

## **DIRECTOR'S REPORT**

March 15, 2022

### **Strategic Plan**

#### **Our Mission:**

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

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

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

## **PUBLIC SERVICES**

### **MAIN LIBRARY SERVICES DURING COVID-19**

The Library remained at Phase 3 of its COVID-19 Reopening plan through the month of February.

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

#### **Youth Services Programming**

Youth Services staff presented the Dungeons and Dragons program Afternoon Adventures via Zoom on February 11th, the Dungeons and Dragons program, Anime Club on February 9th, a Valentine's Day program titled Happy Hearts Day on February 8th, and weekly virtual Story Times every Tuesday via Zoom.

#### **Book Drops**

Popular Library Manager Sarah Flinn, and Literature/Ohio Center for the Book Manager Don Boozer held their first Book Drops episode of 2022 in late January with talk of titles that they're looking forward to in the New Year. The February 2nd episode focused on time travel books and movies in honor of Groundhog Day. The two episodes have been viewed 600 times.

Senior Director of Public Services - Main Library Robin Wood, TechCentral Manager Suzi Perez, TechCentral Assistant Manager Melissa Canan, and General Research Collections Manager Sarah Dobransky have prepared a presentation for the OhioMeansJobs

(OMJ) staff and are implementing the new workflow for the OMJ partnership to assist their clients with career assistance. The new system will be operated through LibAnswers and handled by the Business, Economics, and Labor staff; plus other departments' staff as needed.

### **Exhibits**

General Research Collections Manager Sarah Dobransky, Photograph Collection Librarian Brian Meggitt, CLGH Manager Olivia Hoge and several other staff members installed the *Find Cleveland Here Exhibit* on February 16th. The display is intended to showcase the unique collections found in the subject departments of the Louis Stokes Wing.

### **COVID-19 Test Distribution**

Lending staff continued to distribute a very limited supply of free BinaxNOW at-home COVID tests to patrons via the Drive-Up window. In February, the Ohio Department of Health provided 216 COVID Tests to the Cleveland Public Library for distribution to patrons in our community.

### **Books by Mail Programs**

**Words on Wheels:** Ten different patrons used Words on Wheels services as of February 15th. Twenty six packages including fifty-five items have been sent to patrons during that time.

**Homebound:** From January 18th through February 14th, Homebound Services sent 82 packages to 66 patrons (shipments) with snow impacting shipments on several days.

### **Mini-Book Making**

Cleveland Digital Public Library staff created and presented a virtual program on making mini-books.

## **OUTREACH**

### **Book Discussions**

Social Sciences Librarian Helena Travka helped organize the Cleveland Public Library/Cleveland Law Library Book Discussion. Ten attendees enjoyed hearing from author/lawyer Joshua Cohen.

A class from Oberlin Conservatory of Music attended a workshop/practicum held at CPL for student instrumentalists on how to assemble silent film scores from historical photoplay music and how to perform them as an ensemble. Thirty volumes of books and scores were pulled, including part sets from the Eyman

Dance Music Collection. The workshop was led by Rodney Sauer, head of the Mont Alto Motion Picture Orchestra.

Youth Services Public Services Associate Maria Lopez participated in the Rock and Roll Hall of Fame Live Fam Jam on February 12th.

International Department Manager Milos Markovic represented CPL at Asia Plaza's Lunar New Year celebration on February 5th. Using Cultural Diversity ERG funds and other CPL resources, a table was hosted during the event which lasted from 10:00 a.m. - 3:00 p.m.

### **COLLECTION MANAGEMENT**

Staff in Fine Arts and Special Collections made 22 reclassifications, 27 catalog updates, processed 25 new bound journals and Architectural Trade Catalogs, scanned microfilm of the East India Manuscripts and Souvenir pamphlets, weeded 197 books from FA shelves to Stacks, added 38 items scanned from the Eymann Dance Collection, and finished arranging 5 boxes of the Anvil Music Revue Collection.

Shelf Division staff directed by Manager Demba Diawara and Shelf Department Assistant Manager Cynthia Coccaro are assisting the Cleveland Public Library Foundation in clearing out the book donations assigned to Lakeshore. In addition, Shelf Department pages are diligently working to clear the backlog of recently returned books.

Center for Local and Global History Department staff continue to work on collection projects including: Working on the item-level inventory of the Cleveland 20/20 Project, processing 257 unique items (Photograph Department Librarian Brian Meggitt), adding notes for Cabinet #20 and new item descriptions to the Cleveland City Hall Collection (Library Assistant Lisa Sanchez), digitizing 78 items from the Cleveland Picture Collection, documenting the Martin Luther King Jr., Walz, Rockport, and Collinwood branches for the Neighborhood Photograph Survey.

Youth Services staff continue to shelve and maintain the collection by organizing and distributing advanced reader copies located in the stack area and weeding YRead? Booklets that were damaged or have been replaced.

Business, Economics & Labor Subject Department Librarian Zachary Hay has been working with the department's clipping file and

found the 1948 volume of *Blue Book Executives' Edition: Special Section*. No other library holds this title.

Literature staff weeded 499 items from the collection in January, and 206 items were added.

International Languages staff withdrew 247 items from collection, sent 87 items to the stack collection, responded to two agency Long Loan requests and selected, boxed and shipped a total of 540 items, and added 114 new items to the collection. In addition, staff shipped 78 items to 24 patrons who placed phone requests for materials, responded to 26 email reference inquiries, 64 phone reference questions, and 36 in-person patron reference questions.

#### **RESEARCH THAT'S ONLY POSSIBLE AT MAIN LIBRARY**

- Fine Arts Staff assisted patrons with the following requests:
  - Requests for scans of Mozart's *Leichtes* for Violin and Cello for a researcher at the Mozart Institute in Salzburg, Austria.
  - Scans of letters from our East India Collection.
  - Scans of several pages of information from a reference book on 1965 print "Moonscapes" by Roy Lichtenstein for a Professor from Kent State University to aid in her research.
  - Pulled books for a researcher on *The Mastery of Alla Prima* Painting and the drawings of Charles White.
  - Scans of a portrait of chess player/journalist, John G. Witton (1852-1910) in the 1910 *British Chess Magazine*.
  - Scans of games and commentary recorded in the *Ajerez Revista Mensual* (1960).
  - Scans of *Thirty-one games at chess* (1845).
  - A US Chess Association request for scans of the cover and title page of *The Canadian chess championship, 1936*.

- Information requests from the USCA concerning the 1947 Canadian Chess Championship.
- CLGH staff assisted patrons with the following requests:
  - Librarian Terry Metter received a call from a professional genealogist who is attempting to find next of kin for a deceased person in Chicago who left a million dollar estate with no clear heirs.
  - Photograph Librarian Brian Meggitt and Library Assistant Adam Jaenke assisted a patron with finding and obtaining images of multiple houses that once existed on East 115th Street, prior to their demolition in the early 1960s to make way for the Cleveland Browns' practice field.
  - Library Assistant Danilo Milich researched articles in The Cleveland Plain Dealer covering the World Series 1995 and 2016 for patrons creating a music video.
  - Manager Olivia Hoge assisted a patron from France researching an ancestor who emigrated from France after marrying a U.S. soldier in 1946. In addition she assisted a researcher from Japan who is researching the Ohio City and Downtown neighborhoods and an artist creating a piece for the Hale Farm and Village.
  - Library Assistant Lisa Sanchez helped a patron conduct property research on their Cleveland Heights home. The research included various years of Sanborn Fire Insurance Maps, Hopkins Plat Maps, Cleveland Heights city maps, and Cuyahoga County sewer and water utility maps.
  - Library Assistant Adam Jaenke assisted a private investigator who needed to show a person living at a specific address in the 1960s and 1970s. Mr. Jaenke was able to use city and crisscross directories to show when the person was at the residence. In addition, Mr. Jaenke assisted a patron whose family members were aboard the ill-fated U.S. merchant ship, the S.S. Dumaru. Mr. Jaenke was able to supply the patron with passages from a book written on the subject, including a photograph of her great uncle.

- The Science & Technology Department provided *Biological Monitoring of Exposure to Industrial Chemicals* for an Interlibrary Loan request. Cleveland Public Library is the only library in Ohio that owns the book.
- Social Sciences Librarian Forrest Kilb assisted several patrons and colleagues in locating historical yearbook items for research and programming displays. The Social Sciences Yearbook Collection is one of the many unique collections that make Cleveland Public Library a destination for special research. In addition, a Pennsylvania author has been working with Social Science Department staff to obtain quotes from the former Cleveland Indian's player Stan Coveleski Murdock Interview available from the Sports Research Center's digital files on the Digital Gallery.
- Business, Economics, and Labor Public Services Associate Alycia Woodman assisted with research on a local publisher. Center for Local and Global History Library Assistant gathering photos for use in his upcoming book. In addition, Business, Economics, and Labor Librarian Susan Mullee assisted a LibChat patron who wanted information on starting a trucking business. Ms. Mullee recommended the reference books *Permit and Tax: The Business of Trucking* and *Trucking Permit Guide*. Cleveland Public Library is the only library in the world with a copy of the first title and one of only two in the world with a copy of the second.
- A selection of books requested by patrons from the Literature Department this month for which Cleveland Public Library was the only public library in Ohio to own included: *Authors of our day in their homes: personal descriptions & interviews* (1902), *The Gay Illiterate* (1944) by Louella Parsons, and *Poems* (1955) by Robert Conquest.

### **STAFF DEVELOPMENT**

Assistant Manager Cynthia Coccaro attended an NEO-RLS webinar titled, *2021 Employment Law Updates Part 2* on February 3rd. Ms. Coccaro also attended a training titled *Psychology to Help People Follow Rules Voluntarily* hosted by the State Library of Ohio on February 10<sup>th</sup>.

Business, Economics and Labor Senior Subject Librarian Sandy Witmer attended the webinar *Unattended Children: How to Talk to Parents about their Children's Behavior* by Ryan Dowd.

Business, Economics and Labor Librarian Susan Mullee completed the LinkedIn Learning course, *Interpersonal Communication: Investing in Communication Skills*. In addition, she attended the Federal Depository Library Program (FDLP) webinar, *New and High Frequency Data Products*.

Business, Economics and Labor Librarian Zac Hay attended the archived NEO-RLS webinars *Assertiveness for the Unassertive* and *Disability 101*.

Business, Economics and Labor Public Services Associate Alycia Woodman listened to the podcast *Setting the Playlist: Interview with Ash Faulkner*.

Science & Technology Department Public Services Associate Karen Cerney and Senior Librarian Jim Bettinger attended the live training session *Patent Public Search - Advanced Version* from the United States Patent and Trademark Office.

Social Science Librarian Forrest Kilb attended the Webjunction webinar, *Growing Digital Equity through Community Partnerships*.

Social Science Librarian Helena Travka attended the Booklist Webinar *Adult Faves*.

Social Science Librarian Senior Subject Librarian Mark Moore listened to the *In Our Times: History* podcast *The Library of Alexandria*.

Fine Arts and Special Collections Public Service Associate Kalie Boshara attended the Women's ERG meeting on the topic *Prevention of Cardiovascular Disease in Women* and the NEO-RLS program *Fundraising 301: Making the Ask: How to approach, communicate with and ask donors for gifts*.

## **OTHER**

Staff members across Main Library continue to serve on teams and committees including the COVID-19 Team, CPL Re-Opening Task Force, Labor Management Committee, Public Service Training Steering Committee, BookEnds Training Team, and Employee Resource Groups.

Center for Local and Global History Librarian Terry Metter was mentioned and quoted in the February 13th *Plain Dealer* article, 'Unknown' no more: The story of Cleveland's only documented lynching victim, chased and killed in 1911 after stealing cherries from West Side orchard, also published on [Cleveland.com](http://Cleveland.com).

Staff at Main Library will virtually attend the State of the Library presentation at the City Club on February 17th. A few will also be present at the in-person luncheon.

**TEHCENTRAL**

**Outreach**

Inside Programs-via Zoom

Name of Program	Date of Program	Total # of Attendees	# of Adults	# of YA	# of Juveniles
Microsoft Word I	Feb 1	4			
Microsoft Excel I	Feb 3	Spec Close			
Microsoft Word II	Feb 8	5			
Microsoft Excel II	Feb 10	9			
Resume Workshop	Feb 14	0			
Microsoft Word III	Feb 15	5			
Microsoft Excel III	Feb 17	8			
Job Searching Online	Feb 18	0			
Microsoft Word IV	Feb 22	5			
Microsoft Excel IV	Feb 24	11			
1-on-1s	February	17			

All in-person classes were postponed until March due to COVID.

**Professional Development and Meetings**



TechCentral staff attended the Founders Day City Club live stream February 17th.

TechCentral staff meeting held February 15th.

TechCentral Assistant Manager, Melissa Canan

<b>Date</b>	<b>Topic</b>	<b>Location</b>
2/2/22	Public Services Managers Meeting	Virtual- Teams
2/8/22	Digital Ambassadors- Monthly Meeting	Virtual- Zoom
2/8/22	We Are NOT Okay: Library Worker Trauma Before and During Covid-19 and What Happens After	Virtual- YouTube livestream
2/9/22	Main Managers Monthly Meeting	Virtual- Teams
2/9/22	LibStaffer Checks & Balances	Virtual- Zoom
2/10/22	HR Forum	Virtual- Zoom
2/14/22	Data is for Everyone: Census Tools to Better Understand Your Community	Virtual- Zoom
2/14/22	NIH Data Management and Sharing Requirements- Introduction to the NIH Data Management and Sharing Plan	Virtual- Webex
2/17/22	Do No Harm with Data Viz	Virtual- Webex
2/22/22	Central Neighborhood Working Group	Virtual- Teams
2/23/22	HR Forum Breakout Group	Virtual- Teams
2/24/22	Hybrid Programming: A Conversation about Equipment to Engagement	Virtual- Zoom

Library Assistant-Computer Emphasis, Allison Collins

<b>Date</b>	<b>Topic</b>	<b>Location</b>
02/01/22	SEIU delegates quarterly meeting with Dir Thomas	Teams
02/02/22	Reopening Task Force meeting	Teams
02/15/22	Department Staff meeting - updates, staffing, masks	TechCentral
02/16/22	Reopening Task Force meeting	Teams
02/16/22	SEIU-CPL Chapter leadership monthly meeting	Zoom
02/24/22	Events Reporting in LibCal	Teams

Library Assistant-Computer Emphasis, Alison Guerin

Date	Topic	Location
2/7	FIT Meeting	Zoom
2/16	CPL Foundation Staff Committee	Zoom

TechCentral Manager, Suzi Perez

Date	Topic	
2/2	Public Services Managers Meeting	
2/7	FMP 1A Computers Discussion	
2/	Digital Ambassadors Meeting Digital Equity Partnership - CPL/DigitalC Transition Planning/Move Management	
2/9	Main Managers Meeting	
2/15	CPL Regular Board Meeting Move-in Responsibility Matrix	
2/16	HR Forum Re-opening committee	
2/17	Founders Day City Club event	
2/22	Central Neighborhood Working Group Transition Planning/Move Management	
2/23	HR Forum: Breakout group	
2/24	Hybrid Programming: A Conversation about Equipment to Engagement Event Reporting in Libcal	

### **Computer Usage and Hotspots**

There were 1503 computer sessions at Main for February. There were 208 hotspots circulated through the system in February.

### **PST Monthly Report: Feb 1st 2022 - Feb 28th 2022**

Service Calls and Tickets Summary  
Service Calls and Tickets Received: 144  
- CPL Help Desk Tickets: 135  
- CPL TechCentral Tickets: 9

Service Calls and Tickets Resolved: 111  
Tickets currently in Progress: 82

Service Ticket and Project Detail  
Application: 13  
Workstation: 36  
Printer: 6

Office 365 : 35  
Form 001's: 4

Working on organizing and cleaning Automation storage.  
The department has been implementing and installing dozens of the newly received computers, including planning on going branch by branch to replace all old Win7 machines, starting with Memnot. Install of 10 new laptops in Conference room D.  
Investigated and figured out a fix for a widespread Onedrive/sharepoint issue.

## **CLEVELAND DIGITAL PUBLIC LIBRARY**

### **Summary**

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

### **Public Service Statistics**

ClevDPL had 17 in-person visitors during February. We had 6 two-hour scanning appointments. From February 1st to February 25th, Google Analytics (GA) reports 5757 sessions for 3992 users and 11,0614 page-views. Search engines delivered 56.2% of our accesses. Searching in ContentDM accounted for 28.5% of our accesses. Referrals were 11.4% of our accesses (including 22% from Wikipedia, 14% from CWRU, 11% from CPL, and 6% from dp.la. 3.9% of our sessions came through social media (41% Facebook, 58% Twitter, and a bit from Instagram.). 59.1% of our users accessed our site using desktop computers, and 40.9% accessed ContentDM through mobile devices (5% tablets and 35.9% mobile).

### **Outreach**

Community partners' work in February was limited. We worked Google Arts and Culture (image sharing and description) with Cleveland Orchestra (scrapbooks, and others.) We did project planning with Playhouse square. ClevDPL's new book scanner has arrived and will be installed in March using ARPA/LSTA funds. ClevDPL is participating in the new exhibits project at Main Library. We made appointments with the Rock & Roll Hall of Fame.

### **Collection Development**

As of February 29th, 1046 images were scanned, 1726 were post-processed and QA'd, and 1726 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 sheet music, scanning urban renewal and public works plans, crowdsourced transcription of Civil War manuscripts and continuing the Cleveland Orchestra

scrapbook project. ClevDPL is still finishing with scanning of volumes listing of electors in Cleveland for the Social Science department and the project has slowed to a crawl with oversized volumes that are delicate and need to be dis-bound for scanning and reassembled afterwards.

### **ILL**

Statistics from OCLC are one month behind and cover January. We had 47 requests from CPL users for materials from other libraries. Response time by other libraries, likely due to the pandemic, averaged a 16 day and 18-hour turnaround on our patron's requests for books and materials, and a two-day turnaround for our patrons' requests for copies. Partner libraries made 863 requests through OCLC to borrow from CPL and made requests through ALA forms. CPL staff managed a response time for books of 5 days and 15 hours and a 5-day 13-hour turnaround for copies. We again had numerous ILL requests from incarcerated persons and general researchers using ALA forms. There were 11 copy requests.

### **Staff Development**

Staff practiced uploading materials to Google Cultural Institutes. The hope is that we can use the platform for library exhibits.

### **Preservation**

As of February 29th, preservation received 50 items and returned 56 items. The team did 42 complex and 6 simple repairs on codex books. We completed 23 complex and 14 simple flat paper repairs on difficult oversized maps and plans, including washing, and mending. We continued working on an inventory of artwork in the library system, focusing on branches in phase 1b of the master plan. The Eastman mural, taken down and rolled by ICA in February, will be moved by library staff in early February. Brooklyn, Walz, and MLK are in progress. The rest of 1b is still being planned.

### **Planning Activities**

We continue to plan for art moves and storage of art. Walz is on our list for early March. Due to COVID, early winter programs were cancelled. Patrons have expressed interest in an in-person chess club. We continue researching metadata from WorldCat Collection manager for both controlled digital lending collections and open-access collections to get more and better access to online books for our patrons. We are working with IT to put more of our digitization tracking and applications in the cloud.

## OHIO LLIBRARY FOR THE BLIND AND PRINT DISABLED

### Activities

For February 2022, OLBPD circulated 105,979 books and magazines directly to patrons. The substantial increase in monthly circulation is a direct result of migrating patrons over to duplication-on-demand (DoD) and is only temporary through the conversion. The BARD statistics were not ready in time to be included in this report when it was due.

OLBPD is continuing its DoD patron conversions. Over 70% of audio readers have been converted to DoD from our single copy cartridges. Feedback from readers has been quite positive. DoD has helped resolved some of our patron's biggest complaints with delays in mail delivery and having enough books to read while waiting for more to arrive, along with not having to keep track of all the different cartridges and containers they receive.

OLBPD and the National Library Service (NLS) are moving forward with plans to distribute HumanWare braille e-readers to patrons. Originally, Ohio agreed to pilot and test the Zoommax braille e-reader last year. However, NLS concluded the pilot in March. With the conclusion of the pilot, NLS will instead be sending the HumanWare braille e-readers for patron distribution. Deployment should begin in the next few months.

OLBPD is working with IT to complete the Windows 10 PC upgrades on OLBPD staff and public machines as well as adaptive technology workstations systemwide. The Fusion software installed on adaptive workstations is also being upgraded to the 2022 edition.

The Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meeting was held via teleconference on February 24th. Consumers were provided updates about the service, including news on the braille e-reader pilot project with NLS, and a progress report on DoD service and patron conversions.

The OLBPD adult book club met remotely on February 10 to discuss "Kindred" by Octavia Butler. On February 10, the OLBPD school chat students met remotely for a Story Time discussion of "Blizzard" by John Rocco.

## **PUBLIC ADMINISTRATION LIBRARY**

### **Programs/Exhibits**

Popular shared titles and a display was created for Black History month.

### **Collections**

History assisted PAL by providing ward map printouts from microfilm of pages had been torn from our reference copy of *Atlas of Cleveland, O., showing wards and precincts* (G1399.C5 M6 1911)

### **Transferred**

PAL transferred 8 titles and withdrew 2 titles.

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

- Assisted patron to locate Ohio court case with year as guide. Incorrect court case name had been provided.
- Assisted the Law Department by providing copies of Law Opinions, ordinances and legislative history of ordinance.
- Assisted the Law Department with researching the founding of TV20, Cleveland's government access news channel.
- Assisted patron with Hough neighborhood information.
- Assisted Finance Department with research regarding health benefits offered to Cleveland crossing guards.
- Assisted patron by locating 1975 Plain Dealer article
- Received letter requesting Inaugural Remarks by Cleveland Mayor Justin Bibb. According to the Mayor's Office the speech is not available in typed format.
- Assisted patron with parking information.

### **Outreach**

Project of scanning Cleveland Landmarks binders will continue with 1997 year.

An idea presented by a Council representative was shared by email for review. The idea concerned creating a connection between Cleveland Public Library and Cleveland City Council for a transparent site of documents and reports received by Council members.

## **Staff**

David Furies has submitted the 2021 Biennial Survey of Depository Libraries for PAL. The survey was postponed one year due to the pandemic. The Biennial Survey of Depository Libraries is the means by which depository libraries report their conditions to the U.S. Government Publishing Office (GPO). It is administered in odd numbered years, and response is required by law. Data from the survey is used to administer the FDLP, to identify new trends, and to assist in the assessments of the conditions and services of Federal depository libraries.

Tim Phelps replaced the staff computers at PAL front service desk.

Denise Williams-Riseng attended Knowledge Sharing Session from Strategy Office: Events Reporting in LibCal on 2/25.

## **ARCHIVES**

### **Acquisitions**

The Library purchased the transcript of a 1963 oral history interview with former Library staff member and winner of the Nobel Prize in Physics Polykarp Kusch from the Columbia University Libraries. Kusch, who died in 1993, worked as a page following his graduation from Central High School at age 15 in 1926 until he completed his undergraduate studies at the Case School of Applied Sciences in 1931. In the interview, Kusch remembered his time at the Library as intellectually stimulating and with great camaraderie among his fellow pages. The transcript is to be printed and added to the Library's collection.

### **Visits to the Library**

Students from Ursuline College, accompanied by their professor, visited the Literature Department to view primary source material from several local authors, including the late Library staff member and award-winning author Andre Norton, who died in 2005. Norton worked at the Library as a page, clerk, and aide in several branches from 1931 to 1952, primarily with children. Norton published dozens of books during her career, and she was well-known for her work in science fiction and fantasy for young adults. Material on Norton from the Archives was pulled for the students, including correspondence, photographs, and newspaper articles.

## Research

In celebration of the Library's 153rd anniversary on February 17th, 2022, a request for its total attendance and circulation was received. Statistics were gathered from several sources within the Archives, and conservative estimates were made for the years in which figures were not found. It is estimated that approximately 700 million items have circulated during the Library's history, and approximately 500 million visitors have entered its locations since 1869.

## BRANCH NARRATIVES

**D1 EASTMAN** (closed for FMP) - LACE Kristin Galewood completed the NEO-RLS webinar *Digital Marketing Tips, Tricks & Trends*. LAYE Nancy Sommer completed the NEO-RLS webinar, *LGBTQ+ Reader's Advisory*. Manager Jamie Lauver completed three NEO-RLS webinars, *Book Club Reboot: Creative Twists on the Reading Groups We Know and Love*, *Crash Course in Using TikTok*, and *Adult Programming Series: 20 More Adult Programming Ideas in One Hour*.

**D1 LORAIN** (closed for FMP) - Children's Librarian Adela Santana continued to serve the Lorain Branch service area with Story Times. Ms. Santana read four books inclusive of *Memory Jars* by Vera Brosgol, to classes from Almira Elementary School and Step Forward Willard Head Start. Ms. Santana completed webinars from the State of Ohio Staff Academy including *Unattended Children: How to Talk to Parents about Their Children's Behavior* and *Burnout, Vicarious Trauma & Compassion*. Ms. Santana created a Valentine's Day book display and a Martin Luther King, Jr. banner. Manager Crystal Tancak stayed connected to the Lorain Branch community by attending a MyCom Steering Committee Meeting as well as the Second District Community Relations Meeting. In celebration of Cleveland Public Library's Founders Day, Ms. Tancak attended the "Reading the Opportunity of a City: Cleveland & Its Library" event at the City Club, "The Way Forward Leader Lunch Break" with Felton Thomas, Jr., and the *Unattended Children: How to Talk to Parents about Their Children's Behavior* training.

**D1 ROCKPORT** - Rockport served as a host location for the CPL Play Tournament. We welcomed AARP volunteers to the branch to provide tax preparation services. We held a virtual Paint Cleveland History program. Rockport youth staff provided Zoom Story Times to Little Critters classes. Librarian Kendra Proctor attended a Summer Lit League Committee meeting. LACE Emily Crompton participated in an Employee Engagement Task Force



meeting. Mr. Lykins attended the following meetings: LibCRM Pilot Program, Harvest for Hunger, and Branches Collections Update.

**D1 BBTC @ Rockport** - Through a partnership with The Clubhouse Network and iRobot, the Best Buy Teen Tech Center received 3 Root Coding Robots, which members have been using to learn about code. The monthly challenge was all about sewing and we hosted a weekly meeting to sew plushies. Jill Pappenhagen has been working virtually with a 5th grade class at Artemus Ward Elementary School teaching students how to design with Tinkercad for both the 3D printer and the Glowforge. Jill also attended a Family Informational Night at Robinson G. Jones school. The BBTC Steering Committee held its inaugural meeting.

**D1 WALZ** - Manager Jeannie Gielty and staff prepared the branch for their imminent closure with a commemoration which included a presentation of the history of Walz, good-bye activities, a Foundation Book Sale, and places for patrons to take photos and leave heartfelt messages. Ms. Gielty spread the news of the closing and reopening via social meetings and in-person, at the West 80s Stakeholders and the Second District Community meetings.

**D1 WEST PARK** (closed for FMP) - Children's Librarian Libby McCuan provided educational kits to Walz Branch families including a "The Snowy Day" Story Time kit to celebrate African American History month. LAYE Jeanna Sauls attended *Programming in a Pandemic*, Ryan Dowd's *Dealing with Unattended Children*, and *Social Emotional Learning Begins with You* webinars. Manager Michael Dalby attended the "Reading the Opportunity of a City: Cleveland & Its Library" event at the City Club. He also attended the *We Are NOT Okay: Library Worker Trauma Before and During COVID-19 and What Happens After* webinar.

**D2 BROOKLYN** - LACE Sarah Kolonick and clerk Felicia File made to-go crafts including a paper cutting Year of the Tiger lantern, a Go Wild matching game, and a dinosaur themed pop-up card using the branch Cricut machine. Manager Ronald Roberts participated in a Cleveland Metroparks Zoo initiative as part of a listening sessions for community organizations and planned senior outreach to interested older adults.

**D2 CARNEGIE WEST** - Free income tax preparation for patrons was provided by volunteers from the American Association of Retired Persons. Manager Angela Guinther met with Aaron Mason from 3E/OPS, representatives from Literary Cleveland, and May Dugan

Center to strategize reading and writing workshops for the center's Seniors on the Move program. Children's Librarian Helen Zaluckyj worked with the Youth Services and Marketing departments to develop and record a preschool program about wind for Leap into Science week.

**D2 FULTON** - Children's Librarian Beverly Austin recorded a puppet show Story Time to send to community daycares. Manager Leslie Barrett worked with the Curb Cut Collective ERG to apply for grant money. Mrs. Barrett attended "The Way Forward Leader Lunch Break" with Felton Thomas, Jr. and joined the National Library Week Conference Marketing Sub Committee.

**D2 JEFFERSON** (closed for FMP)- Staff began planning for the branch's Ribbon Cutting ceremony by compiling lists of neighborhood individuals, entertainment, and food options. Children's Librarian Karen Kelly Grasso spearheaded the Talk on Tuesday, Women's ERG programs for Heart Month during February. She hosted a virtual presentation by a doctor discussing prevention of heart disease in women and another one about making dietary changes to reduce risk of heart disease. Manager Steve Capuozzo attended trainings including *Unattended Children: How to talk to parents about their children's behavior* and *Transforming your Library and Community Through Relationship-Focused Service*. Mr. Capuozzo worked with the Rainbow Readers ERG to present a book collection to the Beyond Identities Community Center and secured a partnership and film sponsorship with the Cleveland International Film Festival.

**D2 SOUTH** - Tutoring started this month with 3 tutors. Art Therapy started at South which helps students express themselves through artistic mediums. Honoring Black History Month several displays have been set up around the Branch. A new partnership with the Cleveland Clinic has begun with a mini job fair at the Branch advertising available positions.

**D2 SOUTH BROOKLYN** - The branch hosted the CPL PLAY League Kick-Off Tournament. Clerk Shellie Oreskovic attended the Prevention of Cardiovascular Disease in Women program. During various Zoom Story Times with Horizon Education Center, LAYE Raymond Cruz read selections from books including *Yummy: 8 Favorite Fairy Tales* by Lucy Cousins and *The Undefeated* by Kwame Alexander. Assistant manager Tammy Houghton attended National Library Conference Planning, Ward 13 meeting, and *Unattended Children* training. Ms. Houghton led the adult book club to discuss *The Sun Does Shine* by Anthony Ray Hinton. Regional Director-East Luigi Russo attended Leadership Education Programming.

**D3 GARDEN VALLEY** - LAYE Leonard Burks presented the Branch Chess program via Zoom. Children's Librarian Andrea Csia facilitated two Story Times at the All-Around Children's Daycare and read *The Goose Egg*, and *Zuri Ray Tries Ballet*. Ms. Csia, Mr. Burks, and Branch Clerk Melissa Brooks also designed, created, and installed Black History Month displays.

**D3 HOUGH** - Story Time continued virtually with the Lexington-Bell Daycare. Stories read by Children's Librarian Manisha Spivey included *Pete the Cat: Valentine's Day is Cool* by Kimberly & James Dean and *Splat the Cat: Funny Valentine* by Rob Scotton. LAYE Romael Young read the books *Love is Here* by Mike Malbrough and *The Year We Learned to Fly* by Jacqueline Woodson. Mr. Young also completed the NEO-RLS "Your Makerspace" webinar. LACE Michael Barkacs attended the *Unattended Children: How to Talk to Parents About Their Children's Behavior* training. Manager Lexy Kmiecik attended *Transforming Your Library and Community Through Relationship-Focused Service* webinar. Mrs. Kmiecik met with Erin Guido from LAND Studio to discuss art for the new Hough Branch.

**D3 MARTIN LUTHER KING, JR.** - Martin Luther King, Jr. teens participated in a Superhero Project discussion and presentation that was facilitated by Lisa Kollins. The interactive program integrated the Superhero Project Exhibit and engaged the teen audience with activities and video related to the exhibit. The Superhero Project facilitates the branch's focus on social justice as well as educational and creative expression.

**D3 STERLING** - Manager Monica Rudzinski participated in the second phase of community engagement efforts for the Health Campus initiative led by the Sisters of Charity Foundation of Cleveland. Ms. Rudzinski hosted a resource table at Project Save Presents Black History Month at Friendly Inn and attended the Marion-Sterling Partnership and 3rd District Community Relations Safety meetings. Ms. Rudzinski completed *Children's Response to Trauma: Responding to the Impact of the Pandemic - Now and In the Future*, a continuing education course through the Hanna Perkins Center for Child Development. Sonja McCord, children's Librarian presented a virtual Story Time in which toddlers identified animals and opposites in *Pete the Cat*, *Tiger Tales* and Eric Carle's *My First Peek-a-Boo Animals*.

**D3 WOODLAND** (closed for FMP) - Manager Maria F. Estrella attended *This is Your Brain on Stress*, *Cultural Humility*, *Timely Talks with Library Leaders*, and *Kindly Hire Me: The Process and*

*Impact of Inclusive Hiring* webinars. She also attended the Transition Planning/Move Management, and the Family Space Planning Meetings to listen and discuss the future of the Woodland Branch Hub.

**D4 EAST 131** - The Branch kicked off the month of February with hosting the FRONT International Art Workshop series with artist Kameela Rasheed. The Volunteers worked with Ms. Rasheed to come up with designs and prototypes for the public art piece that is to be installed in the Hough Branch. Children's Librarian Kelli Minter and LAYE Rosa Simone distributed Take n' Make kits highlighting Black History Month, and Valentine's Day crafts including library resources sheet for John Hay High School, Charles Dickens Elementary School and Miles Elementary. Ms. Minter attended a virtual school visit with class at John Adams High School highlighting the famous Black History events and places such as Black Wall Street and Martin Luther King, Jr.'s I Have a Dream Speech, from Birmingham, Alabama to Selma, Alabama. In celebration of Black History Month LACE Cherita Vaughn and Branch Clerk Karie Felder curated an installation in the window display case to welcome patrons. Manager Marina Márquez attended Island Press' webinar *Dream Play Build: Hands-On Community Engagement for Enduring Spaces and Places*. Ms. Marquez attended Cleveland Public Library's Honest Conversations with Black Female Entrepreneurs series and Cleveland Leadership Center's "The Way Forward Leader Lunch Break" with Felton Thomas, Jr. virtual program. To end the month, branch staff celebrated Branch Clerk Karie Felder's promotion to Lending Supervisor II.

**D4 FLEET** - In February, Black History Month was acknowledged with displays. With the start of the annual tax season, Fleet Branch welcomed community partner, Cuyahoga EITC Coalition as a part of the nationwide IRS Volunteer Income Tax Assistance Program. Patrons had their taxes prepared, by accounting professionals, free of charge.

**D4 HARVARD LEE** - Manager Kristen Schmidt joined ALA's Coretta Scott King Standing Program Committee. Librarian Olivia Morales distributed Valentine Take n' Makes. Ms. Schmidt met with Chrishawnda Matthews of Literacy in the Hood.

**D4 MOUNT PLEASANT** - Branch staff connected with A.J. Rickoff School to help provide books such as *Chicka Chicka Boom Boom* by Bill Martin Jr. and John Archambault and *The Snowy Day* by Ezra Jack Keats so they could read with pre-K through third-grade students during lunchtime. A.J. Rickoff School is starting a book club with Heritage House. Manager Shayla Boyce is serving

on the Library Week Branch Conference Planning Committee, which is an initiative to highlight all of the exciting and unique programming offered by CPL branches.

**D4 RICE** -Rice scholars enjoyed programming consisting of Social Media Studio, DIY Valentine's Day Card Making, Valentine's Day Snow Globe Making, Black History Bingo, and Black History 365 Different Strokes painting program. PSG Dianna Trent's monthly display featured a Black History Month which highlighted dozens of famous African Americans. Ms. Trent also created a "Spotlight on African American Authors" display that she posted to the branch Facebook page. LACE Benjamin Ford posted movies with love in the title on the branch Facebook page to commemorate Valentine's Day. Rice hosted a CPL PLAY League Kick-Off Tournament, which led up to NBA All-Star Weekend 2022. St. Martin De Porres student Eric Gray and Children's Librarian Whitney Johnson planted Rice's indoor garden, and incorporated signage to the gardening display. Senior Director Amiya Hutson attended the webinars *We are NOT Okay: Library Worker Trauma Before and During COVID-19* and *What Happens After, Black Librarian in America: Reflections, Resistance, and Reawakening*, and Timely Talks with Library Leaders featuring Felton Thomas.

**D4 UNION** - Children Librarian Tamara Steward assisted as one of the facilitators for *Uncovering Our Roots*, a three-part Genealogy series as part of Black History Month. Ms. Steward also viewed the webinar *Unattended Children: How We Talk to Parents About Their Children's Behavior*. LAYE Valerie Johnson facilitated True2U sessions with Nathan Hale and Michael R. White schools. Manager Marcie Williams attended *We Are Not Okay: Library Worker Trauma Before and During COVID-19*. Ms. Williams also facilitated a True2U session with Scranton school.

**D5 ADDISON** - Children's Librarian Heidi Malinoski, participated in NEO-RLS webinar *Rebuilding Our Why: For Staff*. Manager Tamara Means attended Virtual Veteran's Cafe, hosted by Hospice of the Western Reserve, and Mt. Pleasant Region MyCom Partner meetings. PSG Shakenya Smith participated in NEO-RLS webinars *Building Self Confidence*, and *Adult Programs on a ZERO Budget*. LACE Shavonne Bolton participated in Homeless Training Institute webinar *Unattended Children*. Staff distributed Take n' Make crafts with KMPG books. Addison ended the month by switching YA/Juv displays to 2022 Youth Media Award winner and picture book biographies for African American History Month.

**D5 COLLINWOOD** - Staff choices of books to inspire young activists was featured in the February Collinwood Observer. A

Freedom Bell Take n' Make activity was designed and provided to families. A Black History Month display was exhibited. Manager Caroline Peak attended Zoom meetings with the Cuyahoga County Collab. Ms. Peak attended the City Club forum to listen to CEO Felton Thomas speak on behalf of CPL's Founder's Day.

**D5 GLENVILLE** - Cuyahoga Community College Ohio Options program offered free classes for adults to improve academic skills, prepare participants for the G.E.D, and provided workforce training. LegalWorks representative James Levin provided assistance to patrons in probate matters. Children's Librarian Peter Roth presented Story Time via Zoom to kindergarten through fourth grade classes and focused on Black History Month, Valentine's Day and Presidents Day. Mr. Roth also hosted several Zoom preschool Story Times and shared books such as *If You Give a Mouse a Cookie* by Laura Numeroff and *Pokko the Drum* by Matthew Forsythe. LAYE Difranco Barnes joined the Summer Lit League Committee. Mr. Barnes met with Director of Education Charles Byrd to discuss applying for a grant to fund upcoming UBTech program. Mr. Barnes participated in STEM booklist, *Unattended Children* and *How to Talk to Parents About Their Children's Behavior* webinars.

**D5 LANGSTON HUGHES** - The Langston Hughes Branch partnered with the Oberlin College library to display the traveling exhibit of former author and activist of African American causes, Shirley Graham DuBois. The exhibit consists of several historical panels. The following virtual programs were offered by our Children's staff in February: Hands On: Happy Birthday Langston Hughes, African American Artists in Cleveland-Printmaking, African American History in Cleveland, and African American Artists in Cleveland-Painting. Manager Bill Bradford attended *Libraries in the Time of COVID*, and *We Are Not Okay: Library Worker Trauma Before and During COVID-19* and *What Happens After* webinars.

**D5 MEMORIAL NOTTINGHAM** - The Memorial Nottingham Branch hosted Honest Conversations with Black Female Entrepreneurs, which featured local black female entrepreneurs' experiences in creating a business, and how it changed their clients' and their lives. Manager Pasha Moncrief Robinson was the moderator, and LACEs Cassandra Dunn-Childress and Giovonni Braden-Dorsey assisted with the production of the program. Mrs. Moncrief Robinson attended the E. 156th Street Block Club meeting at Collinwood Recreation Center where Mayor Justin Bibb spoke to residents about the status of the recreation centers in Cleveland. Mr. Braden-Dorsey and LAYE Marvin Benton hosted a

program entitled Conversations with Men in the Community. Puzzle bags and Valentine's Day Cards Take n' Make bags were distributed. Mr. Benton hosted the annual "Who Am I" contest of famous African Americans, and virtually presented a "Last Teen Standing" African American trivia competition. In collaboration with Creator of Master Collective and Community Partner, Robert Gatewood, a CPL Play Tournament was held.

## **OUTREACH & PROGRAMMING SERVICES**

### **SUMMARY**

The 3E/OPS gradually resumed in-person programming for key services in the month of February. The Department also devoted significant amount of time and resources towards an extensive offering of Black History Month and DEI-related programs.

### **YOUTH**

Youth Art Workshops facilitated by the Art Therapy Studio were offered two days a week for school-age and high school students at the following branch locations: Hough, Sterling, South, and East 131st. To accommodate remote students, a virtual option was also made available. Also, monthly virtual adult workshops were offered for caregiver self-care. Branch sessions were held in person for the entire month of February.

The Cleveland Public Library participated in a Winter Reading Challenge: Read for a Better World, sponsored by Lerner Publishing and Beanstack, Cleveland Public Library's reading challenge platform. The passive reading program took place January 1 - February 28. Patrons of all ages had to read at least 20 minutes per day. Collectively, four hundred and two readers read for 39,792 minutes.

In-person after-school tutoring continued at eleven locations and an additional virtual-only site coordinated by the staff at the Garden Valley Branch. This year's tutoring program will conclude on May 12 and resume in the fall.

### **EDUCATION**

Young Scholars Academy (YSA), a kindergarten readiness program designed for children, continued their virtual Beginners and Transitional sessions on Tuesdays, Wednesdays and Thursdays throughout the month of February.

The arts engagement program, ProjectArt continued serving the patrons of East 131 and Rockport Branches during the month of February. Approximately 12-15 students per branch participated in the program. Program facilitators report an 80% increase in attendance following the lifting of COVID-19 restrictions.

At the Langston-Hughes and Rice branches, and the Faith Foundation violin instruction continued virtually via FaceTime for three scholars. Despite the challenges of conducting class virtually, participating students have progressed over the past month.

### **ENGAGEMENT**

Legal services, both criminal and civil, resumed in-person consultations during the month of February. Assistance with criminal legal matters is now offered Monday-Wednesday at three branch locations: Glenville, Mt. Pleasant, and Fulton.

### **DIVERSITY & INCLUSION**

*DiverseCITY Cleveland Program: Invisible Struggle: Creating Visibility to the Rising Rate of the Victimization of Black Women and Girls*

On Wednesday, February 23, the library launched its second 90-minute conversation for its 2022 DiverseCITY Cleveland Program. This program is a series of discussions throughout the year that matter to our community, civics courses, educational opportunities, and social justice actions and events relevant to local and national efforts through events to spark conversation, educate, and empower change.

This month's topic was the rising rate of the victimization of Black women and girls, led by our partners at the Cleveland Rape Crisis Center. The community forum was designed to examine the prevalence of victimization that Black survivors of sexual violence experience, identify ways to minimize victimization, and examine ways to establish a more equitable response for all survivors regardless of race to increase to establish a more equitable response to decrease victimization.

*Black History Month Virtual Workshops, and Events*

The Morning Grind Series: Pride. Power. Privilege. The Black Experience



Pride, Power, and Privilege, the Black Experience was a series of 90-minute conversations to demonstrate the state of who African Americans are and where they are going as a community-structured in a way to create a safe and trusting space for open and honest dialogue about the experiences of African Americans, allowing them the opportunity to support and uplift each other in their voice and perspective.

Monday, February 7 from 8:00-9:30 AM | 80 Registered & 40 Attendees

*Pride: Preserving Our Black Men & Community*

An informative discussion with five panelists to educate Clevelanders about black male leaders working locally to reshape poverty-stricken neighborhoods through philanthropy, business development, health, and education. A call to action for intergenerational communication and collaboration to foster a stronger and safer Cleveland.

Monday, February 14 from 8:00-9:30 AM | 108 Registered & 45 Attendees

*Power: Black Women Power Differently*

This presentation explores the ways Black women are wielding power in their communities and how their use of power differs from that of other people. Included in this 90-minute event, participants will experience a combination of *The Sisters Are Alright*, Author and Speaker Tamara Winfrey Harris facilitating a discussion, reading from her book, as well as her diving into some interactive audience participation on the topic.

Tuesday, February 22\* from 8:00-9:30 AM | 87 Registered & 41 Attendees

*Privilege: Black Privilege*

Through the lens of privilege, a 90 intimate interview and engaging discussion with three panelists around the education system locally and the impact of the pandemic on our youth's ability to learn. Presentation to provide a historical lens on barriers to education and current resources available to support young learners through free local resources.

Black History Month Virtual Education Series:

*Uncovering Our Roots: African American Genealogy Workshop Series*

## Uncovering Our Roots: African American Genealogy Workshop Series (3 parts)

Marcus Garvey said, "A people without knowledge of their history, origin, and culture is like a tree without roots." Join the Cleveland Public Library and expert Genealogist, Dr. Deborah A. Abbott, for a three-part workshop series to explore African American Genealogy.

Whether attendees were interested in their ancestors' lives or curious about their ethnicity, this three-part workshop series was designed to help them uncover their roots by teaching them how to research the names, places, and details that unite Blacks and African Americans to their ancestors, their roots.

Wednesday, February 2 from 6:00 -730 PM | **202 Registered & 103 Attendees**

### ***Part One: Introduction to Genealogy***

Are you curious about finding out about your ancestors but don't know where to begin? Does the cost of genealogy databases scare you away from joining millions of researchers in America's most favorite hobby? Join us to learn the basics of American black-diasporic genealogy and take advantage of world-class research tools! The first 90-minute workshop, led by professional genealogist and expert Dr. Deborah A. Abbott, aims to provide introductory historical context and recommend basic research methods to pursue African American family history.

Wednesday, February 9 from 6:00 -730 PM | 201 Registered & 110 Attendees

### ***Part Two: The Importance of Necessary Records and Other Sources***

The smallest piece of information found on a necessary record could be the clue needed to solve one or more of the mysteries surrounding your family history. Join us for a deeper dive in this 90-minute genealogy workshop, led by professional genealogist and expert Dr. Deborah A. Abbott, to learn how to utilize birth, marriage, divorce, and death records to help connect family members, and friends to their ancestors.

Wednesday, February 16 from 6:00 -730 PM | 231 Registered & 110 Attendees

### ***Part Three: Strategies and Techniques Tracing A Family From Slavery To Freedom***

The most difficult part of African American research is finding and identifying enslaved ancestors and their owners. After the thorough basic introductory resources in part one and part two,

discover some recommended next steps in this 90-minute workshop, led by professional genealogist and expert Dr. Deborah A. Abbott. During this workshop, we will focus on the importance of analyzing the information clues and resources to pursue the genealogical and local history resources helpful in African American ancestry research.

#### ERG Events and Outreach

The Women's ERG, Talk on Tuesdays hosted a two-part 60-minute education series in acknowledgment of Women's Heart Disease Month.

##### *Women's Heart Health Month Events*

February 10 at 4:30 - Prevention of Cardiovascular Disease in Women | 75 Attendees

Dr. Clair Sullivan, a cardiologist from University Hospital (*selected by Cleveland Magazine as one of the best*), discussed the prevention of heart disease in women.

February 22 at 1:30 - Women's Heart Health Nutrition Discussion | 51 Attendees

On February 22, Heather Barnes, a nutrition educator from the Greater Cleveland Food Bank presented tips to help us all make changes to our diets that can reduce our risk of heart disease.

#### LEADERSHIP EDUCATION

On February 18, CPL's inaugural Leadership Education Program, held its fourth module,

*Creating Engagement with Inclusion: Managing Unconscious Bias and Microaggressions & Understanding and Managing Micro-Aggressions.* Module four was developed to have the participants define unconscious bias, and the cognitive processes which enables it. In the second part of the module, participants learned about the connections between privilege, unconscious bias and microaggressions. They defined microaggressions and a new concept for reframing microaggressions as of "Subtle Acts of Exclusion" (SAEs). Participants explored the effects of microaggressions and SAEs and identify actions and strategies for addressing and mitigating microaggressions and SAEs. Participants had an opportunity to practice strategies for addressing and mitigating microaggressions and SAEs from different perspectives.

## **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
      - Met with newly elected Councilmembers presenting an overview of the FMP
        - Richard Starr, Cleveland City Council, Ward 5
        - Rebecca Maurer, Cleveland City Council, Ward 12
        - Meredith Turner, Cuyahoga County Council, District 9
      - Continued to apprise local legislators of FMP updates for the branches in their jurisdiction
  - **External Stakeholder Engagement**
    - FMP Branch Updates
      - Continued to apprise community development corporations (CDC's) of FMP updates for the branches in their jurisdiction
- **Additional External Relations & Advocacy Efforts**
  - Coordinated efforts with City Council President Blaine Griffin for Library's Founders Day event
  - Met virtually with Ryan Puente, Chief Government Affairs Officer from the Mayor's Office to continue to discuss the Mayor's vision for the City of Cleveland and ways the Library can partner
  - Met with Ohio Library Council rep to discuss Library Legislative Day
    - Coordinating efforts to prepare for Legislative Day taking place on April 6

### **CPL DEVELOPMENT UPDATES:**

- **Goal:** *Align fundraising to support CPL's new strategic plan and facilities master plan (FMP)*

- o Fundraising
  - **Submitted grant proposals aligned with the below Library priorities:**
    - Build 21<sup>st</sup> Century Resources
      - o *Submitted and awarded funding from the Cuyahoga County Board of Developmental Disabilities to implement new program series for persons with disabilities*
  - **Additional CPL Development Efforts**
    - o Continued preparations for 2022 Library Giving Day (April 6)

**CPL FOUNDATION UPDATES:**

- **Goal: Reach Financial Targets**
  - Continued to advance the Foundation's 2022 financial targets
- **Additional CPL Foundation Efforts**
  - CPL Foundation Board
    - Held quarterly board meeting
    - Held monthly Executive Committee meeting

**ADDITIONAL DEPARTMENT EFFORTS:**

- Staff attended conferences/virtual conferences/webinars including:
  - o United Way of Greater Cleveland's Education Panel: The Continued Impact of the Pandemic on Children, Teachers and Schools
  - o CPL Founder's Day "Reading the Opportunity of a City"

**COLLECTION & TECHNICAL SERVICES**

Director of Collection and Technical Services Sandy Jelar Elwell attended a training session for cleaning books conducted by Wendy Partridge of the InterMuseum Conservation Association (ICA) along with Special Projects Manager Michael Ruffing, Materials Handling Supervisor James Clardy, Receiving &

Distribution Technicians Jaz Hogan and Richard Jackson, and Occupational Health and Safety Officer Sherry Parker.

Ms. Jelar Elwell attended a meeting of the Urban Libraries Council (ULC) Collection Leaders, an executive meeting of the Women's Employee Resource Group (ERG), and the Women's ERG programs on the Prevention of Cardiovascular Disease in Women and Women's Heart Health Nutrition.

Ms. Jelar Elwell, Catalog Manager Andrea Johnson, Collection and Acquisitions Manager Corrine Alldridge, and Mr. Clardy attended the first quarter session of the HR Forum. Ms. Jelar Elwell attending the Knowledge Sharing session on "Events Reporting in LibCal."

Collection and Technical Services staff viewed the Founder's Day City Club Forum "Reading the Opportunity of a City. Cleveland & Its Library."

**Acquisitions:** The Acquisitions Department ordered 2,971 titles and 3,449 items (including periodical subscriptions and serial standing orders); received 7,353 items, 995 periodicals, and 104 serials; added 437 periodical items, 38 serial items, 44 paperbacks, and 382 comics; and processed 670 invoices.

Acquisitions Coordinator Alicia Naab identified and corrected an error with Ingram invoices importing to Sirsi with the assistance of High Demand Librarian Dale Dickerson. Missing invoices were reloaded, and Acquisitions and High Demand staff had to manually create any invoices that could not be reloaded.

**Catalog:** Staff cataloged 2,170 titles and added 2,734 items for Cleveland Public Library. The Department also added 2,212 titles, merged 48 records, and corrected 107 errors for CLEVNET member libraries.

Catalog Manager Andrea Johnson updated department guidelines for using the Transfer wizard to include instructions for moving holds when in transit copies prevent merging duplicate records and demonstrated some of the new steps needed. Technical Services Librarians Yeshen Dugarova-Montgomery, Michael Gabe, and Perry Huang began creating original records for CLEVNET board games and puzzles. Technical Services Librarian Erin Valentine created an original record for an Estonian-language book.

Ms. Valentine attended a NOTSL Board planning meeting on February 9 and took notes in her role as NOTSL Secretary. Ms. Johnson and Ms. Valentine attended the Women's ERG program on the Prevention of Cardiovascular Disease in Women on February 10. Ms. Valentine attended the Association of College and Research Libraries Rare Books and Manuscripts Section Bibliographic Standards Committee's webinar entitled "Best Practices for Cataloging Objects in RDA and MARC" on February 24.

**Collection Management:** Collection Management selected 1,222 titles and 6,741 copies in February and spent slightly over \$74,300 on physical materials and \$20,000 on eMedia.

Collection and Acquisitions Manager Corrine Alldridge and Collection Management Librarian Laura Mommers participated in a Zoom meeting with Findaway Account Representative Donna DeStefano to review their products and to learn about the acquisition of Findaway by Spotify.

Ms. Alldridge attended the New Manager Onboarding Teams meeting. Ms. Mommers attended the "MacKids School & Library Spring 2022 Preview!"

**High Demand:** The High Demand Department ordered 699 titles and 3,987 items; received and added 4,234 items; processed 290 invoices; and added 672 records for the CLEVNET libraries.

High Demand Librarian Dale Dickerson began assigning categories for picture books purchased for Opening Day Collections.

**Materials Processing:** The Materials Processing Technicians processed 5,873 items for the month.

**Shelf/Shipping:** The staff of the Lake Shore Shelf/Shipping Department sent 7 items to the Main Library for requests and 87 items to fill holds. Main Library received 157 telescopes, the Branches received 84 telescopes, CLEVNET received 34 telescopes, and CSU, CWRU, and Tri-C each received 1 telescope. A total of 278 telescopes were shipped out. The Technicians sent out a total of 5,807 new items to the Acquisitions and High Demand Departments.

## **MARKETING & COMMUNICATIONS**

### **EXECUTIVE SUMMARY**

In February, Cleveland Public Library celebrated Black History Month with special programs including The Morning Grind and DiverseCITY Cleveland. While the weather was cold, we warmed people up with hats and gloves hand knitted through the Warm Up CLE initiative. Things kept heating up with CPL PLAY tournaments throughout the city at various branches with a tournament taking place the Saturday of All-Star weekend. Tax assistance and legal assistance were provided by the Library.

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.*

**MARTIN LUTHER KING, JR. & BLACK HISTORY MONTH:** MLK program was re-aired on WUAB. The Library was mentioned in several articles acknowledging the individual Unsung Heroes and for upcoming events celebrating Black History Month. Some additional events that took place were DiverseCITY Cleveland and The Morning Grind series.

### **MEDIA COVERAGE:**

- <https://www.cleveland19.com/2022/01/12/unsung-hero-tom-knittel-nominated-his-giving-spirit-during-tax-season/>
- <https://www.cleveland19.com/video/2022/01/17/th-annual-rev-dr-martin-luther-king-jr-commemorative-celebration/>

**CPL PLAY:** The Library's e-sports gaming group hosted NBA 2K22 & King Of Fighters XV tournaments at branches with a finale at Main Library during All-Star weekend. Partners Cavs Legion supplied prizes for giveaway. Radio spots aired on iHeart Radio.

**TAX ASSISTANCE & LEGAL AT THE LIBRARY:** The Library is offering free tax seminars with help from community partners and legal workshops through Legal Aid.



- <https://www.kathywraycolemanonlinenewsblog.com/2022/01/news-from-clevelands-legal-aid-society.html>
- <https://www.wkyc.com/article/news/local/cleveland/cleveland-public-library-holding-tax-filing-assistance-seminars-ahead-of-tax-deadline/95-1f303347-1c32-4f72-b46c-63d03ad7297d>

**COVID-19 RESOURCES:** We continue to hand out COVID test kits to those that need them.

**MEDIA COVERAGE:**

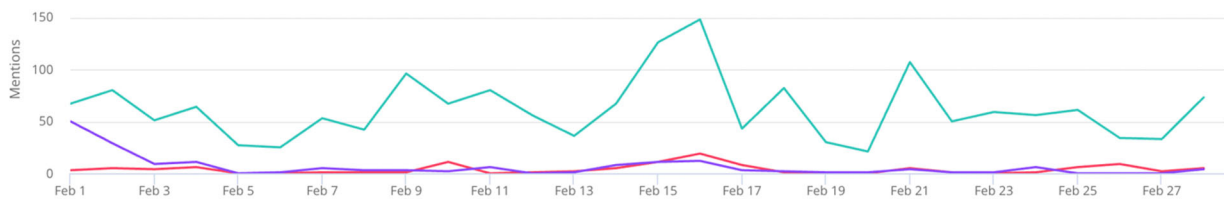
- <https://www.news5cleveland.com/news/continuing-coverage/coronavirus/cleveland-public-library-out-of-covid-19-tests>
- <https://www.newsbreak.com/news/2465364694550/cleveland-public-library-out-of-covid-19-tests>
- <https://fox8.com/news/coronavirus/looking-for-an-at-home-covid-19-test-kits-hard-to-find-as-holidays-near/>
- <https://www.ideastream.org/news/ohio-national-guard-to-offer-free-covid-19-tests-on-clevelands-east-side>

**WARM-UP CLEVELAND:** Ahead of one of the biggest winter storms of the season, the Library hung hand-knitted hats, scarves, gloves, and more on the fence of the Eastman Reading Garden. Those passing by were free to grab an item to stay warm. News 5 interviewed Aaron Mason about the program.

- <https://www.news5cleveland.com/news/local-news/former-librarians-knitting-legacy-keeps-cleveland-warm>

**PUBLIC RELATIONS OVERVIEW**

Cleveland Public Library garnered 2,016 mentions for the month of February reaching more than 1 billion people in national and local TV news, radio, and online and print.






Mentions 2,016    Audience 1,667,156,398    Publicity \$18,461,538



## SOCIAL MEDIA SUMMARY

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

- **The Next 400 Digital Round Table:** The Library hosted a discussion with WOIO 19 on the topic of teens doing great things in the name of social justice
- **Book Drops (recommended reading by CPL) themes:** Books that inspired tv/movies
- 

### Most Popular Posts by Platform:

Post Content	Total Engagements	Reactions	Comments	Shares
<p><b>Cleveland Public Library</b> Wed 2/2/2022 8:39 am PST</p> <p>What started as a parting wish from Librarian Diane Mathews, Warm-Up Cleveland continues to keep Cleveland Warm. #WarmUpCLE <a href="https://www.news5cleveland.com/news/local...">https://www.news5cleveland.com/news/local...</a></p> <p>Former librarian's knitting legacy keeps Cleveland w...</p> 	374	143	15	21
<p><b>Cleveland Public Library</b> Thu 2/17/2022 1:11 pm PST</p> <p>In honor of Founder's Day, the Library is launching a new educational initiative, The People's University 2030. The People's University will empower Clevelanders to learn, gro...</p> <p>Cleveland Public Library Celebrates Its Founder's Da...</p> 	335	117	4	8
<p><b>Cleveland Public Library</b> Wed 2/2/2022 12:13 pm PST</p> <p>All Cleveland Public Library locations are closed on Thursday, February 3, due to inclement weather.</p> 	325	152	14	37

Post Content	Total Engagements	Likes	Comments	Shares
<p><b>@Cleveland_PL</b> Thu 2/17/2022 9:15 pm UTC</p> <p>Cleveland Public Library Celebrates Its Founder's Day with a Major Announcement <a href="https://t.co/UcJdDlUhf">https://t.co/UcJdDlUhf</a></p>	205	32	0	14
<p><b>@Cleveland_PL</b> Tue 2/15/2022 10:54 pm UTC</p> <p>A major thank you to the <b>@CavsLegionGC</b> for the swag! The winners from the <b>@nba2k</b> tournament at <b>#CPLRice</b> will move on to the finale at Main Library on Saturday, February 19 to...</p> 	182	29	1	10
<p><b>@Cleveland_PL</b> Wed 2/2/2022 8:13 pm UTC</p> <p>All Cleveland Public Library locations are closed on Thursday, February 3, due to inclement weather. <a href="https://t.co/okUfSqlD2c">https://t.co/okUfSqlD2c</a></p> 	166	27	3	16

## PROPERTY MANAGEMENT

### Carpenters/Painters

- Memorial-Nottingham- repaired wall and replaced ceramic tile due to women's public restroom leak.
- Continued snow removal and salt delivery.
- Walz- removed all T.V's and security gate in preparation of the branch FMP closure.
- Main- painted and installed carpet in preparation for CPL's new Director of Safety office.
- Harvard-Lee- painted staff breakroom.

### Maintenance Mechanics

- Repaired fire pump packing gland/seal leak at Lakeshore.
- Replaced vandalized/broken thermostats at Rice branch, check TEC operation in Desigo.
- Replaced pneumatic actuators on AHU#2, AHU#4 PXP/transducer and broken chilled water modulating valve on AHU#7 at Lakeshore.
- Isolated water supply to public restrooms on LSW 7 and 8, water cleanup and ceiling repair from water leak. Replaced

batteries and defective water detectors in electrical rooms on LSW floors 10 to LL.

- Completed ionizer installation on HVAC systems at Fulton and Collinwood.
- Clean/clear lakeshore room in preparation for existing chiller demo and replacement installation.
- Repaired Hough branch hydronic boilers, replaced flame rod assemblies.
- LSW 5 lighting, replaced bulbs/ballasts.
- Replaced domestic hot water tank at Glenville, re-piped and secured pump and expansion tank.
- Troubleshoot restroom lighting issues and replaced defective GFI's at Rice branch.
- Worked with IPS on troubleshooting actuators and card access system on double doors for LL Main dock area. Installed maglock bypass switch to allow emergency egress.
- Troubleshoot water hammer issues on heating water loop at Lakeshore. Replaced air eliminator in boiler room.
- Quarterly pre-filter changes on branch AHU's.
- Repaired frozen piping in Fleet branch meeting room sink.
- Replaced public/staff restroom faucets at Union branch.
- Worked with Team Inc. on non-destructive testing of HVAC loop piping for Lakeshore's chiller replacement project.
- Continued LSW return fan motor/VFD replacement project.
- LSW/Main lighting work orders - ballast replacement and re-lamping.
- 24/7 response to building emergencies and critical work orders.
- Continuing work on scheduled preventative maintenance requisitions generated by Hippo CMMS.
- Continuing work on the balance of the security camera project (IPS/Harrington Electric).
- Continuing work/meetings with FMP Core Group and support for the Capital projects team on FMP design, building standards, move management and groundbreaking ceremonies.

FMP UPDATE

Jefferson Branch				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$1,900,000	\$2,351,967	\$2,483,967	5.61%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	4/6/2022	5/25/2022	49	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	35%	9%	51%	

West Park Branch				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$4,700,000	\$5,139,779	\$5,329,779	3.70%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	6/8/2022	6/30/2022	22	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	35%	9%	33%	

Hough Branch				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$4,600,000	\$5,754,048	\$5,754,048	0.00%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	6/2/2022	6/2/2022	0	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	26%	9%	26%	

Woodland Branch				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$2,600,000*	\$7,527,592	\$7,808,306	3.73%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	7/7/2022	9/1/2022	56	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	20%	9%	26%	
* The FMP indicated a renovation project. The plan subsequently evolved to a new Branch Building.				

Central Distribution Facility				
FMP Cost Estimate	Project Budget at GMP (Board Approved)	Current Budget	Difference (from GMP to Current)	Cost Dashboard Status
\$6,300,000	\$6,937,066	\$6,937,066	0.00%	
	Substantial Completion Date at GMP	Current Substantial Completion Date	Difference (days)	Schedule Dashboard Status
	8/3/2022	8/3/2022	0	
Library MBE Participation Goal	MBE Contract Participation at GMP	Library FBE Participation Goal	FBE Contract Participation at GMP	Diversity & Inclusion Dashboard Status
20%	23%	9%	38%	

## **SAFETY & PROTECTIVE SERVICES**

### Safety Services

- Update on Digi Locks for Phazzers is early April. SPS has combination locks that are currently en route to secure the Phazzer lockers until the digi locks arrive.
- Remaining Phazzer order has been received. SPS now has all ordered Phazzers inventoried and tagged.
- **COMBINATION LOCKS HAVE BEEN DELIVERED TO ALL LOCATIONS WITH SPS OFFICERS WORKING FOR BACK UP ACCESS FOR FILL IN OFFICERS. LOCK BOXES WERE SECURED IN AREAS NEAR THE PHAZZER SAFE LOCATIONS.**
- **ALL S2 BADGE ACCESS TO THE SPS OFFICE HAS BEEN REMOVED FROM ALL STAFF NOT ON THE ELT TEAM OR IDENTIFIED AS NEEDING THE REQUIRED ACCESS DUE TO THE STORAGE AND CHARGING OF CONDUCTIVE ELECTRICAL WEAPONS IN THE SPS OFFICE. SPS WILL BE REQUIRED TO ESCORT NON- SPS PERSONNEL IF ACCESS IS NEEDED.**

## PROTECTIVE SERVICES

### Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incident	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Jan 2022	1945	61	19	8	101	30
Feb 2022	1665	28	50	16	123	60
Dec 2021	1731	28	69	32	121	47
Nov 2021	1900	36	32	19	126	46
Oct 2021	2438	19	83	27	239	59
Sept 2021	2199	24	27	34	197	28
Aug 2021	2339	38	69	15	188	28
July 2021	1999	38	30	18	86	30
June 2021	2088	24	63	27	125	26
May 2021	2374	36	25	22	155	32
April 2021	2145	61	37	26	95	36
March 2021	2326	54	12	5	119	28
Feb 2021	1575	34	1	15	51	16

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

- Video requests filled for Cleveland Police regarding a domestic violence incident that occurred on the exterior of Hough branch on 2/22/22. Video has been retrieved by Detective Binger on 2/23/22.
- SPS Officer Matthews reported that upon entry for his shift, the front glass window on the Pearl Road side of South Brooklyn has been broken. PM was notified and has since fixed the affected area.
- The exterior sports display glass at the Rice branch was reported broken with the display items stolen. CPD report has been generated and the affected area has been repaired.

### Protective and Fire Systems

- Fire extinguisher audits were completed at all locations in February by SPS officers.
- IPS preventative system maintenance is still on going.
- Meeting with IPS on 2/28/22. Addressed multiple ongoing projects and responsiveness for service. IPS notified us that in January of 2023, our cameras will be at their end of life with no further updates or support from the manufacturer. Need to explore plans and our direction moving forward. Introductory meeting scheduled with new

Director Goins and CITO recommended for March to strategize solutions.

### **Contract Security**

- Royce Security has a new officer trained at the Lakeshore Tech center for the weekends.
- Mt. Pleasant Officer has been replaced due to performance issues.

### **Administration**

- Rent Wear and Royce invoices were reviewed and approved.
- Peak Electric Invoices approved.
- Marc's radio invoices have been approved.
- Chief Duncan's last day was 2/4/22.
- SPS management has attended HR Forum #1
- Officer Paul Burtons last day was 2/10/22.
- Director Goins began new position 2/28/22

### **INFORMATION TECHNOLOGY & CLEVNET**

Unavailable at this time.