

DIRECTOR'S REPORT

January 18, 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

PROGRAMS AND EXHIBITS

Writers Unplugged

Popular Department Manager Jen Jumba hosted several online *Writers Unplugged* events in December:

12/4/2023	Lee Matthew Goldberg	The Great Gimmelmans
12/5/2023	Live @ Clevo Books	Catryn Siegal - Bergman
12/7/2023	Jess Montgomery/Sharon Short	The Echoes + 2024 Release Trouble Island

Before and After

On December 9, Library Assistant Adam Jaenke hosted the city streets program, *Before and After on December 9*. The program used historic photographs of Cleveland going back to the 1800s and contrasted them to current day google street view images.

Book Clubs

International Languages Librarian Victoria Kabo hosted a Russian language book club at the Memorial-Nottingham Branch on December 2. Six patrons participated in this bi-monthly event.

Center for Local & Global History's Public Service Associate Aimee LePelley hosted a book talk with local author, Alan Dutka where they discussed his book, *Christmas in Cleveland*.

International Languages Sr. Subject Librarian Caroline Han hosted a Chinese language Story Time for 16 students from Andrew Osborne Academy on December 18. Following Story Time, students were treated to a tour of Main Library.

The Center for Local & Global History hosted two classes from the Birchwood School of Hawkins who were at Main Library to conduct research for their History Day projects. In total 45 students and 4 teachers visited the library over 2 days. Manager Olivia Hoge, Subject Department Librarian Terry Metter, Subject Department Librarian Mark Tidrick, Library Assistant Adam Jaenke, Public Service Associate Kristin Galewood, and Public Service Associate Aimee LePelley generated lists of primary and secondary source materials both from the Library's collection and from outside institutions based on each topic. Map Collection Librarian Lisa Sanchez included relevant maps and Photograph Collection Librarian Brian Meggitt provided them with photographs relevant to their projects.

Music at Main

Fine Arts Music Librarian Andy Kaplan hosted pianist Roman Rudnytsky who performed pieces by Ravel, Liszt, and Beethoven on December 2 to 50 attendees.

Main Library Displays

Center for Local & Global History's Photograph Collection Librarian Brian Meggitt created and installed a small exhibit in the Collection's display case, *The Southwest Corner of Superior Avenue and East 6th Street (1854-present)*.

Science and Technology Subject Department Clerk Lakitha Tolbert created a display of knitting books to promote the *Warmup Cleveland* program.

Social Sciences Clerk Lisa Malone, with the assistance of department Page Virginia Murphy, created a festive Winter Holiday display.

Music Librarian Andy Kaplan worked with Art Librarian Mark Fox-Morgan on display of books for December featuring Hanukkah, Christmas, and Kwanza. For music books, featured books on music of Jewish and African diaspora.

PATRON SERVICES

Lending Department staff continue to distribute a limited supply of free BiNaxNow 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.

Passports Processed in December.	Photos Taken	Revenue Collected
27	25	\$1,215

Tours and Class Visits

Special Collections Librarian Stacie Brisker and Library Assistant Bill Chase hosted 3 tours for Scranton Elementary on December 14.

Special Collections Librarian Stacie Brisker gave a mini tour and showed two patrons from Florida items in Special Collections. The items were Audubon's Blue Jays and Charles Chestnut's manuscript of The House behind the Cedars on December 14.

Fine Arts & Special Collections Public Services Associate Kalie Boshara introduced Special Collections to a visiting high school teacher during their tour of Main Library on November 20.

Organizational Archivist Melissa Carr brought three staff members from the City of Cleveland's Department of Community Development to the Center for Local & Global History to tour the department and discuss resources they could use for development projects on December 15.

Center for Local & Global History Librarian Mark Tidrick helped Youth Services with a tour of Main Library comprised of 40 students from Scranton Elementary School on December 14.

Social Sciences Senior Subject Department Librarian Eric Hanshaw assisted Maria Lopez of the Youth Services Department with a tour of 43 First Grade students from Buhler Dual Language Academy. Mr. Hanshaw led a group of 20 students on a tour of the library.

Tour Groups	# of Groups	# of Participants
Booked Main Library Patron Tours	0	0
New Employee Tours	1	8

Patron Photo Shoots

Photo Shoot Groups	# of Participants	Donations Accepted
18	204	\$864.00

LibChat Main Library On-Line Reference

Time Period	Chats Answered
11/20/2023 - 12/20/2023	76

Books by Mail Programs

Words on Wheels: The Shelf Department sent 6 packages including 17 items to Cleveland Public Library patrons through Words on Wheels as of December 14.

Homebound: During the month of November, Homebound Services - administered by the staff of the Literature Department - sent out 74 packages for 65 patron requests.

New Material Lists: Popular Library Assistant Ricardo Jackson composed and distributed the new DVD and Book Request lists for both patrons and staff throughout the system.

OUTREACH

International Languages Sr. Librarian, Caroline Han, conducted Chinese language senior book discussion at St. Clair Place on December 11. The session was attended by 24 participants.

Center for Local & Global History Librarian Mark Tidrick dressed up as Santa Claus for Rice Branch's holiday event on December 6.

Literature and Ohio Center for the Book Public Services Associate Michael Credico hosted a *Literature In Translation* Book Discussion on December 7 in partnership with *Clevo Books* in Cleveland, also the venue for the discussion.

International Languages Manager Milos Markovic presented to 25 teachers and librarians at Connect Liaisons Meeting at Westlake Porter Public Library on December 5, Mr. Markovic's presentation was on serving new immigrant communities.

Popular Department Manager Jen Jumba refreshed the *Leisure Collection* at the Kelvin Smith Library on the campus of Case Western Reserve University on November 29. Ms. Jumba also moderated the Book Club Best Bets panel for Library

Journal/Penguin Random House's Winter Book and Author Festival. The five writers on the panel were Samuel Burr, Eve J. Chung, Ruth Reichl, Maurice Ruffin and Hillary Yablon.

The Ohio Center for the Book's *Page Count* Podcast posted two episodes in December. One was a conversation with the nonprofit Lake Erie Ink's teaching artist Alex Ashbrook along with two young adult members of the Teen Book Project editorial board. The other episode was a "holiday book buying guide" in conversation with two local independent book store owners in Ohio, one in Cleveland and one in Cincinnati. The podcast has had over 6,000 downloads over the course of 2023 and continues to grow in listenership.

Social Sciences Senior Librarian Eric Hanshaw organized the Rainbow Readers ERG's participation in Queer the Halls on December 9, a vendor market put together by the LGBT Community Center of Cleveland. Alexander Leonard from OPS, Lamar Edmondson from the Shelf Department, Melissa Carr from the Archives, and Erin Crebs from Garden Valley all staffed the table for the event. Mr. Hanshaw also assisted with set-up and teardown of the ERG's table at the event.

Team members at Cleveland Digital Public Library assisted partners from Cleveland Orchestra, Shaker Heights Area Development, the USS Cod, and the Police Museum to scan, describe, and develop digital collections from hundreds of items in their collections.

Popular Subject Department Clerk Daunte Bolden processed and shipped 60 periodical titles to Lakeshore for the month of November as part of the annual binding project.

Popular Department Library Assistant Ricardo Jackson began his reorganization of the DVD collection by sorting into genres based on customer requests.

Social Sciences Public Services Associate Mike Deneen continued with the shelf-reading project with the assistance of pages Virginia Murphy and Natasha Rash. Over 60 out of places titles that had fallen out of the catalog were sent to Catalog for reinventory.

The team at Cleveland Digital Public Library has scanned thousands of images, including over 5000 microfilm images from the British East India Company collection.

Shelf Department Pages Michelle Collins and Iara Goncalves, under guidance of Shelf Department Assistant Manager Cynthia Cocco, are putting in order the Bound Periodicals in Popular Department.

Center for Local & Global History's Public Service Associate Kristin Galewood inventoried 300 large format photographs in the Cleveland City Hall Collection. In the Map Collection she confirmed and updated 227 records in the Park Plan Collection.

Center for Local & Global History Department Librarian Mark Tidrick inventoried 60 photos in the Cleveland City Hall Collection.

Public Service Associate Aimee LePelley processed 159 photographs and interfiled 61 photographs from the East Side Daily News Collection into the Portrait and Biography Collection.

Center for Local & Global History Department Library Assistant Adam Jaenke digitized 35 photographs from the Cleveland Picture Collection. Map Collection Librarian Lisa Sanchez began subjecting items that were found on the Louis Stokes Wing 9th floor while readying room 923 for the high-density mobile shelving project. The items are urban development plans, city resources, and ward maps of Cleveland. They have begun an item-level evaluation of the recently donated City Hall Collection. The items will be subjected for future integration into the Map Collection.

As work continues on the compact shelving project, staff in Science, Business, and Government Documents have been assessing, withdrawing, and relocating materials in an effort to best prepare the department collections for the move.

Fine Arts Librarian Mark Fox-Morgan concluded his portion of the six-month folio project on LSW 8th Floor.

Fine Arts Librarian Mark Fox-Morgan is concluding his ten-month Main 5th floor shift of Fine Arts books.

Special Collections Librarian Stacie Brisker and Fine Arts Librarian Mark Fox-Morgan emptied the JGW corridor cases for the update maintenance and repair work that is scheduled for the corridor cases.

Special Collections Librarian Stacie Brisker continues to work on various finding aids, ongoing cataloging, and digitization projects.

Special Collections Librarian Stacie Brisker worked with staff of CDPL on the East India Collection scanning project.

MAIN LIBRARY RESEARCH HIGHLIGHTS

- Popular Library Assistant April Lancaster assisted students from Shaker Heights High school with microfilm researching articles from Ms. Magazine for the year 1975. Ms. Lancaster also assisted the teenage patrons researching a Time magazine article on the Cuyahoga River burning.
- Popular Subject Department Clerk Benjie Smith, researched a request for a patron looking for an article from Reader's Digest from 1972-1982.
- Social Sciences Librarian Pete Elwell received a research question from a Major League Baseball historian regarding our Mears/Murdoch collection. He needed a list of all of the pictures included in the collection. We were able to locate the pictorial index, scan the list, and send it along to him for future reference.
- Social Sciences Librarian Forrest Kilb assisted several patrons and colleagues in locating historical yearbook items for research and programming displays.
- Social Sciences Senior Librarian Eric Hanshaw assisted a patron who was looking for information and photos of their brother, who was a 1955 Golden Gloves champion. The patron was very interested in tracking down an illustration of their brother that appeared in a local newspaper. Mr. Hanshaw found an illustration, along with a biographical article in the Plain Dealer for the patron.
- In support of the J.G. White collection during December, the team at Cleveland Digital Public Library scanned, delivered, and invoiced hundreds of pages of material to multiple researchers.

- Center for Local and Global History Department Librarian Mark Tidrick assisted staff from the Science & Technology Department research the origins and make-up of the rock jetty at Edgewater Park.
- Center for Local & Global History Public Service Associate Aimee LePelley assisted a patron find plat maps detailing former Cleveland Public Library Carnegie Library at 5437 Broadway Avenue for the current owner. The space is being renovated into an art center.
- Center for Local & Global History Public Service Associate Aimee LePelley assisted a patron in creating a clearer image from a 1946 newspaper article of fallen soldier Peter Bobulsky. Bobulsky is to be honored at an 80th Anniversary Memorial of World War II in England.
- Center for Local & Global History Photograph Collection Librarian Brian Meggitt assisted a patron with finding and obtaining images of historic buildings that existed where the Cuyahoga County Justice Center is located today. The photographs ranged in date from 1900 to 1961.
- Center for Local & Global History Librarian Terry Metter used microfilm editions of the Plain Dealer and Cleveland Press to send articles to a patron who is researching Winston E. Willis' confrontation with the City of Cleveland and the Cleveland Clinic over real estate in University Circle.
- Center for Local & Global History Librarian Terry Metter used microfilm editions of the Cleveland Leader and Cleveland Plain Dealer to provide a baseball historian in Canada with information about a game played in Cleveland on August 10th, 1891.
- Center for Local & Global History Map Collection Librarian Lisa Sanchez helped a researcher find information about multiple businesses in Cleveland, circa 1874-1878. Ms. Sanchez provided high-quality scans of the 1874-1878 Sanborn Fire Insurance Maps of Cleveland in addition to an

1858 map of the county, and an 1868 & 1872 map of the city.

- Center for Local & Global History Map Collection Librarian Lisa Sanchez assisted a patron researching the restaurant, Alpine Village, formerly located in the 1600 block of Euclid Ave.
- Center for Local & Global History Library Assistant Adam Jaenke assisted a patron with determining the date WJW-TV first went on air, which was December 17th, 1949 as WEXL.
- Seventh and Eighth graders from Birchwood Middle School visited Main Library for research on their National History Day projects. Staff in Science, Business, and Government Documents provided primary resources for the students in print and electronic format.
- Business, Economics, and Labor Public Services Associate Christine Feczkanin assisted an author researching Henry Alden Sherwin, Edward Williams, Sherwin-Williams, Valspar, and other paint companies. Along with several online resources, Ms. Feczkanin was able to provide the auction catalog created for the sale of Alden Sherwin's personal library books, titled Bibliotheca Piscatoria; the library of the late Henry Alden Sherwin, Cleveland, Ohio.
- Fine Arts & Special Collections Librarian Ray Rozman contacted a chess author for assistance on identifying a chess player from a photograph.
- Fine Arts & Special Collections Library Assistant assisted two sisters visiting Fine Arts who requested some history of Hotel Statler, where their parents met in the 1940s. They were less interested in the architectural aspects than the supposed mob doings of the era.
- Fine Arts & Special Collections Library Assistant Bill Chase assisted patrons with a request to see the handwritten score of Mahler's handwritten 2nd symphony. They were slightly embarrassed when they found out it was at the Cleveland Museum of Art but pleased that it afforded them an opportunity to visit the library.

- Fine Arts & Special Collections Library Assistant Bill Chase assisted patrons with requests for information on Picasso's Blue Period, comprehensive pictorials on artist Mark Rothko, a clipping file dealing with Cleveland Architect, Milton Dyer (and his building of the Cleveland Music Settlement) and architectural information on the Hauserman Company factory on Grant Avenue in Cuyahoga Heights.
- Public Services Associate Kalie Boshara showcased the Eunice L. Adams collection to four visitors in Special Collections.
- Due to the Western Reserve Historical Society Archives being inaccessible for the time being, a patron reached out to CPL to locate information on the E.F. Hauserman Building. Fine Arts & Special Collections Public Services Associate Kalie Boshara combed through newspaper databases for information relating to this subject.
- Fine Arts & Special Collections Public Services Associate Kalie Boshara assisted a patron interested in information pertaining to the Highland Park Golf course, through use of the OhioLink Finding aid was able to refer them to a blueprint housed in CPL's map collection, along with direct them to a photograph of the clubhouse located in CPL's Photograph Collection.
- Fine Arts & Special Collections Library Assistant Bill Chase scanned several pages of the 1927 book, 'Kapablanka i Alekhin: bor'ba za mirovnoe pervenstvo v shakhmaty / Evg. A. Znosko-Borovskiĭ for chess Historian.

STAFF DEVELOPMENT

Lending Department Clerks Michael Earley and Anthony Bueno, Lending and Circulation Manager Reginald Rudolph, and Sr. Manager of Lending, Logistics, and Circulation Stephen Wohl all completed Passport Acceptance Agent Annual Re-Certification training.

Social Sciences Librarian Pete Elwell attended the webinar *World Literary Tour: Holiday Edition* offered through OverDrive.

Social Sciences Librarian Pete Elwell attended the webinar *Library Boot Camp: Reaching the Community Through Programming and Outreach*, offered through NEO-RLS.

Social Sciences Librarian Forrest Kilb attended the WebJunction webinar, *Stronger Together: Collective Impact and Climate Action Programming*.

Social Sciences Public Services Associate Mike Deneen and Social Sciences Senior Librarian Eric Hanshaw completed the Candid 2023 Foundation Directory Expert Certification, which taught them how to help patrons navigate the Candid Foundation Directory.

Staff from the Cleveland Digital Public Library attended a digital preservation workshop hosted by the Internet Archive on December 6.

Center for Local & Global History Photograph Collection Librarian Brian Meggitt, Map Collection Librarian Lisa Sanchez, Subject Department Librarian Terry Metter, Subject Department Librarian Mark Tidrick, and Social Science Department Manager, Steve Capuozzo attended the *Patron Bashing in Public Libraries: It's Effect on the Professional and the Profession* webinar presented by the Northeast Ohio Regional Library System on December 13.

Government Documents Library Assistant Alea Lytle attended the Federal Depository Library Program (FDLP) webinar *Census of Governments* and the Webjunction webinar *Civil Legal Justice: The Crucial Role of Libraries*.

General Research Collections Manager Sarah Dobransky viewed the Niche Academy webinar *Policy Writing and Implementation with an Equity Lens*.

Business, Economics, and Labor Librarian Susan Mullee attended a Cabot Wealth Network webinar *Mastering Today's Market: 4 Experts, 4 Top Picks, and a Wealth of Wisdom* and the CFRA's (Center for Financial Research and Analysis) *2023 Holiday Outlook & the U.S. Consumer* webinar.

Fine Arts & Special Collections Public Services Associate Kalie Boshara attended the archived NEORLS Webinar *Inclusive Decision-Making Navigating DEI Challenges for Effective Systems Change and Personal Growth* on December 14. Ms. Boshara also attended

the archived NEORLS Webinar *Management in Harmony* on December 15.

Special Collections Librarian Stacie Brisker attended EASE at Work webinar *Dealing with Stress to Avoid Burnout* on December 7 along with Public Service Associate Kalie Boshara. Ms. Brisker also attended the Zoom lecture *Napoleon*. Presented by The Wallace Collection on December 15.

OTHER

Sr. Director of Public Services Robin Wood along with Circulation Manager Reginald Rudolph facilitated De-Escalation training for new hires on December 14.

Sr. Manager of Lending, Logistics, and Circulation Stephen Wohl facilitated BookEnds Training: SIRIS Part 1 and Circulation on December 12th and Sirsi Part 2 on December 18. Mr. Wohl continues to serve as co-chair of the CPL Labor Management Committee (LMC) and attend monthly LMC meetings.

Map Collection Librarian Lisa Sanchez received a follow-up email from a patron they helped earlier in the year. The patron created an art installation for a mortgage company on Superior Ave. The project website can be viewed [here](#).

Sr. Director of Public Services Robin Wood along with several staff from Fine Arts and Special Collections took turns supervising vendors working on a lighting project in the vault during the week of December 4.

CLEVELAND DIGITAL PUBLIC LIBRARY

Programs & Exhibits

Staff participated in professional groups and Main Library meetings. Staff monitored environmental conditions in exhibits, 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 89 in-person visitors during December. Staff had nine two-hour scanning appointments. From December 1 to December 31, Google Analytics (GA) reports 7095 sessions for 5053 users and 105,238 page-views. Search engines delivered 60% of our

sessions. Searching in CONTENTdm accounted for 18% of our sessions. Referrals were 6% of our sessions. 4% of our sessions came through social media (a decrease this month). About 12% of sessions were unassigned. Forty-eight percent of our users accessed our site using desktop computers, and 52% accessed ContentDM through mobile devices (4% tablets and 48% mobile).

Outreach

Community partners' work in December 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 and scanned. ClevDPL had items from family collections scanned. Several local artists scanned their works. We continued to work on a sample land use collection with Western Reserve Land Conservancy.

Collection Development

As of December, 1396 images were scanned, 2190 were post-processed and QA'd, and 1589 images were uploaded, many of which were included in multi-image pdfs. The web archives continue to document 44 unique Cleveland and NE Ohio organizations. Scanning highlights include continuing scanning local newspapers, uploading Cleveland Orchestra scrapbooks, and scanning sheet music. Continued work scanning and uploading *Hi-Gear* Magazine and *habitat*, both local journals documenting unique, diverse communities in Cleveland. The team scanned and processed from microfilm images of the East India Company documents and uploaded documents sent by PAL.

ILL

Statistics from OCLC are one month behind and cover November. CDPL had 53 requests from CPL users for materials from other libraries. The response time averaged 12 days and 12 hours. Partner libraries made 645 requests through OCLC to borrow from CPL. CPL staff managed a response time for books of 5 days and 4 hours. CDPL again had ILL requests from incarcerated persons and general researchers using ALA forms.

Staff Development

Staff are reviewing digitization procedures. Staff reviewed training on the i2s Quartz Scanners this month and continued learning about CONTENTdm.

Preservation

As of December 31, preservation/conservation accepted 57 items, returned 13 items, and printed nine labels. The team did nine

complex repairs and two 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 Arts & Culture Director Tiffany Graham Charkosky, 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 next year.

OHIO LIBRARY FOR THE BLIND AND PRINT DISABLED

Activities

For December 2023, OLBDP circulated 57,111 books and magazines directly to patrons. OLBDP registered 89 new readers to the service. The BARD statistics were not available to include in this report when it was due.

Through the National Library Service (NLS), OLBDP requested and received a second mailing card printer for its Gutenberg duplication-on-demand (DoD) workstation. Given that OLBDP prints on average 350 mailing cards per day toward delivering over 60,000 DoD titles on average per month to patrons, a second printer was installed to serve as a backup printer to help avoid any potential disruptions in service.

January is Braille Literacy Month, and January 4 is recognized internationally as World Braille Day to honor the birthday of Louis Braille, the inventor of the code, and to raise awareness of the importance of accessibility and independence for those who are blind and visually impaired. OLBDP invited the CPL Branch and Main Library Managers to help bring attention to the importance of braille literacy by setting up a small braille display during January. Displays could include a print braille book, a braille magazine, and an OLBDP table-top easel.

Recently, the State Library of Ohio (SLO) and OLBDP finalized a new poster for distribution to libraries across Ohio in 2024. The poster promotes the freedom to read and includes contact information for the State Library and OLBDP, and QR codes will

be featured on the poster for easy access to information and application forms. Similarly, SLO and OLBDP are now working on a rack card version of the poster. Plans are to package the poster and rack cards together as an awareness and marketing kit about the Ohio Braille and Talking Book Program.

OLBDP staff participated in remote programming and provided information and talks about the service at the Cleveland Reads Victory Bash on December 2.

The OLBDP adult book club met remotely on December 14 to discuss *Comfort and Joy* by Kristin Hannah.

ARCHIVES

Visit to the Library

On Friday, December 15, the Archives hosted a visit from Trudy V. Andrzejewski, Asset Redevelopment Strategist in the Department of Community Development for the City of Cleveland, and two of her colleagues. Ms. Andrzejewski's work revolves around neighborhood-based redevelopment opportunities; the department is currently working on a series of adaptive reuse projects of former school buildings, most of which are located in residential neighborhoods across the city. As part of their work, they conduct research into the history of the buildings, sites, and neighborhoods, and they were interested to learn of any related resources the Library might have. The group visited the Center for Local & Global History, including the Photograph Collection and the Map Collection, and they were introduced to many resources by staff members Olivia Hoge, Lisa Sanchez, Brian Meggitt, and Mark Tidrick. They were enthusiastic about all the print, photographic, and map materials that the staff had pulled for them, and they borrowed a number of items before they left.

Special Events

On Wednesday, December 6, Organizational Archivist Melissa Carr was invited to attend the final presentations made by nine college students in an Advanced Senior Seminar at Cleveland State University (CSU), following the completion of the first semester of a yearlong partnership with the Library. The students are all seniors enrolled in the Urban & Regional Studies program of CSU's newly renamed College of Public Affairs & Education. Each student chose a Cleveland Public Library neighborhood branch for their project, and they were assigned to incorporate data collection and analysis - as well as visits to the branch and interviews with Library staff - in their investigation of its history, service, neighborhood, and service

population. At the beginning of the semester, the students were given tools, data, and materials from Knowledge Manager Nancy Mocsiran, Map Librarian Lisa Sanchez, and Ms. Carr. For their final presentations, each student created an online presentation using the ArcGIS StoryMaps tool, which allowed them to incorporate maps of their branch's service area, highlighting schools, transit options, zoning, development, and more. After a thorough analysis of the branch's neighborhood service and patron demographic information, the students proposed notable recommendations for future administrative decisions, such as increased opening hours during the evenings and weekends and a greater social media presence. The partnership began when their professor, Beth Nagy, PhD, visited the Archives in August 2022, and it will continue into the spring 2024 semester with two sections of students.

ARTS & CULTURE

The Archive by Rebecca Louise Law continues to be a draw. As of December 31, nearly 50,000 visitors have been to Brett Hall in 2023.

On Saturday, December 9, approximately 25 dancers ages 5-18 from City Ballet of Cleveland performed scenes from *The Nutcracker* at the Hough Campus.

On Monday, December 18, representatives from FRONT International, CPL, the Hough Campus, and community members celebrated the installation of artworks at the Hough Campus by student artists Ky'Rhys Miller, Taniya Jarba, and Jayden Hardaway. The students were guided in their creative work by artist and writer Kameelah Janan Rasheed and supported by former East 131 Branch Manager Marina Marquez and Joe Lanzilotta from LAND studio to complete their project designs. Artworks were fabricated by Museum Acrylics and installed by Hughie's. The project was funded through a grant secured from FRONT International from the Joyce Foundation and other philanthropic resources.

On Thursday, December 21, students from the Tri-C Creative Arts Academy performed a holiday choral concert in the Lower Lobby of Louis Stokes Wing.

Throughout December, Director Tiffany Graham Charkosky met with community partners from Cleveland Institute of Music, Global Cleveland, The Cleveland Foundation and Anisfield-Wolf Book

Awards, Literary Cleveland, and the Collaboration for Human Trafficking to discuss opportunities for future collaborations.

YOUTH & FAMILY ENGAGEMENT

Family Engagement Monthly Report

0-3 Read to Me:

0 to 3 Read to Me Playdates were conducted at the Carnegie West Branch and Rice Branch. There were 55 in attendance for the three sessions. Survey feedback from the families included they liked the variety of interactions (reading, singing, playing) the program offers, and it is a wonderful opportunity for families with young children.

Playspaces were set up this month at Lorain, Harvard Lee, and Woodland. This provides the opportunity for families with young children to gather and play. Studies show that unstructured play is essential for healthy development. Families having a free place to play outside of the home is especially important as we embark on winter in Cleveland! The 0 to 3 Read to Me programs and services are made possible by a generous donation from the Bruening Foundation.

FamilySpace

December was a fruitful month at both Carnegie West and Hough. Each branch had a day this month with the highest number of visitors yet to FamilySpace in a single day. The Parent Advisory Committees for each location continue to be well attended, and the families are engaged, giving invaluable suggestions and feedback as they work through the Participatory Evaluation process. FamilySpace is fulfilling the three pillars of the family-centered concept envisioned by our funders, United Way of Greater Cleveland and Invest in Children. These pillars are spaces, partnerships, and staff.

A FamilySpace "Saturday Special" Winter Fun program was held on December 16 at the Hough Branch. Families enjoyed playtime in FamilySpace, crafts, lunch and interactive storytelling featuring Rahamel Hughes from FeltSmart StoryAlive. Ms. Hughes received the 2023 Unsung Heroes Award for her storytelling program at the Union Branch. Outreach to promote FamilySpace and the Winter Fun event was conducted in the Hough community and beyond with visits to early learning centers, The Children's Museum, City of Cleveland Recreation Centers, community organizations and more.

Year End Report: Family Engagement Specialist

The 0 to 3: Read to Me Grant awarded by the Bruening Foundation focuses on families with children ages birth to 3 years (36 months). Two highlights for this year are Playdates and the creation of new Playspaces. Playdates are a program for children ages birth to 36 months, and their loving adults. The program features engaging books, lively songs and rhymes and plenty of time for playing and interaction among families. Playdates were conducted monthly by Sandy Nosse, Family Engagement Specialist at Carnegie West and Rice branches and with branch staff conducting the Playdate program additional branches.

When surveyed and asked what families liked about the program, comments included: "The structure felt right, some Story Time, some free play. Thanks!" "Sandy was wonderful and engaging! We loved the songs, books and opportunity to meet other families in our neighborhood." Sandy is incredible with the kids, has magically made a program that appeals to infants, toddlers and parents." Families also expressed their appreciation for the welcoming environment created and the desire to have the program offered more often.

Another highlight for this initiative was the creation of Playspaces at many branches. Through this grant and the combined efforts of the Director of Youth and Family Engagement, Jacqueline Lamb, Family Engagement Specialist, Sandy Nosse and select branch managers and staff playspaces are now at Harvard-Lee, Lorain, Rice, Union, Westpark and Woodland.

FamilySpace brought early learning play spaces to the Carnegie West and Hough branches this year through a grant from United Way of Greater Cleveland and Invest in Children. FamilySpace is a concept that is family centered, combining family friendly spaces, dedicated staff, a neighborhood-based Family Advisory Committee and more! The Family Advisory Committees at Carnegie West and Hough began in June and are still going strong! Families are actively engaged, sharing ideas about FamilySpace and were involved in the Participatory Evaluation process. The evaluation designed will be the tool used to evaluate FamilySpace in 2024. A Family Advisory Committee like this has never been done before at the Cleveland Public Library.

One of the programs the patrons enjoyed was made possible by funding from the FamilySpace and the 0 to 3: Read to Me Grants was Farm Fun and Playtime in the CLE. The program featured play in FamilySpace indoors and interaction with farm animals and pony rides outdoors. This was held at Carnegie West and Hough

Branches and had a combined attendance of 425 children and adults.

Youth Services Department

This year has been meaningful progress and development for the Youth Services Department. The department's commitment to fostering a nurturing an educational environment for the community's youth has been met with great enthusiasm. This report highlights the essential programs, activities, and staff developments that have significantly contributed to staff's success.

Welcoming New Leadership:

Youth Services welcomed Ms. Jacqueline Lamb as the Youth and Family Engagement Director this year. Her arrival has brought fresh perspectives and innovative approaches to the department, further enhancing YS' ability to serve the community effectively.

Programs and Activities:

1. Winter Scavenger Hunt
 - Total Participants: Approximately 65
 - Engagement Metrics: 20% repeat participants, 15 new library memberships
2. "Stay in and Paint!" Workshop
 - Total Participants: 13
 - Feedback Ratings: Average 4.5 out of 5
3. "Do You Want to Build a Snowman?"
 - Total Participants: 8
 - Feedback: Positive, average rating 4.2 out of 5

Tours and Outreach:

The department conducted five educational tours, reaching about 217 students. These tours, including visits from various educational institutions, helped strengthen Youth Services' community ties and fostered greater engagement.

Displays:

The department's displays, such as the 'be creative' and Black History Month themes, attracted approximately 150 interactions, leading to a 20% increase in related genre book checkouts.

Staff Development and Training:

The year saw eight training sessions, leading to a 15% improvement in customer satisfaction scores. These sessions were

instrumental in improving the service quality provided by staff, including new members like Emily Bollin and Teier Langford.

Youth Services Meetings:

Under the leadership of Annisha Jeffries and Jacqueline Lamb, monthly meetings have been pivotal in team development and program planning. These meetings have greatly enhanced the effectiveness and cohesion of the department's services.

Staff Contributions and Changes:

This year, Staff marked the promotion of Eric Hanshaw to Senior Librarian in the Social Sciences Department. Lan Gao's contributions as Senior Subject Librarian have been crucial in enhancing our program offerings and outreach initiatives.

Summer Feeding Program:

Collaborating with the Cleveland Greater Food Bank, the Summer Feeding Program supplied nutritious meals to children and integrated educational activities, reinforcing our supportive role in the community.

Conclusion:

The year has been enriching for the Youth Services Department. The commitment of the team, including Maria Lopez, Eric Hanshaw, Lan Gao, and the new Director of Youth and Family Engagement, Jacqueline Lamb, has been fundamental to staff's achievements. The department is excited to continue this journey, enriching the lives of children and teens through innovative services and programs.

BRANCH NARRATIVES

D1 Eastman - Staff served as a pickup/drop off location for the Cleveland READS Victory Bash. Librarian Cassandra Feliciano started a recurring Comfort and Calm Sensory Space for children. The space is open every other Wednesday for one hour. Patron feedback regarding the space has been overwhelmingly positive. Staff and patrons enjoyed festive sounds and refreshments during the Harpist and Fiddler Holiday Concert.

D1 Lorain - Librarian Andrea Csia and Library Assistant Todd Fagan conducted outreach Story Times at Cleverbee daycare, Stockyard Elementary, Marion Seltzer, Willard Prep and Halle school. Fagan and Csia conducted weekly preschool Story Times inside the branch. Staff welcomed Willard Prep's third graders for a library visit. Patrons enjoyed creating finger knitting

looms, DIY Christmas ornaments, and building structures with Lego and K'NEX sets. Fagan provided outreach services at Michael Zone Rec Center for Winter Registration Day.

D1 Rockport - Librarian Kendra Proctor hosted a Graphic Novel discussion club at John Marshall High School and at the branch. ArtHouse, Inc provided youth with a six-day workshop entitled Cultural Exploration Art Series. TechCentral provided a Digital Navigator Community Session.

D1 Best Buy Teen Tech Center (BBTTC) - Staff worked with the new sublimation machine to make custom holiday ornaments. Staff also hosted a two-day event for members to make and paint air dry clay projects. To celebrate the new year, members created vision boards. Assistant Coordinator Kelcey Saunders attended harassment prevention training and de-escalation training.

D1 Walz (Closed for FMP) -

D1 West Park - West Park celebrated with a sock snowman craft, cozy crafting book club, and Polar Express Story Time. The campus also started a new AR/VR Hangout series. Westown Development brought DJ Lily to teach other youth some scratching basics and give out autographed copies of her book. The branch's room usage continues to be high with two ESOL classes, Tri-C, Cleveland Firefighters, Girl Scouts, Ohio Guidestone, a women's empowerment group, and a gaming club this month. Librarian Tracie Forfia performed Story Times for Al Ihsan, Riverside, Discovery Point, Valley View, Care-A-Lot, Newton D. Baker, Holy Cross Lutheran, Our Lady of Angels, and the YMCA.

D2 Brooklyn (Closed for FMP) -

D2 Carnegie West - Ballerinas from Dance Arts by Regina danced excerpts from *The Nutcracker* to an overflow crowd of 130 for Nutcracker Extravaganza. Tree ornaments were available to decorate, and Ohio City Inc provided food for the pizza party, known as the Christmas Café. *The Night Before Christmas* was installed in the StoryWalk, and the Frank Novak Park light poles were decorated with garland and red ribbon. Manager Angela Guinther volunteered for the Cleveland READS finale, attended the open house of the newly remodeled May Dugan Center, and completed Crisis Intervention Training.

D2 Fulton - The branch continued to host LegalWorks and Mean Green Science Machine weekly. Families made their annual gingerbread house. Librarian Beverly Austin visited classrooms at St. Rocco,

Natividad Pagan, Lincoln Park Academy and Denison Elementary to provide storytime and outreach. The branch hosted WinterFest with crafts and karaoke. We finished Cleveland READS with 1,148,974 minutes and 150,958 books read, leading the way for branches in minutes read and coming in third for books read.

D2 Jefferson - Library Assistant Alexander Story represented staff at the Cleveland READS Victory Bash and celebrated with Tremont Montessori School as they received a Champion Award. Public Services Associate Danielle Konkoly led the Think and Drink book club at Lincoln Park Pub, and a discussion during Cookbook Club. The branch hosted a Noon Year's Eve celebration with stories, crafts, and ballon drop with Twister Girl.

D2 South Brooklyn - Youth staff held programs such as DIY ornaments, The Grinch STEM, a Teen Intro to Art Appreciation, and Gamer's Guild. Youth staff held a Polar Express program, where participants were given tickets to enter, holiday treats, and crafts while watching the movie. The branch hosted Yoga for Beginners with instructor Waleska Gachuk with six adults. The branch held a Patron Appreciation Day where patrons who participated in Cleveland READS received a thank you bag.

D2 South - Manager Jaime Deplet and Librarian Jennifer Moncayo participated in the Cleveland READS Parade and Victory Bash. Refresh Collective is a hip-hop songwriting program. The participants were taught printing and workforce skills in off-site locations. A reporter from Channel 5 visited the group of ten as they worked, to film a segment about the program. The branch's Winter Holiday Extravaganza informed patrons of different winter holiday traditions. Families enjoyed the Gingerbread House Decorating program. South Junk Journal Artists continue to work on their masterpieces.

D3 Garden Valley - Public Services Generalist Daniel DeFreitas and Library Assistant Leonard Burks spearheaded the Crossword Winter Series. Public Services Associate Eren Crebs facilitated two sessions of Blackout Poetry and participated in Queer the Halls outreach with the Rainbow Readers ERG. Public Services Generalists Ema Pavlik, Nell Simons, and Jyrah Graves joined the team. Assistant Manager Tammy Houghton taught Book Ends Sirsi, Circulation, and De-Escalation training to new hires.

D3 Hough - City Ballet of Cleveland youth dancers performed a rendition of the Nutcracker called Uniquely Cleveland Nutcracker. Flower Clown wowed the audience with creative balloon magic. Family Space Winter Family Fun was enjoyed by

families, including open play, winter crafts, storytelling, and refreshments. After-school youth created ornaments.

D3 MLK - Library Assistant Eric Eubanks and Page Deondre Pinckney participated in the Cleveland READS parade and Victory Bash. The branch hosted the Second Annual CPL Kwanzaa Celebration. Eubanks created a Story Time partnership with Euclid Park Daycare, with 16 kids at his first session. Manager Hunter led a craft and book-to-TV viewing for her Fenway Manor Book Club who read *Black Cake*. Librarian Angela Margerum and Eubanks paired Kids' Café with the Global Vaccine Poem performance with Playhouse Square. Manager Hunter hosted a Making Paracord Survival Bands MakerLab with teens. Public Services Associate Bessie Coleman and Eubanks hosted line dancing on Fridays.

D3 Sterling - Public Services Associate Valerie Gee assisted for two days with Cleveland READS Victory Bash set-up. Librarian Sonja McCord conducted Story Times at Marion-Sterling and the YWCA. Manager Monica Rudzinski attended Cuyahoga County's Literacy Dashboard 2023 at Tri-C Metro Campus and the Second Annual Snow Days at St. Vincent Charity Medical Center. Rudzinski distributed new books, gift bags and made holiday-themed buttons with 100 children. Rudzinski supported the Friendly Inn Toy Drive attended by over 100 Central Neighborhood families. Create with Chimi was attended by a group of children. Center for Arts-Inspired Learning presented the final fall drumming workshop. Staff presented three Bow Blanket Saturdays, where children made blankets, chose a stuffed animal and toy, and helped wrap their treasures. Staff welcomed new Public Services Generalist Nabil Abad.

D3 Woodland - Staff collaborated with LegalWorks, Legal Aid, STEM Robotics Program: UKIT for Beginners, Cleveland READS Bash (Transportation Depot), and the Romare Bearden-Style Collage Program. Public Services Associate Courtney Furcron assisted Librarian Lanecia Smith with outreach at St. Adelbert Catholic School and All-Around Children Childcare Center. Manager Estrella attended Crisis Communication Training for ALA Division Boards. Estrella represented the library at St. Vincent Charity Center's Snow Days Community Celebration. Smith joined the Norman A. Sugarman Children's Biography Award committee. New Public Services Generalist Cailyn Jones distributed free books for Cleveland READS at West Side Market.

D4 East 131st Street - Public Services Generalist Abigail Beard held a gift making program. The branch hosted Create with Chimi.

Librarian Kelli Minter conducted a customizable tumbler making program using the Cricut. Public Services Associate Kathryn Wetterstroem continued the crochet circle program. Staff bid farewell to Y.O.U. students DaeJonna Dyer and Johnny Dyer who assisted during the holiday season.

D4 Fleet - Manager Magnolia Peters conducted an annual appreciation week for adults, with light refreshments, Take n' Make crafts, and giveaways. Public Services Associate Giovonni Braden Dosey hosted a seasonal writing activity for 12 youth. Staff hosted CMSD for a Coffee Chats Listening Tour, and we hosted RTA for its Careers and Conversation recruitment event. Fleet welcomed our new Librarian Natalie Flamik.

D4 Harvard-Lee - Harvard-Lee hosted Design Explorrr in four workshops with 12 students from Robert Jamison School. The branch received 70 visitors for RTA Careers & Conversation. Manager Kristen Schmidt led the dignitaries' children in the Cleveland READS parade and reveal. Librarian Alycia Woodman helped at the Victory Bash and conducted Story Time for three. Woodman and Library Assistant Kevin Moore engaged youth to make snowflakes in a paint palooza. Moore tabled at Thea Bowman's Winter Wellness Fair. Schmidt's book club increased to four. Public Services Generalist Lily Draheim attended a NEO-RLS webinar, *Patron Bashing in Public Libraries: Its Effect on the Professional and the Profession*. Schmidt and Public Services Generalist Bri'Yanna Graham attended the Harvard Community Services Center community master plan meeting. Dr. Faith Richard distributed safer-sex kits to 20 patrons. The branch welcomed new Public Services Generalist Ashanda Lewis.

D4 Mt. Pleasant - Youth made garden gnomes out of yarn, cardinals, and life-size gingerbread people. A community group praised the technology that is available in the east meeting room, while showing videos in ASL for a community member. Sisters in Faith gave away 30 backpacks of school supplies at the branch.

D4 Rice - Staff held a large event called Frosted at Rice, with three live reindeer, law enforcement handing out free toys, and cookie decorating. Staff welcomed Mark Tidrick from the Center of Local and Global History as Santa for photos with the children. Librarian Whitney Johnson hosted another winter program where 25 youth designed bracelets to give away for the holidays.

D4 Union - Manager Karie Felder connected with Antonio Lester from Bellefaire JCB to provide 20 children with resources and hygiene kits. Felder also connected with Ms. Tandalaya Howard, Community Engagement Coordinator at Ohio Means Jobs, to provide resources for a dozen youth ages 14-24. Felder also completed Crisis Intervention Training through the ADAMHS Board. Library Assistant Valerie Johnson's outreach included Nathan Hale, Miles Park, Miles, and Prep Woodland Hills schools. Johnson led 10 scholars in making friendship bracelets. Twenty scholars participated in our Christmas program to make a candy cane sleigh. Twenty children celebrated Kwanza by sharing stories, learning the meaning of Kwanzaa, and decorating Kwanzaa placemats.

D5 Addison - Addison continued to host UMADAOP with harm reduction resources for patrons. Y.O.U. student Alaya Harvey and Saint Martin de Porres student Gregory Brown departed. Manager Means met with the League of Women Voters to discuss Women's History Month program planning. Librarian Heidi Malinoski conducted outreach Story Times at Superior Academy and Early STEAM Academy for pre-K through 2nd graders.

D5 Collinwood - Collinwood welcomed new Public Services Generalists Ne'Chelle Jones-Moore and Marlon Merritt, and new Librarian Emily Szymanski. Staff enjoyed a Thanksgiving potluck. Public Services Associate Isabelle Del Turco designed a Thankful Tree. Manager Caroline Peak attended Kenneth Clement Boys Academy's afterschool program. Manager Peak, Jones-Moore, and Page Dayloni Lee attended the Cleveland READS Bash.

D5 Glenville - The branch hosted the Mat Project for two sessions of Yoga for Everybody, made possible by a grant from the Cuyahoga County Board of Developmental Disabilities. A TechCentral Digital Navigator assisted patrons on signing up for affordable internet and with their personal devices. Public Services Associate Shawnte Baldwin led a snow globe tumbler craft. Young patrons celebrated Noon Years Eve. Public Services Associates Baldwin and Sarah DeRosa visited Morning Star retirement community to make stained glass lanterns. Librarian Maggie Lawrence, Baldwin, and DeRosa continued weekly visits to Wade Early Learning Center and Murtis Taylor Daycare, and monthly visits to Stephanie Tubbs Jones and FDR Elementary Schools. Lawrence continued weekly visits to J. Glen Smith Health Center. Manager Peter Roth attended the 5th District Policing Committee Meeting.

D5 Langston Hughes - Librarian Christopher Busta-Peck visited Stonybrook Elementary and Wilson Elementary for Story Times. Library Assistant Ron English visited the Early Steam Academy. Programs presented were Monoprinting by Zygote Press, Paper Snowflakes and Winter Wonderland. The Division of Air Quality provided informational materials. Manager Bill Bradford continued his "Lunch with Mr. B." initiative with staff.

D5 Memorial-Nottingham - Manager Pasha Moncrief Robinson attended the Cleveland Clinic Euclid Hospital Community Meeting and completed ADAMHS Crisis Intervention Training. Public Services Generalist Michael Fillinger attended the Waterloo Merchants meeting. Fillinger also conducted the Paint and Sip program. Patrons enjoyed cookies and giveaways at Patron Appreciation Day. Librarian Adam Tully established a new outreach relationship at Salvation Army's Learning Zone. Tully utilized American Sign Language and taught children how to sign the words *snow*, *cold*, and *sleigh*. Tully held a table for patrons to wrap Cleveland READS books to give as gifts and to make wrapping paper. Library Assistant Marvin Benton held a button-making program with seasonal designs. *The Outsiders* was shown to teens, while a reading of the *Polar Express* was enjoyed with snacks.

DIVERSITY, EQUITY AND INCLUSION

During the month of December, the Director of Diversity, Equity and Inclusion (DEI) Ashley Boyd has engaged in and/or championed the following, as CPL strives toward operating with excellence:

- December Board Meeting - DEI 4th Quarter reporting on "Partnerships"
- Reviewed and assisted with Westpark Branch patron complaint.
- Follow up on employee professional development concern.
- "Keep a Job" - subcommittee participation, exploration, discussion, development, and planning, as part of CPL's Strategic Plan.
- Solidified panelists for Natural Hair event in February 2024.
- Conducted meetings with Jacqueline Lamb and Rainbow Reader chair and cochair to discuss partnership with John Adams High School.
- Follow up with Magda Gomez (Tri-C) and Ismael Flores (GRTA) regarding potential employee resource group collaboration.

- Currently serving as community committee member for Tri-C Women's Summit (Presenters Subcommittee).
- Planned and executed ERG participation for the Cleveland Reads Victory Bash.
- Attended Cleveland Reads Victory Bash.
- Conducted Preliminary Skulski Assessment team meeting reboot with key leadership from Property Management, Special Projects and the Ohio Library for the Blind and Print Disabled.
- Planning meeting with Talk on Tuesdays (women's ERG) to discuss full implementation of Menstrual Equity initiative (March 2024 during Women's History Month) and 2024 programming ideas.
- Meeting with a member of SEIU to discuss a potential concern.
- Planning, presentation and/or training development to address the following:
 - New Employee Orientation (Diversity, Equity and Inclusion at CPL)
 - Tools for interviewing diverse candidates and hiring a diverse workforce.
 - Roles and responsibilities of CPL's DEI Department.
- Drafted Village of Healing proposal for team review.
 - Bi-weekly meeting w/Will Reed
 - Meeting with HR and ERG - Unconscious Bias training proposal
- Meeting with HR to discuss 2024 HR Forums - possible "DEI Corner" where the 1st 15 minutes of each forum will be devoted to a DEI topic.
- Addressed ADA concern reported by staff at the Harvard-Lee Campus.
- Meeting with Julie (Lorain Public Library) - provided resources and support as Lorain Public Library is developing their 1st DEI committee.
- Campus visit to Harvard-Lee - follow up on ADA concern. Concern is being supported and addressed by CPL's Property Management team.
- Conducted Cultural ERG 2024 first quarter planning meeting.
 - Eid Celebration - Eastman tentative 4/13/24
 - Asian Festival
- Attended Kwanzaa Celebration Wednesday, December 27, 2023, at CPL's Martin Luther King, Jr. Campus.

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 application for Cleveland READS Year II
 - Made offer to candidate for new Admin position.

CPL FOUNDATION UPDATES:

- *Goal: Reach Financial Targets*
- Continued to advance the Foundation's 2023 financial targets.
- Mailed End of Year Appeal.
- FY2024 Planning
- Fundraising Calendar
- FY24 budget and priority funding areas
- Event planning
- Cleveland READS Program Year
- Created Impact Report
- Closed out ambassador program

ADDITIONAL DEPARTMENT EFFORTS

- Staff attended Cleveland READS Victory Bash
- Hosted CPL Foundation Board meeting and mixer event for Foundation and Library Boards with invited guests from the Cleveland Metropolitan School District
- Attended Library Support Network (virtual) event on institutional giving
- Mailed holiday cards to stakeholders

COLLECTION & TECHNICAL SERVICES

Collection and Technical Services staff spent the month of December packing up supplies and materials to prepare for the move to the Central Distribution Facility (CDF) in addition to

their regular workload. Director of Collection and Technical Services Sandy Jelar Elwell, Catalog Manager Andrea Johnson, and Collection and Acquisitions Manager Olivia Morales met with Accounting Manager Angelina Bueno and Capital Operations Manager Summer Salem on December 4 to discuss the details of the move out process for moving from the Lake Shore Facility to the CDF. Staff toured the CDF building on December 14 and 15. Vendors were notified of the change of address for the Technical Services Departments and were instructed that all shipments should be shipped to the new address as of Monday, December 18.

Ms. Jelar Elwell, Ms. Morales, and Collection Management Librarian Laura Mommers met with Playaway Products Senior Account Manager Donna DeStefano, Vice President of Sales & Marketing Torin Cone, and Customer Experience Manager Joyce Stone to learn about new products and Wonderbook titles and discuss CPL's plans for purchasing in 2024. They also shared that Playaway Products is now able to support 9XX/EDI ordering.

Ms. Jelar Elwell attended the Government Finance Officers Association (GFOA) meetings for the following groups: Sirsi/AP Workflow Current State Map; Accounting/Budget Process Improvement Team; and Technical Process Improvement Team. Ms. Jelar Elwell also attended the Urban Libraries Council (ULC) Collections Leaders Monthly Call.

Collection and Technical Services staff attended the "Dealing with Stress to Avoid Burnout" webinar presented by EASE at Work and hosted by the CPL FIT Committee and the monthly CPL All-Staff Town Hall meeting. Ms. Morales and Technical Services Librarian Michael Gabe attended the "Management in Harmony" webinar which was also the third session of the Northeast Ohio Regional Library System (NEO-RLS) 2023-2024 Leadership Academy on December 6. Technical Services Librarian Jessica Williams attended Harassment Prevention training on December 11. Technical Services Librarian Heather Gohring and Ms. Williams attended De-Escalation training on December 14.

Technical Services Librarian Yeshen Dugarova-Montgomery retired from her position in the Catalog Department on December 30 after ten years of service.

Acquisitions: The Acquisitions Department ordered 1,028 titles and 78,409 items (including periodical subscriptions and serial standing orders); received 18,900 items, 655 periodicals, and 97 serials; added 399 periodical items, 50 serial items, 336 comics, and 43 paperbacks; and processed 1,899 invoices.

Acquisitions Coordinator Alicia Naab tracked the fund balances for Main Library Subject Department selections and placed orders as funds became available. The orders for all selection lists that had been submitted before the Main Library deadline were placed for 2023. Ms. Naab communicated with International Languages Manager Milos Markovic to clarify which budgets were available to that department and who to contact regarding requests for additional library materials budgets.

End of year reports were implemented and reviewed to prepare for the financial rollover to the new calendar year. This included suspending the reports that transmit orders and import invoices via Electronic Data Transfer (EDI) that are scheduled to automatically run. Vendors were contacted to request any outstanding invoices so that statement balances could be cleared up until payments can resume in 2024. Ms. Naab also worked with Midwest Tape Library Systems Specialist Nancy Ponce to resolve an issue with EDI invoices not being posted to File Transfer Protocol (FTP) servers. This issue required Acquisitions and High Demand Department staff to manually create many invoices during the month.

Ms. Naab assisted Sr. Manager of Lending, Logistics, and Circulation Stephen Wohl and Lending and Circulation Manager Reginald Rudolph when a problem arose with OverDrive Instant Digital Cards. Ms. Naab created OverDrive Marketplace accounts for Mr. Wohl and Mr. Rudolph so that they could have access to merge duplicate cards for patrons. She also requested clarification from OverDrive Account Manager Todd Warhola regarding the process for acquiring Instant Digital Cards and what access the cards are allowed in OverDrive's Libby app.

Catalog: Staff cataloged 3,304 titles, including 137 original records and 34 upgrades, added 3,643 items, created 169 Library of Congress call numbers, completed 106 bibliographic quality control transactions, and transferred 85 titles or call numbers for Cleveland Public Library. The Department also added 2,746 titles, made 83 corrections, and performed 103 transfers for CLEVNET member libraries. Librarians handled 55 email and phone requests from Library staff and 194 requests from CLEVNET.

Technical Services Librarians Michael Gabe and Barbara Satow helped Catalog Manager Andrea Johnson review finished trucks. Technical Services Librarian Erin Valentine worked half a day on December 13 in the Department of Special Collections as part of the Embedded Catalog Librarian Project. As part of the project,

Ms. Valentine created two original records for a book and related paintings by artist Denis Wood.

At the Northern Ohio Technical Services Librarians (NOTSL) Fall Meeting on December 1, Ms. Valentine took the minutes and assisted with running the meeting in her role as NOTSL Secretary. She also attended the "Cool Things We Cataloged" webinar, hosted by the Bibliographic Standards Committee of the ACRL Rare Books and Manuscripts Section, on December 4, where five speakers explained the workflow, challenges, and information gained while cataloging rare and unique items found in their collections. Technical Services Librarian Jessica Williams attended an Ohio Library Council (OLC) Technical Services Action Council meeting on December 14.

Collection Management: Collection Management selected 505 titles and 1,696 items and spent \$37,898 on physical materials.

Collection and Acquisitions Manager Olivia Morales attended the following webinars:

"OverDrive's Introduction to Marketplace" and "World Literary Tour: Holiday Edition"; "Hachette's Spring/Summer 2024 Library Preview"; and "Penguin Random House Winter Book & Author Festival 2023."

High Demand: The High Demand Department ordered 412 titles and 8,460 items; received and added 9,310 items; and processed 457 invoices.

Materials Processing: The Materials Processing staff processed 12,832 items.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 68 items to the Main Library for requests and 72 items to fill holds. The Main Library received 122 telescopes, the Branches received 252 telescopes, CLEVNET received 26 telescopes, CASE received 3 telescopes, CSU received 2 telescopes, and Tri-C received 1 telescope. A total of 406 telescopes were shipped out. The Technicians unpacked and sent a total of 6,309 new items to the Acquisitions and High Demand Departments.

OUTREACH & PROGRAMMING SERVICES

OUTREACH

On December 2, Cleveland Public Library hosted the Cleveland READS Victory Bash and Parade to celebrate significant literacy achievements over the past year. The festivities included a lively parade downtown featuring enthusiastic readers of all ages, Cleveland Public Library staff, representatives from vital partner organizations, and two special guests: Mayor Justin Bibb and the President of the American Federation of Teachers, Randi Weingarten. The parade concluded with a rally at City Hall, where the crowd learned impressive statistics about the Cleveland READS initiative's impact in 2023 - Clevelanders collectively read over 1.4 million books and tallied nearly 11 million total minutes read. The bash continued across the street to the iconic Cleveland Public Auditorium. Attendees enjoyed free meals from various popular local food trucks, holiday-themed entertainment like photo-ops with Mr. and Mrs. Claus as they arrived on the RTA trolley, kid-friendly activities, live music, trackless train rides, ice sculpture demonstrations, free produce, toy giveaways, and more. This hugely successful community event was made possible by instrumental leadership from Dr. Shenise Johnson-Thomas, Chief External Relations and Development Officer; Erica Marks, Director of Outreach and Programming; Isabelle Rew, Outreach Manager; Marina Marquez, The People's University (TPU) Manager, and the tireless work of the entire Outreach and Programming department along with immense support from various Cleveland Public Library teams.

The People's University

TPU introduced the CLEVLOT land use toolkit to library branches alongside the City and Conservancy. Manager Marina Márquez participated in a December 7 panel highlighting CLEVLOT's achievements. On December 11, patrons tested the CLEVLOT tool and received expert support for community green projects. Alongside Cleveland READS Ambassadors, TPU continued logging reading minutes at the West Side Market on weekends. Over 22,000 books were distributed to 3,000+ new readers, while over 117,000 were reported read. The stand received 5,000+ visitors and will remain open into 2024 with more books

MARKETING & COMMUNICATIONS

EXECUTIVE SUMMARY

The month of December was marked by the end of the Cleveland READS initiative. The Library couldn't end the year without celebrating the momentous achievement and giving Clevelanders a much-deserved party. The December 2 Victory Bash was a great grand finale to the Cleveland READS initiative. The day started with a parade to City Hall where Mayor Justin M. Bibb and Director Thomas announced the final numbers of minutes and books read throughout 2023. The party continued over at Public Auditorium with free books and toys, giveaways and prizes, and tons of activities for all ages, including bumper cars, roller skating, live music, gaming, train rides, food trucks, and much more.

Despite the month kicking off with the finale to Cleveland READS, we continued to encourage Clevelanders to keep up the reading by manning booths at West Side Market in Ohio City and attending other community events. Authors Lee Matthew Goldberg and Jess Montgomery were virtual guests on the Writers Unplugged podcast on December 4 and 7.

The extremely popular Archive exhibit continued to draw many visitors inside of the Library. It was even included in a top 10 stories of 2023 article by Ideastream. Other arts and culture events that drew people in included a Nutcracker performance at Carnegie West, a choral performance by Tri-C's Creative Arts Academy youth at LSW, and the Cleveland Public Library Black Employee Resource Group's annual Kwanzaa Celebration at MLK Branch.

Cleveland Public Library CEO and Executive Director, Felton Thomas, received a five-year contract renewal after unanimous approval by the Library Board of Trustees at the December board meeting.

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.*

FELTON THOMAS CONTRACT RENEWAL: Felton Thomas, Library Executive Director and CEO, received a five-year contract renewal after unanimous approval by the Library's Board of Trustees

MEDIA COVERAGE:

<https://www.craigslist.com/politics-policy/cleveland-public-library-renews-felton-thomas-jrs-contract-ceo>

FACILITIES MASTER PLAN: Work on reimagined branches continues. Patrons enjoy being back at Eastman Campus. Additional coverage on the Walz Campus Karam Senior Living project.

MEDIA COVERAGE:

WKYC:

<https://app.criticalmention.com/app/#/clip/public/10136417-c13d-4411-9b93-33f78bcca712>

<https://plainpress.blog/2023/11/01/cleveland-city-council-authorizes-use-of-american-rescue-plan-act-funds-for-three-west-side-projects/>

CLEVELAND READS HIGHLIGHTS

Victory Bash: On December 2, the Library celebrated the success of the Cleveland READS challenge with a parade and party. Staff, partners, and challenge participants paraded to City Hall to hear the final numbers of minutes and books read throughout 2023. The announcement was followed by a party at Public Auditorium with free books and toys, giveaways and prizes, and tons of activities for all ages, including bumper cars, roller skating, live music, gaming, train rides, food trucks, and much more.

<https://www.wkyc.com/article/news/education/education-station/cleveland-reads-to-victory-bash-saturday/95-472512bc-6a82-4e36-b118-7cf86de9c5ed>

<https://app.criticalmention.com/app/#/clip/public/bb51d655-6848-4a77-b619-a11292c10775>

<https://www.cleveland.com/community/2023/12/mark-that-holiday-calendar-for-seasons-greetings-from-shaker-square-on-dec-17.html>

WKYC's Favorite Cleveland READS Moments

WKYC highlighted their favorite moments from Cleveland Public Library's year of Cleveland READS:

[https://www.wkyc.com/article/news/education/education-station/favorite-moments-2023-cleveland-reads-campaign/95-218bf834-4661-412d-bb82-](https://www.wkyc.com/article/news/education/education-station/favorite-moments-2023-cleveland-reads-campaign/95-218bf834-4661-412d-bb82-23f491daeb62#:~:text=The%20campaign%2C%20dreamed%20up%20by,one%20million%20minutes%20during%202023.)

[23f491daeb62#:~:text=The%20campaign%2C%20dreamed%20up%20by,one%20million%20minutes%20during%202023.](https://www.wkyc.com/article/news/education/education-station/favorite-moments-2023-cleveland-reads-campaign/95-218bf834-4661-412d-bb82-23f491daeb62#:~:text=The%20campaign%2C%20dreamed%20up%20by,one%20million%20minutes%20during%202023.)

Writers Unplugged: In December, authors Jess Montgomery and Lee Matthew Goldberg were guests on the Writers Unplugged podcast. 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 or
[facebook.com/clevelandpubliclibrary/live videos](https://facebook.com/clevelandpubliclibrary/live/videos)
Listen: <https://open.spotify.com/show/3FuY2SSDG3k3MaKa8uih7c>

MEDIA COVERAGE:

<https://www.beaconjournal.com/story/entertainment/books/2023/12/03/the-bagger-is-an-akron-novel-set-in-1980s-book-talk/71729156007/>

TECHCENTRAL FOR THE HOLIDAYS: TechCentral Manager Suzi Perez went live on New Day Cleveland to showcase all the ways that Cleveland Public Library's TechCentral makerspace can help people create unique custom gifts for the holidays and throughout the year.

MEDIA COVERAGE:

<https://fox8.com/video/new-day-cleveland-cleveland-public-library/9270069/>

SEE ALSO - THE ARCHIVE: The extremely popular "Archive Exhibit" is drawing people from near and far into the Main Library Campus. Ideastream did a feature on the exhibit with interviews from Director Thomas, Tiffany Graham Charkosky, and Erin Guido of LAND Studio that aired near the beginning of November. The story made Ideastream's top 10 stories of 2023.

MEDIA COVERAGE:

<https://www.ideastream.org/community/2023-12-29/ideastreams-top-10-northeast-ohio-stories-of-2023>

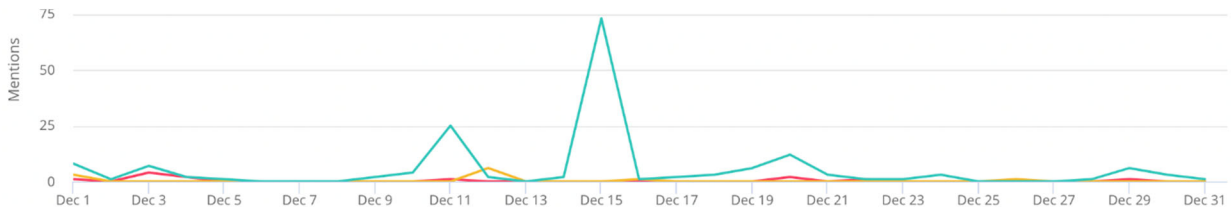
OVERDRIVE AND LIBBY APP: Overdrive and the Libby App received attention from the Plain Dealer and WKYC for putting ebooks, audiobooks, and streaming services right in the user's palm. The company was founded by a Clevelander with the very first digital collection from none other than Cleveland Public Library in 2003.

MEDIA COVERAGE:

<https://www.cleveland.com/news/2023/12/the-app-for-libraries-loaning-out-e-books-its-overdrive-and-a-clevelander-made-it.html>
<https://www.wkyc.com/article/money/economy/mission-possible/mission-possible-overdrive-puts-a-library-in-your-pocket/95-572f3130-aad7-42fa-b745-ea0e2ecdb8c4>

PUBLIC RELATIONS OVERVIEW

Cleveland Public Library garnered 193 mentions for the month of December reaching more than 85 million via national and local TV news, radio, and online and print.



Mentions 193

Audience 85,424,289




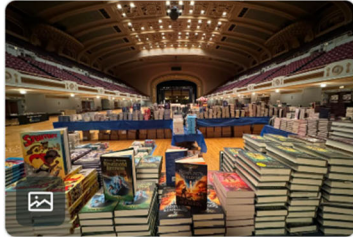


Publicity \$834,527







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; Victory Bash; Kwanzaa at MLK Branch; Nutcracker at Carnegie West; Pictures with Santa at Rice Branch
- **Projects:** Cleveland READS Victory Bash Highlight and Cleveland READS 2023 Recap; Timelapse of Mass Storage; MLK Commemorative Celebration; SPS photos
 - **Cleveland READS 2023 Recap:**
<https://www.youtube.com/watch?v=6-sF01F4Wqg>
- **Podcasts:** Writers Unplugged & Page Count

Most Popular Posts by Platform:

<p> Cleveland Public Library Mon 12/4/2023 11:59 am EST</p> <p>Drum roll, please! 🥁 We did it, Cleveland! The final numbers for Cleveland Reads are 1,476,215 book...</p> 	<p> Cleveland Public Library Fri 12/1/2023 7:48 pm EST</p> <p>What's better than a book sale? FREE books! ❤️ Don't miss the Cleveland Reads Victory Bash tomorrow,...</p> 	<p> Cleveland Public Library Thu 12/7/2023 11:00 am EST</p> <p>#TBT This 1935 photo shows The Central Hotel which was located just north of the east end of the Veteran...</p> 
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<p> clevelandpubliclibrary Sat 12/2/2023 2:02 pm EST</p> <p>Today is the big day! It's the Cleveland Reads Victory Bash at Public Auditorium! We're here today...</p> 	<p> clevelandpubliclibrary Thu 12/21/2023 11:00 am EST</p> <p>#TBT Since the winter solstice brings us the shortest day and longest night of the year, today's photo is a chilly...</p> 	<p> clevelandpubliclibrary Thu 12/7/2023 11:00 am EST</p> <p>#TBT This 1935 photo shows The Central Hotel which was located just north of the east end of the Veteran...</p> 
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<p> @Cleveland_PL Sat 12/2/2023 12:44 pm EST</p> <p>Line up! @ClevelandReads Victory Parade is about to kick off!</p> 	<p> @Cleveland_PL Sat 12/2/2023 2:19 pm EST</p> <p>Hottest place is Cleveland today? The @ClevelandReads Victory Bash! We're at Public Auditorium in #dtcle...</p> 	<p> @Cleveland_PL Thu 12/21/2023 11:00 am EST</p> <p>#TBT Today's photo is Cleveland at night taken from an ice breaker cruising upon a frozen Lake Erie in...</p> 
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PROPERTY MANAGEMENT

Carpenters/Painters

- Installed banner at Cleveland City for Cleveland Reads celebration.
- Main- removed and discarded old materials from I.T storage in Main building in preparation for the start of the new cafeteria renovation in Main.
- Opened room 38 ceiling for HVAC equipment work above the ceiling grid.
- Lorain- demoed the kitchenette on 2nd floor for regional staff office.
- Relocated Phazzer boxes for SPS.
- Harvard-Lee- checked door pressures and met with manager to discuss reconfiguration of aisles for A.D.A patrons.
- CDF- remodeled a storage room into an office for stockroom staff.
- Westpark- opened small areas of drywall to review wall moisture and bad odors.
- Continuing A.D.A compliance check list work.

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.
- Pulled data cable for Wi-Fi access point in conference room B.2ND floor LSW.
- Continuing to install lighting occupancy sensors in employee restrooms in Main and LSW.
- Continuing with heat circulation pump replacement at Fleet.
- Completed outdoor lighting upgrades at Fulton branch, replaced South branch emergency exit outdoor light fixture with LED unit and replaced canopy lights with higher lumen units.
- Electrical issues at South Brooklyn branch, found to be a failed neutral connection above employee workroom ceiling.

- Plugged sewer and drain lines at CDF, Eastman, Glenville, 10th and 9th floor LSW.
- Boiler tubes repaired in boiler for Lakeshore facility.
- Failed Siemens control panels replaced at Lakeshore and Carnegie-West.
- Repaired failed breaker at Collinwood branch, need to remove and repair light fixture that shorted out causing the breaker to trip.
- Main building 1st floor men's ADA toilet is fully functional.

SAFETY & PROTECTIVE SERVICES

Safety Services

- 12-5-23: LSW 5-EMS notified re patron experiencing a medical crisis.
- 12-11-23: Rice branch patron with medical emergency-transported by EMS to UH
- 12-11-23: CPD & CMSD police on site with unruly behavior. Branch temporarily lockdown due to reports of large groups of juveniles and parents congregating. Several minutes later, congregants dispersed, and branch went into controlled entry.
- 12-13-23: Fleet-911 called due to patron mental health emergency.
- 12-13-23: S. Brooklyn-911 called due to patron with medical emergency.
- 12-13-23: Rockport: CFD to Rockport due to false alarm tripped by Guardian Alarm employee installing wireless phone device.
- 12-14-23: Union-family trouble involving juvenile and parent. CPD responded to the location and the incident was mitigated with patrons leaving the property.
- 12-16-23: Fulton-theft of bike (surveillance corroborated)
- 12-19-23: LSW-EMS called due to staff member experiencing medical emergency.
- 12-19-23: Harvard Lee-after being told to leave for the day for sleeping and being verbally abusive towards SPS, patron allegedly brandished a knife while outside the branch. The branch was placed in temporary lockdown and 911 was called. CPD arrived and detained the subject. Branch has resumed normal operations. SPS following up with prosecution.

- 12-29-23: C. West. 911 called for Patron experiencing mental health crisis.
- 12-30-23: LWS -patron expelled from Tech Central and then arrested for brandishing a knife at a security officer. SPS following up with prosecution.
- 12-30-23: Hough-breakin occurred. Cooperating with police investigations. Commanders at D3 (Tucker) & D5 (Johnson) notified.
- 12-31-23: Sterling windows broken. It appears no entry gained. Unable to determine suspect from CCTV.
- Addison: Bullet holes found at building window potentially related to random gunfire during New Years.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
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
Aug 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
Dec 2022	1393	18	20	20	76	39

Special Attention, Special Events, and Significant Incidents

- 12-8-23: Board Holiday Party
- 12-9-23 LSW- My Choice Health Services
- 12-27-23: MLK Kwanzaa Story Tellers event
- 12-28-23: Traffic disruption at CPL downtown due to Browns Game and Globetrotters st RMFH

Protective and Fire Systems

- 12-30-23 working with IPS to run diagnostics of Hough alarm system

Contract Security

- 12-23: Working with Royce to enhance special attention at branch locations at night.

Administration

- 12-23: Working with vendors to fine tune AI systems alerts.

INFORMATION TECHNOLOGY & CLEVNET

- Jamie Mason was interviewed by Kabir Bhatia about the CLEVNET app outage that occurred on November 27, 2023.
 - The Software team has actively engaged in multiple conversations and demonstrations with various vendors to determine the next best app solution.
 - Jamie Mason has talked to several other library consortia to determine what solutions they are looking at.
 - We've had multiple conversations with Sirsidynix and will be receiving refunds for app costs.
 - Messaging was sent out to all member libraries as soon as we were made aware of the outage.
 - The relationship between Sirsidynix and Solus (the app developer) was terminated and we were not given notice that the app would not be functional. Sirsidynix assured us in April 2023 that app functionality would remain intact.
 - There is currently a legal battle between Sirsidynix and Solus in Utah courts. A mediator has been assigned.
 - We are hoping to make a decision on a new app solution by the end of January 2023.
- Jamie Mason, Andy Busch, Jesse Scaggs, and Chris Strnad attended virtual planning meetings with Logicalis weekly on Tuesdays and Wednesdays throughout November to plan the Microsoft Office365 Tenant Migration. We are upgrading libraries on Mondays and Thursdays each week. In December, we migrated: Cleveland Law Library, Newton Falls, Stow, Twinsburg, Willoughby-Eastlake, Wayne County, and CLEVNET. The migration is now complete.

- Jamie Mason attended "Cybersecurity Training for Local Government in Ohio: Free training Opportunities"
- Jamie Mason gave a brief presentation about CLEVNET to new staff at the CPL Staff Orientation on December 6.
- Jamie Mason, Andy Busch, Bill Hood, Darren Novak, John Malcolm and Anthony Long met to discuss various CPL-IT/CLEVNET topics concerning John Malcolm's goals for CPL-IT in 2024 as well as various network topics. The teams will continue to meet quarterly in 2024.

Team Activities:

SOFTWARE

- Jamie Mason, Jim Benson, Megan Trifiletti, and John Pas met with representatives from SirsiDynix on November 14, 16, and 29.

SOLUTIONS

- Office 365 Tenant migrations performed for: Cleveland Law Library, Newton Falls, Stow, Twinsburg, Willoughby-Eastlake, Wayne County, and CLEVNET.
- Tenant migration is officially completed as of December 31, 2023
- CLEVNET and CPL-IT are meeting in January to discuss hand-over of CPL Tenant and Administration of their tenant.

HARDWARE

- Assisting with the remaining Tenant Migrations for: Cleveland Law Library, Newton Falls, Stow, Twinsburg, Willoughby-Eastlake, Wayne County, and CLEVNET.
- Assisting with troubleshooting Cleveland Public Library's on-premises archiving server.
- Troubleshooting and the expansion of disk space in Cleveland Public Library's VMware environment for their application server.

NETWORK

- Configured and installed two switches for CPL CDF.

- Assisted Euclid Public Library with data center move to the State of Ohio Computer Center.
- Worked with Easton (Telco vendor) to move phone numbers from CPL Lakeshore to CPL CDF.

Executive Panel Updates:

- Panel met December 4 and 18. There are two panel positions up for election for a three-year term beginning January of 2024. One eastside representative and one westside representative. Anastasia Diamond-Ortiz (Lorain Public) was elected to represent West side. Kara Cervelli (Fairport Harbor) was elected to represent East side.
- Panel has appointed a search committee to find a Senior Director of CLEVNET. Members of the search committee are: Katie Ringenbach (Burton), Jamie Mason, Jennifer Starkey (Elyria), Joe Zappitello (Harbor-Topky), and Gale Koritansky (Stow-Munroe Falls).
 - Search Committee met December 4, 11, and 18. Six candidates were interviewed. Finalist interviews are scheduled for January 11, 2024.