

DIRECTOR'S REPORT

February 20, 2020

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

Youth Services Programming

Throughout the month of January, the Youth Services Staff lead story times and art programs to serve a variety of patron needs and interests. Programs included an adaptive Storytime for children with special needs, a Super Sleuth Readers Storytime, a find a job resume workshop program for teens, and several other story time and art lab programs for children and teens of all ages. The Cleveland Digital Public Library collaborated with Youth Services by offering Xbox games on in the digital classroom during the afterschool hours.

Physical Fitness and Yoga

In coordination with CPL FIT, the Cleveland Digital Public Library hosted Yoga and Core Strengthening classes three times a week. Classes average 35 attendees per week and include library staff and patrons.

Open Mic Poetry

Literature/OCFTB Librarian Evone Jeffries hosted a Cleveland Public Poetry open mic poetry session on January 11th.

Knitting at PAL

Popular Library Manager Sarah Flinn and Public Administration Library Assistant Monica Musser hosted a knitting class for City Hall employees and PAL patrons. Knitting club members are working on baby blankets.

Genealogy and Family History

The Center for Local & Global History hosted a Genealogy and Family History Research Clinic facilitated by the African American Genealogy Society of Greater Cleveland on January 11th.

Book Clubs

Literature/Ohio Center for the Book (OCFTB) Senior Subject Librarian Nick Durda, along with former OCFTB Scholar-in-Residence Valentino Zullo, hosted the bi-weekly *Get Graphic! Book Club* in a discussion of *Isola: Volume One* by Brenden Fletcher and Karl Kerschl on January 2nd. On January 16th, they discussed *Black Magick: Volume One* by Greg Rucka and Nicola Scott.

On January 7th, Literature/OCFTB Library Assistant Michael Haverman hosted the Award-Winning Book Club where they discussed *The Good Lord Bird* by James McBride.

Services at Main Library

Scanning Assistance

Cleveland Digital Public Library staff assisted 16 reservations and drop-in scanning sessions of two hours or more in the month of January. Patrons used the new flatbed, book scanner, and oversized flatbed scanner to accomplish their projects for personal and publication use. 105 KCI sessions created 5237 images or 6.9 GB of content.

Adult Education

Business, Economics, and Labor Librarian Susan Mullee tutored the GED students in Math Sense 3-Focus on Analysis and Sr. Subject Librarian Sandy Witmer scheduled four test proctoring sessions during the month of January.

TechCentral staff conducted 26 one-on-one appointments throughout the month along with 36 scheduled computer classes.

Patent and Trademark Research

Science and Technology Senior Subject Librarian Jim Bettinger had Interim General Research Collections Manager Sarah Dobransky fielded eleven consults and/or research sessions related to patents and trademarks during the month of January.

Exhibits and Displays at Main Library

Center for Local and Global History Library Assistant Adam Jaenke's photographs were included in the exhibit *Cleveland 20/20: A Photographic Exploration of Cleveland* in Brett Hall at Main Library. During the January 20 opening, Mr. Jaenke received special recognition from Brooklyn-based photographer Ruddy Roye, who was also asked to participate in *Cleveland 20/20*. In addition, Library Assistant Mx. Lisa Sanchez selected images to be featured on CPL's Instagram promoting the *Cleveland 20/20 exhibit*. Mx. Sanchez selects the images and writes the descriptions of the images.

General Research Collections staff created book displays with resources from Ohio Means Jobs, the City of Cleveland and information for parents on childhood development from the Center for Disease Control and infant sleep safety from First Year Cleveland.

The Cleveland Digital Public Library continues to support exhibits across main library by providing interactive content using the Magic Box, the Touch Wall and the Kiosk in Brett Hall.

Main Library Tours

Staff docents provided tours of Main Library throughout the month of January. Groups touring Main Library included two homeschool group, retirees and alumni from Case Western Reserve University, group of seniors from the Collinwood Recreation Center who visit the Photograph Collection annually, descendants of former CPL Librarian Luther Oviatt from the 1860s.

Main Library Photo Requests

Eleven groups with 114 guests made a reservation to take photographs at the library during the month of January. This included a wedding ceremony that was held in the Special Collections Reading Room on January 25th.

Outreach

Popular Library Assistant April Lancaster prepared items for display at the satellite collection at Kelvin Smith Library.

International Languages staff filled Long Loan requests for eight CPL/CLEVNET agencies. In total, 2,678 items were selected, processed and shipped to fill outstanding requests.

Fine Arts Librarian Bruce Biddle volunteered to be a reader for the Maltz Museum's *Stop the Hate* essay contest. *Stop the Hate* is designed to create an appreciation and understanding among people of differing religions, races, cultures and socioeconomic backgrounds.

Fine Arts & Special Collections Manager Pam Eyerdam and Cleveland Digital Public Library Manager Chatham Ewing hosted a visit by Special Collections librarians Mary Plazo and Rebecca Larson-Toyer from the Akron Public Library on January 14th.

The Cleveland Digital Public Library continues to work with community groups on scanning projects. The projects include: The Cleveland Orchestra scrapbooks, Cleveland Scene Magazine, access to back files of member news organizations (Tremont, Plain Press, and East Side Daily News). In addition, they are working with the Literature Department to obtain physical copies of programs, update and scan programs, and capture natively digital programs of theatre productions from Playhouse Square.

Collection Management

Literature Senior Librarian Nick Durda completed the process of consolidating, packing, and supervising the move of the Mike Curtis Collection of Superman Memorabilia from the 4th floor of the Louis Stokes Wing to its new home on the 5th Floor of Main Library.

The Business, Economic and Labor Department's Garfield-Perry Stamp Club Collection will be consolidated to a shelving area behind the Business Department information desk. Librarian Zac. Hay located many titles that had been shelved elsewhere in the library's collections and brought them together again.

Social Sciences Librarian Forrest Kilb received a donation of 82 yearbooks from Cleveland Heights High School. He created an inventory of these items for comparison with the department's existing holdings to facilitate their digitization and to help

further this partnership with Cleveland Heights on the sharing of materials.

Social Sciences Supervisor Ron Antonucci completed the acceptance and deed of gift for a small collection of high school football programs from 1950 through the 1970s.

Business, Economics and Labor Librarian Susan Mullee scanned and saved Cleveland Browns' signatures from the Dante Lavelli Collection 1942-2008 to eventually be uploaded to Wikipedia Commons. This was done on the Epson scanner located in Cleveland Digital Public Library.

Working with Outreach and Programming Services, Cleveland Digital Public Library staff has continued to load this year's new patron interviews done for Sesquicentennial into ContentDM and Internet Archive, using the same processes as those used for our other oral history collections.

Special Collections staff relocated the miniature book display to the east end of the Reading Room so large classes of children can view the display easier.

Cataloger Erin Valentine worked on the following during her January visit to Special Collections: updated the Sirsi and OCLC bibliographic record for Zain's *Astrological Signatures*, created a record for the 18th century Persian tale *Qiṣṣ ah-i Amīr Ḥamzah*, and fixed the record for the 1630 Persian text of *The Poem on Alexander*.

The ornate binding of the volume entitled Királyképek was sent to ICA for preservation work because a metal piece was loose on the cover. This early 20th century text illustrates the life of Emperor Franz Josef of Austria designed by Kolomon Moser.

Center for Local and Global History Photograph Librarian Brian Meggitt continued the item-level inventory of the Cleveland City Hall Collection, Library Assistant Danilo Milich scanned 146 park plans and uploaded them to ContentDM with metadata, Library Assistant Adam Janke digitized 170 photographs from the Cleveland Picture Collection, Library Assistant Lisa Sanchez continued to add item descriptions to the Cleveland City Hall Collection and Sr. Subject Map Collection Librarian Tom Edwards added additional metadata to the G.M. Hopkins Plat Books of Cuyahoga County.

Research That's Only Possible at Main Library

- Staff assisted a researcher from New York who had been unable to find online city of Cleveland reports related to the Lake Erie International Jetport.
- Staff assisted a patron from Japan find information about theater performances James O'Neill Sr. starred in when in Cleveland. Mr. Durda was able to locate two newspapers clipping from the Theater Newspaper Clipping Collection and Music playbills from the 1800s that list each production and role James O'Neill played.
- Staff assisted a patron from New York calling on behalf of his local historical society who were looking to re-create the production of a play by Charles George. After some research it was found that Cleveland Public Library was ONE OF ONLY TWO institutions in WorldCat owning the requested play!
- A patron emailed the Literature Department requesting information on letters exchanged between Sherwood Anderson and Rev. Arthur H. Smith in the 1930s concerning Smith's misgivings about Anderson's *Winesburg, Ohio*. CPL is the only public library in Ohio to own this volume.
- Cleveland Public Library was the only public library in Ohio to own copies of a number of patrons holds this month from Literature. These include several books by Margaret Fishback from the 1930s, 1940s and 1960s, and *Above Maya* (1971) by Normal Jordan.
- BEL Staff assisted a in locating stock information from 1924 for the Union Trust Co. of Lancaster, Pennsylvania. The information was located in the reference-only print title, *Polk's World Bank Directory*, as well from digital resources.
- Social Science staff assisted a patron from the National School of Public Health in France access a Library book from a 1931 conference. Cleveland Public Library is only one of two libraries to have the book he was looking for and the only public library with the title.
- CLGH staff assisted a patron find images of equestrienne and trick-rider Adele von Ohl Parker who, after her years performing in Wild West shows and vaudeville, opened Parker's Ranch in North Olmsted.

- CLGH assisted a patron seeking an image of the Woodward Masonic Temple for a patron doing property research for 1945-49 East 105th St.
- Staff assisted a patron who was seeking books on how to design and build container homes. The patron is working on a proposal for the City of Cleveland to develop container housing for residents.
- Staff assisted a patron who requested blueprints of the Barton R. Deming home built by the firm Howell & Thomas in 1914 as part of the Euclid Golf allotment.
- Staff assisted a patron who requested information about an historic home in Orrville, OH that was renovated in the 1980s by architect Bob Gaede. Special Collections has the Gaede archives.
- Staff assisted a patron from the non-profit Morrison Dance Co. who is reviewing folklore material for a dance performance at Cleveland Public Theatre.
- Staff assisted a patron who was trying to locate a photograph of Ira Mai Steele from the 1955 *Call and Post* newspaper.
- Staff assisted a patron from Europe who requested a scan of a rare 1942 copy entitled *At Wilno with the Lithuanian army*.
- Staff assisted a patron who used the Special Collections set of Trade Catalogs featuring roofing.
- Staff assisted a patron who requested to see the 1599 Bible published in Geneva Switzerland.
- Staff assisted a patron who was researching artwork created by James Donahey. Fine Arts & Special Collections have drawings, small sculptures and prints done by Donahey who was the chief editorial cartoonist of the *Plain Dealer* during the first half of the 20th century.
- Staff assisted a patron who requested scans from the following chess publications: *Deutsche Schachzeitung*, *Europa Rochade*.
- Staff assisted a patron who requested to see some 15th and 16th century illuminated manuscripts. Special Collections has sets from the Otto Ege manuscript collection.

- Staff assisted a researcher requested scans from an 1892 Italian chess periodical entitled *Nuova Rivista Degli Scacchi*.
- Staff assisted a patron who requested the 1936 music score entitled *Organ Grinder's Swing*.
- Staff assisted a family member of the chess writer John Kipping (1891-1963) from New Zealand who requested a scan of the 1922 title *Selected Gems from Chess amateur "Gems"*.

Staff Development

Tech Central Manager Suzi Perez and Assistant Manager Melissa Canan attended the *Digital Inclusion Anchors* meeting at the Midtown Tech Hive on January 27th.

Youth Services Senior Subject Librarian Lan Gao is serving on the Norman A. Sugarman Award Committee. This committee is in the process of selecting an award winner and several honor books to recognize excellent biography books for kids K-8th grade. Ms. Gao also visited and shadowed the International Languages Department and Science & Technology Department as part of her professional development.

Youth Services Manager Annisha Jeffries along with Children's Librarian, Eric Hanshaw attended the American Library Association Midwinter Meeting in January. Mr. Hanshaw is the Chair of the 2020 Stonewall Israel Fishman Non-Fiction Book Award Committee and Ms. Jeffries is the incoming Chair of the 2021 Randolph Caldecott Committee

Literature/OCFTB Senior Subject Librarian Nick Durda viewed the webinar *Promoting Your Library 365* hosted by Noveliston January 15th.

Fine Arts Librarian Bruce Biddle attended the Arts Cleveland Roundtable meeting on January 29th. The meeting provided background on the Census and ways that it can make a difference.

Social Sciences Librarian Helena Travka attended the Northeast Ohio Regional Library System (NEO-RLS) webinar *Copyright Basics for Librarians* on January 15th.

Government Documents Library Assistant Alea Lytle viewed the webinar, *2020 Census and How It Will Impact Libraries* from the Federal Depository Library Program (FDLP).

Interim General Research Collections Manager Sarah Dobransky viewed the FDLP webinars *DSIMS or: How I Manage My Selection Profile* and *Introduction to OpenRefine: Using Open Software to Weed and Manage your Government Documents Collection*.

Main Library Staff Changes

Government Documents Supervisor Sarah Dobransky was promoted to Interim General Research Collections Manager effective January 6th.

Assistant Shelf Manager Demba Diawara was promoted to Interim Shelf Department Manager effective January 6, 2020.

Other

Assistant Director of Public Services Robin Wood, CLGH Manager Olivia Hoge and Assistant Shelf Manager Cynthia Ms. Hoge attended the Partner Appreciation Luncheon at St. Martin de Porres on January 24. The CLGH Corporate Work Study Partner worker, Jon Reed, gave her a tour of the school.

Ms. Mullee revised the "Tax Information and Resources" page to be uploaded to the Business, Economics, and Labor Department's web page. She has coordinated all of the tax forms (Cleveland, Ohio, and federal) to be distributed and delivered to each branch and Main Library.

Tech Central Service Calls and Tickets Summary for January

Service Calls and Tickets Received: 42

Service Calls and Tickets Resolved: 38

Resolved Main Library Service Calls and Tickets: 12

Resolved Tech Central Service Calls and Tickets: 8

Resolved Branches Services Calls and Tickets: 18

Service Ticket and Project Detail

Cell Phone Locker Tickets: 7

"Maker" Equipment: 5

iPad Management: 3

Equipment Moves: 6

Hotspot Resets: 3

Ohio Library for the Blind and Physically Disabled

For January 2020, OLBPD circulated 39,591 books and magazines directly to patrons. OLBPD registered 99 new readers to the service. Approximately 702 BARD patrons among 1,324 active users downloaded 15,449 items.

OLBPD submitted its second quarter State Fiscal Year budget report to the State Library of Ohio.

OLBPD and State Library have scheduled meetings with the Ohio Braille and Talking Book Program consumer advisory committee (CAC) members for the 2019 calendar year. Meetings will take place February 20th (teleconference), May 28th, July 16th, and October 22nd at the State Library.

Due to connectivity issues with our hosted virtual private network (VPN) with KLAS this month, KLAS is scheduling OLBPD for a significant upgrade of our integrated library system software in February. The upgrade is being coordinated with CPL-IT as well as the State Library of Ohio, who OLBPD shares the same KLAS system with in automating our library services throughout the State. The upgrade will not require a VPN to connect, and will connect using HTTP protocols instead.

The National Library Service (NLS) announced plans to launch a new digital campaign starting this spring to market and promote it's free program of braille and audio reading materials made available through OLBPD and network libraries throughout the country. NLS will be including a follow-up survey with each information request to gauge respondent's satisfaction with the process, and whether they ultimately applied for service.

The OLBPD adult book club met on January 10th to discuss "Where the Crawdads Sing" by Delia Owens.

BRANCHES

During the month of **January**, the Public Services Branches maintained their commitment to provide effective service through programming and community outreach. A highlight for this month was the 35th commemorative celebration for Dr. Martin Luther King, Jr, held on January 20, 2020. This event concluded our celebration of 150 years of service, with Dr. Akram Boutros as the keynote speaker. In addition to honoring Dr. King, the Cleveland Public Library recognized 150 of our Unsung Heroes within our communities who selflessly contributes to our society and often are unnoticed for their efforts.

Additional branch highlights are as follows:

District One

Eastman - The tutoring organization Shiksha Daan resumed their services for grades 2-12 on January 25, 2020. The organization tutors youth in English reading/writing skills, math, science, social studies. Library Assistant Nancy Smith resumed the Chess Club back up on January 14, 2020 for children ages 8-14.

Lorain - Youth programs presented at the Lorain Branch in January 2020 included weekly Origami Hour, Sock Puppet Pets, Get Your Game On, Marble Maze, and the Duct Tape Universe MakerLab. Thanks to a Partnership with the Cleveland Rape Crisis Center, a Healthy Relationships workshop was presented to teens. The Sewing Fundamentals Part 2 six-week series also began on January 11, 2020, hosted by Sharie Renee from Cosmic Bobbins and had fifteen eager patrons in attendance. Tech Central presented Resume Workshop, Job Searching Online, and CPL and Your Device computer classes on Monday mornings in January. Branch Manager Crystal Tancak met with the Director of Community Involvement at Detroit Shoreway Community Development Organization to discuss grant opportunities through MyCom, and grants were then submitted.

Rockport - Rockport Branch launched into 2020 with the start of a weekly programming series with Great Lakes Science Center. Among the programs in January were making stomp rockets and dissecting owl pellets. We also began a weekly Minute-To-Win-It challenge series with prizes! We held our board game club with new games we acquired through a MyCom grant. We held a Makey Makey Drums Makerlab and learned about circuits and music while having fun. Children's Librarian Kendra Proctor attended R. G. Jones Community Partner Meeting and the Lakewood Area Collaborative meeting this month. The staff is excited to have

LACE Emily Crompton re-join the branch this month! In the BBTC, Teen Tech Center Assistant Coordinator Merlene Santiago joined our team this month. Members held a Youth Leadership Council to talk about the Clubhouse Network's upcoming Teen Summit and reviewed program ideas. The BBTC held two open houses: Board Game Day and Your Name in Code program. The Roblox club continues to grow. The two challenges this month are to earn 10 Robux (by designing in Roblox) and to create a scratch game. Submissions are ramping up for the Reach Media Festival in February. We also held a Sphero Mini-Camp. Knitting projects have continued to be popular while the weather is cold. Coordinator Jill Pappenhagen attended the BPDC Education Committee meeting this month. West Park Academy students started visiting for a weekly STEM program series; much of their focus this month was on 3D design.

Walz - Walz patrons contributed thoughts and ideas to the community meeting held on January 29, 2020, to discuss the NEW WALZ building. The Walz dream cloud was hung for Martin Luther King day and all ages were invited to add their dreams to our mobile. To celebrate Black History Month a series of art programs began before Martin Luther King's birthday and will continue through February, each week having the youth study and emulate the style of a famous African-American artist or illustrator.

West Park - LACE Nina Rivera and LACE Katie Power with assistance from Children's Librarian Libby McCuan led the MakerLab, Papercraft 3D Modeling over two days to catch most of after school patrons. The kids really enjoyed making their 3D animals. We celebrated Elvis' 85th Birthday by showing two of his movies, Blue Hawaii and Viva Las Vegas. Katie Power with assistance from Libby McCuan treated the after school patrons to a legitimate BINGO hall experience complete with prizes. The kids used marshmallows for BINGO chips! LACE Jeanna Sauls coordinated Cupcake Wars using pre-iced cupcakes, icing pens, and sprinkles. The Food Network has nothing on West Park staff and patrons! MLK Jr. Day, Dream Boards were created by after school patrons. Our Lunch & Learn series resumed this month with "Visiting" presented by the Hospice of the Western Reserve. Our feature branch bulletin board celebrated Chinese New Year - The Year of the Rat with associated crafts throughout the month. We weeded approximately 1,300 low-circulating items from the collection this month. Members from the Census team set up a table three times this month to recruit Census workers. Assistant Manager Jamie Lauver and Katie Power attended Early Childhood training. The branch hosted Councilman Slife to bring

him up-to-speed on the Facilities Master Plan for the West Park Branch. Jamie Lauver attended the MLK Jr. Day program at John Hay High School where seven members of the West Park Community were given Unsung Hero Awards.

District Two

Brooklyn - The branch engaged adults with monthly a yoga class each Saturday. Children's Librarian Laura McShane visited Denison school for outreach; one visit was during a special workshop and musical performance by Apollo's Fire. The branch staff repurposed space to provide greater flexibility for patrons. Branch Manager Ron Roberts began the process of re-engaging for future programming, as he met with the Cleveland Community Police Commission's engagement coordinator.

Carnegie West - The New Year started off with a party-like atmosphere as Children's Librarian Helen Zaluckyj's shaker themed story time attracted the largest participation (23) on Saturday, January 18, 2020. Ms. Zaluckyj went to Orchard STEM's "New Year, New You" parent night (150 attendance) to speak about what Cleveland Public Library offers, and informed parents about the recent inclusion of Cuyahoga County in Dolly Parton's Imagination Library free book program. The Legal Aid Society of Cleveland hosted its first library clinic of the year on January 25, 2020 and assisted over 50 people with non-criminal legal issues.

Fulton - The Fulton Branch had a variety of organizations utilize the meeting room: Aspire (ESOL and Citizenship classes), Census 2020 (recruiter), and Greater Cleveland Food Bank (Healthy Foods Workshop). Children's Librarian Beverly Austin provided outreach to the following locations: St. Rocco, Garden Christian Academy, Clark Elementary, and Busy Bee, and hosted Three Kings Day Celebration with a skit and snacks.

Jefferson - The New Year started off with a special dance program for youth in partnership with DanceArts by Regina. In addition to the story times and class visits, youth engaged with the newly acquired games for the Nintendo Switch that were purchased with funds from the Foundation, and celebrated the legacy of Martin Luther King, Jr. by creating buttons with King quotes and by creating "I Have a Dream" boards. Branch Manager

Steve Capuozzo engaged with the community by attending Tremont MyCom and Cleveland City Council Ward 3 meetings, and the Library's MLK Celebration. Attendance was high at Tremont Think and Drink Book Club. Branch staff utilized the Reimagining Branch Libraries Toolkit to share ideas and concepts for the upcoming renovations, and a met with the Architects and Capital Projects Team to gather more information for the upcoming redesign.

South - The Youth staff was busy with class visits to the Branch, and Classroom visits. Since Family Storytime has been switched to Thursdays at 5:30 pm, the Youth Staff has seen an increase in families and children attending story time. The Lincoln Heights Block Club held a community meeting for the construction of the new Lincoln development. Tremont West Development Corporation also held community meetings for the Lincoln Heights neighborhood plan, and for its Steering committee meetings.

South Brooklyn - The Branch had numerous organizations utilize the meeting room and branch space: Fruitful in a Desert Place Ministry, Metro Hospital, Northeast Ohio Voter Advocates, Black Men Against Violence, Financial Peace University, Charles Mooney for Multi-Cultural Children's Book Day, Councilman Kelley, and Census 2020. The Branch's Coffee Cart (staffed by Recovery Resources) served its last hot coffee and refreshments due to budgetary reasons. Children's Librarian Ronald Palka-Roman provided outreach to Loving Cups Daycare and William Rainey Harper, presented Cleveland Metroparks Forest Habitats, and attended Youth Services meeting. LAYE Raymond Cruz hosted Gamers' Guild (video game club), Anime/Manga Club, Collaborative Art, and Life Size Candy Land game, provided outreach to William Rainey Harper, Cleveland Prep. Academy, and Horizon Education Center. Assistant Manager Tammy Houghton attended the Ward 13 Democratic Club meeting, HR Forum, and helped with the UW/CS Committee Soup delivery. District Manager Luigi Russo participated in the following: Branch Managers Meeting, HR Forum, MyCom meeting, and Hough Community Meeting.

District Three

Garden Valley - Branch Clerks Marla McConnell and Jennifer Brooks presented the "We Have a Dream" program. LAYE Leonard

Burks took part in the webinar entitled, "A Mover's & Shaker's Recipe for Impact and Success" and attended the Sharing Early Literacy Experiences training. LACEs Alycia Woodman and Latoya Barnes facilitated the MakerLabs, and LEGO Club. Children Librarian Andrea Csia initiated contact with a new community day care called, "I Play n' Learn" to set up story time and outreach opportunities.

Hough - The branch provided a safe haven for the youth while school was not in session, and they enjoyed coloring, playing Uno, impromptu crafts, board games, and LAYE Romael Young's X-Box. All 25 of the lunches from Greater Cleveland Foodbank's Kids Cafe were served M-F. Art therapy resumed, and therapist Miss Carrie was welcomed back; in their first session the children made special secret boxes for their most prized possessions. The branch held its first community engagement session about the new branch at Councilman Basheer Jones' monthly meeting, and it was full of healthy and lively discussion of what the public would like to see in their new library building.

Martin Luther King, Jr. - Branch Clerk Bessie Coleman, LAYE Eric Eubanks and Interim Branch Manager Shanell Jones participated in the 35th Annual Commemorative Program. College Now's Impact the 216 resumed with ACT/SAT prep for area high schoolers. Line dance instruction continued with Mr. Eubanks to promote health literacy. LACE Prince Foster continued his weekly gaming and anime activities for juvenile patrons. Children's Librarian Angela Margerum and Mr. Eubanks facilitated a discussion on the lasting legacy of Dr. King, and showed a brief documentary on "The Children's March." Ms. Margerum and Mr. Eubanks visited PNC for story time at St. Adalbert Elementary. Ms. Jones visited Fenway Manor senior building for the monthly book club to discuss "The last thing she told me" by Linda Green, facilitated a bookends class (Mental Health Awareness); and attended a Y.O.U community partner orientation to learn of reminders, updates and announcements to prepare for the upcoming summer session of youth who will be employed by the library from Y.O.U.

Sterling - Center for Arts-Inspired Learning is scheduled to present nineteen weeks of winter/spring programming beginning, which consist of weekly yoga/movement classes (Dancing Wheels)

and music therapy sessions (In Harmony Therapeutic Services). Kulture Kids provided four interactive performances. Staff distributed food bags through the Greater Cleveland Food Bank's backpack program; 40 bags will be distributed each Friday to children up to age 18. Bette Bonder and the Art Books Cleveland artists met to plan the monthly Octavofest in Promise programs, which will resume in March.

Woodland - Youth staff Ayesha Drake El and Kelli Newsom presented several programs to the youth: Express Yourself (created a self-expressive collage); Name That Tune (opportunity to guess the name of a song and learn about song lyrics); and Under the Stars (listened to two books, sang songs, watched videos, painted, colored, and made string art pictures). Branch Manager Maria Estrella attended the 2020 American Library Association Midwinter Meeting in Philadelphia, PA. (1/23-27/20) to continue her role as REFORMA's (National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking) Children's & Young Adult Services Committee Chair, attend the Bill Morris Seminar, and begin her committee service in the 2021 Coretta Scott-King Book Awards Jury. Public Services Substitute Desiree Smith began her new assignment as a LACE on Monday, January 6, 2020.

District Four

East 131st Street - The East 131 Branch kicked off the month with a Staff Meeting and an After Action Meeting with SPS to discuss safety concerns and brainstorm safety action plans for the year ahead. East 131 had multiple well attended programs: the Volunteens kicked off their book club with a new book entitled, "The Sun is also a Star" by Nicola Yoon, Making Newspaper Fashion, MakerLabs MakerKits-LittleBits, Synthesizer, Dig Darkroom and Sketchbook and Mr. Matt returned to provided art instruction to the children of East 131. Ms. Marquez along with the co-leaders of Public Transit presented an update to the CLE Rising Group. Along with MyCom Coordinator Lisa Mack and Policy Director of Alliance for the Great Lakes Crystal Davis, Ms. Marquez met with the Corlett Volunteens to discuss advocacy training and attending Youth Advocacy Day at the State Capital in March. Patrons Eleanor Dees and Lavetta Price met with Ms. Marquez about continuing the conversation about creating a fund for the children of East 131.

Fleet - In January Fleet welcomed new LACE Loreal Austin. Ms. Austin comes to Fleet from Langston Hughes Branch where she was a Page, replacing Bridey Clark. Fleet will soon be interviewing for two Clerk vacancies. Repairs and improvements continue for the Branch. The installation of brighter exterior lighting for the parking-lot continues. In addition, there was an inspection of the interior lighting at the rear exit/entrance doors. Recommendations for more lighting in this area were submitted. Phase two of FLE fresh eyes initiative, under the auspices of Magnolia Peters, is in progress for the Work Room and Circulation Desk.

Harvard Lee - In January, Harvard Lee offered the community multiple programs such as story time, Duct Tape Universe MakerLab, and the adult book club read Danielle Steele's Fairytale. Ms. Schmidt started a collaboration with the Food Bank of Greater Cleveland's Outreach Specialist Carla Williams. She will table every other Thursday to sign up patrons for SNAP benefits. Recovery Resources continued their weekly STD info table for teens. Oak Street Health provided a health check-up for older adults in the branch. In addition, she was on the Sound of Ideas radio show on WCPN 90.3 FM with Director Thomas and Hough's Romeal Young, to talk about the CPL150 Listening Project.

Mount Pleasant - In January, LAYE Renita Carter and Children's Librarian Mark Tidrick continued to serve Brightside Academy, Kidz R Kidz, Greater Achievement 2, Murtis Taylor, and the AJ Rickoff School with story time visits. Youth staff presented the first part of a new program called, "Radio Drama" program. All attendees read a script based on a tall tale. The goal is for kids to create sound effects and record the drama. Other programs include a free form paper and crayon craft, Mad Libs where children learned a lesson about parts of speech and absurdity, Maker Lab Learn to Knit, Big Foot cookie (and other cryptozoological creatures) decorating a big cookie and Young Adult Book Club. To close out the month Library Assistant, Youth Emphasis Renita Carter and Library Assistant, Computer Emphasis Kyra Berzonsky hosted Movie Madness. The children watched The Grinch movie and snacked on popcorn and cake. Eight youth attended the program. The very popular Movie Madness program will be held every Friday.

Rice - Rice began the month with a 2020 "New Year, New Vision" program which featured Vision Boards. Adults and youth alike participated in this program. Additional programming included but was not limited to making Slime, and Media Mondays @ Rice

Branch—where youth age 12 and older are invited to the Learning Center where we have iPads and Laptops available to them. Youth staff coordinated Story Times with Sunbeam School and Harvey Rice Wrap-around School. They also met with the Great Lakes Science Center to finalize 20-21 academic year planning and funding. Ms. Hutson attended ALA Midwinter in Pittsburgh, Philadelphia where she went to Committee on Diversity meetings and attended breakout sessions pertaining to excellent library services. Bridey Clark has been invited to join the Summer Lit League Committee for 2020.

Union - The Union Branch youth enjoyed a "New Year, New You" program by making tasty but healthy smoothies. Youth will also make duct tape creations during the Duct Tape Universe MakerLab program. Families were invited to enjoy family, friends and fellowship on Family Game Night. TechCentral presented the Microsoft Word I-IV to our adult patrons once a week during the month of January. Youth staff continues to provide story times and outreach services to our neighborhood daycares and schools. Ms. Williams attended the St. Martin de Porres Partner Appreciation Luncheon. At the end of the month Ms. Williams and Ms. Johnson met with True2U 8th grade students for their monthly session.

District Five

Addison - Addison Branch received a National Network of Libraries of Medicine Book Club Kit focusing on, "There is Something About Edgfield" by Edna Gail Bush and Natonne Elaine Kemp. The Book Club kit includes 8 copies of the book, 8 bookmarks, 8 discussion guides and 8 reading club book bags. Ms. Briggs plans to partner with the African American Genealogical Society of Cleveland for this book discussion and to help patrons learn more about African American genealogy. Ms. Briggs was selected to participate on NeighborhoodUpCLE's Adult Literacy Innovation Team. Innovation Team participants are eligible for grants up to \$5,000 at the conclusion of the six sessions focused on community building and developing adult literacy project ideas. Ms. Briggs was named as the Martin Luther King, Jr. branch's next manager on January 15, 2020 and is confirming a Martin Luther King, Jr. branch exhibition date in July or August 2020 for the Superhero Project's Look at Me! Recognition and Representation in a New Pantheon of Superheroes, a collection of 42 posters of superheroes created by African American, Latinx, Arab American, Native American and Asian American kids and teens. The Superhero Project uses art to

demonstrate the value of those marginalized by society
(representational justice.

Collinwood - The Collinwood Branch staff is enhancing and reviewing their Literacy Plan for "Literacy Mondays" by adding music, kindergarten sets for parents to check out, and current events activities to the mix of things to do. On the January 14, 2020 youth participated in Make and Play, a Giant Floor Piano program from Tech Central. Adam Tully led our children in participating in a community service project for MLK Day. Youth wrote "Thank You" letters to our first responders and safety forces, along with a program focusing on Congressman, John Lewis and his graphic novel, "March". Manager, Caroline Peak shared one of the letters written by students at a community meeting where community policemen were present, and it was well received. Plans are to print one in our monthly "Collinwood Observer" article. Ms. Peak joined a CPL Facilities Plan (FMP Phase II, 2A) Meeting regarding the Collinwood Library with Councilman Anthony Harriston, Shenise Johnson-Thomas, Jamar Doyle, Director, Greater Collinwood Development Corp. and Jasmine Simms on the January 22, 2020 to discuss branch options for improvement.

Glenville - Peter Roth began his new role this month as the Children's Librarian. African drumming workshop classes continued throughout the month. Tech Central's Makerslab, Virtual Rock Band was held. GED and Vocal Arts programs both resumed for the spring semester. Branch Manager, Sharon Jefferson attended Manager's Meeting, HR Informational Meeting, MLK Day Celebration, St. Martin DePorres High School Partner's Luncheon, and D4/5 Manager's Meeting. Peter Roth, Children's Librarian attended Youth Service and the Sugarman Award committee meeting.

Langston Hughes - The final plans to host the Oberlin Sanctuary Project Program that will take place on Saturday, February 22, 2020, are being completed. The program will also include a traveling exhibit that will be housed at the branch for two months. Also during this month, the following programs were maintained: LittleBits Electronic Workshop; Preschool Story Time; after school Kid's Café; Collaging the Winter Landscape, and Painting the Winter Landscape. Construction work by the Northeast Ohio Regional Sewer District continues. The construction that had taken place on East Blvd. is almost complete with repaving of the southbound lanes underway. Eric Herman, along with an inspector from the Northeast Ohio Regional Sewer District, visited the branch on Monday, January 13, 2020

to examine the various cracks that have appeared on the upper interior walls of the branch, possibly caused by equipment vibrations.

Memorial Nottingham - The Memorial Nottingham Branch began the New Year by showcasing popular adult and youth titles in the main display area of the branch. The CPL Foundation's book cart was shelved with new titles for patrons to purchase for their personal libraries. A representative from the Census Bureau recruited patrons for employment at the branch. Manager, Mrs. Moncrief Robinson met with Cleveland Metroparks representatives about a programming collaboration in the spring. Memorial Nottingham Youth Services team presented Wee Read and Play Storytime, presented story time to the Salvation Army Pre-K classroom, had "Open Mic for teen artist" and "Minute to win it" were conducted for teen patrons. O.H. Perry's Kindergarten class had a winter and Martin Luther King Jr. themed story time.

OUTREACH & PROGRAMMING SERVICES

SUMMARY

In the month of January the Library hosted approximately 228 programs ranging from puppet plays to neighborhood health clinics. The Library offered 69 preschool story times to children throughout the city in addition to food service at all 28 locations. Education services such as GED and ESOL classes, and SAT and ACT preparation classes were held at 14 branch locations and Main Library; K-8 tutoring will resume at 13 locations in the month of January.

In the month of January \$67,874.51 was encumbered in support of library programming and services.

YOUTH

2020 Express Yourself! youth art programs reconvened at East 131, Hough, Sterling, and West Park branches. Workshops are offered two days a week at each of the participating locations. In each session, students continue to learn various art mediums for self-expression. Licensed art therapists are at each location.

The Cleveland Public Library and The Cleveland Museum of Natural History (CMNH) partnership continues with the Family Pass Program, expansion of a two-year pilot program. Passes for a

one-time general admission visit to the museum for a family of up to 6 people are available for check out at all Cleveland Public Library locations. Each library location receives five passes per month. Fifty additional passes per month are held in OPS. Passes are valid up to 30 days from the check-out date.
College Now

Impact! 216 is an ACT/SAT prep program for high school students facilitated by College Now, a Cleveland Public Library partner. Classes resumed Monday, January 13 at the Martin Luther King Branch, and Tuesday, January 14, at the Main Library. Winter Impact classes conclude in March.

The Greater Cleveland Food Bank and Cleveland Public Library continue to partner to provide children healthy meals. Kid's Café is offered at all 27 Cleveland Public Library branch locations and Main Library. Monthly nutritional education classes are offered at all participating locations.

ADULT

January 20, 2020 featured two capstone events for the CPL 150 celebration: The annual Martin Luther King, Jr. commemorative program took place at the John Hay Campus High School. In honor of CPL150, this year's event featured 150 unsung Cleveland heroes who were

recognized for their contributions to our community. Unsung heroes are everyday Clevelanders who show commitment to the mission of opening windows of opportunity to drive positive personal, community or social advancement, reflective of the spirit of Dr. King. Nominees were not to be elected, appointed, public officials, or leaders of community organizations. Instead, they are the unemployed man who organizes neighborhood safety events, or the single woman who starts an adult literacy program in her building, or the person who maintains a community garden to beautify their block. The celebration to honor these amazing people was a fitting tribute to Dr. King and to the celebration of Cleveland Public Library's first 150 years of serving the city of Cleveland.

The grand opening of the Cleveland 20/20 photo exhibit on the evening of January 20 extended the celebration by honoring and expanding Cleveland Public Library's longstanding commitment to making public art a part of our mission and our vision. The Cleveland 20/20 exhibit features contemporary photos of Cleveland taken by Clevelanders along with photos and films

created by professional artists. By design, a significant number of the photographers were students and young people, offering a multi-generational view of our city and its people, through the eyes of its residents. The photos on display and hundreds of others taken as part of the project will become a permanent part of the Cleveland Public Library's Photograph Collection.

STAFF

Cleveland Metropolitan School District schools, Campus International (k-8 and High school) and William Rainey Harper are now International Baccalaureate schools. The International Baccalaureate® (IB) offers four high-quality international education programs to more than one million students in more than 146 countries. CMSD held an informational session about the IB programs at Campus International High School on Wednesday, January 16th, 2019, in which Erica Marks, Leslie Barrett and Melanie McCarter attend on behalf of Cleveland Public Library. The Cleveland Public Library hopes to partner with one or more of these schools in the future.

Erica Marks, Youth Outreach and Programming Coordinator, attended the 2019 American Library Association Midwinter Conference in Seattle, Washington. Ms. Marks attended various events, including but not limited to, the Coretta Scott King Book Award Executive Board and General Meeting, 2020 Caldecott Book Award Committee Meeting, as well as a number of spring/fall title preview meetings.

FACILITY USE

During the month of January the total number of requests for Louis Stokes Wing, Learning Commons was 129 with an estimated total attendance of 1822.

Lake Shore Facility meeting rooms were requested 18 times. Branch reservations totaled 583 with an estimated total attendance of 973. Forty-one requests were submitted by CPL staff for programming supplies and AV equipment.

EXTERNAL RELATIONS & DEVELOPMENT AND FOUNDATION

EXTERNAL RELATIONS & ADVOCACY UPDATES:

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

- o CPL Facilities Master Plan (FMP) Local Elected Officials Outreach
 - Jeremiah Swetel, Chief of Operations; Shenise Johnson Thomas, Chief of External Relations & Development; and Jasmine Sims, Operations Project Coordinator met with local elected officials to provide an overview of the facilities master plan (FMP). The meetings also serve as an opportunity to address questions and obtain feedback from elected officials on FMP efforts.
 - Councilperson Anthony Hairston
 - Councilperson Charles Slife
 - Councilperson Blaine Griffin (follow-up meeting)
 - Attended FMP community feedback sessions for Hough and Walz Branches.

CPL DEVELOPMENT UPDATES:

- *Goal: Secure Funding to Buttress Organizational Goals (i.e. strategic plan)*
 - o Fundraising
 - Submitted request to Starting Point for tutoring and Kindergarten Clubs
 - Submitted request to City of Cleveland Rec Centers for new CPL PLAY outreach
 - Submitted Cleveland Foundation endowment reports
 - Submitted Annual Financial Reports for Best Buy Teen Tech Center
 - o Planning and preparation has begun for Library Giving Day - April 23rd
 - o Planning and preparation has begun for tile campaign

CPL FOUNDATION UPDATES:

- **Administrative**
 - o Hosted CPL Foundation executive committee retreat to review 2019 fundraising results and discuss and finalize 2020 goals

COLLECTION & TECHNICAL SERVICES

Assistant Director of Collection and Technical Services Sandy Jelar Elwell visited the Mentor Public Library and met with Collection Development Manager Barbara Hauer and Technical Services & Materials Manager Pam Rose to provide an overview of the Sirsi Acquisitions module and a training session on setting up their 2020 funds in Sirsi. Director of Collection Services Jean Duncan McFarren was interviewed by News 5 Cleveland's Homa Bash about the free streaming services offered at the Cleveland Public Library. Ms. McFarren continued to serve on the Management Negotiation Team.

Collection Services Managers and Librarians attended a Selection Capacity Follow-Up meeting lead by Ms. McFarren to continue the discussion and gain additional input from staff about increasing capacity for selections without hiring new staff.

Collection Services staff added 144 books for the Lucky Day Collection at Main Library.

Acquisitions: The Acquisitions Department ordered 4,547 titles and 27,740 items (including periodical subscriptions and serial standing orders); received 14,198 items, 1,995 periodicals, and 285 serials; added 841 periodical items, 112 serial items, 103 paperbacks, and 548 comics; and processed 1,001 invoices.

Acquisitions staff began placing orders on January 15 after the entering of the 2020 fiscal year budget amounts were completed in Sirsi. Acquisitions Coordinator Alicia Naab reinstated the Electronic Data Interchange (EDI) reports that import invoices from vendors and export orders to them after the 2020 budget amounts were entered. Ms. Naab worked with the Information Technology (IT) Department to correct issues with the EDI reports when they were not functioning properly after being reinstated.

Ms. Naab worked with Collections Manager Pam Matthews to implement changes to OverDrive eMedia ordering that were a result of CPL transitioning to an OverDrive Advantage account for 2020. Ms. Naab worked with Main Library eMedia selectors to assist them in moving carts that were being edited during this transition. Ms. Naab, along with assistance from Catalog Manager Andrea Johnson, worked with the IT Department to identify a process for the Acquisitions Department to recall items when vendors replace defective copies.

Assistant Director of Collection and Technical Services Sandy Jelar Elwell met with Technical Services Associate Nathaniel

Infante and Technical Services Senior Clerk Paula Stout to discuss the redistribution of the workflow for comics and periodicals after the retirement of Darrell Vanek. Technical Services Librarian Lisa Kowalczyk volunteered to assume primary responsibility for handling, opening, and unpacking the Amazon.com shipments after Mr. Vanek's retirement.

Acquisitions Librarian Leslie Pultorak continued to assist with the unpacking and verifying of foreign language materials for the Lake Shore Shelf/Shipping Department. Technical Services Associate Anarie Lanton and Ms. Stout continued to assist with the unpacking and receiving of new materials in the Lake Shore Shelf/Shipping Department when needed.

Catalog: Librarians cataloged 3,220 titles and added 4,086 items for Cleveland Public Library, and added 3,088 titles for CLEVNET member libraries.

All of the Librarians worked on the backlog of overlay requests from CLEVNET libraries, reducing the number of lists still to be processed by more than half. Technical Services Senior Clerk Shirley Jones began checking Branch trucks for extra copies.

Technical Services Librarians Barbara Satow and Erin Valentine worked a half day at Main Library on January 8th. Ms. Valentine met with Fine Arts & Special Collections Manager Pamela Eyerdam, Archivist Ann Marie Wieland, and Special Collections Librarian Raymond Rozman separately to discuss various projects she is/will be working on for them.

Technical Services Librarian Michael Gabe attended a Slavic Cataloging and Metadata Committee virtual meeting. Ms. Valentine attended the Book Ends Sirsi training on January 7 and the Book Ends Circulation training on January 30.

Collection Management: Collection Management started the year off right, selecting 1,205 titles and 9,473 copies, and spending \$190,461 in January, despite ordering not beginning until mid-month.

Most of January was spent gearing up for 2020 in one way or another, from communicating changes in discretionary ordering to branches to setting up ordering logs in Excel for the new year.

High Demand: The High Demand Department ordered 1,151 titles and 8,729 items; received and added 33,830 items; processed 464 invoices, and added 453 records for the CLEVNET libraries.

High Demand Librarian Dale Dickerson created documentation for the processing of the World Book Encyclopedia sets that are purchased on an annual basis and worked with Assistant Director of Collection and Technical Services Sandy Jelar Elwell to edit the Baker & Taylor and Ingram distribution templates in those vendor's websites to reflect the revised tiers for 2020.

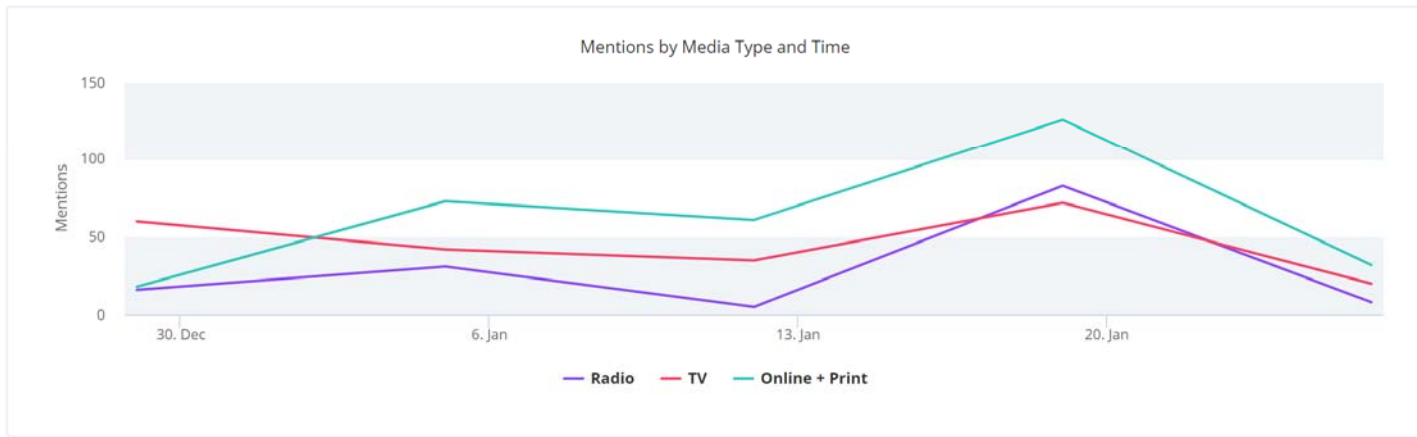
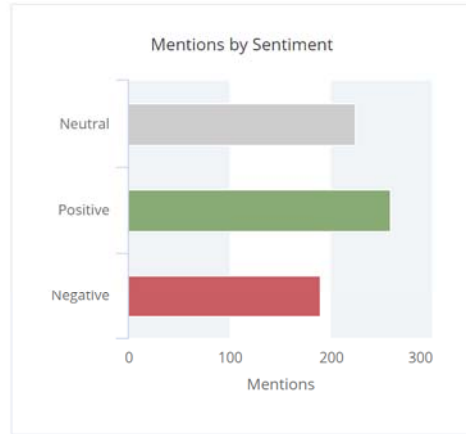
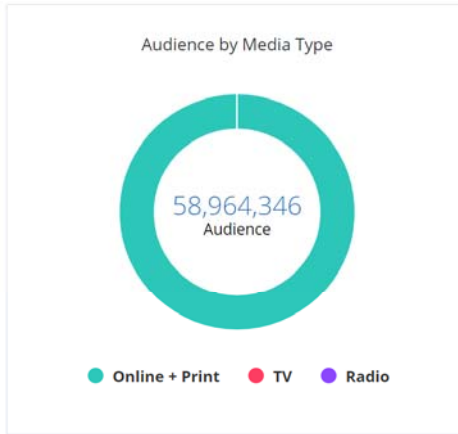
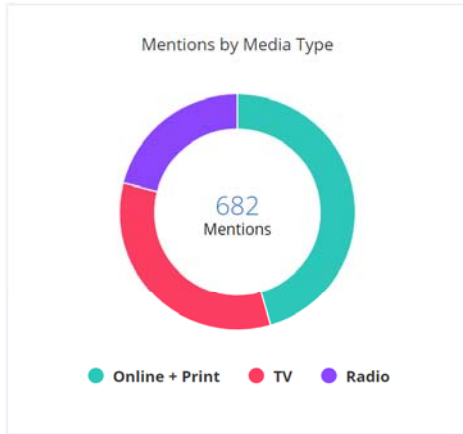
Materials Processing: Technical Services Associates cataloged 570 new titles for the Cleveland Public Library and added 528 records for the CLEVNET libraries. Technical Services Associates and Senior Clerks added 2,282 items. The Materials Processing Technicians processed 24,243 items for the month.

Shelf/Shipping: The staff of the Lake Shore Shelf/Shipping Department sent 31 items to the Main Library for requests and 137 items to fill holds. Main Library received 227 telescopes, the Branches received 502 telescopes, CLEVNET received 57 telescopes, and CSU, CWRU, and Tri-C each received 1 telescope. A total of 809 telescopes were shipped out. The Technicians sent out 443 items of foreign material and in total 12,738 new items were sent to the Acquisitions and High Demand Department.

MARKETING & COMMUNICATIONS

Marketing and communications efforts for the month January were focused on two signature Library events - 35th Annual Martin Luther King, Jr. Commemorative Ceremony and Cleveland 20/20 Photography Exhibit - and One Community Reads, Northeast Ohio's largest book club, on behalf of the nine participating library systems.

PUBLIC RELATIONS OVERVIEW: Cleveland Public Library in the news in January focused on library-rich programming - from Black History Month to Cleveland 20/20 Photography Exhibition to One Community Reads - along with much coverage of contract negotiations with SEIU District 1199 up until a contract agreement was reached, ratified, and approved.



 **Total Local TV Audience**
4,631,320

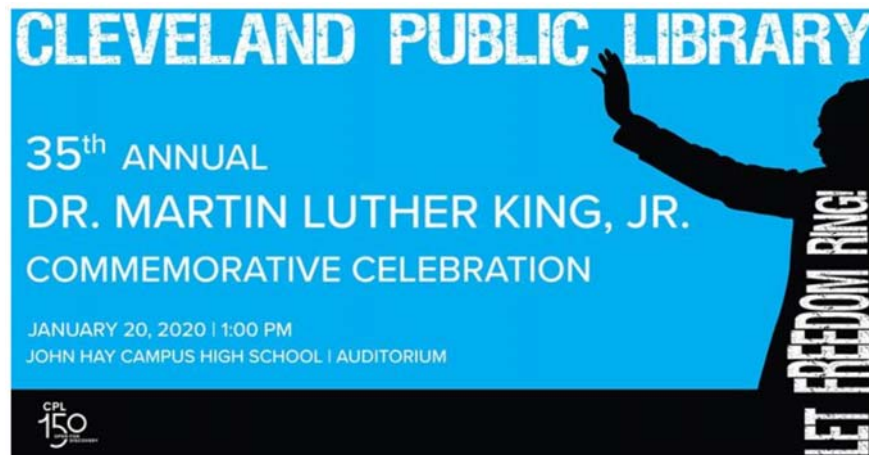
Total Local TV Publicity
USD \$475,700

 **Total Online + Print Audience**
58,964,346

Total Online + Print Publicity
USD \$4,954,801

Total Number of Clips 682

GRAPHICS: In addition to copies of forms and other materials, CPL graphics focused on preparing materials for January and February programs: Cleveland 20/20 Photography Exhibition, the 35th annual Martin Luther King, Jr. commemorative ceremony, and One Community Reads along with preparing for black history month programs beginning with a Writers & Readers event on Feb 8th. Materials included program books, postcards, banners, posters, rack cards, and more.

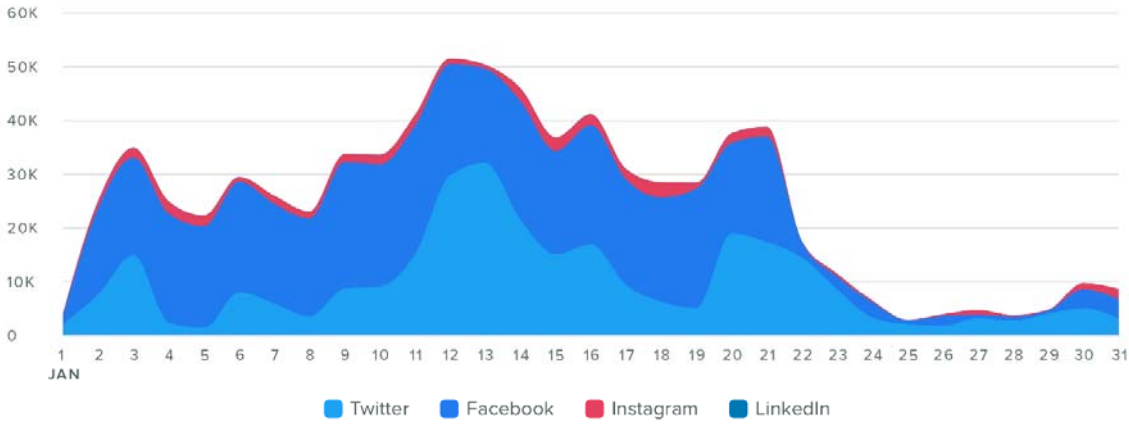


SOCIAL MEDIA: IMPRESSIONS: Visitors to social media properties.
ENGAGEMENTS: Reaction to CPL content - retweets, shares, and likes.
LINK CLICKS: clicks on links to select destinations.

Impressions 760.2k	Engagements 26.8k	Link Clicks 3,849
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Profile/Page	Total Fans / Followers	Fan / Follower Increase	Messages Sent	Impressions	Impressions per Message Sent	Engagements	Engagements per Message Sent
ClevelandPub... @Cleveland_PL	17.5k	1%	97	297.7k	3,068.9	14.4k	148.7
Clevel...: Library Business Page	13.7k	0.4%	36	422k	11.7k	10.8k	300.5
Cleveland Pub... clevelandpubliclibr...	3,428	6.2%	30	39.8k	1,328.3	1,488	49.6

Impressions Per Day



Impression Metrics	Totals	% Change
Total Impressions	760.2k	↑ 88%
Twitter Impressions	297.7k	↑ 192%
Facebook Impressions	422k	↑ 53%
Instagram Impressions	39.8k	↑ 65%

PROPERTY MANAGEMENT

Painters

- LSW- painted floor on 8th floor.
- Brett Hall- painted office and stripped waxed floor.
- Langston Hughes-repaired walls and painted main floor.

Carpenters

- Westpark- remove old carpet in meeting room and installed new carpet, base molding and counter tops.

MAINTENANCE MECHANICS

- LSW/Main - started repairs on AHU #25 coil leak, replacing defective freeze protection thermostats, checking air handler safety shutdown programming and circulation pump sequence.
- Serviced humidifiers and R.O. system in LSW mechanical room.
- P.M. on HVAC equipment.
- Continued with cabling runs for security camera project.
- Re-lamping/ballast replacement on public areas in Main and LSW.
- Completed power, lighting and HVAC work on LSW 8th floor/ Legal office.
- Completed power, lighting and HVAC work on Westpark's new children's room.

SAFETY & PROTECTIVE SERVICES

Safety Services

- SPS is now contracting Royce Security for a limited number of hours at a limited number of branches.
- SPS Officers are posted at more branches to offset the number of Royce Guards needed.

PROTECTIVE SERVICES

Activity

Month	Total Dispatch Activity	Total Alarms	Branch Incidents	Downtown Campus Incidents	Incident Reports Gen.	CPL access activities
Jan 2020	1934	19	53	57	161	63
Dec 2019	2180	14	54	48	227	31
Nov 2019	1842	25	54	52	295	59
Oct 2019	2039	20	64	53	345	42
Sept 2019	1792	19	62	24	243	52
Aug 2019	1854	13	46	26	147	272
July 2019	1916	25	64	20	186	96
June 2019	1939	23	53	24	147	35
May 2019	1958	24	58	38	116	65
April 2019	1970	22	48	46	90	47
March 2019	126	42	45	79	168	75
Feb 2019	2249	53	117	32	153	178
Jan 2019	2830	36	46	41	84	56

Special Attention, Special Events, and Significant Incidents

- SPS filled the following overtime requests: Upstage players, Cleveland 20/20 exhibit, OT used to staff branches with SPS officers, meeting the SPS three car minimum and vacation/sick call offs.
- Video requests fulfilled for Cleveland Police Department and 1199 SEIU.
- SPS officers returned all issued uniform items to Cintas.
- Rent Wear issued uniform items to most SPS officers.

Protective and Fire Systems

- SILCO was called to troubleshoot the ADA door at the LSW entrance.
- Property management responded to Lake Shore to diagnose issues with the entrance doors. A service call will be placed to a vendor to make a repair to the frame.
- SPS should have 2020 first quarter fire drills completed in February.

Contract Security

- Royce Security guards are only working at half of CPL branches they previously posted at and they are working fewer hours.

Administration

- SPS passed information to Public Services about an art contest sponsored by the FBI. There are multiple age group prizes.
- SPS Supervisors completed Homeland Security training to become Intelligence Liaison Officers. This makes them principle points of contact CPL with outside Law Enforcement Agencies dealing with all matters involving terrorism and crimes relating to infrastructure.
- SPS is working with Human Resources and Jeremiah Swetel on a new contract with Union local 860.
- SPS Manager to attend a meeting with Fleet branch staff to address security concerns in February.

INFORMATION TECHNOLOGY & CLEVNET

The CLEVNET Directors held their first quarterly meeting of the 2020 on Friday, January 31, at the Cleveland Law Library. Kathleen Dugan, Librarian and Chief Administrator, welcomed everyone in the grand reading room on the fourth floor of the historic Cuyahoga County Courthouse. Founded on December 18, 1869, the Library is celebrating 150 years of service to the greater Cleveland legal community.

Hilary Prisbylla, Director of CLEVNET, provided a report on the Executive Panel Organizational Meeting held by conference call on January 14, 2020. This was the second time the Panel has held a formal meeting to elect new officers. The meeting is now required under the new operating procedures, adopted in 2018. Lorena Williams Hegedus, Director of Hubbard Public Library, was reelected as the Chair for 2020; and Molly Carver, Director of Sandusky Library, was reelected as Secretary.

Director Hegedus welcomed Aurora Martinez, Director of Morley Library (Painesville) as the newest representative on the Panel, replacing Nancy Levin, Director of Cleveland Heights-University Heights Public Library, whose term had expired. Director Hegedus also welcomed Patty Marsh, the new director of Bellevue Public Library.

A review of CLEVNET's priorities and goals for the year is the focus of each quarterly meeting. Using the list, Hilary Prisbylla, Director of CLEVNET, updated the directors on the work of her Library Systems Team. She covered 12 different

projects: six that were carried over from 2019; and six new projects approved by the Executive Panel. Ms. Prisbylla also provided detailed information on ordering from OverDrive, the supplier of ebooks, audiobooks, and magazines to CLEVNET member libraries.

Larry Finnegan, Director of IT, also used the list to update the directors on special projects and initiatives assigned to his team. He covered 16 different projects: 12 that were carried over from 2018; and four new projects approved by the Executive Panel. Mr. Finnegan also updated the directors on the move to a new service provider for VoIP technology that has replaced traditional phone service at most CLEVNET member libraries.

Brian Leszcz, Database Administrator, informed the group about the benefits of the Office 365 upgrade.

Jamie Mason, Director of Rocky River Public Library, and Laura Leonard, Director of Twinsburg Public Library, led a discussion about the problem a number of CLEVNET libraries are having with the theft of video games. Adults are using children to obtain fraudulent library cards at Cleveland Public Library and then are traveling to other CLEVNET libraries to check out video games which they later sell to retailers that specialize in buying used gaming merchandise.

Executive Panel members reported out on the Special Interest Groups (SIGs): Tech Services, Training, Circulation, and PC Techs. At the annual organizational meeting, it was decided to drop the Public Relations and Marketing SIG and form an ad hoc committee as needed for special initiatives and events, such as the upcoming 40th anniversary of CLEVNET in 2022.

The meeting drew to a close with the directors sharing news from their libraries. Ms. Dugan provided tours of the Law Library after the meeting. And some directors stayed to try out the Escape Room challenge that is part of Library's sesquicentennial celebration.

The next quarterly meeting of the CLEVNET Directors is scheduled for Friday, April 24, 2020, at Hudson Library and Historical Society.