

## **DIRECTOR'S REPORT**

February 15, 2024

### **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 REPORT**

#### **PROGRAMS AND EXHIBITS**

##### **OCFB Travel Program**

Ohio Center for the Book Coordinator and Literature Department Manager Don Boozer hosted a program at the West Park Branch on January 13 presented by Eddie Bauza. The program focused on his trip on the Camino de Santiago through Portugal and Spain. Attendees were treated to photos of his trip as well as practical logistics for planning their own journey. Mr. Boozer also promoted the Ohio Center for the Book's Read Around Ohio resource as another "path" to follow.

##### **Genealogy Clinic**

Center for Local and Global History Department Librarian Terry Metter coordinated the first Genealogy Clinic of the year on January 13. Ten patrons worked with volunteers from the African American Genealogical Society of Cleveland to research their family history.

##### **Music at Main**

Fine Arts and Special Collections Music Librarian Andy Kaplan hosted the January Music at Main concert featuring Paul Kovac's Big Grass Band on January 6. Over 100 people attended the program.

### **PAL Knitting Circle**

Public Administration Library staff hosted two Lunchtime Knitting Circle meetings, one on January 10 and one on January 17.

### **Writers Unplugged**

Popular Department Manager Jen Jumba hosted *Writers Unplugged* with Christina McDonald on January 9.

### **Main Library Displays**

Fine Arts and Special Collections Public Services Associate Kalie Boshara received an inquiry about a family heirloom that was donated to CPL upon the death of a grandparent. Many helping hands worked in the retrieval of the item and its records including Chatham Ewing, Robin Wood, Ray Rozman, and Bill Chase. A private exhibit was set up in the Treasure Room on Wednesday, January 10, and displayed through January 17 for the family. Several descendants across multiple generations came in to view the exhibit.

Fine Arts and Special Collections Music Librarian Andy Kaplan and Fine Arts Librarian Mark Fox-Morgan hosted a display titled "Learn New Skills for the New Year" which focused on learning to paint, draw, sing, or plan an instrument.

Ohio Center for the Book and Literature Department Librarian Tim Phillips hosted a display in the Main Lending area focusing on Valentine's Day.

Social Sciences Public Services Associate Mike Deneen hosted several displays in the department including one for Martin Luther King Jr. Day, Human Trafficking Awareness Month, and Holocaust Remembrance Day.

Public Administration Library staff displayed a selection of New Year's resolution books in the City Hall Rotunda.

### **COLLABORATIONS**

Lending Department Clerk Jonathan Cannon staff hosted a Lending Resource table in LSW Lobby to coincide with Human Trafficking Awareness Day on January 11 with displays of library card options, registration forms, CLEVNET location listings, digital library resources Rack Cards, etc. The Social Science Department also hosted a display of materials on Human Trafficking.

Sr. Director of Public Services Robin Wood collaborated with Director of Arts and Culture Tiffany Graham Charkosky in the development and hosting of a series of patron photography programs. The first session on January 10 attracted 10 patrons who raved about the program.

Map Collection Librarian Lisa Sanchez hosted a tour of the Map Collection as part of the Exploring our Collection series developed by Director of Arts and Culture Tiffany Graham Charkosky on January 30. Attendees received a special tour of the Map Collection highlighting the earliest through contemporary maps of Cleveland depicting its changes through the centuries.

### **PATRON SERVICES**

#### **Tax Forms**

Business, Economics, and Labor Librarian Susan Mullee has coordinated the delivery of Cleveland (CCA) and federal (IRS) tax forms to each branch and Main Library. Ohio tax forms will be printed and distributed by the Graphics Department. Ms. Mullee is also working with IT to update the website with the current tax preparation and form links.

#### **Lending**

Over the last month, the Lending Department reviewed and processed over 800 e-card registrations and received and processed over 167 OverDrive/Libby Online Virtual Instant Card Accounts, The LSW Lending Department processed 1,316 holds.

**Covid Test Distribution:** Lending Department staff continue to distribute a limited supply of free FlowFlex at-home COVID tests to patrons via the Drive-Up window.

**Passport Program:** Lending Department staff continue to serve as Passport Acceptance Agents. Staff review and process new Passport applications, including providing Passport photograph services.

New Lending Department Clerks Brianna Allen, Claire Jennings, Tyla Parks, and Jonathan Cannon began Passport Acceptance Agent Online Training.

<b>Passports Processed 1/1/2024 - 1/18/2024</b>	<b>Photos Taken</b>	<b>Revenue Collected</b>
<b>17</b>	<b>16</b>	<b>\$755.00</b>

**Class Visits**

Cuyahoga Community College Professor Daniel Levin brought his photography class to the Photograph Collection on January 23. Students selected photographs for a project to recreate the shot in the present day.

Fine Arts and Special Collections Librarian Stacie Brisker hosted a tour to 6th and 7th graders from Andrews school on January 18.

Fine Arts and Special Collections Library Assistant Bill Chase provided an overview of the department to 26 high school students from Hawken Mastery School on January 5.

Popular Department Library Assistant April Lancaster assisted Center for Local and Global History's Terry Metter with microfilm research for students visiting from Birchwood School of Hawken.

**Patron Photo Shoots**

<b>Photo Shoot Sessions</b>	<b># of Participants</b>	<b>Donations Accepted</b>
31	263	\$1,839.00

**Tour Groups**

	<b># of Groups</b>	<b># of Participants</b>
<b>Main Library Patron Tours</b>	2	56
<b>New Employee Tours</b>	2	8

**Other Tour Information**

Fine Arts and Special Collections Librarian Stacie Brisker worked with colleagues, Library Assistant Bill Chase and Special Collections Librarian Ray Rozman to give a mini tour to four visitors from Chesterland, Ohio. They were interested in the Chess collection.

The Center for Local and Global History's welcomed a tour of the Photograph and Map Collection welcomed a group of 24 students from the Hawken Mastery School on January 5 led by Archivist Melissa Carr.

**LibChat Main Library On-Line Reference**

<b>Time Period</b> 12/18/2023 - 1/18/2024	<b>Chats Answered by Main Library Staff</b> 102
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### **Book by Mail Programs**

Words on Wheels: Shelf department mailed 13 items to seven patrons as of January 16.

Homebound: The Literature Department's Homebound Services mailed a total of 1,211 packages in 2023, an average of 23 packages every week.

### **OUTREACH**

Business, Economics, and Labor Senior Librarian Sandy Witmer and General Research Collections Manager Sarah Dobransky presented an online workshop in partnership with Cleveland SCORE on CPL databases for small business research. Twenty people attended live and an additional twenty viewed the YouTube recording after it was posted.

Director of Legal Affairs Bryan Szalewski and General Research Collections Manager Sarah Dobransky presentation a program on CPL resources for attorneys at the Cleveland Metropolitan Bar Association's Solo/Small Firm Section monthly meeting. Twenty-two people attended the hybrid in-person and online event.

### **Collection Management**

Social Sciences Public Services Associate Mike Deneen sent a batch of "missing id" items to the catalog department, which added over 40 items back to the collection.

Social Sciences Librarian Pete Elwell is working with Dr. James Lanese and the Cathedral Latin Alumni Association to secure archival donations related to the school's sports history. In addition, Mr. Elwell has converted the Serials Access file to an Excel spreadsheet and updated the current holdings of Serial material. Mr. Elwell also completed a reorganization of the Sports Center books on baseball fiction and nonfiction to accommodate shelving space of high value material within the room and began weeding circulating material from the main floor to be moved to the stack area.

Cleveland Digital Public Library staff described, scanned, and uploaded thousands of images during January, worked on digital donations, monitored temperature and humidity throughout CPL facilities, supported and participated in moving and managing the art collection, and repaired and rebound scores of books.

Public Administration Library staff sent several titles to the Digital Public Library for scanning, including *Report on the*

*Investigation of the West 117th Street Sewer Explosion of September 10, 1953.*

Popular Department Clerk Benjie C. Smith, transferred the Fiction and Non-fiction books to their new home departments, assisted Librarian Assistant, Ricardo Jackson with DVD labels, cataloged new magazines, and stamped and straightened the Popular Collection materials.

Popular Department Library Assistant April Lancaster completed weeding and shifting of the International music collection.

Popular Department Clerk Daunte Bolden processed and shipped 60 periodical titles to Lakeshore. In addition, he repaired 12 broken DVD cases.

Library Assistant Ricardo Jackson has moved to the next phase of reorganizing the entire "ENTERTAINMENT" DVD section within the Popular Department. Each genre has been assigned a color and is in the process of being labeled and shelved alphabetically by genre and title; new signage has also been requested.

#### **MAIN LIBRARY RESEARCH HIGHLIGHTS**

- Fine Arts and Special Collections Public Services Associate Kalie Boshara assisted a research professional from MIT Libraries specializing in the field of letter locking. During a visit to Special Collections to see any old letters in the CPL collection, she demonstrated the letter locking process and mimicked the folding of one of the letters in the autograph collection.
- Fine Arts and Special Collections Public Services Associate Kalie Boshara showcased the autograph collection to two additional visitors. In addition Ms. Boshara worked with Angelica Rodriguez to scan several pages of The Encyclopedia of Islam. These scans were then sent to a patron who had requested them to assist in his ongoing research project.
- General Research Collections Manager Sarah Dobransky made a special reference loan for the National Fire Protection Association (NFPA) standard to a patron who needed it to study it for a certification test for his job. When the patron returned the book, he came up to the department to

personally thank the staff and inform them that he passed with a 96%.

- Social Sciences Manager Steve Capuzzo and Public Services Associate Mike Deneen successfully completed a patron request from Carnegie West Branch for several newspaper articles about boxing matches in Cleveland during the 1930s, 40s, and 50s. The items were sent by US mail per the patron's request.
- Social Science Department Librarian Forrest Kilb assisted several patrons and colleagues in locating historical yearbook items for research and programming displays.
- Center for Local and Global History Public Service Associate Aimee LePelley assisted a patron in learning about the history and school districts of five high schools in the Bronx associated with famous sports players.
- Center for Local and Global History Department Librarian Mark Tidrick helped confirm a late 70s performance date in Cleveland of guitarist Steve Hillage using the Plain Dealer Historical database.
- Center for Local & Global History Photograph Collection Librarian Brian Meggitt assisted a researcher with finding and obtaining images of the Great Lakes Dredge Company. In addition, Mr. Meggitt assisted a patron with locating and obtaining images of Villa Beach and nearby houses in the North Collinwood neighborhood.
- Library Assistant Subject Department Adam Jaenke assisted a local researcher who wanted to historically compare maps and images of Dugway Brook, a body of water that now runs mostly underground in Glenville. He also assisted a construction company with acquiring historic photographs of the Cleveland Christian Home from the Photograph Collection. These images are used in relation to the building's restoration. In addition, Mr. Jaenke assisted a patron who was looking for information on the Alabama Club, an organization of African Americans who migrated north from Alabama during the 1930s and 1940s. Mr. Jaenke was

able to find over ten articles and mentions of the Alabama Club in the Call and Post, as well as passages from a book titled *Alabama North* which details the Alabama community in Cleveland.

- Center for Local and Global History Department Librarian Terry Metter sent scans of pages from the 1923 edition of the trade periodical *Stone* to a local geology professor who is researching building materials used in the construction of Cleveland's Group Plan. Mr. Metter also retrieved the National Registry of Historic Places nomination form for this patron in support of their research. In addition, Mr. Metter also assisted a patron requesting photographs of Willard Park in 1927. The patron is writing a novel set in Cleveland in that year and was seeking period-correct details for their story.
- A patron contacted the department in search of a high school yearbook photograph of an ancestor. The patron did not know where their ancestor attended high school. Center for Local & Global History Department Librarian Terry Metter used digitized high school newspapers in the CPL Digital Gallery to find the name of the ancestor's high school and Social Sciences Public Services Manager Steve Capuzzo located the ancestor's photograph in a yearbook from the Social Sciences collection.
- Center for Local & Global History Department Librarian Terry Metter used Ancestry Library Edition and Cleveland City Directories to assist a patron who was researching family lore involving his grandfather. According to what the patron had been told, when his grandfather was a child, he had been dropped on the doorstep at an address in Cleveland and lived with that family for a period of time. The patron only had the address and a first name. Mr. Metter was able to determine the family name and other biographical information about the family which suggests that the patron's great grandfather worked with a member of the family at a local steel factory.
- Center for Local & Global History Department Librarian Terry Metter assisted a local historic preservation



consultant with locating historic maps showing Erie Street Cemetery. The maps will be used in a National Register of Historic Places nomination for Erie Street Cemetery, which is the oldest cemetery in Cleveland.

- Center for Local & Global History Department Librarian Terry Metter provided scans of pages from the May 11, 1883 Cleveland Herald, Leader, and Plain Dealer to a baseball history writer in Canada who is working on an article about a game between the Cleveland Blues and the Providence Grays that was played in Cleveland on May 10, 1883.
- Center for Local & Global History Department Librarian Terry Metter used microfilm editions of the Cleveland Gazette to assist a school librarian in Illinois who was helping a student research the experiences of African American Soldiers in the Philippine-American War. A letter from a Cleveland-area soldier was published in the September 29, 1900 Gazette.
- Center for Local & Global History Department Librarian Terry Metter used the Plain Dealer Historical database to help a patron find information about his grandmother who sang and played piano on Cleveland radio stations in the 1930s and performed in local music clubs from that time into the 1970s.
- Public Administration Library staff assisted a patron seeking information about Nickel Plate Road in Cleveland in the 1940's.
- Fine Arts and Special Collections Music Librarian Andy Kaplan pulled a piece for Organ and SATB vocal group for an out-of-town patron.
- Special Collections Librarian Ray Rozman scanned seventeen pages from a translated Arabic chess manuscript for a patron on January 10. The work is significant enough to merit a complete scan and has been transferred to Digitization for addition to the Digital Gallery. In addition, Mr. Rozman located and scanned an image from the chess periodical *Deutsche Schachblatter* for a patron.

- Fine Arts and Special Collections Library Assistant Bill Chase retrieved requested 3 Welsh language hymnals for a patron preparing for an upcoming visit to Wales. In addition, Mr. Chase emailed patron requested scans from the 1875 volume Catalogue of works on chess, in the collection of Geo. B. Fraser, Dundee / Fraser, George B. (George Brinton), 1830-1905.
- Special Collections Librarian Stacie Brisker assisted patron Martin Gridler, regarding a book titled *Go Variants* by Franco Pratesi and Alessandro Castelli.
- Popular Department Library Assistant April Lancaster emailed article scans from the 1948 *Call & Post* for patron request. In addition, Ms. Lancaster emailed scans from *USA Baseball Weekly* to complete a patron question from Ask CPL.

#### **STAFF DEVELOPMENT**

Business, Economics, and Labor Librarian Susan Mullee attended the Cabot Wealth Network webinar *#1 Investment Strategy for 2024: Your Key to Outperformance in Today's Market*.

Business, Economics, and Labor Librarian Zachary Hay viewed the NEO-RLS archived webinar *Library Boot Camp: Reaching the Community Through Programming and Outreach*.

Business, Economics, and Labor Public Services Associate Christine Feczkanin attended the Niche Academy webinar *Engaging with Technology in the Generative AI Era*.

Shelf Assistant Manager Cynthia Coccaro attended A NEO-RLS training session titled *Gamifying the Onboarding Process* on January 18.

Social Sciences Public Services Associate Mike Deneen completed the webinar, *Library Boot Camp: Refresh & Reboot: Leveling up Your Reference Interview & Information Searching Skills*.

Social Sciences Sr. Subject Department Librarian Eric Hanshaw attended a meeting of the Rainbow Readers Employee Resource Group. The meeting was led by Social Sciences Subject Department Manager Steve Capuzzo.

Social Sciences Sr. Librarian Eric Hanshaw and Social Sciences Librarian Forrest Kilb attended the webinar, *Libraries Foster Social Connection: Responding to the Epidemic of Loneliness and Isolation*, through WebJunction.

Center for Local & Global History Department Librarian Mark Tidrick attended the NEO-RLS event: Children's Summer Reading Workshop: Adventure Begins at Your Library to present his program "Let's Have a Postcard Party" at the event on January 11.

Center for Local & Global History Department Librarian Terry Metter attended the NEO-RLS webinars *HR and Legal Update: Recent Changes in the Law and Trends Impacting Public Libraries* on January 9 and *Weeders Attract More Readers* on January 23.

Public Administration Library Assistant David Furies participated in a virtual overview of upcoming changes to the Federal Depository Library Program's transition to an all-digital library format.

Public Administration Library Public Services Associate Denise Williams-Riseng attended the NEO-RLS webinar *Special Libraries: How Can They Help Patrons and Your Library*.

Fine Arts and Special Collections PSA Michael Barkacs attended ICA-Art Conservation's webinar on *Caring for Works on Paper* on January 10.

New Popular Department Librarian Grace French attended a Simon and Schuster Spring 2024 Librarian Preview, virtually, on January 9. In addition, Ms. French was trained on using microfilm and microfiche.

## **OTHER**

CLGH Manager Olivia Hoge and CLGH Survey Coordinator Lauryn Hill presented Ms. Hill's completed African American History Survey to the Western Reserve Historical Society on January 24, completing her grant work with the Library.

Center for Local and Global History Manager Olivia Hoge attended the St. Martin de Porres Partner Appreciation Event on January 26 with their Corporate Works Study Student Robert Myles.

Cleveland Digital Public Library staff attended the quarterly meeting of the Community Webs project led by the Internet

Archive, following up on their participation in a digital preservation pilot and engaging in visioning discussions for the future of the project.

Sr. Director of Public Services Robin Wood and Lending and Circulation Manager Reginald Rudolph facilitated De-Escalation training on January 25.

Social Sciences Sr. Subject Department Librarian Eric Hanshaw facilitated the disbursement of donations collected by the United Way/Community Shares Committee to the United Way of Greater Cleveland and Greater Cleveland Community Shares.

## **CLEVELAND DIGITAL PUBLIC LIBRARY**

### **Programs & Exhibits**

Staff participated in professional groups and Main Library meetings. Staff monitored environmental conditions in exhibits and facilities, showed off the specialized "Archive" display on the touch wall in our space, and prepared appropriate exhibit supports for displays in Main Library display cases. Working with Special Projects and Arts and Culture, staff assisted moving, preserving, storing, framing, and installing art works.

### **Public Service Statistics**

ClevDPL had 153 in-person visitors during January. CDPL had 11 two-hour scanning appointments. From January 1 to January 29, Google Analytics (GA) reports 8350 sessions for 5618 users and 118,743 page-views. Search engines delivered 58% of sessions. Searching in CONTENTdm accounted for 17% of sessions. Referrals were 7% of sessions. A slight increase this month, .5% of sessions came through social media. About 13% of sessions were unassigned. 47% of users accessed our site using desktop computers, and 53% accessed CONTENTdm through mobile devices (4% tablets and 49% mobile). Phone use is increasing. Google Cultural Institutes, where CPL has curated online collections of WPA prints, photographs, portraits, and other cultural heritage materials, had 174 page views for 90 users.

### **Outreach**

Community partners' work in January continued. ClevDPL collaborated with Playhouse Square staff and Main Library's Literature Department to enhance the project now up online in the Digital Gallery. The team scanned scores of original issues of *habitat*, a Cleveland real-estate newspaper. ClevDPL had items from family collections scanned. Several local artists scanned their works. Staff continued to work on a sample land use

collection with Western Reserve Land Conservancy. Staff have scanning projects emerging with local photographers and performing artists. Staff met with the Internet Archive regarding digital preservation and scanning.

### **Collection Development**

As of January, there were 1813 images scanned, 1576 were post-processed and QA'd, and 1431 images were uploaded, many of which were included in multi-image pdfs. Metadata was pulled or enhanced for all uploaded records. The web archives continue to document 44 unique Cleveland and NE Ohio organizations. Scanning highlights include continuing scanning local newspapers, uploading Cleveland Orchestra scrapbooks, and scanning sheet music. Continued work uploading *Hi-Gear* Magazine and *habitat*, both local journals documenting unique, diverse communities in Cleveland. The team processed microfilm images of the East India Company documents and uploaded documents sent by PAL.

### **ILL**

Statistics from OCLC are one month behind and cover December. CDPL had 31 requests from CPL users for materials from other libraries. The response time averaged 12 days and 12.5 hours. Partner libraries made 660 requests through OCLC to borrow from CPL. CPL staff managed a response time for books of 5 days and 4 hours. We again had ILL requests from incarcerated persons and general researchers using ALA forms.

### **Staff Development**

CDPL is reviewing ILL procedures with staff. Staff continued learning about CONTENTdm.

### **Preservation**

As of January 29, preservation/conservation accepted 27 items, returned 28 items, and printed 14 labels. The team did 28 complex repairs and 3 simple repairs on codex books. Currently the pres-con team is down to half strength due to a staff member's retirement. The team continued uploading materials for an inventory of artwork in the library system. Working with the new Director of Arts & Culture, the team continued planning reinstalls and moves of artwork. Additionally, the team continued enhancing navigation for a staff only interface to a digital art management collection in CONTENTdm. There is more information from Special Collections files including artist nationality, artist names, accession information, and donor information.

## **Planning Activities**

Staff continue to plan for art moves and storage of art. CDPL is developing and planning programming for summer of next year.

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

### **Activities**

For January 2024, the circulation and BARD statistics were not ready to be included in this report when it was due.

OLBPD and CPL Financial Services submitted the State Fiscal Year (SSY) 2024 Second Quarter Budget Report to the State Library of Ohio (SLO).

OLBPD submitted its Federal Fiscal Year (FFY) 2023 statistics to SLO as part of a State Program Report that SLO must submit to the Institute of Library and Museum Services (IMLS) as a condition of its Library Services and Technology Act (LSTA) funding. A portion of the OLBPD budget comes from federal funds through SLO.

OLBPD submitted to the National Library Service (NLS) its FFY2023 annual surveys collecting data from network libraries on budgets, collections, miscellaneous (i.e., physical space, workload statistics, use of consumer advisory committee, local duplication abilities, etc.), staffing, and book machine repair.

OLBPD and SLO scheduled the 2024 Ohio Braille and Talking Book Program Consumer Advisory Committee (CAC) meetings on March 14 and September 19. At the request of CAC members, meetings will continue to be held virtually via Zoom in 2024.

OLBPD and CPL Human Resources are working to finalize a job description to hire a recording studio coordinator to oversee the production of audio reading materials of local interest. Audio book and magazine titles produced will be added to OLBPD's collection and made available nationally in BARD, the Braille and Audio Reading Download service, offered by OLBPD and the National Library Service to its patrons.

The OLBPD adult book club met remotely on January 11 to discuss *Lessons in Chemistry* by Bonnie Garmus.

## ARCHIVES

### **Collaborations & Partnerships**

In late November 2023, the Archives received an inquiry from Ailey Picasso, founding faculty member at the Mastery School of Hawken in University Circle, seeking a possible partnership with the Library's Archives for her high school students enrolled in a course called Art, Society, and Culture, to take place during the Spring 2024 semester. The Mastery School offers its students opportunities to gain knowledge and learn skills while solving real problems for organizations in their community. After a promising conversation by phone, Ms. Picasso visited the Archives on Thursday, November 30, and was introduced to the many records that document the vibrant history of the Cleveland Public Library. She was impressed with the rich primary source material within the Archives and decided to pursue a partnership.

On Friday, January 5, Ms. Picasso returned to the Library with her 24 students (most of whom are high school sophomores). The group was greeted by John Skrtic, Chief of Special Projects & Collections, and Erica Marks, Senior Director of Outreach & Programming Services, and they were introduced to the Archives and working with archival material by Organizational Archivist Melissa Carr. Ms. Carr introduced the students to their challenge for their month-long project, which was developed in collaboration with Ms. Picasso:

Create a plan for the Cleveland Public Library to use its Archives in commemoration of the Library's upcoming 155<sup>th</sup> anniversary, by 1) uncovering impactful and previously untold stories from the Archives, and 2) providing an in-depth review of relevant primary source artifacts and secondary sources to support the Library in its use of this plan.

The students were then led on a brief tour of the Library, and they were introduced to the Map Collection by Manager of the Center for Local & Global History Olivia Hoge, the Photograph Collection by Photograph Librarian Brian Meggitt, and Special Collections by Library Assistant Bill Chase.

Following their visit, Ms. Carr shared numerous resources with Ms. Picasso about the Archives and the history and development of the Library to enable her students to begin their work. The students were divided into six teams, each with four students,

and each team prepared a list of materials they sought to review during their next visit.

On Friday, January 26, Ms. Picasso and her students returned to the Library to view the material pulled from the Archives for them, which included 39 manuscript and photo boxes and several bound volumes. The students were reintroduced to proper handling of archival materials, which began with a round of handwashing, and Ms. Carr worked with three teams during the first part of the visit and three teams during the second part, allowing about 75 minutes for each team. The students answered questions about their project, viewed and photographed materials from the Archives, gained hands-on experience working with primary source material, and asked questions about what they discovered. In between sessions, the students were introduced to Outreach & Programming Services Program Coordinator Alex Leonard, who spoke about his work at the Library, his background, and his genealogy research. Ms. Picasso and her class will return to the Library for a second day of research on Friday, February 2.

## **ARTS & CULTURE**

*The Archive* by Rebecca Louise Law continues to be a draw. Over 7,000 people visited the exhibit in January 2024, bringing the annual total of visitors to Brett Hall to over 59,000.

On Wednesday, January 10, and Wednesday, January 25, CPL hosted a total of 40 photographers to Main Library and Louis Stokes Wing for a new programming opportunity called "CPL Photo Club." Senior Director of Public Services Robin Wood assisted in the planning and staffing for these well-received programs.

On Thursday, January 11, CPL hosted the Collaborative to End Human Trafficking's annual Day of Awareness in our Louis Stokes Wing. Approximately 150 people listened to a forum with representatives from Cuyahoga County, the justice system, and others shared their plans for raising awareness of this issue and participating in training.

Yoga in Brett Hall continued throughout January with Yoga Roots, welcoming 35 participants.

The restoration of *Dialogue* by Coryn Kempster and Julia Jamrozik (FKA BackOffice) is underway. This sculpture was originally installed in the Eastman Reading Garden in 2017 as part of the See Also program. The artwork is being updated for permanent



installation on the Woodland Campus with anticipated completion in May 2024.

Intermuseum Conservation Association (ICA) picked up *Black Family of Man* by Alan Pucell from the Glenville Branch on Friday, January 26. The sculptures will be restored and returned to the updated campus when it reopens in 2025. ICA also moved the sound sculpture by Harry Bertoia from Glenville to the Fine Arts Department at Main Library, where it will be throughout the construction at Glenville. The Fab House picked up its artwork *See Our Light* as well.

On Wednesday, January 24, Director Tiffany Graham Charkosky represented CPL at the first Quarterly Partners meeting of FRONT International at the Cleveland Museum of Art. FRONT 2025 is scheduled to run from July - October 2025 and CPL is expected to host an exhibit during that time.

Local photographer Kenyatta Crisp took portraits of visitors to Brett Hall on Saturday, January 27, and CPL provided digital copies of these images to patrons.

Director Tiffany Graham Charkosky met with representatives from 10 Up during their site visit in January regarding the website, facilitated a partnership building meeting between CPL's leadership and Lutheran Metropolitan Ministries, met with a student from Cleveland Institute of Art regarding a potential student exhibit, and met with local artists Dale Goode and Jordan Wong.

## **YOUTH & FAMILY ENGAGEMENT**

### **Family Engagement**

#### **0 to 3: Read to Me!**

The 0 to 3: Read to Me Initiative aligns with Strategic Priority 1 of closing gaps and addressing inequities in Cleveland. This starts with the youngest of citizens and their families. 0 to 3 Read to Me! initiative is made possible by a grant from the Bruening Foundation. The goal of the grant is to provide programs and services for families with young children. The knowledge gained from these programs and services is crucial for developing early literacy skills. These skills are essential for children being ready to become a reader and having the skills necessary for kindergarten readiness. This initiative does this by providing age-appropriate Play Spaces, early literacy programs such as Play Dates and staff education on Every Child Ready to Read skills and practices and more! This will aid in

carrying out the Strategic Goal of increasing the number of children under five who have the literacy skills to be ready for kindergarten.

The team made great strides this month with the completion of Play Spaces at Lorain and Woodland branches and plans are moving forward for Play Spaces at Sterling and Jefferson. This brings 0 to 3: Read to Me Play Spaces to eight branches provided by this initiative. Even more, staff at all eight branches and two FamilySpace branches were involved in an all-day Early Literacy Training which consisted of an extensive overview of Every Child Ready to Read provided by Ohio Ready to Read Trainers and 0 to 3 Read to Me! Initiative overview and preparation by the Youth and Family Engagement Team.

Sandy Nosse, Family Engagement Specialist conducted 0 to 3 Read to Me! Playdates at Carnegie West and Rice Branches. Carnegie West branch had two playdates with 42 in attendance. A mom that has been coming since her son was just one month old deeply connected with the library through the Playdates. She is having her son's first birthday party at Carnegie West and has invited Ms. Nosse to join for cake. Ms. Nosse voluntarily offered some early literacy services during the party. Six participants attended the Playdate at the Rice Branch. This allowed for some intimate discussion about what parents need resulting in referrals to Starting Point to find quality preschool and more early childhood play resources such as FamilySpace and Family Connections Playrooms. Families were thrilled to hear this information, which was followed up by email.

### **FamilySpace**

A generous number of families joined the FamilySpace Saturday Special at the Carnegie West Branch, featuring professional, interactive storyteller Rahamel Lockett of FeltSmart StoryAlive. Ms. Lockett was recently named one of CPL's unsung heroes. Families also enjoyed activities, snacks and FamilySpace play! With the holidays behind us and the cold upon us, FamilySpace is well used. While the team sees many returning families, staff are increasing outreach efforts to reach families that have not been to FamilySpace before. FamilySpace staff Sandy Nosse and Keely Schulz are making new and creating deeper connections with organizations such as Bright Beginnings, Cleveland Sight Center, Cleveland Hearing and Speech Center, and refugee organization, Rise Together Cleveland just to name a few. Bright Beginnings set up a table at an afternoon FamilySpace session and will do the same for Hough Branch FamilySpace in February. Ms. Schulz visited The Cleveland Sight Center for a tour and information

sharing. Ms. Nosse and Ms. Schulz met with staff from Providence House for information sharing.

Ms. Nosse and Ms. Schulz attended 211 Training conducted by United Way of Greater Cleveland staff. The 211 line is a database for professionals that links to essential community resources, and this is instrumental for FamilySpace staff to connect families with the right resources for their needs. The Family Advisory Committees are still going strong at both locations, continuing through the process of Participatory Evaluation. All the activities stated above truly embody the three pillars of FamilySpace created by the funders Invest in Children and United Way of Greater Cleveland. The three pillars are: Family Centered Space, Family Centered Staff and Family Centered Partnerships.

### **Youth Services Department**

The Youth Services Department hosted the Monthly Youth Services meeting where the theme connected to the department's Strategic Plan of Closing the Gap. Maria T. from Ohio Ready to Read presented to Youth Services staff the importance of preparing our scholars for kindergarten. It was a successful presentation. The department organized various workshops, community outreach initiatives, programs, and educational tours. These events were successful due to the hard work and dedication of the staff, who are committed to fostering learning and community engagement.

Here are some highlights from the month:

- NEO Workshop on January 11, 2024, led by Maria Lopez, Children's Librarian, showcased an engaging board game program she developed in the previous fall.
- Bluey Event on January 13, 2024, organized by Maria Lopez, Children's Librarian, was designed for family engagement and attracted 20 attendees.
- Emily Bolin's upcoming meeting on January 18, 2024, hosted by Emily Bolin, Public Services Associate, focused on aligning upcoming library initiatives with the community's needs.
- CMSD Outreach Collaboration on January 24, 2024, was a joint effort by Public Services Associate Emily Bolin, and Children's Librarian Maria Lopez, to strengthen the partnership with the Cleveland Metropolitan School District

(CMSD) through targeted outreach programs that support educational development.

- Winter-Themed Tour and Activity on January 25, 2024, was designed for 15 1st-8th grade students from Afterschool All-Stars, focusing on captivating the interests of younger students during the colder season.
- The Shaker Heights High School Research Project Tour on January 31, 2024, had 23 11th-grade students, and it supported their history research projects with an emphasis on utilizing the library's resources.
- Additionally, the department held weekly Story Time sessions every Tuesday at 10:30 AM, led by various staff members, which were popular among the youngest patrons, fostering early literacy and a love for reading. The Cleveland Public Library's Youth Services Department had a successful month in providing educational support and connecting with the community through thoughtfully planned activities.

### **BRANCH NARRATIVES**

**D1 Eastman** - Librarian Cassandra Feliciano held a "Mindful" Journaling program for adults and a New Year scavenger hunt for children. Ms. Feliciano tabled at the Wilbur Wright Literacy Night, co-hosted a Graphic Novel Book Club at New Tech West, and attended the NEO-RLS Summer Reading Workshop. Two Wilbur Wright Pre-K classes visited the branch. Library Assistant Nancy Sommer presented a Rock Painting workshop for adults. Public Services Associate Katy Flores tabled at Lake Erie International High School to sign students up for library cards.

**D1 Lorain** - Public Services Generalist Mason Roberts led the Littlebits open play Makerlab. Public Services Generalist Fatima Pearson led a Winter blast beach party, which included making sandcastles, a selfie station, and bingo. Librarian Andrea Csia led Minute to Win It games with youth. Library Assistant Youth Emphasis Todd Fagan, and Ms. Csia conducted outreach Story Times at Cleverbee Daycare, Halle, Marion Seltzer, and Stockyard Schools. Mr. Fagan and Ms. Csia also conducted preschool Story Times at the branch and attended the 0 to 3: Read to Me training. Young Scholars Academy hosted the beginners and transitional kindergarten readiness programs. Manager Tamara

Steward attended the Partner Appreciation Event at Saint Martin de Porres.

**D1 Rockport** - Librarian Kendra Proctor hosted a Graphic Novel discussion club at John Marshall High School and at the branch. Library Assistant William Petrucz hosted two sessions of Chess Club. Public Services Associate Kyra Berzonsky set up a craft table to create New Year's Eve hats. TechCentral provided a MakerLab Mystery Lab for youth.

**D1 Best Buy Teen Tech Center (BBTTC)** - For National Hobby month, members completed a project exploring a new hobby each week. Staff hosted a winter beanie embroidery program utilizing the new embroidery machine and hosted a Nintendo Switch Game Day featuring Mario Kart.

**D1 Walz** -(Closed for FMP)

**D1 West Park** - With support from Ohio Center for the Book, West Park hosted Bone on Bone: A Faith Journey of 500,000 Steps with 13 patrons in attendance. Eddie Bauza related his recent journey walking one of the routes to the cathedral of Santiago de Compostela in Spain.

**D2 Brooklyn** -(Closed for FMP)

**D2 Carnegie West** - The Legal Aid Society of Cleveland hosted their first clinic of the year. New outreach started at the McCafferty Health Center, the Cleveland Department of Public Health facility in Ohio City. A special Saturday session of FamilySpace was held, including drawing for play time, muffins, and interactive storytelling from FeltSmart StoryAlive.

**D2 Fulton** - The branch hosted its annual Three Kings Day celebration with 16 people, learning the history of the holiday and celebrating with gifts and a traditional Rosca de Reyes bread. We partnered with the U.S. Committee for Refugees and Immigrants, and Aspire Greater Cleveland to host English of Speakers of Other Languages weekly classes. Manager Leslie Barrett hosted meetings to discuss the future of the Clark-Fulton Community Forward Learning Center and a meeting focusing on library card criteria regarding immigrant applications. Librarian Beverly Austin visited Denison Elementary and Natividad Pagan Elementary for Story Times. Public Services Associate Rosa Simone visited Clark Elementary and Daisy Daycare for Story Times.

**D2 Jefferson** - Librarian Karen Kelly Grasso led the Envision a New Year program where patrons created vision boards. Public Services Associate Danielle Konkoly led the Think and Drink Book Club on Kevin Kelly's *Excellent Advice for Living: Wisdom I Wish I'd Known Earlier*, and Cookbook Club. The branch hosted four design programs in partnership with designExplorr.

**D2 South Brooklyn** - Youth staff held programs Build It: Box Calendar and Birdhouse, Gamers Guild: Tabletop Gaming, MLK, Jr. Mugs, a Teen's Introduction to Art Appreciation, Making Paracord Survival Bands, and Rock Painting. Staff hosted Yoga for Beginners with Waleska Gachuk with ten adults and made vision boards with the Crafty and Cozy group. Staff hosted several tables for the Old Brooklyn CDC Tree Stewards and Recovery Resources. Manager Joanna Rivera visited William Rainy Harper and Robinson G Jones for multi-language literacy night for families.

**D2 South** - South hosted school visits from Luis Muños Marín School. Staff processed the seed supplies for the seed library donated by Home Depot. Manager Jaime Declet met with staff from the Tri-C Film School to use the Campus to produce student work with a professional film crew. Declet met with the Cleveland Housing Network board director to discuss joining their board.

**D3 Garden Valley** - Public Services Generalist Daniel DeFreitas attended the NEO-RLS webinar *HR and Legal Update: Recent Changes in the Law and Trends Impacting Public Libraries*. Library Assistant Leonard Burks and Public Services Associate Eren Crebs facilitated Story Times at Rainbow Terrace Daycare. Staff conducted the Cross Word Winter Series and Music Appreciation program. Public Services Generalist Emma Pavlik attended De-Escalation training, and Public Services Generalist Jessica Graves expanded her professional development by attending the *Human Trafficking 101* webinar. Walz Clerk Cristyle Frye facilitated the Walz Book/Movie Club.

**D3 Hough** - Children's Librarian Maggie Lawrence held a Curious George story Time with related activities. Literary Cleveland began its monthly Non-Fiction Writing series.

**D3 MLK** - Manager Kimberly Hunter held her monthly book club with Fenway Manor, focusing now on Black authors. Hunter assisted Youth and Family Engagement Director Jacqueline Lamb to partner with Ohio Means Jobs. Library Assistant Eric Eubanks and Public Services Assistant Bessie Coleman offered weekly in-person line dancing lessons. Library Assistant Eugene Callier performed his

bi-monthly Story Time sessions at Euclid Park. Librarian Angela Margerum and Eubanks visited Sweet Kiddles and Qunicy Place for weekly Story Times, and provided Wax Poetic programs for teens, New Year Vison Board program, and teaching cursive and calligraphy for National Handwriting Day.

**D3 Sterling** - Sterling hosted the Asset and Needs Assessment survey for the CMHA's Choice Neighborhood Grant Application including over six days with staff from New York and Pittsburgh. Librarian Sonja McCord provided Story Times at YWCA and Family First preschools, and Marion Sterling Elementary. Public Services Associates Valerie Gee and Charles Bailey held programs titled New Year's Buttons, Maker Kits Construction, and Crystal Trees and Stars. Ms. Gee led a craft program in honor of Dr. Martin Luther King, Jr. Manager Monica Rudzinski and youth staff met with Sandra Nosse to configure the kitchen sets and toys in the children's area, as a new 0 to 3 site. Ms. Gee attended 0 to 3: Read to Me training.

**D3 Woodland** - Public Services Associate Courtney Furcron led Cozy-Up with Cross-Stitch, and Create Your Own Myriorama. Librarian Lanecia Smith conducted Story Time at All Around Daycare and initiated a Book Bingo program. Furcron and Smith attended 0 to 3: Read to Me training. Manager Maria F. Estrella participated at the American Library Association LibLearnX Conference for Council Meetings. Staff hosted the Young Scholars Academy and TechCentral My Digital Life series. LegalWorks assisted patrons.

**D4 East 131st** - Librarian Kelli Minter led a Create Your Own Keychain craft for youth. Public Services Associate Kathryn Wetterstroem held a Time to Unwind crochet circle. The branch hosted a Board Game Day and a Connect Four Tournament.

**D4 Fleet** - Manager Magnolia Peters hosted Art For ALL, an exhibit by adults with disabilities, in partnership with the Broadway School of Music and the Arts, with 25 attendees at the opening reception. Manager Peters secured a fourth year of Free Tax Help for low-income adults by CHN Housing Partners. Public Services Associate Giovonni Braden Dorsey and Librarian Natalie Flamik performed a meet-and-greet of area daycares and schools and planned a branch open house for teachers and educators to visit.

**D4 Harvard-Lee** - The branch hosted 23 attendees in the first fiction writing class by Literary Cleveland. Harvard-Lee became a 0 to 3 Play Date site and staff worked with Sandy Nosse to

reconfigure the children's area with the new toys. Fifteen Jamison middle schoolers completed the four-week designExplorr series by Jacinda Walker. Librarian Alycia Woodman and Library Assistant Kevin Moore conducted Story Time at Louis Stokes Day Care for 25 children and attended 0 to 3: Read to Me training. Manager Kristen Schmidt assisted in the virtual ALA Coretta Scott King Literacy Week series, on the Program Standing Committee. Public Services Generalist Ashanda Lewis engaged juveniles in the friendship bracelet MakerLab. Public Services Generalist Lily Draheim and Library Assistant Stacy Brown attended a NEO-RLS webinar *Calm Challenging Patrons: How to Navigate Difficult Interactions*.

**D4 Mt. Pleasant** - In partnership with Cuyahoga Reads, Mt. Pleasant hosted the Mystery Detectives program with 13 scholars. Public Services Generalist Erin Hayward led her first Story Time at Clever Bee Academy for 16 students. Cleveland Urban Minority Alcoholism Drug Abuse Outreach Project resumed bi-monthly tabling with CPR training, Narcan resources, and Fentanyl test strips.

**D4 Rice** - Librarian Whitney Johnson held her popular program: Healthy Snacks, Healthy Kids engaging youth to learn about healthy snacking options. Ms. Johnson participated in a *NeighborUp* podcast.

**D4 Union** - Manager Karie Felder worked with Tandalaya Howard to bring in young adults for school and job resources. Ms. Felder worked with Antonio Lester from Bellefaire to host a coat giveaway for ten young adults and ten adults. Library Assistant Valerie Johnson conducted outreach at Nathan Hale and Woodland Hills Schools. The branch celebrated Martin Luther King Jr. with 15 scholars who learned about his life then wrote their own autobiography, hosted a Family Winter Painting Extravaganza, and a Black History and Community Celebration with 15 patrons. Young Scholars Academy started weekly.

**D5 Addison** - Librarian Heidi Malinoski and Public Services Generalist Shakita Miles conducted Story Times at Superior Academy with 25-30 participants each week. Manager Tamara Means and Public Services Generalist Reuben Jolley joined Midtown Cleveland in their annual Holiday Toy Distribution.

**D5 Collinwood** - Collinwood added new programs and Story Times at Key4Kids and Scholars of Tomorrow daycares, and East Clark Preschool. Public Services Associate Isabelle Del Turco is a Tru2U mentor at East Clark. Programs in the branch included



Bingoals & Vision Boards, a Business Planning Workshop, New Years' Time Capsule, and a Take N' Make Dream Board program. Partnerships included 3MB: Men Mentoring Men and Boys, The Ladies of Girl Talk Mentoring Program outreach at the Nottingham United Methodist Church College Student Panel staffed by Librarian Emily Szymanski, and Let's Talk Dating and Friends for middle schoolers staffed by Library Assistant Kiaira Jefferson and Public Services Generalist Ne'Chelle Jones Moore. Manager Peak worked on the Women's ERG on Part 2 of the Healthy Eating for Healthy Living program.

**D5 Glenville** -Public Services Associate Sarah DeRosa provided weekly Story Times at Murtis Taylor Daycare. Librarian Maggie Lawrence visited the pre-K students at Stephanie Tubbs Jones School. Public Services Associate Shawnte Baldwin and Ms. DeRosa visited the kindergarten at Stephanie Tubbs Jones School. Lawrence continued weekly Story Times at the WIC office and Immunization Clinic. PSA Lawrence and Branch Manager Peter J Roth served on the Sugarman Committee. Patron Victoria Trotter received CPL's Unsung Heros Award for District 5. Manager Roth and Ms. Lawrence attended St. Martin de Porres High School's partner appreciation event. The branch closed for renovations and the creation of a Tech Innovation Center.

**D5 Langston Hughes** - Librarian Christopher Busta-Peck presented Story Times for preschoolers at Stonebrook Montessori, and kindergarten and first grade classes at Wilson Elementary. Library Assistant Ron English attended the Saint Martin de Porres Open House. Branch programs included Happy New Year, Thinking about Spring, Textile Magic, and Intro to Relief Printing. Public Services Associate Evan Kern created a video featuring the library's art displays.

**D5 Memorial-Nottingham** - Librarian Adam Tully unveiled his Birds of Northeast Ohio program. Library Assistant Marvin Benton hosted a vision board program for teens. Mr. Tully, Mr. Benton, and Public Services Associate Childress conducted Story Times at eight area schools and daycares.

#### **DIVERSITY, EQUITY AND INCLUSION**

During the month of January, the Diversity, Equity and Inclusion Department engaged in and/or championed the following, as CPL strives toward operating with excellence:

- Conducted meeting with the Director of Youth and Family Engagement Jacqueline Lamb to discuss resources and additional partnership opportunities for John Adams High School students.
- Conducted several meetings with Talk on Tuesdays (women's ERG) to discuss Townhall presentation for 2024 Menstrual Equity launch at all CPL locations, and press release in March 2024, as part of Women's History Month.
- Conducted meeting with Cultural Diversity ERG to begin planning for Eid al-Fitr (EID) event in April 2024 at Eastman Campus.
- Attended Portraits of Strength meeting.
- Facilitated planning and book order for Black History Month - The Crown, The Art of Black Hair event with author and keynote speaker Dr. Tameka Ellington and special guest presenter Dr. Angela Kyei of Cosmopolitan Dermatology.
- Facilitated local Brach initiative "I wear my hair natural because..." for Black History Month, in support of and leading up to The Crown, The Art of Black Hair event.
- Facilitated B-ERG planning meetings.
- Facilitated Rainbow Readers ERG planning meeting.
- Attended the Procure to Pay PIT (process improvement team) meetings.
- Attended the Employee Engagement and Appreciation Committee planning meetings.

## **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*

### **CPL DEVELOPMENT UPDATES:**

*Goal: Align fundraising to support CPL strategic plan*

- Fundraising
- Submitted grant application for Studio 525

### **CPL FOUNDATION UPDATES:**

*Goal: Reach Financial Targets*

- Advance the Foundation's 2024 financial targets.
  - Hosted meetings with potential new funders

- Planning for sustainability of the Verizon Innovation Center at Fulton Branch
- FY2024 Planning
  - Finalized Funding Plans
  - Created sponsorship packet for 2024.
- Cleveland READS Program Year
  - Mailed Impact Report

**ADDITIONAL DEPARTMENT EFFORTS**

- Onboarded two new staff members.
- Attended Library Support Network (virtual) event on institutional giving
- Hosted thank you party for Cleveland READS ambassadors
- Attended City Club event: *A Path to an Inclusive Economy*
- Attended webinar: *How To Leverage Your Strategic Plan As A Powerful Fundraising Tool*
- Assisted CPL with the Government Finance Officers Association PIT

**COLLECTION & TECHNICAL SERVICES**

Technical Services work this month revolved around the timeline for Collection and Technical Services to move from the Lake Shore Facility to the Central Distribution Facility (CDF). Catalog and Materials Processing Department staff continued to catalog and process materials while Acquisitions, Collection Management, and High Demand Department staff packed supplies and materials for all the departments and prepared trucks in the Catalog Department to be moved. Technical Services work was temporarily paused as of January 10 so that staff could finish packing. Staff reported for their first scheduled shift at the CDF on January 12. They spent the remainder of the month unpacking and getting settled at the new location since supplies and materials were moved to the CDF in a phased approach.

Director of Collection and Technical Services Sandy Jelar Elwell met with Chief of External Relations and Development Shenise Johnson Thomas and Popular Department Subject Department Librarian Grace French to discuss options for a Women's ERG program being planned for October. Ms. Jelar Elwell attended the Urban Libraries Council (ULC) Collections Leaders Monthly Call.

Collection and Technical Services staff attended the monthly CPL All-Staff Town Hall meeting. Collection and Acquisitions Manager Olivia Morales and Technical Services Librarian Michael Gabe attended the "Strategic Leadership" webinar which was also the fourth session of the Northeast Ohio Regional Library System (NEO-RLS) 2023-2024 Leadership Academy on January 10.

**Acquisitions:** The Acquisitions Department received 5,719 items, 992 periodicals, and 106 serials; added 293 periodical items, 30 serial items, and 627 comics; and processed 520 invoices.

Acquisitions Coordinator Alicia Naab reinstated the Electronic Data Interchange (EDI) reports to import invoices from vendors once funds were set up in Sirsi. Ms. Naab also acquired missing invoice files from vendors to minimize creating invoices manually. Fewer invoices had to be manually created at the beginning of the year since the file retrievals were allowed to accumulate on the File Transfer Protocol (FTP) servers, allowing invoices to wait until the Library could import them into the 2024 Fiscal Cycle in Sirsi. Automatic EDI transmission reports were also reinstated so orders could be electronically transmitted to vendors. Although ordering had not yet resumed by the end of the month, the EDI set up was complete and ready to process orders. As per the request of the Accounting Department, Acquisitions staff had to sort and compile invoices based on fiscal year, payment method, and department before forwarding them to the Accounting Department.

Ms. Naab worked with Baker & Taylor Customer Service Representative Carol LeMasters to clarify how to handle cancellations of materials that had been on order for more than six months. Ms. Naab trained Collection and Acquisitions Manager Olivia Morales and Collection Management Librarian Laura Mommers in using OverDrive Marketplace to create and order eMedia titles. Ms. Naab provided instruction on automated cart creation, advanced searching, and acquiring usage metrics. She will continue to provide training as further selection responsibilities are assumed.

Ms. Naab attended the OverDrive webinar "Getting Started with Libby." She learned key tips to get the most benefit from the application and useful tools for assisting with patron use as well.

Ms. Nabb began a leave of absence on January 9 and returned to work on January 18.

**Catalog:** Staff cataloged 3,352 titles, including 177 original records and 39 upgrades, added 3,793 items, created 249 Library of Congress call numbers, completed 358 bibliographic quality control transactions, and transferred 129 titles or call numbers for Cleveland Public Library. The Department also added 3,119 titles, made 82 corrections, and performed 67 transfers for CLEVNET member libraries. Librarians handled 70 email and phone requests from Library staff and 219 requests from CLEVNET.

Technical Services Librarians Celia Halkovich, Barbara Satow, and Erin Valentine continued to catalog High Demand Department material. Technical Services Librarian Michael Gabe added a Russian periodical on checkers to Special Collections. Ms. Valentine attended a Northern Ohio Technical Services Librarians (NOTSL) Board meeting where she helped plan for the NOTSL Spring General meeting and took notes in her role as NOTSL Secretary.

**Collection Management:** Collection Management did not select any materials this month due to the move from the Lake Shore Facility to the Central Distribution Facility (CDF).

Collection and Acquisitions Manager Olivia Morales and Collection Management Librarian Laura Mommers received training from Acquisitions Coordinator Alicia Naab in using OverDrive Marketplace to create and order eMedia titles.

Ms. Morales attended Penguin Random House's "Morning Book Buzz."

**High Demand:** The High Demand Department received and added 1,385 items and processed 167 invoices.

Technical Services Librarian Libby McCuan viewed recorded sessions of the following OhioNet cataloging webinars: "Audio-Visual Materials Overview," "Basics of Creating Original Catalog Records," and "Simplify Your Original Cataloging with Tools."

**Materials Processing:** The Materials Processing staff processed 10,981 items.

**Logistics:** The Technicians unpacked and sent 1,817 new items to the Acquisitions Department and 2,473 new items to the High Demand Department.

## **OUTREACH & PROGRAMMING SERVICES**

### **ENGAGEMENT**

**Cleveland READS Ambassador Celebration:** On January 17, 2024, Ms. Márquez, in collaboration with the Cleveland READS Outreach Committee, organized and supported the Cleveland READS Ambassador Celebration. This event brought together twenty Ambassadors passionate about promoting literacy and nurturing a love for reading within their respective communities, reflecting the library's commitment to empowering community advocates.

**Writers and Readers Series:** To start the year, Outreach and Programming (OPS) hosted the first Writers and Readers series of the season on Thursday, January 18. This event featured Reginald Dwayne Betts, a renowned advocate, author, and Director of Freedom Reads, with moderation by Erika Anthony of Cleveland Votes. The discussion delved into the profound impact of enriching reading materials and libraries within prisons. Approximately 60 patrons attended this enlightening event, emphasizing the community's interest in meaningful literary conversations.

**Literary Cleveland Writer Workshops:** As part of our partnership with Literary Cleveland, we are excited to announce that three branch locations, Hough, Harvard-Lee, and South, are hosting Saturday creative writing workshops from January to December 2024. These workshops aim to cultivate and inspire local writers, focusing on three genres: Fiction, Non-Fiction, and Poetry. Each selected location will host one monthly workshop from 10:30 AM to Noon, making it a fantastic opportunity for aspiring writers within our community.

**Legal Aid and LegalWorks:** On January 20, 2024, the library hosted the first Legal Aid event of the season at Carnegie West Branch, where roughly 15 patrons received valuable free legal advice. LegalWorks offers free legal assistance at multiple branches, including Fulton, Woodland, Mt. Pleasant, and Memorial Nottingham. They cover various legal areas, including sealing records, wills, driver's license reinstatements, child support, and more, ensuring our patrons have access to crucial legal support.

**DesignIs Workshop:** The DesignIs workshop bundle, designed to explore the power of design and creative careers, was successfully run in January. It was held nine times at three library branches: Jefferson, Fulton, and Harvard Lee. These workshops provide valuable opportunities for individuals to hone their creative thinking and skills.

**The People's University - Hope Collection:** The People's University introduced the Hope Collection, which features hi-lo book titles tailored to engage adult or teen readers at lower reading levels. This collection aims to support struggling or reluctant readers in improving their decoding and comprehension skills. It spans various genres and is available at all neighborhood branches, with plans for monthly expansions with new titles, ensuring that readers of all abilities can access captivating materials.

**Afterschool Services:** The library is gearing up for a range of afterschool services in February 2024. Art Therapy, provided by Art Therapy Studios, will resume at main service locations such as East 131, Hough, West Park, and Sterling, with plans for further expansion in 2024. Additionally, America Reads Tutoring will resume tutoring services at 10-13 CPL branch locations, aiding students in their academic pursuits. Lastly, the Greater Cleveland Food Bank's Kids Cafe will continue to provide healthy afterschool snacks for students throughout the school year at all open Cleveland Public Library locations, ensuring that children can access nourishing options during their library visits.

## **OUTREACH**

**Outreach Efforts:** Isabelle Rew, Outreach Manager, continuously shares information about library programs and services while distributing complimentary books at various community gatherings. This included the Newcomer Event on January 18, where 120 free books were given away on behalf of the Cleveland Public Library.

**Winter Seed Swap:** On January 27, Ms. Rew and Marina Marquez, the manager of The People's University, hosted a resource table at the annual Winter Seed Swap, which attracted over 500 visitors. They provided information on library programs, book giveaways, and engaging activities.

**West Side Market Book Stand:** The West Side Market book stand offers complimentary books and library materials every Friday and Saturday. In January, it served around 1,000 visitors and distributed over 2,700 books.

## **MARKETING & COMMUNICATIONS**

### **EXECUTIVE SUMMARY**

Following the momentum of Cleveland READS, the month of January kickstarted what will only be another stellar year of programs and services geared towards literacy lovers. Cleveland Public Library celebrated Dr. Martin Luther King, Jr. with our 39th Annual Martin Luther King, Jr. Commemorative Program. This year's program theme "Building Bridges, Breaking Barriers," recognized not only King's commitment to breaking down obstructions to equality, but also the commitment of our Drum Major for Change, Connie Hill Johnson, and everyday community heroes that embody the same spirit of Dr. King's work. There were two chances to catch the program on WKYC - on Saturday, January 13 and on Martin Luther King, Jr. Day, Monday, January 15.

After a yearlong hiatus to focus on Cleveland READS, the Writers & Readers series made its return with the first event *Libraries Without Limits: Access for Incarcerated Readers*, featuring poet, lawyer and 2021 MacArthur Fellow Reginald Dwayne Betts on Thursday, January 18 in the Louis Stokes Wing of Main Library. The first Writers Unplugged event of the year was Tuesday, January 9 and featured bestselling author, Christina McDonald.

Senior Program Director, Erica Marks was a guest on New Day Cleveland on Wednesday, January 17 to promote the January Writers & Readers event with Reginald Dwayne Betts, as well as February events including the Writers & Readers screening of the documentary *H.U.S.H. (Help Us Say Help)* with Director Antwon Lindsey, Writers Unplugged visit from bestselling author and "master of suspense," Lisa Unger, and Nonviolent Communications Conference *The Heart of the Matter*.

The Library and CLEVNET also received recognition for being in OverDrive's top 20 for digital checkouts. Cleveland Public Library was recognized as "Tech Team of the Year" for 2023 by the Greater Cleveland Partnership. The recurring break ins at Cleveland Public Library branches continue to make news as Library Safety and Protective Services work with Cleveland



Police to apprehend the burglar. The Twyla Turner v. Cleveland Public Library reached a settlement.

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 continues, as well as preparation for the Glenville Campus groundbreaking to be held on Saturday, February 3.

**39TH ANNUAL MARTIN LUTHER KING, JR. COMMEMORATIVE PROGRAM:** There were two chances to catch the program on WKYC - on Saturday, January 13 and on Martin Luther King, Jr. Day, Monday, January 15. This year's program theme "Building Bridges, Breaking Barriers," recognized not only King's commitment to breaking down obstructions to equality, but also the commitment of our Drum Major for Change, Connie Hill Johnson, and everyday community heroes that embody the same spirit of Dr. King's work.  
**Watch on WKYC:** <https://www.youtube.com/watch?v=nz1MOP6Ztz8>

#### **MEDIA COVERAGE:**

<https://www.ideastream.org/arts-culture/2024-01-11/5-things-to-do-in-neo-salute-martin-luther-king-jr-this-week>

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#### **AUTHOR VISITS**

**Writers & Readers:** Reginald Dwayne Betts kicked off the 2024 season of Writers & Readers on Thursday, January 18 in the Indoor Reading Garden of Main Library's Louis Stokes Wing. The conversation titled "*Libraries Without Limits: Access for Incarcerated Readers*," addressed the impact of enriching reading materials and libraries within prisons.

#### **MEDIA COVERAGE:**

<https://fox8.com/video/new-day-cleveland-cleveland-public-library/9337210/>

**Writers Unplugged:** The first Writers Unplugged event of the year was Tuesday, January 9 and featured bestselling author, Christina McDonald. The discussions, hosted by Jennifer Jumba, Manager of Popular, are livestreamed to the Cleveland Public

Library Facebook account, and can be watched afterwards on YouTube or listened to on Spotify, Apple Podcasts, Google Podcasts, and more.

**Watch:** [youtube.com/@ClevelandPubLib](https://youtube.com/@ClevelandPubLib) or [facebook.com/clevelandpubliclibrary/live](https://facebook.com/clevelandpubliclibrary/live) videos

**Listen on Spotify:**

<https://open.spotify.com/show/3FuY2SSDG3k3MaKa8uih7c?si=10XmSbC4TQijATBEB9VzRg>

**MEDIA COVERAGE:**

<https://www.beaconjournal.com/story/entertainment/books/2024/01/07/alchemy-of-a-blackbird-by-claire-mcmillan-is-inventive-novel/72085453007/>

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**SEE ALSO - THE ARCHIVE:** The extremely popular "Archive Exhibit" is drawing people from near and far into the Main Library Campus.

**MEDIA COVERAGE:**

<https://www.cleveland.com/metro/2024/01/walk-through-stunning-floral-immersive-exhibit-at-the-cleveland-public-library-photos.html>

**BRANCH BREAK INS:** The string of break ins at Cleveland Public Library branches continues to be of interest to local news channels in an attempt to identify the burglar.

**MEDIA COVERAGE:**

<https://fox8.com/news/serial-burglar-caught-on-video-targets-cleveland-public-library/>

<https://www.clevescene.com/news/more-burglaries-reported-at-four-cleveland-public-library-branches-over-the-holidays-43438789>

<https://www.cleveland19.com/2024/01/03/break-cleveland-public-library-being-investigated-by-police/>

**OVERDRIVE AND CLEVNET:** The Plain Dealer reported on CLEVNET, Cuyahoga County Public Library, and Cleveland Public Library being among the top libraries for digital checkouts.

**MEDIA COVERAGE:**

<https://www.cleveland.com/news/2024/01/clevnet-cuyahoga-county-among-busiest-library-systems-worldwide-for-e-books-and-audiobooks.html>

**TECH TEAM OF THE YEAR:** Greater Cleveland Partnership awards Cleveland Public Library as Tech Team of the Year.

**MEDIA COVERAGE:**

[https://ohiobusinessmag.com/going-all-in/?utm\\_source=rss&utm\\_medium=rss&utm\\_campaign=going-all-in](https://ohiobusinessmag.com/going-all-in/?utm_source=rss&utm_medium=rss&utm_campaign=going-all-in)

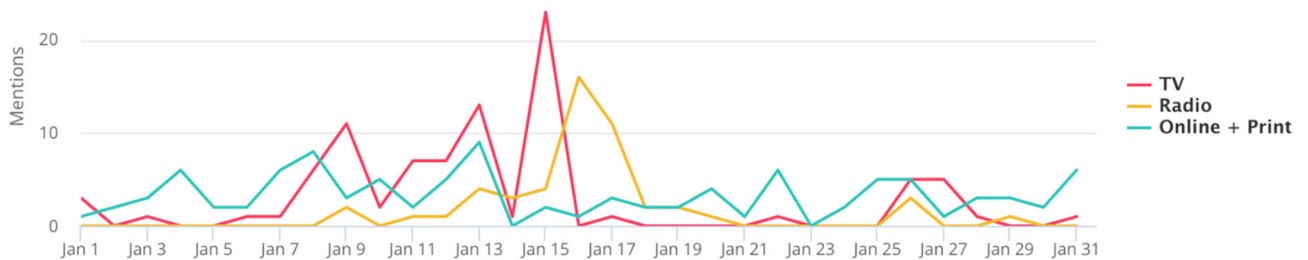
**TWYLA TURNER V. CLEVELAND PUBLIC LIBRARY:** A settlement in the discrimination case was reached and the case is now closed.

**MEDIA COVERAGE:**

<https://www.cleveland.com/court-justice/2024/01/cleveland-library-pays-six-figures-to-settle-discrimination-lawsuit-brought-by-former-diversity-director.html>

**PUBLIC RELATIONS OVERVIEW**

Cleveland Public Library garnered 243 mentions for the month of January reaching more than 14 million via national and local TV news, radio, and online and print.



Mentions 243

Audience 14,092,230







Publicity \$577,221







**SOCIAL MEDIA SUMMARY**







**Broadcasts, production, multimedia support:** Marketing continues to explore streaming opportunities, conversations, and content that promote learning and timely topics.

- **Events:** Writers Unplugged: Authors in conversation; Music at Main; Writers & Readers: Reginald Dwayne Betts
- **Projects:** Timelapse of Mass Storage; MLK Commemorative Celebration; Upcoming Authors promo video
- **Podcasts:** Writers Unplugged & Page Count

**Most Popular Posts by Platform:**

<p> <b>Cleveland Public Library</b> Thu 1/11/2024 1:51 pm EST</p> <p>Libraries offer connection, empowerment, and inspiration to individuals overcoming formidable obstacles. Yet incarcerated...</p> <p>Libraries Without Limits: Access for...</p> 	<p> <b>Cleveland Public Library</b> Thu 1/18/2024 11:00 am EST</p> <p>#TBT Today's 1941 photograph is a view looking south from Euclid Avenue. A corner of the Hanna Building is seen on the left....</p> 	<p> <b>Cleveland Public Library</b> Wed 1/17/2024 12:50 pm EST</p> <p>Did you catch us on New Day Cleveland this morning? Erica Marks, Senior Director of Outreach &amp; Programming Services had...</p> 
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<p> <b>@Cleveland_PL</b> Thu 1/18/2024 11:00 am EST</p> <p>#TBT Today's 1941 photograph is a view looking south from Euclid Avenue. A corner of the Hanna Building is seen on the left....</p> 	<p> <b>@Cleveland_PL</b> Thu 1/18/2024 6:39 pm EST</p> <p>"I'm okay with the word felon, with the word prisoner — and addressing what I did. I don't care about the labels. I'd much...</p> 	<p> <b>@Cleveland_PL</b> Thu 1/11/2024 11:00 am EST</p> <p>#TBT Today's 1954 photo brings us to the corner of West 25st and Jay Avenue in the Ohio City neighborhood. Cleveland City...</p> 
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<p> <b>clevelandpubliclibrary</b> Thu 1/18/2024 11:00 am EST</p> <p>#TBT Today's 1941 photograph is a view looking south from Euclid Avenue. A corner of the Hanna Building is seen on the left....</p> 	<p> <b>clevelandpubliclibrary</b> Thu 1/4/2024 11:00 am EST</p> <p>#TBT Today's 1943 photo brings us to the entrance of the Imperial Theater (14227-33 Kinsman Road) in the Mt. Pleasant...</p> 	<p> <b>clevelandpubliclibrary</b> Thu 1/11/2024 11:00 am EST</p> <p>#TBT Today's 1954 photo brings us to the corner of West 25st and Jay Avenue in the Ohio City neighborhood. Clevelanders...</p> 
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## **SAFETY & PROTECTIVE SERVICES**

### Safety Services

- 1-2-23: CDF- HVAC leak caused heat to go out at facility. Closed for repairs at 12:30p.
- 1-2-24: Break in at Rice. Under investigation.
- 1-3-24: Break ins at Garden Valley & South. Under investigation.
- 1-5-24: C West-male arrested for assaulting a police officer. The same suspect was on active suspension for assaulting another patron at Tech Central about a month earlier.
- 1-6-24: LSW Suspect arrested after trespassing inside an unlocked library vehicle on Rockwell.
- 1-6-24: C. West 911 for patron experiencing medical emergency. Patron refused first responder help and left premises under own power.
- 1-9-24: LSW-Democratic Party gathering-patron had a medical emergency, and first responders were notified.
- 1-13-24: Union & E 131 break-ins
- 1-17-24: LSW 911 was called due to a staff member experiencing a medical emergency.
- 1-20-24: LSW first responders called due to elderly female patron with mental health crisis.
- 1-23-24: LSW-AT CLOSING, PATRON EXPERIENCED A MEDICAL EMERGENCY AND 911 WAS CALLED. PATRON WAS TRANSPORTED TO CCF.
- 1-25-24: LSW-AT CLOSING PATRON EXPERIENCED A MEDICAL EMERGENCY-EMS NOTIFIED
- 1-26-24: LSW -PATRON REQUESTED POLICE DUE TO ALLEGEDLY BEING STALKED. CPD RESPONDED TO ASSIST.
- 1-26-24: Mt. PLEASANT-PATRON ALLEGED THAT HE WAS BEING CHASED BY ANOTHER MALE WITH A WEAPON. BRANCH WENT INTO TEMPORARY LOCKDOWN.
- 1-26-24: FLEET-FEMALE ENTERED BRANCH ALLEGING THAT SHE WAS BEING THREATENED BY ANOTHER PERSON OFF PROPERTY. NORMAL OPERATIONS CONTINUED.

## PROTECTIVE SERVICES

### Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Jan 2024	1566	37	28	15	156	104
Dec 2023	1350	29	28	25	153	53
Nov 2023	1338	31	32	12	115	119
Oct 2023	1912	42	76	51	152	67
Sept 2023	1418	27	87	12	152	83
August 2023	1355	28	101	30	156	103
July 2023	1458	14	76	21	110	161
June 2023	1335	24	72	19	100	47
May 2023	1433	30	38	40	142	Sys upgrade*1396
April 2023	1359	18	73	15	91	79
March 2023	1613	27	72	31	152	47
Feb 2023	1908	26	89	12	107	65
Jan 2023	1485	23	27	15	114	63

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

- 1-11-24: LSW Human Trafficking Awareness
- 1-12-24: Main @ 0930 Spectrum News interview with Arts
- 1-16-24 through 1-18-24: At LSW Contractors in afterhours doing repairs (Per Lang).
- 1-18-24: MLK-support for Professional Development program (Lamb).
- 1-18-24: Woodland-911 was called at 256am regarding suspicious activity around Woodland campus. Turned out to be unfounded.
- 1-20-24: LSW-Case Western & India Gardner utilizing facility.
- 1-23-24: Filming at LSW (Fox news)
- 1-25-24: Mayor Bibb & County Exec Ronayne at LSW

### Protective and Fire Systems

- 1-5 & 1-6-24: ATT & ClevNet & CPL IT notified CPL that Network was inoperable. No phones or internal internet.
  - PER CleveNet:  
“Saturday there was a hardware failure at the state level that impacted multiple agencies throughout Northeast Ohio that use AT&T for data connections. Outages of this scale are rare but do happen. Clevnet promptly initiated the process by opening tickets with AT&T as soon as we were notified of the issue. We have also kept CPL IT

informed about the status of the situation. For any further communications, we recommend reaching out directly to CPL IT.”

- 1-8-24: Eastman verifying S2, and manual locking systems work.
- 1-16-24: SA Communale scheduled to review alarms at Addison and CDF. CDF resolved by correcting battery issue.
- 1-16-24: Kone being contacted to review West Park elevator call button not functioning.
- 1-17-24: West Park Fire alarm triggered; PM to review functionality.
- 1-17-24: Meeting with Capitol Projects and vendor regarding Eastman access control.

#### Contract Security

- 1-5-24: Solicited from Royce manager to provide special attention to CPL facilities at night.

#### Administration

- 1-8-24: In contact with D1 CPD regarding GeoFence warrant to address break-ins.
- 1-8-24: In contact with D3 CPD regarding crime stoppers access.
- 1-8-24: Fielded media inquiry regarding the break-ins. Maia Belay from Fox 8 referred to CPL PIO Tana Peckham.
- 1-9-24: Spoke with P. Meehan at Crime Stoppers for community assistance.
- 1-10-24: Along with CPL legal confer with D1 CPD commander and Team regarding potential assistance for break ins. Warrant submitted and any information gleaned to be examined by LE analyst.
- 1-16-24-Week of 1-16-24- Branch Access control system audit
- 1-17-24: Meeting with CPL IT, Legal & Marketing regarding video editing capability of internal video to help expedite releasing video to Law Enforcement.
- 1-26-24: Crime Stoppers Poster created, and reward announce for information leading to the arrest and conviction of the person committing the break ins.

## **PROPERTY MANAGEMENT**

### Carpenters/Painters

- Continuing working on prep work and the painting of Studio 525, formerly the Gift Shop.
- Built a faux cement block approximately 3x3x3 feet for Glenville groundbreaking ceremony.
- Lorain- assembled multiple little tyke toys, table top, wooden play school, and train set.
- Westpark- made access openings to aid plumbing contractor in finding source of a bad odor in the basement near the restroom.
- Cable locks provided by our I.T department for locking down T.V monitors are tried, and are found to be compatible with the T.V and mounting brackets.
- CDF- continuing to complete the installation of posters, soap dispensers, clean out all debris from stockroom office remodel, installed dispensers in restrooms, hang monitors, also built wolmanized steps behind the CDF.
- Tuesday, 1/2/2024, we had multiple break-ins; Rice, Garden Valley, and South. The carpenter shop responded and worked on all 3 board-ups.
- Sterling and Addison branch also had vandalism occur resulting in glass blocks being damaged.
- Euclid Diamond hard sealer was purchased for the painting department to seal coat two rooms at the CDF.

### Maintenance Mechanics

- Ionization installation on going at Memorial Nottingham.
- Yearly boiler P.M's continuing.
- Led lighting conversion continuing in Main and Rice branch.
- Boiler repairs for stacks area on-going at Lakeshore facility.
- Working with FMP to bring buildings into operation.
- Continuing to install lighting occupancy sensors in staff restrooms in Main and LSW.
- Heating circulation pump replaced at Fleet is completed.
- Plugged sewer and drain lines at Lorain campus.



- Replaced belts and pulleys on air handler unit #6 in LSW and pulleys and motor in Liebert unit in server room LSW.
- Starting branch air handler PM's.
- Replace pressure relief valve in Main loading dock heating loop.
- Replaced several thermostats at South Brooklyn branch.
- Replacing T-12 fluorescent lighting at Fulton, Fleet, E.131, Sterling, Memorial Nottingham, and Lakeshore. Mt. Pleasant lighting replaced with T-8 fluorescent lighting.

### **INFORMATION TECHNOLOGY & CLEVNET**

- Jamie Mason and Software team continued to evaluate mobile app options.
  - The Software team has actively engaged in multiple conversations and demonstrations with various vendors to determine the next best app solution.
    - We have had multiple conversations with Communico, BiblioCommons, Capira (OCLC product), and ByWater Solutions.
  - We are waiting for official confirmation from SirsiDynix that the current app functionality will be restored. At this point SirsiDynix and SOLUS have let us know that they have reached an agreement.
- Jamie Mason participated in panel interviews on January 5 and January 11 for Sr. Director of CLEVNET position. We offered the position to Mohamed Ragheb and he accepted. He starts March 13, 2024. Currently, he is the Software and Applications Manager at Cuyahoga County Public Library.
- Jamie Mason gave a brief presentation about CLEVNET to new staff at the CPL Staff Orientation on January 17.
- Jamie Mason, Andy Busch, Bill Hood, Darren Novak, John Malcolm and Anthony Long met to discuss the handing over of the CPL Microsoft 365 Tenant on January 9. The teams will continue to meet quarterly in 2024 for various topics.

- Jamie Mason presented the 2024 CLEVNET Priorities and Goals to members at the Quarterly Directors' Meeting on January 26 via MS Teams.

#### Team Activities:

##### SOFTWARE

- Jamie Mason, Jim Benson, Megan Trifiletti, and John Pas met with representatives from SirsiDynix on January 18 and 25.
- Software team continued to research mobile app solutions with meetings with vendors on January 5, 12, 18, and 23.

##### SOLUTIONS

- PaperCut system updates
- Automate system updates
- VMWare system updates
- Configure Rubrik cloud backup for Microsoft 365 tenants
- Settings changes and device configuration to meet email requirements for Gmail and Yahoo

##### HARDWARE

- More cleanup and assistance with fallout (file recovery, calendar adjustments, permissions, etc.) from the CLEVNET tenant migrations.
- Assisting with information gathering, account creations, adjustments, and configurations of SMTP email relays throughout CLEVNET.
- Continued work on various tickets

##### NETWORK

- Configured/installed 2 Juniper EX2300-24T switches at CPL Brooklyn branch renovation.
- Configured/installed 2 temporary Cisco switches at Lorain North Ridgeville branch renovation.

- Configured/installed 1 Juniper EX2300-24MP switch at CPL LSW 504 project.
- Configured/installed 1 Juniper EX2300-24T switch at CPL Main LL.

#### Executive Panel Updates:

- Panel met January 9 and 22. Carlos Latimer, East Cleveland Public Library, was elected to serve a three-year term in place of Kara Cervelli. Cheryl Kuonen, Mentor Public Library was elected Panel chair for 2024 and Molly Carver, Sandusky Library was elected Secretary for 2024.