed for partner agencies, CPL-JEFF (30), ME-BR (40) and HU-MAIN (2,075) for a total of 2,145 items.

COLLECTION MANAGEMENT AND DEVELOPMENT

Collection management and development continues across Main Library. Following is an example of some of the work being done.

Youth Services Senior Subject Department Librarian, Lan Gao continues working on an LC weeding project and restructured First Reader Collection.

CLGH Library Assistant Lisa Sanchez has continued to add item descriptions to the Cleveland City Hall Collection, continued scanning images from the Cleveland City Hall Collection and organizing them in digital neighborhood folders, and has completed a public-facing newspaper microfilm finding aid for patrons.

Special Collections staff shifted and weeded octaves, quartos, folios and elephant folios. Special Collections librarian Stacie Brisker is working on a pathfinder for the Langston Hughes collection.

Special Collections and the Catalog Department resumed their monthly embedded cataloger project on September 9th. Cataloger Erin Valentine is assigned to work with Special Collections and Barbara Satow works with Maps.

On September 23rd, Photograph Librarian Brian Meggitt officially took possession of a donation of thousands of image slides and prints. Taken by a local art historian, the images depict archaeological and cultural sites during the 1970s and 1980s in Europe, North America, South America, and Asia.

Photograph Librarian Brian Meggitt continued working on the item-level inventory of the second section of the Cleveland City Hall Collection, a group of approximately 18,000 8" x 10" photographs created by various City Hall departments

CLGH Manager Olivia Hoge started a project working with the Louis Stokes Wing folios. Grossly out of order, Ms. Hoge is doing a review of the items to make sure they are in the catalog, adjusting notes, reorganizing and relabeling the items. Once items are in order, the shelving will be labeled to aid in the finding and shelving of materials.

Library Assistant Adam Jaenke photographed the people, places, and things of downtown post-quarantine and political demonstrations as a part of the Neighborhood Photographic Survey on September 23rd.

Map Collection Librarian Thomas Edwards continued entering data for the G.M. Hopkins plat book Volume 1, 1921 in ContentDM. He also sent over 200 circulating maps to High Demand to be inventoried in the catalog.

CLGH Library Assistant Adam Jaenke digitized 168 photographs from the Cleveland Picture Collection. This range focused on parks in Cleveland such as Wade, Rockefeller, and larger reservations in the Emerald Necklace such as Euclid Creek, Rocky River, and Hinckley.

Business, Economics and Labor Senior Subject Librarian Sandy Witmer started working with Center for Local and

Global History Manager Olivia Hoge on reorganizing the multi-department folio storage area on LSW 8. The project involves making sure all items are inventoried and have a standard location item note.

Thanks to an LSTA grant from the State Library of Ohio, Literature/OCFTB Librarian Evone Jeffries worked on a project throughout September to increase the holdings of the Ohio Center for the Book Ohio author collection. Ms. Jeffries, in coordination with Mr. Boozer and the staff of the Acquisitions Department, expanded the collection of *Choose To Read Ohio* honored titles and a slate of diverse authors. Ms. Jeffries and Mr. Boozer are collaborating with Sandy Jelar-Elwell and Overdrive to create an e-media special collection highlighting a selection of *Ohio Authors*. In addition, a generous benefactor donated approximately 250 playbills from various area theaters.

Literature/OCFTB Librarian Timothy Phillips began inventorying and creating finding aids for some of the Literature department's legacy archival collections.

RESEARCH THAT'S ONLY POSSIBLE AT MAIN LIBRARY

- Professor from Sorbonne University in Paris requested scans from *Le Chasse-Ennvy* (1628) related to anecdotes of chess.
- Local researcher requested to see John G. White's *Genealogical Charts of the American ancestors of Bushnell White and Elizabeth Brainerd Clarke* (1895-parents of JGW).
- Professor requested information about the marginalia in *Britainni vtriusq[ue] regu et principum* (1517 text on the legend of King Arthur). She is writing a grant to cover travel so she can study 16th century manuscripts at various institutions soon.
- Local researcher requested to see the 1920s issues of *The Cleveland Dial*.
- The former head of Reference from the Ingalls Library of the Cleveland Museum of Art told the owner of Greenwald Antiques to contact Manager Pam Eyerdam about provenance information on a print by Joan Miro.

Fine Arts owns the *catalogue raisonne* for Miro artwork.

- Researcher from New York requested information on public art in Cleveland from the Nina Gibans archive for a book he is working on. Ms. Gibans was active in the public mural project in downtown Cleveland during the 1970s called *City Canvases*. Staff found announcements and a gallery invite.
- Fine Arts Librarian Andy Kaplan had a call from a gentleman from Atlanta looking for a copy of a copyright license issue to the song "*Boo Boo Bear*" by Steve Vine and the Electras on Yucca records and thought CPL might have it because "you're a big library". After some research he discovered Yucca records masters were bought by Norton Records in NYC. He called Norton Records in NYC and spoke with someone there to confirm they still had the licensing rights to Yucca records, which they do. He called the patron back to pass along the information and it turns out he was the writer of the song and had lost his original copy of the copyright issue.
- Chess author requested a scan of a photo of Alekhine vs. Golombek from the 1940 *American Chess Bulletin* for an online article in *Chess Notes*.
- Local photographer and researcher requested information about a flour mill once located in the Flats on Merwin Ave. Fine Arts staff, Photograph and Map Collection were able to assist.
- CLGH staff found images for a patron the building that housed the patron's great-great-grandparents' saloon in the Hough Neighborhood.
- CLGH staff found the only known image of the Cuyahoga River fire of 1969 (its aftermath) for an exhibit on the creation of the Environmental Protection Agency for a research assistant from a presidential library.
- CLGH staff found news articles about the musical group, the Ohio Breakers for a patron. The patron was a member of the Ohio Breakers in 1984 when they were just 16 years old.

- CLGH staff researched Charles Vance for a patron. Charles Vance was an African American lawyer and President of the Greater Cleveland Neighborhood Centers in the 1960s.
- CLGH staff found images for a patron who was looking for photos of his grandfather's deli, located at 2122 West 32nd Street.
- CLGH staff assisted a patron with finding an article about their family in the Plain Dealer. Printed in 1966, the story covers military families in Cleveland and the work of mothers taking care of children while their husbands were in Vietnam. The patron gifted this to their grandchildren as a memento to remember their grandmother by.
- Social Sciences librarian Helena Travka continued assisting a National Geographic journalist by locating another item that may be helpful to his research in our collection - *The School Use of Cleveland's Public Library*. Cleveland Public Library is the only Ohio library and only public library to hold this title. This item is significant enough to be held by only seven other academic libraries, including Yale and Columbia.
- Business, Economics and Labor Librarian Zac Hay assisted a patron researching the Cleveland-based Standard Sewing Machine Company. Business, Economics & Labor Department holds a copy of the 1902 book *Finance: business proclamation number* in their Library Research Materials Reference Collection, which has entries on many Cleveland companies (including the Standard Sewing Machine Company). Cleveland Public Library is the *only* library to have this title.
- Business, Economics and Labor Librarian Zac Hay assisted a patron looking for information about the Garfield Heights record pressing plant, Pama. Information was found in the Plain Dealer Historical database, the Cleveland Orchestra Scrapbooks in the Digital Gallery, and listings found at the Ohio Secretary of State's Business Search. Additional sources included the Business Department's Cleveland

Corporation Files microfilm resource of listings from the Cleveland Chamber of Commerce. This is a unique collection that is only available in the Cleveland Public Library's Business, Economics, and Labor Department.

- Science and Technology Librarian Rose Mary Hoge assisted a patron in finding a 1942 article in the serial, *Publication*, from the American Association of the Advancement of Science.
- Science and Technology Librarian Rose Mary Hoge assisted an engineer searching for research on the torque of bolt fastening. She found two unique titles for this inquiry. The first is *Torque tensioning: a ten-part compilation* compiled by Fastener Technology International. Cleveland Public Library is the *only* Ohio library to hold this item, and one of two in the world.
- In addition, Ms. Hoge assisted a patron requesting an article from a 1996 conference, *North American Water and Environment Congress and Destructive Water*. Cleveland Public Library is the only Ohio public library owning the conference.
- A PhD student from the University of Bologna, Italy, contacted the Literature Department to request scans of hard-to-find editions of several books written by or about women authors for her project in "Translation, Interpreting and Interculturality."

STAFF DEVELOPMENT

Assistant Director of Public Services Robin Wood attended the on-line Special Districts Summit on September 17th.

Fine Arts librarian Bruce Biddle attended a NEO RLS webinar on *The Quiet Approach for Serving Customers* on September 9th.

Social Science Librarian Helena Travka attended the NEO-RLS webinar on *Magic, Mischief, or Malevolence? Online Privacy, Internet Security, and You*.

CDPL Staff attended the Ohio Preservation Council meeting online. In addition, CDPL staff were trained to use the new scanner.

Social Science Sr. Librarian Mark Moore attended to the Indiana State Library's webinar, *Social Media: How Many Accounts Do I Really Need?* And he also attended the City Club Forum *CSU 2.0: Reimagining Our Future* featuring Harlan Sands.

Government Documents Library Assistant Alea Lytle began taking courses at Kent State University's iSchool.

Lending Manager Steve Wohl and Lending Assistant Supervisor Reginald Rudolph attended a virtual BookEnds trainers meeting on September 22nd to discuss curriculum changes to future BookEnds training classes. Mr. Wohl and Mr. Rudolph are working towards updating and "blending" the existing SIRSI and Circulation training modules into a revised training class that will be built into future New Hire Orientations.

OLBPD

For September 2020, OLBPD circulated 32,167 books and magazines directly to patrons. OLBPD registered 104 new readers to the service. Approximately 733 BARD patrons among 1,491 active users downloaded 20,120 items.

OLBPD and CPL Financial Services submitted the State Fiscal Year (SFY) 2020 Fourth Quarter final close-out report to the State Library of Ohio (SLO) which includes expenses paid on or before August 31, 2020 that were encumbered as of June 30, 2020. The biennial SFY 2022-2023 budget activity detail and responses for OLBPD were also submitted to SLO as requested.

The National Library Service (NLS) and SLO buildings remained closed to the public. Both NLS and SLO have limited staff reporting to their buildings. SLO has been able to send out library equipment to patrons, and OLBPD has received an allotment of players and accessories to assist SLO as needed with equipment distribution.

During a national teleconference forum with network libraries, NLS discussed concerns from network libraries that they were deliberately censoring material when certain titles were recently removed and replaced in BARD, including John Bolton's "The Room Where It Happened" and Mary Trump's "Too Much and Never Enough." NLS affirmed that they are not censoring any titles, and what took place was simply a technical glitch that occurred during the file transfer. NLS temporarily removed these books while they were being fixed. NLS also recently removed seven talking books from BARD due to issues of diversity and the quality of the narration. After reviewing these books - all older titles - with one based on patron feedback, NLS agreed that they could have been cast more appropriately based on the context and the author's intended voice behind the characters. As a result, NLS will not be removing these titles from their collection. Instead, they plan to replace these recordings with updated versions more appropriately cast and read in order to address issues of diversity.

The OLBPD adult book club met on September 13th to discuss "Nothing to See Here" by Kevin Wilson.

BRANCHES

The five districts, which encompasses our 27 branch locations continues to provide effective services while meeting the community outreach needs of our patrons. Six of our locations participated in voter and census registration by partnering with Census Counts. Census Counts provided a van which allowed patrons to participate in this initiative.

Additional branch highlights are as follows:

District One

Eastman - Back to School! With school resuming virtually at CMSD and most of the charter and parochial schools, we have designed and prepared programming ideas to work in a virtual format. The Eastman Branch is also participating in the UB Tech Coding Program offered through OPS/3E this fall. Grab 'n Go Lunches began this

month. We continue to monitor and track patron activity in the branch, sticking with the guidelines provided. The system seems to be working better now that the computer schedule has been resolved. Branch staff trained on LibChat continue to offer support to this systemwide service. Training and meetings this month included: Manager's Meeting (Jamie Lauver), Youth Services Meeting (Cassie Feliciano and Nancy Smith), UB Tech Training (Jamie), HR Forum (Jamie), Westown CDC (Jamie), and SEIU Delegate (Kristin Galewood). Betsy Martinez-Serrano started her EFMLEA leave this month. CD, DVD, and book orders were all submitted on time. We continue to weed and curate our collection to meet the needs of our community. Horror DVDs have been separated out from the Entertainment section to make it easier for patrons to find this very popular genre.

Lorain - September was the first full month of being open to the public again and Lorain assisted an average of 35 patrons each day. Lorain hosted a Census Media Blitz to encourage people to complete the 2020 Census. Kids Café resumed, providing free grab and go meals to youth through a partnership with the Greater Cleveland Food Bank. The How Does Your Garden Grow virtual gardening series concluded on September 3rd. Lorain hosted an animal meet and greet virtually with Jungle Terry. Lorain Branch Staff began hosting virtual tutoring again the week of September 21st. Branch Manager Crystal Tancak and Children's Librarian Adela Santana provided virtual reference services to patrons via LibChat throughout the month. Library Assistant Youth Emphasis Todd Fagan, Santana, and Tancak attended Zoom virtual tutoring training. Branch Page Michael Patton, Library Assistant Computer Emphasis Marlie Hooper, Fagan, Santana, and Tancak attended the virtual Kids Café 2020-2021 training. Tancak attended the Managers Meeting, Book Ends Meetings, an External Relations and Development Meeting, and an HR Forum and Santana attended the Youth Services Meeting.

Rockport - Rockport Branch continued to welcome patrons back to the branch in September, and our attendance numbers grew steadily throughout the month. We were excited to be notified that architects have been chosen for our branch design! New, socially distanced programs restarted at the branch, and we kicked off with a weekly outdoor yoga series on the field next to the branch. Our Zoom skills continue to grow as we have risen to the

challenge to hold Talk Like a Pirate Day, Book Cover Bingo, and Family Trivia Night virtually. As part of the Facebook Location Pages pilot, we have created events for all of our September programs, promoted new items, and shared branch information, growing our following from zero to over 70 people.

Since reopening, the BBTC has had 43 members in person. 144 people have viewed our Instagram TV programs (Mindful Mondays, Wellness Wednesdays, Thankful Thursdays), 3 members participated in the virtual program "Write It Out" storytelling tips and tricks, 5 members participated in our 4th Story Slam: Hopes and Dreams, 8 members are enrolled in our EFTW class which meets twice a week, 7 members are participating in our weekly origami club, and a total of 8 members are participating in our bi weekly D&D club and Sewing club. BBTC staff continued to participate in regional Clubhouse Network meetings, MyCom Meetings, and NEORLS webinars. We also kicked off a partnership with John Marshall to participate in the advanced UKIT program.

Walz - September found many loyal Walz patrons excited to return to the branch to see their favorite library workers and utilize the full services the branch has to offer. Week by week, daily attendance is growing as word spreads. Walz is offering a mix of youth and adult programming through ZOOM with a few stand out successes. The first week of September Ms. Gielty hosted a ZOOM book/movie club for seniors. All 10 participants enjoyed reading and/or watching "Wild" by Cheryl Strayed, but especially loved the chance to talk and meet with each other again. Last week also included a PreK Zoom story time which included two happy participants, and the giveaway of 10 kits of Take and Make Fish Fun craft, including book recommendations and an invite to a ZOOM school age story time. Our STEM-centered programming for 3-8th grade with OSU-Extension continues through October. Both Ms. Gielty and Imani Scruggs (OSU) are examining how to better get word out to kids and their families. The collaboration with the Food Bank Kid's Cafe is once again picking up steam as the school year begins. An email blast was sent to Walz schools (teachers, principals) to update them on the library's latest offerings. Ms. Gielty has continued to participate in the Detroit Shoreway Community Dev. Organization steering committee for MyCom.

West Park - The West Park community has been returning to branch use in its various forms in increasing numbers throughout the month of September. Staff continues to manage walk up, curbside, text-ahead, LibChat shifts, and in-person service along with a variety of other new tasks. West Park has been serving as a pickup location for PCs for People as well as UBTECH robotics kits. We have also offered a take home craft as well as Kids Café grab and go meals for youth. This month we also created a "pirate walk" chalk trail (designed by our brilliant artist and LACE Katie Power) in our reading garden for children as September 19th was "talk like a pirate day". Children's librarian Libby McCuan has also been doing virtual story times, though the attendance has not been substantial as of yet.

District/Branch Manager Dalby attended various virtual gatherings throughout the month including Reopening Committee, Public Service leadership, HR forum, and Editorial Marketing Team meetings as well as serving on a panel interviewing for prospective SPS new hires. The week of September 21st saw the beginning of many new programs assigned to us by OPS, including tutoring, art therapy, and teaching robotics.

District Two

Brooklyn - The Brooklyn Branch saw a return of some regular patrons with CPL's reopening to the public. Children Librarian Laura McShane collaborated with Horizon Science Academy Denison for a virtual family night. Youth Services Manager Annisha Jeffries and Branch manager Ron Roberts joined the presentation on library resources and programming. Discussions took place with CMSD Denison School on assisting with acclimating parents to technology use for virtual learning. Mr. Roberts attended the virtual Cleveland Foundation annual meeting entitled The Power of Unexpected Neighborhood Partnerships.

Carnegie West - The Branch was permanently gifted five watercolor paintings from local artist and Ohio City resident Mr. Chuck Delpapa. The paintings were on a long, temporary loan, feature the outdoors in all four seasons, and currently hung in the Rookwood Room. Although patrons are returning at a slow pace, the daily attendance of students and teachers from Welsh Academy

make up for the lack of patrons not visiting, and the other schools being open during the Covid-19 pandemic.

Fulton - The month was spent welcoming the community back into the branch and continuing walk-up service. Kids Café resumed September 1st and is being offered a grab n go service. Children's Librarian Beverly Austin, and LACEs Niyre Merriweather and Justin Smith all were facilitators as LibChat Operators. Clerk Rachel Irizarry and Page Gabrielle Murray updated the branch lobby display to the theme of VOTE and CENSUS 2020. Ms. Austin attended the Youth Services Meeting, hosted an outdoor craft making tie dye socks using markers and rubbing alcohol with 15 in attendance, and held 22 story-times via Zoom. Branch Manager Leslie Barrett attended the managers meeting, HR Forum, and CPL-FIT committee, and was named the Person with Disabilities Employee Resource Group Chair. Mrs. Austin and Mrs. Barrett attended the Fall Tutoring Orientation presented by OPS. Fulton received 2 new security cameras that were installed on the exterior of the building.

Jefferson - Jefferson Branch staff have been in contact with neighborhood schools to ensure that we are supporting student success. A plant swap took place in the parking lot and yoga participants filled the branch's front yard. The Tremont Think and Drink Book Club relocated to ZOOM, where at the inaugural online meeting participants discussed Eliese Colette Goldbach's memoir *Rust*, about her experience at the Cleveland steel mill. Friday morning Wee Read Storytime resumed via ZOOM and in a combination of modern technology and traditional crafting, and families participated in a Feed the Birds program. Additionally, Jefferson was selected as one of the branches to pilot the STEM @ Home UKIT program, bringing robotic kits to CMSD students.

South - The Children's Staff sent letters to all the School Teachers and Media Specialists in the Branch's service area. Story times have also started at the various schools. A Facebook Page was created for the Branch, and the Children's Staff have been recording story times and posting on Facebook. The story times have been quite successful with over 7,000 views, and

over 2,000 engaged with the content. The Branch held the first Zoom outreach visit to Horizon Education Center.

South Brooklyn - Along with reopening to the public, staff continued to offer curbside, walk up and Grab 'n' Lunches in partnership with Greater Cleveland Food Bank. The branch was also chosen as a PCs For the People pick up location. LAYE Raymond Cruz processed ecards, conducted a ZOOM story time, and reached out to Horizon Education Center for upcoming ZOOM programming. Children Librarian Ronald Palka-Roman set up ZOOM weekly story times, and attended the following workshops/meetings: Fall Youth Announcements, The Human Spirt Through Illustration, and YS meeting. Assistant Manager Tammy Houghton provided Travel by Cuisine (Mexico) program, and attended the following: HR forum, Public Services managers meeting, Book Ends meeting, and Kids Café training. District Manager Luigi Russo participated in the following meetings: Old Brooklyn CDC MYCOM, Public Services Team, Reopening Task Force, and HR Forum. Staff bid farewell to Page Michelle Leung after 3 years of service.

District Three

Garden Valley - The Clerk team Marla McConnell and Melissa Brooks continued to quarantine returned materials, discharged items after 96 hours, and reviewed the magazine, DVD and CD collections. The Youth Services Team have conducted virtual story times at Harvest Day Care, Rainbow Terrace Day Care, and I Learn 'N' Play Enrichment Center. LACEs Latoya Barnes and Alycia Woodman, continues to assist patrons with basic computer needs while following the social distancing guidelines. Assistant Manager Donald Smith presented the Virtual Adult Chess program via Zoom.

Hough - September saw the return of more of our patrons to use computers, fax, make copies, check out items and overall enjoy the library. Kid's cafe has steadily seen more children. A Census/Voting Pop Up Van was on site for one day. A Black Panther Display was set up to honor Chadwick Coleman. Library Assistant-Youth Emphasis Romael Young did an impromptu story time for the youth. Multiple staff members attended the virtual Board Meeting. Library Assistant-Computer Emphasis Michael Barkacs and Branch Manager Lexy Kmiecik attended the

webinar: Ditch the Drama: Strategies for Peak Performance and More Peace, Less Drama and The Quiet Approach to serving customers. Mr. Barkacs also attended the following webinar: Magic, Mischief or Malevolence. Children's Librarian Manisha Spivey and Mr. Young attended the Youth Services Meeting. Mrs. Kmiecik attended the monthly Manager's Meeting, Human Resources Forum, various Re-opening Task Force Meetings and the Midtown's Virtual Annual meeting.

Martin Luther King - Along with reopening to the public, staff continued to offer curbside, walk up and Grab 'n' Lunches in partnership with Greater Food Bank. The branch was also provided with a Facebook account. Clerk Brittany Ervin worked with the branch's new Facebook account and promoted upcoming program "What's Your Story?" Clerk Bessie Colman assisted patrons with voter registration. LACE Prince Foster and LAYE Eric Eubanks have been meeting to discuss tech necessary for programs. Mr. Eubanks attended Acute Respiratory Illness Pandemic: Preventive Training, YS meeting, and hosted Line Dance Club. Children Librarian Angela Pope hosted Wordplay Wednesday and volunteered to Chair an ERG. Both youth staff attend YS meeting, Picture Book Categories Pilot Project, and Fall Tutoring Orientation.

Sterling - The Sterling Branch continues to welcome back our friends and neighbors of all ages. The most requested adult services are computer use, copying, printing, emailing, and faxing. Sterling staff attended ALICE active shooter training and completed the Acute Respiratory Illness Pandemics: Prevention course. Kids Cafe afterschool snack resumed this month. Four staff members completed the Food Bank's online training. GCFB began the weekly backpack program. A St. Vincent Charity Medical Center staff member made and donated beautiful cloth masks for children ages 6 to 13, which the mask have superhero character or sports team logo. Branch manager Monica Rudzinski attended the MyCom Community Partners, Cleveland Central Promise Advisory Council, and St. Vincent Charity Medical Center Community Advisory Board virtual meetings. Ms. Rudzinski attended these City Club of Cleveland virtual forums: Uniting Communities and Demanding Equity: The Changing Narrative of Philanthropy, and 2020 State of the Schools.

Woodland - The Clerk team Latasha Brent and Shannon Muhammad continued to quarantine returned materials, discharged items after 96 hours, and reviewed the magazine, DVD and CD collections. The Youth Services Team collaborated to work on Master Kits for future virtual programming at the Woodland branch. LACE Desiree Smith continues to assist patrons with basic computer needs while following the social distancing guidelines. Mrs. Estrella presented the Free Virtual Family Yoga program via Zoom.

District Four

East 131st Street - The East 131st Street Branch happily provided services to the East 131st community throughout the month of September. The branch continued to provide walk-up service for patrons uncomfortable with entering the building due to COVID-19 concerns. Throughout the month of September Branch Manager Marina Marquez participated in community engagement efforts that included the First Street Coalition's initial meeting around land acquisition of an abandoned gas station and landscape designs for a pocket-park on East 131st Street. Ms. Marquez also attended the MyCom and Murtis Taylor Community meetings. In partnership with MyCom, First Street Coalition and the Corlett Garden Society Ms. Marquez continued to facilitate the Corlett Volunteers garden club to water and weed all planters along East 131st Street. On September 10, 2020, Ms. Marquez read several stories for the Dial-A-Story program. Along with Subject Department Librarian Terry Metter and Board of Elections Manger of Community Outreach Mike West, Ms. Marquez hosted the Facebook Live program *Books & Ballots: National Voter Registration Day and Voting in the Age of COVID-19* on September 14, 2020. On September 23, 2020, Ms. Marquez participated in the Innovation Design Committee meeting. In partnership with Dickens Reads, led by Rhonda Crowder, Children's Librarian Kelli Minter and Youth Services Assistant Rosa Simone participated in the Facebook Live event Johnny Appleseed to virtually connect with the children who attend our partner school Charles Dickens Elementary. East 131st Street Staff participated in Facebook Live events to support literacy by offering a variety of story times and programs. Branch Clerk Cathy Jennings' Facebook Live program highlighted all the wonderful kindergarten readiness kits and additional early childhood literacy resources available for checkout reaching 145 patrons.

Fleet - During the month of September, "walk-up" activities have decreased with the opening of the building. Patrons have been abiding by the new social distancing and attendance time limit restrictions. Fleet now has full Plexiglas installed around the circulation desk, the desks of the Youth Services Staff, L.A.C.E and the Manager. The work order submitted concerning air-conditioning issues has been resolved. Patch work repairs were made to the roof to fix interior leaks. Community Partner Clarence from the SPARK Program has graciously agreed to host a family friendly ZOOM African American History program for our patrons.

Harvard-Lee - Harvard-Lee Branch hosted the Census Counts van on September 17, 2020 to register patrons to vote and complete the Census. The Branch started to distribute lunches via the Grab & Go program of the Food Bank of Greater Cleveland, at 20 lunches five days a week. Branch Manager Kristen Schmidt virtually attended a Managers Meeting, the tutoring orientation by OPS, and the HR Forum. Youth Services meetings resumed, and Children's Librarian Olivia Morales and Library Assistant Youth Emphasis Kevin Moore both attended online. New employee Lisa Held started in the Library Assistant Computer Emphasis (LACE) position. Ms. Schmidt conducted several days of training on all aspects of Cleveland Public Library and customer service in a branch library. Branch Clerk Bianca Jackson assisted in training Ms. Held at the Circulation Desk, and LACE Stacy Brown assisted in training Ms. Held in the computer lab. Staff requested and had installed additional plexiglass walls to surround the desks located on the main floor. Emergency lights were repaired by Property Management. Weekly attendance at Harvard-Lee Branch has been approximately 250 patrons since we reopened.

Mount Pleasant - The staff focus this month was creating programs for an on-line environment. Manager (Shayla Boyce), Youth Librarian (Mark Tidrick), Clerk (Quentin Congress), LACEs (Kyra Berzonsky and Larrise Mondok), and LAYE (Renita Carter) are all contributing to our on-line presence. Each week more and more of our patrons are returning as the word spreads that the library is open. Staff have continued to purchase items to grow the collection. Patrons returning to the branch have expressed appreciation for the expanded DVD and Blu-ray collection.

Rice - Rice made September patron appreciation month with giveaways and prizes to welcome back the community letting them know we missed them. In that same vein of appreciation, youth staff submitted weekly virtual programming to OPS and has placed a weekly rotation of Craft kits on the youth tables for patrons of all ages who come in the branch with the desire to do a hands on activity. To maintain safety, a HIPPO was placed to repair the emergency lights. Board of Elections representatives set up a weekly information table for patrons to learn how to register to vote, how to vote by mail, and how to update their information. Ms. Hutson was appointed the co-chair of the Public Library Association's Membership Advisory committee and as a member of the American Library Association's (ALA) Membership Committee. She continues to serve on the ALA's Diversity Committee.

Union - Patrons are now beginning to realize that we are back open at the Union Branch. Patrons have expressed their elation over our reopening and staff are excited to see returning faces as well as the new ones. Youth staff are offering virtual story time for three age groups, toddlers, preschool and school age. Youth staff has been in contact with Miles Park Elementary School and will be attending future virtual parent teacher meetings and other programs as needed. Ms. Steward will be one of the facilitators for the UBTech Robotics program that will begin on Monday September 21st. Ms. Williams attended the following meetings MyComm Partnership, BUCS Collaborative, Book Ends for New Hires, and CPL Fit.

District Five

Addison - The Addison Branch has been working on the collection. We have realigned shelve space to accommodate more fiction and black world at branch. Staff members attended professional development from NEO-RLS, OLC, and PCI webinars.

Collinwood - It's back to school time and our Youth Staff has been busy planning and recording story times to post utilizing our new Face Book Page. The branch welcomes its new custodian, Brandon Masters who is on top of keeping the branch clean under COVID-19

guidelines. Collinwood staff has been participating in online safety training and in-person Active-Shooter Training, Kids Cafe and reviewing the COVID-19 Playbook. Patrons are gradually returning to the branch and mostly come for computer use, printing, faxing and making copies on the MFD. Of course DVD's are still on the top of the list for check outs. LA-CEs are very happy to have a workstation with a staff abled computer to retrieve emails and information needed to assist patrons. Manager Peak continues to network via zoom and email with community members and partners on library services and attend zoom meetings. We continue to track our patron visits and report numbers on a weekly basis. We are enthusiastic about continuing to provide a high level of customer service as possible during this pandemic.

Glenville - Youth Staff, Peter Roth and Difranc Barnes have been busy with the programs that were created and implemented at the branch. Both have done Good Morning Glenville Storytime, Back to School Picture Day, and Wednesday Word games online. They also created for the kids curbside crafts for pickup. Mr. Roth will host the Drive-In Storytime with Balloon Bender Dave and the Glenville Quarazine to teach the young adults the art of zine. Mr. Barnes will host Glenville Play using the Twitch account to allow children to play educational games online with each other. He also will host the Tie-Dye Shirt making program outside the front building and lead a science fair craft giving kids STEM Projects to complete over Zoom at home.

Manager, Sharon Jefferson attended the Manager's Meeting, Fall Tutoring Orientation, and HR Forum training. She also completed along with the complete staff the ACUTE Respiratory Illness Pandemic training online. Mr. Roth and Mr. Barnes attended Youth Service Meeting, FoodBank Kid's Cafe Online training, along with the Fall Tutoring Orientation. Mr. Roth, in addition to the above did UKIT training and SEIU 1199 Union Meeting.

Langston Hughes - Langston Hughes staff participated in the following webinars: Reader's Advisory When your Readers are at home; Dealing with Angry library Patron Behaviors; Providing Library Senior Services in a COVID-19 World. Additionally, staff attended virtual orientation for CSU's America Reads program. Mr. Bradford took part with CPL Lib-Chat. Plexi-glass has

been installed at all public service desks. Oberlin College has reached out to CPL/Langston Hughes, to be a community partner with their IMLS CARES Act grant with the theme of "Perseverance; Read Publisher's Weekly Online. A partnership with Patrick Henry elementary has been established which will allow 10 students to take part in a virtual violin class. The Census organization held a meeting at the branch in conjunction with CPL-OPS. The Abdul-Wadood family brought a gift basket to the branch that included small gift bags (that included hand sanitizer) for each staff to welcome the Langston Hughes staff back and to let us know that we were missed and are appreciated.

Memorial Nottingham - During the month of September at Memorial-Nottingham, the Board of Elections representatives informed patrons on how to register to vote, how to vote by mail, and how to update their information. Manager Mrs. Moncrief Robinson, attended two virtual professional development workshops hosted by Cleveland State University. Children's Librarian, Ms. Rivera, and Library Assistant, Mr. Benton conducted two virtual children's programs. Ms. Rivera hosted a Hispanic Heritage Month program where youth created an Ojos de Dios craft using wooden popsicle sticks and weaving yarn. Mr. Benton conducted a virtual home scavenger hunt where youth find common household items. The young adult non-fiction collection was moved to the teen area. A teen lit lounge sign was created and posted in the teen area. Also, the young adult collection was weeded to create more space for new materials. Book requests for community partners were filled to continue services for their students. Both Ms. Rivera and Mr. Benton attended the virtual Youth Services meeting. Memorial-Nottingham staff ended the month of September by decorating the branch with fall colors.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

In September, the Library re-launched some of its signature programs such as Writers & Readers and its after-school tutoring program. The Library leveraged its partnerships, The City Club of Cleveland and Global Cleveland, to promote voter participation and the

strengthening of economic ties between Cleveland and its sister cities from around the world.

PARTNERS AND PROGRAMS

On September 14, the Library's after-school tutoring resumed at five virtual locations. These virtual locations correspond with each of the five neighborhood districts. Within each site, approximately 6-10 Cleveland State University students assist students with basic reading and math homework. Sixty-seven children have registered for the tutoring program via the library website, with a far greater number of pre-registered CMSD students participating as direct referrals from CMSD partner schools.

On Saturday, Saturday 26th, as a part of the Writers & Readers author series, the Library hosted Cathy O'Neil, an American mathematician and the author of the blog mathbabe.org and several books on data science, including *Weapons of Math Destruction*. O'Neil is the former Director of the Lede Program in Data Practices at Columbia University Graduate School of Journalism's Tow Center and was employed as a Data Science Consultant at Johnson Research Labs. Following a short presentation, O'Neil participated in a moderated conversation with WEWS reporter Homa Bash.

In partnership with The City Club of Cleveland and nine regional Library's the Library offered a series of programs and resources as a part of Five Days for Democracy, a collaborative project designed to promote democracy through a series of daily challenges. During the week of September 28 library, patrons were encouraged to participate in thematic book discussions, online forums, and trips to public art installations at the Eastman Reading Garden and Addison Branch.

During the week of September 28, the Library hosted its first multi-day virtual conference, Global Cleveland's Sister City Conference. The Sister Cities conference was a 3-day interactive event bringing together representatives from 20+ sister cities to discuss their partnership goals, successes, and aspirations to cross-pollinate ideas and forge connections with global partner organizations and corporations.

The STEM@HOME Program launched on Tuesday, September 22, 2020, virtually across eight different library branches with registration of approximately seventy-five students.

STEM@HOME is a robotics, engineering, and science program for students. Each scholar received a UKIT with everything they needed to build, program, and control mini-robots. The UBTECH curricula will introduce and reinforce STEM and AI concepts, and make engineering and computer science engaging, accessible, and relevant for all learners while addressing educational standards.

The Young Scholars Academy Program launched on Monday, September 21, 2020. As of the 21st, twelve students registered for this four day a week online program. Young Scholars Academy is a new program for the Cleveland Public Library. Each grouping (Beginner, Intermediate, and Transitional) will have several unique lesson plans based on the Ohio Department of Education, Kindergarten Readiness Assessment (KRA), and Get Ready for Kindergarten Checklist. The program prepares students for Kindergarten. It will also increase parents' knowledge of what skills are on the Kindergarten Readiness Assessment and provide parents with information on creating and applying learning opportunities.

Starting September 22, 2020, Express Yourself! art workshops are virtually hosted by Art Therapy Studios and the following branches: East 131, Hough, Sterling, and West Park branches. On Tuesdays and Thursdays, students can virtually engage with their peers and a professional Art Therapist, continuing to learn various art mediums for self-expression. Fall sessions are scheduled to conclude in December 2020.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- *Goal: Increase Elected Officials and Key Stakeholders' Awareness and Understanding of CPL's Community Impact*
 - *Engage*

- U.S. Census Event
- Partnered with Cuyahoga County, Representative Bride Rose Sweeney, and U.S. Census representatives to host a Census awareness event at our Lorain Branch. Various media outlets reported on this event.
- Virtual Storytime & Dial-A-Story program support
 - Engaged legislators in CPL's virtual storytime (VST) program and Dial-A-Story program including:
 - Councilman Basheer Jones, City Council
 - Engaged additional stakeholders in CPL's virtual storytime (VST) program including:
 - KPMG (various employees)

CPL DEVELOPMENT UPDATES:

- **Goal:** *Secure Funding to Buttress CPL Organizational Goals*
 - Secured funding from:
 - The Clubhouse Network and Best Buy to create a Safe Center for Online Learning within the Rockport Branch's Best Buy Teen Tech Center
 - The Eva L. and Joseph M. Bruening Foundation for workforce development programming

CPL FOUNDATION UPDATES:

- **Goal:** *Reach Annual Financial Targets*
 - *Fundraising*
 - Launched Cleveland Public Library Eastman Reading Garden Tile Campaign
 - Democracy 2020
 - Secured Corporate Sponsorships:
 - KeyBank
 - Bricker & Eckler

- o United Way
- o Moody Nolan
- o RPM

ADDITIONAL DEPARTMENT EFFORTS:

- Hosted quarterly Cleveland Public Library Foundation board meeting
- Staff attended Donor Perfect Virtual Conference

COLLECTION & TECHNICAL SERVICES

Interim Director of Collection and Technical Services Sandy Jelar Elwell met with Family Engagement Specialist Sandy Nosse and Martin Luther King, Jr. Branch Youth Services Librarian Angela Pope Margerum and Library Assistant Eric Eubanks to discuss moving forward with piloting the implementation of categories to organize and shelf picture books at the Martin Luther King, Jr. Branch.

Ms. Jelar Elwell, Catalog Manager Andrea Johnson, and High Demand Librarian Dale Dickerson participated in the BTCat Initial Training webinar to learn more about Baker & Taylor's new library cataloging utility and database. Ms. Jelar Elwell also participated in the BTCat version 4.0 Enhancements and the BTCat - Customizing the new Home Page webinars.

Ms. Jelar Elwell, Collection Manager Pam Matthews, and Materials Handling Supervisor James Clardy each met individually with Collection Services Director / Interim Coordinator for Facilities Master Plan Jean Duncan McFarren and Capital Projects Manager Kathleen Sonnhalter to review the plans for the Central Distribution Facility (CDF) at the Woodland campus. Ms. Jelar Elwell continued to participate in meetings of the Capital Improvement Plan Core Team.

Acquisitions: The Acquisitions Department ordered 9,135 titles and 13,989 items (including periodical subscriptions and serial standing orders); received 26,663 items, 1,389 periodicals, and 586 serials; added 419 periodical items, 113 serial items, 378 paperbacks, and 1,048 comics; and processed 2,054 invoices.

Acquisitions Coordinator Alicia Naab and Library Systems and Applications Analyst Jim Benson were finally able to resolve an ongoing issue that had been causing the auto generated selection record orders for Main Library to be immediately cancelled after the orders had been transmitted to the vendor Baker & Taylor. Orders for this account were carefully reviewed and were resubmitted if needed.

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

Catalog: Staff cataloged 3,078 titles and added 6,551 items for Cleveland Public Library. The Department also added 2,115 titles, merged 125 records, and made 226 corrections for CLEVNET member libraries.

Technical Services Librarians Barbara Satow and Erin Valentine resumed the embedded cataloger project at Main Library. Ms. Satow created four map records at the Map Collection, including a large map of Painesville from 1869 that would have been too fragile to transport to the Lake Shore facility. While at Main Library, Ms. Satow and Ms. Valentine met with Fine Arts & Special Collections Manager Pam Eyerdam and Digital Library Strategist Chatham Ewing to discuss a new workflow to more quickly increase patron access to unique archival collections in Special Collections. Following some of the new guidelines discussed in this meeting, Ms. Valentine updated several collection-level bibliographic records for key collections and created a new record for the collection Dust jacket artwork for Two muskets for Washington.

Catalog Manager Andrea Johnson reviewed changes to the webform report procedures with High Demand Associates as they resumed overlaying CLEVNET records. Technical Services Librarian Amei Hu revised 161 records for Mentor Public Library's book discussion kits. Mentor staff requested the revisions to make their records more flexible and consistent.

Collection Management: Collection Management continued to select both physical and electronic formats with a

total of 946 titles and 10,589 copies selected and nearly \$175,000 spent on physical items alone.

Collection Manager Pam Matthews worked with Technical Services Associate Nathaniel Infante to finalize the Branch magazine selection lists for 2021. Ms. Matthews attended two meetings of the Editorial Team and a Workforce Development Program Committee meeting.

High Demand: The High Demand Department ordered 1,103 titles and 10,551 items; received and added 4,295 items; processed 253 invoices, and added 167 records for the CLEVNET libraries.

High Demand Librarian Dale Dickerson cataloged and processed 309 circulating maps for the Map Collection. High Demand Associates Rosalyn Easley and Summer Salem resumed handling the overlaying of records for CLEVNET libraries. Technical Services Senior Clerk Mya Warner returned from a leave of absence on September 22.

Materials Processing: The Materials Processing Technicians processed 17,418 items for the month.

Materials Processing Technician Maria Russell resigned from her position in the Materials Processing Department on September 11 after 18 years of service.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 25 items to the Main Library for requests and 33 items to fill holds. Main Library received 201 telescopes, the Branches received 172 telescopes, CLEVNET received 30 telescopes, CSU received 6 telescopes, CWRU received 12 telescopes, and Tri-C received 7 telescopes. A total of 445 telescopes were shipped out. The Technicians sent out 297 items of foreign material and in total 9,969 new items were sent to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS

October marketing efforts largely focused on encouraging the public to Be Counted and Be Heard through its DEMOCRACY 2020 campaign. Democracy 2020 seeks to increase engagement and participation in the 2020 Census and this year's election through ad campaigns, printed

materials, digital and social platforms, and the promotion of our Sept. 26th Author on Democracy talk with Cathy O'Neil.

What started as a request from WOIO Channel 19 to film at Main Library blossomed into a partnership with the Library to support the station's in-depth series "Next 400." CPL serve as a resource for WOIO to help viewers get a deeper understanding of the issues surrounding the African American experience.

ADVERTISING: In partnership with the Cleveland Foundation, Euclid, and East Cleveland public libraries, a :15 census spot was created and aired 9/18 - 9/27 on Fox8 urging Clevelanders to fill out their census. CPL underwrote :15 and :30 radio spots on 90.3 WCPN ideastream to promote Author on Democracy, Cathy O'Neil's virtual author talk.

PUBLIC RELATIONS OVERVIEW: Cleveland Public Library reached more than 3.25 million in the news on a range of topics including the elimination of patron visitation limits, back-to-school support and partner events.

Democracy 2020: The Library continued to receive coverage about its Democracy 2020 initiative that encourages census participation and partnering with the Cuyahoga County Board of Elections to implement temporary Vote-by-Mail ballot collection sites at its South Brooklyn, Harvard-Lee and Glenville branches.

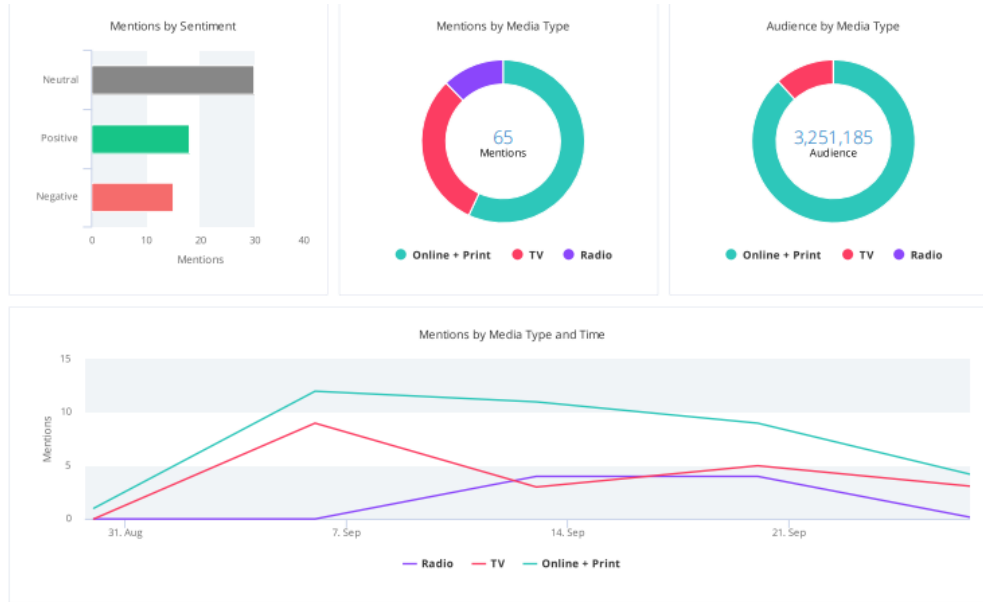
Back-to-School: As kids geared up to head back to school virtually, we promoted Cleveland Public Library resources for students including tutoring, kindergarten readiness and e-media. The Library also promoted the STEM @Home program, online fitness classes through HOOPLA and OVERDRIVE, and our collection of cookbooks and cooking videos.

Sister Cities: The Library partnered with Global Cleveland for the 2nd annual Sister Cities Conference, a 4-day event that aims to cultivate meaningful connections with representatives from 32 international cities.

Service Changes: Additionally, the Library eliminated the one-hour visitation limit at its downtown location,

and hosted a virtual author with Cathy O'Neil who led a discussion about how algorithms affects each of us and our society.

[Click here to view additional media coverage.](#)



Total National TV Audience 384,381
 Total National TV Publicity USD \$82,458
 Total Local TV Audience 384,381
 Total Local TV Publicity USD \$82,458



Total Online + Print Audience 2,866,804
 Total Online + Print Publicity USD \$64,897

Total Number of Clips 65

GRAPHICS: All designs and printed materials supported programming and organizational initiatives including the kickoff of our seasonal campaigns, Democracy 2020, and the fall program guide for kids, teens and adults. In addition to distributing the guides to our local branches and departments for display and for local outreach, 500 of each program guide were delivered to the Cuyahoga Metropolitan Housing Authority (CMHA) for distribution to their residents.



SOCIAL MEDIA: September posts focused on Library-related news, cultural heritage months, Census Day, Democracy 2020 author Cathy O'Neil, 5 Days for Democracy, Sister Cities Conference and the Sugarman Awards ceremony. Impressions (+23.2%) and engagements (+29.9%) increased compared the prior month on Instagram as a result of the return of Photograph Collection's Throwback Thursday posts.

The Library concluded the last of its Facebook Live Census chats, "Count on Us" featuring community partners Joe Cimperman, president of Global Cleveland, and Billy Sharp with Madison Reid from the Urban League of Greater Cleveland.

 **clevelandpubliclibrary**
Mon 9/21/2020 8:26 am PDT

"Fight for the things that you care about, but do it in a way that will lead others to join you." - Justice Ruth Bader Ginsburg



Total Engagements	146
Likes	143
Comments	2
Saves	1

 **clevelandpubliclibrary**
Thu 9/17/2020 8:00 am PDT

Quittin' time! This 1957 photo shows the Jones & Laughlin Steel Corp., AKA Cleveland Works, and Otis Steel Co. The plant was




Total Engagements	96
Likes	93
Comments	2
Saves	1

 **clevelandpubliclibrary**
Fri 9/11/2020 5:35 am PDT

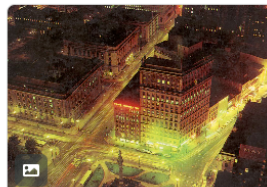
#CPLCollectionHighlights Cleveland Goes Modern: Design for the Home 1930-1970 Catalog showcasing modern architecture in




Total Engagements	89
Likes	79
Comments	0
Saves	10

 **Cleveland_PL**
Thu 9/24/2020 3:00 pm UTC

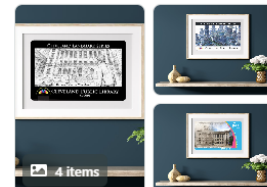
#TBT Downtown Cleveland after dark, circa 1960s. Williamson & Cuyahoga buildings featured, looking northeast on Superior Ave



Total Engagements	383
Likes	38
@Replies	0
Retweets	4
Post Link Clicks	1
Other Post Clicks	340
Other Engagements	0

 **Cleveland_PL**
Wed 9/23/2020 12:32 pm UTC

Cards so nice that you'll want to hang them on your wall. Which library card do you own? #LibraryCardSignupMonth Join the club:









Total Engagements	176
Likes	21
@Replies	0
Retweets	6
Post Link Clicks	13
Other Post Clicks	136
Other Engagements	0

 **Cleveland_PL**
Thu 9/3/2020 3:00 pm UTC

#TBT Southeastern corner of Lorain and West 25th St. looking east toward downtown and the Lorain-Carnegie bridge. The West Side



Total Engagements	157
Likes	17
@Replies	0
Retweets	1
Post Link Clicks	-
Other Post Clicks	139
Other Engagements	0

<p> Cleveland Public Library Thu 9/10/2020 11:18 am PDT</p> <p>#CuyahogaCounts</p>  <table border="1"> <tr> <td>Total Engagements</td> <td>287</td> </tr> <tr> <td>Reactions</td> <td>90</td> </tr> <tr> <td>Comments</td> <td>3</td> </tr> <tr> <td>Shares</td> <td>13</td> </tr> <tr> <td>Post Link Clicks</td> <td>-</td> </tr> <tr> <td>Other Post Clicks</td> <td>181</td> </tr> </table>	Total Engagements	287	Reactions	90	Comments	3	Shares	13	Post Link Clicks	-	Other Post Clicks	181	<p> Cleveland Public Library Tue 9/8/2020 12:22 pm PDT</p> <p>The city's Planning Commission on Friday unanimously approved the design concept for the Cleveland Public Library's proposed</p>  <table border="1"> <tr> <td>Total Engagements</td> <td>229</td> </tr> <tr> <td>Reactions</td> <td>134</td> </tr> <tr> <td>Comments</td> <td>14</td> </tr> <tr> <td>Shares</td> <td>7</td> </tr> <tr> <td>Post Link Clicks</td> <td>45</td> </tr> <tr> <td>Other Post Clicks</td> <td>29</td> </tr> </table>	Total Engagements	229	Reactions	134	Comments	14	Shares	7	Post Link Clicks	45	Other Post Clicks	29	<p> Cleveland Public Library Mon 9/21/2020 10:13 am PDT</p> <p>"Fight for the things that you care about, but do it in a way that will lead others to join you." - Justice Ruth Bader Ginsburg</p>  <table border="1"> <tr> <td>Total Engagements</td> <td>150</td> </tr> <tr> <td>Reactions</td> <td>77</td> </tr> <tr> <td>Comments</td> <td>0</td> </tr> <tr> <td>Shares</td> <td>6</td> </tr> <tr> <td>Post Link Clicks</td> <td>-</td> </tr> <tr> <td>Other Post Clicks</td> <td>67</td> </tr> </table>	Total Engagements	150	Reactions	77	Comments	0	Shares	6	Post Link Clicks	-	Other Post Clicks	67
Total Engagements	287																																					
Reactions	90																																					
Comments	3																																					
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PROPERTY MANAGEMENT

Carpenters

- Patched holes in parking lot at the following branches...Fleet, Glenville, Lakeshore facility, and Mt. Pleasant.
- Completed all special request Plexiglas installations throughout CPL.

MAINTENANCE MECHANICS

- On the final stages of the Desigo building automation system upgrade project and the main campus lighting system software upgrade. Currently installing fire/smoke rated Ethernet switches for Siemens Panel network connections.
- Continuing work with Reopening committee and COVID 19 Task force on a safe and comprehensive phased reopening/operating strategy. Working closely with the custodial supervisors and assistant facilities manager on ensuring that the new cleaning standards are implemented and maintained.
- Continuing work/meetings with FMP Core Group, CMR, project engineers and architects and the Capital projects team on FMP design and building standards

- Continually working with Warren Roofing, All Seasons Roofing and Taylor Consulting on roof leaks at the main campus and branches
- Working with KONE Elevator on compliance/capital projects for LSW/Main.
- Currently performing preventative maintenance on rooftop gas fired heating equipment, hydronic systems (boilers, pumps, etc.) for the upcoming heating season.
- 24/7 response to building emergencies and critical work orders.
- Continuing work on the balance of the security camera project (IPS/Harrington Electric).

SAFETY & PROTECTIVE SERVICES

Safety Services

- Safety & Protective Services participated in a Zoom meeting with University Circle PD regarding the Presidential debate accommodations.
- LSW & Main panic buttons checked on all patron and staff only floors. All branch panic buttons were tested by SPS prior to August 24th.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Sept 2020	2550	42	29	30	82	87
Aug 2020	2226	27	12	9	20	37
July 2020	1148	12	5	2	10	23
June 2020	802	13	8	1	30	30
May 2020	200	11	2	0	5	14
April 2020	909	29	0	0	0	4
March 2020	896	13	18	15	90	103
Feb 2020	1446	12	77	44	255	46
Jan 2020	1934	19	53	57	161	63
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

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: MFD pickups
- Video requests fulfilled for Garden Valley and Lake Shore branches for the Cleveland Police Department.
- SPS officers are posted at Carnegie West, East 131, Harvard Lee, Hough, Rice, Rockport, and South Brooklyn branches.
- A male was found deceased in his vehicle behind the Lake Shore facility by SPS. CPD, EMS, and the coroner responded.

Protective and Fire Systems

- 3rd quarter fire drills completed at all branches.
- Downtown panic button tests were completed.
- Fire extinguisher, exit sign, and emergency light checks completed at all branches.

Contract Security

- Royce Security has CPL branches fully staffed.

Administration

- Interviews were completed for open SPS officer positions.
- ALICE refresher training will be provided to new SPS officer's after CPL orientation by Officer Tisdale and Lindsey Duncan III.
- Safety & Protective Services has resumed daily bank drops for accounting.
- SPS has resumed MFD morning pickups with accounting staff.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Executive Panel held their regular meeting on September 30, 2020, using Microsoft Teams. The first half of the meeting focused on how CLEVNET staff are serving the member libraries during this challenging time. Hilary Prisbylla, Director of CLEVNET and Larry Finnegan, Director of IT, structured their reports as follows:

- Helping member libraries reopen gracefully
- Adopting new and innovative solutions to serve patrons in the time of COVID-19
- Finding solutions to help staff throughout CLEVNET work more effectively and efficiently
- Staying the course with 2020 priorities and goals
- Fulfilling regular duties and obligations with greater efficiency and accountability

As expected, most of the conversation focused on solutions to safely serve patrons while protecting staff: lockers for self-service holds pick-up; SirsiDynix's Books by Mail feature being tested at Geauga County Public Library and Lorain Public Library; the components of the Springshare platform including LibAnswers for multi-channel communication and LibCal for space reservations, now with a module for reserving individual seats to meet social distancing guidelines; and the new self-checkout feature on the CLEVNET app that will roll out in October 2020.

The second half of the meeting focused on the 2021 CLEVNET budget that must be finalized in October, in time for CLEVNET's annual meeting. Timothy Diamond, Special Assistant to the Director and CPL's liaison to CLEVNET, raised the issue of how two of the four pricing measurements used to determine the allocation to each member library have been affected by library closures and curtailed services in 2020. While total inventory and square footage were not affected by the unprecedented closures, total circulation and the number of active users certainly were. (Simply put, the measurements are used to rank the member libraries by size so the smaller libraries pay less and the larger libraries pay more of the shared costs.) Not having good circulation and user data from this unusual year, the Panel voted to use the data from last year for all four measurements.

The other major budgetary issue involved the unencumbered balance in the CLEVNET Special Revenue Fund. The Panel members were all of the same mindset: they would like a third of the balance for unforeseen future expenses; a third for the network; and a third to be applied to the overhead costs reimbursed to CPL. The portion going to the network would help even out the

budget year to year, as some of CLEVNET's largest expenses (e.g. replacing firewalls) occur every three years. The network portion also anticipates upgrades to the CLEVNET data center that will be needed in the future as hardware ages out.

Over the last six years, Ms. Prisbylla and Mr. Finnegan have carefully and strategically managed CLEVNET's finances, operations, and resources. Thanks to their management, the CLEVNET directors will see a reduction in costs next year. This will be welcome news as all the member libraries are facing loss of revenue because of the pandemic.

The CLEVNET directors will hold their annual meeting as a Microsoft Live Event on Friday, October 30, 2020. Elections will be held for two positions on the CLEVNET Executive Panel that have terms ending.

Ms. Rodriguez moved to adjourn into Executive Session to consider compensation of a public employee. Ms. Butts seconded the motion, which passed unanimously by roll call vote.

The Board adjourned into Executive Session at 1:24 p.m.

Mr. Hairston moved to return to the Regular Board Meeting. Mr. Corrigan seconded the motion which passed unanimously by roll call vote.

The Regular Board Meeting resumed at 1:56 p.m.

Ms. Rodriguez adjourned the Regular Board Meeting at 1:57 p.m.

Maritza Rodriguez
President

Thomas D. Corrigan
Secretary

GIFT REPORT FOR SEPTEMBER 2020

LIBRARY SERVICE MATERIALS

DESCRIPTION	QUANTITY	
	Month	Year to date
Books	39	2,092
Periodicals	0	19
Publishers Gifts	2	10
Non-Print Materials	4	192
Total Library Service Materials	45	2,313

TECHNOLOGY RESOURCES

Tech Gifts	0	4
Total Technology Resources	0	4

MONEY GIFTS

FUND	PURPOSE	AMOUNT	
		Month	Year to date
General Fund	Unrestricted	\$ 65	\$ 465
Library Fund	Restricted	261	\$ 3,442
Young Fund	Restricted	12,801	\$ 38,402
Founders Fund	Restricted	0	\$ 97,431
Ohio Center for the Book	Restricted	0	\$ 2,225
Judd Fund	Restricted	62,226	\$ 188,260
Lockwood Thompson Fund	Restricted	0	\$ 98,136
Paulson Fund	Restricted	0	\$ 148,784
Tech Centers	Restricted	0	\$ 78,000
Total Money Gifts		\$ 75,352	\$ 655,145

SUMMARY

CATEGORY	DONORS		QUANTITY	
	Month	Year to date	Month	Year to date
Library Service Materials	4	51	45	2,313
Technology Resources	0	2	0	4
Money Gifts	6	53	8	58
TOTAL GIFTS	10	106	53	2,375

1345
Cleveland Public Library
2020

October 7, 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 21,737,326.23	\$ 35,178,839.00 21,737,326.23	\$ 1,648,219.44	\$ 1,648,219.44	\$ -
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			\$ 552,429.80	\$ 580,429.80	\$ 28,000.00
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			\$ 250,486.00	\$ 250,486.00	\$ -
228	Lockwood Thompson	\$ 123,921.33			\$ 196,272.00	\$ 196,272.00	\$ -
229	Ohio Center for the Book	\$ 372.42			\$ 4,525.00	\$ 4,525.00	\$ -
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)			\$ 199,324.67	\$ 199,324.67	\$ -
256	Learning Centers	\$ 18,774.07			\$ -	\$ -	\$ -
257	Tech Centers	\$ -			\$ 88,000.00	\$ 108,000.00	\$ 20,000.00
258	Early Literacy	\$ -			\$ -	\$ -	\$ -
259	Rice Solar Panel System	\$ 181.23			\$ -	\$ -	\$ -
260	Coronavirus Relief Fund	\$ -			\$ 700,000.00	\$ 700,000.00	\$ -
		\$ 19,417,560.01			\$ 9,960,400.81	\$ 10,008,400.81	\$ 48,000.00
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			\$ -	\$ -	\$ -
Permanent 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	Weidenthal	\$ 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	\$ -
514	Paulson	\$ -			\$ 148,784.42	\$ 148,784.42	\$ -
		\$ 3,694,193.18			\$ 466,084.42	\$ 466,084.42	\$ -
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:

An increase in Other Sources-Special Revenue by \$48,000 relating to a \$28,000 increase in the Founders fund - \$10,000 for the Verizon pass through grant from the CPL Foundation; \$6,500 restricted donation for Young Scholars Academy; \$11,500 from the Bruening Foundation and \$20,000 in the Tech Centers fund for the BBTC SCOL grant.

Thank You,
Carrie Krenicky
Treasurer/CFO
Cleveland Public Library

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

AMENDED OFFICIAL CERTIFICATE OF ESTIMATED RESOURCES

Based on 90.99% current collection of current levy for previous tax year.

Revised Code 5705.36 (Library)

Office of the Budget Commission, Cuyahoga County, Ohio.

Cleveland, Ohio

October 7, 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	\$21,737,326.23	\$1,648,219.44	\$84,034,391.77
Special Revenue	\$19,417,560.01			\$10,008,400.81	\$29,425,960.82
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			\$466,084.42	\$4,160,277.60
Agency	\$13,202.92			\$0.00	\$13,202.92
Totals/Subtotals	\$112,474,802.32	\$35,178,839.00	\$21,737,326.23	\$13,213,089.87	\$182,604,057.42

	<p>Budget</p>	
<p>Commission</p>		

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: EIGHTH AMENDMENT
OCTOBER 15, 2020**

GENERAL FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
Cash January 1	25,470,007.10	-	25,470,007.10
Taxes - General Property	32,778,839.00	-	32,778,839.00
Public Library Fund (PLF)	21,737,326.23	-	21,737,326.23
State Rollbacks/CAT	2,400,000.00	-	2,400,000.00
Fines and Fees	114,040.00	-	114,040.00
Earned Interest	638,998.00	-	638,998.00
Unrestricted Gifts	400.00	-	400.00
Miscellaneous	979,790.00	-	979,790.00
Return of Advances/(Advances Out)	(85,008.56)	-	(85,008.56)
TOTAL RESOURCES	84,034,391.77	-	84,034,391.77 (3)

APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Salaries/Benefits	36,944,713.00	-	36,944,713.00
Supplies	1,013,867.00	-	1,013,867.00
Purchased/Contracted Services	9,680,575.00	-	9,680,575.00
Library Materials/ Information	6,280,000.00	-	6,280,000.00
Capital Outlay	1,336,870.00	-	1,336,870.00
Other Objects	215,307.00	-	215,307.00
SUBTOTAL OPERATING	55,471,332.00	-	55,471,332.00
Transfers	1,090,385.20	-	1,090,385.20
TOTAL APPROPRIATION	56,561,717.20	-	56,561,717.20

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: EIGHTH AMENDMENT
OCTOBER 15, 2020**

SPECIAL REVENUE FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	29,377,960.82	48,000.00	29,425,960.82 (4)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Anderson	14,150.00	-	14,150.00
Endowment for the Blind	10,000.00	-	10,000.00
Founders	923,805.56	28,000.00	951,805.56
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	376,241.08	-	376,241.08
Lockwood Thompson	320,193.33	-	320,193.33
Ohio Center for the Book	4,897.42	-	4,897.42
Schweinfurth	224,430.52	-	224,430.52
CLEVNET	6,733,280.55	-	6,733,280.55
LSTA-OLBPD	1,608,989.48	-	1,608,989.48
MyCom	73,267.96	-	73,267.96
Learning Centers	18,774.07	-	18,774.07
Tech Centers	88,000.00	20,000.00	108,000.00
Early Literacy	-	-	-
Rice Solar Panel System	-	-	-
Coronavirus Relief Fund	700,000.00	-	700,000.00
TOTAL APPROPRIATION	11,206,029.97	48,000.00	11,254,029.97

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: EIGHTH AMENDMENT
OCTOBER 15, 2020**

DEBT SERVICE FUND

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	3,983,561.15	-	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)
	60,986,663.16	-	60,986,663.16 (5)
APPROPRIATION	Original Appropriation	Increase/ Decrease	Amended Appropriation
Building & Repair	2,019,144.18	-	2,019,144.18
Construction - Tax-Exempt	9,309,350.65	-	9,309,350.65
Construction - Taxable	5,550.00	-	5,550.00
TOTAL APPROPRIATION	11,334,044.83	-	11,334,044.83

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: EIGHTH AMENDMENT
OCTOBER 15, 2020**

PERMANENT FUNDS

CERTIFIED REVENUE	Prior Certificate (1)	Increase/ Decrease	Amended Certificate (2)
	4,160,277.60	-	4,160,277.60 (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)
	13,202.92	-	13,202.92

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

**CLEVELAND PUBLIC LIBRARY
2020 APPROPRIATION: EIGHTH AMENDMENT
OCTOBER 15, 2020**

(1) Certificate dated September 16, 2020

(2) Certificate dated October 7, 2020

(3) \$25,395,007.10 unencumbered cash carried forward plus the repayment of advance to be made from MyCom of \$75,000 less advances out to MyCom of \$75,008.56 and Tech Centers of \$10,000 plus \$58,649,393.23 certified operating revenue produces the balance available for appropriation in 2020 (plus \$5,183,818.88 12/31/19 encumbered cash).

$$(\$25,395,007.10 + \$75,000 - \$75,008.56 - \$10,000 + \$58,649,393.23 = \$84,034,391.77)$$

(4) \$19,492,560.01 unencumbered cash carried forward less the repayment of advance to be made from MyCom of \$75,000 plus \$10,008,400.81 additional revenue to receive in 2020 produces the certified revenue of \$29,425,960.82.

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.

$$(\$29,425,960.82 - \$2,492,057.50 = \$26,933,903.32 \text{ available for appropriation (plus } \$1,287,167.78 \text{ 12/31/19 encumbered cash).}$$

(5) \$60,986,663.16 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. The non-expendable principal amount of \$148,784.42 from the Paulson Trust will be recorded as a restricted donation for 2019 to get it on the books.

$$(\$4,011,493.18 + 148,784.42 = \$4,160,277.60)$$



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

Date: 10/5/20
 Prepared by: Valerie Fink
 Customer Contact: Larry Finnegan

Exhibit "A"

**Prepared for
 CPL Automation**

Cleveland Public Library Main & Branches

PROJECT SCOPE: ANNUAL MAINTENANCE OF PEOPLE COUNTING SYSTEM

Qty	Part#	Product Description
1	Maintenance	GOLD Annual Installment 11/15/2020-11/14/2021

Grand Total: \$45,497.15

*Applicable Sales Tax not included

Investment Considerations:

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

Accepted by: _____ Date: _____

Purchase Order #: _____ Deposit Check #: _____

LETTER OF GIFT

Cleveland Thermal, LLC (the "Donor"), of 1925 Hamilton Avenue, Cleveland, Ohio desires to donate the value of the labor and materials to install a rooftop photo voltaic solar system for the Rice Branch of the Cleveland Public Library, including education kiosks and a 25 year service agreement, to the Cleveland Public Library, a political subdivision located in the City of Cleveland, County of Cuyahoga, Ohio.

To carry out its intended purpose to donate the value of its labor, the Donor hereby irrevocably grants, transfers and delivers to the Cleveland Public Library the value of its labor (the "Gift") described and having the value as follows:

Installation of rooftop photo voltaic solar system at the Rice Branch of the Cleveland Public Library, and three education kiosks, at a cost of \$ 234,314.00.

Twenty-five year maintenance agreement with Third Sun Solar, LLC, at a cost of at \$114,000.01.

The total estimated value of the Gift is \$348,314.01.

Conditions relating to the Gift shall be as follows:

1. Costs. The Gift is freely given and the Donor will not seek payment from the Cleveland Public Library for any of the costs of installation of the rooftop photo voltaic solar system at the Rice Branch of the Cleveland Public Library, the education kiosks, or the maintenance agreement.

It is distinctly understood by the Donor that it is its purpose and intention to transfer and vest all the rights, title and incidents of absolute ownership of the Gift in the Cleveland Public Library from this time forward.

DONOR:
CLEVELAND THERMAL, LLC

Dated _____

Signed: _____

Title: _____

ACCEPTANCE OF GIFT

The Board of Trustees of the Cleveland Public Library, located at 325 Superior Avenue, Cleveland, Ohio, 44114 (the "Public Library"), this day expresses its gratitude and, in accordance with a resolution of said Board of Trustees adopted August 6, 2020, hereby accepts the gift (the "Gift") of donated labor and equipment for the rooftop photo voltaic solar system for the Rice Branch of the Cleveland Public Library, including education kiosks and a 25 year service agreement and all of its benefits made to it by Cleveland Thermal Energy LLC (the "Donor"), 1925 Hamilton Avenue, Cleveland, Ohio on August 6, 2020, which Gift is described as follows:

Installation of rooftop photo voltaic solar system at the Rice Branch of the Cleveland Public Library, and three education kiosks, at a cost of \$ 234,314.00.

Twenty-five year maintenance agreement with Third Sun Solar, LLC, at a cost of at \$114,000.01.

The total estimated value of the Gift is \$348,314.01.

Conditions relating to the Gift shall be as follows:

1. Costs. The Gift is freely given and the Donor will not seek payment from the Cleveland Public Library for any of the costs of installation of the rooftop photo voltaic solar system at the Rice Branch of the Cleveland Public Library, the education kiosks, or the maintenance agreement.

BOARD OF TRUSTEES OF THE CLEVELAND PUBLIC LIBRARY, Cuyahoga County, Ohio

Dated _____, 2020

By: _____

Title: _____



OCLC Symbol
CLE
Customer ID
37694

Currency
USD
Renewal Period
7/01/2020 to 6/30/2021

Renewal
Renewal Order
1000034606
4/30/2020

Participant Library**Cleveland Public Library**

325 Superior Ave E
Cleveland OH 44114
United States

Cleveland Public Library

Andrea Johnson
Catalog Manager
325 Superior Ave E
Cleveland OH 44114
United States

Item Code	Item	Amount
3000030	Cataloging and Metadata Subscription	\$262,611.96
3000065	WorldShare ILL	\$7,182.96
Total		\$269,794.92

We appreciate your subscription to OCLC services and hope you are pleased with the service and the support you have received during the past year. Your subscription(s) will automatically renew on 7/1/2020.

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Thank you
OCLC Order Services

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* Please note prices are current as of the date of this notice and are subject to change.



October 7, 2020

Cleveland Public Library
Collection and Technical Services
17133 Lake Shore Blvd.
Cleveland, OH 44110

We at the HF Group have been very pleased to serve the Cleveland Public Library for its bookbinding needs. We would like to propose to extend the relationship with the terms, conditions and pricing as the current agreement until December 31, 2020.

We hope this meets with your approval and value the relationship we have with the Library. We look forward to continuing to meet the library's needs and please let me know if you have any questions or require further information.

Sincerely,

Jim Bratton
Vice President
HF Group – OH
jbratton@hfgroup.com

CLEVELAND PUBLIC LIBRARY
MONTHLY FINANCIAL STATEMENT OF FISCAL OFFICER TO BOARD OF LIBRARY TRUSTEES
FOR THE PERIOD SEPTEMBER 1 – SEPTEMBER 3, 2020

Carrie Krenicky

FISCAL OFFICER, BOARD OF LIBRARY TRUSTEES

Cleveland Public Library
Revenues, Expenditures and Changes in Fund Balance
For the Period Ending September 30, 2020

	<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	36,966,489.99	0.00	0.00	0.00	0.00	0.00	36,966,489.99
42 Intergovernmental	18,573,241.06	1,885,301.08	0.00	0.00	0.00	0.00	20,458,542.14
43 Fines & Fees	91,908.47	0.00	0.00	0.00	0.00	0.00	91,908.47
44 Investment Earnings	513,117.04	63,806.04	14,398.97	738,837.36	9,557.87	0.00	1,339,717.28
45 Charges for Services	0.00	4,573,809.57	0.00	0.00	0.00	0.00	4,573,809.57
46 Contributions & Donations	465.00	505,895.39	0.00	0.00	148,784.42	0.00	655,144.81
48 Miscellaneous Revenue	915,172.43	0.00	0.00	0.00	0.00	53,757.30	968,929.73
Total Revenues	\$ 57,060,393.99	\$ 7,028,812.08	\$ 14,398.97	\$ 738,837.36	\$ 158,342.29	\$ 53,757.30	\$ 65,054,541.99
51 Salaries/Benefits	25,832,619.87	2,285,421.63	0.00	0.00	0.00	0.00	28,118,041.50
52 Supplies	296,512.51	390,157.95	0.00	0.00	1,591.97	0.00	688,262.43
53 Purchased/Contracted Services	6,562,251.85	2,099,535.39	0.00	47,895.25	31,723.70	0.00	8,741,406.19
54 Library Materials	3,735,510.46	896,607.09	0.00	0.00	14,390.31	0.00	4,646,507.86
55 Capital Outlay	280,401.39	175,675.19	0.00	1,754,225.65	0.00	0.00	2,210,302.23
56 Debt Service	0.00	0.00	1,136,317.60	0.00	0.00	0.00	1,136,317.60
57 Miscellaneous Expenses	162,596.65	405,577.27	0.00	0.00	0.00	48,048.37	616,222.29
Total Expenditures	\$ 36,869,892.73	\$ 6,252,974.52	\$ 1,136,317.60	\$ 1,802,120.90	\$ 47,705.98	\$ 48,048.37	\$ 46,157,060.10
Revenue Over/(Under) Expenditures	\$ 20,190,501.26	\$ 775,837.56	\$(1,121,918.63)	\$(1,063,283.54)	\$ 110,636.31	\$ 5,708.93	\$ 18,897,481.89
95 Notes Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00
98 Advances	(10,008.56)	10,008.56	0.00	0.00	0.00	0.00	0.00
99 Transfers	(1,090,385.20)	0.00	1,090,385.20	0.00	0.00	0.00	0.00
Total Other Sources / Uses	\$(1,100,393.76)	\$ 10,008.56	\$ 1,090,385.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Revenue & Other Sources Over/ (Under) Expenditures & Other Uses	\$ 19,090,107.50	\$ 785,846.12	\$(31,533.43)	\$(1,063,283.54)	\$ 110,636.31	\$ 5,708.93	\$ 18,897,481.89
Beginning Year Cash Balance	\$ 30,578,825.98	\$ 20,239,744.42	\$ 0.00	\$ 63,791,378.91	\$ 4,518,733.85	\$ 13,202.92	\$ 122,035,062.03
Current Cash Balance	\$ 49,668,769.53	\$ 21,025,590.54	\$ 2,861,642.52	\$ 62,728,095.37	\$ 4,629,370.16	\$ 18,911.85	\$ 140,932,379.97

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Cleveland Public Library
Certified Revenue, Appropriations and Balances
General Fund
For the Period Ending September 30, 2020

	<u>Certified Revenue (1)</u>	<u>Income To Date</u>	<u>Balance</u>	<u>Percent To Date</u>	<u>Percent Prior Year</u>
PLF State Income Tax	21,737,326	17,289,469	4,447,857	80%	76%
General Property Tax	32,778,839	36,966,490	(4,187,651)	113%	106%
Rollback, Homestead, CAT	2,400,000	1,283,772	1,116,228	53%	108%
Fines & Fees	114,040	91,908	22,132	81%	139%
Investment Earnings	638,998	513,117	125,881	80%	76%
Contributions	400	465	(65)	116%	100%
Miscellaneous	979,790	915,172	64,618	93%	55%
Return of Advances Out	0	75,000	(75,000)	0%	0%
Total	<u>\$ 58,649,393</u>	<u>\$ 57,135,394</u>	<u>\$ 1,513,999</u>	<u>97%</u>	<u>94%</u>

	<u>Appropriation(2)</u>	<u>Expended/ Encumbered</u>	<u>Balance</u>	<u>Percent To Date (3)</u>	<u>Percent Prior Year</u>
Salaries/Benefits	37,118,542	25,878,682	11,239,859	70%	73%
Supplies	1,099,275	482,717	616,558	44%	80%
Purchased Services	11,081,825	9,175,275	1,906,549	83%	88%
Library Materials	9,552,588	6,128,313	3,424,275	64%	73%
Capital Outlay	1,584,033	449,786	1,134,247	28%	61%
Other	218,889	179,313	39,577	82%	59%
Subtotal	<u>\$ 60,655,151</u>	<u>\$ 42,294,086</u>	<u>\$ 18,361,065</u>	<u>70%</u>	<u>75%</u>
Advances Out	0	85,009	(85,009)		
Transfers Out	1,090,385	1,090,385	0		
Total	<u>\$ 61,745,536</u>	<u>\$ 43,469,479</u>	<u>\$ 18,276,057</u>	<u>70%</u>	<u>75%</u>

Note (1): Certificate from Cuyahoga County Budget Commission dated September 16, 2020.

Note (2): Subtotal Amended Appropriation of \$56,561,717.20 plus carried forward encumbrance of \$5,183,818.88.

Note (3): Subtotal includes 61% expended and 9% encumbered.

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2020

		<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	11,992,715.71	10,978,085.71	7,781,244.26	0.00	3,196,841.45
51120	Clerical Salaries	11,151,894.98	9,269,104.98	6,612,396.94	0.00	2,656,708.04
51130	Non-Clerical Salaries	1,322,588.05	891,118.05	642,621.32	0.00	248,496.73
51140	Buildings Salaries	5,040,100.86	4,415,100.86	2,998,935.65	0.00	1,416,165.21
51150	Other Salaries	585,727.69	407,497.69	297,763.03	0.00	109,734.66
51180	Severance Pay	0.00	963,146.42	275,084.57	0.00	688,061.85
51190	Non-Base Pay	423,000.00	1,034,000.00	688,100.38	0.00	345,899.62
51400	OPERS	4,312,417.07	3,674,987.07	2,618,242.53	0.00	1,056,744.54
51610	Health Insurance	4,764,735.97	4,594,965.97	3,432,951.87	0.00	1,162,014.10
51611	Dental Insurance	221,465.71	186,375.71	134,861.77	0.00	51,513.94
51612	Vision Insurance	16,977.78	16,937.78	11,524.86	0.00	5,412.92
51620	Life Insurance	13,786.20	14,496.20	10,698.67	0.00	3,797.53
51625	Short Term Disability Insuranc	29,623.34	49,493.34	36,868.41	0.00	12,624.93
51630	Workers Compensation	87,345.50	92,875.46	(15,313.54)	0.00	108,189.00
51640	Unemployment Compensation	25,000.00	129,101.94	26,552.63	42,545.14	60,004.17
51650	Medicare - ER	412,902.76	356,822.99	259,827.23	858.45	96,137.31
51900	Other Benefits	44,431.38	44,431.38	20,259.29	2,658.72	21,513.37
	Salaries/Benefits	\$40,444,713.00	\$ 37,118,541.55	\$ 25,832,619.87	\$ 46,062.31	\$ 11,239,859.37
52110	Office Supplies	44,260.00	44,513.66	15,110.87	1,131.69	28,271.10
52120	Stationery	31,812.00	32,391.96	9,715.11	1,246.90	21,429.95
52130	Duplication Supplies	20,935.00	22,083.73	5,371.45	152.54	16,559.74
52140	Hand Tools	500.00	540.68	368.28	13.20	159.20
52150	Book Repair Supplies	65,463.00	55,463.00	12,060.46	12,889.20	30,513.34
52210	Janitorial Supplies	98,421.00	249,304.89	52,272.06	22,269.67	174,763.16

**Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2020**

		<u>Current Year Appropriation</u>	<u>Total Appropriated Funds</u>	<u>Current Year Expenditures</u>	<u>Encumbered and Unpaid</u>	<u>Unencumbered Balance</u>
52220	Electrical Supplies	51,034.00	52,514.88	30,237.04	9,538.68	12,739.16
52230	Maintenance Supplies	404,348.00	316,702.11	110,960.82	85,642.33	120,098.96
52240	Uniforms	21,675.00	38,089.00	14,993.38	13,059.98	10,035.64
52300	Motor Vehicle Supplies	56,585.00	67,640.31	17,271.45	34,493.74	15,875.12
52900	Other Supplies	164,434.00	220,030.45	28,151.59	5,766.58	186,112.28
	Supplies	\$959,467.00	\$ 1,099,274.67	\$ 296,512.51	\$ 186,204.51	\$ 616,557.65
53100	Travel/Meetings	100,000.00	103,520.55	13,403.67	1,117.00	88,999.88
53210	Telecommunications	276,904.00	331,747.85	209,333.27	120,373.66	2,040.92
53230	Postage/Freight	78,600.00	113,699.44	17,235.63	66,458.27	30,005.54
53240	PR/Other Communications	198,409.00	206,440.32	74,206.38	29,050.90	103,183.04
53310	Building Repairs	473,609.47	471,531.04	141,200.34	87,000.26	243,330.44
53320	Machine Repairs	17,897.00	26,979.91	14,944.18	2,446.23	9,589.50
53340	Building Maintenance	485,000.00	535,733.37	228,949.43	43,966.94	262,817.00
53350	Machine Maintenance	145,490.30	222,137.90	87,163.19	57,186.47	77,788.24
53360	Computer Maintenance	436,400.00	414,123.34	220,379.20	31,058.18	162,685.96
53370	Motor Vehicle Repairs/Maint	27,000.00	37,374.30	19,122.68	10,136.62	8,115.00
53380	Contract Security	15,000.00	476,179.74	239,406.27	236,773.47	0.00
53390	Landscaping	26,600.00	26,600.00	5,285.00	0.00	21,315.00
53400	Insurance	473,180.00	473,180.00	470,887.25	0.00	2,292.75
53510	Rent/Leases	172,222.14	184,094.58	117,197.53	51,208.95	15,688.10
53520	Equipment Rental	22,384.00	24,307.33	15,092.35	7,193.51	2,021.47
53610	Electricity	1,790,200.00	1,830,922.24	1,181,316.39	649,605.85	0.00
53620	Gas	147,300.00	154,517.02	109,914.39	44,572.63	30.00
53630	Chilled Water	841,333.00	807,700.68	378,383.30	429,317.38	0.00

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2020

		Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
53640	Water/Sewer	161,700.00	170,557.78	89,064.02	81,503.76	(10.00)
53710	Professional Services	1,068,979.75	1,541,593.82	525,963.05	533,064.11	482,566.66
53720	Auditors Fees	820,000.00	850,728.80	702,980.22	24,803.80	122,944.78
53730	Bank Service Charges	11,000.00	11,000.00	5,815.04	0.00	5,184.96
53800	Library Material Control	266,500.00	441,096.77	70,435.48	105,646.29	265,015.00
53900	Other Purchased Services	1,624,866.34	1,626,057.84	1,624,573.59	539.25	945.00
	Purchased/Contracted Services	\$9,680,575.00	\$ 11,081,824.62	\$ 6,562,251.85	\$ 2,613,023.53	\$ 1,906,549.24
54110	Books	2,032,500.00	2,094,717.08	894,418.52	553,553.00	646,745.56
54120	Continuations	282,030.00	460,885.55	225,973.76	118,468.56	116,443.23
54210	Periodicals	750,500.00	922,891.68	66,755.53	743,862.87	112,273.28
54220	Microforms	29,070.00	78,618.00	44,895.05	5,475.00	28,247.95
54310	Video Media	1,315,000.00	1,274,950.59	495,487.28	255,017.21	524,446.10
54320	Audio Media - Spoken	105,150.00	86,516.82	17,876.76	1,642.87	66,997.19
54325	Audio Media - Music	120,150.00	116,940.78	56,755.56	39,752.31	20,432.91
54500	Database Services	645,000.00	1,343,311.95	702,947.50	74,997.99	565,366.46
54530	eMedia	1,807,600.00	2,917,927.54	1,153,248.01	526,183.05	1,238,496.48
54600	Interlibrary Loan	3,000.00	3,000.00	850.00	2,410.00	(260.00)
54710	Bookbinding	20,000.00	42,979.85	7,460.94	8,102.10	27,416.81
54720	Preservation Services	20,000.00	31,101.75	22,615.83	7,456.37	1,029.55
54730	Preservation Boxing	5,000.00	5,263.00	601.30	0.00	4,661.70
54790	Preservation Reformatting	25,000.00	25,000.00	300.00	722.28	23,977.72
54905	Other LM-Hotspots	120,000.00	148,483.02	45,324.42	55,158.60	48,000.00
	Library Materials	\$7,280,000.00	\$ 9,552,587.61	\$ 3,735,510.46	\$ 2,392,802.21	\$ 3,424,274.94
55300	Construction/Improvements	0.00	27,368.65	8,271.76	19,096.89	0.00

Cleveland Public Library
Appropriation, Expenditures and Balances
General Fund
For the Period Ending September 30, 2020

	Current Year Appropriation	Total Appropriated Funds	Current Year Expenditures	Encumbered and Unpaid	Unencumbered Balance
55510 Furniture	222,592.42	224,906.26	11,235.60	14,059.37	199,611.29
55520 Equipment	620,716.58	773,375.61	159,388.42	62,728.33	551,258.86
55530 Computer Hardware	385,500.00	373,629.05	91,102.88	49,065.18	233,460.99
55540 Software	75,500.00	97,792.50	10,402.73	24,434.50	62,955.27
55700 Motor Vehicles	86,961.00	86,961.00	0.00	0.00	86,961.00
Capital Outlay	\$1,391,270.00	\$ 1,584,033.07	\$ 280,401.39	\$ 169,384.27	\$ 1,134,247.41
57100 Memberships	94,164.26	94,164.26	68,090.33	5,226.11	20,847.82
57200 Taxes	15,000.00	16,714.96	3,690.44	10,686.66	2,337.86
57500 Refunds/Reimbursements	106,142.74	108,010.14	90,815.88	803.20	16,391.06
Miscellaneous Expenses	\$215,307.00	\$ 218,889.36	\$ 162,596.65	\$ 16,715.97	\$ 39,576.74
59810 Advances Out	0.00	0.00	85,008.56	0.00	(85,008.56)
Advances	\$0.00	\$ 0.00	\$ 85,008.56	\$ 0.00	\$(85,008.56)
59900 Transfers Out	1,090,385.20	1,090,385.20	1,090,385.20	0.00	0.00
Transfers	\$1,090,385.20	\$ 1,090,385.20	\$ 1,090,385.20	\$ 0.00	\$ 0.00
TOTAL	\$61,061,717.20	\$ 61,745,536.08	\$ 38,045,286.49	\$ 5,424,192.80	\$ 18,276,056.79

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2020

	<u>Beginning Year Balance</u>	<u>Year to Date Receipts</u>	<u>Year to Date Expenditures</u>	<u>Year to Date Encumbrances</u>	<u>Unencumbered Balance</u>
101 General Fund	30,578,825.98	57,135,393.99	38,045,286.49	5,424,192.80	44,244,740.68
Total General Fund	\$ 30,578,825.98	\$ 57,135,393.99	\$ 38,045,286.49	\$ 5,424,192.80	\$ 44,244,740.68
201 Anderson	387,801.04	0.00	111.45	0.00	387,689.59
202 Endowment for the Blind	2,966,435.07	1,687.84	0.00	0.00	2,968,122.91
203 Founders	6,328,403.07	174,597.24	321,255.29	392,839.20	5,788,905.82
204 Kaiser	82,631.57	0.00	0.00	0.00	82,631.57
205 Kraley	225,208.14	131.35	0.00	4,288.00	221,051.49
206 Library	200,152.80	2,306.89	1,500.00	0.00	200,959.69
207 Pepke	176,596.14	0.00	0.00	0.00	176,596.14
208 Wickwire	1,832,259.49	(4,045.49)	9,625.22	3,178.09	1,815,410.69
209 Wittke	112,324.15	0.00	0.00	0.00	112,324.15
210 Young	5,653,196.59	31,349.11	0.00	0.00	5,684,545.70
226 Judd	127,525.23	188,260.25	103,897.95	30,989.09	180,898.44
228 Lockwood Thompson Memorial	213,724.58	98,136.00	79,318.80	106,139.76	126,402.02
229 Ohio Center for the Book	372.42	2,225.00	2,225.00	0.00	372.42
230 Schweinfurth	176,930.52	0.00	23,285.00	7,750.00	145,895.52
231 CLEVNET	1,471,491.29	4,573,809.57	4,277,332.04	429,447.02	1,338,521.80
251 OLBPD-Library for the Blind	113,077.26	1,131,145.00	984,207.87	109,001.60	151,012.79
254 MyCom	25,728.45	124,165.64	123,786.87	0.00	26,107.22
256 Learning Centers	21,361.67	0.00	9,022.25	12,339.42	0.00
257 Tech Centers	0.00	88,000.00	25,000.00	5,793.46	57,206.54
258 Early Literacy	10,337.48	0.00	10,337.48	0.00	0.00
259 Rice Solar Panel System	114,187.46	285.89	0.00	114,006.23	467.12
260 Coronavirus Relief Fund	0.00	701,766.35	357,069.30	3,140.40	341,556.65
Total Special Revenue Funds	\$ 20,239,744.42	\$ 7,113,820.64	\$ 6,327,974.52	\$ 1,218,912.27	\$ 19,806,678.27

Cleveland Public Library
Revenue, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2020

	Beginning Year Balance	Year to Date Receipts	Year to Date Expenditures	Year to Date Encumbrances	Unencumbered Balance
301 Debt Service	2,893,175.95	1,104,784.17	1,136,317.60	0.00	2,861,642.52
Total Debt Service Fund	\$ 2,893,175.95	\$ 1,104,784.17	\$ 1,136,317.60	\$ 0.00	\$ 2,861,642.52
401 Building & Repair	2,190,953.93	0.00	227,967.68	164,525.42	1,798,460.83
402 Construction - Tax-Exempt	52,590,171.10	607,912.61	1,570,787.53	4,001,889.92	47,625,406.26
403 Construction - Taxable	9,010,253.88	130,924.75	3,365.69	1,894.71	9,135,918.23
Total Capital Project Funds	\$ 63,791,378.91	\$ 738,837.36	\$ 1,802,120.90	\$ 4,168,310.05	\$ 58,559,785.32
501 Abel	304,642.27	0.00	0.00	0.00	304,642.27
502 Ambler	3,098.23	0.00	0.00	0.00	3,098.23
503 Beard	91,987.04	429.50	25,970.20	2,327.44	64,118.90
504 Klein	7,325.62	0.00	0.00	0.00	7,325.62
505 Malon/Schroeder	358,043.47	426.26	2,649.50	2,699.50	353,120.73
506 McDonald	250,338.21	328.74	4,650.00	1,240.00	244,776.95
507 Ratner	124,528.50	0.00	0.00	0.00	124,528.50
508 Root	53,700.74	0.00	0.00	0.00	53,700.74
509 Sugarman	242,255.89	1,292.67	45.97	0.00	243,502.59
510 Thompson	174,844.24	(1,442.79)	0.00	0.00	173,401.45
511 Weidenthal	9,071.67	0.00	0.00	0.00	9,071.67
512 White	2,792,445.72	8,523.49	14,390.31	27,996.90	2,758,582.00
513 Beard Anna Young	106,452.25	0.00	0.00	0.00	106,452.25
514 Paulson	0.00	148,784.42	0.00	0.00	148,784.42
Total Permanent Funds	\$ 4,518,733.85	\$ 158,342.29	\$ 47,705.98	\$ 34,263.84	\$ 4,595,106.32
901 Unclaimed Funds	7,585.80	2,526.59	384.31	0.00	9,728.08
905 CLEVNET Fines & Fees	5,617.12	51,230.71	47,664.06	0.00	9,183.77
Total Agency Funds	\$ 13,202.92	\$ 53,757.30	\$ 48,048.37	\$ 0.00	\$ 18,911.85
Total All Funds	\$ 122,035,062.03	\$ 66,304,935.75	\$ 47,407,453.86	\$ 10,845,678.96	\$ 130,086,864.96

Cleveland Public Library
Year-To-Date Budget Report
Construction - Tax-Exempt Fund 402
For the Period Ending September 30, 2020

		Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400	Investment Earnings (Capital)	0.00	0.00	-607,912.61	0.00	607,912.61
	Investment Earnings	0.00	0.00	-607,912.61	0.00	607,912.61
53710	Professional Services	0.00	71,872.80	40,207.56	28,665.24	3,000.00
	Purchased/Contracted Services	0.00	71,872.80	40,207.56	28,665.24	3,000.00
55300	Construction/Improvements	3,255,714.00	11,870,383.85	1,530,579.97	3,973,224.68	6,366,579.20
	Capital Outlay	3,255,714.00	11,870,383.85	1,530,579.97	3,973,224.68	6,366,579.20
	TOTAL Revenues	0.00	0.00	-607,912.61		607,912.61
	TOTAL Expenditures	3,255,714.00	11,942,256.65	1,570,787.53	4,001,889.92	6,369,579.20
				Prior Fund Balance		52,590,171.10
				Change in Fund Balance		(962,874.92)
				Current Fund Balance		51,627,296.18

Cleveland Public Library
Year-To-Date Budget Report
Construction - Taxable Fund 403
For the Period Ending September 30, 2020

		Original Budget	Revised Budget	YTD Actual	Encumbered and Unpaid	Available Balance
44400	Investment Earnings (Capital)	0.00	0.00	-130,924.75	0.00	130,924.75
	Investment Earnings	0.00	0.00	-130,924.75	0.00	130,924.75
53710	Professional Services	0.00	5,550.00	3,365.69	1,894.71	289.60
	Purchased/Contracted Services	0.00	5,550.00	3,365.69	1,894.71	289.60
	TOTAL Revenues	0.00	0.00	-130,924.75		130,924.75
	TOTAL Expenditures	0.00	5,550.00	3,365.69	1,894.71	289.60
				Prior Fund Balance		9,010,253.88
				Change in Fund Balance		127,559.06
				Current Fund Balance		9,137,812.94

**Cleveland Public Library
 Depository Balance Detail
 For the Period Ending September 30, 2020**

Balance of All Funds	\$ 140,932,379.97
Huntington - Checking	35,723.98
KeyBank - Checking (ZBA)	9,283,440.03
KeyBank - FSA Account	5,207.19
Petty Cash	270.00
Change Fund	1,490.00
KeyBank-Payroll Account (ZBA)	255.52
Cash in Library Treasury	\$ 9,326,386.72
Huntington Escrow Account	114,473.35
U.S. Bank - 2019A-Money Market	3,767,209.72
U.S. Bank - 2019B-Money Market	1,153,634.44
U.S. Bank - Investments	34,325,324.91
U.S. Bank - Inv - Money Market	660,627.06
U.S. Bank - Series 2019A Notes	49,936,329.53
U.S. Bank - Series 2019B Notes	7,986,638.60
Huntington Trust -Money Market	2,664,457.11
STAR Ohio Investment	9,732,745.26
STAR Plus Program	0.00
Investments	\$ 110,341,439.98
PNC- Endowment Account	21,264,553.27
Endowment Account	\$ 21,264,553.27
Cash in Banks and On Hand	\$ 140,932,379.97

Total portfolio value

Total portfolio value on September 30	\$26,029,508.99
Total portfolio value on July 1	24,676,523.30
Total change in value	\$1,352,985.69

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Investment policy and market outlook

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Bulletin board

Your account(s) may receive a fee reduction or credit on balances invested in mutual funds and exchange traded funds advised by affiliates of PNC. Previously, a fee reduction or credit was applied to certain balances invested in mutual funds and iShares advised by BlackRock, Inc. because of PNC's interest in BlackRock. In May 2020, PNC exited its position in BlackRock, and as a result, BlackRock mutual funds are no longer affiliated with PNC. Therefore, balances invested in BlackRock mutual funds and iShares will no longer receive a fee reduction or credit.

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

About your account

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


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	FL: 6 months from receipt	KY: 1 year from date sent	MO: 1 year from date sent	PA: 30 months from date sent	VA: 1 year from date sent
AZ: 1 year from date sent	GA: 2 years from receipt	MD: 1 year from date sent	NJ: 6 months from date sent	SC: 1 year from date sent	WA: 3 years from delivery
DC: 1 year from date sent	IL: 2 years from date furnished*	MI: 1 year from date sent	OH: 2 years from date sent	TN: 1 year from date given	WI: 1 year from date sent
DE: 2 years from date sent	or 3 years from date furnished**	MN: 3 years from date sent			

* For a trust made irrevocable after 1/1/2020 and an accepted trustee appointment after 1/1/2020.

** For a trust made irrevocable before 1/1/2020 or an accepted trustee appointment before 1/1/2020.

 Please visit pnc.com/insights for PNC's latest investment perspectives.

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

Investments: Not FDIC Insured. No Bank 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 September 30	\$143,561.20	Principal on September 30	\$25,885,947.79	Total portfolio value on September 30	\$26,029,508.99
Income on July 1	110,168.37	Principal on July 1	24,566,354.93	Total portfolio value on July 1	24,676,523.30
Change in value	\$33,392.83	Change in value	\$1,319,592.86	Total change in value	\$1,352,985.69

Portfolio value by asset class

Income	Value Sep. 30	Value Jul. 1	Change in value	Tax cost*
Cash and cash equivalents	\$143,561.20	\$110,168.37	\$33,392.83	\$143,561.20
Principal	Value Sep. 30	Value Jul. 1	Change in value	Tax cost*
Cash and cash equivalents	\$1,028,878.05	\$995,369.74	\$33,508.31	\$1,028,878.05
Fixed income	6,872,112.71	6,800,058.90	72,053.81	6,798,018.79
Equities	16,999,044.76	15,816,246.72	1,182,798.04	12,368,515.64
Alternative investments	985,912.27	954,679.57	31,232.70	1,003,037.00
Total	\$26,029,508.99	\$24,676,523.30	\$1,352,985.69	\$21,342,010.68

* 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 Ross Martin your Account Advisor.

Summary

Change in account value

	This period	From Jan. 1, 2020
Beginning account value	\$24,698,719.06	\$25,799,753.94
Additions		
Cash contributions	-	\$148,784.42
Investment income	99,691.10	338,026.73
Disbursements		
Fees and charges	-\$34,518.39	-\$95,824.55
Other disbursements	-	-470,700.00
Change in value of investments	1,287,812.98	354,045.80
Net accrued income	-1,867.79	-24,249.38
Ending account value	\$26,049,836.96	\$26,049,836.96

Investment income summary

	This period	From Jan. 1, 2020	Estimated annual income	Accrued income this period
Income-cash and cash equivalents	\$235.69	\$5,537.67	\$117.26	\$26.34
Interest-fixed income	47,742.64	157,313.77	204,593.02	16,964.09
Dividends-equities	51,712.77	162,057.56	270,706.50	3,337.54
Income-alternative investments	-	13,117.73	13,117.73	-
Total	\$99,691.10	\$338,026.73	\$488,534.51	\$20,327.97

Gain/loss summary

	Net realized gain/loss		Net unrealized gain/loss* Since acquisition
	This period	From Jan. 1, 2020	
Fixed income	\$12,941.54	\$72,226.60	\$74,093.92
Equities	119,607.84	150,883.76	4,630,529.12
Alternative inv	-	-316,543.46	-17,124.73
Total	\$132,549.38	-\$93,433.10	\$4,687,498.31

*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 Ross Martin your Account Advisor.

Accrued income summary

Accrued income on September 30	\$20,327.97
Accrued income on July 01	22,195.76
Net accrued income	-\$1,867.79

Summary

Transaction summary - measured by cash balance

	Income		Principal	
	This period	From Jan. 1, 2020	This period	From Jan. 1, 2020
Beginning cash balance	\$10,062.33	- \$4,646.07	- \$10,062.33	\$4,646.07
Additions				
Contributions	-	-	-	\$148,784.42
Investment income	67,911.22	266,946.11	31,779.88	71,080.62
Sales and maturities	9,518.36	432,050.17	658,392.13	3,883,900.56
Transfers within account	-	-	-	434,315.23
Disbursements				
Purchases	- \$43,808.98	- \$155,045.89	- \$689,274.22	- \$4,081,191.44
Transfers within account	-	- 434,315.23	-	-
Fees and charges	- 34,518.39	- 95,824.55	-	-
Other disbursements	-	-	-	- 470,700.00
Ending cash balance	\$9,164.54	\$9,164.54	- \$9,164.54	- \$9,164.54
Change in cash	- \$897.79	\$13,810.61	\$897.79	- \$13,810.61

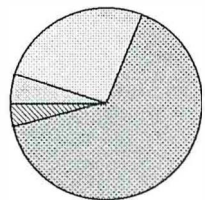
Transaction summary - measured by tax cost

	This period	From Jan. 1, 2020
Beginning tax cost	\$21,144,288.59	\$21,515,157.18
Additions		
Purchases	\$733,083.20	\$4,236,237.33
Securities received	28,630.46	40,240.38
Disbursements		
Sales	- \$535,361.11	- \$4,409,383.83
Securities delivered	- 28,630.46	- 40,240.38
Change in cash		
Ending tax cost	\$21,342,010.68	\$21,342,010.68

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Analysis

Asset allocation



	Sep. 30, 2020
Cash and cash equivalents	4.50 %
Mutual funds	4.50 %
Fixed income	26.40 %
Corporate	3.78 %
US treasury	4.14 %
Agency	1.92 %
Mutual funds	16.23 %
Mortgages	0.30 %
Other	0.04 %
Equities	65.31 %
Stock	20.58 %
Etf's	32.02 %
Mutual funds	12.70 %
Alternative investments	3.79 %
Mutual funds	3.79 %

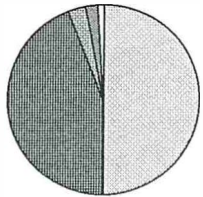
Equity sectors

	Market value	% of equities	% of total portfolio
Industrials	\$528,931.80	9.87 %	2.03 %
Consumer discretionary	463,187.51	8.65 %	1.78 %
Consumer staples	294,405.44	5.50 %	1.13 %
Energy	101,887.34	1.90 %	0.39 %
Financial	582,068.19	10.87 %	2.24 %
Materials	222,511.52	4.15 %	0.86 %
Information technology	1,389,674.28	25.94 %	5.34 %
Real estate	360,790.40	6.74 %	1.39 %
Utilities	19,774.64	0.37 %	0.08 %
Health care	929,554.24	17.35 %	3.57 %
Telecommunication services	464,178.06	8.67 %	1.78 %
Total	\$5,356,963.42	100.00 %	20.59 %

Analysis

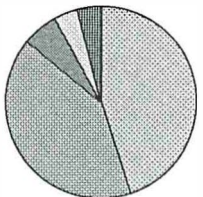
Bond analysis

Bond rating



	Market Value	% of bonds	% of total portfolio
Moody's Aaa	\$1,342,771.05	50.72 %	5.16 %
Moody's Aa1	15,497.90	0.59 %	0.06 %
Moody's Aa2	70,088.45	2.65 %	0.27 %
Moody's Aa3	47,599.00	1.80 %	0.18 %
Other	1,171,592.83	44.25 %	4.50 %

Maturity schedule



Market value (% of bonds maturing in)	% of bonds	Corporate	US treasury and agency	Municipal	Other
Less than 1 year	4.21 %	\$45,224.10 (40.55 %)	\$66,289.60 (59.45 %)	- (-)	- (-)
1 - 5 years	44.78 %	435,856.95 (36.77 %)	708,351.15 (59.75 %)	- (-)	41,253.80 (3.48 %)
6 - 10 years	41.24 %	491,973.95 (45.06 %)	554,172.51 (50.76 %)	- (-)	45,610.00 (4.18 %)
11 - 15 years	5.55 %	10,640.70 (7.25 %)	136,160.58 (92.75 %)	- (-)	- (-)
16 or more years	4.23 %	- (-)	112,015.89 (100.00 %)	- (-)	- (-)

Detail

Portfolio - income

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						
UNINVESTED CASH	9,164.540	\$9,164.54 \$1.0000	0.04 %	\$9,164.54 \$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						
FEDERATED GOVERNMENT OBL-SEL FD # 07 21-75-073-4453885	\$83,535.65 106,123.480	\$106,123.48 \$1.0000	0.41 %	\$106,123.48 \$1.00		0.01 %	\$10.61	\$1.82
FEDERATED GOVERNMENT OBL-SEL FD # 07 PNC CAPITAL ADVISORS	16,570.39 28,273.180	28,273.18 1.0000	0.11 %	28,273.18 1.00		0.02 %	2.83	0.31
FEDERATED GOVERNMENT OBL-SEL FD # 07 ARISTOTLE CAPITAL MANAGEMENT		1.0000	0.01 %					0.02
Total mutual funds - money market		\$134,396.66	0.52 %	\$134,396.66		0.01 %	\$13.44	\$2.15
Total cash and cash equivalents		\$143,561.20	0.55 %	\$143,561.20		0.01 %	\$13.44	\$2.15

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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						
UNINVESTED CASH	- 9,164.540	- \$9,164.54 \$1.0000	- 0.04 %	- \$9,164.54 \$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						
FEDERATED GOVERNMENT OBL-SEL FD # 07 21-75-073-4453885	\$919,013.70 919,013.700	\$919,013.70 \$1.0000	3.54 %	\$919,013.70 \$1.00		0.02 %	\$91.91	\$21.47
FEDERATED GOVERNMENT OBL-SEL FD # 07	28,021.29 56,654.060	56,654.06 1.0000	0.22 %	56,654.06 1.00		0.02 %	5.67	1.32
ARISTOTLE CAPITAL MANAGEMENT FEDERATED GOVERNMENT OBL-SEL FD # 07	43,120.25 47,568.560	47,568.56 1.0000	0.19 %	47,568.56 1.00		0.02 %	4.76	1.09
EDGEWOOD MGMT FEDERATED GOVERNMENT OBL-SEL FD # 07	15,276.83 14,806.270	14,806.27 1.0000	0.06 %	14,806.27 1.00		0.01 %	1.48	0.31
GW&K INVESTMENT MANAGEMENT								
Total mutual funds - money market		\$1,038,042.59	3.99 %	\$1,038,042.59		0.01 %	\$103.82	\$24.19

Total cash and cash equivalents		\$1,028,878.05	3.95 %	\$1,028,878.05		0.01 %	\$103.82	\$24.19
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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			
AIR PRODUCTS & CHEMICALS CALL 03/15/2027 UNSC 01.850% DUE 05/15/2027 RATING: A2 (009158AY2) PNC CAPITAL ADVISORS	\$10,478.00	10,000	\$10,503.20 \$105.0320	0.05 %	\$9,990.10 \$99.90	\$513.10	1.77 %	\$185.00	\$77.60
ALPHABET INC CALL 05/15/2030 UNSC 01.100% DUE 08/15/2030 RATING: AA2 (02079KAD9) PNC CAPITAL ADVISORS		5,000	4,977.90 99.5580	0.02 %	4,986.30 99.73	-8.40	1.11 %	55.00	8.56
AMAZON.COM INC CALL 03/03/2030 UNSC 01.500% DUE 06/03/2030 RATING: A2 (023135BS4) PNC CAPITAL ADVISORS	10,121.00	10,000	10,205.50 102.0550	0.04 %	9,988.90 99.89	216.60	1.47 %	150.00	49.17
AMERICAN EXPRESS CREDIT SER MTN CALL 04/03/2027 03.300% DUE 05/03/2027 RATING: A2 (0258M0EL9) PNC CAPITAL ADVISORS	22,685.20	20,000	22,589.60 112.9480	0.09 %	19,754.80 98.77	2,834.80	2.93 %	660.00	271.33
AMERICAN HONDA FINANCE SER MTN UNSC 02.900% DUE 02/16/2024 RATING: A3 (02665WBP5) PNC CAPITAL ADVISORS		10,000	10,697.50 106.9750	0.05 %	10,737.70 107.38	-40.20	2.72 %	290.00	36.25

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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						
AMERIPRISE FINANCIAL INC UNSC 03.000% DUE 03/22/2022 RATING: A3 (03076CAJ5) PNC CAPITAL ADVISORS	10,406.00 10,000	10,376.60 103.7660	0.04 %	10,031.70 100.32	344.90	2.90 %	300.00	7.50
APPLE INC UNSC 02.400% DUE 05/03/2023 RATING: AA1 (037833AK6) PNC CAPITAL ADVISORS	5,285.35 5,000	5,264.40 105.2880	0.03 %	4,933.20 98.66	331.20	2.28 %	120.00	49.33
APPLE INC CALL 04/11/2025 UNSC 01.125% DUE 05/11/2025 RATING: AA1 (037833DT4) PNC CAPITAL ADVISORS	10,210.90 10,000	10,233.50 102.3350	0.04 %	9,982.10 99.82	251.40	1.10 %	112.50	43.75
APPLIED MATERIALS INC CALL 03/01/2030 UNSC 01.750% DUE 06/01/2030 RATING: A3 (038222AN5) PNC CAPITAL ADVISORS	10,220.30 10,000	10,303.80 103.0380	0.04 %	9,961.70 99.62	342.10	1.70 %	175.00	59.31
ARCHER-DANIELS-MIDLAND C CALL 12/27/2029 UNSC 03.250% DUE 03/27/2030 RATING: A2 (039482AB0) PNC CAPITAL ADVISORS	11,377.50 10,000	11,463.50 114.6350	0.05 %	10,276.30 102.76	1,187.20	2.84 %	325.00	3.61

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				
ATMOS ENERGY CORP CALL 03/15/2027 UNSC 03.000% DUE 06/15/2027 RATING: A1 (049560AN5) PNC CAPITAL ADVISORS	16,546.65 15,000	16,639.05 110.9270	0.07 %	15,614.55 104.10	1,024.50	2.71 %	450.00	132.50
AVALONBAY COMMUNITIES SER GMTN CALL 02/11/2026 02.950% DUE 05/11/2026 RATING: A3 (05348EAX7) PNC CAPITAL ADVISORS	10,000	11,073.70 110.7370	0.05 %	10,953.00 109.53	120.70	2.67 %	295.00	111.44
BB&T CORPORATION SER MTN CALL 11/06/2023 03.750% DUE 12/06/2023 RATING: A3 (05531FBF9) PNC CAPITAL ADVISORS	10,952.10 10,000	10,924.00 109.2400	0.05 %	9,984.60 99.85	939.40	3.44 %	375.00	119.79
BANK OF AMERICA CORP SR UNSEC CALL 01/23/25 @ 100 VAR% DUE 01/23/2026 RATING: A2 (06051GGZ6) PNC CAPITAL ADVISORS	16,382.85 15,000	16,372.05 109.1470	0.07 %	15,000.00 100.00	1,372.05	3.06 %	500.78	94.59
BANK OF MONTREAL SEDOL 2GSR702 ISIN US06367WJM64 02.900% DUE 03/26/2022 RATING: A2 (06367WJM6) PNC CAPITAL ADVISORS	10,422.50 10,000	10,375.00 103.7500	0.04 %	10,230.50 102.31	144.50	2.80 %	290.00	4.03

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Detail

Fixed income
Corporate bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current	Estimated	Accrued
	Quantity	Current price per unit		Avg. tax cost per unit		yield	annual income	income
BANK OF NEW YORK MELLON CALL 04/15/2024 @ 100.000 UNSC 03.400% DUE 05/15/2024 RATING: A1 {06406HCV9} PNC CAPITAL ADVISORS	16,505.10 15,000	16,455.45 109.7030	0.07 %	14,929.75 99.53	1,525.70	3.10 %	510.00	192.67
BANK OF NOVA SCOTIA SEDOL 2GZR8F7 ISIN US064159QD10 02.375% DUE 01/18/2023 RATING: A2 {064159QD1} PNC CAPITAL ADVISORS	10,407.40 10,000	10,416.00 104.1600	0.05 %	9,995.30 99.95	420.70	2.29 %	237.50	48.16
BERKSHIRE HATHAWAY INC CALL 12/15/2025 @ 100.000 UNSC 03.125% DUE 03/15/2026 RATING: AA2 {084670BS6} PNC CAPITAL ADVISORS	5,592.75 5,000	5,581.95 111.6390	0.03 %	5,165.10 103.30	416.85	2.80 %	156.25	6.94
BP CAP MARKETS AMERICA SER * CALL 02/14/2024 03.224% DUE 04/14/2024 RATING: A1 {10373QAY6} PNC CAPITAL ADVISORS	16,147.50 15,000	16,171.05 107.8070	0.07 %	15,635.70 104.24	535.35	3.00 %	483.60	224.34
BP CAP MARKETS AMERICA CALL 01/06/2030 COGT 03.633% DUE 04/06/2030 RATING: A1 {10373QBL3} PNC CAPITAL ADVISORS	11,347.20 10,000	11,471.60 114.7160	0.05 %	10,000.00 100.00	1,471.60	3.17 %	363.30	176.60

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				
CAMDEN PROPERTY TRUST CALL 06/15/2024 UNSC 03.500% DUE 09/15/2024 RATING: A3 {133131AV4} PNC CAPITAL ADVISORS	10,000	108,675.00	0.05 %	10,920.60 109.21	- 53.10	3.23 %	350.00	15.56
CATERPILLAR INC CALL 06/19/2029 UNSC 02.600% DUE 09/19/2029 RATING: A3 {149123CG4} PNC CAPITAL ADVISORS	16,282.35 15,000	16,413.90 109.4260	0.07 %	15,044.45 100.30	1,369.45	2.38 %	390.00	13.00
CHEVRON CORP CALL 01/03/2024 UNSC 02.895% DUE 03/03/2024 RATING: AA2 {166764BT6} PNC CAPITAL ADVISORS	16,116.00 15,000	16,105.35 107.3690	0.07 %	14,460.90 96.41	1,644.45	2.70 %	434.25	33.77
CHEVRON CORP CALL 03/11/2027 UNSC 01.995% DUE 05/11/2027 RATING: AA2 {166764BX7} PNC CAPITAL ADVISORS	10,471.10 15,000	15,865.80 105.7720	0.07 %	15,324.45 102.16	541.35	1.89 %	299.25	116.37
COCA-COLA CO/THE UNSC 03.450% DUE 03/25/2030 RATING: A1 {191216CT5} PNC CAPITAL ADVISORS	11,766.40 10,000	11,793.00 117.9300	0.05 %	9,966.50 99.67	1,826.50	2.93 %	345.00	5.75

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						
COMCAST CORP CALL 08/15/2025 COGT 03.950% DUE 10/15/2025 RATING: A3 (20030NCS8) PNC CAPITAL ADVISORS	17,189.25 15,000	17,216.85 114.7790	0.07 %	14,965.20 99.77	2,251.65	3.45 %	592.50	273.21
CONNECTICUT LIGHT & PWR SER A CALL 12/15/2026 03.200% DUE 03/15/2027 RATING: A1 (207597EJ0) PNC CAPITAL ADVISORS	11,016.20 10,000	11,158.30 111.5830	0.05 %	10,514.30 105.14	644.00	2.87 %	320.00	14.22
CONSOLIDATED EDISON CO O SER C UNSC VAR% DUE 06/25/2021 RATING: BAA1 (209111FR9) PNC CAPITAL ADVISORS	15,030.60 15,000	15,035.55 100.2370	0.06 %	15,053.85 100.36	- 18.30	0.71 %	105.98	1.77
CONSOLIDATED EDISON CO O SER D CALL 09/01/2028 04.000% DUE 12/01/2028 RATING: BAA1 (209111FS7) PNC CAPITAL ADVISORS	17,758.05 15,000	17,823.75 118.8250	0.07 %	14,988.90 99.93	2,834.85	3.37 %	600.00	200.00
JOHN DEERE CAPITAL CORP SER MTN UNSC 03.200% DUE 01/10/2022 RATING: A2 (24422EUQ0) PNC CAPITAL ADVISORS	5,213.65 5,000	5,182.45 103.6490	0.02 %	4,995.20 99.90	187.25	3.09 %	160.00	36.00

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						
JOHN DEERE CAPITAL CORP SER MTN UNSC 02.250% DUE 09/14/2026 RATING: A2 (24422EVB2) PNC CAPITAL ADVISORS	10,816.00	10,860.10	0.05 %	9,975.50 99.76	884.60	2.08 %	225.00	10.63
DUKE ENERGY FLORIDA LLC CALL 04/15/2028 MORT 03.800% DUE 07/15/2028 RATING: A1 (26444HAE1) PNC CAPITAL ADVISORS	17,512.50	17,567.70	0.07 %	15,031.80 100.21	2,535.90	3.25 %	570.00	120.33
EMERSON ELECTRIC CO CALL 08/15/2027 UNSC 01.800% DUE 10/15/2027 RATING: A2 (291011BL7) PNC CAPITAL ADVISORS	15,516.60	15,649.65	0.07 %	14,986.50 99.91	663.15	1.73 %	270.00	114.00
FLORIDA POWER & LIGHT CO CALL 03/01/2025 MORT 02.850% DUE 04/01/2025 RATING: AA2 (341081FZ5) PNC CAPITAL ADVISORS	10,957.70	10,963.70	0.05 %	9,989.80 99.90	973.90	2.60 %	285.00	145.67
HERSHEY COMPANY CALL 03/01/2030 UNSC 01.700% DUE 06/01/2030 RATING: A1 (427866BE7) PNC CAPITAL ADVISORS	10,214.10	10,285.60	0.04 %	10,004.60 100.05	281.00	1.66 %	170.00	56.67

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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						
HOME DEPOT INC CALL 01/15/2030 UNSC 02.700% DUE 04/15/2030 RATING: A2 (437076CB6) PNC CAPITAL ADVISORS	10,981.00	11,128.70	0.05 %	9,944.10 99.44	1,184.60	2.43 %	270.00	135.75
HONEYWELL INTERNATIONAL CALL 03/01/2030 UNSC 01.950% DUE 06/01/2030 RATING: A2 (438516BZ8) PNC CAPITAL ADVISORS	5,225.45	5,261.50	0.03 %	4,994.55 99.89	266.95	1.86 %	97.50	36.02
HONEYWELL INTERNATIONAL CALL 08/19/2021 UNSC VAR% DUE 08/19/2022 RATING: A2 (438516CD6) PNC CAPITAL ADVISORS	10,000	10,008.00	0.04 %	10,000.00 100.00	8.00	0.51 %	50.04	5.98
HORMEL FOODS CORP CALL 03/11/2030 UNSC 01.800% DUE 06/11/2030 RATING: A1 (440452AF7) PNC CAPITAL ADVISORS	10,180.20	10,321.80	0.04 %	9,972.70 99.73	349.10	1.75 %	180.00	55.00
INTEL CORP CALL 03/11/2024 UNSC 02.875% DUE 05/11/2024 RATING: A1 (458140BD1) PNC CAPITAL ADVISORS	16,249.65	16,214.70	0.07 %	14,996.25 99.98	1,218.45	2.66 %	431.25	167.71

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		Unrealized gain/loss					
JPMORGAN CHASE & CO SR UNSEC VAR% DUE 12/05/2024 RATING: A2 (46647PAY2) PNC CAPITAL ADVISORS	38,566.15	38,406.55	109.7330	0.15 %	35,020.30	100.06	3,386.25	3.66 %	1,404.20	452.46
JP MORGAN CHASE & CO SR UNSEC CALL 04/22/30 @ 100 VAR% DUE 04/22/2031 RATING: A2 (46647PBL9) PNC CAPITAL ADVISORS	10,561.10	10,640.70	106.4070	0.05 %	10,000.00	100.00	640.70	2.38 %	252.20	111.39
JOHNSON & JOHNSON CALL 06/01/2030 UNSC 01.300% DUE 09/01/2030 RATING: AAA (478160CQ5) PNC CAPITAL ADVISORS	10,000	10,082.40	100.8240	0.04 %	9,997.20	99.97	85.20	1.29 %	130.00	13.00
KIMBERLY-CLARK CORP CALL 07/15/2027 UNSC 01.050% DUE 09/15/2027 RATING: A2 (494368CC5) PNC CAPITAL ADVISORS	10,000	10,075.20	100.7520	0.04 %	10,000.00	100.00	75.20	1.05 %	105.00	5.83
LAM RESEARCH CORP CALL 03/15/2030 UNSC 01.900% DUE 06/15/2030 RATING: A3 (512807AV0) PNC CAPITAL ADVISORS	10,221.50	10,376.00	103.7600	0.04 %	9,917.80	99.18	458.20	1.84 %	190.00	77.06

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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						
MUFG AMERICAS HLDGS CORP CALL 01/20/2025 @ 100.000 UNSC 03.000% DUE 02/10/2025 RATING: A2 (553794AC2) PNC CAPITAL ADVISORS	15,953.70	16,200.75	0.07 %	15,304.80 102.03	895.95	2.78 %	450.00	63.75
MASTERCARD INC CALL 03/01/2029 UNSC 02.950% DUE 06/01/2029 RATING: A1 (57636QAM6) PNC CAPITAL ADVISORS	16,864.05	16,941.00	0.07 %	14,979.30 99.86	1,961.70	2.62 %	442.50	147.50
MERCK & CO INC CALL 12/07/2028 UNSC 03.400% DUE 03/07/2029 RATING: A1 (58933YAX3) PNC CAPITAL ADVISORS	11,538.40	11,650.70	0.05 %	9,943.80 99.44	1,706.90	2.92 %	340.00	22.67
METLIFE INC SER D UNSC 04.368% DUE 09/15/2023 RATING: A3 (59156RBB3) PNC CAPITAL ADVISORS	16,752.60	11,136.80	0.05 %	10,799.30 107.99	337.50	3.93 %	436.80	19.41
MICROSOFT CORP CALL 06/08/2023 @ 100.000 UNSC 02.000% DUE 08/08/2023 RATING: AAA (594918BQ6) PNC CAPITAL ADVISORS	5,233.30	5,220.60	0.03 %	4,940.45 98.81	280.15	1.92 %	100.00	14.72

Detail

Fixed income
Corporate bonds

Description [Cusip]	Market value last period	Current market value	% of total portfolio	Total tax cost	Unrealized gain/loss	Current	Estimated	Accrued
	Quantity	Current price per unit		Avg. tax cost per unit		yield	annual income	income
ORACLE CORP CALL 04/15/2026 @ 100.000 UNSC 02.650% DUE 07/15/2026 RATING: A3 {68389XBM6} PNC CAPITAL ADVISORS	21,633.60	21,836.20	0.09 %	19,924.80 99.62	1,911.40	2.43 %	530.00	111.89
PROCTER & GAMBLE CO/THE UNSC 03.000% DUE 03/25/2030 RATING: AA3 {742718FH7} PNC CAPITAL ADVISORS	11,448.80 10,000	11,599.50 115.9950	0.05 %	10,248.00 102.48	1,351.50	2.59 %	300.00	5.00
PROLOGIS LP CALL 02/15/2027 UNSC 02.125% DUE 04/15/2027 RATING: A3 {74340XBN0} PNC CAPITAL ADVISORS	15,778.20 15,000	15,971.25 106.4750	0.07 %	14,833.05 98.89	1,138.20	2.00 %	318.75	197.45
PUBLIC STORAGE CALL 06/15/2027 UNSC 03.094% DUE 09/15/2027 RATING: A2 {74460DAC3} PNC CAPITAL ADVISORS	11,153.40 10,000	11,218.60 112.1860	0.05 %	10,084.80 100.85	1,133.80	2.76 %	309.40	13.75
ROYAL BANK OF CANADA SEDOL ISIN US78013XW204 03.700% DUE 10/05/2023 RATING: A2 {78013XW20} PNC CAPITAL ADVISORS	16,388.70 15,000	16,383.00 109.2200	0.07 %	14,839.95 98.93	1,543.05	3.39 %	555.00	271.33

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	16,617.15 15,000	16,593.75 110.6250	0.07 %	15,868.05 105.79	725.70	2.94 %	487.50	189.58
SIERRA PACIFIC POWER CO CALL 02/01/2026 MORT 02.600% DUE 05/01/2026 RATING: A2 (826418BM6) PNC CAPITAL ADVISORS	10,861.50 10,000	10,898.80 108.9880	0.05 %	9,330.70 93.31	1,568.10	2.39 %	260.00	108.33
SUMITOMO MITSUI FINL GRP SEDOL BZ1H048 ISIN US86562MAU45 02.778% DUE 10/18/2022 RATING: A1 (86562MAU4) PNC CAPITAL ADVISORS	10,451.80 10,000	10,436.70 104.3670	0.05 %	9,926.70 99.27	510.00	2.67 %	277.80	125.78
TORONTO-DOMINION BANK SER MTN UNSC VAR% DUE 12/01/2022 RATING: AA3 (89114QCE6) PNC CAPITAL ADVISORS	10,028.50 10,000	10,097.00 100.9700	0.04 %	10,000.00 100.00	97.00	1.06 %	106.39	35.76
TORONTO-DOMINION BANK SER MTN SEDOL 2HBR8L4 ISIN US89114QCF37 VAR% DUE 01/27/2023 RATING: AA3 (89114QCF3) PNC CAPITAL ADVISORS	9,935.60 10,000	10,027.60 100.2760	0.04 %	10,000.00 100.00	27.60	2.02 %	202.00	35.91

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						
TOYOTA MOTOR CREDIT CORP SER GMTN UNSC 03.450% DUE 09/20/2023 RATING: A1 (89236TFN0) PNC CAPITAL ADVISORS	21,739.00	21,694.60	0.09 %	19,960.80 99.80	1,733.80	3.19 %	690.00	21.08
TOYOTA MOTOR CREDIT CORP SER MTN UNSC VAR% DUE 08/13/2021 RATING: A1 (89236TGS8) PNC CAPITAL ADVISORS	14,978.10	15,010.05	0.06 %	15,000.00 100.00	10.05	1.86 %	278.38	37.89
US BANCORP CALL 05/30/2029 SUB 03.000% DUE 07/30/2029 RATING: A1 (91159HHW3) PNC CAPITAL ADVISORS	16,306.20	16,682.10	0.07 %	14,998.65 99.99	1,683.45	2.70 %	450.00	76.25
UNITEDHEALTH GROUP INC UNSC 03.750% DUE 07/15/2025 RATING: A3 (91324PCP5) PNC CAPITAL ADVISORS	11,393.30	11,413.70	0.05 %	10,479.95 104.80	933.75	3.29 %	375.00	79.17
UNITEDHEALTH GROUP INC CALL 02/15/2030 UNSC 02.000% DUE 05/15/2030 RATING: A3 (91324PDX7) PNC CAPITAL ADVISORS	10,469.30	10,477.90	0.05 %	9,985.35 99.85	492.55	1.91 %	200.00	73.89

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						
VF CORP CALL 02/23/2027 UNSC 02.800% DUE 04/23/2027 RATING: A3 (918204BB3) PNC CAPITAL ADVISORS	10,585.80 10,000	10,923.80 109.2380	0.05 %	10,026.80 100.27	897.00	2.57 %	280.00	122.89
VISA INC CALL 01/15/2030 UNSC 02.050% DUE 04/15/2030 RATING: AA3 (92826CAM4) PNC CAPITAL ADVISORS	10,478.50 10,000	10,714.20 107.1420	0.05 %	10,020.65 100.21	693.55	1.92 %	205.00	101.93
WELLS FARGO & COMPANY SER MTN CALL 06/02/2023 @ 100 VAR% DUE 06/02/2024 RATING: A2 (95000U2R3) PNC CAPITAL ADVISORS	10,158.10 10,000	10,186.50 101.8650	0.04 %	10,006.85 100.07	179.65	1.63 %	165.40	54.67
WESTPAC BANKING CORP SEDOL ISIN US961214DG53 02.800% DUE 01/11/2022 RATING: AA3 (961214DG5) PNC CAPITAL ADVISORS	5,183.65 5,000	5,160.70 103.2140	0.02 %	4,798.10 95.96	362.60	2.72 %	140.00	31.11
XILINX INC UNSC 03.000% DUE 03/15/2021 RATING: A3 (983919AH4) PNC CAPITAL ADVISORS	15,243.30 15,000	15,178.50 101.1900	0.06 %	15,016.05 100.11	162.45	2.97 %	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						
XILINX INC CALL 04/01/2024 UNSC 02.950% DUE 06/01/2024 RATING: A3 (983919AJ0) PNC CAPITAL ADVISORS	10,725.10	10,743.80	0.05 %	10,730.50 107.31	13.30	2.75 %	295.00	98.33
Total corporate bonds		\$901,798.20	3.47 %	\$841,264.15	\$60,534.05	2.54 %	\$22,906.02	\$6,014.66

Treasury bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
USA TREASURY NOTES 02.375% DUE 08/15/2024 RATING: AAA (912828D56) PNC CAPITAL ADVISORS	\$277,432.35	\$260,109.60	1.00 %	\$243,415.97 \$101.42	\$16,693.63	2.20 %	\$5,700.00	\$728.33
USA TREASURY NOTES 02.125% DUE 09/30/2021 RATING: AAA (912828F21) PNC CAPITAL ADVISORS	168,996.30	66,289.60	0.26 %	63,545.12 97.76	2,744.48	2.09 %	1,381.25	3.84
USA TREASURY NOTES 02.250% DUE 11/15/2025 RATING: AAA (912828M56) PNC CAPITAL ADVISORS	121,184.80	159,410.10	0.62 %	156,751.35 108.10	2,658.75	2.05 %	3,262.50	1,232.50
USA TREASURY NOTES 01.625% DUE 05/15/2026 RATING: AAA (912828R36) PNC CAPITAL ADVISORS	69,659.20	128,592.00	0.50 %	128,457.81 107.05	134.19	1.52 %	1,950.00	736.67

Detail

Treasury bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
USA TREASURY NOTES 01.625% DUE 08/15/2022 RATING: AAA (912828TJ9) PNC CAPITAL ADVISORS	159,783.30 145,000	149,073.05 102.8090	0.58 %	140,493.93 96.89	8,579.12	1.59 %	2,356.25	301.08
USA TREASURY NOTES 02.500% DUE 08/15/2023 RATING: AAA (912828VS6) PNC CAPITAL ADVISORS	48,246.75 20,000	21,345.40 106.7270	0.09 %	19,604.69 98.02	1,740.71	2.35 %	500.00	63.89
USA TREASURY NOTE 01.875% DUE 01/31/2022 RATING: AAA (912828V72) PNC CAPITAL ADVISORS	138,612.60 135,000	138,142.80 102.3280	0.54 %	133,327.33 98.76	4,815.47	1.84 %	2,531.25	428.91
USA TREASURY NOTES 02.500% DUE 05/15/2024 RATING: AAA (912828WJ5) PNC CAPITAL ADVISORS	125,121.15 105,000	113,744.40 108.3280	0.44 %	107,321.67 102.21	6,422.73	2.31 %	2,625.00	991.51
USA TREASURY NOTES TREASURY INFLATION PROTECT SECS 00.375% DUE 07/15/2027 RATING: N/A (9128282L3) PNC CAPITAL ADVISORS	11,408.18 10,000	11,761.85 117.6185	0.05 %	9,891.79 98.92	1,870.06	0.33 %	38.48	8.16
USA TREASURY NOTES 02.875% DUE 05/15/2028 RATING: AAA (9128284N7) PNC CAPITAL ADVISORS	64,908.80 25,000	29,425.75 117.7030	0.12 %	25,708.20 102.83	3,717.55	2.45 %	718.75	272.97
Total treasury bonds		\$1,077,894.55	4.14 %	\$1,028,517.86	\$49,376.69	1.95 %	\$21,063.48	\$4,767.86

Detail

Agency bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
FEDERAL HOME LOAN BANK BNDS 03.250% DUE 11/16/2028 RATING: AAA (3130AFFX0) PNC CAPITAL ADVISORS	\$11,917.30	\$12,003.20	0.05 %	\$11,470.80 \$114.71	\$532.40	2.71 %	\$325.00	\$121.87
FEDERAL NATL MTG ASSN UNSC 01.875% DUE 09/24/2026 RATING: AAA (3135G0Q22) PNC CAPITAL ADVISORS	80,724.00 75,000	81,288.00 108.3840	0.32 %	70,862.85 94.48	10,425.15	1.73 %	1,406.25	27.34
FEDERAL NATL MTG ASSN BNDS 02.625% DUE 09/06/2024 RATING: AAA (3135G0ZR7) PNC CAPITAL ADVISORS	10,948.60 10,000	10,925.70 109.2570	0.05 %	10,804.30 108.04	121.40	2.41 %	262.50	18.23
FEDERAL NATL MTG ASSN NTS 00.875% DUE 08/05/2030 RATING: AAA (3135G05Q2) PNC CAPITAL ADVISORS	25,000	24,684.75 98.7390	0.10 %	24,812.00 99.25	- 127.25	0.89 %	218.75	34.03
FEDERAL HOME LOAN MTG CORP NTS 00.250% DUE 08/24/2023 RATING: AAA (3137EAEV7) PNC CAPITAL ADVISORS	15,000	15,010.20 100.0680	0.06 %	14,984.70 99.90	25.50	0.25 %	37.50	4.17
FEDERAL NATL MTG ASSN POOL #AH3765 04.000% DUE 01/01/2041 RATING: N/A (3138A5FF4) PNC CAPITAL ADVISORS	15,195.49 12,688.940	13,934.87 109.8190	0.06 %	13,591.01 107.11	343.86	3.65 %	507.56	43.71

Detail

Agency bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
FEDERAL NATL MTG ASSN POOL #AL0578 03.500% DUE 08/01/2026 RATING: N/A (3138EGUC6) PNC CAPITAL ADVISORS	7,050.88 6,077.671	6,436.19 105.8990		0.03 %	6,473.62 106.52	- 37.43	3.31 %	212.72	18.32
FEDERAL NATL MTG ASSN POOL AS5327 03.000% DUE 07/01/2030 RATING: N/A (3138WE4M8) PNC CAPITAL ADVISORS	36,515.92 32,445.315	34,749.58 107.1020		0.14 %	33,521.34 103.32	1,228.24	2.81 %	973.36	83.82
FEDERAL NATL MTG ASSN POOL AS8018 03.000% DUE 09/01/2031 RATING: N/A (3138WH4C3) PNC CAPITAL ADVISORS	27,961.15 24,630.110	26,518.01 107.6650		0.11 %	25,445.98 103.31	1,072.03	2.79 %	738.90	63.63
FEDERAL NATL MTG ASSN POOL BC4777 02.500% DUE 10/01/2031 RATING: N/A (3140F0JX3) PNC CAPITAL ADVISORS	33,834.95 30,254.808	31,640.78 104.5810		0.13 %	30,954.46 102.31	686.32	2.40 %	756.37	65.13
FEDERAL NATL MTG ASSN POOL BM3954 02.500% DUE 12/01/2028 RATING: N/A (3140J8MC4) PNC CAPITAL ADVISORS	42,527.49 37,878.578	39,651.67 104.6810		0.16 %	37,097.33 97.94	2,554.34	2.39 %	946.96	81.54
FEDERAL NATL MTG ASSN POOL BM4202 03.500% DUE 12/01/2029 RATING: N/A (3140J8U43) PNC CAPITAL ADVISORS	28,163.29 24,589.769	26,169.42 106.4240		0.11 %	25,627.17 104.22	542.25	3.29 %	860.64	74.11

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Detail

Agency bonds

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
FEDERAL NATL MTG ASSN POOL FM0008 03.500% DUE 08/01/2049 RATING: N/A (3140X3AJ7) PNC CAPITAL ADVISORS	14,325.34 11,558.248	12,339.35 106.7580	0.05 %	11,991.68 103.75	347.67	3.28 %	404.54	34.84	
FEDERAL NATL MTG ASSN POOL FM1221 03.500% DUE 07/01/2049 RATING: N/A (3140X4LB0) PNC CAPITAL ADVISORS	14,093.87 11,398.636	12,272.46 107.6660	0.05 %	11,802.93 103.55	469.53	3.26 %	398.95	34.35	
FEDERAL NATL MTG ASSN POOL FM3522 03.000% DUE 02/01/2035 RATING: N/A (3140X64G3) PNC CAPITAL ADVISORS	18,484.120	19,834.75 107.3070	0.08 %	19,665.37 106.39	169.38	2.80 %	554.52	47.75	
FEDERAL NATL MTG ASSN POOL FM4138 02.500% DUE 09/01/2050 RATING: N/A (3140X7S42) PNC CAPITAL ADVISORS	24,957.554	26,305.51 105.4010	0.11 %	26,341.92 105.55	- 36.41	2.38 %	623.94	51.99	
FEDERAL NATL MTG ASSN POOL #AB2077 04.000% DUE 01/01/2041 RATING: N/A (31416XJX9) PNC CAPITAL ADVISORS	49,696.09 42,111.954	47,163.70 111.9960	0.19 %	41,575.70 98.73	5,588.00	3.58 %	1,684.48	145.05	
FEDERAL NATL MTG ASSN POOL MA2803 02.500% DUE 11/01/2031 RATING: N/A (31418CDH4) PNC CAPITAL ADVISORS	46,428.29 40,886.880	42,800.39 104.6800	0.17 %	41,112.08 100.55	1,688.31	2.39 %	1,022.17	88.02	

Detail

Agency bonds

Description (Cusip)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
FEDERAL NATL MTG ASSN POOL MA4095 02.000% DUE 08/01/2035 RATING: N/A (31418DRR5) PNC CAPITAL ADVISORS	14,771.650	15,366.65 104.0280	0.06 %	15,337.13 103.83	29.52	1.93 %	295.43	25.44
Total agency bonds		\$499,095.18	1.92 %	\$473,472.37	\$25,622.81	2.45 %	\$12,230.54	\$1,063.34

Mutual funds - fixed income

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						
DODGE & COX INCOME FUND (DODIX) FD #147 21-75-073-4453885	\$1,828,954.28 126,604.677	\$1,856,024.56 \$14.6600	7.14 %	\$1,767,521.55 \$13.96	\$88,503.01	2.58 %	\$47,729.96	
METROPOLITAN WEST UNCONSTRAINED (MWCIX) BOND FUND CLASS I FUND #0518 21-75-073-4453885	1,270,610.14 109,109.542	1,297,312.45 11.8900	4.99 %	1,301,344.31 11.93	- 4,031.86	3.29 %	42,552.72	2,991.91
T ROWE PRICE INSTITUTIONAL (PFFRX) FLOATING RATE FUND FD #430 21-75-073-4453885	540,134.18 58,784.128	556,685.69 9.4700	2.14 %	588,697.31 10.02	- 32,011.62	4.40 %	24,454.20	1,913.04
TEMPLETON GLOBAL BOND FUND R6 (FBNRX) 21-75-073-4453885	517,439.17 52,557.792	514,540.78 9.7900	1.98 %	638,975.46 12.16	- 124,434.68	5.84 %	30,010.50	
Total mutual funds - fixed income		\$4,224,563.48	16.23 %	\$4,296,538.63	-\$71,975.15	3.43 %	\$144,747.38	\$4,904.95

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						
CAPITAL ONE MULTI-ASSET EXECUT SERIES 2017 A6 CLASS A6 02.290% DUE 07/15/2025 RATING: N/A (14041NFQ9) PNC CAPITAL ADVISORS	\$31,248.90 30,000	\$31,159.20 \$103.8640	0.12 %	\$28,425.00 \$94.75	\$2,734.20	2.21 %	\$687.00	\$30.53
FHLMC MULTIFAMILY STRUCTURED P SERIES K067 CLASS A2 03.194% DUE 07/25/2027 RATING: AAA (3137FAWS3) PNC CAPITAL ADVISORS	45,739.60 40,000	45,610.00 114.0250	0.18 %	40,205.07 100.51	5,404.93	2.81 %	1,277.60	106.47
Total mortgages		\$76,769.20	0.30 %	\$68,630.07	\$8,139.13	2.56 %	\$1,964.60	\$137.00

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						
BMW VEHICLE OWNER TRUST SERIES 2019 A CLASS A3 01.920% DUE 01/25/2024 RATING: N/A (05588CAC6) PNC CAPITAL ADVISORS	\$10,237.50 10,000	\$10,180.80 \$101.8080	0.04 %	\$9,625.00 \$96.25	\$555.80	1.89 %	\$192.00	\$3.20
CNH EQUIPMENT TRUST SERIES 2019 C CLASS A3 02.010% DUE 12/16/2024 RATING: AAA (12597CAC1) PNC CAPITAL ADVISORS	35,818.65 35,000	35,939.75 102.6850	0.14 %	34,995.93 99.99	943.82	1.96 %	703.50	31.27

Detail

Asset backed

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
DISCOVER CARD EXECUTION NOTE T SERIES 2019 A1 CLASS A1 03.040% DUE 07/15/2024 RATING: AAA (254683CK9) PNC CAPITAL ADVISORS	15,611.10	15,000	15,542.25 103.6150	0.06 %	15,014.06 100.09	528.19	2.94 %	456.00	20.27
HONDA AUTO RECEIVABLES OWNER T SERIES 2020 3 CLASS A4 00.460% DUE 04/19/2027 RATING: N/A (43813KAD4) PNC CAPITAL ADVISORS	10,000		9,997.80 99.9780	0.04 %	9,997.34 99.97	0.46	0.47 %	46.00	0.26
JOHN DEERE OWNER TRUST SERIES 2019 B CLASS A3 02.210% DUE 12/15/2023 RATING: AAA (477870AC3) PNC CAPITAL ADVISORS	10,181.40	10,000	10,236.90 102.3690	0.04 %	9,997.88 99.98	239.02	2.16 %	221.00	9.82
Total asset backed			\$81,897.50	0.32 %	\$79,630.21	\$2,267.29	1.98 %	\$1,618.50	\$64.82

Other fixed income assets

Description (Cusip)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
EUROPEAN INVESTMENT BANK SEDOL 2HHZN17 ISIN US298785JD98 00.625% DUE 07/25/2025 RATING: AAA (298785JD9) PNC CAPITAL ADVISORS	\$10,088.20	10,000	\$10,094.60 \$100.9460	0.04 %	\$9,965.50 \$99.66	\$129.10	0.62 %	\$62.50	\$11.46
Total fixed income			\$6,872,112.71	26.40 %	\$6,798,018.79	\$74,093.92	2.98 %	\$204,593.02	\$16,964.09

Detail

Equities

Stocks

Consumer discretionary

Description (Symbol)	Market value last period	Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit						
HELEN OF TROY LIMITED (HELE)	\$10,747.92	\$11,030.64	0.05 %	\$8,955.73	\$2,074.91			
SEDOL 2419530	57	\$193.5200		\$157.12				
ISIN BMG4388N1065								
GW&K INVESTMENT MANAGEMENT								
AMAZON COM INC (AMZN)	113,111.62	116,503.01	0.45 %	56,477.62	60,025.39			
EDGEWOOD MGMT	37	3,148.7300		1,526.42				
CHURCHILL DOWNS INC (CHDN)	7,190.10	8,846.28	0.04 %	6,664.67	2,181.61	0.36 %	31.37	
GW&K INVESTMENT MANAGEMENT	54	163.8200		123.42				
CHUY'S HOLDINGS INC (CHUY)	2,767.68	3,641.88	0.02 %	4,388.73	- 746.85			
GW&K INVESTMENT MANAGEMENT	186	19.5800		23.60				
FIVE BELOW (FIVE)	10,263.36	12,192.00	0.05 %	12,145.21	46.79			
GW&K INVESTMENT MANAGEMENT	96	127.0000		126.51				
GRAND CANYON EDUCATION INC (LOPE)	17,019.64	15,028.72	0.06 %	21,095.48	- 6,066.76			
GW&K INVESTMENT MANAGEMENT	188	79.9400		112.21				
LENNAR CORP (LEN)	44,181.54	58,564.56	0.23 %	39,712.74	18,851.82	1.23 %	717.00	
CLASS A	717	81.6800		55.39				
ARISTOTLE CAPITAL MANAGEMENT								
LITHIA MTRS INC (LAD)	16,192.31	17,323.44	0.07 %	10,015.27	7,308.17	0.55 %	94.24	
CL A	76	227.9400		131.78				
GW&K INVESTMENT MANAGEMENT								
NIKE INC (NKE)	102,168.10	109,094.26	0.42 %	80,200.12	28,894.14	0.79 %	851.62	255.29
CLASS B	869	125.5400		92.29				
EDGEWOOD MGMT								
OLLIE'S BARGAIN OUTLET HOLDI (OLLI)	11,620.35	10,394.65	0.04 %	7,575.79	2,818.86			
GW&K INVESTMENT MANAGEMENT	119	87.3500		63.66				
OXFORD INDUSTRIES INC (OXM)	4,224.96	3,874.56	0.02 %	6,749.75	- 2,875.19	2.48 %	96.00	
GW&K INVESTMENT MANAGEMENT	96	40.3600		70.31				
SKYLINE CHAMPION CORP (SKY)	8,762.40	12,260.66	0.05 %	13,457.02	- 1,196.36	1.35 %	164.88	
GW&K INVESTMENT MANAGEMENT	458	26.7700		29.38				
SONY CORP AMERICAN SHARE NEW (SNE)	56,133.56	62,321.00	0.24 %	48,301.53	14,019.47	0.40 %	246.85	
SPONSORED ADR	812	76.7500		59.49				
ARISTOTLE CAPITAL MANAGEMENT								

Detail

Equities

Stocks

Consumer discretionary

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
TEXAS ROADHOUSE INC (TXRH)	13,825.91	15,987.77	0.07 %	13,782.57	2,205.20	2.37 %	378.72	
GW&K INVESTMENT MANAGEMENT	263	60.7900		52.41				
WOLVERINE WORLD WIDE INC (WWW)	5,642.97	6,124.08	0.03 %	6,762.04	- 637.96	1.55 %	94.80	23.70
GW&K INVESTMENT MANAGEMENT	237	25.8400		28.53				
Total consumer discretionary		\$463,187.51	1.78 %	\$336,284.27	\$126,903.24	0.58 %	\$2,675.48	\$278.99

Consumer staples

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
CENTRAL GARDEN & PET CO (CENT)	\$2,591.28	\$2,874.96	0.02 %	\$2,009.33	\$865.63			
GW&K INVESTMENT MANAGEMENT	72	\$39.9300		\$27.91				
CENTRAL GARDEN AND PET CO (CENTA)	11,792.71	12,612.86	0.05 %	9,207.60	3,405.26			
CL A	349	36.1400		26.38				
GW&K INVESTMENT MANAGEMENT								
COCA COLA CO (KO)	44,680.00	49,370.00	0.19 %	54,236.44	- 4,866.44	3.33 %	1,640.00	410.00
ARISTOTLE CAPITAL MANAGEMENT	1,000	49.3700		54.24				
LAUDER ESTEE COS INC (EL)	70,943.68	108,906.75	0.42 %	90,924.15	17,982.60	0.88 %	958.08	
CL A	499	218.2500		182.21				
EDGEWOOD MGMT								
PERFORMANCE FOOD GROUP CO (PFGC)	11,772.56	13,986.48	0.06 %	18,814.28	- 4,827.80			
GW&K INVESTMENT MANAGEMENT	404	34.6200		46.57				
PROCTER & GAMBLE CO (PG)		52,399.23	0.21 %	51,933.45	465.78	2.28 %	1,192.45	
ARISTOTLE CAPITAL MANAGEMENT	377	138.9900		137.76				
TYSON FOODS INC (TSN)	36,363.39	36,223.32	0.14 %	52,348.04	- 16,124.72	2.83 %	1,023.12	
CLASS A	609	59.4800		85.96				
ARISTOTLE CAPITAL MANAGEMENT								
WALGREENS BOOTS ALLIANCE INC (WBA)	21,279.78	18,031.84	0.07 %	27,169.03	- 9,137.19	5.21 %	938.74	
ARISTOTLE CAPITAL MANAGEMENT	502	35.9200		54.12				
Total consumer staples		\$294,405.44	1.13 %	\$306,642.32	- \$12,236.88	1.95 %	\$5,752.39	\$410.00

Detail

Energy		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit				
	Quantity							
CABOT OIL & GAS CORP COM (COG)	\$50,749.72	\$51,281.44	0.20 %	\$52,220.63	- \$939.19	2.31 %	\$1,181.60	
ARISTOTLE CAPITAL MANAGEMENT	2,954	\$17.3600		\$17.68				
DRILL-QUIP INC (DRQ)	2,323.62	1,931.28	0.01 %	4,359.73	- 2,428.45			
GW&K INVESTMENT MANAGEMENT	78	24.7600		55.89				
PHILLIPS 66 (PSX)	36,237.60	26,127.36	0.11 %	51,911.41	- 25,784.05	6.95 %	1,814.40	
ARISTOTLE CAPITAL MANAGEMENT	504	51.8400		103.00				
PIONEER NAT RES CO (PXD)	20,907.80	18,401.86	0.08 %	27,733.08	- 9,331.22	2.56 %	470.80	117.70
ARISTOTLE CAPITAL MANAGEMENT	214	85.9900		129.59				
WPX ENERGY INC (WPX)	5,397.48	4,145.40	0.02 %	6,272.26	- 2,126.86			
GW&K INVESTMENT MANAGEMENT	846	4.9000		7.41				
Total energy		\$101,887.34	0.39 %	\$142,497.11	- \$40,609.77	3.40 %	\$3,466.80	\$117.70
Financial		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit				
	Quantity							
CHUBB LTD (CB)	\$35,706.84	\$32,745.84	0.13 %	\$44,714.96	- \$11,969.12	2.69 %	\$879.84	\$219.96
SEDOL B3BQMF6 ISIN CH0044328745	282	\$116.1200		\$158.56				
ARISTOTLE CAPITAL MANAGEMENT								
AMERISAFE INC (AMSF)	10,274.88	9,636.48	0.04 %	11,264.30	- 1,627.82	1.89 %	181.44	
GW&K INVESTMENT MANAGEMENT	168	57.3600		67.05				
AMERIPRISE FINANCIAL INC (AMP)	48,763.00	50,085.75	0.20 %	47,484.40	2,601.35	2.70 %	1,352.00	
ARISTOTLE CAPITAL MANAGEMENT	325	154.1100		146.11				
AMERIS BANCORP (ABCB)	6,982.64	6,742.88	0.03 %	11,692.00	- 4,949.12	2.64 %	177.60	44.40
GW&K INVESTMENT MANAGEMENT	296	22.7800		39.50				
BOK FINL CORP (BOKF)	18,399.44	16,792.26	0.07 %	26,078.14	- 9,285.88	3.97 %	665.04	
NEW	326	51.5100		79.99				
ARISTOTLE CAPITAL MANAGEMENT								
BANK OF AMERICA CORP (BAC)	23,132.50	23,463.66	0.10 %	27,672.37	- 4,208.71	2.99 %	701.28	
ARISTOTLE CAPITAL MANAGEMENT	974	24.0900		28.41				
CME GROUP INC (CME)	77,369.04	89,343.54	0.35 %	112,117.55	- 22,774.01	2.04 %	1,815.60	
A DERIVATIVES EXCHANGE	534	167.3100		209.96				
EDGEWOOD MGMT								

Detail

Financial Description (Symbol)	Market value last period Quantity	Current	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		market value Current price per unit						
CAPITAL ONE FINANCIAL CORP (COF)	26,538.16	30,468.64	0.12 %	38,786.20	- 8,317.56	0.56 %	169.60	
ARISTOTLE CAPITAL MANAGEMENT	424	71.8600		91.48				
CATHAY GENERAL BANCORP (CATY)	9,783.60	8,064.96	0.04 %	13,171.48	- 5,106.52	5.72 %	461.28	
GW&K INVESTMENT MANAGEMENT	372	21.6800		35.41				
COHEN & STEERS INC (CNS)	10,547.75	8,639.70	0.04 %	8,402.55	237.15	2.80 %	241.80	
GW&K INVESTMENT MANAGEMENT	155	55.7400		54.21				
COMMERCE BANCSHARES INC (CBSH)	28,902.42	27,356.94	0.11 %	29,040.83	- 1,683.89	1.92 %	524.88	
ARISTOTLE CAPITAL MANAGEMENT	486	56.2900		59.76				
CULLEN FROST BANKERS INC (CFR)	21,068.22	18,033.90	0.07 %	24,749.68	- 6,715.78	4.45 %	800.88	
ARISTOTLE CAPITAL MANAGEMENT	282	63.9500		87.77				
EAST WEST BANCORP INC (EWBC)	21,345.36	19,283.86	0.08 %	26,326.86	- 7,043.00	3.36 %	647.90	
ARISTOTLE CAPITAL MANAGEMENT	589	32.7400		44.70				
GLACIER BANCORP INC (GBCI)	11,680.99	10,608.55	0.05 %	13,283.71	- 2,675.16	3.75 %	397.20	
GW&K INVESTMENT MANAGEMENT	331	32.0500		40.13				
HORACE MANN EDUCATORS CORP NEW (HMN)	9,696.72	10,688.00	0.05 %	13,699.88	- 3,011.88	3.60 %	384.00	
GW&K INVESTMENT MANAGEMENT	320	33.4000		42.81				
HOULIHAN LOKEY INC (HLI)	10,126.48	10,747.10	0.05 %	8,364.27	2,382.83	2.24 %	240.24	
GW&K INVESTMENT MANAGEMENT	182	59.0500		45.96				
JPMORGAN CHASE & CO (JPM)	39,505.20	40,433.40	0.16 %	22,996.63	17,436.77	3.74 %	1,512.00	
ARISTOTLE CAPITAL MANAGEMENT	420	96.2700		54.75				
MERIDIAN BANCORP INC (EBSB)	3,352.40	3,788.10	0.02 %	6,315.23	- 2,527.13	3.10 %	117.12	29.28
GW&K INVESTMENT MANAGEMENT	366	10.3500		17.26				
MITSUBISHI UFJ FINL GRP ADR (MUFJ)	19,209.84	19,600.88	0.08 %	25,471.96	- 5,871.08	4.72 %	923.83	
ARISTOTLE CAPITAL MANAGEMENT	4,888	4.0100		5.21				
PRA GROUP INC (PRAA)	5,451.06	5,632.95	0.03 %	5,001.24	631.71			
GW&K INVESTMENT MANAGEMENT	141	39.9500		35.47				
PACIFIC PREMIER BANCORP INC (PPBI)	7,826.48	7,270.54	0.03 %	11,501.41	- 4,230.87	4.97 %	361.00	
GW&K INVESTMENT MANAGEMENT	361	20.1400		31.86				
S&P GLOBAL INC (SPGI)	92,913.36	101,689.20	0.40 %	30,804.67	70,884.53	0.75 %	755.76	
EDGEWOOD MGMT	282	360.6000		109.24				
SEACOAST BANKING CORP OF FLA (SBCF)	6,181.20	5,463.09	0.03 %	8,778.76	- 3,315.67			
GW&K INVESTMENT MANAGEMENT	303	18.0300		28.97				
STIFEL FINL CORP (SF)	8,679.69	11,578.24	0.05 %	12,845.04	- 1,266.80	1.35 %	155.72	
GW&K INVESTMENT MANAGEMENT	229	50.5600		56.09				

Detail

Financial		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit				
WEBSTER FINANCIAL CORP (WBS)	4,262.89	3,935.09	0.02 %	7,210.87	- 3,275.78	6.06 %	238.40	
GW&K INVESTMENT MANAGEMENT	149	26.4100		48.40				
WILLSCOT MOBILE MINI HLDGS CORP (WSC) CLASS A	598	9,974.64	0.04 %	8,379.68	1,594.96			
GW&K INVESTMENT MANAGEMENT		16.6800		14.01				
Total financial		\$582,068.19	2.24 %	\$596,154.67	- \$14,086.48	2.35 %	\$13,704.41	\$293.64
Health care		Current market value	%	Total tax cost	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
Description (Symbol)	Market value last period	Current price per unit	of total portfolio	Avg. tax cost per unit				
MEDTRONIC PLC (MDT)	\$47,133.80	\$53,414.88	0.21 %	\$56,747.83	- \$3,332.95	2.24 %	\$1,192.48	\$298.12
SEDOL BTN1Y11	514	\$103.9200		\$110.40				
ISIN IE00BTN1Y115								
ARISTOTLE CAPITAL MANAGEMENT								
ALCON INC (ALC)	46,314.56	46,015.60	0.18 %	45,156.48	859.12			
SEDOL BJXBP41	808	56.9500		55.89				
ISIN CH0432492467								
ARISTOTLE CAPITAL MANAGEMENT								
ALIGN TECHNOLOGY INC (ALGN)	78,489.84	93,624.96	0.36 %	51,499.59	42,125.37			
EDGEWOOD MGMT	286	327.3600		180.07				
AMGEN INC (AMGN)	66,748.38	71,927.28	0.28 %	41,800.60	30,126.68	2.52 %	1,811.20	
ARISTOTLE CAPITAL MANAGEMENT	283	254.1600		147.71				
ATRICURE INC (ATRC)	11,597.10	10,294.20	0.04 %	6,594.98	3,699.22			
GW&K INVESTMENT MANAGEMENT	258	39.9000		25.56				
COVETRUS INC-WHEN ISSUED (CVET)		10,101.60	0.04 %	9,752.87	348.73			
GW&K INVESTMENT MANAGEMENT	414	24.4000		23.56				
CRYOLIFE INC (CRY)	5,214.24	7,738.93	0.03 %	10,100.02	- 2,361.09	0.65 %	50.28	
GW&K INVESTMENT MANAGEMENT	419	18.4700		24.11				
CRYOPORT INC (CYRX)	7,653.25	11,992.20	0.05 %	4,829.35	7,162.85			
GW&K INVESTMENT MANAGEMENT	253	47.4000		19.09				
DANAHER CORP (DHR)	87,354.02	106,373.02	0.41 %	63,390.92	42,982.10	0.34 %	355.68	88.92
ARISTOTLE CAPITAL MANAGEMENT	494	215.3300		128.32				

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						
Health care									
DANAHER CORP (DHR)			48,449.25	0.19 %	46,257.74	2,191.51	0.34 %	162.00	36.36
EDGEWOOD MGMT	225		215.3300		205.59				
ELANCO ANIMAL HEALTH INC (ELAN)	41,462.85		40,275.06	0.16 %	29,522.50	10,752.56			
ARISTOTLE CAPITAL MANAGEMENT	1,442		27.9300		20.47				
EMERGENT BIOSOLUTIONS INC (EBS)	8,303.40		13,226.24	0.06 %	9,882.12	3,344.12			
GW&K INVESTMENT MANAGEMENT	128		103.3300		77.20				
GLOBUS MEDICAL INC A (GMED)	12,738.57		13,221.84	0.06 %	13,981.54	- 759.70			
GW&K INVESTMENT MANAGEMENT	267		49.5200		52.37				
HAEMONETICS CORP (HAE)	7,612.60		7,416.25	0.03 %	9,111.58	- 1,695.33			
GW&K INVESTMENT MANAGEMENT	85		87.2500		107.20				
HEALTHEQUITY INC (HQY)	7,861.78		9,811.67	0.04 %	9,962.93	- 151.26			
GW&K INVESTMENT MANAGEMENT	191		51.3700		52.16				
ICU MED INC (ICUI)	9,768.43		9,686.28	0.04 %	8,456.15	1,230.13			
GW&K INVESTMENT MANAGEMENT	53		182.7600		159.55				
ILLUMINA INC (ILMN)	113,327.10		123,632.00	0.48 %	122,840.39	791.61			
EDGEWOOD MGMT	400		309.0800		307.10				
INTEGRA LIFESCIENCES HLDG CORP (IART)	7,471.41		7,507.98	0.03 %	9,302.77	- 1,794.79			
GW&K INVESTMENT MANAGEMENT	159		47.2200		58.51				
INTUITIVE SURGICAL INC (ISRG)	104,848.72		130,555.36	0.51 %	99,151.36	31,404.00			
EDGEWOOD MGMT	184		709.5400		538.87				
LHC GROUP INC (LHCG)	11,853.76		14,454.08	0.06 %	8,039.54	6,414.54			
GW&K INVESTMENT MANAGEMENT	68		212.5600		118.23				
NOVARTIS AG (NVS)	41,399.16		41,219.04	0.16 %	40,993.29	225.75	2.31 %	951.32	
SPONSORED ADR	474		86.9600		86.48				
ARISTOTLE CAPITAL MANAGEMENT									
PHREESIA INC (PHR)	6,165.04		8,610.84	0.04 %	7,959.32	651.52			
GW&K INVESTMENT MANAGEMENT	268		32.1300		29.70				
PROGNY INC (PGNY)	5,626.58		7,798.95	0.03 %	6,961.32	837.63			
GW&K INVESTMENT MANAGEMENT	265		29.4300		26.27				
QUIDEL CORP (QDEL)	12,753.18		7,458.92	0.03 %	2,745.01	4,713.91			
GW&K INVESTMENT MANAGEMENT	34		219.3800		80.74				
SUPERNUS PHARMACEUTICALS INC (SUPN)	5,106.25		6,356.20	0.03 %	7,673.32	- 1,317.12			
GW&K INVESTMENT MANAGEMENT	305		20.8400		25.16				

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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						
Health care									
SYNEOS HEALTH INC (SYNH)	18,115.75		16,532.76	0.07 %	17,123.60	- 590.84			
GW&K INVESTMENT MANAGEMENT	311		53.1600		55.06				
VERACYTE INC (VCYT)	9,453.50		11,858.85	0.05 %	10,661.91	1,196.94			
GW&K INVESTMENT MANAGEMENT	365		32.4900		29.21				
Total health care			\$929,554.24	3.57 %	\$750,499.03	\$179,055.21	0.49 %	\$4,522.96	\$423.40

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						
Industrials									
ALLEGION PLC (ALLE)	\$43,852.38		\$42,432.39	0.17 %	\$43,726.64	- \$1,294.25	1.30 %	\$549.12	
SEDOL BFRT3W7	429		\$98.9100		\$101.93				
ISIN IE00BFRT3W74									
ARISTOTLE CAPITAL MANAGEMENT									
IHS MARKIT LTD (INFO)	83,805.00		87,146.10	0.34 %	73,525.17	13,620.93	0.87 %	754.80	
SEDOL BD0Q558	1,110		78.5100		66.24				
ISIN BMG475671050									
EDGEWOOD MGMT									
JOHNSON CTLS INTL PLC (JCI)	38,544.06		46,119.65	0.18 %	49,182.49	- 3,062.84	2.55 %	1,174.16	293.54
SEDOL BY7QL61	1,129		40.8500		43.56				
ISIN IE00BY7QL619									
ARISTOTLE CAPITAL MANAGEMENT									
ALAMO GROUP INC (ALG)	9,442.88		9,938.76	0.04 %	10,968.38	- 1,029.62	0.49 %	47.84	
GW&K INVESTMENT MANAGEMENT	92		108.0300		119.22				
ALLEGiant TRAVEL CO (ALGT)	6,771.02		7,427.60	0.03 %	9,336.66	- 1,909.06	2.34 %	173.60	
GW&K INVESTMENT MANAGEMENT	62		119.8000		150.59				
GENERAL DYNAMICS CORP (GD)	36,468.24		33,776.92	0.13 %	45,209.16	- 11,432.24	3.18 %	1,073.60	
ARISTOTLE CAPITAL MANAGEMENT	244		138.4300		185.28				
HEARTLAND EXPRESS INC (HTLD)	8,182.26		7,309.80	0.03 %	8,363.08	- 1,053.28	0.44 %	31.44	7.86
GW&K INVESTMENT MANAGEMENT	393		18.6000		21.28				
HELIOS TECHNOLOGIES INC (HLIO)	8,083.25		7,898.80	0.04 %	8,883.60	- 984.80	0.99 %	78.12	
GW&K INVESTMENT MANAGEMENT	217		36.4000		40.94				
HONEYWELL INTL INC (HON)	40,918.97		46,584.63	0.18 %	44,040.35	2,544.28	2.26 %	1,052.76	
ARISTOTLE CAPITAL MANAGEMENT	283		164.6100		155.62				

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						
Industrials									
ICF INTERNATIONAL INC (ICFI)	9,335.52		8,860.32	0.04 %	10,834.93	- 1,974.61	0.92 %	80.64	20.16
GW&K INVESTMENT MANAGEMENT	144		61.5300		75.24				
OSHKOSH CORPORATION (OSK)	46,194.90		47,407.50	0.19 %	48,585.47	- 1,177.97	1.64 %	774.00	
CLASS B	645		73.5000		75.33				
ARISTOTLE CAPITAL MANAGEMENT									
PARKER HANNIFIN CORP (PH)	48,566.55		53,620.10	0.21 %	47,706.85	5,913.25	1.74 %	932.80	
ARISTOTLE CAPITAL MANAGEMENT	265		202.3400		180.03				
PATRICK INDUSTRIES INC (PATK)	10,780.00		12,769.44	0.05 %	10,394.20	2,375.24	1.74 %	222.00	
GW&K INVESTMENT MANAGEMENT	222		57.5200		46.82				
PRIMORIS SERVICES CORP (PRIM)	7,938.72		8,063.88	0.04 %	8,844.30	- 780.42	1.34 %	107.28	26.82
GW&K INVESTMENT MANAGEMENT	447		18.0400		19.79				
RBC BEARINGS INC (ROLL)	11,527.44		10,424.06	0.05 %	14,451.64	- 4,027.58			
GW&K INVESTMENT MANAGEMENT	86		121.2100		168.04				
RITCHIE BROS AUCTIONEERS INC (RBA)	14,379.20		18,308.25	0.08 %	11,871.66	6,436.59	1.49 %	271.92	
SEDOL 2202729	309		59.2500		38.42				
ISIN CA7677441056									
GW&K INVESTMENT MANAGEMENT									
SITEONE LANDSCAPE SUPPLY INC (SITE)	11,852.88		12,682.80	0.05 %	7,440.81	5,241.99			
GW&K INVESTMENT MANAGEMENT	104		121.9500		71.55				
UFP INDUSTRIES INC (UFP)	14,456.92		16,500.92	0.07 %	11,609.92	4,891.00	0.45 %	73.00	
GW&K INVESTMENT MANAGEMENT	292		56.5100		39.76				
US ECOLOGY INC (ECOL)	6,640.48		6,403.32	0.03 %	12,208.38	- 5,805.06	2.21 %	141.12	
GW&K INVESTMENT MANAGEMENT	196		32.6700		62.29				
XYLEM INC (XYL)	34,948.48		45,256.56	0.18 %	44,565.07	691.49	1.24 %	559.52	
ARISTOTLE CAPITAL MANAGEMENT	538		84.1200		82.84				
Total industrials			\$528,931.80	2.03 %	\$521,748.76	\$7,183.04	1.53 %	\$8,097.72	\$348.38

Detail

Information technology	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						
ADOBE INC (ADBE)	\$104,039.09	\$98,086.00	0.38 %	\$54,668.00	\$43,418.00	0.02 %	\$10.00	
ARISTOTLE CAPITAL MANAGEMENT	200	\$490.4300		\$273.34				
ADOBE INC (ADBE)	125,369.28	127,511.80	0.49 %	72,639.13	54,872.67	0.02 %	13.00	
EDGEWOOD MGMT	260	490.4300		279.38				
ANSYS INC (ANSS)	74,391.15	83,443.65	0.33 %	54,967.91	28,475.74			
ARISTOTLE CAPITAL MANAGEMENT	255	327.2300		215.56				
CABOT MICROELECTRONICS CORP (I NAME CHG 10/01/20 SEE 12571T100 GW&K INVESTMENT MANAGEMENT	46	6,569.26 142.8100	0.03 %	7,577.53 164.73	-1,008.27	1.24 %	80.96	
CACI INTL INC (CACI)	7,807.68	7,673.76	0.03 %	7,567.15	106.61			
CL A GW&K INVESTMENT MANAGEMENT	36	213.1600		210.20				
DESCARTES SYS GROUP INC (DSGX) ISIN CA2499061083 SEDOL 2528834 GW&K INVESTMENT MANAGEMENT	6,295.10 119	6,780.62 56.9800	0.03 %	3,814.76 32.06	2,965.86			
ENDAVA PLC- SPON ADR (DAVA) SEDOL BZ0WK66 ISIN US29260V1052 GW&K INVESTMENT MANAGEMENT	88	5,557.20 63.1500	0.03 %	5,226.85 59.40	330.35			
INTUIT SOFTWARE (INTU) EDGEWOOD MGMT	105,739.83 357	116,456.97 326.2100	0.45 %	93,083.59 260.74	23,373.38	0.73 %	842.52	
MACOM TECHNOLOGY SOLUTIONS (MTSI) HOLDINGS INC GW&K INVESTMENT MANAGEMENT	9,034.05 327	11,121.27 34.0100	0.05 %	8,152.44 24.93	2,968.83			
MICROSOFT CORP (MSFT) ARISTOTLE CAPITAL MANAGEMENT	104,807.65 433	91,072.89 210.3300	0.35 %	59,520.35 137.46	31,552.54	1.07 %	969.92	
MICROSOFT CORP (MSFT) EDGEWOOD MGMT	84,660.16 487	102,430.71 210.3300	0.40 %	47,579.86 97.70	54,850.85	1.07 %	1,090.88	
MICROCHIP TECHNOLOGY INC (MCHP) ARISTOTLE CAPITAL MANAGEMENT	61,395.73 583	59,909.08 102.7600	0.24 %	52,919.70 90.77	6,989.38	1.44 %	858.18	
NOVANTA INC (NOVT) SEDOL BD8S5H8 ISIN CA67000B1040 GW&K INVESTMENT MANAGEMENT	11,531.16 108	11,376.72 105.3400	0.05 %	9,344.50 86.52	2,032.22			

Detail

Information technology	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
Description (Symbol)	Quantity							
NVIDIA CORP (NVDA)	130,689.04	156,953.80	0.61 %	51,048.64	105,905.16	0.12 %	185.60	
EDGEWOOD MGMT	290	541.2200		176.03				
PAYLOCITY HOLDING CORP (PCTY)	15,464.34	17,110.52	0.07 %	10,625.44	6,485.08			
GW&K INVESTMENT MANAGEMENT	106	161.4200		100.24				
PAYPAL HOLDINGS INC-W/I (PYPL)	78,229.27	53,395.13	0.21 %	27,841.21	25,553.92			
ARISTOTLE CAPITAL MANAGEMENT	271	197.0300		102.74				
PAYPAL HOLDINGS INC-W/I (PYPL)	154,193.55	160,973.51	0.62 %	84,873.74	76,099.77			
EDGEWOOD MGMT	817	197.0300		103.89				
PROOFPOINT INC (PFPT)	9,111.84	8,655.10	0.04 %	10,517.54	- 1,862.44			
GW&K INVESTMENT MANAGEMENT	82	105.5500		128.26				
QUALCOMM (QCOM)	45,787.42	59,075.36	0.23 %	38,475.84	20,599.52	2.21 %	1,305.20	
ARISTOTLE CAPITAL MANAGEMENT	502	117.6800		76.65				
RAPID7 INC (RPD)	7,806.06	9,369.72	0.04 %	7,935.62	1,434.10			
GW&K INVESTMENT MANAGEMENT	153	61.2400		51.87				
ROGERS CORP (ROG)	7,849.80	6,177.78	0.03 %	8,830.07	- 2,652.29	0.04 %	1.89	
GW&K INVESTMENT MANAGEMENT	63	98.0600		140.16				
SILICON LABORATORIES INC (SLAB)	10,829.16	12,622.65	0.05 %	14,596.50	- 1,973.85			
GW&K INVESTMENT MANAGEMENT	129	97.8500		113.15				
VIAVI SOLUTIONS INC -W/I (VIAV)	7,720.44	8,504.25	0.04 %	8,818.40	- 314.15			
GW&K INVESTMENT MANAGEMENT	725	11.7300		12.16				
VISA INC (V)	150,093.09	155,376.69	0.60 %	90,060.95	65,315.74	0.61 %	932.40	
CLASS A SHARES	777	199.9700		115.91				
EDGEWOOD MGMT								
VIRTUSA CORP (VRTU)	8,896.78	13,469.84	0.06 %	10,449.48	3,020.36			
GW&K INVESTMENT MANAGEMENT	274	49.1600		38.14				
Total information technology		\$1,389,674.28	5.34 %	\$841,135.20	\$548,539.08	0.45 %	\$6,290.55	

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	Current						
Materials									
AVIENT CORPORATION (AVNT)			\$12,436.20	0.05 %	\$14,486.80	-\$2,050.60	3.07 %	\$380.70	\$95.18
GW&K INVESTMENT MANAGEMENT	470		\$26,4600		\$30.82				
BALCHEM CORP CL B (BCPC)	9,865.44		10,153.52	0.04 %	10,119.03	34.49	0.54 %	54.08	
GW&K INVESTMENT MANAGEMENT	104		97.6300		97.30				
COMPASS MINERALS INTL INC (CMP)	5,557.50		6,765.90	0.03 %	6,595.99	169.91	4.86 %	328.32	
GW&K INVESTMENT MANAGEMENT	114		59.3500		57.86				
CORTEVA INC-W/I (CTVA)	46,400.28		49,898.92	0.20 %	48,778.77	1,120.15	1.81 %	900.64	
ARISTOTLE CAPITAL MANAGEMENT	1,732		28.8100		28.16				
ECOLAB INC (ECL)	68,836.70		31,175.04	0.12 %	30,732.44	442.60	0.95 %	293.28	142.41
EDGEWOOD MGMT	156		199.8400		197.00				
MARTIN MARIETTA MATLS INC (MLM)	42,966.56		48,954.88	0.19 %	55,882.69	- 6,927.81	0.97 %	474.24	
ARISTOTLE CAPITAL MANAGEMENT	208		235.3600		268.67				
MINERALS TECHNOLOGIES INC (MTX)			5,518.80	0.03 %	5,301.91	216.89	0.40 %	21.60	
GW&K INVESTMENT MANAGEMENT	108		51.1000		49.09				
RPM INTERNATIONAL INC (RPM)	44,135.28		48,709.92	0.19 %	45,118.30	3,591.62	1.74 %	846.72	
ARISTOTLE CAPITAL MANAGEMENT	588		82.8400		76.73				
SILGAN HLDGS INC (SLGN)	7,838.38		8,898.34	0.04 %	7,215.28	1,683.06	1.31 %	116.16	
GW&K INVESTMENT MANAGEMENT	242		36.7700		29.82				
Total materials			\$222,511.52	0.86 %	\$224,231.21	-\$1,719.69	1.54 %	\$3,415.74	\$237.59

Description (Symbol)	Market value last period		Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	Current price per unit	Current						
Real estate									
AGREE RLT Y CORP (ADC)			\$7,891.36	0.04 %	\$8,017.87	-\$126.51	3.78 %	\$297.60	\$57.00
REIT	124		\$63.6400		\$64.66				
GW&K INVESTMENT MANAGEMENT									
AMERICAN TOWER CORP (AMT)	131,079.78		131,259.39	0.51 %	122,104.19	9,155.20	1.80 %	2,351.19	619.02
EDGEWOOD MGMT	543		241.7300		224.87				
EQUINIX INC (EQIX)	120,795.60		130,742.36	0.51 %	99,870.08	30,872.28	1.40 %	1,830.08	
EDGEWOOD MGMT	172		760.1300		580.64				

Detail

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
Real estate								
EQUITY LIFESTYLE PROPERTIES (ELS) REIT	25,429.36	24,949.10	0.10 %	27,492.75	- 2,543.65	2.24 %	557.59	139.40
ARISTOTLE CAPITAL MANAGEMENT	407	61.3000		67.55				
NATIONAL HEALTH INVS INC (NHI)	9,290.16	9,221.31	0.04 %	11,667.29	- 2,445.98	7.32 %	674.73	168.68
GW&K INVESTMENT MANAGEMENT	153	60.2700		76.26				
QTS REALTY TRUST INC-CL A (QTS)	15,766.14	13,297.22	0.06 %	10,705.30	2,591.92	2.99 %	396.68	99.17
GW&K INVESTMENT MANAGEMENT	211	63.0200		50.74				
RYMAN HOSPITALITY PPTYS INC (RHP)	3,252.40	3,459.20	0.02 %	8,080.54	- 4,621.34	10.33 %	357.20	
GW&K INVESTMENT MANAGEMENT	94	36.8000		85.96				
STAG INDUSTRIES INC (STAG)	13,692.44	14,238.83	0.06 %	13,612.15	626.68	4.73 %	672.48	
GW&K INVESTMENT MANAGEMENT	467	30.4900		29.15				
SUN CMNTYS INC (SUI)	24,829.44	25,731.63	0.10 %	27,512.39	- 1,780.76	2.25 %	578.28	144.57
ARISTOTLE CAPITAL MANAGEMENT	183	140.6100		150.34				
Total real estate		\$360,790.40	1.39 %	\$329,062.56	\$31,727.84	2.14 %	\$7,715.83	\$1,227.84

Description (Symbol)	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Market value last period	Current price per unit						
Telecommunication services								
ALPHABET INC/CA-CL A (GOOGL)	\$121,952.30	\$77,676.80	0.30 %	\$8,019.69	\$69,657.11			
EDGEWOOD MGMT	53	\$1,465.6000		\$151.32				
FACEBOOK INC (FB)	121,936.59	142,735.50	0.55 %	78,084.28	64,651.22			
EDGEWOOD MGMT	545	261.9000		143.27				
NETFLIX INC (NFLX)	66,435.84	86,005.16	0.34 %	51,671.24	34,333.92			
EDGEWOOD MGMT	172	500.0300		300.41				
SNAP INC - A (SNAP)	86,537.16	109,923.10	0.43 %	80,947.64	28,975.46			
EDGEWOOD MGMT	4,210	26.1100		19.23				
TWITTER INC (TWTR)	32,024.25	47,837.50	0.19 %	44,595.44	3,242.06			
ARISTOTLE CAPITAL MANAGEMENT	1,075	44.5000		41.48				
Total telecommunication services		\$464,178.06	1.78 %	\$263,318.29	\$200,859.77			

Detail

Utilities

Description [Symbol]	Market value last period		Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit						
IDACORP INC (IDA)	10,134.92	\$9,268.40	\$9,268.40	0.04 %	\$12,473.10	- \$3,204.70	3.36 %	\$310.88	
GW&K INVESTMENT MANAGEMENT	116	\$79.9000	\$79.9000		\$107.53				
NORTHWESTERN CORPORATION (NWE)	9,868.12	10,506.24	10,506.24	0.05 %	15,449.32	- 4,943.08	4.94 %	518.40	
GW&K INVESTMENT MANAGEMENT	216	48.6400	48.6400		71.53				
Total utilities		\$19,774.64	\$19,774.64	0.08 %	\$27,922.42	- \$8,147.78	4.19 %	\$829.28	
Total stocks		\$5,356,963.42	\$5,356,963.42	20.58 %	\$4,339,495.84	\$1,017,467.58	1.05 %	\$56,471.16	\$3,337.54

Etf - equity

Description [Symbol]	Market value last period		Current market value	% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
	Quantity	price per unit	Current price per unit						
ISHARES CORE S&P 500 (IVV) ETF 21-75-073-4453885	3,963,722.31	\$4,301,231.94	\$4,301,231.94	16.53 %	\$2,831,777.48	\$1,469,454.46	1.76 %	\$75,514.10	
ISHARES RUSSELL MID-CAP (IWR) ETF 21-75-073-4453885	1,848,342.40	1,978,691.92	1,978,691.92	7.61 %	1,021,668.24	957,023.68	1.59 %	31,414.92	
VANGUARD FTSE ALL WORLD EX-US (VEU) INDEX FUND ETF 21-75-073-4453885	694,010.97	735,409.65	735,409.65	2.83 %	729,207.38	6,202.27	2.57 %	18,862.64	
VANGUARD REAL ESTATE (VNQ) ETF 21-75-073-4453885	517,983.88	520,820.16	520,820.16	2.01 %	538,023.41	- 17,203.25	3.74 %	19,477.99	
VANGUARD SMALL CAP (VB) ETF 21-75-073-4453885	757,598.28	799,606.20	799,606.20	3.08 %	700,407.71	99,198.49	1.45 %	11,562.58	
Total etf - equity		\$8,335,759.87	\$8,335,759.87	32.02 %	\$5,821,084.22	\$2,514,675.65	1.88 %	\$156,832.23	

Detail

Mutual funds - equity

Description (Symbol)	Market value last period	Current market value		% of total portfolio	Total tax cost Avg. tax cost per unit	Unrealized gain/loss	Current yield	Estimated annual income	Accrued income
		Quantity	Current price per unit						
FEDERATED INTERNATIONAL EQUITY (PEIRX) FUND CL R6 FD #718 21-75-073-4453885	\$1,854,781.51	80,293.572	\$2,029,018.56 \$25.2700	7.80 %	\$948,138.46 \$11.81	\$1,080,880.10	1.28 %	\$25,854.53	
SEAFARER OVERSEAS GROWTH & (SIGIX) INCOME INSTL CLASS FD # 11602 21-75-073-4453885	727,906.06	64,702.761	802,314.24 12.4000	3.09 %	746,370.24 11.54	55,944.00	1.66 %	13,264.07	
LAZARD GLOBAL LISTED (GLIFX) INFRASTRUCTURE PORTFOLIO FUND# 1243 21-75-073-4453885	482,812.17	34,049.367	474,988.67 13.9500	1.83 %	513,426.88 15.08	- 38,438.21	3.85 %	18,284.51	
Total mutual funds - equity			\$3,306,321.47	12.70 %	\$2,207,935.58	\$1,098,385.89	1.74 %	\$57,403.11	
Total equities			\$16,999,044.76	65.31 %	\$12,368,515.64	\$4,630,529.12	1.59 %	\$270,706.50	\$3,337.54

Alternative investments

Mutual funds - alternative invest

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						
GOLDMAN SACHS ABSOLUTE (GJRTX) RETURN TRACKER FUND CL I FD # 3279 21-75-073-4453885	\$954,679.57	104,109.004	\$985,912.27 \$9.4700	3.79 %	\$1,003,037.00 \$9.63	- \$17,124.73	1.34 %	\$13,117.73	
Total portfolio			\$26,029,508.99	100.00 %	\$21,342,010.68	\$4,687,498.31	1.88 %	\$488,534.51	\$20,327.97

Pending Trades

CLEVELAND PUBLIC LIBRARY

Board Meeting

REPORT ON INVESTMENTS – September 2020

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 September 1, 2020 through September 30, 2020.

OPERATING 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>
09/01/20 - 09/30/20	30	Various	STAR Ohio	Various	1,813.11	Investment Pool
09/01/20 - 09/30/20	30	Various	STAR Plus	Various	0.00	Bank Deposit Program
09/01/20 - 09/30/20	30	Various	U.S. Bank	Various	35.09	Sweep Money Market
12/18/19 - 09/11/20	269	750,000	MUFG Bank Ltd.	1.870%	10,440.84	Commercial Paper
12/30/19 - 09/18/20	264	1,325,000	MUFG Bank Ltd.	1.870%	18,101.34	Commercial Paper
01/06/20 - 09/29/20	268	1,050,000	Credit Agricole CIB	1.780%	13,861.75	Commercial Paper
03/01/20 - 09/01/20	185	100,000	Federal Farm Credit Bank	1.700%	850.00	Federal Agency
03/03/20 - 09/03/20	185	500,000	Federal Farm Credit Bank	2.000%	5,125.00	Federal Agency
03/06/20 - 09/05/20	184	500,000	Federal Farm Credit Bank	1.500%	3,729.17	Federal Agency
03/08/20 - 09/08/20	185	500,000	Federal Home Loan Bank	2.375%	5,937.50	Federal Agency
03/09/20 - 09/09/20	185	800,000	Federal Home Loan Bank	2.000%	8,000.00	Federal Agency
03/10/20 - 09/10/20	185	300,000	Federal Farm Credit Bank	1.240%	1,860.00	Federal Agency
03/18/20 - 09/18/20	185	1,000,000	Federal Farm Credit Bank	0.625%	3,125.00	Federal Agency
03/26/20 - 09/26/20	185	500,000	Federal Farm Credit Bank	1.300%	3,250.00	Federal Agency
03/30/20 - 09/30/20	185	500,000	Federal Home Loan Bank	1.040%	2,625.00	Federal Agency
08/01/20 - 09/01/20	32	100,000	Live Oak Banking Co.	1.800%	152.88	Negotiable CD
08/11/20 - 09/11/20	32	249,000	UBS Bank USA	1.000%	211.48	Negotiable CD
08/11/20 - 09/11/20	32	249,000	First Internet Bank of Indiana	0.850%	179.76	Negotiable CD

08/13/20 - 09/13/20	32	249,000	Enerbank USA	1.800%	380.66	Negotiable CD
03/16/20 - 09/16/20	185	247,000	JP Morgan Securities LLC	2.050%	3,293.56	Negotiable CD
08/17/20 - 09/17/20	32	249,000	Wells Fargo National Bank West	1.900%	401.81	Negotiable CD
08/18/20 - 09/18/20	32	225,000	Wells Fargo Bank NA	1.950%	372.64	Negotiable CD
03/20/20 - 09/20/20	185	248,000	Centerstate Bank NA	1.000%	1,250.19	Negotiable CD
08/20/20 - 09/20/20	32	210,000	Merrick Bank	2.350%	419.14	Negotiable CD
08/20/20 - 09/20/20	32	249,000	Texas Exchange Bank SSB	0.850%	179.76	Negotiable CD
08/21/20 - 09/21/20	32	249,000	SeviFirst Bank	1.600%	338.37	Negotiable CD
03/26/20 - 09/26/20	185	248,000	CIT Bank NA	1.050%	1,312.70	Negotiable CD
08/26/20 - 09/26/20	32	249,000	Axos Bank	1.650%	348.94	Negotiable CD
08/27/20 - 09/27/20	32	249,000	Comenity Capital Bank	2.500%	528.70	Negotiable CD
08/27/20 - 09/27/20	32	249,000	Bank of Old Monroe	1.250%	264.35	Negotiable CD
03/31/20 - 09/30/20	184	248,000	American Express National Bank	1.450%	1,802.93	Negotiable CD
08/30/20 - 09/30/20	32	245,000	Partners Bank	0.350%	72.83	Negotiable CD
08/30/20 - 09/30/20	32	249,000	Celtic Bank	1.850%	391.24	Negotiable CD
08/30/20 - 09/30/20	32	249,000	Nicolet National Bank	1.150%	235.36	Negotiable CD
03/31/20 - 09/30/20	184	535,000	United States Treasury Note	1.375%	10,681.28	Treasury Security
03/31/20 - 09/30/20	184	500,000	United States Treasury Note	1.125%	2,812.50	Treasury Security

Earned Interest September 2020 \$ 104,384.88

Earned Interest Year To Date \$ 514,883.39

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>
09/01/20 - 09/30/20	30	Various	U.S. Bank	Various	252.17	Sweep Money Market
03/12/20 - 09/12/20	185	3,000,000	Federal Home Loan Bank	1.750%	26,250.00	Federal Agency
03/17/20 - 09/17/20	185	2,000,000	Federal Farm Credit Bank	1.625%	16,250.00	Federal Agency
03/18/20 - 09/18/20	185	1,000,000	Federal Farm Credit Bank	0.625%	3,125.00	Federal Agency
08/31/20 - 09/30/20	31	249,000	First State Financial	1.350%	276.29	Negotiable CD
03/31/20 - 09/30/20	184	1,750,000	United States Treasury Note	1.375%	18,183.58	Treasury Security
03/31/20 - 09/30/20	184	3,100,000	United States Treasury Note	1.250%	19,375.00	Treasury Security

Earned Interest September 2020 \$ 83,712.04

Earned Interest Year To Date \$ 607,912.61

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>
09/01/20 - 09/30/20	30	Various	U.S. Bank	Various	23.26	Sweep Money Market
03/06/20 - 09/06/20	185	2,000,000	Federal National Mortgage Assn.	1.375%	13,750.00	Federal Agency
03/27/20 - 09/20/20	178	1,500,000	Farmer Mac	0.850%	6,127.08	Federal Agency
03/31/20 - 09/30/20	184	1,250,000	United States Treasury Note	1.375%	8,593.75	Treasury Security
03/31/20 - 09/30/20	184	1,000,000	United States Treasury Note	1.500%	7,500.00	Treasury Security
Earned Interest September 2020					\$	35,994.09
Earned Interest Year To Date					\$	130,924.75

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>
09/01/20 - 09/30/20	30	Various	Huntington National Bank	Various	75.05	Sweep Money Market
Earned Interest September 2020					\$	75.05
Earned Interest Year To Date					\$	14,398.97

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>
09/01/20 - 09/30/20	30	Various	Huntington National Bank	Various	4.69	Money Market
Earned Interest September 2020					\$	4.69
Earned Interest Year To Date					\$	285.89
Earned Interest September 2020--All Funds					\$	224,170.75
Earned Interest Year To Date--All Funds					\$	1,268,405.61

CLEVELAND PUBLIC LIBRARY

REPORT C**Board Meeting**

October 15, 2020

REPORT ON CONFERENCE AND TRAVEL EXPENDITURES FOR SEPTEMBER 2020

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
American Payroll Association Virtual Chapter Meeting Cleveland, Ohio	8/6/2020	Ronelle Miller-Hood	20.00
TOTAL			\$20.00

SUMMARY

FUND	SEPTEMBER	YEAR TO DATE
General	\$20.00	\$13,403.67
Lockwood Thompson	0.00	1,524.70
CLEVNET	0.00	165.00
TOTAL	\$20.00	\$15,093.37

CLEVELAND PUBLIC LIBRARY

Board Meeting

October 15, 2020

PURCHASES FROM \$5,000.00 TO \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2020

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

<u>DATE</u>	<u>ITEM DESCRIPTION</u>	<u>AGENCY</u>	<u>SUPPLIER</u>	<u>AMOUNT</u>
07/10/20	Infrared Thermometers	Prop Mgmt.	Grainger	6,700.00
07/10/20	Plexiglass	Prop Mgmt.	Sutton Hardware	7,525.00
07/21/20	Switchgear Assembly Lake Shore Chiller	Prop Mgmt.	Pepco	5,830.26
07/24/20	Electrical Supplies	Prop Mgmt.	Graybar	5,147.80
07/31/20	Computer Hardware	IT/CLEVNET	Business Smarts	9,152.38
07/31/20	Face Masks	Stockroom	Global Equipment Company	13,596.99
08/14/20	Plexiglass	Prop Mgmt.	Sutton Hardware	12,250.00
08/28/20	Plexiglass	Prop Mgmt.	Sutton Hardware	11,450.00
09/04/20	Zebra Printer Ribbon	OLBPD	Current Directions, Inc.	5,300.00
09/04/20	Disposable Gloves	Stockroom	Winzer Corporation	6,805.69
09/18/20	Cell Phone Charging Stations	TechCentral	Voltani, Inc./ChargeTech	12,660.23
09/18/20	Computer Hardware	IT/CLEVNET	Siemens Industry, Inc.	5,500.00
09/18/20	Plexiglass	Prop Mgmt.	Sutton Hardware	11,450.00
09/18/20	Plexiglass	Prop Mgmt.	Sutton Hardware	11,450.00
09/30/20	Computer Hardware	IT/CLEVNET	CDWG	6,268.47
09/30/20	Computer Hardware	IT/CLEVNET	CDWG	9,949.52
09/30/20	Computer Hardware	IT/CLEVNET	CDWG	8,563.49
09/30/20	Maintenance Supplies	Prop Mgmt.	Sutton Hardware	5,634.64
09/30/20	Gas for Vehicles	Prop Mgmt.	BP Oil Co.	6,305.04

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

CLEVELAND PUBLIC LIBRARY**Board Meeting**

October 15, 2020

**PURCHASES EXCEEDING \$25,000.00 FOR THE PERIOD
JULY 1 THROUGH SEPTEMBER 30, 2020**

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

LIBRARY SERVICE MATERIALS

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
07/03/20	Hotspots	Main/Branches	Mobile Beacon	35,040.00
07/10/20	Database Subscriptions	IT/CLEVNET	OverDrive, Inc.	60,000.00
09/11/20	Database Subscriptions	Main Library	West Publishing	68,358.75
09/25/20	Database Subscriptions	IT/CLEVNET	Infogroup	188,367.00

CLEVNET-RELATED GOODS AND SERVICES

<u>Date</u>	<u>Description</u>	<u>Agency</u>	<u>Supplier</u>	<u>Amount</u>
07/03/20	Computer Maintenance	IT/CLEVNET	carol	178,450.00
07/24/20	Computer Hardware	IT/CLEVNET	Network Dynamics, LLC	38,627.17
09/04/20	Computer Maintenance	IT/CLEVNET	Oarnet/OSC	25,971.40

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

REPORT FCLEVELAND PUBLIC LIBRARY**Board Meeting**

October 15, 2020

FEES PAID FOR LEGAL ADVICE AND SERVICES TO OGLETREE, DEAKINS,
NASH, SMOAK & STEWART, PC. ("Ogletree")
JULY 1 THROUGH SEPTEMBER 30, 2020

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.

General Labor & Miscellaneous Matters	\$	-
EEOC/OCRC		-
3rd Quarter Total	\$	-
Year to Date Total	\$	<u>2,147.50</u>

REPORT GCLEVELAND PUBLIC LIBRARY

Board Meeting
October 15, 2020

**FEES PAID FOR LEGAL SERVICES RELATED TO THE FACILITIES MASTER PLAN
TO BRICKER AND ECKLER AUGUST 11 THROUGH SEPTEMBER 30, 2020**

In accordance with the Board resolution adopted on August 6, 2020, quarterly fees paid for legal services in connection with the Facilities Master Plan from Bricker & Eckler LLP are hereby submitted.

PO# 200939 - LEGAL SERVICES FOR FMP - \$60,000	
Fund 402 Woodland (799)	\$ 700.00
Fund 402 Hough (752)	3,815.00
3rd Quarter Total	<u>\$ 4,515.00</u>
Year to Date Total	<u>\$ 4,515.00</u>

CLEVELAND PUBLIC LIBRARY

Board Meeting
October 15, 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 September 30, 2020

Date	Vendor	PO	Description	Owner's Contingency and Permit Fund		GMP Increase
				Encumbered	Expended	
						\$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 w/o artwork installation			
				1,220.00		
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)
				\$ 1,220.00	\$ 66,283.87	\$ 71,950.08
				Owner's Contingency and Permit Fund Available Balance		\$115,636.16
				South Branch Renovation Project Budget		\$ 4,500,000.00
				Encumbered	Expended	
	HBM Architects, LLC - Architectural Design Services			\$ 0.00	\$ 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			1,220.00	66,283.87	
				\$ 1,220.00	\$ 4,376,388.84	
				Available Budget as of 09/30/2020		\$ 122,391.16

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					
EMPLOYMENT REPORT					
Period: Sep 1-Sep 30, 2020					
<u>Name</u>	<u>Title</u>	<u>Department/Branch</u>	<u>Effective Date</u>	<u>Compensation Rate</u>	
New Hires					
None					
Resignations					
Russell, Maria	Materials Processing Tech	Technical Services	9/11/2020		
Terminations					
None					
Transfers					
Mondok, Larisse	Library Asst - Comp Emp	Public Services	9/27/2020	\$ 36,518.30	
Retirements					
Baron, Elvira	Library Asst - Subj Dept	Science & Technology	9/1/2020		

Exhibit "A"

STAFF WELFARE AND ECONOMIC BENEFITS - 400 Fleet Vehicle and Transportation - 430

431 - Fleet Vehicles

Employees needing transportation for business or other purposes related to Cleveland Public Library activities may use one of the Library's vehicles.

431.1 Requests for the use of a Library car for out-of-town travel are to be made on Form 070 and must include the expected times of pick-up and return; local travel requests are made via phone or email to the Property Management department. All requests must be approved by a department or agency head and forwarded to the Property Management Department well in advance of the need for the car.

431.2 Except in unusual or emergency circumstances and with prior approval of a department or agency head, a Library employee must be the driver of the car. Any person driving a Library car must have a valid driver's license. Article 23 of the Local 860 Union Agreement and Article 22a of the SEIU District 1199 Union Agreement govern the Library's driver's record check procedures for union employees.

431.3 Library fleet vehicles must not be utilized by Library employees for any personal use without permission of a department or agency head. All usage of Library fleet vehicles must be substantiated on the "IRS Mileage Log Sheet," maintained in each fleet vehicle. Each time a Library employee utilizes a fleet vehicle, he/she must document the travel date(s), his/her name, destination, business purpose for use of the vehicle, and beginning and ending odometer readings on the mileage log sheet.

Additionally, no Library employee is permitted to take a fleet vehicle home for overnight use (e.g., borrow a fleet vehicle at the end of the day to take home and utilize for travel the following day). This usage would be considered personal, and, therefore, taxable to the employee.

431.4 Personal use of a Library fleet vehicle is taxable to the employee as a fringe benefit under the IRS's "cents-per-mile" rule. Personal use is any use of the Library vehicle other than use for Library business. Under the "cents-per-mile" rule, the Library must determine the value of a vehicle that the Library provides to an employee for personal use by multiplying the standard mileage rate by the total miles the employee drives the vehicle for personal purposes. This amount must be included in the employee's wages or reimbursed by the employee.

Exhibit "B"

432 - Employee-Provided Transportation (Personal Vehicle and Public Transportation)

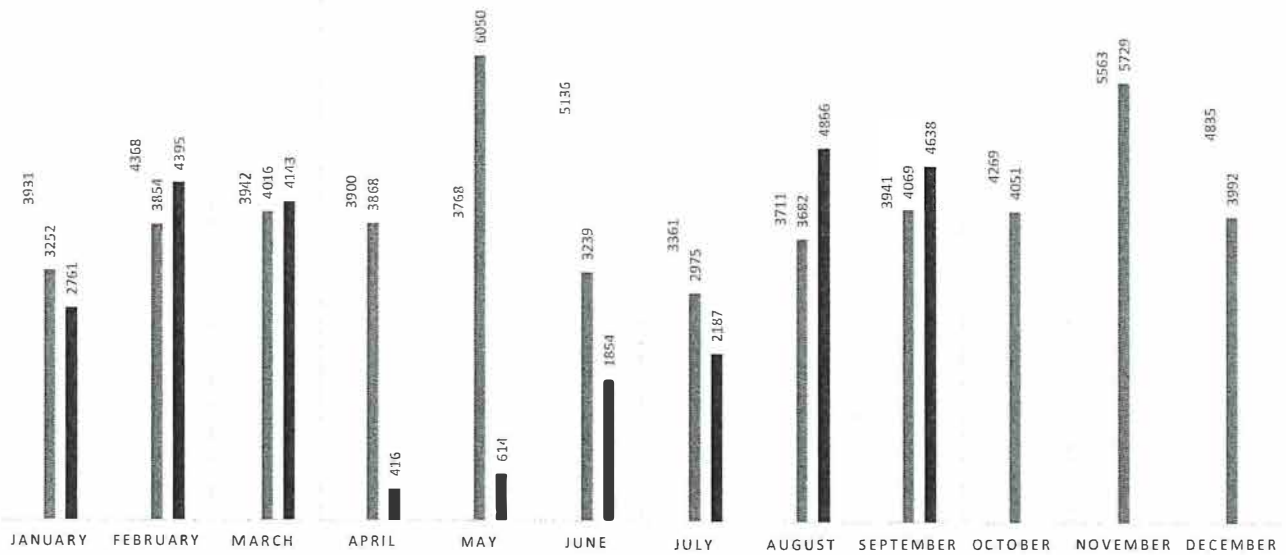
Employees authorized by their department heads to use their personal vehicles for Library purposes are entitled to a mileage allowance equal to the Internal Revenue Service's standard mileage rate. Employees always have the option of calculating the actual fuel costs of using their vehicle rather than using the standard mileage rates.

- 432.1 If an employee utilizes his/her own vehicle for Library business, he/she must possess a valid driver's license and must carry insurance coverage on said vehicle. The employee's vehicle must be in safe working order and good repair. The Library will not be held responsible for or pay for any damages, necessary repairs, or malfunctions that occur to an employee's vehicle while in use on Library business. In the event of an accident, vandalism, or similar occurrence, the employee's personal auto insurance policy would be the primary coverage, and the Library's auto insurance policy would be excess coverage. Whenever possible, employees are encouraged to carpool or arrange for the use of a Library vehicle.
- 432.2 Employees needing transportation from one assignment to another within the Library system will be entitled to receive bus fare to and from the second assignment unless it completes a day's schedule, in which case transportation will be paid only one way.
- 432.3 Employees will not be reimbursed for both vehicle mileage costs and bus fare on the same day. If an employee claims both vehicle mileage and bus fare on the same day, the employee will be reimbursed for the lesser of vehicle mileage costs or bus fare for that entire day's travel (up to the maximum all-day bus pass amount currently in effect at the time of travel).
- 432.4 Employees will not be reimbursed for commuting, which is travel between an employee's personal residence and the employee's home branch (regular place of work). This includes mileage, bus fare, parking, tolls, etc. If an employee travels to a CPL branch other than his or her home branch as his or her first stop, the employee is entitled to mileage reimbursement to the extent the travel exceeds the employee's regular commute to his or her home branch. Travel back to the employee's home branch after that first stop is reimbursable. Reimbursements for mileage for travel between the home branch and other CPL branches will be reimbursed in accordance with the guidelines stated in this policy.
- 432.5 When traveling to an offsite meeting/training directly from home, mileage is reimbursable to the extent that it exceeds the employee's regular commuting mileage.

- 432.6 Travel between a CLEVNET employee's residence and a CLEVNET-member library is considered a temporary assignment in the same trade or business, and mileage is fully reimbursable regardless of distance (see IRS Revenue Ruling 99-7).
- 432.7 Parking at the employee's workplace is not reimbursable to the employee. Fees paid by an employee to park at his or her workplace are considered non-deductible commuting expenses and cannot be reimbursed. Parking at offsite meetings/trainings will be reimbursed in accordance with the guidelines stated in this policy.
- 432.8 Travel by union executive board members, stewards, delegates, and any other union representatives is considered non-Library business and is not reimbursable when such travel is for union purposes including, but not limited to, attendance at union steward/delegate meetings, union voting, contract negotiations, and attendance at grievance hearings, mediations, or arbitrations, except when the employee is acting solely as a witness on behalf of the Library.
- 432.9 In no instance will the Library reimburse costs incurred by an employee for ride-sharing services (e.g., Uber, Lyft, taxis, etc.) for transportation between branches unless the use of ride-sharing services is in the best interest of the Library and is approved in advance by the employee's supervisor.
- 432.10 Reimbursement Procedures
- 432.10.1 Claims for reimbursement for employee-provided transportation must be made on Form 024, "Claim for Mileage/Transport Reimbursement," through Employee Self Service (ESS). For vehicle mileage, employees must include a route map printout or similar support as a receipt to substantiate the reimbursement request. Employees are to utilize Form 023, Mileage Matrix, to substantiate mileage between Library facilities. For all-day bus fare requests, employees must include the all-day pass. Other expenses, such as parking or tolls, must be accompanied by a receipt.
- 432.10.2 Employees must submit claims on a monthly basis in ESS. Claims for reimbursement must be submitted by the end of the following month (e.g., travel for the month of June must be submitted in ESS by July 31st). Reimbursements will not be made if claims are submitted past this date.
- 432.10.3 Any personal tax implications related to fleet vehicles and/or employee-provided transportation are the sole responsibility of the employee, not the Cleveland Public Library.

CLEVELAND PUBLIC LIBRARY SICK LEAVE UTILIZATION

2018 ■ 2019 ■ 2020



	2018	2019	2020
January	3931	3252	2761
February	4368	3854	4395
March	3942	4016	4143
April	3900	3868	416
May	3768	6050	614
June	5136	3239	1854
July	3361	2975	2187
August	3711	3682	4866
September	3941	4069	4638
October	4269	4051	
November	5563	5729	
December	4835	3992	

*3 pay periods

2020 Notations:

April and May - Library closed due to COVID 19; June and July - Most employees worked 50% as part of SharedWork Ohio program. CARES Act provided for Emergency Paid Sick Leave and Expanded FMLA (EPSL and EFMLA).

EPSL/EFMLA hours included in total hours: April - 64; May - 160; June - 463.50; July - 828; August - 1030.5; September 1190.75

CLEVELAND PUBLIC LIBRARY

REPORT J

REV EEO-4 1995

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CLEVELAND PUBLIC LIBRARY
STATE AND LOCAL GOVERNMENT INFORMATION
2020 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	22	14		1		25	17			3	87
PROFESSIONALS		7	19	1				28	11	4		1	71
TECHNICIANS	1	1	12	2				2	2				20
PROTECT/SERV	3	1	6	15				1	5				31
PARA-PROFESS	3	6	22	26	1		1	38	24	2		2	125
ADMIN SUPPORT	3	10	27	35	3		1	34	76	3		2	194
SKILLED CRAFT	1		5	3				1	1				11
SERV/MAINT	1	2	8	30				2	4				47
GRAND TOTAL	14	30	121	126	4	1	2	131	140	9		8	586

1430

September 2020

Insurance Report for the Month of September 2020

Human Resources Committee Report

Staff Enrollments-Health Care/Dental

	Single	Family	Total
MMO - National Network	247	136	383
MMO - CleCare Network	45	21	66
Cobra	2		2
Total MMO			451
Dental Insurance	294	175	469
Vision Employee			263
Vision Children			44
Vision Spouse			52
Vision Family			70
Total Vision			429
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 SEPTEMBER 2020**

CIRCULATION ACTIVITY*	Monthly Total		Average Hourly		Year-to-Date		YTD
	2020	2019	2020	2019	2020	2019	Gain/Loss
Main Library	94,307	140,289	1,684	674	597,011	1,259,101	-52.6%
Branches	130,364	261,260	2,328	1,188	940,447	2,255,029	-58.3%
Mobile Units	158	2,617			1,431	21,940	-93.5%
Library for the Blind	32,167	38,554			217,962	364,772	-40.2%
OLBPD BARD	20,120	11,106			107,016	109,236	-2.0%
eMedia	65,147	51,465			567,073	450,890	25.8%
TOTAL CIRCULATION	342,263	505,291			2,430,940	4,460,968	-46%

ELECTRONIC MEDIA CIRCULATION*	Monthly Total		Year-to-Date		YTD	Included in circulation activity
	2020	2019	2020	2019	Gain/Loss	
eBook	34,397	24,283	291,922	222,532	31.2%	
eAudiobook	20,790	18,738	180,856	158,905	13.8%	
eMusic	4,815	4,840	43,466	42,328	2.7%	
eVideo	3,537	2,005	37,243	12,190	205.5%	
eMagazines	1,608	1,599	13,586	14,935	-9.0%	
TOTAL eCIRCULATION	65,147	51,465	567,073	450,890	25.8%	

	Month	YTD
eCARDS ISSUED	331	3157
eMEDIA NEW USERS	1060	23931
CURBSIDE SERVICES	7328	28271

WIRELESS SESSIONS	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
TOTAL SESSIONS	23,851	68,121	244,528	565,782	-57%

VIRTUAL REFERENCE	Month	YTD
	Email/LibAnswers	205
ASK CPL Live Chat	656	5,255
FAQ Views	849	4,533
TOTAL VIRTUAL REFERENCE	1,710	11,282

All in-person interactions and physical circulation services ceased operation at the close of business on March 13, 2020 due to precautions related to the COVID-19 pandemic. Curbside and Walk-up Services began June 8, 2020. The Library reopened to the public on August 24, 2020.

*ASK CPL LibAnswers and LibChat virtual reference service launched on April 20, 2020.

*Computer usage was not available at the time of reporting

REPORT L

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION FOR SEPTEMBER 2020**

BRANCH	a	b	c	d	e	f	g
	Branch Circulation	Sent from Other Branches	Sent from Main	Sent from Other CLEVNET Systems	Total Direct Circulation (a+b+c+d)	Sent to Other CLEVNET Systems	Total Circulation (e+f)
Addison	1,970	1,058	465	733	4,226	251	4,477
Brooklyn	1,542	710	195	424	2,871	322	3,193
Carnegie West	2,933	1,014	1,023	1,230	6,200	1,013	7,213
Collinwood	1,490	511	228	628	2,857	330	3,187
East 131st	523	284	146	133	1,086	310	1,396
Eastman	3,996	1,380	994	1,401	7,771	1,786	9,557
Fleet	2,050	574	431	644	3,699	439	4,138
Fulton	1,960	784	323	514	3,581	472	4,053
Garden Valley	728	281	47	92	1,148	161	1,309
Glenville	1,137	399	221	486	2,243	223	2,466
Harvard-Lee	1,723	241	336	450	2,750	440	3,190
Hough	1,835	557	196	271	2,859	361	3,220
Jefferson	1,637	538	620	843	3,638	571	4,209
Langston Hughes	1,288	857	339	561	3,045	370	3,415
Lorain	1,411	570	228	400	2,609	397	3,006
Martin Luther King, Jr.	929	380	363	531	2,203	467	2,670
Memorial-Nottingham	2,931	482	922	1,638	5,973	789	6,762
Mt. Pleasant	750	582	223	337	1,892	220	2,112
Rice	1,808	620	530	615	3,573	521	4,094
Rockport	5,213	1,341	1,261	1,757	9,572	1,274	10,846
South	3,049	865	526	491	4,931	2,391	7,322
South Brooklyn	5,031	1,087	1,713	2,451	10,282	1,520	11,802
Sterling	1,219	343	403	260	2,225	269	2,494
Union	706	327	192	310	1,535	242	1,777
Walz	2,621	889	969	1,362	5,841	644	6,485
West Park	4,140	1,178	2,372	3,502	11,192	1,546	12,738
Woodland	1,484	824	200	359	2,867	366	3,233
TOTAL	56,104	18,676	15,466	22,423	112,669	17,695	130,364

**CLEVELAND PUBLIC LIBRARY
BRANCH TOTAL CIRCULATION COMPARATIVE FOR SEPTEMBER 2020**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2020	2019	2020	2019	Gain/Loss	%G/L
Addison	4,477	9,679	31,355	77,648	-46,293	-60%
Brooklyn	3,193	6,040	21,636	46,590	-24,954	-54%
Carnegie West	7,213	11,614	45,821	103,418	-57,597	-56%
Collinwood	3,187	7,801	27,315	65,925	-38,610	-59%
East 131st	1,396	3,776	13,499	36,021	-22,522	-63%
Eastman	9,557	15,415	63,694	141,153	-77,459	-55%
Fleet	4,138	11,167	36,955	94,487	-57,532	-61%
Fulton	4,053	9,983	34,538	82,330	-47,792	-58%
Garden Valley	1,309	4,081	11,077	34,302	-23,225	-68%
Glenville	2,466	8,644	27,247	71,376	-44,129	-62%
Harvard-Lee	3,190	7,808	24,283	59,522	-35,239	-59%
Hough	3,220	7,093	22,424	62,231	-39,807	-64%
Jefferson	4,209	5,971	27,704	56,396	-28,692	-51%
Langston Hughes	3,415	7,913	26,018	66,533	-40,515	-61%
Lorain	3,006	7,258	24,666	65,389	-40,723	-62%
Martin Luther King, Jr.	2,670	6,311	22,065	59,230	-37,165	-63%
Memorial-Nottingham	6,762	12,181	44,923	104,667	-59,744	-57%
Mt. Pleasant	2,112	5,634	15,736	42,078	-26,342	-63%
Rice	4,094	11,842	37,870	105,997	-68,127	-64%
Rockport	10,846	19,032	75,019	170,600	-95,581	-56%
South	7,322	10,343	46,414	92,917	-46,503	-50%
South Brooklyn	11,802	17,523	71,446	148,703	-77,257	-52%
Sterling	2,494	6,513	20,458	50,799	-30,341	-60%
Union	1,777	5,477	18,390	48,076	-29,686	-62%
Walz	6,485	13,701	45,062	120,140	-75,078	-62%
West Park	12,738	18,266	75,407	170,045	-94,638	-56%
Woodland	3,233	10,194	29,425	78,456	-49,031	-62%
TOTAL	130,364	261,260	940,447	2,255,029	-1,314,582	-58%

**CLEVELAND PUBLIC LIBRARY
BRANCH ATTENDANCE SEPTEMBER 2020**

BRANCH	Monthly Total		Year-to-Date		YTD	YTD
	2020	2019	2020	2019	Gain/Loss	%G/L
Addison	1,950	4,369	12,528	38,714	-26,186	-68%
Brooklyn	1,363	3,230	9,386	28,925	-19,539	-68%
Carnegie West	2,914	6,069	18,225	63,998	-45,773	-72%
Collinwood	2,460	5,562	17,237	42,444	-25,207	-59%
East 131st	2,145	9,471	21,187	65,696	-44,509	-68%
Eastman	3,622	9,000	27,832	76,411	-48,579	-64%
Fleet	2,823	7,295	19,929	69,674	-49,745	-71%
Fulton	2,557	5,628	17,563	50,460	-32,897	-65%
Garden Valley	1,868	3,533	13,038	35,012	-21,974	-63%
Glenville	3,013	4,974	16,408	41,568	-25,160	-61%
Harvard-Lee	2,558	6,683	21,821	53,420	-31,599	-59%
Hough	2,274	6,976	17,215	55,247	-38,032	-69%
Jefferson	652	5,113	15,218	39,481	-24,263	-61%
Langston Hughes	1,687	6,284	13,603	50,561	-36,958	-73%
Lorain	2,531	5,233	14,745	47,559	-32,814	-69%
Martin Luther King, Jr.	1,443	4,982	16,549	42,240	-25,691	-61%
Memorial-Nottingham	2,225	4,831	16,778	45,130	-28,352	-63%
Mt. Pleasant	1,822	3,179	9,821	28,526	-18,705	-66%
Rice	2,063	11,965	30,609	85,408	-54,799	-64%
Rockport	4,456	9,116	28,236	68,456	-40,220	-59%
South	2,097	7,108	17,931	49,700	-31,769	-64%
South Brooklyn	3,615	10,474	30,314	93,505	-63,191	-68%
Sterling	2,913	7,802	22,163	69,147	-46,984	-68%
Union	1,247	6,424	15,337	51,970	-36,633	-70%
Walz	3,239	5,820	17,014	49,860	-32,846	-66%
West Park	3,419	7,075	20,851	63,638	-42,787	-67%
Woodland	3,821	6,967	24,497	65,068	-40,571	-62%
TOTAL	66,777	175,163	506,035	1,471,818	-965,783	-66%

*The Library closed to the public on March 14, 2020 and reopened on August 24, 2020.

**CLEVELAND PUBLIC LIBRARY
MONTHLY ACTIVITY REPORT FOR SEPTEMBER 2020**

OTHER TRANSACTIONS	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Loans* to:					
CLEVNET	55,410	68,413	324,598	643,185	-50%
Other Libraries	0	577	401	3,518	-89%
	55,410	68,990	324,999	646,703	-50%

*Totals included in Main Library and Branch circulation counts

CHANGES IN PERMANENT COLLECTION	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
New Titles Added	3,808	4,483	53,090	46,438	14%
Total Items Added	11,260	17,318	79,066	178,516	-56%

HOURS OPEN	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Main Library	200	192	888	1,824	-51%
Branches	5,716	5,508	22,948	52,165	-56%

OHIO BRAILLE & AUDIO READING DOWNLOAD (BARD)	Monthly Total		Year-to-Date		YTD
	2020	2019	2020	2019	Gain/Loss
Downloads	20,120	11,106	107,017	109,236	-2%
Users	733	673	6,000	5,963	1%