

## **DIRECTOR'S REPORT**

January 19, 2023

### **Strategic Plan**

#### **Our Mission:**

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

#### **Our Strategic Priorities:**

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

## **PUBLIC SERVICES**

### **PROGRAMS, SERVICES, AND EXHIBITS**

#### **CLE Reads - Main Library Kick Off Event**

Sr. Director of Public Services Robin Wood and Lending and Circulation Manager Steve Wohl, coordinated Main Library's participation in the Cleveland READS registration kickoff event on December 15th. Ms. Wood and Mr. Wohl made sure registration tables were setup and staffed throughout the day in both LSW and Main Library lobby areas. Staff working at the registration tables helped patrons register for the CLE READS program.

TechCentral staff also helped to make sure the CLE READS kick off events were successful by making buttons, stickers, laser engraved dog tags, and Cricut crafts!

#### **National History Day**

The Center for Local and Global History Department hosted a National History Day program for two classes from the Birchwood School of Hawken on December 8th and 9th. During their visit, 38 students were assisted by library staff in nearly every subject department and received guidance on navigating the Main Library, using microfilm, understanding primary sources, and borrowing relevant circulating material from the Library.

### **Foundation Board Holiday Party**

The Special Collections Department served as the venue for the Foundation Board holiday party on December 14th. Department staff gathered and presented new acquisitions to share with Foundation Board members.

### **Genealogy Programs and Services**

Fourteen patrons participated in the Genealogy Clinic held in the Center for Local and Global History Department on December 14th.

### **Music at Main**

Music at Main hosted singer-songwriter Diana Chittester who performed holiday hits and selections from her original works on December 3rd.

### **Youth Services Programs**

Youth Services staff conducted Story Times for children and families throughout the month of December. In addition they also provided crafts and stories every Saturday in Brett Hall. Children's Librarian, Eric Hanshaw offered a fun Dungeons and Dragons program called, Afternoon Adventures via Zoom on Friday, December 16th.

### **Patron Services**

Lending staff continue to distribute a limited supply of free BiNaxNow at-home COVID tests to patrons via the Drive-Up window.

The Lending Department continues to serve as a Passport Acceptance facility. Lending staff review and process new Passport applications, including providing Passport photograph services.

Popular Librarian Judy Daniels, and Popular Library Assistant Ricardo Jackson assembled hot lists for books and DVDs for patrons to place holds.

Staff across Main Library continue to respond and resolve patron inquiries via the on-line chat system, LibChat.

## Main Library Tours, Class Visits, Photograph Sessions

| Tour Groups                            | # of Participants         |
|--|---------------------------|
| 4 General Tour Groups                  | 19                        |
| 3 Youth Services Tour Groups           | 130                       |
| 2 Birchwood Class Visits (History Day) | 44                        |
|  |                           |
| <b>Total Main Library Tours</b>        | <b>Total Participants</b> |
| <b>9</b>                               | <b>193</b>                |

| Photo Shoot Groups | # of Participants | Donations Accepted |
|--------------------|-------------------|--------------------|
| 19                 | 208               | 400.00             |

### Tour Highlights

The following schools visited the library this month:

- Newton D. Baker Elementary School - 30 Kindergarteners (12/14)
- Newton D. Baker Elementary School - 30 First graders (12/15)
- Marion Seltzer High School 70 Seventh graders (12/14)
- Birchwood - 44 Students/Teachers for History Day (12/8 & 12/9)

### Books by Mail Programs

**Words on Wheels:** Shelf Department staff sent 8 packages containing 10 items to Cleveland Public Library patrons through the Words on Wheels program from December 1st, 2022 to December 14th, 2022.

**Homebound:** From November 17th through December 15th, Homebound Services sent 89 packages to 80 patrons. To date, over 1,600 packages, most containing multiple items, have been sent out to homebound patrons.

### OUTREACH

General Research Collections Manager Sarah Dobransky gave a presentation on US and Canadian federal resources for small business support at the 2022 Government Information Day(s) hosted by the Ontario Council of University Libraries Government Information Community (OCUL-GIC).

Government Documents Library Assistant Alea Lytle represented the Library as a member of the Rainbow Readers at the event, Queer the Halls: LGBTQ+ Artisan Market and Holiday Fest, hosted

by the LGBT Center of Greater Cleveland. They promoted the Library, the ERG's mission and activities, and had a prize wheel that included free books.

*Page Count*, The Ohio Center for the Book (OCFB) podcast hosted by OCFB Fellow Laura Maylene Walter, posted a mini-episode from Ms. Walter with "10 Tips for Drafting a Novel" and one entitled "Podcasting for Writers" with Ms. Walter in conversation with author, librarian, and the host of OverDrive's *Professional Book Nerds* podcast Jill Grunenwald.

Staff from Youth Services, and Fine Arts/Special Collections participated in Tower City's Holiday Wonderland events during the month of December. Staff from Youth Services and Fine Arts/Special Collections hosted Story Times and crafts on December 10th and 17th.

International Languages Library Assistant Tatiana Shneyder assisted the Garden Valley Branch with an online program titled Language Palooza on December 9th.

International Languages staff responded to six Long Loan agency requests and selected, boxed and shipped a total of 2417 items: CPL-MEMNOT (160); HU-MAIN (1985); ME-BR (27); RR-MAIN (30) & SMF (215).

Popular Department Manager Sarah Flinn added new books to the satellite collection at Case's Kelvin Smith Library.

Children's Librarian, Maria Lopez visited the Cleveland Municipal School District Administration Building for a Story Time.

Literature Department staff members Nick Durda and Alison Guerin, Fine Arts Special Collections Manager Heather Shannon, and Sr. Director of Public Services Robin Wood all staffed tables of library material at the *Bright Lights, Reading Nights* event on December 2nd.

### **COLLECTION MANAGEMENT**

The Science and Technology Department received a donation of roughly three hundred fifty books from R&R Cleveland Property LLC that came from the former Cleveland Institute of Electronics

building. Librarian Jorge Arganza is processing this new collection with many items from the 1930's and 1940's.

Photograph Collection Librarian Brian Meggitt concluded work on the item-level inventory of the Cleveland 20/20 Project. The finished Collection now holds 8,991 unique images and 21,330 total image files.

Subject Department Librarian Mark Tidrick inventoried and created descriptions for 70 photos in the City Hall collection.

Map Collection Librarian Lisa Sanchez began an audit of the Park Plans Collection. They are using pre-existing finding aids to find physical collection items.

Special Collections staff is working with a Cleveland filmmaker and a Cleveland artist to build Cleveland-related special material in the arts.

In November, Literature staff weeded 547 items from the collection and added 451 items. During the first eleven months of 2022, Literature staff has weeded 5,533 items while adding 4,174.

### **MAIN LIBRARY RESEARCH HIGHLIGHTS**

- Social Sciences Library Assistant Pete Elwell assisted a local baseball historian with research pertaining to the death of Ray Chapman. Material from the Mears/Murchoch collection in the Sports Research Center were used to find details of events leading up to Mr. Chapman being fatally struck by a pitch.
- Social Sciences Librarian Mark Moore assisted the exhibits manager of the Ames (IA) History Museum with images of John (Jack) Trice from the 1918 and 1922 East Tech yearbooks.
- Staff in the Business, Economics, and Labor Department utilized the Cleveland Corporation Files to assist patrons multiple times this month.
- Public Service Associate Alycia Woodman found two annual reports for the American Re-Insurance Company, which were not online. Librarian Zachary Hay assisted with research on

the historical Northeast Ohio companies Warren Engineering, and Larroch & Moore Excavating.

- Center for Local and Global History Department Librarian Terry Metter used Cleveland City Directories from the 1950s and 1960s to assist a patron researching an individual who lived in Cleveland during those years. Mr. Metter also used microfilm editions of the June 27, 1893 Cleveland Leader and Plain Dealer to assist a patron researching the Cleveland Spiders baseball team.
- Center for Local and Global History Photograph Librarian Brian Meggitt assisted a patron finding a historic photograph of the property at 1041 Auburn Avenue in the Tremont neighborhood. The building was razed in the 1990s.
- Center for Local and Global History Map Librarian Lisa Sanchez found several plat maps that showed an address on Gauge Ave (present-day West 44<sup>th</sup> St.) Mx. Sanchez was able to find items from 1881 to 1903 for the patron. Mx. Sanchez was also able to show a patron street maps and plat maps from 1889-1898. The patron was interested in King Ave. and St. Ladislaus Church on East 92nd St., and Holton Ave. The patron's ancestors lived near the lake during the late 19th century and would commute to the church.

### **STAFF DEVELOPMENT**

Youth Services Manager, Annisha Jeffries conducted the monthly Youth Services meeting on Wednesday, December 21st.

Center for Local and Global History Department Librarian Mark Tidrick attended the webinar *Chronicling America: Using Historical Newspapers* provided by the FDLP Academy.

International Languages Manager Milos Markovic attended webinar *Good Managers, Bad Decisions* on December 7th and Public Library Associate Lisa Held attended the webinar *Recognizing Bias* on December 1st.

Social Sciences Librarian Forrest Kilb attended the webinar *Social Work Approaches to Library Services* through Webjunction,

and Librarian Helena Travka attended the Book Report Network webinar *11 ½ Book Group Speed Dating 2022*. Sr. Subject Department Librarian Mark Moore attended the Jim Rutt Show podcast episode *Jamie Joyce on the Society Library*.

Government Documents Library Assistant Alea Lytle attended the Federal Depository Library Program (FDLP) webinar *Chronicling America: Using Historical Newspapers*.

Business, Economics, and Labor Librarian Susan Mullee attended the American Library Association webinar, *Key Initiatives to Address Evolving Library Needs*, the Overdrive webinar *Setting Your Readers Up For Success*, the NEO-RLS webinar *Recognizing Bias*, and an Attorney General Video, on *What to Know About Cryptocurrency and Scams*.

Business, Economics & Labor Public Service Associate Alycia Woodman attended the archived NEO-RLS webinar *Popular Library Book Repair (or How to Keep Captain Underpants on the Shelf for One More Year)*.

#### **OTHER**

Center for Local and Global History Department Map Librarian Lisa Sanchez visited the Public Administration Library (PAL) for a tour provided by Subject Department Librarian Elaine Herroon and to view map holdings in PAL.

Staff at Main Library continue to serve on long term planning and ad hoc teams and committees. Some examples include:

- Lending and Circulation Manager Stephen Wohl continued serving as the co-chair of the CPL Labor-Management Committee (LMC). The LMC is designed to foster effective communication between labor and management, encourage collaborative problem-solving, increase input from staff at all levels of the organization, explore opportunities to minimize waste, and improve overall service and efficiency of operations.
- Mr. Wohl also serves on the automated Materials Handling Planning team with staff from other agencies and Main Library staff members, Robin Wood and Demba Diawara. The AMH team was created to help prepare CPL for a transition to using a new Automated Material sorter in 2023.

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

**TECHCENTRAL**

**Outreach**

Inside Programs

| Name of Program                          | Date of Program | Total # of Attendees | # of Adults | # of YA | # of Juveniles |
|--|-----------------|----------------------|-------------|---------|----------------|
| Jobs Workshop - Zoom                     | 12/1            | 1                    |             |         |                |
| My Digital Life: Internet Browser Basics | 12/7            | 1                    |             |         |                |
| TinkerCad - Zoom                         | 12/8            | 1                    |             |         |                |
| My Digital Life: Online Safety           | 12/14           | 0                    |             |         |                |
| Microsoft PowerPoint Workshop - zoom     | 12/15           | 2                    |             |         |                |
| My Digital Life Basics: Email Basics     | 12/21           | 2                    |             |         |                |
| 1-on-1s                                  | December        | 10                   |             |         |                |

TechCentral participated with Tower City Holiday Wonderland on December 3rd. Staff provided 3D printing, button making and cricut crafts.

Riverside School visit on December 9th. Staff provided button making and cricut crafts for students.

TechCentral participated at Cleveland Reads Kick-off event on December 17th. Staff provided laser engraved dog tags, buttons, and cricut crafts.

Youth Service brought several tour groups through TechCentral in December.

**Professional Development and Meetings**

TechCentral Staff attended a meeting with the Director on the future of TechCentral on November 2th.



TechCentral Managers attended the Public Service and Main Managers meeting on December 7th & December 14th.

Two new Technology Associates started in December: Michael McGee (Public Services Sub), and Marcin Zgiep (Public Services Sub).

Melissa Canan, TechCentral Assistant Manager had her last day in TechCentral on December 30th.

Cherita Vaughn and Desiree Smith, Technology Associates, met with Mike Niederhausen from Cuyahoga County Public Library on curriculum training for upcoming Microsoft Word Credential training in the new year.

TechCentral Manager, Suzi Perez

| Date     | Topic   | Location                                    | Notes |
|----------|---|---|-------|
| 12/7/22  | Microsoft Certification Meeting with CCPL   | Virtual-Teams                               |       |
| 12/13/22 | Digital Ambassadors Monthly Meeting<br>Finance Meeting<br>Transition Planning Meeting | Virtual-Zoom<br>Board Room<br>Virtual-Teams |       |
| 12/14/22 | Digital Navigator WOVU 95.9 Radio Segment   | Virtual-Zoom                                |       |
| 12/15    | OMJ-CCPL-CPL Site Meeting<br>Regular Board Meeting<br>Senior Showcase Meeting         | OMJ Office<br>Board Room<br>Virtual-Teams   |       |

### Computer Usage and Hotspots

There were 2608 computer sessions at Main as of December 30th. As of December 29th, there were 441 hotspot circulations.

### PST Monthly Report: November 29th to December 31st

#### Service Calls and Tickets Summary

Service Calls and Tickets Received: 120

- CPL IT Tickets: 120
- CPL TechCentral Tickets: 0

Service Calls and Tickets Resolved: 71

Tickets currently in Progress: 129

Note: The reason for the high number of tickets in progress is that we have many that require replacement PCs and due to supply chain issues, new PC shipments are delayed.

- Configured, deployed all the computers for the West Park re-opening.
- Cleaned out 5 pallets of stuff and 5 dumpsters of garbage from the storage room.
- Working on organizing and cleaning Automation storage.
- Still sorting and recording old equipment to give to PCs for People.
- Continuing to Image and deploy PCs to update Branches.
- Asset Tag and record new shipments of IT equipment.

## **CLEVELAND DIGITAL PUBLIC LIBRARY**

### **Summary**

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

### **Programs & Exhibits**

Staff participated in professional groups and Main Library meetings, and are conducting winter programs.

### **Public Service Statistics**

ClevDPL had 61 in-person visitors during December. The department had nine two-hour scanning appointments. From December 1st to the morning of December 28th, Google Analytics (GA) reports 7842 sessions for 5542 users and 125,700 page-views. Search engines delivered 66.5% of our accesses. Searching in CONTENTdm accounted for 23.2% of our accesses. Referrals were 7.1% of our accesses (including 25% from CPL, 19% from Wikipedia, and 10% from dp.la. 3.2% of our sessions came through social media (92.7% Facebook and a bit from others). 55% of our users accessed our site using desktop computers, and 45% accessed CONTENTdm through mobile devices (4.2% tablets and 40.8% mobile).

### **Outreach**

Community partners' work in December continued. ClevDPL collaborated with several churches on scanning historical documents. Staff collaborated with Playhouse Square staff for a volunteer donation/scanning project and worked with Shaker Area Development Corporation to scan their community newsletter *Connection*. The Cleveland Orchestra scrapbook scanning project continues. In addition, staff re-edited the Joe Balaz digital

exhibit for a program in conjunction with International Languages and Literature.

### **Collection Development**

As of December 31st, 1206 images were scanned, 1206 were post-processed and QA'd, and 1206 images were uploaded, many of which were included in multi-image pdfs. The web archives continue to document 44 unique Cleveland and NE Ohio organizations. Scanning highlights include continuing scanning local newspapers, uploading urban planning documents, and scanning sheet music.

### **ILL**

Statistics from OCLC are one month behind and cover November. The department had 56 requests from CPL users for materials from other libraries. Response time by other libraries, likely due to both the holidays and the pandemic, averaged a 10-day 15 hour turnaround on our patron's requests for books and materials, and a five-day turnaround for our patron's requests for copies. Partner libraries made 714 requests through OCLC to borrow from CPL and made 37 requests through ALA forms. CPL staff managed a response time for books of 4 days and 9 hours. Staff again had many ILL requests from incarcerated persons and general researchers using ALA forms. Department staff trained a new substitute to do ILL lookups this month.

### **Staff Development**

Staff have continued training on the new off-system ILL data entry process. Staff are learning the new Google Analytics platform. A substitute reviewed phone procedure and ILL lookup procedures.

### **Preservation**

As of December 31st, preservation received 45 items and returned 12 items. One four-flaps and 16 labels were prepared. Staff did 27 complex and eight simple repairs on codex books. The department completed 18 complex and 17 simple flat paper repairs on maps, and plans, including washing, and mending. ClevDPL continued working on an inventory of artwork in the library system, focusing on branches in phase 1b of the master plan. To improve access to art items, staff entered art collection inventory and images into a private collection in CONTENTdm. A set of water damaged books from the Public Administration Library were repaired. Staff refined the survey of books from a list prepared by Winterthur Museum.

## **Planning Activities**

Staff continue to plan for art moves and storage of art and have the initial assessment of Moe Brooker's piece from ICA. Staff are delivering programming this winter.

## **OHIO LIBRARY FOR THE BLIND AND PRINT DISABLED**

### **Activities**

OLBPD prepared and distributed 10,079 Dimensions newsletters to patrons in audio, braille, and large print. Beginning in 2023, OLBPD will transition away from paper copies of its newsletters in favor of audio and electronic formats. Paper copies will continue to be available to patrons upon request.

OLBPD submitted its 2022 annual report.

The Multi-State Center East (MSCE) of the National Library Service (NLS) has arranged to send 1,000 shipping boxes as OLBPD continues to return its digital talking book collection following its transition to duplication-on-demand.

In consultation with NLS studio advisors and network library recording studio coordinators, a purchasing list of equipment, gear, and software is being finalized for the OLBPD recording booth. OLBPD will add Hindenburg's Narrator Studio as its primary recording and editing software. In use at NLS and network wide, Hindenburg supports creation of NLS validated files with all the required metadata required by quality assurance. OLBPD is also in the process of arranging a site visit by NLS or MSCE staff in 2023 to test equipment and provide training to staff to produce audio in compliance with quality assurance standards.

OLBPD Library Assistant Ken Redd met with social workers and staff of the Cleveland Sight Center on December 12th. Cleveland Sight Center staff were provided with updates about OLBPD services and guidance when completing new reader applications when clients contact them about services.

The OLBPD adult book club met remotely on December 8 to discuss *The Christmas List* by Richard Paul Evans.

## PUBLIC ADMINISTRATION LIBRARY

### **Programs/Exhibits**

PAL continued to celebrate the winter holiday season with a book display in City Hall Lobby.

### **Collections**

This month the Public Administration Library is 110 years old.

With assistance from the Cleveland Public Digital Library, the Public Administration Library Digital Gallery has two new headings, Cleveland Government and Community Development.

The American Planning Association PAS Reports have stopped printing with number 598.

CPL Digital Library scanned and included in the Digital Gallery:

- *Expansion Plans for the Criminal Branch of the Municipal Courts of Cleveland 1945: Staff Report to the City Planning Commission / H C Summerset Architectural Des, John T Howard, Planning Director. 0009949596358 on1251801665*
- *Mayor Baker's Administration in Cleveland. 0009120651394 ocm04485418*
- *Mayor's Estimate, the Annual Appropriation Ordinance Based Thereon, and the Amended Official Certificate of the County Budget Commission. 0009120616819 ocm03526437 (the first year 1912-1913)*
- *First Quadrennial Assessment of Real Property for Cleveland, 1910, effective December 20, 1911. 0009111720950 ocm04731168*
- *Notice of Quadrennial Assessment for the [1st-39th] Districts of the City of Cleveland: effective December 20, 1911 / by Board of Assessors... 0009210536547 ocm04731224*
- *Program for Improvement of the Cleveland Lakefront / Adopted by the Cleveland Chamber of Commerce, March 12, 1941. 0009132322562 ocm04731319*

- *Transcript of Proceedings. Conference of Landmarks Commissions Representatives* (1973: Cleveland, Ohio)  
0009132322646 ocm04366706

Three titles have been transferred and five have been withdrawn.

#### **Reference Questions Unique to PAL**

- PAL assisted a patron with deer hunting information.
- Staff provided a patron with sample listing of PAL holdings on economic development in Cleveland.
- Staff assisted a patron seeking information on police shootings in Cleveland in the last 100 years.
- PAL assisted patrons with information on private tow-away zones and how to get a "No Parking" sign posted in front of a residential driveway.

#### **Outreach**

The Lunchtime Knitting Circle had a meeting on December 14th. Patty and Emma donated a lovely baby blanket and hat.

#### **Staff**

On December 1st, Lisa Sanchez toured PAL and decided to have the remaining Community Development plans transferred to Map Collections.

Denise Williams-Riseng attended NEO-RLS archived webinar, *Identifying the Most Common E-resource Access Issues: Why they happen and how to fix them.*

#### **ARCHIVES**

##### **Acquisitions**

Over 350 architectural drawings of the Main Library and Louis Stokes Wing (LSW) were discovered in Room 59, in the basement of Main, and were brought to the Archives. Archivist Melissa Carr reviewed each drawing, most of which were created during the 1990s renovation of Main and construction of LSW. The majority of the drawings were duplicate diazo prints of drawings that are already preserved in the flat files; 27 original drawings were identified, including the furniture plans of each floor of Main.

These original drawings will be described and preserved in the Archives.

### **Research**

Research was conducted on former Library staff member Carriebell J. Cook. A graduate of the library school at Western Reserve University, and a former social worker, Ms. Cook joined the staff of Quincy Branch in 1942, and she worked at numerous branches and schools before leaving her position as Branch Librarian at Cedar Branch in 1959. Ms. Cook remained in public service throughout her career; after unsuccessful runs for City Council and the State Board of Education, she was appointed to the city's Community Relations Board in 1959. Ms. Cook retired in 1978 as Manpower Commissioner in the city's Department of Human Resources and Economic Development. She was active in numerous civic, community, and professional organizations, including the Ohioana Library Association, the United Freedom Movement, and the Phillis Wheatley Association, until her death in 1982.

### **Outreach and Events**

On Saturday, December 10th, Ms. Carr volunteered to join Youth Services Librarian Eric Hanshaw in representing the Rainbow Readers (the Library's employee resource group devoted to creating a welcoming and inclusive culture for staff and patrons on the LGBTQIA+ spectrum) at Queer the Halls, a holiday-themed artisan market at the LGBT Community Center in the Detroit Shoreway neighborhood. Ms. Carr and Mr. Hanshaw staffed the Library's table at the event, where they spoke with dozens of attendees of all ages regarding Library services, resources, and experiences.

On Saturday, December 17th, Ms. Carr volunteered to help at the Library's Cleveland READS kickoff event at Public Auditorium. Wearing a head-to-toe inflatable SpongeBob SquarePants costume, she greeted attendees, posed for photos, and remained upright with the kind and thoughtful guidance of Hough Branch Public Services Associate Michael Deneen. A special highlight of the day was a hug and photo with a young boy who had recently lost his mother; the boy's aunt reported that his visit with

SpongeBob resulted in a great big smile she hadn't seen since his mom's death.

Earlier in the fall, Ms. Carr volunteered to join the Library's Latinos Juntos (the Library's employee resource group devoted to promoting awareness of the culturally rich Hispanic heritage) and create an alebrije (in Mexican tradition, a brightly colored sculpture of a fantastical creature) for the Día de los Muertos (Day of the Dead) procession along Detroit Avenue on Saturday, October 29th. The Library's theme for the parade was the movie and book *Coco*, and Ms. Carr created a puppet of Dante - a Xoloitzcuintle dog and the loyal, goofy sidekick to Miguel, the story's main character - in his spirit guide form, with small wings and brightly colored skin. She and Dante marched in the procession with fellow Library staff members Jaime Declet, Marina Marquez and her family, Yari Rodriguez and her sister, and Library Trustees Alice G. Butts and Maritza Rodriguez.

### **THE PEOPLE'S UNIVERSITY**

The Cleveland READS Book Bash was the highlight of the month. There were over 1,500 people who attended this event at the Public Auditorium. There were 111 volunteers assisting with book distribution, 50 vendors, transportation, entertainment and registering attendees with Beanstack. With 825 Beanstack registrations, we collected over 500 paper registrations at the event. The American Federation of Teachers and Cleveland Teachers Union handed out 10,000 books to attendees who left with their bags filled to the brim with books to start off 2023 with reading material that they personally selected. Mayor Justin Bibb, Director Felton Thomas, and American Federation of Teachers President Randi Weingarten provided welcoming remarks to kick-off the event. Council President Blaine Griffin and Connie Hill-Johnson announced raffle winners. Entertainment included great music from the John Marshall Drum Line, Cleveland Musicians Local 4 and DJ Phatty Banks. Children enjoyed Story Time with Author Kelly Starlings Lyons along with roller skating, gaming with CPL Play, and making buttons and stickers at TechCentral's mobile maker space.



## **Collaboration, Outreach Efforts, & Support**

The TPU team joined the Senior Showcase Committee to assist with planning the upcoming event scheduled for March 23rd, 2023. Project Coordinator Jen Jumba moderated the Past Tense Panel for Penguin, Random House, and Library Journal's Book and Author Festival. Ms. Jumba assisted with the Bright Lights Reading Nights event.

## **Development**

Manager Marina Márquez attended the U.S. Department of Education (ED) Raise the Bar session to learn more about the increasing support for students beyond the classroom. Ms. Márquez completed the OCLC *Engaging Adults with Low Literacy Levels* Webinar on December 22nd, 2022. Ms. Jumba attended The Literacy Cooperative Dashboard event on December 2nd, 2022, to learn more about the state of literacy in the Cleveland area. The presentation highlighted the positive relationship between books in a home and kindergarten readiness, recommended using literacy and numeracy in place of functionally illiterate, and shared the correlation of low literacy in neighborhoods with low internet access.

## **BRANCH NARRATIVES**

**D1 Eastman** (Closed for FMP) - Children's Librarian Feliciano provided outreach to Wilbur Wright Elementary for their Teacher and Parent Education Night. Ms. Feliciano, Nancy Sommer, and Jamie Lauver participated in the Westown Winter Frolic event held at Halloran Park. The over three hundred people in attendance were given Take n' Make candy cane crafts, participants made their own reindeer ornament and Twister Girl provided balloons.

**D1 Lorain** (Closed for FMP) - A power pole fell onto the branch during its renovation and caused an electric fire which burned a small hole through the roof into the building. Repairs are underway.

**D1 Rockport** - Rockport was a pickup site for Bright Light Reading Nights, and Cleveland Reads Kick Off Celebration. Children's Librarian Proctor was featured promoting the youth collection on Birchwood School of Hawken's News Network YouTube channel. Library Assistant Petrucz held a STEM series, including

experiments involving snap circuits, lava lamp creation, and water displacement.

**D1 Best Buy Teen Tech Center (BBTTC)** – Clubhouse to College/Career (C2C) kicked off its first National Partner learning cycle with Cyber Seniors. Outreach included BBTTC Supervisor Pappenhagen attending Bright Lights Reading Nights and C2C Coordinator Szyanski attending Detroit Shoreway's Snow Day.

**D1 Walz** (Closed for FMP) – Manager Gielty hosted the December Senior Book/Movie Club Miracle on 34th Street. She provided crafts and freebies for Detroit Shoreway's Snow Day.

**D1 West Park** (Closed for FMP) – Manager Lykins performed outreach at Detroit Shoreway's Snow Day and at West Park Kamm's Winter Market, along with Regional Director Dalby. Children's Librarian McCuan participated in the Bright Lights Reading Nights program, read for the Winterland Story Stop at Main, and performed 11 Story Times in the West Park neighborhood. Library Assistant Sauls attended the West Park MyCom Youth Summit.

**D2 Brooklyn** (Closed for FMP) – Manager Roberts retired after 30 plus years of service to the library.

**D2 Carnegie West** – Carnegie West hosted Dance Arts by Regina whose 15 ballerinas performed excerpts from The Nutcracker to over 75 people of all ages. After the 45-minute performance, a pizza party sponsored by Ohio City Inc was held in the holiday-themed large meeting room and blank, wooden Christmas tree ornaments were available to decorate. The new early literacy program from Sandra Nosse, 0 To 3: Read to Me, has proven so popular in the neighborhood, two sessions were needed for December.

**D2 Fulton** – Children's Librarian Austin visited Natividad Pagan International Newcomers Academy and read *Where Do Pants Go?* by Rebecca Van Syke to a Special Education class. Public Services Associate Simone visited Clark Elementary School preschoolers reading with them the book *Elf in the House*. Fulton hosted seasonal activities including holiday card making, ornament making, and hosted our annual WinterFest celebration. The Clark-Fulton Learning Center hosted Open robotics labs, open computer labs, adult learning sessions and crafts.

**D2 Jefferson** – Weekly class visits, Once Upon a Story Time, and Wee Readers Story Times are expanding their circle of regulars

to include Merrick House and Tremont Montessori. December's Story Times focused on Mitten Stories, train books, and holiday story telling. The branch participated in Walkabout Tremont by providing a holiday light making craft. A workshop to create Ugly Holiday Sweaters and holiday card making engaged adults while the annual Noon Year's Eve balloon drop was a success with the younger audience.

**D2 South** - Esperanza's After School Book Club visited the South Branch to learn how to use the Makerspace. Children of all ages enjoyed designing and making holiday ornaments out of wood using the laser engraver. The Branch hosted multiple painting sessions. Participants painted trees and Christmas gnomes. South hosted the Cleveland Transformation Alliance who used the Branch as the backdrop for their photoshoot for the next Academic Year's school choice book.

**D2 South Brooklyn** - The American Institute of Architects Cleveland hosted a sketch workshop. South Brooklyn staff hosted a Sparkles of Joy event for the Bradford family, providing a special Story Time filled with all the family's favorites. Children's Librarian Rivera provided outreach during Cleveland Public Library's Bright Lights, Reading Nights, and Winterland. Ms. Rivera also visited Rhodes High School to educate students about library databases and other resources. Staff and patrons said farewell to Library Assistant Williamson as she retired after seventeen years at CPL.

**D3 Garden Valley** - The Garden Valley Branch Children's Librarian Csia, conducted Story Time outreach with several classes at All Around Children, I Learn n' Play, and Anton Gardina School Pre-K class as well as in-branch Story Times every other Friday. She also attended three professional development webinars: *How to Have Difficult Conversations About Race: Practical Tools for Necessary Change in the Workplace*, *Beyond with Kwame Christian*, *Modern Native American Representation & Visibility*, and *Addressing Microaggressions*. Library Assistant Leonard Burks and Public Services Generalist DeFreitas collaborated with four systemwide library team members and hosted the Language Palooza Program. Each staff member shared key facts regarding their country and culture in terms of food, language, and customs. Clerk Frye created the "Bury Your Head in a Good Book" penguin display, *Frozen* book stack character display, "Snow Many Books, Snow Little Time" display.

**D3 Hough** - The Hough Campus partnered with Neon, CareSource and Coats for Kids to host a coat giveaway for youth ages 5 to 14.

Families and youth were excited about receiving a brand-new coat for the upcoming winter season. Staff met picture book author Khadijah Fair. Ms. Fair writes a series of picture books about a boy named Khalil.

**D3 Martin Luther King, Jr.** - Manager Gielty held the December book club for Fenway Manor Seniors where the group discussed *On the Roof Top* by Margaret Wilkerson Sexton, and created gingerbread houses. Library Assistant Eubanks participated with the Bright Light Reading Nights event. Legal Aid offered free legal help to over 40 patrons.

**D3 Sterling** - Thanks to the Sisters of Charity Foundation, Bow Blanket Saturdays returned to Sterling. Bitty Dorr and the Trinity Cathedral volunteers helped the children make blankets, select gifts, and wrap presents for the holidays. Manager Rudzinski supported the Friendly Inn 2022 Toy Drive. Marion-Sterling's kindergarten class visited the Sterling branch for a Story Time with guest reader Cedric Johns.

**D3 Woodland** (Closed for FMP) - WOIO anchor Tiffani Tucker interviewed Woodland Branch 2023 Unsung Hero Dar'riel Taylor, and Manager Estrella at the Friendly Inn Settlement. The branch welcomed a new Children's Librarian, Lanecia Smith. Clerk Brent attended the *Modern Native American Representation and Visibility* online seminar and compiled a Holiday Book Sale Truck display. Manager Estrella donated toys and books to the Ward 5 Holiday Toy Giveaway.

**D4 East 131<sup>st</sup> Street** - East 131 Branch hosted Science Saturdays with the Cleveland Museum of Natural History. Youth learned about the human origins and the evolutionary changes that brought about the current human we see today. Additionally, East 131st hosted an Economic Wealthy Development program focused on student loans and student loan forgiveness. Public Services Generalist Oakes assisted the Rainbow Readers outreach event, Queer the Halls and hosted a Japanese Calligraphy program at the branch. Children's Librarian Minter attended the Mount Pleasant MyCom Community Meeting. Ms. Minter also held programs with the youth at East 131st, such as Duct Tape Universe, Scratch Paper Art, Personalize Your Tumbler with the Cricut, and Family Game Day. Manager Houghton attended the First Street Coalition meeting to discuss the status of the nearby community pocket. She also attended discussions to collaborate with and extend the City of Cleveland Reading Boost literacy services to Charles Dickens.

**D4 Fleet** - Manager Peters kicked off the Cleveland READS initiative by hosting a patron appreciation day, which included free books, CPL swag giveaways, and refreshments. Youth Services staff presented after-school holiday craft workshops for children. Aspire Manager, Lana Benton made a visit to inspect materials currently housed at the branch to prepare for a restart of GED classes on-site next year.

**D4 Harvard Lee** - Manager Schmidt restarted a monthly Book Club for adults, with participants discussing *Somebody's Daughter* by Ashley C. Ford. Children's Librarian Morales and Library Assistant Moore performed outreach Story Times for preschoolers at Jamison School and second-grade classes at Whitney Young School, with book themes on friendship and winter. The branch distributed winter Take n' Makes. Ms. Schmidt engaged youth with the Construction Kits MakerLab. Olivia Morales was promoted to the Collection Manager of the Cleveland Public Library.

**D4 Mount Pleasant** - The Mount Pleasant Branch welcomed a new Children's Librarian, Ms. Dianna Trent. Manager Boyce resumed the Rickoff Robotics Partnership with Andrew J Rickoff School. Ms. Boyce is working with third-grade teacher Anita Guisto to teach robotics and coding to third-grade students. Public Services Generalist Collins hosted a six-week postpartum support group for mothers Birthing Beautiful Babies.

**D4 Rice** - Public Service Associate Bolton created Winter Care Kits. Kits include items such as hand sanitizer, gloves, sanitizing alcohol wipes, cotton balls, a comb, toothpaste, and a toothbrush to name etc. Other seasonal activities held at the branch this month included Letters to the North Pole, Ornament Making, and Create a Gift to Give. For the adults, the branch offered Line Dance Saturdays and a Relationship Series, which focused on the themes of Healthy Relationships and Affirmative Consent, Coercion, Sexual Assault.

**D4 Union** - Children's Librarian Steward led Santa slime, duct tape universe, game night, and make your own New Year's Eve noisemakers. Library Assistant Armstrong created a winter holiday display complete with lighted buildings and a working train. Ms. Steward and Library Assistant Johnson provided outreach inclusive of Winter themed Story Times outreach to E Prep school.

**D5 Addison** - Public Services Generalists Coleman and Smith, visited Eliza Bryant Village independent living community. They are cultivating additional senior outreach with Addison Towers

and the Silver Thread program held at the Fatima Family Center. Library Assistant Clark worked with the Northern Ohio Recovery Association adolescent treatment program to provide STEM program activities. Manager Means attended the St. Clair-Superior CDC Stakeholder Mixer.

**D5 Collinwood** - Library Assistant Mudgett-Price made pop up displays. Special pricing on our "Book Cart" is a real pleaser for our avid DVD-watching patrons. The branch served as a pickup spot for Bright Lights, Reading Nights with Children's Librarian Tully also participating in the event. Manager Peak participated in the Holiday Spectacular community family event at the Historic LaSalle Theater to spread the word about the upcoming Cleveland READS kickoff event, and shared literacy resources.

**D5 Glenville** - During Glenville's Snail Mail Club, young patrons sent postcards to McMurdo Research Station which will be returned to the patrons with an Antarctica postmark. Manager Roth led a Senior Arts & Crafts program. Children's Librarian Power led Wonder Wednesdays using a microscope and other STEM tools to explore science with young patrons. Ms. Power and young patrons decorated holiday houses. The Glenville team put together a display of Glenville High yearbooks and memorabilia for "Tarblooder Day." Closing out the month, the Cleveland Museum of Natural History presented a program on human origins.

**D5 Langston Hughes** - Children's Librarian Busta-Peck, visited Willson Elementary and read *I want my Hat Back* by Klassen and Fossil by Thompson. The Poem for Cleveland workshop held at Langston Hughes featured Poet Laureate Ray McNiece.

**D5 Memorial Nottingham** - Memorial-Nottingham Branch hosted a We Are Family Paint and Punch program. Participants created a family crest and played games about their family traditions. Eighty-three participants attended the YouthBiz Entrepreneurs Pitch Competition and Market Day event. The young entrepreneurs sold clothing, services, and tech products. The Pound Unplugged fitness series for mental health began for adults. Youth Services staff performed Story Time at seven area daycares. Three elementary classes visited the branch for Story Time and to learn about databases and resources for a Greek mythology class project. Youth Services staff offered Button Bonanza and Winter movie matinee programs for tweens and teens.

## **EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION**

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

- **Goal:** *Increase Elected Officials and Key External Stakeholders' Awareness and Understanding of CPL's Community Impact*
  - **Elected Official Engagement**
    - Facilities Master Plan (FMP) Branch Updates
      - Continued to apprise local legislators of FMP updates for the branch(es) in their jurisdiction.
    - Virtually met with Councilman Charles Slife and Councilwoman Rebecca Maurer regarding innovation lab updates.
  - **External Stakeholder Engagement**
    - FMP Branch Updates
      - Continued to apprise community development corporations (CDC's) of FMP updates for the branch(es) in their jurisdiction.
- **Additional External Relations & Advocacy Efforts**
  - Co-hosted Cleveland READS Book Bash Kick-off event (City-Wide Reading Campaign) on 12/17/22, with the campaign to launch January 2023 to December 2023.
  - Events
    - Staff attended *A Garden in the Desert: Fortifying the Arts for Justice community for the future*, December 4-6, 2022 in Phoenix, Arizona.

### **CPL DEVELOPMENT UPDATES:**

- **Goal:** *Align fundraising to support CPL strategic plan*
  - Fundraising
    - Secured early literacy grant.

### **CPL FOUNDATION UPDATES:**

- **Goal:** *Reach Financial Targets*
  - Continued to advance the Foundation's 2022 financial targets.
    - Mailed End of Year Appeal

- Secured grant funding in support of FMP Enhancements Campaign
- **Additional CPL Foundation Efforts**
  - CPL Foundation Board
    - Held quarterly Board Meeting
      - New member elected for 2023 include:
        - Adam Gimbel, Allegro Realty
        - Kathryn Heidemann, Cleveland Institute of Art
        - Chris Kaiser, CAVS
        - Ronna McNair, Cuyahoga Community College
        - Christine Millen, Enza Financial LLC
        - Samuel Wright, Huntington Bank
    - Hosted CPL & CPL Foundation Board Holiday Party at Main Library Special Collections Dept.
- **Cleveland READS**
  - Submitted sponsorship requests and secured sponsorships.
  - Met with partners and potential funders to share opportunities.

**ADDITIONAL DEPARTMENT EFFORTS:**

- Staff participated in media interviews including:
  - WKYC Interview: Cleveland Reads edition of We the People with Leon Bibb

**COLLECTION & TECHNICAL SERVICES**

Director of Collection and Technical Services Sandy Jelar Elwell, Collection Management Librarian Laura Mommers, and High Demand Librarian Dale Dickerson met with Ingram Library Services Senior Sales Representative Pamela Mullins to review CPL's accounts and discuss the Library's current needs.

Ms. Jelar Elwell, Technical Services Librarian Lisa Kowalczyk, Director of Financial Services Laura Armstrong, and Accounting Manager Angelina Bueno participated in a meeting with Amazon



representatives to learn about the Amazon Business Pay by Invoice program being implemented January 1, 2023.

Ms. Jelar Elwell met with The People's University Manager Marina Márquez, The People's University Coordinator Jen Jumba, Special Projects and Collections Administrative Assistant Hope Wondowsky, Senior Director of Public Services Robin Wood, and Director of Library Innovation Jean McFarren to discuss purchasing books to create an adult literacy collection at all CPL locations.

Ms. Jelar Elwell, Catalog Manager Andrea Johnson, and Technical Services Librarian Amei Hu volunteered to help at the Cleveland READS Book Bash on December 17. Ms. Mommers and Ms. Kowalczyk spent several days at the end of the month working at the West Park Branch to assist with the unpacking and scanning of materials for their opening day collection. Ms. Kowalczyk also assisted with the assigning of categories and applying labels to older picture books that had been stored for the branch reopening.

**Acquisitions:** The Acquisitions Department ordered 1,196 titles and 100,746 items (including periodical subscriptions and serial standing orders); received 22,002 items, 699 periodicals, and 105 serials; added 184 periodical items, 39 serial items, 20 paperbacks, and 577 comics; and processed 1,443 invoices and one gift item.

Staff completed several projects to prepare for the financial rollover to a new fiscal year. Acquisitions Librarian Leslie Pultorak and Technical Services Librarian Lisa Kowalczyk reviewed the annual end-of-year reports, adjusted open and partial orders, and deleted any unpaid invoices from Sirsi. The electronic data transfer (EDI) reports that automatically transmit orders were suspended while the EDI invoice reports continued to run for the remainder of 2022 to help alleviate the need for having to manually create invoices in January since the files would be available to be imported from the external servers. Any outstanding invoices listed on statements were requested from vendors and processed for payment so that the Library's accounts would be up to date when ordering resumes in 2023.

Acquisitions Coordinator Alicia Naab spent the month tracking the fund balances for Main Library Subject Department selections and placed orders for those items as funds became available. All selections which had been submitted before the Main Library

deadline were placed for 2022. A larger than normal order of YRead? titles was placed this month to expend the remaining balance of the Youth Services 2022 library materials budget. The balances of the 2022 eMedia funds were encumbered under the direction of Director of Collection and Technical Services Sandy Jelar Elwell.

Ms. Naab assisted Fine Arts & Special Collections Manager Heather Shannon in organizing the pick-up of recently ordered materials from the Lake Shore facility to be displayed at The Foundation's holiday party. Ms. Naab worked with Materials Handling Supervisor James Clardy and the vendor Harrassowitz to retrieve a shipment of library materials that had been mistakenly delivered to a private residence in Massachusetts by Federal Express. The individual who received the shipment called to report the error and cooperated with Ms. Naab to have the materials retrieved and delivered to the correct location.

Ms. Kowalczyk continued to assist with the assigning of categories and applying labels to for picture books purchased for Branch Opening Day Collections (ODC). Ms. Kowalczyk and Technical Services Librarian Tonya Jenkins assisted the High Demand Department with receiving orders of High Demand and ODC materials in Sirsi.

**Catalog:** Staff cataloged 3,204 titles, including 150 original records and 68 upgrades, created 129 Library of Congress call numbers, added 3,550 items, completed 132 bibliographic quality control transactions, and transferred 96 titles or call numbers for Cleveland Public Library. The Department also added 3,348 titles, made 393 corrections, and performed 274 transfers for CLEVNET member libraries. Librarians handled 52 email and phone requests from Library staff and 217 requests from CLEVNET.

Catalog Manager Andrea Johnson showed Technical Services Librarian Erin Valentine how to create List entries from Catalog and List Items reports using the SirsiDynix Reports module. Ms. Valentine used the reports to identify incorrectly coded Large Print items. She also cataloged an original book from scans, identifying possible duplicate authority records for the subject of the book, and followed up with outside librarians to determine how to merge and correct the records. Technical Services Librarian Yeshen Dugarova-Montgomery created an original bibliographic record for a book in Thai.

Technical Services Librarian Barbara Satow attended her last meeting as a member of the WOW! Employee Recognition Committee

on December 1. Going forward, employee recognition will be handled by members of the Employee Engagement Committee. Ms. Valentine attended "Migration Station: Tips & Tricks to Manage Your Data," hosted virtually by the Northern Ohio Technical Services Librarians (NOTSL) on December 16. Ms. Valentine took meeting notes in her role as NOTSL Secretary.

**Collection Management:** Collection Management Librarian Laura Mommers continued to assist with collection development responsibilities in the absence of a Collection and Acquisitions Manager.

**High Demand:** The High Demand Department ordered 572 titles and 2,323 items; received and added 5,189 items; processed 627 invoices.

**Materials Processing:** The Materials Processing Technicians processed 8,254 items for the month.

**Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 32 items to the Main Library for requests and 90 items to fill holds. Main Library received 154 telescopes, the Branches received 161 telescopes, CLEVNET received 34 telescopes, CSU and CWRU each received two telescopes, and Tri-C received one telescope. A total of 354 telescopes were shipped out. The Technicians sent out 623 items of foreign material and in total 10,415 new items were sent to the Acquisitions and High Demand Departments.

## **OUTREACH & PROGRAMMING SERVICES**

### **SUMMARY:**

In December, Outreach and Programming Services began bringing contracted programs to a close and devoted much of its time and resources to supporting the upcoming 2023 Cleveland Reads initiative, including the Cleveland Reads Book Bash.

### **PARTNERS AND PROGRAMS (ADULT)**

LegalWorks, a non-profit organization providing legal consultation services for qualified, low-income youth and adults intending to resolve legal issues that are barriers to employment, assisted clients at the Mt. Pleasant, Fulton, and Glenville library locations. During the last quarter of the year, this service resulted in 75 motions to seal clients, with 52 cases filed; 34 open warrants were removed. Clients received additional assistance in the following areas: civil matters

(22), deed transfers (18), wills (15), healthcare documents for the elderly, driver's license suspensions, child support modifications, landlord-tenant matters, and pardon applications.

On December 10, The Legal Aid Society of Cleveland and Cleveland Public Library hosted its last free Legal Aid Advice Clinic at the Martin Luther King Jr. Branch. Legal Aid Advice Clinics are led by Legal Aid staff and volunteer attorneys who meet one-on-one with clients with non-criminal legal questions or concerns.

The Cleveland Public Library partnered with the Bangladesh Association of Northeast Ohio ("BANEEO") in hosting the Bangla Victory Day Event at the Cleveland Public Library. On December 17, between 1:00-5:00 PM, 140 guests visited Main Library for the program.

#### **PARTNERS AND PROGRAMS (YOUTH)**

CSU Viking Corps and America Reads Tutoring concluded their Fall session in December. Over the last quarter, CSU students offered after-school tutoring Mondays-Thursdays at twelve CPL branch locations in addition to providing online support. Drop-in students receive tutoring in math, reading, social studies, and science.

Express Yourself Workshops were offered at four locations, serving students in grades 3 and up. Art Therapy Studio therapists engage students in various art mediums such as drawing, painting, sculpting, and collage to support self-expression.

The Cleveland Public Library FamilySpace softly launched at Carnegie West Branch and Hough Campus in December. FamilySpace is a Cuyahoga County initiative designed to support families and build connections in a space that enhances early learning, parent engagement, and family growth. This program is funded by Cuyahoga County's Invest in Children and United Way of Greater Cleveland.

0 - 3, Read to Me Playdates were held at Rice and Carnegie West. Sandy Nosse, Family Engagement Specialist, continues to work with two additional branch locations for program expansion.

#### **EVENTS**

On December 2, the Cleveland Public Library hosted its 2nd annual Bright Lights, Reading Nights event. Families were

invited to Main Library to engage in winter festivities and a live reading by Macmillan Children's Author Emily Kilgore. Each family received a copy of her title, *The Christmas Book Flood*. The library partners with Public Square in Downtown Cleveland, sponsoring a Storywalk in the square, under the lights. The Greater Cleveland RTA co-sponsored this event as the RTA holiday trolley was on site.

The Cleveland Reads Book Bash on Saturday, December 17, featured engaging activities, including local vendors, a storytime led by children's author Kelly Starling Lyons and a free book giveaway. Over 1,500 patrons were in attendance. Attendees could pre-register for Cleveland Reads, the 2023 yearlong reading initiative encouraging Cleveland to read one million books or minutes.

## **MARKETING & COMMUNICATIONS**

### **EXECUTIVE SUMMARY**

In December, the Library got ready for the holidays with festive programs for all to enjoy. Bright Lights, Reading Nights returned on December 2 with author Emily Kilgore who read her book *The Christmas Book Flood* and signed copies for attendees. Families also wandered the halls of the library for ornament crafts in TechCentral, hot cocoa, and popcorn. Director Thomas made a special announcement about the Cleveland Reads initiative and attendees were able to sign up on-the-spot for a chance to win a raffle prize. Over in Public Square, a pop-up Storywalk of *The Christmas Book Flood* was installed for Clevelanders to enjoy through January 6. WinterLand in Brett Hall had special hours for storytimes and crafts throughout the month. Additionally, new staff and board members joined the Library. Wayne Dawson held a book signing for his book *The Seeds Of Greatness Are Within You*.

On December 17, Library staff and partners took over Public Auditorium for the Cleveland Reads Book Bash. The kick-off had 10,000 books available (free of cost) for attendees to "shop", 40 vendors with free giveaways, a roller-skating rink, prizes, virtual reality gaming with CPL Play, a craft corner with TechCentral, produce from the Food Bank, raffle prizes including game consoles, gift cards, and more. Mayor Justin Bibb attended to help kick things off and encourage Clevelanders to help make Cleveland a city that reads.

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

### **Library Programs & Services**

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

**FACILITIES MASTER PLAN:** Work on reimagined branches continued throughout the month, as the opening for West Park continued to draw near.

#### **MEDIA COVERAGE:**

<https://www.bizjournals.com/cleveland/news/2022/12/15/west-park-campus-to-hold-grand-opening.html>

<https://www.cleveland.com/news/2022/12/cleveland-public-librarys-new-hough-branch-combines-joy-light-and-history-in-a-delightful-design.html>

**CLEVELAND READS INITIATIVE:** On December 17, Library staff and partners took over Public Auditorium for the Cleveland Reads Book Bash. The kick-off had 10,000 books available (free of cost) for attendees to “shop”, 40 vendors with free giveaways, a roller-skating rink, prizes, virtual reality gaming with CPL Play, a craft corner with TechCentral, produce from the Food Bank, raffle prizes including game consoles, gift cards, and more. Mayor Justin Bibb attended to help kick things off and encourage Clevelanders to help make Cleveland a city that reads. The positive response by attendees was overwhelming and comments on social media matched that enthusiasm.

#### **MEDIA COVERAGE:**

<https://www.cleveland19.com/video/2022/12/14/cw-focus-cleveland-public-library-challenges-residents-read-million-books/>

<https://www.wkyc.com/article/news/education/education-station/education-station-cleveland-reads-citywide-reading-challenge-kicks-off/95-73b8e5ac-7b72-4172-bab3-f726adc4c031>

<https://www.cleveland.com/news/2022/12/a-city-that-reads-together-reading-habits-unite-cleveland-public-library-users.html?outputType=amp>

**WINTERLAND, BRIGHT LIGHTS, READING NIGHTS, AND MORE:** On December 2<sup>nd</sup>, Bright Lights, Reading Nights returned for its second year. The main event was author Emily Kilgore reading her book, *The Christmas Book Flood*. She stayed to sign free copies for

attendees and then headed over to Public Square for the debut of the pop-up StoryWalk featuring her story. Other activities included ornament crafts with TechCentral, a decked out hot cocoa bar, the RTA holiday trolley, Zygote press, Twister Girl, and more. Director Thomas announced Cleveland Reads and attendees were able to sign-up for a chance to win a raffle prize.

**MEDIA COVERAGE:**

<https://www.wkyc.com/video/entertainment/television/programs/we-the-people/fun-holiday-events-for-readers-of-all-ages/95-df44eec2-d67a-42d7-998c-21f24249cbf2>

<https://fox8.com/news/hang-out-with-the-claus-on-cleveland-public-transit/>

<https://www.newsbreak.com/news/2839588934037/hang-out-with-the-claus-on-cleveland-public-transit>

**WAYNE DAWSON BOOK SIGNING:** Wayne Dawson held a book signing for his memoir *The Seeds Of Greatness Are Within You* in the Indoor Reading Garden at the Main Library Campus.

**MEDIA COVERAGE:**

<https://www.beaconjournal.com/story/entertainment/books/2022/12/04/children-of-ragnarok-is-new-novel-from-cinda-williams-chima/69688565007/>

**NEW STAFF & BOARD:** Jasmine Fryer joined the Cleveland Public Library Board of Directors. Jamie Mason was announced as the new Director of CLEVNET.

**MEDIA COVERAGE:**

<https://www.cleveland.com/community/2022/12/rocky-river-library-director-moving-on-deputy-director-appointed-interim.html>

[https://laprensanewspaper.com/index.php/2022/12/21/cleveland-public-library-welcomes-new-board-member/?utm\\_source=rss&utm\\_medium=rss&utm\\_campaign=cleveland-public-library-welcomes-new-board-member](https://laprensanewspaper.com/index.php/2022/12/21/cleveland-public-library-welcomes-new-board-member/?utm_source=rss&utm_medium=rss&utm_campaign=cleveland-public-library-welcomes-new-board-member)

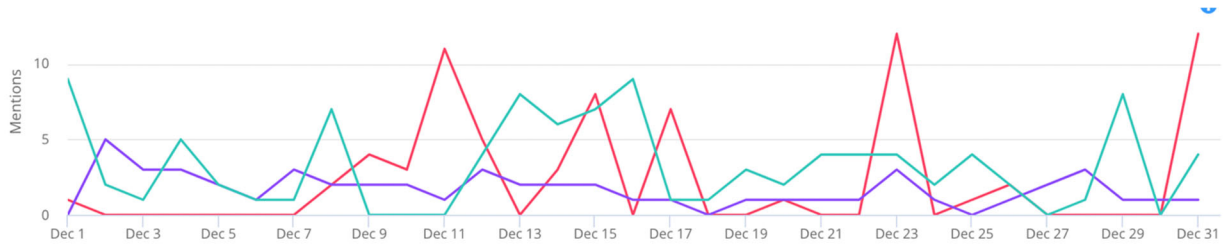
**NEWS 5 TV SPOTS:** As part of a paid campaign, the library had short interviews that were aired on News 5. Topics included the Foundation, Jefferson Campus/FMP, and Winterland at CPL.

**MEDIA COVERAGE:**

<https://www.news5cleveland.com/cpl>

## PUBLIC RELATIONS OVERVIEW

Cleveland Public Library garnered 226 mentions for the month of December reaching more than 24 million people in national and local TV news, radio, and online and print.



Mentions 226

Audience 24,210,471

Publicity \$6,282,089

## SOCIAL MEDIA SUMMARY




























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

- **Book Drops (recommended reading by CPL)**
- **Board Meeting:** The board meeting was recorded and livestreamed on Facebook for public to view
- **Page Count:** Podcast series belonging to Ohio Center for the Book

Other digital content included storytime videos, footage for news spots, holiday message from Director Thomas, Cleveland reads Book Bash time-lapse, reels for Bright Lights/WinterLand, MLK Ceremony interviews, and Book Drops series. Throwback posts documenting CPL's rich history continue to be popular. Other content that performed well included posts about Cleveland Reads Book Bash, Bright Lights, Reading Nights, and other fun holiday specific content.



## Most Popular Posts by Platform:

|   |                          |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
|---|--------------------------|--------------|-----------|-----|---|--------------------------|------------|-------|---|---|--------------------------|------------|-------|----------|---|--------------------------|------------|---|--------------------------|------------|-----------|-----|----------|---|----------|----|---|--------------------------|------------|-----------|-----|----------|----|----------|---|
| <p> Cleveland Public Library<br/>Mon 12/12/2022 11:08 am EST</p> <p>Check out this groovy map of Cleveland from 1972.  Map Collection at Main Library of...</p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>3,816</b></td></tr> <tr><td>Reactions</td><td>977</td></tr> <tr><td>Comments</td><td>69</td></tr> <tr><td>Shares</td><td>99</td></tr> </table> | <b>Total Engagements</b> | <b>3,816</b> | Reactions | 977 | Comments  | 69                       | Shares     | 99    | <p> Cleveland Public Library<br/>Thu 12/1/2022 11:00 am EST</p> <p>#TBT The Arcade is bustling! Today's photograph from 1942 shows pedestrian traffic through the Arcad...</p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>1,437</b></td></tr> <tr><td>Reactions</td><td>793</td></tr> <tr><td>Comments</td><td>75</td></tr> <tr><td>Shares</td><td>53</td></tr> </table> | <b>Total Engagements</b>  | <b>1,437</b>             | Reactions  | 793   | Comments | 75  | Shares                   | 53         | <p> Cleveland Public Library<br/>Sun 12/4/2022 3:08 pm EST</p> <p>Help us kick off the Cleveland Reads campaign! Join the City of Cleveland and 30+ organizations at the...</p> <p><b>Cleveland Reads! Kickoff Event</b></p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>805</b></td></tr> <tr><td>Reactions</td><td>177</td></tr> <tr><td>Comments</td><td>5</td></tr> <tr><td>Shares</td><td>64</td></tr> </table> | <b>Total Engagements</b> | <b>805</b> | Reactions | 177 | Comments | 5 | Shares   | 64 | <p> Cleveland Public Library<br/>Mon 12/19/2022 8:48 am EST</p> <p>Santa can't slay like this! Ced from HR always makes a strong impression, even at storytime. 🎅</p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>747</b></td></tr> <tr><td>Reactions</td><td>409</td></tr> <tr><td>Comments</td><td>41</td></tr> <tr><td>Shares</td><td>8</td></tr> </table> | <b>Total Engagements</b> | <b>747</b> | Reactions | 409 | Comments | 41 | Shares   | 8 |
| <b>Total Engagements</b>  | <b>3,816</b>             |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Reactions   | 977                      |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Comments  | 69                       |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Shares  | 99                       |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <b>Total Engagements</b>  | <b>1,437</b>             |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Reactions   | 793                      |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Comments  | 75                       |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Shares  | 53                       |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <b>Total Engagements</b>  | <b>805</b>               |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Reactions   | 177                      |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Comments  | 5                        |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Shares  | 64                       |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <b>Total Engagements</b>  | <b>747</b>               |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Reactions   | 409                      |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Comments  | 41                       |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Shares  | 8                        |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <p> clevelandpubliclibrary<br/>Mon 12/12/2022 10:54 am EST</p> <p>Check out this groovy map of Cleveland from 1972.  Maps Collection at Main Library of...</p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>427</b></td></tr> <tr><td>Likes</td><td>383</td></tr> </table>  | <b>Total Engagements</b> | <b>427</b>   | Likes     | 383 | <p> clevelandpubliclibrary<br/>Thu 12/1/2022 11:00 am EST</p> <p>#TBT The Arcade is bustling! Today's photograph from 1942 shows pedestrian traffic through the Arcad...</p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>406</b></td></tr> <tr><td>Likes</td><td>381</td></tr> </table> | <b>Total Engagements</b> | <b>406</b> | Likes | 381   | <p> clevelandpubliclibrary<br/>Thu 12/22/2022 11:00 am EST</p> <p>#TBT Happy Holidays from the Photograph Collection! Today's 1956 photo shows the May Company...</p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>305</b></td></tr> <tr><td>Likes</td><td>293</td></tr> </table> | <b>Total Engagements</b> | <b>305</b> | Likes | 293      | <p> clevelandpubliclibrary<br/>Thu 12/8/2022 11:00 am EST</p> <p>#TBT Today's photo brings us to Sam's Food Market, 3625 Detroit Avenue, in 1984. This building was a...</p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>147</b></td></tr> <tr><td>Likes</td><td>135</td></tr> </table> | <b>Total Engagements</b> | <b>147</b> | Likes   | 135                      |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <b>Total Engagements</b>  | <b>427</b>               |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Likes   | 383                      |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <b>Total Engagements</b>  | <b>406</b>               |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Likes   | 381                      |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <b>Total Engagements</b>  | <b>305</b>               |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Likes   | 293                      |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <b>Total Engagements</b>  | <b>147</b>               |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Likes   | 135                      |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <p> @Cleveland_PL<br/>Mon 12/12/2022 11:08 am EST</p> <p>Check out this groovy map of Cleveland from 1972.  Maps Collection at Main Library of...</p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>605</b></td></tr> <tr><td>Likes</td><td>164</td></tr> <tr><td>@Replies</td><td>3</td></tr> <tr><td>Retweets</td><td>29</td></tr> </table>          | <b>Total Engagements</b> | <b>605</b>   | Likes     | 164 | @Replies  | 3                        | Retweets   | 29    | <p> @Cleveland_PL<br/>Sat 12/17/2022 1:05 pm EST</p> <p>Readers Win! There's still time to join us for the #ClevelandReads Book Bash at Public Auditorium. Roller...</p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>108</b></td></tr> <tr><td>Likes</td><td>19</td></tr> <tr><td>@Replies</td><td>0</td></tr> <tr><td>Retweets</td><td>5</td></tr> </table>          | <b>Total Engagements</b>  | <b>108</b>               | Likes      | 19    | @Replies | 0   | Retweets                 | 5          | <p> @Cleveland_PL<br/>Fri 12/2/2022 7:19 pm EST</p> <p>Thank you @EmilySkeie for reading your book, The Christmas Book Flood and spreading holiday cheer at Main...</p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>64</b></td></tr> <tr><td>Likes</td><td>6</td></tr> <tr><td>@Replies</td><td>0</td></tr> <tr><td>Retweets</td><td>3</td></tr> </table>  | <b>Total Engagements</b> | <b>64</b>  | Likes     | 6   | @Replies | 0 | Retweets | 3  | <p> @Cleveland_PL<br/>Fri 12/2/2022 6:56 pm EST</p> <p>Dance into the holidays at Main Library. Join us for Bright Lights, Reading Nights. We're here until...</p>  <table border="1"> <tr><td><b>Total Engagements</b></td><td><b>59</b></td></tr> <tr><td>Likes</td><td>12</td></tr> <tr><td>@Replies</td><td>0</td></tr> <tr><td>Retweets</td><td>1</td></tr> </table>     | <b>Total Engagements</b> | <b>59</b>  | Likes     | 12  | @Replies | 0  | Retweets | 1 |
| <b>Total Engagements</b>  | <b>605</b>               |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Likes   | 164                      |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| @Replies  | 3                        |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Retweets  | 29                       |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <b>Total Engagements</b>  | <b>108</b>               |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Likes   | 19                       |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| @Replies  | 0                        |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Retweets  | 5                        |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <b>Total Engagements</b>  | <b>64</b>                |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Likes   | 6                        |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| @Replies  | 0                        |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Retweets  | 3                        |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| <b>Total Engagements</b>  | <b>59</b>                |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Likes   | 12                       |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| @Replies  | 0                        |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |
| Retweets  | 1                        |              |           |     |   |                          |            |       |   |   |                          |            |       |          |   |                          |            |   |                          |            |           |     |          |   |          |    |   |                          |            |           |     |          |    |          |   |

## **PROPERTY MANAGEMENT**

### Carpenters/Painters

- Continual work on A.D.A deficiency list.
- Westpark- continued final preparations and furniture assembly for grand opening.
- Main building- prepped and painted all areas.

### Maintenance Mechanics

- Continual preventive maintenance on branch boilers.
- Replaced control board in boiler #3 in LSW.
- Working on re-lamping and ballast replacement on 6<sup>th</sup> floor LSW.
- Started air filter replacement in Main building air handler units.
- Re-lamped outdoor front entrance lighting for Main.
- Repaired water line leak at Jefferson.
- Working with Capital projects on opening of new branches and resolving issues.
- T.H Martin completed AHU #1 bearing and pulley replacements.

## **SAFETY & PROTECTIVE SERVICES**

### **Safety Services**

- 12-1-22: Property management entered Memorial Nottingham afterhours without prior notification to SPS causing Royce Security to notify CPD.
- 12-1-22: Patron arrested by CPD for disorderly conduct at Glenville Branch (CPD#22-350684).
- 12-8-22: A patron fell from a chair on LSW 5. EMS was notified and a patron injury report was completed. He refused further assistance.
- 12-9-22: Mayor Bibb and other dignitaries meeting with Say Yes officials on 10<sup>th</sup> LSW.
- 12-9-22: CPD responded to E. 131 re: female patron alleging someone was following her.
- 12-11-22: Cleveland Police (#22-360384) called regarding male damaging city property (Lorain Branch library.)
- 12-14-22: Stolen Vehicle Recovered on CPL property (S. Brooklyn). CPD notified and a juvenile suspect, not affiliated with CPL has been named (CPD#2022-00362236).

12-14-22: CPD summoned to Memorial Nottingham re: phone text threats received on CPL work phone by branch manager.

12-14-22: CPD notified regarding menacing report involving HR staff member (2022-370331).

12-20-22: CPD notified due to a patron in Youth Services attempting to solicit underage children for a program he falsely represented (CPD 2022-370309).

12-27-22: Vehicle abandoned after accident on Addison Branch lot.

12-28-22: CPD contacted regarding potential check fraud from library to a vendor.

12-29-22: EMS to Tech Central for patron experiencing a medical emergency

**PROTECTIVE SERVICES**  
**Activity**

| Month     | Total Dispatch Activity | Total Alarms | Branch Incidents | Downtown Campus Incidents | Incident Reports Gen. | CPL access activities |
|-----------|-------------------------|--------------|------------------|---------------------------|-----------------------|-----------------------|
| Dec 2022  | 1393                    | 18           | 20               | 20                        | 76                    | 39                    |
| Nov 2022  | 1332                    | 19           | 65               | 10                        | 96                    | 42                    |
| Oct 2022  | 1490                    | 24           | 41               | 9                         | 120                   | 33                    |
| Sept 2022 | 1406                    | 14           | 38               | 34                        | 86                    | 62                    |
| Aug 2022  | 1639                    | 6            | 33               | 30                        | 80                    | 61                    |
| July 2022 | 1613                    | 9            | 44               | 37                        | 103                   | 28                    |
| June 2022 | 1752                    | 19           | 60               | 17                        | 75                    | 45                    |
| May 2022  | 2046                    | 19           | 90               | 9                         | 109                   | 35                    |
| Apr 2022  | 2129                    | 23           | 29               | 32                        | 143                   | 49                    |
| Mar 2022  | 1782                    | 25           | 31               | 12                        | 134                   | 67                    |
| Feb 2022  | 1665                    | 28           | 50               | 16                        | 123                   | 60                    |
| Jan 2022  | 1945                    | 61           | 19               | 8                         | 101                   | 30                    |
| Dec 2021  | 1731                    | 28           | 69               | 32                        | 121                   | 47                    |

**Special Attention, Special Events, and Significant Incidents**

- 12-1-22: Branch support for City Planning Commission at Union
- 12-2-22: Support for Bright Lights at Main/LSW
- 12-4-22: Support at Collinwood for Anointed Gates Church Services
- 12-10-22: Wayne Dawson book signing
- 12-15-22 Support OPS at Ignite Book Club event
- 12-15-22: Early Entry for WKYC filming in Youth Services
- 12-17-22: Support OPS programming for BANEO (Bangladesh Association of Northeast Ohio)
- 12-19-22: Media visits at LSW
- 12-20-22: Media visit at Hough

**Protective and Fire Systems**

- 12-12-22: Seeking information from IPS regarding installation of motion detection devices on downtown campus.
- 12-13-22: Jefferson & Hough branches burglar systems are not currently being monitored by Guardian. Contract realignments appear necessary to have necessary communication devices installed.
- 12/22 -1/3/22: Garden Valley early close due to intermittent maintenance issues
- 12-22-22: Conferred with Mark Keserich regarding reconciling Guardian monitoring and billing the reimaged FMP locations.

12-28-22: False Fire alarm initiated due to contractors working in LSW building and system not placed in test prior to them beginning work.

### **Administration**

12-1-22 & 12-13-22: Continuing to work with HR to devise strategies for hiring and retention of SPS officers.

12-7-22: Conferred with IPS regarding workable solutions to install rudimentary motion detectors on main campus to aid lone security who works after hours shift with intrusion alert/mgt.

### **INFORMATION TECHNOLOGY & CLEVNET**

Larry Finnegan, Acting Director of CLEVNET, has been working with Carrie Krenicky to finalize the requisition for CLEVNET's new storage array. Mr. Finnegan has also been working with Cleveland Public Library's (CPL) legal team and Logicalis to finalize the details of the CLEVNET Tenant migration.

The CLEVNET Networking Team, Darren Nowak (CLEVNET Systems Manager), Robert Patrick (Network Specialist), and Kyle Guster (CLEVNET Network Specialist) installed new network equipment for Birchard Public Library's construction project. They also installed two switches at CPL's West Park branch and installed access points at CPL's Lorain branch.

Mr. Guster has also been working closely with Summer Salem (Operations Project Coordinator for CPL) and Brian Leszcz (CLEVNET Lead Solutions Architect) and Caitlin Ryan (CLEVNET Library Applications Specialist) and D-Tech to get the new holds locker at West Park operational.

Mr. Leszcz, worked with the Software Team, Jim Benson (CLEVNET Library Systems and Applications Analyst), and Megan Trifiletti (CLEVNET Library Systems and Applications Analyst), and Ms. Ryan, to prepare for the incoming Director of CLEVNET (Jamie Mason) who starts on January 3, 2023. Everyone worked to create necessary documentation, training, and scheduling for Mr. Mason when he starts.

Ms. Trifiletti and Ms. Ryan have also been working diligently with the various CLEVNET libraries on the year-end acquisition rollovers.

Jesse Scaggs (CLEVNET Solutions Architect) Updated CPL and CLEVNET VMWare instance. He also resolved issues with the CPL and CLEVNET vSphere local update database that was causing issues with the updates. Mr. Scaggs also Researched and created documentation for Hardware Techs to follow on DHCP server configuration and internal DNS (Domain Name System) scope replication settings. Finally, Mr. Scaggs and Mr. Leszcz updated the expiring TLS (Transport Layer Security) certificates for CPL's 3par storage. Mr. Scaggs also improved the existing documentation on the process.

Andy Bush (CLEVNET Solutions Architect) continues to work with Medina County District Library to troubleshoot their CPAD's (touch screen devices attached to printers that cannot natively work with Papercut. These devices fix that issue). Mr. Busch was able to identify that one of the devices was malfunctioning.

Mr. Busch, Mr. Scaggs, Mr. Benson, and Mr. Leszcz met to discuss ways to improve the CLEVNET receipt processor (used to print hold receipts). Mr. Busch and Mr. Benson have since been getting their testing environment set up as well as improving and finalizing the details of how they are going to proceed.