



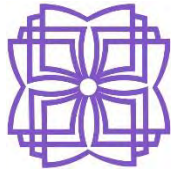
115 South Avenue | Rochester | New York | 14604

**Rochester Public Library Board of Trustees Meeting
March 27, 2024, 9:00 a.m.
Late Action Item**

Search Firm Selection (Benjamin)

The RPL/MCLS Search Firm Selection Committee has selected the Rochester Regional Library Council (RRLC) to perform the search to find the Library Director. The fee of \$10,000 will be paid for by the Friends and Foundation of the Rochester Public Library, which will enter into an agreement with RRLC to perform the services.

Board Action Requested: Endorse the RPL/MCLS Search Firm Selection Committee's choice of the Rochester Regional Library Council (RRLC) to perform the search to find the Library Director.



Rochester
Public Library

More Than You Think

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Rochester Public Library Board of Trustees Meeting
Board Room, Rundel Memorial Library Building
March 27, 2024, 9:00 a.m.
Agenda

- I. PUBLIC COMMENTS** Benjamin

- II. ACTION ITEMS**
 - 1. Minutes of Prior Meeting Benjamin page 3
 - 2. Personnel Changes Suro page 9
 - 3. Financial Reports Hasselwander page 11
 - 4. Request for Closure at Central May 9 Clasper & Uttaro page 15
 - 5. Revision to RPL Code of Conduct Uttaro page 15 & 39
 - 6. Early Closing on April 8 Eclipse Day Clasper & Smathers page 15

- III. REPORT/DISCUSSION ITEMS**
 - 1. Liaison & Committee Reports
 - a. Friends & Foundation of RPL Borgus page 41
 - 2. Staff Reports
 - a. Director’s Report Uttaro page 16
 - b. Central Library Clasper page 18
 - c. Community Libraries Uttaro page 32
 - (1) New American’s Program DiNitto page 49

- IV. OTHER BUSINESS**

- V. ADJOURNMENT**

Next Meeting:
April 24, 2024
Central Library, Rundel Memorial Building

**Joint MCLS & RPL Board of Trustees Meeting
Kusler-Cox Auditorium, Rundel Memorial Library Building
February 28, 2024 9:00 a.m.
Minutes**

- MCLS Trustees Present:** Gary Brandt, Kimberly Brown, Christopher Corcoran, Emily Hessney Lynch, Amy Moffitt, Marjorie Shelly, Erick Stephens, Suzanne Stockman (quorum present)
- MCLS Trustees Excused:** Peter Knapp, Mack Smith
- RPL Trustees Present:** Katherine Baynes, Donna Benjamin, Glenn Gardner, James Kraus, Karen Soanes, Suzanne Stockman, Jeffrey Tucker (quorum present)
- RPL Trustees Excused:** Ellen Brenner, Alinda Drury, Daniel Karin, Sharon Salluzzo (observed online)
- Staff and Guests:** FFRPL Executive Director, Donna Borgus; County Law Liaison, Don Crumb; City Council Liaison, Mitch Gruber; staff members Emily Clasper, Brie Harrison, Katy Hasselwander, Melanie Lewis, Debi Mansour, Jennifer Smathers, Patty Uttaro

Call to Order

Mr. Corcoran called the MCLS Board meeting to order at 9:04 a.m. welcomed trustees, staff, and guests, and confirmed a quorum was present.

Ms. Benjamin called the RPL Board meeting to order at 9:04 a.m. welcomed trustees, staff, and guests, and confirmed a quorum was present.

Public Comments

There were no members of the public in attendance who wished to address the boards.

Introduction

Ms. Uttaro introduced Katy Hasselwander as the new Manager of Library Finances. Ms. Hasselwander gave a brief introduction and thanked everyone for the warm welcome.

MCLS ACTIONS

MCLS Meeting Minutes

The minutes from the January 22, 2024, meeting were APPROVED AS PRESENTED.

MCLS Claims

Ms. Harrison reviewed the financial claims with the trustees and offered to answer questions. In response to a question about the cost of CARL, she explained that the costs are negotiated in our contract with them. She added that we are approaching the time when it is appropriate for us to issue an RFP for cataloging services, however, there are not many companies in the market able to support a system the size of MCLS. Ms.

Stockman MADE A MOTION to approve the claims from January 2024 as presented. THE MOTION PASSED UNANIMOUSLY.

JOINT ACTIONS

Proposed FY25 Central Library Budget

Ms. Harrison reviewed the item with everyone and offered to answer questions. She explained the budget was reviewed in detail and endorsed by the joint RPL & MCLS Finance Committee on February 15.

Mr. Stephens joined the meeting at 9:20 a.m.

RPL trustee, Mr. Kraus MADE A MOTION to approve the proposed 2024-25 Central Library Budget. THE MOTION PASSED UNANIMOUSLY.

MCLS trustee, Ms. Shelly MADE A MOTION to approve the proposed 2024-25 Central Library Budget. THE MOTION PASSED UNANIMOUSLY.

Endorsement for Use of Fund Balance

As part of the Central Budget discussion, Ms. Harrison explained that the library would like to use some of the MCLS Fund balance to support the next year of MiFi lending. This past year was funded by the City of Rochester from year-end surplus funds. Given that the MiFi units are lent throughout the county it is appropriate for MCLS to provide funding. She added that the e-Rate program is likely to reinstate MiFi units as an eligible expense which would provide funding in the future. She also noted that loaning MiFis is not a permanent solution, and the County is working on a broadband program for all residents.

The MCLS Trustees unanimously endorsed the use of the fund balance to pay for MiFis.

County Historian Services Agreement and Extension

Ms. Uttaro explained the item is amended to remove the recommendation of Dr. Finn as County Historian. The amended action is to “endorse the County Historian IMA extension.” She presented the item to the Boards and offered to answer questions. There was a brief discussion about the size and organization of the collection.

MCLS trustee, Mr. Brandt MADE A MOTION to endorse the County Historian IMA extension. THE MOTION PASSED UNANIMOUSLY.

RPL trustee, Ms. Benjamin MADE A MOTION to endorse the County Historian IMA extension. THE MOTION PASSED UNANIMOUSLY.

RPL ACTIONS

RPL Meeting Minutes

The minutes from the January 31, 2024, meeting were APPROVED AS PRESENTED.

RPL Personnel Changes

Ms. Uttaro reviewed the personnel changes for January 8, 2024–February 9, 2024, and offered to answer questions. Mr. Gardner MADE A MOTION to approve the personnel changes. THE MOTION PASSED UNANIMOUSLY.

RPL Financial Reports

Ms. Harrison reviewed the financial reports with the trustees and offered to answer questions. In response to a question about retiree medical, she explained that the city has been a bit conservative in recent years because retirees can change their options each year and it's difficult to predict the costs. Ms. Baynes MADE A MOTION to approve the financial reports as presented and approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

Proposed FY25 Community Library Budget

Ms. Harrison reviewed the item and offered to answer questions. She explained the budget was reviewed in detail and endorsed by the RPL Finance Committee on February 15. She highlighted that for the last 2 years, the city has not asked us to make any cuts in the Community Library Budget.

Ms. Uttaro added that she is asking the mayor's office and city council for some additional funding outside of the Community Budget to support the Raising a Reader program. The most recent funding for the program came from a private donor and is now ending.

Dr. Soanes MADE A MOTION to approve the proposed 2024–25 Community Library Budget. THE MOTION PASSED UNANIMOUSLY.

Rundel First Floor Early Closing

Ms. Uttaro reviewed the item and offered to answer questions. Mr. Kraus MADE A MOTION to approve closing the first floor of the Rundel Memorial Building at 3:00 p.m. on Thursday, August 1, 2024, to accommodate the set-up for the Greentopia Annual Gala. THE MOTION PASSED UNANIMOUSLY.

Acceptance of 2024 Tummonds Funds

Ms. Uttaro presented the item to the trustees. Ms. Baynes MADE A MOTION to accept the Tummonds fund allocation of \$88,390.58. THE MOTION PASSED UNANIMOUSLY.

Recognition for Ms. Harrison

Ms. Benjamin thanked Ms. Harrison for her time and dedication and wished her well in her new role as the Capital Projects Manager.

Liaison Reports

Ms. Benjamin pointed out that due to the joint meeting, everyone has the minutes of both boards' previous meetings, therefore liaison reports were not needed. She offered to answer any questions.

Friends and Foundation of the Rochester Public Library (FFRPL) Liaison

Ms. Borgus reported that last year the total amount distributed from the Tummonds Fund was \$285,333 to 62 libraries which supported over 12,000 circulating books. This year, the total allocation is \$747,169. MCLS libraries will receive \$544,896.

Director's Report

Ms. Uttaro offered to answer questions about the written report. She drew everyone's attention to the 1-page report on eclipse activities and thanked Ms. Smathers for putting the report together.

She reported that she has been working with city staff and outside counsel on two different lawsuits related to the costs to the city and the library when dealing with opioid use. She reminded everyone that there have been several overdoses at Central and one was fatal. Library staff are also working with the Rochester Police Department to address drugs found hidden in the library which indicates there could be sales happening.

Next, she reported that she has consulted with the NYS Division of Library Development on behalf of RPL Board President Benjamin and they will draft the legislation needed to implement a change for the RPL Board increasing their trustees from eleven to fifteen.

In response to a question, Ms. Benjamin reported that there are three responses to the Director's Search RFP. Once the deadline passes, the Committee will review the responses and an offer will be sent to the selected firm.

MCLS Services

Ms. Smathers offered to answer questions about the written report. She read a statement that has been prepared for the press regarding the distribution of eclipse glasses. Glasses will be limited to library card holders and are being tracked.

She reported that a sprinkler-head malfunction has destroyed the children's collection at the Rush Public Library. The MCLS Office has been offering support and is waiting to hear what is needed. The computers have been removed from the library and LAS is supporting them with the offer of a mobile lab of six computers and a printer when they are ready.

Central Library

Ms. Clasper offered to answer questions about the written report. She reported that the eclipse planning at the Central Library is going well, and staff are preparing for what will undoubtedly be a very long and busy day. Ms. Stockman suggested to everyone that they write a journal entry about the eclipse experience since future generations may be interested in our thoughts and feelings on this rare event.

Community Libraries

Ms. Lewis thanked Ms. Mansour for her work compiling statistics every month. She pointed out that it is a big job that Ms. Mansour handles well. While compiling January statistics, she brought to management's attention significant increases in library card registrations at Arnett, Lincoln, Monroe, and Winton Branches.

Next, she thanked Ms. Borgus and FFRPL for a significant amount of money used to support a Black History Month Program at the Sully Branch. George Carter put the program together and it ended up drawing in over 200 people. She then read a Customer Service postcard she received from a patron praising the event and Mr. Carter.

Other Business

Mr. Brandt suggested trustees do a joint board lunch or cocktail hour. He also asked to get group photos of the boards for a project at his grandson's grammar school.

Adjournment

Mr. Gardner MADE A MOTION to adjourn the RPL meeting. THE MOTION PASSED UNANIMOUSLY, and the meeting was adjourned at .m.

Mr. Stevens MADE A MOTION to adjourn the MCLS meeting. THE MOTION PASSED UNANIMOUSLY, and the meeting was adjourned at .m.

Patricia Uttaro, MCLS Secretary

Debi Mansour on behalf of Daniel Karin, RPL Secretary

**ROCHESTER PUBLIC LIBRARY
PERSONNEL CHANGES
February 12, 2024 to March 8, 2024**

➤ **NEW HIRES**

Crum, Jeffrey	Security Guard/PT/Central/Security Department	02/18/2024
Hasselwander, Katy	Manager of Library Finance/Central/Finance Dept	02/26/2024
Simmons, Skye	Library Page/PT/Wheatley Branch	02/14/2024

➤ **PROMOTIONS**

Brewer, Eve	FROM: Clerk Typist/PT/Central/Circulation Dept	01/12/2024
	TO: Clerk III/Typing/PT/Central/Circulation Dept	
Geier, Haley	FROM: Clerk Typist/PT/Douglass Branch	02/12/2024
	TO: Clerk III/Typing/PT/Douglass Branch	

➤ **RESIGNATION**

Perez, Ricky	Maintenance Worker/FT/Central/Facilities Dept	02/11/2024
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**STAFFING
February 12, 2024 to March 8, 2024**

Full-Time Positions	Central	Branches
Budgeted	77	26
Filled	73	25
Vacancies	4	1
Part-time Positions	Central	Branches
Budgeted	122	136
Filled	73	113
Vacancies	49	23

**Rochester Public Library
Financial Report Summary
March 2024**

Central Financial Report, February 2024

Salary & Benefits: Salaries, wages and overtime within budget. The annual retirement lump contribution was higher than budgeted - \$718K vs. \$682K, but retiree medical is under budget with benefits overall within budget.

Equipment & Supplies: Materials purchases and other expenses are projected within budget.

Services & Charges: Utility charges and refuse chargebacks posted. Professional services includes OCLC lump-sum charges for the year, full expenses to FFRPL for Spring Author Series and Cloud subscription renewal.

Cash Capital: Funds are reserved for planned expenses (HVAC) and unknown needs with upcoming construction projects.

Community Financial Report, February 2024

Salary & Benefits: Salaries, wages and overtime are within budget – little use of overtime as almost no “Cool Sweep” heat support hours.

Equipment & Supplies: Materials purchases and supplies are within budget.

Services & Charges: Utility charges and refuse chargebacks posted. Facility maintenance includes cleaning and other supply orders for the year. Professional fees includes first System Services billing for MCLS.

Cash Capital: Funds are reserved for planned expenses including some exterior painting and site work.

Central Financial Report, Fiscal Year 2023-24
February

Category	Description	Original Budget	Revised Budget	Expenses FISCAL YTD	Remaining Balance	% of Budget
Salary & Benefits	Full-Time Salaries	4,765,600	4,765,600	2,663,103	2,102,497	55.9%
	Part-Time/Temp Salaries	1,518,200	1,518,200	788,192	730,008	51.9%
	Overtime	15,000	15,000	8,898	6,102	59.3%
	Employee Benefits	3,201,300	3,201,300	2,299,348	901,952	71.8%
	Employee Development	21,000	21,713	12,694	9,020	58.5%
	Other	118,400	116,100	37,194	78,906	32.0%
	Sub Total	9,639,500	9,637,913	5,809,429	3,828,485	60.3%
Equipment & Supplies	Materials Budget	504,800	655,082	399,513	255,569	61.0%
	Other Furnishings & Equipment	8,500	8,631	3,931	4,701	45.5%
	Office Supplies	52,100	62,105	42,820	19,285	68.9%
	Other Materials & Supplies	50,500	52,693	19,986	32,707	37.9%
	Sub Total	615,900	778,510	466,250	312,260	59.9%
Services & Charges	Utilities	464,600	487,005	268,895	218,110	55.2%
	Facility Maintenance	121,900	162,122	65,267	96,855	40.3%
	Professional Services/Fees	266,000	300,981	246,604	54,377	81.9%
	Chargebacks	80,100	83,042	17,380	65,662	20.9%
	Service Charges - Other Gov't	51,400	51,400	44,168	7,232	85.9%
	Telecommunications	16,700	19,444	5,257	14,187	27.0%
	Other Expenses	210,200	191,839	59,234	132,605	30.9%
Sub Total	1,210,900	1,295,832	706,804	589,029	54.5%	
TOTAL EXPENSED		11,466,300	11,712,256	6,982,482	4,729,774	60.9%
Central Cash Capital	Facility Maintenance Allocation	92,000	139,890	17,840	122,050	12.8%
REVENUE RECEIPTS		11,466,300	11,466,300	6,269,913	5,196,387	
		<i>Original Budget</i>	<i>Revised Budget</i>	<i>Outstanding Revenue</i>		

**Community Financial Report, Fiscal Year 2023-24
February**

Category	Description	Expenses FISCAL			Remaining Balance	% of Budget
		Original Budget	Revised Budget	YTD		
Salary & Benefits	Full-Time Salaries	1,786,900	1,758,900	976,556	782,344	55.5%
	Part-Time/Temp Salaries	2,008,700	2,002,700	1,028,309	974,391	51.3%
	Overtime	2,000	2,000	1,406	594	70.3%
	Employee Development	22,900	22,904	4,318	18,586	18.9%
	Other	69,400	69,400	16,609	52,791	23.9%
Sub Total		3,889,900	3,855,904	2,027,197	1,775,916	52.6%
Equipment & Supplies	Materials Budget	492,600	505,155	274,427	230,728	54.3%
	Office Supplies	37,700	42,820	26,285	16,535	61.4%
	Other Materials & Supplies	31,300	32,060	16,943	15,116	52.8%
Sub Total		561,600	580,036	317,656	262,379	54.8%
Services & Charges	Utilities	213,500	222,545	95,632	126,912	43.0%
	Facility Maintenance	39,000	87,186	50,780	36,407	58.2%
	Professional Services/Fees	366,300	375,963	188,011	187,952	50.0%
	Chargebacks	33,400	39,520	7,529	31,992	19.0%
	Service Charges - Other Gov't	7,500	7,500	0	7,500	0.0%
	Telecommunications	19,400	19,851	8,214	11,636	41.4%
	Other Expenses	55,700	67,106	6,651	60,455	9.9%
	Sub Total	734,800	819,670	356,817	462,853	43.5%
TOTAL EXPENSED	5,186,300	5,255,609	2,701,670	2,501,149	51.4%	
Community Cash Capital	Computers & Equipment	10,000	77,672	5,263	72,408	6.8%
	Library Furnishings	22,000	44,000	0	44,000	0.0%
	Library Facilities	54,000	146,449	0	146,449	0.0%
	Library Fleet (EV Van)	0	65,330	65,330	0	100.0%
	Library Capital Projects*	576,000				
Cash Capital Total	662,000	333,451	70,593	262,858	21.2%	
		390,461	390,461	226,748	163,713	

Original Budget Revised Budget Receipts FISCAL YTD Revenue
Outstanding

* Projects administered by City DES

Trust Funds Financial Report, Fiscal Year 2023-24

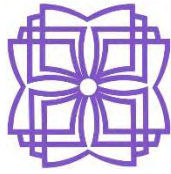
Fiscal YTD (through February 29, 2023)

	Allocation	Carry-forward	TOTAL	YTD Expenses	% of Total
Reynolds Fund - RPL	\$143,734	\$968	\$144,702	\$48,316	33.4%
Fenevessy (Central + Branch bal)	\$30,006	\$8,448	\$38,454	\$0	0.0%
Kenyon-Jeffries Fund	\$19,863	\$6,633	\$26,496	\$0	0.0%
Purton Fund	\$16,714	\$0	\$16,714	\$10,948	65.5%
Gleason Fund	\$15,590				
Gleason Fund (FFRPL)	\$12,144	\$28,125	\$55,859	\$12,079	21.6%
Gervickas Fund	\$5,942	\$6,391	\$12,333	\$1,655	13.4%
Taylor Fund	\$3,548	\$3,351	\$6,899	\$2,407	34.9%
Boland Fund	\$1,514	\$443	\$1,957	\$140	7.2%
Carnahan Fund	\$1,529	\$799	\$2,328	\$1,613	69.3%
Poletto Fund	\$1,529	\$2,233	\$3,762	\$0	0.0%
Beeney Fund (FFRPL)	\$4,839	\$60	\$4,899	\$454	9.3%
Craig Fund (FFRPL)	\$2,708	\$738	\$3,446	\$125	3.6%
Holtzman Fund (FFRPL)	\$1,551	\$474	\$2,025	\$424	20.9%
Lee Fund (FFRPL)	\$1,477	\$1,694	\$3,171	\$263	8.3%
Vietnam Veterans Fund (FFRPL)	\$698	\$1,390	\$2,088	\$42	2.0%
Tummonds Fund (FFRPL)	\$35,562	\$20,956	\$56,518	\$27,357	48.4%
TOTAL	\$298,948	\$82,704	\$381,652	\$105,823	27.7%

Gift Fund Financial Report, Fiscal Year 2023-24

Fiscal YTD (through February 29, 2023)

Fund	Allocation	Transfer In	TOTAL	YTD Expenses	% of Total
Gift Fund	\$10,252	\$525	\$10,777	\$6,108	56.7%



Rochester
Public Library

More Than You Think

115 South Avenue | Rochester | New York | 14604

TO: RPL Board of Trustees
FROM: Patricia Uttaro, Director
DATE: March 27, 2024
SUBJECT: Monthly Report–March 2024

Action Items

Request for Closure at Central May 9 (Clasper & Uttaro)

We request the board to consider a one-day closure for the Central Library on May 9 to accommodate staff training in safety and security issues. The recent increase in abusive and violent incidents at Central has caused significant concern among staff, who are struggling to deal with patrons. We propose using this day to provide updated training on personal safety and security, provide access to RPD Crime Prevention officers, and provide time for staff to talk with each other and administration about their ideas for improved safety and security.

Board Action Requested: Approve the closure of Central Library to the public on May 9, 2024, for staff training.

Revision to RPL Code of Conduct (Uttaro)

Given recent issues that have occurred at Central and in some Branches, we are requesting the board consider the proposed additions to the RPL Code of Conduct:

- Addition of **Face masks are not permitted except for face-coverings worn for medical or religious purposes.**
- Addition of **Use and/or sale of drugs is not permitted**
- Separated consumption of alcoholic beverages and smoking into two points; added vaping to the smoking line. **All forms of smoking and vaping are not allowed inside the library and are prohibited within 100 feet of any library entrance.**

A draft of the full Code of Conduct is included with this packet.

Board Action requested: Approve the revision to the RPL Code of Conduct

Early Closing on April 8 Eclipse Day (Clasper & Smathers)

We are requesting an early closing at 6:00 pm on April 8 to ensure staff safety following the eclipse earlier in the day. While we understand there will be increased security downtown April 8, staying open until 8:30 could pose a safety risk for staff if there are still crowds on the street.

Board Action Requested: Approve the early closure of the Central Library at 6:00 pm on April 8.

Report & Discussion Items

RPL Director Patricia Uttaro reporting

Recommended Reading & Viewing

- Books & Beds: Build Housing on NYC Libraries, Speaker Says - <https://patch.com/new-york/new-york-city/books-beds-build-housing-nyc-libraries-council-speaker-says>
- Meet the Woman Who Helped Libraries Across the U.S. “Surf the Internet”
<https://www.npr.org/2024/03/08/1236671339/librarian-internet-surf-libraries-jean-armour-polly>
- 25 Min-Adventures in the Library - <https://www.pps.org/article/25-mini-adventures-in-the-library>
- Social Work Interns Find a WORLD of Need in Libraries
<https://www.rutgers.edu/news/social-work-interns-find-world-need-public-libraries>
- Beyond ADA Compliance - <https://americanlibrariesmagazine.org/2024/03/01/beyond-ada-compliance/>

Safety & Security – Due to the increased issues experienced at Central, Emily Clasper, Ana Suro, and I spent time talking with staff about safety and security. Max Giancursio from the Facilities Department brought forth some ideas for improving building safety, and several staff had thoughts on patron security issues. There has been increased interest in metal detectors for the Central entrances, which prompted the senior managers and me to meet again with Evolv, a company providing entry security at some libraries in New York State. I would be interested in hearing from trustees about the concept of a metal or weapons detection system in our libraries.

MCLS Emerging Leaders Program – The MCLS/OWWL Finger Lakes Emerging Library Leaders course, funded by an Action & Innovation Grant from RRLC, is ending. Twenty students participated in 10 classes over the last year and learned about values-based career development, community engagement, sustainability, NYS government, and much more. Each student has researched a specific topic as a capstone project and will be presenting on it at the March and April class meetings. Several RPL staff participated, including Chelsea Arnold (Children’s Center), Sheilah Murphy (Wheatley), Jeff Bostic (Central imagineYOU), Maren Kyle (Outreach), and Cy Shropshire (Tech Center). The topics covered by the capstone presentations are:

- Sexual Harassment
- Welcoming Teens into the Library
- Meritocracy in the Library
- Trauma-Informed Library Services
- Anti-CLSP – Summer Reading Alternatives
- Unattended Children & Trauma in the Library
- Creating a Satellite Library at Seneca Park Zoo
- New Approaches to Fundraising
- Post-Covid Library Landscape
- 1st Year Library: My Experiences
- Handling Challenges in the Library
- Data-Informed Collection Management
- E-Sports in Libraries
- Programming 101: a Toolkit
- New Services to Monroe County Jail
- Neurodiverse Librarianship
- Sensory Environments in Libraries
- Unraveling the Ties that Bind

The class meetings are March 21 at Chili and April 18 at the RRLC headquarters. If you are interested in attending any of the sessions, please let me know and I will share the date and time.

New Americans Report – New Americans Librarian Brian DiNitto recently submitted a report on his activities in providing services to the New Americans community. His report is included with your packet, and Mr. DiNitto will attend the board meeting to answer questions.

Capital Projects Report – Brie Harrison has shifted to the Capital Projects Manager position and is working on finalizing some modifications to facility capital requests for the upcoming City Capital Improvement Program

(CIP), based on feedback from City Building Services HVAC Division and additional planning on the part of City Architectural Services for Rundel building long-range planning. We will have changes as part of the May Board approval of any budget amendments. Project updates are as follows:

Branch Updates

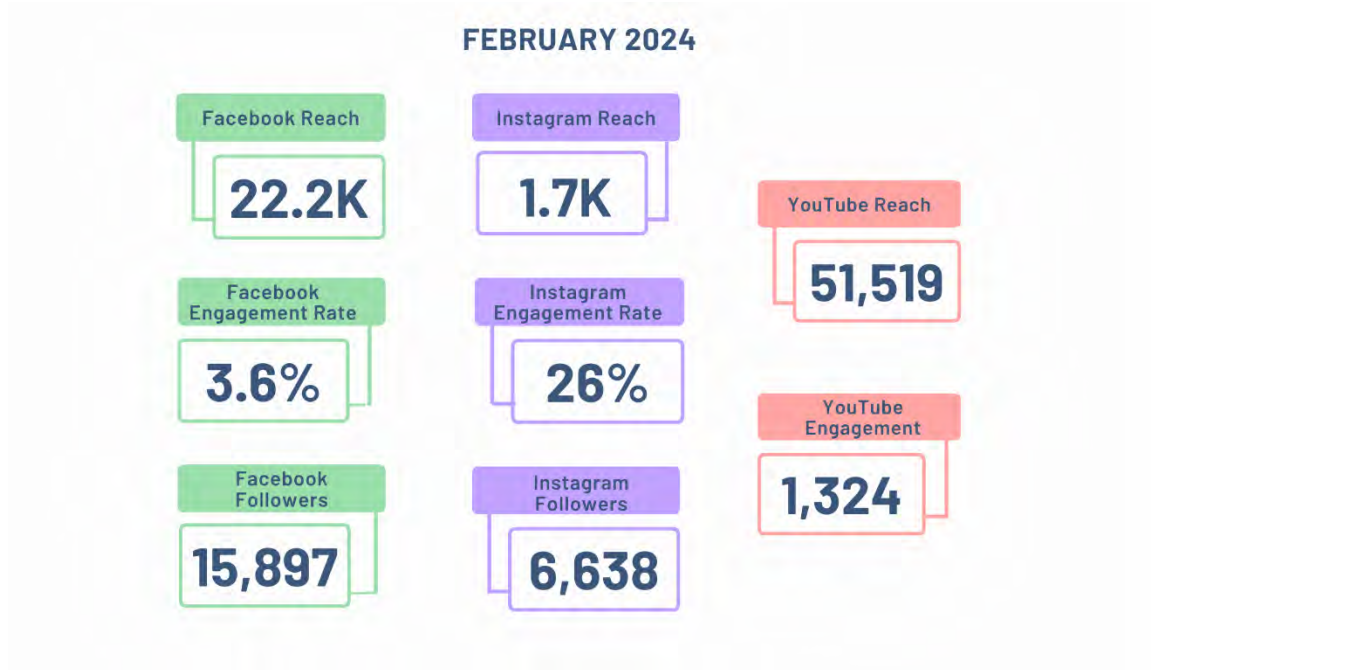
- Charlotte Roof Replacement: Davis-Ulmer was the low bidder for this roof replacement and minor entrance window work; costs came in under budget (finally!) and we are working to get a schedule from the contractor to share with staff. Work will occur in early summer.
- Maplewood Renovation & Expansion: We are currently out bid of this project for multiple prime contracts and should know bid results in April. A reminder this is an estimated 18-month construction; City Real Estate is negotiating a proposed temporary leased space at 1261 Dewey Avenue (former St. Luke's Tabernacle school area, first floor). If lease terms are mutually agreed relocation would occur in June 2024; a future request for temporary closure to move out of Maplewood and set up in temporary space will be submitted to the Board at a future meeting. It will take several weeks to establish the temporary operations with most of June closed to the public. Maplewood operations will cease at the site in any outcome June 1 to begin construction.
- Douglass & Sully Lighting Upgrades: The RPL will participate with the City School District's construction projects at School 12 and School 33 to provide energy efficient lighting upgrades for the libraries exterior and interior fixtures. The cost as prepared by Wendel Engineering is \$110,000 (including contingency). We are working with the City School District on reimbursement process and will submit this as a NYSED construction grant. We are waiting on a construction schedule for this work which is anticipated for late summer/early fall.

Central Updates

- Bausch & Lomb HVAC: The re-bid was successful with Pipitone Enterprises and Invictus Electrical receiving the mechanical and electrical contracts, respectively. This is for replacement of above ceiling heat pump units, system circulation pumps, mechanical room ventilation system, controls, and come cabinet unit heaters. A larger air handling unit on the roof will be incorporated in the roof replacement project. Some staff may be temporarily displaced for short durations – a preliminary construction meeting was held on March 8th with additional detailed schedules to come. This is a NYSED-funded project. To complete all heat pump replacements as originally planned, we will request a future appropriation of Library Fund balance when cost estimates are provided from the contractors.
- Bausch & Lomb Roof Replacement: Titan Roofing was awarded this project, with early summer construction planned. Coordination will be required with the BLB HVAC project for several rooftop unit replacements. Both projects will overlap on some schedule This is a NYSED-funded project.
- Rundel Masonry & Window Restoration: A single bid came in considerably higher than budgeted for this project in December; during January DES, Library and Bero Architecture reviewed work scope to determine potential cost savings and defer some work. The Rundel roof, some exterior and window work will be deferred and a re-bid is currently out with bid opening in early April. This will result in an updated CIP request for Rundel roof replacement which moves this project out to a later year (likely 2025-26). The masonry project will still include replacement of the roof flashings along the parapet walls and an alternate to replace the roof in the skylight court which was inspected and found to be saturated with water.
- Rundel Ventilation Upgrades: Design continues with LaBella for this project, with a focus on fresh air intake on the second and third floors as well as units located in the penthouse roof area in the building, which are original.
- Rundel North Elevator: This staff elevator will be replaced by KONE, Inc. beginning in April 2024.

- Rundel Elevator Assessment & Main Elevator Replacement: There are three remaining elevators that are to be modernized under the project, including the main/lobby passenger elevator (priority #1), freight elevator and passenger elevator to the B&L link. LaBella and sub-consultant Gannet Fleming shall provide evaluation, design and commissioning services. Design will begin this month.

Social Media



Central Library Updates

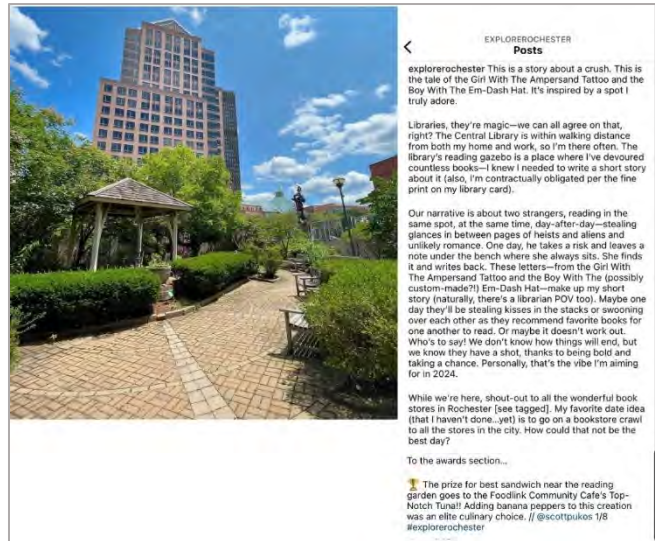
Emily Clasper reporting

- Emily Clasper was accompanied by her son, Robert D’Orso, for NYLA’s annual Advocacy Day events in Albany. Robert, who is 18, is a lifelong library advocate who has attended these events for many years. He plans to pursue a career in government, so he uses the opportunity to gain advocacy experience while helping champion a cause he believes in. On the day before Advocacy Day, they networked with library staff, directors, trustees, and supporters from across the state, discussing library funding and legislation that supports the operation of libraries of all types. As always, it was interesting to learn more about the things being done by libraries in other areas of the state and talk about strategies to work together for our common interests. On the day of the event, they visited several legislators representing areas of Monroe County, making the case for library funding and programs that support our goals.



RPL Director's Report—January 2024 (Continued)

- Clasper joined the City Opioid Team, along with Amy Discenza from Branch Administration. This team is tasked with looking at ways in which money awarded as part of a State settlement for Opioid compensation can best be used to support City efforts to combat the impacts of Opioid abuse in our community. The team includes members from the Mayor's Office, City Council, the Rochester Police Department, the Rochester Fire Department, Department of Environmental Services, Department of Neighborhood and Business Development, City Planning, the Person in Crisis Team, the Pathways to Peace program, and the libraries. In the first phase of the project, the team is gathering information about opioid use impacts in the city, assessing the possible areas where funding could be used to address these impacts, and gathering information from stakeholders about needs and potential uses for this funding.
- A lovely post featuring the Central Library Reading Garden appeared on the Explore Rochester Instagram feed. It is wonderful to see our libraries featured so often on social media as "hidden gems" within our city.
- Clasper met with CASH Director Yversha Roman to discuss the future use of the Bausch and Lomb fourth-floor space for their tax prep program. Roman was extremely complimentary of the library staff, citing their ongoing willingness to help CASH clients and volunteers whenever they can. She was pleased with the success of the partnership and expressed an interest in continuing to grow the relationship with Central in the future. Clasper and Roman discussed the space requirements of CASH at great length and will be working together to ensure that everyone has the tools they need to continue the success of the program.
- Clasper met with University of Rochester Dean of Libraries Kevin Garewal to discuss potential future collaborations on author talks, technology programming, and partnerships with the UR iZone interns. While nothing has been planned yet, it looks like there are many opportunities for us to join forces in the coming year to benefit both the University and the local community.



Arts/Literature, Melissa Manczuk reporting

Programs

- The Arts Division hosted three programs led by Sew Green Rochester.
 - In the first, participants learned how to crochet the Granny Square, one of the most iconic patterns and an excellent way for new crocheters to practice their skills. They also branched out into more complex squares with attendees who were a bit more advanced.
 - The second program, Beginning Knitting, welcomed Colleen Fogarty, who taught the group several basic knitting techniques.
 - The third Sew Green Rochester program was taught by Jane Beck, who gave everyone a hands-on opportunity to learn hand embroidery techniques, from the running stitch to web roses.
- Jen Case and Rochester Writes gave an online creative writing workshop focusing on honing stories and strengthening your technique. Activities



RPL Director's Report—January 2024 (Continued)

were designed to help participants develop strategies to generate new ideas, revise existing projects, and establish effective writing practices.

- The weekly “Poetry Oasis” program led by local poet and teacher Kitty Jospe continues to draw a regular group of participants. Each week they read and discuss a variety of poems, giving people an opportunity to slow down and appreciate the poetry in a relaxing setting.

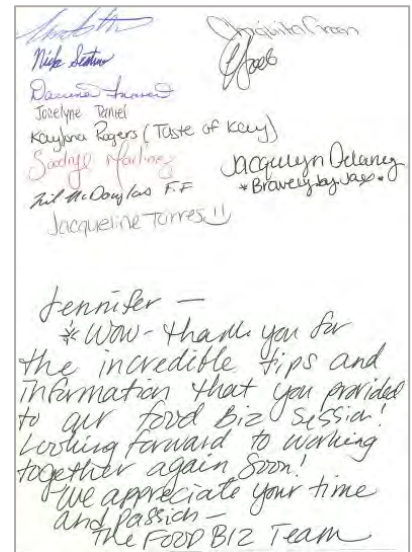
Business Insight Center (BIC), Jennifer Byrnes, reporting

Programs

Business First Wednesday: Niche Marketing 101 – Do it for the Culture. Presented by Lomax Campbell.

Outreach/Meetings/Training

- Jennifer Byrnes presented to the MBA students at St. John Fisher University’s Entrepreneurship and Innovation class.
- Byrnes presented to the latest Food Future Co. cohort based out of NYC. Food Future is an accelerator for food-related businesses.
- Byrnes served on a panel for The Commissary’s Food Biz 101 series to discuss revenue streams.
- Byrnes and Melissa Cobo met with Conor Martin, Rokele Mikell-Castillo, and Mark Wilson of Monroe County Planning and Development to discuss loan programs for businesses and future programs with BIC.
- Byrnes met with Chelsea Arnold of the Children’s Center to discuss the ALA/FINRA grant (American Library Association/Financial Regulatory Authority) the division received titled Thinking Money for Kids. Programs will take place in the summer.
- Byrnes met with Ginny Sterpka, the director of the Libraries as Launchpads program. They discussed Byrnes developing a short course on cannabis entrepreneurship and Byrnes serving on their advisory board. The Libraries as Launchpads Advisory Council is brought together to envision the future of libraries as accessible launchpads for community member growth. Established by Creative Startups, the council offers guidance on advancing the Libraries as Launchpads initiative. Collectively, council members formulate a shared vision and advocate for libraries as the creative economy hubs of the future.



Consulting

- Hours of in-depth market research/prior art searching: 60
- The Carlson Center for Intellectual Property assisted:
 - In person: 1
 - Email: 21
 - Mail: 2
 - Phone: 1
 - Zoom: 5
- 3D Printer: 3
- Webpage views: 36
- Requests Outside Greater Rochester Area: 18

Database Usage Statistics

- Frost & Sullivan: Page views: 18; Value: \$75,050

RPL Director's Report—January 2024 (Continued)

- IBISWorld: Page views: 114; Value: \$30,335
- InnovationQ: Logins: 17; Searches: 120
- Mintel: Sessions: 10 ;Page views: 6; Downloads: 1
- PitchBook: Logins: 26
- Statista: Page views: 17; Downloads: 6

Children's Center, Tonia Burton reporting

Programs

- The Children's Center celebrated Take Your Child to the Library Day with a visit from Monroe County Executive Adam Bello, an appearance by book characters Elephant and Piggie, and an ice cream party. Families listened to the County Executive read *Should I Share My Ice Cream* by Mo Willems before making puppets, playing Elephant & Piggie Toss Across, signing up for new library cards, and making their own ice cream sundaes. Children's Center Staff worked with Teen Central staff to identify youth willing to work the event in the costumes. The youth were paid as visiting artists and did a phenomenal job! Rochester's Imagination Library volunteers also were on hand to sign families up to participate in their program.



- The Children's Center celebrated the Global Day of Play with indoor play stations including making paper snowmen, digging in magic snow, and a snowball toss. Healthi-Kids provided funding to purchase snacks and sensory toys that were used for the event and can be used for future programs.



RPL Director's Report—January 2024 (Continued)

- Mighty Muslim Mountains Youth Program came to talk about the eclipse and children were able to learn about the phases of the moon with Oreo cookies.
- Middle school students from Fairport, Pittsford, and Webster schools visited the Rundel building for a Mock Newberry discussion and vote. After their discussion they embarked on a scavenger hunt designed by children's staff that included clues in every division of both library buildings to highlight Black History Month.
- Chelsea Galvin of Music Together Flower City led a very successful music class for families. Katie Powell continued offering a weekly storytime with a related activity. Participants assembled a giant felt pizza in one session, practicing vocabulary, sequencing, and counting. In another session, kids read the story *A Good Place*, which follows four insects as they look for their perfect home. Children then assembled their own insect, which gave them the opportunity to talk with their caregiver about the "good place" their insects would live.
- Powell also continued Pediatric Links to the Community visits, in which resident physicians from University of Rochester visit the library and learn about library resources and services.



Community Outreach/Meetings/Training

- Children’s staff participated in a Sensory Storytime training, learning how to make storytimes more inclusive. Staff was also able to visit Irondequoit Library and learn about the ways they’ve made their building more accessible.
- Tonia Burton attended a webinar from Ed Trust NY on The Science of Reading. Several Rochester organizations were present at the meeting. Burton hosted a meeting of those interested in forming a local group and also met with WNY Literacy Initiative Director Tarja Settles to discuss the landscape of reading programs, particularly programs based on the Science of Reading. Settles shared what is happening in Buffalo and other areas of the state. Burton met with Dr. Heidi Beverine-Curry from the Reading League in Syracuse. The mission of the Reading League is to advance the awareness, understanding, and use of evidence-aligned reading instruction. They have an educational background in reading; other organizations, such as the WNY Literacy and Teach My Kid to Read, are parent driven. As a result of Burton’s participation, MCLS will host a professional development session for staff given by The Reading League on April 10. That evening, community members will be invited to a session geared toward parents & caregivers.
- Margarita Chaves visited School #33 for Global Read Aloud Day. She read to a class of bilingual kindergartners.



Anecdotes/Other

- The Father Tracy Center began providing social services in the Children’s Center in February. We have staff in the library on Mondays and Fridays with someone available on-call during library hours. The word is spreading that this service is available. Father Tracy Center staff have been able to offer food bags to a few families. They also assisted two teens with coats and shelter.
- Former Raising a Reader AmeriCorps Member Toshia Mitchell brought her fifth-grade class to visit the Central Library to get library cards. Miranda Hazen showed them how to use library resources for their school reports. It was great to have our AmeriCorps member back and see her in her role as a teacher.



Raising A Reader

Tonia Burton and Margarita Chaves were interviewed by Raising a Reader National for training on “The Importance of Diverse Books.” They were asked a series of questions about our local program and how diverse books impact our community. Burton also interviewed Ida Perez, Ibero's early Childcare Director, to ask her how the diverse books from Raising a Reader have made an impact on the families they serve in their program. All three testimonies were used in a national training held in February.

Circulation/Information, Chad Cunningham reporting

Statistics

- Curbside Pickup Appointments- 0
- New Borrowers- 242
- RRLC Access Cards Issued- 11
- Notarial Acts- 146

Anecdotes

Tax season is upon us, and Circulation staff spent quite a bit of time in February helping patrons print documents they needed for their appointments with CASH. This involved helping patrons figure out how to e-mail documents and screen shots from their phones.

Local History & Genealogy, Christine L. Ridarsky reporting

Programs

- In February, the Local History & Genealogy Division partnered with seven MCLS town libraries to co-sponsor an online panel discussion with the creative team behind the recently published In This Moment chapbook featuring Melanie Funchess. The discussion included Funchess, essayist Quajay Donnell, and photographer Natalia Lauer. It was moderated by Amanda Chestnut, curator of the chapbook series published by Visual Studies Workshop. The program, hosted by the Henrietta Library via Zoom, was well attended, and very well received. RPL has been a funder for In This Moment since the first issue.

Exhibitions

- Partners Clarissa Street Legacy and Teen Empowerment opened the Clarissa Uprooted exhibit in the Rundel 2nd-floor gallery on February 21. It will be open to the public from 3 to 7:30 pm on Wednesdays, 12 to 4 pm on Saturdays, and by appointment through the end of the year.
- Funky Turns 50: Black Character Revolution Firsts opened in the Local History Exhibit Hall, 2nd floor, Rundel Memorial Building. A traveling poster exhibit created by Loreen Williamson and Pamela Thomas, co-founders and co-curators of the Museum of UnCut Funk (<https://museumofuncutfunk.com/>), the exhibit features animation art of the first positive representations of Black characters to appear in televised American cartoons. It will be on display through June 30. This program featured



an in-depth discussion with Loreen Williamson and Pamela Thomas, co-founders and co-curators of the Museum of UnCut Funk, a virtual museum that celebrates Black history and culture from the 1970s. Williamson and Thomas were joined by Emmy-nominated animation producer, director, and storyboard artist Dennis Woodyard to explore the impact and legacy of the first positive Black animation characters to appear on American television. The program was offered in conjunction with the Funky Turns 50 exhibition, which was mounted in the division this month. See the Exhibitions section for details.



- Sheila Pietrowski worked in conjunction with community partners from the Asian/Pacific Islander/American Association to create a table display about the Lunar New Year.

Outreach/Meetings/Training

- In partnership with RIT Press and the RIT Department of History, the library launched the first digital edition of the Rochester History journal and held a well-attended launch party in February. The digital edition includes all the content in the print edition plus supplemental interactive digital content. To subscribe, visit <https://press.rit.edu/search-results-grid/?series=rochester-history-journal> .
- Christine Ridarsky and Antoine McDonald were guests on a Black History Month-focused show on WXXI 1370 AM's Connections with Evan Dawson on February 5. The duo discussed various local Black history landmarks and the library's Archive of Black History & Culture. The show was recorded and can be heard at <https://www.wxxinews.org/show/connections/2024-02-05/previewing-the-rochester-public-libraris-new-archive-of-black-history-culture> .
- Ridarsky served as a guest instructor for two courses at St. John Fisher University. In a course on Mapping Urban Renewal, taught by Mark Rice, she hosted a guided research session at the City's Municipal Archives & Records Center (similar to a session she taught in January). For Anthony Siracusa's Mapping the Social Gospel course, she discussed resources available to students through the library and various other print and digital sources.
- Ridarsky and Michelle Finn hosted a meeting (via Zoom) of the Monroe County municipal historians to discuss ideas for commemorating the upcoming semi quincentennial of the American Revolution ("Rev250") and to explore possibilities for countywide collaboration around this anniversary.

RPL Director's Report—January 2024 (Continued)

- Emily Morry was interviewed by Andrew Bonacci, a photojournalism student at the Rochester Institute of Technology. Bonacci and his classmates are doing a project on the Inner Loop that they intend to publish online at the end of the semester. Morry provided historical expertise on the topic.
- Ridarsky continues to represent the city on the Rochester Museum & Science Center's Collections Committee and attended one meeting of that group.
- Ridarsky met with seven additional community partners and/or researchers to discuss various projects this month: James Hall (and colleagues), RIT (co-hosting Victor Luckerson talk at the library in April); Michael Oberg, SUNY Geneseo (Rev 250 and student internships); Tim Kneeland, Nazareth University (student internships); Barbara Lowe, St. John Fisher University (history of parks and playgrounds); Kevin Kelley, Rochester Planning department (1911 and 2034 city plans); Ted Forsythe and Mallory Szymaski (death of Denise Hawkins and archiving oral histories); and Holly Watson and Madeline Freidler, Livingston County Historian's Office (transferring records).
- Mitch Gruber's Local Government class from the University of Rochester visited the division in February to learn about primary sources and explore some of the unique materials available at the library. The students will be researching topics of their choice about local history and local government and were eager to engage with the staff to identify potential resources they might use for their projects.

Special Collections

- Working under a New York State Documentary Heritage Program Implementation Grant, contract archivist Stephanie Ball accessioned 93 of the library's approximate 535 un-accessioned collections in February. Brandon Fess completed one finding aid this month, for the papers of politician and former Monroe County Historian George Lusk.
- Intern Ronald Martin-Dent, a graduate student at the University of Washington iSchool, continued to develop a preservation plan for the library's map collection and to conduct basic preservation and conservation work on these materials.

Digital Projects

- The division continues to contribute digitized content to a handful of online platforms, increasing discoverability and access to these materials. In February, the library's Rochester Voices website (<http://www.rochestervoices.org/>) received 1,585 pageviews. There were 2,621 page views of library content on New York State Historic Newspapers (<https://nyshistoricnewspapers.org/>) in January and 1,230 page views of library content on that site in February. There were 1,900 page views of library content on New York Heritage (<https://nyheritage.org/>) in January. At the time of this report, February statistics for New York Heritage were not yet available.
- The FamilySearch scanning team scanned 204 yearbooks in February. See below for details. Digital products from this project are available through the FamilySearch site (https://www.familysearch.org/library/books/records/?search=&sort=_score&perpage=10&page=1&fulltext=1&&page=1&refine%5B%5B%5D%5B%5D=Rochester%20Public%20Library). The most recent reports from FamilySearch indicate that 26 items from the Rochester Public Library were added to the site in November 2023, and 69 items were added in December. The most recent viewing report indicates there were 296 views of library content on the site in January.

Materials scanned by FamilySearch, February 2024:

Title	Author	Quantity	Publication Date (range)
Clavus	Allendale School	21	1942-1972
Synergy	Allendale/Columbia	14	1975-1997
Avalon	Avon Central School	20	1948-1968
Hour Glass	Columbia School	52	1918 March - 1972
Columbia School	Columbia School	1	1941
Hour Glass (Fairport)	Fairport HS	2	Undated
Bay Trail Middle School	Bay Trail Middle School	1	2013
Kanakadea	Alfred University	1	1958
Crown and Sceptre	Bishop Kearney HS	28	1966-2002
Crossroads Brighton HS	Brighton High School	32	1950-2007
Brighton HS Cross Roads	Brighton High School	13	1936-1986
Edisonian Edison Tech	Edison Technical HS	1	1994
Arista Brockport Central	Brockport Central	12	1949-1960
Arista Brockport High School	Brockport HS	6	1961-1975
TOTAL:		204	

Social Media

- There were two new posts to the Local History ROCs! blog in February:
 - “Street Stories: Celebrating the Legacy of Three Local Leaders” by Emily Morry
 - “It’s About...Time: Honoring Carolyne and James Blount” by Antoine McDonald.
 These posts received 81 total views in February. In addition, readers from 42 countries revisited 190 previously published posts for a total of 2,957 blog views in February.
- Morry’s blog series on the Inner Loop was linked to in a Riff Reporter article by German journalist Steve Przybilla, who interviewed Morry about the history of Inner Loop in January 2024 (<https://www.riffreporter.de/de/umwelt/highway-abriss-rochester-stadtautobahn-inner-loop-verkehrswende-usa>).

Interns/Volunteers

The division’s work was supported by three volunteers and one unpaid intern in February for a total contribution of 108 hours. Karen Sue Brown continued sorting and filing the backlog of newspaper clippings; she contributed 27.5 hours in February. Noeme Liestman provided 8 hours of processing the Whitelaw Roemer Photographic Collection, a large collection of documentary, experimental, and fine art photographic prints from a local amateur photographer. Owain Gray assisted Liestman with the Roemer collection and completed the rehousing of the Beechnut Family Album. Gray contributed 13 hours this month. The division’s graduate intern, Martin-Dent, spent 59.5 hours on his project with the division’s map collection (see Special Collections above).

Reynolds Media Center, Joseph Born reporting

Reference

RMC handled 840 reference questions and 375 non-reference transactions for a total of 1215.

Programs

- RMC sponsored The Black Film Festival for 2024 providing 13 viewings over the entire month of February. The films were classic to modern films by, about, and starring Black Americans. The festival opened on Feb 1st w/remarks from Rachel Deguzman from GEVA Theatre. The films shown were: *Harry and Lena*, *Island in the Sun*, *Till*, *How Does it Feel to be a Problem?*, *New Faces*, *Summer of Soul*, *Daughters of the Dust*, *Guess Who's Coming to Dinner*, *Take Me to the River*, *The Color Purple*, *Visions of the Spirit: A Portrait of Alice Walker*, *For Colored Girls*, *Watermelon Man*.
- Brown Bag Book Discussion: *Agent Josephine* by Damien Lewis



Community Outreach/Meetings/Training

Robert Scheffel coordinated a music playlist to accompany the Clarissa St/Pythodd Room exhibit.

RMC Circulation

RMC loaned 12 pieces of equipment and **404 Mi-Fi units** in addition to the regular collection, for a grand total of 3,906 items.

Science and History, Gabe Pellegrino reporting

Programs

- CPR Demo and Open House – The Science Division was visited by Martina Lindahl, nurse educator, UR School of Nursing, and her colleague, Samantha Dandrea, to demonstrate use of the CPR kits that are available for loan throughout MCLS Libraries, though a partnership with the University of Rochester and the American Heart Association. Visitors were shown how to administer CPR and use defibrillation equipment; all necessary materials are included in each CPR kit. Lindahl would like to return on a regular basis to teach this all-important skill.



RPL Director's Report–January 2024 (Continued)

- Palestine 1936 – Author talk by Oren Kessler – The book, which provided an even-handed treatment of all parties involved in the early history of the disposition of Palestine, won accolades from Wall Street Journal, Booklist, and the Jewish Book Council, American Library Association. The crowd was very engaged and asked thoughtful questions. One of them was whether there might be any hope to resolve the situation. Kessler suggested that yes, there may indeed be hope. The author remained after the talk for a book signing.
- Lyndon B. Johnson and the Civil Rights Act of 1964 – presented by Mark Sample, MCC history professor, talked about the events after John F. Kennedy's assassination and the historical events that led up to the Civil Rights Act of 1964. A large group attended the program, and everyone was interested in listening to Mark's presentation; several people asked questions. A news reporter from Channel 13 came and interviewed Mark and Renée Kendrot about the program since it was Presidents Day. Channel 13-WHAM aired the comments from Mark and included information Kendrot shared about the Black Film Festival for February. There will be one more program in this program series about Lyndon B. Johnson and the Gulf of Tonkin presented by Mark Sample.
- Learn to Code – Formerly called Girls Who Code, Faezeh Jahanshiri now holds these programs for all teens and adults. They continue every Wednesday afternoon as joint programs between Science and Teen Central and continue to be popular.



Outreach/Meetings/Training

- LROC (Library Resource Outreach Center) visitors reached about 65 in February. LawNY, which provides paralegals to help make referrals for people, has been having a staffing issue and has not been able to regularly report for its Friday slot, so the service has been suspended until this is resolved. We are working with LawNY to consider changing the date or time of their visits. In addition, we have not had our monthly Health Insurance Navigator as she has been on an extended winter vacation.
- Gabriel Pellegrino attended a Unite Us Training from the 360 Collaborative Network. Unite Us is the platform used to refer people in need to participating organizations. LROC is a member organization, so it receives referrals for food, housing, etc. Pellegrino can choose to accept a referral and then contact the person in need to provide information on what LROC can do for assistance. Once the person has been contacted and advised, the case can be closed. Pellegrino handles between 5-10 referrals every month, so this is in addition to the regular LROC services.

Displays

- Alaikia Miller and Renee Kendrot put up a book display for Black History Month. Patrons have been very interested in and have borrowed books from this display.
- Jahanshiri and Kendrot put up a book display for Heart Health Month, which also coordinated with the CPR demonstration sessions. Many books have also been borrowed from this display.
- Miller created an exceptionally large (eight-foot diameter) half-moon sculpture to sit upon a Science display case, under which is a wide selection of books related to the moon and eclipse.



Technology Center, Jay Osborne Reporting

Programs

- Ginger Brewer has become the primary contact person for our digital literacy program. She has worked with Digital Literacy of Rochester volunteers to coordinate additional computer classes and add them to the MCLS calendar. Brewer has also helped them set up the classroom in the Technology Center to best meet the needs of the patrons they will be teaching. This collaboration has developed over the last few years and classes are now provided in the Technology Center twice a week.
- Pedro Nunez continues his tabletop gaming program, and this continues to draw a steady audience. He and Cy Shropshire are planning a gaming mini-conference this spring. The final roster of participants for a panel discussion is nearly complete and Cy has confirmed the keynote speaker.

Anecdotes

During the month of February, the Technology Center staff saw an increased number of patrons needing assistance obtaining their Monroe County and City of Rochester annual tax bills to proceed with filing their taxes with the CASH program. Staff from the CASH program have begun accompanying patrons to the Technology Center to assist them in finding the needed documentation online. Many patrons have given the Technology team acknowledgment for their hard work and dedication. More than a few seem to visit us primarily at tax season and will often ask to work with specific staff members. Several patrons stopped by the library just to let us know they have gotten jobs they applied for with the assistance of Technology Center staff.

Teen Central, Shetora Banks reporting

Programs

- ESPORTS – The Tekken 8 Tournament took place this month. Many of our regular teens participated and provided a solid audience. The 585Fighterz hosted and shout casted the event. They also brought catering from Chick-fil-a.
- The Teens made a Black History Inventor "Guess Who" game. They provided clues about life changing U.S. inventions and what problems they solved. Contestants were able to confer about the viable names provided and the team with the most right answers won. They chose king size candy as their prizes.
- Rondell Breedlove, CEO of The International Commission of Urban Entrepreneurs, came to engage the teens in financial education. He was able to lay the framework of how the stock market works, provided examples of successful day trades, and used a visual aid to illustrate the tracking of daily vs more long-term investments. He provided information on opening student-based checking and savings accounts thru ESL banking.





Anecdotes

Two teens who regularly visit the Teen Center volunteered to play the roles of Elephant and Piggie for Take Your Child to the Library Day. They "enjoyed putting smiles on the kids' faces" and were grateful to have "made some big bucks!"



Community Libraries

Melanie Lewis reporting

Mobile Library Update - The mobile library project continues to move forward; Lyell and Branch Administration staff met with Creative Library Concept, located in New Jersey, to specify the vehicle upfits. The main subcontractor retrieved the vehicle from the RPL parking lot and brought it to his workshop in Philadelphia. They are still in the process of pricing and researching the availability of equipment choices. Cathy Kyle invited Amy Discenza to speak at the Lyell Branch's staff meeting about her experience providing outreach services. Discenza presented information about her time working in the MCLS Outreach Department, sharing sample procedures, applications, site profiles, and statistics collected for the department's in-home and micro-collection lending services. She also shared major takeaways/best practices from her time in Outreach and identified outreach visit essentials. All of this will be helpful to Lyell staff as they plan the activities for the mobile library.

Tuesday Topics Features Branch Managers - This year's FFRPL Tuesday Topics Featured presentations from the Managers of Arnett, Lincoln Lyell, and Maplewood. The Managers shared what was unique about their branch and gave updates about special projects such as the Mobile Library Project and the Maplewood expansion plan. Please take some time to watch the YouTube videos linked below or visit the FFRPL web page.

[Watch Cathy Kyle's presentation on the Lyell Branch \(and forthcoming Mobile Library\)](#)

[Watch Bruce Tehan's presentation on the Arnett Branch](#)

[Watch Sarah Lehman's presentation on the Lincoln Branch and the Toy Library](#)

[Watch Johanna Buran and Mark Hafer's presentation on the Maplewood Branch](#)

Black History Month – Erin Clarke attended the Black History Month Extravaganza at the Sully Branch Library and had a fantastic time! Over 270 people attended the event, which featured poetry readings, a performance of "Miss Celie's Blues" from *The Color Purple*, and a performance by a dance troupe. The event was catered, and the food was all gone by the end of the afternoon. It was clear that George Carter put in a huge amount of effort for this program, and it paid off. Clarke was very pleased to have been invited (and was also immediately put to work upon arrival)! Several other branches produced some fantastic programming in celebration of the month. See details in their reports.

Arnett Branch Library, Bruce Tehan reporting

Programs

- The Arnett Branch hosted several popular events this month, including children's craft sessions led by Prudence Anderson-Leusch, a concert organized by library volunteers featuring the Fallopian Grooves Women's Jazz Group, and an author event paying tribute to the late Renee King. The program honoring Renee King, who spent her youth in Rochester, was attended by many of her friends and family members.



Charlotte Branch Library, Dennis Williams reporting

Programs

- Dennis Williams reported that the Succulent Air Terrarium class held at Charlotte was enjoyed by all who attended. The class was full, and participants left eager for another session.
- Karen Duff reported The Food for Thought book group discussed *Playing Nice* by JP Delaney and other recent reads over Zoom.
- Jennifer Cherelin offered an exciting lineup of activities on the Global Day of Play centered around healthful activities, including an apple taste test; octopus bubbles, a soda alternative featuring 100% fruit juice mixed with seltzer water; health-related books and handouts; and games of Four Square and Twister.
- Cherelin reported that Charlotte's Children's Room was bustling with visitors over February break – she'd never seen so many families using the space, even before the pandemic. Families drummed and played the piano together and enjoyed the branch's community play space where everyone felt welcome. Several families continue to meet regularly in the space for play dates.



Anecdotes/Other

This month Yami Torres was able to connect with several Spanish-speaking patrons, some of whom came in knowing little to no English. They gravitated towards Torres because she was able to assist them in the language they were most comfortable with. Some patrons needed help translating important documents; others were seeking English language classes and resources. They were happy to hear what the library had to offer.

Douglass Community Library, Evanna DiSalvo reporting

Programs

- Douglass joined over 50 locations across the city in the Global Day of Play, an international celebration of the power of play. Participants enjoyed snacks and new games purchased with funds provided by Healthi Kids, a Common Ground Health initiative.
- Happy birthday, Frederick Douglass! In celebration, families enjoyed carrot cake from local bakery Cheesy Eddie's and a special guest appearance by Douglass himself. Although the exact date of Frederick Douglass's birth is not known, it's been estimated that he was born in February 1818; Douglass chose to celebrate his birthday on February 14.
- Jennifer Nesbitt planned a My Little Pony-themed program for the kids that attend the after-school program at Anna Murray Douglass Academy School No. 12. Participants enjoyed a pony-themed scavenger hunt, played My Little Pony Bingo for a chance to win free books, read My Little Pony stories, and made a special My Little Pony craft. The kids had a great time.



RPL Director's Report—January 2024 (Continued)

- The library bulletin board was transformed into a game board for the “Bookland board game” challenging participants to read books of different genres or subjects to complete the game and win a prize. It was impactful; a note from a parent explained, “The gameboard book challenge expanded (my child’s) reading genres. It can be hard to break out of a routine, but he loved *Dumpling Days* and *The Giver*.”

Community Outreach/Meetings/Training

- Evanna DiSalvo went to Anna Murray Douglass Academy School No. 12 to assist Social Studies teacher Carly Fox with two Friday morning classes. Students are preparing soapbox speeches on a wide range of topics including sports in schools, the impact of video games, social media and depression, affordable housing, sexual harassment, and discrimination against immigrants. They are learning to research their topics using online resources, interviews, and surveys.

Anecdotes/Other

- The adult after-school puzzle club greatly appreciates the puzzle board obtained through the Friends and Foundation of Rochester Public Library with Douglass gift funds. They immediately put it to use!



Lincoln Branch Library, Sarah Lehman reporting

Programs

- Families and children had a wonderful time participating in the Global Day of Play. Additional toys and healthy snacks were provided, courtesy of Healthi Kids, in the children’s area. Turkey bowling, baby basketball, and tunnel play proved very popular.
- Winter break activities for children and teens included Jolly Rancher and Starburst guessing games, a March Madness board game bracket, paper crafts, and some friendly rounds of Mario Kart and Super Smash Bros on the Nintendo Switch. Courtesy of George Carter from Sully, Griffin Van Ostrand hosted Black History Month Bingo, as well. Van Ostrand is extremely grateful to Carter for sharing the program.
- A seventh-grade class from Eugenio Maria de Hostos Charter School visited the Lincoln Branch. This was the first of four tentative visits.

Community Outreach/Meetings/Training

- In preparation for the solar eclipse, Diaz attended the online presentation Safe Solar Eclipse Viewing and Photography from the South-Central Regional Library Council. The presenter, an astronomy professor and avid photographer, provided detailed information regarding the eclipse, its timeline, and how to view it safely. Diaz also attended Homeschoolers and the Public Library, sponsored by the Empire State Library Network, as she’ll be hosting a networking event for homeschooling parents in the spring.
- Lehman and Diaz met with David Sleasman, the new Director of Libraries at the Strong National Museum of Play, and a recent Rochester transplant. They gave him a tour of the building and discussed some of the services that the Lincoln Branch and Toy Library offer the community.
- Diaz collaborated with Nazareth College students to bring homework help to the branch on Saturdays.
- Lehman met with Patrick Cocchiara from the M&T Bank in Upper Falls to discuss financial literacy programming for Lincoln patrons in April.

Lyell Branch Library, Cathy Kyle reporting

Programs

- February was full of celebrations. On Take Your Child to the Library Day, kids made origami bookmarks, silly robots, and colorful lanyards for their library cards with Natasha Prelevic. On the Global Day of Play, patrons played jumbo Connect 4, broke in the branch's new Magna-Tiles sets, and enjoyed snacks; Magna-Tiles and snacks were purchased with funds from Common Ground Health.
- Throughout February, Lyell staff offered Black History Month STEM Kits featuring Dr. Mark Dean and the invention of the personal computer. Kits were available for young patrons to take home or assemble in the library.
- Lyell was bustling with activity during winter break. Teens engaged in tabletop games and played Fortnite on the PS5, while younger patrons decorated cookies, designed unicorn crafts, participated in a scavenger hunt, and practiced reading with Shalis Worthy.
- NASA Solar System Ambassador Jim Porter presented Roc the Eclipse. Eclipse glasses were distributed to attendees.

Maplewood Community Library, Johanna Buran reporting

Programs

- Maplewood's biggest and most exciting event this month was participating in the Global Day of Play. Staff powered down the children's computers and unveiled a variety of brand-new toys and games, including dinosaurs, Magna-Tiles, and dolls. The kids used their imaginations to build farms, houses, and dinosaur pens, and care for the dolls. Computer time usually trumps all, so it was nice to experience a low-tech day. Once everyone got playing, they didn't even miss the computers.
- National Tug of War Day was another popular celebration this month. Tug of War can be a biased game that favors the strong, so staff introduced an adaptation that utilizes balance and skill called Slack'em to even out the playing field. Slack'em is tracking to become a library staple.
- In honor of National Haiku Month, Kayla Lappino's creative writing group dedicated a few meetings to composing haikus. They also discussed ways one can set themselves up for writing successfully.
- The Genshiken anime and manga club screened Pokémon together.

Anecdotes/Other

- A woman newly arrived from Syria came to the library looking for help learning English. She connected with Brian DiNitto and spent a few hours browsing picture dictionaries, speaking practice phrases, and studying grammar. She will return for more assistance.
- Staff helped patrons navigate a variety of technology issues from troubleshooting Zoom issues, to accessing a home security camera online, to developing flyers for a small business.

Monroe Branch Library, Mary Clare Scheg reporting

Programs

- This month Matthew Hoople launched Kids Vote, a passive ten-month-long contest to determine who is the most beloved children's book character.
- Teresa Filo acted as Dungeon Master at a Dungeons and Dragons program for teens.

RPL Director's Report—January 2024 (Continued)

- Monroe's Adult Book Club had a lively discussion of *The Vanishing Half* by Brit Bennett.
- Wheel of Poultry, Monroe's virtual trivia game, returned this month; the theme was bees.
- Dan Reardon presented the Best of the Fest, recapping over 50 years of the best films from the Rochester International Film Festival. Patrons showed up, despite the inclement weather.

Anecdotes

- Two recent patron interactions well represent the willingness of Monroe team members to provide excellent customer service. In one instance, a patron left her phone at the circulation desk late one afternoon and Chris Price delivered it to her home after the library closed. A few days later the patron surprised Price with a plate of cookies. In a second instance, Cherrin Arnold referred a patron to Extension's in-home library program and helped them complete the service application.
- A three-year-old came to the library one morning with his mother. The child asked Hoople to help him find some Legos for a creation they were working on. Mom said it was time to leave and the child began to protest. In response she used the classic mom line: "Well I'm going, so if you don't come with me, I'm going to leave you here." Unfazed, the child toddled over to Hoople, sat down, started playing, and said "Mom said I can stay!"

Wheatley Community Library, Sheilah Murphy reporting

Programs

- Sheilah Murphy organized a watercolor class for adults and teens, facilitated by visiting artist Susan Micciché. Participants developed a new skill and enjoyed refreshments with good company.
- Alex Haehn hosted an African drumming program with Building Families First. The kids had a great time learning to sing, dance, and play an African song.
- Wheatley kids learned new games and challenged their brains on Global Day of Play. A game called Four Corners was the most popular activity of the day.
- In celebration of Black History Month, teens completed puzzles depicting famous Black Americans, then researched and answered questions about each individual. Completed puzzles and worksheets were displayed in the library.



Community Outreach/Meetings/Training

- Phillis Wheatley Library partnered with Monroe County to provide a Black History Month book display at the county office building. According to Monroe County staff, the display was a hit with visitors, and they appreciated the library's willingness to loan materials out to them.



Anecdotes/Other

- A mother accompanied by several children approached the circulation desk with one book each and asked how many books they were allowed to check out. The clerk let them know they could check out as many as they could carry or read within three weeks. Everyone's face lit up with excitement and they scurried back into the stacks to pick out more books!

Sully Branch Library, Maria Heeks-Heinlein reporting

Programs

- In conjunction with Sully's Black History Month Extravaganza, Jacob Bigelow arranged for a henna artist to visit the library. Children, teens, and adults loved this program and requested that staff offer it again in the future.
- Foodlink presented three cooking programs this month, two of which focused on healthy cooking for adults, while the third was part of the Black History Month Extravaganza. Foodlink did an outstanding job all around; our patrons were thrilled to have access to such valuable classes right in their community.
- Sully participated in the Global Day of Play. Thanks to the generous support of Common Ground Health, Sully staff were able to purchase new puppets for the branch's puppet theater, Magna-Tiles, and magnet letters for the children to play with. Healthy snacks were also provided. It was a fun day filled with laughter, puppet theater drama, and building.



Community Outreach/Meeting/Training

- Maria Heeks-Heinlein is part of a planning team for a Family Fun and Fitness Fair planned for the spring. Staff from Sully, John James Audubon School No. 33, and the Thomas P. Ryan R-Center are collaborating on the event. There will be monthly meetings leading up to the event day.
- Heeks-Heinlein visited the Friendship Children's Center and read stories to five classrooms of children in pre-K and younger.

Anecdotes/Other

- During a recent visit to Sully, a patron noticed the board games available at the library. He expressed his appreciation to a staff member, stating that although he doesn't typically play board games, he was delighted to see that they were available to the community. He went on to explain that board games can help build social skills and relationships. Additionally, he expressed his admiration for how much libraries have expanded their offerings compared to when he was a child.

Winton Branch Library, Kathy Wolf reporting

Programs

- In February the Winton Branch Library started offering the wildly popular Rhyme Time on the first Saturday of every month. Kathy Wolf was overwhelmed with the initial response as patrons poured into the room. It was nice to see parents fully participate in the program, clapping, singing, and shaking shakers!
- The Winton Branch celebrated the Global Day of Play by offering games throughout the library, including Candy Land, Chess, and Monopoly, as well as large format favorites borrowed from the MCLS Office: Jenga, Connect Four, and Corn Hole. Staff set up a tunnel and giant sheets of bubble wrap in the Children's Room to engage younger patrons and created an oversized I-Spy Game on a bulletin board.
- The February meeting of the Comic Club included a spirited game of Jeopardy. The game was a smash hit as the tweens excelled in categories like DC trivia, charades, Pictionary, and Marvel vs. DC. The tweens flexed a lot of niche comic trivia and bonded over shared interests in superheroes, Greek mythology, and drawing.



Community Outreach/Meeting/Training

- Emily Smith attended a training on how to conduct sensory-friendly story times, and how to implement accessibility practices into preexisting storytime programs. This training was very insightful for Smith as it opened her eyes to how standard story time practices can often be inaccessible to neurodivergent children and their grownups. Smith learned about the benefits of a story time schedule, visual aids, and implementing sensory tools into play, all things she'd like to try out in future programs. Smith appreciated that these practices could be brought to other programs as well to make the library and its offerings more accessible to all patrons.

Anecdotes

- A woman approached the reference desk and asked for books to learn Arabic. In addition, Mary Fraser also offered to show her the Pronunciator database. The patron was surprised to discover that Pronunciator includes not just Arabic, but Arabic in many different dialects. She went on to explain that she teaches ESOL at a local high school and many of her students speak Arabic but can't understand one another because of all the different dialects. The patron pointed to the library Pronunciator flyer with its depiction of greetings in various languages "This is what my classroom sounds like each morning," she said. "The students have taught each other to say hello and they enjoy being able to greet their friends in their language."

For the purposes of these rules, library premises includes the library buildings and surrounding areas, and for Central Library, the reading garden, café, lobbies and walkway to attached garage. Violation of these rules will subject an individual to exclusion from the library premises or other appropriate action.

- Be respectful and courteous to others.
- Library property and equipment must be used for its intended purpose.
- Proper attire, including shirt and shoes, and personal hygiene are required.
- Face masks are not permitted except for face-coverings worn for medical or religious purposes.
- Adjust headphone volume so that others are not disturbed. Talk in moderate tones.
- Use cell phones in a quiet and respectful manner. Set ring tones on vibrate when using the library.
- Accompany and supervise young children at all times.
- Use library restrooms for their intended purpose - no bathing, shaving, drug use, or laundry allowed.
- Authorized service animals are permitted in the library; pets are not allowed.
- Non-alcoholic beverages in covered containers are allowed in most areas of the library; all other food and beverages must be consumed in designated eating areas.
- Unauthorized consumption of alcoholic beverages is not allowed on library premises.
- All forms of smoking and vaping are not allowed inside the library and are prohibited within 100 feet of any library entrance.
- Use and/or sale of drugs is not permitted.
- Library entrances, exits, stairways, and aisles may not be blocked.
- Unattended backpacks, luggage, and packages are subject to search.
- Bicycles, rollerblades, skateboards, and scooters may not be ridden in library buildings. Bicycles and scooters must be secured outside the building.
- Unlawful behavior or behavior that disrupts library use or that threatens library patrons or staff is prohibited.

FFRPL Report to MCLS and RPL Boards – March 2024

FINANCIALS

As of February 29, the statement balance of our primary investment account is \$12,461,996.34 and the balance of our account for the Tummonds Fund is \$15,259,234.97. The balance of the Working Capital Account is \$954,181.05.

FFRPL has paid out \$174,521 on behalf of RPL to date in this fiscal year, as compared with \$154,217 at this point last year. Some of the larger items funded this year include stipends and consulting fees for the Black History Archive project, a consumer research database for the Business Center, a book database for the Children’s Center, supplemental support of speaker Andrea Holland for the library’s Emerging Leaders January class, and glasses and other supplies for the upcoming eclipse.

The interest rates remain consistent with last quarter. The average yield for the working capital account is 5.14%. The average yield for the M&T sweep is 5.02%. The most recent 12-month T-Bill purchase (maturity date 2/20/25) has a YTM of 4.985% to show trend.

ADVANCEMENT

Annual Campaign:

The Annual Campaign has generated \$227,885 from 1,479 gifts as of February 29 (both restricted and unrestricted).

The Advancement Committee met on January 31 to review the spring annual campaign letter and plans for #Library Giving Day April 3 and National Library Week April 7-13. The Library Giving Day fundraising event will benefit Summer Reading Programs this year.

The spring letter with its four variations and brochures for BSI’s spring program were delivered to homes around March 8, 2024. (7,178 letters plus 8,189 brochures were mailed – if a donor made a gift in December, only the brochure was mailed). Each mailing also contained a Spring Programs brochure. Planned giving messaging was included in the brochure and on the gift slips to efficiently utilize resources.

Valentine’s Day tribute to Evelyn Bailey for Shoulders to Stand On Endowed Fund campaign Letters of appeal went out February 6, 2024. Our original list of approximately 80 was expanded, due to several volunteer sources, to close to 150. In addition, personal notes were attached to 68 letters by the signer(s) with existing relationships. We also confirmed a \$10,000 matching challenge for donations received. The appeal ends March 31st.

Grants/Sponsorships:

Final impact report submitted for John F. Wegman Fund grant for RPL Extension/Outreach.

Final impact report submitted for Maximus Foundation grant for Safe to Be Smart.

Final impact report submitted for RACF Vitality Grant 2021 for Black History Archives Project (Local History & Genealogy Division)

Pending requests:

Submitted grant request to GRASA with Children's Division for Summer Reading Program

Major Gifts:

The Reidman Foundation donated \$10,000 unrestricted (\$5,000 increase). In the past, \$3,000 went to Arts/Lit and remainder to Annual Campaign. RPL has requested that the full amount be designated to the Maplewood Branch Library renovation.

Donor/Public Relations/Stewardship:

Ten FFRPL Board Directors volunteered to make thank you calls to Legacy Donors (10+ years). Calls from Trustees are very meaningful to donors.

FFRPL has several donors who are residents of Valley Manor. On December 19th seven Valley Manor residents visited Central Library to see the Art of the Book Exhibit and take a tour provided by Cynthia Dana. On February 1st approximately twenty people attended Patty Uttaro's presentation at Valley Manor. Since the presentation, Valley Manor held a 'watch party' for residents to view the February 22 Tuesday Topics program.

On January 23rd Patty Uttaro presented "What's New at the Library?" at a luncheon at the Chatterbox Club. The following Monday, January 29th, Donna Borgus and Emily Clasper provided a tour of Central Library to interested Chatterbox Club members.

We have been attempting to identify senior living facilities where many of our donors are now living. The Friendly Home is one of these facilities, where Emily Clasper presented "What's New at the Library?" to thirty-five residents on January 23rd. We sent links to Tuesday Topics recordings for staff to share with residents that are interested in pursuing more information about the library.

Holly Hammond pulled the names and addresses of individual donors residing in the facilities and sent them special invitations to attend the presentations.

Donna Borgus organized 2 library speaker events with the Rochester Federation of Women's Clubs. Michelle Finn, Deputy Historian, City of Rochester, Senior Historical Researcher, Rochester Public Library will provide a presentation on Women's History in Rochester on March 14.

Patty Uttaro, Director RPL/MCLS, will provide a presentation on The Modern Library on April 11.

Borgus scheduled and completed stewardship visits with Karen Sue Brown to Children's, Teen Central, Local History (and Festival to Go) to which she donated \$5,000 restricted to each this year (total gift \$20,000)

Borgus scheduled and completed Visit and tour of Central with Kathy Nixon and friend from Century Club (included the stacks and behind the scenes). Organizing larger group tour for Century Club.

Planned Giving:

L.C. has named FFRPL as beneficiary of revocable trust. (Expected value \$250,000 to \$2 million). At this time the gift is unrestricted, but notes were taken regarding interests and a future restriction is likely. (Documented with Donna)

H.S. named FFRPL as a beneficiary of his IRA (\$100,000), restricted to supporting youth and promoting history in the Maplewood area through library services, and to Local History to support programs and digitization that bring the history of Rochester to life. (Documented with Donna)

B.H. named FFRPL as the sole beneficiary of his IRA, (expected value \$50,000) unrestricted. (Documented with Donna)

\$2,500 from Mascioli Trust to the Mascioli Fund and \$500 to Shoulders to Stand On Fund

BOOKSALES: (ON-SITE AND ONLINE) AND VOLUNTEERS

Net book sales income after expenses and direct credits to the library total **\$16,648.37**.

The credits include **\$1,726** in book sales revenue collected by Circulation (booked directly to RPL), and **\$351** of Baker & Taylor credit that goes directly to RPL for use.

Book sale dates for FY24:

The Fall Sale - October 23-27 yielded proceeds of \$1,152 (included above)

Season's Readings Sale - December 4-15 yielded proceeds of \$2,000 (included above)

Library Week Sale – Feb 3 -9 yielded \$415, including sales through Circulation (included above)

Spring Sale - April 8-13 (During Eclipse and National Library Week)

Summer Sale - June 24-28

Community Outreach:

2 boxes of children's books were given to Strong Pediatrics in for their waiting room. Children are allowed to choose a book to take home.

Volunteers:

FFRPL currently has 19 volunteers. A new volunteer started on Monday February 5, 2024. Melissa Barnosky will be working in the Book Store.

DATABASE MANAGEMENT

Borgus had an initial meeting with Blackbaud (CRM database vendor) about their products/services. FFRPL has 13,000 database records currently.

Holly Hammond updated 222 donors in the database from address changes and status changes from the mail house for the Spring mailing. 70 more are pending.

Updated and archived 95 records of donors from clean-up project.

Processed checks, ran credit cards, pulled online donations and either entered them manually or imported them into the Exceed database for 509 gifts. Created the corresponding number of letters, mailed them, and generated 48 bookplates and the letters to the donors and recipients when requested. Entered 58 gifts into the database for RocTheDay, 2 letters generated.

Generated mailing list for March mailing through extraction into Excel, manipulation, and coding of the data for the mailhouse. Generated call lists for Board members.

Generated mailing lists and merged data to print envelopes for Shoulders to Stand on and compiled letters, personal notes, envelopes, and stickers for mailing. Generate weekly reports for coordinator to place thank calls or emails.

Compiled photographs for CL Liberators online giving page collage.

Compiled photographs for Summer Reading online giving page collage.

PROGRAMMING (events, exhibits); MARKETING

Overview: maintained programs and projects; continued Marketing/Publicity efforts across all platforms, promoting FFRPL & Library programs, services, exhibits, special initiatives, and resources.



Legacy Programs

Tuesday Topics

[View/download the Winter Programs brochure.](#)

Our **Tuesday Topics** series focused on RPL branches. Great feedback from patrons!

Approx. 15 people attended each talk in person (60 people total for the series).

128 have viewed the recordings to date. Total reach: approx. 188

February 6: [Bruce Tehan, Arnett Branch](#) **61** views on the Library's YouTube channel

February 13: [Sarah Lehman, Lincoln Branch and the Toy Library](#) **35** views/YouTube

February 20: [Johanna Buran, Maplewood Branch](#) **17** views/YouTube

February 27: [Cathy Kyle, Lyell Branch](#) and Book Mobile **15** views/YouTube channel

Books Sandwiched In Spring 2024

Worked with the committee on the roster (Diana Carter is our Chair).

Promoted and launched the Spring line-up of book reviews: [view/download the brochure.](#)

[Watch the review of The Wingmen](#) held March 5

[See Jim Holleran's PowerPoint presentation](#)

Watch the review of *All You Have to Do is Call* by presenter Dr. Andy Aligne held March 12
Register for the **March 19** review of *The Rediscovery of America* (presenter: Brianna Theobald)
Register for the **March 26** review of *The Wager* (presenter: Chuck Baylis)
Register for the **April 2** review of *The Leg* (presenter: Stephanie Woodward)
Register for the **April 9** review of *Crossings* (presenter: Steve Orr)
Register for the **April 16** review of *Thicker Than Water* (presenter: CaTyra Polland)12

Managed the **Sokol High School Literary Awards** contest.

Reviewed all student entries; created a non-indexed page for the committee, with hotlinks to all entries; organized and co-hosted the Zoom meeting for the committee; sent hotlinks to finalists to judges to determine the winners. We offer \$1,500 in cash prizes in three categories: Poetry, Prose, and Performance. Monroe County students in grades 9-12 (including Home Schoolers) are invited to participate. The awards ceremony and reception will be held **Thursday, April 25, 4pm-5:30pm in KGA.**



Collage from Sully Branch's **Black History Extravaganza**

Pictured (top left): archival photo of 39-year-veteran-Firefighter **Willie Lloyd Johnson, Jr.**, one of the first African Americans to serve with the Rochester Fire Department; (bottom left): **Lisa Johnson**, one of Willie's daughters, who shared some of her father's memorabilia, including the 'Key to the City' granted to him posthumously by Mayor Malik D. Evans; trio of black luminaries: American dancer, singer, actress, and civil rights activist "**Josephine Baker**," posed with trailblazing NASA astronauts "**Guion Bluford**," the first African American in space, and "**Ronald Erwin McNair**," America's second black astronaut (one of seven crew members killed in the 1986 space shuttle Challenger explosion).

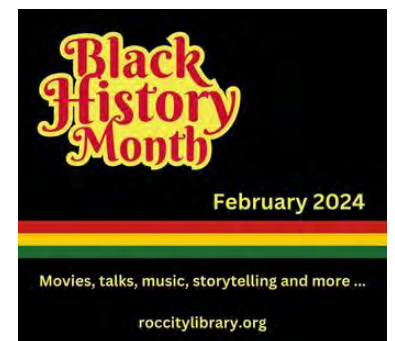
Kudos to George Carter, Maria Heeks-Heinlein and the staff at Sully!

Support of Central Library Teams

Continued to support **Central's Program Team**

- Continued to promote RPL and FFRPL sponsored **online Author Talks** through FFRPL's FB page, web site, Fall/Winter program brochures, and e-newsletters. [Learn more here.](#)

Black History Month – FFRPL created the consolidated online resource with hotlinks to events, exhibits etc. Extensively promoted Central's second annual **Black Film Festival**. Attended and helped promote the Sully Branch '**Black History Extravaganza**,' that FFRPL sponsored. **Impact:** *"Sully Library's Black History celebration was an outstanding example of ways in which our public libraries can benefit the neighborhood & community. Many thanks! With a special shout-out to Mr. George Carter!" – Irene S., patron, Feb. 22, 2024*



- Helped promote Library programming, including **Eclipse programming** and **distribution of glasses (FFRPL purchased 14,000 for Central and Branches and serves on the sub-committee for the Eclipse Team)**

Continued to support **Central’s Exhibits Team**

Participated in planning process and promotion for current and forthcoming exhibits, including the International Juried Exhibit **Art of the Book**. FFRPL is the Founding Sponsor. Helped review/update the prospectus for 2024; began promoting “Call for Entries”.

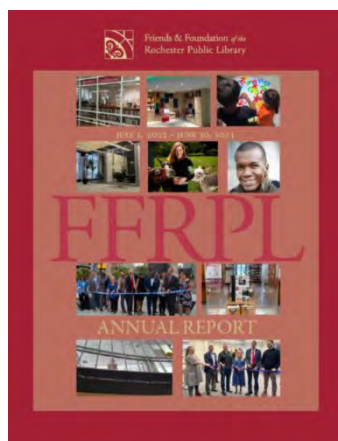


Continued to be active on Central’s Marketing Team.

- Continued to Help identify Library **web pages** that need updating.
- Helped cross promote Library **programs** across divisions.
- Suggested use of checklist for streamlined process for Marketing initiatives.

Overall Marketing

Completed and posted/distributed our **annual report**.



Promoted **Rochester History Journal** discount for donors.

Advancement-related Marketing: promoted ROC the Day; Season’s Readings holiday sale; year-end gifts to FFRPL; ‘Evelyn Bailey Shoulders to Stand On Endowed Fund.’ Planning for Target Circle Promotion, Library Giving Day.

Began planning for **Patty Uttaro’s retirement party/fundraiser**.

Included Library news and impact stories in verbal announcements for all our Legacy programs (which are captured for future viewing and extend the ‘shelf-life’ of our messaging).

Continued to create/update all pages of FFRPL’s **web site:** content, graphics, announcements, home page stories/graphics and banners,

archives of Constant Contact e-blasts, all links, etc.

FB posts (Highlights)

- “No more fines” (3,064+ impressions);
- Digital Media Lab (holiday cards): (1,739 impressions);
- Black Film Festival (1,553 impressions);
- RIT mobile library (1,197 impressions);
- new Frederick Douglass mural (1,097 impressions);
- Love is Love (954 impressions);
- Season’s Readings holiday sale (886 impressions)
- Librarian Antoine McDonald (628 impressions)

Impact of fundraiser we held/promoted (submitted from Sarah Lehman/Lincoln and Toy Library)

- The **furniture and supplies** that we were able to purchase for Lincoln with the support from FFRPL have been a great tool for us in serving our community.
- **New chairs** provide a clean, comfortable place for patrons to sit while they read.
- **Storage unit is being used in the family bathroom to provide extra diapers for families**
- **New activity tables** provide a space for children to play and explore some of the amazing toys in our toy library.
- **One of the biggest tools we are able to provide for our patrons now is access to a laptop they can use while visiting the toy library.** Often parents will come to the library to use our computers and need to bring their children with them. For anyone who has tried to do anything else while also occupying young children, they know this can be a very difficult task! Now our parents can use the laptops to do schoolwork, apply to jobs, navigate necessary online services or anything they may need while the children are able to play in a safe and supportive environment of the toy library.'



Constant Contact eblasts (approx. 4,000 subscribers)

Archived 2024 e-newsletters

Archived 2023 e-newsletters.

March 7 *BSI reviews 'All You Have to Do is Call'; 'Art of the Book' call for entries; Eclipse glasses available @ Central & City Branches, courtesy of FFRPL*

March 4 (to Rochester History Journal list only; not publicly posted) *Rochester History journal discount for FFRPL donors; 57% open rate*

February 29 *'Books Sandwiched In' reviews 'Wingmen' (the 50-year friendship of John Glenn and Ted Williams); recap of Black History month; 46% open rate*

February 23 *'Tues. Topics' focuses on Lyell; 'Books Sandwiched In' begins March 5; Shoulders to Stand On has matching \$10K for gifts received by March 31; 46% open rate*

February 14 *Love is Love. 💜 Please support our LGBTQIA+ Valentine's Day project. Attend Black History events + exhibits. Learn about Maplewood Branch @ 'Tues. Topics'; 49% open rate*

February 8 *Feb. is "Love Your Library" month: FFRPL ❤️ Libraries! Read our Annual Report. Attend Central's Black Film Fest. Learn about branches @ 'Tues. Topics.'; 46% open rate*

February 1 *Central's Black Film Festival opens; youth esports team plays Rochester Police Dept; "Love Your Library" book sale benefits RPL; 42% open rate*

January 26 *Last call: Sokol H.S. Literary Contest; Black History Month programs/Film Festival; 'Love Your Library' Book Sale; 48% open rate*

January 19 *Final 2 weeks to submit to Sokol H.S. Literary Contest; book sale 2/3-2/9; RPL new mobile library slated to launch 2024; 53% open rate*

January 11 *MLK, Jr. Day and resources; Sokol deadline Jan. 31; 'Tuesday Topics' features RPL branches; **49% open rate***

January 4 *New Year, new 'Frankenstein' exhibit @ Central; new mural at Frederick Douglass branch; **49% open rate***

December 26 *Happy Kwanzaa! Visit Arnett Branch Thurs. 12/28 for a celebration w/African Drums. Reminder: FFRPL, Central & Branches are closed Mon. Jan. 1; **41% open rate***

December 18 *Merry Christmas! (Please note Library closings). Final few weeks for 'Art of the Book.' **41% open rate***

December 14 *Milestone dates for FFRPL. Final 3 weeks of the 'Art of the Book' exhibit. Year-end giving; **47% open rate***

December 12 *('ROC the Day' donor thank you note); **81% open rate***

Executive Director's additional notes/comments:

The required annual reports from the libraries for **FFRPL Library Grants for Circulating Materials** were received, and the 2024 agreements were mailed and are being returned at a steady pace.

In 2023, FFRPL library grants for circulating materials totaled \$285,333 to 62 eligible libraries in the Monroe County, OWWL, and Nioga Library Systems. A total of over **12,000 supplemental books** were purchased and circulated due to this funding.

An allocation of **\$747,169.54** will be distributed this year!

The Monroe County Library System will receive \$544,896.79, with the Rochester Public Library receiving \$88,390.58.

The following **FFRPL Board Committees** convened this quarter:

- Finance & Investment, December 21
- Advancement Committee, January 31
- Marketing & Public Relations Committee, February 21
- Program Committee, February 28
- Executive Committee, March 7

RPL has requested that FFRPL assist them in purchasing some materials for their collection (primarily video games and out of print books) that are no longer available through any of the city's contracted vendors. The RPL Finance Office is hopeful that the city will eventually be able to provide them with a consistent option for purchasing these types of materials but is uncertain of when this will be resolved. For the time being we have established a process to purchase these items on RPL's behalf and bill them for reimbursement of the costs, which are estimated to total approximately \$6,000 per year.

The RPL and MCLS Boards have requested that FFRPL contract with a search firm to conduct a recruitment campaign for the position of Library Director of RPL/MCLS. Four proposals have been received in response to an RFP and are under review. The contract will be awarded by March 22, 2024. Services will begin upon award of the contract. The Reynolds Board and FFRPL will share the cost of the fees. FFRPL will manage the professional services agreement and all payments.

Services for New Americans

Rochester Public Library Maplewood Branch

Prepared by Brian DiNitto
February 2024

Executive Summary

The Rochester Public Library (RPL) supports New Americans at the Maplewood Community Library in multiple ways, focusing on instruction in English language skills and assistance with the US naturalization exam process. The New Americans program, led by New Americans librarian Brian DiNitto, includes weekly walk-in sessions for English instruction, small-group instruction (1-4 students) on Zoom for English grammar, pronunciation, and usage, and group classes (up to 10 students) on Zoom for beginning conversation, advanced conversation, presentation, writing, and US citizenship. This report describes the services provided and offers examples of successful student outcomes.

Background & Description of Service

The New Americans program was initiated at the Maplewood Library in 2012 as many immigrants and refugees settled in the Lake-Dewey corridor. Partnerships were developed with Mary's Place and the Refugee Resettlement program where the library would provide referrals and limited educational services for children and adults. A full-time New Americans librarian position was added in 2019-20 to meet the increased need for computer, language, and educational assistance. The current New Americans Librarian is Brian DiNitto.

Mr. DiNitto came to the position with 20+ years of teaching in the City School District, which included teaching New Americans at the district Family Learning Center. This experience has helped inform best practices for instruction in a library setting. DiNitto provides informal language instruction which appeals to many learners who lack confidence in English.

DiNitto does not use placement tests to determine a course of study for students but begins instruction through work with picture dictionaries, online practice through GamesToLearnEnglish.com, and pronunciation practice with personalized word lists. DiNitto relies on his teaching experience to identify the student's needs and interests and adjusts lessons to meet individualized needs during instruction.

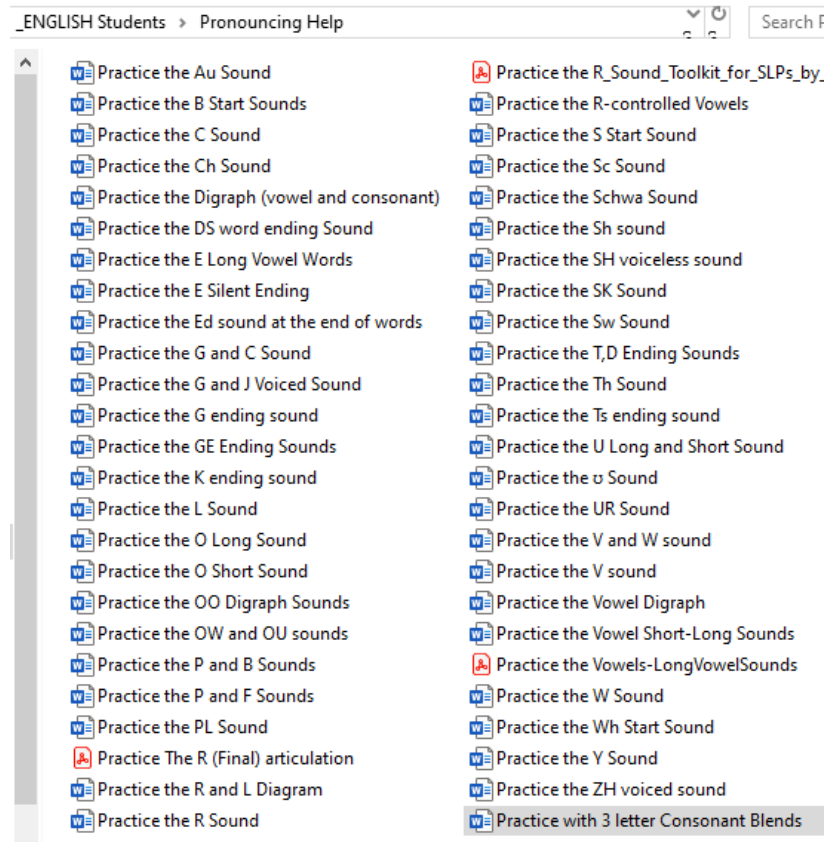
There are currently 24 languages spoken by students in Maplewood's New Americans Program:

- Arabic
- Belarusian
- Bhutanese
- Chinese
- Dari
- French
- Haitian Creole
- Hebrew
- Hindi
- Kinyarwanda
- Korean
- Lao
- Mongolian
- Nepali
- Pashto
- Persian
- Portuguese
- Russian
- Somali
- Spanish
- Turkish
- Ukrainian
- Urdu
- Vietnamese

Instructional Materials & Process

Students interact in English using many different learning resources to match their needs. While each student has different needs, DiNitto uses Practice Makes Perfect: Basic English, 3rd Edition for most lessons. The Maplewood Library has purchased several copies for student use. The book contains 53 sequential lessons on basic English grammar. DiNitto uses these lessons through shared Zoom screens and asks the students to pronounce the new words and complete all the sentences demonstrating the proper grammar from that lesson. Each lesson introduces approximately 30 new words. Words that the

students have difficulty pronouncing are added to their practice list. After each class, DiNitto compiles a practice list for each student which is sent via email. DiNitto studies these practice lists to find the students' patterns in mispronunciation, then he assigns the students specific activities related to the sounds they have difficulty pronouncing. These activities are then used with each student at their next lesson. Here is a list of the activities DiNitto has developed to help students with specific pronunciation sounds:



DiNitto begins with picture dictionary books and vocabulary practice through GamesToLearnEnglish.com for students with no functional English. He begins with activities related to food and has students practice their pronunciation using their smartphones and an online vocabulary website. New English learners will see an image of the item, the item name written in English, and a speaker icon that provides the audio pronunciation of the word. Having the students use their phones allows independence in their learning pace. After reviewing approximately 30 words per set, the New English learner plays a game matching the image, spelled English word, and the pronounced word. There are 30 different sets for approximately 900 total words. Below are two screenshots of the categories covered in many of the games.



From www.gamestolearnEnglish.com/monster-phrases/



From www.gamestolearnEnglish.com/monster-vocab/

Scheduled Classes

DiNitto offers weekly small-group work in-person and via Zoom and large-group classes for all students. The following classes are offered via Zoom:

- Writing on Monday evenings
- Presentation on Tuesdays at Noon
- Citizenship on Tuesday from 4:30–6:00 pm
- Basic Conversation on Wednesday from 2:00–3:00 pm
- Advanced Conversation on Wednesday from 7:30–8:30 pm

In-person instruction is offered at the library on Thursdays from 2:00–6:00 pm. Students who are not comfortable with technology can attend the Zoom Citizenship Class in person at the library and general English instruction on Thursdays from 2:00–6:00 pm.

Citizenship Preparation

The Maplewood Library staff often helps New Americans prepare for their naturalization interview in Buffalo. The interview requires a demonstration of spoken and written English and knowledge of US history and civics. DiNitto provides a 90-minute Citizenship hybrid class in person and on Zoom once a week to help people prepare for their interviews. The class is 16 weeks long and is repeated continuously. Many students take the class several times to become familiar with the content before their naturalization exam. Often, if their naturalization exam date is approaching, the student will schedule extra sessions during the week to prepare for their exam. For example, a student from the Democratic Republic of Congo attended walk-in sessions twice a week for a month before her exam date. She passed her writing exam and became a US citizen on March 12, 2024. During DiNitto's time at Maplewood, he has assisted 8 students who have successfully passed their naturalization exam.

Volunteers

The New Americans Program also utilizes volunteers. For example, a social work student from Brockport worked with the program in 2021-22. The student's family is from Mexico, and she is fluent in Spanish and English. This student taught a group of Spanish-speaking women online and in person, plus assisted with scheduling students and preparing instructional materials. The student's capstone project was organizing a cooking demonstration at Maplewood Library with a Brazilian student who is working on a Ph.D. in Nutrition at the University of Rochester.

Volunteers in the New Americans Program have also come from Nazareth University and School Without Walls. Three students from SWW developed an app for students that translates English and Spanish through a smartphone.

Adult volunteers from the community also assist the New Americans Program. Two volunteers teach a writing class through Zoom on Monday nights and Saturdays. Another volunteer currently works one-on-one through Zoom with an Israeli high school student who recently moved to Rochester and wishes to improve her English language skills to apply for college entry.

Legal and Job Assistance

Questions about immigration and other legal matters are referred to Djifa Kothor, Executive Director at Rochester Refugee Resettlement Services. RRRS has immigration lawyers on staff to answer these types of questions. RRRS also refers students to the Maplewood Library classes, demonstrating a solid relationship between the two organizations.

Staff at Maplewood assist New American patrons with developing resumes and applying for positions online, just as they do for other patrons. DiNitto also refers New Americans to OACES for more intense job search assistance.

Results & Impact

A snapshot of activity from February 12–15, 2024 showed instruction provided to 27 unique students through Zoom or in-person for small-group English Instruction, and instruction for 13 students through four group classes.

In January 2024, 166 students were served for a total instruction time of 58 hours and 15 minutes, counting group classes as straight time, not factoring in the number of students per class.

Student Examples

- P. came here in the summer of 2022 from Afghanistan with her husband and four daughters. A volunteer from Keeping Our Promise brought her to the library with a donated laptop. DiNitto helped her put Zoom on the laptop and issued her a library card and a MIFI unit until she could get Internet in her apartment. P. and her sister M. took weekly English classes over Zoom. P's English improved, she worked towards getting her driver's license, the family moved to East Rochester, and now she works at an elementary school in East Rochester.
- J. came to the library in the Fall of 2022. She passed the civics, history, and speaking parts of her naturalization exam, but did not pass the writing section. She was given 3 months to practice before her re-test in Buffalo. She attended Maplewood's citizenship class for writing practice and came to the library an additional day a week for a month to practice writing English sentences. She returned to Buffalo and passed her writing exam. She took her Oath of Allegiance on March 12, 2024, at the George Eastman Museum.
- L. came to America from Vietnam. She works in a factory and studied for her Citizenship Exam over Zoom. She completed the 16-week citizenship course three times and passed her Citizenship Exam on the first try. DiNitto attended her Oath Ceremony here in Rochester. L. currently continues her English studies through Zoom.



- Staff worked with a young computer engineer on improving her spoken English. She works one-on-one with staff to practice conversational English and proper usage of words during conversation.
- Staff worked with a woman from Turkey to improve her spoken English. She was an eye surgeon in Turkey who is working towards establishing her practicing license in New York once her spoken English improves.
- Staff worked with a high school student preparing for her English Regents Exam. The student is from Afghanistan with very little English, so the staff scanned her Regents practice test, used Google Translate to translate to Arabic (very close to her language of Dari), and emailed her the text in Arabic.
- Staff worked with a Ukrainian refugee to translate and improve her CV and to take English classes. She recently contacted the library to let us know that she found a full-time job in her field.
- Staff mailed arithmetic worksheets and easy reader books to a woman who studies through Zoom. She does not have an email or a cell phone. The woman is from Afghanistan, speaks Pashto, and has several very young children at home. She meets with staff weekly through Zoom to review basic arithmetic and start sounds for English words. She was connected to the New Americans Program through her social worker.
- DiNitto arranged for native English speakers to meet with new English speakers at the Public Market. Two adult students attended; the group shopped at the Market and then had breakfast together. Both students were engineers, and the native English speaker was also an engineer.

They had much to talk about in English.

- Staff worked with a Burmese speaker to understand and properly respond to a jury duty summons.
- DiNitto works with two unaccompanied minors from Guatemala who attend high school in Brockport. A foster parent drops them off at the library on Thursdays for assistance with their homework and improving their English. The young men work on grammar lessons.

Conclusion

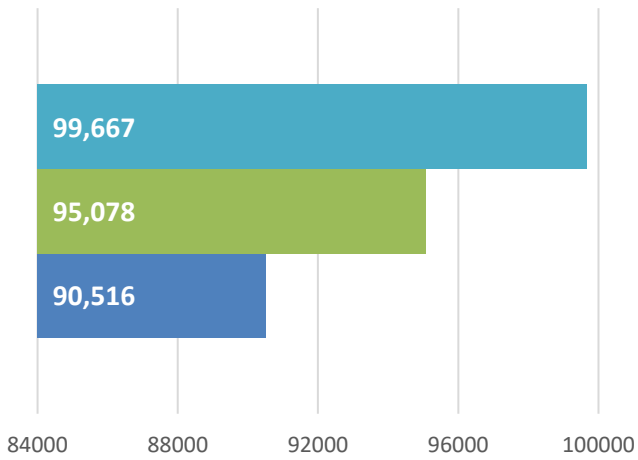
The New Americans Program at the Maplewood Community Library is running at capacity with students “graduating” after about 8 months and new students entering classes, although there is some opportunity for growth in the group classes. Brian DiNitto recommends continued outreach and advertising with regular flyers and business card dissemination to Mary’s Place and Rochester Refugee Resettlement Services. DiNitto also recommends continued attendance and promotion through the Rochester Committee on Refugee Resettlement Roundtable meetings run by the Catholic Family Center.

The Maplewood Library is scheduled for renovation and expansion beginning summer of 2024, and staff and services will be relocated to an unspecified location. Work is happening now to secure a space in the vacant church building on Dewey between Magee and Flower City Park. Once that is secured, DiNitto and the other Maplewood staff will be tasked with setting up their programs in a new space. DiNitto has been engaged in planning for the renovated Maplewood space and will continue to be consulted regarding space for the New Americans Program. DiNitto will maintain community connections throughout the construction period.

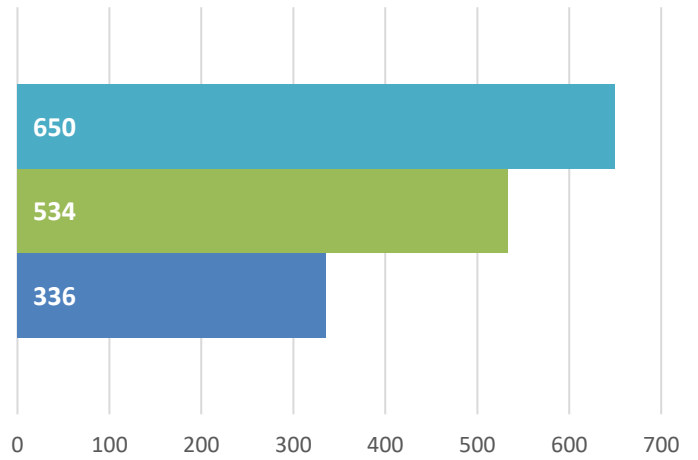
RPL Central Statistics YTD
Jan--Feb



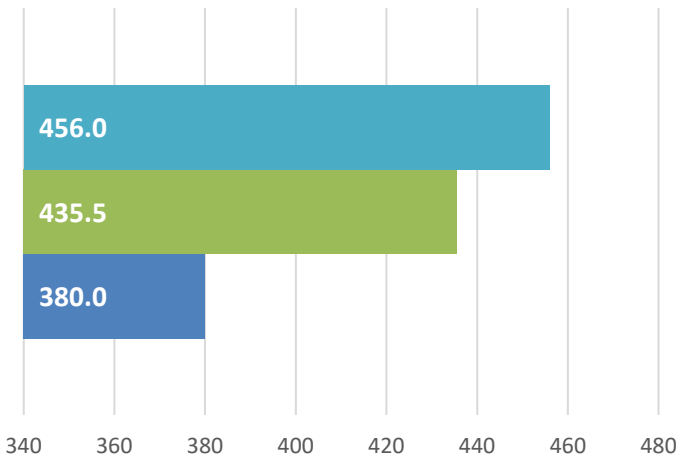
CIRCULATION



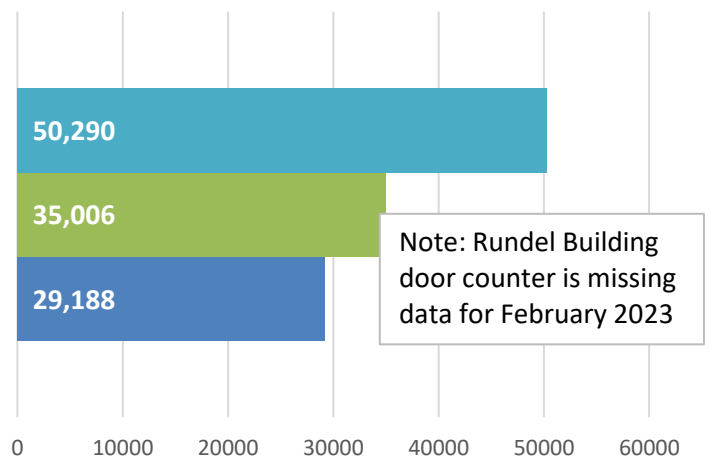
LIBRARY CARDS



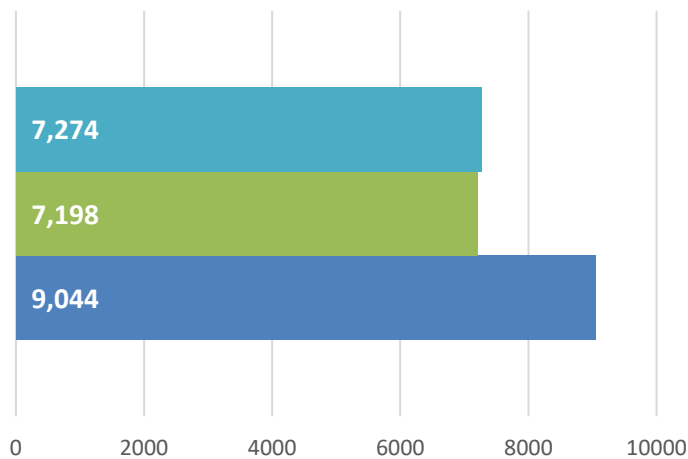
SERVICE HOURS



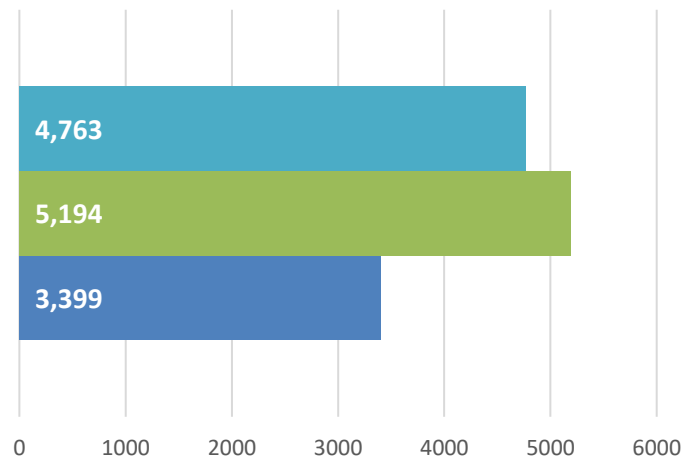
VISITS



REFERENCE QUESTIONS



NON-REFERENCE

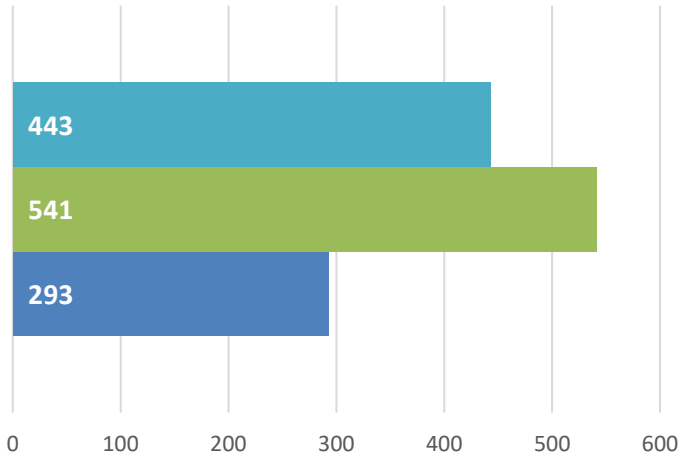


RPL Central Statistics YTD

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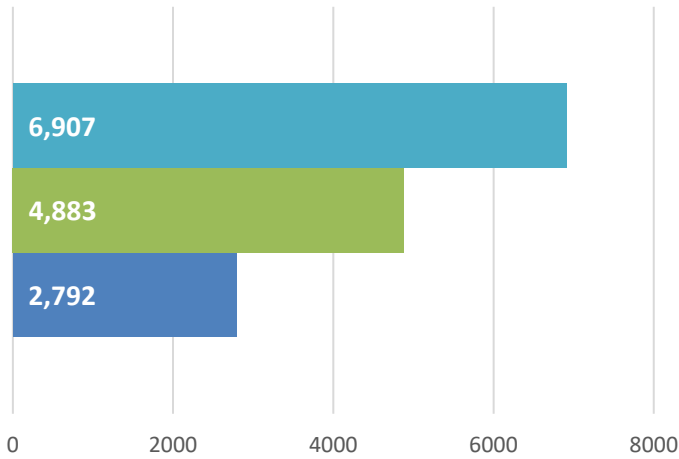
NOTARY



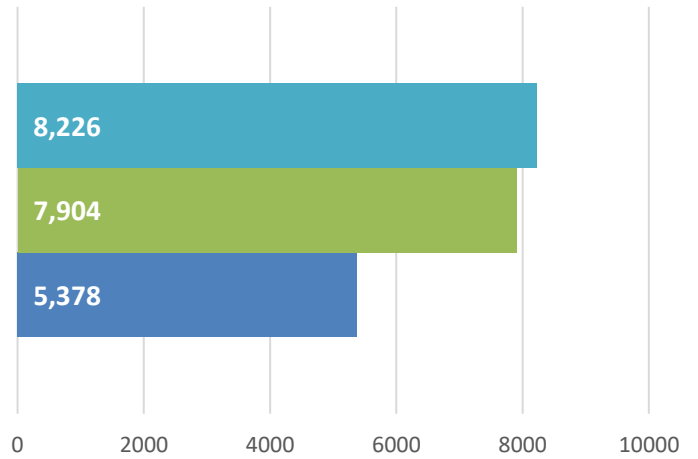
DEFINITIONS

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- Library Cards:** New patron registrations. Excludes renewals.
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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.
- Group Programs:** In-person and online programs. Excludes one-on-one programs and take-n-make.
- Program Attendance:** Attendance at Group Programs. Excludes staff and presenters.

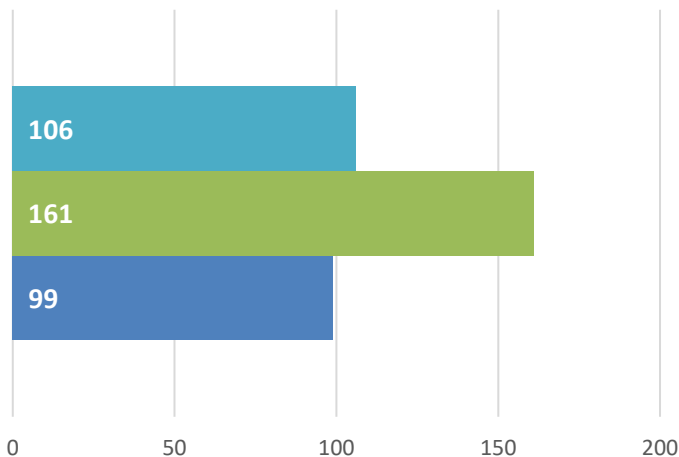
COMPUTER HOURS



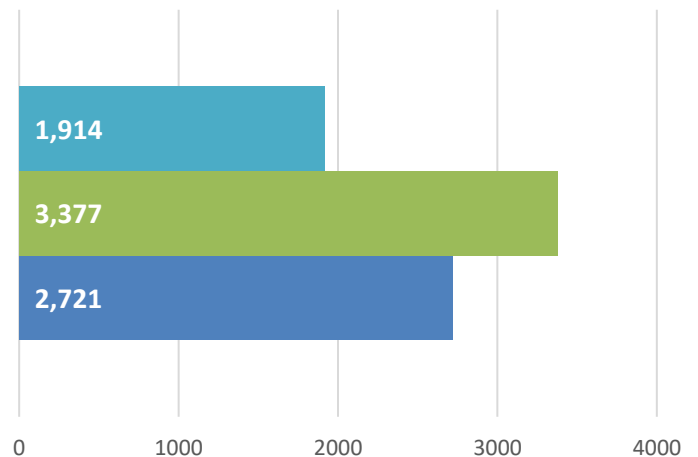
WIFI USES



GROUP PROGRAMS



PROGRAM ATTENDANCE

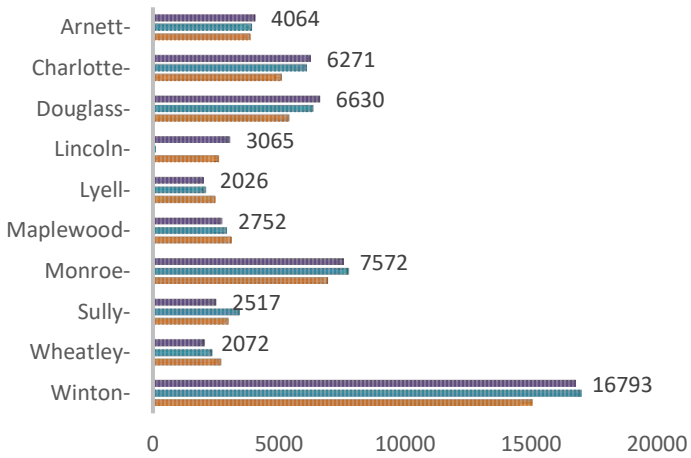


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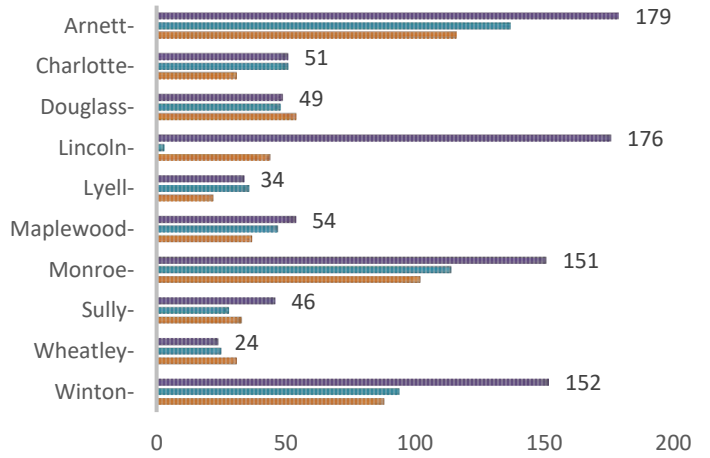
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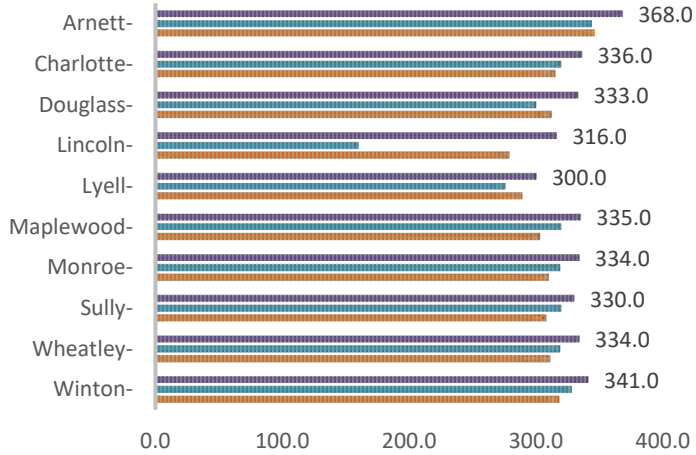
CIRCULATION



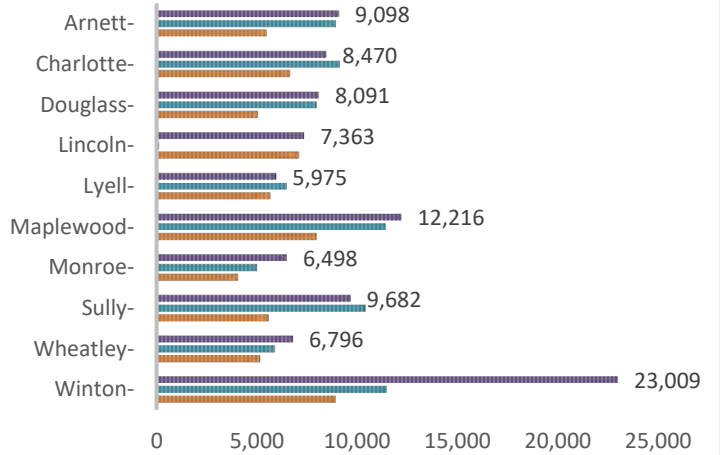
LIBRARY CARDS



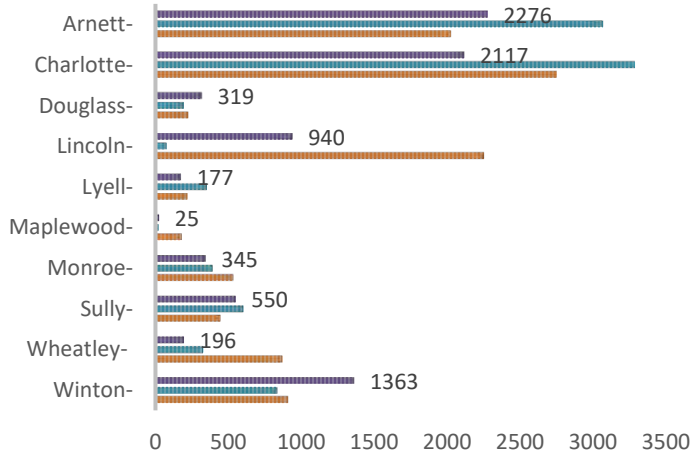
SERVICE HOURS



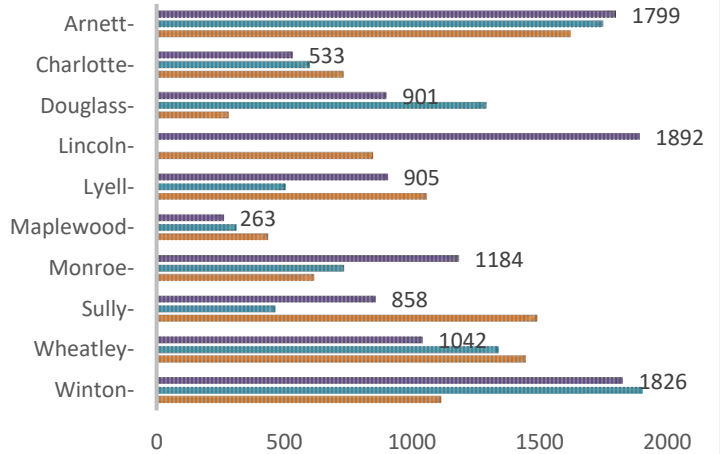
VISITS



REFERENCE QUESTIONS



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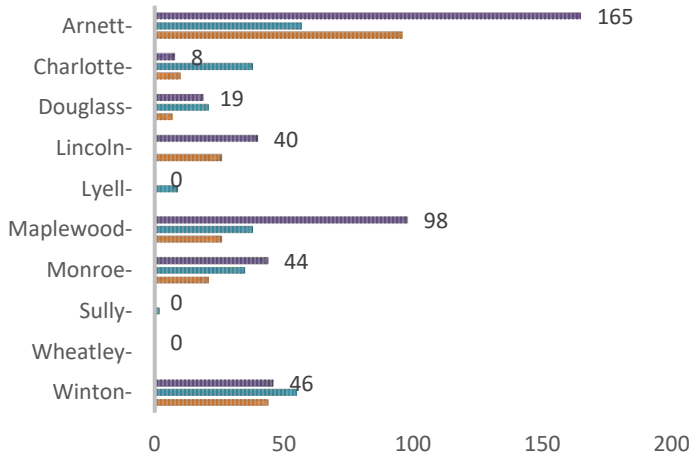


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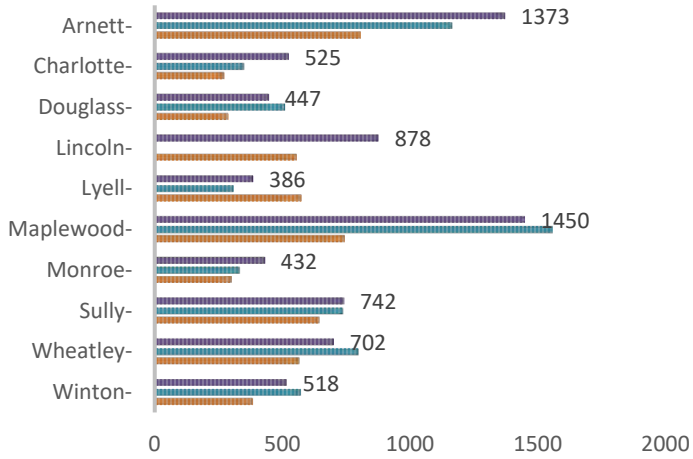
NOTARY



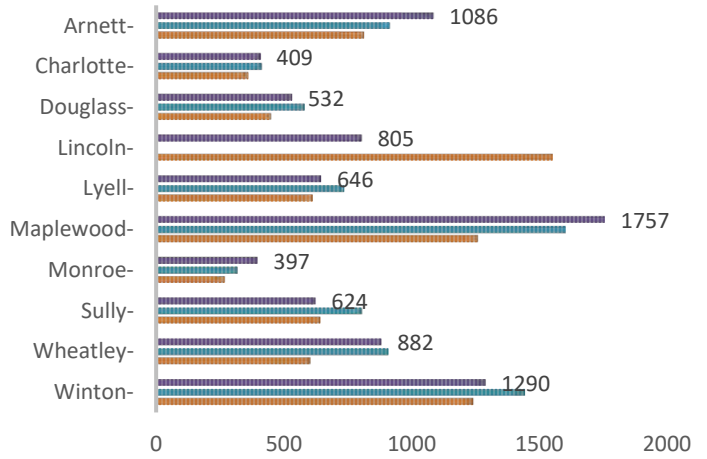
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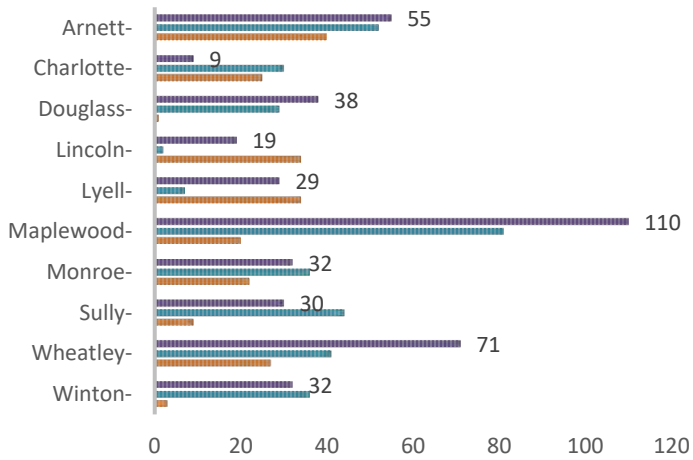
COMPUTER HOURS



WIFI SESSIONS



GROUP PROGRAMS



PROGRAM ATTENDANCE

