

DIRECTOR'S REPORT

November 21, 2019

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

PUBLIC SERVICES

Programs and Services

Business, Economics and Labor

The Fall business series of classes, Running Your Small Business, continued on Saturdays through October. The classes included Promotional Items for Your Small Business, Google: Reach Customers Online, USPTO: Trademarks 101 for Your Small Business, and concluded with Photography for Your Website and Social Media. All classes were well-attended with engaged groups of patrons. Business, Economics and Labor Senior Subject Librarian Sandy Witmer emailed reminders to the business list throughout the month.

Business, Economics, and Labor Librarian Susan Mullee taught GED students about real estate terminology via Ready to Learn Reader & Language Arts Learner Workbook on October 7th.

Joseph Parnell, in conjunction with the CPL FIT/Harvest for Hunger Committee is continuing the creation, development, and execution of a series of participatory programs for CPL staff to engage in for 2020. These programs will touch on the five tenants of the CPL FIT mission statement which are Financial Wellness, Community Awareness, Career Wellness, Physical Fitness, and Mental Health Wellness.

Business Subject Department Librarian Zachary Hay continued work on the digitization of the Cleveland Institute of Art Cinematheque film calendars. He has begun the editing process of the digital files, including image cropping and rotating, and running an OCR function (optical character recognition) to help make the documents searchable. When all of the digital files have been edited, they will be uploaded to the library's Digital Gallery.

Center for Local and Global History Programming

On October 5th, Library Assistant Subject Department Lisa Sanchez hosted a film screening of "Ovarian Psycos" as part of the Hispanic Heritage Month programming. Attendees watched the film and had a discussion about the politics of survival, marginalized communities, and solidarity movements.

On October 12th, CLGH hosted the Genealogy and Family History Research Clinic provided by the African American Genealogy Society of Greater Cleveland.

On October 19th, Subject Department Librarian Terry Metter hosted Vermillion Institute Founder Steven McQuillin, who presented *Preserving Our Urban Centers*, a program which discussed his work on preserving cultural gems in Northeast Ohio.

On October 23rd, Mx. Sanchez visited the Hough branch to host "Putting Hough on the Map" a program to teach children about historical maps and photographs. The children viewed historic photographs of the Hough neighborhood using the Digital Gallery, then drew a map of what they want their neighborhood to look like in the future.

On October 26th, Library Assistant Subject Department Adam Jaenke conducted *Running Your Small Business: Photography for your Website and Social Media*. In conjunction with Business, Economics & Labor, it is one class from an ongoing series covering the basics of building an online business.

On October 19th, Map Collection Librarian Tom Edwards hosted seven people from the genealogy group, C.A.G.G.

Mx. Sanchez selected photographs for the department's weekly TBT feature. Some of the images included Central Ave. and East 55th St., Carnegie Ave. and the Union Trust building.

Mx. Sanchez selected images to be featured on CPL's Instagram promoting *Cleveland 20/20*. Some of the subjects for October included Superelectric Pinball, the Fourth Annual Drag Showcase at Beachland Ballroom, and new construction on East 17th St. and Euclid Ave.

Fine Arts and Special Collections

Music librarian Andy Kaplan did bibliographic instruction for a graduate music class from Case Western Reserve. He showed music resources to 11 students.

Special Collections librarian Stacie Brisker did a presentation for an African American book club on Charles Chesnutt. There were 8 people in attendance. The president of the club called to compliment Ms. Brisker on the program.

A filming of the Director promoting the Foundation Gala for November 16th was conducted in Special Collections. Fine Arts & Special Collections Manager Pam Eyerdam was invited to the Foundation program held at Board members home to feature items from Special Collections. This was a fund raising event for prospective donors. Library Assistant Mark Fox Morgan assisted with pulling materials and packing items safely.

Music at Main

The Ekklesia Reed Quintet performed on October 5th in the Indoor Reading Garden to an audience of 35 people.

International Languages Programming

Senior Subject Librarian Caroline Han hosted/organized 28 programs both in house and offsite to promote Chinese language and cultural understanding. Subject Librarian Victoria Kabo hosted two Russian language programs one at Main and another at Memorial-Nottingham Branch which attracted a combined 28 attendees. For the month, departmental staff sponsored 30 programs which recorded 161 attendees. These efforts helped promote CPL's strategic priorities by forming communities of learning among our patrons and their families.

Literature Programming

To honor Octavofest 2019 in the celebration of books and paper arts, Literature/Ohio Center for the Book (OCFTB) Librarian Evone

Jeffries facilitated a workshop on the art of making miniature books on October 2nd at the Lorain Branch. Ms. Jeffries was assisted by the Lorain Branch staff including Library Assistant Computer Emphasis Peter Roth, as ten children of the Lorain Branch community were guided in creating pop-up books and book marks.

On October 26th, Literature/OCFTB Librarian Evone Jeffries held a preparatory workshop for National Novel Writing Month (NaNoWriMo). The five participants in attendance (and one who registered but called to let Ms. Jeffries know she couldn't make it but requested the packet) learned details about NaNoWriMo, were guided to helpful Literature Department resources, and given a NaNoWriMo "survival kit" that included tools to inspire and to help them get through the challenge of writing 50,000 words in 30 days.

Popular Programming

Popular Library Clerk Daunte Bolden worked at the eSports event in the Learning Commons. Patrons played Super Smash Brothers, Samurai Showdown, and had a Tetris Tournament.

Knitting at PAL

Popular Library Manager Sarah Flinn and Public Administration Library Assistant Monica Musser hosted a knitting class for City Hall employees on the 2nd and 16th. Knitters are working on charity items for homeless shelters such as scarves and hats.

Lending Programming

Lending Manager Stephen Wohl assisted at the Terry Pluto Program hosted at the Carnegie West branch on October 22nd. The free event provided the over fifty patrons in attendance with the opportunity to interact with and get a book signed by Mr. Terry Pluto, a local author, newspaper columnist and sports writer for the Plain Dealer.

Main Library Tours and School Visits

Mr. Metter conducted two Library tours this month. Mr. Metter provided a tour of Main Library to seven members of a book club that had been active for 26 years on October 2nd. The members have read a new book every other month during that time and have never missed a meeting. They were inspired to tour Main Library after reading Susan Orlean's *The Library Book* and Eric Klinenberg's

Palaces for the People. Mr. Metter led 30 patrons from the Geauga County Department of Aging on a tour of Main Library.

Fine Arts and Special Collections hosted multiple tours, including 7 ladies from the CLGH Book Club, 25 international students from the Rotary Club, 74 1st graders from Youth Services, 15 seniors from Geauga County, a tour for Professor Travis McDad for Octavofest, 4 international college students from Italy and Brazil, 6 homeschool children and their parents, 28 Thomas Jefferson elementary students, 2 visitors from the Intermuseum Conservation Association and the Cleveland Metroparks, 28 middle school children from Roberts Middle School in Cuyahoga Falls looking at chess sets, and 52 miscellaneous people.

On October 4th, Literature/OCFTB Manager Don Boozer hosted a hospice patient in the department as part of a tour which Assistant Director of Public Services Robin Wood was conducting. The patient wished for her special day out to be taken to the library, and Mr. Boozer provided a sampling of rare and unique items that the Literature department had to offer.

On October 7th, Literature/OCFTB Manager Don Boozer conducted a tour for ten people from four states who were in Cleveland for a retirement party. The group was very impressed with the library and its collections and architecture.

TechCentral hosted students from College Now on October 23rd with a tour, demo, and hands on activities in the MakerSpace.

TechCentral Manager Suzi Perez and Library Assistant Computer Emphasis Denise Williams-Riseng led a library tour for Roberts Middle School on October 29th, focusing on Special Collections and the TechCentral MakerSpace. The class is designing their own 3D printed chess pieces.

TechCentral Coordinator Melissa Canan led a tour of TechCentral and the MakerSpace for United Way on October 29th.

Main Library Book Clubs

On October 25th, Literature/OCFTB Librarian Timothy Phillips hosted a Literary Frolics Friday event focusing on William Shakespeare's play *Titus Andronicus* with seven people taking part in the discussion.

Award Winning Book Club

On October 1st, Literature/OCFTB Library Assistant Michael Haverman hosted a session of the Award-Winning Book Club with five attendees discussing *The Great Believers* by Rebecca Makkai.

Get Graphic!

On October 3rd, Literature/OCFTB Library Assistant Nick Durda hosted the bi-weekly *Get Graphic! Book Club* with a discussion of *Threads: From the Refugee Crisis* by Kate Evans with seven patrons taking part.

On October 17th, Literature/OCFTB Library Assistant Nick Durda, along with former OCFTB Scholar-in-Residence Valentino Zullo, hosted the bi-weekly *Get Graphic! Book Club* with a discussion of *Drawn to Berlin* by Ali Fitzgerald with ten patrons taking part.

Main Library Outreach

Mr. Metter gave a presentation on genealogy materials at the Cleveland Public Library at the Tallmadge Family History Center on October 12th.

On October 12th, a Case Western Reserve professor brought her Assyrian culture class to Special Collections to view the unique cuneiform tablets from Sumeria dating to 2300 B.C.

A wedding for 16 guests was held in Special Collections on October 18th. The librarians met with staff from Lake View Cemetery on October 24th for a possible future collaboration.

After several months of planning, the Cleveland Public Library hosted its first Continuing Legal Education (CLE) course. Government Documents Supervisor Sarah Dobransky worked to secure qualified speakers, get approval from the Ohio Supreme Court and attain official sponsor status, and make arrangements for registration, and to provide the court specific documents with attendee information. Twenty-Four local attorneys attended the event that offered three hours of official CLE credit. Speakers included Cindy Kristoff (Head of Copyright and Document Services and Associate Professor from Kent State University), Kelly Riley (Manager of Electronic Resources at the Kent State University Library), Damian Porcari (Director of the Elijah J. McCoy Midwest Regional Office and the United States Patent and Trademark Office), and Craig Morris (Managing Attorney for Trademark

Educational Outreach from the United States Patent and Trademark Office). Trustee Thomas Corrigan joined the group to offer opening remarks. Science and Technology Librarian Jim Bettinger worked to advertise the event with the local organization Cleveland Intellectual Property Lawyers Association (CIPLA), who sponsor Maker Faire and donated to the Library for children's programming. He arranged for Georgia Yanchar, CIPLA president and partner at the Calfee law firm to speak at lunch about the Volunteer Lawyers for the Arts program. He also worked with Ms. Dobransky to secure Mr. Morris as the trademark speaker. All attendees were given the opportunity to fill out a program evaluation. The responses were overwhelmingly positive with requests to offer this course again. The Cleveland Public Library Foundation was gracious to provide lunch for the event, a benefit that was very much enjoyed by the attorneys, according to the reviews.

International Languages department staff was busy filling Long Loan requests for ten CPL/CLEVNET agencies. A total of 3,628 items were selected, processed and shipped to fill outstanding requests. To promote new materials, encourage greater use of library resources and increase awareness of CPL sponsored events, staff forwarded ten distinct emails/mailings to 2,059 patrons affiliated with department's mailing lists and listserv databases. These messages contained booklists of newly arrived materials, notices of upcoming library closings and related CPL news

October 15th, extended art exhibit was closed and plans were in place for a new art opening on November 15th featuring painter Zoya Trofimova which will run through the end of April 2020.

From October 1st through October 30th, the Literature department staff sent out 168 packages to fulfill 154 Homebound Services patron requests. Librarian Timothy Phillips is the primary coordinator and shipping processor of the Homebound Services program with Library Assistant Michael Haverman also taking a role in the service.

Literature/OCFTB Library Assistant Nick Durda, with assistance from the Marketing Department, created six new promotional emails for the *Get Graphic! Book Club* series using the Emma email marketing software.

Science and Technology Department Senior Librarian Jim Bettinger had 4 individual sessions of patent and trademark information, as the focus on this month was for IP Day (below, CPL150), a Trademark 101 class for Running your Small Business: Buying and Selling Online sponsored by Business Economics and Labor Department, and TYAB (Turning Your Art into a Business) at Rice Branch.

Mr. Bettinger presented Trademark 101, a class for Running your Small Business: Buying and Selling Online sponsored by Business Economics and Labor Department. There were 8 attendees for a very lively two-hour discussion.

Mr. Bettinger presented with Government Documents Supervisor Sarah Dobransky, An Overview of Intellectual Property, a class for TYAB (Turning Your Art into a Business) at Rice Branch on October 5th. There were 17 attendees for the 2.5 hour session.

Main Library Displays

Mr. Hay has regularly maintained Business Department's Career Opportunities bulletin board. Recent job postings found using the Reference USA database are posted every week, as well as job fair and training opportunities advertised by OhioMeansJobs, Cuyahoga County Job & Family Services, the Council for Economic Opportunities in Greater Cleveland, and other area organizations involved in providing career opportunities for job seekers. Business, Economics & Labor Department featured a display in honor of Halloween. Mr. Hay selected titles on the topics of sweets, candies, chocolate, and bakeries. Titles included business histories of manufacturers, memoirs of workers and entrepreneurs, economic analyses of industries, and ethical treatises on labor practices involved in these industries.

The Government Documents' display featured lab safety information from Occupational Safety and Health Administration (OSHA) and the Center for Disease Control (CDC). Library Assistant Alea Lytle took advantage of the multiple Ben Franklin "mascots" from the Federal Depository Library Program to look like clones in a science experiment gone wrong.

Literature/OCFTB Librarian Evone Jeffries created displays for NaNoWriMo and Cleveland Public Poetry, and prepared a display in the Main Lending Department for reading recommendations to celebrate National Novel Writing Month. Library Assistant Nick Durda made a temporary book display for Halloween featuring books on horror films/television, horror novels, and horror graphic

novels. Library Assistant Michael Haverman created and maintained the book display for the upcoming Award-Winning Book Club title in November and also created a display with items related to *Pipeline*, the current play being shown at Cleveland Play House.

PAL book displays for the month of October included tales with twists, Halloween, elections, and Cleveland true crime.

Popular Library Assistant April Lancaster prepared items for display at the satellite collection at Kelvin Smith Library.

Graphics provided Social Sciences with two mounted copies of a New York Times Book Review map of a true crime story for use in a book display and for posting on a shelving end-cap in the true crime section.

Librarian Helena Travka continued to restock books for displays on classic/popular meditation/happiness books and women. Ms.Travka assisted the manager with 100 Years of the NFL/Browns book display.

Collection Development

Business, Economics and Labor Senior Subject Librarian Sandy Witmer created a document and put it on the department's Shared Drive to help everyone more efficiently track three very similar annual sets of books.

Joseph Parnell prepared/sorted/boxed 7 boxes of withdrawn books which was sent to Better World Books.

Mr. Meggitt continued a review of 2,000 CONTENTdm records of items from the Cleveland Picture Collection, in an effort to bring consistency and accuracy to the descriptive metadata. He completed 100 record revisions/corrections in October.

Mr. Meggitt continued the item-level inventory of the Cleveland City Hall Collection. During the month he added unique identifying numbers, re-housed items, and created initial metadata for over 3,000 photographs, bringing the total to 26,029 (out of roughly 35,000 total items in the Board of Zoning Appeals section of the Collection).

Library Assistant Subject Department Danilo Milich uploaded 51 park plans to the Digital Gallery.

For "Putting Hough on the Map," Mx. Sanchez compiled images of the Hough neighborhood that had not been previously scanned. Mx. Sanchez added the metadata for these images and submitted them to be uploaded on the Digital Gallery.

Mr. Jaenke has been working on his assignments for Cleveland 20/20. This past month he has covered the Edgewater, Detroit-Shoreway, Downtown, Riverside, and the Kamms Corners neighborhoods, as well as the Cleveland portion of the Rocky River Reservation in the Cleveland Metroparks.

Literature/OCFTB Library Assistant Michael Haverman processed over 400 Urban Fiction and Graphic Novel titles transferred from Popular Library and added to Literature. Senior Clerk Deborah Nunez was able to locate 87 books that were previously marked Missing this month, and also processed four trucks of new books.

Social Sciences Librarian Mark Moore worked with Bobby Plapinger to secure a collection of baseball fiction titles from the 1940's and 1950's to add to the Sports Research Center's holdings. Most of the titles were from the authors Duane Decker, Frank O'Rourke, and Clair Bee.

Gifts

Mr. Hay continued work on locating items donated by the Garfield-Perry Stamp Club during the late 1940s, and subsequent decades. The Club recently got in touch with the library to determine the status of their donated items. Many items have been successfully located (in addition to the items that were already identified as being a part of this collection). The item identification project is nearing completion.

The Photograph Collection took possession of a September 2019 donation of 5,750 postcards of Cleveland and northeast Ohio. The donation was made by R. Michael Laurer.

The Cleveland Orchestra donated programs from their 2017 through 2019 season, and programs of their Blossom season 2017-2019 to Special Collections. Chess researchers from New York and Brazil wish to donate some chess tournaments to the collection.

Manager conferred with Cleveland Indians historian Jeremy Feador on Eugene Murdock oral history interview with pitcher George Uhle. In the process it was discovered that approximately 20 interviews are still to be uploaded to the Digital suite; the manager has begun that process.

The manager received an email inquiry from a librarian at Webster University in St. Louis regarding Indians General Manager Hank Greenberg and his utilization of jeeps to bring in relief pitchers from the bullpen in the early 1950s. Worked with the History Department to verify newspaper clippings, verify dates, players, etc.

Research that's Possible Only at Main Library

- A patron was looking for information on nonprofit grant funding. Ms. Mullee mentioned *The Rich Register: a Directory of America's Wealthiest People*. Cleveland Public Library is the only Ohio library that owns this resource.
- Mr. Parnell completed 3 detailed research questions for CPL Patrons. One was answered by mail and two were answered via call backs.
- CLGH staff found historic images of Geauga County sheriffs Stuart Harland and John Phelps for a researcher doing a history talk.
- CLGH staff found photographs for a patron of two different 1950s Cleveland eateries owned by their grandfather: the Coney Island Café on East Ninth Street in the Roxy Theatre building, and the Avenue Sandwich Shop on Euclid Avenue near East 17th Street.
- CLGH staff found images of the small playground on Public Square that existed during World War Two for a downtown organization. The City of Cleveland Department of Recreation hosted a small playground on the northwest quadrant of Public Square, where children could be dropped off and supervised while their parents did their shopping.
- CLGH staff helped a patron research their home, which was built in the 1880's. The patron suspected that the home may be haunted due to events that had occurred there, but the staff member's findings were inconclusive.
- CLGH staff provided a lesson on how to use the Plain Dealer Historical Database and the 19th Century American Newspapers database to a patron affiliated with a local group that is researching local activity in the Underground Railroad.
- CLGH staff provided a copy of Charles Schweinfurth's death certificate to a researcher.
- CLGH staff used microfilm copies of 1980s yellow pages to answer a question about psychiatrists practicing in Cleveland at that time.

- CLGH staff used the Ancestry Library database to provide a patron with information about the inhabitants of St. Joseph's Orphanage in 1910.
- CLGH staff used the Plain Dealer Historical database to find information about the 1986 Balloonfest for a documentary filmmaker in New York City
- CLGH staff helped a patron find images of the Louis Stokes Wing construction on the Digital Gallery. Staff also found images of LSW and Main Library in the Subject Cleveland Collection. The patron worked on the construction of LSW and wanted to compile records to pass onto his children and grandchildren.
- CLGH staff found images of the Fairfax neighborhood for videographer who is creating a video of the images to accompany an interview with a local historian who lived in the neighborhood.
- CLGH staff found a 1908 Cleveland Leader sports page for a patron who wanted to obtain a new scan after his physical copy eroded. The patron's grandfather was a former college football player and was mentioned in a Cleveland Leader article. Since the grandfather passed away before the patron was born, the article offers a personal connection to a lost relative.
- Patron from Cleveland Hts. toured Special Collections whose mother was friends with artist William Sommer who painted the mural in Brett Hall. He requested a copy of the exhibition catalog entitled *Out of the Kokoon* which was published in 2011 in partnership with the Cleveland Artist Foundation.
- 9 folders from the Howell & Thomas architectural plans were requested which are candidates for the National Registry (homes located in the Oakwood area of Cleveland Hts.)
- patron request for the book *Flxble: a History of the Bus and Company* (c2001) located in Special Collections and the only public library holding in the region that has a copy
- Patron request for information on Cleveland African-American architect Robert Madison
- Patron from Chicago requested to view letters by chess champion Jose Capablanca
- Patron request to view Howell & Thomas architectural drawings for homes in Shaker Hts.

- Aspire Auction House requested to view the catalog raisonne on the graphic art by Edvard Munch to appraise the value of a print.
- Patron requests for the following art materials: surrealist art by Giorgio de Chirico, sketchbook by Picasso, researching an African mask at the Cleveland Museum of Art, research on a Baroque painting by Ter Borch at the museum, research on Renaissance artist Fra Lippi, books on how to paint, how to make masks, creating an art curriculum, art of New Guinea, anime history, interior design books, color theory, art of M.C. Escher
- Patron request for the following music materials: biographical information on the O'Jays from Cleveland, guitar instruction books, how to build a recording studio, how to publish music, guitar tablature
- Patron request for the following music scores: Chopin's Prelude, Eric Satie's pieces, gospel songs variations, Fandango sheet music, fake books for guitar, music by Jethro Tull, piano music by Edie Gormet, guitar styles of Suzanne Vega
- Patron request for books on the occult in Special Collections
- Patron request for chess articles from *Chess Life* and *Chess Review* on the 1956 ratings. Staff found the catalog record misleading and had it updated.
- Patron request for beginner books on how to play chess
- Patron request for scans of an article from 1945 from the Danish chess periodical *Skakbladet* to be used in a blog posted on *Chess Notes*
- A chess author requested some research about chess dealer Dale Brandreth for a memorial article. Brandreth passed away in September 2019. Special Collections purchased chess items from Mr. Brandreth.
- Patron request to estimate value on a 1716 Homann atlas. Staff explained that the Library does not provide appraisals but did some research on the item.
- Patron request to pull books on English and biblical linguistics
- The Head of Public Services at the Ingalls Library at the Cleveland Museum of Art requested an article from the journal *Apollo*, 1983 (which was in storage at Lake Shore). Some of the stacks at the art museum library were damaged by

a water leak. The curator and librarians were grateful the Cleveland Public Library had the journal.

- In a group effort, Business, Economics, and Labor Librarian Zachary Hay, Senior Clerk Erick Walker and Ms. Lytle helped a patron find a very recently introduced bill in Congress titled the Freedom of Religion Act of 2019.
- Mr. Walker helped a patron find a Federal Register entry that she had not been able to locate, even with a citation. The passage that she needed was in a sub-tab in Govinfo.gov that had to be narrowed by date and then read to find the exact item that she requested.
- Ms. Dobransky is helping a Kent State University professor in the Social Sciences department with a legislative investigation into a Kentucky river that was diverted in the 1960's by the Army Corps of Engineers after a mayor and federal representative declared it unnavigable for the purpose of benefitting the local coal industry.
- During October, a patron called the Literature department asking for information on *The Best of the Token Jokes of the Morning: as submitted by WMMS listeners (1985)* by Jeff Kinzbach. CPL is *ONE OF ONLY THREE* libraries in the world, all in Ohio, to still own this book of local interest. A number of patrons also requested items through the Literature Department's Pull List for books for which Cleveland Public Library was the *only Ohio library to own* including *A Severed Head* (1964) by Iris Murdoch (nearest library: Detroit Public Library) and *The Shoemaker's Wife* (An adaptation of Hans Sachs' "Der Todte Mann", 1955) by David Thompson (CPL is one of only 6 libraries to own this book). There were also titles for which CPL was the *only Ohio public library to own*, including *The Realities of Fiction: A Book about Writing* (1962) by Nancy Hale (Within Ohio, only seven academic libraries own this title), and *P.G. Wodehouse's Uncle Fred Flits By* (1949, within Ohio, only three academic libraries own this title). For two other titles, the Public Library of Cincinnati and Hamilton County was the only other public library to own a copy of *The Wisdom of Eve: A Play in Three Acts* (1964) by Mary Orr and Reginald Denham and *The Quest for Corvo: An Experiment in Biography* (1997) by A.J.A. Symons (1997).
- Patron was assisted with subpoena information.

- A patron was emailed information provided by the Board of Building and Standards. The homeowner can file an appeal, a tenant has to contact Building and Housing.
- Assisted patron with urban renewal information.
- Assisted patron view Inventory of the Municipal Archives of Ohio online with Haithi Trust.
- A patron was helped with looking up National Electric Safety Code information.
- A patron was provided with Cleveland fence ordinances.
- PAL shared pension Legal Opinions with ILL and patron.
- PAL emailed patron information concerning League Park.
- Patron found map they needed on Sanborn uncorrected microfilm reel.
- Social Sciences Librarian Mark Moore assisted Interlibrary Loan with a request from Kevin Wandrei, a researcher at Boston College's Center for Retirement Research, for annual reports from Ohio's big public service retirement agencies.
- A company was looking to possibly refurbish the old Warner & Swasey buildings near East 55th Street. The architects are interested in history as well as the buildings themselves. Science and Technology Department has several relevant books. The most unusual (only CPL owns) is a hand-typed description of the buildings and company. This item was put together in 1940. The title is: Factory Report on the Warner ad Swasey Company, Cleveland, Ohio.
- Science and Technology Department identified a tree emailed to the department email address.
- A 1988 Ford Bronco wiring manual was provided to a patron along with Chilton and AllData Databases.
- Home Inspection Study Guide especially mold, asbestos, and radon treatment was provided to patron for her upcoming exam in 3 weeks.
- An article in .pdf format was provided from U.S. Forest Service, United States Department of Agriculture web site.
- A patron was emailed an SAE Technical Paper #973341 from a CD-ROM owned by Science and Technology Department.
- Science and Technology Department books were provided on fermented vegetables, microwave circuit design, and USMLE test guides, organic gardening (cover crop) and medical transcription.

- A patron was looking for 2006 and 2012 Center for Disease Control case studies results on Morgellons disease. The press release announcement of 2006 and results of 2012 case study were provided.
- A patron was looking at Science and Technology Department's copy of "Cleveland National Air Show" "National Air Races" 1929-1979.

Staff Development

Ms. Mullee attended Skills for Community-Centered Libraries: Building Connections on October 8th and October 22nd. She participated in the workshop and gave feedback on the material presented.

Mr. Hay attended the third and fourth (of four) trainings created by the Free Library of Philadelphia, the IMLS grant-funded pilot program, Skills for Community-Centered Libraries. The training took place at the library's Lakeshore Facility.

Mr. Parnell completed the Bookends training by attending the sessions on Circulation and Operations 101 at the Lakeshore facility.

Center for Local And Global History Page Lily Draheim completed Book Ends: Operations 101 on October 29th. Mx. Sanchez attended the Philly Pilot Sessions 3 and 4 on October 8th and October 22nd. CLGH Manager Olivia Hoge attended the Ohio Local History Alliance in Dublin, OH on October 4th -5th.

Fine Arts Librarian Andy Kaplan attended the pilot training workshop on October 22nd sponsored by the Institute of Museum and Library Services focusing on how public services staff can develop skills for community engagement. Mr. Kaplan and Mr. Rozman attended Book Ends training for Circulation on October 31st.

Fine Arts & Special Collections Manager Pam Eyerdam attended an Octavofest event at the Cleveland State Library featuring guest Prof. Travis McDade. McDade is the country's foremost expert on crimes against rare books, maps and documents. She also attended the regional conference meeting of Art Librarians (ARLIS) of the Ohio Valley on October 24th-25th in Oberlin, OH. Members were given tours of a Frank Lloyd Wright home, Oberlin Art Museum and the Clarence Ward Art Library.

Ms. Eyerdam prepared and coordinated tour training for staff scheduled for Oct. 24th and Oct. 29th. No participants showed up. Ms. Dobransky attended the 2019 Federal Depository Library Conference in Arlington, VA. She was both an attendee and speaker. She served on a 3-person panel with Megan Graewingholt from California State University's Pollak Library and Jen Kirk from Utah State University's Merrill-Cazier Library. The topic was the benefit of using government documents in library instruction from both the public and academic library perspective.

Ms. Lytle attended the webinar, "The Ohio Ethics Law: It's Everybody's Business!" from the Northeast Ohio Regional Library System.

On October 10th, Literature/OCFTB Library Assistant Nick Durda attended a webinar presented by the Comic Book Legal Defense Fund on *Addressing Identity Censorship* focusing on LGBTQ+ representation in libraries, programming, and graphic novel collections. Mr. Durda shared information from the webinar afterwards.

On October 17th, Literature/OCFTB Manager Don Boozer attended a virtual meeting online hosted by the Library of Congress of the directors of the state Centers for the Book. The meeting provided information on other Centers for the Book activities much of which could prove useful for the Ohio Center for the Book.

On October 21st, Mr. Boozer participated in a meeting of the Choose To Read Ohio Advisory Council held at the Ohioana Library in Columbus, Ohio. The attendees were able to "whittle down" the long list of nominees for Choose To Read Ohio titles in four age categories. Both Mr. Boozer and Literature/OCFTB Librarian Evone Jeffries nominated titles for consideration this year.

On October 23rd, Mr. Boozer participated in a webinar presented by NEO-RLS: Hosting a Wikipedia Edit-a-thon in Your Library presented by Beth Owens, Cleveland Museum of Art. The information gained from this webinar was directly relevant to programming ideas being considered, and Mr. Boozer was able to share helpful information with other attendees.

Staff shared evaluation information with Robin Wood. The evaluations took place at PAL on October 30th.

As PAL's FDLP Coordinator, David Furies attended the 2019 Federal Depository Library Conference in Washington, D.C. on October 21st-23rd.

On October 9th Monica Musser attended the annual Wellness Ambassador luncheon/meeting.

Social Sciences Librarian Mark Moore attended the 2nd Annual Norman Krumholz Lecture on the Future of Urban Planning by Dr. Swanstrom of the University of Missouri-St. Louis, speaking on "Equity Planning in the Divided City: The Gentrification Conundrum" on October 1st.

Travka attended: Webinar -- Brilliant Book Club Picks -- "Skills for Community Centered Leaders" -- October 8th & 22nd -- CPL FIT Wellness Committee Meeting - October 9th -- Back to the Book XX - October 17th.

Science and Technology staff Lakitha Tolbert attended Neo-RLS Back to the Book # 30. The topic was diversity in publishing with talks and interviews by diverse authors in the Mystery and Romance genres. Attended Philadelphia Free Library Pilot Program, a self-assessment and improvement program scheduled for roll out in 2020. Overseeing Warm Up Cleveland in Science and Technology by supplying knitting and crochet books along with free yarn and supplies. People are responding well.

TechCentral Manager Suzi Perez, TechCentral Coordinator Melissa Canan, Director Felton Thomas, and Chief of External Relations & Development Shenise Johnson-Thomas, met with representatives from DigitalC to discuss Digital Literacy in Cleveland on September 30th.

Library Assistants Computer Emphasis Cortney Gatewood and Hannah Kohr attended ALICE Training through NEO-RLS on October 8th.

Library Assistant Computer Emphasis Alison Guerin attended Harvest for Hunger and CPL Fit Ambassador meetings on October 8th & 9th, respectfully.

Library Assistant Computer Emphasis Cortney Gatewood attended Gaming & Esports meeting on October 16th.

Library Assistants Allison Collins and Mr. Credico attended SEIU 1199 meeting on October 16th.

TechCentral Manager Suzi Perez and TechCentral Coordinator Melissa Canan attended the City Club Forum: "For the People, By the People, in a Digital Age" on October 18th.

Library Assistants Computer Emphasis Jorge Arganza and Allison Collins attended the Library 2.0 Emerging Technology webinar on October 30th.

Mr. Wohl attended the final two sessions of the pilot training series titled "Skills for Community Centered Libraries" on October 8th and 22nd. The Institute of Museum and Library Services awarded the Free Library of Philadelphia a grant to design training for Public Services staff in skills for community engagement. "Skills for Community-Centered Libraries" will also be piloted by six other public library systems across the United States and Canada and will eventually be made freely available to any public library. Mr. Wohl's and other CPL staff participation and feedback on the materials presented at these four workshops, will help shape the final training curriculum.

Subject Department Clerks Lisa Myers and Angela Harris-Scott attended BookEnds-Operations 101 training.

Stephen Wohl, Reginald Rudolph and Tracy Isaac continued to work alongside the rest of the BookEnds training team.

Mr. Isaac continued to meet with the rest of the Labor Management Committee.

Mr. Isaac continued in his role as a member of the Norman A. Sugarman Children's Biography Awards Committee. The committee includes community partners in the Cleveland area, public and school librarians, educators, and other advocates for books, readers, and reading. The Sugarman committee will meet in September-December to discuss and select nominees, and vote for a winner and honor books in January 2020.

Mr. Wohl and Mr. Rudolph attended a forum on October 24th held by the Human Resources department which provided news and updates to HR policies and procedures.

Mr. Wohl assisted the Marketing and Communications department in filming a promotional video for the library. The video will be aired on social media to promote who is eligible and to demonstrate how easy it is to register for a CPL card.

On October 31st, Stephen Wohl attended the CLEVNET Circulation Special Interest Group (SIG) meeting at Medina County Public Library.

Cleveland Digital Public Library

Cleveland Digital Public Library hosted classes during October. There was a papermaking class on the 5th and both an "Images of You" photography event and a Finding Fonts Class on the 26th. Working with CPL FIT, ClevDPL hosted Yoga and Core Strengthening three times a week. Weekly Yoga and Core Strengthening offerings are regularly attended by over 35 attendees per week, and 100 during the course of a month. About half of attendees are from downtown offices and half from library participants in our FIT program.

- *Touch Wall*

The interactive touch wall in the third floor space in Cleveland Digital Public Library continues to be used by casual visitors and classes. It had content updates during October, and we have continued to refine content to enhance accessibility and use. Also during October, we were able to establish Monday afternoon programming using either the large touch wall or the Smart Board as gaming screens. We are using an Xbox. We are anticipating testing Google Stadia this November, and hope to be planning and making decisions regarding games soon.

- *Cell Phone Based Digital Exhibition Tools*

ClevDPL is anticipating continuing to work with a team of librarians and the CPL Foundation to implement a system that enables exploration of library exhibits using cell phones. The decision process is on hold until late fall of 2019.

Videography and Photography

Before October, ClevDPL has finished loading all of the videos from Sports Research Center, Cleveland Restoration Society, the Andrew Venable Oral History Project, Cleveland Growing Strong, and Library Institutional Oral History interviews onto Internet Archive and YouTube and, working with CPL's Internet Team, has also embedded them in ContentDM records in the Digital Gallery with transcripts derived from YouTube closed captioning. We have converted Sports Research Center interviews that were done using audio only recordings to video formats with slideshows so that they too can be loaded onto YouTube and close captioned. Many of the Murdock baseball audio recordings have not yet been converted to be presented online, and these legacy recordings remain a challenge in terms of time and resources needed for the conversion and presentation.

Working with OPS, ClevDPL staff has continued to load this year's new patron interviews done for Sesquicentennial into ContentDM and Internet Archive, using the same processes as those used for our other oral history collections. By the end of the year we expect to have 60 or so additional video interviews for the institutional oral history collection in the Digital Gallery.

Scanning Assistance

Cleveland Digital Public Library staff assisted 15 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.

Collection Development

- Victory Report: JGW Archive:

This month the staff will have finished a 8 month project digitizing and uploading John G. White's personal archive (The John G. White Archive) containing photographs, letters, newspaper articles, legal documents, some research material about Yellowstone and the west, as well as various versions of his diaries and views of fishing.

The collection:

Box 1 contains: 20 folders, 134 items within those folders, totaling 700 images created.

Box 2 contains: 24 folders, 959 items within those folders, totaling 1,933 images created.

Box 3 contains: 8 folders, 189 items within those folders, totaling 375 images created.

Box 4 contains: 7 diaries, totaling 417 images created.

Total: 52 folders, 1,289 items, 3,425.

Boxes one, two and three have been uploaded using the manuscript template within CONTENTdm while the diaries from box four have been uploaded individually.

Preservation

Managing Art Collections

CPL has one of the largest and most significant Art Collections in any public library in the country. ClevDPL is currently updating the database listing of items in the collection, and is currently exploring collaboration with financial services to add all of CPL's art holdings to the real property inventory maintained in our MUNIS system so CPL's art will be audited on a regular schedule.

The library has allocated resources to train staff in art handling, and training will commence in November.

BRANCHES

During the month of October, the Public Services Branches maintained their commitment to provide effective service through programming and community outreach. The Langston Hughes Branch hosted a successful program entitled, "Hughes, History and Harmony, Stories and Songs in the Key of Langston" which featured Dr. Akiba Sullivan Harper, English professor from Spelman College as our keynote speaker. The featured panel also included Dr. Regennia Williams, who moderated, Prof. Sherlynn Allen-Harris and Ms. Kwanza Brewer. Sherrie Tolliver and Greg White read poetry by Hughes. Music was provided by the Whitehouse Band. Other branch highlights were: Coordinator Jill Pappenhagen and the BBTC were awarded The Bellaire-Puritas Development Corporation's Community Builder Award at this year's community summit! Additional branch highlights are as follows:

DISTRICT ONE

Eastman - To honor Hispanic Heritage Month, Cassandra Feliciano had *Chilean Rain Stick craft* where kids made "rain sticks" from paper towel rolls, aluminum foil, rice, and paint to decorate. She spoke with youth on how rain sticks are used in many cultures for dance rituals, harvesting, and to bring rain for the crops. Ms. Feliciano held an information table at Louis Agassiz for their Family Night on 10/30/19. Library Assistant Nancy Smith and Ms. Feliciano had a Halloween party for families on 10/29/19. Attendees participated in a costume contest, played games and won prizes, and enjoyed snacks and refreshments.

Lorain - Youth programs presented at the Lorain Branch in October 2019 included weekly Origami Hour, a Hispanic Heritage Month Family Film, Get Your Game On, Halloween Canvas Art, Halloween Pumpkin Painting, Scary Stories to Tell in the Dark, 3D Printing Basics and Papier Mache MakerLabs. A Bookmaking program was also presented to our youth as part of Octavofest thanks to a collaboration with the Literature Department. A short story book club was held every other Saturday for adults. Library Assistant Youth Emphasis Todd Fagan represented the Cleveland Public Library at the Max Hayes Parent Teacher Conferences and Branch Manager Crystal Tancak represented CPL at Halle Elementary School's dance and story time and Project Red Cord's Night Out.

Rockport - Rockport Branch is excited to have America Reads tutors at the branch on Mondays through Thursdays as many youth are utilizing this service. We have been hosting Read to the Beat twice each Tuesday for large groups. Our young builders had a lot

of fun with MakerKit Mania and Construction Club. Video Game Day was a hit as always. Councilman Brian Kazy met with Library representatives to learn about Rockport's place in the Library's Master Plan. TechCentral held a Computer Basics series on Wednesdays. The Best Buy Teen Tech Center members have been focusing on their photography skills this month. Some members joined us for a field trip to Holden Arboretum to take nature photos. We also hosted photo shoots for Sweetest Day and Halloween to practice lighting and Photoshop skills. Our monthly attendance approximately 500. Coordinator Jill Pappenhagen and the BBTC were awarded The Bellaire-Puritas Development Corporation's Community Builder Award at this year's community summit!

Walz - Walz' Saturday morning Book, Movie and Doughnut book club is becoming a hit. In an effort to enhance our youth area, the branch added bean bag chairs and various games for our youth to enjoy.

West Park - The West Park Branch maintained an active month of programming. LACE Katie Power presented the Sketchbook Makerlab. Monthly weeding was completed during the first two weeks. LAYE Jeanna Sauls partnered with our Art Therapy instructor, Sarah to make Luchador Masks to round out our Hispanic Heritage Month programming. Ms. Sauls also prepared Halloween centered crafts for the month. Assistant Manager Jamie Lauver hosted the West Park Neighborhood Development "Walk on Wednesday." This was an after-hours event. Participants were given a tour of the branch and an update on the branch Facilities Master Plan. Children's Librarian Libby McCuan hosted a very enthusiastic Spelling Bee on "Dictionary Day." Lunch & Learn was hosted by Nancy Miller, RN from Hospice of the Western Reserve. This was our third Lunch & Learn and the topic was "Dreams Fulfilled: Creating & Achieving Your Bucket List." Children's Librarian Libby McCuan held our second Escape Room, which was popular with both our adult and youth patrons. The theme was Haunted Escape Room to tie in with Halloween. Our LACEs Katie Power and Nina Rivera created a Haunted Ohio display with interesting information about local haunts.

DISTRICT TWO

Brooklyn - Brooklyn Branch had increasingly busy month of October. The branch saw an increase in youth attendance on Thursdays with an area school math teacher tutoring students, and with the continuation of WII play. Other branch programs included: Tri-C Ghost Hunters founder and author Greg Feketik on

October 19th, and a National Chemistry Week program entitled Marvelous Metals on October 24th. Youth librarian Laura McShane continued community engagement with MetroHealth and outreach to Denison school. Branch Manager Ron Roberts provided outreach to high school refugee students at Thomas Jefferson, and spoke to staff at Horizon Denison during their professional development day. Mr. Roberts also met with representatives of community groups (MetroWest, Julia DeBurgos, and Gateway Church) about future opportunities for networking and collaboration.

Carnegie West - Goldfarb Weber Creative Media filmed a commercial/public service announcement for the Legal Aid Society of Cleveland on October 15th. The meeting room also hosted the first meeting of Cuyahoga County library directors discussing strategies to support Census 2020. John Wagner, of the United States Census Bureau, has hosted a job opportunity table every week this month and will continue to do so throughout the rest of the year; over a dozen people have met with him to discuss the part-time work available now and into 2020 with the U.S. Census Bureau.

Fulton - Fulton Branch had a variety of organizations utilize the meeting room: Aspire (ESOL and Citizenship classes), supervised family visits, Census 2020 (recruiter), Greater Cleveland Food Bank (Healthy Foods Workshop), Museum of Contemporary Art (made personalized books), CWRU (Mean Green Science Machine), and a Walgreens Job fair. District Clerk Lindsay Palma attended the Annual CPL FIT Ambassador luncheon. Children's Librarian Beverly Austin offered after school crafts (faux tie dye socks, and mask making), and a Boos & Ghouls Halloween party to nearly sixty patrons; provided in house story-times to Salvation Army; and outreached to the following locations: St. Rocco, Garden Christian Academy, Kids of the Future, Clark Elementary, Thomas Jefferson Newcomers, and Lincoln. District Manager Luigi Russo partook in the following meetings: External Relations & Development/Marketing meeting to discuss needs and challenges of the branch, and Capital Projects to discuss an opportunity to pilot a new carpeting material.

Jefferson - October is always a fun month at the Jefferson branch. Multiple weekly class visits to and from Tremont Montessori were in full swing. The youth staff also visited Merrick House and Horizon Daycare to share stories with kids of all ages. The branch presented Anime Club, Whatever Wednesday's crafts, Hispanic Heritage, Adulting 101, Karaoke, and eGaming to young patrons throughout the month. The Tremont Think and Drink book club continues to be strongly attended and the branch hosted

its Adult Clubhouse (attendees created God's Eyes and created stamp art). The staff continued to participate in its community: attendance at the monthly MyCom meeting, the City of Cleveland Ward 3 meeting, and a joint presentation with Tremont Montessori staff highlighting opportunities with the Library's MakerSpace. A Halloween themed library display greeted participants at the October Walkabout Tremont. Also, staff expanded their skills by attending NEO-RLS's Back to the Book XX: Focused on Diversity in Reader's Advisory as well as Starting Point's OST Symposium Equity: A Zipcode is Not a Destiny.

South - The South Branch continued the celebration of Hispanic Heritage Month by hosting different programs such as learning how to make Worry Dolls, which are a craft from Guatemala. The youth staff received many class visits at the branch; grades ranging from 3-7th grade received branch tours, signed up for library cards, and checked out books. Library Assistant Youth Emphasis Joel Lefkowitz partook in the Scranton Elementary School Literacy night, which was held at the branch. Children's Librarian Jennifer Moncayo participated in the Family Partnership Institute, held at Lincoln West High School; participants were informed of the many resources Cleveland Public Library has to offer. The Vocal Arts Mastery Program and the Classical Guitar Society have had several patrons interested in their musical programs. The South Branch hosted "Una Tarde En La Biblioteca"; this CMSD program gave Spanish speaking parents the opportunity to find out about all the resources the Library has to offer.

South Brooklyn - South Brooklyn Branch continues to have many organizations utilize the meeting room. The branch's coffee cart (staffed by Recovery Resources) continues to serve hot and cold refreshments. Children Librarian Ronald Palka-Roman, provided outreach to Loving Cups Daycare. LAYE Raymond Cruz hosted Gamer's Guild (video game club) to 40 youth; offered MakerLab: Makey Makey Giant Piano, Collaborative Art, and Hispanic Heritage crafts (Maracas and Skelenistas); provided outreach to William Rainey Harper, William Cullen Bryant, and Old Brooklyn Fall-O-Ween Festival. Assistant Manager Tammy Houghton attended the following: Book Ends Trainer (Customer Service, Sirsi and Circulation), and HR Forum. District Manager Luigi Russo participated in the following: Second District Community Relations Committee, Board Meeting, External Relations & Development/Marketing meeting, and North Coast Community Homes.

DISTRICT THREE

Garden Valley - Children Librarian Ms. Csia and Library Assistant Youth Emphasis Mr. Burks continue to organize and implement the Growth Plan for Early Literacy at the Garden Valley Branch. Dr. Ruri Famelia from the OSU Crane Center for Early Childhood Research visited the Garden Valley Branch, and was very pleased with the additions/changes made to the children's area. Mr. Burks also conducted the Hispanic Celebration program where children learned about Hispanic culture through music, videos, history, and food. Ms. Csia organized 6 STEM programs that are presented by Mr. Scruggs from the OSU Extension program; the children are given hands-on projects that promote creativity (Stomp Rockets, Oobleck's, Balloon Powered Cars, and Catapults). Assistant Manager Mr. Smith attended the MyCom meeting. Library Assistant Computer Emphasis Ms. Woodman and Ms. Barnes conducted the Week of Tim Burton program: young library patrons watched several films and designed a monster to go with the movie.

Hough - Ms. Spivey re-started the Teen Club program and added another weekly story time at the local Daniel E. Morgan School, which is in addition to the story times at Lexington-Bell Day Care and Children's Community College. Art therapy continued, and the group worked on a culminating project to create and display every letter in the alphabet to be displayed around the branch. Other programs held were Putting Hough on the Map by the digital library, weekly computer classes by TechCentral, and the Maker Lab: Awww Snap circuits.

Clerk Denene Mason joined the Harvest for Hunger Committee and attended her first meeting Branch Manager Lexy Kmiecik attended the yearly meeting for the NEO-RLS Bylaws and Policy Committee. Mrs. Kmiecik attended multiple meetings for the upcoming Bookends module, Tech@Work, and also taught two Bookends classes: Customer Service and Circulation. Mrs. Kmiecik, Jeremiah Swetel and Jasmine Sims attended the Midtown Corridor meeting to discuss Hough's new building with community stakeholders. The branch welcomed Hannah Kohr, from Tech Central, as the new Library Assistant Computer Emphasis.

Martin Luther King - Youth Service staff conducted several story time visits to Luvng Handz day care, and PNC Neighborhood Connections Center.

Children's Librarian Angela Margerum attended "Breakfast with Brian," in which the community met with CEO Brian Williams to discuss upcoming events, and Cleveland School of the Arts parent

advisory committee to discuss upcoming programs and services offered by the branch. Teens participated in teen read week with a celebration of comic books and cartoons. The picture book bin pilot is going smoothly and patrons have enjoyed the usability of the new system. College Now/Impact 216 continued with its ACT/SAT preparation for teen patrons. Line dance instruction with District Library Assistant Youth Emphasis Eric Eubanks continued to promote health and wellness among participants.

Interim Branch Manager Shanell Jones conducted the monthly book club with Fenway Manor residents: *The Darkest Child* by Delores Phillips, and *I almost Forgot about You* by Terry McMillan were discussed, attended the 7th annual PNC celebration to thank the community, and facilitated the Free Library of Philadelphia pilot course. The branch welcomed Eugene Callier to the team as the Library Assistant Computer Emphasis.

Sterling - The Greater Cleveland Food Bank selected Sterling as one of the sites to test-pilot the new FastCAT attendance program, the testing will begin mid-November and continue through the first few months of 2020. Branch Manager Monica Rudzinski hosted the Promise Directors Network Meeting and Luncheon at Sterling: early learning center directors, CMSD and Nurse Family Partnership staff met at Sterling to discuss early learning initiatives in the Central Neighborhood. Center for Arts-Inspired Learning yoga and music therapy programs resumed. Children's artwork from the monthly Octavofest in Promise classes at Sterling is on display at the Morgan Paper Conservatory. With the help of Art Books Cleveland, CSU Occupational Therapy students and library staff, Central Neighborhood youth worked on their literacy skills through artwork.

Woodland - Library Assistant Youth Emphasis Ms. Newsome and Children Librarian Ms. Drake El presented age-appropriate story times for the All-Around Children's Day Care, Catholic Charities Head Start/King Kennedy, Friendly Inn Child Development Center, and New Beginnings Day Care. Library Assistant Computer Emphasis Mr. Laprairie continued to conduct the Greater Cleveland Foodbank Kids Cafe Program and a facilitated a MakerLab. The Youth Staff hosted informational tables for Family Night at East Tech High School, and the Friendly Inn Harvest Festival, in which they provided information on upcoming programs, classes, online & digital materials, and other resources at the Cleveland Public Library.

DISTRICT FOUR

East 131st Street - The East 131st Street Branch kicked off the month with the Global Cardboard Challenge on Saturday, October 5th. The event transformed the community room into a cardboard arcade designed by the youth of East 131. Along with Councilman Bishop, Ms. Marquez met with Jeramiah Swetel to review the Facilities Master Plan with focus on the East 131st Street Branch and the Mt. Pleasant Branch libraries. Ms. Felder and Ms. Marquez completed the Philadelphia Pilot Project. Ms. Marquez met with Piet van Lier to begin the conversation around out of school learning in libraries. On October 16th, 2019, Ms. Marquez facilitated a breakout session at the City of Cleveland's Sustainability Summit. Ms. Marquez participated in the Cleveland Rising Symposium from October 29th to October 30th. Ms. Felder facilitated a knitting class for all ages and a MakerLab: Make a Giant Piano. Carla Carraway, LACE, assisted the "Volunteens" in kicking off the Corlett Book Club with the book *Dear Martin* by Nic Stone. The books were generously donated by MyCom. Fifteen youth participated in the book discussion on October 24th, 2019. East 131 ended the month by hosting Make A Difference Day.

Volunteers from the community including youth participated in this neighborhood cleanup event. The youth garden club of East 131st branch repotted the annuals from the planters along East 131st Street to indoor pots as an experiment to see if they can keep the plants alive as houseplants during the winter months. Their ultimate goal is to replant the plants in the spring for the street beautification project.

Fleet - The month of October at Fleet featured the Cuyahoga County Board of Elections: Poll Worker Training which was hosted in FLE's Meeting room with maximum attendance. The Operation Fresh Eyes initiative is being put into practice with a total clean-up and clear-out of the staff room. Property Management has been hard at work installing new exterior lights for the parking lot; replacing damaged carpeting in the Adult Collections Area; and connecting a door alarm to the emergency exit in the Meeting Room. Lastly, Branch Clerk, Eugene Callier was promoted and transferred to the Martin Luther King Jr. Branch as the new Library Assistant Computer Emphasis.

Harvard Lee - Branch Manager Kristen Schmidt and Youth Librarian Olivia Morales conducted two MakerLabs -- Aww Snap Circuits: Making Electronic Circuits, which was enjoyed by multiple children. A new daycare joined the HL community's service area. Ms. Pooh's Play School on Lee Road opened in mid-August, and

owner/teacher Gayle Cummings visited the library with eight preschoolers. Ms. Olivia Morales provided daily homework to HL youth who appreciated her willingness to assist. LAYE Kevin Moore conducted a story time, he read three books focused on the alphabet, for the preschoolers at CEOGC's Louis Stokes Daycare Center. Branch Clerk Rhonda Henderson hosted the branch's monthly meeting of our Adult Book Club in collaboration with Oak Street Health. Ms. Kristen attended the Ward 1 meeting at Harvard Community Services Center. The Branch hosted our monthly health screening table, Take Charge of Your Health, with Metro Health via the Partnership for Urban Health. MyCom's service area has expanded to include Lee-Harvard. Ms. Kristen is pursuing a partnership with Lisa Mack, as well as Recovery Resources on HIV-prevention informational programming.

Mt. Pleasant - MTP started the month out by hosting an interview with famous Cleveland attorney Frederick Nance as part of CPL's partnership with WOIO. For the month of October, MTP coordinated a number of well attended youth programs: Here Comes Autumn - an autumn themed craft event. A Celebration of the Books of John Steptoe - staff showed a video of Gordon from Sesame Street reading his classic book, Stevie, and then the kids created watercolors. During Friday Night Frights staff showed Halloween themed films, served popcorn, and performed simple Halloween-themed crafts. Attendance at each event averaged 15 to 20 adults and kids. Additional programming includes LACE Larisse Mondock presenting an impromptu paracord bracelet making craft and mini Super Clash Brothers tournament. LACEs Kyra Berzonsky and Latrisse Mondock presented basic computer skill classes at Life Exchange Community Center with classes filled to capacity. Children's Librarian Mark Tidrick attended a Youth Mental Health First Aid training session at the Cleveland Clinic. He is now certified (for three years) to support youth who show signs of mental distress and trauma.

Rice - Rice welcomed student worker Quentin Williams who joined the Rice team as our Saint Martin De Porres worker. The month of October started 18 weeks of STEM fun with Great Lakes Science Center - Each week children enjoy mixing science, fun and learning with programs from the Great Lakes Science Center. Rice branch continued its very busy month with a visit from the Cleveland Metro parks Reptile and amphibians - Over 50 children learned and met turtles and snakes! Four weeks of Tech Central maker labs - Each week children participated in a hands on tech central maker lab including 3D printing and button making!

Union - For the month of October, Youth staff Tamara Steward and Valerie Johnson visited John Adams High School to speak with the seniors about the latest YA books, how to do research at the library, career choice and more that the library has to offer. Afterschool youth enjoyed the Make Your Masterpiece: Digital Darkroom Maker lab program. Youth also had a chance to create a Halloween take home craft and attend a Halloween party filled with fun, food, games and a movie. Teens learned about China through books, movies and more during the Armchair Travel program. Ms. Williams and Ms. Johnson attended the first in class session of True2U mentor program. Ms. Williams is assigned to mentor at Scranton Elementary and Ms. Johnson is assigned to mentor at Michael R. White. On Wednesdays, throughout the month, Mr. Wagner from the Census Bureau set up an informational table to assist patrons in learning about the upcoming 2020 Census and Job openings.

DISTRICT FIVE

Addison - Addison partnered with our SPARK representatives, Monica Gaulden and Demitria McKenzie, to have a Fall into Fun Family Literacy program that was held on Saturday, October 26, 2019. The families enjoyed story time, crafts and other literacy activities. Ms. Briggs has attended a similar SPARK event at Case Elementary School and the families were engaged in the lesson. Mrs. Gaulden and Ms. McKenzie hope this will lead to more opportunities to give this type of program throughout District 5. In addition, this event met Addison's strategic goal to increasing family programming. Addison's Code.org Afterschool Program has six regular participants. The participants seem to enjoy both the unplugged and plugged activities, and sometimes stay after to complete projects. We have received our MyCom grant. We tentatively plan to implement the FIRST LEGO Robotics League on November 5, 2019. Addison had to increase Cleveland FoodBank lunch deliveries from 40 to 60 lunches a week this month.

Collinwood - Collinwood Branch has begun the after school tutoring in collaboration with Cleveland State University. The branch was very pleased to welcome Cuyahoga County Councilwoman, Cheryl Stevens to join LAYE, Kiaira Jefferson as a celebrity reader for her story time with Keys 4 Kids Daycare on October 11, 2019. She read one of her favorite books, "The Little Engine That Could" to encourage the children to not give up and keep trying to achieve their dreams and goals. Youth Librarian, Adam Tully hosted an outreach table at CEOGC Community Day on October 15, 2019. Ms. Jefferson hosted a table at the "Lights on

Afterschool Open House" on October 24, 2019. LACE, Ericka Smith hosted the second of two "What Every Tenant Should Know" workshops for patrons. Library branch partner, NEON Health Centers finished up its 6-weeks Diabetes Education Program on Thursday, October 17, 2019. Branch Manager Ms. Peak attended the Birthday Celebration for Mahdi Gandhi, City of Cleveland Sustainability Summit, and the District 5 Safety Awards ceremony.

Glenville -This month the Chess Club continues with a minimum of ten participants each Saturday and they are challenging the Adult players successfully. Staff, Jamilah Salaam-Bey attended the Early Childhood Literacy training. Branch Manager, Sharon Jefferson attended Manager's Meeting, HR Forum/Management Staff Meeting, and the Cleveland Rising Summit Seminar.

Langston Hughes - As the branch prepares for upcoming holiday programming, the following programs were offered for the month of October: After school tutoring from America Reads, every Monday through Thursday, 3-5:30, Free Computer Classes featuring the Microsoft Word Series, every Thursday from 3:15 - 4:45 pm; Langston Hughes Chess Club every Wednesday from 4- 5:30 pm. "Hughes, History and Harmony, Stories and Songs in the Key of Langston" which featured Dr. Akiba Sullivan Harper, English professor from Spelman College as our keynote speaker was presented on Saturday, October 5th from 2-4 pm. The featured panel also included Dr. Regennia Williams, who moderated, Prof. Sherlynn Allen-Harris and Ms. Kwanza Brewer. Sherrie Tolliver and Greg White read poetry by Hughes. Music was provided by the Whitehouse Band.

Memorial Nottingham - Memorial-Nottingham Branch began the month of October creating an informational display about breast cancer awareness as an homage to honor Breast Cancer Awareness Month. Branch Manager, Pasha Moncrief Robinson and Library Assistant-Computer Assistant Cassandra Dunn-Childress collaborated with University Hospitals Seidman Cancer Center in creating this display. Mrs. Moncrief Robinson attended the Friends of Collinwood Recreation Center meeting. She also met with Ms. Nan Kennedy, one of the founders of Waterloo Arts located North Collinwood. Ms. Rivera presented at the Oliver H. Perry's Family Literacy Night and Imagine Bella Loving Academy after school program. She provided information about early literacy and after school programming at Memorial-Nottingham. Ms. Rivera also attended the NEORLS Back to the Book XX: Diversity in Children's Books event. Library Assistant-Youth Emphasis, Marvin Benton made a Fall Book Sale display to promote sales of the weeded children materials.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

In the month of October the Library hosted approximately 228 programs ranging from fiction writing workshops to neighborhood law clinics. The Library offered 69 preschool story times to children throughout the city in addition to food service at all 28 locations. Educational services such as GED and ESOL, SAT and ACT preparation, and citizenship classes were held at 8 branch locations and Main Library while K-12 after-school homework help was offered at 14 branch locations.

In the month of October \$39,521.77 was encumbered in support of library programming and services. The majority of October expenses were dedicated to the production of the Library's annual Maker Faire event held in November.

EARLY CHILDHOOD

On the Road to Reading continues to serve twenty four classrooms with weekly story time and book deliveries. On average the OTRR program circulated 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 2,040.

YOUTH

Express Yourself! Youth Art Workshops continue at East 131, Hough, Sterling, and West Park branches. Workshops are offered two days a week at each of the participating locations. In each session, participants learn to develop their art skills using different media - drawing, painting, sculpting - for self-expression. Licensed art therapists facilitate workshops. Between the four branches, art therapists have interacted with roughly 300 youth.

The Cleveland Museum of Natural History (CMNH) Family Pass Program is an expansion of a two-year pilot program. Passes for a one-time general admission visit to the museum for a family of up to 6 people are available for check out at all Cleveland Public Library locations. Each library location receives five passes per month. Fifty additional passes per month are held in OPS.

College Now, an ACT/SAT prep program resumed classes on Tuesday, August 20th, for the 2019-2020 school year at Louis Stokes Wing

location. For the fall session, College Now maintained an average of 12 students. Fall classes concluded November 1st. The winter session will resume on January 14, 2020.

Throughout the school year, the Greater Cleveland Food Bank partners with schools and nonprofit after-school programs to provide children with a nutritious dinner. Kid's Café is offered at all 27 Cleveland Public Library branch locations, in addition to Main Library.

Read to the Beat, a music therapy session facilitated by music therapists for early learners, was offered at Rockport Branch on Tuesdays from September 10 - October 15, 2019. Two sessions were also held at the Cuyahoga Community College Family Academy on Saturdays throughout October.

In the month of October CSU Viking Corps and America Reads Tutoring services were offered at Addison, Collinwood, East 131, Fleet, Fulton, Garden Valley, Glenville, Hough, Langston Hughes, Rice, Rockport, Sterling, Walz and Woodland Branches. Assistance is offered in the subjects of include math, science, history, and language arts, Monday through Thursday, 3-6 p.m. America Reads tutoring is scheduled to continue until December 2019. Tutoring services were also offered at Addison, Union, Woodland and Hough Branches by way of Braxton Education Consulting. These services are also scheduled to conclude December 2019.

ADULT

On October 19 the Fleet Branch hosted Legal Aid @ the Library. Fifteen attorneys from Yourkvitvh & Dibo, Law Offices of Alicia N. Greves, Miller-Curry Law Office LLC, Cuyahoga Landbank, Gus Frangos, Attorney at Law, ACC/Lubrizol Corp., CSU, ABB Inc./ACC, Tucker Ellis LLP, Brown Immigration, and Slavic Village Development, 7 non-attorney volunteers from CWRU and CSU, and 2 Legal Aid staff assisted 18 families at the October clinic.

In partnership with Literary Cleveland, fiction and essay writing workshops were held at two branch locations. The workshops held at the Addison and Carnegie West included one-on-one instruction and peer review of new works.

On October 5, the sixth installment of *Turning Your Art into a Business* workshop series was held at the Rice branch. The workshops target creative artists in fashion, fine arts, and music. Each workshop features professionals in these fields that provide working artists with relevant information on the legal and business aspects of their respective creative disciplines.

STAFF

Georgetta Thomas, Administrative Assistant to Chief Equity, Education & Engagement Officer Dr. Sadie Winlock was hired on October 15th, 2019.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- **Goal:** *Increase Elected Officials and Key Stakeholders' Awareness and Understanding of CPL's Community Impact:*
 - CPL Facilities Master Plan (FMP) Local Elected Officials Outreach
 - Chief of External Relations & Development Shenise Johnson Thomas and Chief of Operations Jeremiah Swetel continue to meet with local elected officials to provide an overview of the facilities master plan in their locale/jurisdiction. The meetings also serve as an opportunity to address questions and obtain feedback on FMP efforts. Outreach will continue until all city and county council members within the CPL footprint have been briefed.
 - Councilperson Dona Brady
 - Councilperson Kevin Bishop
 - Councilperson Brian Kazy
 - Councilperson Jasmine Santana
 - Councilperson Blaine Griffin

CPL FOUNDATION UPDATES:

- **Goal:** *Reach Annual Financial Targets*
 - CPL150 Anniversary Affair:
 - Running List of Sponsorships Secured:
 - GE Lighting
 - Third Federal Foundation
 - Sisters of Charity Foundation
 - Benesch Law
 - PNC
 - Siemens
 - Margaret W. Wong & Associates LLC
 - Western Reserve Historical Society
 - Samantha Joseph & Tracey McGurk

- Medical Mutual
- Mansour Gavin
- Chicago Title
- Applied Industrial Technologies
- Dominion Energy Ohio
- Albert M. Higley Co., The
- Huntington
- Bialosky Cleveland
- Dix and Eaton
- Regency Technologies
- Greater Cleveland Foodbank/Kristen Warzocha
- WCPN
 - Ongoing Anniversary Affair planning efforts
- End of Year Appeal: End of year mailing to take place after Thanksgiving. Follow-up email appeals planned as well
- **Goal:** *Raise the Organizational Profile of the CPL Foundation*
 - Hosted donor cultivation event at private home
- **Additional Efforts Oct. 2019:**
 - TV Spots for Anniversary Affair
 - WKYC - Live on Lakeside
 - Shenise Johnson Thomas and Susan Donlan, CPL150 Anniversary Affair Committee Member, Chief Communications Officer at KeyBank
 - WOIO - Cleveland NOW
 - Director Felton Thomas, Jr. and Kevin Poor, CPL Foundation Board Member, Dix & Eaton Managing Director

COLLECTION & TECHNICAL SERVICES

Director of Collection Services Jean Duncan McFarren attended the OCLC Library Futures Conference which focused on libraries as community catalysts and included member libraries from Canada, United States, Caribbean, Mexico, Central America, and South America. Ms. McFarren and Collections Manager Pam Matthews attended a meeting at the East 131st Street Branch to review the locations of the adult and children's collections within the branch and discuss the possibility of switching the locations for these collections. She also attended Goodwill's Power of Work

Breakfast and continued to serve on the Management Negotiation Team.

Assistant Director of Collection and Technical Services and Acquisitions and High Demand Manager Sandy Jelar Elwell attended the collectionHQ Ohio Fall Forum at the Cuyahoga County Public Library Administration Building. Ms. Jelar Elwell worked with Youth Services Manager Annisha Jeffries, Catalog Manager Andrea Johnson, and Acquisitions Coordinator Alicia Naab to document the workflow and create instructions for the ordering and handling of YRead? Book Sets. Ms. Jelar Elwell and Technical Services Associate Nathaniel Infante traveled to the Fleet Branch to train staff on using the LibNet web site for the vendor LM Information Delivery and the proper procedures for claiming magazines and newspapers.

Managers and the Supervisor from Collection Services attended the first session of the HR Forum for Management Staff. Managers and Librarians from Collection Services attended a Selections Discussion meeting led by Ms. McFarren and Ms. Matthews to identify some options for handling selection responsibilities with less staff and possibly how to further streamline the selection workflow throughout Collection Services.

Acquisitions: The Acquisitions Department ordered 9,065 titles and 11,548 items (including periodical subscriptions and serial standing orders); received 15,857 items, 1,055 periodicals, and 237 serials; added 356 periodical items, 124 serial items, 310 paperbacks, and 919 comics; and processed 2,261 invoices.

Acquisitions Coordinator Alicia Naab created the orders for materials that had been selected for purchase by the Center for Local and Global History from the vendor Old Erie Street Bookstore. Ms. Naab assisted Senior Catalog Librarian Dawn Grattino in locating the price information for some titles that were misrepresented in the catalog this month. Ms. Naab also worked with High Demand Librarian Dale Dickerson and Technical Services Associate Summer Salem to locate an EDI error and resolve the issue with Sirsi reports.

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

Catalog: Librarians cataloged 3,545 titles and added 4,752 items for Cleveland Public Library, and added 797 titles for CLEVNET member libraries.

Technical Services Librarian Yeshe Dugarova-Montgomery created her first original bibliographic records for videogames and music CDs in September and for serials (yearbooks) in October, based on CLEVNET requests. Technical Services Librarian Erin Valentine completed the remainder of CLEVNET overlays pre-dating the mid-August change in CLEVNET overlay request procedures. Technical Services Librarian Barbara Satow attended the Ohio Library Council Leadership Conference on October 30. Ms. Satow will continue to serve as secretary of the Technical Services Action Council for the 2020-2021 term.

Collection Management: Collection Management selected 1,144 titles and 9,336 copies, and spent \$180,658 in October.

Collections Manager Pam Matthews attended the final two sessions of a pilot course on Community Engagement that was created by the Free Library of Philadelphia. Ms. Matthews met with a representative from RB, a company which provides audiobooks in both physical and electronic format and several other electronic products. She virtually met with Anne Kennedy from the State Library to discuss upcoming changes to eBook terms and their ramification for consortia and also met with the Ohio Library Council Technical Services committee to plan for the upcoming Technical Services Retreat.

Collection Management Librarian Laura Mommers attended four webinars this month: "Picture Perfect: Books for the Youngest Readers;" "Meet Penguin's Premier Picture Book Creators;" "Mad About Middle Grade;" and "Full STEAM Ahead."

High Demand: The High Demand Department ordered 1,135 titles and 9,514 items; received and added 9,586 items; processed 548 invoices, and added 952 records for the CLEVNET libraries.

High Demand staff handled the receiving, cataloging, and adding of the first shipment of materials, consisting of 25 titles, 176 books, and 42 DVDs, for the Lucky Day Collections in the Main Library and Louis Stokes Wing.

Materials Processing: Technical Services Associates cataloged 592 new titles for the Cleveland Public Library and added 413 records for the CLEVNET libraries. Technical Services Associates

and Senior Clerks added 2,893 items. The Materials Processing Technicians processed 18,126 items for the month

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 60 items to the Main Library for requests and 86 items to fill holds. Main Library received 216 telescopes, the Branches received 453 telescopes, CLEVNET received 70 telescopes, CWRU received 2 telescopes, CSU received 3 telescopes, and Tri-C received 1 telescope. A total of 775 telescopes were shipped out. The Technicians and Collection Services staff sent out 605 items of foreign material and in total 14,856 new items were sent to the Acquisitions and High Demand Departments.

MARKETING & COMMUNICATIONS

MEDIA RELATIONS HIGHLIGHTS

October coverage focused on the lead up to Maker Faire on Nov 2nd and Director Thomas' involvement in the Cleveland Rising Summit.

30-Oct-2019	Cleveland Residents Gather to Discuss Goals for City's Future	Spectrum News 1
30-Oct-2019	Ghanaian immigrant bringing flavor of home to Cleveland Public Library Maker Faire	Cleveland.com
30-Oct-2019	42 fun things to do in Cleveland through Nov. 6	Crain's Cleveland Business
29-Oct-2019	Maker Faire Offers More Bang and Burn at Great Lakes Science Center	CoolCleveland
29-Oct-2019	A Better Land Cleveland Rising Summit looking for equity as CLE grows Kevin Barry 6:33 AM, Oct 29, 2019	News5Cleveland
27-Oct-2019	Cleveland Rising welcomes new voices, but critics worry status quo will persist	Cleveland.com
27-Oct-2019	The steering committee members for Cleveland Rising Summit are:	The Plain Dealer

SOCIAL MEDIA HIGHLIGHTS

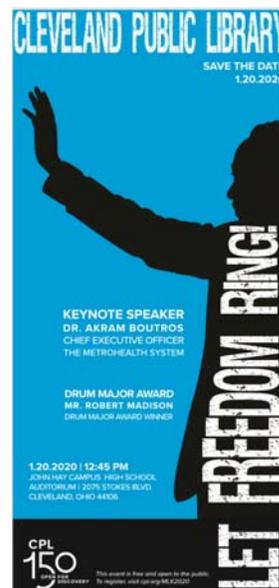
The Library social channels have experienced a modest increase in followers this month with improved engagements. Facebook continues to drive most of our social media impressions and engagements.

(metrics based on Oct 2019 v. Sep 2019)

GRAPHICS

The graphics team created materials and design for the following programs and projects in October:

- Cleveland Public Library Foundation Anniversary Affair Materials
- Maker Faire Materials
- 2020
 - Democracy 2020 Design
 - MLK2020 Event Design
 - Cleveland 20/20 Exhibit



PROPERTY MANAGEMENT

Painters

- South Brooklyn- painted children's area.

Carpenters

- Glenville- cut down shelving and reinstalled them. Also, painted counter tops.
- Rockport- patched parking lot.
- Westpark- patched parking lot.
- LSW- finish building 2nd floor and 8th floor office space.
- Carnegie West- power washed front of building and pavers. Also, removed damaged pavers and replaced with new ones.

MAINTENANCE MECHANICS

- LSW/Main - worked with Hatzel and Buehler on running separate power feed for the jockey pump on the fire pump system.
 - P.M. on HVAC equipment.
 - continued with cabling runs for security camera project.
 - Re-lamping and ballast replacement on public areas.
 - started network drops/ CAT6 cable pulls for Siemens panels.
 - continued with power, lighting and HVAC work on new LSW 2nd floor office.
- Fleet - started installing replacement post tops for parking lot pole lights.
- Glenville - completed power and data run for public computer desk relocation.
- Collinwood - completed intrusion panel installation with Siemens.
- Branches - P.M. on HVAC equipment.
 - Emergency service calls/Hippo work orders.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS has a new phone system with a voice prompt to hang up and call 911 for emergencies. The message then directs the caller press "1" for immediate SPS assistance or press "2" for non-critical calls.
- SPS Manager and Supervisor's attended a meeting with Cleveland Metropolitan School District and Cleveland Police Deputy Chief for requirements concerning a Memorandum of Understanding with Cleveland Police.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Oct 2019	2039	20	64	53	345	42
Sept 2019	1792	19	62	24	243	52
Aug 2019	1854	13	46	26	147	272
July 2019	1916	25	64	20	186	96

June 2019	1939	23	53	24	147	35
May 2019	1958	24	58	38	116	65
April 2019	1970	22	48	46	90	47
March 2019	126	42	45	79	168	75
Feb 2019	2249	53	117	32	153	178
Jan 2019	2830	36	46	41	84	56
Dec 2018	3166	45	95	90	78	51
Nov 2018	3669	42	51	41	76	51
Oct 2018	4128	25	46	77	77	74

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: Rice board meeting, Terry Pluto at Carnegie West, Girl Scouts at LSW, East 131 Lead Poisoning program, meeting the SPS three car minimum and vacation/sick call offs.
- Convergent Technology sent a representative to provide information about new security technologies available.
- Video requests fulfilled for Cleveland Police Department.
- SPS participated in CPL Safety Task Force Meetings, ERC training, expulsion subcommittee meetings, CPL 150 Planning Anniversary, Diversity, Equity, and Inclusion meetings, Emergency Contact number meeting, and United Way committee.
- The Cleveland Heights - University Heights Library Security Director invited the SPS manager to tour CH/UH libraries.
- SPS working on new lost & found policy to keep items at branches where patrons are most likely to return for them.

Protective and Fire Systems

- Fire and burglar system troubles were addressed at Carnegie West, East 131 and, LSW.
- Fourth quarter fire drills underway at branches.

Contract Security

- A meeting with Royce management is being planned for early November.
- SPS Supervisors are in constant contact with Royce administrators regarding late arrivals and general issues and concerns.

Administration

- SPS participated in the Human Resources forum on LSW 2.
- SPS management met Jim Wilkins and began Local 860 negotiation preparations.

- SPS held an in-house continuing education class regarding Online Reports. Officers were trained in the Legacy room using media.
- SPS Supervisors and Manager are scheduled to attend the November Ohio Library Council Security meeting.
- December 2nd Ohio Metro Library Manager meeting in Dayton, Ohio.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors held their fourth quarterly/annual meeting of 2019 on Friday, October 25, 2019, in the Learning Commons, on the second floor of the Louis Stokes Wing. Lorena Williams Hegedus, Chair of the Executive Panel and Director of Hubbard Public Library, conducted the meeting.

Timothy Diamond, CPL's Special Assistant to the Director and liaison to CLEVNET, provided an update on CLEVNET's strategic plan with a focus on governance and technology. Among other things, Mr. Diamond reported that Director Hegedus and Felton Thomas met on September 23 to discuss CLEVNET's strategic priorities and the progress made in the last year. (CLEVNET's Operating Procedures require the Director of CPL to meet with the Chair of the Executive Panel at least once a year.) Director Hegedus reported that they enjoyed a good conversation about the direction CLEVNET is taking, especially how services are expanding while the costs to member libraries are being held in check. Director Hegedus also reported that she praised the CLEVNET staff for their commitment to accomplishing their annual goals and for the strategic partnership they have formed with OPLIN (Ohio Public Library Information Network). Director Hegedus stated that Director Thomas, in turn, pledged to create an independent IT department for CPL in 2020, in keeping with the parameters of CLEVNET's new pricing model. Director Thomas also stated that he has been approached by other library systems that are interested in some of CLEVNET's services but would like to purchase them à la carte, without becoming members. Director Thomas promised Director Hegedus that CPL would not enter into any such agreements outside of CLEVNET. This statement was well received by the assembled CLEVNET directors.

Mr. Diamond distributed a handout of CLEVNET's priorities and goals, color coded to indicate which ones were completed in 2019; which ones will carry over into 2020; and which ones will be new for 2020. Any suggested changes or additions to this list must be brought to the Executive Panel for vetting. 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 20 different projects: eight that were completed in 2019; six that will be carried over into 2020; and six new projects approved by the Executive Panel. One of the new projects for 2020 will involve PolicyMap, a demographic data and mapping tool for strategic planning and outreach. One week prior, the Executive Panel voted to take the funds remaining in the 2018 Heritage Quest database purchase order—left when OPLIN took over the subscription—and apply them to this purchase. Anastasia Diamond-Ortiz, Director of Lorain Public Library System (LPLS) stated that LPLS has had its own subscription to the service and affirmed the decision. Ms. Prisbylla reported that the Panel also voted to move the remaining Heritage Quest funds to the emedia account.

Larry Finnegan, Director of IT, also used the list to update the directors on special projects and initiatives assigned to his team. He covered 19 different projects: three that were completed in 2019; 12 that will carry over into the new year due to the long-range nature of security and network projects; and four new projects approved by the Executive Panel.

Before introducing Carrie Krenicky, CPL's Chief Financial Officer, Mr. Diamond explained that a draft of the CLEVNET budget had been presented to the CLEVNET Executive Panel at their September meeting. The Panel agreed to maintain the \$1M cap on databases and emedia, split somewhat evenly between the two accounts. With the escalating cost of databases, however, a decision had to be made to drop one. The research provided to the Panel by Megan Trifiletti, Library Systems and Applications Specialist, made it easier to make the painful decision to drop the automotive repair database, the least used of the six CLEVNET databases.

Other budget considerations at the Panel meeting included: 1) investigating the purchase of a customer engagement product that could be used by member libraries for marketing email and e-newsletters; and 2) testing OverDrive to handle CLEVNET's ebook purchasing (for one year at no additional charge) instead of CPL's collection services staff (charged as administrative overhead to CLEVNET).

Ms. Krenicky was the headliner 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. Each director was provided with a package with nine detailed reports. Ms. Krenicky reviewed each of the reports and provided an update on the recommendations made by GFOA, consultants on the pricing model project of 2017. Ms. Krenicky reminded the directors that year-to-date budget reports for CLEVNET Special Revenue Fund 231 are posted each month on the CLEVNET members site. The assembled directors were pleased to learn that the shared costs for 2020 are nearly \$55,000 lower than last year, despite the addition of new and expanded services. Seven members saw an increase of 3% or less, while 38 members saw no change or up to a 7% decrease in costs. (Mentor Public Library joined in the second quarter of 2019, and thus saw a sizeable, albeit expected, jump in costs.)

The meeting continued with a discussion of the proposed new vendor access policy for CLEVNET which would require the first revision to CLEVNET's new operating procedures. The proposed changes were sent out 30 days before the meeting to give the directors time to review. The purpose of the policy is to establish guidelines for member libraries whenever they might engage with a third-party vendor for a service that will interact with the CLEVNET system. This happens most often with vendors that need a connection to the ILS or data from the ILS. Providing those connections and/or extracting/transmitting data from the ILS is time consuming for Ms. Prisbylla and her team. The proposed Policy is a safeguard against potential vendors who might use up an inordinate amount of staff time because the vendors do not have a "tested and established method of gaining connectivity" to the system. There is existing language in the Operating Procedures on this matter. The proposed Policy provides greater detail and clarification. A roll call vote was taken by Executive Panel Secretary Molly Carver of Sandusky Library on whether or not to amend Section V. B of the Operating Procedures. The Amendment adds additional language to the existing procedure and establishes the Vendor Access Policy as Appendix C. The Amendment and the Policy were prepared by Bryan Szalewski, Senior Legal Officer for CPL. Mr. Szalewski was at the meeting to answer any questions the directors might have before the Amendment was put to a vote. After a discussion, all voted in favor of the amendment except for one who abstained.

The meeting drew to a close with a sharing of member news and the voting by paper ballot for the Executive Panel seats in the East Region currently held by Director Hegedus and Nancy Levin of Cleveland Heights-University Heights Public Library. Director

Hegedus was re-elected and Aurora Martinez of Morley Library in Painesville will replace Director Levin who chose not to run for re-election at the end of her term. Director Hegedus and Director Morley will serve on the Executive Panel through December 2022.

The next quarterly meeting of the CLEVNET Directors is scheduled for Friday, January 31, 2020, at the Cleveland Law Library.