

Rochester  
Public Library

More Than You Think

115 South Avenue | Rochester | New York | 14604

**Rochester Public Library Board of Trustees Meeting**  
**Board Room, Rundel Memorial Library Building**  
**May 29, 2024, 9:00 a.m.**  
**Agenda**

**I. PUBLIC COMMENTS**

Benjamin

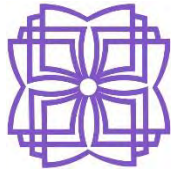
**II. ACTION ITEMS**

- |  |              |                |
|--|--------------|----------------|
| 1. Minutes of Prior Meeting  | Benjamin     | page 3         |
| 2. Personnel Changes   | Suro         | page 7         |
| 3. Financial Reports   | Hasselwander | page 9         |
| 4. NYS Annual Report   | Uttaro       | page 13 & att. |
| 5. Central Library Hours   | Uttaro       | page 13        |
| 6. Open Meetings Policy  | Uttaro       | page 13 & 39   |
| 7. Early Closing of Rundel   | Uttaro       | page 14        |
| 8. Update to 2024-25 Community Library Budget                      | Hasselwander | page 14 & 41   |
|  | Hasselwander | page 14 & 43   |
| 9. Update to 2024-25 Central Library Budget                        | Hasselwander | page 15 & 45   |
| 10. Central Library Program Aid FY24                               |              |                |
| 11. Agreements, Maplewood Community Library Renovation & Expansion | Uttaro       | page 15        |

**III. REPORT/DISCUSSION ITEMS**

- |                                  |                 |         |
|----------------------------------|-----------------|---------|
| 12. Liaison & Committee Reports  | Drury           |         |
| a. Liaison to the MCLS Board     | Borgus          |         |
| b. Friends & Foundation of RPL   | Salluzzo/Uttaro |         |
| c. Liaison to the Reynolds Board |                 |         |
| 13. Staff Reports                | Uttaro          | page 16 |
| a. Director's Report             | Clasper         | page 19 |
| b. Central Library               | Lewis           | page 29 |
| c. Community Libraries           |                 |         |

**Next Meeting:**  
**June 26, 2024**  
**Central Library, Rundel Memorial Building**



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**IV. OTHER BUSINESS**

**V. EXECUTIVE SESSION**

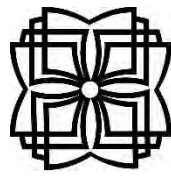
The employment status of two individuals

Benjamin/Uttaro

**VI. ADJOURNMENT**

**Next Meeting:  
June 26, 2024**

**Central Library, Rundel Memorial Building**



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**Meeting of the RPL Board of Trustees  
Central Library, Rundel Memorial Building  
April 24, 2024  
Minutes**

**RPL Trustees Present:** Katherine Baynes, Donna Benjamin, Ellen Brenner, Glenn Gardner, Daniel Karin, Sharon Salluzzo, Karen Soanes, Jeffrey Tucker (quorum present)

**RPL Trustees Excused:** Alinda Drury, James Kraus, Suzanne Stockman (online)

**Staff and Guests:** Friends & Foundation of RPL Liaison, Donna Borgus; staff members, Emily Clasper, Brie Harrison, Katy Hasselwander, Melanie Lewis, Debi Mansour, Jennifer Smathers, Ana Suro, Patty Uttaro

**Call to Order**

Ms. Benjamin called the meeting to order at 9:00 a.m., welcomed trustees, staff, and guests, and confirmed a quorum was present.

**Public Comments**

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

**Meeting Minutes**

Mr. Gardner MADE A MOTION to approve the March 27, 2024, meeting minutes. THE MOTION PASSED UNANIMOUSLY.

**Personnel Changes**

Ms. Suro called attention to the personnel changes and staffing levels for March 11, 2024—April 5, 2024, and offered to answer questions. Ms. Salluzzo MADE A MOTION to approve the personnel changes. THE MOTION PASSED UNANIMOUSLY.

**Financial Reports**

Ms. Hasselwander reviewed the financial reports with the trustees and offered to answer questions. Mr. Karin MADE A MOTION to approve the monthly financial reports as presented and approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

**Amended Library Capital Improvement Program**

Ms. Harrison reviewed the item with the trustees. After a brief discussion, Ms. Soanes MADE A MOTION to approve the Capital Improvement Program as amended. THE MOTION PASSED UNANIMOUSLY.

**Request to Amend RPL Charter**

Ms. Benjamin presented the item to the trustees. After a brief discussion, Ms. Brenner MADE A MOTION to approve the proposed amendment to the RPL charter to increase the size of the board to 15 members. THE MOTION PASSED UNANIMOUSLY.

**Closure of Maplewood Community Library**

Ms. Lewis presented the item to the trustees and offered to answer questions. She gave an update on the possible temporary location and noted that the negotiations are ongoing. Ms. Baynes made an amended motion to approve the closure of Maplewood Community Library at 1111 Dewey Avenue for renovation and expansion beginning June 3, 2024. THE MOTION PASSED UNANIMOUSLY.

**Liaison to the Monroe County Library Board (MCLS)**

Ms. Uttaro reported that the MCLS Board approved the use of their MCLS Fund Balance to support another year of MiFi Services for the system.

**Friends and Foundation of Rochester Public Library (FFRPL)**

Ms. Borgus reported that FFRPL’s Valentine Tribute to Evelyn Bailey fundraiser for the Shoulders to Stand On endowed fund was successful– raising \$22,190, including a \$10,000 matching gift.

Next, she reported that FFRPL is participating in the Target Circle Community Giving Program through June 30. Target Circle members can earn and cast votes for FFRPL in stores, through Target’s mobile app, and online at [Target.com/circle](https://www.target.com/circle). FFRPL receives a check for votes cast.

The Sokol High School Literary Award Ceremony and Reception is this Thursday, April 25 from 4-5:30 pm in the Kate Gleason Auditorium. Access the link to the collection of Sokol award-winning entries is at [FFRPL.org](https://www.rrpl.org). Since 2015, winning entries have been collectively viewed and downloaded more than 2,000 times from 55 countries

FFRPL sponsored the 7th annual Anthony Mascioli Rainbow Dialogues on Saturday, April 20, that explored the Trans experience from the perspective of elders and current activists.

More than 200 people attended the Spring Books Sandwiched in Series, with half viewing virtually.

Patty Uttaro and Donna Borgus attended the April meeting of the Rochester Federation of Women’s Clubs. As Patty presented the “Modern Library” and examples, Donna was able to highlight projects that FFRPL supported. All enjoyed this interactive experience, and attendees were pleased to learn so much more about RPL, MCLS, and FFRPL.

FFRPL made the second \$11,000 payment for the upcoming June 1 Rebecca Walker author talk, and the first deposit of \$5,000 to RRLC for the Library Director Search.

All FFRPL 2024 grant checks from the Tummonds Fund for the supplemental purchase of circulating books have been delivered to the 62 eligible libraries.

### **Director’s Report**

Ms. Uttaro reported evidence of a small fire on the third floor of the Bausch and Lomb Public Library Building was found. A small bit of carpet in the public stacks is charred and will be replaced. No one in the library at the time of the incident noticed anything unusual. The Rochester Fire Department is investigating the incident.

Next, she reported that the City of Rochester approved the budget to hire a full-time security guard for the Lincoln Branch. The Raising a Reader expansion was also approved. It includes two new full-time positions and one part-time position. The Children’s Division staff expect to be able to double the families served from 400 to 800.

Ms. Brenner left the meeting at 9:28 a.m.

Ms. Uttaro reported that the meeting with the County regarding the Central Library budget was positive, and she anticipates the county will approve the budget increases as requested.

The 2024-25 Author Visit program with Rebecca Walker includes the following libraries: Rochester, Pittsford, Webster, Penfield, and East Rochester. Webster is looking to bring in a young-adult author. Penfield and East Rochester are joining forces to afford a larger name author.

She then provided reports on a couple of new City of Rochester initiatives including designated lactation spaces for staff and an anti-litter campaign.

Lastly, she asked trustees to consider changing the Central Library hours to Monday–Thursday, 9:00 AM–7:00 PM; Friday, 9:00 AM–5:00 or 6:00 PM; and Saturday, 10:00 AM–4:00 or 5:00 PM. Trustees discussed the proposal and asked questions. Ms. Uttaro stated an action item will likely be presented at the May meeting.

### **Central Library**

Ms. Clasper offered to answer questions about the written report. She reported on her attendance at the Public Library Association Conference in Columbus, OH earlier in the month. One of her takeaways from the conference was the issues in Monroe County and Rochester are not unique. Libraries from across the country are reporting the same problems with book challenges and bans, increased patron violence, and the impacts on the mental health and well-being of library staff. One group is putting together a hotline for library workers to speak to each other and get help processing traumatic incidents at work.

Next, she shared that the plans for the Safety Day at Central Library on May 9 are being finalized. Staff will hear from various city departments about safety and how they can collaborate to support one another.

### **Community Libraries**

Ms. Lewis offered to answer questions about the written report. She shared that the Arnett Branch is the first to have a full-time security guard. Several Branches have had part-time guards, but it has been very difficult to keep the positions filled.

Next, she shared that the temporary Department of Motor Vehicles (DMV) services in the Lincoln Branch took a couple of weeks to catch on but is quite popular now. DMV customers are asking them to stay at the

library. Branch Manager, Sarah Lehman is talking to the staff of the DMV in hopes to have a presence once or twice a month.

In response to a question about the mobile library. Ms. Lewis shared that the retrofitting is happening however some of the procurement is taking longer than hoped and the latest anticipated time from completion and deployment is late summer 2024.

**Other Business**

None.

**Adjournment**

The meeting adjourned at 10:27 a.m.

*Dan Karin, Secretary*

**ROCHESTER PUBLIC LIBRARY  
PERSONNEL CHANGES  
April 8, 2024 to May 10, 2024**

➤ **NEW HIRES**

Green, Terrance	Cleaner/PT/Central/Facilities Department	04/26/2024
Griffin, Sylvia	Literacy Aide/PT/Charlotte Branch	04/26/2024
Jackson, Curtis	Security Guard/FT/Arnett Branch	05/03/2024
Lane, Jeremiah	Building Maintenance Helper/PT/Winton Branch	05/06/2024
Mandara, Rayna	Library Assistant/PT/Central/Circulation Department	05/06/2024
Ibrahim, Zaccariah	Security Guard/PT/Temp/Central/Security Division	05/07/2024

➤ **PROMOTIONS**

Diaz, Marianne	<b>FROM:</b> Library Page/PT/Maplewood Branch	04/22/2024
	<b>TO:</b> Clerk Typist/PT/Maplewood Branch	
Prevelic, Natasa	<b>FROM:</b> Literacy Aide/PT/Lyell Branch	05/06/2024
	<b>TO:</b> Clerk III/Typing/PT/Lyell Branch	

➤ **RESIGNATION**

Eckl, Natalie	Literacy Aide/PT/Maplewood Branch	04/26/2024
Finn, Michelle	Sr. Historical Researcher/FT/Central/Local History	04/12/2024
Howell, Miranda	Library Page/PT/Lyell Branch	05/06/2024

**STAFFING  
April 8, 2024 to May 10, 2024**

<b>Full-Time Positions</b>	<b>Central</b>	<b>Branches</b>
Budgeted	77	27
Filled	73	26
Vacancies	4	1
<b>Part-time Positions</b>	<b>Central</b>	<b>Branches</b>
Budgeted	122	136
Filled	77	100
Vacancies	45	36





**Rochester Public Library  
Financial Report – Summary  
May 29, 2024, Board Meeting**

**Central Financial Report, April 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 include OCLC lump-sum charges for the year, full expenses to FFRPL for Spring Author Series and Cloud subscription renewal fees.

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

**Community Financial Report, April 2024**

Salary & Benefits: Salaries and wages are within budget. OT slightly over budget due to staffing shortages.

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 include first System Services billing for MCLS & branch programming.

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

**Central Financial Report, Fiscal Year 2023-24**

**April**

Category	Description	Original Budget	Revised Budget	Expenses FISCAL YTD	Remaining Balance	% of Budget	
Salary & Benefits	Full-Time Salaries	4,765,600	4,750,600	3,729,457	1,021,143	78.5%	
	Part-Time/Temp Salaries	1,518,200	1,513,200	1,117,218	395,982	73.8%	
	Overtime	15,000	15,000	12,025	2,975	80.2%	
	Employee Benefits	3,201,300	3,201,300	2,462,701	738,599	76.9%	
	Employee Development	21,000	26,457	20,269	6,188	76.6%	
	Other	118,400	105,100	45,247	59,853	43.1%	
	<b>Sub Total</b>	<b>9,639,500</b>	<b>9,611,657</b>	<b>7,386,916</b>	<b>2,224,741</b>	<b>76.9%</b>	
	Equipment & Supplies	Materials Budget	504,800	640,776	493,921	146,855	77.1%
		Other Furnishings & Equipment	8,500	8,500	3,613	4,887	42.5%
		Office Supplies	52,100	65,245	50,983	14,262	78.1%
Other Materials & Supplies		50,500	52,197	25,791	26,406	49.4%	
<b>Sub Total</b>	<b>615,900</b>	<b>766,717</b>	<b>574,308</b>	<b>192,410</b>	<b>74.9%</b>		
Services & Charges	Utilities	464,600	487,005	335,719	151,286	68.9%	
	Facility Maintenance	121,900	161,540	87,150	74,390	53.9%	
	Professional Services/Fees	266,000	326,557	287,668	38,889	88.1%	
	Chargebacks	80,100	74,620	21,257	53,363	28.5%	
	Service Charges - Other Gov't	51,400	51,400	44,168	7,232	85.9%	
	Telecommunications	16,700	21,700	7,332	14,368	33.8%	
	Other Expenses	210,200	184,594	90,100	94,494	48.8%	
	<b>Sub Total</b>	<b>1,210,900</b>	<b>1,307,417</b>	<b>873,395</b>	<b>434,023</b>	<b>66.8%</b>	
	<b>TOTAL EXPENSED</b>	<b>11,466,300</b>	<b>11,685,792</b>	<b>8,834,618</b>	<b>2,851,173</b>	<b>77.0%</b>	
	Central Cash Capital	92,000	139,890	24,123	115,767	17.2%	

Category	Original Budget	Revised Budget	Central Library Support from City + Central Revenue	Outstanding Revenue
<b>REVENUE RECEIPTS</b>	<b>11,466,300</b>	<b>11,466,300</b>	<b>6,641,121</b>	<b>4,825,179</b>

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

Category	Description	Original Budget	Revised Budget	Expenses FISCAL YTD	Remaining Balance	% of Budget
<b>Salary &amp; Benefits</b>						
	Full-Time Salaries	1,786,900	1,758,900	1,394,773	364,127	79.3%
	Part-Time/Temp Salaries	2,008,700	1,994,700	1,460,641	534,059	73.2%
	Overtime	2,000	2,000	2,124	-124	106.2%
	Employee Development	22,900	22,900	6,383	16,517	27.9%
	Other	69,400	69,400	18,725	50,675	27.0%
	<b>Sub Total</b>	<b>3,889,900</b>	<b>3,847,900</b>	<b>2,882,647</b>	<b>914,579</b>	<b>74.9%</b>
<b>Equipment &amp; Supplies</b>						
	Materials Budget	492,600	492,949	344,884	148,066	70.0%
	Office Supplies	37,700	42,459	32,457	10,001	76.4%
	Other Materials & Supplies	31,300	31,300	20,698	10,602	66.1%
	<b>Sub Total</b>	<b>561,600</b>	<b>566,708</b>	<b>398,039</b>	<b>168,670</b>	<b>70.2%</b>
<b>Services &amp; Charges</b>						
	Utilities	213,500	222,545	122,131	100,413	54.9%
	Facility Maintenance	39,000	84,943	59,521	25,422	70.1%
	Professional Services/Fees	366,300	372,608	197,748	174,860	53.1%
	Chargebacks	33,400	38,415	9,006	29,409	23.4%
	Service Charges - Other Gov't	7,500	7,500	0	7,500	0.0%
	Telecommunications	19,400	19,569	10,115	9,454	51.7%
	Other Expenses	55,700	70,067	28,202	41,864	40.3%
	<b>Sub Total</b>	<b>734,800</b>	<b>815,646</b>	<b>426,723</b>	<b>388,923</b>	<b>52.3%</b>
<b>TOTAL EXPENSED</b>		<b>5,186,300</b>	<b>5,230,254</b>	<b>3,707,408</b>	<b>1,472,171</b>	<b>70.9%</b>
<b>Community Cash Capital</b>						
	Computers & Equipment	10,000	77,672	12,204	65,467	15.7%
	Library Furnishings	22,000	44,000	1,895	42,105	4.3%
	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				
	<b>Cash Capital Total</b>	<b>662,000</b>	<b>333,451</b>	<b>79,429</b>	<b>254,022</b>	<b>23.8%</b>
		<b>390,461</b>	<b>390,461</b>	<b>237,495</b>	<b>152,966</b>	
		<i>Original Budget</i>	<i>Revised Budget</i>	<i>Receipts FISCAL YTD</i>	<i>Outstanding Revenue</i>	

\* Projects administered by City DES

**Trust Funds Financial Report, Fiscal Year 2023-24**

**Fiscal YTD (through May 10, 2024)**

		Allocation	Carry-forward	TOTAL	YTD Expenses	% of Total
Reynolds Fund - RPL	4229	\$143,734	\$968	\$144,702	\$60,061	41.5%
Fenevessy (Central + Branch bal)	4224	\$30,006	\$8,448	\$38,454	\$0	0.0%
Kenyon-Jeffries Fund	4233	\$19,863	\$6,633	\$26,496	\$4,500	17.0%
Purton Fund	4231	\$16,714	\$0	\$16,714	\$11,468	68.6%
Gleason Fund	4225	\$15,590				
Gleason Fund (FFRPL)	4225	\$12,144	\$28,125	\$55,859	\$19,145	34.3%
Gervickas Fund	4235	\$5,942	\$6,391	\$12,333	\$3,031	24.6%
Taylor Fund	4226	\$3,548	\$3,351	\$6,899	\$2,549	37.0%
Boland Fund	4232	\$1,514	\$443	\$1,957	\$140	7.2%
Carnahan Fund	4228	\$1,529	\$799	\$2,328	\$1,613	69.3%
Poletto Fund	4234	\$1,529	\$2,233	\$3,762	\$0	0.0%
Beeney Fund (FFRPL)	4227	\$4,839	\$60	\$4,899	\$571	11.6%
Craig Fund (FFRPL)	4236	\$2,708	\$738	\$3,446	\$315	9.1%
Holtzman Fund (FFRPL)	4239	\$1,551	\$474	\$2,025	\$444	21.9%
Lee Fund (FFRPL)	4237	\$1,477	\$1,694	\$3,171	\$385	12.2%
Vietnam Veterans Fund (FFRPL)	4238	\$698	\$1,390	\$2,088	\$42	2.0%
Tummonds Fund (FFRPL)	4241	\$35,562	\$20,956	\$56,518	\$40,802	72.2%
<b>TOTAL</b>		<b>\$298,948</b>	<b>\$82,704</b>	<b>\$381,652</b>	<b>\$145,065</b>	<b>38.0%</b>

**Gift Fund Financial Report, Fiscal Year 2023-24**

**Fiscal YTD (through May 10, 2024)**

Fund	Allocation	Transfer In	TOTAL	YTD Expenses	% of Total
Gift Fund	4230	\$10,252	\$10,777	\$6,033	56.0%



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TO: RPL Board of Trustees  
FROM: Patricia Uttaro, Director  
DATE: May 29, 2024  
SUBJECT: Monthly Report–May 2024

## **Action Items**

### **NYS Annual Report (Uttaro)**

All public libraries in New York State are required to submit an annual statistical report to the New York State Education Department’s Division of Library Development. This year the 2023 results for the Rochester Public Library are notable:

- 11,069 items added to the collection
- 781,459 visits to libraries, an increase of 136,931 or 21%
- 1,012,239 total use of collections, a 14% drop from 2022 1,771 attended early literacy programs, an increase of 1,390 or 13%
- Minimal decreases and increases in different types of programs were experienced. NYS has broken program reporting down into very specific topics, so reporting a single number is difficult. See Section 3 in the report for specific numbers of programs and attendance

Overall, 2023 was a good year for RPL. We are seeing more people return to the library.

Board Action Requested: Approve the RPL 2023 NYS Annual Report

### **Central Library Hours (Uttaro)**

We are requesting a formal vote from the board to change the operating hours of the Central Library to:

- Monday-Thursday 9:00 am – 7:00 pm
- Friday 9:00 am – 5:00 pm
- Saturday 10:00 am – 5:00 pm September-June

This change better standardizes Central Library hours to reflect the times most patrons use the library. The earlier closing also addresses the issue for staff relying on public transportation later in the evenings. A major change for staff, however, is the loss of Thursday morning as a time to conduct staff meetings, attend training, and work on collection development. As a result, we are asking the board to consider a modification of the proposed schedule to include closure on the 3<sup>rd</sup> Thursday of each month from 9-12 to allow staff time to conduct staff meetings, attend training, and work on projects.

Board Action Requested: Approve the proposed operating hours for Central, including the 3<sup>rd</sup> Thursday morning closure for staff meetings and training.

### **Open Meetings Policy (Uttaro)**

A revision of the Open Meetings Policy is presented for review by the board. There are no substantial changes except the addition of the <https://roccitylibrary.org> website. The policy was last reviewed in 2012, and this has

**RPL Director's Report–May 2024 (Continued)**

been reviewed by the Board Policy Committee, Alinda Drury and Sharon Salluzzo. A copy of the proposed revision is included with your packet.

Board Action Requested: Approve the revised Open Meetings Policy.

**Early Closing of Rundel (Uttaro)**

We ask the board to consider early closing of the first floor in the Rundel Building on the following dates:

- September 28, 2024 at 1:00 pm for a wedding
- October 19, 2024 at 1:00 pm for a wedding
- January 24, 2025 from 9:00 am to 1:00 pm for a mock Newbery program presented by Webster and Fairport school librarians for middle school students from those districts.

Board Action Requested: Approve the early closing of the first floor in the Rundel Building on September 28, October 19, and January 24.

**Update to 2024-25 Community Library Budget (Hasselwander)**

Since Board approval of the Community budget in February, the Mayor honored our increment request of a full-time Security Guard at Lincoln Branch.

The Raising the Reader proposal developed with City Council and the Mayor's Office is funded in this budget, adding an additional FT Early Learning Specialist and FT Clerk III, which will double the number of families the program serves annually.

Minor adjustments were made to rents.

The Community operating budget as amended will be \$5,477,500, an increase of \$250,000 from February. We are distributing revised expense and revenue summaries, which reflects the changes described.

Board Action Requested: Approve the amended 2024-25 Community Library Budget.

**Update to 2024-25 Central Library Budget (Hasselwander)**

Since the Board approval of the Central Library budget in February, Monroe County offered a 3% increase in public service operating support versus the 1.5% increase requested. The NYS budget was passed with a 4% increase in Library Aid, 1.5% higher than projected.

This restored a Librarian II full time position that was eliminated as a budget efficiency and some minor adjustments to Central Library Aid as shown below. Minor adjustments were also made to rents, equipment maintenance, and building maintenance lines.

The Central budget as amended is \$11,721,800, an increase of \$111,500 from February. A revised expense and revenue summary is included with your packet.

Board Action Requested: Approve the amended 2024-25 Central Library Budget.

**Central Library Program Aid FY24 (Hasselwander)**

Central Library Aid is proposed as follows:

Systemwide Services Provided by Central Library

- Electronic Materials (System Collection) \$ 142,200 (includes Overdrive e-books, audio book, streaming video)
- Reference Materials \$ 58,000
- System-wide Databases & Research Databases \$ 62,000 (includes A-Z Database, Gale, EBSCO select databases, IBIS World, Frost & Sullivan)
- Non-fiction Materials \$ 43,500
- Foreign Language Library Materials \$ 16,500
- TOTAL \$ 322,200

Board Action Requested: Approve the NYSED Central Library Development Aid for the 2024-25 budget cycle.

**Agreements, Maplewood Community Library Renovation & Expansion (Uttaro)**

During the design process, it was determined that some site work for the project would involve neighboring properties. Engagement with the Aquinas Institute and the owner/occupant of 316 Augustine Street (home to the west of the library) commenced with RPL and City staff as well as the design team. In addition, we are proceeding with a temporary lease to enable continuing operations for all Maplewood library staff. The following actions are requested for authorization:

1. A License Agreement with the Aquinas Institute of Rochester for RPL staff access to three (3) designated parking spaces on the Aquinas campus to reduce staff use of the new library public parking lot. The agreement includes Aquinas maintenance of the lot and RPL maintenance of the planned pedestrian access path from the lot to the Maplewood rear fence gate to be constructed. No reimbursements or compensation is incorporated in the agreement for either party. The term of the agreement shall be for 10 years with mutual notice to terminate options.
2. A temporary access agreement for the property owner of 316 Augustine Street (Neva Nichols) for the placement of the library's fencing and a retaining wall, and to provide some improvements (new driveway) as the project site work will disturb the owner's existing driveway. Costs of the driveway replacement will be borne by the City/RPL in equal exchange for site access and disturbance. The term is for the duration of construction.
3. A lease with Providence Housing Development Corporation for temporary operations of the Maplewood Community Library at 414 Lexington Avenue. A 90-day temporary lease (ending August 15) will allow for the relocation of furnishings and collections with a public opening date in mid-July. The formal lease, to be approved by Rochester City Council, will be for 18 months to follow the duration of construction. Bruckner, Tillet & Rossi appraised the property at \$9.00 per square foot – the RPL's square foot utilization is 3,855 square feet, not inclusive of shared use (entrances, restrooms and break room). The lease is \$2,892 per month and will be funded from existing branch operating, cash capital funds as well as a portion of the FY24 Fenyvessy fund. During the temporary lease period, Mary's Place Outreach center, the current occupant, will conclude its lease with Providence Housing Corporation; however, portions of their operations will continue onsite while they develop plans for a merger with the YMCA of Greater Rochester. The RPL will finalize a shared use arrangement for Mary's Place

to compensate the RPL for a pro-rated share of their current sub-lease and utility costs during our lease period. We anticipate this revenue to \$342 per month to the RPL until they exit the facility.

Board Action Requested: Approve the three agreements related to the renovations of the Maplewood Community Library for the terms and conditions described.

**Report & Discussion Items**

**MCLS Director Patricia Uttaro is reporting**

Recommended Reading & Viewing

- From Vision to Reality: Four Community-Led Teams Selected to Create New Events at Madison Public Library - <https://www.cityofmadison.com/news/2024-04-29/from-vision-to-reality-four-community-led-teams-selected-to-create-new-events-at> - Very interesting way to involve your community in program planning!
- Last Week Tonight’s John Oliver On Libraries - <https://collider.com/last-week-tonight-libraries-john-oliver/>
- A New Intermediary: How AI May Impact Libraries, Research & Information Retrieval - [https://www.tucsonsentinel.com/nationworld/report/051224\\_ai-libraries/a-new-intermediary-how-ai-may-impact-libraries-research-information-retrieval/](https://www.tucsonsentinel.com/nationworld/report/051224_ai-libraries/a-new-intermediary-how-ai-may-impact-libraries-research-information-retrieval/)

CASH Stats

In the last 2 years, we've pivoted to having library staff work with CASH customers to make appointments, make copies, fax & notarize documents, etc. to allow CASH staff to focus on the business of the tax returns. I think this is a pretty great result!

Site Returns

Fed EIC \$2,282,232

Total Fed Refunds \$4,782,259

Total State Refunds \$1,406,235

State EIC \$658,806

Saved clients \$1,052,100 in tax prep fees.

Returns vs Preparers

<b>Years</b>	<b>Returns Completed</b>	<b>Number of Preparers</b>	<b>Average of Returns Per Preparers</b>
TY 2017	5,783	179	32.3
TY 2018	4,104	117	35.1
TY 2019	1,924	119	16.2
TY 2020	1,277	83	15.4
TY 2021	2,380	80	29.8
TY 2022	2,653	81	32.8
TY 2023	3,006	89	33.8

Hour per Volunteer Activity

**Activity Category**Hours

Volunteer Shifts 4630

Seasonal Staff 2128

Training 494



<u>Volunteer Events</u>	<u>35</u>
<u>Total Hours</u>	<u>7287</u>

Sully & Douglass Lighting Projects

The RPL will complete a Memorandum of Understanding with the RCSD for reimbursement of district costs of two library energy efficiency projects. RCSD has engaged Wendel Energy Services, LLC to design and manage construction for and energy performance project, which includes replacement of most lighting at School 12 & 33. The Douglass and Sully branch libraries will participate, but based on the lump sum Wendel contract the RPL shall reimburse RCSD who is contracted to Wendel. The MOU will be used to issue a Purchase Order to RCSD to reimburse for the furnish and installation costs of the new lighting. Construction starts later this summer. The cost is \$110,712 and we will be submitting a NYSED consortia construction grant to support costs, with the balance funded from existing cash capita

Teen Central & Central Library Operational Updates

Teen Central and ImagineYou were closed the week of May 13 while updates were made to procedures intended to make the space safer. This occurred after a fight and other disruptions involving teens.

ImagineYou re-open on Monday May 20 at 2pm, with limited access to the Teen Central area. Teen Central will only be open for programs for the immediate future, and will re-open completely when staffing levels allow.

There is a security guard stationed on the second floor between 2pm and closing daily. Additional guards will be assigned on a temporary basis to provide extra coverage in the rest of the library spaces.

In the future, Teen Central will be staffed by no fewer than two people at a time not including the security guard stationed on the floor. The hiring process is currently under way to increase the number of regular staff available to staff the space.

All Teens entering Teen Central or ImagineYou will need to check in with security with a valid photo ID. Names and time of entry will be recorded. Notices of this change will be posted on the second floor as soon as possible.

When full staffing is reached, the number of teens in the second floor spaces will be limited as follows:

- ImagineYou: 36 people maximum
- ImagineYou computer Lab: 20 people
- ImagineYou Glass Studio: 10 people
- ImagineYou Studio: 6 people
- Teen Central 50 people maximum

These numbers assume that there is staffing sufficient to monitor the activities of the teens in the spaces, and may be reduced if circumstances require. Until the staffing level needed to support this is reached, these numbers will be reduced.

Should the number of teens exceed the limits above, they will be directed to other areas of the library where they may spend time, provided that they follow the Code of Conduct. Supervisors of all Central Library divisions have reviewed the Code of Conduct and procedures for enforcement with their staff.

Teen Central and Safe To be Smart staff will facilitate the formation of a Teen Council charged with developing and communicating community expectations for the space, as well as advising on programming, materials, and

**RPL Director's Report–May 2024 (Continued)**

services provided by the Division. The Teen Central behavior guidelines originally developed by the teens several years ago will be posted in the space and revised by the Teen Council as their first order of business. Teen staff will engage in a review and revitalization of the Safe to Be Smart program at the Central Library. Teen staff are working with the Center for Youth to develop additional strategies for creating a healthy, positive environment for teens in the library.

**May 9 Staff Training Day**

On Thursday, May 9th, the Central Library was closed to the public for a much-needed training and decompression day for staff. Emily Clasper and her staff provided a full slate of safety and security activities plus some food and time to connect with colleagues. The schedule was:

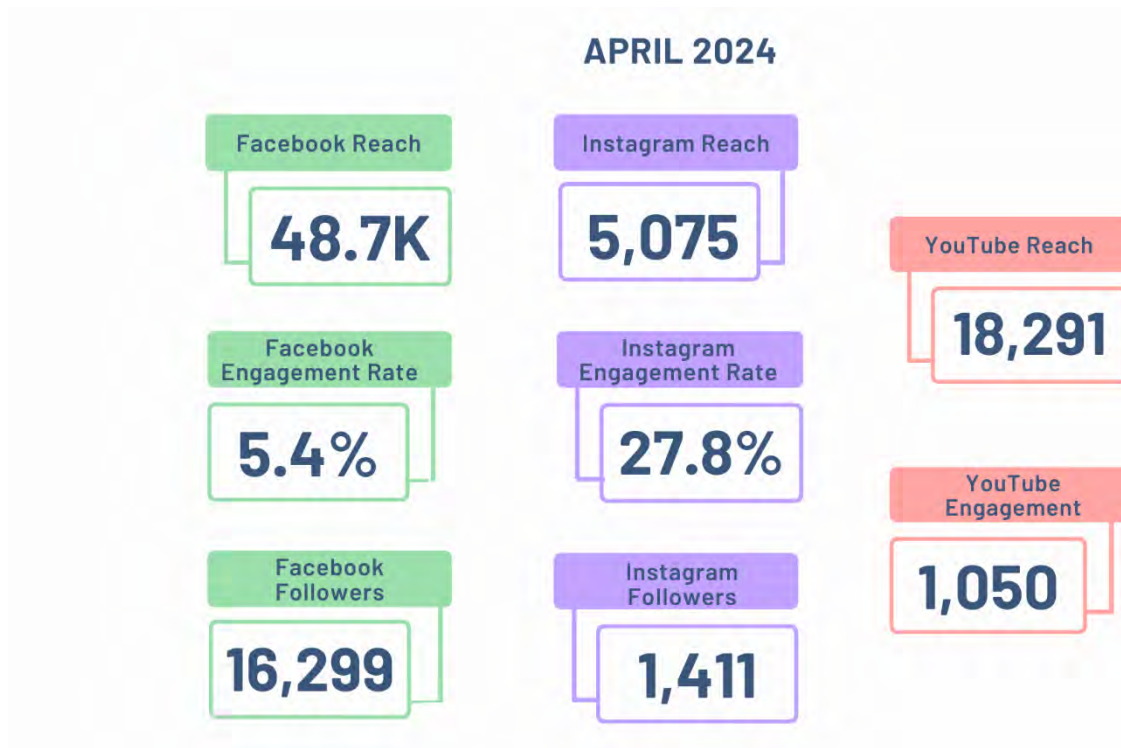
9:00–10 am in the Kate Gleason Auditorium with Tony Jordan from Monroe County Youth Bureau. This presentation covered the best ways to handle interactions with teens, including insight into teen behavior and tips for de-escalating situations before they get out of hand.

10:30-12 pm in the Kate Gleason Auditorium with a Library Security Partners Panel Discussion. Representatives from City Security, Crisis Intervention Services, and Pathways to Peace spoke about the ways we can work together in support of a safe library environment. A large portion of this session consisted of the panelists answering questions submitted by staff.

1:00-2 pm in the Kate Gleason Auditorium for Fire Safety with the RFD. Our RFD friends shared some tips and best practices to make our workplace more fire-safe.

Staff appreciated this time. Emily will share more details of the results and feedback at the meeting.

**Social Media**



## Central Library Updates

Emily Clasper reporting

Emily Clasper recently attended the Public Library Association Conference in Columbus, Ohio. While there were many interesting topics covered, there was a noticeable focus on the pressures currently impacting library workers across the nation. Many of the sessions centered around providing support for library staff who are experiencing trauma on the job. Several standing-room-only sessions showed how widespread these experiences are in public libraries across the country, and offered creative ideas for further providing staff with the support they need in the face of such challenges. There was also a related thread of discussion around supporting library workers dealing with the rising number of book challenges. Clasper took advantage of the conference to network with a large number of colleagues who have been grappling with similar issues and trade ideas for action.



After several weeks of configuration and testing, the Central Library has officially begun using LanguageLine for on-demand language interpreting over the phone. Through this service, library staff can quickly and easily contact a professional interpreter to help navigate patron interactions in more than 240 languages. In April, staff made 10 calls to use the service, helping to bridge the language barrier and provide better service to patrons. Feedback from staff so far has been that the service is easy to use and has had a positive effect on these interactions. Now that staff have had a chance to try it, there are plans in motion to promote the service to the public via a press release, posters, and social media.

Clasper presented a workshop on Book Challenges to the Lilac City Writers Group. The group was very engaged and asked a lot of questions, particularly regarding how members of the community can support libraries through challenges. One participant was a trustee from the Gates Library, who passed on her appreciation for the work that libraries are doing to support intellectual freedom. The group has donated to FFRPL as a thank you for the session.

A number of small updates have been made to the Central Library in order to help create a safer more secure environment. These include new signage indicating the areas where security cameras are recording, as well as updated signs regarding smoking and vaping, emergency exits, fire extinguishers, staff only spaces, and updates to the Code of Conduct. Latch guards have been installed on several doors in the Rundel building to prevent the locks on these older doors from being forced. Representatives from the City's Persons in Crisis team have been spending time in the Central Library helping to address mental health crises that arise with our patrons, and have been performing outreach to the unhoused population what visits the library. We are hopeful that we can continue to make small changes that will add up to a big difference in the saety of the library patrons and staff.



**Arts/Literature, Melissa Manczuk reporting**

Programs

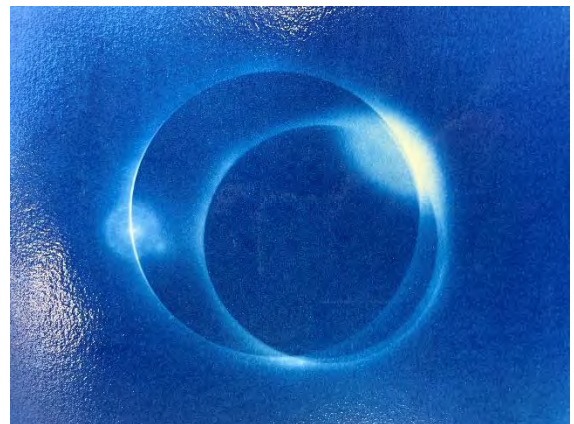
The Making and Meaning series continued with session four, *Fallout and Downwinders: visual examinations of the nuclear age.*

This lecture was an informed and reflective look at art created during the beginning of the nuclear age and its impacts and interpretations of today. Beginning at the WWII era, this lecture covered the artistic interpretations of these times through the possible impact of nuclear annihilation. Interpretations and photographs from the American nuclear bombing of Japan to end World War II to the rise of the cold war, this lecture was an informed view of various trends of the twentieth century. After the nuclear bomb was dropped on humans at the end of World War II, there has been a pervasive thread of interpreting the new era of the ability of nuclear annihilation on a global scale. This development shaped artists of the past and present as they witnessed nuclear incidents such as Chernobyl and Japan's nuclear accident after the Tsunami in 2011. This subject is just as relevant today as it was during the creation and testing of nuclear weapons.



Outreach

Don Hyatt visited Lifespan in Rochester for a Cyanotype program that made images from solar eclipses. The participants enjoyed making a print from eclipse imagery, as many did not get to see the eclipse due to the cloud cover on April 8. Participants enjoyed seeing the process of the bright sun exposing the prints as it was the first time this program was able to be done outside with bright sun and warm weather.



**Business Insight Center, Jennifer Byrnes reporting**

Outreach/Meetings/Training

- Jennifer Byrnes presented to the staff at the Henrietta Public Library on BIC programs and services and an introduction to basic financial and business concepts.
- Byrnes presented to a class at the Golisano Institute of Business & Entrepreneurship, discussing programs and services in addition to an introduction to Intellectual Property.
- Byrnes and Lily Anthony staffed a table at Monroe County's Small Business Fair, held at Monroe Community College. Byrnes also gave a brief presentation.
- Melissa Cobo and Anthony attended the annual five-day intensive training at the US Patent & Trademark Office in Alexandria, VA.



Anecdotes

Byrnes received this from Ervin Starr, a professor at the Golisano Institute for Business & Entrepreneurship:

**RPL Director's Report–May 2024 (Continued)**

*Dear Jennifer,*

*Thank you again for coming to meet with us and for your work in the community. You and your team and tools/databases are a rich support for the business eco-system here in our community and around the world.*

*We are fortunate to have you here.*

*Warmly,*

*Erv*

**Consulting**

- Hours of in-depth market research/prior art searching: 55
- The Carlson Center for Intellectual Property assisted:
  - In person: 4
  - Email: 15
  - Mail: 0
  - Phone: 0
  - Zoom: 2
- 3D Printer: 1
- Webpage views: 54
- Requests Outside Greater Rochester Area: 15

**Database Usage Statistics**

- Frost & Sullivan: Page views: 39 Value: \$138,650
- IBISWorld: Page views: 156 Value: \$78,215
- InnovationQ: Logins: 7 Searches: 58
- Mintel: Sessions: Page views: 5 Downloads: 0
- PitchBook Logins: 34
- Statista: Page views: 99 Downloads: 34

***Children's Center, Tonia Burton reporting***

**Programs**

- The first week of April was busy with spring break programs, including an animal program from Wildlife Rockstars. Teachers from Hochstein presented two dance lessons sessions, and the BenAnna band performed for families.
- In celebration of the Eclipse, Children's staff created various stations focusing on the solar system and the eclipse. Families were able to explore different engaging hands-on activities throughout the day.



**RPL Director's Report–May 2024 (Continued)**

- Take Your Child to Work Day– City employees and their kids stopped at the Central Library as part of their tour of several city facilities. Tonia Burton showed younger kids the Secret Room and Children's Center, Miranda Hazen gave the older kids a brief tour and talk on the history of the Rundel building and Broad Street bridge area and Alicia Gunther took the teens to Teen Central and the Rundel stacks. Some families ended their visit with some Giant Connect Four in Children's!



**Community Outreach/Meetings/Training**

- Tonia Burton hosted the annual MCLS Children's Services Retreat. A session on Artificial Intelligence and the Library was presented, along with the Science of Reading: An Introduction for Library Staff. Miranda Hazen offered attendees a tour of the Central Library. The day ended with a discussion of what we learned and identifying the next steps.
- Chelsea Arnold and Tonia Burton served as judges at Rochester City School District's 24<sup>th</sup> Annual Storytelling Festival. The festival saw students of different ages across different city schools performing stories that they had memorized.
- Arnold and Burton attended a literacy event at the Mt. Olivet Baptist Church, which included a screening of the film *The Right to Read* with its producer Kareem Weaver. Arnold and Burton shared information about the library with families and offered library card sign-ups. The film screening was followed with a discussion from Rochester City School District officials on the shift in training teachers how to teach reading based on the Science of Reading.
- Miranda Hazen attended the Rochester Indie Comics Expo and, with help from Griffin Van Ostrand of the Lincoln Branch, helped attendees make buttons out of discarded comic book pages.



Anecdotes/Other

Working with Father Tracy Advocacy Center continues to be helpful. The lack of housing continues to be an area where help is needed as well as clothing and food. Teens have been spending time with the providers to discuss issues in their lives.

Raising a Reader

Johnson and Chaves continued supporting sites with bag rotations and story times. Johnson and Chaves also spent April preparing nature activity bags for families. These activity bags were also translated into Spanish. Raising a Reader staff also focused story times on the eclipse to get families excited for this event. Chaves and Johnson also supported sites by donating eclipse glasses.



***Circulation/Information, Chad Cunningham reporting***

Statistics

- Curbside Pickup Appointments- 0
- New Borrowers- 257
- RRLC Access Cards Issued- 1
- Notarial Acts- 205

Anecdotes

The eclipse was certainly a heavy topic of conversation for the last few months. In Circulation, we handed out glasses to anyone who asked. The week before the eclipse we still had plenty of glasses left. Stephanie Penns, never one to back down from a challenge, made it her mission to hand out as many glasses as possible. Penns called patrons to the desk, asked every person she helped, and even went so far as to walk around the first floor of the Bausch and Lomb Building of the library handing out glasses to everyone she came across.

***Local History & Genealogy, Christine L. Ridarsky reporting***

Programs

- In April, the Local History & Genealogy Division and Shoulders to Stand On hosted the 7th Annual Anthony Mascioli Rainbow Dialogues: The Fight for Trans Rights: Making History Then and Now. The event was sponsored by the Friends & Foundation of the Rochester Public Library, ImageOut, and Rochester LGBTQ+ Together. The event was live streamed and



recorded and can be viewed at <https://www.youtube.com/live/R8q3svLkitk?si=83-n41Re26b40wYz>.

- Christine Ridarsky and Dan Cody led walking tours over four days for 2nd and 3rd graders from the Genesee Community Charter School's River and Flour City campuses. The tour groups visited three locations each day--Rapids Cemetery/Brooks Landing, the Erie Canal/Broad Street bridge, and Browns Race--to learn about Rochester's pioneer villages.



- The library hosted a public book talk by Victor Luckerson, author of *Built from the Fire: The Epic Story of Tulsa's Greenwood District, America's Black Wall Street*, in partnership with the Rochester Institute of Technology, Monroe Community College's Institute for the Humanities, Clarissa Street Legacy, and the Center for Teen Empowerment. The event was live streamed and recorded and can be viewed at <https://www.youtube.com/live/YHJRYDxth6c?si=XQeiVCw9qHyvPFif>.

#### Outreach/Meetings/Training

- Emily Morry gave a talk on “Historical Markers of Monroe County” to an audience of more than 100 people at the Chatterbox Club.
- Antoine McDonald attended two meetings of the City's Black Heritage's Ancestor Committee. He has been researching seven historic Rochesterians who will be included in the next edition of the 150 Ancestors Commemoration book.
- McDonald hosted a tour of the library for students from Rochester School 8 and their Rotary Club mentors. During the visit McDonald explained the history of the library, the day-to-day services provided by the library as well as unique features not often associated with libraries. The group also visited both the Clarissa Uprooted and the Funky Turns 50 exhibits featured in Local History. The visit also features a discussion led by McDonald that focused on the importance of reading, tips, and suggestions for ways to increase and diversify reading materials for youth, utilizing local resources etc.
- There were two new posts to the Local History ROCs! blog in April: “Total Eclipse of the Trivia,” by Dan Cody & Emily Morry and “Time Passages: the Rochester Roots of a trio of Hall of Famers,” by Emily Morry, who also edits the blog. These posts received a total of 128 views in April. In addition, readers from 35 countries revisited 199 previously published posts for a total of 2,561 blog views in April. All blog posts can be read online at [www.rochistory.wordpress.com](http://www.rochistory.wordpress.com)
- Ridarsky participated in a panel discussion following two performances of "A Glowing Halo: A Quest for Truth in the Heavens" at First Unitarian Church this month. The locally written and produced stage play examined astrological discoveries connected with historic solar eclipses with particular emphasis on Lewis Swift of Rochester.

#### Special Collections

- Work on the accessioning project funded by a New York State Documentary Heritage Program Implementation Grant (see October 2023 report for details) was largely completed in April. Contractor Stephanie Ball created 80 accession records this month and completed the most difficult part of the project – evaluating, arranging, and accessioning materials from unlabeled and poorly documented “mystery boxes” of manuscript material that have been sitting undisturbed in Shared Stacks for decades. She also



**RPL Director's Report—May 2024 (Continued)**

accessioned and arranged most of the LGBTQIA2+ history collections that comprise the bulk of the processing backlog before her hours were exhausted.

- Fess completed one finding aid in April. This collection, the Community War Memorial Construction Photographs, consists of professionally shot images depicting the process of building the Community War Memorial between 1951 and 1955. Volunteer Kate Philipson completed a finding aid for the Art in Buttons Correspondence, letters sent to Art in Buttons employees during their military service in World War I.

Digital Projects

The FamilySearch scanning team continued operations in April. A total of 179 items, all yearbooks, were scanned this month. Please see the chart below for details:

<b>Title</b>	<b>Author</b>	<b>Publication date</b>	<b>Total</b>
CHRONOS	Greece Arcadia HS	1966-2004	32
EKKLESIA	Greece Athena HS	1976-2017	19
epic	Greece Olympia HS	1961-2010	25
Greece Athena Middle School	Greece Athena MS	1996-1998	3
Greece Odyssey Academy	Greece Odyssey Academy	2006-2016	8
COMET	Harley School	1933-1970	37
Harley	Harley School	1971-2000	33
COMET	The Harley School	2001-2023	22

Interns/Volunteers

- Karen Sue Brown continued working on sorting and filing newspaper clippings. She provided 11.5 hours of service in March. The focus of her work continues to be clippings that were left unfiled in 2012; she also spent time in March continuing a needed revision and reorganization of clipping files on research projects at the University of Rochester and Strong Memorial Hospital.
- Owain Gray provided 5.75 hours of work in April. He continued arranging and creating a finding aid for the James Barclay Photograph Collection.
- Noeme Liestman provided a total of 4 hours of volunteer time this month. She continued processing the Whitelaw Roemer Photograph Collection, a large collection of documentary, experimental, and fine art photographic prints from a local amateur photographer.
- A new volunteer, Kate Philipson, joined Local History & Genealogy in April. Kate is an archivist for Documentary Heritage Preservation Services for New York and is volunteering in the short term to gain practice processing physical collections (work that is not typically part of her job). In April, she contributed 16 hours, completing processing of the Art in Buttons Correspondence, and beginning processing of the Robert Dardano papers.

Other Activities

The division filled orders for 55 birth, death, and marriage announcements (Life Records), 25 newspaper articles, and 9 Rochester Images.

Anecdotes

A patron asked for information on the history of Rochester's Chamberlin Rubber Company. Chamberlin was recently purchased by Buffalo-based Seal & Design, and the new owners wanted additional information on Chamberlin's long history (the company dates back to 1865). Brandon Fess provided several newspaper articles that helped to fill in Chamberlin's early history. The company used the information to create a Facebook post on

Chamberlin's early days as a retailer, which can be found here:  
<https://www.facebook.com/SealAndDesign/about>.

**Reynolds Media Center, Joseph Born reporting**

Reference

RMC handled 886 reference questions and 351 non-reference transactions for a total of 1,237.

Programs

- Brown Bag Book Discussion: *Vaster Wild* by Lauren Groff
- First Friday film: *The Color Purple*
- Our See It First film: *The Book of Clarence*
- A/V set ups for programs in Central Library: 24, including streaming of 3 FFRPL programs to the RPL YouTube Channel.
- Diane Gardner reviewed a horror novel for AudioFile Magazine *Night House* by Jo Nesbo.

Based on feedback from patrons, RMC purchased and processed 3 portable DVD players for circulation. We started circulating them April 20th and as of April 30<sup>th</sup> there were 4 circulations and 4 holds.



**Science and History, Gabe Pellegrino reporting**

Programs

- The Science Division hosted the New York State Department of Taxation and Finance Taxpayer Assistance Program (TAP). This is the tenth year of hosting the program, formerly called Facilitated Self Assistance Program (FSA). Each week up to 24 people could come in for help. The program served a total of 171 people this year. Tax filing is assisted by TAP staff who guide them through the process and answer questions. This program provides a higher income threshold than the CASH program. The TAP Program also helped people who were not able to make an appointment with some of the various AARP tax filing sites that were around Monroe County. Science staff made the appointments for the TAP Program as the Science Division's telephone number was provided on the flyers. The Science staff also made many appointments for CASH clients, as the information line for the CASH program is the Science Division phone.



- Got Health? Online video series, presented by and in partnership with the Center for Community Health and Prevention at the University of Rochester Medical Center, presented its April program: Improving the Health of Black Moms and Babies. The Central Library promotes the program through its Facebook page, by creating an event for each month's presentation, and sharing the video once it has aired live.



#### Outreach/Meetings/Training

- LROC (Library Resource Outreach Center) visitors reached about 60 in March. The division has reported their hours to LawNY so that they might find an appropriate time to reestablish their presence with LROC. In addition, Pellegrino answered five LROC-related requests/referrals through the UniteUs platform. He telephones or emails each referred client with information on services provided by our LROC partners as well as local food cupboards, shelters, etc., and how they can be accessed.
- Pellegrino attended the reception and book launch of the third series of In this Moment: Revolution, Reckoning, Reparation. Rochester Public Library has been a major supporter of this chapbook series on important Black leaders in the Rochester community since its inception in 2020. The program was held at the Dryden Theatre of the George Eastman Museum. The event featured the subjects of the two latest chapbooks: Midge Thomas and Dr. Walter Cooper. Thomas is the wife of Dr. Freddie Thomas, the late educator for whom a school is named in Rochester. She has worked many years as a philanthropist and civic leader, continuing her husband's legacy. At 97 years old, she is still a force. Dr. Cooper is a scientist and educator, and a former Regent of New York State. His mother told him, "The book will set you free" and stressed the importance of having a library card and taking your children to the library. He continues, at age 95, to advise us all to do the same. Thomas and Cooper were interviewed by H el ene Biandudi Hofer of Good Conflict LLC. After the program, Pellegrino met the In This Moment curator, Jeanne Strazzabosco, who gratefully acknowledged that this book project would not have been possible without the initial support of the library.



**Technology Center, Jay Osborne Reporting**

Programs

- Cy Shropshire and Pedro Nunez ran a tabletop roleplaying game conference/workshop in the Kate Gleason Auditorium. They had 11 attendees in person and 34 online at the peak of the stream. In total, 62 individuals participated online during and after the livestream. This project brought a few different communities together to discuss complex topics of interest to roleplaying game communities. Perry Ground, an indigenous storyteller known for performing traditional stories for children, gave a talk about indigenous history and tradition in this area and about the complexities of weaving history through stories, incorporating modern themes and input as stories grow and change over time. With this as the starting point for the following discussions, there were vibrant conversations with several V-tubers and digital artists who perform that type of storytelling in a digital environment. In an interesting twist, Mr. Perry has been asked to consult on several gaming environments. He had not thought of this in years and was surprised to find that his work has significantly impacted some gaming environments. With the input and interest they received from the event, Shropshire and Nunez are moving forward in the planning phases of more content creation and media inspiration programming with a significant force of international volunteer creators supporting their efforts.



Anecdotes

- This month several of our patrons came in to thank staff, sometimes individually, sometimes collectively for helping with resumes and job applications. One of them was beyond excited to share with the Technology Center team all the changes he has made in the last year. Since rejoining society after a lengthy incarceration, he has dramatically changed his life in every area. He brought us pictures of the car he bought. He showed us pictures of his new driver's license. He told us about his new job. The thing that he was most energized by was the relationships he has developed with his children. The whole team is happy to see his progress and are privileged to share a little of the joy he has found in his remade life.

**Teen Central, Shetora Banks and Jeff Bostic reporting**

Due to staffing shortages, Teen Central has been experiencing difficulties maintaining its hours of service and providing programming for the teens who visit. Staff from the rest of the Central Library have generously pitched in to help keep things running as much as possible while additional staff are brought on board.

Programs

- Teen Central welcomed teens and parents participating in the City of Rochester's Take Your Child to Work Day. City employees and their teenage children spent some time in Teen Central eating lunch, playing games, and learning about all



the library has to offer. A number of the participants were excited to learn more, so Alicia Gunther took them on a tour of the rest of the Central Library, while Emily Clasper stayed with the rest to play games and check out books. Many of the teens and their parents expressed their amazement with the space and the services offered and said they would be back soon!

- Alicia Gunther conducted a survey of teens visiting Teen Central to determine what kind of programming they would like to see in the space. The results included movies, crafts, games, and lots of food! She then conducted a vote to determine which movie to show and organized a viewing of the winner: *Spiderman: Into the Spiderverse*.

## **Community Libraries**

### **Deputy Director Melanie Lewis reporting**

April was a time of youth focus. I participated in RCSD #8 School/City of Rochester Pillars of Hope program with the theme of second chances. The 6<sup>th</sup> graders were engaged in a presentation by Miquel Powell, the Executive Director of RCDC-17, and Letoya Palmo, an author and entrepreneur. Both guests engaged the students with heartfelt discussions of their reentries after incarceration. The classes were prepared with lessons and related discussion topics before the program.



This year's Summer of Opportunity is operating somewhat differently. Branch Admin was given the names and contact info of the applicants. We contacted students and parents (no easy task) and arranged for site visits before placement. I had the pleasure of meeting several of the teens. All Managers have been impressed with the maturity and self-possession of the students.

### **Arnett Branch Library, Bruce Tehan reporting**

#### Programs

This month, the Arnett Branch Library hosted an all-ages concert and story time. Classical guitarist Isaac Pollock grew up in the 19<sup>th</sup> Ward and spent a lot of time in the library; he had the audience chuckling as he reminisced about the length of this family's checkout receipts. The concert was paired with a well-received story time, led by volunteer Barb Watts in full Cat in the Hat regalia, with a slide show and refreshments to follow. The event was planned and implemented by the Arnett Friends and Volunteers. One of those volunteers, Jay Ross, passed away just a few days before the event and it was dedicated in her honor. Jay and her husband, Dan, have been supporters of the Arnett Branch Library community for over 40 years. Many of Jay and Dan's friends and family attended and were touched by the performance and dedication. A nice article about Jay can be found at <https://jayross.netlify.app/>.

#### Anecdotes/Other

- Kate Peck recently had the chance to utilize her beginner Spanish and ASL skills while assisting patrons with the printer, scanner, copier, and fax machine. She effectively communicated instructions on how to enlarge an image and informed the users that they could print their documents for free. Peck even learned how to sign, print, copy, and fax, which was a valuable addition to her skill set.

**RPL Director's Report–May 2024 (Continued)**

- A Spanish-speaking family has been visiting Arnett weekly to study English. While the adults practice with a tutor, their two daughters spend time coloring or playing on the computer. One evening, Peck offered the girls lollipops and started chatting with their parents in their respective half-learned languages. She empathized with the difficulty of learning a new language and then using it in everyday conversations. She then introduced them to LOTE Online for Kids, a library database of digital picture books in multiple world languages for their daughters to explore.

**Charlotte Branch Library, Dennis Williams reporting**

Programs

- The Food for Thought book club discussed *Talking to Strangers* by Malcolm Gladwell. Participants also shared other titles they were currently reading.
- Jennifer Cherelin hosted a well-attended space-themed coloring event titled Color the Universe. Participants listened to music created for planetariums across the country, including the Strasenburgh Planetarium, by Rochester composer Cary Ratcliff.
- Cherelin orchestrated a series of events for Earth Week featuring music, seed starting, and more.
- Cherelin and a team of 14 volunteers fed 91 families through Charlotte Branch Library's monthly produce distribution.



Community Outreach/Meetings

Cherelin participated in the Rochester City School District's 24th Annual Storytelling Festival, serving as a judge at East High School for 5th-grade students.

Anecdotes/Other

- The chess table and 3D printer continue to attract a lot of attention at Charlotte. Recent unique 3D print requests include articulated sea animals in a variety of colors and a base to hold a Kindle.
- This month, Yami Torres made a connection with a teen who regularly uses the library's computers after school. As the young man became more comfortable with her, he began to share stories about his school life and plans. The teen was fascinated to learn that Torres was an RCSD student herself who graduated and went on to finish college. With Torres's help, the young man is currently exploring colleges that offer his desired major, as well as scholarship opportunities.

**Douglass Community Library, Evanna DiSalvo reporting**

Programs

- Jennifer Nesbitt and Heather Ahern-Galetto planned a fun arts and crafts program for kids of all ages. Paper plates, yarn, beads, feathers, and sparkly gems were provided to make a special dream catcher to take home. Everyone enjoyed this project, even the adults!



**RPL Director's Report–May 2024 (Continued)**

- Isabel Vasquez, a registered dietician, and South Wedge resident, led a nutrition-themed workshop to help participants develop a better relationship with food. Attendees found the session informative and enjoyable.
- Even though the clouds didn't cooperate, eclipse day was a big success. Hundreds of people from the neighborhood visited the Douglass campus to celebrate the once-in-a-lifetime event with friends and family. Evanna DiSalvo, Haley Geier, Roarke Delany, and Bridget Toth represented the branch, distributing library information and crafting with visitors. Staff also provided sidewalk chalk and were thrilled to see the collaborative artwork that evolved.



**Community Outreach/Meetings/Training**

Nesbitt visited Rochester Childfirst Network to conduct preschool and toddler story times with four classes in honor of National Librarian Day. She enjoyed reading to some familiar little faces, and the teachers were appreciative too.

***Lincoln Branch Library, Sarah Lehman reporting***

**Programs**

- The Borinquen Dance Theatre created a unique re-telling of “Peter and the Wolf” titled “Pedro and the Wolf”. Two of the creators grew up in the Northeast around Lincoln, and the show is set in the area surrounding the library. Borinquen held the first public performance of the show at Lincoln, and it was a great success.
- The Irondequoit DMV operated a satellite site out of the Lincoln Branch for three days a week throughout the month. They served approximately 12 people per five-hour shift and saw a steady increase in attendees as the month progressed.
- Cornell Cooperative Extension started a 6-week seminar focusing on creating sustainable food gardens, titled Seed to Supper, at the Lincoln Branch. The program has been very popular with regular attendance. CCE is also working in the neighborhood to create a community garden on five vacant lots around the corner from the library on Remington Street. This garden will host a job-development program and will also donate a portion of the food grown there to the People’s Pantry, which operates out of a leased space behind the library.



**RPL Director's Report–May 2024 (Continued)**

- Along with muralist Chloe Smith, Heather Anderson from City Hall, and the team from Aria Strategies, Lincoln celebrated the official unveiling of the mural created with funding from the Percent for the Arts grant. It was a wonderful celebration of art as well as a bittersweet remembrance of Edgar Santa Cruz and all that he contributed to the community around him. Local filmmaker Martin Hawk also created a wonderful short documentary detailing the creation of the mural. The documentary can be viewed at <https://youtu.be/EyytmQTRHy0>. More information about the filmmaker can be found at [www.pressuregradient.com](http://www.pressuregradient.com).
- In celebration of the 2024 Solar Eclipse, teens created eclipse treats: fruit rockets, sunshine cupcakes, moon sandwiches, and galaxy drinks with the Storybook Cook.
- Griffin Van Ostrand organized a journal-making activity for children. The activity also included a discussion on the various uses of journals, like keeping a diary or using them as sketchbooks. Patrons who participated in the activity reported that threading the spines onto the journals was a relaxing and therapeutic sensory experience.



Community Outreach/Meetings/Training

Sarah Lehman met with Samaria Young, the director of the Providing Real Opportunities with Dedication (PROWD) summer camp, an Action for a Better Community initiative. They are planning to host a summer camp at the Lincoln Library for one week in late July.

Anecdotes/Other

- In mid-April, a patron came in (very loudly and excitedly) to inform staff of their upcoming job interview and to thank Victoria Velasquez, who had helped them apply for jobs and set up a LinkedIn profile.
- Another patron stopped in to make photocopies and show staff their new Certificate of Citizenship for the United States. The individual was grateful for the support of Lincoln staff who helped them file their paperwork.

**Lyell Branch Library, Cathy Kyle reporting**

Programs

- Lyell staff hosted a pre-solar eclipse party; young patrons took part in a variety of activities, making headbands, glow-in-the-dark bracelets, and DIY solar eclipse shirts. Snacks and eclipse glasses were also provided.
- Teens celebrated National Burrito Day by learning to prepare veggie burritos.
- Kids put their creativity and problem-solving skills to the test with activities and games from PBS Kids' new series Work It Out Wombats!
- The Little Chef Cooking Club learned to prepare a healthy snack -- apple nachos.



Community Outreach/Meetings/Training

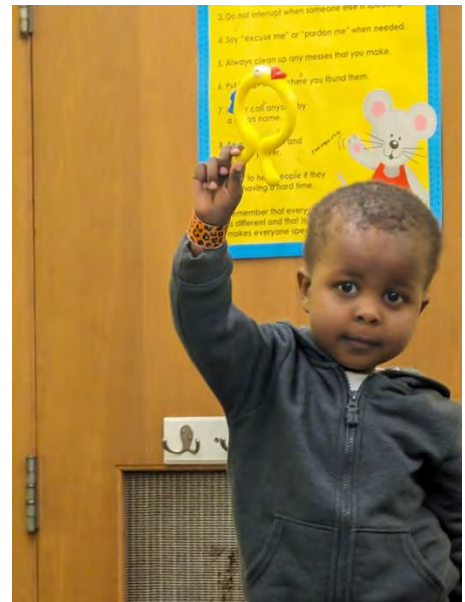
- Cathy Kyle and Shalis Worthy tabled at Cameron Ministries Spring Resource Fair.
- Kyle and Artemis Markakis went to the Public Library Association Conference in Columbus, Ohio. They enjoyed networking with library professionals from across the country and learning about the latest trends.



**Maplewood Community Library, Johanna Buran reporting**

Programs

- April is National Poetry Month. In celebration, Maplewood's creative writing group explored various poetic forms and studied poetry-related terminology. In addition, the Rochester City School District Office of Adult and Career Education Services (OACES) held a poetry writing pop-up for patrons.
- Maplewood hosted a variety of eclipse-related programming, including rock painting, a galaxy slime-making session, and a space bracelet craft. Staff used Oreo cookies to teach the children about the phases of the moon.
- Auction Day was a hit with Maplewood's young patrons this month. Kids earned points by participating in patron of the month challenges and then used those points to bid on various prizes. Through the program, they learned the basics of bidding and how to win the items they desired. It was a delight to watch participants gradually understand the process and consider how much "money" they needed to bid to win their favorite items.



Anecdotes/Other

- Staff taught a patron how to post items for sale on Facebook Marketplace. The individual was extremely grateful for the instruction and left feeling empowered to do it on his own next time.
- Staff worked with a patron to activate their new phone. It turned out to be a multi-faceted, two-day process, but the task was accomplished.
- A non-English-speaking Afghan woman came to the library for help writing a letter to her school. With the assistance of Brian DiNitto, and a phone call to the woman's English-speaking sister to help translate, the patron was able to compose a letter in English conveying all the information she wished to express.

**Monroe Branch Library, Mary Clare Scheg reporting**

Programs

- Theresa Filo's Dungeons and Dragons Club is growing; the group met on the first, second, and fourth Saturdays in April.
- In celebration of National Poetry Month, Monroe staff hosted a poetry-themed trivia game online.
- Former RCSD Superintendent Bolgen Vargas led a lively discussion of his book *Let Our Children Soar!*
- This month, Elmo was eliminated from Kids Vote, a passive ten-month contest to determine the most beloved children's book character according to Monroe Branch patrons. Bluey received 22 out of 37 votes.

Anecdotes/Other

- A 10-year-old came into the library and declared, "I will never get married!" When asked why not, he answered, "Because I don't want to have to get rid of my LEGOs—that's what happened to my uncle."

- One of our weekly patrons came in with her son and his friend. As they were heading down the steps to the children's room, the Branch Manager heard the friend ask, "What is this place?" In the distance came the reply, "Library."

**Wheatley Community Library, Sheilah Murphy reporting**

Programs

- For Earth Day, Wheatley kids picked up trash surrounding the library, helping to re-beautify the gardens they worked so hard to create. This season, the kids planted green beans, okra, and pumpkins.
- In celebration of National Poetry Month, Wheatley youth participated in a mix-and-mingle party and learned about Japanese culture and the art of haiku crafting. They worked hard to come up with fun poems, including one about a Rubik's Cube. Snack time was the highlight, with seaweed and strawberry-flavored Kit-Kats to delight the tastebuds.
- Katy Rebholz worked with young patrons to create pinhole projectors for the Solar Eclipse using cereal boxes and tin foil. Participants decorated their projectors with paper, gel pens, stamps, and stickers.
- Rebholz hosted a Shakespeare Insult-A-Thon, using Shakespearean Insult Generator forms to help students create insults in Shakespearean style. Participants then completed a bracket including their insults and ones from Shakespeare's plays to see whose insult was the best.
- Peggy Braitsch of the Genesee Valley Quilting Club ran a series of community quilting events at the Phillis Wheatley Library this month. The community quilt will be on display at the *Quiltfest* event at Rochester Institute of Technology. Those who participated will get tickets to the show which runs in May.



Community Outreach/Meetings/Training

- Alexandra Haehn and Christin Babcock, the librarian from Clara Barton School No. 2, set up a school field trip to the Phillis Wheatley Community Library for a read-a-loud, craft, and library card-making activity for second graders.



**RPL Director's Report–May 2024 (Continued)**

- Rebholz is collaborating with staff from Teen Empowerment to host a Slam Poetry Open Mic at the library in June. In preparation for the big event, she is hosting two slam poetry workshops in May.

Anecdotes/Other

- The Genesee Valley Quilting Club held a community quilting event at the library. One of the quilters was excited to share her personal history and brought in a family heirloom made by one of her ancestors. She was able to provide some historical context as to where the quilt originated and what style it was created in.



- Murphy's last book club gathering at Episcopal SeniorLife River Edge Manor ended on a positive note. Participants loved gathering each month to discuss books and enjoyed getting to know one another.

**Sully Branch Library, Maria Heeks-Heinlein reporting**

Programs

- The Storybook Cook visited Sully to teach children how to prepare a variety of eclipse-themed treats. Program attendees enjoyed making (and eating) their creations. "This is a lot of fun. Are there any more strawberries?" asked one participant.
- Rochester Regional Health's Mobile Mammography Unit visited Sully on a Saturday afternoon, providing women in the surrounding area access to mammograms without having to leave the neighborhood.



Community Outreach/Meeting/Training

Maria Heeks-Heinlein and George Carter met with Jonathan Woods, High Impact Prevention Program Coordinator from the Action Front Center at Action for a Better Community, to discuss future partnerships.

Anecdotes/Other

- Jacob Bigelow has been receiving frequent compliments from library visitors regarding Sully's tabletop role-playing game collection. Sully's collection is the most comprehensive and varied TTRPG collection in the library system, and patrons are impressed with Bigelow's knowledge of different game systems and his ability to connect patrons with what they need. Bigelow and James Mitchell have been collaborating to reorganize the collection, making it more user-friendly and accessible for library visitors.
- On April 17, the Sully Branch was closed to the public for a staff training day. Staff attended a Ryan Dowd professional development session on suicide prevention and learned techniques to communicate effectively with individuals expressing suicidal thoughts. Although suicide is a delicate topic, it's important to address as staff have noticed an increase in patrons who are struggling. The training helped better equip staff to support patrons during a crisis. Following the session, Patty Uttaro met with Sully staff to answer questions and acknowledge Mr. Carter's good work last month, helping a young patron through a significant mental health challenge.
- Sully staff were grateful to receive cupcakes on Library Worker Appreciation Day. The cupcakes were delicious and brought much joy to the team.

**Winton Branch Library, Kathy Wolf reporting**

Programs

- Crunchy Sam visited the Winton Branch Library, bringing a variety of friends, some with bones, some without. The kids met a python, spiders, a crested gecko, and three axolotls. Though all the cold-blooded critters were met with a warm reception, it was the axolotls who stole the show. Second to the reptiles was Sam himself who lit up the room with his expert animal facts and witty banter. He was patient and validated each of the kids' questions. It was a fun time.
- During April, the Winton Branch hosted a variety of programs for adults including writing programs, a book club, ukulele lessons, two concerts, and a beekeeping workshop. The feedback was positive, and attendance totaled over 110 people. As great as all of that was, possibly the best Winton Library moment happened when a couple walked into the library and were greeted by staff at the circulation and reference desks. As they headed to the new books display, one of them was overheard commenting to his partner, "This is the most welcoming library." YES!
- This month's Comic Club centered around the graphic novel *Stepping Stones*. As an ice breaker, the tweens played Two Truths and a Lie, which provided an opportunity to learn about each other's hobbies and interests. One of the participants told a tall tale about not using toothpaste, and this became a running joke throughout the meeting, with tweens accusing each other of not using toothpaste or boasting about their strong teeth. The tweens also played a game that featured farm animals from the graphic novel. Each animal corresponded to a different activity, such as trivia, word puzzles, or a silly game. The tweens really seemed to enjoy themselves!



Anecdotes/Other

- Winton's seed library is a big hit. A patron left the library with an armful of seeds, explaining that they were going to turn their apartment window into a mini garden.
- Kathy Wolf received a call from a man inquiring about having an exam proctored. After discussing the requirements of the exam, the man asked where, exactly, the Winton Branch was located. Near the Bronx? As it turned out, he lived 10 hours away in Michigan. Wolf suggested that he look for a location closer to his home, but the man insisted on scheduling the exam at the Winton Branch Library. Wolf was very relieved when he passed the exam on his first try, so he didn't have to make a second trip to Rochester.
- On April 19 the library was closed to the public for staff training. A member of Monroe County's IMPACT team visited Winton to train staff in using Narcan to reverse opioid overdoses. The county IMPACT team maintains the two Narcan boxes that are attached to the Winton Library. Staff learned that Naxolone (Narcan) is safe and easy to use. The trainer also talked about the social and psychological aspects of addiction and provided information about some of the recovery services that are available in the Rochester area. After Narcan training, Winton staff watched a Ryan Dowd training video, "Kicked Out: How to Safely Ask Someone to Leave Without Calling the Police." Dowd's instruction is practical and based on methods that are both compassionate and effective. There followed a discussion about times when staff have successfully used some of Dowd's principles, and other incidents when Dowd's methods could have improved the interaction. Winton staff ended the day with a field trip to the Rochester Museum and Science Center, a popular VIP pass destination. They saw fascinating exhibits about earth science and Rochester history and met a two-toed sloth named Sash, along with some other exotic creatures.



## **PURPOSE**

This policy confirms the adherence of the Rochester Public Library Board of Trustees to the New York State Open Meetings Law, Article 7 of New York State's Public Officer's Law, and with Education Law Title 1, Article 5, Section 260a. Therefore, Rochester Public Library Board of Trustee meetings shall be open to the general public.

## **GUIDELINES**

Executive sessions may be called as a portion of the open meeting and appropriate business transacted in accordance with Article 7, Section 105 of Public Officers Law.

Minutes of an open meeting will consist of a record or summary of all motions, proposals, resolutions, attendance, and any matter formally voted upon and the vote result. Minutes of a public meeting are posted to the library website – <https://rocitylibrary.org> – after formal approval by the board.

Notice of the time and location of each meeting is given to the public and news media at least one week in advance of the meeting.

## **PUBLIC COMMENT**

The Board of Trustees of the Rochester Public Library encourages and welcomes comments from members of the public at the beginning of regular meetings.

People wishing to address the Board must register with the Secretary to the Library Director at 585-428-8046 or in person in the Director's Office at 115 South Avenue. Guests will be recognized to speak in the order in which they registered. Registration must be completed prior to the meeting being called to order. Visitors to the Board meetings will be recognized by the Board President and asked to state their name and address.

At the start of a meeting, a maximum of 30 minutes is allowed for public comments. Individual participation is limited to three (3) minutes.

Citizens may comment on any library-related subject. Discussion of matters irrelevant to library business is not permitted. The Board reserves the right to limit the public comment period when inappropriate topics are discussed.

## **Procedures for Public Comment Period**

To address the Board:

- Register your name and address with the Secretary to the Library Director prior to the meeting being called to order. Call 585-428-8046 to register prior to the meeting date.
- Stand when your name is called.
- State your name and address clearly for the record.

- Make your statement to the Board. You will have three minutes to speak. You will be notified when your time has elapsed.
- Return to your seat or leave the room when you are finished or when you are informed that your time is up.
- Please keep your comments civil and polite.

Approved by the RPL Board of Trustees, 2012  
Revised 2024

NEW DRAFT



**BRANCH LIBRARY REVENUE BUDGET 2024-25**

REVENUE CODE	DESCRIPTION	BUDGET 22-23	BUDGET 23-24	BUDGET 24-25	+/- BUDGET 23-24
369500	RENTS, FEES & OPERATIONS (1)	223,700	88,700	88,700	0
407510	GRANTS (2)	233,500	198,500	103,000	(95,500)
407520	STATE LIBRARY SERVICES AID	103,261	103,261	105,300	2,039
	<b>TOTAL</b>	<b>560,461</b>	<b>390,461</b>	<b>297,000</b>	<b>(93,461)</b>

- 1 FFRPL ANNUAL CAMPAIGN (40,000), LINCOLN BRANCH RENT (24,000), FFRPL BRANCH PROGRAM SUPPORT (5,000), GREENLIGHT ARNETT USE (\$2,500), BALANCE BRANCH FEE COLLECTIONS
- 2 FFRPL-SAFE TO BE SMART (35,000), FENYVESSY FUND-LITERACY AIDES (48,000), OTHER GRANTS (20,000)

**BRANCH LIBRARIES**  
2024-25 BRANCH BUDGET SUMMARY

MUNIS	DESCRIPTION	ADMIN	ARNETT	CHARLOTTE	UGLASS	LINCOLN	LYELL	MAPLEWOOD	MONROE	SULLY	WHEATLEY	WINTON	MAINT.	FY25 TOTAL
OBJECT		HIGHLAND/DO												
601000	SALARIES	394,500	186,500	83,800	139,600	268,700	65,600	214,800	83,800	183,500	148,000	148,000	163,300	2,080,100
601050	PART TIME	68,800	191,600	223,200	130,600	146,000	194,100	266,200	228,400	194,200	194,800	188,500	0	2,026,400
602010	OVERTIME	1,000	0	0	0	0	0	0	0	0	0	0	1,000	2,000
603010	PERSONAL LEAVE BUYBACK	0	2,200	1,300	0	3,000	0	2,000	700	0	500	1,300	1,100	12,100
603030	LONGEVITY	0	1,000	700	1,200	2,200	0	1,500	1,100	1,400	1,600	2,600	900	14,200
603080	CELL PHONE ALLOWANCE	1,000	0	0	0	0	0	0	0	0	0	0	1,000	2,000
603100	W/A	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>465,300</b>	<b>381,300</b>	<b>309,000</b>	<b>271,400</b>	<b>419,900</b>	<b>259,700</b>	<b>484,500</b>	<b>314,000</b>	<b>379,100</b>	<b>344,500</b>	<b>340,400</b>	<b>167,300</b>	<b>4,136,800</b>
605010	OFFICE SUPPLIES	37,700	0	0	0	0	0	0	0	0	0	0	0	37,700
605060	FOOD	2,100	0	0	0	0	0	0	0	0	0	0	0	2,100
605070	CLEANING SUPPLIES	0	0	0	0	0	0	0	0	0	0	0	16,000	16,000
605120	TOOLS & MACHINE PARTS	0	0	0	0	0	0	0	0	0	0	0	7,200	7,200
605130	CONSTRUCTION & REPAIR MATERIALS	0	0	0	0	0	0	0	0	0	0	0	3,200	3,200
605150	LIGHTING	0	0	0	0	0	0	0	0	0	0	0	2,200	2,200
605200	MISCELLANEOUS SUPPLIES	3,800	0	0	0	0	0	0	0	0	0	0	0	3,800
	<b>SUBTOTAL</b>	<b>43,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,600</b>	<b>72,200</b>
606010	COMMUNICATION	15,600	0	0	0	0	0	0	0	0	0	0	0	15,600
606020	DUPPLICATING SERVICES	0	0	0	0	0	0	0	0	0	0	0	0	0
606040	POSTAGE	4,000	0	0	0	0	0	0	0	0	0	0	0	4,000
606060	REFUSE COLLECTION	7,000	0	0	0	0	0	0	0	0	0	0	0	7,000
606070	WORKER'S COMPENSATION	1,000	0	0	0	0	0	0	0	0	0	0	0	1,000
606080	WATER CHARGES	8,500	0	0	0	0	0	0	0	0	0	0	0	8,500
606090	MOTOR EQUIPMENT	3,500	0	0	0	0	0	0	0	0	0	0	3,300	6,800
607010	UTILITIES	0	25,000	18,000	5,500	32,000	16,000	14,000	18,000	40,000	38,000	18,000	0	224,500
607020	RENTS	7,500	0	0	0	0	0	0	8,400	0	0	0	0	15,900
607030	EQUIPMENT MAINTENANCE	14,300	0	0	0	0	0	0	0	0	0	0	0	14,300
607040	BUILDING MAINTENANCE	0	0	0	0	0	0	0	0	0	0	0	24,700	24,700
607050	SECURITY SERVICES	4,000	0	0	0	0	0	0	0	0	0	0	0	4,000
608030	CLEANING & LAUNDRY	0	0	0	0	0	0	0	0	0	0	0	3,800	3,800
608050	DUES & SUBSCRIPTIONS	3,300	0	0	0	0	0	0	0	0	0	0	0	3,300
608060	MILEAGE	6,000	0	0	0	0	0	0	0	0	0	0	0	6,000
608100	HIRE EQUIPMENT	12,600	0	0	0	0	0	0	0	0	0	0	0	12,600
609010	TRAVEL & TRAINING	13,600	0	0	0	0	0	0	0	0	0	0	0	13,600
610010	PROFESSIONAL FEES	345,500	3,100	3,100	3,100	3,100	3,100	3,100	1,500	3,500	3,100	4,600	0	376,800
611010	OTHER COMMUNICATION	2,000	0	0	0	0	0	0	0	0	0	0	0	2,000
612020	SERVICE CHARGES OTHER GOVERNMENTS	7,500	0	0	0	0	0	0	0	0	0	0	0	7,500
652030	LIBRARY MATERIALS	38,100	48,200	50,700	42,900	43,900	38,600	38,600	47,700	41,200	39,100	67,600	0	496,600
665010	UNITEMIZED EXPENSE	20,000	0	0	0	0	0	0	0	0	0	0	0	20,000
	<b>SUBTOTAL</b>	<b>514,000</b>	<b>76,300</b>	<b>71,800</b>	<b>51,500</b>	<b>79,000</b>	<b>57,700</b>	<b>55,700</b>	<b>75,600</b>	<b>84,700</b>	<b>80,200</b>	<b>90,200</b>	<b>31,800</b>	<b>1,268,500</b>
	<b>TOTAL OPERATING</b>	<b>1,022,900</b>	<b>457,600</b>	<b>380,800</b>	<b>322,900</b>	<b>498,900</b>	<b>317,400</b>	<b>540,200</b>	<b>389,600</b>	<b>463,800</b>	<b>425,100</b>	<b>430,600</b>	<b>227,700</b>	<b>5,477,500</b>
<b>CASH CAPITAL FUNDS</b>														
	TECHNOLOGY EQUIPMENT	10,000	0	0	0	0	0	0	0	0	0	0	0	10,000
	FACILITIES-MAINTENANCE	41,000	0	0	0	0	0	0	0	0	0	0	0	41,000
	FACILITIES-VAN REPLACEMENT (EV)	0	0	0	0	0	0	0	0	0	0	0	0	0
	FURNISHINGS	12,000	0	0	0	0	0	0	0	0	0	0	0	12,000
	MAPLEWOOD EXPANSION	0	0	0	0	0	0	0	0	0	0	0	0	0
	ARNETT SOLAR INVERTERS	40,000	0	0	0	0	0	0	0	0	0	0	0	40,000
	TOTAL CASH CAPITAL	103,000	0	0	0	0	0	0	0	0	0	0	0	50,000
	<b>GRAND TOTAL</b>	<b>1,125,900</b>	<b>457,600</b>	<b>380,800</b>	<b>322,900</b>	<b>498,900</b>	<b>317,400</b>	<b>540,200</b>	<b>389,600</b>	<b>463,800</b>	<b>425,100</b>	<b>430,600</b>	<b>227,700</b>	<b>5,527,500</b>

**FY25 CENTRAL LIBRARY**

**BUDGET REVENUE**

	BUDGET 2021-22	ACTUAL 2021-22	BUDGET 2022-23	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25	+/- 23-24 Budget
<b>369050 MCLS SYSTEM SERVICE REVENUE</b>							
Technical Services	274,332	247,077	276,526	245,534	250,506	258,933	8,427
Interlibrary Loan	66,000	66,000	68,000	70,000	72,000	74,000	2,000
Delivery Charges	456,484	385,945	459,199	390,123	447,160	472,115	24,955
Automation Operations	484,690	474,501	510,035	509,749	515,227	521,571	6,344
Director's Office Reimbursement	104,337	97,840	108,680	97,976	125,094	120,742	(4,352)
Operational Support	920,640	800,000	930,076	812,846	973,158	964,039	(9,119)
<b>TOTAL</b>	<b>2,306,500</b>	<b>2,071,364</b>	<b>2,352,500</b>	<b>2,126,228</b>	<b>2,383,100</b>	<b>2,411,400</b>	<b>28,300</b>
<b>369100 USE/SERVICE CHARGES</b>							
Fines, Fees, Miscellaneous (1)	70,000	50,166	70,000	48,107	70,000	20,000	(50,000)
Minor Sales & Library Chargebacks (2)	2,500	1,254	25,100	192	25,100	38,100	13,000
Library Chargebacks	21,600	21,627	0	1,479	0	0	0
Misc. Additional Payments (3)	196,500	158,677	164,000	137,971	164,000	164,000	0
<b>TOTAL</b>	<b>290,600</b>	<b>231,724</b>	<b>259,100</b>	<b>187,749</b>	<b>259,100</b>	<b>222,100</b>	<b>(37,000)</b>
<b>407110 GRANTS</b>							
Grants (4)	188,000	146,400	233,000	141,531	188,000	259,000	71,000
<b>TOTAL</b>	<b>188,000</b>	<b>146,400</b>	<b>233,000</b>	<b>141,531</b>	<b>188,000</b>	<b>259,000</b>	<b>71,000</b>
<b>407120 STATE AID</b>							
Central Library Program Aid (5)	219,300	219,471	302,100	300,616	302,100	309,600	7,500
Central Library Book Aid	66,300	65,881	0	0	0	0	0
Outreach (5)	128,800	128,781	136,200	157,444	159,200	163,100	3,900
State Corrections (5)	800	802	0	0	0	0	0
County Jails (5)	8,300	8,460	8,800	7,882	8,800	9,000	200
<b>TOTAL</b>	<b>423,500</b>	<b>423,395</b>	<b>447,100</b>	<b>465,942</b>	<b>470,100</b>	<b>481,700</b>	<b>11,600</b>
<b>430350 TOTAL STATE AID, GRANTS, FEES</b>	<b>3,208,600</b>	<b>2,872,883</b>	<b>3,291,700</b>	<b>2,921,450</b>	<b>3,300,300</b>	<b>3,374,200</b>	<b>73,900</b>
<b>MONROE COUNTY SUPPORT (6)</b>	<b>7,079,000</b>	<b>7,079,000</b>	<b>7,291,300</b>	<b>7,158,349</b>	<b>7,487,100</b>	<b>7,660,100</b>	<b>173,000</b>
<b>CITY PRORATED SHARE</b>	<b>641,900</b>	<b>641,900</b>	<b>654,000</b>	<b>654,000</b>	<b>678,900</b>	<b>687,500</b>	<b>8,600</b>
<b>TOTAL REVENUE</b>	<b>10,929,500</b>	<b>10,593,783</b>	<b>11,237,000</b>	<b>10,733,799</b>	<b>11,466,300</b>	<b>11,721,800</b>	<b>255,500</b>

- 1 FINE FORGIVENESS PROGRAM IMPLEMENTED DURING FY24 - BALANCE FEES AND LOST/DAMAGED ITEMS
- 2 OUT OF COUNTY CARD TO MCLS \$35,000, ATM SVCS \$1,500, AUTOMATION CHARGEBACKS \$1,600 (MERGED WITH MINOR SALES FY23)
- 3 FFRPL ANNUAL CAMPAIGN \$60,000, MTG ROOMS/EVENTS \$28,000, FFRPL BOOKSTORE \$35,000, CASH PROGRAM OCCUPANCY \$37,000, FOODLINK CAFÉ UTILITIES \$4,000
- 4 GRANT REVENUE/EXPENSE ALLOCATION \$75,000, FFRPL DIGITIZING \$35,000, FFRPL BUSINESS INNOVATION \$40,000, **MONROE COUNTY HISTORIAN SERVICES \$50,000 MOVED HERE**
- 5 GLEASON SCI/HIST SUPPORT \$20,000, KENYON JEFFRIES LH SUPPORT \$19,000, FFRPL OUTREACH \$15,000, STRONG MUSEUM \$5,000
- 6 DOES NOT SHOW 4% INC; CENTRAL AID MERGED FY23; STATE CORRECTIONS CLOSED FY23; OUTREACH CONSOLIDATED FY24; ALL FUNDS BROUGHT IN FROM MCLS TO EXPEND IN RPL FY CENTRAL OPERATIONS SUPPORT \$7,660,123

**FY24-25 PROPOSED EXPENSE SUMMARY**

MUNIS OBJECT	DESCRIPTION	ADMIN		PUB SVCS		PUB SVCS		MCLS SVCS		MCLS SVCS		BUDGET 23-24	BUDGET 24-25
		23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25		
601000	SALARIES	1,406,400	1,412,100	5,700	2,109,100	2,222,300	113,200	1,250,100	1,308,400	58,300	4,765,600	4,942,800	
601050	PART TIME	157,700	172,700	15,000	1,091,600	1,123,400	31,800	268,900	301,400	32,500	1,518,200	1,597,500	
602010	OVERTIME	11,000	13,500	2,500	1,000	1,000	0	3,000	3,000	0	15,000	17,500	
603010	PERSONAL LEAVE BUYBACK	20,600	8,300	(12,300)	12,600	6,300	(6,300)	4,000	2,500	(1,500)	37,200	17,100	
603030	LONGEVITY	7,000	7,150	150	18,000	19,300	1,300	8,100	12,200	4,100	33,100	38,650	
603080	CELL PHONE ALLOWANCE	1,000	1,500	500	1,700	1,000	(700)	2,300	1,500	(800)	5,000	4,000	
603100	W/A	7,100	0	(7,100)	27,300	0	(27,300)	8,700	0	(8,700)	43,100	0	
	<b>SUBTOTAL</b>	<b>1,610,800</b>	<b>1,615,300</b>	<b>4,500</b>	<b>3,261,300</b>	<b>3,373,300</b>	<b>112,000</b>	<b>1,545,100</b>	<b>1,629,000</b>	<b>83,900</b>	<b>6,417,200</b>	<b>6,617,550</b>	
605010	OFFICE SUPPLIES	43,300	47,700	4,400	5,200	5,200	0	3,600	3,600	0	52,100	56,500	
605070	CLEANING SUPPLIES	21,000	21,000	0	0	0	0	0	0	0	21,000	21,000	
605080	WEARING APPAREL	11,600	11,600	0	0	0	0	4,100	4,100	0	15,700	15,700	
605120	TOOLS & MACHINE PARTS	8,200	8,200	0	0	0	0	0	0	0	8,200	8,200	
605150	LIGHTING	4,100	4,100	0	0	0	0	0	0	0	4,100	4,100	
605200	MISCELLANEOUS SUPPLIES	1,500	2,000	500	0	0	0	0	0	0	1,500	2,000	
	<b>SUBTOTAL</b>	<b>89,700</b>	<b>94,600</b>	<b>4,900</b>	<b>5,200</b>	<b>5,200</b>	<b>0</b>	<b>7,700</b>	<b>7,700</b>	<b>0</b>	<b>102,600</b>	<b>107,500</b>	
606010	COMMUNICATION	5,000	10,500	5,500	0	0	0	0	0	0	5,000	10,500	
606020	DUPLICATING SERVICES	200	0	(200)	0	0	0	0	0	0	200	0	
606040	POSTAGE	5,800	5,800	0	0	0	0	500	500	0	6,300	6,300	
606060	REFUSE COLLECTION	22,000	22,000	0	0	0	0	0	0	0	22,000	22,000	
606070	WORKER'S COMPENSATION	10,000	10,000	0	0	0	0	0	0	0	10,000	10,000	
606080	WATER CHARGES	38,900	38,900	0	0	0	0	0	0	0	38,900	38,900	
606090	MOTOR EQUIPMENT	0	0	0	0	3,500	3,500	2,700	2,200	(500)	2,700	5,700	
607010	UTILITIES	464,600	465,000	400	2,500	2,500	0	6,500	9,000	2,500	464,600	467,500	
607020	RENTS	45,200	45,200	0	2,500	2,500	(3,000)	3,100	3,100	0	54,200	56,700	
607030	EQUIPMENT MAINTENANCE	5,500	0	(5,500)	23,700	20,700	0	0	0	0	32,300	23,800	
607040	BUILDING MAINTENANCE	89,600	79,600	(10,000)	0	0	0	0	0	0	89,600	79,600	
607050	SECURITY SERVICES	3,600	3,600	0	0	0	0	0	0	0	3,600	3,600	
608010	PRINTING & ADVERTISING	3,500	3,500	0	0	0	0	0	0	0	3,500	3,500	
608030	CLEANING & LAUNDRY	0	0	0	0	0	0	0	0	0	0	0	
608050	DUES & SUBSCRIPTIONS	2,000	2,300	300	1,900	7,900	6,000	500	900	400	4,400	11,100	
608060	MILEAGE	1,000	1,000	0	0	0	0	0	0	0	1,000	1,000	
608070	FOOD & MEALS	1,000	1,000	0	0	0	0	0	0	0	1,000	1,000	
608120	MISCELLANEOUS	72,900	62,500	(10,400)	0	0	0	0	0	0	72,900	62,500	
609010	TRAVEL & TRAINING	12,600	12,600	0	0	0	0	3,000	3,000	0	15,600	15,600	
610010	PROFESSIONAL FEES	40,800	31,400	(9,400)	104,700	69,700	(35,000)	120,500	120,500	0	266,000	221,600	
611010	OTHER COMMUNICATION	11,100	2,600	(8,500)	0	500	500	600	600	0	11,700	3,700	
612020	SERVICE CHARGES OTHER GOVERNMENTS	51,400	51,400	0	0	0	0	0	0	0	51,400	51,400	
	<b>SUBTOTAL</b>	<b>886,700</b>	<b>848,900</b>	<b>(37,800)</b>	<b>132,800</b>	<b>107,300</b>	<b>(25,500)</b>	<b>137,400</b>	<b>139,800</b>	<b>2,400</b>	<b>1,156,900</b>	<b>1,096,000</b>	
652010	FURNITURE & FURNISHINGS	0	0	0	0	0	0	0	0	0	0	0	
652030	LIBRARY MATERIALS	2,500	0	(2,500)	489,900	496,100	6,200	12,400	8,900	(3,500)	504,800	505,000	
660010	MISCELLANEOUS EQUIPMENT	3,100	3,100	0	0	0	0	5,400	7,000	1,600	8,500	10,100	
	<b>SUBTOTAL</b>	<b>5,600</b>	<b>3,100</b>	<b>(2,500)</b>	<b>489,900</b>	<b>496,100</b>	<b>6,200</b>	<b>17,800</b>	<b>15,900</b>	<b>(1,900)</b>	<b>513,300</b>	<b>515,100</b>	
604090	EMPLOYEE BENEFITS	0	0	0	0	0	0	0	0	0	3,201,300	3,310,600	
665010	UNITEMIZED EXPENSE	75,000	75,000	0	0	0	0	0	0	0	75,000	75,000	
	<b>SUBTOTAL</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,276,300</b>	<b>3,385,600</b>	
	<b>GRAND TOTAL</b>	<b>2,667,800</b>	<b>2,636,900</b>	<b>(30,900)</b>	<b>3,889,200</b>	<b>3,981,900</b>	<b>92,700</b>	<b>1,708,000</b>	<b>1,792,400</b>	<b>84,400</b>	<b>11,466,300</b>	<b>11,721,800</b>	

**CENTRAL LIBRARY PROGRAM AID  
2024-25 BUDGET**

Systemwide Services Provided by Central Library

Availability of Collection:

652030 Electronic Materials (System Collection)	\$	142,200
Reference Materials	\$	58,000
System-wide Databases & Research Databases	\$	62,000
Non-fiction Materials	\$	43,500
Foreign Language Library Materials	\$	16,500
<b>TOTAL</b>	<b>\$</b>	<b>322,200</b>

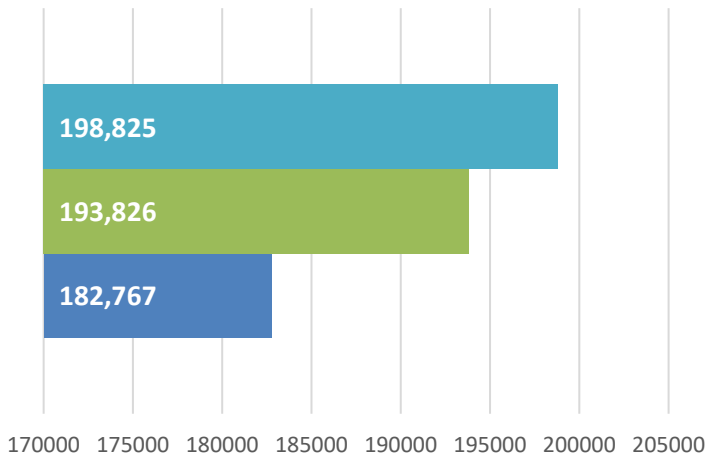
*Electronic Materials: Overdrive e-books, audio book, streaming video  
System-wide Databases: A-Z Database, Gale, EBSCO (select databases)  
Research Databases: IBIS World, Frost & Sullivan*



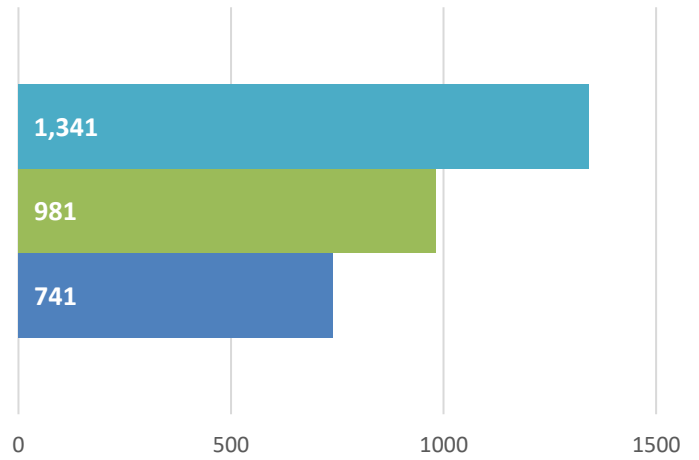
RPL Central Statistics YTD  
Jan--Apr



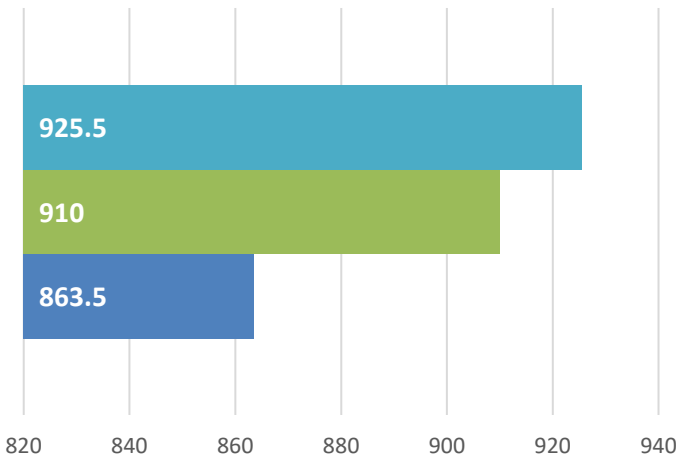
CIRCULATION



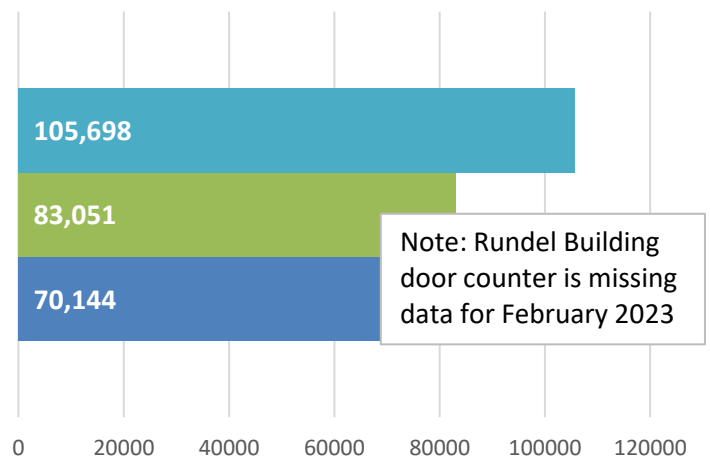
LIBRARY CARDS



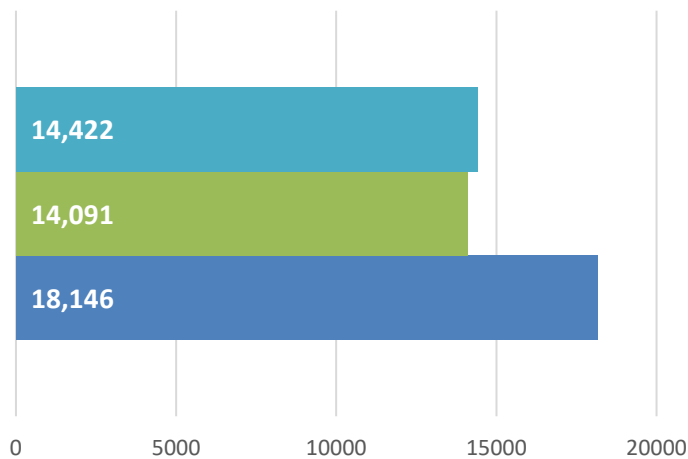
SERVICE HOURS



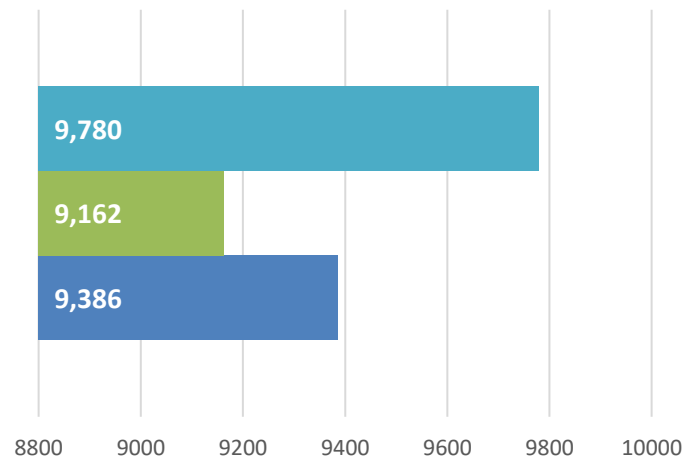
VISITS



REFERENCE QUESTIONS



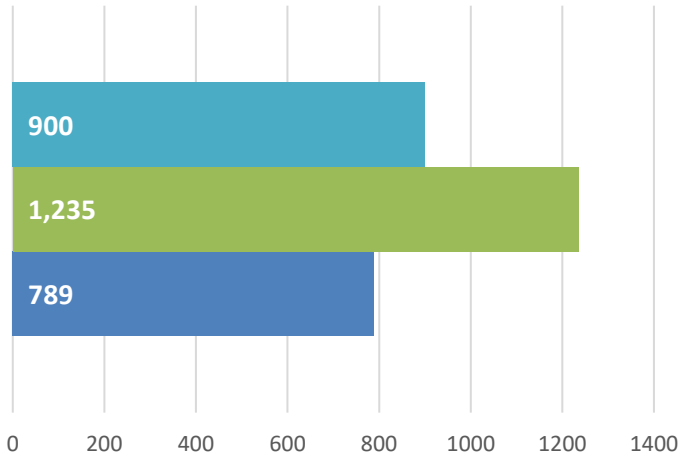
NON-REFERENCE



RPL Central Statistics YTD  
Jan--Apr



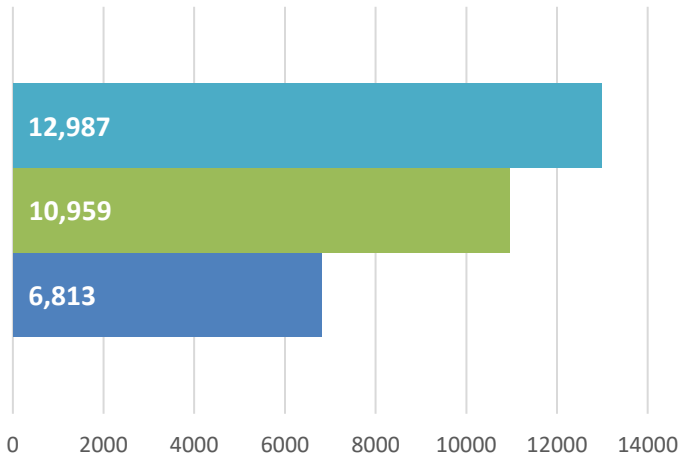
### NOTARY



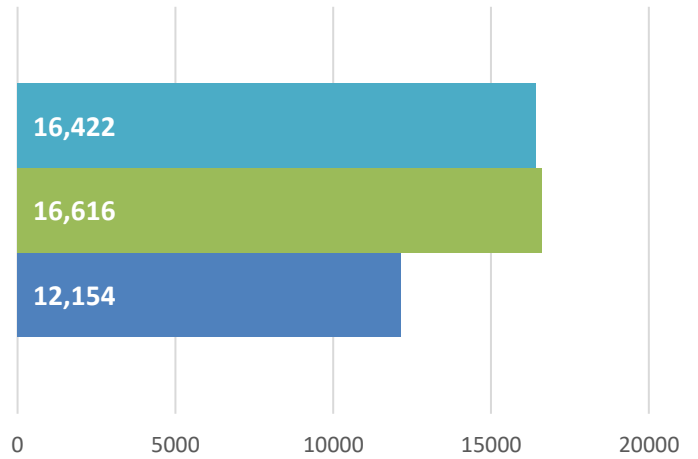
### DEFINITIONS

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- 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.

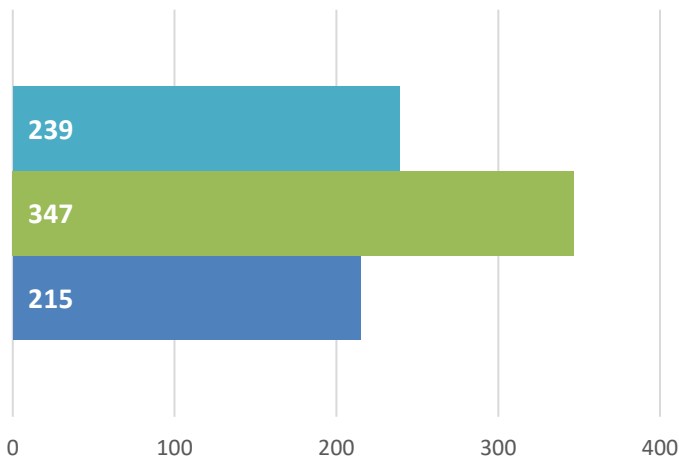
### COMPUTER HOURS



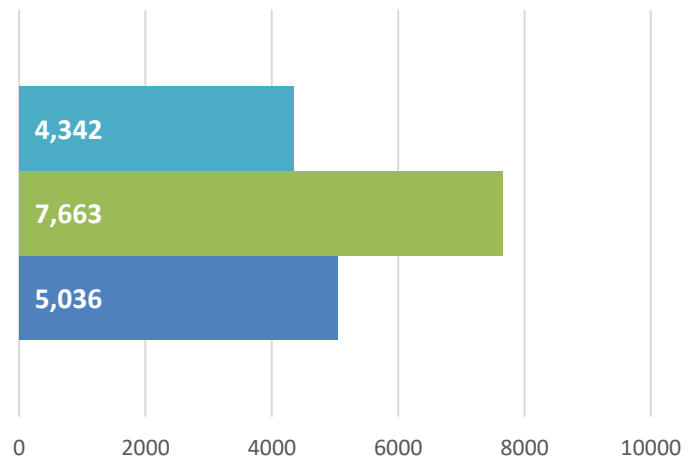
### WIFI USES



### GROUP PROGRAMS



### PROGRAM ATTENDANCE



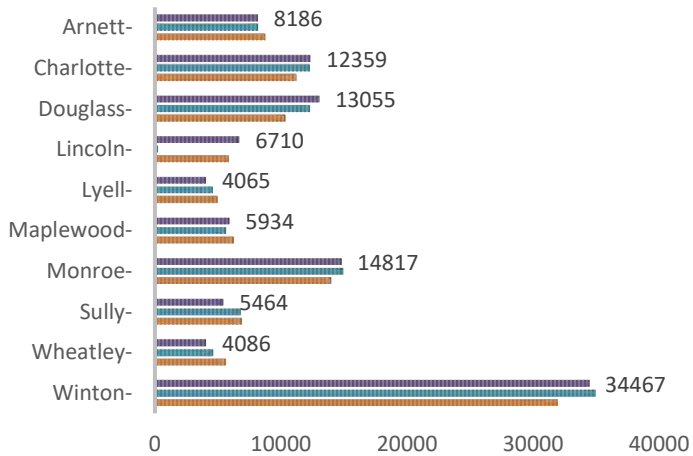


# RPL Branch Statistics YTD

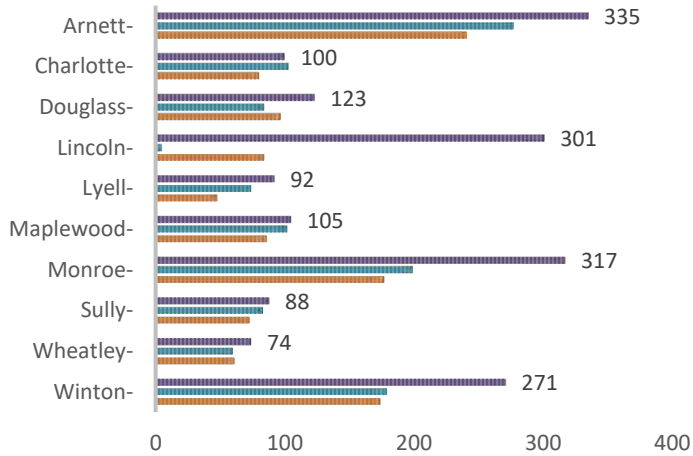
Jan--Apr



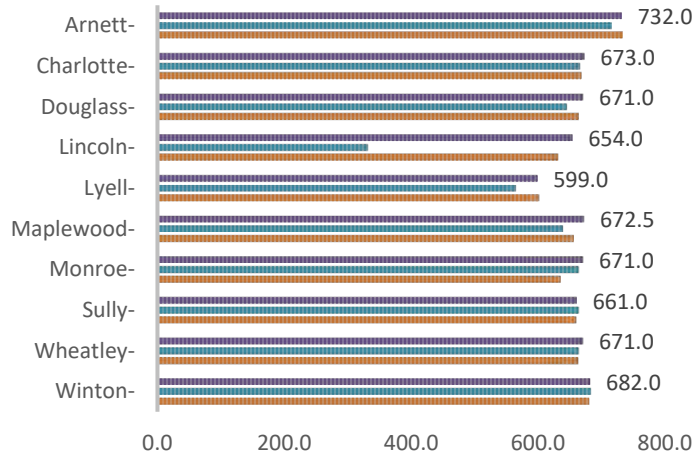
## CIRCULATION



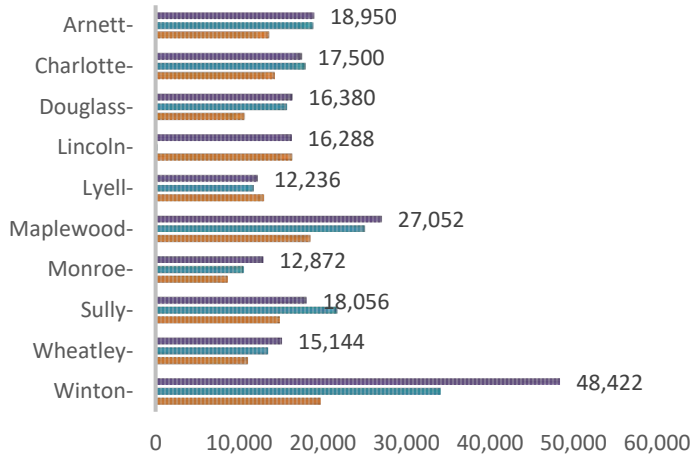
## LIBRARY CARDS



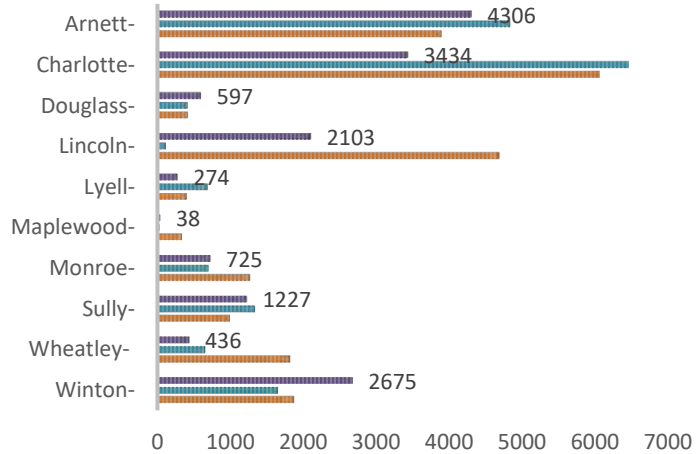
## SERVICE HOURS



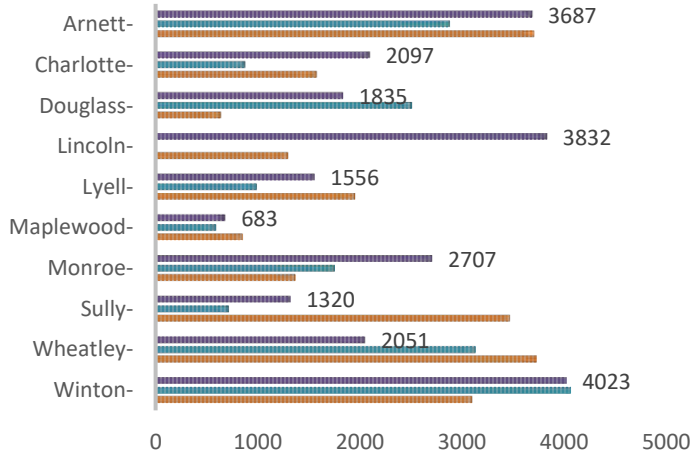
## VISITS



## REFERENCE QUESTIONS



## NON-REFERENCE

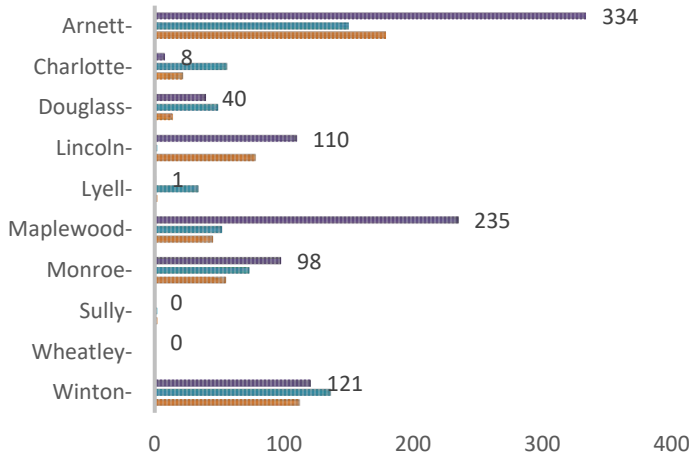


# RPL Branch Statistics YTD

Jan--Apr



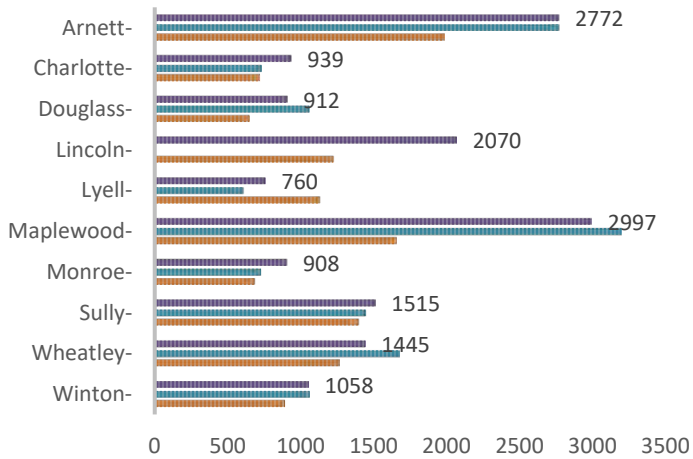
## NOTARY



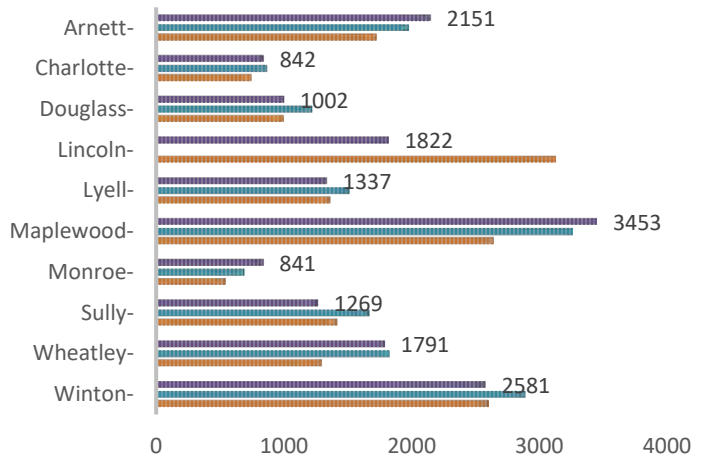
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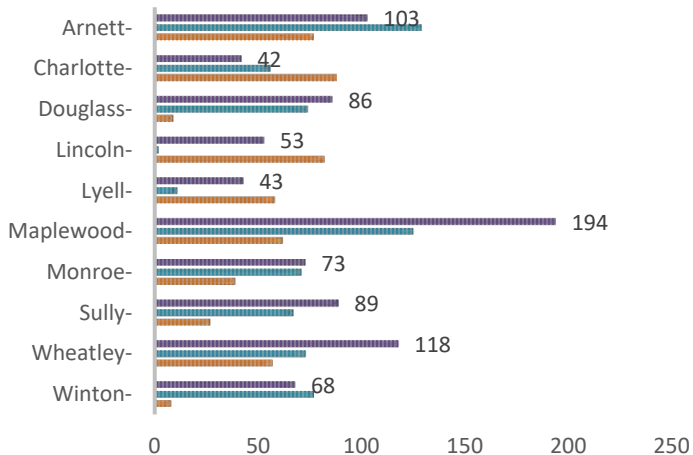
## COMPUTER HOURS



## WIFI SESSIONS



## GROUP PROGRAMS



## PROGRAM ATTENDANCE

