

DIRECTOR'S REPORT

October 19, 2023

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

MAIN LIBRARY

PROGRAMS, SERVICES, AND EXHIBITS

Writers Unplugged

Popular Department Manager Jen Jumba hosted *Writers Unplugged* events with Detroit based author, Stephen Mack Jones, on September 21 at the South Campus and online with Ryan Drost on September 26 at 3:30 p.m. This time was selected for branches to stream during Kid's Café. Ms. Jumba continues to schedule authors for *Writers Unplugged* in 2024.

Music at Main

Fine Arts Music Librarian Andy Kaplan hosted Zydeco band Mo'Mojo on September 9 in the Eastman Reading Garden and Public Service Associate Kalie Boshara coordinated notes from Special Collections: Smith Taylor on August 22 in the Special Collections Reading Room. Both performances were very well attended and appreciated by patrons.

Genealogy Programs and Services

The Center for Local & Global History hosted the Genealogy & Family History Research Clinic September 9 in partnership with the African American Genealogical Society of Cleveland. A total of 16 patrons received assistance with their personal genealogy research projects.

Chinese Language and Yoga Instruction

The International Languages Department hosted several Chinese Language and Yoga Instruction courses during the Month of September.

Youth Services Programs

Youth Services Public Services Associate Emily Bolin organized and hosted a Back to School Trivia Bash on September 13 which was attended by eight individuals and Sr. Subject Librarian Lan Gao organized a Bilingual Story Time event for International Reading Day on September 12.

Exhibits and Displays

The Public Administration Library hosted a display on banned and challenged books in the City Hall rotunda. Mid-month, they changed the display to celebrate Hispanic Heritage Month.

The International Languages Department is hosting a new exhibit titled: "Moments of Unity".

Social Science Librarian Pete Elwell gathered material for an exhibit to be displayed for the Society of American Baseball Researchers.

Lending Department Services

The Lending Department staff continue to distribute a limited supply of free BiNaxNow at-home COVID tests to patrons via the Drive-Up Window. In addition they continue to serve as a Passport Acceptance Facility, reviewing and processing new Passport applications, including providing Passport photograph services.

Books by Mail Programs

- **Words on Wheels:** The Shelf Department sent 9 packages including 11 items to Cleveland Public Library patrons using "Words on Wheels" service as of September 15.
- **Homebound:** Homebound Services sent 73 packages to 72 patrons. Year-to-date, Literature staff have sent out 917 packages to homebound patrons.

CPL Tours

Tour Groups	# of Groups	# of Participants
Tour Groups	5	77

Main Library Services Coordinator William Spencer along with staff across Main Library continued to promote the library by providing patron tours of the downtown campus. Tour groups included: Lake Erie Ink & National Youth Writing Centers Staff (12), Oberlin College (20), CPL New Employee Orientation (11), YS Lake Ridge Academy (20), and a group of chess enthusiasts (4).

CPL Patron Photo Shoots

Photo Shoot Groups	# of Participants	Donations Accepted
17	165	\$785

OUTREACH

Staff across Main Library have been working at the Art Box on Saturday mornings to assist OPS.

Popular Department Manager Jen Jumba attended Noir at the Bar, which was an event with the editor and several of the writers of the new *Cleveland Noir* book. These are local writers who have contributed a short story to this anthology, which was recently released. Jen spoke to several of them who have agreed to be part of *Writers Unplugged* in 2024.

Senior Director of Public Services Main Library Robin Wood and Popular Department Manager Jen Jumba hosted a CPL table at the Reduce, Reuse, and Repair Fair on September 9 at the Watershed MetroPark. In addition, Ms. Wood and Ms. Jumba also met with Cleveland State University on September 21 to discuss their CPL collection on campus.

Children’s Librarian Eric Hanshaw visited St. Augustine Enrichment Center to conduct Story Time with toddlers and preschoolers on September 7.

In September, Page Count, the Ohio Center for the Book (OCFTB) podcast hosted by OCFTB Fellow Laura Maylene Walter, posted two episodes. One featured the adult Great Reads from Great Places author, Madeline Fitch; and the other delved into “Superman’s Origin Story” with Dr. Valentino Zullo. The two episodes have a total of 176 downloads to-date with over 5,500 downloads total for the podcast.

The Ohio Center for the Book sponsored a hands-on workshop at the Glenville Branch Library with Zygote Press on September 16. Attendees were encouraged to “create their own zine” and engage

in coloring and writing as well as using the mobile letterpress to imprint a design on a mini-book.

COLLECTION MANAGEMENT

Shelf Assistant Manager Cynthia Coccaro coordinated the move of weeded materials to Lakeshore as directed by ER&D.

Popular Department Manager Jen Jumba has been working on making the Popular Department more attractive and user-friendly by weeding, shifting, and placing items in alpha order (magazines). Ms. Jumba has also been instrumental in bringing Lucky Day items to the Popular Department which has been a huge delight to Popular Department patrons.

Popular Department Clerk Daunte Bolden continues the annual General Reference periodicals binding project.

Center for Local and Global History Department Map Collection Librarian Lisa Sanchez has processed over 2,000 items from the Commercial Survey Company donation.

Center for Local and Global History Department Public Services Associate Kristin Galewood inventoried 100 photos from the large format Cleveland City Hall Collection and CLGH Library Assistant Adam Jaenke digitized 97 items from the City Hall, Subject Cleveland, and General Subject collections in the Photograph Collection.

Literature Department staff deselected 1,429 items and provided materials to the Public Administration Library for a Hispanic Heritage Month display.

Special Collections Library Assistant Bill Chase continued evaluating and processing uncatalogued and damaged books located in the Fine Arts Folio stacks. Many of the items contain random prints and require unique cataloging.

Special Collections Librarian Ray Rozman inventoried a donation of the chess periodical Iowa Chess News *En Passant*. He boxed the donation and sent the inventory list to the Catalog Department for addition to the existing record. In addition, Mr. Rozman compared a recent donation of chess tournament pamphlets against current holdings.

Shelf Department Manager Demba Diawara is collaborating with Special Project Manager Michael Ruffing in keeping minimal

disruption to the 7th floor collection during the upgrade of the compact shelving units.

As the renovations continue in the Louis Stokes Wing stack floors, staff in effected departments have begun contacting patrons with holds on stack items as the materials will not be available for approximately six weeks.

MAIN LIBRARY RESEARCH HIGHLIGHTS

- Center for Local and Global History Librarian Mark Tidrick assisted a patron in finding information about prefabricated housing catalogs published in the late 1800s. In addition, Mr. Tidrick assisted a patron in finding the lyrics to the song "Vote Early and Often for Curley" (James Michael Curley, a former mayor of Boston) by Francis Whiting Hatch.
- Center for Local and Global History Librarian Terry Metter used Cleveland City Directories to assist a staff member at the National Archives in St. Louis with finding information about a Cleveland-area Korean War veteran. Records related to this veteran had been lost in a fire and his family was attempting to replace what had been lost. Mr. Metter also assisted a patron from Second New Hope Baptist Church research the church's building to prepare to apply for landmark status.
- Center for Local and Global History Library Assistant Adam Jaenke worked with a patron to select photographs for a documentary he is creating on the history of brewing beer in Cleveland. Images show past Cleveland breweries, neighborhoods, brewers unions, and scenes from bars and taverns. Mr. Jaenke also located information on a family member's military history using the Ohio WWII Soldiers microfilm.
- Center for Local and Global History Library Assistant Adam Jaenke assisted a patron who was curious about movie theater admission prices in the 1920s. Mr. Jaenke found that prices ranged anywhere from \$0.50 to \$2.50, depending on the day, time, and theater using the Plain Dealer Historical database.

- Literature Department Librarian Tim Phillips responded to an online chat concerning author Maurice Sendak's inspiration for *Where the Wild Things Are* this month. Following up via email, Mr. Phillips was able to find at least four articles/papers using CPL's databases for the patron.
- Business, Economics, and Labor Librarian Susan Mullee recommended the 1902 book *Finance: Business Proclamation Number* and *The Cleveland Chamber of Industry: Officers, Board of Directors, and Roster of Membership, 1910*, by Laws, Rules and Regulations for a patron researching 1900-1912 Cleveland manufacturers.
- Business, Economics & Labor Subject Department Librarian, Zachary Hay, assisted a patron researching the American Gas Association Testing Laboratory in Cleveland. He provided scans of company listings from the department's reference-only microfilm title *Cleveland Corporation Files*. Cleveland Public Library is the only library in the world holding this title.
- General Research Collections Manager Sarah Dobransky assisted a Rice University student researching the military career of world-renowned artist Forrest Bess. While many authors have noted Bess' time in the US Army during World War II, the only details are mentioned in his personal letters. Ms. Dobransky searched several online and print resources, including the *First United States Army; Report of Operations* series that the Library digitized to become an official partner with the Government Publishing Office, and the *Official Army Register* volumes from 1941-1945 to search for a listing of Bess' last registered rank.
- Special Collections Librarian Ray Rozman pulled three East India Company Collection items for another librarian as part of an ongoing project.
- Public Administration Library (PAL) staff assisted a patron seeking historical ordinances regulating water main connections for fire services in new construction. In addition, PAL staff assisted a patron with understanding

how Ohio attorney fees and compensation are governed with the Ohio Rules of Professional Conduct while also providing other sources on the topic.

- Social Science Librarian Pete Elwell provided a short list of the many baseball resources held in the Sports Research Center to a baseball historian who had inquired about our holdings. Included were Sports Icon interviews, Murdoch interviews, serial holdings, unique game programs, and the collection of baseball fiction and instruction manuals. Mr. Elwell also worked with a student from Germany who was researching the origins of the naming of the Cleveland Indians and how it reflected on native tribes in America. Relevant Materials were found in the Sports Research Center as well as articles from the Historical Plain Dealer database.
- Popular Library Assistant Ricardo Jackson, was complimented by a family with an infant son who just moved to Cleveland. The gentleman remarked, "He knows his movies and always makes us feel welcome when we are here."
- A gentleman (Mike) and his mother came into the library on September 3. The woman was holding *The Maid* by Nita Prose and Popular Department Manager Jen Jumba, mentioned it was a good read and the author has another book releasing soon with the same character. Mike's Mom pulled out a list of the New York Times bestsellers and said she had been meaning to read it. She also asked about a couple other books that Jen had read. Then she said, "Mike, ask this librarian for a book to read, she's read everything in here!" He replied, "Spy novels," and Jen was able to recommend a Daniel Silva and John LeCarrre. He said, "You're right, I enjoy those writers." His Mom said, "I told you; she's read everything here!" They also talked about baseball a bit and it wasn't until they left that Jen realized it was Mike Chernoff, General Manager of the Cleveland Guardians!

STAFF DEVELOPMENT

Shelf Assistant Manager Cynthia Coccaro attended an online seminar offered by Ohio State University titled "Help! My Students Can't Research" on September 7. Ms. Coccaro also attended a webinar offered by Ohio State University titled *Identifying Outdated Research Notions* on September 14.

Children's Librarians Maria Lopez and Cassandra Feliciano attended an Adaptive Story Time Workshop hosted by NEO-RLS on September 12.

Public Services Associate Lisa Held attended "Safe Space Training" on September 6. Ms. Held also attended a NEO-RLS webinar on September 20.

Science and Technology Department Senior Librarian Jim Bettinger attended a USPTO (United States Patent and Trademark Office) webinar *Transitioning From TESS to New Search*.

Science and Technology Public Services Associate Tarra McSears attended the NEO-RLS online seminar *Library Bootcamp: Foundational Principles of Library Service*.

Business, Economics and Labor Senior Librarian Sandra Witmer and Business, Economics & Labor Librarian, Zachary Hay viewed the FDLP (Federal Depository Library Program) webinar, *Economic Census 101*.

Business, Economics, and Labor Librarian Susan Mullee attended the FLDLP (Federal Depository Library Program) webinar *Should You Consider Crypto?* Ms. Mullee also attended the United States Census Bureau's *Introduction to the American Community Survey*.

General Research Collections Manager Sarah Dobransky attended the Library of Congress webinar *Business Collections Orientation*.

Public Administration Library Public Service Associate Denise Williams-Riseng attended the archived NEO-RLS webinar *Responding to Uncomfortable Situations in the Library Setting* on September 15.

OTHER

After the recent storms and rare tornado events in Cleveland, General Research Collections Manager Sarah Dobransky appeared on

the Channel 5 evening news at 5 p.m. during Katie Ussin's report on the 1953 tornado that devastated Cleveland. Ms. Dobransky worked with Center for Local and Global History (CLGH) Librarian Mark Tidrick and CLGH Library Assistant Adam Jaenke for photographs and local news articles to feature in Ms. Ussin's report.

Lending and Circulation Manager Reginald Rudolph continued to serve on the Public Service Training Steering Committee and assisted in the facilitation of De-Escalation Training to all CPL staff.

Lending and Circulation Manager Reginald Rudolph continued serving on the BookEnds Training Team.

Sr. Director of Public Services Robin Wood continues to serve on the staff De-escalation Training Team.

Main Library welcomed 21 new Pages to the Shelf and Subject Departments. All new Main Library Pages receive training in the shelf department before starting in their assigned departments.

Main Library welcomed both new and returning St. Martin de Porres Corporate Work Study Program Students.

CLEVELAND DIGITAL PUBLIC LIBRARY

Summary

ClevDPL scanned, described, and uploaded; repaired books and flat paper; did ILL; and served patrons.

Programs & Exhibits

Staff participated in professional groups and Main Library meetings. They monitored environmental conditions in exhibits, showed off exhibits on the touch wall in our space, and prepared appropriate exhibit supports for displays in Main Library display cases. Working with Special Projects, and Arts and Culture, staff have been moving, preserving, storing, framing, and installing art works.

Public Service Statistics

ClevDPL had 232 in-person visitors during September. They had 13 two-hour scanning appointments, hosted a large conference group, and hosted several planning meeting, including meetings for the Cleveland Police Museum and several meetings for the Cleveland Architecture Foundation. From September 1 to September 30, Google Analytics (GA) reports 5271 sessions for 3491 users and

87,774 page-views. Search engines delivered 48% of our sessions. Searching in CONTENTdm accounted for 26% of our sessions. Referrals were 8% of our sessions. 2% of our sessions came through social media. About 16% of sessions were unassigned. 53% of our users accessed our site using desktop computers, and 47% accessed CONTENTdm through mobile devices (4% tablets and 43% mobile).

Outreach

Community partners' work in September continued. Staff collaborated with Playhouse Square staff for a grant-driven volunteer donation/scanning project now up online in the Digital Gallery. CDPL worked with Shaker Area Development Corporation to scan their community newsletter *Connection*. Staff met with and collaborates with members of Cleveland's Office of Urban Analytics & Innovation to assist with scanning on a cemetery geolocation project. Staff collaborated with the Cleveland Architecture Foundation to consider donation of and negotiate online access to images. The Cleveland Orchestra scrapbook scanning project continues. ClevDPL had numerous family collections scanned and many local artists scanned their works. Staff participated in a conference exploring using AI for enhanced access to items from the John G. White Chess Collection.

Collection Development

As of September 30, 1164 images were scanned, 969 were post-processed and QA'd, and 1006 images were uploaded, many of which were included in multi-image pdfs. The web archives continue to document 44 unique Cleveland and NE Ohio organizations. Scanning highlights include continuing scanning local newspapers, uploading urban planning documents, uploading Cleveland Orchestra scrapbooks, and scanning sheet music. Staff continued work scanning and uploading *Hi-Gear* Magazine and *habitat*, both local journals documenting unique, diverse communities in Cleveland. Staff uploaded 5 urban planning reports submitted by PAL.

ILL

Statistics from OCLC are one month behind and cover August. Staff had 100 requests from CPL users for materials from other libraries. The response time averaged 13 days and 17 hours. Partner libraries made 730 requests through OCLC to borrow from CPL and made ten requests through ALA forms. CPL staff managed a response time for books of 3 days and 13 hours. CDPL again had ILL requests from incarcerated persons and general researchers using ALA forms.

Staff Development

CDPL is reviewing digitization procedures with staff. Staff retrained on the i2s Quartz Scanners this month and learned about CONTENTdm. Staff also retrained on ILL procedures this month. CDPL has a pilot project teaching using Google Cultural institutes developing with Literature and Maps.

Preservation

As of September 30, Preservation did 27 complex and 12 simple repairs on codex books. Currently the Preservation Team is down to half strength due to a retirement. The team continued uploading materials for an inventory of artwork in the library system. Working with the new arts director, the team continued planning reinstalls and moves of artwork. Additionally, Preservation continued enhancing navigation for a staff only interface to a digital art collection in CONTENTdm and updated the MS Teams art management database with new information from Special Collections files including artist nationality, artist names, accession information, and donor information.

Planning Activities

Staff continue to plan for art moves and storage of art. We are developing and planning for programming for the fall.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

Activities

For September 2023, OLBDP circulated 62,653 books and magazines directly to patrons. OLBDP registered 110 new readers to the service. Approximately 675 BARD patrons among 1,170 active users downloaded 11,016 items.

The fall edition of the quarterly patron newsletter was prepared for distribution. Formats included audio, braille, and large print.

OLBDP and CPL Financial Services submitted the State Fiscal Year (SFY) 2023 Fourth Quarter final closeout report to the State Library of Ohio (SLO), which includes expenses paid on or before August 31, 2023 that were encumbered as of June 30, 2023.

On September 21, the Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held via Zoom. CAC members were provided updates about OLBDP renewing Bookshare for SFY 2024, BARD use, and SFY 2023 circulation statistics. Meetings were also scheduled for CY 2024 on March 14 and

September 19, and will remain as Zoom meetings at the request of CAC members.

The State Library and OLBDP continued working on a new poster for distribution to libraries across Ohio. The poster was originally developed for the Ohio Statehouse display in June 2023. The poster promotes the freedom to read and includes contact information for the State Library and OLBDP. QR codes will be featured on the poster for easy access to information and application forms. The State Library moved to a new website on September 21. Now that the website is live, plans to move forward with distributing the poster to Ohio libraries and other organizations will continue to develop.

The OLBDP adult book club met remotely on September 14 to discuss *Riley Thorn and the Dead Guy Next Door* by Lucy Score.

PUBLIC ADMINISTRATION LIBRARY

Programs/Exhibits

PAL started September with a display on banned and challenged books in the City Hall rotunda. Mid-month, staff changed the display to join the celebration Hispanic Heritage Month. Many thanks to Main Library departments for sharing items from their collections.

Collections

PAL transferred 15 titles and withdrew 1 title. The transferred title Ohio Election Statistics had 20 volumes.

PAL discovered that the publication *Emerald necklace / Cleveland Metropolitan Park District* ceased printing the newsletter.

With assistance from the Cleveland Digital Library, the new topic heading View from the Lake was created.

The following titles were emailed to the Digital Library for additions to the Digital Gallery:

- *Annexation; Report of the Committee on Annexation of Cleveland Chamber of Commerce*. Approved by the Board of Directors, October 23, 1916. 0009120639738
- *Central Residential Areas Studies: Euclid Avenue Area*. 0009111718350

- *Cleveland Cultural Gardens: Technical Report, September, 1980* / Prepared by William A. Behnke Associates, Inc. 0009120646394
- *Cleveland (Ohio). Little Hoover Commission. Project #22 City Planning, The Sanscrainte Naughton Report* 0009120640033
- *The Cleveland Thorofare Plan.* City of Cleveland. City Planning Commission. 0009105294038
- *Kinsman Ave. Design Guidelines* / Prepared for the Mt. Pleasant Village Association (MPVA); Whitley/Whitley, Inc. Architects and Planners. 0009936627513
- *Public and Parochial School Facilities: (By Ward)* / City Planning Commission. 0009132305666
- *Tentative Zoning Ordinance for Cleveland.* 0009132321085

The following titles have been transferred to CPL Digital Library for scanning:

- *IMPACT Program Master plan, 1972* / [Prepared by the Cleveland IMPACT Program Staff with the Assistance of Concerned Citizens and Organizations in Cleveland]. 0009120599270
- *Report of Special Engineer on High Level Bridge Locations and Improvements of the Cuyahoga River Valley* / by John W. Leadley, November 29, 1924. 0009105293972

With Catalog's assistance, links have been added to marc records to connect with titles located in the Digital Gallery.

Reference Questions Unique to PAL

- PAL assisted a patron with understanding how Ohio attorney fees and compensation are governed with the Ohio Rules of Professional Conduct while also providing other sources on the topic.

- Staff assisted a patron seeking historical ordinances regulating water main connections for fire services in new construction.
- Staff assisted patrons seeking resources for obtaining vital records from another state.
- Staff provided a patron with various sources to research crime data in the city of Cleveland.
- Staff assisted a patron tracing timeline of building demolition to create parking lots in downtown Cleveland.
- Staff assisted the Science Department with Cleveland fire information.

Outreach

PAL held a knitting class on September 13, two new members joined the group. Edwin donated 10 hats and a blanket for Warm Up Cleveland.

Staff

On September 25, Steve Capuozzo became Manager for the Social Science Department and PAL. He visited PAL on September 26.

Denise Williams-Riseng attended the archived NEO-RLS webinar *Responding to Uncomfortable Situations in the Library Setting* on September 15.

David Furies participated in a virtual meeting to receive an overview of upcoming changes to the Federal Depository Library Program's transition to an all-digital library format.

Issues/Concerns

The printer was not available for patrons to use September 19 through end of day September 20.

ARCHIVES

Research

Geologist and former CPL librarian Joseph T. Hannibal, PhD, returned to the Archives on Wednesday, September 27, to conduct research into the marble and other building stones used in the construction and decoration of Main Library, in preparation for his presentation at the Library at 3 pm on Monday, October 23. Numerous materials from the Archives were pulled for Dr.

Hannibal to examine, including Board minutes, Main Library construction files and diaries, Walker & Weeks office files, Linda A. Eastman's files, and architectural drawings made by Walker & Weeks, Georgia Marble, and Haworth Marble. Archivist Melissa Carr has invited Dr. Hannibal to give a presentation and guided tour on October 23, to commemorate the 100th anniversary of the cornerstone-laying ceremony of Main Library, a gala affair that was held on October 23, 1923, and attended by an estimated 100,000 eager Clevelanders.

Presentations

On Saturday, September 9, the Library was invited to be a part of the Cultural Landscape Foundation's What's Out There Weekend Cleveland by hosting a guided tour of the Eastman Reading Garden. Special Projects Manager Michael Ruffing and Chief of Special Projects & Collections John Skrtic led numerous attendees on a tour of the garden, highlighting its history and its permanent art installation, *Reading a Garden* by artist and architectural designer Maya Lin and poet Tan Lin. Research was conducted, and a tour guide was prepared for the event. The Cultural Landscape Foundation (TCLF), a nonprofit education and advocacy organization based in Washington, DC, seeks to promote our shared landscape heritage and empower the stewards of these spaces. In cities across the country every year, TCLF hosts What's Out There Weekends, bringing to light each city's local character and drawing people out into their communities to experience first-hand the unique landscape legacy of their home. What's Out There Weekend Cleveland offered two days of free, expert-led tours of publicly accessible parks, gardens, plazas, cemeteries, memorials, and neighborhoods in and around the city.

On Friday, September 22, Mr. Skrtic and Ms. Carr were invited to return to Cuyahoga Community College (Tri-C) to give a presentation to students in the Encore 55+ Learning program at the Eastern Campus in Highland Hills. The Encore program offers a wide range of educational experiences for older adults, including guest lectures. Mr. Skrtic and Ms. Carr gave a 40-minute presentation on the Library's history to over 50 students. Accompanying the presentation was an annotated PowerPoint presentation with over 100 images of the Library's locations, collections, activities, staff, directors, and trustees, most of which are from the Archives. Mr. Skrtic and Ms. Carr were previously invited to the Western Campus of Tri-C and gave a similar presentation to Encore students on May 5, 2023.

Visits to the Library

On Friday, September 15, the Archives hosted a visit at the Library's Lake Shore Facility from approximately 40 or 50 classmates who graduated from Villa Angela Academy in 1973. Villa Angela Academy, a Catholic girls' school, was located in what is today the Library's Lake Shore Facility until it merged with St. Joseph High School in 1989. The women were celebrating their 50th high school reunion, and they wanted to revisit the building in which they spent their senior year. Sandy Jelar Elwell, Director of Collection and Technical Services, led the classmates (and several spouses) on a tour of a number of spaces in the building, including the auditorium.

On Monday, September 25, the Archives hosted a visit from two administrative staff members from Piano Cleveland, an organization that promotes Cleveland as a premier concert piano destination by presenting programs such as the Cleveland International Piano Competition, as well as community engagement and education initiatives. The organization will be celebrating its 50th anniversary next year, and staff members are conducting research into its history and considering ways to honor the occasion. Ms. Carr introduced the visitors to staff in the Photograph Collection, where they requested images of the city of Cleveland at particular times in the organization's history. The visitors were also shown the Center for Local & Global History, the Map Collection, Fine Arts, and the Cleveland Digital Public Library.

Physical Space

As part of the installation of high-density mobile shelving on the seventh, eighth, and ninth floors of the Louis Stokes Wing, numerous 11" deep metal shelves are being replaced and are scheduled to be recycled; in the meantime, they have been made available for use elsewhere. The Archives currently has 402 9" shelves, but the vast majority of archival manuscript boxes housed on these shelves are 12.5" deep, causing them to hang over the edge several inches. A project of replacing each 9" shelf with an 11" shelf is underway.

ARTS & CULTURE

The Archive by Rebecca Louise Law has had 33,000 visits since opening in June.

Ms. Graham Charkosky presented a strategy and vision for arts and culture at the Library to the Executive Leadership Team on

September 11, highlighting areas of opportunity related to arts and culture in the coming year.

Director of Arts and Culture Tiffany Graham Charkosky represented CPL on Channel 8's New Day Cleveland, which aired on September 19.

The Intermuseum Conservation Association (ICA) rehung a mural at the Eastman Campus, which had been in storage throughout the building's renovations. This mural is part of CPL's collection of artworks created by WPA-era artists.

Ms. Graham Charkosky met with ICA at the Glenville Campus to discuss restoration of *Black Family of Man*, completed in 1980, by Alan Purcell.

Ron Friedman Lighting Design has been retained to develop a lighting plan for Eastman Reading Garden that elevates the existing architecture of Main Library, Louis Stokes Wing, the bronze gates by Tom Otterness, and the fountain by Maya Lin, featuring poetry by Tan Lin. A kick-off meeting for this work was held with Chief Operations Officer, John Lang, and Director of Property Management, Oliver Reyes to address this project. Cleveland Institute of Music student Noelle Naito played the violin for a performance in the Fine Arts Garden on September 30.

BRANCH NARRATIVES

D1 Eastman (closed for FMP) - Librarian Cassie Feliciano reconnected with schools and daycares in preparation to reopen. Feliciano, Library Assistant Nancy Sommer, and Manager Lauver offered outreach during the 21 months of closure and look forward to returning to serve the entire Westown community.

D1 Lorain - Librarian Andrea Csia and Library Assistant Todd Fagan provided preschool Story Times in the community and crafts such as *The Very Hungry Caterpillar* painting program, build your own terrarium, and a Hispanic Heritage Month craft series. During our Fall Meet and Greet, patrons met the branch staff, played games, signed up for library cards, and learned about upcoming programs. Public Services Assistant Andrea Fay provided outreach at the Halle Literacy event. We partnered with Aspire and TechCentral to provide adult patrons with Microsoft Word Certification Training. TechCentral provided adult patrons with a weekly My Digital Life series. The Legal Aid Society provided free legal advice to 38 patrons.

D1 Rockport - Library Assistant Bill Petrucz provided a variety of programming for youth patrons, such as a Game Night with board games, Simple STEM building kits, and Rockport Chess Club. Public Services Assistant Kyra Berzonsky provided a book-to-movie night to all ages that incorporated literature and film. Librarian Kendra Proctor hosted a Graphic Novel discussion club at John Marshall High School.

D1 Best Buy Teen Tech Center (BBTTC) - In partnership with Best Buy and Microsoft, BBTTC hosted a two-day coding event using Minecraft Education. Local technology sponsor Regency Technologies gave a presentation as a kick-off collaboration. Pathways Facilitator Emily Szymanski invited Cuyahoga Community College to host a financial literacy night for teens and their families.

D1 Walz (Closed for FMP) - While at Woodland, Clerk Cristyle Frye focused on Hispanic Heritage Month, International Talk Like a Pirate Day, Take an Unexpected Journey with a Great Book, and Banned Books; and facilitated the Walz Book/Movie Club.

D1 West Park - West Parks Cozy Crafting Book Club provided patrons with fiber arts supplies to craft while discussing books. The Cleveland Seed Bank conducted a seed-saving workshop. We hosted Dr. Dennis Dooley, co-author of *Superman at Fifty* for Superman's Cleveland series, and Weiss Ratings for a presentation on Understanding Medicare Supplement Insurance. Librarian Tracie Forfia initiated Story Times at the Center for Families and Children, Discovery World, Al Ihsan, Care-a-Lot, N.D. Baker, Riverside, C. Westropp, Holy Cross Lutheran, and Valley View Boys' Academy.

D2 Carnegie West - BlueWater Chamber Orchestra violinist Jessica Bergeron played excerpts from their upcoming performance to a sell-out crowd. The third in a six-week series of art classes hosted in partnership with Art House Inc introduced adults to painting; literature and poetry are used as inspiration for their weekly creations, in support of Cleveland READS. Librarian Helen Zaluckyj represented the library at City Market in the Hingetown neighborhood of Ohio City, doing crafts and providing information about upcoming programs.

D2 Fulton - Librarian Beverly Austin and Public Services Associate Rosa Simone hosted a back-to-school program with 40 attendees. Austin and Simone started visiting classrooms and daycares in the neighborhood, such as St. Rocco, Natividad Pagan, Daisy Daycare, Kids of the Future, Clark Elementary, and

Lincoln Park Academy. Children returning to school were able to make team pennants in partnership with the Clark-Fulton Community Forward Learning Center.

D2 Jefferson - Youth staff facilitated weekly visits by nine classes from Tremont Montessori. The Robotics Club and the Anime Club got underway as well. Public Services Generalist Grafton Lee resumed the monthly Acrylic Painting for Beginners classes. Public Services Generalist Helen Ebberson coordinated a fly-tying program while public services generalist Lisa Horton organized a plant swap and a composting workshop led by Cuyahoga Recycles. An eight-week session of Beginning American Sign Language also began. Members of Think & Drink Book Club met to discuss *Starry Messenger* by Neil deGrasse Tyson while the campus' Cookbook Club also met. Manager Steve Capuozzo bid farewell to staff as he moved on to be the manager of Social Sciences Department and the Public Administration Library.

D2 South Brooklyn - Librarian Adela Torres and Library Assistant Ray Cruz visited schools and daycares for Story Times and craft visits. Programs offered were Book Club, Gamer's Guild, a Hispanic Heritage Month series and Dungeons and Dragons Wednesday. Adult programming by Manager Joanna Rivera included Book Club and Crafty and Cozy with Fall and Hispanic Heritage Month themes. Rivera held a table at Julia de Burgos' "Celebrando" event to promote Cleveland READS and the Hispanic HUMADAOP held a "Familia Unidas" program to start off Hispanic Heritage month.

D2 South - Our campus deployed a series of drop collections in partnership with various neighborhood businesses and a CMHA facility; locations included Terrapin Bakery & Coffee Shop, City Breaks Barber Shop, and Virginia's Beauty Shop. This month also marked the beginning of Hispanic Heritage Month with the systemwide kickoff celebration. Our program featured performances from El Grupo Fuego, and Hispanic food from El Rincon Criollo. Our *Writers Unplugged* event featured Stephen Mack Jones, the author of the August Snow series. We also participated in the Tremont Arts and Cultural Festival. The staff hosted a Library table at the Tremont Farmers Market twice.

D3 Garden Valley - Library Assistant Leonard Burks conducted Story Time outreach at Rainbow Terrace Daycare, and I Learn N Play Enrichment Center. Burks and Public Services Associate Eren Crebs facilitated UKIT/STEM Robotics for Beginners. We hosted Let the Chess Games Live On with Progress with Chess, Building

Blocks for Healthy Kids with the Greater Cleveland Food Bank, and Prostate Cancer 101 with the Cleveland Clinic. We welcomed new page Jayne Webb.

D3 Hough - We hosted Cuyahoga READS Family Literacy Night for two Saturdays, where families were provided with literacy tips, free books, games, refreshments, and more. Photographer Adam Davis used Hough meeting space while on his quest to collect 20,000 photographs for his project titled Black Magic. Patrons enjoyed a historical facts and funnies program given by Public Services Associate Michael Deneen focused on the time when football games were played at League Park.

D3 MLK - Librarian Angela Margerum and Library Assistant Eric Eubanks resumed weekly Story Times to preschools. Manager Kimberly Hunter secured a partnership with Playhouse Square. We welcomed the new Public Services Generalist Andrea Bennett and two Pages, Macario Perkins and Deondre Pinckney. Eubanks and Clerk Bessie Coleman brought back in-person Line Dancing. We hosted Makerkits Construction program for the teens. Hunter hosted her monthly book club with Fenway Manor.

D3 Sterling - Express Yourself Art Therapy resumed their twice-weekly sessions. Public Services Associate Valerie Gee led Back to School Vision Board and Button Making programs. ABREPASO presented the Art of Flamenco. Kulture Kids held the first in a series of drumming residency workshops. Librarian Sonja McCord presented weekly Story Times at Family First Childcare and the YWCA. Manager Monica Rudzinski hosted tables at Tri-C and Marion-Sterling Open House events to promote Sterling's connection to Tri-C, CMSD, and their students. Rudzinski met with Ashley Williams, Marion-Sterling School's family support specialist, to schedule onsite reading visits and promote Cleveland READS. Rudzinski attended the Third District Policing Committee Meeting.

D3 Woodland - Woodland hosted the Cleveland Clinic Community Employment Tools series, LegalWorks, and Young Scholars Academy. Librarian Lanecia Smith conducted preschool Story Time at All Around Daycare, the Duct Tape Universe MakerLab, Color Tape Art, Slime Extravaganza, Buttons Galore, and STEM Robotics. For National Library Card Sign-Up Month, we launched a fall Story Time series featuring Cleveland Ward 5 Councilman Starr as guest reader. We welcomed the new Page Jesse Amesquita.

D4 East 131st Street - Staff hosted a Voter Registration workshop. Youth participated in several Express Yourself Art

workshops. Manager Timothy Greenwood led a board game day. Public Services Generalists Joseph Bruno and Sebastian Fickel hosted a bracelet-making workshop.

D4 Fleet - Youth staff hosted a Back-to-School refresh and prepared for the return of CSU tutors. The book locker at Newburgh Heights Village was repaired and staff provided holds for it daily.

D4 Harvard-Lee - At our second-annual Kindergarten Kickoff, in collaboration with Literacy in the H.O.O.D., Manager Kristen Schmidt and Librarian Alycia Woodman distributed early literacy kits to ten families and free books to 26 patrons. Schmidt engaged 46 people while volunteering at the Lee-Harvard Block Party. Library Assistant Kevin Moore helped three children with the Construction Kit MakerLab. Moore and Schmidt conducted a fossil-making program with five patrons. Schmidt hosted her monthly book club with two attendees, met with Aaron Kinney of the City of Cleveland to plan a Homebuyer Education workshop, and assisted with the onboarding of a new Substitute.

D4 Mt. Pleasant - Brooklyn Public Services Associate Sarah Kolonick attended the Cuyahoga County Department of Health and Human Services-Senior Resource Fair. Community partner 99 Treasures installed an art exhibit by youth and hosted weekly art programming. Public Services Associate Marzi Margo and Librarian Dianna Trent hosted Line Dancing with ten teens. We hosted Murtis Taylor's Father's Walk 2023, where youth and their fathers walked to the branch for Story Time, library card sign-ups, and Cleveland READS sign-ups.

D4 Rice - Public Services Associate Shavonne Bolton and Librarian Whitney Johnson welcomed back the children with a program titled Make Your Own Shoe Keychain, creating 55 keychains; each child could add gems and paint. The "Opportunity" mural by Mac Love was completed this month and can be found in the children's area.

D4 Union - Staff welcomed 60 sixth-grade scholars from Woodland Hills E-Prep with a tour of the library, new library cards, and Cleveland READS essentials. Fourteen scholars visited the branch for a meet-and-greet; they participated in the Construction MakerKit program. We started the Young Scholars Academy program. Library Assistant Valerie Johnson began outreach to Nathan Hale, Miles Park, and Miles schools. Assistant Manager Tammy Houghton attended the DAW Library Fantasy Book Buzz webinar and taught Book Ends Customer Service, Sirsi, and De-Escalation classes.

Manager Jacqueline Lamb was promoted to Director of Youth and Family Engagement.

D5 Addison - Public Services Associate Ashley Martinez attended MyCom's monthly meetings for Hough and Glenville. Manager Tamara Means met with Dalonzo Curges, Community Outreach Coordinator for UMADAOP, to plan an Opioid & Fentanyl Awareness program; and Aaron Kinney, City of Cleveland, to plan a Homebuyer Education workshop for the fall. Children's Librarian Heidi Malinoski attended St. Martin De Porres's Corporate Work Study Program session titled Preparing for Your Students First Day of Work. Staff provided content for Fairfax Renaissance Development Corporation's newsletter. Staff received mental health awareness training from the ADAMHS Board during a staff meeting.

D5 Collinwood - Story Times continued with Keys 4 Kids and Scholars of Tomorrow. Library Assistant Kiaira Jefferson presented a Back-To-School Paint N' Chat with four students. Manager Caroline Peak staffed a booth with the support of OPS and Memorial-Nottingham, and engaged with over 250 people at the Waterloo Arts Festival. We welcomed the new Page Dayloni Lee. We submitted content to the Collinwood Observer.

D5 Glenville - Public Services Associate Shawnte Baldwin lead a Paper Marbling program using the ancient Japanese art of Suminagashi, or ink floating. Manager Peter Roth and Children's Librarian Maggie Lawrence hosted a children's tea party, to sample teas and learn about the history of tea with a reading of *Teatime Around the World* and *Luli and the Language of Tea*. We hosted Zygote Press, in partnership with the Ohio Center for the Book, for a zine-making workshop. The Center for Arts-inspired Learning provided three complimentary workshops. Ms. Lawrence began a weekly outreach Story Time at Wade Early Learning Center.

D5 Langston Hughes - Librarian Christopher Busta-Peck visited schools to schedule Story Times. Programs offered were Summer Tales, Textile Magic, A Last Taste of, and African American Artists in Cleveland. Manager Bill Bradford attended the De-escalation and Crisis Intervention Training.

D5 Memorial-Nottingham - Public Services Generalist Michael Fillinger attended the Waterloo Arts Fest to promote library services. We offered adult programs in Yoga Fitness, Paint and Sip, and Guided Meditation. Staff hosted Patron Appreciation Day with live music by Kamal Aboul and the Band, sweet treats, and CPL swag. Manager Pasha Moncrief Robinson attended the CPL Board

Meeting in-person and visited The Village of Healing Center to meet CEO Da'Na Langford. Children's Librarian Adam Tully hosted an interactive program to celebrate National Bow Tie Day. Library Assistant Marvin Benton introduced his Fall Film Series to teens about books made into movies. Tully took patrons and staff on a journey through the Latin diaspora with recipes and music to highlight the varying musical trends and sounds within Latin America. Jowan Smith, CEO of 1,000 Ties, read one of her self-published titles, *Mya! Mya! Mya!* and made ice cream for everyone to enjoy.

DIVERSITY, EQUITY AND INCLUSION

During the month of September, the Director of Diversity, Equity and Inclusion (DEI) Ashley Boyd has engaged in and/or championed the following, as CPL strives toward operating with excellence:

- Developed/fostered a partnership with John Adams High School students who identify as part of the LGBTQ+ community with CPL's Rainbow Readers ERG.
- Participated in a series of investigatory meetings related to the Operations department.
- Reviewed employee resource group (ERG) budgets and began planning for 2024.
- On-boarded new Diversity, Equity and Inclusion (DEI) Coordinator A.V.
- Orchestrated DEI events for Hispanic Heritage month, to include the Hispanic Heritage Month Kick-off at South Branch.
- Served on Employee Engagement Committee and participated in the planning of Employee Appreciation and Engagement Day.
- Conducted bi-weekly meetings with Ohio Library for the Blind and Print Disabled Branch Manager Will Reed, to discuss opportunities for people with disabilities and best practices, to support people with disabilities, among libraries in surrounding areas.
- Provided oversight and guidance during September ERG meetings.
- Conducted ERG "Meet & Greet" for new DEI Coordinator.
 - Set expectations for co-chairs, sponsors and ERG members moving forward.

- Participated in the website redesign interview and selection process.
- Met with HR (L.S.) and Legal (B.S.) to explore partnership with the Cleveland Sight Center through their Community Based Workplace Assessment Program.
- Acquired and introduced presenter Beth Glass, Executive Vice President of Max Housing during September Townhall meeting to discuss the difference between accessibility and inclusivity.
- Began planning with Marketing, OPS and WKYC to produce the 2024 Martin Luther King, Jr. program.
- Acquired presenter Nancy Kelsey for lunch and learn for Indigenous Peoples Day (10/9/23).
- Began planning for Native American Heritage Month in November - identified panelists for virtual discussion.
- Planned for author panel - "Meet the Authors, Experience the Magic" in celebration of Hispanic Heritage Month.
 - Marketing, contracts, invitations and book purchases.
- Toured the Village of Healing to explore opportunities for partnerships surrounding, health and education to align with CPL's Strategic Plan.
- Attended the first John Adams High School Students (Junior Rainbow Readers) "Meet and Greet" with CPL's Rainbow Readers ERG, Wednesday, August 30, 2023.
- Meeting with HR (C.J. and D.J.) regarding staff and ADA accommodations.
- Planned for CPL's Unsung Hero as part of the 2024 Martin Luther King, Jr. Celebration.
- Met with DEI Administrator Tracy Haynes of Cuyahoga County Public Schools to discuss best practices among Ohio Libraries.
- Acquired and introduced presenter CEO of Spanish American Committee Ramonita Vargas entitled: "Let's Talk Leadership" for CPL's Lunch and Learn, Wednesday, September 27, 2023.
- Attended SEIU/HR monthly meeting to discuss opportunities for job coaching and employing people with disabilities.
- Met with DEI Coordinator (A.V.) and HR (M.G. and L.S.) to discuss staff development training opportunity with the Cleveland Sight Center.
- Met with E.M. in OPS to discuss Native American Heritage Month (virtual panel discussion event).

- Attended DEI scheduled Hispanic Heritage Month event, Bomba Drummer (Olga Ramos), Thursday, September 28, 2023 at Lorain Branch.
- Attended DEI scheduled Hispanic Heritage Month event, Meet the Authors, Experience the Magic (Dr. Ortiz and Normar Perez), Thursday, September 28, 2023 at South Branch.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

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

CPL DEVELOPMENT UPDATES:

- *Goal: Align fundraising to support CPL strategic plan*
 - Fundraising
 - Met with Project Director's to progress work on grant-funded programs.

CPL FOUNDATION UPDATES:

- Hosted quarterly CPL Foundation Board of Directors meeting.
- *Goal: Reach Financial Targets*
 - Continued to advance the Foundation's 2023 financial targets.
 - Met with prospective funders around social and criminal justice program opportunities.
 - Submitted proposals to secure funding for 2023 Data Days conference, hosted by CPL.
- Cleveland READS Program Year
 - Continued efforts for Cleveland READS, City-Wide Reading Campaign initiatives to reach the goal of one ten million books and/or minutes by coordinating efforts around events and partners.
 - Submitted proposals to corporate partners for support of Cleveland READS programs.

- Cleveland READS October 20 Fundraising Event
- Executed plan to solicit prospective funders through meetings, email and telephone calls to secure sponsorships for October fundraising celebration event.
- Continued planning efforts for October 20 event by sourcing quotes from vendors, speakers and entertainment, meeting with internal staff and partners, coordinating marketing efforts, and other event-related planning.

ADDITIONAL DEPARTMENT EFFORTS:

- Staff attended the CPL Staff Appreciation Day

COLLECTION & TECHNICAL SERVICES

Director of Collection and Technical Services Sandy Jelar Elwell, Collection and Acquisitions Manager Olivia Morales, and Collection Management Librarian Laura Mommers met with Ingram Senior Sales Representative Pamela Mullins to learn about updates to Ingram's services and their iCurate *inClusive* Diversity Audit. Ms. Jelar Elwell worked with Prenax Account Manager Denise Cardinalli to verify that the correct email and shipping addresses were being used for each CPL location and to learn about the procedures for submitting the periodical subscription renewals using the Prenax website.

Ms. Jelar Elwell participated in a GFOA As-Is Analysis meeting lead by representatives from the Government Finance Officers Association (GFOA) along with staff from CPL's Financial Services Department and CLEVNET to discuss the handling of the accounts payable and the accounts receivable portions of Munis that touch Sirsi and CLEVNET. Ms. Jelar Elwell also attended the Northeast Ohio Regional Library System (NOTSL) Technical Services/Collection Development Networking Meeting and the Urban Libraries Council (ULC) Collections Leaders Monthly Call.

Ms. Jelar Elwell and Archivist Melissa Carr provided a tour of the Lake Shore facility on September 15 to approximately 25 graduates of the Villa Angela Class of 1973 as part of their 50th reunion celebration.

Collection and Technical Services staff attended the monthly CPL All-Staff Town Hall meeting and the following staff attended Employee Appreciation Day on September 8: Ms. Jelar Elwell, Catalog Manager Andrea Johnson, Ms. Morales, Catalog Librarian Perry Huang, Technical Services Librarians Michael Gabe, Celia Halkovich, Tonya Jenkins, Libby McCuan, and Barbara Satow, and Materials Processing Technicians Marsha Draeger, Douglas Houston, Eric James, and Brenda McIntyre.

Heather Gohring was selected for the position of Technical Services Librarian in the Catalog Department and began working in the Catalog Department on September 25. Ms. Gohring previously held the position of Librarian at Elyria Public Library.

High Demand Librarian Dale Dickerson retired from his position in the High Demand Department on September 30 after 19 years of service.

Acquisitions: The Acquisitions Department ordered 5,362 titles and 5,851 items (including periodical subscriptions and serial standing orders); received 30,676 items, 758 periodicals, and 97 serials; added 185 periodical items, 35 serial items, 423 comics, and 98 paperbacks; and processed 1,214 invoices.

Acquisitions Coordinator Alicia Naab provided Social Sciences Senior Subject Department Librarian Eric Hanshaw with OverDrive Marketplace login information and instructions for creating and submitting Marketplace carts. Ms. Naab also provided guidance to Fine Arts and Special Collections Subject Department Music Librarian Andrew Kaplan with locating the appropriate avenues for acquiring permission to review materials from vendors when Mr. Kaplan requested assistance to do so. Ms. Naab and Mr. Kaplan will pursue additional direction as needed, since the vendor would like to compensate Mr. Kaplan with credits, if permission to continue with reviewing material is granted.

Catalog: Staff cataloged 3,150 titles, including 159 original records and 18 upgrades, added 3,933 items, created 285 Library of Congress call numbers, completed 190 bibliographic quality control transactions, and transferred 145 titles or call numbers for Cleveland Public Library. The Department also added 3,340 titles, made 73 corrections, and performed 96 transfers for CLEVNET member libraries. Librarians handled 98 email and phone requests from Library staff and 215 requests from CLEVNET.

Staff from the Catalog Department continued to assist with the cataloging responsibilities for the High Demand Department. Catalog Manager Andrea Johnson revised the instructions for adding items and printing labels for non-book material with assistance from Technical Services Librarian Michael Gabe. Technical Services Librarian Celia Halkovich and Ms. Johnson met with Chief of Special Projects and Collections John Skrtic and IT/CLEVNET Library Systems and Applications Analyst Jim Benson on September 27. The topic was simplifying the procedure for merging bibliographic records when there are items in transit. Mr. Benson will investigate whether a Sirsi enhancement is pending or if there are other suggestions from within the IT group. For now, catalogers can receive items so records can be merged and then put the items back in transit.

Collection Management: Collection Management selected 1,766 titles and 6,892 copies and spent over \$167,871 on physical materials.

Collection and Acquisitions Manager Olivia Morales attended the Library Journal webinar "Library Love Fest Presents Winter/Spring 2024 Titles to Highlight" and the Booklist webinar "Eat.Read.Love." Collection Management Librarian Laura Mommers attended the Booklist webinar "Chapter Books & Early Readers."

High Demand: The High Demand Department ordered 1,739 titles and 9,142 items; received and added 13,772 items; and processed 430 invoices.

High Demand Librarian Libby McCuan viewed recorded sessions of the OCLC classes "Connexion Client 1: Foundations of Connexion Client" and "Connection Client 2: Bibliographic Searching." Ms. McCuan attended the "Let's talk leadership!" presentation given by the Chief Executive Officer (CEO) for the Spanish American Committee (SAC) Ramonita Vargas on September 27.

Materials Processing: The Materials Processing staff processed 12,042 items. Materials Processing Technician Eric James began looking for books from the Received Orders with Holds report.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 71 items to the Main Library for requests and 62 items to fill holds. The Main Library received 128 telescopes, the Branches received 207 telescopes, CLEVNET received 35 telescopes, CSU, CWRU, and Tri-C each received 1 telescope. A total of 373 telescopes were shipped out. The Technicians sent a

total of 11,051 new items to the Acquisitions and High Demand Departments.

OUTREACH & PROGRAMMING SERVICES

OUTREACH

Outreach and Programming Services (OPS) assisted at the Art Box on Saturdays in September. The Cleveland Public Library ArtBox, located in the Midtown area, aims to foster community connections through accessible art experiences for all. Fix-IT CLE, a program that promotes STEM (Science, Technology, Engineering, and Math) activities and maker spaces, was held at the Art Box on September 16 and 30. Patrons brought in random items for engineers to assist with repairing. Fixed items included bikes, clothing, phone cases, and tables. Close to 30 patrons joined each of the Fix-IT clinics.

Additional outreach efforts: The Waterloo Arts Festival, City of Cleveland Senior Walk, Ingenuity Festival, Literary Cleveland, The Edgewater Book Box, and more.

At each event, the library tables promoted Cleveland READS, library programs, and services and distributed thousands of books.

Outreach and Programming Services staff visited each of the eleven barbershops to deliver book stands, diverse books, t-shirts, toys, and barber capes as part of the Barbershops Books initiative. Barbershop Books encourages reading and builds a love for literacy in marginalized communities. The Cleveland Public Library partners with barbershops to provide reading materials and literacy resources to help foster the connection between reading and community.

Barbershop Books promotes reading in an inclusive, familiar environment by bringing literature into spaces that boys already frequent. This program was made possible by an Urban Libraries Council Grant and Barbershop Books.

New fall 2023, Cleveland READS partnered with Seeds of Literacy and Comics at The Corner to bring free books, comics, and button-making to the Westside Market. Staff distributed three thousand books with 356 families signing up for Cleveland READS. The Cleveland Public Library and the Westside Market look

forward to continuing a partnership during the Book-Box off-season.

TPU

The People's University has been actively promoting Cleveland READS by going to where the people are in every neighborhood and signing up hundreds of Clevelanders to participate in the reading challenge. TPU hosted a Cleveland READS table at the Hispanic Heritage Kcikoff Event at the South Branch on September 15th. Fifty-four families registered for the Cleveland READS challenge, and over 200 books were distributed. TPU hosted a Cleveland READS table at the ninth annual Inkubator Conference on September 22nd and 23rd. One hundred readers and writers signed up for Cleveland reads, and over 200 books were distributed to attendees at the conference.

Cleveland READS Metrics:

Books Read: 258,795

Minutes Read: 6,146,272

Readers: 23,621

Books Distributed: 345,380

EDUCATION

During the month of September, Young Scholars' Academy Transitional sessions were held at the Woodland, Lorain, and Union branches. The Transitional program prepares scholars and their parent(s) or other adult family members with kindergarten readiness. These lessons are based on the Ohio Department of Education Standards for Kindergarten. The two-generational program provided 58 touch points, while the Beginner had 27 touchpoints.

The 0 to 3 Read to Me Programs/ Services are designed for families with young children to provide opportunities for their young child's brain development through space and programming. Three playdates were held at the Carnegie West and Rice Branches with 43 participants.

FamilySpace at Carnegie West had 77 visitors, with 11 new families. Hough had 66 visitors, with 7 families. The FamilySpace Family Advisory Committee at Carnegie West met via Zoom with six families and community partners, Family

Connections attending and CPL staff. The Hough FAC (Family Advisory Committee) met in person with six families in attendance, along with community partners and CPL staff.

Both FAC's are going through the process of learning Participatory Evaluation and will be contributing to the development of an evaluation for participants of Family Space. Sandy Nosse, Family Engagement Specialist, along with staff from Cuyahoga County Public Library presented at the Ohio Library Council Convention and Expo about Family Space.

ENGAGEMENT

The 2023 Greater Cleveland Urban Film Festival (GCUFF) is an annual event held in Cleveland, Ohio, to showcase independent films made by minority filmmakers. The festival occurred from September 14-22, 2023, at various venues in the Cleveland area. It featured more than several films across multiple genres like drama, comedy, and documentary. The festival highlights the diversity of urban cinema and provides a platform for emerging filmmakers of color. The Cleveland Public Library was one of the key sponsors of the 2023 festival. As part of our mission to provide resources to the diverse communities of Cleveland, the library offered financial support and tech resources for festival events and screenings. The Cleveland Public Library Innovation and Technology team provided VR services. Erica Marks, Senior Director of Outreach and Programming Services, attended a screening and the closing partner reception as a Cleveland Public Library representative. The library's sponsorship enabled the festival to bring together filmmakers and audiences to celebrate urban storytelling through film.

Inkubator, an annual writing conference hosted by Literary Cleveland, was held on September 22 and 23, 2023. Inkubator supports and empowers writers in Northeast Ohio. The library is an ongoing partner, serving as the host location for this conference. An Inkubator highlight was a talk by acclaimed young adult author Elizabeth Acevedo. Acevedo spoke about her experience as a slam poet and her award-winning novels with teen protagonists. Through supporting conferences like Inkubator, the library facilitates engaging literary programming to inspire Cleveland's writing community.

The Great Lakes African American Writers Conference (GLAAWC) is an annual literary event connecting published and aspiring African-American writers in Cleveland, Ohio. Participants

engage in workshops, panel discussions, and public readings focused on the craft and business of writing. The Cleveland Public Library was one of the key sponsors of the 2023 GLAAWC. As part of its commitment to promoting literacy and cultural programming in Cleveland, the library provided space for conference workshops and readings at the Main Library. The library's sponsorship enabled GLAAWC 2023 to facilitate essential conversations about African-American literature and provide a platform for Black writers.

In September, The Main Library had 97 room bookings, 95 in LSW and two in Main. The total number of AV requests came to 24.

SERVICES

Legal Aid continues to assist the Cleveland community by partnering with the Cleveland Public Library to host free clinics at one library location per month in a calendar year—legal Aid attorneys to provide free walk-in legal consultations to library patrons in need. Common legal issues they assist with include housing disputes, healthcare and education access, domestic violence, and consumer debt problems. By housing Legal Aid's services, the Cleveland Public Library expands its efforts to serve the public. The Lorain Campus hosted the September clinic; 38 clients were served.

Express Yourself Workshops are art therapy programs for teens offered by the Cleveland Public Library in partnership with Art Therapy Studios. The workshops provide a creative outlet for teens to express themselves through art and connect with licensed art therapists. Workshop sessions facilitated by Art Therapy Studios use various art mediums, including painting, drawing, and sculpting, to promote self-exploration, coping skills, and emotional growth among teen participants. By enabling teens to process their thoughts and feelings through art in a safe, judgment-free environment, the workshops aim to build self-confidence and resilience. The partnership with Art Therapy Studios allows the library to provide impactful expressive arts programming for Cleveland teens' mental health and well-being. Express Yourself locations: Hough, West Park, East 131, and Sterling.

The Cleveland Public Library offers enriching after-school programming and services for kids and teens at its branches across the city. This includes the Kids Cafe program in partnership with the Greater Cleveland Food Bank, which provides

free nutritious meals and snacks to children 18 and under. The library also hosts afterschool tutoring and homework help sessions facilitated by tutors from Cleveland State University's America Reads program. Virtual tutoring sessions are also available. Tutoring sessions provide homework assistance and reading skill-building for K-12 students. The Cleveland Public Library aims to inspire life-long learning and serve area youth beyond the classroom by offering meals, academic support, and engaging activities.

MARKETING & COMMUNICATIONS

EXECUTIVE SUMMARY

Summer ended, but Cleveland Public Library made sure that Clevelanders would find something to "fall" in love with at their local library during the change of the season! We hit the streets for Hispanic Heritage Month events and hosted a booth at Westside Market. Our bus shelters featuring Cleveland READS Ambassador DJ Lily Jade line bus routes along the city.

Downtown, the Archive Exhibit continues to draw visitors from near and far. If you stopped by on a Saturday, you might've been lucky enough to catch a Music at Main performance or a pop-up classical violin performance in the Eastman Reading Garden. Other draws to downtown included, Superman's Cleveland kick-off: a 2-month long celebration of Superman happening right in Cleveland (in partnership with CPL and Ohio Center for the Book), Cleveland Book Week: Anisfield-Wolf Book Awards, Literary Cleveland's Inkubator Conference, GLAAWC, CPL Play Tournament, and more.

Our marketing efforts included media releases, social media and digital (cpl.org, Off the Shelf, community calendars), and printed materials.

Library Programs & Services

***Objective:** Remain relevant by promoting programs and services to help Greater Clevelanders thrive.*

FACILITIES MASTER PLAN: Work on reimagined branches continues. Planning for Eastman and Brooklyn reopening is underway.

MEDIA COVERAGE:

<https://thelandcle.org/stories/cleveland-branch-library-renovations-are-well-underway-add-modernizations-community-spaces/>

<https://www.cleveland.com/news/2023/09/clevelands-hough-neighborhood-no-longer-defined-by-the-riots-continues-to-evolve.html>

FAMILYSPACE: WKYC covered the Cleveland Public Library's FamilySpace program and how it is serving families in the Hough and Carnegie West neighborhoods, while serving as a model to library systems nationwide.

MEDIA COVERAGE:

<https://www.wkyc.com/article/news/local/northeast-ohio/familyspace-northeast-ohio-libraries-hub-play-learn-grow/95-0e7f9612-a7ed-4690-9a1a-08fc44684510>

BARBERSHOP BOOKS: The Library's newly launched partnership with Barbershop Books connects Black boys to culturally relevant books by putting the books into the neighborhood barbershops and providing early literacy training to participating barbers.

MEDIA COVERAGE: <https://www.news5cleveland.com/news/local-news/cleveland-public-library-partners-with-local-barbershops-for-barbershop-books-program>

ANISFIELD WOLF BOOK AWARDS, CLEVELAND BOOK WEEK, CONFERENCES, AND MORE:

During Cleveland Book Week (September 22-30), Cleveland Public Library will be home to two conferences: Literary Cleveland's Inkubator and GLAAWC. The entire month of September is National Library Card Sign Up Month.

MEDIA COVERAGE:

Erica Marks, Fox 8 New Day: <https://fox8.com/on-air/new-day-cleveland/celebrate-cleveland-book-week-with-author-abby-vandiver/>

<https://www.clevescene.com/arts/an-expanded-and-free-cleveland-book-week-showcases-world-class-work-42697116>

<https://coolcleveland.com/2023/09/cleveland-public-library-panels-explore-censorship-efforts/>

SUPERMAN'S CLEVELAND: This year marks the 85th anniversary of Superman. Rust Belt Lab of Ursuline College and Ohio Center for the Book at Cleveland Public Library have been in the news to promote the Superman's Cleveland Conference this fall.

Events/talks have been held at West Park Campus and Main Library.

MEDIA COVERAGE:

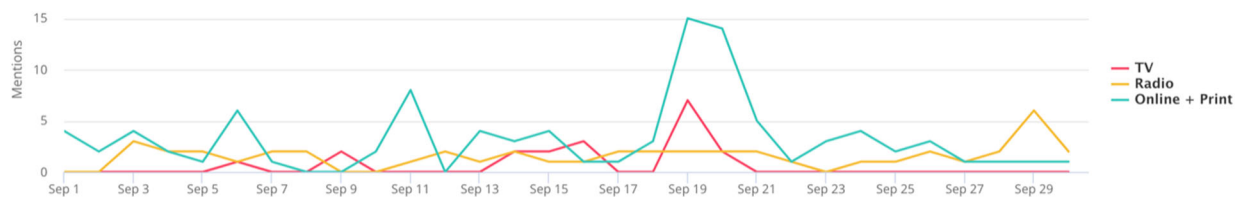
Don Booser, New Day Cleveland: <https://fox8.com/on-air/new-day-cleveland/immersive-art-and-super-hero-legacy/>
<https://coolcleveland.com/2023/09/overdose-on-superman-events-around-town-this-week/>

WRITERS UNPLUGGED: Two Writers Unplugged conversations were held in September. Author Stephen Mack Jones visited the South Campus on September 21, while Ryan Drost did an online discussion on September 26. Listen to conversations here:

<https://clevelandreads.com/events/writers-unplugged/>

PUBLIC RELATIONS OVERVIEW

Cleveland Public Library garnered 162 mentions for the month of September reaching more than 5 million via national and local TV news, radio, and online and print.



Mentions 162 Audience 5,648,371 Publicity \$642,561

SOCIAL MEDIA SUMMARY














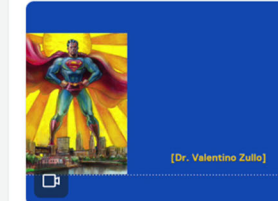










Broadcasts: Marketing continues to explore streaming opportunities, conversations, and content that promote learning and timely topics.

- **Writers Unplugged:** Authors in conversation: Stephen Mack Jones and Ryan Drost

Production and Multimedia Support:

- Collaboration with DJ Lily Jade for Cleveland Reads Promotional Video
- Labor Day message from Director Thomas
- Employee Appreciation Day
- Music at Main
- Timelapse of Mass Storage
- Banned Book Week
- GLAAWC
- CLE READS YA Book Fest

Most Popular Posts by Platform:

<p> Cleveland Public Library Thu 9/28/2023 11:00 am EDT</p> <p>#TBT The year is 1968 and we are on the 38th floor of Erievew Tower dining at the restaurant, Stouffer's Top of the Town....</p> 	<p> Cleveland Public Library Tue 9/19/2023 9:00 pm EDT</p> <p>Join us for captivating conversations as we celebrate the power of stories challenging norms, igniting imaginations, and...</p> <p>CLE READS Young Adult Book Festival</p> 	<p> Cleveland Public Library Tue 9/26/2023 11:42 am EDT</p> <p>Did you miss CPL PLAY at the Cleveland Gaming Classic? We'll be running it back this Saturday, September 30th at the Main...</p> 	<p> Cleveland Public Library Tue 9/12/2023 6:37 pm EDT</p> <p>Mark your calendars, book lovers! Join us for a captivating conversation with the renowned author, Stephen Mack Jones, th...</p> <p>Writers Unplugged: Stephen Mack J...</p> 
<p> @Cleveland_PL Sun 9/24/2023 12:09 pm EDT</p> <p>Come shop with us! Free books @WestSideMarket for @ClevelandReads with @litcleveland.</p> 	<p> @Cleveland_PL Tue 9/26/2023 11:03 am EDT</p> <p>Did you miss CPL PLAY at the Cleveland Gaming Classic? We'll be running it back this Saturday, September 30th at the Main...</p> 	<p> @Cleveland_PL Tue 9/12/2023 10:02 am EDT</p> <p>It's a bird, it's a plane, it's...a podcast episode celebrating our hometown hero, Superman, who turned 85 this year! Liste...</p> 	<p> @Cleveland_PL Fri 9/8/2023 9:30 am EDT</p> <p>Reading unlocks a WORLD of possibilities! Today, on International Literacy Day, we encourage you to celebrate by reading for...</p> 
<p> clevelandpubliclibrary Thu 9/21/2023 11:00 am EDT</p> <p>#TBT A view of the Flats in 1938 from Detroit-Superior Bridge (re-named the Veterans Memorial Bridge in 1989) facing...</p> 	<p> clevelandpubliclibrary Thu 9/28/2023 11:00 am EDT</p> <p>#TBT The year is 1968 and we are on the 38th floor of Erievew Tower dining at the restaurant, Stouffer's Top of the Town....</p> 	<p> clevelandpubliclibrary Thu 9/28/2023 4:04 pm EDT</p> <p>Join CPL PLAY this Saturday, September 30th at the Main Library for a chance to win The Legend of Zelda: Tears of the Kingdo...</p> 	<p> clevelandpubliclibrary Tue 9/26/2023 11:02 am EDT</p> <p>Did you miss CPL PLAY at the Cleveland Gaming Classic? We'll be running it back this Saturday, September 30th at the Main...</p> 

PROPERTY MANAGEMENT

Carpenters/Painters

- Break-in at the Fulton branch, clean-up and board-up.
- Dismantle Main building gift shop, took cabinets to Brett Hall.
- Built a custom 48in x 30in box with a plexiglass top for Tech central's ingenuity fest.
- Union- repaired the concrete sidewalk problems and painted the rise of the sidewalk safety yellow to alert our patrons to step up onto the sidewalk.
- Preparing plows and equipment for the upcoming snow season.
- Opened Tech Central ceiling and removed damaged ceiling, will return to cover with new drywall and re-finish the ceiling once HVAC work is completed.
- Assembled seven weather station stands and placed four cinder blocks along with the stands on the rooftop of seven CPL locations.

Maintenance Mechanics

- Ionization completed at Rice branch.
- Yearly boiler P.M's continual.
- Working on camera installs at Addison and Rice branch.
- Working on installing panic button on third floor Main Digital Library.
- Completed lighting upgrade in LSW stairwell 13 northeast corner.
- Installing fan coil unit in shipping Main building.
- Electrical repairs completed at M.L.K branch.
- LED lighting conversion continuing in Main building.
- Eastman Garden irrigation valve replaced.
- Replaced Lakeshore boiler temperature controls.
- Replaced feed water reducing valve on Westpark and Lakeshore boilers.

SAFETY & PROTECTIVE SERVICES

Safety Services

- 9-1-23 through 9-3-23: Due to multiple break ins at branches Operation Lock Down implemented with support of Royce armed patrol (03:00-07:00). Additional SPS staff authorized to work OT to monitor surveillance, all designed to get a more expeditious law enforcement response.
- 9-9-23: Hough CPD took custody of juveniles.
- 9-10-23: EMS to LSW re: SPS member with medical issue
- 9-11-23: Hough-CPD contacted regarding youth runaways from CCCFS (SIR 23-0847)
- 9-11-23: Union-CPD to Union re unruly patron
- 9-15-23: E 131-juveniles left unattended past closing. SPS and branch staff stayed until adult supervision responded.
- 9-19-23: EMS to LSW-patron transported to Metro for medical emergency.
- 9-20-23: Union-EMS to branch due to patient injury resulting from fall (SIR 23-0890). Non-staff injury report to Legal.
- 9-21-23: Sterling-23-0822 unruly patron expelled and returned to incur trespassing violation. Will seek prosecution due to violent tendencies. (CPD 2023-293390)
- 9-22-23: Main theft of patron bike (SIR 2023-4684)
- 9-23-23: Main-EMS notified and responded due to patron medical emergency (SIR 2023-0908).
- 9-23-23: LSW-patron (with mental health challenges) entered premises with hatchet and hammer. Transported to hospital.
- 9-27-23:
- 9-29-23: MemNot-possible Drug overdose in Men's bathroom. EMS was notified, but the patron left prior to their arrival (2023-0925).

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Sept 2023	1418	27	87	12	152	83
August 2023	1355	28	101	30	156	103
July 2023	1458	14	76	21	110	161
June 2023	1335	24	72	19	100	47
May 2023	1433	30	38	40	142	Sys upgrade*1396

April 2023	1359	18	73	15	91	79
March 2023	1613	27	72	31	152	47
Feb 2023	1908	26	89	12	107	65
Jan 2023	1485	23	27	15	114	63
Dec 2022	1393	18	20	20	76	39
Nov 2022	1332	19	65	10	96	42
Oct 2022	1490	24	41	9	120	33
Sept 2022	1406	14	38	34	86	62

Special Attention, Special Events, and Significant Incidents

- 9-6-23 & 9-13-23: Fulton Jumpstart program
- 9-14-23: LSW Auditorium-Global Cleveland Mayor Bibb
- 9-15-23: South-Hispanic heritage program
- 9-19-23: West Park Dennis Dooley program
- 9-21-23: South Writers Unplugged
- 9-22-23: LSW-Inkubator
- 9-23-23: LSW Inkubator
- 9-27-23: Fulton-Jumpstart
- 9-27-23: LSW after hours used by Metro Parks (10-11-23; 10-25-23; 11-8-23; 11-22-23; 12-6-23; 12-20-23)
- 9-26-23: Main/LSW EMS re patron with medical emergency
- 9-27-23: Hough-Mayor Bibb appearance with local artist for photo.
- 9-28-23: South-Meet the Authors event

Protective and Fire Systems

- 9-7-23 Collinwood alarm malfunctioning. Discrepancies between vendors Siemens and Guardian
- 9-8-23: CDF Guardian & IPS to install cell dialers for burglary alarm.
- 9-20-23: Siemens responded to Collinwood to perform maintenance on FACP panel.
- 9-20-23 & 9-21-23: Lorain duct cleaning
- 9-25-23: Collinwood fire panel operational
- 9-28-23: West Park-Siemens Systems and Guardian Alarm report trouble signal at location. Matter under investigation.

Contract Security

- 9-6-23: Made Guardian alarm call center aware that alarm notifications were being made too slowly. Target turn around for alarm notifications should be two minutes. Currently, we estimate it is taking them 6 minutes to call when a break in occurs.

- 9-28-23: Meet & Greet with new branch manager from Royce Security at 4600 Euclid.

Administration

- 9-1-23: Continue to work with all security vendors to look for steps to enhance security operations.
- 9-4-23: West Park Notified Property Management that West Park alarm system is not active. Per Herman, a contractor has outstanding work to perform holding up alarm activation and monitoring.
- 9-4-23: LSW dispatch office upgrade completed. Final tweaks being made to computer specs to ensure maximum service outputs. Network capacity continues to challenge the technical capabilities of tech investment.
- 9-5-23: Weekly meeting with CPL Foundation to plan 10-20-23 event.
- 9-7-23: West Park-meet with IPS to watch demo on camera AI technology. Install a microphone in vestibule to equip with speaker technology.
- 9-7-23: Met with HR to discuss preterm hearing at Lakeshore.
- 9-8-23: Staff Appreciation Day
- 9-19-23: Rice-CMSD collaboration. On-going talks with Harvey Rice school administrators to control unruly student behavior at Rice branch.
- 9-19-23: Confer with Cleveland Reads committee re 10-20-23 event.
- 9-19-23: Participate in Eastman opening punch list meeting.
- 9-20-23: Additional information provided to Zenith Systems regarding monitoring alarm services.
- 9-22-23: Meet with Zenith Systems to discuss mechanical & intrusions at Lorain.
- 9-25-23: Presentation to ELT regarding IPS surveillance camera technology Fence, Loitering & Motion Guard (cost 33K).
- 9-28-23: Met with new branch manager assigned to Royce security

INFORMATION TECHNOLOGY & CLEVNET

- Jamie Mason, Andy Busch, and Jesse Scaggs attended virtual planning meetings with Logicalis weekly on Tuesdays and Wednesdays throughout September to plan the Microsoft

Office365 Tenant Migration. We are upgrading libraries on Mondays and Thursdays each week. In September, we completed: Birchard, Harbor Topky, Henderson, Hubbard, Hudson, Huron, and Kingsville.

- Jamie Mason attended Greater Cleveland Partnership Best in Tech awards ceremony where CPL won the Best Technology team award for our collaboration with the CMSD card project.
- Jamie Mason presented a short information session on CLEVNET for new employees at New Employee Orientation.
- Jamie Mason attended the inaugural CPL Staff Appreciation day at Cuyahoga County Community College metro campus.

Team Activities:

SOFTWARE

- Jamie Mason, Jim Benson, Megan Trifiletti, and John Pas met with representatives from SirsiDynix on September 21 and 28.
- Software team continues to work on the redesign of the base profile of Enterprise, our online catalog. We hope to demonstrate the redesign at the upcoming PC Tech SIG in October.

SOLUTIONS

- Office 365 Tenant migrations performed for: Birchard, Harbor Topky, Henderson, Hubbard, Hudson, Huron, and Kingsville.
- Jesse Scaggs continues to migrate servers from the HP 3PAR to the new HP Nimble.

HARDWARE

- Orrville Public Library- Staging of laptops for deployment.
- Kirtland Public Library- The replacement and new configuration of networked printers.
- Assistance in the Tenant migrations of: Birchard, Harbor Topky, Henderson, Hubbard, Hudson, Huron, and Kingsville.

NETWORK

- Moved Birchard's Branch's head end to the SOCC.
- Shaker Woods Branch Renovation Project
 - Installed an SRX300, 2960x, EX2300-48MP, EX2300-48T
 - Installed 7 new controller APs
- WCPL Rittman Construction Project
 - Installed SRX300, EX2300-24MP, EX2300-24T
 - Installed Security Camera Switch
 - Installed 5 new controller APs
- WEPL Eastlake Renovation Project
 - Installed 5 new controller APs
- CPL Brooklyn Branch Renovation
 - Configured and delivered 5 new controller APs
- Installed Security switch at Andover and created a security vlan
- Updated VM to email notifications settings for Hubbard and Huron post tenant migration
- Setup VM to email notifications for Andover

Executive Panel Updates:

- Panel met September 11 and 25.
- Panel has appointed a search committee to find a Senior Director of CLEVNET. Members of the search committee are: Katie Ringenbach (Burton), Jamie Mason, Jennifer Starkey (Elyria), Joe Zappitello (Harbor-Topky), and Gale Koritansky (Stow-Munroe Falls).
- Search Committee met September 18 and 25. The search committee reviewed the job description for the Sr. Director of Clevnet position as well as a draft of an RFP from Lyn Sargi which will be sent to recruiters.