

DIRECTOR'S REPORT
February 19, 2015

Form Communities of Learning

Literature Department Senior Subject Librarian Jean Collins completed preparations for the Dial M for Main Scavenger Hunt and worked with Graphics Department Christine Colnar to complete the brochure. CLGH's Map Librarian Tom Edwards found and printed a map of London from 1746 which was used as part of the scavenger hunt and the staff in the Photograph Department provided a movie still of *The Postman Always Rings Twice*. The kickoff reception on January 16th had patrons enjoying scene-reading as well as working the hunt! Stephen McElroy, a frequent library visitor, won the two tickets to Dial M for Murder at Great Lakes Theater, courtesy of the Library's GLT contact, Chris Fornadel.

Fighting Community Deficits

ImpACT 216, College Now's ACT preparation programming resumed on January 1, at the following branches: Eastman, Harvard-Lee, MLK, and South Brooklyn. Site visits will be conducted during the month of February. Due to heavy enrollment in the two eastside locations, class sizes have been capped at 25 students per site.

On Saturday, January 10th, the Carnegie-West Branch hosted the *Legal Aid @ Your Library* clinic. Thirty-two patrons signed up to receive a free consultation from a volunteer attorney.

Celebrate a Global Perspective

On January 19th, the Library hosted the 30th Annual Martin Luther King, Jr. Commemorative program at the Martin Luther King, Jr. Branch. The keynote address was given by Pastor Richard M. Gibson of the Elizabeth Baptist Church. Pastor Gibson spoke on the topic of social justice as it relates to recent events in the Cleveland area. Musical performances were given by the Cleveland Metropolitan School District All-City Arts Drum Line, Chris Anderson and Open Tone, a jazz quartet, and vocalist Authorine McKnight. The Distinguished Gentleman of the Spoken Word recited selections from Dr. Martin Luther King, Jr.'s speeches as well. Approximately 400 people attended the program which makes it one of the highest turnout to-date.

On January 21st, in partnership with the Cleveland Chapter of the International Association of Blacks in Dance, the Library

brought world renowned choreographer George Faison to Cleveland. As a part of his commitment to the Library, Faison conducted a school visit to the Cleveland School of the Arts. Faison spoke of his history as a choreographer and the art of dance to group of students from a variety of disciplines.

Research That's Possible Only at Main Library

- A professor from the Kent State University/Cleveland Urban Design Collaborative brought six students from his class to the Map Collection on January 13th to look at Cultural Garden plans from the Park Plans.
- An Association was looking for and seeking permission to use a photo from CPL's Photograph Collection of the 1952 Cuyahoga River Fire in a non-profit documentary film.
- Staff scanned 2 articles from *School Arts Magazine* for an Archivist at a local museum written by former employee Katherine Gibson in 1927.
- A patron requested provenance information in regards to text written by authors Abraham and Benjamin Yahuda on Islamic and Jewish texts.
- A patron requested research information about two English framing companies from the 18th century. One is called Henry Graves & Co. Limited, framers established 1752 and the other was called Maple & Co. Ltd. by appointment of his Majesty.
- An author doing research on Paul Morphy (chess) requested permission to use the image of Morphy from the Digital Gallery for an article about daguerreotypes; permission was granted and will appear in the Daguerrean Newsletter.
- A patron requested information about an African American architect from Cleveland named Joseph Banks.
- Patron who visited Special Collections inquired about the Babylonian cuneiform tablets and cones on display. The cones were purchased from an archaeologist named Edgar J. Banks in the 1930s.
- PAL patrons inquired about government performance and measurements, White City, the chapel in Erie Street cemetery, the fire on the Cuyahoga River, Cleveland poverty

information, the Fairfax recreation center along with namesake information, Florence B. Fairfax.

- The Microform Center assisted a researcher in finding information on a woman who won the Carnegie Medal of honor in the 1950s. She stopped an armed robbery at a nightclub and saved lives.
- A patron requested information about a specific boat manufactured by a Cleveland company, the Lyman Boat Company. Only ten libraries in the United States own the book including CPL.
- A woman wanted to thread a 1928 sewing machine. Science and Technology located the manual and was able to instruct her how to thread her machine.

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

Meetings and Activities

- I met with the Executive Board of SEIU 1199.
- I hosted the MLK Jr. Commemorative program.
- I attended Tri-C's and Cleveland State University's Celebration brunch.
- I attended the ALA Midwinter meeting in Chicago.

CLEVNET

CPL has over 9900 total followers on Twitter and the Facebook page currently has over 7,100 fans.

GRANTS & DEVELOPMENT

Awarded Grants

n/a

Submitted Grants

The Big Read - Request submitted for CPL and partners (Facing History and Ourselves, Books@Work and Great Lakes Theater) to host The Big Read between March 1, 2016 and April 30, 2016. To Kill a Mockingbird was the chosen novel. Total request was \$20,000.

Projects

Friends of Cleveland Public Library

- o Submitted Year End reports to Friends - for Branch Managers 'gift cards', and use of Friends annual contribution.
- o Submitted 2015 budget request to Friends

Judd Fund - submitted report for 2014 activities of the homebound services program

Saint Luke's Foundation of Cleveland - Attended meeting to discuss current CPL program and projects. Follow up will include a proposal to them for a grant to support one of the projects we discussed.

Letters of Support

- Ingenuity Cleveland - in support of their general programming
- Collinwood Neighborhood Catholic Ministries - in support of Drop in for Peace program
- Legal Aid Society - in support of their work with older adults
- Cleveland Metropolitan Housing Authority - in support of Central neighborhood housing renovations
- LAND Studio - in support their general operating
- Cleveland Museum of Natural History - for support of Science in the Summer program

PUBLIC SERVICES

Programs, Services & Exhibits

During the month of January the Library hosted a total of 98 programs. Educational programming and services, not included in the above totals, accounted for approximately 81 adult education

classes, and 584 hours of after-school homework help: 520 hours for grades K-8 provided by the Cleveland State University America Reads program and 64 hours of intensive reading instruction for children grades K-3, provided by Braxton Educational and Technology Consulting. After-school snacks were served M-Th. at 10 branch locations.

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Also on January 21st as a part of the Library's continuing professional development of Youth Services staff, the library hosted the Cockrell & Parsons-More than Just Books Workshop. The workshop provided Youth Services staff the opportunity to focus on leadership skills, behavior and problem solving skills. Further discussion centered on organizational behavior, vision building, social characteristics, managing change, and effective communication.

EXPENDITURES & REVENUE

Total programming/educational services related encumbrances for January totaled \$67,532.61. \$30,700 of which was devoted to financing the 2015 Writers and Readers season.

MEETING ROOMS and SCHEDULING

The total number of requests for Main Library in the month of January was 43. There was an estimated total attendance of 1,277. The Lake Shore Facility requested meeting rooms 6 times and 123 requests originated in branch libraries; there was an estimated total attendance of 2,103. There were a total of 42 AV requisitions for the month of January; 25 of them were for Main and 17 for Branches.

BOOKMOBILE/ON THE ROAD TO READING

On the Road to Reading's two part-time Library Assistant positions were posted to the outside after failing to draw attention internally. The postings generated 173 applicants between the two openings and will be reviewed in early February.

Patron Tax Programs

Business, Economics and Labor Librarian Susan Mullee maintained regular contact with the IRS and the Ohio Department of Taxation in order to coordinate the delivery of tax forms and related products to CPL branches and Main Library in time for the 2015 tax return season.

One-Hour Pictionary

Literature Department Library Assistant Evone Jeffries planned two One-Hour Pictionary programs for adults. This homemade version of the popular game focused on literature and film and had two teams competing against each other guessing book and film titles. Included with the handout for this event were flyers promoting future events at Main Library.

Dial M for Main Scavenger Hunt

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kickoff reception on January 16th had patrons enjoying scene-reading as well as working the hunt! Stephen McElroy, a frequent library visitor, won the two tickets to Dial M for Murder at Great Lakes Theater, courtesy of the Library's GLT contact, Chris Fornadel.

Sports Icon Interview Series

Social Science Department Library Assistant Peter Elwell coordinated a Sports Icon Interview with Olympic figure skating champion, Carol Heiss Jenkins on January 29th. The Interview with Dan Coughlin was held in the CPL Boardroom following a lunch reception. Board of Trustees President, Thomas Corrigan and Director of Public Services, John Skrtic also welcomed our guest to CPL.

Art Lab Programs

Art Lab visitors learned about communicating old-school style as they took time to write letters to friends, family and community members during several Monday afternoon sessions in January. In addition, visitors Art Lab visitors on January 31st discovered how art effects emotions while creating their own masterpieces.

Evil & Empathy

Two session of Get Graphic! Evil and Empathy: A Graphic Novel Book Club were held in January. Comic's scholar Valentino Zullo hosted both programs on January 8th and the 22nd.

Stuffed Animal Sleepover

Stuffed animal friends were invited to their own special sleepover in the new book nook house in the Youth Services Department. Children were invited to bring in their "furry friends" for a story and then leave them overnight for their own special sleep over. The next day, the stuffed animal friends had plenty of adventures to report when they were picked up by their children!

Main Library Tours and Instructional Visits

Fine Arts Department Librarian Bruce Biddle met with Benjamin Reid, Director of the Huron Public Library and gave him a personal tour of CPL's Fine Arts Department.

Fine Arts & Special Collections Department Manager Pam Eyerdam hosted a class of middle school students from The Hawkens School who are learning about how the Library creates exhibits from their collections. The students were shown how to select books, create text and labels, and create book stands and other exhibit props.

Foreign Literature Senior Subject Librarian Caroline Han provided on-demand Chinese language instruction and Subject Librarian Victoria Kabo hosted Russian language lessons for children.

January Exhibits and Displays

Social Science Library Assistant Lakeisha Winstead created a two-table display to celebrate Martin Luther King Jr. and Librarian Helena Travka set up a new display on Cleveland Crime for February/March.

PAL Library Assistant David Furies created a display of sustainability books which coordinated with a sustainability program in City Hall's Rotunda.

Dr. Larry Waldman, curator of The Great Joy exhibit agreed to extend a portion of his collection to remain on view in Fine Arts through March 2015. The artwork will be featured as part of the opening of the Cleveland Digital Public Library and he agreed to give digital permission.

Special Collections Department Librarian Kelly Brown installed the exhibit Three Centuries of Chapbooks from Around the World in the John G. White Exhibit Hall.

Special Collections Library Assistant Bill Chase and Librarian Stacie Brisker are assisting Ms. Eyerdam in curating the Lincoln at Cleveland exhibit. They both have been busy doing research, writing text, scanning images, and photographing images for the exhibit with opens February 7th.

Displays in the Youth Services Department included: Celebrate with Books, Chinese New Year, and the birthday of Dr. Martin Luther King Jr., Newbery and Caldecott winners and the highlight of the month.

Library Assistant Dan Milich in the Center for Local and Global History created a display on US Diplomatic Posts throughout the past century. He also created displays on Valley Forge, Ohio, and History's Great Romances. Librarian Terry Metter set up book displays on the subject of Cuba and Muslims in France & Algeria and Photograph Department Clerk Nick Durda created a display on the Thanksgiving snow storm of 1950.

Also on display in the Center for Local and Global History are nine "Digital Xerography Art" images created by patron David Horan. Mr. Horn created the Digital Xerography images by moving

objects, such as a leaves or swatches of cotton, across the glass on a photocopier to create interesting shapes and colors. Nick Durda created a short-term display on the Thanksgiving snow storm of 1950.

Collection Development

Business, Economics and Labor Sr. Subject Librarian Sandy Witmer continued to work with Catalog to inventory some heavily-used sets of older reference books and also continued the reference book weeding project.

Photograph Department Librarian Patrice Hamiter completed processing of the African-American Families Collection for the Blakemore Family. There are approximately 350 images in this collection donated by Daniel Blakemore.

The 2015 Quarterly Schweinfurth meetings were finalized and scheduled for February 20th, May 15th, August 14th and November 13th.

AV-Lending staff members continue to recycle broken missing and work with staff members from the Foreign Literature Department who will take over the Foreign DVDs. This will allow for more room in AV Lending to expand the Blu-Ray collection.

The Sports Research Center acquired a football program for a 1931 game between the Cleveland Bulldogs and Green Bay.

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Branches

Addison Branch Outreach/Partnerships include: Third grade Reading Tutoring provided by Braxton Educational & Technology Consulting and Kids Café provided by the Cleveland Food Bank. Both reconvened this month with the start of school concluding the winter break. Nicole McGee from UpCycle Parts Shop, a public art initiative with St Clair Superior Development Corporation, came by the branch to discuss creating an art installation for the interior walls of the building.

Brooklyn Branch reports that The Near West Family Network held its Library Crawl & Craft at the branch on Thursday, January 15th. Eight families participated and witnessed a Smart Board demonstration of Emedia and Bookflix, presented by Children's Librarian Laura McShane. Library Assistant Cathy Hankins also presented an Easy Mitten Craft.

Carnegie West hosted their first Legal Aid clinic of the year on January 10. Eighteen volunteer attorneys and law students met with fifty individuals who needed advice on how to proceed with civil legal matters. Eleven people filled out surveys; all indicated the clinic was held in a convenient location and was also helpful to them. A selection of Nolo law books representing topics the attorneys would be able to help with (bankruptcy, child support, divorce, social security, etc.) was prominently displayed in the lobby for people to check out.

Collinwood's Learning Center is a hub of activity with the beginning session of "Student Leadership Initiative" for students from East Clark School scheduled for Saturday, January 24th with 6 sessions remaining through April. A Collinwood High School team is meeting to plan a reunion.

East 131 worked to invite several new community leaders to the branch to make use of the library resources and meeting room. These agencies include Cleveland Rise Community Council, John Adams Jr. Prom Committee, and the Employment Alliance career counseling. While using is using the library as a meeting place for their community organizing efforts we have succeeded in bringing an additional 150 visitors this month to the library that may not have come otherwise. We also continue to forge new partnerships outside the branch within neighboring schools. This month Youth Services staff attended a reading rally to encourage middle school students to be enthusiastic about reading and what it can bring for them.

Fleet Branch Manager, Rekiat Olayiwola, attended Broadway P-16 Early Childhood Literacy Committee and P-16 general meetings. She attended Cleveland City Council Safety Committee meeting at Elizabeth Baptist Church and represented the Library at Friends of Slavic Village dinner held at Third Federal Bank.

Fulton Branch's 3 king play celebration was the highlight for the youth. The adult highlight was the start of sewing classes on Saturdays.

Garden Valley team continues to provide valuable service to adult and youth patrons. Our computer lab white board contains weekly updates on job fairs and employers, while highlighting a database which will provide useful career information.

Glenville's New Year started off with the community organizations and groups coming in using the meeting room. GED classes with start back on 1/26/15 with 2 classes being held on

Monday and Wednesday. We are preparing for next month's Black History programs that are being held here at the branch.

Harvard Lee Branch Clerk Bianca Jackson orchestrated a Team Appreciation Week for Harvard Lee. During this time, each team members receives a designated special day where fellow team members acknowledge them for their service. Gifts are exchanged with each day being a unique theme. Some of the themes were favorite sports team day, tie day, twin day, glam day, hat day, Chipotle day, to name a few. This was a great effort in furthering our team building and Harvard-Lee's 2015 theme - U.N.I.T.Y: Together We Stand, Divided We Fall. It was wonderful to see all team members participate.

Hough Programming for January included: "Cancer 101", presented by Valerie Vinson of University Hospitals. Discussion on different types of cancers, their signs, and possible treatments. "Native Farming 101" presented by Rahim Rahkeer and Cleveland Metro Parks.

Jefferson Manager Jaime Declet attended the OLC Diversity Committee Meeting on January 9, 2015 in Columbus. The committee discussed a number of program ideas to submit to the annual conference in October 2015.

Langston Hughes - In addition to our regular Growing Readers story hour on Wednesdays and Kid's Café, Monday through Friday, the branch also offered the following programs: Tuesday, January 6th at 3:00 p.m. "Happy New Year!" - Experience how people from around the world celebrate the New Year.

Lorain Branch created new programs to offer, including Wii/Computer Gaming and new Maker Labs for paper quilling, seed-starting, and loom-knitting. The Branch is also working to engage more of the Hispanic community by meeting with Hispanic leaders, creating surveys, and promoting CPL via conversations, La Placida Festival, and *La Voz del Nordeste di Ohio*. Story times continued to be presented at 3 nearby schools/daycare providers to more than 200 kids. The Lorain Branch also sent its first book, DVD, and CD purchases for 2015.

Martin Luther King Jr. had the following programs for the month of January: MLK Authors Series Workshop featuring Urban Lit Author CJ Hutson; Grant Writing Workshop collaboration with the Anderson Consulting Group; Informative Program collaboration with Towards Employment; MLK Sports Round Table; African-American Art Exhibit collaboration with Sankofa Fine Arts Plus,

and local artists; and the 30th Annual Martin Luther King Jr. Commemorative Program.

Rice Manager Ali Boyd and Library Assistant Eric Eubanks provided stories and drumming at the Martin Luther King, Jr. program at Harvey Rice School. Children's Librarian Brianna Daniels continued the Kid's Crochet Club. She and Mr. Eubanks conducted story times and school class visits 5 days a week and continued the reading first standard for children. 15-20 children voluntarily read to staff members after school. The Kids' Café saw an upsurge of participants.

Rockport kicked off the New Year with several technology events. In January the branch hosted a Wii U video gaming week alternating between the teen center and the meeting room; 65 children participated over the course of 4 days. Super Smash Bros was by far the most popular game among all ages. For the adults Tech Central hosted a to-capacity basics computer class series on Saturdays. The branch received new furniture: the meeting room tables were replaced and a new locker unit was installed in the staff room.

South Branch continues to promote literacy through outreach story times and sharing books with children at the branch. To highlight literacy, participants made bookmarks as part of the monthly Maker Day Program. Discovery Day featured learning about constellations and creating and naming their own constellations.

South Brooklyn began the New Year with the hustle and bustle crowds. The impACT the 216!, an ACT prep course that offers practice tests and bagged dinners began immediately to a continuous flow of students trying to enhance their ACT test scores. Branch Manager Luigi Russo has delivered South Brooklyn information to various organizations throughout the community. Adult Library Assistant Anna Kaufman Ford put up a New Year's Resolution book display, and Children Librarian Tammy Houghton put up a Martin Luther King, Jr. book display. South Brooklyn has partnered with Kim Wheeler of Facing History New Tech to display student's artwork within the branch.

Sterling began the New Year with the popular "Make It and Take Monday" program. In honor of Martin Luther King Jr., the children made peace flowers using hands of different colors to represent all the peoples of the world. They inscribed the leaves with ways to promote peace and understanding in their lives, schools, neighborhoods and the world. Continuing with the

theme of understanding among peoples and cultures the "After School Tuesday"

Union Branch patron enjoyed the Duct Tape Universe program presented by Tech Central. Sixteen people were taught how to make duct tape flowers. Tech Central also offered well-received cases on Email Basics, Cover Letters, Resume Writing and Job Searching.

Walz branch hired staff member Amber Alexander. Ms. Alexander is scheduled to begin her duties January 26, transferring from Memorial Nottingham to fill the position left vacant by Paula Taylor's retirement. The second annual "Dream Tree" was put up on January 3 and will remain up through the end of February. All patrons are encouraged to write a dream on a dove and hang it on the tree. The children also had a "Talk about Martin" program in which they created a banner as well as added "Dream" doves to the tree.

Woodland Youth Services and our Library Assistants - Computer Emphasis continue to train themselves on many other Smart table modules (e.g. music), which are proving attractive to the kids. We are finding that parents are becoming more engaged at the Smart table after their computer time has expired. Patrons continue to be appreciative for the CEOGC job listing and other employer advertisements. Our circulation is increasing, thanks to proactive efforts by our Branch clerks. They find free giveaways (e.g., pens, pencils) for those patrons who check out items regularly. The Little Free Libraries office for the Promise neighborhood has relocated to the Woodland branch, with a donation bin on the library floor.

TechCentral

Visits and Outreach

Huron Public Library Director, Benjamin Reid, visiting TechCentral on January 9 and was given a tour of the department and MakerSpace by Mr. Lynce.

Mr. Lynce traveled to the Hubbard Public Library on January 13 as part of the CLEVNET Library Exchange visits. Mr. Lynce met with Technology Administrator, Chris Wisniewski, who provided an overview of the technology offerings of the library, including both public services technology as well as infrastructure.

Mr. Lynce met with Brian Handke of the Wizard World Cleveland Comic Con on January 13 to discuss partnership possibilities,

including ways to expose Comic Con visitors to the TechCentral MakerSpace.

Library Assistant, Computer Emphasis, Adam Jaenke, provided an overview of 3D printing to several visitors from the Federal Reserve Bank of Cleveland on January 16. Following up on January 27, Mr. Jaenke provided more specific training on the use 3D printing software and printers to produce models.

Meetings, Presentations and Professional Development

TechCentral Manager, CJ Lynce, with Deputy Director, Cindy Lombardo, Director of Public Services, John Skrtic, and Main Team Manager, Robin Wood on January 6 regarding changes to the organization of Public Services and the impact it would have on the TechCentral department.

Mr. Lynce, along with Human Resources Assistant, Dawntae Jackson, and Assistant Director of Human Resources, Cedric Johns, performed preliminary screening interviews on January 7, 12, and 14 for the position of TechCentral Coordinator. The interviews were performed via Skype.

Mr. Lynce attended a meeting on January 9 with shark&minnow and several other Library managers and staff regarding *The People's University*.

Mr. Lynce attended an Institute of Museum and Library Services (IMLS) Convening on MakerSpaces on January 27 and 28 in Pittsburgh, PA. The purpose of the convening was to discuss maker-based learning in libraries and museums, and developing a framework for development and evaluation of maker services and programming.

Library Assistant, Computer Emphasis, Yehia (Jon) Alhibshi-Debore attended the IMPAC Dublin Award Committee Meeting on January 30 at the Carnegie West Branch Library.

OHIO LIBRARY FOR THE BLIND AND PHYSICALLY DISABLED

For January, OLBDP circulated 50,468 books and magazines directly to patrons. OLBDP registered 107 new readers to the service. Approximately 633 BARD patrons among 2,254 active users downloaded 11,830 items.

In January, OLBDP purchased a one year service subscription with Constant Contact. OLBDP will use the services and tools offered by Constant Contact to launch our new e-mail marketing, outreach

and promotion component, and build a social media identity. By using e-mail and social media marketing and outreach, OLBDP hopes to offer more timely information and updates about our service with patrons and sub-lending agency partners. Likewise, we want to evaluate the effectiveness of social media to increase awareness about our library across the State and potentially reach new readers and introduce them to OLBDP services.

OLBDP Library Assistant Ken Redd is making arrangements to speak with Branch and Main Library managers about OLBDP services and provide orientation on how to sign up readers for our service. He will also be planning visits to speak with staff about OLBDP and check on displays promoting our service within CPL.

OLBDP Library Assistant Ken Redd has scheduled Cleveland hall-of-fame, sports radio broadcasting legend and author Joe Tait to be our featured speaker for OLBDP Family Fun and Learning Day 2015. His book "Joe Tait: It's Been a Real Ball" that he co-authored with last year's guest speaker Terry Pluto, was locally produced by OLBDP as our first book to be made available on BARD to NLS patrons across the country. Family Fun and Learning Day will take place on Wednesday, July 8, 2015 at OLBDP.

OLBDP is in the process of revising our applications for service for both individuals and institutions. The revised applications will remove references to the audio cassette service and promote the digital talking book service and BARD exclusively to new readers. The application will also highlight more local library services offered by OLBDP in addition to those services provided to readers by NLS, such as the OLBDP Kids and Teens Reading Clubs, OLBDP adult book discussions, Playaway books, audio described DVD and Blu-Rays, OLBDP OPAC service, and alternate formats of our newsletter, including braille, audio, and electronic delivered via e-mail.

In January, OLBDP Librarian Michelle Makkos and OLBDP Library Assistant Ken Redd provided information and talks about the service at the Brunswick Senior Fair.

The OLBDP Book Club met on January 9th and discussed "Trusting Calvin" by Sharon Peters.

TECHNICAL SERVICES

Technical Services managers revised and completed work on 2014 Annual Reports and the 2015 Operational Plan. Patricia Lowrey, Director of Technical Services, attended the Martin Luther King, Jr. program on January 19.

Collection Management: During January, Laura Mommers ordered 397 DVD titles and 4,491 DVDs for the Branches and the AV Department. She ordered 318 CD titles and 2,018 CDs for the Branches and the Popular Library. Ms. Mommers processed 24 Branch discretionary CD lists and 23 Branch discretionary DVD lists and submitted them to High Demand for ordering.

Bonnie Bolton selected 215 titles and 1,688 books for Main Library and Branch juvenile collections this month. She also selected 53 titles and 570 books for Main Library and Branch Young Adult collections. Ms. Bolton also processed 11 Branch discretionary lists for Young Adult titles and 9 Branch discretionary lists for Juvenile titles and submitted them to Acquisitions or High Demand.

Nancy Mocsiran ordered 119 audiobooks for the Branches and 118 audiobooks for the Popular Library. She processed 13 Branch discretionary lists for Adult materials and submitted them to Acquisitions or High Demand. Pam Matthews ordered items for Branch and Popular Library Adult Collections, selecting a total of 482 titles and 4,071 items. Ms. Matthews attended the Main and Branch Managers' meeting on January 7, and took part in an extended CLEVNET Online Resources Committee (CORC) conference call.

High Demand: Staff cataloged 580 titles, and added 9,618 items. They ordered 1,012 titles and 12,573 items. Staff processed 764 items for the Acquisitions Department. They added and labeled 15 sets of the World Book Encyclopedia.

Carole Brachna, High Demand Manager, met to work with the 2015 Operational Plan with Patricia Lowrey, Director of Technical Services, and the other Technical Services managers. She picked up the comic books. She met with several other Technical Services managers and staff, including Dale Dickerson, High Demand Librarian, for a discussion about how to handle music CDs via the RDA rules, which sometimes make it difficult to print the performer's name on the label. A solution was proposed by the Catalog Department and agreed upon by all.

The materials invoices from late 2014 and 2015 were imported from the vendors and paid. More OCLC set/cancel holdings lists were completed and the backlog is close to being completely caught up.

Preservation: Alicia Naab attended three Ohionet "Fundamentals of Cataloging" webinars this month. The webinars covered cataloging changes resulting from the transition from AACR2 to RDA. Ms. Naab also attended the NOTSL planning session for the 2015 spring meeting. Elizabeth Bardossy and Renee Pride encapsulated documents for a Special Collections exhibit on Abraham Lincoln. Ms. Bardossy and Ms. Pride also met with Stephen Wohl to go over past environmental statistics for the storage area and to show staff how to maintain hygrothermograph machines that will be kept there to record future statistics.

The entire department focused efforts on completing projects as materials, furniture, and equipment were packed for the Preservation Department's move to the Main Library. Ms. Naab contacted current vendors to update their address records. Mr. Wohl and the Lakeshore Shelf Shipping Department assisted in packing large and heavy items.

Shelf/Shipping: Stephen Wohl, Darryl Pless and Robert Walker assisted in helping the Preservation Department pack boxes and load up pallets of material and equipment in anticipation of the Preservation department's move to the downtown library. Stephen Wohl met with Elizabeth Bardossy and Renee Pride from the Preservation department to discuss and demonstrate how to use some the equipment that is used to monitor the temperature and humidity in the stack area. Shelf/Shipping will begin to undertake the periodic checks on the temperature and humidity in the stacks, which was previously the responsibility of the Preservation department.

The staff of the Lake Shore Shelf/Shipping Department sent 61 items to the Main Library for requests and 128 items to fill holds. Main Library received 470 telescopes, the Branches received 947 telescopes, CLEVNET received 117 telescopes, CASE received 7 telescopes CSU received 7 telescopes and Tri-C received 5 telescopes. A total of 1,553 telescopes were shipped out. The Technicians received 635 items of Foreign Literature material and in total 14,466 new items were to the Acquisitions and High Demand Departments.

Materials Processing: The Associates cataloged 1,175 new titles for the Cleveland Public Library and added 1,613 records for the

CLEVNET libraries. The Associates and Sr. Clerks added 3,425 items. The Technicians worked on 19,667 items.

Elizabeth Hegstrom met with Vivian Grayson, Andrea Johnson, Dawn Grattino, Regina Houseman, Carole Brachna, and Dale Dickerson to discuss how to deal with RDA not including performers as main entries for music CDs and the problem that then comes when printing the labels. Ms. Grayson, Christon Hicks, YoLanda Lawler, Shirley Jones, and Sabrina Rosario-Laureano met with Ms. Hegstrom to review some procedures in Materials Processing, and discuss some new statistics that will be kept.

Ms. Hegstrom cataloged two books for the Rice Branch Local Author collection

Acquisitions: Acquisitions staff began placing orders on January 7 after editing and entering the 2015 fiscal year budget numbers in Sirsi. Staff received items and paid invoices in Sirsi for orders that had only been received on paper prior to the 2015 fiscal cycle setup. EDI order and invoice reports were reinstated to run automatically again.

Acquisitions Librarian Leslie Pultorak and Technical Services Librarians Tonya Jenkins and Lisa Kowalczyk participated in several sessions of Ohionet's "Fundamentals of Cataloging" webinars. Ms. Kowalczyk also contacted vendors to obtain updated information about the discounts and pricing that the Cleveland Public Library receives. This information will be shared with a CLEVNET library that requested it for comparison purposes.

The Acquisitions Department ordered a total of 5,499 titles and 19,674 items (including periodical subscriptions and serial standing orders); received 13,247 items, 2,156 periodicals, and 408 serials; added 879 periodical items, 206 serial items, 186 paperbacks, and 1,328 comics; and processed a total of 1,400 invoices.

Catalog: Catalog Manager Andrea Johnson and Librarian Regina Houseman met with representatives of High Demand and Materials Processing to discuss compact disc labels lacking performer name due to RDA guidelines. Ms. Houseman suggested that staff add the name of the primary performer to the local call number field (099). Her idea is currently in the process of being implemented.

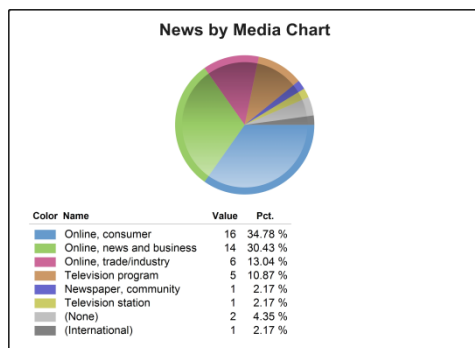
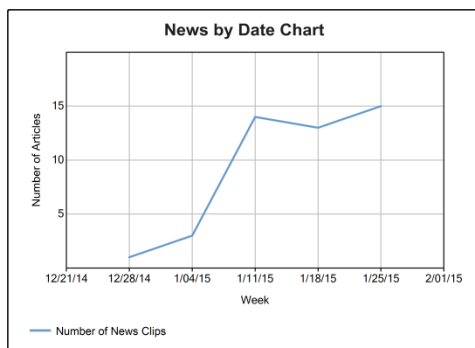
Librarians cataloged 3,462 titles and added 3,945 items for Cleveland Public Library. Ms. Johnson sent a message to CLEVNET

Technical Services staff regarding possible Dewey Decimal Classification number sources after the FirstSearch WorldCat subscription expires.

Celia Halkovich joined the Department as a Technical Services Librarian, Spanish Emphasis. Senior Librarian Michael Monaco is responsible for her training. Senior Librarian Dawn Grattino introduced Ms. Halkovich to copy cataloging when Mr. Monaco went to Columbus for a meeting of the Ohio Library Council Technical Services Division Action Council. Mr. Monaco also participated in a meeting with representatives from Shark & Minnow, who have been interviewing staff and patrons to gather ideas for CPL's The People's University/Year of Learning. Mr. Monaco attended this meeting on behalf of the CPL150 team.

Ms. Johnson implemented procedures for tracking the number of foreign language titles handled by Catalog staff.

MARKETING & COMMUNICATIONS



Media coverage for the month of January included 46 print and online publications as well as TV and radio. The full report, available in the Marketing Department, shows ad values of \$14,477.86 with outlet page views of 19,835,942 people. In January, the online print media outlets that featured CPL events and programs received 2,512,737 unique visitors. An online and print article in *The Plain Dealer* and *cleveland.com* entitled "Jonathon Sawyer's *Noodle Kids'* Book Aims to Bring Kids into the Kitchen", about a local chef who wrote his book inside the Library was the most viewed.

CPL was mentioned almost equally between online news and business and online consumer.

Ads to promote the Martin Luther King Day Commemorative Program ran in *Call & Post*, *La Prensa*; *Campus Observer*, *Profile News*, *Ohio Life*, and *Lotus*.

Search Engine Marketing with *cleveland.com* resulted in the CPL ad being viewed 8,103 times on average per week, with an average

of 618 clicks to website resulting in a 13% click-through rate for the month. *Library Cleveland* was the most clicked-through phrase with *free music* remaining in the top 10.

January-SOCIAL MEDIA

The top 5 most clicked on links from BOTH Facebook & Twitter:

1. Jan 27th: Our Writers & Readers Series is returning in March...get ready by checking out their books (Link to Pinterest page)
2. Jan 30th: How about a date...with a good book? Vintage ads for libraries (via @brainpicker) (Link to article from Brain Picker)
3. Jan 16th: MT @CuyahogaHousing: We're hiring! Visit our website to learn about more job opportunities (Retweet from CMHA)
4. Jan 10th: Civil rights movement reading recommendations for teens: (Link to Pinterest page)
5. Jan 31st: We are kicking off African American History Month with Juan Williams (Link to website)

Top 5 most engaging posts on Facebook (includes likes, comments, etc.):

1. January 12th: Photo from the staff from the Youth Services Department are getting into the O-H-I-O spirit!
2. January 6th: Report from Pew about libraries
3. January 12th: "Study Finds Reading to Children of All Ages Grooms Them to Read More on Their Own." -link to article
4. January 28th: Promotion of CDPL
5. January 7th: Promotion of MLK Day program

GRAPHICS

Graphics staff designed, printed, and distributed 169 items in January in addition to graphics for the library website, and 5 staff newsletters and UpNext monthly program guide and MyBranch branch activity fliers. Highlights included bookmarks for Cleveland Play House-*Five Guys Named Moe* and Great Lakes Theater-*Dial M for Murder*; *Dial M for Murder* Scavenger Hunt collateral; Black History Month collateral; Custom designed wraps for photo booths; Hung African American art exhibit at MLK Branch; Designed Lincoln Exhibit and Cleveland Digital Public Library promotional materials for print, web, and social media.

WEBWARE www.cpl.org

Twitter followers are up from 7,538 in 2014 to 9,936 currently. Facebook fans are up from 6,131 in 2014 to 7,177 currently.

Library News on the cpl.org homepage featured pages built for the following news items during the month of January: Celebrate 30th Annual Martin Luther King, Jr. Commemorative Program; Board of Trustees and Organizational Meeting; and FREE Tax Preparation Assistance at Your Library.

During the month of January, the following events, programs, and information were promoted on pages of cpl.org: MLK Day Program; eBooks; MyTunes; Hot Titles for Teens; Gale Courses; TechCentral; Testing and Education Reference Center; Free Tutoring; Zinio; MLK Closing; MakerSpace; South Branch Updates; BookFlix; ArtLabs; Sesame Street eBooks; MyTunes: Staff Picks; Gale Courses; Curl Up with a Good Book; and MyPlace, My eBooks are Free.

The 41st "Off the Shelf" (January 2015 edition) was sent out on January 6, 2015. Of the 9,222 emails sent, an estimated 1,526 were read, giving us a 16.8% open rate. The January edition featured: Celebrate with Cleveland Public Library at the 30th Annual Martin Luther King, Jr. Day Commemorative Celebration; Dial M for MAIN! Murder, Mayhem, and the Macabre at the Library; Beat the Winter Blues: Learn Something New at MakerLabs. New Arrivals featured: As Chimney Sweepers Come to Dust by Alan Bradley; Golden Sun by Pierce Brown; and The Rosie Effect by Graeme Simsion. Tax Prep Graphic w/link; Making Video Slideshows at Lorain; Business Chinese 1 in Foreign Lit; Business Chinese 2 in Foreign Lit; Baduanjin Fitness Class at Main; Fighting for Diversity: Comic Books and Race in Literature; and Dream Big Like Me! Video Contest at Collinwood.

PROPERTY MANAGEMENT

The Property Management office completed numerous branch inspections and continues to monitor utility bills. We continue to meet with and monitor the work of the contractors working on the gas conversation project for LSW and Main.

Maintenance Mechanics continue to maintain the buildings for the safety and comfort of patrons and staff. A portable HVAC unit was set up while repairs were made to the two Liebert air

conditioning units and also replaced the water regulating valves and compressor valve plates on unit #2 in automation's server room. A power pole was installed to run power and data to the manager's desk at Glenville. The regulating valves on the Synscoflo domestic water pumping units in LSW and Main were replaced. Repairs were made to stop leaks on air handling unit #25 and repairs were made to the domestic water pump assembly at Main. Lighting is being upgraded from T12's to T8's and new ballast installed at Memorial Nottingham. Lighting was repaired at MLK to get ready for the MLK program. Repairs have been completed on rooftop HVAC unit and the boiler at Mt. Pleasant. An electronic VAV controller was replaced for areas that were too cold at Rice. A new thermostat was installed that will allow us to see and change the temperature via the internet at Temporary South. The pressure switch which controls the circulating pumps for the boilers was replaced with a new one at Union.

The Carpenters and Painters installed new carpeting in the staff elevators and at the entrance of LSW. A new flat screen TV was installed at Addison and Woodland. New flooring was installed in the elevator at Carnegie West. The front door locks were repaired and a chalk board was removed at Fleet. Old lockers were removed and new ones were installed at Rockport.

The Garage has been making repairs to snow blowers and delivering salt and plowing parking lots as needed at the branches. Service has been completed on vehicles #5, #9, #12 and #15.

SAFETY & PROTECTIVE SERVICES

SAFETY SERVICES

- SPS started the 40 hour work week January 11, 2015
- SPS received and distributed ballistic vests to officers
- Zero investigatory meetings

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activities	Ave per day	Total Alarms	Branch Emergencies	Branch Visits	Downtown Campus Incidents	Incident Reports Generated	CPL access activities
Jan 2015	5123	205	190	35	179	220	78	45
Dec 2014	4747	190	192	31	194	254	53	38
Nov 2014	4442	198	196	17	237	189	40	48
Oct 2014	4939	198	196	25	307	182	54	48
Sept 2014	5222	208	193	23	333	157	28	77
Aug 2014	4997	192	90	29	313	153	34	83
Jul 2014*	3,137	224	71	22	206	69	52**	133**
Jun 2014	4,593	200	102	29	391	148	36	
May 2014	5,958	221	82	42	444	156	58	
Apr 2014	5,500	204	78	39	362	186	46	75
Mar 2014	5,531	213	179	36	284	201	47	70
Feb 2014	5,524	240	177	35	278	158	41	69

*This month is only for 14 days due to a network drive issue and subsequent loss of data.

** This count is not impacted by loss of data.

Special Attention, Special Events, and Significant Incidents

- Antonio Marble is allowed in the library as of 1/21/2015 but is not allowed on Main 2 per Joyce Dodril
- Upstage players still at Lake Shore facility
- Officer Tidorescu accompanied Trustee Alice Butts to translate for her guest from Romania
- MLK event went smooth, one medical emergency
- Downtown staffed for Presidents Day
- New hires will be completed in February
- CPD picked up a missing juvenile inside of Mt. Pleasant branch

Protective and Fire Systems

- Door alarm to Eastman Reading Garden from LSW LL tunnel repaired
- 11 zone troubles at Collinwood, IPS notified
- Fleet Circulation desk trouble, IPS notified
- SA Comunale to perform sprinkler inspections in February

Contract Security

- Drafting a request for proposal for guard services when this contract expires in June 2015.
- Willo Security (armed afterhours response) contract also ends June 2015.

Administration

- Chief Legal Officer negotiated CPL being able to hire four G4S guards without penalty.
- Video release policy modified to include parking lot footage as releasable while entrance to the branch still requires a subpoena.
- Due to recent complaints from staff/patrons, legal has been advised Patron Code of Conduct is absent any language on patrons with bugs, insects, and ect. on their person on in their belongings.

INFORMATION TECHNOLOGY & CLEVNET

CLEVNET QUARTERLY MEETING

The CLEVNET Directors, including Heidi Sutter, the new director of Norwalk Public Library, met for their first quarterly meeting of 2015 on January 23 at CPL's Lake Shore Facility. Stephen Hedges and Karl Jendretzky traveled up from Columbus to speak about OPLIN and the role it plays for public libraries in Ohio. Director of IT Larry Finnegan provided the list of bandwidth increases at eleven of the CLEVNET libraries and an update on the VoIP upgrade. Director of CLEVNET Hilary Prisbylla discussed the recent acquisition of SirsiDynix by ICV Partners and how she hopes it will be good for the company. Timothy Diamond, CPL's Chief Information Officer, presented an update on CLEVNET's strategic plan and the action steps agreed on at the September 2014 strategic planning retreat:

- Create a Special Revenue Fund for CLEVNET: Completed, thanks to the efforts of Carrie Krenicky, CPL's Chief Financial Officer. Mr. Diamond shared CPL's Board Resolution of December 18, 2014 that authorized CPL to make its contract cost payment of \$1,597,071.73 up-front to cover expenditures until revenues from the CLEVNET contract libraries come in steadily. Ms. Krenicky provided additional details and received the Directors' gratitude for her dedication to fiscal transparency.

- Review pricing model in 2015: At their meeting on January 14, 2015, the Directors' Panel recommended that Ms. Krenicky put together a small ad hoc committee of CLEVNET directors and fiscal officers to come up with a strategy.
- Salary Study of CLEVNET staff: Mr. Diamond explained how this would be complicated because CLEVNET staff are part of CPL and half are in the bargaining unit; however, the issue of offering competitive salaries has to be addressed.
- Job descriptions: Being revised as new positions are posted.
- New staffing model: In place as positions are being filled. John Pas is the new Library Systems and Applications Specialist. Kyle Guster has replaced Darren Novak as Network Specialist.
- CPL Commitment to CLEVNET: CPL's outgoing Board President Thomas Corrigan read CPL's Board resolution of January 15, 2015 that renewed CPL's "commitment to the CLEVNET service model and the principles it is based upon: service, access, and collaboration." Mr. Corrigan received long and sustained applause for his impassioned remarks about librarians and the power of public libraries.

KnowItNow24x7

In January, Donald Boozer, the KnowItNow24x7 (KIN24x7) Coordinator, hosted a training session at Grafton-Midview Public Library, attended by their staff and staff from Barberton Public Library. On January 26, Mr. Boozer co-hosted a meeting of the Quality Assurance Committee for KIN24x7 (QuACK). This meeting was the first to be held using Google Hangouts, which allowed much more interaction among attendees than the usual phone conference. Also last month, as Chair of the ALA RUSA Conference Program Coordinating Committee, Mr. Boozer presented a talk during the inaugural "RUSA 201" session, a series of monthly online sessions geared to current RUSA members interested in learning about how to accomplish the work of the association. Mr. Boozer spoke about the process of program planning and submissions for ALA Midwinter Meeting and Annual Conference 2016. On the final day of last month, the Mr. Boozer began his participation at ALA Midwinter which included committee work,

presenting at RUSA Board, networking, and program attendance. A brief summary of highlights was included in the February KIN24x7 newsletter available online at <http://community.knowitnow.org/?p=493>.