

**Rochester  
Public Library**

**More Than You Think**

115 South Avenue | Rochester | New York | 14604

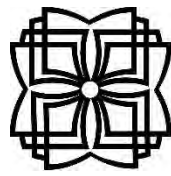
**Rochester Public Library Board of Trustees Meeting  
Board Room, Rundel Memorial Library Building  
August 28, 2024, 9:00 a.m.**

**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. Allocation of 2023-2024 Annual Campaign Proceeds | Hasselwander | page 13     |
| 5. Patent Agent Professional Services Agreement     | Clasper      | page 13     |
| 6. Website Support Professional Services Agreement  | Smathers     | page 13     |
| 7. Additional Hours for Monroe Branch               | Lewis        | page 14     |
| 8. Graphics Package for RPL's Mobile Library        | Lewis        | page 14     |
| 9. NYSED Grant Approval                             | Uttaro       | page 14     |
| 10. MCLS Document of Understanding                  | Uttaro       | page 15 &41 |
| 11. Acceptance of Grant-In-Aid                      | Uttaro       | page 15     |
- III. REPORT/DISCUSSION ITEMS**
- |                                |              |         |
|--------------------------------|--------------|---------|
| 1. Liaison & Committee Reports |              |         |
| a. Liaison to the MCLS Board   | Drury/Uttaro |         |
| b. Friends & Foundation of RPL | Borgus       |         |
| 2. Staff Reports               |              |         |
| a. Director's Report           | Uttaro       | page 16 |
| b. Central Library             | Clasper      | page 18 |
| c. Community Libraries         | Lewis        | page 31 |
- IV. OTHER BUSINESS**
- V. ADJOURNMENT**

**Next Meeting:  
September 25, 2024  
Central Library, Rundel Memorial Building**





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Public Library**

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**Meeting of the RPL Board of Trustees  
Central Library, Rundel Memorial Building  
June 26, 2024  
Minutes**

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

**RPL Trustees Excused:** Alinda Drury, Karen Soanes

**Staff and Guests:** City Law Department Liaison, Allison Bartlett; FFRPL Liaison, Donna Borgus; City Council Liaison, Mitch Gruber; staff members, Emily Clasper, Katy Hasselwander, Melanie Lewis, Debi Mansour, Ana Suro, Patty Uttaro

**Call to Order**

Ms. Baynes called the meeting to order at 9:01 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. Kraus MADE A MOTION to approve the minutes of the May 29, 2024, meeting. THE MOTION PASSED UNANIMOUSLY.

**Personnel Changes**

Ms. Suro called attention to the personnel changes and staffing levels for May 13, 2024—June 7, 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. Ms. Stockman MADE A MOTION to approve the monthly financial reports as presented and approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

**Open Meetings Policy**

Ms. Uttaro reviewed the item with trustees and offered to answer questions. Ms. Salluzzo MADE A MOTION to approve the revised Open Meetings Policy. THE MOTION PASSED UNANIMOUSLY.

### **Library Store Agreement**

Ms. Hasselwander reviewed the item with the trustees. She noted the FFRPL has stopped participating in the Sustainable Shelves program with Baker and Taylor due to the low return on investment. Mr. Kraus MADE A MOTION to renew the Library Store Agreement with the Friends and Foundation of RPL for the fiscal year 2024-25. THE MOTION PASSED UNANIMOUSLY.

### **Library Trust Fund Allocation for FY25**

Ms. Hasselwander reviewed the item with the trustees. Ms. Brenner MADE A MOTION to approve the Library Trust Fund distributions for 2024-25. THE MOTION PASSED UNANIMOUSLY.

### **Annual Operating Agreements**

Ms. Hasselwander reviewed the item with the trustees.

Ms. Benjamin joined the meeting at 9:18 a.m.

Ms. Salluzzo MADE A MOTION to approve the proposed annual operating agreements through June 30, 2025, as presented:

- CampbellNet Solutions for an amount not to exceed \$3,000
- Tri-Delta Resources, Inc. for an amount not to exceed \$3,000
- 585FighterZ Esports Entertainment Group for an amount not to exceed \$3,000
- Cooley Creative for an amount not to exceed \$5,000

THE MOTION PASSED UNANIMOUSLY.

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

On behalf of Ms. Drury Ms. Uttaro reported that the MCLS Board approved the 2025 MCLS budget update, the 2024-25 Central Library budget, Central Library program aid, a revision to the Internet Access policy, a revision to the Distribution of Community Materials policy, and the MCLS Annual Report to New York State. There were also officer elections and Ms. Drury was recommended for reappointment to the MCLS Board.

She then shared some of the statistical highlights from the MCLS Annual Report to New York State and offered to answer any questions.

### **Liaison from the Friends and Foundation of the Rochester Public Library**

Ms. Borgus directed everyone's attention to the written report and offered to answer questions. She reported that FFRPL has achieved another year of 100% fulfillment of funding requests on behalf of the library. After reviewing highlights from her written report, she shared that a new \$10,000 gift from Barbara Lovenheim was received for the John Lovenheim Center for Technology and Innovation.

### **Director's Report**

Ms. Uttaro offered to answer questions about the written report. She shared that the Board of Regents approved the request to increase the size of the RPL board. She encouraged everyone to submit names to the nominating committee. She specifically called out the need for representation from the northeast and northwest sides of the city as well as the Latino community. Councilmember Gruber agreed to share this with his fellow City Council members who represent the northeast and northwest districts. In response to a question, she confirmed that city residency is required to serve on the RPL board.

Next, she reported that the city budget was approved and thanked Mr. Gruber for helping the effort. The budget hearing went very smoothly with good engagement from the council. Mr. Gruber added that libraries in New York City are facing significance cuts to their budgets and the city of Buffalo is proposing tax increases because of financial troubles there. The City of Rochester was able to pass a budget that included a tax rate reduction of 37% and no cuts to services. In fact, the library budget was increased. He stated there is very strong support for the libraries from both the mayor and the City Council as is evidenced by the budget.

Lastly, she reported on the County Historian position. Michelle Finn was to be appointed, but she accepted a new position at the George Eastman Museum before the appointment happened. The Local History and Genealogy division is now down two full-time positions; Michelle Finn and Antoine McDonald who has been moved over to the Teen Center as a supervisor. She and Ms. Clasper have been meeting with Christine Ridarsky to determine what the fist-year report to the county will be. The organization of the county collection is severely lacking, and Ms. Ridarsky believes the task of organizing the collection is much larger than originally thought. She also believes there are significant portions of the collection that should be maintained by other agencies. The current assessments are that the task of organizing the collection will be much more than a one-year project and the local history and genealogy division will need additional staff to get that done. The other complication is the financial piece whereby the county is insisting that the library bill for the allocated funds rather than including the funds in their transfer to the city of Central Library operating monies. Ms. Hasselwander is working diligently with our county attorney Don Crumb and staff in the county finance office.

### **Central Library**

Ms. Clasper offered to answer questions about the written report. She shared that she , Ms. Lewis, and Ms. Smathers attended the grand opening of the new Constellation Brands building. It was a lovely reception, and the building is beautiful. The library has been reaching out to the Constellation employees encouraging them to come check out the Central Library. In response to a question, Ms. Uttaro reported that Constellation will have between 400 and 450 people in the building with more than half of them working a hybrid office/home schedule.

### **Community Libraries**

Ms. Lewis offered to answer questions about the written report. In response to a question, she reported that critical items for the mobile library are still on back order, but other items are arriving and once the lift is received and installed the work should progress swiftly. It may be late summer before the van can be delivered.

Next, she reported that the Rebecca Walker author visit was not well attended. Miss Benjamin added that despite the low attendance those who were there were fully engaged, and she felt it was a wonderful program. Ms. Lewis added that the YouTube video recording of the program had gone up on Saturday but was taken down late Monday afternoon. It had 25 views and the decision to take it down was based on the audience sharing deeply personal stories and they may not have realized a recording of that would be shared on the internet.

She reviewed the itinerary for the upcoming teen field trip to Washington DC and offered hard copies of for anyone interested in looking at it. She reported the meet-and-greet for the trip participants went well and gave everyone an opportunity to meet prior to the trip.

Next, she shared that the branch libraries experienced their first Cool Sweep emergency the week prior. Cool Sweep does not normally start until July 1, so this was earlier than anticipated. During a Cool Sweep emergency, selected branches extend hours to allow the community access to air-conditioned spaces. This was no small feat given staffing challenges and that the Lincoln Branch Manager happened to be on vacation. She then shared an anecdote about some children in the Arnett neighborhood who were so excited to find the library open late due to the Cool Sweep that they ran around the neighborhood knocking on doors and gathering up their friends to come to the library.

She then reported that the Maplewood Community Library staff has packed their whole collection along with all their other equipment and are now unpacking and moving into their new temporary location. They are on target for opening on July 8. She has been exceptionally impressed with the professionalism and dedication of the staff during this effort. In response to a question, she shared the Maplewood Community Library hours will be the same Monday through Friday however they will not have Saturday hours until the staff are more settled into the building.

#### **Other Business**

Ms. Mansour explained that the new Trustee Resources binders are now complete. She invited trustees to provide feedback or edits if they find errors. She advised that anyone who does not already have a Trustee Handbook should take one and add it to their binder. Going forward, she will be distributing updated pages as needed to keep everyone's binders current.

Ms. Benjamin stated she will be reaching out to the Nominating Committee to begin the work of replacing Trustee Soanes and filling the new positions. Ms. Baynes added that she anticipates retiring from the board at the end of her term in December 2024.

#### **Adjournment**

The meeting adjourned at 10:16 a.m.

*Dan Karin, Secretary*

**ROCHESTER PUBLIC LIBRARY  
PERSONNEL CHANGES  
June 10, 2024 to August 9, 2024**

➤ **NEW HIRES**

Catlin, Danielle	Library Page/PT/Lyell Branch	06/10/2024
Cossio, Diana	Library Assistant/Bilingual/FT/Sully Branch	07/29/2024
Crowley, Brittany	Clerk III/Typing/PT/Central/Technical Services	08/05/2024
Gamble, Megan	Library Page/PT/Sully Branch	06/27/2024
Hoecker, Chloe	Library Page/PT/Sully Branch	06/10/2024
Ibrahim, Zaccariah	Security Guard/PT/Maplewood Branch	08/01/2024
Riley, Ebony	Literacy Aide/PT/Lyell Branch	06/24/2024
Rowe, Michele	Library Assistant/PT/Central/Local History	08/07/2024

➤ **PROMOTIONS**

Ahearn, Heather	<b>FROM:</b> Literacy Aide/PT/Douglass Branch	08/05/2024
	<b>TO:</b> Librarian I/PT/Wheatley Branch	
Alley, Lynette	<b>FROM:</b> Asst to the Mgr of Lib Adm/Central/Personnel	07/01/2024
	<b>TO:</b> Executive Assistant/FT/Central/Personnel	
Byrnes, Jennifer	<b>FROM:</b> Librarian II/FT/Central/BIC	07/01/2024
	<b>TO:</b> Librarian III/FT/Central/BIC	
Mitchell, James	<b>FROM:</b> Clerk Typist/PT/Sully Branch	07/01/2024
	<b>TO:</b> Clerk III/Typing/PT/Sully Branch	
Morry, Emily	<b>FROM:</b> Library Assistant/PT/Central/Local History	07/01/2024
	<b>TO:</b> Library Assistant/FT/Central/Local History	
Suro, Ana	<b>FROM:</b> Mgr of Lib Administration/Central/Personnel	07/01/2024
	<b>TO:</b> Director of Lib Adm & Operations/Central/Personnel	
Wiley, Callise	<b>FROM:</b> Clerk III/Typing/PT/Central/Circulation	07/01/2024
	<b>TO:</b> Library Assistant/PT/Central/Circulation	

➤ **TRANSFER**

Ormond, Sarah	<b>FROM:</b> Clerk III/Typing/PT/Central/BIC	06/24/2024
	<b>TO:</b> Clerk III/Typing/PT/Central/Technical Services	

➤ **RESIGNATION**

Francis, Morgan	Clerk Typist/PT/Monroe Branch	07/03/2024
Hagood, Makita	Clerk Typist/PT/Central/Circulation	07/19/2024
Jahanshiri, Faezeh	Librarian I/PT/Central/Science Division	07/08/2024
Jones, Shondale	Clerk III/Typing/PT/Central/Technical Services	07/26/2024
Torres, Yamilet	Library Assistant/PT/Charlotte Branch	07/25/2024
Vega, Rose	Clerk Typist/PT/Douglass Branch	06/28/2024

**Personnel Changes**  
**June 10, 2024 to August 9, 2024**  
**Page 2**

➤ **RETIREMENT:**

Rogers, Lisa	Clerk Typist/PT/Central/Circulation	07/26/2024
<b>15 YEARS OF SERVICE</b>		

➤ **DECEASED:**

Covell, Bae	Librarian I/PT/Maplewood Branch	07/06/2024
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**STAFFING**  
**June 10, 2024 to August 9, 2024**

<b>Full-Time Positions</b>	<b>Central</b>	<b>Branches</b>
Budgeted	78	31
Filled	77	28
Vacancies	1	3
<b>Part-time Positions</b>	<b>Central</b>	<b>Branches</b>
Budgeted	122	136
Filled	69	112
Vacancies	53	24



**Rochester Public Library  
Financial Report – Summary  
August 28, 2024 Board Meeting**

**Central Financial Report, July 2024**

Salary & Benefits: Salaries, wages, and overtime within budget.

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

Services & Charges: Monthly maintenance and service invoices including utilities and chargebacks have not yet occurred in the new fiscal year.

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

**Community Financial Report, July 2024**

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

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

Services & Charges: Water costs for the year are encumbered. Monthly maintenance and service invoices including utilities and chargebacks have not yet occurred in the new fiscal year.

Cash Capital: Small computer equipment and furnishing expenses. Remaining funds are reserved for other planned expenses including for NE branch design services.

**Central Financial Report, Fiscal Year 2024-25**  
*Fiscal YTD (through July 31, 2024)*

Category	Description	Original Budget	Revised Budget	Expenses FISCAL YTD	Remaining Balance	% of Budget
Salary & Benefits	Full-Time Salaries	4,943,000	4,943,000	386,148	4,556,852	7.8%
	Part-Time/Temp Salaries	1,597,400	1,589,300	105,544	1,483,756	6.6%
	Overtime	17,500	17,500	3,671	13,829	21.0%
	Employee Benefits	3,310,600	3,310,600	175,748	3,134,852	5.3%
	Employee Development	27,700	27,700	187	27,513	0.7%
	Other	59,800	59,800	2,713	57,087	4.5%
	<b>Sub Total</b>		<b>9,956,000</b>	<b>9,947,900</b>	<b>674,012</b>	<b>9,273,888</b>
Equipment & Supplies	Materials Budget	505,000	505,000	56,107	448,893	11.1%
	Other Furnishings & Equipment	10,100	10,100	0	10,100	0.0%
	Office Supplies	56,500	56,500	1,209	55,291	2.1%
	Other Materials & Supplies	51,000	51,000	1,558	49,442	3.1%
	<b>Sub Total</b>		<b>622,600</b>	<b>622,600</b>	<b>58,874</b>	<b>563,726</b>
Services & Charges	Utilities	467,500	467,500	0	467,500	0.0%
	Facility Maintenance	103,400	103,400	1,095	102,305	1.1%
	Professional Services/Fees	221,600	221,600	425	221,175	0.2%
	Chargebacks	80,700	80,700	0	80,700	0.0%
	Service Charges - Other Gov't	51,400	51,400	0	51,400	0.0%
	Telecommunications	14,200	14,200	0	14,200	0.0%
	Other Expenses	204,400	212,500	19,648	192,852	9.2%
	<b>Sub Total</b>		<b>1,143,200</b>	<b>1,151,300</b>	<b>21,168</b>	<b>1,130,132</b>
<b>TOTAL EXPENSED</b>		<b>11,721,800</b>	<b>11,721,800</b>	<b>754,053</b>	<b>10,967,747</b>	<b>6.4%</b>
Central Cash Capital	Facility Maintenance Allocation	94,000	94,000	0	94,000	0.0%
<b>REVENUE RECEIPTS</b>		<b>11,736,100</b>	<b>11,736,100</b>	<b>710,346</b>	<b>11,025,754</b>	
		<i>Original Budget</i>	<i>Revised Budget</i>	<i>Central Library Support from City + Central Revenue</i>	<i>Outstanding Revenue</i>	

<b>Community Financial Report, Fiscal Year 2024-25</b>						
<i>Fiscal YTD (through July 31, 2024)</i>						
<b>Category</b>	<b>Description</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Expenses FISCAL YTD</b>	<b>Remaining Balance</b>	<b>% of Budget</b>
Salary & Benefits						
	<b>Full-Time Salaries</b>	2,080,100	2,080,100	141,344	1,938,756	6.8%
	Part-Time/Temp Salaries	2,026,400	2,026,400	135,757	1,890,643	6.7%
	Overtime	2,000	2,000	5,144	-3,144	257.2%
	Employee Development	22,900	22,900	1,344	21,556	5.9%
	Other	28,300	28,300	682	27,618	2.4%
	<b>Sub Total</b>	<b>4,159,700</b>	<b>4,159,700</b>	<b>284,271</b>	<b>3,847,811</b>	<b>6.8%</b>
Equipment & Supplies						
	Materials Budget	496,600	496,600	12,232	484,368	2.5%
	Office Supplies	37,700	37,700	1,774	35,926	4.7%
	Other Materials & Supplies	34,500	34,500	1,705	32,795	4.9%
	<b>Sub Total</b>	<b>568,800</b>	<b>568,800</b>	<b>15,711</b>	<b>553,089</b>	<b>2.8%</b>
Services & Charges						
	Utilities	224,500	224,500	3,818	220,682	1.7%
	Facility Maintenance	39,000	39,000	0	39,000	0.0%
	Professional Services/Fees	376,800	376,800	4,661	372,139	1.2%
	Chargebacks	27,300	27,300	0	27,300	0.0%
	Service Charges - Other Gov't	7,500	7,500	0	7,500	0.0%
	Telecommunications	21,400	21,400	0	21,400	0.0%
	Other Expenses	52,500	52,500	1,175	51,325	2.2%
	<b>Sub Total</b>	<b>749,000</b>	<b>749,000</b>	<b>9,654</b>	<b>739,346</b>	<b>1.3%</b>
<b>TOTAL EXPENSED</b>		<b>5,477,500</b>	<b>5,477,500</b>	<b>309,636</b>	<b>5,140,246</b>	<b>5.7%</b>
Community Cash Capital	Computers & Equipment	10,000	10,000	1,262	8,738	12.6%
	Library Furnishings	12,000	12,000	929	11,071	7.7%
	Library Facilities	41,000	41,000	0	41,000	0.0%
	Library Capital Projects*	40,000	40,000			
<b>Cash Capital Total</b>		<b>103,000</b>	<b>63,000</b>	<b>2,191</b>	<b>60,809</b>	<b>3.5%</b>
<b>REVENUE RECEIPTS</b>		<b>390,461</b>	<b>390,461</b>	<b>5,985</b>	<b>384,476</b>	
		<i>Original Budget</i>	<i>Revised Budget</i>	<i>Receipts FISCAL YTD</i>	<i>Outstanding Revenue</i>	

\* Projects administered by City DES

<b>Trust Funds Financial Report, Fiscal Year 2024-25</b>						
<i>Fiscal YTD (through August 21, 2024)</i>						
		<b>Allocation</b>	<b>Carry-forward</b>	<b>TOTAL</b>	<b>YTD Expenses</b>	<b>% of Total</b>
Reynolds Fund - RPL	4229	\$144,857	\$70,945	\$215,802	\$0	0.0%
Fenevessy (Central + Branch bal)	4224	\$31,369	\$25,278	\$56,647	\$0	0.0%
Kenyon-Jeffries Fund	4233	\$20,191	\$10,806	\$30,997	\$0	0.0%
Purton Fund	4231	\$17,007	\$3,716	\$20,723	\$0	0.0%
Gleason Fund	4225	\$15,862				
Gleason Fund (FFRPL)	4225	\$12,183	\$35,427	\$63,472	\$0	0.0%
Gervickas Fund	4235	\$6,045	\$8,157	\$14,203	\$0	0.0%
Taylor Fund	4226	\$3,610	\$4,030	\$7,640	\$0	0.0%
Boland Fund	4232	\$1,541	\$1,535	\$3,076	\$0	0.0%
Carnahan Fund	4228	\$1,555	\$0	\$1,555	\$0	0.0%
Poletto Fund	4234	\$1,555	\$0	\$1,555	\$0	0.0%
Beeney Fund (FFRPL)	4227	\$4,878	\$2,829	\$7,707	\$0	0.0%
Craig Fund (FFRPL)	4236	\$2,716	\$1,209	\$3,925	\$0	0.0%
Holtzman Fund (FFRPL)	4239	\$1,560	\$1,851	\$3,411	\$0	0.0%
Lee Fund (FFRPL)	4237	\$1,475	\$2,581	\$4,056	\$0	0.0%
Vietnam Veterans Fund (FFRPL)	4238	\$688	\$2,161	\$2,849	\$0	0.0%
Tummonds Fund (FFRPL)	4241	\$88,391	\$54,141	\$142,532	\$0	0.0%
<b>TOTAL</b>		<b>\$355,483</b>	<b>\$224,667</b>	<b>\$580,150</b>	<b>\$0</b>	<b>0.0%</b>
<b>Gift Fund Financial Report, Fiscal Year 2024-25</b>						
<i>Fiscal YTD (through August 21, 2024)</i>						
<b>Fund</b>		<b>Allocation</b>	<b>Transfer In</b>	<b>TOTAL</b>	<b>YTD Expenses</b>	<b>% of Total</b>
Gift Fund	4230	\$4,244	\$0	\$4,244	\$0	0.0%



115 South Avenue | Rochester | New York | 14604

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

**Action Items**

**Allocation of 2023-2024 Annual Campaign Proceeds (Hasselwander)**

The July 1, 2023, to June 30, 2024, annual campaign raised \$317,454.57. Based on the RPL’s joint fundraising agreement with the Friends and Foundation of RPL, the proceeds of the annual campaign are to be divided evenly between the FFRPL and RPL, less any donor-restricted gifts, which translate to the following recommended allocations:

<b>Distribution of net proceeds:</b>	
Rochester Public Library for books, materials, and programs	\$ 100,000.00
The Friends and Foundation of the Rochester Public Library	\$ 100,000.00
<b>Campaign direct costs:</b>	\$ 50,094.87
<b>Restricted gifts and additional library allocations:</b>	
Donor restricted funds for Library use	\$ 55,001.00
Restricted gifts to endowment funds	\$ 350.00
Gifts designated for special projects	\$ 12,008.70
<b>Total</b>	<b>\$ 317,454.57</b>

Board Action Requested: Approve the proposed 2023-2024 annual campaign earnings allocation as described.

**Patent Agent Professional Services Agreement (Clasper)**

The RPL Business Insight Center (BIC) maintains the Carlson Center for Intellectual Property, a designated U.S. Patent and Trademark Office (USPTO) Patent and Trademark Resource Center. Through that Center, RPL will contract with a patent agent to provide one-on-one legal advisement and evaluation of intellectual property prospects. This agent will be available on an as-needed basis for clients identified by the BIC staff, at a rate of \$200 per hour. The only requirement is that clients have an annual household income of \$60,000 or less. The total amount of the contract will not exceed \$4,800 with a term of September 1, 2024, to August 30, 2025.

Board Action Requested: Approve a professional services agreement with David Bassett dba Bassett Statistical Company, LLC for an amount not to exceed \$4,800 through August 30, 2025.

**Website Support Professional Services Agreement (Smathers)**

Library Automation Services is currently upgrading multiple library webpages under WordPress open-source content management systems. Due to the complicated nature of upgrading the backend, outside expertise is

required for this project. The project will result in smoother functionality for library patrons and staff. The library previously contracted with Mason Digital for similar work.

Board Action Requested: Approve a professional services agreement with Mason Digital for an amount not to exceed \$4,000 through August 30, 2025.

**Additional Hours for Monroe Branch (Lewis)**

The Monroe Branch Library would like to host a community celebration marking their 110th anniversary on Sunday, November 10, 2024. The library would be open from 1:00–4:00 p.m. Activities will include food, children's programs, crafts, and music. This continues the trend set last year with Monroe's special Sunday program, which was a well-attended success.

Board Action Requested: Approve additional hours for the Monroe Branch on Sunday, November 10, 2024.

**Graphics Package for RPL's Mobile Library (Lewis)**

The mobile library has arrived back in Rochester and is ready for the application of the exterior wrap. Deputy Director Lewis has provided images of the proposed graphic wrap for board consideration. Once a graphic design is approved, a local advertising firm will wrap the vehicle.

Board Action Requested: Approve the graphics package for RPL's Mobile Library.

**NYSED Grant Approval (Uttaro)**

The RPL will submit three grant applications as part of the annual NYSED Library Construction grant process, as follows:

Maplewood Community Library Renovation & Expansion

The library shall undergo a comprehensive renovation and expansion to include a secure outdoor play space, new parking lot (from site acquisition), new exterior fencing and lighting, separate spaces for classes and tutoring, a new community meeting room, updated restrooms, and a continuing focus on youth and family services. A building addition in the former parking area will add 2,666 square feet of public space. A new roofing system will tie the new addition to the existing structure. The renovation will also incorporate innovative materials to update the exterior and provide for a new, ADA-accessible entrance from Dewey Avenue. We are requesting NYSED construction funding of \$776,508 with ARPA funding and library debt as the match. Construction began this month with expected completion in early 2026.

Rundel Memorial Library Masonry & Window Restoration

Restoration of the exterior masonry and windows, with a focus on the parapet and west facade, has been under design since 2020. The project will reconstruct and restore critical areas of the limestone and brick masonry parapets, roofing, flashings, and original bronze windows, with limited structural steel framing repairs. The focus is on the west/river facade (including windows) and additional masonry repairs in the central light court. We are requesting NYSED construction funding of \$500,000 with ARPA funding and library debt as the match. Construction began in summer 2024 with expected completion in early 2026.

Lincoln Roof

This roof project will provide a 10-year warrantied roof coating for the main roof and roof over the Toy Library, as well as a new curb build over the existing rooftop HVAC unit which has experienced recent leakage. The estimated cost for the project is \$248,400 and we are requesting 90% NYSED construction funding with \$24,840 in 2023-24 cash capital as the match. Construction is anticipated in spring 2025.

This month, the MCLS Board has approved a consortia application for energy efficiency lighting upgrades at the Sully and Douglass locations.

Board Action Requested: Approve the grant application and acceptance of funds up to \$1,500,068 from the NYSED Division of Library Development for the construction projects described.

**MCLS Document of Understanding (Uttaro)**

Every three years, the MCLS updates the Document of Understanding (DOU), an agreement between the MCLS and each member library. This document describes the required services that MCLS must provide as well as the requirements that must be met for an independent library to be a member of the system. There are no substantial changes to the document in this update. A copy of the DOU is included in this packet.

Board Action Requested: Approve the 2025-2027 MCLS Document of Understanding.

**Acceptance of Grant-In-Aid (Uttaro)**

We have received confirmation from Senator Brouk that she is directing a grant-in-aid in the amount of \$12,000 to the Rochester Public Library. Discussion is occurring now regarding the use of the funds, which could be used to add additional security cameras to selected branches and/or to fund a contract with a counseling service to provide as-needed counseling for staff experiencing traumatic events.

Board Action Requested: Accept the \$12,000 grant-in-aid provided by Senator Brouk.

## Report & Discussion Items

### RPL & MCLS Director Patricia Uttaro reporting

#### Recommended Reading & Viewing

- Packhorse Librarians Photography Exhibit - [https://www.smithmountaineagle.com/news/packhorse-librarians-photography-exhibit-at-moarts-gallery-through-august-31st/article\\_24980146-3eb3-11ef-94bd-0bf1a7670387.html](https://www.smithmountaineagle.com/news/packhorse-librarians-photography-exhibit-at-moarts-gallery-through-august-31st/article_24980146-3eb3-11ef-94bd-0bf1a7670387.html) Seemed appropriate to share this as RPL prepares to launch a new mobile library!
- Libraries & Parks: A Nature-Smart Partnership - <https://www.childrenandnature.org/resources/fnn-libraries-and-parks-a-nature-smart-partnership/> Reinforces our drive to provide Empire Passes to state parks.
- BPL's Chef-in-Residence Brings Plant-Based Cooking to Roxbury Library - <https://www.boston.com/food/food-news/2024/06/20/cooking-boston-public-library-chef-in-residence/>
- Exploring Basic Needs Support Across Public and Community College Libraries - <https://sr.ithaka.org/publications/exploring-basic-needs-support-across-public-and-community-college-libraries/>

#### Northeast Branch Update

Mayor Evans formally identified funding from the City to build an 11<sup>th</sup> branch as part of a larger Rochester Housing Authority project at Portland and Fernwood Avenues. The debt appropriation will go to the City Council in September and Brie Harrison is preparing to release a Request for Proposal for design services. If Rochester Housing Authority is successful in securing NYS funding this fall, the projected open date for this new branch will be some time in 2026.

#### Year One Review of Fines Elimination

It has been a full year since RPL eliminated daily fines on all materials. The following metrics have been tracked monthly:

New Library Cards Issued	8,614 (31% increase from prior year)
Circulation of Materials	807,029 (5% increase from prior year)
Number of Lost Items	12,248 (42% increase from prior year)
Number of Collection Agency Turnovers	1,635 (11% increased from prior year)

The increase in the number of lost items and collection agency turnovers is concerning and is something we will need to monitor over the next few years. However, the number of items that went “lost” from July 2023–June 2024 is only 1.5% of the total number of items that were borrowed, meaning that 98.5% of items borrowed in the year were returned. Anecdotally, the removal of daily fines continues to be a delightful surprise to some and has certainly removed a significant barrier for some patrons wishing to use the library.

#### **Monroe County Digital Equity Initiative**

The Monroe County Library System is included in Monroe County's ARPA spending package—approved at the August 13 County Legislature meeting—to provide a 2-year digital equity initiative which will improve access to computers, the internet, and life-long learning across the county. The MCLS will receive \$3.1 million to provide the following services:

- Increase the number of Mifi portable internet devices across the system. These devices will be managed primarily through the Central Library's Reynolds Media Center.
- Establish a professional services contract with Literacy Rochester to support their Digital Literacy Navigator program which provides one-on-one computer assistance at 14 library locations. This program will increase the number of locations in Year 2.



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

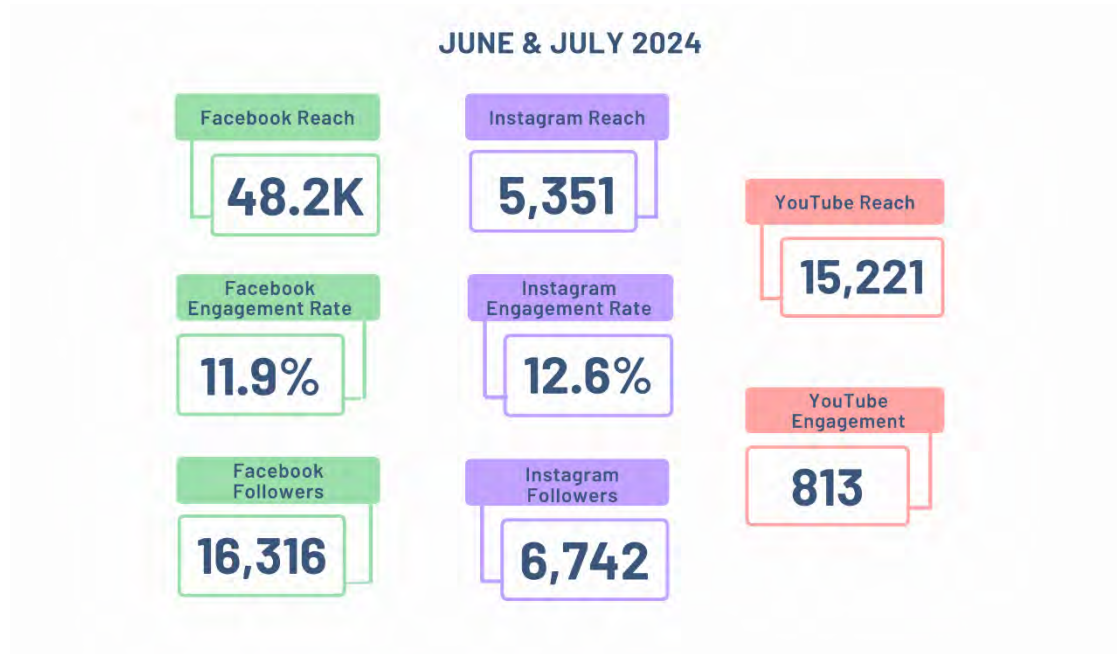
- Establish a county-wide computer training program that will provide a series of classes in a variety of topics, taught by up to ten instructors. The instructors will be hired on a contractual basis for up to 20 hours a week through the end of 2026. We anticipate training up to 1050 county residents and providing those who complete their courses of training with a computer to keep.
- Establish a county-wide subscription to the Udemy self-directed learning database, which has been available to City residents for several years.
- Install ten solar-powered, Mifi-enabled charging stations/tables at selected sites throughout the county. These tables provide access to device-charging and internet. Locations are being explored.

This initiative will require the following additions to Central Library staff:

- A FT Librarian IV Project Manager position will be assumed by Jen Byrnes who will be the core team lead for all activities.
- A FT Library Assistant will be added to the Reynolds Media Center to manage the Mifi loan program.
- A FT Clerk III will be added to support the Project Manager and the project in general.
- A FT Librarian I will be added to develop and oversee the instructional design and training program.
- A PT Computer Communications Technician will be added to support the IT portions of this project.

The full proposal to Monroe County is included with this packet where you can see specific details as we know them now.

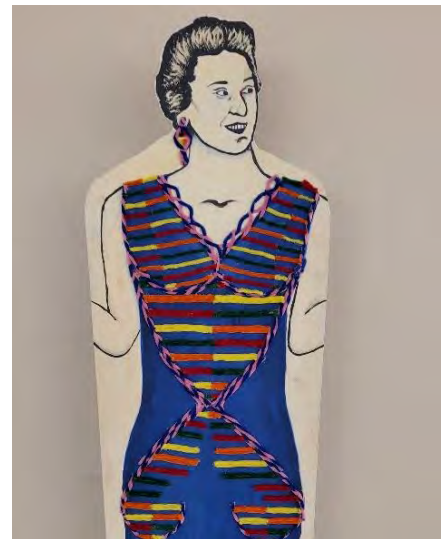
Social Media



## Central Library Updates

Emily Clasper reporting

- The Central Library celebrated our new corporate neighbors, Constellation Brands, with a banner welcoming them to the neighborhood. Constellation responded by sending donuts for the Central staff. Colleagues at City Hall thanked us for the gesture, expressing that it was a wonderful way to highlight the relationship between downtown businesses and City of Rochester departments. Library staff then attended the Constellation grand opening event, which gave us a chance to promote the offerings of the Central Library and make some connections.
- Emily Clasper has recently met with representatives from the Memorial Art Gallery, St. Joseph's Neighborhood Center, the U.S. Department of Veterans Affairs, and the Rochester Education Opportunity Center to discuss potential future partnerships that will enhance the services of the Central Library and bring new services and opportunities for growth to our patrons.
- The Central Library participated in Greentopia's *Famous Rochesterians* Art Project by hosting six art pieces in July. These cut-out representations of famous Rochesterians were part of a 14-library scavenger hunt that ranged across the entire county. The pieces were then auctioned off during Greentopia's "Reflections on the River" Gala event, hosted in Rundel's Hacker Hall on August 1.
- Clasper attended the 2024 Library Advocacy and Funding Conference, a virtual event that centers on advocacy and funding strategies from experts from the library field as well as other sectors. This year's conference featured many sessions on managing materials challenges and controlling these situations so that they do not become a public relations nightmare. Attendance at this conference included access to recordings of sessions from past years, which have provided helpful information about budgeting practices, advocacy, and the use of data to design and market services.

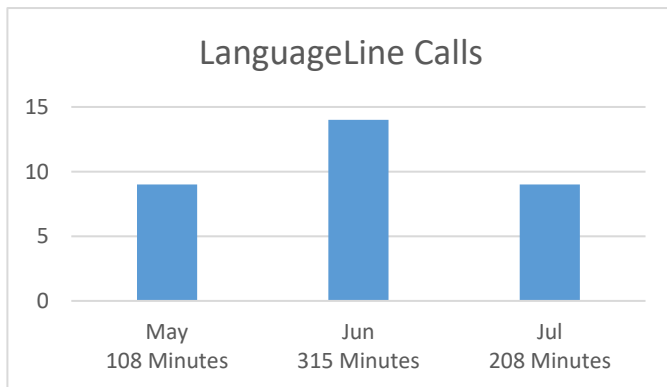


**RPL Director's Report–June 2024 (Continued)**

- Clasper and Jennifer Smathers attended the 2024 New York Alliance of Library Systems (NYALS) Summer Symposium, which included additional meetings for the Public Library System Directors Organization (PULISDO). Discussion at these meetings covered issues currently facing our colleagues at other NY Library systems, and included discussions of library funding, advocacy, policy, and marketing. Preliminary plans for the upcoming 2025 budget advocacy season were discussed, with a sizable portion of the time devoted to a collaborative process where participants worked to set priorities and shape the messaging that will be used to communicate our needs in Albany.



- The “Secret Stash: exhibit in the Anthony Mascioli Gallery highlights rarely seen treasures from the Central Library’s collections. Staff and patrons alike have commented on what a treat it has been to get a glimpse of these unique items they may never have known about otherwise!
- The LanguageLine on-demand interpreting service has been in use at the Central Library since mid-April. In the first three full months, Central staff have used this service 32 times for a total of 631 minutes of interpreting. The most requested language is Spanish, with some ASL interpreting via video call and two requests for Arabic. Staff feedback has been overwhelmingly positive, with enthusiasm from staff regarding how easy the service is to use. The one criticism has been that it would be even easier to use if staff had dual handset telephones to use for this service, so we are currently looking into obtaining these for the service desks.



- In June, we began using a restroom monitoring system in the Technology Center to provide staff with an alert for possible overdose or other medical issue. The [BRAVE Overdose Detection System](#) sends a text message to key library staff when there is no motion in an occupied restroom for a period of time, or when the restroom is occupied for a long time. Staff can then ask Security to perform a wellness check on the restroom. In July, we received 61 alerts, averaging two or three alerts per day. In most cases, the patron responded to the wellness check, or was already gone before Security arrived. Staff feedback has been universally positive, with many expressing relief that there is a safety net in place to alert us to potential issues, and a sense that any “false alarms” we experience are a small price to pay for being able to respond in a timely manner when there is a real issue.
- A team of Central and Branch staff has been formed to implement a new [Patron Incident Tracking System \(PITS\)](#) for all RPL Branches and Central. This system is designed to improve reporting and tracking of security

incidents and help communicate more effectively with staff about issues that occur. We hope to launch this system in mid to late September.

**Arts/Literature, Don Hyatt, Andrew Coyle, Melissa Manczuk reporting**

Programs

- Don Hyatt began his series of Cyanotype programs, taking advantage of the summer sun we enjoy at this time of year. Hyatt begins the programs talking about the history of the Cyanotype process and the chemistry that is occurring when the Sun's UV rays hit the light sensitive materials. These cyanotype programs have been occurring bi-monthly and will continue through August.
- Photo walk: *Rochester's photographic history before Eastman 1840-1880* This photo walk was an informed look at the photographic processes that developed within this 40-year era and how they were seen through the development of Rochester. Presenter Don Hyatt had an engaged audience that was interested in the various processes of the time. Patrons were interested in the processes represented as well as the persons within the imagery. This walk was about 1.5 miles and provided a different historical look at the downtown landscape in the era of the Erie canal and Rochester's major growth at the time. The program ended in a location with a photograph taken by Eastman himself, showing how this earlier history informed the background that developed and shaped Eastman's further developments in the advancement of photography.



Outreach

- Lifespan program: Cyanotypes of local history. Hyatt visited the downtown Lifespan facility and had an audience that enjoyed looking through imagery to make prints. The group was deeply interested in the action processing the prints in water and the second bath in peroxide to have the vivid blue of the prints develop out. As this was an older audience, many spoke about their own memories of some of the places that were seen within the imagery that was used for prints.



Anecdotes

The digital literary journal of the Arts and Literature Division, *Rundelania*, published its 15th issue and has been the most popular issue yet, more than 2500 views in May alone!

**Business Insight Center (BIC), Jennifer Byrnes, reporting**

Programs

- Introduction to the Cannabis Industry, presented by Cannabis Workforce Initiative. This program helped prospective cannabis industry employees learn more about the strict regulations they will need to know.
- The Science of Cannabis Symposium, presented by BLOOM ROC raised the awareness of the industry and informed aspiring cannabis entrepreneurs about the variety of support services available to them in the area.

## ***RPL Director's Report—June 2024 (Continued)***

- Estate Planning and Intellectual Property, presented by Tracy Jong of Evans Fox showed participants that your intellectual property does not die with you. The speaker discussed the importance of having an Intellectual Property Plan and planning for who will inherit your Intellectual Property when you die.

### Outreach

- Byrnes met with Davis Craig, Director of Economic Empowerment for Connected Communities, Inc. to discuss how BIC can assist their clients. Their mission is to partner with city residents in the Beechwood and EMMA neighborhoods to break the cycle of poverty through antiracist community revitalization and equitable resource coordination.
- Tim Palmer, former head of Eastman Business Park, is currently living in Bristol, RI, where he serves on the Friends of the Library Board. Byrnes consulted with Tim and Peter Maloney, another board member, on how to provide business services to their community.
- Byrnes met with Jacqueline Kelly-Myers, senior stakeholder liaison for the IRS. Through the IRS, the division will provide a four-week program on small business taxes in addition to tax scams.
- Melissa Cobo staffed a table at the City of Rochester's Entrepreneurial Networking and Relationship Building Event.
- Cobo attended the Connected Communities Town Hall 2024 – Emma/Beechwood Neighborhood Networking event.
- Byrnes presented on BIC services to the latest Luminate cohort for NextCorps.
- Byrnes presented to the latest FoodFutureCo cohort on BIC services, a food and beverage accelerator based in NYC.
- Jennifer Byrnes met with Brian Farmer, Deputy Director of Business Incubation for the Office of Cannabis Management (OCM) and Dr. Brandy Young of Certainty Analytics to discuss forthcoming grants from the OCM.
- Melissa Cobo and Lily Anthony attended Statista AI Research Overview, sponsored by the database Statista. They also attended a webinar on using the Patent Public Search database through the US Patent and Trademark Office website.

### Anecdotes

- Byrnes has been appointed to the American Library Association's Business Research Competencies Task Force.
- BIC will be working with the companies in the NY SMART-I Corridor, a \$40 M initiative. Over the next five years, the consortium will serve a critical role in supporting Upstate New York's continued growth into a globally competitive center of semiconductor workforce development, innovation, and manufacturing—part of the continued transformation from rust belt to innovation belt, the state says.
- Anthony and Cobo assisted a Cornell University professor with using the Patent Public Search database, and he expressed interest in having the Business Insight Center teach his Cornell graduate class how to use the database in the 2024-2025 academic year.

### Consulting

- Hours of in-depth market research/prior art searching: 106
- The Carlson Center for Intellectual Property assisted:
  - In person: 6
  - Email: 23
  - Mail: 3
  - Phone: 3
  - Zoom: 4

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

- 3D Printer: 2
- Webpage views: 34
- Requests Outside Greater Rochester Area: 32
- Referrals to Tracy Jong: 1

**Database Usage Statistics**

- Frost & Sullivan: Page views: 1; Value: \$950
- IBISWorld: Page views: 96; Value: \$46,120
- InnovationQ: Logins: 17; Searches: 47
- PitchBook Logins: 38
- Mintel: Page Views: 11; Downloads: 8
- Statista: Page views: 76; Downloads: 21

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

**Programs**

- Katie Powell hosted a Donuts with Dad program on the Saturday before Father's Day. Participants ate snacks and made a handprint craft for a special guy in their life.
- Margarita Chaves held bilingual story times every Monday during the month of July. Families were able to participate in learning Spanish songs and Spanish vocabulary. After each story, participants were able to complete extension activities with their family members based on the story read.
- Powell hosted a program with Monroe County 4-H about Bees, Butterflies, and Bats. Students listened to a story about bees, got to touch a honeycomb, made pollinator bracelets and beehive art.
- Powell also facilitated five weekly storytime sessions at Highland Park with the help of Gabby Larsen, the consultant staff funded through a Konar grant. The storytime sessions were attended by students from the nearby Generations Highland Childcare Center, as well as families from the neighborhood.



**Community Outreach/Meetings/Training**

- Tonia Burton offered training for community partners on early literacy. She partnered with Quality Stars and WXXI. The sessions were:
  - Using The Pyramid Model Book Nooks to Build Social-Emotional Literacy
  - Spark Playful Literacy Learning with PBS KIDS!
  - Discover Your Next Beloved Read
  - Igniting Early Reading Adventures – (Supercharged Storytime)
  - Empowering Trusted Messengers: Spreading the Talking is Teaching Movement Across Rochester
  - Raising A Reader Program Management
  - DIY Flannel boards

## **RPL Director's Report--June 2024 (Continued)**

Participants were treated to lunch and able to choose books to take back to their centers. This was supported by the Friends & Foundation through a Konar grant.

- Chelsea Arnold and Burton attended Harbor Festival, where they gave away books and information promoting summer reading.
- Burton organized a table at the WXXI PBS Kids Day at the Ballpark. She was joined by Natalie Soto (Lincoln), Shalis Worthy (Lyell), and Rebecca Rodriguez and Larsen (Central summer support staff.) Families played Minute-to-Win-It to win free books and made paper bag puppets.
- Burton and Rodriguez also visited The Freedom School to give out books and support their reading adventures.
- Larsen and Rodriguez visited Raising a Reader sites to offer storytimes and activities throughout July. Rodriguez also visited Wilson Commencement Summer Day Camp each week to offer STEM activities.

### Anecdotes/Other

- During June and July, the Children's Center offered programs and adventures in addition to the annual Summer Reading game. This year's theme, Adventure Begins at Your Library, was a fun way to incorporate diverse types of programs and events. We were awarded additional funding through a grant from Konar Foundation through FFRPL. This funding allowed us to purchase books and Raising a Reader supplies to use with community partners, provide transportation to Central and Lincoln Library, and field trips for Maplewood Library.
- Support from the *I love My Library* state funding provided all member libraries the opportunity to participate in the World of Work with the Red Wings reading program. Each library chose winners to get tickets to the game and will hear from the Red Wings Owner Naomi Silver about all the behind-the-scenes jobs available in a minor baseball team's organization. One winner will get to throw out the first pitch at the home game on August 13.

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

#### Statistics

- Curbside Pickup Appointments-2
- New Borrowers- 554
- RRLC Access Cards Issued- 13
- Notarial Acts- 238

#### Anecdotes

- A patron e-mailed to ask about getting a Rochester Regional Library Council Access Pass. She is a Rochester resident, studying at a college out of state, and wanted to know if the pass would give her access to the collection of the University of Rochester. Cunningham e-mailed her back instructions on how to apply for a pass and she had one within 30 minutes.
- A patron came to check out a copy of the movie *Mary Poppins*. It has been her favorite movie since she was a child. She has had a string of rather unfortunate events lately, and being able to watch the movie helps keep her spirits up. She and Cunningham discussed the importance of being positive and the joy of being colorful and expressive.
- A patron needed help using the fax machine. She was having difficulty typing out the information for the cover sheet. Cunningham volunteered to type for her. Cunningham then proceeded to type every single word incorrectly. The two of them were laughing so hard they were crying. Both agreed it was great to start the day laughing.

## RPL Director's Report—June 2024 (Continued)

- Kathy Sochia assisted a patron who needed help filling out some paperwork. He was having trouble writing and Sochia spent a significant amount of time writing down the information he dictated to her.
- Stephanie Penns assisted a patron who needed multiple copies of some extensive paperwork. When the print jobs were released, the patron was confused and Penns helped him collate his print jobs and organize his paperwork.

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

#### Programs

- Cynthia Howk, retired architectural research coordinator for the Landmark Society of Western New York, presented a talk entitled "Lost and Found: The Photos of Henry Durgin, Rochester's Most Talented Amateur Photographer, 1880s–1890s." Howk discussed Durgin's career, his photographic artistry, and rediscovery of the photographs themselves.
- The division's outdoor walking tours continued to be popular. Dan Cody led 29 people on a June tour entitled "Beyond Susan B. Anthony and Frederick Douglass: Activism in Rochester," and 22 people joined Emily Morry's tour, "Multicultural Rochester: Immigrants, Migrants, and Minorities in the Flower City" in July.
- Brandon Fess gave a talk at the Fairport Public Library on "Discovering Local History & Genealogy at RPL." The talk was an overview of the collections held here and how to use them.

#### Outreach/Meetings/Training

- Christine Ridarsky was a guest on WXXI's *Connection with Evan Dawson* where she discussed plans for the new High Falls State Park and Greentopia's Reflections on the River art project. Listen at <https://www.wxnews.org/show/connections/2024-07-30/how-can-parks-reflect-local-history>.
- Brandon Fess and Sheila Pietrowski represented the Shoulders to Stand On LGBTQIA+ Archive at the library's table at the Rochester Pride Festival in July. They reported that they had conversations with numerous people who might be interested in contributing personal or organizational archives to the collection in the future.
- Ridarsky attended a meeting of the City of Rochester's Heritage Committee. She also met with the new director of social studies for BOCES to discuss educational resources at the library and possibilities for future collaboration.

#### Digital Projects

The FamilySearch scanning team continued operations in June and July.

Title	Volume	Author	Total
Nazareth Academy	1915-1932	Nazareth Academy	10
The Lanthorn	1934-2010	Nazareth Academy	73
Vignettes Our Lady of Mercy	1951-1968	Our Lady of Mercy HS	16
Veritas Our Lady of Mercy	1969-1998	Our Lady of Mercy HS	17
Junction	1951-2013	Penfield HS	29
HiLights	1952-1969	Pittsford Central School	7
Sutherland St	1970-1974	Pittsford HS	4
HEIMSKRINGLA	1975-2015	Pittsford Mendon HS	24
Sutherland St	1978	Sutherland HS	1



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

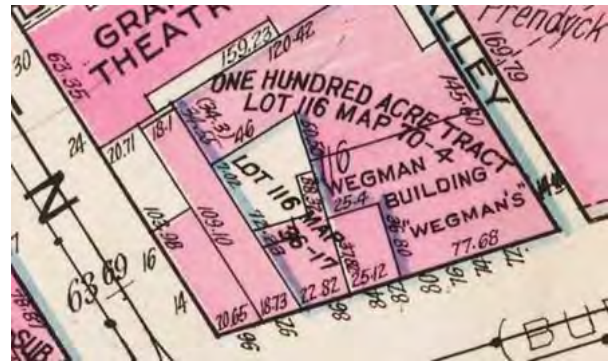
<b>Title</b>	<b>Volume</b>	<b>Author</b>	<b>Total</b>
metamorphosis	1985	Sutherland HS	1
Kaleidoscope	1989–2017	Pittsford Sutherland HS	25
Hi-Lights	1946–1948	Pittsford HS	3
Legacy Barker Road	1970–1983	Barker Road Jr. High	4
ZENOBIA Palmyra-Macedon	1964–1980	Palmyra-Macedon H. S.	4
Academy of the Sacred Heart	1948, 1969	Sacred Heart Academy	2
Senior Annual R. Catholic HS	1917	Rochester Catholic HS	1
ECHO Bergen HS	1951	Bergen HS	1
AINODELAC Caledonia HS	1932	Caledonia HS	1
Annual of West High Rochester	Jun 19	West High Rochester	1
The Monrolog	1944	Monroe HS	1
RIDGELIN Lincoln School	1951	Lincoln School	1
KALEIDOSCOPE T. Edison S.	1958	Thomas Edison School	1
The Rushes	1946	Rush High School	1
SODUSKAN	1935	Sodus High School	1
Roll Call	1950–1951	Leavenworth School	2
KIONDAGA	1946–1953	Keuka College	3
Kodak High School	1926	Kodak High School	1
Genoatk	1948	Scottsville, HS	1
The Right Angle: Sr. Annual Rochester Tech HS	Jun-25	Rochester Tech HS	1
St. Mary's Marvia	1948–1950	St. Mary's Sch. of Bus.	3
Sr. Annual Rochester Catholic High	1914–1915	Rochester Catholic HS	2
ECHO	1931	Palmer Institute Starkey Sem	1
The TROUBADOUR	1951	Kendall Central Sch.	1
The Rochester Gem	Vol. 3 1831–Vol.6 1834	The Rochester Gem	3

**Interns/Volunteers**

- Noeme Liestman provided a total of 5.75 hours of volunteer time in June. She completed processing the Whitelaw Roemer Photograph Collection, an ample collection of documentary, experimental, and fine art photographic prints from a local amateur photographer.
- Volunteer Karen Sue Brown continued working on sorting and filing newspaper clippings. She provided 50.5 hours of service in June and July. The focus of her work continues to be clippings that were left unfiled in 2012; she also spent time completing a needed revision and reorganization of clipping files on research projects at the University of Rochester and Strong Memorial Hospital and continuing revisions of files on both Wegmans and area wineries.
- Kaye Gray completed 30.5 hours of volunteer service in June and July. In that time, she created finding aids for 19 archival collections.
- Our summer intern, Savannah Devore, contributed 60 hours in July. She wrote biographical descriptions for incoming Archive of Black History and Culture collections, then worked on the arrangement and description of the newly acquired Donovan Shilling Papers.

Social Media

- A late May post to the *Local History ROCs!* blog, “Why Wegman?: the History of 72-80 West Main Street, Pt. 2,” written by Christopher Brennan, received 51 views in June.
- While researching a new blog post, Morry came across a ca. 2022 PhD dissertation, “A view from Oregon Street: an analysis of ethnic sport and social clubs in Rochester, NY, 1880-1915,” by Alec Hurley (University of Texas at Austin), which cited two blog posts from *Local History Rocsi!*: “Lost Leisure: the Story of one of Rochester’s Earliest Entertainment Destinations,” by Morry and “Jewish Rochester,” by Michelle Finn. The dissertation can be read online at <https://repositories.lib.utexas.edu/items/7eda9a94-59e6-41e7-9194-c152286d9407>
- Two new articles were posted to the *Local History ROCs!* blog in July: “More than One Month is Pride Month in Rochester, NY,” written by Hope Christansen, and “Ahhh...the French’s: The History of Rochester’s Mustard Mongers, pt.2” written by Emily Morry, who also edits the blog. Those posts received a total of 42 views in July.
- Readers revisited more than 240 previously published posts, which garnered more than 5,500 views from readers in more than 33 countries.



Anecdotes

- Fess found one reference question from the month especially memorable: A patron wrote via e-mail asking for any information available on an ancestor named John Burke, a foundry owner who died sometime in the 1870s. Fess began searching for information, only to find an overwhelming number of sources. As it turned out, despite not exactly being a common name, Rochester had three notable men named John Burke at the time: a City Council member, a professional con artist, and the foundryman being researched! Once this became clear, Fess was able to focus the results and find a detailed obituary for the John Burke in question.

**Reynolds Media Center, Joseph Born reporting**

Reference

RMC handled 1686 reference questions and 630 non-reference transactions for a total of 2316.

RMC Circulation

Total circulation of RMC materials, including those that occurred at other libraries was 23,200.

Hoopla

Total Circulation – 5618

Community Outreach/Meetings/Training

- Robert Scheffel had a zoom meeting w/Beth Adams of WXXI re Central's *Secret Stash* exhibit.
- Diane Gardner did a book review of *Every Living Thing* by Jason Roberts for *Audiofile Magazine's* Aug issue.

### Anecdotes

A patron was standing just outside of the Media Center, reading the posters of upcoming programs (Jazz Concerts and Summer Movie Matinees) and she exclaimed; "*Holy S\*\*\*! I never knew there was so much to do here. I should have f\*\*\*ing retired much sooner!*" And with that she took a copy of all the flyers that were on the table by the Program Calendar

### **Science and History, Gabe Pellegrino reporting**

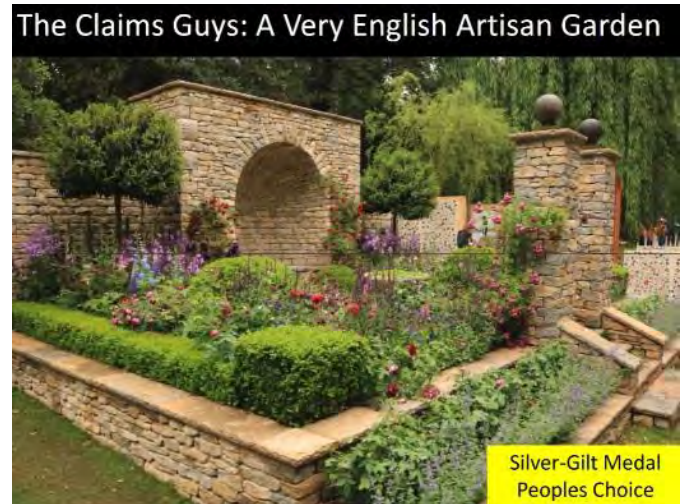
#### Programs

- America's entry into the Vietnam conflict: Lyndon B. Johnson & the Gulf of Tonkin Incident-- presented by Mark Sample, MCC history professor. Mark discussed the events that occurred after JFK's assassination and how America got involved with the Vietnam War. The audience was engaged throughout Mark's presentation.



- Clarence Darrow: The People's Defense Attorney-- presented by Mark Sample, MCC history professor, talked about the people that Darrow represented in court including the famous cases of Leopold & Loeb and the John Scopes Trials. A small group attended the program, and everyone was interested and engaged with Mark's presentation; several people asked questions.
- Come Along on a Mystery Trip! - This Zoom Travelogue program was presented by Lisa Wemett and Terry Mulee who have taken trips throughout Western New York State and the Finger Lakes including Ithaca, Buffalo, and many small towns. They explored and photographed gardens, scenic views, and art. They shared what they discovered. They also provided a handout to share that listed all the places discussed throughout their presentation. Renee Kendrot and Melissa Manczuk collaborated to plan and host this program. There were a lot of positive comments from the people who attended.

- Gardens of Southern England and the Chelsea Flower Show Travelogue—another Zoom-based program was presented by Ken Harbison. Ken and his wife Judy traveled to Southern England to twelve diverse gardens. They also attended the Chelsea Flower Show. Ken shared lots of beautiful pictures of the gardens and the Chelsea Flower Show. There were many positive comments from the people who attended this program. Kendrot and Melissa Manczuk collaborated to plan and host this program.  
The Come Along on a Mystery Trip! and Gardens of Southern England and the Chelsea Flower Show Travelogues were programs to correspond with the MCLS Summer Reading theme- Adventure Begins in Your Library.



#### Outreach/Meetings/Training

- Gabriel Pellegrino was invited to be a guest speaker at the Wilmot Community Conversations on Cancer Webinar series for their June presentation on the Biobank. Dr. Bradley Mills, PhD., is the director of the Biobank Shared Resource, which provides access to deidentified biospecimen and metadata for research use. As the Central Library is a Community Partner and Pellegrino serves on the Biobank Advisory Committee, he spoke on the importance of this resource to the public, especially underserved populations, and how it can help the greater good through research, much in the same way clinical trials are important and useful to all. The Biobank Advisory Committee also held its semiannual meeting in July.
- Pellegrino attended the Center for Community Health & Prevention Community Partner Breakfast, at their building on Prince Street. This was a fantastic opportunity for networking among the various partners. The Central Library is involved in multiple fruitful partnerships with CCHP, including the Distinction in Health medical student outreach program.
- LROC (Library Resource Outreach Center) visitors continued to be busy through the early summer, though there were many cancellations. Legal Assistance of Western New York (LawNY) have reestablished their presence at the library once a month, and more frequently in the fall. Pellegrino also handled 15 LROC referrals through the UniteUs platform, connecting the individuals with needed help.
- Pellegrino attended the monthly meeting of the Cancer Community Action Council. The Community-Driven Cancer Workgroup is working on a new project regarding promotion of clinical trials for underrepresented groups. It will focus on creating brochures redocumenting historical studies which have led to distrust. The Tuskegee Study and the Puerto Rico Contraceptive Trials have been chosen and the literature will show how clinical trials have greatly improved through present day.

Anecdotes

- Alaikia Miller created displays for Pride Month and Disability Pride Month, along with Summer Sips, a cocktail- and mocktail-oriented display. These have been immensely popular, with many patron loans.
- Patrons continue to be impressed with the breadth of the collections in the Science Division. Civil Service and test study materials continue to be popular, with many new exams occurring during the summer. The library has been a busy place and seating has been full in the Division throughout this time.

**Technology Center, Jay Osborne Reporting**

Anecdotes

- Many months ago, the Tech Center staff helped a local entrepreneur create a watermarked template for all his client-facing paperwork. Tech Center staff helped him create a few project proposals, and mentioned that if they were accepted, he would be able to hire local people to do the work. A year later our friend has a crew of seven and is bidding on increasingly larger projects. This week Jonathan Hammond took on the project of showing him how to create a polished project proposal using Google Docs that included text links to images and videos, highlighting specific features of the project. Our friend was incredibly happy and now he can use this proposal as a template for other projects in the future. Two days later he brought in two Spanish speaking women who needed help getting through the basic paperwork of setting up their business. He asked for Pedro Nunez, our native Spanish speaker on the Technology Center staff. He made introductions and told the women in his own halting Spanish "Pedro's great! You'll get all the help you need down here!"
- Lately Technology Center staff have been helping in Teen Central. The teens respond well to having an extra adult in the room, and behavior issues have been minimal. Cy Shropshire has lost a game of chess and a game of scrabble against two very smart teens, and lost ping pong battles to many more. Trevor Johnson is also genuinely enjoying his time in Teen Central. It's been beneficial to our ability to recognize our regular patrons. Many of the teens that frequent the teen center can also be seen walking through the link between programming sessions.



**Teen Central, Jeff Bostic reporting**

Programs

The Adolescents Inspiring through Multi-Media (AIMM) program started this month. Action for a Better Community sends their AIMM program to the library as part of their Summer Youth Employment Program. They learn technical skills, job readiness skills, and get to express themselves. Many kids stay past work hours to utilize other facets of the library that they are unable to utilize while working. The kids are learning to use photography, videography, social



media skills, and writing techniques to produce media that voices their message to the community. They have made posters, logos, skits, AI images, and multiple websites. Check out the behind the scenes website here: <https://express.adobe.com/page/8cmyE1pd1hn2a/> and the portfolio here: <https://jnbostic532d.myportfolio.com>



### Anecdotes

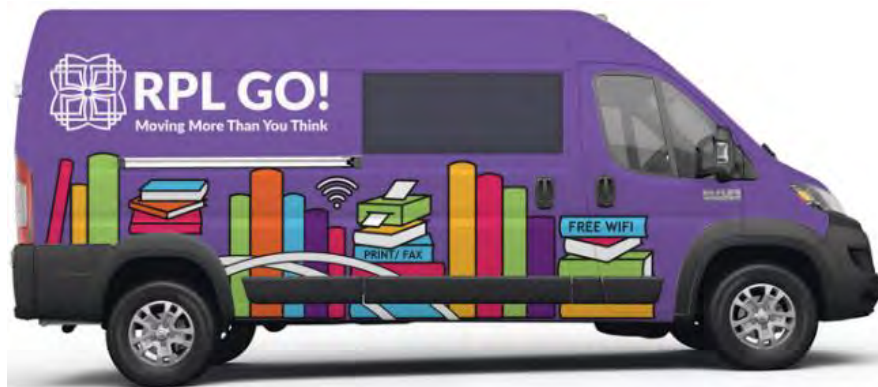
- Staffing issues in Teen Central have begun to take a positive turn with the return of Youth Services Assistant John Hylton and the addition of two new staff members: Part-Time Youth Services Assistant Trudy Iervolino and Part Time Librarian I Courtney Withey. Additionally, Antoine McDonald from Local History has been temporarily assigned to Teen Central to lend additional support during the summer months. We are hopeful that Youth Services Coordinator Shetora Banks will also return from medical leave soon. In the meantime, staff from the Children’s Center and Technology center have also been helping.
- A teen who is a talented musician and music producer, asked John Hylton to help him create a flyer for a performance and a business card for his music production. Together, they were able to create designs using the design program Adobe Illustrator. The process was a great learning experience using problem solving skills and attention to detail. The teen was pleased with the result and was introduced to a new resource that will be useful to him in the future.
- A Teen Central teen was going through some challenging times in his life and made a bad decision in the library that caused him to be barred. After being barred and experiencing a personal loss, homelessness, and being fired from his job, he took actions that landed him in some legal trouble. Realizing that this usually nice and caring youth needed help, Central staff and administration worked to find this young man the resources and support he needed. The teamwork from the RPL staff was inspiring and exemplified the compassion needed in how we assess and interact with youth in need.



## Community Library Updates

Melanie Lewis reporting.

There was lots of activity and forward movement in the branches. Amidst a tragic loss of staff member Bea Covell, the Maplewood staff moved into their new home for the next two years at the former Holy Rosary Church on Lexington Ave. All staff are relieved and excited that they can continue to provide services as a team in a dedicated location.



### Coming Soon!

Branch Administration received word from Creative Library Concepts that the mobile library upfits are complete. The vehicle is currently being housed with the City Fleet. Next steps: the graphics package for the exterior will be installed, and vehicle driver training will be scheduled with fleet trainers.

A long-awaited and exciting event for RPL was the Safe to be Smart bus trip to Washington, DC. Safe to be Smart staff organized and chaperoned 19 teens for three days visiting historical and cultural institutions. Plans for this trip began before the COVID-19 pandemic and were abruptly canceled in 2020. It was a heavy lift for STBS staff to recreate and regroup with a new group of teens and parents. A separate summary is included in the Board packet.

Branch Administration's Amy Discenza and Associate Director Emily Clasper serve on the City of Rochester's Opioid Team. The city will begin receiving annual opioid compensation settlement funds, administered by the NYS Office of Addiction Services and Supports, for the next 17 years and is in the process of developing a plan to address challenges related to the opioid crisis. The city is working with RIT to develop an opioid action plan, which is being guided by OASAS-approved activities focused on treatment, prevention, support for first responders, planning and coordination, training to abate the opioid epidemic, research, and post-mortem examination practices.



One of the city's first initiatives is the launching of a Neighborhood Ambassador Program in each of the four quadrants. A community-based organization will oversee each quadrant: The Father Tracey Advocacy Center/Northeast, the Barakah Muslim Charity/Southwest, MCCollaborative/Southeast, and Cameron

Community Ministries/Northwest. The Northeast program has been up and running for about three months now and the Southwest program will hopefully be ready to launch soon. Neighborhood Ambassadors will build relationships with neighbors, refer opioid users to community resources, and help clean up drug litter in their assigned quadrant. A steering committee comprising 20 local experts and community members deeply affected by the opioid epidemic has been assembled and will meet for the first time in August. The first of several community input sessions has been scheduled for late September. Suggested topics include quality of life, barriers to care, overdose prevention, and family impact. Opioid Team members are to attend both steering committee meetings and community input sessions.

Discenza also serves, along with Tonia Burton, on the City of Rochester Children's Savings Account Community Engagement Committee. The city is laying the groundwork to roll out a Children's Savings Account program in 2025. The plan is still very much in the works, but it is likely the CSA program will be opt-out, and eligibility will be linked with kindergarten enrollment in the RCSD or one of the city charter schools. Each account will receive an initial seed deposit (with a potential equity bonus for kids living in the poorest zip codes). Over the years, families will be able to participate in incentive programs to earn "bonuses," and families can contribute to the savings accounts. Discenza and Burton were invited to participate on the planning team for the innovative project.

Anecdotes

While filling in at the Toy Library, Discenza heard a surprisingly rhythmic drum beat and a sweet little voice singing. Unable to make out the lyrics, she inched closer to identify the song: two little girls were jamming out to Queen's, We Will Rock You!

**Arnett Branch Library, Bruce Tehan reporting**

Programs

- Prudence Anderson-Leusch, Kate Peck, Nancy Cholewa, and the rest of the Arnett team have done an incredible job keeping the youth engaged in many fun and educational activities. Arnett staff closed out July with the biggest event of the summer: an all-ages summer reading celebration featuring a magic show, pizza party, and the awarding of bicycles to two young library patrons.
- Branch staff have developed a series of pop-up programs incorporating Arnett's murals and large-format games, purchased by the Friends and Foundation of Rochester Public Library, into spur-of-the-moment activities that are both fun and educational.





Community Outreach/Meetings

Team members participated in a Community Wellness Resource Fair organized by Monroe County, visited the Westside Farmers Market several times, and pedaled the Book Bike to the 19<sup>th</sup> Ward Community Association's Square Fair and Parade.

Anecdotes/Other

- A gentleman Kate Peck has been working with on and off since January 2023 has made great strides employment-wise. Peck helped him find and apply to various training programs and he landed a nice job.
- The kids who visit Arnett are great at spreading the word about library doings. This summer, they have been especially good at it. For example, one Friday afternoon around 4:30, several kids who were hanging out in the library realized the building was going to be open for extra hours to serve as a cooling station during a heat emergency. They ran out and returned at 5:00 with about 25 of their friends, all very excited to be in the library "after hours". They spent the evening happily goofing around, playing games, and using the computers.



**Charlotte Branch Library, Dennis Williams reporting**

Programs

- Karen Duff reported that the Food for Thought book club discussed the graphic novel adaptation of Octavia Butler's *Kindred* with mixed reviews.
- Duff also reported that since the Adult Summer Reading program kicked off there have been over 90 entries for the weekly drawing of a Wegmans gift card.
- Young patrons enjoyed a pirate treasure hunt with Ms. Sarah, a summer sip n' paint with Anajah Ford, and story times, juggling, and a series of musical programming with Jennifer Cherelin.
- The Charlotte Branch Library's monthly produce distribution recently celebrated its two-year anniversary.

Community Outreach/Meetings

Cherelin offered Playtime at the Beach at Ontario Beach Park. Participants were invited to show off their hula-hooping skills, play parachute games, jump rope, and listen to stories.

Anecdotes/Other

The library occasionally receives (and responds to) mail from far-flung places. This summer Charlotte staff received a reference question from a 75-year-old man in Minnesota who is authoring a book on baseball games lasting 20 innings or more. Such a game occurred in Rochester on August 13, 1950—Rochester vs. Jersey City—and the gentleman requested a photocopy of the subsequent article from the local newspaper.

**Douglass Community Library, Evanna DiSalvo reporting**

Programs

- Jennifer Nesbitt hosted a Swiftie Day at the library to celebrate the iconic music star Taylor Swift! Participants enjoyed listening to Swift's music, making friendship bracelets, and playing Taylor Trivia. 3D-printed hearts were given out to all who attended.
- Circus Arts with Benjamin Berry, a summer reading event hosted at the Frederick Douglass R-Center, attracted over 80 attendees.
- The Zoo Mobile visited the Frederick Douglass Community Library in July. Participants were invited to observe a variety of small animals, including a tortoise.
- Nesbitt hosted three lively sessions of Summer Stories with music and movement on Friday mornings before the library opened. The new day and time brought in four new families.



Community Outreach/Meetings/Training

- Nesbitt collaborated with the Country Dancers of Rochester to offer a Story and Dance Time program at the Gregory Street Rose Room.
- The South Wedge Farmers Market is open for the season. Library staff attend the market weekly; it's an excellent way to connect with people in the neighborhood, inform them about library programs, and sign them up for library cards.
- On Douglass's staff training day, seven members of the team visited the Rare Books Department at the University of Rochester to view primary documents in the Frederick Douglass Collection.



Anecdotes/Other

The June coloring contest winners were announced, and prizes were distributed. Two winners selected gift certificates to Hipocampo Books, while the third opted for a gift certificate to Equal Grounds.

**Lincoln Branch Library, Sarah Lehman reporting**

Programs

- Families flocked to the meet-and-greet from the Braddock Bay Raptor Research Education Birds. Patrons got to meet a broad-winged hawk, a merlin, and a great-horned owl. Both caregivers and children asked questions about these birds and other birds in the Rochester area. It was a real hoot!
- The Seneca Park ZooMobile had an informative visit. Both children and their parents asked a lot of questions about the visiting animals. The kids enjoyed all the creatures that visited—even the snake!



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

- Ted Burzynski's magic show brought a lot of energy to the Children's room. Children were hyped to participate and interact with different gadgets, ask questions, and even getting to hold Ted's assistant—a bird!
- Teens enjoyed a workshop with Robin from Henna Rising. The workshop gives a brief overall education of henna from geographical, cultural, and historical perspectives. Teens were given henna and sample designs to practice.



**Community Outreach/Meetings/Training**

- Lincoln had the first group visit funded by the Greater Rochester Afterschool & Summer Alliance (GRASA) grant that Tonia Burton arranged for Lincoln and Central. Friendship Center brought a wonderful group of fifty preschoolers to play and learn.
- Lutheran Community Ministries brought a group of 46 summer camp visitors to play and learn.
- Natalie Soto accompanied Burton to an outreach event coordinated by WXXI at Frontier Field.

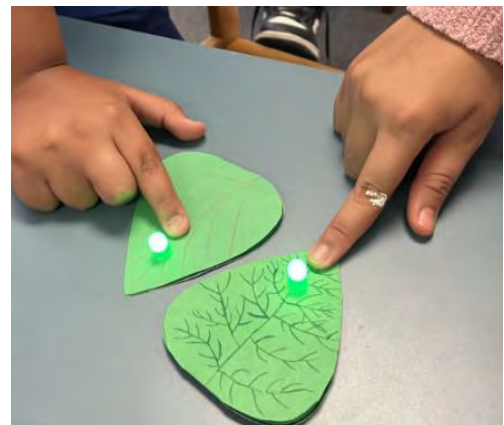
**Anecdotes/Other**

- The Providing Real Opportunities With Dedication (PROWD) program through Action for a Better Community used Lincoln as its home base location for the last week in July. They were wonderful guests—glad to have them here!
- Lincoln was able to connect a homeless patron who was pregnant with emergency services and able to provide her transportation with a bus pass that was purchased for the library by the Friends and Foundation of the Rochester Public Library.
- Lincoln was also able to help a young man looking for assistance in rehabilitation from drug use. Staff were able to help him find a treatment center that had availability to take him that day and provide him transportation to get there with a bus pass from the Friends and Foundation of the Rochester Public Library.

***Lyell Branch Library, Cathy Kyle reporting***

**Programs**

- Cathy Kyle hosted a book-binding workshop for adults, facilitated by local artist Laura Jackett. The group had fun creating three-dimensional kaleidoscope books and asked if Laura could come back for future programming.
- Grown-ups also learned to make Goddess bracelets—double-stranded beaded bracelets with rings separating each bead. The program was so popular that it was held twice.
- Lyell kids and teens showed their love for the special father figure in their lives by creating homemade Father's Day gifts. Kids designed books and cards, and teens assembled and decorated book racks.
- Young patrons participated in a unique STEM activity with Manju Sharma, using LED lights, coin cell batteries, and copper tape to create light-up leaves.



Community Outreach/Meetings/Training

- Shalis Worthy led story times at Sunshine Village and Healing Hands Childcare.
- Artemis Markakis offered technology assistance at the Charles Street Settlement House.
- Kyle made weekly outreach visits to the Maplewood YMCA to assist with crafts.
- Representatives from the Police Accountability Board and the Department of Health tabled at Lyell.



Anecdotes/Other

- A teen stopped into Lyell Branch while she was waiting for the bus and read a couple volumes of a manga series. Manju Sharma was so impressed with her impromptu reading that she awarded her a special summer reading prize.
- DIY Shrinky Dinks have been a popular pop-up summer activity, appealing to kids, teens, and even grown-ups. Lyell staff have enjoyed seeing patrons' creative sides.

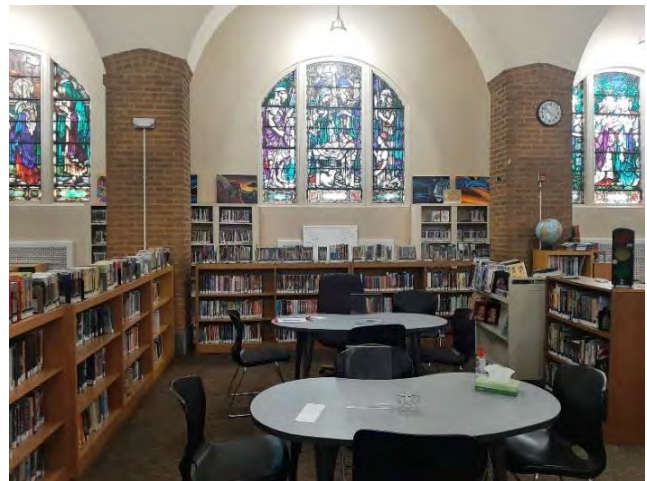
**Maplewood Community Library, Johanna Buran reporting**

Programs

- In partnership with the Foodlink summer meals program, Maplewood Library is providing lunch and snacks again this summer for children and teens. The program has become especially important for some of Mary's Place's clients who have children, as Mary's Place no longer provides food on Wednesdays.
- The library participated in an English language camp run by Rochester Language Acquisition and Cultural Exchange. The camp is for students entering grades 1 through 5.

Anecdotes/Other

- Maplewood staff packed up the whole library and set it up again at the temporary location at 414 Lexington Ave, the former Holy Rosary Church. On July 10, the library reopened to the public. Mary's Place is sharing the space.
- Maplewood staff have welcomed new users from Mary's Place, including a mother from Iran who brings her four daughters to the library to improve their English and social skills and make new friends. They are grateful for the Foodlink program.
- Many people from the neighborhood have stopped in to visit and share stories.
- Brian DiNitto participated in a focus group with another New Americans Librarian from Wisconsin through the University of Oklahoma.



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

Programs

- Matthew Hoople kicked off the summer with Monroe's first annual Baby Race. Children under two years of age dared to overcome distracting toys, obstacles, and other contestants to be the first to crawl or toddle from one end of the room to the other.
- Young patrons enjoyed songs and stories with Hoople during weekly story times.
- Theresa Filo is encouraging teens to explore new genres and authors this summer through her Blind Date with a Book program.
- Annette's Seed Bank was extremely popular this year. Patrons "borrowed" 1,052 flower and vegetable seed packets.
- Mary Clare Scheg and Melissa Hopkins led a week-long cursive writing camp for 90 minutes each morning. Participants gave the program an A rating .

Community Outreach/Meetings/Training

- Sixth graders from Genesee Charter School made their final library visit of the school year in June. The series was a wonderful experience for both student participants and the Monroe staff, who received positive feedback from teachers regarding the students' increased reading levels
- The Center for Youth is running a program called "Bridge to Peace" designed for students in grades Kindergarten through eight. This is many of the program participants' first time visiting a library, and a considerable number of new library cards have been issued. The program is set to continue through the end of August and marks the first time the Center has collaborated with the library.
- Hoople led a special story time at Ladybug Day, a family-friendly celebration rooted in sharing, learning, and creating, hosted by the South East Area Coalition and the Upper Monroe Neighborhood Association in July. Hoople also led weekly story times at St. Paul's Daycare.



**Phillis Wheatley Community Library, Lori Frankunas reporting**

Programs

- Warmer weather means more outside fun! At Wheatley's popular Garden Days programs, the children learn how to care for and maintain the vegetable plants and marigolds they grow in the library's raised bed gardens; the marigolds help keep the bugs away. The kids also get to eat the strawberries they planted last year and learn about different fruits and plants.
- To celebrate the end of the school year, Katy Rebholz worked with teens to create a photo booth complete with props and a backdrop. All youth and caregivers were invited to pose for pictures.
- Rebholz provided a gingerbread house kit and summer-themed candy for teens to assemble and decorate.



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

- Two highly successful SummerWrite camps, Young Authors Club and Graphic Novels, were held at Wheatley in collaboration with Writers & Books. Both camps had full registration, and the campers had lots of fun writing and creating. The projects completed in both camps will be placed in the Story Walk so the community can see and enjoy the participants work.



Community Outreach/Meetings/Training

Rebholz hosted an extremely successful Teen Poetry Open Mic in partnership with Teen Empowerment. Wheatley staff are excited to find more ways to collaborate with Teen Empowerment in the future.

Anecdotes/Other

- Alex Haehn hosted a visit from a second-grade class at Clara Barton School No. 2. Students enjoyed story time, made pictures out of shapes, created beaded bracelets, and participated in a Lego challenge.
- In May, Wheatley kids who “got caught reading” books from a variety of genres were entered in a raffle. The first-place winner won a book and a Walmart gift card. Two runners-up received McDonald’s gift cards. Photographic evidence went on display in the children’s room. The kids loved having their pictures displayed on the wall and “felt famous.” The campaign encouraged other children to read, too.
- Three teens won summer reading raffles in July! Raffle tickets were given out for reading, finishing books, and participating in programs. Each raffle winner was able to choose from a selection of prizes.

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

Programs

- Uno is a popular activity with youth of all ages and Sully Literacy Aides get to participate in many exciting matches. In addition to being fun, Uno teaches problem-solving and encourages friendships with other youth and staff members. Jose Mendez recently got in a few rounds of Uno with one of the children.
- Sully hosted a snack and lunch program for a week in June, and all the food was provided by Foodlink. The children particularly enjoyed the "Build Your Own Pizza" meal, their only complaint being that the pizza wasn't big enough. Fikrea Taher, Maria Heeks-Heinlein, George Carter, and Nefisa Ahmed were trained by Foodlink to responsibly manage and present the food after it was delivered.
- Carter developed learning packets to teach Sully Safe to Be Smart Teens about Juneteenth. Participants were surprised to learn that it took over two years for the law to spread across the country. A week later, the group reconvened to test their recall. Those who could answer at least eight of ten questions correctly won a snack and a cold drink.
- Building Families First visited for an African Drumming program. The performers used their musical skills and social work backgrounds to present an exciting and interactive program where children were



## RPL Director's Report—June 2024 (Continued)

encouraged to have fun and discuss the importance of making good decisions. Heeks-Heinlein asked one of the young participants if he liked the program. His face lit up, and he loudly said, "I LOVED IT!!"

- Sully participated in Writers and Books' SummerWrite in the Branches: It Could Happen Here. Campers created a collaborative story based in the Sully Library and used Jacob Bigelow as a point person to learn the library layout, the Dewey Decimal System, and as an audience of one. The camp concluded with a live performance of their story, which will be published and added to Sully's collection.



### Community Outreach/Meeting/Training

Jacob Bigelow did outreach at the Southeast Neighborhood Service Center fair, presenting information about library programs and services.

## **Winton Branch Library, Kathy Wolf reporting**

### Programs

- The Winton Branch Library's Summer Music Party has become a neighborhood tradition enjoyed by all ages. Rain made the library grounds too soggy for outdoor activities, so staff pivoted to hold the party indoors. Community, a safe space, fun, summer reading, library resources—that's what it's all about!
- The June meeting of Comic Club was adapted into a Summer Comic Hangout where the kids engaged in an unstructured discussion of their latest reads—*My Hero Academia*, *Dog Man*, and *Star Wars: Poe Dameron* proved to be fan favorites.
- The Boy Scouts put on a Lego Pinewood Derby program at Winton in July. Excited tweens got the opportunity to create their own cars out of Legos and race them down a ramp.
- Mary Fraser taught a class on gelatin plate printing techniques, and the group quickly got into the spirit of playing and experimenting with color and textures to make unique art. "Remember this one." a participant remarked about her friend, who was printmaking with fearless abandon. "She's going to be famous someday!"



### Community Outreach/Meeting/Training

Emily Smith and Mary Fraser represented the Winton Branch at the East Ave. Community Market. They distributed information about library programs and offerings and even brought along the branch's beloved prize wheel!

### Anecdotes/Other

- During a particularly high energy Comic Club meeting, one of the kids told Smith he didn't want to eat too many snacks because he felt bad Smith had bought them with her own money. When Smith informed him that the snacks were purchased with library money, the young patron said, "Wait! You used library money? Do you work here? Do you get paid for this?" When Smith informed him that she does, in fact, get paid for this, the boy said, "Good, because I'd feel so bad if you didn't get paid."
- Kathy Wolf received a congratulatory email from a patron that read in part, "When I first walked in, there were two patrons already being helped at the front counter and after a few seconds (literally seconds), a staff member stood up from where she was working, walked behind the counter, and offered to assist me."

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

*When I asked about printing legal documents, she offered me a guest pass, and when I asked about a notary, she conferred with a colleague and the answer was yes. The Notary, Katherine Bliss, was as professional as one could ask for and handled my sisters (all of whom have special needs) with care and yet efficiency. Even the third person who did not provide any direct assistance to us was helpful and courteous.”*



# **Document of Understanding Between the Monroe County Library System and Its Member Libraries January 1, 2025 – December 31, 2027**

New York State created library systems to expand the resources of local libraries, enabling them to more effectively utilize local tax revenues to offer quality library services and collections for the benefit of the region served by the library system. This document sets forth the understanding of the relationship between the Monroe County Library System (henceforth “the System” or “MCLS”) and its member libraries.

This document outlines required, essential, and value-added services provided by the System to its member libraries and the requirements placed upon member libraries in order to participate in the System.

## **I. Required Services**

Under New York State Education Law and the Regulations of the Commissioner, the following services and responsibilities are required to be provided by the Monroe County Library System and member libraries, respectively:

### **A. System Services & Responsibilities**

1. The System will maintain and operate a union catalog to support resource sharing among member libraries. (§90.3(4)(h))
2. The System will provide outreach services. (§90.3(m))
3. The Central Library of the System will support the residents in the System Service Area. (§90.4)
4. The System will develop and submit a Plan of Service to the New York State Education Department every five years. (§272) Through the MCLS Directors’ Council and joint committees, a means will be provided for making policy, service, and financial recommendations for the development and implementation of the System’s Five-Year Plan of Service. An annual Directors Retreat will be held in January where work priorities drawn from the Plan of Service will be evaluated for the prior year and set for the coming year.
5. The System will develop and retain a current Direct Access Policy to establish and ensure the borrowing rights of residents in the geographic area served by the System and its members. (§90.3)

### **B. Member Library Services & Responsibilities**

1. Member libraries will provide privileges to patrons of other member libraries in the System in accordance with the MCLS Direct Access Policy. (§90.3; see Appendix B, “Direct Access Policy”)
2. Member libraries will submit an Annual Report for Public and Association Libraries by the deadline set by the System. (§11.4) Member libraries may be asked to submit additional information to the System to help inform strategic and operational directions, as well as assist other members in decision making.

## II. Essential Services

Essential services are services or resources jointly shared and supported between the System and its member libraries. Essential services require a fee or charge to the members, known as the cost share (Appendix C). Members agree to pay an annual cost share to the System as specified in Appendix B. Pending increases in funding beyond the minimum required to support the System, the System will reserve additional funds in the System fund balance or distribute additional funds after the majority approval of member library directors and final approval of the MCLS Board of Trustees. The System fund balance will be used to support system services as needed in future budget cycles.

The System collects revenue via online fine payments. Such revenue, minus transaction charges, is redistributed by the System Finance Office to member libraries twice annually to the fine-charging library. This distribution is typically done at the same time as cost share billing. The following services and responsibilities are deemed essential by the Monroe County Library System and its members:

### A. Network

1. **Priority Support:** The System will provide access to and support of an Integrated Library System (ILS), the telecommunications infrastructure that supports circulation and patron database management, public catalogs, internet, the System website, ePortal, email, reports, and other functions and services as agreed to by the members.
2. **Equitable Access:** The System and its member libraries will cooperate in an effort to ensure equitable and fair access to the network, internet, and email services among the members.
3. **Bandwidth:** the System will monitor digital transmission bandwidth and will distribute monthly reports to the member library directors. Library Automation Services (LAS) has discretion to increase bandwidth based on its monitoring of digital transmission services. Bandwidth will be increased based on capacity in the current digital transmission contract and available System operational funding.
4. **Opt-In Technology Infrastructure:** the System will identify opportunities for technology infrastructure to provide additional public broadband access, such as community wireless access. Member libraries may opt to participate in technology infrastructure upon agreement to adhere to minimum requirements or standards identified by Library Automation Services and System administration to maintain safe, efficient, and full functionality of the infrastructure.
5. **Services to Small Libraries:** Library Automation Services (LAS) will provide selected services to member libraries which have up to 19 computers on their local area network and a population of fewer than 10,000 residents. Routine maintenance, updates, and weekly backups of small library computers will be set up to run automatically for Windows, spyware, and virus definitions. LAS will have remote access to all computers. System services provided to small libraries include:
  - a) Assistance with the installation of imaged computers and installation of printers, if compatible with the operating system.
  - b) Installation of all proprietary software such as CARL and PCRes. LAS will only support software installed on the base image.

- c) LAS staff will provide training on routine computer maintenance for small library directors as necessary.
- d) With help from LAS, small libraries will negotiate an hourly rate for tech help from an outside vendor for computer work that is outside the scope of work listed in this contract.

**B. Delivery**

- 1. The System will provide delivery service five days a week, Monday-Friday, for interlibrary and System distribution of materials.

**C. Staff Development & Consultation**

- 1. The System will provide or arrange training and consulting to member libraries, staff, and boards on relevant library issues. The System will be available for consultation with member library boards and staff members on relevant library issues and issues pertaining to general management.

**D. Advocacy & Communication**

- 1. In coordination with state and national professional organizations, the System will provide guidance on national, state, and regional issues.
- 2. The System will form ad-hoc committees to address specific advocacy issues as needed.
- 3. The System will provide outreach and scheduling support for advocacy meetings with State officials across the System's service area.

**E. Consortial Collections**

- 1. Member libraries will spend a minimum % of their materials budget on shared content for OverDrive. The percentage to spend on e-content for the following year will be reviewed on an annual basis at the March Directors' Council meeting. The System will fund the platform fee for Overdrive.

**III. Additional Responsibilities & Expectations**

**A. System**

- 1. The System budget options for the upcoming calendar fiscal year will be shared in draft form with the members at the April Directors' Council meeting each year. Member input on the budget will be incorporated into the final product, which will be brought to the May Directors' Council meeting for endorsement and to the MCLS Board of Trustees for approval in May.
- 2. The System Director will share monthly board reports with the member directors.
- 3. The System will inform members of New York State grant opportunities and administer any grant applications received from member libraries as well as provide support for appropriate grant programs.
- 4. The System will ensure that system policies, procedures, meeting minutes, and frequently asked questions are added to the System ePortal and are kept current.

**B. Member Libraries**

- 1. Through the MCLS Directors' Council (see Appendix D – Directors Council By-Laws), member library directors will participate in System planning for services and funding. Member library directors meet in a retreat each January to review the previous year and plan for the next year.

2. The System Internet Policy will serve as the standard for filtering in Monroe County. Member libraries will display the policy and have computer users acknowledge they have read it before using library computers. This requirement keeps the system in compliance with e-rate funding regulations. Members will also develop their own Internet Safety Policy and have the most up-to-date copy on file with the System (See Appendix E, MCLS Internet Access Policy)

#### IV. Insurance & Liability

1. Member Libraries shall provide their own insurance as each deems necessary.
2. The System shall be named as an additional insured or shall otherwise recover any damages to equipment owned by the System. The System and the member libraries shall defend, indemnify, and hold each other harmless, including officers and employees, from all liability, loss, damage, attorney's fees, or claims of any character brought because of any injuries or damage received or sustained by any person, persons, or property because the operations of the System or the Library, or because of any act or omission of the System or the Library, or from any Claim under the Workers' Compensation Act.

#### V. Changes & Amendments

Changes to this document and Appendix B shall require the approval of 2/3 of the boards of the member libraries and the System board. Such changes will be discussed, and language finalized by the Directors' Council, after which it will be presented to member library boards. If the member library board approves the changes, that Board President shall sign the amended document. Following the receipt of the amended and signed document of 2/3 of the member library boards, it will be presented to the System board for their approval and signature.

#### VI. Effective Date & Termination

By signing this document, each member library is renewing membership in Monroe County Library System with all benefits, privileges, and responsibilities as outlined above. This DOU shall become effective January 1, 2025, and will expire December 31, 2027. This is a three-year agreement with the option to renew at the set terms.

It may be terminated by either party upon written notice to the other, no later than nine (9) months prior to the end of any calendar year. Any member failing to sign this document by March 31 of the calendar year forfeits its System membership.

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Member Library

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President, Member Library Board of Trustees

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(Signature) President, Member Library Board of Trustees

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Date

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President, MCLS Board of Trustees

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(Signature) President, MCLS Board of Trustees

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Date

**Appendices:**

Appendix A – MCLS System Structure & Governance

Appendix B – Direct Access Policy

Appendix C – Cost Shares

Appendix D – Directors Council By-Laws

Appendix E – MCLS Internet Access Policy



## STBS Washington D.C. Fieldtrip 2024

### Summary by George Carter

Benjamin Franklin once said, "An investment in knowledge pays the best interest." This quote holds true for the FFRPL donors and the Rochester Public Library. Their support has opened unique learning opportunities for STBS students and significantly enhanced their learning experiences. The students have advanced from reading books about our nation's capital to visiting Washington, D.C. and exploring historical sites and museums. These sites include the National Museum of African American History and Culture, the Holocaust Museum, the Library of Congress, and the Lincoln Memorial.

Sully STBS staff member George Carter organized a successful meet-and-greet event for parents, students, library staff, and Youth Service workers. The program allowed staff to select the best-behaved and most mature candidates for the upcoming Washington, D.C. trip.

Before the departure date, Carter organized a comprehensive safety plan with Vincent McIntyre, Mr. Sneed, Jose Cruz, and Joseph Russo so parents could safely drop off STBS students during their departure.

**On the day of departure**, the staff and students met at the Bausch and Lomb library building to board the motorcoach for the 6-hour drive to Washington D.C. The students and chaperones rested, took pictures, and made stops for meals before visiting the Holocaust Museum. Many students were taken aback by the depth of the Holocaust's history, a testament to the trip's educational value. They later had a delicious meal at the Hard Rock Cafe, a moment of relaxation and enjoyment during the learning journey.

At around 9 p.m., students had a quick meal before checking into their rooms to prepare for the next day's schedule of events. To ensure the students' safety and discipline, security and chaperones taped the doors to ensure that students remained in their rooms and rested well for the upcoming day.

**On day two**, students had breakfast at 7:30 a.m. and left for sightseeing at 8:15 a.m. They visited the World War II Memorial, spent the day at the National African American Museum of History and Culture, had lunch there, and later visited the Library of Congress. They had dinner at the Pentagon City Mall before returning to the hotel.

**On the return day**, students had breakfast, checked out of the hotel, and went sightseeing. They visited Arlington National Cemetery and Howard University. They enjoyed lunch at the University cafeteria before heading home.

In conclusion, the educational trip to Washington, D.C., organized by Sully STBS staff member George Carter, was an enormous success. Thanks to the support of FFRPL donors and the Rochester Public Library, the students had the opportunity to explore historical sites and museums, expanding their knowledge and understanding. The trip offered valuable learning experiences and left a lasting impact on the students, emphasizing the importance of investing in knowledge.

## STBS Washington D.C. Fieldtrip 2024

*"The Safe to Be Smart trip to D.C. was amazing. We had a great time and visited fascinating historical places and museums I have only seen in pictures.*

*The highlight of my trip was the Holocaust Museum. It taught me a lot and made me realize the hardships that many Jewish people have endured.*

*Now, I think about their experiences daily, and I'm inspired to pursue a career that supports other minority groups like the Jewish people.*

*Although my favorite was the Holocaust Museum, I'm grateful I visited the African American Museum. It expanded my knowledge about my culture and provided me with more information than I already knew. I will always cherish these experiences and appreciate them greatly."*

Thank you, Zamaria Harmon

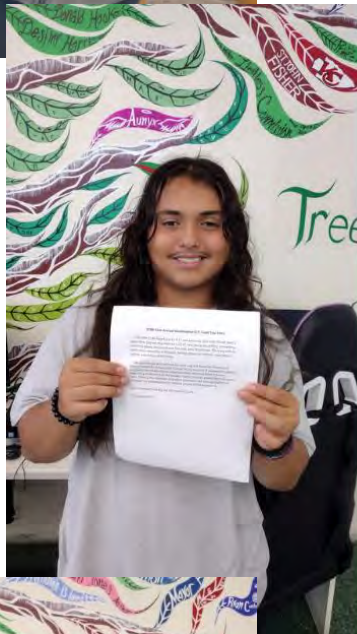


*"The Safe to Be Smart trip to D.C. was amazing.*

*We were able to learn more about the Holocaust, African American History, our nation's Capital, and many other things.*

*My favorite place to visit on our tour was the National Museum of African American History and Culture ... it covered the history and many atrocities African Americans have endured from the very beginning of America to the modern day ... Visiting this museum and other museums and historic sites has changed my perspective and outlook on the world around me.*

*I will remember this trip for the rest of my life." -- Norman Rivet*

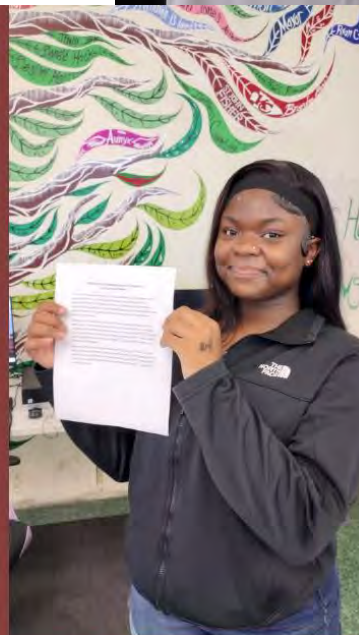


*"The Safe to be Smart trip to D.C. was fantastic ... My favorite part was getting to see a lot of things about my culture and how the events occurred for African Americans in America from slavery to freedom.*

*Another thing that I also liked about the trip was that some of my peers and I were able to make connections between our school's Global class and the historical museums in Washington D.C.*

*We also were able to visit the Holocaust Museum and see that Jewish people back then also struggled, by having their rights and freedom taken away. One exhibit at the Holocaust Museum that struck me and will stay with me forever was the Lights for the Children. The display featured a wall of countless lights, with each small dot of light representing a child's life. It was an experience I will carry with me for a lifetime."*

-- Lamarie Felton

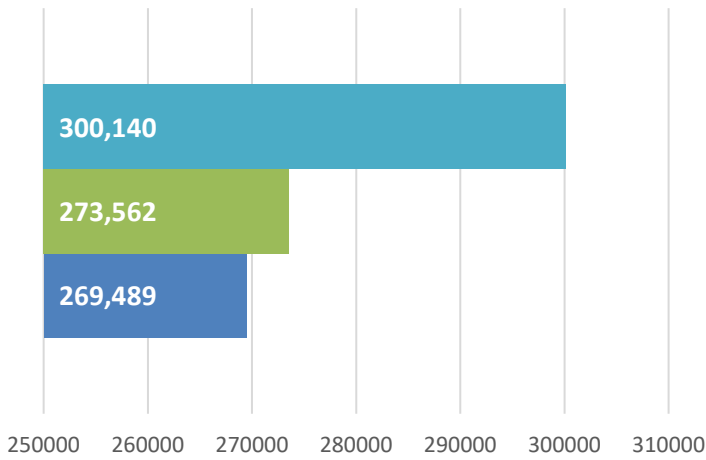




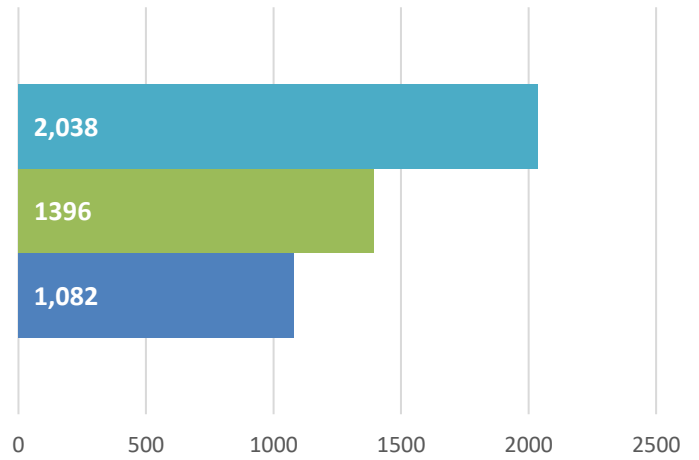
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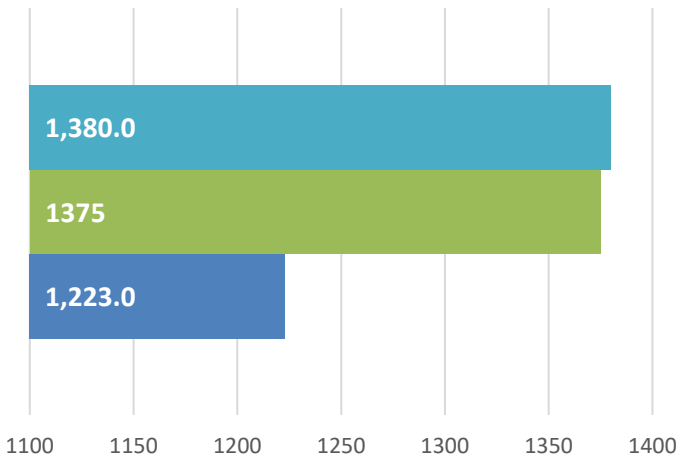
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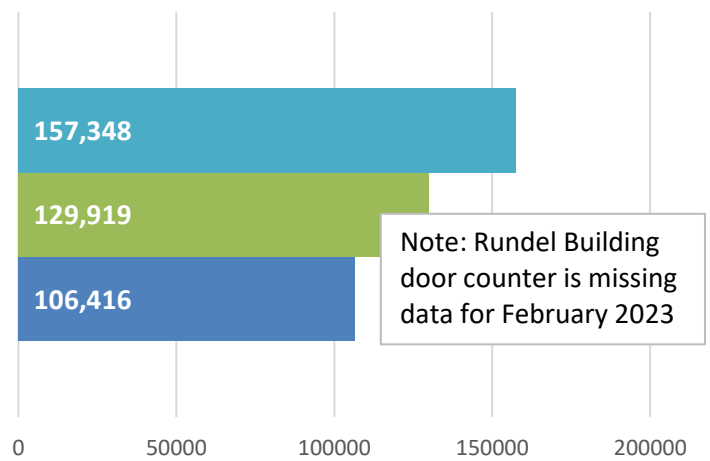
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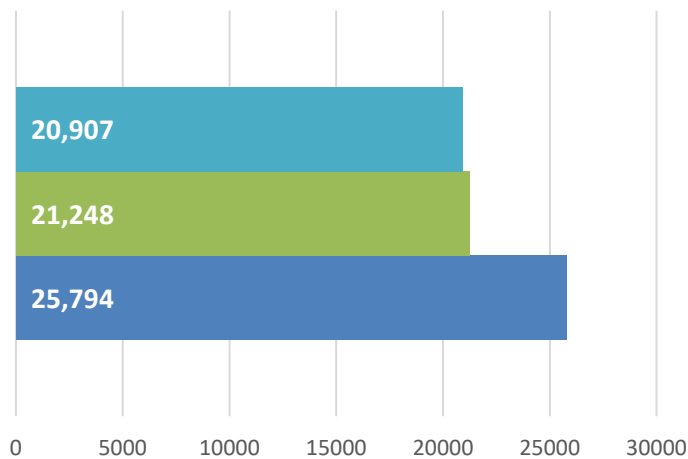
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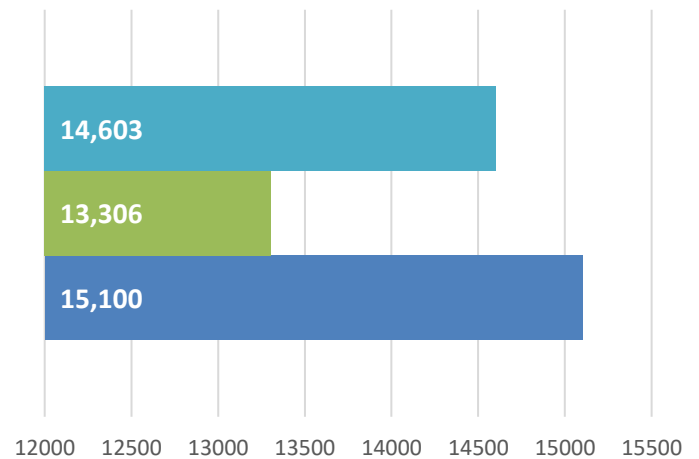
VISITS



REFERENCE QUESTIONS



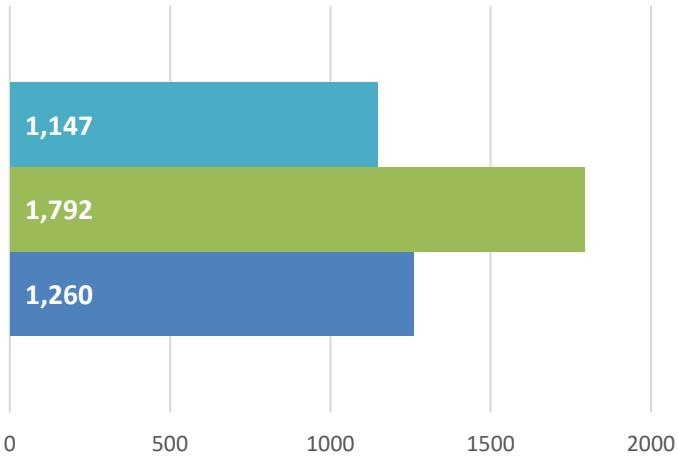
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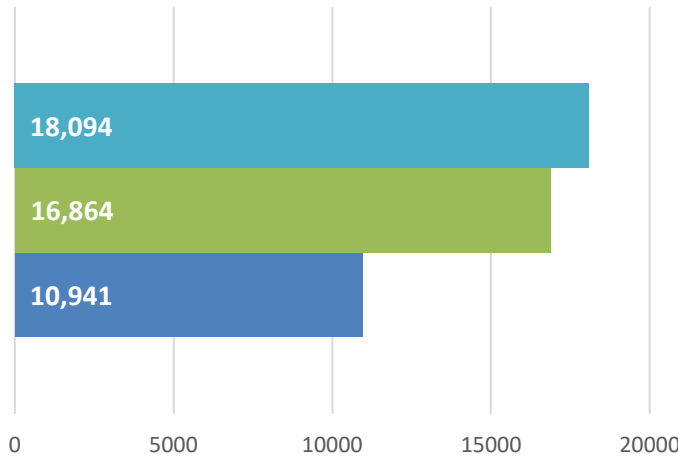
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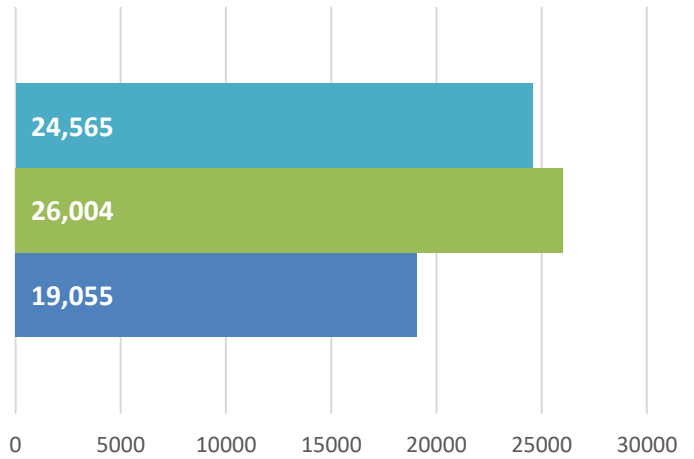
**DEFINITIONS**

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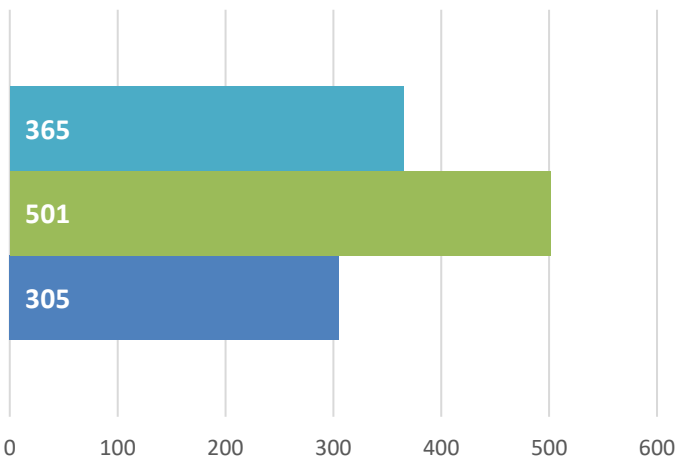
COMPUTER HOURS



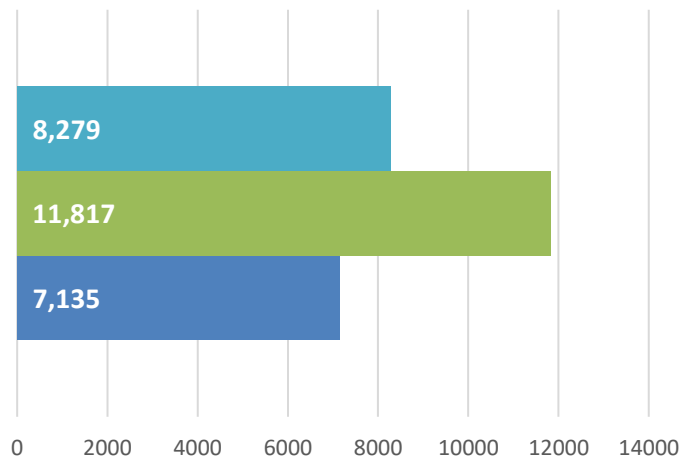
WIFI USES



GROUP PROGRAMS



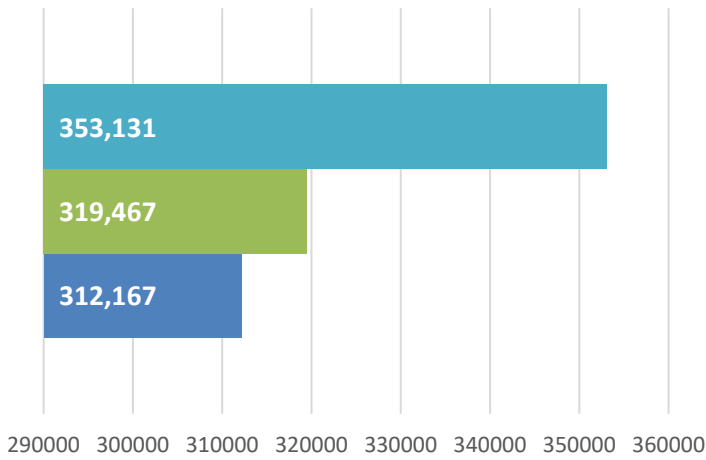
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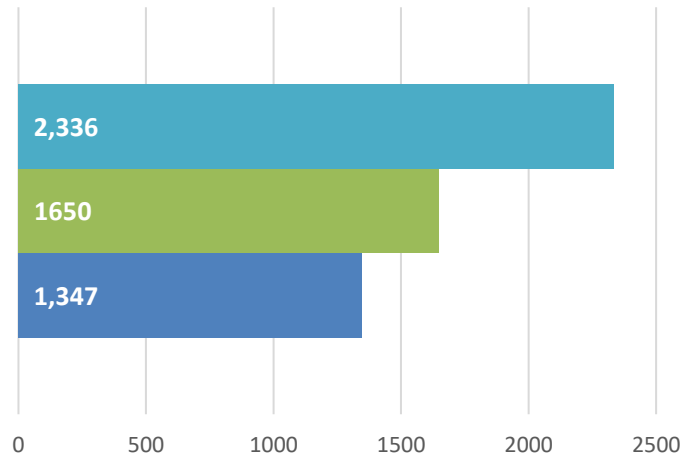
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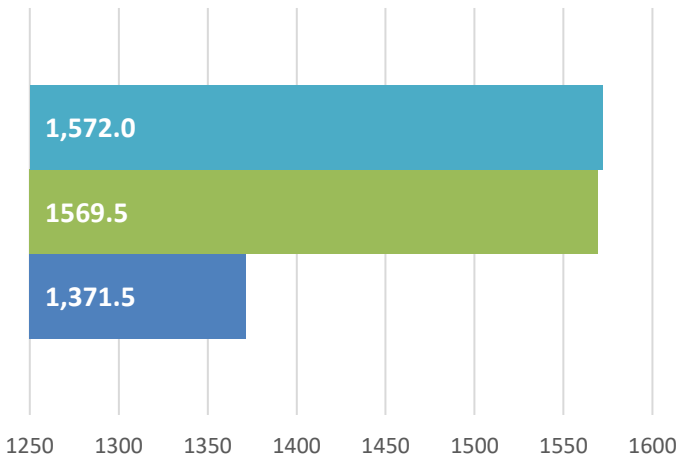
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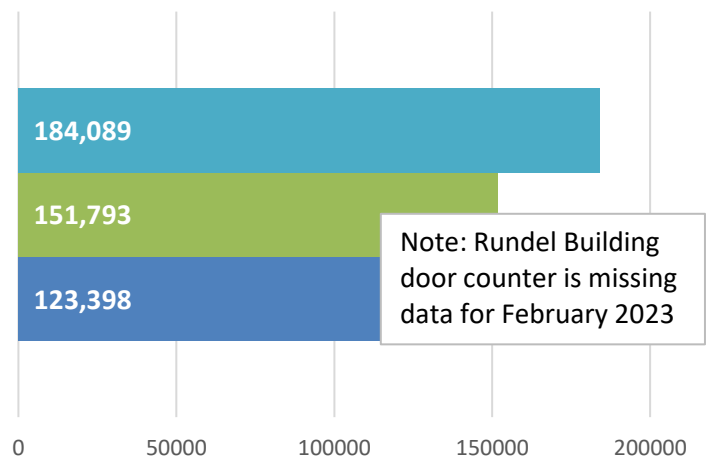
LIBRARY CARDS



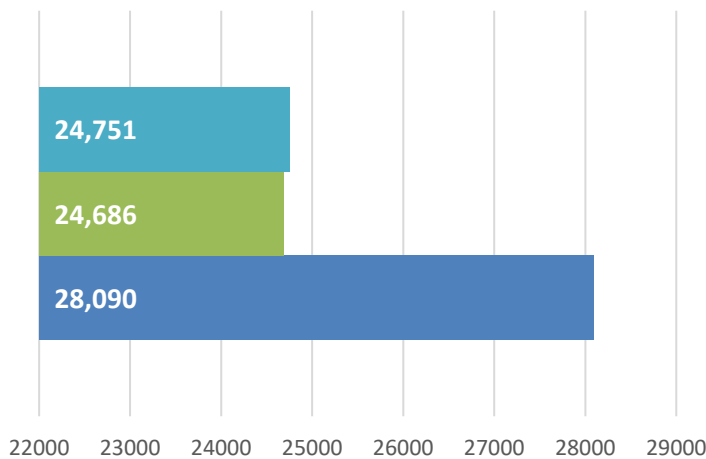
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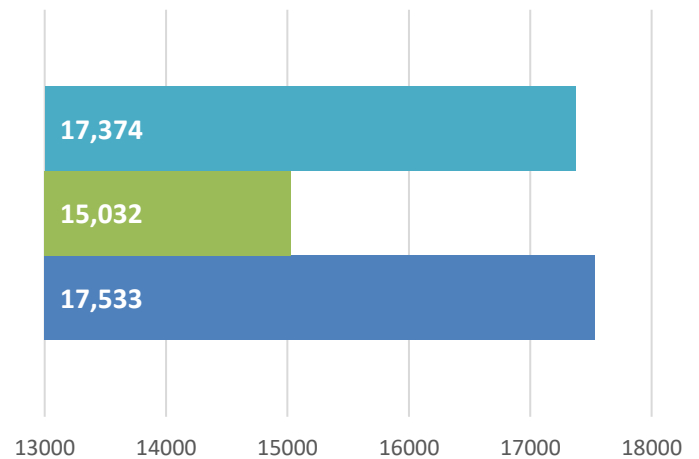
VISITS



REFERENCE QUESTIONS



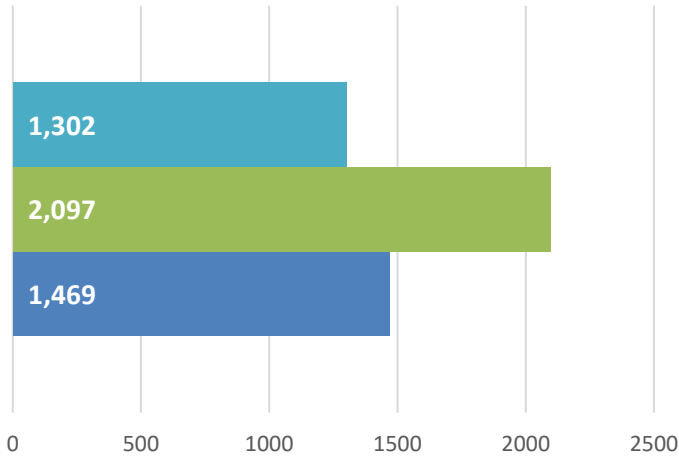
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Jan--July



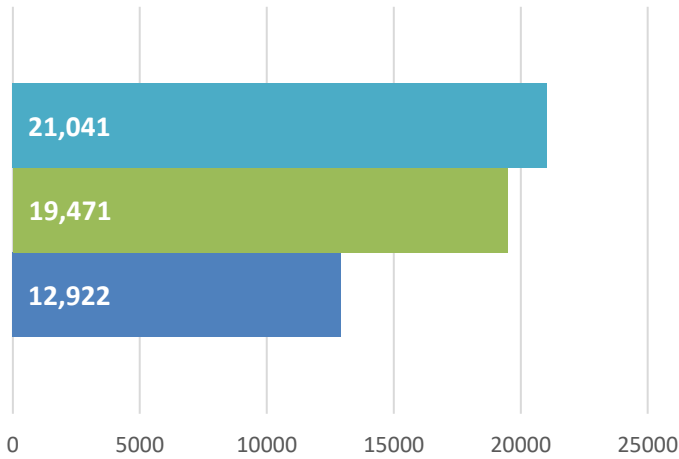
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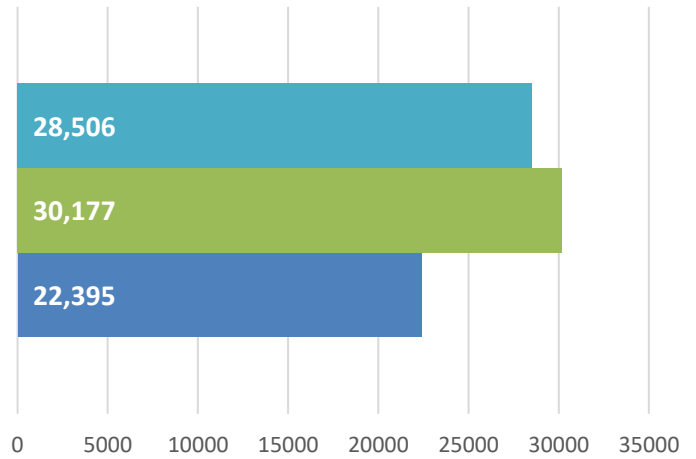
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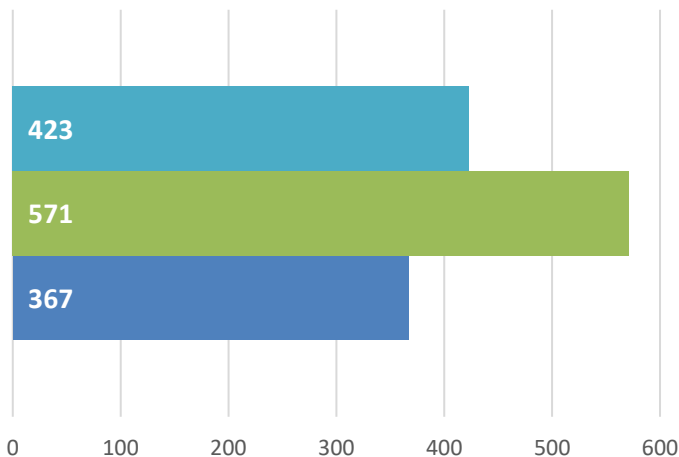
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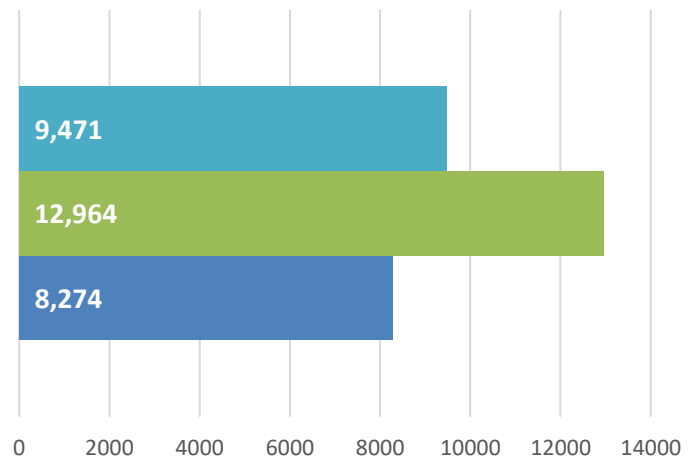
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### GROUP PROGRAMS



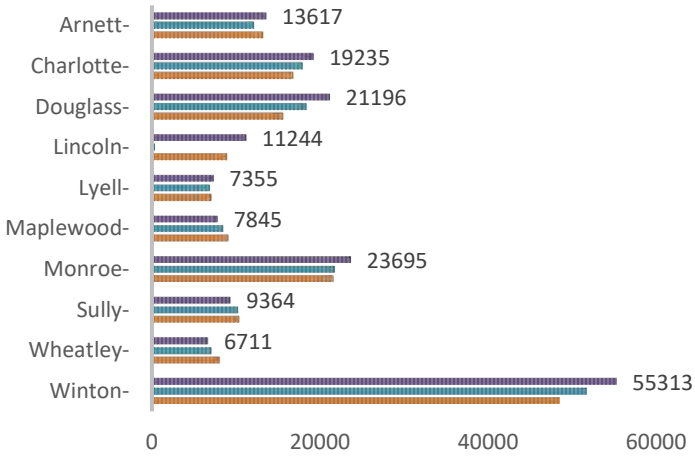
### PROGRAM ATTENDANCE



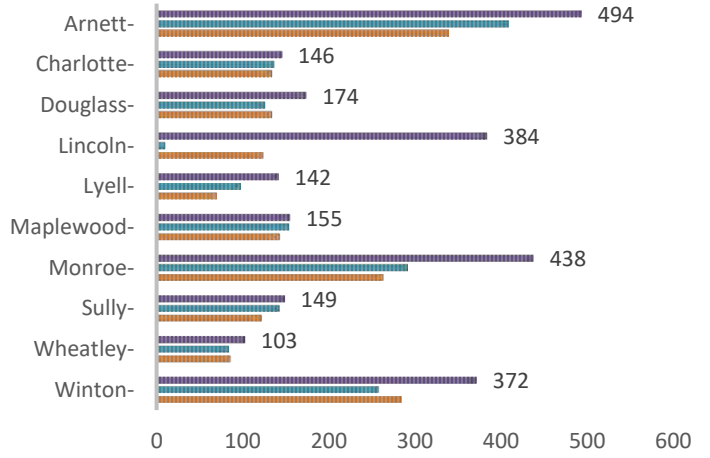
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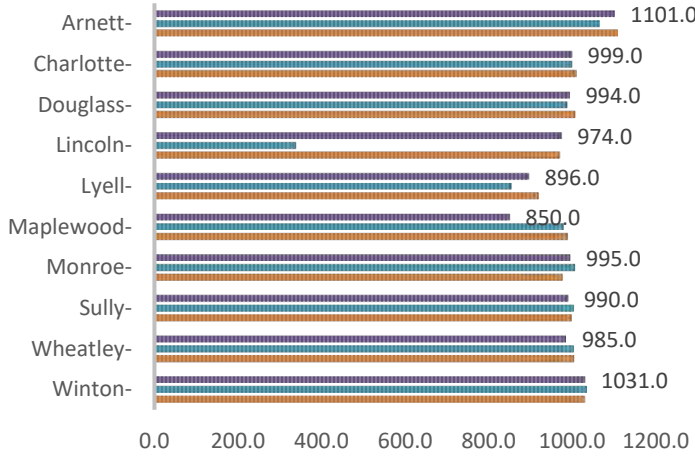
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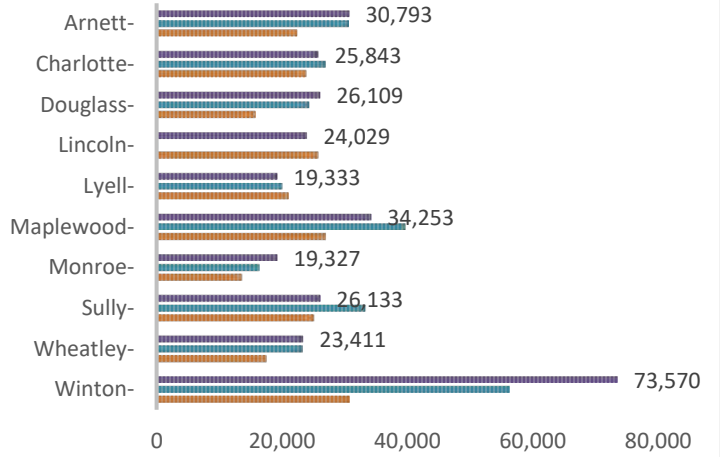
LIBRARY CARDS



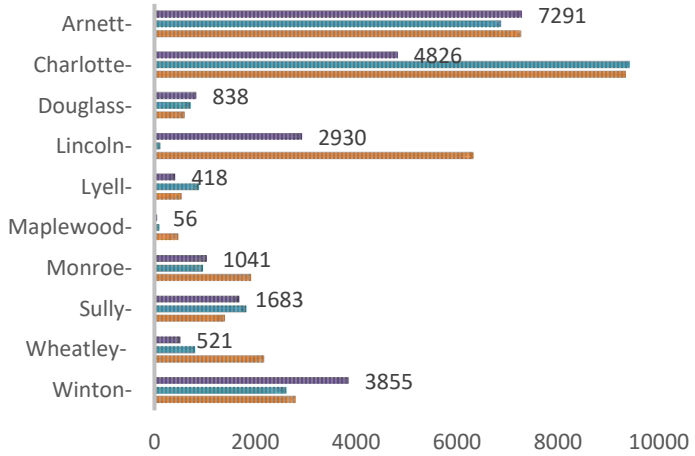
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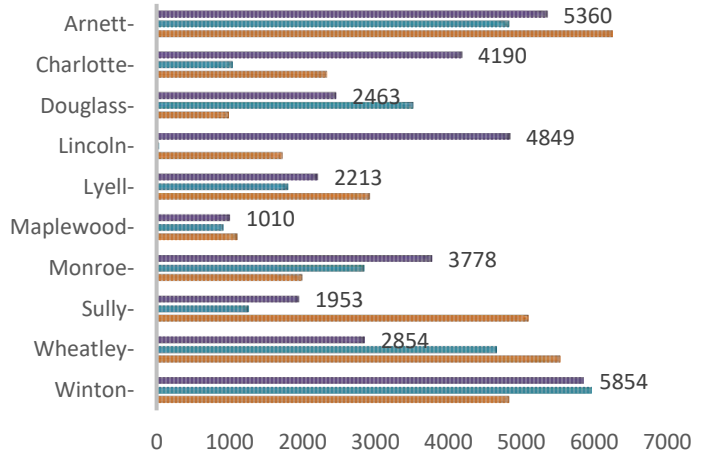
VISITS



REFERENCE QUESTIONS



NON-REFERENCE

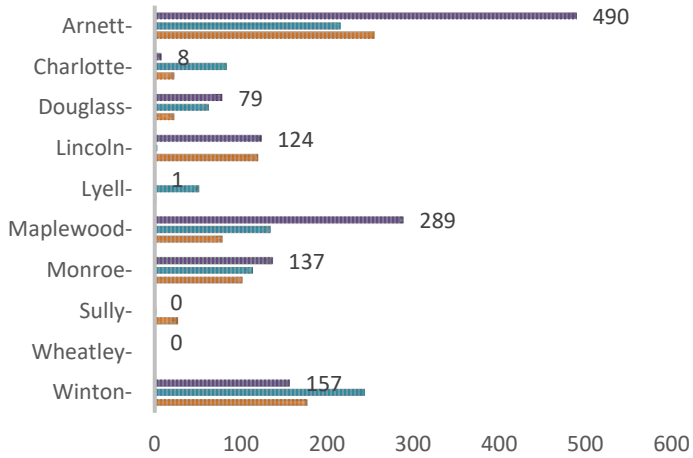


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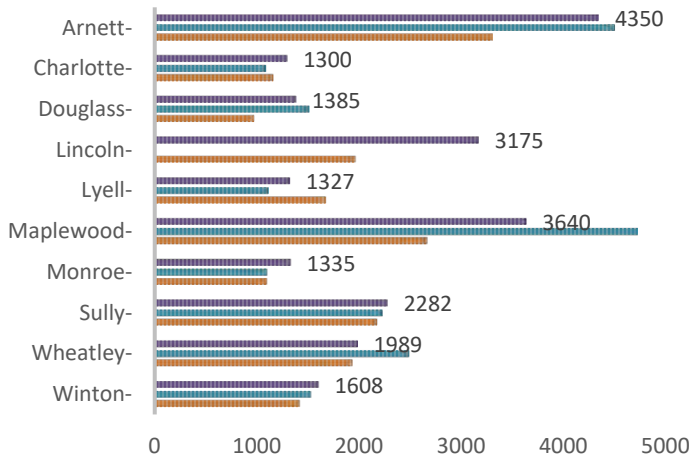
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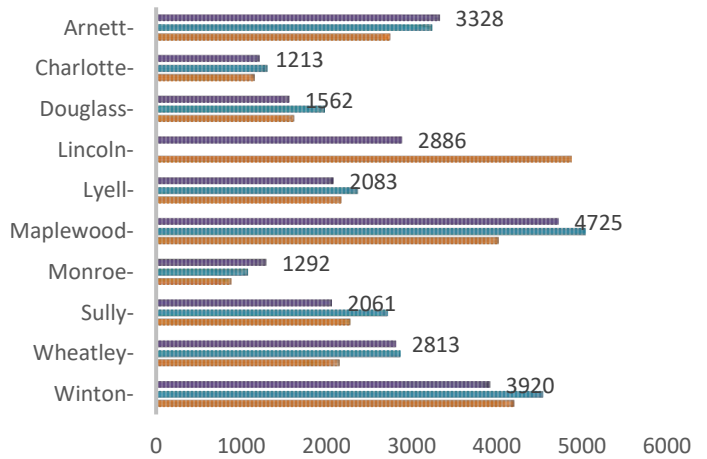
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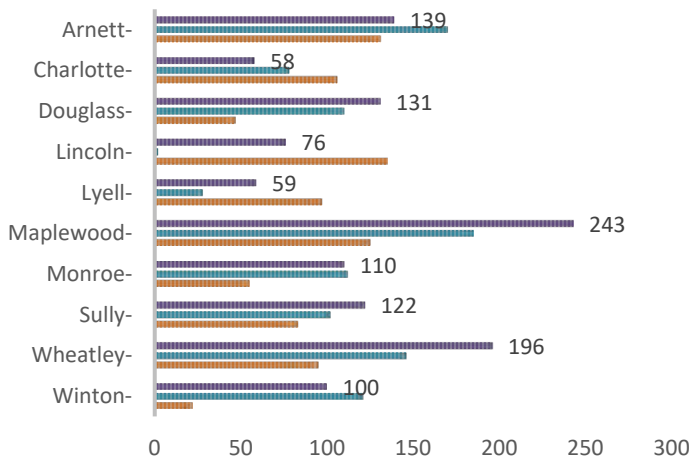
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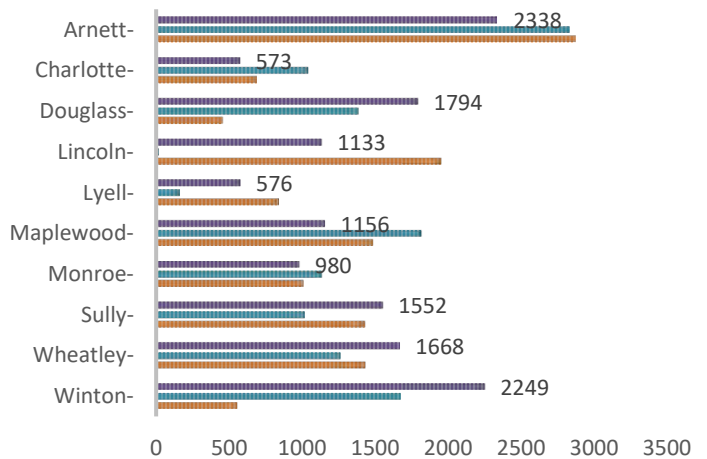
## WIFI SESSIONS



## GROUP PROGRAMS



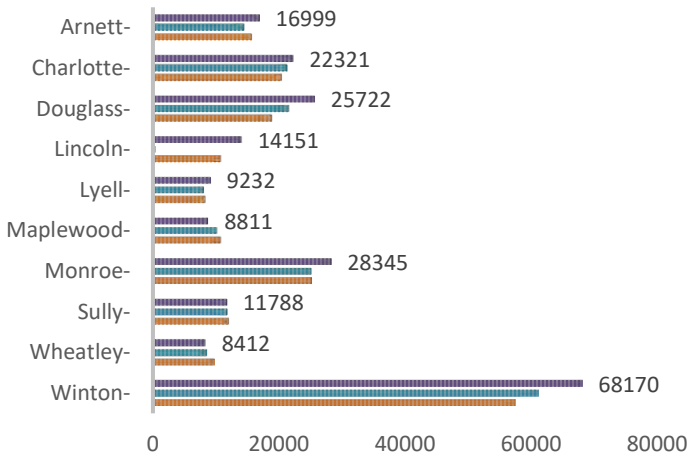
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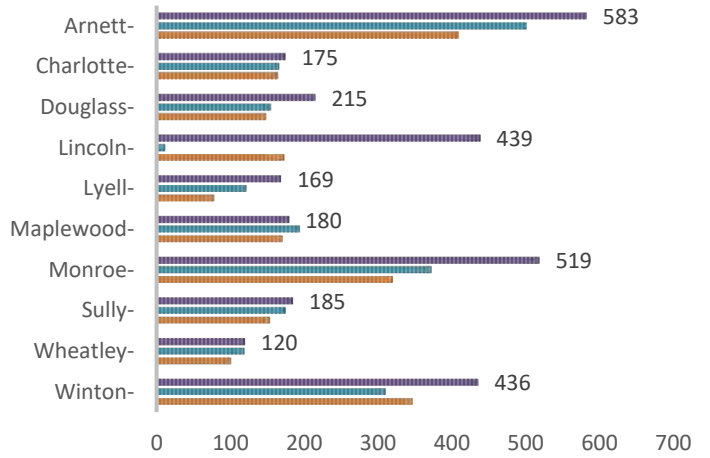
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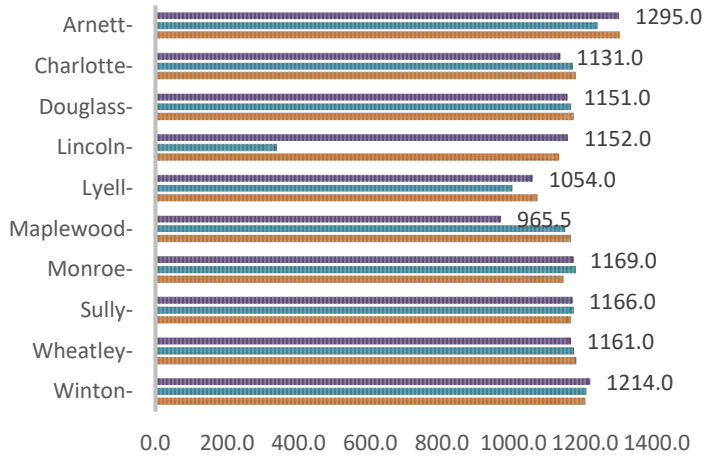
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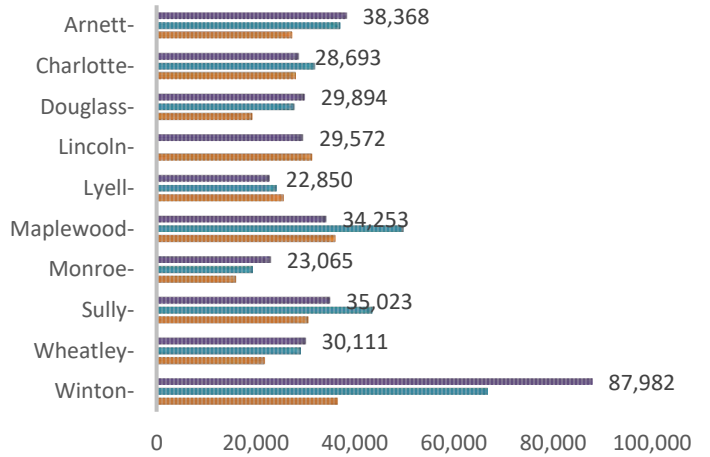
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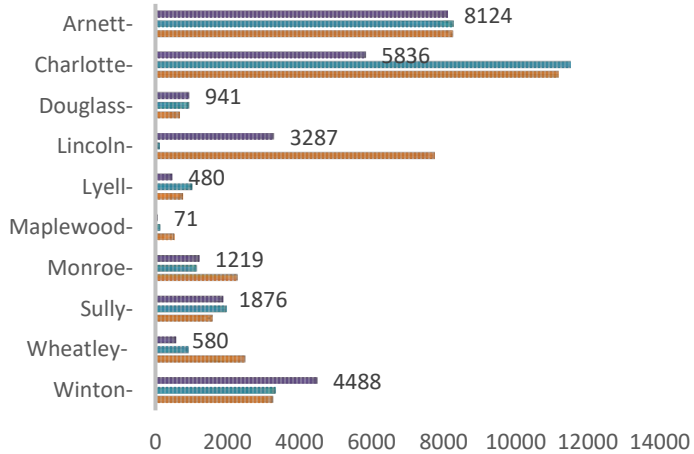
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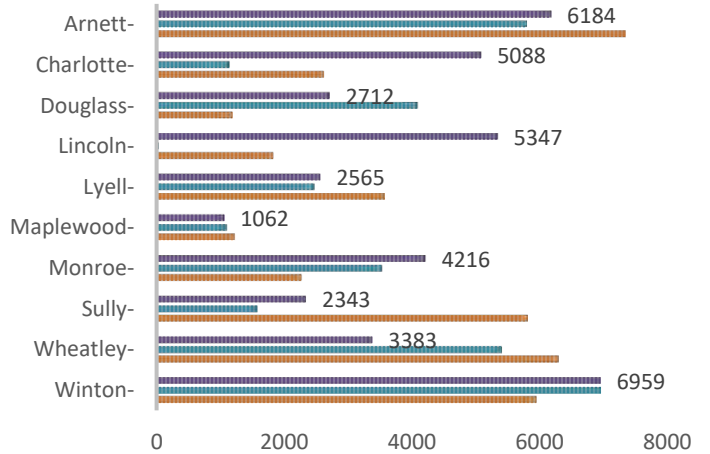
## VISITS



## REFERENCE QUESTIONS



## NON-REFERENCE

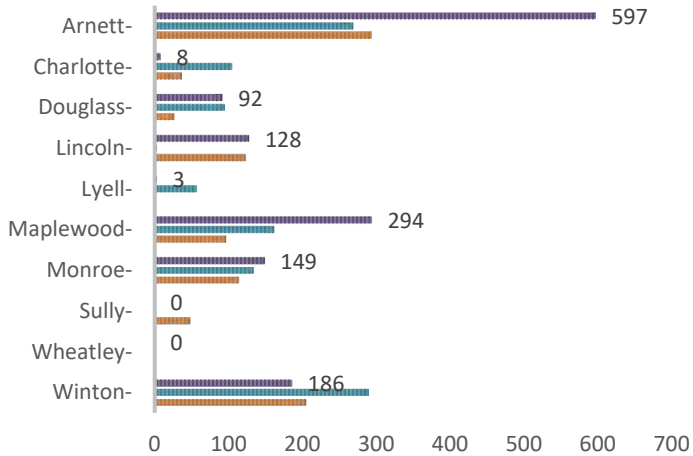


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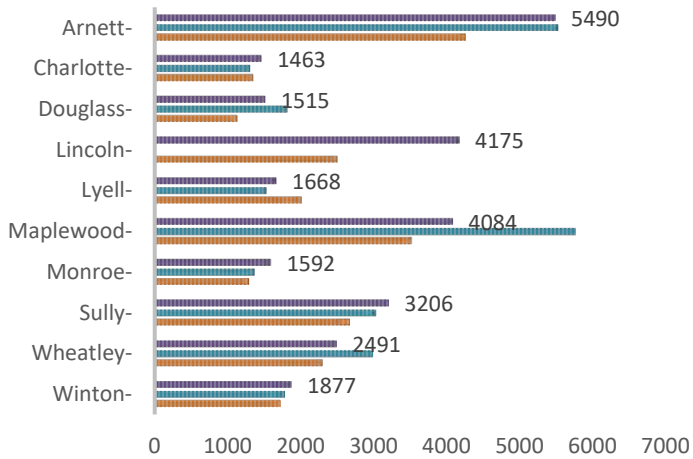
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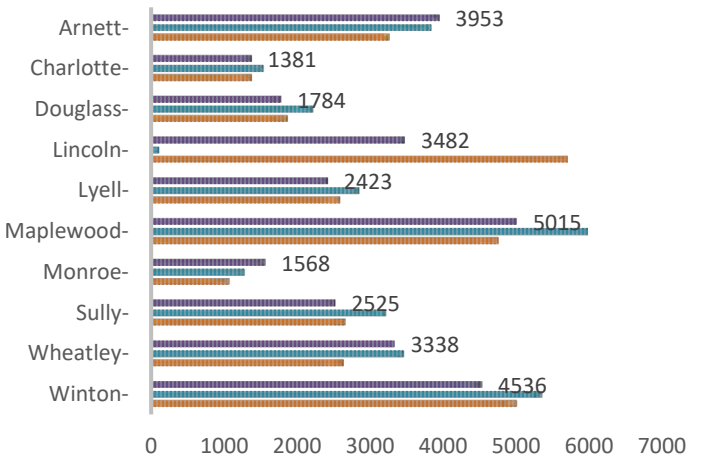
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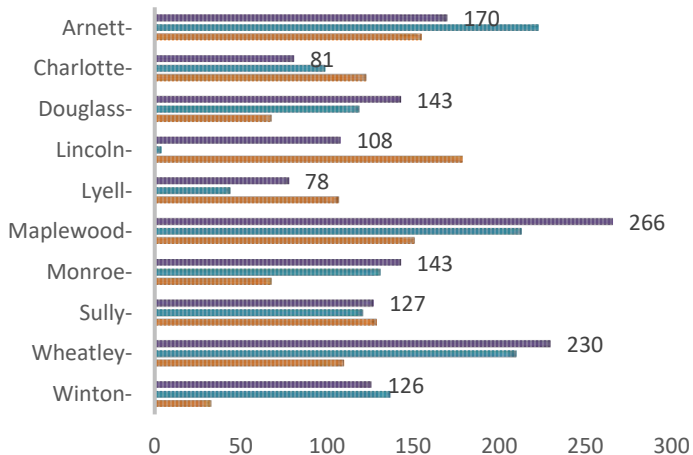
## COMPUTER HOURS



## WIFI SESSIONS



## GROUP PROGRAMS



## PROGRAM ATTENDANCE

