

DIRECTOR'S REPORT

June 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. Closing the Gaps
2. Activate The People's University
3. Create Campuses
4. Operating with Excellence

PUBLIC SERVICES

MAIN LIBRARY

PROGRAMS AND EXHIBITS

Meet the Author - Doug Westerbeke

Popular Department Library Assistant April Lancaster hosted a Meet the Author event for former CPL employee and author Douglas Westerbeke. Ms. Lancaster and Mr. Westerbeke discussed his debut novel, *A Short Walk through a Wide World*.

Music at Main

Fine Arts and Special Collections Music Librarian Andy Kaplan hosted baroque music group, Les Delices in the Popular Department North Reading Room on May 11. Over 100 patrons were in attendance.

National Poetry Month Programs

The Ohio Center for the Book celebrated National Poetry Month with two in-person readings this month. The first, hosted by Public Services Associate Michael Credico, featured two acclaimed Ohio poets: Lindsay Turner and Noah Falck. Turner is an assistant professor at Case Western Reserve University. Falck is the Literary Director at Just Buffalo Literary Center and curator of the Silo City Reading Series.

Mr. Credico hosted the second National Poetry Month in-person poetry reading with Taylor Byas and Stephanie Ginese. Byas is

the Assistant Features Editor for The Rumpus. Her latest book, *I Done Clicked My Heels Three Times* won the 2023 Maya Angelou Book Award and was shortlisted for the 2023 Chicago Review of Books Award in Poetry. Ginese won a Cleveland Arts Prize in 2023 and is currently the inaugural writer-in-residence at ATNSC in the Buckeye-Shaker neighborhood of Cleveland.

Genealogy Programs

Center for Local and Global History Department Librarian Terry Metter coordinated a Genealogy Clinic in partnership with the African American Genealogical Society of Cleveland (AAGS) on May 11.

Get Graphic! Comics Discussion

Literature Department Manager and Ohio Center for the Book Coordinator Don Boozer hosted a *Get Graphic! Comics Discussion* at Bookhouse Brewing on May 2. The 10 attendees had a lively conversation discussing Alison Bechdel's award-winning *Fun Home: A Family Tragicomic*.

Eliot Ness & the Torso Murders

Social Sciences Sr. Librarian Eric Hanshaw organized and hosted the speaker-led program *Eliot Ness & the Torso Murders*. The program, presented by Western Reserve Historical Society speaker Liah Townsley captivated the audience of 26 patrons.

Voice of Democracy: Navigating Voting Rights in the Modern Era

Public Services Generalist Erick Walker, OPS Coordinator Sherri Jones, and Cleveland Law Library Director Kathy Dugan hosted the event, *Voice of Democracy: Navigating Voting Rights in the Modern Era* at the Woodland Branch on May 1. The panelists included: Kayla Griffin - Lawyer, President NAACP Cleveland Chapter, and Ohio State Director for All Voting is Local. Cuyahoga County Prosecutor candidate and Cleveland State Law Professor Matthew Ahn, Mike West from the Cuyahoga County Board of Elections, and community activist Michelle Jackson of Cleveland's Ward 4. Approximately 30 patrons attended in person and online, including Ohio Representative Juanita Brent.

CPL Photography Club

The CPL Photography Club hosted by Sr. Director of Public Services Robin Wood, and Director of Arts & Culture Tiffany Graham Charkosky toured the roof of the Louis Stokes Wing on May 15. The Photo Club members were treated to 360 degree views of the skyline and Lake Erie.

Where are you from?

The pushpin map has been on display in the Map Collection for two months. Visitors have placed pins in 39 states and almost all continents.

Main Library Displays

Popular Department PSA Chris Moore hosted a display in the lending room for AAPI Heritage Month with a wide selection of movies, cds, and books with the permission and assistance of other departments such as Literature and International Languages. In addition, Mr. Moore created a more colorful and eye-catching label and signage for the staff picks display.

Social Sciences Public Services Associate Mike Deneen hosted Mother's Day, Asian-American/Pacific Islander Month, Mental Health Awareness Month, and Summer Amusement Park displays in the department.

COLLABORATIONS

Popular Department Librarian Grace French selected two telescopes of titles of popular materials for Public Administration Library. In addition, Ms. French replenished the CPL collection at Case Western Reserve Kelvin-Smith Library.

PATRON SERVICES

The Lending Department continues to distribute free at-home COVID-19 tests to patrons via the Drive-Up window.

From April 16, 2024 to May 15, 2024 The Lending Department reviewed and processed over 1,000 eCard registrations, processed 3,135 holds, and processed 129 Overdrive/LIBBY Online Virtual Instant Card account records.

Passports Processed April 16 - May 15, 2024	Photos Taken	Revenue Collected
49	40	\$2,115

Patron Photo Shoot Sessions	# of Participants	Donations Accepted
55	441	\$2,872

LibChat On-Line Reference	Chats Answered by Main Library Staff
4/15/2024 - 05/15/2024	159

Shelf/Shipping Statistics (April 15 - May 15)

- Received and processed 1,418 telescopes of library materials from the Central Distribution Facility (CDF).
- Sent 1,038 telescopes of library materials to be dispatched to various branches and CLEVNET locations.
- Processed 171 ILL packages totaling \$2,869.180 in postage.
- Processed 808 mailing materials including 325 items from the Cleveland Public Library Foundation and 483 items as general mailing pieces for a total \$1,529.50 in postage.

Main Library Tours	# of Groups	# of Participants
Main Library Scheduled Patron Tours (non-school groups)	5	23

Main Library Tour Notes

Public Administration Library staff welcomed City Council Representative Rebecca Maurer and a group of approximately 20 Cleveland Documenters with a tour of the Public Administration Library and an overview of CPL services on May 10.

Lending and Circulation Manager Reginald Rudolph assisted International Languages Department Library Assistant Tatiana Shneyder by printing out Russian Adult Library Card Applications for her Circle of Friends Community Center Russian Seniors Tour on May 8.

School/Class Visits

Center for Local and Global History Manager Olivia Hoge coordinated and hosted a library visit of 47 students, two teachers, and several parents from the Saints Robert and William School (Euclid, Ohio). Literature Department and Homebound Services Manager Don Boozer, International Languages Manager Milos Markovic, and Science and Technology Public Services Associate Kristin Galewood assisted with the tour.

A Baldwin Wallace University summer class studying the Danny Greene murder visited various departments to aid in their research. Students visited the History Department, Map Collection, Photograph Collection, Social Sciences Department, and Government Documents. Students spent the week visiting various local research institutions and have a culminating project at the end of the week.

Social Sciences Sr. Librarian Eric Hanshaw assisted Youth Services Librarian Maria Lopez with a tour of the Main Library for visiting 6th graders from Marion C. Seltzer School. There were 19 students and two adults on the tour. The Lending Department assisted by processing 15 new library applications for the group.

Book by Mail Programs

Words on Wheels: The Shelf Department mailed 21 packages including 28 items to Cleveland Public library patrons from April 15 to May 15.

Homebound Services: Literature Department staff sent out 77 packages to patrons from mid-April to mid-May. The month of April saw 90 packages sent out via UPS.

OUTREACH

Sr. Director of Public Services Robin Wood, CLGH Manager Olivia Hoge, Literature Manager Don Boozer, and Shelf Assistant Manager Cynthia Coccaro all picked up shifts working at the West Side Market in May. Working in collaboration with staff from OPS, they distributed free books and shared information about library events and programs with market visitors.

Literature and Ohio Center for the Book Manager Don Boozer along with Center for the Book Fellow Laura Walter participate in the Ohioana Book Festival at the end of April. Mr. Boozer and Ms. Walter recorded an upcoming episode of the Ohio Center for the Book podcast, *Page Count* at the Thurber House, the boyhood home of Ohio Author James Thurber. The two then staffed a table at the Book Festival the following day, and Ms. Walter hosted a conversation in front a live audience with acclaimed Ohio authors Hanif Abdurraqib and Jacqueline Woodson. The recorded conversation will kick off Season 3 of *Page Count* with the first episode airing Apr 26, 2022.

Business, Economics, and Labor Senior Subject Librarian Sandra Witmer and General Research Collections Manager Sarah Dobransky presented the webinar *How to do Business Research at Cleveland Public Library* for Cleveland SCORE on May 8. Ms. Witmer demonstrated how to find market data using the Gale Business Insights, Data Axle and Mergent Intellect databases.

Ms. Dobransky gave an overview of the Patent and Trademark Resource Center (PTRC), Gale Legal Forms, and introduced North American Industry Classification System (NAICS) codes. Thirteen people were in attendance live, and others watched online via YouTube.

Map Collection Librarian Lisa Sanchez attended CSU Urban Studies students' senior capstone presentations on May 7. The students conducted CPL Branch Surveys and used items from the Map Collection during their research.

General Research Collections Manager Sarah Dobransky hosted a panel presentation for the Cleveland office of the US Small Business Administration (SBA) at Magnet on May 21. The event, *Ask the Expert: 'Building your AAPI Business in Ohio' Focusing on Resources/Marketing/Funding* was part of their Asian American Pacific Islander (AAPI) Heritage Month events.

Social Sciences/Public Administration Library Manager Steve Capuozzo and Social Sciences Librarian Forrest Kilb hosted at CPL table at the Homeless Stand-down event at the Public auditorium. Mr. Capuozzo and Mr. Kilb promoted library programming and distributed free books and library swag.

Social Sciences/Public Administration Library (PAL) Manager Steve Capuozzo, PAL Librarian Elaine Herroon, PAL Public Services Associate Denise Williams-Riseng, and Social Sciences Librarian Forrest Kilb hosted at CPL information table at the City of Cleveland's Senior Day on May 15, distributing library swag, program flyers, and 40 boxes of books to attendees.

Science and Technology Librarian Jorge Arganza hosted a table along with TechCentral Technology Associate Marcin Zgiep at the CMSD "Rock Your World with STEAM" on May 11 at the Great Lakes Science Center. Mr. Arganza and Mr. Zgiep made buttons and helped patrons with littleBits STEM circuit design kits.

COLLECTION MANAGEMENT

Special Collections Librarian Raymond Rozman has been working with representatives of the late chess researcher Jeremy Gaige on a donation of 80 notebooks for the White Collection. In addition, Mr. Rozman is also working with architect Christine Matheu to acquire a collection of original drawings, reports, and other architectural material relating to the Great Lakes Museum and The Cleveland Aquarium. Mr. Rozman is also working with chess collector Philip Cohen on a donation of chess variant periodicals and books.

An order to acquire this year's Anisfield-Wolf Book Award winners an order was placed by Special Collections Librarian Raymond Rozman on May 7.

Popular Department Library Assistant Ricardo Jackson composed the Monthly DVD Request list and had it distributed throughout the Cleveland Public Library system for staff and patron use. In addition, Mr. Jackson has resumed adding donated AV materials into the Popular Library to be circulated, an array of classic movies and TV Show series DVDs have been donated and will be available for checkout and patron use.

Popular Department Clerk Benjie C. Smith assisted Popular Department Library Assistant Ricardo Jackson on labeling DVD's and entering labels for DVDs into the computer.

Popular Department Clerk Daunte Bolden repaired 24 broken DVD cases, facilitated the distribution of new materials for the Popular Department, and received 32 bound titles from book prep. Popular Department Librarian Grace French began weeding the Science/Fantasy Collection.

Center for Local and Global History Department Manager Olivia Hoge accepted a donation of slides from the City of Cleveland, Planning Commission. The donation was facilitated by Public Administration staff.

Center for Local and Global History Department Library Assistant Adam Jaenke visited Whitney-Stained Glass Studio on May 16, and Great Lakes Brewing Company on May 21 to photograph both businesses for the Neighborhood Photographic Survey.

Center for Local and Global History Department Librarian Mark Tidrick inventoried 54 photographs in the Cleveland City Hall

collection. Mr. Tidrick uploaded 88 new photographs (with metadata) to CONTENTdm of the Old Brooklyn neighborhood.

Center for Local and Global History Department Photograph Collection Librarian Brian Meggitt continued to work on the East Side Daily News acquisition. Mr. Meggitt pre-processed 343 photographs and weeded 148 items. In addition, Mr. Meggitt created 167 records in CONTENTdm for the Cleveland 20/20 Project Collection.

Map Collection Librarian Lisa Sanchez, with the help of the Catalog Department, corrected 5 map records and added 34 records to Sirsi. In addition, Mx. Sanchez, with Digital Initiatives Strategist Chatham Ewing, reviewed items housed at Cleveland City Hall. Mx. Sanchez evaluated the plat books to determine which would be suitable to accept into the Map Collection.

Lending Department staff added 57 library items not in Catalog back into the Catalog for patrons to checkout.

Social Sciences Sr. Librarian Eric Hanshaw created the bookmark "Rainbow Reads - New Nonfiction and Memoir" highlighting new LGBTQIA+ nonfiction and memoir titles.

Social Sciences Public Services Associate Mike Deneen continued processing books from the shelf-reading project, resulting in another batch of "missing id" items to the catalog department, which added over 50 items back to the collection.

Shelf Assistant Manager Cynthia Coccaro is monitoring the progress of the Popular Department bound periodicals project and Shelf Page Michelle Collins is shifting the CLGH Dewey collection located on the 8th floor of LSW. Additionally, Shelf Department pages have been shelving and shifting in Youth Services, Fine Arts, Science, and Social Sciences stack collection.

MAIN LIBRARY RESEARCH HIGHLIGHTS

- Special Collections Librarian Raymond Rozman assisted a visiting chess researcher who requested several years of various chess periodicals, filling most of a cart. Mr. Rozman escorted the patron to the Scanning Lab where the patron worked on the material throughout the day. At the end of his visit the patron requested that one periodical

in the Public Domain, *Corsair*, be added to the general queue for scanning.

- Special Collections Librarian Raymond Rozman found a free English translation of a Hungarian chess book for a patron. The work does not appear to be commercially available in English.
- Popular Department Librarian Grace French assisted a patron with a 'Szabadsag Liberty' microfilm search and sent an article to a patron via email from a bond copy of *Scientific American*.
- Popular Department Library Assistant April Lancaster, emailed articles from 1966 *Scientific American* to fill a patron request.
- Popular Department Clerk Benjie C. Smith worked with Popular Department PSA Chris Moore on research for a patron in EBSCO for an article called *A Spot of Philanthropy* and emailed it to the patron.
- Popular Department Clerk Daunte Bolden retrieved microfilm from storage for three patrons. In addition, he researched and sent material from Periodical journal *Jane's Defence* to another patron.
- Popular Department PSA Chris Moore helped a patron with finding 4 different articles from varying sources.
- Center for Local and Global History Department Librarian Mark Tidrick helped a patron identify a newscaster (Jim Finerty) who hosted Cleveland's PM Magazine in the early 1980s. Mr. Tidrick also helped to locate where Mr. Finerty is today.
- Center for Local and Global History Department Library Assistant Adam Jaenke assisted a patron with acquiring photographs of Ohio City spanning from the 1960s through the 1980s. Mr. Jaenke was able to supply them with 28 photographs covering streetscapes, street scenes, people, and architecture.
- Photograph Collection Librarian Brian Meggitt assisted a patron with finding and obtaining images of the Hellman Motor car dealership building at 3140 West 25th Street in the Clark-Fulton neighborhood.
- Photograph Collection Librarian Brian Meggitt assisted a researcher with locating and obtaining images of the Cleveland & Buffalo Line steamship docks on the Cuyahoga

River and, later, on the Lakefront. The images will be used for a History Week presentation.

- Center for Local and Global History Department Associate Aimee LePelley digitized 27 images of multiple locations/buildings of Central High School on East 40th and East 55th Streets for a patron. Ms. LePelley also assisted the patron with items from the Map Collection for the Lee-Harvard neighborhood, historical information about the neighborhood while in History. Ms. Lepelley also assisted a patron in the Map Collection with maps of the coastline from East 9th Street west to Edgewater Park from the late 1800s-early 1900s for a shipping presentation they were preparing.
- Map Collection Librarian Lisa Sanchez helped a patron understand the size and economic composition of Cleveland's Buckeye neighborhood (also known as Little Hungary). The patron used plat books and a city map from the mid-20th century.
- Social Sciences Public Services Associate Mike Deneen assisted a patron with research on teaching problem solving to individuals with Autism.
- Social Sciences Librarian Forrest Kilb assisted several patrons and colleagues in locating historical yearbook items for research and programming displays.
- Public Administration Library staff provided patrons with information on the following: An ordinance on waste container placement; resources on tree law and finding property lines; and an ordinance prohibiting disposal of leaves and grass into the street.
- Science and Technology Public Services Associate Karen Cerney ordered the 1900 publication *Information for Buyers and Users of Steel Barrels and Drums* by Steel Barrel Manufacturers Institute, Cleveland for a patron coming in from Alaska who works for a research firm. The Cleveland Public Library is the only library in the world with this material.

STAFF DEVELOPMENT

Business, Economics, and Labor Senior Librarian Sandy Witmer, Librarians Susan Mullee and Zachary Hay, and Public Service Associates Tarra McSears and Christine Feczkanin, along with General Research Collections Manager Sarah Dobransky, attended a database update session from Mergent Representative Rick White. The current database, Mergent Online will become Market Atlas, incorporating new content and better navigation for patrons. Ms. Mullee is already working with IT staff to update the website with new links and a new content description.

Popular Department Clerk Benjie C. Smith and Library Assistant April Lancaster attended the NEO-RLS Webinar *Understanding Socio-economic Diversity and Uplifting Underserved Communities* on May 9.

Shelf Assistant Manager Antoinette Allen attended a NEO-RLS webinar on time management on May 16.

Map Collection Librarian Lisa Sanchez attended the 13th Annual Northeast Ohio GIS Symposium on May 22.

Center for Local and Global History Department Librarian Terry Metter received training on using CONTENTdm and Adobe Acrobat for digitization projects from Preservation Assistant Gloria Massey in addition, Mr. Metter along with CLGH Manager Olivia Hoge attended the NEO-RLS Cross-Training in a Union Environment on May 29.

Social Sciences Public Services Associate Mike Deneen attended and completed the *Library Boot Camp: Foundational Principles of Library Service* webinar, as well as the *Empowering Communities: Social Workers in Libraries* webinar.

Social Sciences Librarian Pete Elwell attended the webinar *Kanopy Town Hall for North American Public Libraries* offered by OverDrive.

Social Sciences Librarian Forrest Kilb and Sr. Librarian Eric Hanshaw attended the webinar *Building a RPG Library Collection* through the ALA's Games & Gaming Round Table.

General Research Collections Manager Sarah Dobransky attended the Chapel Hill Civil Switchboard Institute held at North Carolina University. The two-day workshop was one of several being offered across the county by staff from the University of

Pittsburgh via a grant from the Institute of Museum and Library Services (IMLS). The focus was on civic data, and DataDaysCLE (held at CPL) was used as an example of connection community organizations with research resources.

OTHER

New microfilm machines were ordered and installed in the Center for Local & Global History, Government Documents/Business, Economics, and Labor, Microform Center, and the Public Administration Library. These updated machines replaced the older models and included new computers for CLGH and a software update.

CPL IT installed a new Wireless Access Point in the southwest corner room of Louis Stokes Wing 6th floor. This new equipment greatly helped with WiFi connection quality and speed during this month's Genealogy Clinic.

The Photograph Collection obtained a jigsaw puzzle of an image from the collection that is available for patrons to put together when they visit.

Sr. Lending and Logistics Manager Stephen Wohl continues to serve as co-chair of the CPL Labor Management Committee (LMC) and attend monthly LMC meetings.

Sr. Lending and Logistics Manager Stephen Wohl and Lending Supervisor Airen Campbell-Olszewski attended the CLEVNET Circ SIG Meeting online on May 2.

Social Sciences Sr. Librarian Eric Hanshaw worked to organize the donations from the People's University t-shirt sale. Donations are held until the end of the year when they are given to United Way.

Popular Department Librarian, Grace French created the NEW BOOK LIST for May 2024.

Lending and Circulation Manager Reggie Rudolph facilitated Bookends Sirsi #1/Circulation training along with De-Escalation training for new staff members.

Center for Local and Global History Manager Olivia Hoge volunteered at the Night @ The Children's Museum Cleveland on May 17 in support of the Summer Reading Program kick-off.

The Ohio Center for the Book announced the 2024 *Great Reads from Great Places* to be promoted at the National Book Festival in Washington, DC, on August 24 and to be added to the *Great Reads* booklists maintained by the Library of Congress. The young readers selection is *You Gotta Meet Mr. Pierce! The Storied Life of Folk Artist Elijah Pierce* written by Chiquita Mullins Lee and Carmella Van Vleet with illustrations by Jennifer Mack-Watkins. The adult selection is *Settling Ohio: First Peoples and Beyond* edited by Timothy G. Anderson and Brian Schoen from Ohio University Press. The book is a collection of essays that grew out of a conference sponsored by Ohio University in 2020 exploring the diverse and complex history (and prehistory) of the land that became "Ohio."

Literature and Ohio Center for the Book Manager Don Boozer joined Kathleen Kuo, Coordinator of the Nevada Center for the Book, on Nevada's online *Humanities at Play* program via Twitch and Zoom. They discussed activities of the Ohio Center for the Book, Ohio's and Nevada's Great Reads selections, the upcoming National Book Festival, and other topics.

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 the space, and prepared appropriate exhibit supports for displays in Main Library display cases.

Public Service Statistics

ClevDPL had 177 in-person visitors during May. Staff had 12 two-hour scanning appointments. From May 1 to May 29, for traffic acquisition, Google Analytics (GA) reports 9603 sessions for 5191 users. There were 117, 282 page-views. Search engines delivered 64% of sessions. Searching in CONTENTdm accounted for 21% of sessions. Referrals were 6% of sessions. 2% of sessions came through social media (more than last month). About 7% of sessions were unassigned. 49% of users accessed the site using desktop computers, and 51% accessed CONTENTdm through mobile devices (3% tablets and 48% mobile, just like last month). Phone use seems to have leveled off for now at 48%.

Outreach

Community partners' work in May continued. ClevDPL continued collaborating on a cemetery project involving the Early Settlers Association, the City of Cleveland, and citizen archivists. The

team reviewed and prepped scores of original issues of *habitat*, a Cleveland real-estate newspaper. The team continued a special project for the collection's office, digitizing, proofing, and putting online the *Outside Info Newsletter* documenting Cleveland's Liggett Stashower Ad Agency from 1971-2006. ClevDPL also scanned items from family collections. Several local artists scanned their works. Staff post processed hundreds of images from the East India Company papers.

Collection Development

As of May, there were 687 images scanned, 1525 were post-processed and QA'd, and 2232 images were uploaded, many of which were included in multi-image pdfs. Metadata was pulled from the catalog or enhanced for all uploaded records. The web archives continue to document 44 unique Cleveland and NE Ohio organizations. Scanning highlights include yearbooks from Benedictine High School, continuing scanning local newspapers, uploading Cleveland Orchestra scrapbooks, and scanning sheet music. There was continued prioritized scanning and uploading *Outside Info* for collections. 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 April. Staff had 23 requests from CPL users for materials from other libraries. The response time averaged 10 days and 14 hours. Partner libraries made 690 total requests. There were 30 requests through ALA forms. CPL staff managed a response time for books of 4 days and 12 hours (about the same as last month). Staff again had ILL requests from incarcerated persons and general researchers using ALA forms.

Staff Development

On several dates in May, staff cross trained on paper relaxation and humidification techniques, reinforcing the training they had last month from ICA. CDPL is planning further staff development training with ICA on topics such as paper repair, deacidification, mylar welding, and more.

Preservation

As of May 29, preservation/conservation accepted 62 items, returned 34 items, printed 14 labels, and made seven four-flap enclosures. The team did 25 complex repairs and seven simple repairs on codex books. Flat paper conservation included 11 items relaxed, five items repaired with Japanese paper, 11 items manually cleaned, and two items washed. Currently the pres-con

team is down to half strength due to a staff member's retirement. The ClevDPL team did name authority work on the inventory of artwork in the library system and collaborated with the Arts & Culture Department on a grant project to preserve 'The Black Family of Man.'

Planning Activities: Staff are developing and planning workshops and programs for next year.

OHIO LIBRARY FOR THE BLIND AND PRINT DISABLED

Activities

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

On May 13, OLBPD welcomed Malcolm Coulter as its new Studio Coordinator. Malcolm will oversee OLBPD's recording studio and its production of audio reading materials of local interest.

OLBPD and CPL Financial Services submitted the State Fiscal Year (SFY) 2025 Program Budget Request to the State Library of Ohio (SLO). The State Library of Ohio's Board of Trustees approved federal and state funds for OLBPD during their May 16 meeting. During this meeting, the Director of OLBPD spoke to SLO Board members on how OLBPD used federal and state monies; progress reports on the audio recording studio and relocation of OLBPD; follow up on migrating to duplication-on-demand and its effect on circulation statistics in SFY2024; and updates on the next generation talking book player and smart speaker app. SLO will send the SFY2025 contract for CPL Board approval during their June meeting.

OLBPD worked with staff from both the National Library Service (NLS) and Keystone Library Automation Systems (KLAS) to assume circulating audio magazines from the national collection into its duplication-on-demand (DoD) routines. Starting on May 13, OLBPD patrons received their magazines on bundled cartridges directly from OLBPD, rather than from NLS contracted magazine producers. OLBPD was already circulating its locally produced audio magazines and patron newsletter on cartridges. Bundling books and magazines should help OLBPD maximize its inventory of cartridges without having to limit the numbers available to patrons.

OLBPD staff participated in remote programming and provided information and talks about the service during the City of Cleveland Senior Day 2024 on May 15.

The OLBPD adult book club met remotely on May 9 to discuss *Hello Beautiful* by Anne Napolitano.

ARCHIVES

Records Processing

Collections Clerk Solimar Gonzalez, who joined the Library's Special Projects & Collections Department in April, has begun assisting with several projects in the Archives. By the end of May, she removed from filing cabinets approximately 40.5 linear feet of material related to the Main Library Project, in which the 1991 passage of a \$90 million bond issue by the citizens of Cleveland allowed for the construction of the Louis Stokes Wing (completed in 1997), the redesign of the Eastman Reading Garden (completed in 1998), and the renovation of Main Library (completed in 1999). The files were maintained by Timothy R. Diamond, then the Special Assistant to former Director Marilyn Gell Mason, and then-Archivist Michael Ruffing, and were in excellent order. Ms. Gonzalez moved these files into 97 archival manuscript boxes, while creating a folder list of the nearly 900 folders of material. A complete finding aid will be created.

Special Events

On Tuesday, May 7, 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), taught by Professor Nisha Mistry. 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 and branch managers - in their investigation of its history, service, neighborhood, and service population. Branches selected were Addison, Fleet, Harvard-Lee, Hough, Lorain, Martin Luther King, Jr., South, South Brooklyn, and Sterling.

Ms. Mistry and the students visited Main Library on Thursday, February 15, when they attended the Board meeting and toured Main Library and the Louis Stokes Wing. They returned on Thursday, March 28, for a research visit, where they examined materials related to their branch from the Library's Archives and viewed items related to their branch's neighborhood in the Map Collection. The students opted to return to the Library the following week for two more research visits, when they continued to review material from the Archives. Director of Legal Affairs

Bryan Szalewski spent time answering questions from the students regarding the Martin Luther King, Jr. Branch construction project and the differences between tax levies and bonds during their third visit.

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 their branch's neighborhood service and patron demographic information, the students proposed notable recommendations for future administrative decisions, such as:

- Collaborating with the City to create a path through vacant lots in the Broadway/Slavic Village neighborhood for easier pedestrian access to Fleet Branch
- Increasing program options for seniors at Addison Branch
- Mounting art exhibits at South Brooklyn Branch
- Collaborating with a nearby medical institution to host a wellness event at the Martin Luther King, Jr. Branch, such as one in which patrons can have their blood pressure measured by healthcare providers
- Offering basic childcare training for Library staff at Sterling Branch, which is regularly visited by young children
- Encouraging litter pick-up around South Branch
- Installing signage identifying trees and plants in the green space around the branches, to encourage patrons to consider and learn about their environment

Library staff members in attendance were Chief of Special Projects and Collections John Skrtic, Chief of Public Services Harriette Parks, Sterling Branch Manager Monica Rudzinski, Map Collection Librarian Lisa Sanchez, Knowledge Manager Nancy Mocsiran, and Ms. Carr.

A second section of students enrolled in the same course, taught by Professor Beth Nagy, PhD, presented their work on Friday, May 10. Branches selected were Addison, Brooklyn, Carnegie-West, East 131st Street, Eastman, Fleet, Fulton, Jefferson, Martin Luther King, Jr., Memorial-Nottingham, Rockport, and South. This group of students did not visit the Library's Archives. Staff members in attendance were Director Felton Thomas, Jr., Chief of Special Projects and Collections John Skrtic, Fulton Branch Manager Leslie Barrett, Lorain Branch Manager Tamara Steward,

MLK Branch staff member Eric Eubanks, Memorial-Nottingham Branch Manager Pasha Moncrief Robinson, Rockport Branch Manager Luigi Russo, and Ms. Carr.

ARTS & CULTURE

The Archive by Rebecca Louise Law continues to be a draw, with over 92,000 visitors to the exhibit through May 2024. The exhibit will remain on display through August 3, 2024, and includes Sunday hours from 12-4pm.

On May 15, the Office of Arts and Culture received 72 applications to a Request for Qualifications for a Prequalified Artist Registry. Staff will review and notify artists of their status by June 30.

CPL Photo Club continues to be a draw, with participants coming on May 1, May 15, and May 29.

On May 7, Arts & Culture staff participated in a tour of the Cuyahoga County Juvenile Detention Center.

On May 21, Lutheran Metropolitan Ministries installed an exhibit called "Portraits of Strength, Stories of Resilience" in the Louis Stokes Wing Lower Level Lobby. On May 29, CPL hosted a public screening of the short documentary *A Walk in My Shoes*, by Gloria Craig. The film shares the experiences of several Clevelanders experiencing homelessness. The film viewing was followed by a panel discussion regarding the broader issues around homelessness and featured the filmmaker, Council Representative Stephanie Howse-Jones, staff from Northeast Ohio Coalition for the Homeless and Lutheran Metropolitan Ministry, and was moderated by a reporter from Signal Cleveland. Eighty people attended.

Director of Arts and Culture Tiffany Graham Charkosky participated in a Cleveland Lakefront Activation task force convened by Greater Cleveland Partnership addressing the area to the north of Cleveland Browns Stadium.

Director Tiffany Graham Charkosky participated in the Program Council meeting, fundraising meetings with the External Relations and Development staff, met with program partners LAND studio, Shooting Without Bullets, Lutheran Metropolitan Ministry, BorderLight Theater Festival, Paterson Joseph, Rebecca Law, Destination Cleveland, Transformative Arts Fund, Literary

Cleveland, Case Western Reserve University, and MetroHealth regarding art programs and partnerships.

YOUTH AND FAMILY ENGAGEMENT

Young Scholars Academy

Young Scholars' Academy (YSA) Beginner and Transitional Spring session continues at Woodland, Collinwood, Lorain, and Union branches. The scholars in the Beginner classes practiced the 6 skills of Early Literacy. Books, songs, and play activities were used for process and practice. The parents took home books and supplies to support learning at home and a bookmark with ideas on ways to use the materials.

YSA staff has introduced *Brain Breaks* to practice crossing the midline. Crossing the midline is a crucial step in a child's development. When a child cannot cross the midline, the two sides of a child's brain are not communicating. Since the left and right sides of the brain each have distinct functions, their communication is crucial for physical, emotional, and cognitive success and future learning and quality driven movement. Transitional classes ensured all participants have made their school choice for the fall. Four new families joined this month. Core Topics included Rhyming, Alliteration, printing upper- and lower-case letters, and Math (Counting and Shapes).

All families were invited to the Cleveland READS Kick Off.

FamilySpace

We have welcomed many new families into FamilySpace this month, with attendance increasing at both sites due in part to modified Family Space hours. Outreach efforts this month have centered mostly on summer programming, which will allow the opportunity for FamilySpace visitors to earn points for their attendance. Furthermore, we have increased our efforts to engage families with additional sensory-rich and educational FamilySpace toys, games, and giveaways.

CPL's summer reading kick-off event was held on Friday, May 17 at the Cleveland Children's Museum. This was a fun family-friendly event with music, food, hands-on activities, and prizes. We promoted FamilySpace during this event by setting up a CPL table with information about FamilySpace and other library programs including Young Scholars' Academy and 0-3: Read to Me Playdates.

Youth Services Monthly Report - May 2024

Overview

This was a month of significant achievements and active engagement across various sectors within the Department of Youth Services. Our team demonstrated exceptional dedication and initiative by contributing to training sessions, community outreach events, and educational programs.

Training and Professional Development

Lan Gao, Senior Librarian, actively engaged in the Employee Engagement Committee and attended the Cultural Diversity ERG monthly meeting, focusing on strategies for upcoming outreach events crucial for shaping our inclusive engagement approach. Te'ier Langford, Public Services Associate, participated in multiple training sessions, including critical CPR/AED training, enhancing our team's emergency preparedness.

Educational Tours and School Engagements

We continued our commitment to educational outreach through several interactive and educational tours, ensuring enriching experiences for visiting students. We conducted engaging tours for students from Westlake City Schools, Breakthrough Public Charter Village Prep Cliffs, Berkshire High School, Parma Homeschool Co-op, and Adlai Stevenson School, with activities led by Maria Lopez, Katherine Jackson (Children's Librarians), Eric Hanshaw (Senior Subject Librarian at Social Sciences), and Milos Markovic (Head of International Languages).

Katherine Jackson, (Children's Librarian) provided an outreach Story Time with preschoolers at the CMSD (Cleveland Metropolitan School District) Building.

Programs and Community Activities

Hosted Preschool Story Times with themes of colors/feelings and hats, engaging children through stimulating stories and interactive activities.

The Young Artists painting program encouraged artistic expression, resulting in numerous artworks being displayed in our Art Lab.

Community Outreach and Engagement

Te'ier Langford played a prominent role in the Cleveland READS Outreach event, which was instrumental in promoting our summer reading initiatives.

The team's participation in the Día del Niño celebration at the Pivot Center was particularly noteworthy. Over 350 books were distributed to foster community literacy.

The kick-off for the Cleveland READS Summer Reading Program: Celebrate Our ABCs at the Cleveland Children's Museum was pivotal. It provided a fun-filled setting with activities, games, and food for families, further engaging the community.

Meetings and Strategic Planning

Annisha Jeffries, Youth Services Manager, and Jacqueline Lamb, Director of Youth and Family Engagement, conducted the monthly in-person Youth Services meeting at the MAGNET facility, focusing on strategizing for Cleveland READS: Celebrate Our ABCs.

Additional Departmental Contributions

Our staff's efforts extended to meticulous planning for the Celebrating our ABC initiative, focusing on developing engaging content that meets state Social and Emotional Learning (SEL) standards.

Routine operational tasks, including managing the pull list, shelving materials, processing YRead? requests and returns, and efficiently scheduling tours, were executed with diligence, ensuring smooth departmental operations.

The outlined activities demonstrate our department's commitment to service and reinforce our role in promoting literacy and educational enrichment. As we progress, we continue to enhance our programs and outreach, striving to serve our community better.

BRANCH NARRATIVES

D1 Eastman - Librarian Cassandra Feliciano presented Decorate a Kite and Mother's Day Planters programs. Ms. Feliciano hosted a table at Wilbur Wright for their end of year celebration. Manager Jamie Lauver and Ms. Feliciano assisted at the Cleveland READS Summer Programming Kick-Off. Library Assistant Nancy Sommer and Public Services Generalist Lisa Horton presented Beautify the Eastman Campus with outdoor planting, Gardening Secrets and Hints. Ms. Horton also hosted the Western Reserve Hospice Coping with Grief and Loss presentation. Manager Jaime Lauver's last day due to retirement was May 31.

D1 Lorain - Librarian Andrea Csia and Library Assistant Todd Fagan visited multiple schools and daycares, such as Willard Headstart, Marion C. Seltzer, Cleverbee Academy, Stockyard Elementary and Halle. Our programs included Water, Water Everywhere, Building Blocks Club, Family Puppet Party, Duct Tape Universe Makerlab, PreK story Times and 0-3 Read to Me: Playdates. Csia and Fagan performed outreach at Marion C. Seltzer's Health Fair and Max Hayes' Literacy Carnival. Manager Tamara Steward attended the Cleveland State University Capstone presentations, the Cleveland Transformation Alliance Ambassador event, the Second District Policing Committee meeting, and the West Side Community House meeting.

D1 Rockport - Librarian Kendra Proctor attended Artemus Ward's Summer Enrichment and Safety Night to promote the library. Library Assistant William Petrucz hosted Rockport Game Night, in which youth played on the Nintendo Switch and/or with various boardgames. Manager Luigi Russo met with the Kinsman, Buckeye-Shaker, Buckeye-Woodland Hills MYCOM Coordinator to promote Best Buy Teen Tech Center.

D1 Best Buy Teen Tech Center (BBTTC) - Staff hosted both photography and painting workshops for its members. Youth completed unfinished projects to take home as everyone prepared the space for the move into the new building. Staff demonstrated to students from Garfield Heights Middle School on how to sew and print 3-D pictures.

D1 West Park - Librarian Tracie Forfia hosted a That's My Disney Jam trivia contest, made 20 classroom visits, helped on the Cleveland READS committee preparing for the summer programming, and continued to prepare take-home Story Times and beginning reader kits. Manager Forrest Lykins held Paint Cleveland History and No Pressure Book Club and visited Orchard Park Academy for family resource night. The branch hosted a Legal Aid Clinic, Cozy Crafting Club, and an AR/VR Hangout. We started offering an Irish Language collection from International Languages. Lykins hosted Karaoke Night at Happy Dog for the Harvest for Hunger Committee.

D2 Brooklyn - Public Services Associate Sarah Kolonick led the Tech Central Mystery Lab and presented the Homeschool Hangout series. Kolonick also hosted a succulent planting program. Librarian Nosse and Public Services Associate Jay Butler hosted Story Time outreach both in-house and at the Denison Elementary School to promote the Summer Reading Challenge. In addition,

Nosse hosted two 0 to 3: Read to Me Playdates. Butler hosted the Dungeons & Dragons Club every Thursday.

D2 Carnegie West - Librarian Helen Zaluckyj represented CPL at CMSD Waverly Elementary School's Pre-Summer Information event. Our book sale raised over \$1,800 for the Foundation and attracted scores of first-time visitors to Carnegie West, along with dozens of Ohio City residents. Manager Angela Guinther met with Marty Uhle, President of the Community West Foundation, to discuss area services and non-profits.

D2 Fulton - Manager Leslie Barrett hosted Councilwoman Jasmin Santana's Esthers Women's Wellness group with 13 in attendance. Children's Librarian Beverly Austin assisted with the Cleveland READS Summer programming by sitting on the committee to plan programs and events. Public Services Associate Rosa Simone visited neighborhood daycares to perform Story Times. Public Services Associate Edmund Fratus held an Explore COSI water Kits program. The branch also hosted, in collaboration with JumpStart and the Clark- Fulton Community Forward Learning Center, the Sustainable STEM event with more than 75 CMSD students and teachers in attendance.

D2 Jefferson - Public Services Generalist Grafton Lee led the Beginner's Art for Adults program based on the artwork of Keith Haring. Public Services Generalist Helen Ebbeson and Branch Manager Nick Durda staffed a table at Walkabout Tremont. Mr. Lee and Public Services Generalist Vaughn McCarter staffed a table at the Tremont Farmer's Market. Public Services Associate Danielle Konkoly led the Think and Drink Book Club on The Library Book by Susan Orlean. Ebbeson led the Cookbook Club with a focus on Jewish recipes.

D2 South Brooklyn - Manager Joanna Rivera held a Spill the Tea program for adults to discuss tips on party planning. Rivera also visited the Recovery Resources center to host a library table to offer information to their visitors. Youth Service staff Adela Torres and Ray Cruz hosted Mother's Day card craft, Kinetic Sand, Teen Art Appreciation, Gamer's Guild, after school chess every Tuesday, and the World in Watercolor art program.

D2 South - Over 70 patrons joined Technology Associate Joel Lefkowitz and staff in celebrating May the 4th Be with You. Participants had the opportunity to paint a cardboard 3D version of an X-Wing Fighter or a 3D picture of Grogu from the Mandalorian. We held our monthly Food Pantry. Manager Jaime Declat attended *Dynamic Dialogue: Understanding Socio-economic*

Diversity and Uplifting Underserved Communities, a program offered by NEO-RLS.

D3 Garden Valley - Library Assistant Leonard Burks and Crebs collaborated on a music Maker Lab and Story Times at Anton Grdina and Rainbow Terrace Daycare. Manager Tammy Houghton met with representatives from Burten, Bell, and Carr (BBC), BBC MyCom representative Mahongani Graves, Anton Grdina's principal, and community leaders for the Kinsman-Central Neighborhood. Houghton contributed to the Night at the Museum and conducted Book Ends and De-escalation classes.

D3 Hough - Instructors from Cuyahoga READS Ready 2 Read Bootcamp and Super Readers showed our after-school youth fun ways to improve their reading. During Wave Space Art class, Ms. Julie encouraged youth to be creative with sidewalk chalk. Sheena Fain from Turner Construction introduced students to construction through a program called Let's Build Together.

D3 MLK - Library Assistant Eric Eubanks and Public Services Assistant Bessie Coleman continued their weekly line dancing programming through Club MLK. Librarian Angela Margerum, Eubanks, and Library Assistant Eugene Callier conducted weekly Story Times at Quincy Place, Sweet Kiddles, and Euclid Park. Margerum and Eubanks conducted a Use Your Words program where youth created personalized vision boards. Manager Hunter hosted her monthly Fenway Manor Book Club with assistance from Public Services Generalist Andrea Bennett.

D3 Sterling - Manager Monica Rudzinski attended a Senior Capstone Presentation at CSU School of Urban Affairs, Morgan Conservatory Open House and Community Arts Display, Third District Police Community meeting, Ward 5 General Meeting, and a NEO-RLS webinar titled *Dynamic Dialogue: Understanding Socio-economic Diversity and Uplifting Underserved Communities*. Public Services Associate Valerie conducted school visits at University of Cleveland Preparatory School's K-3 classrooms. Librarian Sonja McCord conducted Story Times at Clever Bee, YWCA pre-schools, and Marion-Sterling kindergarten.

D3 Woodland - Clerk Latasha Brent facilitated the Seed Library with 49 patrons checking out 231 seed packets. Librarian Lanecia Smith attended the NEO-RLS webinar, *Using Words to Invite: Crafting Great Program Descriptions*, and attended Beanstack training. Smith hosted Story Time at All-Around Day Care and St. Adelbert Catholic School, and facilitated the Windchime Campus Creations, 0 to 3 Read to Me Playdate, and Making Tunes: Virtual

Rock Band. Public Services Associate Courtney Furcron hosted the Introduction to Knitting- Adult. Manager Maria Estrella attended the MyCom Central & Goodrich-Kirtland, Central Collaborative, and Central Promise Neighborhood Advisory Council & Community meetings. Estrella hosted the Lyles Artography Exhibition, the Hard Hatted Women Wise Pathways information sessions, and Law Day Program.

D4 East 131st Street - Public Services Generalist Christopher Graves held a forum on staying safe with Digital Media. For National Asian American and Pacific Islander Heritage month, we highlighted the accomplishments of Asian Americans and Pacific Islanders throughout US history. We held four sessions of Therapeutic Art for kids and teens.

D4 Fleet - In collaboration with CSU's Levin School of Urban Affairs, Manager Magnolia Peters was interviewed by student Ali Mohammad A Alanazi on how the library services the Slavic Village Community for his Senior Capstone Class Project. Public Services Associate Kathy Bowers conducted her first solo preschool Story Times at Fester Brown and Villa Daycares.

D4 Harvard-Lee - Library Assistant Kevin Moore and Librarian Woodman conducted a 0 to 3 Play Date with two families, a Story Time at Louis Stokes Day Care for 12 preschoolers, and presented about public librarianship at Jamison School's Career Day. Public Services Generalist Bri'Yanna Graham hosted a staff member of the Hummingbird Project for a program about the Seed Bank. Manager Kristen Schmidt attended the ERC training titled Navigating Difficult Conversations and assisted a CSU student on his Senior Capstone Project. Schmidt, Draheim, and Graham conducted an outreach visit at Alpha Homes, discussing The Color Purple with 14 senior residents. Library Assistant Stacy Brown hosted the Duct Tape Maker Lab.

D4 Mt. Pleasant - Public Services Generalist Jesse Amesquita established a new relationship with Comics on the Corner to provide over 100 free comics for Comic Book Day. Librarian Dianna Trent collaborated with local DJ Rell E Rell to host a workshop that allowed 30 youth to learn about music mixing and the DJing profession.

D4 Rice - The Old School Gaming program held by Public Services Generalist Quentin Congress drew 30 participants for snacks and Super Nintendo. The 8-week long Soundbender DJ program, sponsored by John Carroll University and hosted by Librarian Whitney Johnson, exposed 10 youth to the DJing profession,

building skills and confidence. Each child learned to run a sound board and put on a spectacular performance for the culmination of the series.

D4 Union - Librarian Assistant Valerie Johnson visited Miles School, Nathan Hale, and Miles Park to share resources and conduct story times with pre-K and Kindergarten students. Library Assistant Michael Armstrong educated patrons on how to utilize the Cricut to start a business and create crafts. Thirty youth tapped into the gaming world with CPL Play, exploring the art and design of games. Manager Karie Felder assisted retired Clerk Cathy Jennings for a creative canvas program. Johnson conducted a Mother's Day program, creating flower bombs for their moms. The branch welcomed new Librarian Bethany Smith.

D5 Addison - The Addison Branch hosted a book sale for the community. The All Books Welcome youth book club and preschool Story Times were hosted weekly at the branch. Other programs held throughout May included Early Learning at Home, Spring into Spring Crafts, Pamper Your Pet DIY Series, Understanding Mental Illness, Anime Club, Family Circle Time, The Great Planting, and Suicide Prevention. Librarian Heidi Malinoski and Public Services Associate Ashley Martinez completed the NEO-RLS webinar *Dynamic Dialogue: Understanding Socio-economic Diversity and Uplifting Underserved Communities*.

D5 Collinwood - Our focus this spring is shifting from the conclusion of True2You to Story Time outreach. Youth staff Emily Szymanski and Kiarra Jefferson hosted tables at Collinwood High School Parent/Teacher Night and Kenneth Clement Boys Academy Family Resource Fair. Art Therapy and Young Scholars are bringing new opportunities for our youth patrons. Manager Caroline Peak supported a Senior Resource Fair and attended City of Cleveland Senior Day and received a Retirement recognition at the Library's May board meeting. Manager Peak's last day was May 31.

D5 Glenville - (closed for FMP)

D5 Langston Hughes - Librarian Christopher Busta-Peck presented Story Times at Stonebrook Montessori and Wilson Elementary Schools. Library Assistant Ron English contacted Corrine Oliver of the Ever-Changing Educational Center to establish future reading presentations. PNC Bank presented their Financial Wellness workshop on saving money. Manager Bill Bradford formed a community partnership with The WISE Pathways program to

provides career exploration and job readiness classes for women and attended the webinar Solving Leadership Burnout.

D5 Memorial-Nottingham - Manager Pasha Moncrief Robinson attended the CSU School of Urban Affairs Senior Capstone presentations and the Cleveland Police Fifth District Community Relations meeting. Public Services Generalist Michael Fillingier attended the Waterloo Merchants meeting. Librarian Adam Tully attended the Art Show at Memorial School. Senior Luncheons and Book Clubs were hosted in collaboration with Sherri Jones of OPS, branch staff, and Benjamin Rose and Seniors Connection. Tully, Library Assistant Benton, and Public Services Associate Dunn-Childress conducted 13 outreach Story Times and four in-branch programs.

DIVERSITY, EQUITY AND INCLUSION

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

- Attended HR's Navigating Difficult Conversations training held at CPL's Lakeshore facility.
- Completed Power Point slides for American Library Association (ALA) summer conference.
- Met with ALA co-panelists in preparation for conference session "Supporting Libraries and Library Workers Through Employee Resource Groups" Sunday, June 30, 2024, 9am - 10am.
- Led employee resource group planning meetings.
 - Cultural Diversity ERG (Asian Festival, Saturday, May 18, 2024)
 - Rainbow Readers ERG (Pride in the CLE, Saturday, June 1, 2024)
 - Curb Cut Collective ERG (Disabilities Pride Day at Wade Oval, Wednesday, July 24, 2024)
 - Black ERG (Juneteenth Freedom Fest, Saturday, June 15, 2024)
 - Latinos Juntos (Hispanic Heritage Month and Kick off, September 2024)
- Met and welcomed new Board of Trustee, Trustee Melaak Rashid.
- Attended Public Services Managers Meeting.
- Reviewed DEI Manager Applicants.
- Conducted DEI Manager Interviews.
- Visited CPL's Sterling branch, met with staff and patrons.

- Village of Healing (VOH) proposal submission to Da'na Langford ("Ask a Nurse" program).
 - Preliminary meeting with VOH to discuss partnership was held Tuesday, May 28, 2024.
- Discussed and addressed employee concerns with CPL's human resources department.
- Discussed and addressed employee concerns with Public Services leadership.
- Launched veteran planning team comprised of CPL veteran staff to discuss how to best support and be more inclusive of veterans (patrons and staff).
- Successfully partnered with Public Service leadership team and began trial OnDemand Translation services at 6 CPL branches and Main.
- Continued planning and discussion with Ana V. and Raghav R. from IT about high-tech wayfinding to access Main from LSW.
 - Currently exploring two high-tech options for patrons
 - 3D virtual
 - QR code signage
- Conducted DEI segment of new employee orientation (NEO).
- Participated in Marting Luther King site visit - visioning/reimagining space & landscape design for 2025.
- Interviewed with Gilon Rubanenko to discuss CPL on an international level.
- Met with Marketing and Communications Manager Andrianna Sheriff: Engaging Indigenous communities.
- Completed employee Mission Moment on behalf of DEI department.
- Attended DEI Calendar Demo.
- Attended 1:1 PRADCO meeting with Karla Wludyga.
- Meeting with Will R. to discuss OLPBD plans and his research/assessment of Cleveland area libraries
- Met with HR to receive feedback on Unconscious Bias training and to discuss July HR Forum.
- Attended Executive Leadership Team PRADCO workshop.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

The following Office of External Relations and Development efforts took place in **May 2024**.

EXTERNAL RELATIONS & ADVOCACY:

- *Goal: Increase Elected Officials and Key External Stakeholders' Awareness and Understanding of CPL's Community Impact*

- Jacob Bruan (Director) and Mary Hanley (Special Advisor) of the White House's National Cyber Department visited the Clark- Fulton Community Forward Learning Center at Fulton Branch

CPL DEVELOPMENT:

- *Goal: Align fundraising to support CPL strategic plan*

CPL FOUNDATION:

- *Goal:*
 - Advance the Foundation's 2024 financial targets.
 - Began preparing for Mid-Year Appeal Campaign
 - Continued securing sponsorship support.
 - Began planning October Black, White and REaD event
 - Implement FMP (facilities master plan) Capital Enhancements
 - Outlined new request for support of FMP.
 - Raise Funding to Support Reading Literacy & Digital Equity Programs
 - Submitted application for support of summer reading programs.
 - Provide Financial Support for Library Programs that Address Real-time Community Needs
 - Hosted meetings with potential funders for Prism project

ADDITIONAL DEPARTMENT EFFORTS

- Hosted committee meetings in advance of CPL Foundation board meeting.
- Continued Blackbaud training efforts.

COLLECTION & TECHNICAL SERVICES

Director of Collection and Technical Services Sandy Jelar Elwell, Collection and Acquisitions Manager Olivia Morales, Collection Management Librarian Laura Mommers, and Technical Services Librarian Libby McCuan met with Ingram Director of Sales Kimberly Blazek on May 15. Ms. Blazek shared information about new services available from Ingram, provided additional information about the iCurate *inClusive* diversity audit, and wanted to learn about CPL's plans for purchasing in 2024 and for Opening Day Collections.

Ms. Jelar Elwell, Catalog Manager Andrea Johnson, Ms. Morales, Senior Manager of Lending & Logistics Stephen Wohl, Logistics & Circulation Manager James Clardy, Logistics & Circulation Supervisor Bianca Jackson, and Safety & Protective Services Officer Wayne Yates participated in the annual Security Audit for the Central Distribution Facility (CDF) led by Safety & Protective Services Manager Keith Foster and Safety & Protective Services Supervisors Kahlil Caldwell and Jose Santana on May 9.

Ms. Jelar Elwell met with Chief Innovation and Technology Officer John Malcolm, Chief of Public Services Harriette Parks, and Director of Library Innovation Jean McFarren to discuss using a Lyngsoe LibCabinet as a possible option for remote vending on May 24. This option would require the implementation of Radio Frequency Identification (RFID) tagging of library materials that would be placed in the LibCabinet.

Ms. Jelar Elwell and Ms. Morales attended the Kanopy Town Hall for North American Public Libraries on May 2. Ms. Jelar Elwell attended the Women's Employee Resource Group (ERG) monthly "Talk on Tuesdays (T.O.T.)" meeting on May 7.

Ms. Jelar Elwell, Ms. McCuan, and Technical Services Librarians Celia Halkovich, Erin Valentine, and Jessica Williams attended the Northern Ohio Technical Services Librarians (NOTSL) spring meeting "Successful Recipes for Patron Access: Innovating TS Work to Better Serve Patrons" on May 17. Ms. Jelar Elwell and Ms. McCuan provided a collaborative presentation on "Picture

Book Categories: Adapting Technical Services Workflows for Public Service Demands" at the meeting. Ms. Jelar Elwell, Technical Services Librarian Barbara Satow and Ms. Valentine virtually attended the Ohio Valley Group of Technical Services Librarians' (OVGTSL) conference "A Century of OVGTSL: Technical Services in the Past, Present, and Future" on May 23-24.

Collection and Technical Services staff attended the monthly CPL All-Staff Town Hall meeting. Ms. Jelar Elwell, Materials Processing Senior Technician Marisol Adorno-Cruz, and Materials Processing Technician Marsha Draeger attended Unconscious Bias training.

Acquisitions: The Acquisitions Department received 10,328 items, 594 periodicals, and 89 serials; added 152 periodical items and 479 comics; and processed 1,661 invoices and 291 gifts.

Acquisitions Coordinator Alicia Naab added grid codes for the item type AUDIOREADR in the Baker & Taylor (B&T) website and created and assigned templates for this item type so that users could order VOX Books from B&T. VOX Books could only previously be purchased directly from the vendor Library Ideas but are now available for purchase from B&T. Ms. Naab also provided Special Collections Librarian Raymond Rozman with the B&T login information for the Fine Arts & Special Collections Department so that selectors can create carts of library materials to be ordered for their department.

Ms. Naab worked with Ingram Inside Sales Representative Kevin Bergin to determine why some materials were arriving without processing on accounts that had been set up to include stamping and barcoding. Processing profiles were reviewed and updated to verify that future materials will arrive processed correctly. An issue with OverDrive Marketplace carts not appearing to Main Library selectors was resolved when OverDrive staff confirmed that carts not utilized or viewed in six months are automatically deleted. OverDrive selectors in the Science and Technology Department were informed that carts should be worked on or viewed at least once during that period for them to remain active.

Ms. Naab and Technical Services Librarian Tonya Jenkins coordinated efforts to consolidate Electronic Data Interchange (EDI) transmission reports in a more efficient manner. Collection Management staff were also included to verify what material types would be most frequently ordered. Ms. Naab

collaborated with Technical Services Librarian Libby McCuan in the High Demand Department to troubleshoot an EDI transmission issue stemming from erroneous bibliographic data entered in Sirsi by a CLEVNET library.

Ms. Jenkins attended the following webinars: Penguin Random House Library Marketing Morning Book Buzz on May 1; School Library Journal (SLJ) & Library Journal (LJ) virtual conference "Open Books Open Minds 2024" on May 2; Booklist webinar "Chilling Reads: Mysteries, Thrillers, and True Crime" on May 7; Booklist webinar "Exploring Social Justice Through Young Adult Books" on May 8; School Library Journal Day of Dialog virtual event on May 23; and Booklist webinar "The Science of Reading: Phonics and Decodables" on May 23.

Catalog: Staff cataloged 4,687 titles, including 216 original records and 51 upgrades, added 5,267 items, created 212 Library of Congress call numbers, completed 230 bibliographic quality control transactions, and transferred 129 titles or call numbers for Cleveland Public Library. The Department also added 3,286 titles, made 676 corrections, and performed 363 transfers for CLEVNET member libraries. Librarians handled 77 email and phone requests from Library staff and 345 requests from CLEVNET.

Technical Services Librarians Heather Gohring, Celia Halkovich, Barbara Satow, Jessica Williams, and Technical Services Associate Marquetta Brown continued to catalog High Demand material. Catalog Manager Andrea Johnson began training Technical Services Librarian Libby McCuan to copy catalog books received by the High Demand Department. Technical Services Librarian Michael Gabe worked with Senior Manager of Lending & Logistics Stephen Wohl and Logistics & Circulation Manager James Clardy to address a problem item that occurred at the Public Administration Library. Mr. Gabe also re-added 54 items for Social Sciences. Ms. Satow created eight original map records as part of the Embedded Cataloger Project.

Ms. Halkovich created her first original bibliographic record for a VOX Book in response to a request from a CLEVNET library. Technical Services Librarian Erin Valentine corrected 375 CLEVNET item records with incorrect volume analytics leading to holds which were limited to a particular copy. She assisted a CLEVNET Librarian in splitting up 11 DVD collections by importing 23 records and transferring 35 items to individual title records. She created an original map record for a CLEVNET library.

Ms. Valentine won re-election as Northern Ohio Technical Service Librarians (NOTSL) Secretary and will continue to serve through the spring of 2026.

Collection Management: Collection Management selected 3,187 titles, 8,628 items, and spent \$181,907 on physical materials and \$19,750 on eMedia.

Collection and Acquisitions Manager Olivia Morales attended the Library Journal webinar "The Future of Material Selection" on May 28.

High Demand: The High Demand Department received and added 5,246 items and processed 398 invoices.

Technical Services Librarian Libby McCuan spent three partial days at the Rockport Branch to assign categories for the picture books in their collection as part of the preparation for the move to a new building. Ms. McCuan attended the School Library Journal (SLJ) & Library Journal (LJ) virtual conference "Open Books Open Minds 2024" on May 2, the Library Journal (LJ) "Day of Dialog" virtual event on May 9, and a Dublin Award Committee meeting on May 23. McCuan also completed the American Library Association's (ALA) six-week online course on the Fundamentals of Cataloging (FOC) on May 31.

Logistics: The Technicians unpacked and sent 6,332 new items to the Acquisitions Department and 4,445 new items to the High Demand Department.

Materials Processing: The Materials Processing staff processed 12,451 items. Materials Processing Technician Michael Reynolds began looking for non-book material from the Received Orders with Holds report. Materials Processing Technician Douglas Huston attended the "Lunch and Learn" program on Black Men's Mental Health presented by the Black Employee Resource Group (BERG) on May 14.

OUTREACH & PROGRAMMING SERVICES

EVENTS

A Time to Blossom

Community activist, Executive Producer of The First Lady of BMF, and NAACP Image Award Nominee Tonesa Welch served as the keynote

speaker for A Time to Blossom. This program was a Mother's Day celebration supporting families affected by incarceration. Welch shared her inspiring story of resilience during incarceration. In addition to the keynote presentation moderated by Crystal Bryant-Agyeman, guests enjoyed a brunch accompanied by live music. Attendees also had the opportunity to participate in a photo session with Ms. Welch. The event attracted approximately 100 individuals. Surveys reflected positivity and the impact of Welch's empowering message.

Progress with Chess

The annual Progress with Chess program took place on May 17th, 2024. The tournament featured students from elementary, middle, and high schools, with participation from nine CMSD schools and 111 students. Including staff and volunteers, a total of 140 people attended the event. Participants received free chess sets, t-shirts, and toys, sponsored by the Cleveland Public Library. Students played three games of chess, followed by optional activities such as button making, gaming, 3D printing, and challenging Cleveland Police Officers or chess masters to a game. Carl Bower delivered a motivational speech on how chess impacted his life and contributed to his success.

PROGRAMS AND SERVICES

Legal Aid and LegalWorks

The West Park Campus of the Cleveland Public Library hosted a Legal Aid clinic on May 11th, where approximately 34 patrons received free legal counsel for civil matters. Legal Aid, hosted by the Legal Aid Society of Cleveland, provides legal assistance to low-income individuals who cannot afford an attorney to ensure fairness in the justice system.

Additionally, LegalWorks continues to provide legal services at the Fulton, Mt. Pleasant, Woodland, and Memorial Nottingham branches. LegalWorks assists individuals with various legal needs, including wills, reinstatement of driver's licenses, child support, record expungement, and more.

Barbershop Books

Barbershop Books and Cleveland Public Library (CPL) have partnered to curate a captivating selection of books available at selected barbershops. This initiative is designed specifically for readers of color from kindergarten to seventh grade. In May, Outreach and Programming Services Coordinator DiFranco Barnes visited the barbershops to weed and replenish the book selections. Notably, Diamond Cuts Barbershop has high

engagement, with around 15 young readers picking up a book weekly. The Barbershop Books initiative and the Cleveland Public Library collaboration were made possible by the Urban Libraries Council.

Afterschool Services

Art Therapy and Therapeutic Art services, facilitated by Art Therapy Studios, offers innovative art-based interventions tailored for social and emotional growth. Therapeutic Art services saw 131 students across six branches, including South Brooklyn, Collinwood, Jefferson, Sterling, Hough, and East 131. College Now is continuing its programming at Main Library. A small group of students meet Monday through Friday to prepare for the SAT and ACT tests. The Greater Cleveland Food Bank's Kids Cafe program has remained effective, supplying supplemental meals to students at all Cleveland Public Library branch locations.

Tutoring

CPL America Reads and Viking Corps provides invaluable preparation and development for students' future careers, by enhancing communication skills, expanding network, fostering problem-solving skills, creativity, and thinking outside the box. In the month of May, America Reads assisted over 600 scholars across 13 branches.

OUTREACH

May 1: CarniVike at Cleveland State University

Community Outreach Manager Isabelle Rew, Manager of The People's University Marina Marquez, and OPS (Outreach & Programming Services) PSG Lamar Edmondson staffed a resource table at Cleveland State University's second annual CarniVike event. The event was open to the public and included a resource fair, carnival games, bouncy houses, and food trucks for college students and community members. Staff distributed 100 free books and a button-making activity to nearly 200 visitors.

May 11: Western Reserve Community Baby Shower at St. Vincent Charity Hospital

OPS Early Literacy Associate Maggie Lawrence staffed a resource table and gave away books for expecting mothers and their families. Maggie shared resources with over 200 attendees, shared 160 book giveaways, and facilitated 57 Seed Library checkouts, distributing 244 seed packets.

May 16: Spanish-Arabic Newcomer Day at Cuyahoga County Welcome Center

OPS PSG Lamar Edmondson, Community Outreach Manager Isabelle Rew, Children's Librarian Maria Lopez, and International Languages Manager Milos Markovic shared information about library programs and services to 40 visitors, distributed 140 books, and signed up 2 patrons for Library Cards. The program served the Spanish- and Arabic-speaking Newcomer community.

May 17: Third Fridays Art Walk at 78th Street Studios

OPS PSG Lamar Edmondson and OPS Coordinator Alex Leonard shared library resources, free books, and a button-making activity with strivers at the monthly craft fair at 78th Street Studios. Staff shared 120 book giveaways with 150 attendees at this evening event.

May 17: Cleveland READS Kick-Off: Night at the Children's Museum

Community Outreach Manager Isabelle Rew and Manager of The People's University Marina Marquez staffed the Cleveland READS registration table at the Cleveland READS Kick-Off event at the Children's Museum. Nearly 1,000 families joined Cleveland Public Library at the Children's Museum to read, laugh, play, and learn about our Cleveland READS summer program.

May 18: The Magic Flute for Kids - 2024 Mandel Opera & Humanities Festival: Power

OPS PSG Lamar Edmondson and Community Outreach Manager Isabelle Rew provided free book giveaways of *The Magic Flute* by visiting author Chris Raschka, along with library resources, books from the Cleveland Kids' Book Bank, coloring sheets, and a button-making craft in between two one-hour performances hosted by Caldecott Medalist and New York Times best-selling author/illustrator Chris Raschka. Attendance for the event was 353.

West Side Market

OPS staff including Marina Marquez, Chantel Sailor, Isabelle Rew, and Lamar Edmondson continue to staff the library stand at the West Side Market on Fridays and Saturdays from 10 a.m. to 2 p.m. to give away free books and share information about Library resources, promote library events and register patrons for Cleveland READS. The Market received ten schools that brought over 300 students to the CPL stand. This month, staff distributed approximately 9,000 books to over 2,000 visitors and checked out 86 seed packets from the seed library.

Early Literacy Outreach/On the Road to Reading

WIC office at the Glenville Community Health Center

On May 2, 9, 16, and 23 OPS Early Literacy Associate Maggie Lawrence visited the WIC office at the Glenville Community Health Center to read with kids, share resources and giveaway books, and model early literacy skills for families as they waited for their appointments. Maggie interacted with 35 patrons during WIC visits in May.

Storytimes at Wade Early Learning Center (The Centers)

OPS Early Literacy Associate Maggie Lawrence led story time in a preschool classroom on May 14 and 21, using best practices for modeling early literacy skills. Attendance for the two programs was 30 patrons.

MARKETING & COMMUNICATIONS

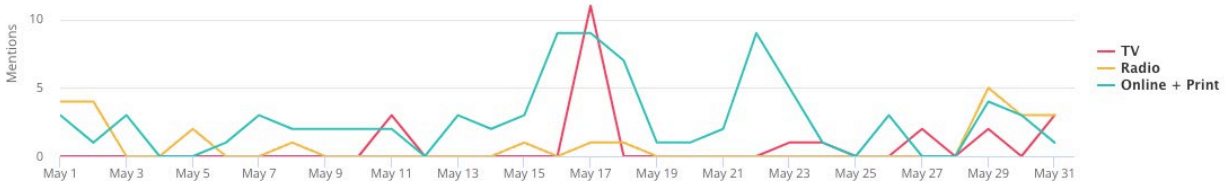
Department Vision: Use all methods of marketing to inspire Greater Clevelanders to love their library over and over again.

- May 1: Voices of Democracy at Woodland Campus
- May 4: Writers & Readers | Tonesa Welch
- May 11: Music at Main with Les Délices
- May 17: Cleveland Reads Summer Reading Kick-off at Children's Museum

Other Key Initiatives

- Cleveland Reads - Summer Reading Program
- Extension of The Archive Exhibit & Sunday Hours
- Pride Month

Media Mentions by Type



Mentions 130 Audience 456,671,808 Publicity \$4,271,565

Notable Media Coverage

[We The People: Cleveland Reads Kick-Off, Jacqueline Lamb & Erica Marks](#)







[Greater Cleveland Food Bank Summer Meal Program](#)







[New Day Cleveland, Writers & Readers with Victoria Eady Butler, Erica Marks](#)







Social Media

(Chg v. last month)	Facebook	Instagram	X (Twitter)
Followers	↑ 30	↑ 173	↑ 50
Engagement Rate	↑ 29.5%	↑ 100.5	↑ 3.3%

Top Posts by Platform

<p> @Cleveland_PL Tue 5/7/2024 12:18 pm EDT</p> <p>Page Count's third season is right around the corner and features a stellar lineup of literary guests: @NifMuhammad,...</p> 	<p> @Cleveland_PL Tue 5/14/2024 12:23 pm EDT</p> <p>Welcoming @ACYPL Asian fellows from Myanmar and Thailand to Cleveland Public Library!</p> 	<p> @Cleveland_PL Thu 5/30/2024 11:00 am EDT</p> <p>#TBT Today's street scene from the past takes us to the year 1963 and we are at 8623-27 Quincy Avenue in the Fairfax...</p> 
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<p> clevelandpubliclibrary Tue 5/28/2024 4:13 pm EDT</p> <p>More Hours for Flowers! 🌸 If you haven't heard the buzz about what's blossoming at Main Library, then now is your chance...</p> 	<p> clevelandpubliclibrary Thu 5/2/2024 11:00 am EDT</p> <p>#TBT Today, we set the time machine controls for the heart of Cleveland's Ohio City neighborhood and we find ourselves...</p> 	<p> clevelandpubliclibrary Thu 5/30/2024 11:00 am EDT</p> <p>#TBT Today's street scene from the past takes us to the year 1963 and we are at 8623-27 Quincy Avenue in the Fairfax...</p> 
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Website

Unique Visits	Avg Time on Site	Top 3 Traffic Sources	Top 3 Page Views	Bounce Rate
376,586	18s	<ol style="list-style-type: none"> 1. Direct 2. Google 3. Bing 	<ol style="list-style-type: none"> 1. Home Page 2. Results Necrology File Index 3. Show Record News Index 	78%

E-Blasts and E-Newsletters

- Off The Shelf
- Block Party Promo

Email	Click Rate	Open Rate	Unsubscribed	Deliveries	Bounces
Off the Shelf May	1.2%	31.7%	65	55933	232
Block Party Promo	1%	31.6%	64	55805	249

Print Material Overview



SAFETY & PROTECTIVE SERVICES

Safety Services

- 5-4-24: LSW-patron experienced medical emergency. 911 was called and patron was transported to Lutheran Hosp.
- 5-4-24: Garden Valley-Royce guard's significant other assaulted the guard on premises. 911 was called and a report was filed. Royce guard had a previous incident involving domestic and therefore was removed from CPL account.
- 5-6-24: LSW- Social worker being harassed by patron
- 5-7-24: Harvard Lee-patron attacked by dog off property-EMS notified.
- 5-7-24: Mt. Pleasant-juveniles fled to branch after alleging a male attempted to rob them at gun point at the Rally's restaurant nearby.
- 5-7-24: Main-RTA police (Unit #960) entered the facility (hot pursuit) looking for persons of interest involved in alleged aggravated assault with firearm specification that happened at RTA station near W. 25th.

- 5-8-24: Mt. Pleasant-EMS was called to the branch in re: patron experiencing a medical emergency.
- 5-8-24: Union-911 called due to staff receiving threats from juvenile.
- 5-9-24: Garden Valley-lost child recovered at CPL
- 5-14-24: E 131 Mayor Bibb visit
- 5-14-24: Mt. Pleasant-juveniles fighting required CPD response. Extra security provided for near future.
- 5-14-24: West Park: CPD responded to assist housing challenged female to shelter
- 5-17-24: Fulton-vandalism report made regarding several windows broken in area (CPD report 2024-135757)
- 5-17-24: Union patron having mental health crisis. CPD called via 911
- 5-21-24: S. Brooklyn-EMS summoned due to patron medical emergency.

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
May 2024	1291	11	40	14	196	62
April 2024	1269	18	44	25	182	56
March 2024	1471	28	24	29	184	53
Feb 2024	1407	12	44	18	163	168
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
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

Special Attention, Special Events, and Significant Incidents

- 5-6-24: Tour Children's Museum with J. Lamb
- 5-7-24: LSW-CMSD Civics (250 attendees)
- 5-11-24: LSW-CMSD Civics (150 attendees)
- 5-11-24: Alpha Kappa Alpha

- 5-17-24: LSW Progress with Chess
- 5-17-24: Children's Museum Cleveland Reads Kickoff
- 5-18-24: Shontel Brown LSW
- 5-20-24: Progressive Insurance
- 5-20-24: Fulton-White House Cyber Chief Visit
- 5-23-24: LSW -United Black Fund
- 5-25-24: Hart House
- 5-29-24: LMM Panel
- 5-30-24: LSW Greater Cleveland Sports Commission
- 5-31-24: LMM screening

Protective and Fire Systems

- 5-3-24: Siemens & Guardian reviewing Fire System at Brooklyn after irregularity occurred with system.
- 5-4-24: Main Stairway 2-level 4 gate does not lock. Several Tickets were put in to have it repaired.
- 5-12-24: Old Hough-alarm triggered. Building checked okay by CPD

Contract Security

- 5-8-24: Royce mgt. contacted regarding Brooklyn guard performance issues. And Garden Valley DV issues.
- 5-14-24: Royce guard issues at Brooklyn and Mt. Pleasant addressed with Royce managers.
- 5-24: Spoke with Royce managers on several occasions regarding personnel issues at Mt. Pleasant, Union, Brooklyn.

Administration

- 5-3-24: Jansky et al...re Sunday Hours.
- 5-14-24: Core team re Rockport
- 5-15-24: Met with members of SEIU regarding safety and security
- 5-22-24: Main-Pride Security Plan submitted
- 5-22-24: LSW-Met with Jansky et al re Sunday Hours
- 5-22-24: Met with CMSD Safety Group regarding issues of mutual concern.
- 5-22-24: Main IT-Met with IPS & CPL core team regarding the ability to arm branches after hours. Currently, CPL does not
- Main-Jansky re Sunday hours
- 5-23-24: Worked with HR on hiring and retention
- 5-24: Met with SEIU during PS meeting to answer questions about various concerns.

PROPERTY MANAGEMENT

Carpenters/Painters

- Hauled away unneeded furniture to make room for actors to perform at the Addison branch.
- Woodland Campus- installed, framed, and custom painted storage shelving throughout the whole storage area.
- Assembled new book trucks at the New Rockport branch.
- Cut-up and hauled away all fallen tree branches at E.131 branch.
- Severe vandalism at Fulton branch, seven windows were broken. Assisted in the clean-up throughout the branch and made sure board up was completed.
- Major clean-out at the Collinwood branch, to include the discard of all basement shelving and old furnishings.
- Hang pictures at the Woodland campus for photography display.
- Cleaned, prepped and applied clear coating on the Wade Oval book box.
- Installed a new convex mirror at the Eastman campus.
- Painted throughout the Rice branch to include re-stripping the parking lot lines.
- Ensured our generators were running for the Asian Art box and Woodland campus block party.

Maintenance Mechanics

- Continuing to perform air handler unit's PM's
- Continuing LED conversion in Main building and Rice branch.
- Repaired condensing unit at Fleet branch.
- Relocated Union's meeting room A/C condenser. Replaced condenser fan motor and cleaned both evaporator and condenser coils.
- Lighting being addressed at all branches.
- Start-up and evaporator cleaning on chiller at M.L.K branch.
- Contractor Fred Alert plumbing dug up north storm drain line at Carnegie-West branch to repair broken and misaligned tiles. Also removed a very large root ball and jetted out drain after repairs.

- Condenser pump for the main chiller at Lakeshore facility needed rebuilt to replace bad bearings.
- Repairs made to Lorain campus air handler unit due to main transformer failing.
- Made repairs to Eastman Reading Garden irrigation.
- Replaced valves and filter housing on Eastman Reading Garden.

INFORMATION TECHNOLOGY & CLEVNET

- Mohamed Ragheb has been appointed to a one-year term on the OPLIN Board. His term starts July 1 and he will be eligible for a three-year term when that term ends.
- Jamie Mason was elected to the COSUGI (Customers of SirsiDynix Users Group International) Board as Chair-elect. This is a three-year term.
- Jamie Mason, Mohamed Ragheb, Darren Novak, Bill Hood, Andy Busch, John Malcolm and Anthony Long met on June 7 to discuss combined topics between CPL-IT and CLEVNET. This is a monthly meeting.
- Jamie Mason, Mohamed Ragheb, Darren Novak, and Andy Busch attended Unconscious Bias Training - Manager session at Lakeshore on May 20.
- Jamie Mason along with CLEVNET staff attended Quarterly Directors' Meeting at Rocky River Public Library on April 26.

Activities for Mohamed Ragheb, Senior Director:

- Worked with our network team to conduct a VPN security audit. As part of this audit, we disabled any account that had not been used for more than one year. Sent announcements to members twice before we conducted the changes on May 28th.

- Worked on the CLEVNET cybersecurity policy:
 - Reviewed it with the CPL legal team and made some tweaks.
 - Shared it and discussed it with staff, set up a form to get acknowledgment from all staff of receiving it, reading it, and understanding it.
 - We are going to review it with our Panel members next, then share it with our members.
- Coordinated cleaning out and recycling old equipment at the LSW storage room and worked with CPL staff to set up our security cage and shelves in this room.
- Established the WhosOff calendar on our Intranet and created staff procedures for external data sharing with vendors and people outside CLEVNET.
- Worked with our network team to help CPL IT with a temporary solution for WiFi at Rockport as they didn't receive equipment yet and needed to offer staff WiFi for the opening.
- Set up and participated in quarterly feedback roundtable meetings with our managers and their reports and are in the process of gathering those points together.
- Attended an all-staff meeting and discussed various topics with the staff.
- Met with CPL IT teams and worked with them on:
 - The wireless access points upgrade project, created a spreadsheet, and shared it among the network team as well as CPL IT staff and other members to organize all the steps moving forward and keep everyone on the same page.
 - Streamlining the process and ensuring all requests are addressed effectively, please direct any IT inquiries through CPL IT.
 - Working on a solution for CPL to get network diagrams for all branches and connections between them.

- Met with the CLEVNET Panel to discuss various topics and share an update regarding the VPN users security audit.
- Followed up with vendors to evaluate a new call manager.
- Participated in an in-person HR training session on unconscious bias.
- Coordinated the shipping of newly ordered equipment needed for the CLEVNET blade upgrade at the State of Ohio computer center.
- Worked with vendors on quotes for penetration testing services. We are keen to ensure the security robustness of our network infrastructure and systems and believe that penetration testing is a crucial step in identifying and addressing any vulnerabilities.

Team Activities:

SOFTWARE

- Various staff members attended the Circulation SIG meeting on May 2.
- Continued configuration meetings with ByWater Solutions to configure new Aspen Discovery Catalog on May 6 and 20.
- Met with Unique Representatives to discuss MessageBee Project on May 31. Megan Trifiletti continues to work on collecting logos and other library info for member libraries for MessageBee implementation.
- Met with Sirsi Representatives on May 16 and 23.

SOLUTIONS

- Ongoing ThreatLocker deployment
- Ongoing server upgrades (with associated Cassie and Deep Freeze upgrades)
- Continued coordination of SOCC hardware (Blade server) purchase

HARDWARE

In addition to help desk tickets:

- Upgraded Cassie on Huron and Perry's Public Library App servers and the in-place upgrade to Windows Server 2022.
- Converted 4 staff PCs to public PCs at Huron Public Library.
- Installed and configured Office 2019 on 6 new public PCs at Huron and adjusted their public Active Directory GPO.
- Deepfreeze was upgraded to 8.71 on the consoles and the public PCs at Huron, Kirtland, Perry, and Morley Public Libraries.
- Huron, Kirtland, Morley and Perry's in-place App server upgrades to Windows Server 2022 were completed.
- App server upgrades were completed at Bristol, Clyde, Girard, and Milan-Berlin public libraries.

NETWORK

- Installed new network equipment at new CPL Rockport branch.
- Configured temporary access points for new CPL Rockport branch.
- Configured new access points for remodeled Cleveland / University Heights Noble branch.
- Removed unused VPN accounts.
- Configured Mentor's network for new phone system.
- Installed new security switches at Medina Buckeye and Brunswick.
- Installed new network equipment at Lorain Public North Ridgeville branch.

Executive Panel Updates:

- Panel met May 20.

- Jamie started with announcements that Mohamed was appointed to the OPLIN Board for a 1-year term starting July 1, 2024, and Jamie was elected to a three-year term on COSUGI Board with one year as Chair.
- Budget Discussion
 - Blade Server - Needed to be updated for falling out of support. Jamie requested that money moved into that account, which was done. Panel reviewed budget process relating to expenses within the budget.
- E-rate Discounts are received after the fact, which creates an inflated budget to cover costs until discount reimbursement occurs. Discounts could be shown as revenue in future.
- ByWater update Weekly meetings occurring.
- Catalog/search URL Catalog search term can be customized by library.
- Strategic Planning Update Compass Consulting Group was selected as the lowest responsible bidder. Jamie spoke with Columbus as a reference. Compass Consulting did their DEI planning.
- Update from Mohamed Created Cyber-security policy and sent to legal for approval before being shared with members. VPN security is included, hence the email notification that unused VPN accounts will be disabled May 28.
 - Reviewing companies for contract to test CLEVNET network vulnerability. Plan to obtain three bids.
 - Working on implementing new CLEVNET Intranet to a new location in SharePoint with targeted permissions.
 - Working with Jamie on understanding the budget.

- Met with CPL-IT staff on their projects - access points for each branch library.
- Evaluating vendors for call manager to compare with Cisco, which is expensive, and licensing is complex, for cost-effectiveness.
- Upgrading computer hardware (Blade) at OPLIN.
- Reviewing internal On and Off-boarding checklists for security as well as updates to files and accounts.
- MessageBee update Meeting last month. Megan is collecting logos and branding colors/settings. Meeting planned for May 31.
- Sirsi Update
 - Hosted Preference for off-site hosting in the Cloud and includes OSAS, Off-site Administrative Software for \$25,000/year. Will use this service as a software specialist. Batch edits could be pushed off to Sirsi team with this solution. Would not be added until 2025. Could serve as a bridge and may keep depending on experience over one year.
 - OSAS
- Database undercounting CLEVNET has an issue with unreliable statistics from vendors. No complete resolution in place. Morningstar changed its URL which caused issues.
- Items not on the agenda Don Yarman offered the Ohio Library Council Board a list of counties getting Ohio Persistent Cyber Crime Institute training provided with federal funding. Libraries interested should contact their county if interested.
- There was brief discussion about SIGS, why and when they are created and how they relate to CLEVNET consortium business.

- Next Executive Panel Meeting will be @ 3pm July 15. June meeting is cancelled.
- Cyber Insurance company will present at the July Directors meeting.