

DIRECTOR'S REPORT

January 17, 2017

FIGHTING COMMUNITY DEFICITS

On December 10th the Rice Branch hosted Legal Aid @ the Library. Sixteen attorneys and 4 law students from Case Western University participated in the clinic serving 37 patrons. The following law firms and governmental entities supplied the volunteer attorneys for the clinic: Ulmer & Bern, Ice Miller, Tarolli, Jones Day, Sessions, Sterigenics, Poly One and the Ohio State Treasurers Office.

Thanks to a generous \$10,000 donation from a Believe in Reading Foundation grant, to the CPL Read Up! Rise Up! CLE summer reading program, select schools were gifted free books as the top participating schools. The grant allowed for the purchase of over 1,000 award-winning titles for pre-readers and readers in grades K through 12. In the month of December the majority of these titles were distributed to the schools as recognition of the exemplary performance in the library's summer reading program:

Sterling Branch

Special Kudos for R-Riana Spivey (Substitute), for going above and beyond and writing to 4 different Dollar Trees about the wonderful neighborhood children at Sterling and their needs especially at Christmas time. As a result, Sterling received 3 huge boxes of donations from one. Ms. Spivey divided up the gifts by gender and age range and they were handed out at the end of the Sterling holiday party. The Sterling community is lucky to have such caring library staff members.

FORMING COMMUNITIES OF LEARNING

The MLK Branch participated again in the annual CircleFest activities. Over 200 patrons participated in this wonderful and free event. Activities included make and take arts and crafts, face painting, Caricature Art Work, balloon twisting by Twista Girl, and music performances from CIM and Kamal Freeman Jazz Band.

Donation of Maker Faire Equipment

A Lakewood, OH small printing business donated a 54"-wide Vinyl Printer/Cutter to the Cleveland Public Library on December 8, with the intention that it be used within the TechCentral MakerSpace. After minor repair by Library staff, the equipment

is fully operational. This additional Vinyl Printer/Cutter will help to relieve the heavily used existing Vinyl Printer/Cutter in the MakerSpace, while also opening the possibilities for different media types and large prints.

Mozilla Web Literacy Training

The second of three training cohort series for Mozilla Web Literacy Ambassadors was held on December 5th and December 12th. A total of 20 staff members from branches

Staff Development

Abstract Report from Alexandria: CPL's Senior Librarian Jim Bettinger at USPTO

Science & Technology Senior Librarian Jim Bettinger who is currently serving as Fellowship Librarian at the United States Patent and Trademark Office Jim Bettinger delivered two training sessions at CPL on Monday, November 28th. In addition, Mr. Bettinger also attended the following training sessions in Alexandria:

- *Trade Secret Misappropriation* on December 6th
- *Developing the Digital Marketplace for Copyrighted Works* on December 9th.
- *Trademark Proper Use* on December 14th.
- *Trademark Protection for Wine & Spirits Labels* on December 15th.

Access to *Commons*, a repository of training material and other important sources for PTRC staff, was restored nationwide on December 13th. Many thanks to Government Documents Supervisor Sarah Dobransky, for her assistance in relaying issues relevant at CPL. With her assistance, Mr. Bettinger was able to show the staff in the PTRC Program and USPTOs IT staff the actual service interruption.

Exhibits and Displays

The "FirstFolio!" Exhibit closed in August. The "Wonder of Shakespeare" remains on display in Brett Hall, and "Making and Faking Shakespeare" continues to be shown in the J.G. White Gallery. "Question Bridge," a multimedia exhibit exploring the experience of African-American men in America has been regularly on display on the touch wall. Digital Shakespeares remains on display by request in the Digital Hub. We still have a Fourth

Folio borrowed from the University of Akron on display in Brett Hall.

Strategic Plan

Our Mission:

We are "The People's University," the center of learning for a diverse and inclusive community.

Our Strategic Priorities:

1. Form communities of learning
2. Fight community deficits
3. Ready for the future: CPL 150
4. Cultivate a global perspective
5. Innovate for efficient and sustainable operations

CLEVNET

CPL has over 12,000 followers on Twitter and the Facebook page currently has over 8,000 fans.

GRANTS & DEVELOPMENT

State of Ohio Dep't of Education

- Worked with East Cleveland Public Library for them to host two family engagement events in the spring
- Planned for creation of early literacy kits to distribute as part of community outreach portion of grant
- Arranged for four training sessions offered by the State to be held at CPL

Staff Appreciation

Assisted with Staff Appreciation gesture from Director

Summer Reading Club 2017

Continued with preparation of solicitation materials and identifying sponsors for the 2017 SRC

Starting Point Extension Contract

Helped create and process agreements to extend tutoring offered through BETC

Friends of Cleveland Public Library
Finalized 2016 spending

Letters of Support

- To Kansas City Public Library for their Peer 2 Peer University proposal to IMLS
- To the Internet Archive (San Francisco, CA) for their History Web Archives project

PUBLIC SERVICES

Outreach and Programming Services

In the month of December the Library hosted approximately 206 programs ranging from a book discussion in partnership with the Cleveland Law Library to the opening of the Question Bridge exhibit in the Cleveland Digital Public Library. Also during the month the Library offered 132 pre-school story times to children and parents as well as a special Legal Aid Clinic held at the Rice Branch. In the month of December the vast majority of GED and ESOL courses were temporarily discontinued for winter break; classes resume on January 4th.

On December 10th the Rice Branch hosted Legal Aid @ the Library. Sixteen attorneys and 4 law students from Case Western University participated in the clinic serving 37 patrons. The following law firms and governmental entities supplied the volunteer attorneys for the clinic: Ulmer & Bern, Ice Miller, Tarolli, Jones Day, Sessions, Sterigenics, Poly One and the Ohio State Treasurers Office.

Art Therapy Studio presented workshops for teens at MLK and E. 131 throughout the months of October and November. Each workshop series culminates in an exhibit and opening reception. Opening receptions were held on Tuesday, December 20, 5- 7 p.m. at both locations.

Thanks to a generous \$10,000 donation from a Believe in Reading Foundation grant, to the CPL Read Up! Rise Up! CLE summer reading program, select schools were gifted free books as the top participating schools. The grant allowed for the purchase of over 1,000 award-winning titles for pre-readers and readers in grades K through 12. In the month of December the majority of these titles were distributed to the following schools as recognition of the exemplary performance in the library's summer reading program:

MOBILE SERVICES

Mobile Services began the process of repurposing their collection in support of a new service model that emphasizes programing and deposit collections at various Senior Apartment Buildings throughout the city. The repurposing of Mobile Services materials will help to increase the department's circulation and make the library more visible in the senior community. These deposit collections will be accompanied by Mobile Services staff members meeting with the residents at these buildings to establish relationships and encourage them to sign up for Homebound Services, which will allow them to have a more tailored library experience.

STAFF

On December 12th, Patricia McCoy, started as the new Senior Clerk- Homebound Services Emphasis. She was promoted from Lending Clerk, Main Library.

Youth Outreach & Programming Coordinator, Nichole Shabazz attended two, all-day training sessions focusing on developing and managing capacity for change and stress management/self-care for leaders and assessing leadership practices of exemplary leaders.

MEETING ROOMS

The total number of requests for Main Library in the month of December was 157 with an estimated total attendance of 1,170. The Library's newly renovated Learning Commons on the 2nd floor of the Louis Stokes Wing was reserved 47 times and accommodated over 600 guests during the month of December. Branch meeting rooms were reserved 333 times with an estimated total attendance of 517. Lakeshore auditorium and meeting rooms were reserved 25 times primarily for staff related activities.

Genealogy Gems

The Center for Local and Global History hosted Dr. Deborah Abbott who conducted *Genealogy Gems* which showcased the genealogy resources available to patrons at the Cleveland Public Library. In addition Subject Department Librarian Terry Metter hosted his Genealogy @CPL class at Glenville Branch on December 17th.

Friday Frolics

Literature Department Librarian Timothy Phillips hosted a Literary Frolics program on F. Scott Fitzgerald's *The Great Gatsby* on December 9th. Following the discussion he screened Jack

Clayton's 1974 film adaptation. On December 16th, Mr. Phillips held an Ava Gardner Birthday Bash which featured her films, *Pandora and the Flying Dutchman* and *Mogambo*. On December 23rd, Mr. Phillips hosted a Literary Frolics on Truman Capote's novella, *Breakfast at Tiffany's*. Following the discussion he screened Blake Edwards 1961 film adaptation.

Music at Main

Soprano Kathleen Bosl of *Elegance* performed holiday music for 21 attendees on December 3rd.

Sports Icon Series

Social Sciences Library Assistant Pete Elwell coordinated the Sports Icon Interview with the Cleveland Indians' official drummer, John Adams on December 5th.

Get Graphic

Literature Department Senior Librarian Jean Collins joined Ohio Center for the Book Scholar-In-Residence Valentino Zullo for *Get Graphic! A Graphic Novel Book Club: Archives and Autobiography* on December 1st. Tom Hart's memoir *Rosalie Lightning* was the subject. Continuing the *Archives and Autobiography* series for the last segment of the book club, Senior Subject Department Librarian Jean Collins and Ohio Center for the Book Scholar-In-Residence Valentino Zullo joined patrons on December 15th in discussing Mariko and Jillian Tamaki's graphic memoir *This One Summer*.

Reading is Aloud

Literature Department Librarian Evone Jeffries hosted "Reading is Aloud at Cleveland Public Library," on December 17th. Patrons read aloud selected passages from short stories, chapbooks, and articles by Ohio authors.

Youth Services Programming

The Youth Services Department continued to serve lunches through CPL's partnership with the Cleveland Food Bank. In addition the Youth Services staff conducted Wee Read and Play and Super Sleuths Story times on Tuesdays and Wednesdays.

International Languages Programming

International Languages staff members hosted five programs during the month of December and served a total of 412 individuals.

Adult Education

Business, Economics & Labor Librarian Senior Librarian Sandy Witmer acted as proctor for two University of Toledo students on December 13th and 14th. and Librarian Susan Mullee proctored a Franklin University student on December 10th. In addition, Ms. Mullee provided instruction to the GED students.

Main Library Book Clubs

Social Sciences Librarian Helena Travka and Library Assistant Lakeisha Winstead hosted the Social Sciences Non-Fiction Book Club discussion of Lesley Stahl's *Becoming Grandma: The Joys and Science of the New Grandparenting* on December 8th and Library Assistant Lisa Sanchez's Brown Bag Book Club on Everything You Know about Indians Is Wrong by Paul Chaat Smith was held on December 19th.

Main Library Tours and School Visits

During the month of December Main Library Staff members conducted tours for groups visiting Main Library including: students from Birchwood Schools, St. James School, West High School, staff members from the Cleveland Museum of Art, students and teachers from Birchwood School and students from Whitney Young High School on December 21st.

Exhibits and Displays

Main Library staff members created a number of informative, educational and interesting displays during the month of December. Senior Literature Department Librarian Jean Collins maintained theater table-top exhibits for the Cleveland Play House productions of *A Christmas Story* and *Ken Ludwig's Baskerville: A Sherlock Holmes Mystery*. Literature Department Librarian Evone Jeffries created the Ohio Center for the Book display highlighting the work of Mary Doria Russell. December's display in Government Documents focused on health and including recipe books and nutrition guides along with some of their children's materials on healthy eating and the dangers of diabetes. Substitute Library Assistant Laura Walter created a recipe book highlighting various holiday recipes from government agencies and their partners. Science & Technology Library Assistant Elvira Baron created a book display in memory of John Glenn. General Research Collections Manager Don Boozer organized a small display on the dinosaur tail discovered in a block of amber. Special Collections Library Assistant Bill Chase created a display of Dickens' *A Christmas Carol* and two of the artists' books by Juliette Hamelecourt entitled *Kabachen*. CLGH Library Assistant Danilo Milich created a display titled *This Month in History* which included dates of events with a caption and

appropriate books. Social Sciences Senior Librarian Mark Moore created a display of holiday books and Youth Services Librarians Lan Gao and Rebecca Donahue created displays featuring new children's books and books for the winter season.

Main Library Outreach

Government Documents Supervisor Sarah Dobransky along with CDPL Coordinator Rachel Senese and Literature Department Manager Amy Dawson coordinated a World Aids Day program. Ms. Dobransky worked with the Coordinator of Compass Services at MetroHealth to organize a panel discussion at the Carnegie West Branch. The panel was comprised of two current patients, a MetroHealth doctor, and a MetroHealth social worker.

Center for Local & Global History Manager Olivia Hoge volunteered at the History Day Research Rev Up at Western Reserve Historical Society on December 10th. Twenty-two students from area schools attended the event designed to help students prepare for the History Day competition and use WRHS resources and library.

Collection Development Highlights

International Department staff collected and processed a total of 2,106 long loan items serving six CLEVNET agencies.

Fine Arts librarian Andy Kaplan continues to work with CDPL to digitize scores from the Eyman collection. To date 40 of 2000 pieces have been digitized and posted on the Digital Gallery. He has also processed 7 of 28 boxes of the *City Club Anvil Revue collection*.

Review and weeding continues by the Center for Local and Global and History staff members. Half of the travel guides have been moved to their new location. Librarian Brian Meggitt continues to work on the Charles S. Hackett Collection of images of Cleveland from the 1950s, in both positive and negative formats. Mr. Meggitt re-housed and performed preliminary arrangement of 750 items to bring the total to 8,000 (out of roughly 12,000 items). Library Assistant Adam Jaenke continues to digitize the Jasper Wood collection of negatives and Library Assistant Lisa Sanchez has added 500 item descriptions to the Photograph collection's Unique Item ID project. The current categorized total for the Unique Item ID project is 11,728.

Fine Arts and Special Collections Manager Pam Eyerdam discovered CPL owned two editions of Juliette Hamelecourt's book entitled *Kabachen*. Ms. Hamelecourt is an internationally known artist

who relocated to Cleveland in 1980. Librarian Stacie Brisker worked with Catalog to create bibliographic records for the political items that were purchased for the RNC exhibit. Nina and James Gibans (Cleveland arts advocates) donated 14 art-related books to the collection and a generous local patron donated \$1,000 to CPL for the the Fine Arts Department.

Literature Manager Amy Dawson found a rare first edition of Jane Austin's *Sense and Sensibility* (1833) and transferred it to Special Collections. It is considered the first copy to illustrate the appearance of Austin. What is also unusual about this edition is that it advertised the release of a new edition of Shakespeare's illustrated volumes of the Boydell edition. According to WorldCat, it does not appear that such of volume was actually published.

Research that's Possible Only at Main Library

- Science and Technology Staff discovered that Cleveland Public Library is one of only 11 libraries in the world to own *Foundations for Fashion* authored by the Corset and Brassiere Association of America and only 15 libraries worldwide own the 1927 book authored by the Union Special Machine Company entitled *The Manufacture of Knitted Undergarment*.
- A researcher from France contacted CLGH to research race riots at Euclid Beach Amusement Park.
- A student from Northwestern University contacted CLGH to research ethnic relations at the West Side Market.
- Staff assisted a researcher with finding images of Cleveland Indians centerfielder Tris Speaker posing together with Detroit Tigers great Ty Cobb.
- Staff assisted a researcher with locating and obtaining images of, and pertaining to, businessman and Rotarian Arch Klumph for an upcoming biography.
- Staff assisted a patron who is a relative of Clevelander Guy Dwyer, whose trial in the early 1920s was heavily covered by the Plain Dealer.
- Staff helped a film producer from California locate photographs of drug raids and drug houses for use in replicating scenes for movie sets. The movie is about Cleveland, but will be filmed in Detroit.
- Staff assisted a teaching assistant find a Plain Dealer article from 1928 about Spanish anarchists arrested in Ohio.
- Canadian researcher requested a scan of an exhibition catalog, *British Chess sets a Catalogue of British Playing sets 1700-1950*.

- A Patron from Atlanta, Georgia requested information about the miniature book collection for a book he is writing.
- Patron requested scans from *Beautiful Homes of Cleveland* (1917).
- Patron requested information about the artist Vitale da Balogna, the Cleveland Museum of Art owns a painting by this artist.
- Urban Studies student from Cleveland State was assisted with research about the General Electric building at 4966 Woodland Ave. Staff found that it was built in 1930 and sold to the Cleveland School District in 1975.
- A patron requested information about the Library's collection of *Rubaiyats*. *Rubaiyats* are Persian poems that are part of the *John G. White Orientalia* collection.
- A conservator from Northwestern University Library in Illinois inquired about the Library's copy of Buckminster Fuller's manuscript entitled *An Aphoristic Essay* and wanted to know its condition. The Library copy is in very good condition and scans were sent.
- Local choir director requested a special reference loan for the *Eton Choirbook facsimile*.
- An ILL request came through requesting 1233 pages of scans from a pre-1923 journal *The Ceylon National Review*
- The online blog, *Chess Notes* thanked Special Collections for providing articles chess journal, *Mirror of American Sports* chess column, 1886. This is noted in their December 5th issue.
- A patron requested a scan of the *Indiana War Memorial* drawing (designed by Walker & Weeks) that hangs in the Fine Arts Department.
- A patron requested to see some of the Otto Ege medieval manuscripts.
- Patrons came in to research *The Cleveland Leader* issues (1876-1881).
- Social Sciences Senior Librarian Mark Moore, with the assistance of Fine Arts & Special Collections Manager Pam Eyerdam, helped a patron locate a blueprint set for Browns Stadium.
- In response to a request from the listserv of the American Library Association's Reference Service's Section, the Government Documents Department was able to provide the Rules of the House of Representatives for the 39th Congress (1865). The title, a precursor to the *Congressional Record*, was called the *Congressional Globe*, which the department has on microfilm.

- A patron emailed a reference question to PAL asking for the names of the East Cleveland City Council members during the 1960's and the 1970's.
- Two Cleveland State University students visited PAL to research and write their final papers. The topics were Cleveland Lakefront development (commercial over residential) and Hough neighborhood during 1960-1970.
- A patron from Northwestern University sent PAL an email about researching her thesis: "Italian immigrants in Cleveland from 1890-1930, specifically focused on their interaction with the West Side Market."

Staff Development

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ranches

District 1

Eastman

Branch Manager Ken Knape compiled a list of library patrons who frequent Eastman Branch for the CPL150 Community Vision Plan.

The CPL150 committee got together at Eastman Branch on Thursday December 15th from 5:30pm till 6:45pm. Fifteen people got together and discussed recommendations for ways to improve library visits for patrons who frequent the branch, such as outdoor site improvements or concepts for reprogramming interior spaces.

Lorain

December was a quiet month for Lorain Branch. Outreach storytimes and visits continued at local schools. Youth staff hosted several holiday-themed programs for young patrons and served approximately 425 lunches mostly to kids

Rockport

Rockport spent its \$250 Rolling & Responsive Micro-Grant on additional Lego supplies for Rockport's "Construction Club". The new supplies were used on December 19th for the branches monthly Lego program. Staff coordinated 6 in branch youth programs. Youth staff performed 4 external classroom visits and ROC received 5 internal class visits for story time. Healthy meals, courtesy of the Cleveland Food Bank, were served for Kids Café. America Reads Tutoring, courtesy of Cleveland State continues with multiple youth taking advantage of the service daily.

Walz

Walz staged a puppet show with a Christmas/Hanukkah/Kwanzaa theme for the K-2nd grades at Waverly Elementary School. Over 100 kids attended. Ms. Lefkowitz did a history of the Sunday comic strip program for the residents of St Augustine.

West Park

In December, nineteen children at the West Park Branch listened to the traditional story of The Gingerbread Man and decorated their own gingerbread houses afterward. Youth also participated in snowman bingo and celebrated the upcoming winter season with stories, crafts, handouts, and special treats during other programs. Thanks to a partnership with Bellaire-Puritas Development Corporation, participants of Fashion Club met twice during December and made pin cushions, stuffed gingerbread men and jingle bell bracelets and decorated stockings as well. Through another partnership with the Cleveland Food Bank, youth received free healthy and nutritious bagged meals on weekdays and a free nutrition program was presented on December 7th. The Cleveland Institute of Music's Chamber Music Quartet performed a free concert for patrons of all ages on December 3rd at the branch. Children's Librarian Vicki Beggiani and Library-

Assistant, Youth Emphasis Jeanna Sauls conducted storytimes at Riverside Estates and Newton D. Baker Elementary School.

District 2

Brooklyn

On December 14, students calling themselves The Joyful Music Quartet from the Cleveland Institute of Music performed twice: once in the morning and once in the afternoon, for four classes from Denison grade school.

Carnegie West

Urban Community School students visited Monday thru Friday the week of December 12 and learned how to build with Magformers, using several new sets provided with money from the Friends of CPL. Branch Manager Angela Guinther continued with the Leadership Certification series taught by ERC, and with the Inter-library loan process improvement committee. Innovation grant funded Carnegie West Scholars and Mean Green Math Machine continue to be very well attended with the children learning something new every week and having fun while doing so.

Fulton

December highlight was Ms. Bev Austin's holiday gingerbread house decorating with the children. The tutoring program has really taken off and is now seeing double digit numbers for the participants.

Jefferson

The month of December brought in the celebration of three major Holiday traditions at the Branch. The celebrations were made possible with the generous donation of the Friends of the Library. The first program was the decorating of Gingerbread houses; over thirty children decorated their own gingerbread house made out of graham crackers. Branch patrons also shared in the celebrations of Hanukkah and Kwanzaa, in which both programs the participants learned about the traditions and customs of the two holidays. The Fresh Produce program continues to be popular with fifty bags of fresh produce moving quickly on a weekly basis. The Branch continued to receive visits from 12 classrooms, even throughout the week before the Winter Break.

South

The guitars purchased with the Innovation Grant have found a permanent home. Property Management Carpenters installed the guitar hooks to a board that will make the move to the permanent location simple; the guitars look fantastic and many more

patrons are enquiring about the program. The children celebrated the three major Holidays at the Branch, thanks to the donation of the Friends of the Cleveland Public Library. The first program was the traditional Gingerbread House decoration, in which over fifty children decorated their own gingerbread house made of graham crackers. Branch patrons also shared in the celebration of Hanukkah, in which the participants had the opportunity to spin the giant South Branch Dreidel. The last holiday celebration was Kwanzaa; the participants learned about the seven principles. The staff also celebrated the holidays: the Dyad had its second annual Holiday party; staff from both branches joined in a potluck celebration with staff and family. The Children's Museum of Cleveland hosted a program from their Fatherhood Initiative at the Branch for fathers and their children.

South Brooklyn

South Brooklyn had a mild winter and continuous flow of activity for December, Club 16 (program in which patrons have to check out 16 items, 16 times within a time limit) ended with two patrons completing the task, Kids' Café (free snack program in partnership with Food Bank) and free produce for patrons from Food Bank. College Now Greater Cleveland offered a Student Loan Rescue program to three patrons; the program was designed to educate adults about student loan payments, and for the adults to seek the help that is available. Assistant Manager Maria Estrella created an Employment Resources Bulleting Board, conducted the first Polar Express Pajama Party (nearly 50 patrons watched *The Polar Express* movie, made crafts, & 38 patrons road Lolly the Trolley to tour downtown Cleveland).

District 3

Hough Branch

Hough Staff continued with regular programming of in-house story hour and off-site with Lexington-Bell preschool. Holiday programming included Movie and Book tie-in of *How the Grinch Stole Christmas*, Snowflake Creations for decorating for Branch, Magic of Christmas Magic Show, and Kwanzaa Celebration.

Martin Luther King Jr. Branch

The MLK Branch participated again in the annual CircleFest activities. Over 200 patrons participated in this wonderful and free event. Activities included make and take arts and crafts, face painting, Caricature Art Work, balloon twisting by Twista Girl, and music performances from CIM and Kamal Freeman Jazz Band. Teen Art therapy concluded its Fall session with a

reception displaying the student's hard work. Some of the material will continue to stay on display for the upcoming Martin Luther King Jr. day festivities.

Sterling Branch

Special Kudos for R-Riana Spivey (Substitute), for going above and beyond and writing to 4 different Dollar Trees about the wonderful neighborhood children at Sterling and their needs especially at Christmas time. As a result, Sterling received 3 huge boxes of donations from one. Ms. Spivey divided up the gifts by gender and age range and they were handed out at the end of the Sterling holiday party. The Sterling community is lucky to have such caring library staff members.

District 4

East 131

On Wednesday December 7, Ms. Williams attended a Community Solutions Forum for Youth held at John Addams High School. The Art Therapy showcase reception was held on Tuesday December 20. Also on December 20, the Cleveland Food Bank held a healthy eating program for the youth attending the KidsCafe. Our Book to Movie club held its first movie showing on Friday December 30. The students have been reading The BFG by Roald Dahl and incorporated the movie with the book.

Fleet

Public Services Branch Manager, Pasha Moncrief-Robinson, met with Director Thomas, Director of Public Services, John Skrtic, and Margaret Bernstein, WKYC's Director of Advocacy and Community Initiatives regarding promoting literacy in the Slavic Village Community. Mrs. Moncrief-Robinson and Tracie Forfia, Children's Librarian, attended the Broadway P-16 Meeting at Third Federal Bank. Mrs. Moncrief-Robinson also attended the District Four Meeting with Lt. Duncan and Commander Kutz at Union Branch and the CPL District Four Meeting at Harvard-Lee with Mrs. Parks.

Harvard-Lee

Kristen Schmidt and Olivia Geaghan met with Victoria Davis of Moms First to continue disseminating information to new mothers in the community and inviting her contacts to our Story Times. To provide a productive, user friendly collection, Zachary Hay weeded and organized our DVD collection. Mrs. Parks participated on an interview panel for SPS Supervisors. Mr. Moore and Ms. Geaghan held a holiday gathering for youth, complete with movie and pizzas. In partnership with

the London's Bridge Foundation, two youth were awarded bicycles for the holiday season.

Mount Pleasant

Mrs. Scurka attended a Mental Health Training at the Lake shore facility. The training focused on providing tools to help better understand and assist people with mental health challenges.

Rice

During the month of December at Rice Branch the knitting, kids knitting, yoga, meditation, and poetry groups continue to meet successfully every week. A group of community carolers used the library as their meeting point before traveling through the neighborhood on December 9.

Union

In terms of serving youth in the Union-Miles community, Mr. Gregory Parker conducted six outreach story times during the month of December, servicing 330 students. Through partnership with Cleveland Food Bank, Union Branch served over 800 lunches during Kids Café. Additionally, over 20 students received tutoring assistance. The Polar Express program was a great success at Union Branch. The staff provided cookies, hot chocolate, prizes, a special reading of The Polar Express, and a visit from two real reindeer friends to 40 patrons on Thursday, December 15th.

District 5

Addison

Branch Manager, Magnolia Peters participated in the Ohio Infant Mortality Summit 2016. Youth Service Staff prepared for CMSD holiday break with fun craft activities, games, and a new tween/teen "Graphic Novel Book Discussion Group." The Cleveland Food Bank "Kids Café" program continued meal service during the school holiday break. In the spirit of the season, complimentary coffee and holiday cookies were provided to our adult customers in appreciation for their patronage.

Collinwood

The branch supported the girls' basketball team of Collinwood High School by providing "Kids Café" meals for them before games, via a request from their coach. Our youth staff completed three school visits. Programs included "A Holiday Gift Bag" and "Gingerbread House." Manager, Caroline Peak, attended and volunteered at Ohio Infant Mortality

Conference. "Computer Basics" classes were presented by TechCentral. LACE staff, attended the Hoopla webinar to learn about the new platform. Our CPL Fit board continues to be maintained by LACE, Kristin Galewood.

Glenville

The Senior Book Club held a year end finale with food, fun and memories. The Senior Book Club will convene next February 2017 with our opening book offering.

Langston Hughes

Our ongoing partnership with the Cleveland Food Bank continued this month with the afternoon "Kids Café." Children's programming included: create paintings of the winter season with "Paint the Winter Landscape;" make your own snowflakes with "Paper Snowflakes;" find out how people around the world celebrate the new year with "Winter Wonderland."

Memorial Nottingham

Story times continued to be delivered to St. John Nottingham school, and Brilliant Beginnings day care.

TechCentral

Donation of Maker Faire Equipment

A Lakewood, OH small printing business donated a 54"-wide Vinyl Printer/Cutter to the Cleveland Public Library on December 8, with the intention that it be used within the TechCentral MakerSpace. After minor repair by Library staff, the equipment is fully operational. This additional Vinyl Printer/Cutter will help to relieve the heavily used existing Vinyl Printer/Cutter in the MakerSpace, while also opening the possibilities for different media types and large prints.

Mozilla Web Literacy Training

The second of three training cohort series for Mozilla Web Literacy Ambassadors was held on December 5th and December 12th. A total of 20 staff members from branches were trained on the Mozilla Web Literacy Curriculum. TechCentral Manager, CJ Lynce, led the trainings, assisted by Library Assistants, Computer Emphasis, Paolo Balboa and Karen Kelly Grasso.

3D Printing Queue

During the month of December, over 120 3D Printed items were completed by TechCentral Staff, as well as patrons in the MakerSpace. This is the larger number of prints completed in one month since we began offering 3D printings services in 2012.

Community Engagement: Visits and Outreach

TechCentral Manager, CJ Lynce, attended a NEO STREAM Gathering and Brainstorming meeting on December 1 at IdeaStream.

Mr. Lynce attended a planning meeting for the NEO STREAM Conference hosted by Congresswoman Marcia L. Fudge on December 7 at the Tri-C Metro Campus.

Library Assistant, Computer Emphasis, Paolo Balboa attended the Midway Bike Plan meeting with Bike Cleveland and Cleveland City Planning Commission meeting held on December 7 in the LSW Auditorium.

Mr. Lynce traveled to the Burton Public Library on December 14 to provide a demonstration on 3D printing at a staff and Burton Public Library Board of Trustees luncheon.

Cleveland Digital Public Library

Learning Commons

Cleveland Digital Public Library regularly hosts classes of various sorts. During December, we regularly hosted CPL Fit Yoga. The renovations at the Louis Stokes Wing on the second floor have created a new classroom space. TechCentral and International Services classes, which used to run in our classroom space, are using the new space. We are in the process of developing new curricular offerings that are derived from the digital gallery, developed with departments and branches at CPL, and coordinated with external partners.

Exhibits

The "First Folio!" Exhibit closed in August. The "Wonder of Shakespeare" remains on display in Brett Hall, and "Making and Faking Shakespeare" continues to be shown in the J.G. White Gallery. "Question Bridge," a multimedia exhibit exploring the experience of African-American men in America has been regularly on display on the touch wall. Digital Shakespeares remains on display by request in the Digital Hub. We still have a Fourth Folio borrowed from the University of Akron on display in Brett Hall.

Videography and Photography

ClevDPL documented library events through photography and video during December. Catherine Young did 11 projects including: Mini Book Stop Motion (video), Music at Main Winter Wonderland (video, Watercolor flower (video), Watercolor landscape

(video), Ballet videos (video), Artist Tara Deethcreek (video), World Aids v1 (video), World Aids v2 (video), Russian Holiday (photos), Polish Holiday (photos), Mini Book Class (photos), RNC objects (photos). We have begun planning videos to complement the upcoming Superman exhibit.

Scanning Assistance

Cleveland Digital Public Library staff assisted over 22 reservations and drop in sessions of two hours (or more) in length. There was scanning of both large personal and library collections in the Digital Hub. Patrons used the Epson 11000XL flatbed, ATIZ book scanner, and I2S oversized flatbed scanner to accomplish their projects for personal and publication use.

Public Services Statistics

Patron Visits: Between December 1 and December 29 the Cleveland Digital Public Library had 315 visitors.

KIC Scanners: 53 KIC Scanner sessions resulting in 1,125 images/4,282.9 MB or 1.3 GB of scan volume.

Digital Gallery: From October 6-October 31 Google Analytics (GA) reports 3990 sessions for 2906 users and 20,223 page views. Per **GA**, our user base skews toward males, our users are 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth. The age numbers are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk of our users have English set as their language preference; however, we have numbers of Spanish, French, Italian, and German speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, Italy, Saudi Arabia, Spain, France, Australia, the Netherlands, and Germany. Finally, **GA** shows that we have a diverse group of referrals to ContentDM from a variety of sources. Google search is the most common point of entry into our Digital Gallery at 38.65%, with direct access next at 17.69%. Referrals from our library website account for another 16.12%. We have 3.58% of our referrals from the library at CSU, which is a good sign for our collaborative link with Cleveland State.

Collection Development

Cleveland Digital Public Library staff has scanned 216 items (9,893 scans), post processed 80 items (3,230 files), and uploaded 74 items (515 files) into the Digital Gallery.

Preservation

Preservation staff did the following: paper treatments (in sheets): 4 complex, Book treatments: 11 simple, 41 complex, Enclosures: 11, Labels printed: 22, Books received: 20, Books returned: 34. Preservation staff has continued disassembly and repair on the American edition of Boydell's Shakespeare Gallery.

Disaster Response

ClevDPL staff responded to a leak in the Fine Arts Department. Buildings had removed an Ora Coltman from the wall because it was sitting over an area on the wall where there had been a water leak. Intermuseum Conservation was called to evaluate the painting. A requisition has been submitted for re-hanging the painting on an interior wall in the Cleveland Digital Public Library.

Environmental Monitoring

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

DPLA Ohio

With Dr. Ewing representing CPL, Cleveland Digital Public Library has completed participation of an LSTA Planning grant to develop a plan for Ohio Cultural heritage institutions to participate in the Digital Public Library of America through an Ohio service hub. We have received the nod from DPLA Ohio to begin preparing metadata for submission to the DPLA. In preparation for DPLA, we completed an analysis and prioritization of records to upgrade and make ready to contribute to DPLA.

OLBPD

For December 2016, OLBPD circulated 43,491 books and magazines directly to patrons. Additionally, OLBPD circulated 12,984 patron newsletters in December. OLBPD registered 108 new readers to the service. Approximately 631 BARD patrons among 1,586 active users downloaded 12,827 items.

OLBPD participated in its annual Holiday Book Chat with classes of the Ohio State School for the Blind. On Friday, December 2nd,

OLBPD discussed "Gus and Grandpa and the Christmas Cookies" by Claudia Mills with the K-3 students. On Friday, December 16th, OLBPD discussed "Five Alien Elves" by Gregory Maguire" with the 3-6 grade students.

OLBPD continued making plans for its annual Family Fun and Learning Day in 2017 in Cleveland at the Library for the Blind and Lakeshore Facility on Tuesday, July 11th. OLBPD Library Assistant Ken Redd contacted News 5 Anchor/Multimedia Journalist Leon Bibb, Broadcaster's Hall of Fame Inductee, and 5-time Emmy Award winner. He also contacted Paul Landis, Secret Service agent to President John F. Kennedy who witnessed the Dallas assassination in 1963 from the motorcade. Both have confirmed their interest in speaking at Family Fun and Learning Day. Arrangements are currently being made to finalize their participation.

The National Library Service (NLS) announced that the BARD Express application for personal computers is now available to network libraries and patrons. BARD Express is a free Windows-based application that simplifies searching for, downloading, and transferring audio materials from the Braille and Audio Reading Download service to a cartridge or a USB flash drive for playback on a digital player. An active BARD account and a personal computer running Windows XP, Vista, 7, 8, 8.1, or 10 are required to use BARD Express.

OLBPD and the State Library of Ohio (SLO) Talking Book Program were featured in the January/February 2017 *American Libraries* article "Bringing Assistive Technology to Patrons: Libraries and state agencies team up to offer training for patrons with visual impairments."

The OLBPD adult book club met on December 9th to discuss "Holidays on Ice" by David Sedaris.

TECHNICAL SERVICES

Patricia Lowrey, Director of Technical Services, spent much of the month finishing up projects in preparation for her retirement in January. She met frequently with Acquisitions Manager Sandy Jelar Elwell who has been selected to serve as the Interim Director of Technical Services. Ms. Lowrey met several times with Collection Manager Pam Matthews who will be taking over most of Ms. Lowrey's selection responsibilities for eBooks, large print, and Spanish language books. Ms. Lowrey also met

with Acquisitions Coordinator Alicia Naab who has assumed responsibility for selecting eAudiobooks and managing that collection.

Ms. Lowrey completed the annual performance evaluations for the Technical Services Managers and the Technical Services Assistant.

Collection Management: Collection Management selected 2,148 titles, 31,170 copies, and spent \$512,334 in December. Sixty-two telescopes of materials were relocated.

Pam Matthews attended the pilot program for Mental Health Awareness, and provided feedback on the experience. She also attended two more sessions of Leadership training. Ms. Matthews worked with two different book vendors to set up programs to help cover the ongoing vacancy of a Children's and Young Adult selector. Laura Mommers and Eric Hanshaw worked very hard to help cover this shortage as well.

Ms. Mommers helped out the Materials Processing Department by reviewing extra copy trucks as well as by doing some physical processing of materials. Mr. Hanshaw continued his work with the system-wide United Way/Community Shares committee by helping with its Dave & Buster's gift card fundraising. He also attended a webinar sponsored by the Junior Library Guild on Spring 2017 Juvenile and YA Book releases.

High Demand: The High Demand Department had a very busy month. Staff ordered 1,551 titles and a phenomenal 28,731 items. They added 855 titles and 12,735 items, and paid 529 invoices valued at \$124,682.09. A large portion of the ordering was done in the last week before ordering shut down for the year.

Three staff and the manager attended the Diversity and Inclusion training.

Shelf/Shipping: Darryl Pless and Amber Alexander along with other employees in Technical Service met with Improve Consulting about ways to make Technical Service more efficient on December 1.

The staff of the Lake Shore Shelf/Shipping Department sent 65 items to the Main Library for requests and 68 items to fill holds. Main Library received 319 telescopes, the Branches received 834 telescopes, CLEVNET received 82 telescopes, CASE received 6 telescopes CSU received 7 telescopes and Tri-C

received 6 telescopes. A total of 1,252 telescopes were shipped out. The Technicians sent out 297 items of foreign language material and in total 19,071 new items were sent to the Acquisitions and High Demand Departments.

Acquisitions: Staff in the Acquisitions and High Demand Departments placed the last of the orders for 2016 selections on December 22nd. This was also the last day for staff to receive materials and pay invoices in Sirsi.

Patricia Lowrey, Director of Technical Services, and Sandy Jelar Elwell, Acquisitions Manager participated in a conference call with Erin Horne, Midwest Tape Account Executive, to discuss CPL's hoopla agreement for 2017. Alicia Naab, Acquisitions Coordinator, placed a large year-end order to the vendor Old Erie Street Bookstore for materials that had been selected for purchase by the Center for Local and Global History.

The IT Department generated several reports to assist staff in the Acquisitions and High Demand Departments in completing annual end of the year projects. Using these reports, the Librarians in the Acquisitions Department created new orderlines on existing purchase orders for titles with partial receipts; reviewed and edited order information; and deleted all invoices from Sirsi that had not been approved for payment before the end of the year.

Acquisitions staff attended the feedback session with Improve Consulting at the Lake Shore facility. Anarie Lanton, Technical Services Associate, returned from a leave of absence on December 12th.

The Acquisitions Department ordered a total of 2,580 titles and 39,287 items (including periodical subscriptions and serial standing orders); received 9,450 items, 1,433 periodicals, and 273 serials; added 534 periodical items, 162 serial items, 46 paperbacks, and 1,710 comics; and processed a total of 1,520 invoices.

Catalog: The number of non-book titles handled by Catalog staff increased significantly in December to 554 titles. The average for the year was 280 non-book titles per month. Librarians cataloged 2,656 titles, including 545 books in 24 different languages, and added 3,271 items for Cleveland Public Library.

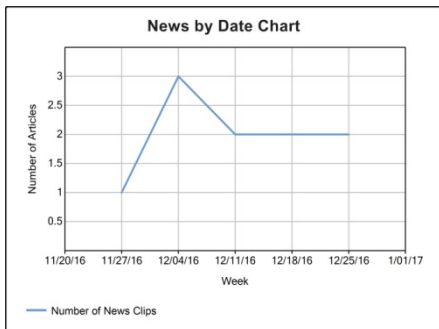
Librarian Barbara Satow presented a program on self-publishing to the Neighborhood Leadership Institute's youth group at Main

Library on December 1st. Senior Librarian Dawn Grattino, Librarians Michael Gabe and Amei Hu attended Diversity and Inclusion training. Catalog Manager Andrea Johnson and Senior Librarian Regina Houseman met with Dr. Ellen Burts-Cooper, Improve Consulting and Training Group.

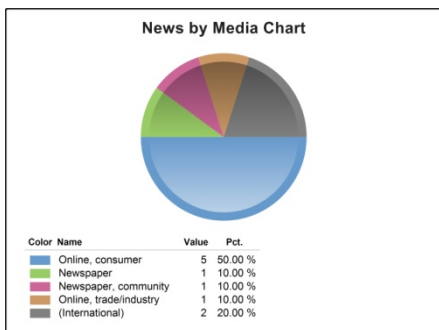
Materials Processing: The Associates cataloged 880 new titles for the Cleveland Public Library and added 1,382 records for the CLEVNET libraries. The Associates and Sr. Clerks added 3,329 items. The Technicians worked on 27,589 items.

Anarie Lanton from Acquisitions helped out processing books. Materials Processing Manager Elizabeth Hegstrom attended Mental Health Awareness Refresher training. Improve Consultants met with most of the bargaining unit staff and held a one-on-one meeting with Marsha Draeger.

MARKETING & COMMUNICATIONS



Media coverage for the month of December included 10 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$7,105.31. In December, the online media outlets that featured CPL events and programs received 11,808,430 unique visitors. No singular story about CPL dominated the news in December, but most had to do with CPL as a destination experience. Online Consumer accounted for most of the media articles.



Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,098 times on average per day, with an average of 131 clicks to the website per day resulting in a 12%

click-through rate for the month. *+public +library +cleveland oh* was the most clicked-through phrase. No special ads were run on cleveland.com.

Social Media

Twitter

Total Tweets: 93

Tweet impressions: 76K
Profile visits: 2,901
Mentions: 122
New followers: 62

Top media Tweet earned 2,148 impressions
Top media Tweet earned earned 2,148 impressions
#TBT Steelworkers prepare food packages for charity drive, 1982.
Cleveland Subject Collection No. 004059, CPL Photograph
Collection. pic.twitter.com/pYy2lzuEj9

Top Tweet earned 2,957 impressions
twitter.com/CultureForward...

Top mention earned 597 engagements
Tremendous (sad?) view of 1951 transformation of League Park to
city park. Lower deck 1st-to-3rd would stay about 10 yrs. thx
@Cleveland_PL pic.twitter.com/uXLISFkAo2

Facebook

45 Net Likes (8,773 total)
2,351 Avg Daily Post Reach (the number of people CPL posts were
served to.)

3,345 Avg Total Reach (the number of people who were served any
activity from CPL's Page including CPL posts, posts to CPL's
Page by other people, Page like ads, mentions and check-ins)

Graphics

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

PROPERTY MANAGEMENT

Carpenters/Painters

- Removed snow, delivered salt to branches and salted
driveways at all branches

Carpenters

- Eastman- removed old lock and installed new lock set.

- Glenville- removed broken toilet paper holder and installed two new stainless steel holders, drilled out lock on locker and replaced with a padlock also repaired lock to front door.
- Collinwood- repaired stall door in women's restroom also repaired lock to staff break room.
- New South- made decorative wood wall backer to hang guitars on mount it and hang all guitar to display for the public.
- LSW/HR- removed broken file cabinets and replaced them with cabinets that operate correctly. Insulated underground area between bricks and boarded door opening, also repaired chairs in OPS.
- Fulton- removed front door handle to replace broken bolts with new ones and reinstalled handle.
- M.L.K- replaced ceiling tiles and installed a ceiling grill cover.
- Garden Valley- removed broken electric strike and installed new electric strike, also removed door to safe to have it repaired and reinstalled.
- Woodland Garage- put together furniture, t.v stands and chairs for security.
- Union- removed safe door to have it repaired and reinstalled, delivered red iPad crayon.
- Rockport- removed metal book case and shelving.
- Carnegie-West- removed broken door closure to second set of entrance doors and installed a new closure.
- Woodland- removed safe door for repair and reinstalled door.

Auto Mechanic

- Installed starter in truck #25.
- Replaced battery in truck #17.
- Repaired windshield wipers on Director's car.
- New tires wire installed on truck #15 and 25.
- Oil change on vehicles #10,15,19 and 23.
- Road call to jump start mobile bus.
- Repaired front brakes on truck #25.
- Take security cars to dealer for recall of vehicles.

Painters

- Walz- painted back hallway and meeting room.

- Collinwood- patched and painted hallway wall where pay phone was removed.
- Main- Patched and painted wall on 3RD Floor Main.
- Brooklyn- repaired drywall in front entrance of branch, painted meeting room, patched hole in ceiling and in children's area and painted walls under windows.

Maintenance Mechanics

- MLK - Continued re-lamping and replacing bad ballasts on the 2nd floor meeting area.
- Lakeshore - Repaired plumbing leak in between public restroom walls on the 1st floor.
- Union - Branch cold, repaired heating system.
- Rockport - Worked with IPS to replace defective smoke detector and check fire alarm system.
- Lakeshore - Drained remaining chilled water coils in AHU's and charged with glycol.
- Harvard-Lee - Staff workroom cold, repaired rooftop HVAC unit.
- Union - Repaired multiple leaks in public restrooms, transferred work order to carpenters to repair lifted/loose floor tiles.
- Lakeshore - Replaced bad transformer and replaced burnt wires on RTU for stockroom.
- Brooklyn - Branch cold, repaired heating system.
- Lakeshore - Worked with Siemens on AHU and boiler controls.
- MLK - (Early start/overtime) Completed teardown and preventative maintenance on Raypak boilers/pumps.
- Collinwood - (Early start/overtime) Completed teardown and preventative maintenance on Raypak boilers/pumps.
- Carnegie West - (Early start/overtime) Complete teardown and preventative maintenance on Raypak boilers/pumps.
- Glenville - Re-lamped/repared light fixtures in community room.
- Lakeshore - Worked with D.B. Johnsen on preventative maintenance (tear down/cleaning) on main boiler #2.
- LSW - Drained chilled water coils on AHU #5 and #25 and charged with glycol.

- Sterling - Branch cold, replaced main blower bearings and shaft, checked boilers.
- Carnegie West - Installed new pressure transducer for air handler VFD.
- Woodland - (Early start/overtime) Completed teardown and preventative maintenance on Raypak boilers/pumps.
- LSW - Replaced V-belts on AHU #1-4.
- Rockport - (Early start/overtime) Completed teardown and preventative maintenance on Raypak boilers/pumps.
- Fulton - Branch cold, replaced bad blower motor on meeting room unit.
- E.131 - Branch cold, repaired heating system.
- Jefferson - Installed new outdoor LED fixtures for parking lot lighting.
- Glenville - Replaced/repared both bearing assemblies on heating hot water circulating pumps.
- Brooklyn - Installed new replacement drinking fountain.
- Woodland - Repaired carpenter's shop furnace.
- Fleet - Installed replacement outdoor LED fixture for parking lot lighting.

SAFETY & PROTECTIVE SERVICES

SAFETY SERVICES

- Pasha Moncrief reported an increase in CPD visits since the last Fourth District Manager's and Security meeting. The officers don't visit to just enforce the law, rather they mingle with staff and patrons.
- SPS Officer's Lodge and Patterson were terminated for unprofessional conduct.
- The next A.L.I.C.E. training classes will be February 16th and 24th.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Dec 2016	3087	123	34	108	372	160	68	29
Nov 2016	3404	155	52	113	568	116	74	40
Oct 2016	4127	165	73	118	707	148	81	49
Sept 2016	4074	163	76	136	604	119	69	63
Aug 2016	4866	175	98	170	784	132	70	117
July 2016	4141	155	87	77	697	105	75	46
June 2016	4307	163	82	50	652	120	70	76
May 2016	4694	196	59	143	713	124	90	68
April 2016	4822	161	125	143	845	162	117	68
March 2016	5424	200	129	76	893	156	104	82
Feb 2016	4856	202	89	101	776	184	116	115
Jan 2016	4613	177	133	54	637	152	126	63
Dec 2015	4351	189	113	39	627	154	60	37

Special Attention, Special Events, and Significant Incidents

- 12/2, a group of teens that have been disruptive and disrespectful towards staff at Rockport were expelled for similar behavior. The manager has requested SPS aid in addressing the patrons.
- 12/6, a male patron that was expelled from MLK for hitting returned to the branch and was expelled again for using offensive language towards females. While being expelled the male threaten all staff at the branch so CPD was called. SPS expelled the males for 30 days.
- 12/9, SPS officers expelled two intoxicated males from LSW. One of the males tried to fight patrons entering the building so SPS responded and told the males to move along and they started fighting each other. CPD responded and arrested one of the males.
- 12/14, Fleet branch staff contacted SPS because a male was smoking crack and masturbating in the restroom. CPD was called and they arrested the male for an outstanding warrant.

Protective and Fire Systems

- I will conduct an assessment of branch cameras. The placement of the cameras could be adjusted and in some cases repositioned to allow better coverage.
- I met with a vendor that provides mass notification services. I will include Sherry Parker on my next meeting.
- Mrs. Peters from Addison branch and I both agreed to adjust the start time of her Royce guard to allow her to continue her education at Tri-C.
- The Royce account manager asked if CPL would consider an extra guard at Sterling branch. Until a review of branch incidents is completed, branch patrol and the Main desk officer via cameras will pay special attention to Sterling.

Contract Security

- I requested all guards be given winter coats. They were supplied only when asked for which allowed for some very unprofessional looking guards.
- The Fleet guard was replaced for bringing personal issues to work. Males were threatening him at the branch because of a personal issue.

Administration

- I went to Columbus to meet with the Columbus Metropolitan Library's security manager and his management team. I will document my meeting and delivery it to Cindy Lombardo.
- I sent invitations to the Commanders of CPD's districts I've yet to correspond with. I haven't received a reply yet but I will address this with a CPD Deputy Chief at our next Law Enforcement breakfast.
- I started researching law enforcement combative control systems, otherwise known as self-defense classes. This may be a solution to help officers feel empowered and more confident in case of a sudden attack. I believe this would increase the confidence of officers that are weary of carrying guns but feel as if they don't have any tools to ensure their safety.

INFORMATION TECHNOLOGY & CLEVNET

New Members

Hilary Prisbylla, Director of CLEVNET, and her team continued to tackle the million and one details that must be addressed before Geauga County Public Library (GCPL) can be brought into CLEVNET. In December, Ms. Prisbylla's team finally got their hands on the data from GCPL's current vendor and they were able to complete a test load. With mapping that had been done back in November, they were able to look at all the pieces as they were loaded and removed duplicate data as they found it. Working with SirsiDynix, they were able to make sure the data, including call numbers, loaded correctly. At the same time, the team was busy setting up policy files behind the scenes so drop-down menus, receipts, circulation map, etc., work as they should. Access files had to be parsed and matched to SirsiDynix privileges. The team has also had to set up add-on's such as Acquisitions so GCPL can continue to work with the vendors they have contracts with, using customized grids. All of these efforts require working closely with GCPL staff to train them in new ways of processing materials and adjusting to changes in workflows. Notices must be set up. The phone automation system has to be configured. GCPL's marketing department has to be educated about the changes that are happening so they can keep their public informed. This is just a partial list of all that has to be done before the migration in February.

CLEVNET Data Center

At their regular meeting on December 9, 2016, the Board of Trustees of the Ohio Public Library Information Network (OPLIN) approved a project would provide equipment rack space in the State of Ohio Computer Center (SOCC) free of charge for servers that provide services to more than one library. This would allow consortia such as CLEVNET to place their servers in an extremely stable, protected and secure building at the heart of the OPLIN network in an area dedicated to public libraries. SOCC charges are calculated by the rack, with a set monthly lease cost plus the cost of power used. CLEVNET had budgeted for the costs of leasing SOCC rack space and power usage in its 2017 budget; this decision by the OPLIN Board will have a major positive impact on the CLEVNET budget. The CLEVNET member libraries recognize and appreciate OPLIN's continued support and genuine partnership.

Major IT Projects

- Configured and installed new firewalls at Geauga County Public Library's Newbury and Thompson library stations for connectivity to CLEVNET.

- Configured routing for Medina County District Library's new ISP for branches.
- Replaced the domain controller Woodland Branch due to age, performance and reliability issues.
- Updated Microsoft Management Server to latest service release to support PC and system imaging.