

DIRECTOR'S REPORT

December 15, 2022

Strategic Plan

Our Mission:

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

Our Strategic Priorities:

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

PUBLIC SERVICES

MAIN LIBRARY MONTHLY REPORT

PROGRAMS, SERVICES, AND EXHIBITS

Music at Main

Jazz group Moustache Yourself performed for Music at Main on November 5th. Forty-one patrons enjoyed the concert.

Coffee and Comics Workshop

Literature and Ohio Center for the Book Manager Don Boozer hosted a Coffee & Comics workshop with Matt Horak at Rising Star Roastery with attendees enjoying an in-depth conversation on the creation of comics on October 29th.

National Novel Writing Workshop

Literature Department/Ohio Center for the Book Librarian Evone Jeffries hosted an in-person workshop to prepare attendees for National Novel Writing Month in November.

***Get Graphic!* Book Discussion at Bookhouse Brewing**

Literature Department/Ohio Center for the Book Senior Librarian Nick Durda hosted a *Get Graphic!* Book Discussion on November 3rd at Bookhouse Brewing with a stimulating conversation on *Ducks: Two Years in the Oil Sands* by Kate Beaton.

Buckeye Second Look Book Discussion

Literature Department/Ohio Center for the Book Librarian Tim Phillips hosted a Buckeye Second Look Book Discussion on *The Godfather Returns* by Mark Winegardner on November 5th.

Anisfield-Wolf Book Discussion

The Anisfield-Wolf Book Discussion held a wide-ranging conversation on *All That She Carried: The Journey of Ashley's Sack, a Black Family Keepsake* by Tiya Miles at Bookhouse Brewing on November 8th. The discussion was led by Ursuline College Anisfield-Wolf Postdoctoral Fellow Dr. Valentino Zullo and in partnership between the Ohio Center for the Book and Ursuline College.

"Come Write In" Virtual Events

Every Saturday in November, the Ohio Center for the Book hosted virtual National Novel Writing Month events to provide dedicated time for writers to work on their projects as well as writing exercises.

Youth Services Programs

Youth Services presented Celebrate Kindness Take N' Make program on November 12th. Children's Librarian Maria Lopez helped design the kit. Senior Librarian Lan Gao and Substitute Mike Mcgee helped distribute the kits to 11 families.

Children's Librarian Eric Hanshaw presented a Halloween themed craft program in late October. He also continued to present the teen Dungeons and Dragons programs.

Children's Librarian Cassandra Feliciano presented a passive program: Thanksgiving - Write on a leaf what you are thankful for. Leaves will be hung on a display tree in the hallway.

Genealogy Programs and Services

Center for Local & Global History staff hosted the African American Genealogy Society Family History Clinic on November 19th.

Book Drops

Popular Library Manager Sarah Flinn and CLGH's Map Collection Librarian Lisa Sanchez hosted Book Drops on YouTube and Facebook and discussed the most frequently banned books. Ms. Flinn also co-hosted an episode with Literature Department Manager Don Boozer where they discussed their favorite ways to find new reads.

International Languages Programs

Every Saturday in November, Sr. International Languages Librarian Caroline Han hosted a 50-minute course in reading Chinese and learning basic conversations for adults, followed by a free 50 minute Tai Chi/Yoga exercise session.

Patron Services

Lending staff continue to distribute a limited supply of free BiNaxNow at-home COVID tests to patrons via the Drive-Up window.

The Lending Department continues to serve as a Passport Acceptance facility. Lending staff review and process new Passport applications, including providing Passport photograph services.

Popular Librarian Judy Daniels, and Popular Library Assistant Ricardo Jackson assembled hot lists for books and DVDs for patrons to place holds.

Main Library Tours, Class Visits, Photograph Sessions

Tour Groups	# of Participants
20 General Tour Groups	32
3 Youth Services Tour Groups	155
5 VIP Tours	5
1 CSU Class Visit	25
1 CMA Women's Council Tour	18
30 Total Main Library Tours	235 Total Participants

Photo Shoot Groups	# of Participants	Donations Accepted
11	145	\$180.00

Tour Highlights

Youth Services staff members led tours from Caledonia 1st and 2nd grade classes, as well as a kindergarten class from Marion Sterling.

Map Collection Librarian Lisa Sanchez welcomed 25 Cleveland State University students to the Map Collection. Mx. Sanchez pulled numerous items from the Cleveland Parks Collection. The students also visited the Special Collections Department.

Fine Arts & Special Collections staff led a tour of Main Library to approximately 18 members of CMA's Women's Council on November 17th.

VIP Tours (Coordinated by the Foundation and led by Public Service Staff)

- Kathryn Heidemann - President, Cleveland Institute of Art
- Samuel Wright III - Vice President, Chase Bank
- Christine Millen - Principle, Enza Financial
- Ronna McNair - Chief of Staff/Executive Assistant to the President of Tri-C
- State Representative Juanita Brent

Books by Mail Programs

Words on Wheels: Shelf Department sent 10 packages including 37 items to Cleveland Public Library patrons through the Words on Wheels program from November 1st, 2022 to November 15th, 2022. Four patrons have used this service as of October 15th, 2022.

Homebound: From October 18th through November 16th, Homebound Services sent 130 packages to 114 patrons. To date, over 1,500 packages, most containing multiple items, have been sent out to Homebound patrons.

Main Library Displays

Fine Arts Librarians prepared a book display for Native American Heritage Month and prints by Honore Duilbeau to coincide with the "Eleanor Danced!" program on November 5th.

Youth Services prepared displays for Spooky Season, and Friends and family!

OUTREACH

Sr. Director of Public Services Robin Wood made a brief presentation and hosted a table and at Congresswoman Shontel Brown's Small Business Forum for Veterans on November 10th. Ms. Wood provided the participants with concrete examples of how CPL can help them start a business.

Children's Librarian Eric Hanshaw visited Garfield Elementary on October 25th with the Book Bike and talked about the Book Bike, the Library, and provided a story Time for two 1st grade classes with 50 total students.

Children's Librarian Cassandra Feliciano visited Wilbur Wright Elementary and presented Pre-K Story Time on November 22nd.

Popular Library Manager Sarah Flinn visited the satellite collection at Case's Kelvin Smith Library and added new books to the collection.

TechCentral provided the button maker for the Hough Branch grand opening.

Page Count, The Ohio Center for the Book (OCFB) podcast hosted by OCFB Fellow Laura Maylene Walter, posted an episode on October 25th featuring a recording of the live event recorded at the Literary Cleveland Inkubator Writers Conference with award-winning author and NEA Fellow Liz Breazeale and an episode on November 8th with Kirsten Reach, founder of Jonquil Editorial and former Kenyon Review fiction editor and Melville House book editor.

International Languages staff responded to two agency Long Loan requests and selected, boxed and shipped a total of 157 items: CPL-ROCKP (124) & RR-MAIN (33)

COLLECTION MANAGEMENT

The Schweinfurth Committee convened on October 25th. Among their acquisitions was the first and only book published (in 1837/8) by the first architect of the Ohio Statehouse, Alexander Davis. CPL's copy will be the only example of the title in the state of Ohio.

Special Collections received a gift of unique materials, including scorecards, letters, and photographs, from an important chess collector.

The Center for Local and Global History Sr. Map Librarian Lisa Sanchez completed a list of superseded Canadian topographic maps. There are a total of 1,118 maps which have been rolled and prepared to go to the Natural Resources Canada Library. In addition, Mx. Sanchez has created a comprehensive list of Sanborn Fire Insurance maps in the collection. This guide includes physical and microfilm holdings, dates the volume was republished or corrected, and the location of the items.

The Center for Local and Global History Photograph Collection Librarian Brian Meggitt continued work on the item-level inventory of the Cleveland 20/20 Project. To date he has

inventoried 7,640 unique images out of approximately 6,000-9,000 unique images in the collection.

Literature Department staff weeded 477 items from the collection and added 478 items during the month of October. During the first ten months of 2022, Literature Department staff has weeded 4,986 items while adding 3,723.

The Literature and Youth Services Department supplied two telescopes of books (including materials from the Ohio Center for the Book) by and about Nikki Giovanni to Hough Branch for their grand opening on November 12th.

Youth Services Children's Librarian Eric Hanshaw and Maria Lopez recorded Book Buzz videos for CPL social media.

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 staff assisted an art historian from a Pittsburgh museum conducting research using one of the Library's Lietzke manuscript collection.
- Special Collections staff assisted an international chess researcher with a request involving the 1939 Buenos Aires Chess Championship.
- Special Collections staff provided Puckett photographs for a PBS documentary and have regularly provided access to various translations of the Bible to members of the Jehovah's Witness community.
- Literature Department staff, in collaboration with CPL Archivist Melissa Carr, provided resources on science fiction/fantasy Grand Master (and former CPL staff member) Andre Norton to a researcher in Minnesota.
- Literature Department staff assisted a researcher from the University of Turin (Italy) who contacted CPL to request a scan of several pages from W. Bohn's *Aesthetics of Visual Poetry, 1914-28* (1993). The researcher found that Cleveland Public Library owned the book via a WorldCat search.

- Business, Economics, and Labor Department Librarian Zachary Hay found an advertisement for a bar in a book in our collection; it helped confirm the age of the now defunct business.
- Center for Local and Global History Librarian Mark Tidrick helped a patron authenticate a plaque that had been displayed in Kindlers bar in the flats.
- Center for Local and Global History Library Assistant Adam Jaenke assisted a patron with tracking down the family of deceased actress Hazel Dawn. A family member of the patron, Manuel Azadigian, was a budding Armenian artist in Philadelphia when he passed away before finishing a portrait of Hazel Dawn. The patron is in search of Dawn's family in hopes of finding the painting. Mr. Jaenke found the name of descendants using Ancestry and Family Search databases.
- Center for Local and Global History Librarian Terry Metter provided clippings from *The Cleveland News* to a researcher who is studying efforts to desegregate Euclid Beach Park in the 1940s. In addition, Mr. Metter provided clippings from *The Plain Dealer* to a university student who is writing a paper about the Torso Killer.
- Center for Local and Global History Photograph Librarian Brian Meggitt assisted an attorney and author with finding and obtaining images of William "Bootsie" Evans (the brother of Fred Ahmed Evans) and of attorney Stanley Tolliver for an upcoming podcast.
- Center for Local and Global History Manager Olivia Hoge found the address and phone number of a patron's cousin. The patron did not know the correct spelling of his cousin's last name, did not know the correct address, and did not have any other identifying information. In addition, Ms. Hoge assisted a patron with locating where their parents had lived in 1950 and why they had not appeared in the 1950 census.

- Social Sciences Librarian Helena Travka assisted a patron looking for Cleveland City Ordinances from 1851-1930. Cleveland Public Library is the only library with all volumes in print, available for public use.

STAFF DEVELOPMENT

Youth Services Children's Librarian Eric Hanshaw attended the following webinars: *LGBTQIA+ Book Buzz*, and *Books and Babies: Selecting the Best Books and Related Activities for Infants and Toddlers*.

Senior Librarian Lan Gao continued to serve as Co-Chair of Cultural Diversity Resource Group ERG. Also, in absence of ERG Secretary, helped with ERG Secretary duties such as organizing monthly meeting and taking meeting minutes.

Literature and Ohio Center for the Book Sr. Librarian Nick Durda participated in the first session of the 2022-2023 NEO-RLS *Leadership Academy* on October 20th.

Shelf Department Assistant Manager Cynthia Coccaro finished the first module of *Introduction to Microsoft Excel* offered by Gale Courses and Assistant Manager, Bianca Jackson participated in the Employee Engagement meetings held November as a member of the committee.

General Research Collections Manager Sarah Dobransky attended the live, interactive *Homeless De-Escalation 101 Workshop* from Ryan Dowd along with Literature Department Public Services Associate Alison Guerin and Library Assistant Youth Emphasis Todd Fagan.

Science and Technology Librarian Jorge Arganza attended the ALA *Social Responsibility Round Table Webinar Summit* on homelessness and Public Services Associate Tarra McSears attended the FDLP webinar *Science Resources at the Smithsonian National Museum of Natural History Libraries*.

Literature and Ohio Center for the Book Public Services Associate Alison Guerin, Science and Technology Clerk Lakitha Tolbert, Social Science Librarian Helena Travka, and Public Service Associate Alycia Woodman attended NEO-RLS *Back to the Book XXI*.

Business, Economics, and Labor Librarian Zachary Hay along with Public Services Associate Alycia Woodman viewed the Federal Depository Library Program (FDLP) webinar *Knowing NAICS: Understanding the Way the Government Classifies industries*.

Business, Economics, and Labor Librarian Susan Mullee attended the Harvard Business Review et al. webinar, *Business Books*. In addition Ms. Mullee completed the course from LinkedIn Learning, *Business Etiquette for the Modern Workplace* and she attended an ALA BRASS Publishers Forum.

Social Sciences Sr. Librarian Mark Moore listened to Brian and Lexy Sauve's *Bright Hearth* podcast episode "On the Multiplication of Books", Librarian Forrest Kilb attended the Webjunction webinar, *Library of Things: The What, Why, and How of Lending Objects*, and Librarian Helena Travka attended the Booklist webinar *What's News in Debuts?*

Government Documents Library Assistant Alea Lytle watched the FDLP webinar "*Library of Congress Veterans History Project*".

OTHER

Lending and Circulation Manager Steve Wohl continues to serve as the co-chair of the CPL Labor-Management Committee (LMC), a member of the Automated Materials Handling Planning team, and a member of the Bookends training team along with Lending Supervisor Reggie Rudolph.

Mr. Wohl facilitated SIRSI Parts I and II, Circulation, and a Reimagined Customer Service training to the staff at the Hough branch in advance of their reopening.

On November 10th, Mr. Rudolph joined Digital Strategist Chatham Ewing and Youth Services Senior Librarian Lan Gao for a lunch meeting with representatives from Cleveland Municipal School District (CMSD) to discuss various strategies for CMSD to further utilize materials and resources offered by CPL in their classrooms.

Literature and Ohio Center for the Book Manager Don Boozer represented the Central I Region of states at the Library of Congress Center for the Book Affiliates Advisory Council Meeting in late October. Mr. Boozer is the advisory liaison to eight state Centers for the Book in the Upper Midwest.

Main Library Departments continue to host St. Martin de Porres students in their departments.

TEHCENTRAL

Outreach

Inside Programs

Name of Program	Date of Program	Total # of Attendees	# of Adults	# of YA	# of Juveniles
Microsoft Excel I - zoom	11/1	3			
My Digital Life Basics: Online Safety	11/2	4			
Microsoft Excel II - zoom	11/8	2			
My Digital Life Basics: Searching Basics	11/9	4			
Microsoft Excel III - zoom	11/15	3			
My Digital Life Basics: Email Basics	11/16	0			
Microsoft Excel IV - zoom	11/22	6			
My Digital Life Basics: News Basics	11/23	1			
Microsoft Excel Supplemental - zoom	11/29	7			
My Digital Life Basics: Online Banking Basics	11/30	TBD			
1-on-1s	November	10			

Youth Services brought several school tours through TechCentral in November.

TechCentral provided a tour and discussed services with Chief of Staff to the President of Tri-C, Ronna McNair on November 2nd.

Provided Hough Branch with button maker for the reopening on November 12th.

TechCentral provided a tour and discussed services with Principal at Enza Financial, Christine Millen on November 17th.

TechCentral Manager, Suzi Perez, provided a tour and discussed services with State Representative Juanita Brent on November 21st.

Professional Development and Meetings

TechCentral Staff attended a meeting with the Director on the future of TechCentral on November 2nd.

TechCentral Managers attended the Public Service and Main Managers meeting on November 2nd and November 9th.

Three new Technology Associates started in November: Cherita Vaughn (E 131), Prince Foster (MLK), and Anna Fullmer (Fleet).

Yehia (Jon) Alhibshi-Devore was promoted to Technology Associate. He was the last remaining LACE from TechCentral's original staff.

TechCentral Assistant Manager, Melissa Canan

Date	Topic	Location	Notes
11/1/22	Non-bargaining Performance Management	Virtual-Teams	HR Forum
11/3/22	Visit to Hough and Jefferson Branches	Hough & Jefferson	
11/8/22	Digital Ambassadors Monthly Meeting	Virtual-Zoom	
11/15-17	SirsiDynix Connections Conference	Virtual	

TechCentral Assistant Manager, Matt Sucre

Date	Topic	Location	Notes
11/15	Website Security for nonprofit decision makers	Online	NTEN Security Series
11/17	NEO Leadership From Peer to Leader	Online	NEO Leadership Series

TechCentral Manager, Suzi Perez

Date	Topic	Location	Notes
11/3/22	Non-bargaining Performance Management	Virtual-Teams	HR Forum
11/8/22	Digital Ambassadors Monthly Meeting	Virtual-Zoom	
11/9/22	Trained Hough Staff on Laptop Checkout	Hough	
11/15	Finance Meeting Transition Plan Meeting	Board Room Online	
11/17	Regular Board Meeting	Board Room	
Nov	Completed & Uploaded all annual evaluations		

Computer Usage and Hotspots

There were 2257 computer sessions at Main as of November 29th. TechCentral staff are actively prepping Hotspots for the West Park reopening.

PST Monthly Report: October 27th to November 29th

Service Calls and Tickets Summary

Service Calls and Tickets Received: 125

- CPL IT Tickets: 125
- CPL TechCentral Tickets: 0

Service Calls and Tickets Resolved: 66

Tickets currently in Progress: 158

Note: The reason for the high number of tickets in progress is that we have many that require replacement PCs and due to supply chain issues, new PC shipments are delayed.

- Configured, deployed all the computers for the Hough re-opening
- Cleaned out 5 pallets of stuff and 5 dumpsters of garbage from the storage room
- Working on organizing and cleaning Automation storage.
- Still sorting and recording old equipment to give to PCs for People.
- Continuing to Image and deploy PCs to update Branches.
- Asset Tag and record new shipments of IT equipment.

CLEVELAND DIGITAL PUBLIC LIBRARY

Summary

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

Programs & Exhibits

Staff participated in professional groups and Main Library meetings. CDPL are gearing up for winter programs.

Public Service Statistics

ClevDPL staff had 103 in-person visitors during November. The department had 14 two-hour scanning appointments. From November 1st to the morning of November 28th, Google Analytics (GA) reports 6531 sessions for 4859 users and 105,454 page-views. Search engines delivered 66.4% of our accesses. Searching in CONTENTdm accounted for 24.9% of our accesses. Referrals were 7.5% of our accesses (including 25% from Wikipedia, 17% from

CPL, and 10% from dp.la. 1% of our sessions came through social media (88% Facebook and a bit from others). 52.7% of our users accessed our site using desktop computers, and 47.3% accessed CONTENTdm through mobile devices (4.7% tablets and 42.6% mobile).

Outreach

Participated in the opening of [Google Cultural Institute's Cleveland site](#); contributed several online exhibits. Community partners' work in November continued. Continued training Playhouse Square staff for a volunteer donation/scanning project. Worked with Shaker Area Development Corporation to scan their community newsletter *Connection*. Scanned Anisfield-Wolfe Award book covers for Cleveland Foundation. The Cleveland Orchestra scrapbook scanning project continues.

Cleveland Digital Public Library Digital Strategist Chatham Ewing worked with Backstage Library Works to scan Computer Output Microfilm for the Daily Legal News, continued work on the Art inventory, sent work to ICA for conservation estimates and partnered with Internet Archive to pilot [Vault](#) program.

Collection Development

As of November 31st, 834 images were scanned, 1579 were post-processed and QA'd, and 812 images were uploaded, many of which were included in multi-image pdfs. The web archives continue to document 44 unique Cleveland and NE Ohio organizations. Scanning highlights include continuing scanning local newspapers, scanning Anisfield-Wolf covers, uploading urban planning documents, and scanning sheet music.

ILL

Statistics from OCLC are one month behind and cover October. Staff had 64 requests from CPL users for materials from other libraries. Response time by other libraries, likely due to the pandemic, averaged a 9 day 10 hour turnaround on our patron's requests for books and materials, and a three day, 12 hour turnaround for our patron's requests for copies. Partner libraries made 747 requests through OCLC to borrow from CPL and made 29 requests through ALA forms. CPL staff managed a response time for books of three days and 11 hours. Photoduplication time was 6 days. Staff again had many ILL requests from incarcerated persons and general researchers using ALA forms. CDPL trained a new page for ILL this month.

Staff Development

Staff have continued training on the new off-system ILL data entry process. Staff are learning the new Google Analytics platform. Staff attended a meeting of the Ohio Preservation Council.

Preservation

As of November 31st, preservation received 44 items and returned 34 items. Two four-flaps and 10 labels were prepared. Staff prepared 260 books for digicover recasing, and did 33 complex, and 11 simple repairs on codex books. Preservation completed 19 complex and 19 simple flat paper repairs on maps and plans, including washing and mending. Staff continued working on an inventory of artwork in the library system, focusing on branches in phase 1b of the master plan. Staff refined and improved on library displays in Main Library, improving them in terms of materials preservation. CDPL refined the survey of books from a [list prepared by Winterthur Museum](#) and scheduled a meeting regarding the survey in December.

Planning Activities

CDPL staff continue to plan for art moves and storage of art. Moe Brooker's piece from Hough is now at ICA for assessment. Staff are preparing for upcoming programming this winter.

OHIO LIBRARY FOR THE BLIND AND PRINT DISABLED

Activities

OLBPD lost one of its own with the passing of Mr. Fran Collins in October. Fran answered phones helping patrons and spent much of his time examining bibliographic records to improve the accuracy of books selected for readers. His career spanned 53 years at Cleveland Public Library, starting as a Page in 1968, working his way up to librarian and onto becoming a branch manager until he retired in 2005. He returned to work in 2006 as a part-time employee at OLBPD and spent the last 16 years here as an incredibly valuable part of our team. It is with our deepest appreciation of his dedication, loyalty, and years of excellent service which are truly remarkable but second only to the fun and irreplaceable laughter he shared with us that are sorely missed but not forgotten.

Property Management finished the assembly and installation of the recording booth inside the OLBPD duplication office. Equipment and software will be purchased after Munis opens for CY2023.

OLBPD staff participated in programming and provided information and talks about the service at the National Federation of the Blind of Ohio 76th annual state convention in Independence on November 5th.

The OLBPD adult book club met on November 10th to discuss *Good Morning, Midnight* by Lily Brooks-Dalton.

Staff Development

Performance evaluations for union employees were prepared and completed.

PUBLIC ADMINISTRATION LIBRARY

Programs/Exhibits

PAL highlighted the holiday season with a book display in the City Hall lobby.

Collections

Catalog deleted PAL's periodical holding for: *American Forests* and *Public Works*.

Transferred

PAL has transferred 19 titles.

Reference Questions Unique to PAL

- Assisted patron with park information.
- Assisted patron with tree information.
- Patron reviewed Whiskey Island subject file.
- Assisted patrons with ordinances concerning farm animals, vacated streets.

Outreach

On November 9th, the Lunchtime Knitting Circle had a meeting at the Public Administration Library. A regular member brought a friend who was introduced to looming.

ARCHIVES

Special Projects

Archivist Melissa Carr assisted Special Projects Manager Michael Ruffing in creating an updated list of the area (in square feet) that each Library agency (or department) occupies within Main Library and the Louis Stokes Wing, in order for the Financial Services Department to appropriately allocate utility costs, including electric, gas, water, and sewer. Scale architectural record drawings of each floor of both buildings were used to measure the net area (which includes all usable space contained within a building's walls) of each space, and calculations were performed in order to assign each agency its proportional gross area (which includes both usable and nonusable building spaces). The total gross area for both of the Library's downtown buildings is 529,281 square feet.

Ms. Carr served on the Moving Services Proposals Review Committee for the moving services to be provided in concert with the conversion of the existing static shelving to high-density mobile shelving on the seventh, eighth, and ninth floors of the Louis Stokes Wing. The committee, led by Mr. Ruffing, reviewed five proposals received by the Library in response to its request for proposals issued October 13th, 2022. Committee members scored each proposal based on price, ability and experience, technical plan, and approach to diversity, equity, and inclusion. A clear frontrunner was selected by the committee after a discussion and vote on November 30th.

Research

Research was conducted on behalf of a patron into the sale of the Library's former Superior Branch building, located at 1347 East 105th Street. The building - the last of the Library's 15 branches built in part with funding from industrialist and philanthropist Andrew Carnegie - was built in 1920. Because World War I had limited the availability of materials and workers, and because Mr. Carnegie's final gift (\$110,000 in 1914) was smaller than the first three, the branch was more modest architecturally. The branch was closed to the public temporarily in 1990, after it was determined that the condition of the building was unsafe because of structural deterioration. One year later, in 1991, the closure was made permanent, and in 1992, the Library sold the building to Emily M. Peck of the Children's Comprehensive Learning Center for \$1. On November 14th, the patron visited the Library's John G. White Reading Room and reviewed material from the Archives related to Superior Branch, including administrative files, annual reports, branch

records, building records, Library publications, and photographs.

Physical Space

On November 15th, roller window shades were installed by a father and son team from Carmen's Custom Window Treatments on the double doors of the Archives. The shades are similar to those that were installed on the Louis Stokes Wing's seventh, eighth, and ninth floor glass curtainwall in early 2022, following the Board's approval of the Resolution Authorizing Purchase of Solar Shades for Book Storage Areas in the Louis Stokes Wing on November 18th, 2021.

THE PEOPLE'S UNIVERSITY

Manager Marina Márquez and Coordinator Jennifer Jumba met with vendors to learn more about how to build a digital learning center for The People's University while also building a virtual Cleveland Public Library platform.

Special Projects

Presented at the East/West Managers' Meeting, the Main Managers' Meeting, and the Youth Services Meeting to share updates about the Cleveland READS campaign and brainstorm best practices to get Clevelanders excited about reading one million books and/or minutes by the end of 2023. The major highlights from the meetings included the need for literacy training and reader advisory training to support staff in the year-long reading initiative. Director Tracy Martin and Ms. Marquez are activating Cleveland Public Library's Foundation Committee to create a taskforce to help acquire incentives for the Cleveland READS campaign. In collaboration with Operations Ms. Marquez and Ms. Jumba created a monthly book distribution plan to distribute 90,000 free books to the branches for patrons. Distribution will begin December 2022 and end December 2023. Ms. Jumba met with Director Erica Marks to design reading challenges for Beanstack. Additional reading challenges created by Ms. Jumba include a 52 themed challenge and an author talk series that will engage readers throughout the year.

Collaboration, Outreach Efforts, & Support

In partnership with Cleveland City Council and Campus International School, Ms. Márquez and Melissa Carr provided tours of City Hall and Cleveland Public Library's Public Administration Library to 80 students and distributed 80 books. Along with Manager Tammy Houghton Ms. Márquez met with the City of Cleveland's Office of Prevention, Intervention and

Opportunity for Youth and Young Adults about bringing a literacy program to the East 131st Street Branch to help support the literacy needs of the students. The instructors can work at a 6:1 ratio and administer a pre-test to know where each student is and then create a plan to advance in reading.

Development

Both Ms. Márquez and Ms. Jumba completed the NBU Performance Management training.

BRANCH NARRATIVES

D1 Eastman (closed for Facilities Master Plan)- Manager Lauver worked closely with the director of Halloran Park to continue offering programs at the park while the Eastman Branch is closed. Youth Librarian Feliciano held Story Times at Wilbur Wright Elementary.

D1 Lorain (closed for FMP) - Youth Librarian Adela Santana began presenting Story Times at the following locations: Let's Play Together Childcare and Learning Center, Willard Head Start, and Genesis Academy and Almira Elementary School.

D1 Rockport - Library Assistant Bill Petrucz held a STEM series, including experiments involving static electricity, center of gravity, and creating rubber bouncy balls.

D1 Best Buy Teen Tech Center (BBTTC)- To honor Indigenous Heritage Month, Best Buy Teen Tech Center invited a speaker from the American Indian Movement to talk about Indigenous peoples' history. BBTTC hosted Fri-YAY, which is an open house for members' families to learn about the upcoming Clubhouse to College/Career (C2C) program. Staff welcomed the new C2C Coordinator Emily Szymanski.

D1 Walz (closed for FMP) - Manager Gielty held a monthly Zoom book/movie club with Walz area seniors who watched/read *Brooklyn*. Library Assistant Peter Dimarco held Story Times for the PreK and kindergartners at Marion Selzter School.

D1 West Park (closed for FMP) - Children's Librarian Libby McCuan performed 16 Story Times to local schools and preschools and attended an afterschool event at Riverside Park Elementary. Library Assistant Jeanna Sauls held a special needs Story Time at Newton D. Baker Elementary. Manager Lykins attended NEO-RLS Leadership Academy: From Peer to Leader.

D2 Brooklyn (closed for FMP) – Manager Roberts served CPL’s senior population in the Outreach and Programming Services Department.

D2 Carnegie West – Manager Guinther and Youth Librarian Helen Zaluckyj attended the inaugural Community Connectors evening hosted by The Welsh Academy at St. Ignatius High School. Ohio City Inc staff and volunteers from the neighborhood assisted Guinther with decorating the light poles in Frank Novak Park with garland and red ribbon. The Night Before Christmas by Clement Clark Moore was installed in the StoryWalk®, the third and final story in its debut year.

D2 Fulton – Fulton was a polling location for the November 2022 election. The Clark-Fulton Learning Center had over 225 visitors in its first month open. Fulton Branch hosted Cleveland Metropolitan School District students for Violin lessons.

D2 Jefferson – Since last month's ribbon cutting, the branch has seen a steady stream of patrons. Five classes visit weekly from Tremont Montessori, and several fourth through sixth-grade classes visited to research their projects about plants and animals. The Montessori school parent group and the Central Tremont Block Club utilized the community room.

D2 South – We marked the end of Hispanic Heritage with a celebration of the Day of the Dead. Rather than the traditional sugar skulls this year, ceramic skulls were used in their place and participants painted in the style of the sugar skulls. The traditional Dead of the Dead altar was constructed and decorated. The Tiny Art Show continues to be a popular cross-generational program, where children of all ages create their own miniature works of art.

D2 South Brooklyn – Manager Tancak taught Book Ends Sirsi and Circulation classes to new hires. Library Assistant Raymond Cruz provided outreach during Old Brook High School’s Community Resource Fair. Children’s Librarian Joanna Rivera provided bilingual services while promoting library resources to English as a Second Language families at the James Ford Rhodes High School Literacy Event. South Brooklyn hosted a Sparkles of Joy family, providing a safe and unique library experience for another immunocompromised child. The fall session of the Young Scholars’ Academy at South Brooklyn concluded.

D3 Garden Valley – The Youth Services team co-facilitated the Little Bits Construction Maker Lab. Youth Librarian, Andrea

Csia, presented the "Fall Perler Bead Magnet" program. With the assistance of Walz Clerk, Cristyle Frye, the youth services team created Indigenous Peoples' Day and Hungry for a Good Book displays and assembled the It's Corn display as well as some pumpkins and corn out of yellow and orange titles.

D3 Hough - The new Hough Campus grand opening occurred on November 12th. The day was filled with special guests Djapo Cultural Arts Institute, Nikki Giovanni, and Twister girl. Djapo drummers led the way into the branch after the ribbon-cutting ceremony and dazzled us with a stirring performance. Patrons enjoyed an open house and pastries before Ms. Giovanni took to the main stage. Twister Girl made balloons and provided face painting to kids of all ages. Library patrons used the button maker to make a special keepsake picture of the new campus. Special thank you to the Phix Café, Squash the Beef, Cleveland Cold Coffee & Café, and Dave's Supermarket for food, beverages and sweet treats that were enjoyed by all.

D3 Martin Luther King - Manager Gielty held the first meeting of the Fenway Towers Book Club reading *Self-Made* and *Where the Crawdads Sing*. The Fenway seniors also participated in a fall wreath making craft. Library Assistant Prince Foster held in-person gaming with teens. IMPACT216 concluded its ACT/SAT tutoring program for high school students. InnerCityTrades, a financial workshop for families of color, also concluded.

D3 Sterling - Sterling welcomed the Girl Scouts of Northeast Ohio. The Troop met weekly. Marion-Sterling Kindergarten students attended Story Time at the branch with guest readers from the Cleveland Metropolitan Housing Authority Police Department. Youth Librarian Sonja McCord presented Thanks for Thanksgiving and Thanksgiving Card programs. Manager Rudzinski received the 2022 Champion of Central award from Cleveland Central Promise Neighborhood.

D3 Woodland (closed for FMP) - Manager Estrella received the 2022 Champion of Central award from Cleveland Central Promise Neighborhood. Clerk, Shannon Muhammad, completed the Hold It training to prepare for the future Woodland Branch book hold lockers.

D4 East 131 - Generalist Michael Oakes participated in the Works of Wonder Committee and gave the Treasurer's Report to the Rainbow Readers Employee Resources Groups. Library Assistant Cherita Vaughn was promoted to Tech Central's Technology Associate. Youth Librarian Kelli Minter attended the Mount

Pleasant MyCOM meeting and provided Story Time to Harvard Academy. She also attended two Booklist webinars on collection development – *Revise, Refocus, and Reshape* and *DK School and Library Spring Preview*. Manager Houghton attended the United Way/Community Shares Meeting and the ERG Lunch and Learn: Modern Native American Representation and Visibility. East 131 hosted various programs such as the CSU tutors, Art Therapy, MyCom Resource Closet, Young Scholars Academy Transitional Program, Maker Kit: Construction, and a harvest craft.

D4 Fleet – Manager Peters partnered with City Music Cleveland Chamber Orchestra to schedule two performances of the Rabbit on the Moon at Mound School. These performances included violins and puppets.

D4 Harvard Lee – Youth Librarian Olivia Morales and Library Assistant Kevin Moore performed outreach Story Time at Jamison School and at Whitney Young School. Take n' Make pumpkin kits were distributed. Mr. Moore attended the MyCom meeting at Earle B Turner Rec Center. The branch facilitated a littleBits MakerLab. Manager Schmidt volunteered for the Managers' Appreciation Sub-Group of the Employee Engagement Task Force. Harvard Lee was a City of Cleveland rain barrels distribution site.

D4 Mount Pleasant – Generalist, Marzi Margo hosted their first program, A Small Haunted House party where they created miniature haunted houses with youth, played pin the eye on the monster, and covered the branch in slime. The Mt. Pleasant Team welcomed a new Generalist, Jill Collins. Ms. Collins is focusing on bringing healthcare programs and senior programs to the Mt. Pleasant Community. Manager Boyce delivered 24 UBTECH Ukits to a class of Andrew J. Rickoff third graders. She co-facilitated the robotics program alongside teacher Anita Guisto.

D4 Rice – Legal Aid's bi-annual visit and Yoga were the highlights of the month. Legal Aid drew large crowds. During "Yoga Day" workshops were offered for adults and youth. The participants were encouraged to try new yoga poses and classics.

D4 Union – Youth Librarian Tamara Steward held multiple programs at the branch including a Veterans Day program for children. Clerk Diane Hill, a veteran, spoke with the children about her military service. In addition, the children made cards for Veterans which were sent to the VA Hospital; Thanksgiving and fall-themed crafts were also created this month. Library

Assistant Michael Armstrong offered a Computer Basics class for adults.

D5 Addison - Addison outreach staff engaged Eliza Bryant Village Independent Living Communities with two site visits. Bingo was the chosen activity. Youth Librarian, Heidi Malinoski updated book displays to represent upcoming holidays.

D5 Collinwood - Library Assistant, Kiaira Jefferson provided 60 bags of Take n' Make Literacy treats for Halloween to four community daycares. Manager Peak was able to help thank our 5th District Police officers and community members who were recognized for their service to the Collinwood Community at the Job Corp award ceremony along with lending our branch United State flag for a street renaming ceremony in honor of slain officer Shane Bartek. The Breast Cancer Paint and Chat was a tremendous success with the talk and Q & A session led by Teresa Dews, MD, President, Euclid General Hospital of Cleveland Clinic.

D5 Glenville - Youth Librarian Katie Power visited Stephanie Tubbs Jones School, Citizens Academy, and FDR Academy providing story times on Native Americans and Thanksgiving through a Native American lens. Library Assistant DiFranco Barnes visited the 7th graders at Stephanie Tubbs Jones to run a UBKit robotics program. Educator Sarah Stonedahl returned to Glenville with her program "Think Like a Scientist" and instructed the children about energy by building exploding popsicle stick structures. The Cleveland Chapter of the American Institute of Architects did their third and final sketching workshop with Glenville's youth patrons. A "dinosaur trainer" from Jurassic Quest visited with a baby dinosaur. Patrons had Q&A with the trainer and there was a drawing for free tickets to Jurassic Quest at the IX Center.

D5 Langston Hughes - Youth Librarian, Christopher Busta-Peck, visited Willson Elementary and read *The Book with No Pictures* by B.J. Novak and *Let's Play!* By Herve' Tullet. Library Assistant Ron English visited Stonebrook Montessori elementary, met with teacher Ms. Kim Woodson and read *Green Eggs and Ham* by Dr. Seuss, *Flat Stanley*, and *The Missing Pumpkins* by Jeff Brown. The branch was able to acquire a copy of the Langston Hughes work, *The Dream Keeper*. The copy is a first printing, with a bold, colorful dust jacket with high quality illustrations that significantly help illustrate Hughes' life and build a connection between the children and adults that we serve and the history of this branch. New

partnerships included the Physics community outreach program from Case Western Reserve University.

D5 Memorial-Nottingham – Memorial-Nottingham Branch staff created collection displays for Thanksgiving, Native American History Month, and the Fall baking season. Self-Care Art Therapy workshops and Yoga classes for strivers and seniors were offered. Memorial-Nottingham also offered Making Tunes, Take n' Make Turkey Craft, and "Board Games for the Bored" for patrons along with "Youth Biz," a program designed for budding young entrepreneurs.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

- *Goal: Increase Elected Officials and Key External Stakeholders' Awareness and Understanding of CPL's Community Impact*
 - **Elected Official Engagement**
 - Facilities Master Plan (FMP) Branch Updates
 - Continued to apprise local legislators of FMP updates for the branch(es) in their jurisdiction.
 - Hough Branch Grand Opening/Ribbon Cutting Event
 - Councilwoman Stephanie Howse, Cleveland City Council Ward 7, presented City Council resolution at Hough.
 - Virtually met with Councilman Michael Polensek, Cleveland City Council Ward 8, to discuss Facilities Master Plan core updates regarding Memorial Nottingham branch.
 - Organized an in-person meeting with Ohio Representative Juanita Brent, District 12, at Main Library for a tour and meet/greet with Director Thomas to highlight how the Library serves the community.
 - **External Stakeholder Engagement**
 - FMP Branch Updates

- Continued to apprise community development corporations (CDC's) of FMP updates for the branch(es) in their jurisdiction.
- ***Additional External Relations & Advocacy Efforts***
 - Continued planning preparations with the City of Cleveland for December 17th kick-off event for the City-Wide Reading Campaign, with the campaign to launch January 2023 to December 2023.
 - Events
 - Attended and assisted with the National Congress of Black Women Greater Cleveland Chapter (NCBW-GCC) "And Justice for All" conference with keynote speaker Nikki Giovanni hosted by Councilwoman Yvonne Conwell in partnership with the Library.

CPL DEVELOPMENT UPDATES:

- ***Goal: Align fundraising to support CPL strategic plan***
 - Fundraising
 - Submitted Refresh and Retool request for Best Buy Teen Tech Center at Rockport Branch.
 - Submitted request for continued support of Young Scholars Academy and STEM Robotics.

CPL FOUNDATION UPDATES:

- ***Goal: Reach Financial Targets***
 - Continued to advance the Foundation's 2022 financial targets.
 - Received large donation for new shelving in Special Collections Department.
 - Submitted additional request for STEM Robotics.
- ***Additional CPL Foundation Efforts***
 - Hosted site tour of the Library's new Hough & MLK Branches for the Cleveland Foundation.
 - CPL Foundation Board
 - Held quarterly Executive Committee meeting.
 - Held quarterly Development Committee meeting.

- Held quarterly Governance Committee meeting.
- Held quarterly Finance Committee meeting.

ADDITIONAL DEPARTMENT EFFORTS:

- Staff participated in media interviews to discuss holiday shopping at the Library's Foundation gift shop and branch book carts.
 - FOX8 Interview: Holidays at CPL
 - WKYC Interview: Holidays at CPL
- Staff attended virtual conferences/webinars including:
 - Fundamentals - Overview / Blackbaud Raiser's Edge NXT

COLLECTION & TECHNICAL SERVICES

Director of Collection and Technical Services Sandy Jelar Elwell participated on the interview panel for the Collection and Acquisitions Manager position along with Regional Director Michael Dalby and Special Projects Manager Michael Ruffing.

Ms. Jelar Elwell, Catalog Manager Andrea Johnson, and Materials Handling Supervisor James Clardy attended an HR session on non-bargaining performance management. Ms. Jelar Elwell, Ms. Johnson, Catalog Librarian Perry Huang, and Technical Services Librarians Celia Halkovich and Barbara Satow attended the virtual CLEVNET Technical Services & Acquisitions Special Interest Group (SIG) meeting.

Ms. Jelar Elwell, Technical Services Librarian Yeshen Dugarova-Montgomery, and Ms. Halkovich attended the "Modern Native American Representation and Visibility" Lunch & Learn session hosted by CPL's Cultural Diversity Resource Group. Ms. Jelar Elwell attended the Executive and quarterly meetings of the Women's Employee Resource Group (ERG). Ms. Jelar Elwell and Technical Services Librarian Tonya Jenkins attended the Hough Branch grand opening.

Acquisitions: The Acquisitions Department ordered 4,110 titles and 16,530 items (including periodical subscriptions and serial standing orders); received 9,099 items, 1,001 periodicals, and 72 serials; added 277 periodical items, 23 serial items, 68 paperbacks, and 310 comics; and processed 1,357 invoices.

Acquisitions Coordinator Alicia Naab spent the majority of November assisting the Special Collections Department in expending the remainder of their budget for this year. She

communicated with Fine Arts & Special Collections Manager Heather Shannon to provide clarification about ordering policies, deadlines, and fund balances. Several new vendors were setup to purchase unique items selected by the Special Collections Department. Ms. Naab provided updated fund balance information to the Main Library staff responsible for selecting OverDrive eMedia titles to ensure that available balances were expended before the end of year deadline for submitting selections.

Ms. Naab worked with Catalog Manager Andrea Johnson to locate a volume that was missing a component when the vendor found the item and forwarded it to CPL this month. Ms. Naab also collaborated with International Languages Subject Department Librarian Victoria Kabo to resolve an issue with a vendor requiring a minimum order for purchases. Ms. Naab provided clarification to Geauga County Public Library Technical Services Manager Marlene Pelyhes regarding the holds fulfillment policies with OverDrive. A process was created to alert users when Advantage copies need to be purchased to fill holds on materials owned by the consortium.

Technical Services Librarian Lisa Kowalczyk continued to assist with the assigning of categories for picture books purchased for Branch Opening Day Collections (ODC) and assisted the High Demand Department with receiving orders of materials for ODC in Sirsi.

Catalog: Staff cataloged 2,682 titles, including 106 original records and 47 upgrades, created 113 Library of Congress call numbers, added 3,733 items, completed 185 bibliographic quality control transactions, and transferred 147 titles or call numbers for Cleveland Public Library. The Department also added 3,393 titles, made 220 corrections, and performed 275 transfers for CLEVNET member libraries. Librarians handled 127 email and phone requests from Library staff and 323 requests from CLEVNET.

Technical Services Librarian Yeshen Dugarova-Montgomery figured out how to generate original records for Public Administration Library material with ContentDM links provided by Subject Department Librarian Elaine Herroon. Ms. Dugarova-Montgomery also created original cataloging for a Special Collections Department Lithuanian-language book. Technical Services Librarian Celia Halkovich created an original bibliographic record for a multilingual book of children's songs and lullabies titled Nanas y canciones infantiles bereberes. The book is in Spanish and several Berber languages of North Africa. Technical

Services Librarian Barbara Satow created nine original map records for the Embedded Catalog Librarian Project.

Catalog Manager Andrea Johnson worked with CLEVNET/IT staff regarding a change to the consortium practices for DVD and Blu-ray sets and revised the CLEVNET Subfield Z Style Sheet to reflect the new guidelines.

Collection Management: Collection Management Librarian Laura Mommers and Walz Branch Manager Jeanmarie Gielty continued to assist with collection development responsibilities in the absence of a Collection and Acquisitions Manager.

High Demand: The High Demand Department ordered 1,306 titles and 6,289 items; received and added 5,359 items; processed 523 invoices.

Materials Processing: The Materials Processing Technicians processed 8,254 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 19 items to the Main Library for requests and 67 items to fill holds. Main Library received 132 telescopes, the Branches received 153 telescopes, CLEVNET received 43 telescopes, and CSU, CWRU, and Tri-C each received 4 telescopes. A total of 340 telescopes were shipped out. The Technicians sent out 463 items of foreign material and in total 8,910 new items were sent to the Acquisitions and High Demand Departments.

OUTREACH & PROGRAMMING SERVICES

ENGAGEMENT

On Saturday, November 12 the Library hosted a candid conversation with world-renowned poet Nikki Giovanni on Saturday, November 12 at the grand opening of the Hough Branch located at 6530 Lexington Avenue. Director Felton Thomas spoke about Giovanni's storied background, life's work, politics and influence on the Black Arts Movement. Prior to the conversation Djapo Cultural Arts Institute performed for an audience of stakeholders and community members.

On Saturday November 19, Pulitzer Prize-winning journalist Nikole Hannah-Jones closed out the 2022 Writers & Readers series to an online audience of more than 1000 library patrons. Nikole Hannah-Jones is a staff writer for The New York Times Magazine and the creator of The 1619 Project which explores the history

of slavery in the United States. She has spent her career investigating and writing about racial inequality and injustice.

Ana Castillo a senior at the Cleveland School of Architecture and Design at John Hay in Cleveland made opening remarks for the event. The student introduction is a first in the history of the Writers & Readers series. Anna has resided in Cleveland her entire life, and lives on the city's west side. She is an honors student, interested in tech and art, and has previously been involved in Student Web Core and John Hay's Robotics Club. Last year, Ana participated in and won an essay contest upon reading The 1619 Project.

The Hannah-Jones event was a partnership with the Cleveland Black Equity and Humanity Fund, powered by The Soul of Philanthropy Cleveland (TSOPCLE). Connie Hill-Johnson, Chair of The Cleveland Foundation Board of Directors, and TSOPCLE Executive Steering Committee member served as the moderator.

EDUCATION

Young Scholars' Academy (YSA) parent partner met with the parents in the meeting room at the library branch. The parent partner shared resources and strategies to engage the child learning.

To build community, families were greeted and invited to use an alphabet/number dry-erase board for writing practice, with the other families while waiting for participants to arrive.

The scholars formed a line and walked quietly to the children's area of the library. The lesson's focus was ODE Reading Literature Standard: With prompting and support, ask and answer questions about key details in a text. The scholars were read a book and completed an activity to find the details of the story.

It's helpful to break down this skill into steps beginning with details and later the main idea. The scholars were read two stories and a song/activity to support the objective.

Parents were given information about the importance of asking prompting questions like, who, what, when, where, why, and how, to promote recall. Thinking about and recalling the ideas and events in a story builds comprehension skills. Parents were encouraged for them and their child to tell stories and retell stories. Also, to have their child record their story with words or pictures on paper or a recording.

The family activity was a book and fun cut-out and glue sequencing booklet using details from a story.

During the Zoom class, parents sat with their scholars and guided them through the writing activity.

The next lesson offered the scholars experience in comparing a nonfiction and fiction book on the same topic. The scholars were encouraged to raise their hand to respond to questions and listen to what their peers had to say. The activity used a T-Chart to organize their thoughts.

A nonfiction book about polar bears was a giveaway for the families.

Parents were given a survey responding to their thoughts about the Young Scholars' Academy program. 100% of participants said they learned new skills to support their scholar's kindergarten readiness and achievement. One response to the question "What did you like best about the program said "I think YSA is such a great program. It's helpful for me as a parent, to learn about the skills my child needs to be ready for kindergarten that way I know what things we need to focus and work on. He really enjoys the different weekly activities. I think the packet of books, workbooks, supplies, and activities is super helpful in that it makes learning fun and we're able to work on specific skills."

YOUTH

Facilitated by licensed art therapists, Express Yourself! Youth Workshops are designed to introduce various mediums to express oneself through drawing, painting, sculpting, or visual art.

Youth Art Workshops are offered two days a week for school-age and high-school students at the following branch locations: Hough, Sterling, South, and East 131st. All sessions are in-person. New this fall; in-person self-care workshops are on Tuesdays at the Memorial Nottingham Branch. North Collinwood Seniors have been participating in the self-care workshops. *LatinX Make Art* takes place on Fridays at the South Branch. South Branch community members explore Hispanic/Latin heritage in this program through art.

impact! is an in-person program designed to prepare students in grades 9 through 12 for ACT, SAT, and PSAT tests. College Now instructors lead an *impact!* at the Martin Luther King Jr.

Branch. In addition to preparing for the ACT, SAT, and PSAT, College Now participants receive assistance with college and scholarship applications and campus visits. Students receive a free snack each day from the Greater Cleveland Food Bank. Students who complete the program earn a \$200 stipend. The 2022 Fall session started November 3rd and continued through the end of the month.

Free tutoring services are available for students in grades K-12 at several branch locations. Monday through Thursday, 4:00-6:00 pm, students can drop in for homework help at the following locations: Addison, East 131, Fleet, Fulton, Garden Valley, Glenville, Hough, Langston Hughes, Memorial Nottingham, Rice, Rockport, South Brooklyn, and South.

America Reads tutors help with math, science, English, and social studies subjects. Trained Cleveland State University college students lead tutoring sessions, providing virtual tutoring support also.

Led by Angela Flowers of Making a Difference Consulting, YouthBiz Academy is a six to eight-week workshop for students 9-16 years of age interested in starting a business. This program has retained an average of ten students weekly. At Memorial Nottingham Branch on Fridays, 4:30-5:45 pm, scholars learn tips on how to start a business, participate in a business plan competition, and receive funding to start a small business. The entrepreneur market date, where scholars can sell their products, is scheduled for December 3rd, 2022, at the Memorial Nottingham Branch.

MARKETING & COMMUNICATIONS

EXECUTIVE SUMMARY

In November, we held a ribbon cutting for the second branch to be completed in the FMP project. The brand-new Hough Campus opened on November 12. A major highlight was a discussion with author and poet Nikki Giovanni. The Library joined in on the Downtown Cleveland Alliance's WinterLand kick-off on November 26 with our own WinterLand. Main Library Campus welcomed reindeer to the Eastman Reading Garden, carolers into Brett Hall "aka WinterLand", and had crafts and family activities for patrons to enjoy. Work on the Cleveland Reads Book Bash kick-off was in

full swing, the Library launched on the Google Arts & Culture platform and app, and more.

Our marketing efforts included media releases, social media and digital (cpl.org, Off the Shelf, community calendars), and printed materials.

Library Programs & Services

Objective: *Remain relevant by promoting programs and services to help Greater Clevelanders thrive.*

FACILITIES MASTER PLAN: Work on reimagined branches continued throughout the month. The Hough Campus ribbon cutting was held on November 15. After the ribbon cutting ceremony, Djapo Cultural Dance Institute got everyone energized and ready for a discussion from author and poet Nikki Giovanni. Patrons had the chance to take photos with Nikki and get copies of her books signed.

MEDIA COVERAGE:

<https://www.cleveland.com/news/2022/11/cleveland-public-library-celebrates-the-opening-of-its-hough-branch-with-the-help-of-acclaimed-poet-nikki-giovanni.html>

<http://clevelandpoetics.blogspot.com/2022/11/world-renowned-poet-nikki-giovanni.html>

https://www.clevelandjewishnews.com/news/local_news/new-magnet-headquarters-opens-in-midtown/article_b1c7c55c-56f6-11ed-a161-5ba858f42bb9.html

CLEVELAND READS INITIATIVE: CPL staff was deep in planning for the December 17th Cleveland Reads Book Bash kick-off at Public Auditorium. Dr. Shenise Johnson Thomas and Libby McCuan sat down with WKYC to discuss winter programs and the kick-off.

MEDIA COVERAGE:

<https://www.wkyc.com/video/entertainment/television/programs/we-the-people/fun-holiday-events-for-readers-of-all-ages/95-df44eec2-d67a-42d7-998c-21f24249cbf2>

WINTERLAND, BRIGHT LIGHTS, READING NIGHTS, AND MORE: In conjunction with Downtown Cleveland Alliance's WinterLand kick-off, Brett Hall received a festive makeover and dubbed the name WinterLand. On November 26, the space had carolers, crafts and family activities, and even reindeer in the Eastman Reading Garden. Festivities continue throughout the season with events

like Bright Lights, Reading Nights (December 2) and regular storytime and craft sessions.

MEDIA COVERAGE:

<https://coolcleveland.com/2022/11/downtown-holiday-kickoff-returns-with-a-new-name-winterland/https://www.wkyc.com/video/entertainment/television/programs/we-the-people/fun-holiday-events-for-readers-of-all-ages/95-df44eec2-d67a-42d7-998c-21f24249cbf2>

NEWS 5 TV SPOTS: As part of a paid campaign, the library had short interviews that were aired on News 5. Topics included the Foundation, Jefferson Campus/FMP, and Winterland at CPL.

MEDIA COVERAGE:

<https://www.news5cleveland.com/cpl>

AARON MASON: It was announced that Aaron Mason was selected as Director & CEO of Mid-Continent Public Library. While we are sad to see Aaron go, we are grateful for his contributions to the Outreach and Programming Services of CPL and are proud of him for taking this next step in his career.

MEDIA COVERAGE:

<https://martincitytelegraph.com/2022/11/28/mid-continent-libraries-names-new-ceo/>
<https://plattecountylandmark.com/2022/11/23/new-library-director-hired-by-mid-continent/>
<https://fox4kc.com/business/mid-continent-public-library-hires-new-director/>

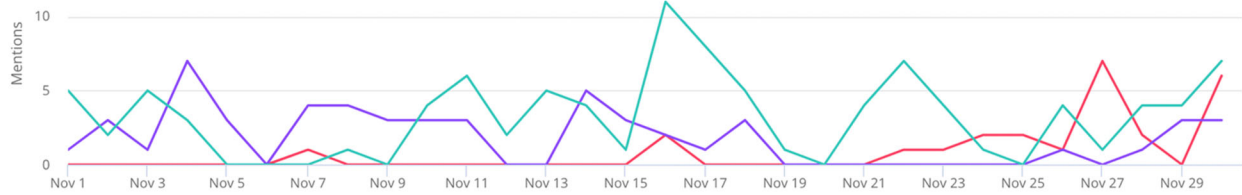
GOOGLE ARTS & CULTURE: The Library was one of eighteen organizations that contributed content to the "Created In Cleveland" collection on the Google Arts & Culture platform and app.

MEDIA COVERAGE:

<https://www.bizjournals.com/cleveland/news/2022/11/21/cleveland-launches-on-google-arts-and-culture-app.html>

PUBLIC RELATIONS OVERVIEW

Cleveland Public Library garnered 178 mentions for the month of October reaching more than 36 million people in national and local TV news, radio, and online and print.



Mentions 178 Audience 36,245,682 Publicity \$12,724,303

SOCIAL MEDIA SUMMARY





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





- **Book Drops (recommended reading by CPL) themes:** Short stories for adults
- **Board Meeting:** The board meeting was recorded and livestreamed on Facebook for public to view
- **Page Count:** Podcast series belonging to Ohio Center for the Book

Other digital content included storytime videos, footage for news spots, livestream and content for Hough Campus, and Book Drops series. Throwback posts documenting CPL's rich history continue to be popular. Other content that performed well included posts about the new Jefferson Campus, MTKYN event, and Clark-Fulton Verizon Center.

Most Popular Posts by Platform:

Post Description	Total Engagements	Likes
#TBT Here's a rare splash of color in today's throwback photo! This 1980 view is looking south on West 25th...	279	264
#TBT Today's image shows the Baltimore & Ohio Railroad Bridge #463 (Old) in 1911, situated on the east ban...	203	190
With a keen eye for the quiet moments in a bustling city, local photographer and Cleveland 20/20 participant Jef...	174	171
#TBT Today's photo is a view of downtown Cleveland in 1927, featuring the not-yet-completed Terminal Towe...	136	126

<p>Cleveland Public Library Tue 11/1/2022 5:00 pm EDT</p> <p>The Hough Branch is closed to prepare for the move to its new location. Join the Hough Campus Grand Opening...</p>  <table border="1"> <tr><td>Total Engagements</td><td>5,118</td></tr> <tr><td>Reactions</td><td>1,178</td></tr> <tr><td>Comments</td><td>207</td></tr> <tr><td>Shares</td><td>175</td></tr> </table>	Total Engagements	5,118	Reactions	1,178	Comments	207	Shares	175	<p>Cleveland Public Library Tue 11/1/2022 5:00 pm EDT</p>  <table border="1"> <tr><td>Total Engagements</td><td>3,453</td></tr> <tr><td>Reactions</td><td>849</td></tr> <tr><td>Comments</td><td>137</td></tr> <tr><td>Shares</td><td>134</td></tr> </table>	Total Engagements	3,453	Reactions	849	Comments	137	Shares	134	<p>Cleveland Public Library Tue 11/1/2022 5:00 pm EDT</p>  <table border="1"> <tr><td>Total Engagements</td><td>3,453</td></tr> <tr><td>Reactions</td><td>849</td></tr> <tr><td>Comments</td><td>137</td></tr> <tr><td>Shares</td><td>134</td></tr> </table>	Total Engagements	3,453	Reactions	849	Comments	137	Shares	134	<p>Cleveland Public Library Thu 11/10/2022 11:00 am EST</p> <p>#TBT Here's a rare splash of color in today's throwback photo! This 1980 view is looking south on West 25th...</p>  <table border="1"> <tr><td>Total Engagements</td><td>1,971</td></tr> <tr><td>Reactions</td><td>597</td></tr> <tr><td>Comments</td><td>59</td></tr> <tr><td>Shares</td><td>84</td></tr> </table>	Total Engagements	1,971	Reactions	597	Comments	59	Shares	84
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Likes	14																		

PROPERTY MANAGEMENT

Carpenters/Painters

- Received A.D.A deficiency list and began work.
- Worked on move from old Hough to new Hough.
- Delivered rock salt and snow blowers to all branches in preparation for winter weather.
- Removed paneling from basement of Jefferson branch to locate water leak.
- 6th floor LSW S.E corner received primer and final paint on the ceiling.

Maintenance Mechanics

- Continue installing ionization in air handler at Sterling Branch.
- Replaced pre-filters in air handler for LSW and replaced pre-filter in Main air handler.
- Continuing P.M's on boilers and rooftop air handlers.
- Replacing lamps and ballasts on 6th floor LSW.
- Warranty motor installed in air handler #1 in LSW.
- Replaced outdoor pole lighting at Lakeshore with LED upgrades.
- Winterized cooling tower and chilled water loops and coils in air handlers at Lakeshore.
- Replaced failed damper motor at Lakeshore.
- Winterized coils in air handlers #5 in LSW AND #25 in Main.
- P.M's on Liebert dry coolers.
- Repaired controls in make-up air unit to Main dock.
- Repaired 7 VAV's on 2ND floor LSW.

SAFETY & PROTECTIVE SERVICES

Safety Services

- 11-8-22: EMS notified for adult male in Eastman Indoor Garden for medical emergency. EMS responded and transported the patron to Lutheran Hospital for further evaluation (SIR 22-0885).
- 11-9-22 conducted security audit at New Hough Branch. Conferred with FMP Team and Guardian Alarms.
- 11-11-22 Old Hough branch experienced a break in. Police (SIR 22-0889) arrested the subject.
- 11-12-22 EMS contacted for adult with medical emergency at LSW (transported to UH).
- 11-14-22 Patron experienced a fall exiting Rice. EMS notified. Legal copied with paperwork.
- 11-16-22 Juvenile patron experienced a medical emergency. EMS notified.
- 11-18-22- patron left inside LSW after closing. Theft of CPL property. On 11-19-22 patron re-entered LSW in possession of same stolen property and was arrested without incident by CPD (property partially recovered).

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Nov 2022	1332	19	65	10	96	42
Oct 2022	1490	24	41	9	120	33
Sept 2022	1406	14	38	34	86	62
August 2022	1639	6	33	30	80	61
July 2022	1613	9	44	37	103	28
June 2022	1752	19	60	17	75	45
May 2022	2046	19	90	9	109	35
April 2022	2129	23	29	32	143	49
Mar 2022	1782	25	31	12	134	67
Feb 2022	1665	28	50	16	123	60
Jan 2022	1945	61	19	8	101	30
Dec 2021	1731	28	69	32	121	47
Nov 2021	1900	36	32	19	126	46

Special Attention, Special Events, and Significant Incidents

- November- Security provided to Anointed Gates Church Group at Collinwood (contracted space)
- 11-7 & 11-8 Provided Branch support for voting activities.
- 11-12-22 Provided support for ACN regional meeting.
- 11-12-22 Provided support for Hough Ribbon Cutting with guest Djapo Dance Troupe and nationally acclaimed author Nikki Giovanni.
- Writers/Reader at LSW (Audra Jones)

Protective and Fire Systems

- 11-6-22 Bosch panel sensor monitoring test conducted at various branches with exception of Lakeshore (24hr service) & Memorial Nottingham. Irregularities discovered at E. 131/Langston Hughes/Mt. Pleasant. Service will be ordered for those locations.
- 11-8-22 Met with Guardian Alarms and IPS to ensure alarm coverages at reimagined branches.
- 11-16-22-Coordinate Graphics Cutter equipment delivery
- 11-29-22 Malfunctioning fire alarm device at Main (Popular North). Alarm addressed by SPS/Cleveland Fire/Property management
- 11-30-22 Early morning fire at Lorain Branch. Preliminary reports reveal a utility pole with live wires fell on the southwest corner of the building causing fire damage to

roof. Fire mitigation efforts allowed water infiltration to interior of building and apparent minor smoke damage.

Administration

- 11-8-22 Continue to provide support for FMP management team regarding security systems configuration on 1B projects.
- 11-8-22 working with CPL IT/Clevnet to upgrade security software (Ominigo & S2) in SPS.
- 11-10-22 Met with Cleveland Police Commanders to establish a collaboration between CPD and CPL supporting Mayor Bibbs literacy campaign.
- 11-14-22: conferred with CPL IT regarding upgrades to the dispatch office.
- 11-22-22 conferred with CPL IT regarding cost effective motion detectors for LSW/Main.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET-IT staff worked on various projects during November 2022.

The Software Team met with Quipu (a vendor who can provide online card signups) and they continued testing with Quipu and Twinsburg Public Library. Due to this, the Software team made final adjustments to the online ecard signup form template. They report that they are on track to offer this service to CLEVNET member libraries with existing ecard policies in early December 2022.

Megan Trifiletti (CLEVNET Library Systems and Applications Analyst) and Jim Benson (CLEVNET Library Systems and Applications Analyst) attended the CLEVNET Technical Services and Acquisitions Special Interest Group (SIG) meeting, on November 8, 2022. Ms. Trifiletti and Mr. Benson provided updates on CLEVNET issues affecting Cataloging and Acquisitions and answered questions.

The Software Team also met to plan the December rollover of Acquisitions components for the 2023 fiscal cycle. This will involve copying vendor and fund information and orders from 2022 with items yet to be received when the year ends, worked with the solutions Team to resolve a problem with indexing on BLUECloud Analytics. Finally, Software group worked with Cleveland Public Library (CPL) staff with the re-opening of the

Hough Branch by adding the Hough Branch Lockers, as well as restoring the Hough Branch itself, as hold pickup locations, making Hough Branch items visible in the public catalog again, and doing a batch receipt of new items sent from CPL Book Preparation.

The Computer and Networking Team moved Huron Public Library to CLEVNET VoIP System. They also configured and installed networking equipment for CPL CDF/Woodland branch and moved it for WEPL Eastlake branch renovation.

The Hardware team has commenced a special project upgrading Windows 2012 R2 servers, which will no longer receive security updates after October 2023, to Windows Server 2019. The hardware team started by migrating the various Domain Controllers (DCs) that CLEVNET-IT hosts. They currently have updated the DCs for Geauga, Bristol, Girard, Hubbard, Burton. Cleveland Heights, Fairport Harbor, Huron, Kirtland, and the Cleveland Law Library.

The Solutions Team met with Logicalis to review their proposal on the CLEVNET Tenant migration. Afterwards, the Solutions Team discussed the proposals from the three vendors (NeoTH!NK, CDW, and Logicalis) and recommended that the proposal from was the best of the three.

Jesse Scaggs (CLEVNET Solutions Architect) setup a new Set up a new virtual server for IPS/ Milestone security system at Cleveland Public Library and performed an onsite assessment of available rack space for and current configuration of CLEVNET equipment at the SOCC (State of Ohio Computer Center) in preparation for the new SAN (storage area network) and fiber switch installation next year.

Andy Busch (CLEVNET Solutions Architect) spent two weeks working with Medina County District Library to fully integrate their systems with Papercut (the CLEVNET provided printing solution).