

## **DIRECTOR'S REPORT**

November 15, 2018

### **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

### **GRANTS & DEVELOPMENT**

- Submitted final report to LSTA for Edgewater Beach Book Box
- Assisted in creation of case statement for spaces within new MLK Branch
- Continued working with Best Buy to host the Grand Opening of the Best Buy Teen Tech Center at Rockport Branch on Nov. 14
- Attended kickoff of pollinator garden at Carnegie West Branch
- Attended kickoff of mobile hotspot lending program at Woodland Branch
- Coordinated office move for staff of External Relations and Development and CPL Foundation staff to be in the same space
- Sent progress report to the Kent H. Smith Charitable Trust on behalf of CPL Foundation
- Began planning for CPL Foundation Annual Meeting

### **PUBLIC SERVICES**

#### **Outreach & Programming Services**

In the month of October the Library hosted approximately 143 programs ranging from the STEM programming to author events and exhibits. The Library offered 137 preschool story times to children throughout the city in addition to food service at all

28 locations. Education services such as GED and ESOL classes, after-school tutoring, and ACT preparation classes were held at 14 branch locations and Main Library.

### **EARLY CHILDHOOD**

The library's grant funded early-childhood initiative, completed the first phase of program development which included the training a peer inspired learning team. This team will share their knowledgeable and support staff as CPL builds a service model in 2019 for early childhood. The training focused on the importance serving children ages 0-5. Cleveland Public Library will continue working with the Crane Center for Early Childhood Research and Policy at The Ohio State University with phase two starting in November.

On the Road to Reading continues to serve twenty four classrooms with weekly story time and book deliveries. On average the OTRR program circulated 50 book kits to the story time classrooms and an additional 40 book kits to non-story time early childhood classrooms, totaling 90 OTRR Book Kits, with approximate circulation 2,070.

### **YOUTH**

College Now, an ACT/SAT prep program resumed classes on Tuesday, October 9 at Main Library. Approximately twenty students registered for the fall session. College Now is scheduled to conclude fall classes on December 15.

Club Create, an after-school creative writing program, facilitated by Lake Erie Ink, is held at four Cleveland Public Library locations; Martin Luther King Jr. Branch, Youth Services, Union Branch and Jefferson Branch. During the fall session thus far, instructors have focused on personal expression and identity as themes. This has primarily been through visual arts with some language; the program will continue to introduce more writing as the week's progress, building from words to phrases to sentences, with poetry and personal stories as the structure.

Art Therapy Studio and Cleveland Public Library continue to provide after-school workshop collaborations, providing youth with free art therapy sessions in four different branches (Sterling, West Park, South Brooklyn, and Hough). Art Therapy sessions are scheduled to conclude on December 30.

Rainey Institute began offering interactive after-school programming at Memorial-Nottingham Branch on October 2. Through course of five weeks, students explored visual art techniques,

physical health and international training and dance. The program has retained an average of ten to twelve students weekly. East 131 Branch is next to host the five week "Rockin' with Rainey" program, beginning November 6.

A press conference was held on Saturday, Oct 27 for Cleveland Metropolitan School District, Experience Aviation participants. An unveiling took place of the Factory Five GTM Super Car, rebuild by students from Max Hayes, Garrett Morgan and Davis Aerospace & Maritime High Schools. Over the course of several weeks, students will rebuild a car with Experience Aviation facilitators. A partnership between the Cleveland Public Library, Cleveland Metropolitan School District and Cuyahoga Community College made this possible. Congresswoman Marcia L. Fudge was in attendance, in addition to various media outlets. The next two unveilings will take place on Friday, Nov 1 at Max Hayes High School and Saturday, November 3 at Cleveland Public Library's Mini Maker Faire

#### **ADULT**

On the evening of Tuesday, October 9<sup>th</sup> the Greater Cleveland Congregations organization held their criminal justice group meeting in MLK Branch's Gallery space. Religious leaders admired and expressed their reactions to the *Prison Nation* exhibit, and then delved deeply into the criminal justice reform issues that they are working through with Judges O'Malley and Russo. Approximately 50 people participated in this meeting.

The third author for Writers & Readers 2018, Jose Antonio Vargas, presented to approximately 150 people on Saturday, October 13. Vargas is an undocumented Filippo who was smuggled unknowingly to the United States at age 12. He has since become a Pulitzer-Prize winning journalist and founded Define American, a nonprofit organization whose goal is to distribute facts and figures about immigration in America. In September, he released a memoir *Dear America: Notes of an Undocumented Citizen*, which describes his own story amidst a larger conversation about American identity. Vargas' appearance at CPL resulted in an article on cleveland.com and short story on WKYC News.

#### **STAFF**

Adult Outreach & Programming Coordinator Shayna Muckerheide attended a morning session of the Center for Community Solutions' 2018 Celebration of Human Services conference. In the "Election 2018: Behavioral Health & Criminal Justice Reform"

session, a panel discussed Ohio's opioid crisis and its effect on the penal system. The panelists included Damareo Cooper,

Executive Director of Ohio Organizing Collaborative; Marcia Egbert, Senior Program Officer of The George Gund Foundation; Bishara Addison, Senior Manager over Policy and Strategic Initiatives at Towards Employment; Melissa Knopp, Esq., Program Manager, Ohio Stepping Up; and the Honorable Jennifer Brunner, Member of the Community Solutions Board of Directors and Judge, Ohio 10th District Court of Appeals. There were approximately 75 people in this session, and 250 at the conference.

Sandy Nosse, Family Engagement Specialist, attended the Together for Families National Conference at Cleveland State this month. She brought back information on research and trends in supporting family engagement. This conference was geared towards social workers and looking at their service models. However, this material is very beneficial when thinking about service models to families and she was able to bring back resources that explain the process of professional to family engagement.

Rhonda Pai, Early Childhood Literacy Coordinator, attended the Play Conference at Cuyahoga County Public Library. The topics were informative, especially the session on Toxic Shock. Dr.

#### **FACILITY USE**

During the month of October the total number of requests for Louis Stokes Wing, Learning Commons was 202 with an estimated total attendance of 3,564; 102 reservations were placed for the Louis Stokes Wing Learning Commons meeting rooms.

Lake Shore Facility meeting rooms were requested 38 times. Branch reservations totaled 707 with an estimated total attendance of 2,780. And 55 requests were submitted by CPL staff for programming supplies and AV equipment.

#### **Main Library Monthly Report**

##### **Programs and Services**

##### **Mobile Hotspots**

Cleveland Public Library began circulating mobile hotspots to patrons on October 9<sup>th</sup>. The hotspots are available at all branches and Main Library.

### **Center for Local and Global History Programming**

Map Collection Librarian Tom Edwards hosted *History of Brookside Park*, on October 6<sup>th</sup>. Doug Kusak, Historical Interpreter for the Cleveland Metroparks, led the presentation and the Genealogy and Family History Research Clinic was held on October 13<sup>th</sup>.

### **Patent & Trademark Searching**

Ten students from Case Western Reserve University's Intellectual Property Venture Clinic attended a class hosted by Science and Technology Senior Librarian Jim Bettinger on October 1<sup>st</sup> to learn about patent searching. The Intellectual Property Venture Clinic trains future patent attorneys through the US Patent & Trademark Office's Pro Bono program.

### **Coffee & Comics**

Senior Literature Librarian Jean Collins and Library Assistant Nicholas Durda, along with Ohio Center for the Book Scholar-In-Residence Whitney Porter and volunteer guest scholar Valentino Zullo, held two Coffee and Comics workshops at Rising Star Coffee Roastery. The October 6<sup>th</sup> workshop was led by local illustrator and cartoonist Angela Oster with 25 participants. The October 20<sup>th</sup> workshop was led by artist, comics & game illustrator, and teacher Len Peralta with 14 participants.

### **National Novel Writing Month**

Literature Librarian Evone Jeffries hosted a workshop in preparation for National Novel Writing Month (NaNoWriMo). On October 6<sup>th</sup>, local author Nancy Christie provided insights drawn from her personal experience and information offered in her award-winning book *Rut-Busting Book for Writers*. The 10 attendees were given practical advice to become productive writers and were given a NaNoWriMo "survival" kit provided by Ms. Jeffries.

### **Music at Main**

The Pittsburgh based duo *Squirrel Hillbillies* performed a mix of folk, country, and blues. Thirty-two people attended the performance on October 6<sup>th</sup>.

### **Cleveland Public Poetry**

Subject Department Librarian Evone Jeffries planned and hosted the open mic reading series with the focus on reading Gothic poetry and prose on October 15<sup>th</sup>.

### **Sports Icon Interviews**

Social Sciences Library Assistant Pete Elwell coordinated the Sports Icon Interview of Phil Bova on October 2<sup>nd</sup>. Mr. Bova, a

Big Ten college basketball referee, was interviewed by Dan Coughlin.

### **International Languages Programming**

Library Assistant Catherine Bao hosted 20 programs at CPL and directed nine off-site events which were attended by 899 participants. The programming was geared to promote Chinese language learning and cultural understanding. Librarian Victoria Kabo hosted three Russian language programs at Memorial-Nottingham Branch which attracted 68 attendees.

### **Knitting at PAL**

Two knitting meetings were held on October 10<sup>th</sup> & 24<sup>th</sup>. Popular Library Manager Sarah Flinn and PAL Library Assistant Monica Musser hosted. Participants completed and donated 29 items this month.

### **Youth Services Programing**

Youth Services partnered with Urban Otaku to host "Costume & Cosplay Extravaganza" on October 20<sup>th</sup>. Over 80 people attended the day's events cosplay workshop, panel discussion, cosplay cardboard mech building contest, and fashion show. Librarians Lan Gao and Eric Hanshaw, with Library Assistants J.J. Lendl and Christine Feczkanin, coordinated the event.

### **CPL Puppetry Initiatives**

Youth Services hosted a school puppet show for students from Miles, Wilbur Wright, and East Clark on October 23<sup>rd</sup>. Around 180 people attended the show "Little Red Riding Hood" performed by Nancy Sander from Puppets with Pizazz. Staff members and the puppeteer received commendation for the extraordinary library experience.

### **Main Library Book Clubs**

#### **Award Winning Book Club**

Literature Library Assistant Michael Haverman hosted the Award-Winning Book Club on October 2<sup>nd</sup>. Participants discussed the book *What We Lose* by Zinzi Clemmons.

#### **Brew Pub Book Clubs**

CLGH Manager Olivia Hoge hosted the Brew Pub Book Club: Broads, Books, and Beer at Masthead Brewery on October 10<sup>th</sup>. Participants discussed *Bird of Paradise: How I Became Latina* by Raquel Cepeda.

General Research Collections Manager Don Boozer hosted the Books on Tap discussion at Masthead Brewery on October 23<sup>rd</sup>. Participants discussed *Soonish: Ten Emerging Technologies that'll Improve and/or Ruin Everything* by Kelly Weinersmith.

#### **Brown Bag Book and Movie Club**

History Librarian Terry Metter held the Brown Bag Book and a Movie on October 15<sup>th</sup>. Participants discussed *The Lost City of Z* by David Grann and Mr. Metter screened the 2016 film adaptation.

#### **Literary Frolic Fridays**

Literature Librarian Timothy Phillips hosted two Literary Frolic Fridays. The first, on October 12<sup>th</sup>, focused on the 1818 edition of Mary Shelley's *Frankenstein*. The second, on October 26<sup>th</sup>, focused on Jack Finney's *Invasion of the Body Snatchers*.

#### **Get Graphic! With Ohio Center for the Book**

Literature Library Assistant Nick Durda ran the bi-weekly book club with guest speaker Valentino Zullo. On October 4<sup>th</sup> the book discussed was *Castle Waiting Volume 1* by Linda Meadly, and on October 18<sup>th</sup> the book discussed was *The Chronicles of Conan: Volume 1* by Roy Thomas.

#### **Main Library Tours and School Visits**

Youth Services Department staff hosted tours for about 500 students from Beachwood Hilltop School, FDR, Adlai Stevenson, Nathan Hale, Riverside, Miles, Wilbur Wright, East Clark, Richmond Heights High School, Hathaway Brown, and Gilmour Academy. Students were shown the TechCentral Makerspace, Special Collections, the Superman statue, and more. Some visits also included story times for younger visitors.

Lending Assistant Supervisor Tracy Isaac supported Youth Services by providing "library card talks" to hundreds of students while on field trips to the Main library. Mr. Isaac spoke about the importance of protecting their library cards, as well as provided information about the resources available to cardholders. Overall, 102 Connect-Ed library cards were issued to touring students.

International Languages Manager Milos Markovic conducted a tour for 25 visitors from the Rotary Club Cleveland Chapter.

#### **Main Library Blogs**

Fine Arts Librarian Bruce Biddle posted a blog about the Cleveland Museum of Art exhibition entitled *Experiencing*

*Renaissance Splendor* and linked to books in the CPL collection.  
<https://cpl.org/experiencing-renaissance-splendor/>

Literature Librarian Evone Jeffries wrote four posts with the Ohio Center for the Book webpage and the related Facebook page. Library Assistant Michael Haverman also contributed one article to the Ohio Center for the Book webpage.

Literature Library Assistant Nick Durda, Literary Cleveland director Lee Chilcote, and former Ohio Center for the Book scholar-in-residence Valentino Zullo participated in a Facebook Live book discussion on October 10<sup>th</sup>, on Jose Antonio Vargas' new book, *Notes from an Undocumented Citizen*, in promotion with Vargas' visit to Cleveland Public Library on October 13<sup>th</sup>.

### **Main Library Outreach**

CLGH Manager Olivia Hoge attended the Family History Fair at the Family History Center in Tallmadge, Ohio on October 20<sup>th</sup>. She gave a presentation on the Cleveland Public Library and genealogical resources at the Library.

History Librarian Terry Metter inaugurated a new program *FamilySearch for Beginners* on October 27<sup>th</sup> at the Harvard-Lee Branch.

Social Sciences Library Assistant Forrest Kilb hosted a table for the "History on Tap" event at the Western Reserve Historical Society on October 20<sup>th</sup>.

General Research Collections Manager Don Boozer attended the Ohio Library Council Convention and Expo in Sandusky, Ohio. On October 3<sup>rd</sup>, Mr. Boozer hosted the 7th Almost Annual Buckeye Battledecks competition at which 160 people attended. The next day, Mr. Boozer presented *Rebooting Reference: Getting Beyond the Myth of Technological Neutrality* along with Bill Meltzer of Worthington Libraries. In addition, Mr. Boozer presented two sessions of *Why Not Wikipedia: Using the Online Encyclopedia for Education, Investigation, and Creation* at the NEOSTREAM 2018 conference held at Cleveland State University. Mr. Boozer also presented a webinar for NEO-RLS entitled *Reference Reboot: Refreshing Your Reference Interview and Information Searching Skills*. At least 52 people registered for the webinar.

Government Documents Library Assistant Alea Lytle assisted the Children's Librarian at Fleet by providing resources about teaching census information to children. Ms. Lytle also sent



National Park Maps and information on Ohio's National Parks to the branches. The maps were ordered by Government Documents Supervisor Sarah Dobransky from the Federal Depository Library Program.

Lending Assistant Supervisor Reginald Rudolph provided on-site SIRSI and Circulation training to the staff at Case-Western Reserve University who assist patrons in the CPL satellite location inside the Kelvin Smith library at CWRU. Popular Library Assistant April Lancaster delivered items to the CWRU satellite collection.

Literature Library Assistant Michael Haverman visited six Cleveland Public Library branches for Octavofest. Along with Ellie Strong of Strong Bindery, Mr. Haverman visited the MLK, Lorain, Rice, South Brooklyn, Eastman, and Fleet branches. Ninety-one participants took part in making "Mini-Book Pins" to keep and wear.

Literature Librarian Jean Collins **proofed and delivered to Cleveland Play House the bookmarks for *A Christmas Story*, the next CPH production on stage November 23<sup>rd</sup> - December 23<sup>rd</sup>.**

Children's Librarian Julie Gabb conducted story time at Rainbow Babies and Children's Hospital for children, parents, and caregivers.

Senior Librarian Lan Gao presented a storytime at the Cuyahoga Valley Scenic Railroad's Great Pumpkin Party on October 22<sup>nd</sup>.

Youth Services Manager Annisha Jeffries attended the Education and Museum Advisory Council meeting at the Federal Reserve Bank of Cleveland on October 24<sup>th</sup>.

### **Main Library Displays**

Special Collections prepared a table top exhibit for *Octavofest* celebrating works on paper and book arts world-wide. On view were books on papermaking by Dard Hunter, a Buddhist book made of bodi leaves, pochoir prints; sacred text on palm leaves; spiritual incantation bark book from Indonesia, medieval manuscripts on vellum, miniature books, and books made of Japanese paper.

Government Documents' displays focused on extra-terrestrials and aliens in honor of Halloween. Government Documents Library Assistant Alea Lytle created a display featuring *Mars as Art*, the Hubble Telescope, Departments of Defense and Energy about

Aerospace technology, coloring pages from NASA, and other space related books.

### **Collection Development**

In the Center for Local and Global History, staff worked on several collection projects. Map Collection Librarian Tom Edwards added metadata for volumes 10 & 11 of the Sanborn Fire Insurance Maps of Ohio, 1912 - 13. Photograph Collection Librarian Brian Meggitt began an item-level inventory of the Cleveland City Hall Collection. Library Assistant Danilo Milich scanned 163 City of Cleveland Historical Park Plan items, uploaded them to ContentDM and the added metadata. Library Assistant Adam Jaenke digitized 143 color images for the Cleveland Picture Collection photos (CP0) for the Digital Gallery. Library Assistant Lisa Sanchez completed metadata for the Longwood Collection to be displayed on the Digital Gallery, and Ms. Sanchez continued sorting postcards for the Photograph Collection.

Social Sciences Senior Librarian Mark Moore located and ordered a dozen books for the Sports Research Center collection of baseball instructional books published between 1910 and 1960.

### **Research that's Possible Only at Main Library**

- Staff assisted a researcher with obtaining historic images of St. Ann's Hospital, the M. E. Deaconess Home, the Haltnorth Building, and residences on Woodland Avenue.
- A graduate student in France requested scans from a book that only CLP has about Surrealist artist Giorgio de Chirico for her thesis.
- Professor from University of New Hampshire is writing a scholarly article about Midwestern racial liberalism and wanted to know more about the *Anisfield Wolf collection* and its origin.
- Christie's in London requested scans from a 1949 exhibition catalog entitled *491* by Michel Tapie about artist Francis Picabia for an upcoming auction. CPL has the lone copy.
- Graduate student from the University of Notre Dame requested information about the *Group Plan* by Daniel Burnham and how he received the commission prior to 1903.
- Senior Strategic Park Planner from the Cleveland Metroparks requested scans from some of the historical park plans in Special Collections.

- A graduate student from Cleveland State University requested materials from the *Smith Agama Collection*, sacred Hindu texts donated to Special Collections in the 1970s.
- Patron requested scans from the 1733 *Memoirs of the Secret Services of John Macky*.
- Patron inquired about the CPL copy of *Nests & Eggs of the Birds of Ohio* (1866).
- Researcher from Germany requested scans of a medieval Latin manuscript from the 13<sup>th</sup> century entitled *Ut Muet et proliit conature paginap* and from *Ut vivet et prosit conatur pagina pro*. These are the only copies in Worldcat.
- Geologist from the Natural History Museum requested a photograph of the architects Walker & Weeks for a presentation. A photo was found in the Photograph Collection.
- Staff requested *Greenwood's Guide to Great Lakes Shipping* from offsite storage for a patron. The request was for all issues from 1961-1978, which turned out to be 5 volumes, even though the catalog only showed 2 volumes. All are now inventoried and on the record. CPL is the only public library in Ohio to own the older volumes of this guide.
- A patron called in advance of his visit to the Science and Technology department to view laser standards and spent most of a day reading and studying. He offered thanks for housing the standards as they were integral for his job interview the following day with NASA for a health physicist.
- A Science and Technology patron came to the department with a reprint edition of *The Sandy and Beaver Canal* (1952) but couldn't read some of the images in the reprint. He came to the department to specifically see the original print edition owned by Cleveland Public Library to see the images better.
- Staff helped the Cleveland Law Department in finding a copy of the memorandum of understanding dated 1975 between Cleveland Transit System and Regional Transit Authority.
- Chief City Archivist Martin Hauserman reviewed the collection of Building and Housing plans which will be added to the Cleveland Archives.

### **Staff Development**

Special Collections Library Assistant Bill Chase attended the Ohio Local History Alliance annual meeting on October 15<sup>th</sup> in

Columbus, Ohio. He attended sessions on how to write exhibition captions, researching family letters and journals, and how to interact with visitors.

Stephen Wohl attended the first three sessions of the Civic Leadership Institute (CLI). CLI is a six-part series that provides participants with a greater understanding of the interconnectedness of community assets, organizations, and issues, as well as how they each impact the local public and private landscapes.

Literature Librarian Evone Jeffries viewed the Booklist Webinar: "Book Club Matchmaker: Standout Selections for This Season." The presenters recommended titles from new releases and provided tips on prepping patrons for book group gatherings.

PAL's FDLP Coordinator, David Furies and Government Documents Supervisor and FDLP Coordinator Sarah Dobransky Participated in the Federal Depository Library Conference in Washington, DC. In addition to learning about valuable resources for the library, Ms. Dobransky presented a poster session highlighting her efforts to encourage students to incorporate government information resources into their National History Day projects.

Social Sciences Clerk Lakitha Tolbert and Librarian Helena Travka participated in NEO-RLS's Back to the Book conference on October 25<sup>th</sup> to gain insight into current trends in narrative non-fiction, e-media, and more.

Government Documents Library Assistant Alea Lytle attended the webinar *Using Science.gov to Access U.S. Government Science Information*.

## **Branches**

### **DISTRICT ONE**

**Eastman** - On October 15, 2018 in collaboration with the Main Library, Eastman Branch hosted the celebration of the book known as Octavofest. Michael Haverman made little book pins with the children who were having lunch during Kids Cafe in the community room. Ken Knape attended a focus group held by Jean McFarren Head of Collection Services on October 16, 2018 at Lakeshore. The group discussed best ways to improve our collections.

**Lorain** - In celebration of Octavofest, Lorain Branch hosted a Mini-Book Pin Making Workshop with Ellie Strong, Art Books Cleveland Bookmaker and owner of the Strong Bindery at Longberry Books in Larchmere. During the month of October, children also enjoyed participating in other exciting programs including a Book Scavenger Hunt, a Duct Tape Universe MakerLab, a Design Your Own Luminary program and a Halloween Celebration. The second Public Meeting of the Facilities Master Plan was held to discuss ideas for improving the branch. A group of twelve middle school students from Urban Community School's technology club visited the branch twice to learn Introduction to 3D Design using Tinkercad and 3D Printing Instruction provided by Library Assistant Computer Emphasis Peter Roth and Charles Vaughn

**Rockport** - The soft opening of the Best Buy Teen Tech Center has been a success with an average of more than 20 children checking into the space daily. Programs in the space have included Tinkercad training, Snap Circuits, a GarageBand workshop, and Knitting Made Easy, in addition to many individual projects. Much of the permanent furniture arrived on October 22, 2018. Chess Club had 9 attendees on October 4, 2018. A Diary of a Wimpy Kid Party was held, in addition to a Halloween Party, and a Lego Club meeting this month. The second session of our Living Well series took place on October 12, 2018. Rockport had its Community Presentation and Focus Group on October 22, with 26 attendees! Branch youth staff performed 13 story times at local schools and preschools. Councilman Kazy held a monthly meeting on October 18, 2018.

**Walz** - Carpet! Walz received new carpet in the branch. The branch feels lighter, brighter and maintains a refreshing smell. The kids celebrated Hispanic Heritage month by creating art work in the style of a great artist from Spain or Mexico. Each week provided a new artist to study: Picasso, Gaudi, Rivera, Kahlo. The Nursing Homes have been playing beanbag Wheel-of-fortune.

**West Park** - West Park welcomed the return of Jamie Lauver (former branch LACE) to the position of Assistant Manager. He brings experience both from his previous positions at CPL as well as a time serving as Head of Lorain Public Library's Main Library. This month manager, Michael Dalby attended an

exploratory meeting with Kamm's Corners Development Corporation (KCDC), the YMCA, the Cleveland Clinic, and representatives from the Library to discuss possible collaborative options between all attending organizations. Dalby and Assistant Manager Jamie Lauver attended a Centers of Influence luncheon at KCDC and discussed with other non-profit agencies programming and partnerships. Dalby also began CSU Leadership Academy 28. Patrons are slowly catching on to the availability of hotspots, though we have not had a time when we have run out yet. Children's Librarian Victoria Beggiani turned in her retirement papers this month and will serve until the end of December.

## **DISTRICT TWO**

**Brooklyn** - The Brooklyn Branch hosted Aspire ESOL classes twice a week, and offered Yoga sessions on Saturdays. The Ohio Dept. of Developmental Disabilities, and Ohio Guidestone utilized the meeting Room. LAYE Cathy Hankins visited Denison School for story time and Halloween crafts. Children Librarian Laura McShane attended Metrohealth FSA Committee to represent the Library, and community partner Art House's Spectrum Ovation Award ceremony. Branch Manager Ron Antonucci conducted both clerk interviews for both branch and district Clerk positions. Staff bid farewell to Carnegie West staff temporarily stationed at the branch due to SWD.

**Carnegie West** - The Carnegie West Branch reopened Wednesday, October 17, 2018 following Safe, Warm, and Dry renovations. Staff returned Saturday, October 13, 2018 to start processing 109 telescopes and boxes of returns and new materials, which included three packed telescopes of magazines manager Angela Guinther had retrieved from the post office over the past two months. Staff efficiency and teamwork ensured this remarkable amount of work was completed before reopening. Thanks to custodial manager Richard Jenkins, the Branch was incredibly clean, along with the carpet, which was cleaned a few days ahead of schedule. The Reopening Celebration was held on October 27, 2018.

**Fulton** - Due to the branch closed for Safe, Warm & Dry repairs, branch staff have been assigned to other branches within the district. Children Library Beverly Austin continued her outreach at the following locations: Clark Elementary, St. Rocco

Preschool, Metro Catholic Boniface, Daisy Day Care, Happy Works, Salvation Army, and Lincoln Park Academy Lower School. Library Assistant Adult Emphasis Rodney Lewallen represented District 2 at the annual Pepper Festival in Clark-Fulton area providing material to the public.

**Jefferson** - The Jefferson Branch bid farewell to several Staff members from the Carnegie West Branch, who had been stationed at the Branch during their Safe, Warm, and Dry closure. A Fulton Branch team member continues to work at the Branch while her Branch is being repaired. A community meeting was held on October 25, 2018 to share community input into the upcoming Capital Improvement Project. Branch Staff also bid farewell to Allison Collins who was promoted to a full-time position at TechCentral. Youth programs are in full swing, with the usual fun and educational activities which consists of story times in the Branch and schools/daycares, Club Create, Anime Club, and weekly engaging youth programs that highlight Hispanic Heritage Month. The monthly Tremont Think and Drink Book Club is entering its third year, with steady attendance.

**South** - The month of October brought marvelous news to the staff of the South Branch, as earlier this month they learned they will be moving back to Carnegie South building on the 21<sup>st</sup> of November. In addition, the staff visited Carnegie South and had the opportunity to check out the progress. October was also a time to say goodbye to LACE Lilly Korte, who returned to Carnegie West Branch after the branch reopened due to SWD. The Children's staff provided story times to multiple schools with grades ranging from toddlers to 3<sup>rd</sup> graders. Children's Librarian Jennifer Moncayo attended an iPage Training. LAYE Joel Lefkowitz, Branch Manager Jaime Declet, and LACE Maria Lopez attended the Virginia Hamilton Conference on Children's Multicultural Literature at Kent State University. Mr. Declet also presented a workshop at the conference, and attended Back to the Book Program presented by NEO-RLS.

**South Brooklyn** - For the month of September, South Brooklyn Branch had numerous organizations utilized the meeting room: Board of Elections training; MetroHealth provided free health screening; Ward 13 Democratic Club meeting; voter registration; Literature Dept. provided an Octavofext Mini-Book Pin Making,

and art therapy. Cleveland Department of Public Health provided the branch with an Air Quality display. Variety of staff put up Halloween/scary displays. Children's Librarian Tammy Houghton was promoted to Assistant Branch Manager, visited St. Mary Byzantine Pre-K, William Rainey Harper Pre-K & Young Achievers Day Care for story-time; and attended Ward 13 Democratic Club. LAYE Raymond Cruz visited Loving Cups Academy for story time, attended iPage and Duct Tape Universe training, hosted two Halloween crafts & Gamer's Guild (video game club). LAEE Rodney Lewallen provided outreach to Lincoln West for Resume Writing, and attended Salvation Army's Action Plan. District Manager Luigi Russo participated in the following: District Manager's meeting, SBN PT Clerk & FUL LACE interviews, Adult & Youth Services' Focus Groups, Page Orientation, and 2<sup>nd</sup> District Police Community Relations. South Brooklyn Branch said good-bye to CAR staff, and welcomed the promotion of Page Shellie Oreskovic to District Clerk.

### **DISTRICT THREE**

**Garden Valley** - The Garden Valley Branch hosted the Facilities Master Plan Community Meeting. Those in attendance heard community feedback from our August Open House and reviewed recommendations for branch improvements; the event was held at the Cornucopia Place. The Garden Valley Branch staff is pleased to have the Assistant Branch Manager, Mr. Donald Smith who has helped to create a more balanced atmosphere at the Garden Valley Branch. There were several programs facilitated during the month of October including; Garden Valley Goes Salsa (Leonard Burks): Juvenile patrons learned the meaning of salsa. They had the opportunity to figure out whether salsa was eatable or moveable (as in dance) or both. This created a cultural learning experience as the branch celebrated Hispanic Heritage Month.

**Hough** - Youth services added on two additional story times. Both youth services staff members attended different portions of the Virginia Hamilton Conference and shared the resources learned with co-workers. Computer classes have been held weekly to educate patrons on internet basics. Kid's café and America Reads tutors are available daily for the youth of the branch. Children's Librarian Manisha Spivey continued her weekly Teen Advisory Group. Library Assistant-Youth Emphasis Joanna Rivera



held a Halloween party full of treats for the kids. Branch manager Lexy Kmiecik attended a community stakeholders meeting about the future of the Hough Neighborhood. She also attended multiple Bookends meetings and facilitated two classes. Inside the branch the adult collection and AV material have been re-arranged to be more user friendly.

**Martin L. King Jr.** - For the month of October, MLK Staff facilitated and participated in outreach opportunities with our Community Partners St. Philip Neri, with story times and crafts. Library card applications and Educator card applications were also distributed. Story times to PNC were also conducted for area preschoolers; and The Cleveland Museum of Art, hosted "50 Black Women over 50 presents: The portrayal of African-American Women in Art and Media". The program consisted of a tour of the museum followed by a panel discussion on how women are portrayed in the media.

**Sterling** - Octavofest on Promise 2018 student art exhibit is on display through December. Ajpub' Pablo Garcia Ixmata, educator scholar and cultural activist at the Universidad Rafael Landivar in Guatemala City, presented a structural book making program. WKYC and Margaret Bernstein filmed a segment for Central Reads at Sterling. The Promise Neighborhood presented 6 Little Free Libraries to Central organization stewards. As part of the ribbon-cutting ceremony Monica Rudzinski presented stewards with gift bags and boxes of books for the LFLs.

**Woodland** - Cleveland State University and Braxton tutors continued to be an asset to the Woodland Branch, and children. They have been consistent with their work, and continue to help our youth with homework, school projects and academic development.

The following programs were facilitated during the month of October Science Fun Fair program (Ayesha Drake El): Young library patrons created towers out of marshmallows, and zipped line balloons for exploring force and movement. Coco Movie (Whitney Johnson): For Hispanic Heritage Month young library patrons enjoyed viewing Pixar's movie Coco as well as created a Mexican inspired clothespin fan as a takeaway. Creepy Campfire (Whitney Johnson): Young library patrons enjoyed spooky tales

and created s'mores pops while inside the Woodland Creepy campfire tent!

#### **DISTRICT FOUR**

**East 131<sup>st</sup> Street** - East 131 welcomed Branch Manager, Caroline Peak. Ms. Peak temporarily transferred from Collinwood to East 131st Street Branch while Collinwood undergoes repairs for the Safe, Warm, and Dry project. Thanks to the partnership with the Greater Cleveland Food Bank, East 131<sup>st</sup> branch served free nutritious bagged lunches daily, totaling approximately 900 meals each week for Kid's Café. Another great E 131 partnership is with Cleveland State University's tutors. This program has been a great hit with E. 131 students and parents appreciate the added service. Youth staff Ms. Simone and Ms. Minter offered a month of Monday Hispanic Heritage Month programming. Ms. Minter and Ms. Simone ended the month by hosting their Annual Halloween Hijinks program. Library Assistant, Rosa Simone attended Back to the Book sponsored by NEO-RLS(Back to the Book) at the Twinsburg Hilton Inn.

**Fleet** - October was a busy month at Fleet. Fleet Branch begin the month of October by celebrating the Fall Season and October holidays with displays created by Manager, Pasha Moncrief-Robinson, Branch Clerks, R-Riana Spivey and Eugene Callier, LA-YE, Anna Fullmer, and St. Martin de Porres Work Corporate Student, Z'Nya Drake. Mrs. Moncrief-Robinson attended various community meetings in the Slavic Village community. She specifically attended the P-16 Workforce Committee Meeting and Collection Management Adult Collection Meeting. She formed a partnership with Patricia Grayson at University Settlement to connect and provide services for seniors in Slavic Village. Family Movie Night hosted by Ms. Spivey continues to be a popular program for families to enjoy movies, refreshments and laughs. LA-CE, Brigid Clark, assisted job seekers with employment needs. Ms. Clark and Z'Nya Drake updated the Job Seekers employment binder and table. Pages, Jadea Talley and Darin Delaney weeded items for the incoming CD collection and for items to sell on the CPL Foundation Book Cart. Children's

Librarian, Tracie Forfia attended the monthly Managing Children's Services Committee Meeting for ALSC.

**Harvard Lee** - In September, the Harvard-Lee branch welcomed Lisa Krok as the new branch manager. As the new manager, Ms. Krok also attended several meetings, including onboarding meetings with Ms. Hutson and Mrs. Parks, the Strategic Planning meeting on September 26, and the Manager's meeting October 3, 2018. Harvard-Lee had their first staff meeting with their new manager on October 2, 2018. Ms. Krok attended the opening of the Prison Nation exhibit at MLK branch. Additionally, Ms. Krok had an article published for School Library Journal's Teen Librarian Toolbox, which featured CPL's Front Exhibit. The article can be viewed at:

[http://www.teenlibrariantoolbox.com/2018/09/highlighting-the-immigrant-experience-through-art-and-young-adult-literature-a-guest-post-by-librarian-Ms. Krok -krok/](http://www.teenlibrariantoolbox.com/2018/09/highlighting-the-immigrant-experience-through-art-and-young-adult-literature-a-guest-post-by-librarian-Ms.-Krok-krok/)

Olivia Morales and Kevin Moore continue to hold one on one research/college planning sessions with students from neighboring P.A.C.T. and Eagle. Olivia has been active in the peer inspired learning workshops, also. Plans for Halloween are in full swing as the branch is decorated and families are showing interest in Spooky Storytime and Halloween celebrations at the end of the month.

Zachary Hay completed extensive research of musicians and record labels in the Cleveland area and created a PowerPoint presentation featuring area musicians. Music was from Mr. Hay's personal collection of vinyl records. His September 20 program was successful with 25 attendees who each received a track list and were very complimentary. Materials related to the program were on hand to check out. Zachary also completed the CD bonus money order for the branch.

**Mt. Pleasant** - MTP welcomed Children's Librarian Candace Fox to their youth services team. During the month of October the Mt. Pleasant Branch youth services staff visited and performed Story time and Play N' Learn programs at Brightside, Kidz R Kidz, Kidz Corner, Bella's Babies, Greater Achievement 2 Academy, (the local daycares). The youth services staff also visited and A. J. Rickoff Middle School for their open house, parent night and to

introduce themselves to staff and inform them of the libraries services.

**Rice** - Rice branch welcomed 2 new staff during the month of October - LAYE, Mark Tidrick and Page, Matthew Margo. We also welcomed our for the 2018-2019 academic year St. Martin de Porres student, Ty'Jai Foxx.

For the second time this year (due to high numbers) Rice hosted the Legal Aid Society program for residents in October. Rice also had its follow up to the CUDC community feedback meeting with an Open House for the community to hear the combined feedback from September and to review recommendations for Branch improvements. Mr. Tidrick and Ms. Schmidt performed highly attended story times with crafts for 10 classes from Harvey Rice School, The Intergenerational School, and Sunbeam Elementary. Excellent feedback was received and multiple books were checked out by all youth and educators. Ms. Hutson and Ms. Schmidt participated in the Adult Services Planning Focus Group and Youth Services Planning Focus Group, as well as the NEOSTREAM Conference. Ms. Hutson was identified to participate in the CSU Leadership Academy 28. Ms. Schmidt attended iPage training by Ingram.

**Union** - For the month of October, the Children's Librarian and Library Assistant- Youth Emphasis continued to provide story times at the neighborhood schools and daycares. Tech Central conducted a Makerlab session for patrons of all ages. There was a demonstration of the 3D printer & laser cutter, button making and more. Tutors from Cleveland State University assisted children with homework and other literacy skills. Club Create meets with the youth patrons twice per week to provide creative expressions. Cleveland Fire Department presented a fire safety program to a group of preschoolers from Katai Daycare. The group also had a chance to take a tour of a Cleveland fire truck.

#### **DISTRICT FIVE**

**Addison** - The Addison branch had an eventful October which included an Open House in collaboration with the Urban Design Collaborative. Participants included Councilman Basheer Jones and community residents. The partnership with the Greater Cleveland Foodbank was launched with a representative who will assist patrons with applications for assistance.

Manager Tonya Briggs began networking in the community, meeting with Orande East, Education Director for Councilman Jones, regarding a branch tutoring and mentoring program with hopes of starting early in 2019. She also met with educators and key community leaders at Daniel Morgan regarding an upcoming community event.

**Collinwood** - Although the Collinwood Branch is temporarily closed due to "Safe Warm and Dry" renovations, the staff continued with outreach efforts. Youth service staff provided nine class visits featuring African Folktales and pop up art activities to name a few.

Manager, Caroline Peak continues to engage in community events, meetings, and activities while she is standing in as Temporary Acting Manager at CPL's East 131st Branch during Safe, Warm, and Dry. She was recognized as "Resident of the Year" award for Ward 8, presented by Councilman Michael Polensek, for her volunteerism, engagement and activism in the ward and greater Cleveland at the 5th District Police Award Banquet. On Tuesday, October 16, she in partnership with Kent State School of Design, Ward 10 Councilman, Anthony Hairston presented the Collinwood Branch Facilities Planning presentation to the community to share feedback from the Community Conversation held on September 21, 2018.

**Langston Hughes** - The month of October saw Langston Hughes staff return to the branch with the completion of improvements for the Safe, Warm, and Dry initiative. Mr. Bradford and Youth Librarian Chris Busta-Peck met with representatives from the Center for Art Inspired Learning to discuss programming ideas and times for youth in the coming year. A branch grand reopening reception was held on October 27, 2018 with music provided by Whitehouse Band and musical group under the direction Councilman Kevin Conwell. Face painting was among the activities provided for youth in attendance.

**Glenville** - For October, The Read to the Beat program facilitated through the Music Settlement completed their visits this month with music therapy for the Pre-K classes from EBC Daycare. Senior Forum Book club met and received the title "Men We Reaped" by Jesmyn Ward.

**Memorial Nottingham** - Staff from Rainey Institute engaged youth in the art of dance, music and textiles on Tuesdays and Thursdays during the month of October. Despite a smaller than anticipated turnout, the public Master Plan meeting was abundant in feedback. Meeting organizer, *Kristen Zeiber* of [C.U.D.C](#) commented, "Our small but "highly engaged" group gave her all the feedback needed.

## **Cleveland Digital Public Library**

### **Programs, Services & Exhibits**

#### *Learning Commons/Programs*

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

- On Monday Oct. 29, ClevDPL led a tour for the Cleveland Adoption Network. 16 attendees were toured all over the library, participated in a scavenger hunt, and learned about online library resources relevant to their clientele.
- During October, we hosted the CPL Fit Yoga series on Wednesdays and Fridays and the Meditation/Chair Yoga series on Monday. Each series has about 9-10 attendees a session about half of whom are from downtown offices.
- We regularly host CPL Chess Club for Thursday lunchtime chess at 12:30 (there were three meetings with a total of 8 attendees) and held a 'First Saturday Action Chess' tournament.
- The 'Learning Commons' area also continues to see use of ClevDPL laptops by classes.
- We continue to offer 3D scanning as a service using the HP Sprout Scanner.

#### *Exhibits*

- *Exhibit Install/De-Install*  
ClevDPL staff assisted maintaining and refreshing the Superman mini-exhibit in the Magic Box in the atrium of Old Main building on level 2.
- ClevDPL continues to display the interactive 'HypeBox' to consider as a portable exhibit tool for branches and local outreach.
- *Monitoring Environmental Conditions/IPM*  
ClevDPL staff monitor temperature and humidity in exhibit

areas. Monitors will be put up again in June to ensure continuity of data generated about exhibit areas. We now have a complete year of data on our display areas. We have renewed our monitoring subscription with the Image Permanence Institute.

- *Magic Box*

ClevDPL continues to maintain the Magic Box on display by the Superman statue on level 2 of Main Library. We can generate new digital content related to the statue, but have reused the content generated for Superman exhibit, including a video done by and for children, a video on the significance of Action #1, and a facsimile of Action #1 that customers can flip through.

- *Kiosk*

The kiosk purchased from CCS has been placed in a central position in the John G. White Gallery. Content now on display was produced by ClevDPL as a complement to the Antiquities exhibit.

#### *Videography and Photography*

ClevDPL continues to do Sports Research Center interview. Sports Research Center staff continue to work on providing time-indexed tables of contents to enhance the ContentDM records pointing to the interviews. ClevDPL will be initiating interviews for the Cleveland Architecture foundation in early October. Library Oral histories and uploads of Cleveland Growing Strong will be completed in October.

We are currently at work on both transcription and crowdsourcing of transcription.

During October, ClevDPL produced the following multimedia:

Mobile Hotspot (video), Kniguru (video), R. Fleischman Interview (video), Artist Thomas Hudson (video), Artist Thomas Hudson (photos), Cleveland's Sacred Spaces Interviews (editing), J. Deplet interview (editing), Kiosk (photos), Sacred Spaces (editing old footage).

#### **Public Services Statistics**

##### *Patron Visits*

During October, Cleveland Digital Public Library had 224 patron interactions. We are nearly finished servicing our KIC scanners to get the scanning numbers generated by month; we estimate that our KIC scanner was used 30 times for roughly 1500 images and 2 gigabytes of scan volume. We had a total of 16 programs with 75 attendees.

### *Scanning Assistance*

Cleveland Digital Public Library staff assisted 26 reservations and drop in sessions of two hours (or more) in length. There was scanning of both personal and library collections in the Digital Hub. Patrons also used the Epson 11000XL flatbed, ATIZ book scanner, and the I2S oversize flatbed scanner to accomplish their projects for personal and publication use.

### *Digital Gallery*

For the partial month reported from October 1, 2018-October 29, 2018, Google Analytics (GA) reports 4,989 sessions for 3451 users and 78,750 page views. Per **GA**, our user base skews toward males, our users are 54% Male and 46% female. Per **GA**, our age breakdown skews towards youth. The age numbers, which have remained stable for some time, are: 18-24 is 27.50%, 25-34 is 33.50%, 35-44 is 15.50%, 45-54 is 12.50%, 55-64 is 5.50%, and over 65 is 5.50%. Per **GA**, the bulk of our users have English set as their language preference; however, we have numbers of French, Spanish, Italian, German, and Russian speaking users. Additionally, **GA** user statistics related to location indicate that we have users from the US, United Kingdom, Canada, Germany, Spain, Malta, France, and the Netherlands. Finally, **GA** shows that we have a diverse group of channels that deliver users to CPL's ContentDM:

- Organic Search channels 39% of our accesses.
- Direct Access through CDM search accounted for 35% of our accesses.
- Referrals through other websites are about 22% of our access volume.
  - Of that 22%:
    - 22% (almost a quarter!) from Wikipedia.
    - 12% from Cleveland State
    - 9% were from cpl.org
    - 4% were from dp.la
    - An additional subset of referrals, Social Media accounted for over 4% of our accesses (of that 6.3%, Facebook accounts for 72%, Twitter 20%, with Pinterest, and Blogger being the only other significant referrals). Absolute numbers from twitter have declined significantly.



- During October, computing platforms used for access continued to show significant numbers of mobile users. A little less than a third of our sessions in October, 28% occurred on Mobile devices. Our switch to the responsive design website is still borne out by the increasing numbers of mobile users accessing the digital gallery.

### *Internet Archive*

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

### *Collection Development*

ClevDPL has drafted a collection development policy for both the Digital Gallery and the Internet Archive. It has been shared internally and we will be sharing with external organizations for comment.

## **Outreach**

### *Partnerships*

- ClevDPL staff met with representatives the Black Metropolis Research Consortium at the University of Chicago's Regenstein Library to share ideas for digital collection development and description.
- ClevDPL staff attended a meeting that included WRHS, CSU, CWRU, the Cleveland Public Library Foundation, and CPL regarding partnering with History Makers on a city-wide collection survey and an oral history project.
- ClevDPL sent a representative to OCLC's Americas Regional Council meeting.
- ClevDPL completed its first oral history interview (Mr. Fleishman for Cleveland Architecture Foundation).
- ClevDPL followed up with Shaker High School on the project to archive the Shakerite, Shaker High School's school newspaper that goes back to 1920.
- ClevDPL followed up on digitization of blueprints for the USS Cod.

- CleveDPL continues to work with the Cleveland Orchestra to scan scrapbooks.
- Cleveland Digital Public Library continues to work with local newspapers to provide access to the back files of member news organizations. We already provide access to Tremonster, Plain Press, and East Side Daily News and will be seeking additional papers.
- Working with the Internet Archive, Cleveland Digital Public Library continues curating web- content as part of a 35,000 dollar IMLS grant working with the Internet Archive's ArchiveIT project to document local web-content and local digital resources. ClevDPL has created a collection in the Digital Gallery (ContentDM) for Web Archives, and has populated the collection during October - we will be ready to open it up to the public in October.
- ClevDPL continues to develop our ongoing collaborative project involving the Ukrainian Museum and Archives, the Holocaust Museum in Washington DC, the Ukrainian National Archives, Ohio State, Western Reserve Historical Society, and Cleveland Public Library.
- ClevDPL is developing the next phase, a rich partnership with Karamu and the Cleveland Museum of Art with regard to digitization of items from Karamu collection.

### **Collection Development**

#### *Library Staff Does Digitization*

During October, ClevDPL staff scanned 663 items (3185 files), did post-processing for 115 items (5002 files enhanced), and uploaded 1050 items (1078 files) into the Digital Gallery.

#### *Library Staff Does Metadata*

ClevDPL revised/reviewed 9891 records while doing significant metadata enhancement of digital records (focusing on enhanced access to digital backups).

On Oct. 30, we will meet with the History Dept. to show our completed a proof of concept project in the Gallery of Cleveland Photographs to show a link of our ContentDM records to high resolution files in Duraspace.

## **Interlibrary Loan**

ILL numbers are as follows for September [October unavailable]):

### *Borrower Activity Overview Report:*

CPL Patron Requests

Initiated: 53

CPL Requests Filled: 42

It is useful to note that the average turnaround time for filled requests for our patrons averaged a little more than 13 days.

Our borrowing fill rate for August was over 80% (a decrease).

Our ILL staff mediates our patron's requests for ILL materials, and usually identifies libraries with whom we have good relationships and who will loan, and their good work contributes to our success as a borrower. We would like to see faster turnaround on loan requests for our patrons.

### *Lender Activity Overview Report:*

ILL Loans requested of CPL: 1412

ILL Loans filled by CPL: 318

Loans: 305

Copies: 13

Our turnaround time for unfilled requests during August was 24 hours response time. **We made our target this month.** Our September ILL statistics show that having a second Page also decreased the average time to completion for borrowers outside our system.

Digital copy deliveries increased. We would like to deliver more digital copies as it is rapid and efficient as a delivery method, and integrating rapid digitization into the Digital Gallery led to a slight increase in numbers of digital deliveries made for ILL requests.

## **Preservation**

Preservation staff did the following:

Paper treatments: 9 items, (42 pages simple, 6 complex)

Book Treatment: 45 items (7 simple repairs and 38 complex)

Enclosures: 340

Labels: 6

Books received: 42

Book returned: 33

## **Environmental Monitoring**

Working with Property Management, including and Oliver Reyes, ClevDPL continues to monitor from 22 placements around Main and

LSW using PEM II environmental monitoring devices. We have upgraded our monitoring subscription. Out at Lakeshore Facility there is a special storage volume with its own Liebert air conditioner and an air filter. Both the Liebert unit and the air-filter have been failing for some time. As of now it looks as if Property Management intends to replace the HVAC in the cold room that holds the photograph and media collections. Once the environment at Lakeshore has stabilized with the new HVAC units, recommend opening the small storage room up to the large volume at 1 Lakeshore Faculty and taking advantage of the renovated HVAC for the building to retire the decrepit Liebert and air filter.

### **Stacks and Collections**

ClevDPL has completed its work on studying potential stack options for storing oversized maps from the maps collection. We have received appropriate conservation housings, and have moved forward with wrapping maps on storage tubes. We have had several meetings with history regarding this concern and we look forward to creating a permanent home for the park plans soon. As of Tuesday, August 23<sup>rd</sup>, we have a PO for appropriate storage racks for the rolled maps.

### **IPM monitoring**

ClevDPL has placed insect traps appropriate for establishing the detection portion of an integrated pest management (IPM) program in Main, LSW, and Lakeshore Facility. We are currently monitoring LSW, Main, and Lakeshore.

### **Facility Report**

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

### **Exhibits Monitoring and Install**

ClevDPL has discontinued using PEM II and Arten devices to monitor light, temperature and humidity levels in Brett Hall (though we will place those monitors back in during November). ClevDPL continues to use them in the John G. White Gallery where materials that might need to be monitored have been installed. These readings are being recorded and maintained for future reference.

## **Metadata Revision**

ClevDPL continues to engage with DPLA. We continue to contribute to WorldCat through OCLC's Digital Collection Gateway. Working with OCLC, last month we were migrating and consolidating collections in the Digital Gallery to improve ease of access to our digital materials and addressing issue with regard to ingest and description.

ClevDPL has been invited to have an employee on the advisory group for Project Passage, a cataloging and name authority project through OCLC that we have been actively participating in as a pilot partner. ClevDPL has agreed to participate on the advisory group going forward, and will attend the first meeting of the advisory group in November.

## **Planning Activities**

### *Partner Engagement*

We continue to plan how to engage local partners, large and small, and are seeking to engage more partners from the local business community. Our partnerships with Cleveland Orchestra, Karamu, UMA, Old Brooklyn Historical, and others need support in the form of developed plans for the future, and we continue to discover new partners with whom to work on projects.

### *DPLA Ohio*

Cleveland Digital Public Library continues to plan for how to continue participating in the development of the Ohio DPLA. We have completed upgrading our metadata for submission to the DPLA; however, we will continue to enhance and enrich metadata to improve our user's experience of the digital gallery. Our metadata, now live in DPLA, consists of over 10,000 records, is a cornerstone of the initial upload by Ohio Institutions to DPLA, and we continue planning on how to leverage DPLA's API for effective use and reuse of this information.

### *Digital Collection Gateway*

Cleveland Digital Public Library has contributed ContentDM metadata to international catalogs through OCLC's Digital Collection Gateway, and we have been invited to participate in a pilot project involving linked data. We will be working with technical services in November and December to develop a plan for better integrating into our local OPAC our ContentDM metadata pulled into WorldCat. The first goal is to hold a meeting to discuss it.

### *856 field corrections*

The upgrade to a new responsive interface means that revisions

will need to be planned for collections records that refer to the digital gallery using URLs found in the previous iteration of the digital gallery. Right now links to our old site are active as a somewhat disappointing workaround on OCLC's part, and we are planning on how to transition away from it.

#### *CMSD and Cleveland Restoration Society Engagement*

ClevDPL worked with library administration to generate a letter of support for a resource teacher at CMSD's PACT high school to continue developing an oral history program.

#### *Internet Archive*

This month we have worked with CLGH and shipped out microfilm to be digitized from *Scene* back issues, capturing *Scene* through our web-archive. We will be working with CLGH in November on digitizing *Scene* and other microfilmed items.

#### *Schools Engagement*

We are planning for how to continue to engage the schools through curricular hooks, trunk exhibits, and the digital gallery, and are still pursuing obtaining CEU's for curating digitization and developing curricula. ClevDPL continues to develop follow-ups to the engagement of Shaker teachers, Hathaway Brown teachers, and PACT high school teachers.

### **TechCentral**

#### **Hotspot Lending Grant Program**

The Hotspot Checkout Lending Program officially launched on October 9 at the Woodland Branch Library, with all Library locations launching the service at noon that day. 600 Hotspots were available to patrons to check out for up to three weeks at a time, providing wireless cellular internet at home or anywhere with cellular service.

TechCentral supervisors and staff have prepared 600 hotspots in conjunction with the Cleveland Foundation Hotspot grant. Procedures, signage, and literature for the program have been developed in conjunction with graphics, and all hotspots were configured by Public Services Technology.

TechCentral Manager, CJ Lynce, and TechCentral Coordinators, Melissa Canan and Suzi Perez attended meetings on the Hotspot Grant Program on October 3 and 10.

## **Professional Development & Meetings**

TechCentral Manager, CJ Lynce, attend a meeting via phone on October 3 with Applied Laser Technologies regarding a status check of service they have been providing.

Mr. Lynce and Computer & Equipment Technicians, Joseph Battaglia and Timothy Phelps, attended the CLEVNET PC Tech Special Interest Group meeting at Medina County District Library on October 5.

Mr. Lynce attended a meeting with several administrators and managers on October 5 regarding safety procedures and waivers for the Best Buy Teen Tech Center at Rockport Branch.

Mr. Lynce visited the Rockport Branch Library on October 10 to evaluation a fire in the Teen Tech Center Laser Engraver.

TechCentral Coordinator, Suzi Perez, attended a meeting on October 10 with the CPL/IPVC/think[box]/Jumpstart Collaboration.

Ms. Canan attended a planning meeting for the NEOSTREAM Conference on October 16.

Library Assistants, Computer Emphasis, Kalie Boshara and Hannah Kohr attended Book Ends Circulation Training on October 16.

Library Assistant, Computer Emphasis, Cortney Gatewood attended Book Ends Sirsi Training on October 18

Mr. Lynce met with Director of IT, Larry Finnegan, and other IT/CLEVNET staff members on October 19 to discuss system access for Public Services Technology staff members.

Mr. Lynce attended the Federal Reserve Bank of Cleveland Museum Education Advisory Council Meeting on October 24.

Mr. Lynce, Mr. Battaglia, and Mr. Phelps attended a meeting regarding Google Cloud Identity and Chromebook Management on October 25.

Ms. Gatewood attended an eSports Committee meeting on October 26.

Library Assistant, Computer Emphasis, Alison Guerin completed an Additive Manufacturing courses on Lynda.com on October 30.

Library Assistant, Computer Emphasis, Allison Collins attended the NEO-RLS training on *Making Your Library Deaf Friendly* on October 30.

Staffing Changes

Library Assistant, Computer Emphasis, Allison Collins transferred from the Jefferson Branch on October 15.

### **Public Services Technology**

#### **Public Services Technology October 2018**

Service Calls and Tickets Summary

Service Calls and Tickets Received: 40

Service Calls and Tickets Resolved: 32

Resolved Main Library Service Calls and Tickets: 10

Resolved Branches Services Calls and Tickets: 30

#### **Service Ticket and Project Detail**

- Rockport BestBuy Teen Tech Center - Fine tuning the software, hardware, and policies after the initial soft opening
- Replaced VCA parts resulting in fewer reported issues.
- Configured replacements for staff pcs in makerspace
- 4 Tickets for Hot Spot maintenance
- 8 Tickets - Printer pay station maintenance.
- 4 Tickets - Cell phone charger maintenance.
- Bi-weekly Transport of Mobile Makerspace for Branch Demos.
- Set up photobooth for MakerFaire (ultimately was unused however)
- Routine maintenance of Tech Central 3D printers.
- Repair of Lorain and Fleet 3D Printers.
- VR tested and configured for MakerFaire

#### **OLBPD**

For October 2018, OLBPD circulated 43,668 books and magazines directly to patrons. OLBPD registered 156 new readers to the service. The BARD statistics were not available at the time this report was submitted.

OLBPD submitted to the National Library Service (NLS) its full Federal Year 2018 readership and circulation statistics.



Readership was over 14,000 for the year, and over 1,600 new readers were added to the service. OLBPD directly circulated over 532,000 library items to patrons. An additional 146,000 items were downloaded through BARD.

On October 23<sup>rd</sup>, OLBPD hosted its annual Volunteer Appreciation Luncheon. The luncheon was held at OLBPD and Lake Shore Rooms 1A & 1B. Approximately fifteen volunteers attended the luncheon. For FY2018, over twenty volunteers contributed 1,790 hours of service to OLBPD.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held at the State Library of Ohio on October 25<sup>th</sup>. Consumers were provided updates about the service, including an update on the progress of the NLS braille e-reader, and a report on the end of the fiscal year statistics. A volunteer appreciation luncheon was also held for CAC members for their participation this year.

OLBPD submitted its final financial and narrative reports to the State library of Ohio as part of the FY2017 LSTA Carryover funds that were awarded to OLBPD. With these funds, OLBPD purchased two new braille embossers, duplication-on-demand equipment and supplies, and new microphones for locally produced audio materials.

OLBPD Librarian Michelle Makkos and Library Assistant Ken Redd provided information and talks about the service at the Children and Family Services Resource Fair on October 2<sup>nd</sup>; East/West Eye Conference October 4-6<sup>th</sup>; Canton Vision Awareness Fair on October 9<sup>th</sup>; WRAAA Senior Health and Wellness Expo on October 25<sup>th</sup>; Renaissance Retreat Community Wellness Fair on October 26<sup>th</sup>.

## **ADVOCACY & COMMUNITY AND GOVERNMENT RELATIONS**

### **ADVOCACY & EXTERNAL RELATIONS UPDATES:**

#### ***Secure Resources and Support to Advance the CPL Mission and Strategic Priorities:***

- **Metro Libraries of Ohio Columbus Meeting:** All nine metro libraries of Ohio directors and government relations

professionals met in Columbus at the Columbus Metropolitan Library to discuss the upcoming election and budget year with Ohio Library Council and Bricker & Eckler leadership. Both entities stated libraries would fare well in Ohio with either Mike DeWine or Richard Cordray as the next governor. OLC stated they will seek an increase to the Public Library Fund from **1.68% to 2.2%** in the upcoming state budget.

- **External/Community Meeting Participation:** ER&D staff attended and/or presented at the following external/community meetings:
  - Call to Action Community Luncheon hosted by former councilman Zack Reed.
  - Greater Cleveland Partnership Morning Conversation event with Blaine Griffin
  - City of Cleveland's Year of the Vital Neighborhood meeting hosted at our Carnegie West branch.

#### **DEVELOPMENT AND FOUNDATION UPDATES:**

- ***CPL Development Updates:***
  - CPL accepted a \$15,000 gift for STEM programming from Amazon.
- ***CPL Foundation Updates:***
  - The Foundation received a \$10,000 gift from Medical Mutual
  - Long-term Sustainability Plan Update

#### **TECHNICAL SERVICES**

Director of Collection Services Jean Duncan McFarren, Assistant Director of Technical Services/Collection Services and Acquisitions Manager Sandy Jelar Elwell, and Collections Manager Pam Matthews participated in the Management Team Planning Focus Group led by library consultant June Garcia along with selectors from the Main Library and Branches. Ms. McFarren and Ms. Jelar Elwell attended the first session of the Experience Team Meeting led by Deputy Director/Chief of Staff Tena Wilson along with other members of the CPL Leadership Team and the District Managers.

Ms. McFarren scheduled individual meetings with Technical Services staff to get acquainted with them and gain input about the current work. Ms. Jelar Elwell attended the Hotspot Launch at Woodland Branch on October 9th and the second session of the Brightspot Strategy UX Workshop for the Martin L. King, Jr. Branch on October 12th.

Materials Processing Manager Elizabeth Hegstrom accepted the position of Library Director at the Kaubisch Memorial Public Library in Fostoria, Ohio and her last day worked at CPL was October 26th. Receiving and Distribution Supervisor James Clardy was promoted to Interim Materials Handling Supervisor effective October 28th. Mr. Clardy and Catalog Manager Andrea Johnson will be assuming the responsibilities previously handled by Ms. Hegstrom. In addition, the Materials Processing Technical Services Associates and Senior Clerk will now be reporting to Ms. Johnson and the Materials Processing Technicians will now be reporting to Mr. Clardy.

Work continued on the Lake Shore facility roof replacement project throughout the month resulting in several Technical Services staff needing to continue working temporarily in other areas in the Lake Shore facility to avoid debris and fumes from the project that were affecting their work areas.

**Acquisitions:** The Acquisitions Department ordered 8,106 titles and 14,123 items (including periodical subscriptions and serial standing orders); received 15,738 items, 1,336 periodicals, and 276 serials; added 363 periodical items, 154 serial items, 755 paperbacks, and 1,130 comics; and processed 2,497 invoices and 23 gift items.

Acquisitions Coordinator Alicia Naab and Collections Manager Pam Matthews met with representatives from OverDrive to take part in a Marketplace User Interview which OverDrive is using to evaluate how users are manipulating the Marketplace website and to develop improvements to the searching and ordering process.

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

**Catalog:** Librarians cataloged 2,756 titles and added 4,139 items for Cleveland Public Library and added 1,345 titles for the CLEVNET libraries.

Catalog Manager Andrea Johnson organized a farewell celebration for Materials Processing Manager Elizabeth Hegstrom who resigned from the Cleveland Public Library to become the Library Director at the Kaubisch Memorial Public Library in Fostoria, Ohio. Technical Services Librarians Michael Gabe and Barbara Satow began reviewing trucks of non-book material.

Ms. Satow attended the Ohio Library Council Convention & Expo on October 3-5 and presented a poster session entitled "How you say it: examples of bias in the catalog" as part of the event's programming. Technical Services Librarian Erin Valentine attended the ALCTS Webinar: Special Collections Cataloging: Manuscripts on October 31st.

**Collection Management:** Collection Management selected 8,806 titles and 20,785 copies, and spent \$375,065 in October. These totals include the majority of the ordering that was done for the opening day collection at the South Branch.

Staff finished the selection of materials for South Branch's opening day collection. Collections Manager Pam Matthews worked with the vendor Ingram to facilitate two training sessions for Branch staff on using iPage, Ingram's ordering website.

Ms. Matthews and Acquisitions Coordinator Alicia Naab met with representatives from OverDrive to take part in a Marketplace User Interview and provide input about the user experience of their ordering website. Ms. Matthews, Collection Management Librarian Laura Mommers, and Director of Collection Services Jean McFarren met with a representative from the vendor Baker & Taylor to learn more about their materials leasing program.

**High Demand:** The High Demand Department ordered 9,105 titles and 20,493 items; received and added 8,802 items; and processed 414 invoices.

High Demand staff handled all aspects related to the ordering and receiving of the materials selected for the opening day collection at the South Branch.

**Materials Processing:** The Technical Services Associates cataloged 753 new titles for the Library and added 1,107 new records for the CLEVNET libraries. The Technical Services

Associates and Senior Clerk added 3,825 items. The Materials Processing Technicians processed 16,756 items for the month.

**Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 67 items to the Main Library for requests and 128 items to fill holds. Main Library received 156 telescopes, the Branches received 469 telescopes, CLEVNET received 44 telescopes, CASE received 8 telescopes, CSU received 3 telescopes, and Tri-C received 2 telescopes. A total of 682 telescopes were shipped out. The Receiving/Distribution Technicians sent out 617 items of foreign material and in total 15,722 new items were sent to the Acquisitions and High Demand Departments.

Receiving and Distribution Supervisor James Clardy participated in a Page Orientation for all the new Pages hired from the past two recruitments.

#### **MARKETING & COMMUNICATIONS**

Media coverage for the month of October included 22 print publications and 40 online, TV and radio stories. The full report, available in the Marketing & Communications Department, shows the top print publications and non-print platforms by reach. Headlines included "Cleveland High School Students Unveil Super Car Project" and "Cleveland Orchestra's Archival Scrapbooks Digitized."

Search Engine Marketing with cleveland.com resulted in the CPL ad being viewed 1,021 times on average per day, with an average of 147 clicks to the website per day resulting in a 14.4% click-through rate for the month. Nearly 80% of the click-through's were from some combination of the keywords *library*, *libraries*, *public*, and *cleveland oh*.

#### **Facebook**

	<b>2018</b>	<b>2017</b>	<b>YoY</b>
Net Page Likes	92	126	-27%
Avg Post Reach	15,713	3,476	352%
Avg Total Reach	16,410	4,962	231%
Average engagement	65	61	7%

#### **Twitter**

	<b>2018</b>	<b>2017</b>	<b>YoY</b>
Top Tweet	13,200	8,453	56%

(Impressions)				
Top Mention				
(Engagements)	2,907	891	226%	
Top Media Tweet				
(Impressions)	7,641	5,430	41%	
Summary				
	Tweets	31	123	-75%
	New Followers	227	95	139%

### Graphics

Graphics staff filled the regular requisitions for design, printing, and distribution, in addition to designing graphics for ads; the library website; digital signage; social media; staff newsletters; *Off the Shelf* e-newsletter; and weekly postings to the website home page.

## PROPERTY MANAGEMENT

### Painters

- Continued painting Langston Hughes front entrance roof under hang, also cleaned out gutters and downspouts.
- Rockport- repainted old teen room.
- Main- continual painting of dock foyer and hall.

### Carpenters

- Langston Hughes- power washed building.
- Main/Branches- continued checking all door mechanisms to ensure they are working properly.

### Mechanic

- Continued servicing snow blowers.

### Maintenance Mechanics

- **LSW**- continued with the auditorium access point project (CAT6 cabling).
- S.A. Comunale completed their quarterly sprinkler inspection and the five year system inspection for LSW and Main.
- Worked with ICS and Direct Air on replacing the old variable frequency drives for the main chilled water/heating pumps.

- **Lakeshore** - completed stacks area clean-up/mold remediation with Delta Industrial, currently maintaining 43% humidity in the space.
- Installation of replacement dock lift for LBPH completed.
- **Main**- continued with fancoil PM's on the 4<sup>th</sup> flr. (Foreign Lit./Children's area).
- Myers Insulation worked on sound attenuation for converted office space on LL Main. Completed CAT6 and power run for both desks.
- CAT6 and power run in Foundation office
- **Branches**- continued with boiler/heating equipment PM and winterization.
- Continued with pot feeder installation at branches in preparation for upcoming closed loop chemical treatment program.
- **Siemens**- one day Siemens basic training class for three maintenance mechanics.

**SAFETY & PROTECTIVE SERVICES**

Safety Services

- SPS updated all branch staff rosters and updated branch alarm keypads.
- SPS vehicle recall maintenance work started.
- SPS union staff evaluations were completed.

**PROTECTIVE SERVICES**

Activity

Month	Total Dispatch Activity	Ave per day	Total Alarms	Branch Emer-gency	Branch Visits	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
<b>Oct 2018</b>	4128	159	25	46	722	77	77	74
<b>Sept 2018</b>	3463	146	30	53	535	68	37	63
<b>Aug 2018</b>	3788	159	61	65	637	95	87	71
<b>July 2018</b>	4594	177	51	62	696	81	35	106
<b>June 2018</b>	3785	159	68	54	710	69	22	42
<b>May 2018</b>	5913	227	44	60	701	73	29	33
<b>April 2018</b>	4172	160	55	56	679	93	80	53

<b>March 2018</b>	4271	171	55	66	692	147	78	79
<b>Feb 2018</b>	4109	152	79	75	655	34	78	63
<b>Jan 2018</b>	3386	154	41	67	537	71	56	98
<b>Dec 2017</b>	4098	164	41	55	588	93	85	44
<b>Nov 2017</b>	3743	156	61	77	704	109	73	34
<b>Oct 2017</b>	3929	163	68	78	706	93	70	119

#### Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: MLK Greater Cleveland Congregation, LSW book signing, Councilman Kelly at South branch, Walz branch carpet installation, College Now at LSW, and Councilman Conwell at Rice branch.
- SPS branch patrol officers are touring closed branches.

#### Protective and Fire Systems

- Fire protection monitoring services were switched to IPS at Addison and Carnegie West. Guardian Alarms monitored those branches in the past.
- Maintenance mechanics installed door stops on LSW entrance doors.
- Fourth quarter fire drills underway at branches.

#### Contract Security

- Royce guards unarmed Fulton, Carnegie West, Collinwood, and Langston Hughes for construction crews.
- Royce after hours armed security monitored a broken window at Lake Shore facility after juveniles broke the window.

#### Administration

- SPS is using the Verizon Network Fleet to keep track of branch patrol vehicles.
- Video search requests completed for Fleet, Mobile Services, East 131, Lake Shore, Collinwood, and Cleveland Police.
- Questions and answers were completed and submitted to Human Resources for the upcoming SPS full time interviews.
- Finalized a contract between Calfee, Halter, Griswold Law Firm and CPL to have an SPS officer facilitate an active shooter class.
- SPS management participated in the arbitration hearing for terminated officer Anthony Green.



## **INFORMATION TECHNOLOGY & CLEVNET**

### CLEVNET Annual Meeting

The CLEVNET Directors held their fourth quarterly/annual meeting of 2018 on Friday, October 26, 2018, in the Learning Commons, on the second floor of the Louis Stokes Wing.

James Tolbert, Chair of the Executive Panel and Director of Milan-Berlin District Library, welcomed Vikki Morrow-Ritchie, the new director of Huron Public Library to the group.

Tim Diamond, CPL's Chief Knowledge Officer and liaison to CLEVNET, provided an update on CLEVNET's strategic plan with a focus on governance and technology. The amended CLEVNET agreement, with revised bylaws/procedures, a revised pricing model, and a revised term, has been approved by all the member libraries, except the Cleveland Law Library, the only non-public library in CLEVNET, which has a separate agreement.

Mr. Diamond reported that after the CLEVNET staffing model was adopted following the strategic planning process, 12 positions have been posted and 11 have been filled. The only position remaining to be filled is the second Library Systems and Applications Specialist position. A strong candidate has finally been found and, if all goes well, she will be introduced to the Directors at their January 2019 meeting.

The Executive Panel continues to think strategically and focus on three priorities: new members, the new data center in Columbus, and the core CLEVNET services, defined as the ILS (SirsiDynix); the network (including VoIP); technical support; and emedia/databases. Ancillary CLEVNET services are also valuable, but are not mission critical. These secondary services currently include public computer and print management from Cassie; mass notification of staff by InformaCast; and group purchasing with TechSoup. As for new members, the migration of Morley Library was completed in September and Mentor Public Library is scheduled to join in April 2019. Once Mentor Public Library comes into CLEVNET, all eight public library systems in Lake County will be CLEVNET member libraries.

Carrie Krenicky, CPL's Chief Financial Officer, was the star attraction of the annual meeting, as she is each year, because she presents the CLEVNET directors with the pricing for the next year at this gathering. Ms. Krenicky gave a detailed presentation, walking the group through the history of how the pricing model was updated for 2019; what recommendations were

made by GFOA, consultants on the project; and what new measures are being used and why. Each director was provided with a package with nine detailed reports. Ms. Krenicky reviewed each of the reports and reminded the directors that year-to-date budget reports for CLEVNET Special Revenue Fund 231 are posted each month on the CLEVNET members site.

Mr. Diamond distributed a handout of CLEVNET's priorities and goals, color coded to indicate which ones were completed in 2018; which ones will carry over into 2019; and which ones will be new for 2019. Any suggested changes or additions to this list must be brought to the Executive Panel for vetting. A strategic framework for the Panel to use when evaluating proposed projects and initiatives is described in the new operating procedures. Mr. Diamond explained that the list is used to report back to the membership, in a systematic and consistent fashion, on the status of the many projects underway.

Using the list, Hilary Prisbylla, Director of CLEVNET, updated the directors on the work of her Library Systems Team. She covered 19 different projects: five that were completed in 2018; five that will be carried over into 2019; and nine new projects approved by the Executive Panel.

Larry Finnegan, Director of IT, also used the list to update the directors on special projects and initiatives assigned to his team. He covered 18 different projects: three that were completed in 2018; nine that will carry over into the new year; and six new projects approved by the Executive Panel.

Brian Leszcz, Database Administrator, provided more information on Who's on My WiFi, a tool that tracks how many patrons take advantage of wifi in the public library. This service from the State Library of Ohio replaced what CLEVNET had developed in house and makes measurement of wifi use standard throughout the state. Although provided by the State Library, the product still had to be installed and configured by IT/CLEVNET staff at every facility used by CLEVNET member library patrons.

The next item on the agenda—transit times—provoked a great deal of discussion. Many of the member libraries are experiencing delays with the state delivery system. Katie Ringenbach, Director of Burton Public Library, volunteered to head an ad hoc committee to investigate the problem and make recommendations to the Executive Panel.

Before the meeting ended, the directors from the West Region and the South Region voted by paper ballot for the Executive Panel seats currently held by Director Tolbert and Carole Kowell of Medina County District Library. (The votes were counted after the meeting by Bryan Szalewski, CPL's Assistant Legal Officer. Results: Molly Carver of Sandusky Library will represent the West Region for a three-year term, and Laura Leonard of Twinsburg Public Library will represent the South Region, also for a three-year term.)

The next quarterly meeting of the CLEVNET Directors is scheduled for Friday, January 25, 2019, at a location to be determined.