

**Rochester
Public Library**

More Than You Think

115 South Avenue | Rochester | New York | 14604

**Rochester Public Library Board of Trustees Meeting
Board Room, Rundel Memorial Library Building
June 28, 2023, 9:00 a.m.
Agenda**

I. PUBLIC COMMENTS

Hamilton

II. ACTION ITEMS

- | | | |
|---|-------------------|--------------|
| 1. Minutes of Prior Meeting | Hamilton | page 3 |
| 2. Personnel Changes | Suro | page 7 |
| 3. Financial Reports | Harrison | page 9 |
| 4. FY2022-23 Budget Amendment | Uttaro | page 13 |
| 5. Library Store Agreement | Harrison | page 13 |
| 6. Library Trust Fund Allocation for FY24 | Harrison | page 13 & 35 |
| 7. County Historian Evaluation Services | Smathers | page 14 |
| 8. Replacement Advisory Board Member for Archive of Black History & Culture | Smathers | page 14 |
| 9. Proposed Central Library Capital Improvement Budget for 2022-23 | Harrison | page 14 & 37 |
| 10. Annual Operating Agreements | Harrison | page 15 |
| 11. Social Media Policy | Uttaro & Smathers | page 15 & 39 |

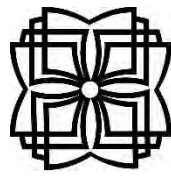
III. REPORT/DISCUSSION ITEMS

- | | | |
|--------------------------------|----------|---------|
| 1. Liaison & Committee Reports | | |
| a. Liaison to the MCLS Board | Uttaro | |
| b. Friends & Foundation of RPL | Borgus | |
| 2. Staff Reports | | |
| a. Director's Report | Uttaro | page 15 |
| b. Central Library | Smathers | page 16 |
| c. Community Libraries | Lewis | page 33 |

IV. OTHER BUSINESS

V. ADJOURNMENT

**Next Meeting:
August 23, 2023
Central Library, Rundel Memorial Building, 3rd floor, Board Room,**



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**Meeting of the RPL Board of Trustees
Central Library, Kusler-Cox Auditorium
May 24, 2023
Minutes**

RPL Trustees Present: Katherine Baynes, Donna Benjamin, Ellen Brenner, Alinda Drury, Glenn Gardner, Richard Hamilton, Daniel Karin, James Kraus, Sharon Salluzzo, Erick Stephens (quorum present)

RPL Trustees Excused: Marilyn O'Connor

Staff and Guests: City Legal Dept. Liaison, Johanna Brennan; FFRPL Executive Director, Donna Borgus; staff members, Brie Harrison, Melanie Lewis, Debi Mansour, Ana Suro, Patty Uttaro

Call to Order

Mr. Hamilton called the meeting to order at 9:02 a.m., welcomed trustees, staff, and guests, and confirmed a quorum was present.

Public Comments

There were no members of the public present who wished to address the board.

Meeting Minutes

Ms. Salluzzo MADE A MOTION to approve the minutes of the April 26, 2023, meeting as presented. THE MOTION PASSED. Ms. Drury ABSTAINED.

Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period April 10, 2023–May 8, 2023. Ms. Benjamin MADE A MOTION to approve the personnel changes. THE MOTION PASSED UNANIMOUSLY.

Financial Reports

Ms. Harrison reviewed the financial reports with the trustees and offered to answer questions. In response to a question from Ms. Brenner, she confirmed the library staff is included in the retention bonuses recently announced by the City of Rochester. Ms. Baynes MADE A MOTION to approve the monthly financial reports as presented and approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

Mr. Stephens joined the meeting at 9:06 a.m.

Update to 2023-24 Central Library Budget

Ms. Harrison reviewed the item with everyone. Ms. Brenner MADE A MOTION to approve the amended 2023-24 Central Library Budget: use of an additional \$50,000 of the Library Fund Balance for Central revenue support (total Fund usage \$100,000 for the 2023-24 operating budget). THE MOTION PASSED UNANIMOUSLY.

Update to 2023-24 Community Library Budget

Ms. Harrison reviewed the item with everyone. Ms. Drury MADE A MOTION to approve the amended 2023-24 Community Library Budget. THE MOTION PASSED UNANIMOUSLY.

Central Library Program Aid FY24

Ms. Harrison reviewed the item with everyone. Ms. Brenner MADE A MOTION to approve NYSED Central Library Development Aid for the 2023-24 budget cycle. THE MOTION PASSED UNANIMOUSLY.

Agreement Amendment, Branch Card Read Access Services

Ms. Harrison reviewed the item with everyone. Ms. Baynes MADE A MOTION to approve an amended agreement with Convergent, Inc. for an extended term completion date of October 31, 2023. THE MOTION PASSED UNANIMOUSLY.

Winton Branch Library Hours Change

Ms. Lewis reviewed the item with everyone. She confirmed the weekly hours are staying the same. Mr. Kraus MADE A MOTION to approve the modification of Winton’s hours of operation. THE MOTION PASSED UNANIMOUSLY.

Proposed Branch Closures for Team Building and Training

Ms. Lewis reviewed the item with everyone. She reminded trustees that a similar proposal to give Branches time annually for team building, training, etc. was approved pre-pandemic. Ms. Drury MADE A MOTION to approve the proposed closure of branches for training and team-building activities. THE MOTION PASSED UNANIMOUSLY.

2022 RPL Annual Report to New York State

Ms. Uttaro reviewed the highlights of the Annual Report to New York State. She pointed out the rebounding service numbers as the RPL is still recovering from the global pandemic. Ms. Salluzzo MADE A MOTION to approve the 2022 RPL Annual Report to New York State. THE MOTION PASSED. Ms. Benjamin ABSTAINED.

Liaison to the Monroe County Library System Board

Ms. Uttaro shared that the MCLS board approved the Central Library Budget, elected new officers, and recommended a trustee for a new term. They also had a lengthy discussion on book banning and challenges in Monroe County and around the country. She recommended www.everylibrary.org as a good site for more information about current legislative efforts related to book banning.

Liaison to the Reynolds Library Board

Ms. Salluzzo reported that the Reynolds Board named Justin Stevens as President after the retirement of Kate Parsons. Ms. Parson had been the president for 20 years. They also approved a \$5000 contribution to

a multi-organization project that will identify and develop historical information about the enslaved people who lived with Nathaniel Rochester.

Friends and Foundation of Rochester Public Library (FFRPL)

Ms. Borgus reported that FFRPL has several trustees who have reached the end of term limits. Ending service are David Hou, Dick Hamilton, Andy Iserson, and Brian McLaughlin.

For the fiscal year to date, FFRPL has paid out \$234,000 on behalf of the library and has agreed to cover another \$67,000 in funding requests for various projects. In addition, FFRPL will be paying \$397,000 to the library in June to fulfill the annual agreement. This totals almost \$700,000 of supplemental support.

In grant awards, they have received an award of \$8,000 from the Maximus Foundation and were recently awarded a \$30,000 grant from Joseph Rippey Charitable Trusts for Safe to Be Smart for next year.

They received a restricted gift of \$27,202 to the Shoulders to Stand On endowed fund.

For book sales, the net income for the bookstore and internet sales since July is almost \$27,000. In addition, a little over \$1,000 of usable credit has been made available to the library since July. FFRPL has recycled over 7000 books on behalf of the library through Sustainable Shelves.

Director's Report/Central Library

Ms. Uttaro offered to answer questions about the written report. She asked for opinions on the long lists of items digitized by the Family Search volunteers. Several trustees asked that the list be consolidated to show aggregate data rather than each item.

A small team of staff will be meeting to start planning for the rollout of no late fees at RPL.

Mr. Hamilton noted his gratitude for the resources the library provides to homeless citizens and was thankful to be able to share brochures listing resources with some folks he was passing on his daily walk to work.

In response to a question about the short hall between the Court Street Garage and the Library entrance, Mr. Harrison explained that there have been several discussions with the City of Rochester about the space. An exit-only door will be installed, and the library will be responsible for maintaining that area. Several trustees commented that the stench of urine is very strong.

Community Libraries

Ms. Lewis offered to answer questions about the written report. She shared that Lyell Branch is rebounding with a new Branch Manager and new staff. They will also go back to Saturday hours beginning in June.

The Community Library Area Coordinator, Joan Lee is retiring the first week in July and Ms. Lewis will be working with Ms. Uttaro on a plan to fill that position.

The Lincoln Branch renovation project is in the home stretch. The satellite location will be closed the first week in June, the staff will begin moving back in the second week of June and the soft opening is tentatively planned for July 5.

The anecdote on page 36 from the Maplewood Library is about a young girl who donated \$1.08 to help with the Maplewood renovation project because she heard from her friend the library is “broke.” This prompted a call to the branch from the City of Rochester Communication Department. The Branch staff put the Communications staff person in touch with the family.

At the Sully Branch, Khajari Marshall-Hosier started working as a Summer of Opportunity youth worker and then went on to be hired as a part-time literacy aid. He has recently accepted a full-time job in the 911 call center, and everyone is wishing him the best in his new position.

Other Business

Mr. Hamilton asked everyone to please get their survey responses to him no later than June 1.

Adjournment

Ms. Brenner MADE A MOTION to adjourn. THE MOTION PASSED UNANIMOUSLY, and the meeting adjourned at 10:07 a.m.

Submitted by Donna Benjamin, Secretary

**ROCHESTER PUBLIC LIBRARY
PERSONNEL CHANGES
May 9, 2023, to June 9, 2023**

➤ **NEW HIRES**

Duncan, Brady	Literacy Aide/PT/Maplewood Branch	05/15/2023
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➤ **PROMOTION**

Diaz, Rosa	FROM: Librarian I/PT/Maplewood Branch	06/05/2023
	TO: Librarian I/Bilingual/FT/Lincoln Branch	

➤ **RESIGNATION**

Hicks, Elizabeth	Librarian I/PT/Sub/Central/Children's Center	05/17/2023
McCormick, Shirley	Library Page/PT/Winton Branch	05/16/2023

**STAFFING
May 9, 2023 to June 9, 2023**

Full-Time Positions	Central	Branches
Budgeted	79	25
Filled	75	25
Vacancies	4	0
Part-time Positions	Central	Branches
Budgeted	120	135
Filled	72	105
Vacancies	48	30

**Rochester Public Library
Financial Report Summary
June 2023**

Central Financial Report, May 2023

Salary & Benefits: Salaries are at budget, wages and overtime are under budget. The retirement lump contribution (\$1.07m) is slightly higher than budgeted – Central's share is \$783,500 vs. \$725,800.

Equipment & Supplies: Expenses are projected within budget.

Services & Charges: Utilities charges are at budget (expenses reflect delay in City payments/posting). Professional fees includes full OCLC payment for the year but not the BIC grant payment to FFRPL.

Cash Capital: Funds are expended for BLB entry mat replacement as well as unplanned elevator repairs and storefront window damage.

Community Financial Report, May 2023

Salary & Benefits: Salaries, wages are within budget. Other pay includes longevity payments (higher for AFSCME contract) and vacation/personal buyback (expensed in January for the full year – higher than projected)

Equipment & Supplies: Materials purchases and supplies are slightly under budget.

Services & Charges: Utility charges are lagging posting of payments due to slower City accounts payable processing; note two locations will be over budget (alternative sources identified). Facility maintenance costs will exceed budget by year end but available funds are identified.

Cash Capital: IT equipment purchases are reflected; \$20,000 was transferred to DES for matching expenses for the Lincoln parking lot expansion, to be completed in July.

Central Financial Report, Fiscal Year 2022-23

May

Category	Description	Original Budget	Revised Budget	Expenses FISCAL YTD	Remaining Balance	% of Budget	
Salary & Benefits	Full-Time Salaries	4,514,900	4,594,400	3,981,296	613,104	86.7%	
	Part-Time/Temp Salaries	1,590,700	1,569,700	1,070,336	499,364	68.2%	
	Overtime	14,100	14,100	11,585	2,515	82.2%	
	Employee Benefits	3,135,500	3,135,500	2,587,486	548,014	82.5%	
	Employee Development	22,100	24,077	14,430	9,647	59.9%	
	Other	189,400	189,400	46,825	142,575	24.7%	
	Sub Total	9,466,700	9,527,177	7,711,959	1,815,218	80.9%	
	Equipment & Supplies	Materials Budget	508,800	526,851	454,789	72,062	86.3%
		Other Furnishings & Equipment	8,500	8,812	3,617	5,195	41.0%
		Office Supplies	52,100	56,124	42,361	13,763	75.5%
Other Materials & Supplies		48,400	51,364	30,164	21,200	58.7%	
Sub Total		617,800	643,151	530,931	112,220	82.6%	
Services & Charges	Utilities	439,500	551,569	313,517	238,052	56.8%	
	Facility Maintenance	124,500	167,170	70,981	96,189	42.5%	
	Professional Services/Fees	224,500	348,150	242,051	106,099	69.5%	
	Chargebacks	79,900	82,198	41,180	41,018	50.1%	
	Service Charges - Other Gov't	51,400	51,400	40,404	10,996	78.6%	
	Telecommunications	16,700	17,049	10,032	7,017	58.8%	
	Other Expenses	213,500	172,354	58,471	113,884	33.9%	
	Sub Total	1,150,000	1,389,891	776,636	613,255	55.9%	
	TOTAL EXPENSED	11,234,500	11,560,219	9,019,526	2,540,693	80.3%	
	Central Cash Capital		50,000	75,922	26,981	48,941	35.5%

REVENUE RECEIPTS	11,237,000	11,237,000	8,015,133	3,221,867
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Original Budget Revised Budget Outstanding Revenue

Community Financial Report, Fiscal Year 2022-23
May

Category	Description	Expenses FISCAL			Remaining Balance	% of Budget
		Original Budget	Revised Budget	YTD		
Salary & Benefits						
	Full-Time Salaries	1,028,000	884,552	744,482	140,070	84.2%
	Part-Time/Temp Salaries	2,198,900	2,019,813	1,599,112	420,701	79.2%
	Overtime	1,089,400	1,025,406	836,095	189,312	81.5%
	Employee Development	22,400	35,375	4,526	30,849	12.8%
	Other	2,209,500	2,072,745	1,557,047	515,698	75.1%
	Sub Total	6,548,200	6,037,891	4,741,261	1,296,631	78.5%
Equipment & Supplies						
	Materials Budget	104,800	488,077	362,456	125,621	74.3%
	Office Supplies	36,600	40,595	27,976	12,619	68.9%
	Other Materials & Supplies	432,900	388,462	311,693	76,769	80.2%
	Sub Total	574,300	917,133	702,125	215,008	76.6%
Services & Charges						
	Utilities	229,500	231,188	188,312	42,876	81.5%
	Facility Maintenance	20,900	21,319	18,893	2,426	88.6%
	Professional Services/Fees	408,900	434,079	374,089	59,990	86.2%
	Chargebacks	36,900	40,698	16,598	24,100	40.8%
	Telecommunications	13,100	13,100	10,711	2,389	81.8%
	Other Expenses	45,800	58,906	12,861	46,045	21.8%
	Sub Total	755,100	799,291	621,464	177,827	77.8%
TOTAL EXPENSED		7,877,600	7,754,315	6,064,850	1,689,465	78.2%
Community Cash Capital	Computers & Equipment	45,000	76,520	35,906	40,614	46.9%
	Library Furnishings	22,000	22,000	0	22,000	0.0%
	Library Facilities	52,000	131,898	20,000	111,898	15.2%
	Library Capital Projects*	0	0	0	0	0.0%
	Cash Capital Total	119,000	230,419	55,906	174,512	24.3%
REVENUE RECEIPTS		560,461	560,461	246,135	314,326	
						<i>Outstanding</i>

Original Budget Revised Budget Receipts FISCAL YTD Revenue

* Projects administered by City DES

Trust Funds Financial Report, Fiscal Year 2022-23

Fiscal YTD (through May 31, 2023)

Fund	Allocation	Carry-forward	TOTAL	YTD Expenses	% of Total
Reynolds Fund - RPL	\$146,256	\$34,657	\$180,913	\$95,929	53.0%
Fenevessy (Central + Branch bal)	\$30,079	\$19,794	\$49,873	\$25,376	50.9%
Kenyon-Jeffries Fund	\$19,863	\$13,460	\$33,323	\$23,156	69.5%
Purton Fund	\$16,730	\$549	\$17,279	\$14,761	85.4%
Gleason Fund	\$15,604				
Gleason Fund (FFRPL)	\$12,003	\$15,821	\$43,428	\$12,460	28.7%
Gervickas Fund	\$5,947	\$4,021	\$9,968	\$3,188	32.0%
Taylor Fund	\$3,551	\$2,706	\$6,257	\$2,383	38.1%
Boland Fund	\$1,516	\$589	\$2,105	\$399	19.0%
Carnahan Fund	\$1,530	\$90	\$1,620	\$821	50.7%
Poletto Fund	\$1,530	\$408	\$1,938	\$0	0.0%
Beeney Fund (FFRPL)	\$4,754	\$562	\$5,316	\$2,385	44.9%
Craig Fund (FFRPL)	\$2,677	\$1,910	\$4,587	\$2,349	51.2%
Holtzman Fund (FFRPL)	\$1,474	\$948	\$2,422	\$247	10.2%
Lee Fund (FFRPL)	\$1,477	\$1,299	\$2,776	\$726	26.2%
Vietnam Veterans Fund (FFRPL)	\$698	\$956	\$1,654	\$114	6.9%
Tummonds Fund (FFRPL)	\$20,143	\$35,562	\$55,705	\$27,266	48.9%
TOTAL	\$285,832	\$133,331	\$419,163	\$211,560	50.5%

Gift Fund Financial Report, Fiscal Year 2022-23

Fiscal YTD (through May 31, 2023)

Fund	Allocation	Transfer In	TOTAL	YTD Expenses	% of Total
Gift Fund	\$10,252	\$9,586	\$19,838	\$4,591	23.1%



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Public Library

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TO: RPL Board of Trustees
FROM: Patricia Uttaro, Director
DATE: June 28, 2023
SUBJECT: Monthly Report – June 2023

Action Items

FY2022-23 Budget Amendment (Uttaro)

City Council is assigning unused year-end funds from other general fund activities to support the continuation of wireless hotspot (MiFi) devices for loan through the Central Library. As part of the COVID pandemic response, the Federal E-rate program expanded to include an Emergency Connectivity Fund (ECF) for 100% of the cost of MiFi subscriptions. The Monroe County Library System participated in 2021, 2022, and 2023. During that period, 300 MiFi devices were available to all City and County residents, loaned through the Central Library for three weeks at a time. Loans averaged 270 checkouts per month with roughly 40 holds during the ECF period.

The ECF program ends June 30, 2023. Council will appropriate \$150,000 for the subscription of up to 400 devices for the 2023-24 fiscal year, amending the current budget to enable a contract with T-Mobile US for the units. This purchase will be done via NYS OGS Contract rates.

Board Action Requested: Amend the 2022-23 Library budget by \$150,000 to continue public MiFi loaning as described in the 2023-24 fiscal year.

Library Store Agreement (Harrison)

The Friends and Foundation of RPL (FFRPL) manages the library store per an annual agreement with the Rochester Public Library. For FY24 the agreement maintains the same terms and conditions as prior years, generating \$35,000 for the Central Library in FY24, with open communication on any projected shortfalls. The FFRPL shall continue to provide \$5,000 for Branch Library support but generated from other unrestricted fund sources. While the store transitioned its space during 2023, we maintain open communication with FFRPL on the best use of volunteer time between physical store sales, online sales, and the Baker & Taylor Sustainable Shelves initiative.

Board Action Requested: Renew the Library Store Agreement with the Friends and Foundation of RPL for the fiscal year 2023-24.

Library Trust Fund Allocation for FY24 (Harrison)

The RPL Board finance policy statement allows for the annual distribution of 5% of the average value of RPL trust funds over the past twenty fiscal quarters. The enclosed spreadsheet includes this proposed draw for FY24, proposed allocation from the Reynolds Board, and transfers of restricted FFRPL-held endowments for materials purchases. The withdrawals were unanimously approved by the RPL Finance Committee at its meeting on June 7, 2023.

Board Action Requested: Approve Library Trust Fund distributions for the fiscal year 2023-24.

County Historian Evaluation Services (Smathers)

The library issued a Request for Proposals in April to assess and develop a plan for County Historical services newly assigned to the Central Library Local History Division. The selected consultant shall work with identified RPL staff to develop a long-term plan for maintaining the County's historical archives, functioning as the County Historian as well as optimal physical and virtual spaces to provide regional historical services. A team of RPL administration, staff, and other library representatives will oversee the process.

HistorySmiths (Gerald Smith, Principal) was recommended to conduct onsite and remote interviews with various stakeholders, assess the division's site and best practice history center examples regionally, and produce a final report with recommendations on historical services, RPL activities, digital resource priorities, and interpretive/historical center opportunities. The proposed cost shall not exceed \$29,000 which includes professional services and reimbursement of direct travel costs. The cost of the agreement is funded from the allocation of County support for County Historian Services as part of the 2023-24 Local History operating budget. The term shall conclude by January 31, 2024, to inform future capital and operating budget planning.

Board Action Requested: Approve a professional services agreement with HistorySmiths for an amount not to exceed \$29,000 for the terms described.

Replacement Advisory Board Member for Archive of Black History & Culture (Smathers)

In January 2023, the RPL Board appointed a 10-member Community Advisory Board to provide input on the mission, vision, and strategic plan for a permanent community-curated Archive of Black History & Culture. Calvin Eaton was appointed but has since had to step down. Lavelle Lewis is recommended as the replacement member to serve the remainder of the one-year term.

Mr. Lewis is the great-great-grandson of John W. Thompson who is most known for raising the funds for and organizing the erection of the Frederick Douglass monument located in Highland Park. Lewis is also the great-grandson to Pauline Thompson Moore the first African American female educator to children at the local RCN daycare and grandson to Korean War Veteran Robert O. Moore. Lewis seeks to educate both Black and White Americans on the extraordinary accomplishments of early Black politicians.

Board Action Requested: Appoint Lavelle Lewis to fill the vacancy on the RPL Board's Community Advisory Board for the library's Archive of Black History and Culture. His term will go through January 31, 2024.

Proposed Central Library Capital Improvement Budget for 2022-23 (Harrison)

Enclosed is a summary of the 2022-23 program and what is proposed for 2023-24. There are years where our budget planning is closely adhered to – in this case, there were many changes and surprises, including grant funding that supplanted our need for capital for the card reader upgrade system and several unplanned repairs (based on age and vandalism). Some items were recommended based on the current condition (walk-off mats at the BLB entrance, which were a tripping hazard).

For the upcoming year, we have planned for an HVAC replacement in the RPL data center and have set aside allocations in anticipation of additional needs for upcoming construction, namely the BLB HVAC project and the Rundel Masonry project. We have budgeted for standard allocations for unanticipated plumbing and roof repairs, with \$8,891 allocated for any contingencies.

The proposed budget includes \$47,891 in unexpended funds to carry over from FY23. The FY24 City allocation is \$92,000 (our first allocation in years that was not reduced as a budget measure). We recommend the Fenyvessy Central Library trust fund be reserved for additional costs for the Rundel Masonry and Elevator upgrade projects.

Board Action Requested: Approve the 2023-24 Central Library Facilities Capital Budget.

ANNUAL OPERATING AGREEMENTS (to be taken as one item)

Network Professional Services Agreement

The library currently has an agreement with CampbellNet Solutions to assist, on an as-needed basis, in maintaining library telecommunications equipment, data switches, and network connectivity issues at remote locations. The contractor will bill for services rendered at a rate of \$150 per hour. If there is a need for parts or equipment replacement, RPL will pay state contract pricing or the actual cost paid by the contractor. The total amount of the contract will not exceed \$3,000 with a term of July 1, 2023, to June 30, 2024.

Computer and Server (IT) Equipment Repair

The library has used the services of Tri-Delta Resources to fix computer equipment on a time and material basis for the past several years. We would like to continue this service in FY24 for both the Branch and Central Libraries. Costs will be based on an hourly rate of \$95 for small equipment (PCs), and \$130 for large equipment (servers), with equipment costs billed at State Contract rates. The total cost of the agreement will not exceed \$3,000 with a term of July 1, 2023, to June 30, 2024.

ImagineYOU Audio Production Training Agreement

The library has used Wicked Squid Studios for youth audio production training services for the ImagineYOU media lab since 2017. This agreement will continue prior year terms at the rate of \$75 per hour for student audio production classes and minor reimbursable expenses (social media student recruitment), not to exceed \$8,000. Funding is from the Teen Central/ImagineYOU operating budget.

Board Action Requested: Approve the proposed annual operating agreements through June 30, 2024, as presented:

- CampbellNet Solutions not to exceed \$3000
- Tri-Delta Resources not to exceed \$3,000
- Wicked Squid Studios not to exceed \$8,000

Social Media Policy (Uttaro & Smathers)

Social media use has become an integral part of how RPL communicates information about programs and services and advertises the library. It is a powerful tool that allows us to connect directly with our community members. Social media was the primary tool used by RPL during the pandemic to keep our community connections intact. During that time, it became clear that an internal policy governing how social media accounts are created and used is necessary to ensure all social media account managers are effectively communicating the RPL message. Today we present a draft policy that codifies how RPL will use social media, who is responsible for RPL accounts, and what is appropriate for sharing online. This policy has been reviewed by the RPL Board Policy Committee, Alinda Drury, and Sharon Salluzzo, and by Johanna Brenna in the City Law Department and the City Communications Department.

Board Action Requested: Approve the proposed Social Media Policy.

Report & Discussion Items

RPL Director Patricia Uttaro reporting

In This Moment Chapbooks- I recently attended the release party for the next round of *In This Moment* chapbooks, which feature Rev. Myra Henry and Dr. Ian Wilson. This series of chapbooks offers biographies and photos of Black and Brown Rochesterians who are making a difference in our community. RPL has had a relationship with the project managers, Jeanne Strazzabosco and Amanda Chestnut from Visual Studies Workshop since the first chapbooks were released in 2021. This is an instance where RPL invested in the content creation of print materials versus just purchasing finished products. The final chapbooks have been distributed for free through the member libraries of the MCLS. This has been a rewarding relationship, and the content and quality of the books continue to be outstanding.

Fine-Free Rollout Details- Staff recently met to discuss the advertising strategy for going fine-free in July and are now hard at work developing a series of clever social media posts and revising the print materials that will be available in all the RPL locations. Deputy Director Lewis is working with Branch Managers to set circulation goals for each location, and I will revive the data collection process I used during the 2016-2018 pilot with children & teen materials. I would like to see a similar result of a 10% circulation increase which we saw during the earlier pilot. Overall library use in the Branches is hitting or exceeding all marks, so I am confident we will see an increase in borrowing.

Social Media

May 2023	RPL Twitter	MCLS Twitter	Facebook	Facebook Calendar	Facebook Groups	Instagram	YouTube
Profile/ Page Visits	145	183	739	-	-	114	-
New Followers/ Page Likes	0 (2,105)	1 (2,233)	24 (5,764)	-	22	42 (2,480)	12 (518)
Engagements	38	61	1,841	97	47	381	44
Check-In/ Mentions	8	14	-	-	-	7	-
Post Reach	2,408	2,846	14,179	-	-	1,140	14,199
Video/Story Views	-	-	41	-	-	161	837

Constant Contact Newsletter

Central/RPL Newsletter (1 Sent)

- Subscribers who opened newsletter – 5,159
- Click through – 165

New subscribers – 14

OverDrive

- Total Checkouts- 83,639
- Lucky Day Checkouts- 799

- Simultaneous Use Checkouts- 8,821
- SORA Checkouts- 1,014
- Great Courses- 103

Central Library Updates

Jennifer Smathers reporting

Arts/Literature, Melissa Manczuk reporting

Programs

- The Arts and Literature Division held three separate writing series online over eight days and an in-person playwriting workshop over three evenings, facilitated by professional writers. There was positive feedback from all the classes. The instructor of the series, *What Makes You, You?* was particularly popular. One person wrote of the instructor:
“Alex Sanchez is an excellent teacher who provides effective instruction and writing tools, gives and facilitates encouraging feedback, and creates a respectful and engaging learning environment, and this made the writing class (and every class Alex teaches) a very useful and fun experience.”
- *Rundelania*, the online literary journal of the Arts and Literature Division, published its 13th issue in May with record submissions and viewership. Over 1,200 people, locally, from around the country, and overseas, read the issue in May. www.rundelania.com

Community Outreach/Meetings/Training

- The Arts and Literature Division is now one of many host sites for programs presented by the Brainery on most Monday and Wednesday nights. For each class, the Division staff creates a display of related books and framed prints. Melissa Manczuk had a patron return a week after taking one of the classes in search of some books that she had seen on the table and was thrilled when Manczuk was able to locate them for her.
- Melissa Manczuk was contacted by Donna Favitta, the new program coordinator at Lifespan Wolk Café, to see if Manczuk would be interested in resuming craft classes there. Before the library's closure in 2020 due to the Covid 19 pandemic, Manczuk provided monthly craft classes to the patrons of Lifespan. Manczuk will resume classes in July and the patrons of Lifespan Wolk Café are excited to have her return.

Anecdotes/Other

At the beginning of May, Nanci Nugent fell at the reference desk and broke her kneecap. During her absence, Melissa Manczuk has been placed in charge of the division.

Business Insight Center (BIC), Jennifer Byrnes reporting

Programs

Business First Wednesday: Financing Your Business and the 5 C's of Credit with Virginia Smith, head of the local Small Business Administration.

Meetings

- Jennifer Byrnes met with City Hall staffers on two occasions to discuss how the City is supporting cannabis businesses. She met with David Serrano and Sara Edwards from the Cannabis Workforce Initiative (CWI) to discuss implementing their 15-hour cannabis workforce preparation course at Central. Also, she met with Anne Forkutza of Dutchie, a purveyor of cannabis products and the inventor of Dutchie Pay, a cashless point-of-sale system for dispensaries. They are considering doing training for Dutchie Pay in Rochester for members of the legacy community and they would like to donate a pop-up store to BIC so we can use it to role-play customer service scenarios for those in the CWI course.
- Byrnes met with Andy Simon, the new head of the Food Future Co. Accelerator in NYC, to discuss how we can support their businesses.
- Byrnes met with Natalie Cannestra of the Brooklyn Public Library's business and career center to discuss cannabis programming and our overall service model.

Outreach

- Melissa Cobo and Kate Meddaugh presented to the new cohort of students at the Syracuse University Innovation Law Center.
- Byrnes participated in two separate cannabis conferences on May 20, the Science of Cannabis and Meet the Mentees, for those that participated in the Office of Cannabis Management's mentorship program. For Meet the Mentees she was also a speaker.
- Cobo attended Monroe Community College's presentation of the geographic information systems capstone project. Cobo served as a mentor to one of the students.
- Meddaugh and Byrnes attended the Downtown Rising conference hosted by Rochester Downtown Development Corporation. Presentations included visions and projects, businesses and expansions influencing the future of downtown.
- Meddaugh presented the resources of the Business Insight Center and the Carlson Center for Intellectual Property to the Urban League of Rochester's Community Business Academy.

Consulting

- The Carlson Center for Intellectual Property assisted: 2 in person, 15 by email, 0 by mail, 4 by phone, and 4 by Zoom.
- Carlson Center Webpage views: 42
- 3D Printer: 0 (out of service, waiting for a new part)
- Hours of in-depth market research/prior art searching: 42
- Requests Outside Greater Rochester Area: 5

Database Usage – May Statistics

Frost & Sullivan: Page views: 4 Value: \$9,850

IBISWorld: Page views: 78 Value: \$26,775

InnovationQ: Logins: 14 Searches: 169

PitchBook: Logins: 21

Statista: Searches: 65 Downloads: 16

Anecdotes

- The library was acknowledged for its research assistance at Excell Partner's HealthTech Innovation Forum. Approximately 100 people from the academic, entrepreneurial, and tech sectors attended.
- The division took third place in the American Library Association's Libraries Build Business pitch competition and was awarded \$1,500.



Children's Center, Tonia Burton reporting

Programs

- Critically acclaimed best-selling author Jason Reynolds visited with 500 students from throughout the city of Rochester, Penfield, and Pittsford at East High. Mayor Evans gave the welcome and introduction. Reynolds shared the road he traveled through school and his early years which was such a compelling and inspiring story that he captivated the crowd. Mr. Reynolds talked about some rough situations which resonated with the youth. During the Question-and-Answer portion, one youth described the struggle of losing several people in his life over the last couple of years, one person being his best friend who committed suicide. Mr. Reynolds related to that and talked about losing his best friend in high school and the importance of remembering the person and that grieving takes the time it takes. This was an amazing event; it was uplifting to see the youth so excited to meet him. During the book signing, some youth shared their writings and illustrations with Mr. Reynolds. One young person showed some fashions he designed, and Mr. Reynolds immediately gave his phone to the youth and asked him to find his Instagram so Reynolds could follow the youth. The smile on the student's face was enormous!
- To celebrate May the 4th Star Wars Day, Miranda Hazen made a display of a variety of Star Wars items borrowed from generous Central staff. For the day and following weekend, there was an I Spy style activity using the display as well as other Star Wars-themed games like Storm Trooper bowling and Galactic Empire vs. Rebel Alliance Toss Across.



Community Outreach/Meetings/Training

- Burton, Hazen, Coonelly from Central, Vinise Bobrov (Pittsford), Evanna DiSalvo (Douglass), and Steve Shon

(Ogden) provided a story walk using *Chalk* by Bill Thompson at the Lilac Festival this year. Visitors were also encouraged to draw on the sidewalks with chalk.

- Staff from Upper Hudson Library System presented Storytime Bootcamp. It was held at Brighton Library for 18 new children's services staff. After hearing about the success they had with their staff during an NYS Youth Service Meeting, Burton invited them to present the training here. It was very well received.
- The Annual Red Wings Education Day was a chance for MCLS staff to share information and meet students and teachers at Innovation Field. Burton was joined by Amanda Madigan and Sarah Ngo (Pittsford Library) for a very hot but fun-filled morning. Burton created a Guess the Shredded Book (no library books were harmed in the process). After shredding most of a Clifford F&G, small parts of the book were hidden to help people guess. The second activity was Book Cover Puzzles. Book covers were cut into puzzle pieces that had to be put together. The most challenging puzzle was the golden ticket page from *Charlie and the Chocolate Factory* by Roald Dahl.



Raising A Reader

This past month Taylor Coonelly and Margarita Chaves focused on preparing take-home activity kits for our RAR families. Based on the book *Bear Sees Colors* by Karma Wilson, the team created activities to encourage asking questions. The RAR team also completed various outreach programs by having families complete the RAR surveys to serve our community better. We have received very positive feedback from our families and sites about the program. So far, we have completed surveys from Ibero, ABC Hart Street, and VOA. Coonelly and Chaves will be working on the collection of our bags and sorting through the items and will be wrapping up storytimes in the next few weeks. The RAR team will focus on creating end-of-year reports and inputting data to demonstrate the impact RAR has made in our communities and where and how we can improve in meeting the needs of our families.

Circulation/Information, Chad Cunningham reporting

Statistics

Curbside Pickup Appointments- 4

New Borrowers- 169

RRLC Access Cards Issued- 8

Notarial Acts- 242

Anecdotes/Other

Makita Hagood recently helped a patron get a library card. This is not an unusual occurrence at the Circulation desk, but Hagood's impact on the patron was truly exceptional. The patron was impressed by Hagood's knowledge of her job and the library, and by her friendly and open demeanor. After dealing with other governmental agencies, his trip to the library was the positive experience he needed. He described Hagood as a breath of fresh air who wowed him in every possible way. He filled out an Excellent Service Award card for

Hagood and ended it with “If only the world had more MAKITAs in it, I know for sure it would be an awesome place to live!”

Local History & Genealogy, Christine L. Ridarsky reporting

In May, the Local History & Genealogy Division became the official provider of Monroe County Historian services under a contract between the City, County, and library. Thus far, reference activity has been relatively light, with just three questions directed to the Monroe County Historian's Office this month. Staff from the division have invested considerably more time updating content for the library's and County's websites (approximately 3 hours) and preparing for the physical move of the County Historian collections and furniture (approximately 11 hours) from the office's former home at St. John Fisher University to its new home at the Central Library, in the former book sorting room on the 2nd floor of the Rundel Memorial building. Brandon Fess is coordinating this move in cooperation with St. John Fisher Library staff and Central Library's Facilities and Shipping departments. This project is expected to grow in scale and intensity during June and July, with the actual move expected to happen in July.

Programs – Priority #1: Education and Engagement

The division launched a new summer walking tour series this month with Dan Cody leading a tour of the Downtown Heritage Trail. Patrons have expressed interest in historical walking tours, and we anticipate a good turnout for this series, especially during good weather. See below for the dates, times, and themes of the 2023 Local History Walking Tours.

Exhibitions – Priority #1: Education and Engagement

Hope Christansen created a new table display in honor of Asian American and Pacific Islander Heritage Month. The display featured photographs from the library's *Rochester Images* collection, maps, and photo-ephemera collages from the Daily Lives of Asian Americans in Greater Rochester documentation project of the Asian/Pacific Islander/American History Project of Greater Rochester.

Community Outreach/Meetings/Training

- Ridarsky provided oral history training to four of the JW Management & Quality Consultants Youth History Ambassadors through the division's partnership with that program. In the weeks following the training, the youth interviewed several notable local African American leaders, including Dr. Walter Cooper.
- Ridarsky contributed to Nazareth College's new public history curriculum by discussing her work in 2019 as lead curator of the Stonewall: 50 Years Out exhibit on camera. The video segment will be used to introduce students to coursework on diversity, equity, and inclusion in public history.
- Ridarsky attended a presentation by collections consultant Mark Tudor in which he outlined his final report on the state of the Rochester Historical Society (RHS) and its collections. He offered a useful roadmap for RHS and its community partners, though it remains unclear whether the organization will be able to meet New York State's requirements for maintaining its charter.
- Finn met with former student intern Nick Giordano, who is seeking volunteer opportunities that will allow him to apply his knowledge of Artificial Intelligence capabilities to projects that advance the library's

mission. Giordano will start by developing a tool that can transcribe handwritten letters, using the Raymond L. Rohner collection as a test case.

Special Collections

This month Fess accessioned 12 new collections and created four new finding aids. Most of the accessions were for single objects. The finding aids included the unusual photograph collection of the Hurlburt and Sweet families (including rare service photographs from the New York Central Railroad police) and the fascinating scrapbook entitled *In the Matter of the Claim of Emmett Gallagher*, which records the struggle of a disabled World War I veteran from the town of Greece to receive the benefits due him from his combat service.

Digital Projects

- A major digital project nearly a decade in the making came to fruition this month. All of the 307 finding aids in the Rochester Public Library's instance of the ArchivesSpace information management system have been successfully harvested by the Empire Archival Discovery Cooperative (EADC) and are now publicly discoverable and accessible through the EADC website (<https://www.empireadc.org/search/repositories/nr>). The division anticipates that this new level of access to finding aids will result in increased use of the library's special collections, a benchmark that will be tracked in the upcoming months.
- The division continues to contribute digitized content to a handful of other online platforms, increasing discoverability and access to these materials. In May, there were 550 page views of division content available through *New York State Historic Newspapers* (<https://nyshistoricnewspapers.org/>); and 2,322 page views of content available through the library's *Rochester Voices* site (<http://www.rochestervoices.org/>). Statistics for *New York Heritage* (<https://nyheritage.org/>) were not yet available.
- The FamilySearch volunteer scanning team digitized 180 books this month, all of which were yearbooks. See below for details. Digital products from this project are starting to become available through the FamilySearch site (<https://www.familysearch.org/en/>). In April, there were 53 items from the Rochester Public Library added to the FamilySearch site, and 216 views of RPL items on the site. (Note: The FamilySearch reports on materials uploaded and the number of views comes out a couple of weeks after the division's monthly report is due. May's numbers will be included in the next report.)

Materials scanned by FamilySearch, May 2023:

Title	Author	Quantity	Dates
Madisonian	Madison High School	28	1943-1981 <i>passim</i>
Rochester Christian High	Rochester Christian High School	2	1985-1986
Lantern	Rochester School for the Deaf	41	1974-2018 <i>passim</i>
Artis	School of the Arts	8	2001-2010 <i>passim</i>
The Token	School Without Walls	17	1974-2011 <i>passim</i>
Surveyor	Washington High School	1	1939
Occident/Senior Annual	West High School	64	1906-1971 <i>passim</i>
John Quill	John Marshall High School	1	1978
Statesman	Jefferson High School	3	1963, 1968, 1972

The Key/Quaker	Benjamin Franklin High School	2	1989-1990
The Lair	Joseph C. Wilson Magnet High School	8	1985-1998 <i>passim</i>
	TOTAL	180	

Social Media

There were two new posts to the *Local History ROCs!* blog in May: “Bad Medicine: The Rise and Fall of H.H. Warner and the Warner Safe Cure, Pt. 1” by Emily Morry and “Healing and Caring: The Life and Legacy of Mother Hieronymo O’Brien (1819–1898), Part 2” by Christopher Brennan. The new posts received 32 views. In addition, readers from 36 countries revisited 178 previously published posts for a total of 2,164 views in May. All posts can be read online at www.rochistory.wordpress.com.

Interns/Volunteers

The division’s work was supported by three volunteers in May for a total contribution of 42.75 hours. Karen Sue Brown continued sorting and filing the backlog of newspaper clippings; she contributed 22.25 hours. Linda Lopata contributed 12 hours entering collection information into ArchivesSpace to create a finding aid for the pin-back button collection in the Office of the City Historian. Noeme Liestman provided 8.5 hours arranging, rehousing, and describing the library’s previously unprocessed early (pre-1900) photographic materials.

Patron Services, Cynthia Dana reporting

Anecdotes/Other

- Dana was at the Circulation Desk when a patron approached Stephanie Penns to inquire about library holiday hours. Dana recognized the patron as a regular who spent much of the day hanging out on the 1st floor and the trio shared a friendly conversation. Penns then shared that the person had recently lost his glasses so often came to the desk to ask what time it was. The next day, Penns informed Dana that the patron now had glasses, so he was reading the newspaper. The glasses were a pair that Penns brought from home. This is not the first time Penns has brought her items for a patron; she is a very generous and caring person.
- Dana received an email from a teacher at the MCC Downtown Campus interested in a tour for her ESOL students. Dana met the group and provided a tour of both buildings. There was much interest in the doll collection, the Art in the Link Gallery, the Tech Center, and the Secret Room. Miranda Hazen was kind enough to let them search for the entrance before her #33 school students' arrival. They also planned to return to have lunch in the Foodlink Café. One of the women from Ukraine spotted a book in the Children’s Center, *The History of Ukraine*. She borrowed it for her son after all the students received their brand-new library cards at the Circulation Desk. They were all interested in the new language collection recently added to Libby.

Reynolds Media Center, Joseph Born reporting

Reference

RMC handled 634 reference questions and 368 non-reference transactions for 1002.

Hoopla

Circulation

- Audiobooks– 1057
- Binge Pass– 10
- Comics– 169
- eBooks– 348
- Movies/TV– 242
- Music– 81
- Total Circulation– 1904

Users

- New users– 37
- Patrons using all 7 borrows– 96 (18%)
- Total users– 527

Programs/Tours/AV setups

Our First Friday Film program showed “Ant-man & the Wasp: Quantumania”

Our See It First film was “Thelonious Monk: Straight No Chaser”

RMC performed 21 A/V setups & streamed 3 BSI programs to the RPLs YouTube Live Channel!

Anecdotes/Other

A patron was complimenting us on the loaning of Mi-Fi units. She told us that she otherwise would not have internet access in her apartment, and she brings the Mi-Fi with her for access everywhere. One day she saw a help-wanted sign stating, “Apply online.” She grabbed her phone and applied for the job immediately. She felt so good to be able to get in the application ASAP.

Science and History, Gabe Pellegrino reporting

Programs

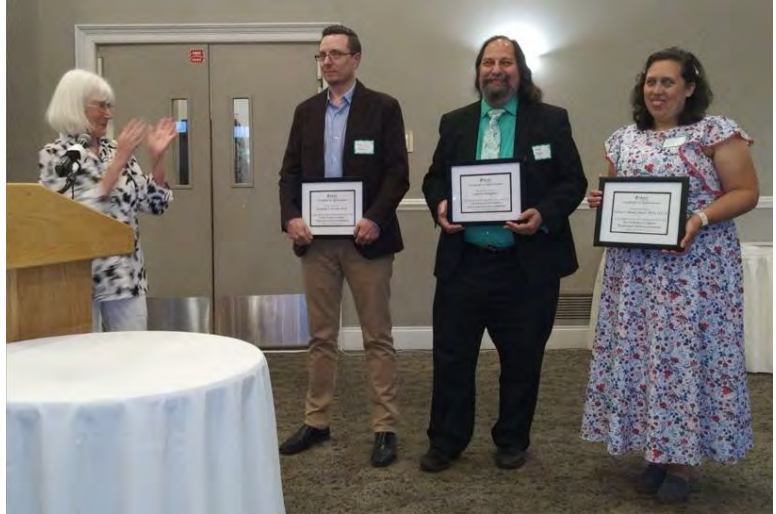
- *Building the Brooklyn Bridge 1869 – 1883, An Illustrated History with Images in 3D author book discussion*, presented by Jeffrey I. Richman. Jeffrey included some of the 3D images in his presentation and brought 3D glasses to distribute to anyone who attended the program. Jeffrey’s publicist, Beth Daughtery, and some of his friends accompanied Jeffrey.
- *The Rosenbergs*, presented by Mark Sample, History Professor from Monroe Community College, talked about the events and the individuals involved with espionage during the Cold War- leading up to the trial of Julius and Ethel Rosenberg. They were both executed for espionage during the Cold War. This year is the

70th Anniversary of the trial. Thirteen people attended the program, and everyone was interested to hear about the story of The Rosenbergs and several people asked questions.

Community Outreach/Meetings/Training

- LROC (Library Resource Outreach Center) visitors were at about 70 this month, a remarkably high number considering a few days' cancellations.

- Pellegrino attended the monthly Education & Outreach meeting of the Hearing Loss of Association, Rochester Chapter. It is the Association's wish to donate money to purchase copies of the recent book on hearing loss, *Hear and Beyond*, to all Rochester area libraries. He will work with the Friends & Foundation and/or the MCLS office to make this happen. Pellegrino, along with Dr. Gregory Horton of the Rochester Hearing and Speech Center, and Dr. Carly Alicea, of the Center and the Rochester



Institute of Technology/National Technical Institute for the Deaf, were recognized at the annual Hearing Loss Association of America, Rochester Chapter's annual dinner. Pellegrino completed his two-year term on the Professional Advisory Committee. He will continue to attend the Education & Outreach meetings of the group.

Displays

In addition to the mental health self-care, mindfulness, and autism awareness month displays, Pellegrino set up an Asian-American Heritage Month display and Clerk Alaikia Miller created a display for Jewish-American Heritage Month. The space/eclipse display has been moved to the standing cabinet and will remain there throughout the upcoming year as we prepare for the 2024 total solar eclipse.

Facebook Groups

Gardening Club: 177 Members (2 New Members)

9 Posts, 3 Comments, 19 Reactions

Total Engagements: 31

Cooking Club: 153 Members

8 Posts, 5 Comments, 24 Reactions

Total Engagements: 37

Technology Center, Jay Osborne reporting

Programs

Ginger Brewer has seen much success with her Computer Tutor program at the Central Library. The adult learners are showing up for class and are eager to showcase the skills they have retained. The students have boasted to their family members about what they are learning. Brewer encourages the students to practice and keep practicing because digital skills won't come overnight. The students take heed of this type of encouragement and are prepared for each class to give it their all.

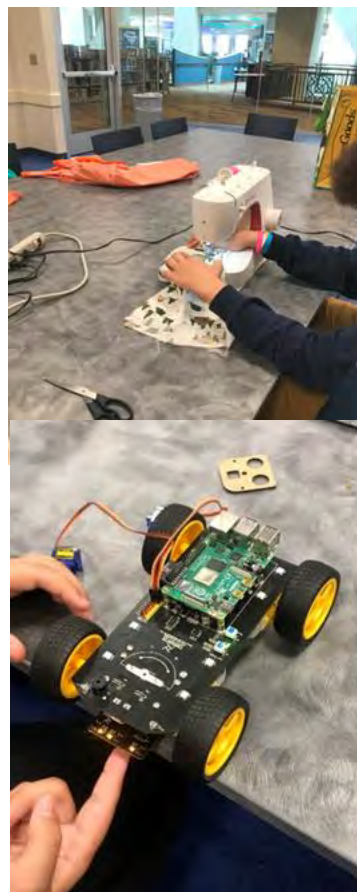
Community Outreach/Meetings/Training

- Literacy Rochester continues its program of classroom instruction and now has two instructors available to guide patrons through the NorthStar Digital program. Digital Literacy volunteers continue to support our patrons as they have been for the last 18 months but now offer more formal classroom instruction. The Technology Center's classroom is the perfect venue and Central's proximity to the bus station makes this an almost ideal location for this project.
- Leroy Banks and Lindsay Murphy from Rochester Works continued to provide walk-in resume instruction and job application assistance on the first Monday of every month. Pathstone's Growth Opportunities program also sets up in the Technology Center several times a month. Both these organizations offer valuable job training and employment preparation to our patrons.

Teen Central, Shetora Banks reporting

Programs

- Sewing: Patrons continue to be excited about creating, transforming, and adjusting their fashion masterpieces. Participants are learning new stitch techniques and some older participants are assisting the newer participants with past lessons. It is becoming a close-knit community.
- Robotics Club: Youth have conquered the basics of the past month and used those lessons to create a four-dimensional model car.
- Teen Craft: Teens participated in a discussion of self-expression. This young person decorated her jeans using craft supplies provided by the teen center. Some others chose to make beaded bracelets and locker decorations.



School Visit: School 33 came for a visit. They enjoyed exploring the equipment in the Imagine You Lab. Some of them made illustrations on the Wacom tablet while others learned to use the digital cameras. Two of the young men were especially eager to learn more about Ping Pong. They enjoyed challenging the Teen Center staff to matches and trying out their new techniques.



Community Outreach/Meetings/Training

Faezah Jahshiri participated in three weekly meetings to collaborate with Stephanie Hildreth from Rochester Museum and Science Center and Eve Tulbert from Get Real! Science at the University of Rochester this month. We have finished writing the curriculum for the Climate Robot Rangers. We have started advertising the program, recruiting student participants, and planning the program coordination.

ImagineYOU Lab

ESPORTS- Jeff Bostic's capstone project, part of his fellowship with the National Esports Federation, will be completed this month to bring esports to another library in the county. The Librarians received free headphones from a NASEF sponsor. In a very proud moment, a mother was able to watch her son stream for the first time.



ILLUSTRATOR– A few new business cards were created this month. One of our teens, who sells oils, was able to create a card to try to expand his business. Another patron is working on an emotion book.



GLOWFORGE– The Glowforge was a big hit with the school field trip this month. We also made custom pieces for many patrons including a pro wrestler.



MUSIC STUDIO– The music studio was utilized by our regulars and many kids visiting for a school field trip. The college music visits will start next month.



Safe To Be Smart

Mentoring

- In the past three months, there has been a need for a lot of one-on-one mentoring. John Hylton has recently experienced a higher level of young men who needed mentoring about mental health and various life skills training. He is mentoring about 6 youths who are uncomfortable speaking in groups. Hylton works closely with community partners and other city agencies to get youth the help they need.
- Hylton is also mentoring a family with a set of male twins. Discussions include behavioral issues and the challenges they have from being twins and finding their own identity. The continuing talks have helped the brothers realize what is expected of them and how to better communicate with others.

Anecdotes

- Many of these teens have an interest in learning more about art when they find out that Hylton is going to school for graphic design. Hylton was able to help a young man who is a musician create a logo for his band. They used Adobe Illustrator to create some logo ideas. This creative process allows Hylton to teach what he has learned in college to teens who are interested in learning.
- One of our teens who was an avid video game player has found a love of reading. Hylton suggested this young man change his routine and pick up a book. He picked up a manga book and has not looked back. The Teen Central staff has supported this young man by finding him books and suggesting new titles for him to read.



Community Library Updates

Melanie Lewis, Deputy Director reporting

During May, much of the Branch Administration's attention was focused on the Lyell Branch. With the start of the new Manager, Cathy Kyle, along with other newer staff, it was time for training and team building. We received support from other departments (Finance, Director's Office, MCLS Office) for cash handling, statistics reporting, and social media training sessions.

With Area Coordinator Joan Lee retiring, Branch Administration is attempting to transfer knowledge and history of procedures and protocols managed by Lee. Summer of Opportunity, Literacy Volunteers, Neighborhood Association Groups, and Board of Election Polling are examples.

I had the pleasure of attending a few, large, youth-focused events: The Jason Reynolds author visit at East HS, The Pillars of Hope citywide celebration at the Rochester Community Sports Complex, and Family Day at The

Douglass Campus, which includes The Douglass Library, the South Avenue Recreation Center and School #12. Hundreds of children and families attended each of these events, which included music, drama, laser tag, book signings, and food. I was honored to represent the library at these celebrations.

Arnett Branch Library, Bruce Tehan reporting

Community Outreach/Meetings

Stephanie Knapp brought Books By Bike to a bike clinic held by the Arnett Block Association, R-Community Bikes, the Rochester Police Department, and His Branches. At this event, Knapp shared story times with young attendees. Fifteen bikes, helmets, and locks were awarded to neighborhood kids, people of all ages had their bikes repaired for free, children enjoyed all sorts of fun activities, and several children learned how to ride a bike!



Anecdotes/Other

Kate Peck provides this anecdote: About once a month, Nancy Cholewa puts up a new sticker art poster. The current poster (it's an image of multiracial hands circling a globe) had been up for about a month with very little of it completed when a group of girls came in on a Monday night looking for something to do. When they started it was maybe 20% complete, but by the time they left at 8 pm, they had about 90% of it completed. All four of them made quite a lot of progress together!

Charlotte Branch Library, Dennis Williams reporting

Programs

- Food for Thought book discussion met to discuss *These Precious Days* by Ann Patchett. The group was small but mighty with loads of good discussion.
- Laura Jackett again brought her substantial talent to our patrons, offering a box-making workshop. Students were pleased with the results of their efforts.
-
- Mother's Day crafts were created by Rachel and Earth Day-themed activities, crafts, displays, and activity sheets continued to be popular.
- Jennifer Cherelin presented Music with Mike & Jennifer
- Storytimes were held on Tuesdays and Thursdays
- Tween book groups continue with Holocaust literature

Anecdotes/Other

- Dennis Williams worked with a chapter of the local Boy Scouts to assist Brennan in obtaining his Eagle Scout patch, which is the highest award given to a Boy Scout. He asked if he could do a project for the library, and the scouting unit came in and painted the entire craft room, and the back room, and added shelves. Brennan and his crew did the entire project on one Saturday afternoon.



Douglass Community Library, Evanna DiSalvo reporting

Programs

- Dungeons and Dragons Club: Participants have fun creating characters and immersing themselves in a fantasy world. They must communicate and work together in real-time problem-solving situations. (Stewardship and Curation: responsive to the evolving needs and interests of our diverse patrons)
- Visiting Artists ROC: Unique Fair presented a workshop on color blending in painting. Note: Fair is a former RPL student employee! (Education and Engagement)
- KidFit with Victory Fitness: Kids of all ages enjoyed learning fitness dance moves, and the correct way to hula hoop, and the highlight of this fun and active program was the Limbo at the end! (Education and Engagement)
- Extended Hours for School#12 program “Individually We Are a Drop of Water, Together We Make a Great Lake”: Douglass remained open until 7:30 pm to invite families attending the school’s Project Based Learning event into the library. Patrons viewed a display of books about water and Evanna DiSalvo talked to people about the renovation of the shared space that will happen soon. Wegmans sponsored the event, and there was an interview with Principal Katie Trepanier, DiSalvo, and R-Center manager Carmen Jones before the event began. The interview can be found [here https://www.wegmans.com/news-media/articles/supporting-the-whole-family-through-community-connections/](https://www.wegmans.com/news-media/articles/supporting-the-whole-family-through-community-connections/) (Education and Engagement, Sustainability and Resources, Stewardship and Curation)



Community Outreach/Meetings/Training

- DiSalvo staffed the booth twice during the Lilac Festival. It was a good opportunity to talk to people about what the library does and give them information including the MCLS library listing and information to find out about summer programs.
- Jennifer Nesbitt was one of five members of the Raising a Reader team who enjoyed talking with parents at Volunteers of America’s year-end event and helping them complete surveys. Snacks and bags with books and literacy activities were handed out to families as well.

Anecdotes/Other

- A Lilac Festival visitor came into the library looking for directions to the festival parking area. They were from out of town and got turned around on their way from the hotel. Emma Reynolds drew them a map and as they were leaving, they said, “I was so frazzled but when I saw a building that said ‘Library’ on it, I knew I was in luck!”
- The staff was excited about this month’s plan to wear prom dresses to work. Heather Galetto fashioned wrist corsages from silk flowers and pipe cleaners for staff to wear and give to patrons. A disco ball was hung over the circulation desk to create a prom-like ambiance.

Lincoln Branch Library, Sarah Lehman reporting

A verbal report on the state of the renovation will be given at the board meeting.

Lyell Branch Library, Cathy Kyle reporting

Programs

- Artemis Markakis hosted the Lyre, Lyre Harp Duo (musicians Roxanne Ziegler and John Gaspar), who performed in the community room for an afternoon. The doors into the main library were opened so that the music could be heard throughout the building. Patrons and staff members alike were mesmerized by the tranquil sounds of the harps.
- Manju Sharma invited teens to work on a no-sew fleece pillow craft for mom for Mother's Day.
- On National Scavenger Hunt Day, Sharma planned an activity for teens to participate in a photo scavenger hunt. This activity was educational and informative – teens learned about the Libby app and the significance of the "Safe Place" signage.

Anecdotes/Other

- Cathy Kyle started as Branch Manager. She was warmly welcomed by all staff, who were immensely helpful in making the transition from Central easier.
- Kyle taught a staff member and teen volunteer to make origami stars, which will be used when children are not ready to leave, even if parents are ready to leave. Lyell Branch staff will call them "wishing stars" so that the children can make a special wish before leaving. At the end of one staff meeting, Kyle also taught the staff how to make wishing stars and it went very outrageously.
- Thanks to the kindness of the other branches, the staff had plants that they could use to brighten up Lyell.



Maplewood Community Library, Johanna Buran reporting

Programs

- The Maplewood Community Library started the month with quite possibly the most disliked event that has ever been held: Screen-Free Week. Kids and teens were off from school for the first day of Screen-Free Week, making it even more challenging to go an entire day without using the computer.
- Parachute Day went very well. The children transformed the organized ball-catching games into a game of "monster." Monster consisted of a group of kids under a tarp yelling monster and chasing anyone who was not under the parachute. Once caught, non-monsters were eaten and digested.
- A new club was started in May, the Dance Club, which is an offshoot of the Genshiken Club. The Genshiken Club is where they watch anime and read manga. Part of the Genshiken Club involved watching K-pop music videos and occasionally dancing. However, half of the club was not interested in dancing so the dance club started.
- There was a well-attended terrarium-making program. There was a very wide range of ages at the activity, but the presenter was patient and the children and teens all left happy.

Anecdotes/Other

Brian DiNitto attended a student's naturalization ceremony at the Federal Courthouse in downtown Rochester. The student has been attending language and citizenship classes through Zoom and in person for 6 months. About two months before her citizenship exam, she was coming into the library twice a week as well as attending the 1.5-hour weekly citizenship class on Zoom and a weekly English class on Zoom, all while holding

down a full-time job operating an industrial sewing machine in Henrietta. Line's two children are now eligible to apply for citizenship.

Monroe Branch Library, Mary Clare Scheg reporting

Anecdote

A child from St. Paul's Daycare, Hadley, dressed up in a fancy dress during story time. When asked why, she responded, "Daddy is taking me to McDonald's tonight!" After the visit, the teacher said, "Hadley said this morning she was dressed up because today was Mr. Matthew day!"

Phillis Wheatley Community Library, Lori Frankunas reporting

Programs

- Star Wars Day was celebrated by making pool noodle Light Sabers. The children had fun posing with their sabers and taking pictures.
- Haehn and Lillian Villaronga, our new literacy aide, took the children outside to take care of the Wheatley Garden. They have planted edible perennials and vegetables in the raised beds. They look forward to watering and planting each day. (*Strategic Priority #2, Demonstrating the value of our libraries to our communities*)

Community Outreach/Meetings/Training

Sheilah Murphy visited the Episcopal SeniorLife Home on Mt. Hope for a book club discussion of *A Call to Mercy: Hearts to Love, Hands to Serve* about Mother Theresa. No one enjoyed the book, but the conversation was lively and two new readers joined the group.



Anecdotes/Other

One of our patrons brought her husband into the library to introduce him. She praised how the library had helped her with all her computer work with immigration and was eager to share her experience with her husband, who had recently arrived from Africa. They have been visiting to get help with applying for work and refining his resume. Everyone is hopeful he will get a job soon!

Sully Branch Library, Maria Heeks-Heinlein reporting

Programs

- Jacob Bigelow was thrilled to run our story time program in the morning while our Children's Librarian was on vacation. He played music and danced with the children. The children told him that he was a very good storyteller and enjoyed all the different voices he used.
- Maria Heeks-Heinlein was able to hold a few storytime programs this month. One of the events was a Pre-Kindergarten class from John James Audubon School #33. Heeks-Heinlein is looking forward to more classes returning to the library for story times next school year.

Community Outreach/Meeting/Training

Heeks-Heinlein represented the library at the School 33 Health and Fitness Fair. She was able to talk to several families about library cards and library services.

Winton Branch Library, Kathy Wolf reporting

Programs

- Local author Jennifer Case taught a two-part class on memoir writing that was so popular it is being offered again in June since the class filled quickly and had a waiting list. Students also mentioned that they appreciated the safe and supportive space to share their writing and expressed an interest in having a regular writer's group at the Winton Library. It was especially heart-warming to read this comment:

"This class was perfect for my needs, and I am sure I would attend other similar classes. I appreciate everything this library does, and I attend as much as possible. My library card is the most valuable card in my wallet."

(Priority 1: Education and Engagement)

- Robin Flanigan, award-winning author and former Democrat & Chronicle journalist visited to talk about her book *One Hundred Things to Do in Rochester Before You Die*. Even lifelong Rochester residents in the audience learned something about our city and were inspired to explore.



Anecdotes/Other

- Emili Gibson, who is also a full-time student at Monroe Community College majoring in Literature, is having a friendly competition with one of our regular patrons to see who can get a paper published in a journal first.
- Reilly Liberto had a wonderful conversation with a patron who had checked out the VIP Pass to the Corning Museum of Glass. She expressed how grateful she was to have these types of passes available to library patrons as she had not considered going to the Museum of Glass before.
- A young friend who visits with his family every two weeks often offers suggestions about specific books or topics of books the library should own. His most recent suggestion was that the library should have carts like those in grocery stores because sometimes his bag gets filled before he is through picking out his material. Winton does offer carry baskets for book selection; he felt the carts just do not hold enough material.

2023-24 Trust Fund Budgets

Reynolds Fund	2022-2023	2023-2024
FFRPL-Designated Funds	\$ 50,000	\$ 50,000
RPL-Designated Funds	\$ 146,256	\$ 143,734
Director's Discretionary Fund	\$ 15,000	\$ 15,000
Total	\$ 211,256	\$ 208,734
RPL Managed Trust Funds		
Boland Fund	\$ 1,516	\$ 1,514
Carnahan Fund	\$ 1,530	\$ 1,529
Fenyvessy-Central	\$ 25,882	\$ 25,858
Fenyvessy-Branches	\$ 31,194	\$ 31,165
Fenyvessy-NE (Lincoln Branch)	\$ 21,003	\$ 20,983
Gervickas Fund	\$ 5,947	\$ 5,942
Gleason Fund	\$ 15,604	\$ 15,590
Kenyon-Jefferies Fund	\$ 19,863	\$ 19,844
Poletto Fund	\$ 1,530	\$ 1,529
Purton Fund	\$ 16,730	\$ 16,714
Taylor Fund	\$ 3,551	\$ 3,548
Total	\$ 144,350	\$ 144,214
FFRPL Managed Trust Funds - Restricted for RPL*		
Beeney Fund	\$ 4,754	\$ 4,839
Craig Fund	\$ 2,677	\$ 2,708
Gleason Fund	\$ 12,003	\$ 12,144
Holtzman Fund	\$ 1,474	\$ 1,551
Lee Fund	\$ 1,477	\$ 1,477
Vietnam Veterans Fund	\$ 698	\$ 698
Tummonds Fund**	\$ 20,143	\$ 35,562
Total	\$ 43,225	\$ 58,979
TOTAL - ALL FUNDS	\$ 398,831	\$ 411,926

* FFRPL managed funds, distribution based on 5% of 20Q average value ending 3/31/23

** distributed on a calendar year basis - amount represents prior January allocation

CENTRAL LIBRARY CAPITAL PROGRAM SUMMARY

2022-23 Central Capital Program	Budget	YTD as of 6/5/2023
Exterior Door Replacements - Rundel	\$ 3,000	
Security System Upgrades (Card Reader system, cameras)	\$ 40,000	
Lighting Allocation (LED/efficiency measures)	\$ 10,000	
Roof Repair Allocation	\$ 7,000	
Plumbing Repair Allocation	\$ 8,000	
Contingency/Miscellaneous	\$ 7,922	1,593.44
[Unplanned - Walk-off mat replacements, BLB]	\$ -	7,577.37
[Unplanned - Elevator Repair, Rundel]	\$ -	12,160.00
[Unplanned - Emergency Glass Replacement, Rundel]	\$ -	6,700.00
Total:	\$ 75,922	\$ 28,031

2023-24 Central Capital Program	Budget	
Liebert Unit Replacement, RPL/MCLS server room	\$ 50,000	
Term Contract allocation, Rundel/BLB construction	\$ 30,000	
Move Management allocation, Rundel/BLB construction	\$ 15,000	
Lighting Allocation (LED/efficiency measures)	\$ 10,000	
Elevator Repair Allocation	\$ 10,000	
Roof Repair Allocation	\$ 8,000	
Plumbing Repair Allocation	\$ 8,000	
Contingency/Miscellaneous	\$ 8,891	
Total:	\$ 139,891	
Funds remaining from FY23 City Allocation	\$ 47,891	
City Appropriation for FY24	\$ 92,000	
Total:	\$ 139,891	
Fenyvessy FY24 Central Allocation*	\$ 25,858	

**Supporting Rundel construction projects FY24*

In accordance with communication protocols established by the Rochester Public Library (RPL) Board and in compliance with the City of Rochester's Social Media Guidelines and Policy and any amendments thereto, RPL uses various social media platforms to promote library resources and services and to build community connections in a welcoming and inviting online space.

General Social Media Communication Guidelines:

RPL will use social media platforms to share information about library programs, services, and materials with an online audience. All social media posts will support the RPL mission, vision, and values.

The RPL Communications Office, located at the Central Library, will manage all official RPL social media accounts and maintain credentials for each account. New accounts must be approved by the Communications Office.

RPL strives to maintain constructive civil discourse on all social media platforms and welcomes comments and messages from the community. Comments, posts, and messages are reviewed periodically by authorized library staff. RPL reserves the right to remove any comment, post, or message that it deems inappropriate or contrary to the RPL Mission. Content containing any of the following may be removed immediately from any RPL social media forum:

- Obscene content or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Plagiarized material, confidential, proprietary or otherwise restricted information
- Comments, links, or information unrelated to the purpose of the social media post or contrary to the RPL Mission
- Spam or other commercial, political, or religious messages unrelated to the library or its social media postings
- Advertisements or solicitation not expressly permitted by the RPL Communications Office
- Any images, links, or other content that falls into the above categories
- Promotions or endorsements for political campaigns or candidates
- Incitement, encouragement or promotion of violence or illegal activity
- Posting of malicious content such as malware, ransomware or similar programs

Users shall abide by the terms and conditions set by third-party social media platforms and relevant Federal and State laws.

RPL reserves the right to ban or block users who have posted in violation of this policy.

RPL reserves the right to reproduce comments, posts, and messages in other public venues. Such reproductions by RPL may edit original content for space or brevity while honoring the contributor's original intent.

RPL is not responsible for, nor liable for, any content posted by any participant in a library social media forum who is not a current member of the RPL's staff.

Individual user complaints or appeals must be addressed directly to the RPL Communications Office at 115 South Avenue, Rochester 14604. Social media is not the mechanism used by the library to document or address library user problems and concerns regarding library policy, procedures, or programs.

Staff Contributions to RPL Social Media Accounts

RPL Social Media Administrators in the RPL Communications Office select and train library staff members who act as contributors to the Library's social media platforms. Training will include social media policy, security procedures and other RPL requirements, and best practices. Staff posts shall comply with the Library's and the City's social media guidelines and policies.

Staff access levels are determined by the Social Media Administrators and the Library Director.

Any staff who wishes to create and maintain social media accounts representative of RPL must provide, in writing, a request to the RPL Communications Office, with a copy to Central Library Administration or Branch Administration. Requests to create a new account must include the purpose of the account and details of who/how the account will be maintained by staff. New social media accounts will only be created by Social Media Administrator in the RPL Communications Office.

Staff shall conduct themselves online as representatives of RPL and the City of Rochester when using RPL social media accounts.

Staff shall observe and abide by all legal copyright, trademark, and service mark restrictions when posting materials to social media.

Staff Contributing to Personal Social Media Accounts

RPL respects the right of staff to manage their own personal social accounts.

Staff shall never present themselves online on their personal accounts as a spokesperson for RPL or the City. It is recommended that you include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the view of my employer.”

Prior to posting, any videos or photos taken within an RPL building must be pre-approved by the RPL Communications Department which interacts with the City Communications Department.

Staff shall not use their private social media accounts while on work time or using RPL equipment at any time, unless expressly authorized by a manager and in compliance with RPL’s Computer Use policy.

Staff shall not use their RPL/MCLS email address to register personal accounts on social networks, blogs, or other online personal use tools.

Privacy

Staff shall maintain confidentiality regarding patrons, fellow staff, and any other information according to the RPL’s confidentiality policy.

RPL may occasionally refer to public comments made on social media. However, it will not collect, sell, or knowingly transfer any personally identifiable information related to social media engagement with the library to any third party.

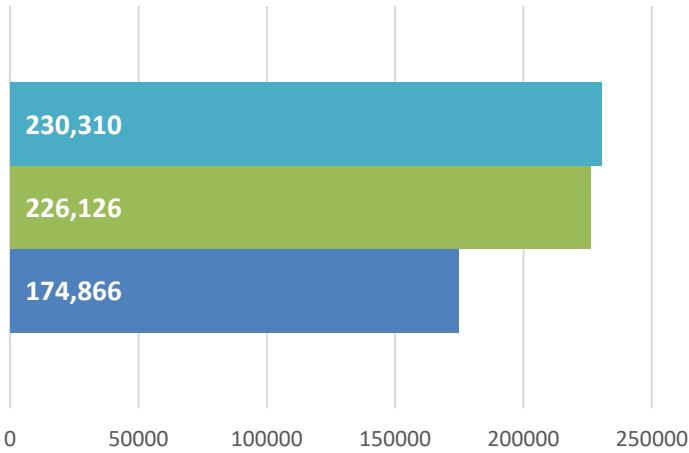
Privacy policies for each social media platform should be carefully reviewed before use.

Approved by the RPL Board of Trustees, June 28, 2023

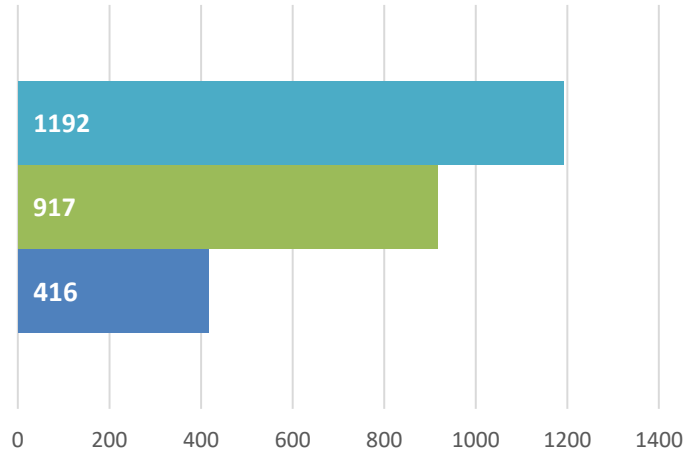
RPL Central Statistics YTD
Jan-May



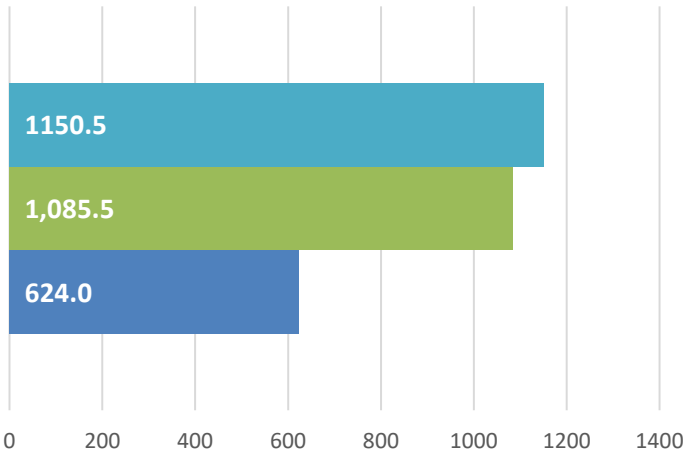
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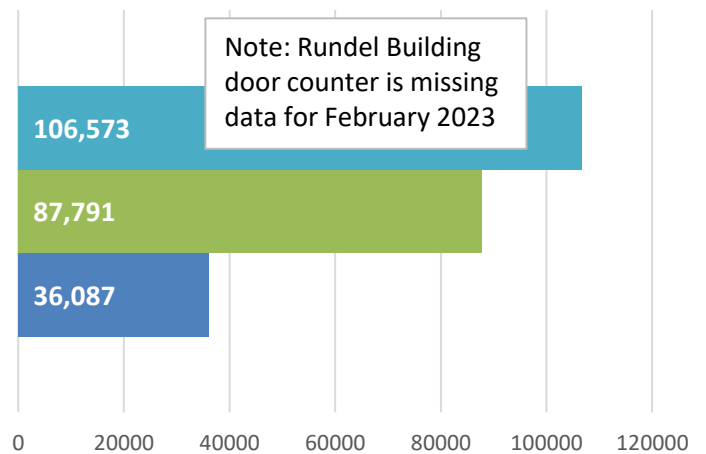
LIBRARY CARDS



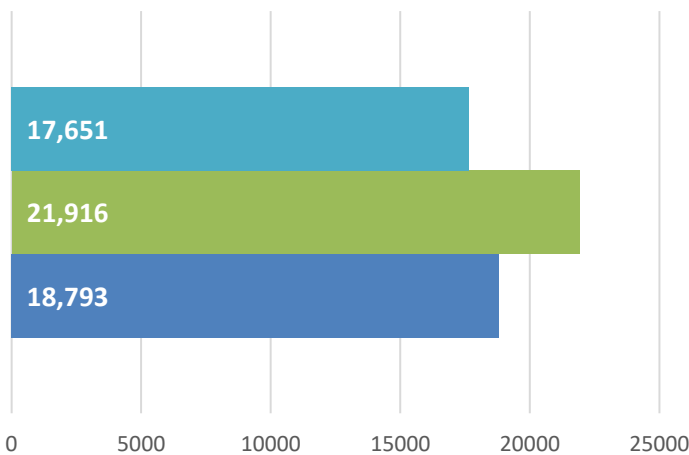
SERVICE HOURS



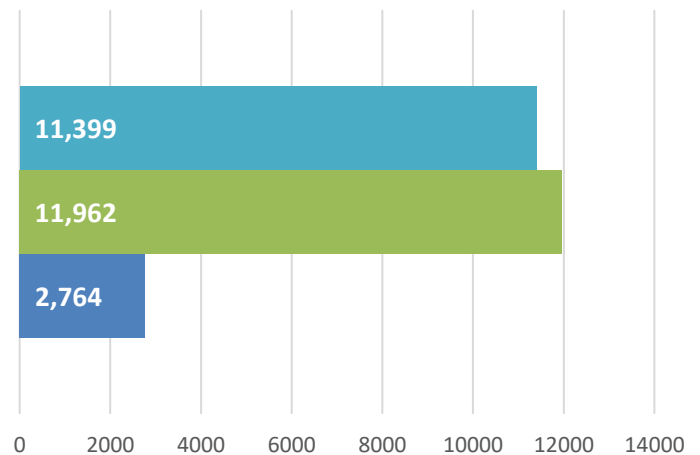
VISITS



REFERENCE QUESTIONS



NON-REFERENCE



RPL Central Statistics YTD
Jan-May



NOTARY

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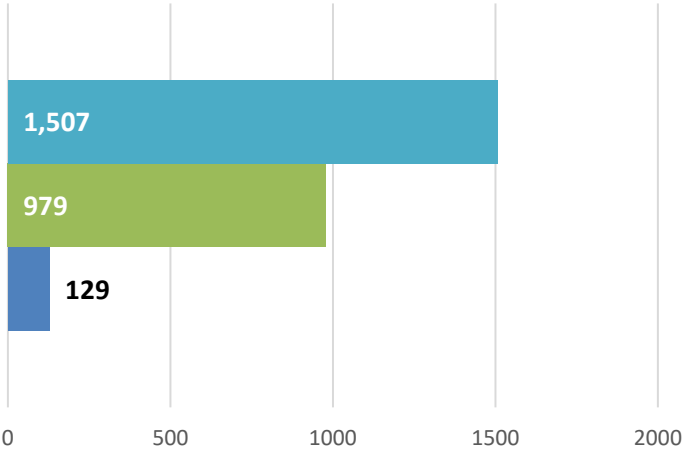
Notary: Notary Public acts. Each signature counts as one act.

Computer Hours: Hours patrons used the public PCs.

WiFi Uses: Number of log-ins to the public WiFi.

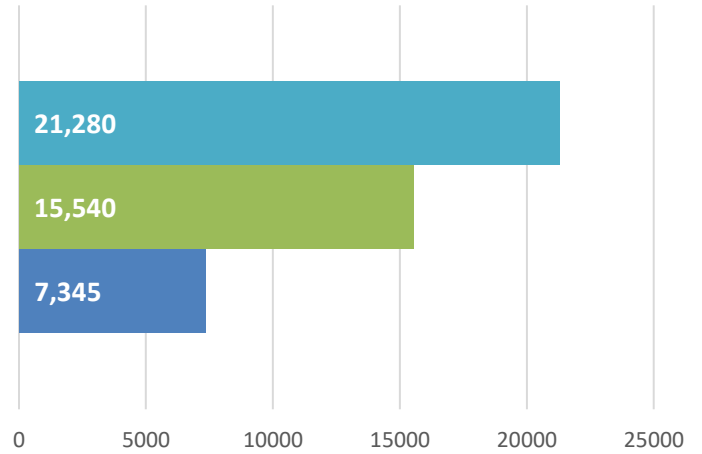
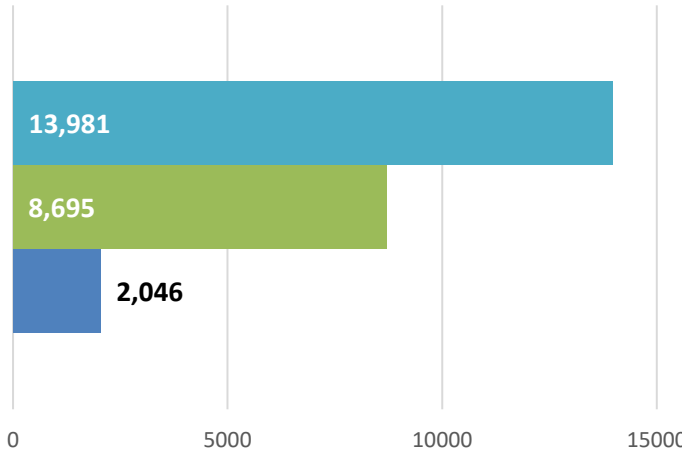
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Program Attendance: Attendance at Group Programs. Excludes staff and presenters.



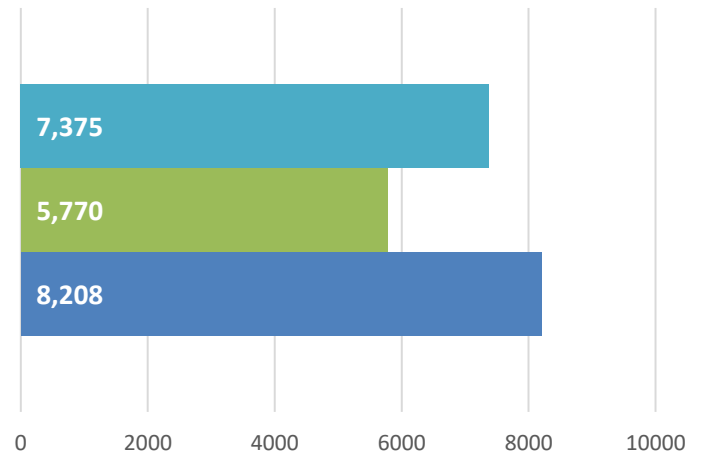
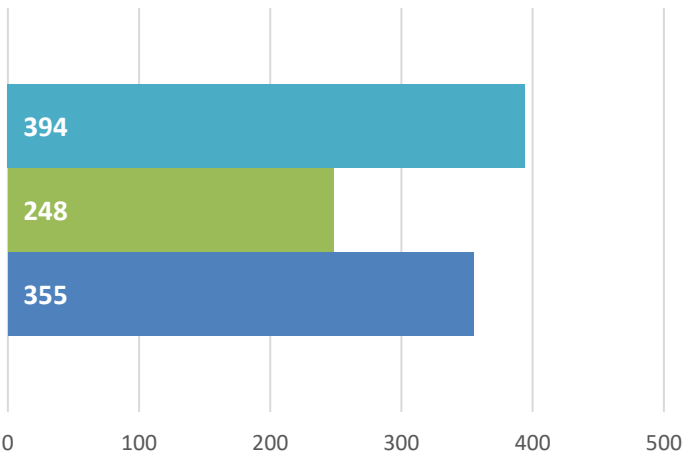
COMPUTER HOURS

WIFI USES



GROUP PROGRAMS

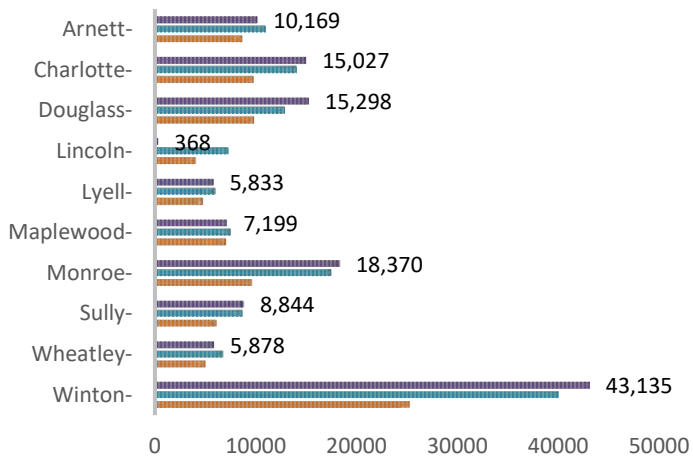
PROGRAM ATTENDANCE



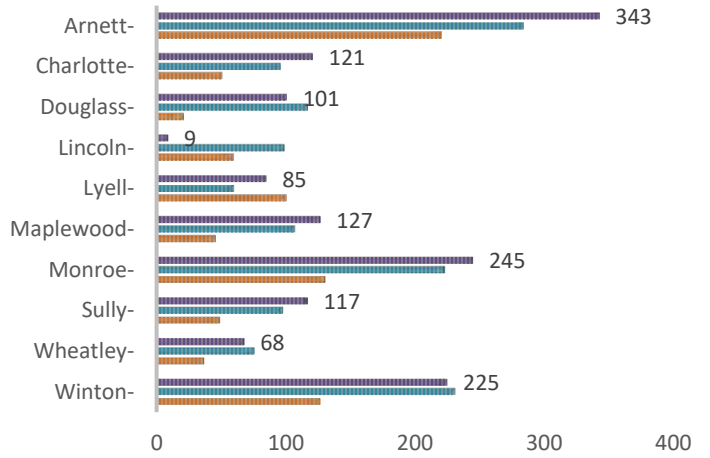
RPL Branch Statistics YTD
Jan--Apr

2023 2022 2021

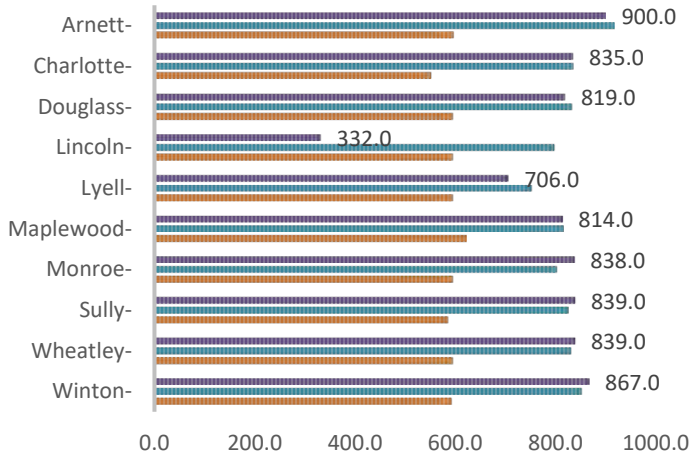
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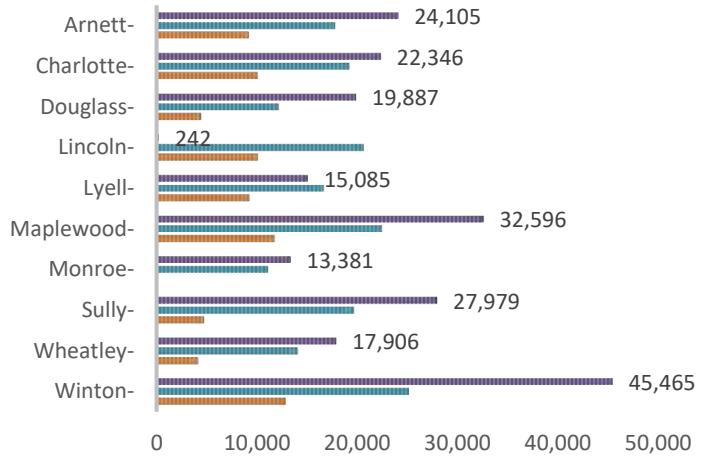
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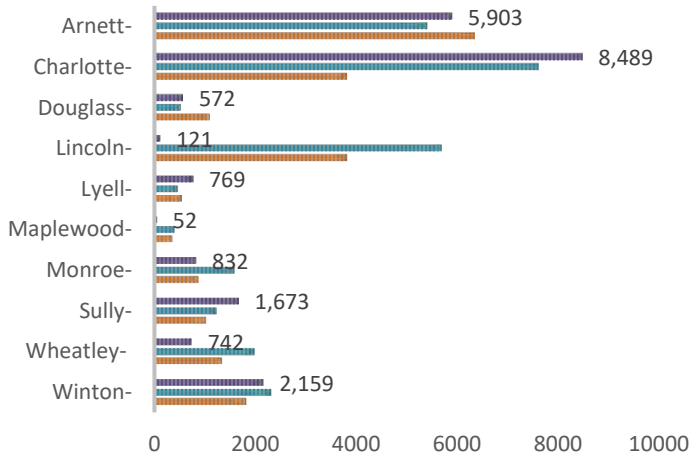
SERVICE HOURS



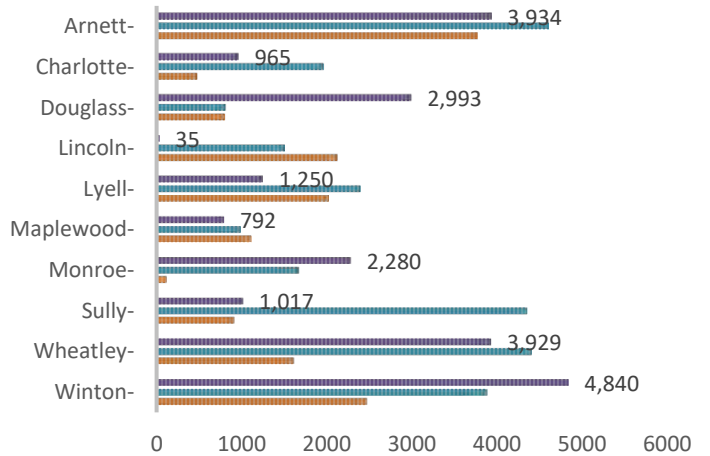
VISITS



REFERENCE QUESTIONS



NON-REFERENCE



RPL Branch Statistics YTD

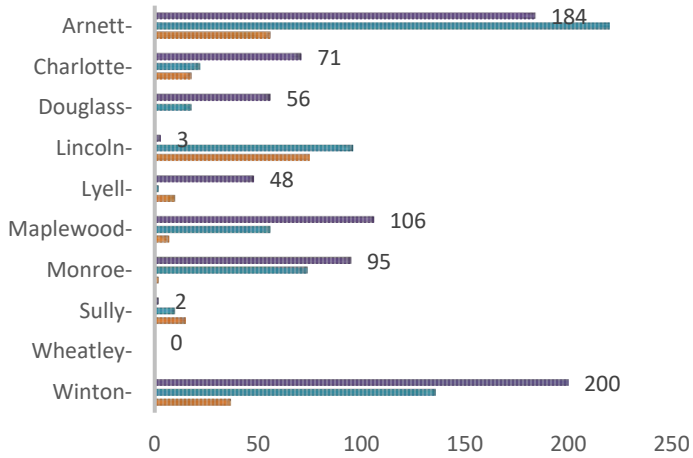
Jan--Apr

2022

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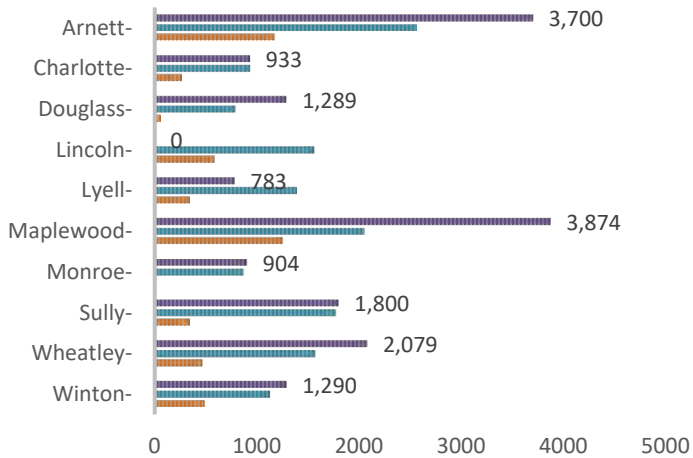
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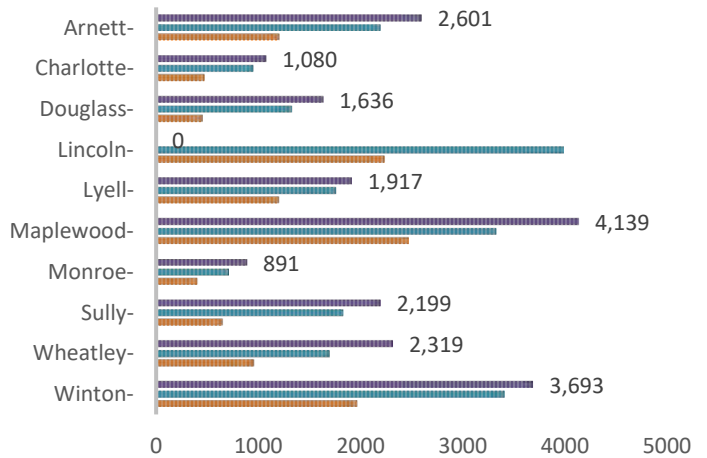
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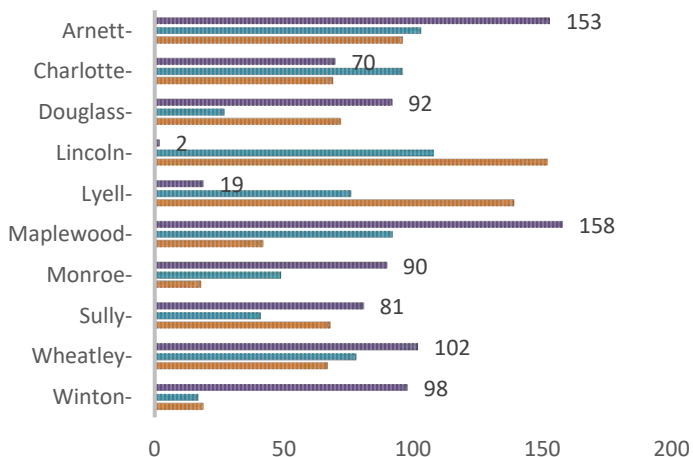
COMPUTER HOURS



WIFI SESSIONS



GROUP PROGRAMS



PROGRAM ATTENDANCE

