

**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  
October 30, 2024, 9:00 a.m.**

**Agenda**

**I. PUBLIC COMMENTS**

Benjamin

**II. ACTION ITEMS**

- |   |              |              |
|---|--------------|--------------|
| 1. Minutes of Prior Meeting   | Benjamin     | page 3       |
| 2. Personnel Changes  | Uttaro       | page 7       |
| 3. Financial Reports  | Hasselwander | page 9       |
| 4. Election of Nominating Committee   | Benjamin     | page 13      |
| 5. City Capital Improvement Request   | Hasselwander | page 13      |
| 6. NE Branch Library Buildout, Design &<br>Construction Administration Services | Uttaro       | page 15      |
| 7. Grant Acceptance, New York State   | Clasper      | page 15      |
| 8. Agreement, Ronald Martin-Dent  | Clasper      | page 16      |
| 9. Memorandum of Understanding with<br>the Department of Social Services        | Clasper      | page 16 & 41 |
| 10. Agreement, Ibero-American Action League                                     | Smathers     | page 16      |

**III. REPORT/DISCUSSION ITEMS**

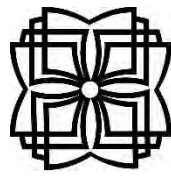
- |                                |         |         |
|--------------------------------|---------|---------|
| 1. Liaison & Committee Reports |         |         |
| a. Liaison to the MCLS Board   | Drury   |         |
| b. Liaison from FFRPL          | Borgus  |         |
| 2. Staff Reports               |         |         |
| a. Director's Report           | Uttaro  | page 14 |
| b. Central Library             | Clasper | page 17 |
| c. Community Libraries         | Lewis   | page 27 |

**IV. OTHER BUSINESS**

**V. ADJOURNMENT**

**Next Meeting:  
November 27, 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  
September 25, 2024  
Minutes**

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

**RPL Trustees Excused:** Donna Benjamin, Alinda Drury, James Kraus, Suzanne Stockman

**Staff and Guests:** City Law Department Liaison, Johanna Brennen; City Council Liaison, Mitch Gruber; staff members, Emily Clasper, Katy Hasselwander, Melanie Lewis, Debi Mansour, Jennifer Smathers, Patty Uttaro

**Call to Order**

Ms. Baynes called the meeting to order at 9:05 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**

The minutes of the August 28, 2024, meeting was approved as presented.

**Personnel Changes**

On behalf of Ms. Suro, Ms. Uttaro called attention to the personnel changes and staffing levels for August 12, 2024–September 6, 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. After brief discussion, Mr. Gardner MADE A MOTION to approve the monthly financial reports as presented and approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

**Request to Eliminate Fee for Replacement Library Cards**

Ms. Uttaro reviewed the action item with the trustees and offered to answer questions. Ms. Brenner MADE A MOTION to approve eliminating the \$1.00 fee for replacement library cards. THE MOTION PASSED UNANIMOUSLY.

**2025 Holiday Schedule**

Ms. Uttaro reviewed the action item with the trustees and offered to answer questions. Ms. Salluzzo MADE A MOTION to approve the 2025 holidays as proposed. THE MOTION PASSED UNANIMOUSLY.

### **Branch Tutoring Agreements**

Ms. Lewis reviewed the action item with the trustees and offered to answer questions. After a brief discussion, Ms. Brenner MADE A MOTION to approve two professional services agreements for branch tutoring services for the amounts stated, through May 31, 2025. THE MOTION PASSED UNANIMOUSLY.

### **Clarissa Street Agreement**

Ms. Hasselwander reviewed the action item with the trustees and offered to answer questions. Ms. Brennan asked that “or an affiliated organization” be added to the action because the correct name of the Clarissa Street organization is uncertain at this time. After brief discussion, Mr. Gardner MADE A MOTION to approve termination of the existing agreement with The Center for Teen Empowerment dated August 8, 2023, and approve an agreement with Clarissa Street Legacy, or an affiliated organization, to operate the Clarissa Street Uprooted exhibit at the Rundel Memorial Building through September 30, 2025. THE MOTION PASSED UNANIMOUSLY.

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

On behalf of Ms. Drury, Ms. Uttaro reported that the MCLS Board met at the Greece Public Library and approved construction grants.

### **Director’s Report**

Ms. Uttaro offered to answer questions about the written report. She asked everyone to review the construction updates from Ms. Harrison included in her report. She reported on the unexpected closing of the Charlotte Branch due to issues from the roofing project. The staff were deployed to other locations, but some patrons were understandably upset at the unplanned closures.

Dr. Tucker commented on the article shared in the report about AI (artificial intelligence) and encouraged everyone to read it if they hadn’t already. Ms. Uttaro added that she strongly encourages the Board and the person who will become the new director upon her retirement to pay close attention to developments in AI, how the library can leverage AI, and how to help patrons understand AI. Books, especially children’s books are already being written by AI and so far, the quality is terrible—it is important librarians can recognize these works.

Next, she reported that the city and county are developing an Arts and Culture Plan and she and her senior managers have been invited to participate in interviews with the consulting firm organizing the project. The consultants have already visited several libraries and are impressed with the quantity and quality of the programming.

The budget planning process is starting in the next couple of weeks and Ms. Clasper and Ms. Smathers will be included in the meeting with the city staff so they will gain a better understanding of the budget process from beginning to end.

She noted that Ms. Lewis is retiring at the end of 2024 and Ms. Clasper, Ms. Smathers, and Ms. Hasselwander will lead the hiring process to fill her position. It is not prudent to wait for the new director to be in place before Ms. Lewis’ replacement is hired. The role is too important to leave vacant for an extended period so, the decision is to have the position’s peers conduct the hiring process.

### **Central Library**

Ms. Clasper offered to answer questions about the written report. She reported that the recent Community Resources Expo was a huge success. Cynthia Dana did a wonderful job of coordinating the event and it will likely be a recurring program.

### **Community Libraries**

Ms. Lewis offered to answer questions about the written report. She reported that the new van is currently being wrapped with graphics bringing it one step closer to being deployed as the new Mobile Library. It will be on display during Staff Day on October 25, and the instructor with some of the students from the RIT team will come to see it that day.

Next, she reported about a call she received from a patron of the Maplewood branch who was overcome with emotion and gratitude for the assistance of the staff there as she tried to navigate communication with a hospital in New York City where her husband was having an organ transplant. She couldn't leave her job here in Rochester and was relying on the library to help her with all the paperwork, faxing back and forth, etc. She explained that she knew she was often distraught, but the staff was extremely kind and patient with her. She went on to insist that Ms. Lewis do something to recognize the staff and that it must be in-person, not a phone call or email. To that end, the patron will be joining Ms. Lewis at the branch for their next staff meeting which will include balloons and cake.

### **Year-End Financial Report**

Ms. Hasselwander asked everyone to refer to the Year-End Financial Reports handout. She reviewed the highlights with everyone and offered to answer any questions.

### **Other Business**

None

### **Adjournment**

The meeting adjourned at 9:51 a.m.

*Dan Karin, Secretary*



**ROCHESTER PUBLIC LIBRARY  
PERSONNEL CHANGES  
September 9, 2024 to October 11, 2024**

➤ **NEW HIRES**

Bushen, Joseph	Clerk Typist/PT/Monroe Branch	10/01/2024
Cutter, Olivia	Early Learning Specialist/FT/Central/Children's Dept.	09/30/2024
Flores, Yoselin	Clerk Typist/PT/Central/Circulation Department	10/07/2024
Jahan, Nusrat	Literacy Aide/PT/Wheatley Branch	09/30/2024
Knoll, Karen	Clerk III/Typing/PT/Central/Business Insight Center	09/09/2024
Manley, Madison	Library Page/PT/Lincoln Branch	09/16/2024
Organa, Chell	Clerk Typist/PT/Central/Circulation Department	09/23/2024
Rivera, Yanina	Clerk Typist/PT/Douglass Branch	09/23/2024

➤ **PROMOTIONS**

Byrnes, Jennifer	<b>FROM:</b> Librarian III/FT/Central/Bus. Insight Ctr.	09/09/2024
	<b>TO:</b> Librarian IV/Central/Business Insight Ctr.	
Chatterton, Margaret	<b>FROM:</b> Clerk Typist/PT/Central/Reynolds Media Ctr.	09/23/2024
	<b>TO:</b> Clerk III/Typing/PT/Central/Art & Literature	
Eckerson, Rachael	<b>FROM:</b> Library Page/PT/Central/Circulation Dept.	09/09/2024
	<b>TO:</b> Clerk Typist/PT/Central/Circulation Dept.	
Monahon, Anthony	<b>FROM:</b> Clerk Typist/PT/Maplewood Branch	09/23/2024
	<b>TO:</b> Librarian I/PT/Maplewood Branch	
Morales, Nadia	<b>FROM:</b> Literacy Aide/Central/Children's Dept.	09/09/2024
	<b>TO:</b> Library Assistant/PT/Central/Children's Dept.	
Worthy, Shalis	<b>FROM:</b> Librarian I/PT/Lyell Branch	09/30/2024
	<b>TO:</b> Historical Services Consultant/Central/Local History	

➤ **TRANSFERS**

Patterson, Migdalia	<b>FROM:</b> Library Assistant/PT/Central/Children's Dept.	09/23/2024
	<b>TO:</b> Library Assistant/PT/Charlotte Branch	
Villaronga, Lillian	<b>FROM:</b> Literacy Aide/PT/Wheatley Branch	09/09/2024
	<b>TO:</b> Literacy Aide/PT/Douglass Branch	

➤ **RESIGNATIONS**

Gatto, Anna	Library Page/PT/Central/Circulation	10/07/2024
Martinez, Tashara	Clerk Typist/PT/Lincoln Branch	09/21/2024

**STAFFING**  
 September 9, 2024 to October 11, 2024

<b>Full-Time Positions</b>	<b>Central</b>	<b>Branches</b>
Budgeted	78	31
Filled	78	28
Vacancies	0	3
<b>Part-time Positions</b>	<b>Central</b>	<b>Branches</b>
Budgeted	122	136
Filled	77	113
Vacancies	45	23



**Rochester Public Library  
Financial Report – Summary  
October 30, 2024, Board Meeting**

**Central Financial Report, September 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 refuse charges occur. Annual OCLC subscription (\$100K) reflected in professional services.

Cash Capital: BLB elevator repair expense hits using reserved FY23 & FY24 capital funds. Remaining funds are reserved for planned expenses (HVAC) and unknown needs with upcoming construction projects.

**Community Financial Report, September 2024**

Salary & Benefits: Salaries and wages are within budget. OT over budget due to Washington, DC trip – previously reported as staffing shortages.

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

Services & Charges: Monthly maintenance and service invoices including utilities and refuse charges occur. Public Services programming expenses begin to hit professional services.

Cash Capital: Expenses include small computer equipment, furnishings, and card reader access. Remaining funds are reserved for other planned expenses including for NE branch design services.

**Central Financial Report, Fiscal Year 2024-25**  
*Fiscal YTD (through October 7, 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	950,165	3,992,835	19.2%
	Part-Time/Temp Salaries	1,597,400	1,589,300	258,695	1,330,605	16.3%
	Overtime	17,500	17,500	4,787	12,713	27.4%
	Employee Benefits	3,310,600	3,310,600	531,624	2,778,976	16.1%
	Employee Development	27,700	29,244	5,886	23,357	20.1%
	Other	59,800	59,800	6,939	52,861	11.6%
<b>Sub Total</b>		<b>9,956,000</b>	<b>9,949,444</b>	<b>1,758,096</b>	<b>8,191,348</b>	<b>17.7%</b>
Equipment & Supplies	Materials Budget	505,000	541,347	123,953	417,394	22.9%
	Other Furnishings & Equipment	10,100	10,100	0	10,100	0.0%
	Office Supplies	56,500	61,679	12,748	48,931	20.7%
	Other Materials & Supplies	51,000	59,836	11,281	48,555	18.9%
	<b>Sub Total</b>	<b>622,600</b>	<b>672,962</b>	<b>147,982</b>	<b>524,979</b>	<b>22.0%</b>
Services & Charges	Utilities	467,500	503,161	86,431	416,730	17.2%
	Facility Maintenance	103,400	150,383	18,036	132,347	12.0%
	Professional Services/Fees	221,600	227,938	116,471	111,467	51.1%
	Chargebacks	80,700	98,963	15,597	83,366	15.8%
	Service Charges - Other Gov't	51,400	51,400	0	51,400	0.0%
	Telecommunications	14,200	15,279	4,001	11,278	26.2%
	Other Expenses	204,400	234,850	43,829	191,021	18.7%
	<b>Sub Total</b>	<b>1,143,200</b>	<b>1,281,974</b>	<b>284,365</b>	<b>997,609</b>	<b>22.2%</b>
<b>TOTAL EXPENSED</b>	<b>11,721,800</b>	<b>11,904,379</b>	<b>2,190,443</b>	<b>9,713,936</b>	<b>18.7%</b>	
Central Cash Capital	Facility Maintenance Allocation	94,000	94,000	27,350	66,650	29.1%
<b>REVENUE RECEIPTS</b>		<b>11,736,100</b>	<b>11,736,100</b>	<b>823,465</b>	<b>10,912,635</b>	
		Original Budget	Revised Budget	Central Library Support from City + Central Revenue	Outstanding Revenue	

**Community Financial Report, Fiscal Year 2024-25**  
*Fiscal YTD (through October 7, 2024)*

Category	Description	Original Budget	Revised Budget	Expenses FISCAL YTD	Remaining Balance	% of Budget
Salary & Benefits	Full-Time Salaries	2,080,100	2,080,100	382,138	1,697,962	18.4%
	Part-Time/Temp Salaries	2,026,400	2,026,400	373,447	1,652,953	18.4%
	Overtime	2,000	2,000	5,657	-3,657	282.9%
	Employee Development	22,900	26,610	6,002	20,608	22.6%
	Other	28,300	28,300	1,886	26,414	6.7%
<b>Sub Total</b>		<b>4,159,700</b>	<b>4,163,410</b>	<b>769,130</b>	<b>3,367,866</b>	<b>18.5%</b>
Equipment & Supplies						
	Materials Budget	496,600	514,839	80,668	434,171	15.7%
	Office Supplies	37,700	38,336	9,265	29,071	24.2%
	Other Materials & Supplies	34,500	36,321	9,269	27,052	25.5%
<b>Sub Total</b>		<b>568,800</b>	<b>589,495</b>	<b>99,202</b>	<b>490,293</b>	<b>16.8%</b>
Services & Charges						
	Utilities	224,500	265,351	20,758	244,593	7.8%
	Facility Maintenance	39,000	50,976	2,602	48,374	5.1%
	Professional Services/Fees	376,800	386,604	11,120	375,484	2.9%
	Chargebacks	27,300	42,364	11,562	30,801	27.3%
	Service Charges - Other Gov't	7,500	7,500	0	7,500	0.0%
	Telecommunications	21,400	23,673	4,632	19,041	19.6%
	Other Expenses	52,500	54,266	5,877	48,389	10.8%
<b>Sub Total</b>		<b>749,000</b>	<b>830,734</b>	<b>56,551</b>	<b>774,183</b>	<b>6.8%</b>
<b>TOTAL EXPENSED</b>		<b>5,477,500</b>	<b>5,583,639</b>	<b>924,882</b>	<b>4,632,342</b>	<b>16.6%</b>
Community Cash Capital	Computers & Equipment	10,000	10,000	2,549	7,451	25.5%
	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				
<b>Cash Capital Total</b>		<b>103,000</b>	<b>63,000</b>	<b>3,478</b>	<b>59,522</b>	<b>5.5%</b>
<b>REVENUE RECEIPTS</b>		<b>390,461</b>	<b>390,461</b>	<b>163,082</b>	<b>227,379</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 October 7, 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	\$48,451	22.5%
Fenevessy (Central + Branch bal)	4224	\$31,369	\$25,278	\$56,647	\$40,978	72.3%
Kenyon-Jeffries Fund	4233	\$20,191	\$10,806	\$30,997	\$0	0.0%
Purton Fund	4231	\$17,007	\$3,716	\$20,723	\$3,447	16.6%
Gleason Fund	4225	\$15,862				
Gleason Fund (FFRPL)	4225	\$12,183	\$15,427	\$43,472	\$4,089	9.4%
Gervickas Fund	4235	\$6,045	\$8,157	\$14,203	\$319	2.2%
Taylor Fund	4226	\$3,610	\$4,030	\$7,640	\$256	3.4%
Boland Fund	4232	\$1,541	\$1,535	\$3,076	\$168	5.5%
Carnahan Fund	4228	\$1,555	\$0	\$1,555	\$766	49.3%
Poletto Fund	4234	\$1,555	\$0	\$1,555	\$533	34.3%
Beeney Fund (FFRPL)	4227	\$4,878	\$2,829	\$7,707	\$212	2.8%
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	\$21,790	15.3%
<b>TOTAL</b>		<b>\$355,483</b>	<b>\$204,667</b>	<b>\$560,150</b>	<b>\$121,010</b>	<b>21.6%</b>
<b>Gift Fund Financial Report, Fiscal Year 2024-25</b>						
<i>Fiscal YTD (through October 7, 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	\$25,210	\$29,454	\$0	0.0%



TO: RPL Board of Trustees  
FROM: Patricia Uttaro, Director  
DATE: October 30, 2024  
SUBJECT: Monthly Report–October 2024

**Action Items**

**Election of Nominating Committee (Benjamin)**

Per the RPL Bylaws, a Nominating Committee shall be elected at the October meeting. It shall consist of three members, one of whom shall be appointed by the President and two of whom shall be elected by the Board. The Nominating Committee shall meet as needed and shall make recommendations to the Board for officers and new Board members. The Nominating Committee shall develop a slate of candidates for the positions of President, Vice-President, Secretary, and Treasurer, which slate shall be presented to the Board at the November meeting and voted on by the Board at such meeting.

President Benjamin selected Ellen Brenner as their appointee to the Nominating Committee. Donna Benjamin and Daniel Karin are the nominees to fill the other two committee seats.

Board Action Requested: Elect Donna Benjamin and Daniel Karin to the Board Nominating Committee as specified in the Bylaws.

**City Capital Improvement Request (Hasselwander)**

Below is a listing of City Capital Improvement Program requests for the FY26 to FY30 funding cycle. Outside of the standard requests for equipment, computer replacement, and Central Library facility maintenance, we are confirming cost estimates for specific capital projects in conjunction with the City’s Division of Architectural Services for Central and branch library building-related needs. We will present both at the meeting for Board review and acceptance. Annual library facility, furnishing, and IT equipment requests are as follows:

- 1. Branch Library Computer Replacements: The library’s five-year cycle for server, large equipment, network/telephony, and computer replacements are as follows:

2025-26	2026-27	2027-28	2028-29	2029-30
\$50,000	\$125,000	\$10,000	\$50,000	\$50,000

- 2. Branch Facilities Annual Allocation: Our requested allocation for FY26 is \$56,000 and we incorporate inflationary increases for proceeding years, ending with \$60,000 in FY30. This covers finish replacements and minor repairs to building systems and envelope.
- 3. Branch Furniture and Equipment: We request an annual allocation of \$24,000 to replace chairs, tables, shelving, and equipment as needed in each branch, with inflationary increases for proceeding years, ending with \$28,000 in FY30.

4. Central Facilities Annual Allocation: Each year the City provides an allocation for the general upkeep of the Central Library. Our requested allocation for FY26 is \$94,000 with minor inflationary increases for the proceeding years, ending with \$98,000 in FY30.
5. Central Inspection Allocation: This allocation is based on the growing requirements to inspect accumulation of Rundel raceway silt, structural inspections of Rundel terraces and HVAC inspections for the Bausch & Lomb building. DES is recommending \$20,000 for FY26, DES leads a cyclical schedule of inspection types and dates for the remaining CIP out years.

Library facility repair and renovation requests are prioritized by Department of Environmental Services (DES) Architectural Services, in consultation with RPL staff. Estimated costs are developed by Architectural Services and include design, construction, and a contingency allocation. A summary of requests for Community and Central funding in FY25-26 through FY27-28 is as follows:

### **Community Library Requests**

Branch HVAC Assessments: Per a request from DES/Building Services HVAC staff, we are submitting \$100,000 for Monroe and Charlotte Branch mechanical assessments to inform future CIP requests for FY27. These locations do not have comprehensive renovations in any upcoming CIP schedule but have aged mechanical components that would benefit from replacement in-kind or improved efficiency options that would be explored as part of the assessment. Funding was allocated for assessments of Arnett and Wheatley in the current year.

Winton Renovations: A series of interior and exterior repairs and replacements have been recommended and deferred for many years. The renovation would include interior (flooring, asbestos abatement, new lighting, mechanical upgrades) and exterior (masonry repairs, window replacements, and entry vestibule reconstruction) improvements given current age and condition. Given the scale of needed repairs, the interior floorplan should be reviewed during design, with modifications as recommended to collection and circulation areas. An allocation of \$800,000 for design in FY26 and \$3,000,000 for construction in FY27 are recommended. It is intended that a NYSED grant will be submitted to support construction budget. Costs may be modified in future CIP for construction as full scope will be explored during design.

### **Central Library Requests**

Rundel Electrical Service: Per DES/Architectural Services, the building needs upgrades to the existing electrical service from 280/3 to 480/3 service along with a new transformer. This work is recommended now given the potential changes and new mechanical systems coming online in future years (new elevators, potential new cooling system, etc.). We are requesting \$150,000 for design in FY27 and construction of \$1,500,000 in FY28.

Central Elevator Repairs: Upgrades and replacements for the Rundel staff and public elevators as well as Bausch & Lomb elevators is recommended across several years for a phased approach. LaBella Engineers and sub-consultant Gannett Fleming have begun overall assessment and design of Rundel main public elevator replacement in fall 2025. A separate replacement of the Rundel North Staff elevator (NYSED-grant) will begin in November. Funding of \$1,000,000 is recommended as a placeholder for the Rundel freight elevator (or a priority elevator based on completed assessment) in FY26. Requests for Bausch & Lomb public and staff elevators include a design allocation in FY26 (\$500,000) and placeholder construction funding (\$1,000,000) in FY27.

Rundel Structural Repairs, East Terrace: The East Terrace (entrance facing South Avenue) will include structural repairs of beams, columns and decks as well as placement of a waterproof system to preserve the integrity of

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

the structural system supporting the terrace and overall building investments. With the ARPA project scale for the City and various departments, DES requested deferral of this project to enable completion of ARPA project schedules. An allocation of \$5,500,000 for construction is in FY29.

Rundel Cooling System: The current cooling system includes a chiller oversized for the load and reliant on Genesee River water. Clogging due to silt is a persistent maintenance requirement; DES has advocated for replacing the existing chiller with an alternative method or implementing changes. A design and investigative allocation of \$350,000 is requested for FY28 to either replace or upgrade the existing chiller. Construction funding will be required in later years.

Rundel Loading Dock Assessment: The Library has one new funding request for the upcoming CIP, an ergonomic assessment of the Loading Dock for our Shipping staffs, based on workplace injuries that have occurred due to the current dock and lift. As part of this study, we would look to ways to adjust our box truck loading process, potential retrofits to the exterior dock wall, and a cost/benefit analysis to relocate the Shipping Division and main loading dock to the Bausch & Lomb building. We are requesting \$120,000 for this study in FY26.

Board Action Requested: Approve the Library's Capital Improvement Program for the FY26 to FY30 funding cycle as described.

**NE Branch Library Buildout, Design & Construction Administration Services (Uttaro)**

The RPL issued a Request for Proposals (sent to twenty firms and posted to the City's website) in August 2024. Six (6) firms submitted team-based proposals for consideration; the proposal review process included members from City DES/Architectural Services, RPL, and Home Leasing Construction. Two firms were asked to provide additional responses and to refine their fee proposal as a final submission.

The selection team recommends Edge Architecture, who will provide design services and act as the Library representative for the construction process with the building. This will require design and construction coordination with the building owner (Rochester Housing Authority) and their design and construction teams. The RPL will also participate in construction meetings throughout as owner representative.

Edge will work with an internal RPL team to design the 8,000 square foot branch and will also participate in outreach meetings to the community as organized by the RPL and supported by the City's Northeast Neighborhood Service Center. We anticipate design through spring 2025 and construction commencing in late summer 2025, with an 18-month construction schedule. The cost of services is \$150,000, inclusive of reimbursable expenses (printing). It is possible amended/additional services would be required if there are extensions to the construction schedule. Funding shall come from prior year Branch cash capital and Fenyvessy funds for NE branch support.

Board Action Requested: Approve an agreement with Edge Architecture for an amount not to exceed \$150,000 for design and other services as described.

**Grant Acceptance, New York State (Clasper)**

The Local History Division has been awarded a Documentary Heritage Program (DHP) grant in the amount of \$7,522 for the arrangement and description of LGBTQ+ collections. A majority of the funds will be used for the below professional service agreement. The remaining \$599 of the grant is budgeted for supplies necessary to the project.

Board Action Requested: Accept a New York State DHP grant in the amount of \$7,522.

**Agreement, Ronald Martin-Dent (Clasper)**

The Local History and Genealogy Division secured the aforementioned DHP grant for the arrangement and description of LGBTQ+ collections. Using those funds, the Library will engage with Ronald Martin-Dent to process six collections from the Shoulders to Stand On LGBTQIA+ archives. This agreement will be for up to 301 hours of work at a rate of \$23 per hour, with a maximum compensation of \$6,923. The term of the agreement will be through June 30, 2025.

Board Action Requested: Approve an agreement with Ronald Martin-Dent for an amount not to exceed \$6,923 through June 30, 2025.

**Memorandum of Understanding with the Department of Social Services (Clasper)**

Managers at the Central Library have worked with Monroe County's Department of Social Services (DSS), often referred to as the Department of Human Services or DHS, to develop a Memorandum of Understanding for DSS to co-locate at the Central Library as part of their service integration efforts. Per the MOU, DSS will have use of designated space on the Bausch & Lomb fourth floor, during library operating hours. The space will consist of a waiting area and four semi-private cubicle areas for DSS to conduct outreach activities to any library patrons, as depicted in the attached appendix. DSS will provide a consistent schedule of their presence in the library to the RPL. There will be no funds exchanged through this partnership.

Board Action Requested: Approve a Memorandum of Understanding between DSS and RPL for co-located services at the Central Library.

**Agreement, Ibero-American Action League (Smathers)**

Raising a Reader wishes to provide their monthly materials in both English and Spanish. Previously, the RPL was able to utilize a translation service contract held with the City's Communications Bureau. Due to increased demand of the services, the Communications Bureau can no longer support other City department's utilization of that contract. The RPL will engage with Ibero-American Action League for translation services of monthly newsletters, monthly programming information, and semi-annual take-home activity packets to support Spanish-speaking families. This agreement will be based on a per word charge, at a standard rate of \$0.18 per word, for a maximum compensation of \$3,600. The term of the agreement will be through June 30, 2025.

Board Action Requested: Approve an agreement with Ibero-American Action League for an amount not to exceed \$3,600 through June 30, 2025.

***Report & Discussion Items***

***RPL Director Patricia Uttaro reporting***

Exit Preparation

Much of my time is being spent preparing for the transition to a new Director. Debi will be contacting the RPL and MCLS Board Presidents to meet with me in December to begin discussing the transition plan for the boards. I have drafted an onboarding document for the new Director which includes a training plan, key information, and contact information for senior staff & supervisors. Each senior manager has been asked to review and add to the sections for their areas of responsibility. I will be adding a section on Trustees and will likely ask for input from some of our RPL and MCLS trustees. In addition, I've been working on cleaning up files and folders on the Directors Office network drive, moving files that must be kept due to SARA regulations, and deleting duplicates.



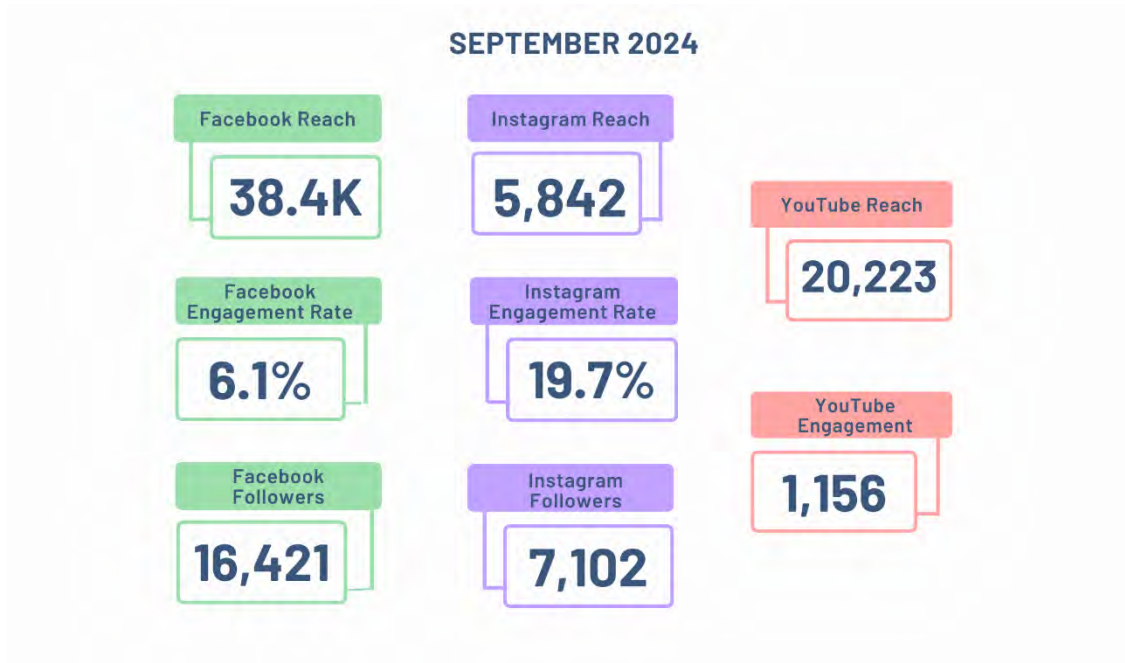
**RPL Director's Report—October 2024 (Continued)**

Debi and I met recently with Nick Pembroke in LAS to discuss the most efficient way of maintaining long-term files and working files. Pembroke made some helpful suggestions. Finally, I am working on editing and cleaning up my Contacts file so the new Director will have easy access to important community contacts right away.

Data Sharing with RCSD

In 2017, a data sharing agreement with RCSD, the City, and RPL was signed by the Mayor, the RCSD Superintendent, Presidents of City Council and the RCSD Board, and the RPL Board President & Director. This agreement allows for the sharing of data that could be used to determine how and if RCSD students use City services like R-Centers and the libraries. This agreement, while valid and signed, was never implemented. I recently shared it with the City's new Chief Data Officer and the Commissioner of the Department of Recreation & Human Services. We will be pursuing the original idea with the RCSD, working toward a state where all three organizations share data that will help us better understand and serve our students and allocate funds where they will be most effective. A copy of the agreement is included with this packet as a memory refresher.

Social Media



## Central Library

Emily Clasper reporting

- The Central Library held a Community Resource Expo to showcase the many local agencies RPL partners with to bring services to our patrons. Organized by the amazing Cynthia Dana, the event featured more than twenty government and nonprofit organizations who currently work collaboratively with RPL. The first hour of the event was open to library staff during Central's "Third Thursday" staff meeting and development time. When the library opened at noon, patrons were welcomed in to learn more about these fantastic resources. Staff feedback was universally positive, with many people commenting on how much they learned about what we were already doing! According to one staff member, *"We always forget how many providers work with us and are present in the library. It was so great to get a reminder so we can direct patrons to these folks if they need their help."* Several representatives of the organizations present expressed their thanks for the opportunity not only to connect with library staff and patrons, but also for the chance to connect with one another. One of the people tabling told us *"It is so important that we all have chances to meet each other and remember that we are all on the same team."* We are hopeful that this is an event we can sponsor regularly.



- EAP Counselor Dr. Remi was present at the Community Resource Expo to introduce himself to staff and encourage them to reach out and take advantage of his services. Dr. Remi will be in the Central Library and available to staff on the "Third Thursday" mornings in October and November.
- The Art of the Book & Paper opened its 13th annual exhibition in the Rundel Library on August 20th in conjunction with the Rochester Fringe Festival. A reception and an awards presentation were held on September 18th. The exhibit, which features stunning compositions from across the globe, will run until November 30th.
- A team of RPL Staff led by Emily Clasper has been hard at work setting up, configuring, and testing the new Patron Incident Tracking System (PITS) planned to launch for all of RPL in October. This system will allow staff across all branches to efficiently report and track security incidents and will offer greatly enhanced communication regarding these incidents and their resolution. Training for all staff will occur in October, with a tentative launch date set for the end of the month.
- Emily Clasper and Amy Discenza helped facilitate the first of four Community Input Sessions for the City's Opioid Team. This open meeting was held at St. Michael's Church, where community members were asked to provide feedback and observations in several topic areas surrounding Opioid use and impacts in their neighborhood. Clasper and Discenza facilitated the Overdose Prevention conversation, gathering input on what community members see as working to alleviate overdoses and what they would like to see more of. The conversation was highly emotional and was a significant help in providing insight on the impacts of Opioids in our community. The information yielded from this, and the three additional sessions planned in the coming months will be used to help determine how funds from Opioid settlements will be used to tackle this problem throughout the area.



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

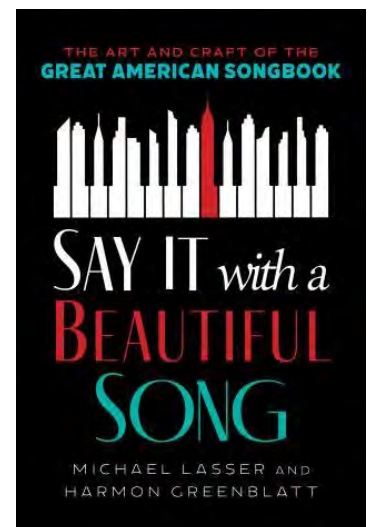
- Emily Clasper met with the new Memorial Art Gallery Director Sarah Jesse and MAG Director of Academic & Community Programs Allison Goodwin, taking them for a tour of the Central Library and discussing opportunities for future collaboration. Our MAG colleagues were happy with the outcomes they have seen from their participation in the library VIP Pass program and were delighted to see that all of the MAG passes at Central were currently checked out. The group discussed future possibilities for creating a RPL micro branch at the MAG, hosting museum tours for library staff and patrons, and organizing educational opportunities sponsored by the MAG at the library. Jesse and Goodwin were impressed by the breadth of services offered at the Central Library, at one point stopping to ask, “Is there anything the library doesn’t do?” They left determined to find a way to create a Secret Room at the MAG.
- Frederick Douglass has taken up residence on the second floor of the Rundel Building! Last year, the City acquired ten of the statues that had previously been scattered throughout the City and restored them from the damage they had suffered being outside. One of these statues has now been permanently installed in the Library, taking prominent place, just outside the Local History and Genealogy Division.



**Arts/Literature, Don Hyatt and Nanci Nugent reporting**

Programs

- Local author Michael Lasser began his ‘Say It with a Beautiful Song’ series beginning with ‘The Art and Craft of the Great American Songbook’ via Zoom. Lasser had a wide-reaching perspective and history to present on this subject. Lasser’s recent book informed this presentation and accompaniment with musical performances of the era, 1920-1950, the height of the American songbook. This era has classics that remain popular today due to their timeless lyrics and craft in performances of these songs. The depth of the songs was explored in the breakdown of the lyrics of the songs such as ‘Love is here to stay’ and ‘Let’s call the whole thing off.’ Using recordings from the era, the audience was able to then see the visual aspects of the era, notably the performance in the video shown for ‘Let’s call the whole thing off’ which was a musical number then followed by a synchronistic performance of the singers, giving a depth to the craft of this era. Lasser finished the program with questions and spoke about the process of writing of the book and left the audience with the fact that there will probably never be an era in American music to surpass the ‘American Songbook era.’ Due to musical copyright, this program was recorded but is unable to be posted online but will remain as a resource for the public to come view in person. This series continues the rest of the year with a once-a-month program, all are via Zoom.





- Patrons created Halloween-themed egg ornaments using a special electric tool to create detailed drawn on designs. Egg artist Mia Sohn taught students to create the design and then apply dyes to the eggs to add color and interest. This class taught students how to be creative with simple tools and brought community members together to learn a skill that many of them could not afford to do on their own. Students remarked how fun the class was and one said they did not know about this craft.
- Patrons created personalized greeting cards with artist Stephanie Kelly. Kelly instructed patrons to create standout artwork to customize their greeting cards. These cards were made with collages of fabric and origami paper and with stitching and buttons. All students said this was a fun class and praised the teacher. Some remarks were, "We LOVED this class and the teacher," another said, "this collage cards program was quite possibly the best library program I've been. Stephanie was a fantastic teacher."



- Dr. Martin Pracher presented a lecture on Art, Forgeries and Forgers. Dr. Pracher is a German art expert witness and lecturer for technical art history and preventive conservation at the University of Würzburg – one of Rochester's Sister Cities. He was also an exchange student in Rochester 35 years ago! The lecture explored the complexities of art forgery, noting that not every fake work of art is a forgery, and not every genuine work of art is authentic. False attributions, misinterpretations, or carelessness can assign false characteristics to a work of art. During the lecture, patrons also learned about Rochester's Sister Cities program. One patron commented, "He was a wonderful speaker and I learned so much about the world of art forgery." Another thanked staff for having such a wonderful program with a well-known knowledgeable person in the world of forgeries.

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

- Patrons celebrated the change of season by creating Fall or Halloween-themed dream catchers. One student said, *“I love learning new things here at the Central Library and I have fun”* and another remarked, *“these classes are great because we make new friends and get to speak with others about art.”*
- In the Creating Art for the Soul and Recovery workshop, Rachel Ortiz showed students how creating art can make a person feel good and bring positivity to their lives. This class is part of a series of classes that focus on how being creative can help us and others feel better. This class focused on how art can be a medium in the recovery process. In recovery, a person goes through phases and one of those phases is called the “pink cloud,” this is when you start feeling physically good. Ortiz asked all the students what makes them feel good and helped them create representations of that feeling. One patron said, *“thank you for having these art programs where we can be creative and meet others who want the same.”*



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

Outreach and Training

- Jennifer Byrnes presented to this year's cohort of startups for the MARL (mobility, AI, robotics, logistics) accelerator located in Silicon Valley.
- Byrnes was a panelist for the American Library Association's Thinking Money discussion around children and financial literacy.
- Melissa Cobo tabled at M&T Bank's Women's Small Business Spotlight and presented at the Small Business Development Center's Business FastTrack Program
- Byrnes and Lily Anthony attended a training for the Thinking Money for Kids grant the division received from the American Library Association. The grant provides a program kit with multiple games and other materials to allow for creative and engaging financial literacy programs for kids.

Consulting

- Hours of in-depth market research/prior art searching:
- The Carlson Center for Intellectual Property assisted:
  - In person: 6
  - Email: 23
  - Mail: 0
  - Phone: 3
  - Zoom: 2
- 3D Printer: 10
- Webpage views: 34
- Requests Outside Greater Rochester Area: 12
- Referrals to Tracy Jong (Intellectual Property Attorney): 0
- Referrals to Davis Bassett (Patent Agent): 0

Database Usage Statistics (April)

- Frost & Sullivan: Page views: 7 Value: \$24,650
- IBISWorld: Page views: 74 Value: \$40,845
- InnovationQ: Logins: 22 Searches: 74
- Mintel: Sessions: 44 Page Views: 25 Downloads: 82
- PitchBook: Logins: 25
- Statista: Page views: 39 Downloads: 8

Anecdotes

- Connected Communities asked BIC to serve on their new Economic Empowerment Committee to help guide economic empowerment in the Beechwood and EMMA neighborhoods. Byrnes will serve, with Cobo attending if Byrnes is unavailable.
- Lily Anthony did extensive patent research for Greater Rochester Enterprise that resulted in this article: <https://www.rochesterfirst.com/why-roc/why-roc-top-five-patent-producing-major-metro-rankings/>

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

Programs

- The Children's Center was pleased to host Miss Mariposa, who held two bilingual storytelling programs in September. These storytelling events were brought to the library from the Puerto Rican Festival Inc. of Rochester (PRF) and the Rochester Latino Theatre Company.
- For Playday on the Riverway, the Children's Center put out games, created a play themed scavenger hunt, and put out a craft for children.
- Nadia Morales had three Fall crafts where kids did a leaf rubbing activity; used Halloween-themed cookie cutters to cut out different fall shapes to make their own Fall garlands to hang in their homes; and used construction paper to make 3D tree trunks with forest animals peeking out of them.
- Katie Powell hosted a playtime for preschoolers with several sensory friendly activities, including playdoh emotions mats and sensory bins. She also included gross motor activities, like a balance beam, sit and spin, and a kiddie pool full of shredded paper.



Community Outreach/Meetings/Training

- Tonia Burton arranged a training for MCLS Children's Services staff titled We Don't Own the Music. It was presented by music therapist Missy Read; an Associate Clinical Professor in Music Therapy at Nazareth University and the manager of the on-campus Lipson Music Therapy Clinic. Reed also serves as the on- and off-campus clinical coordinator.
- Burton and Chelsea Arnold attended the Association for Library Service to Children's National Institute in Denver. They attended two full days of conference sessions on a wide variety of topics including the Science of Reading, program evaluation, and supporting developing readers. They are both serving on the planning committee for the 2026 National Institute, which will take place in Buffalo.

Anecdotes/Other

- Nadia Morales, who has been with the library for six years starting as a summer youth worker, is now a library assistant for the Children's Center.
- To better serve our bilingual families, which currently make up 41% of the Rochester city School District, we are entering into an agreement with Ibero for translation services. By November, all materials for the Children's Center and Raising A Reader will be bilingual. Katy Hasselwander from Finance is assisting Burton with the process.
- Our partnership with Father Tracy Advocacy Center continues to be helpful. Even when staffing shortages prevent someone from physically coming to the library, staff are able to get patrons to the Center in order to assist them. Homelessness continues to be an issue. In September one patron had been turned away from the Department of Human Services several times, being told to call the After-Hours numbers to find a bed but when they do, there are no beds available. There have been shelters that have had to close due to lack of funding, staff at Father Tracy are concerned that once the cold comes the problem will escalate.
- This partnership is intended to assist families, but all are welcome. Other divisions send patrons down to Children's for assistance, including teens. This month a 19-year-old who was deaf and homeless came for help. Since the teen is 19, they were not able to be helped by Center For Youth, they only place teens up to age 17 in their shelter. Since the patron is deaf, staff were unsure that After- Hours would be able to assist over the phone so Father Tracy staff put them in a motel room for the evening. This is just one of the many situations that takes a lot of time, one visit to the library is not enough time to meet all the challenges.

Raising A Reader

- Olivia Cutter began in her role of Early Learning Specialist. She was a classroom teacher, which brings a valuable prospective to the team.
- Burton attended Open House for the Rochester City School District Early Childhood School. This was a wonderful way to introduce the program to parents and teachers. Burton also connected with the Director of Office of Parent Engagement for the city school district. There were a couple of families who participated in the program at previous childcare sites and were excited to learn they can still be a part of the program.
- Connections to new sites are in process. We currently have the following sites committed:
  - Generations Clinton Square
  - Generations St. John's/Highland
  - Ibero
  - RCSD Early Childhood School
  - RCSD School #54
- We also have two sites we have served in the past who are interested in participating again: Rochester Childfirst Network (RCN) and VOA.

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

Statistics

- Curbside Pickup Appointments- 2
- New Borrowers- 274
- RRLC Access Cards Issued- 9
- Notarial Acts- 176

Anecdotes

Rich Mangione had the funkiest question in Circulation this month. A patron came to the desk and asked who wrote the 1970s funk hit “Chase Me” and what are the top three songs by the Bar-Kays. Mangione discovered that the answers were The Con Funk Shun Band and “Let’s Have Some Fun,” “Move Your Boogie Body,” and “Too Hot to Stop.”

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

Programs

- The Local History & Genealogy Division's walking tours continue to be popular. Dan Cody led 54 people on a tour of the Rochester Heritage Trail this month. The one mile walk along Broad, Exchange, West Main, and Fitzhugh streets included 11 historically significant buildings, landmarks, and/or locations.
- The Family Finders genealogy club held its first meeting of the 2024-25 season in partnership with the Rochester Genealogical Society. The group meets on the first Saturday of each month at 10:30 am in the Local History & Genealogy Division.

Outreach/Meetings/Training

- Christine Ridarsky attended the annual meeting of the Association of Public Historians of New York State in Port Jefferson, NY, where she networked with government-appointed historians from across New York and attended sessions on a variety of topics. Ridarsky serves as president of the statewide organization.
- Emily Morry was featured in an article about Rochester's Inner Loop by RIT student AJ Bonacci. Bonacci had interviewed Morry in March after reading her Local History ROCs blog series on the topic. You can read Bonacci's article here: <https://commjournalismwebt.wixsite.com/home/news/inner-loop%3A-how-a-highway-can-change-the-identity-of-a-city>.
- Brandon Fess attended the first session of AI, Archives and Museums, entitled “AI 101 for Archives and Museums” at the Rochester Institute of Technology. This was the first of four sessions that will be held over the next nine months. It was a helpful introduction to basic artificial intelligence concepts and AI might be used in libraries.



### Digital Projects

- The division published two articles in the Local History ROCs! blog in September: "The Crowd Went Wild: The Origins of Aquinas Stadium," written by Dan Cody, and "Cómo Te Llamas?: Latinx Namesakes in Rochester's Landscape," written by Emily Morry, who also edits the blog. The two posts received a total of 76 views in September. In addition, readers from 12 countries revisited 208 previously published posts for a total of 2,790 blog views in September. All blog posts can be read online at [www.rochistory.wordpress.com](http://www.rochistory.wordpress.com).
- The FamilySearch scanning team, having finished scanning yearbooks in August, began working on monographs. The complexity of this material means that the process takes longer than it did for yearbooks. Ten (10) books were scanned in September:
  - The Mayflower and Her Log, 1620-1621
  - Ames Family, 1520-1969; Concerning Genealogies
  - Allen Kin by C. L. Allen
  - A Chronicle of Auburn, NY
  - Foster, Ford, Sampson, and Allied Families
  - Descendants of Nicholas Cady
  - Ancient Landmarks of Montgomery
  - History of the State of RI and Providence Plantations, 1636-1790 (Vol. 1)
  - The Rise and Decline of Men's Clothing Industry in Rochester, NY
- Fess shipped microfilm of three newspapers to NYS Historic Newspapers for imaging in September. These include the earliest issues of the Daily Democrat, which will comprise the primary newspaper project for this fiscal year funded by the library. Also sent were the Jewish Tidings and the Jewish Ledger, imaging of which is funded through a partnership with University of Rochester Hillel.



### Special Collections

Fess accessioned 21 new collections in August, mostly small groups of material that were identified during the accessioning cleanup project completed earlier this year.

### Anecdotes

A patron contacted the Local History & Genealogy Division wanting to know the address of the Steam Gauge and Lantern Works, which was destroyed by fire in 1889. This turned out to be a complicated question, as many writers on the topic have confused the business with the building that replaced it after the fire. After some sleuthing, Brandon Fess was able to determine that the building that housed the Steam Gauge and Lantern Works (2 Center Street) was owned by William Gorsline, and the modern Gorsline building at High Falls was built on almost the same footprint. However, the address was slightly different. When the Steam Gauge and Lantern Works burned, an attached structure at 4 Center Street--home to the Rochester Folding Box Company--survived and was integrated into the replacement building. This secondary structure has been removed, but the newer building retains its older address, thus leading to the confusion that so many writers seem to have fallen into.

**Reynolds Media Center, Joseph Born reporting**

Reference

RMC handled 892 reference questions and 224 non-reference transactions for a total of 1016.

Programs

- First Friday film: *Aftersun*
- September Movie Matinee films: *Inside Out 2*
- September Concerts:
  - Fatime
  - Amanda Ashley
- Brown Bag Book Discussion: *The Covenant of Water* by Abraham Verghese
- A/V set ups for programs in Central Library: 28
- Programs Streamed for FFRPL: 3

Anecdotes

While RMC had been adding a few more Mi-Fi units and changing hold rules to allow holds to travel to all MCLS libraries, the holds have continued to increase. As of this writing, there are 500 holds on the Mi-Fi units. Patrons have told us that the school district's elimination of internet access help is likely the reason for the continued interest in our units. We are so glad that we will be adding more units to this collection soon!

**Science and History, Gabe Pellegrino reporting**

Programs

Postcards from Madagascar, a Zoom program, was presented by travel writer and historian David Mould, who has hosted several other free travelogues for the Library for the past few years. About 13 people were in attendance, including one watching from China and one from Russia! The program covered not only the current state of affairs in Madagascar, but also history, traditions, and culture, including the ubiquitous use of rebuilt 1970s French cars throughout the country. David shared his firsthand experiences and photographs from his various visits to Madagascar. There were many questions asked and everyone enjoyed the presentation. Gabriel Pellegrino later received a call from a patron about the program as she missed it and she was informed that the program was recorded, and he would contact her when it is posted on the Library's YouTube Channel.

Outreach/Meetings/Training

- LROC (Library Resource Outreach Center) visitors continued to be busy with about 60 people seen. In addition, Pellegrino handled one LROC referral through the UniteUs platform, connecting the individual with needed help. Pellegrino was pleased to see that so many of the Science Division's community partners including those from LROC and Legal Assistance of Western New York (LawNY) saw were present at the September 19 Community Expo event at the Central Library.
- Pellegrino attended the monthly UR Wilmot Cancer Community Action Council (CCAC) meeting. There will be a retreat in October at which Pellegrino will be part of a panel discussion. He was also nominated to serve in a leadership position for one of the subgroups.
- Renee Kendrot met with Holly Hammond from Friends & Foundation of the Rochester Public Library (FFRPL), spending about 90 minutes, explaining the organization of the Job Information Center (JIC) collections, including careers, resume writing and cover letters, and test preparation books for various exams including GED, SAT, GRE, NCLEX and TEAS (nursing exams), LSAT, TABE and civil service, as well as materials printed

and posted in JIC. Kendrot also explained the process through which Civil Service study guides and materials are lent to patrons. She and Florence Morris are experts at choosing the correct materials for the library patrons. Reference for Civil Service exams is more than simply finding books that match the title of the exam: for each position advertised, an analysis is done of the duties listed for each position and the specific scopes of the examination. For a typical exam, a patron might be given one main study book and 3-5 separate scope-focused study booklets. The Division maintains an index of these scopes for cross-referencing with appropriate test titles, which is especially helpful when there is no definitive published guide for a particular examination. The Division clerks also assist in maintaining the JIC collection. Alaikia Miller shares all the job announcements that come through email from the City of Rochester and other outlets. These are printed and put out on the tables in JIC. Matt Sherman keeps all the Civil Service materials, announcements, and indexes up to date. In addition to strictly-JIC materials, regular and commercial driver's manuals in English and Spanish, are made available to patrons at no cost. These are provided through the New York State Department of Motor Vehicles and the supply maintained by Kendrot.



### Anecdotes

Alaikia Miller worked with Grupo Cultural Latinos to construct a stunning exhibit in honor of Hispanic Heritage Month. Several cases have been filled with festive cultural artifacts, ornament, and apparel. There is even a Moai standing by alongside various national flags. The Division's skeleton welcome mascot is also dressed in celebration. This exhibit will continue until at least Mid-October, possibly extending into November to celebrate Día de los Muertos. The eclipse sculpture created by Miller was rotated to have its sun side facing, which added greatly to the bright display.



***Technology Center, Jay Osborne Reporting***

Programs

- Trevor Johnson has been providing a Zoom class that helps elderly patrons use the computer. During the most recent class, two patrons came in person in addition to the anticipated online audience. They learned how to use the Sharelink feature in email, how to navigate application settings on their phone, and to use the internet language features on their tablet. This program also provided Johnson with the opportunity to introduce the in-person patrons to the Foodlink Café and give them a general tour of the tech center and its resources.
- During the month of September, Ginger Brewer continued to teach the Computer Tutor program at the Central Library. Brewer works one on one with individuals who need to build their confidence and understanding with using technology. In addition, Brewer and Digital Literacy of Rochester have worked together to add computer programs to the library calendar. The Tech staff have also provided patrons with various do it yourself resources where they are able to utilize apps centered around computer navigation and terminology. Patrons have increasingly shown interest when it comes to having more computer programs available and are thankful the library offers such programs to the public. The Technology Center staff have responded to that appetite and have developed a more aggressive programming schedule for the fall.

Outreach and Training

- Trevor Johnson worked with Extension to set up a meeting with the manager at the R.L Edwards elderly home. He met with manager Sheona Edwards and a colleague, and they agreed to let us show patrons how to use tablets and phones with a key point being removing or limiting scam calls.
- Cy Shropshire has provided technology support and instruction at the Lifespan Wolk Café at Sibley Square. This has been an extremely popular service with the elderly population there and we anticipate Cy will be



providing services at the Wolk Cafe through the fall at least. Cy and Trevor will both be involved in more programming in collaboration with the Extension Department as this in program grows to include new venues and populations.

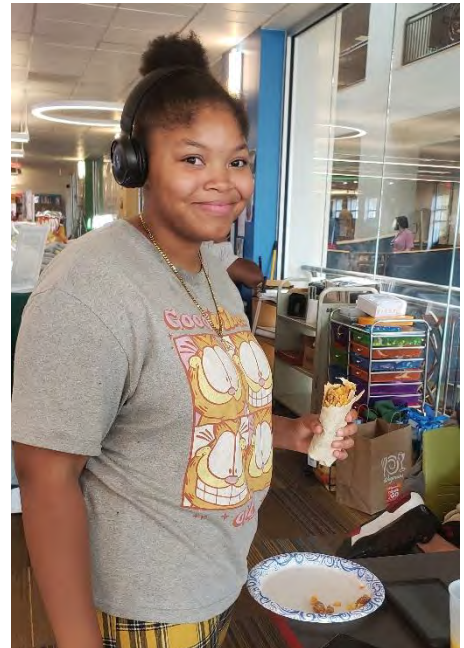
### Anecdotes

One of the Technology Center's most recent hires, Jonathan Hammond, continues to make an impact on the staff and patrons of the Technology Center. He consistently fills his essential role in the library's Technology Center, providing daily support to patrons in connecting them with various resources and employment opportunities. His appreciation for Hammond's assistance, noting how helpful and instrumental Hammond had been in his search for employment. Additionally, another patron, personally wrote a card to Hammond, stating, "Jonathan, I so appreciate all of your patience and hard work with me. There's no way I can't win. Thanks!" With Hammond's resume and job application assistance she was able to secure an interview with a prospective employer who stated that they liked her resume.

### ***Teen Central, Shetora Banks reporting***

#### Programs

- Microwave Breakfast Burritos cooking program: Teens assisted Courtney Withey in preparing an easy, economical, and efficient meal they can replicate at home. They fried bacon, turkey sausage, scrambled eggs on the flat top griddle before assembling burritos to meld ingredients in the microwave. Most importantly they learned how to properly wrap a burrito without losing all the goodies when you take a bite! Through this program, Teens learned how to safely use and clean kitchen equipment, understand calorie and nutrition information from food labels, and food safety. Participants enjoyed cooking together and teasing each other about preferred condiment choices.
- FAFSA Fest 2024: Local volunteers, including financial aid counselors from local colleges, came together to assist parents and students with Free Application for Federal State Aid online, answer financial aid questions, and provide individual counseling for understanding college costs. Food and refreshments were provided. Participants thanked the volunteers for de-mystifying the application and making the experience user friendly. FAFSA fest provided the perfect partnership of FREE services provided to the community. Families were able to come to a safe, public place for the assistance needed to complete major paperwork. Other family members were able to engage with Teen Center staff and enjoy the space's amenities while their loved ones took care of business.
- Cultural Competency BINGO: Teens came together to see who had the most knowledge of current and past celebrities. BINGO cards carried descriptions of popular trends, fashion creators, music, and entertainment providers that they competed to correctly identify the people and create the BINGO line. They enjoyed it so much that we played the second round, increasing difficulty level by requiring coverage of a full BINGO card in order to win the round. The round ended in a tie and both winners were awarded all day bus passes.





- The AI Comic Lab program started this month. The "Liberating Individuals Through Literary Text" group brought five pre-teens to participate. These are kids that struggle with literacy and wanted to utilize visual literacy in the AI Comic Lab as a learning experience. One participant was an 11-year-old girl with autism. Her mother talked about how her daughter is usually in her own little world, but during this experience she got to present her world to her mother. She was able to show the things going on in her head and finally share it with her mother visually.







- Central Library entered the NASEF Mario Kart World Time Trials this month. Each room on the 2nd floor was given a racing wheel which vastly increased engagement with the Nintendo switch. Members of the Central Library Liberators Esports Team participated in the World Time Trials. There are over 350 entrants from 8 different countries and a member of the Liberators, Victor, placed 3rd in the world during the first week trial. During the Liberator meeting to celebrate 3rd place, we recorded a 3rd place time for the second week racetrack. This program has garnered interest from nearly every child that comes to the 2nd floor of the library. A 3rd place finish in week one of the time trials has inspired and encouraged other kids in the library to participate in the World Time Trials.



- The Esports Fight Club began this month. This month the 585Fighterz hosted a Mortal Kombat 1 tournament with a stream giveaway. One stream viewer won a pair of headphones. This program brought both live and online engagement. 585Fighterz teach kids about both streaming and gaming. There was a training day earlier in the month for potential participants.

Anecdotes

Teen Central congratulates this teen for graduating from All City High School. He is a regular at Teen Central, a young man who has experienced traumas, family loss, and homelessness. Through his struggles he has always carried himself in a positive way, treated everyone with respect, and continues to be helpful to everyone. We at Teen Central are dedicated to continuing to help this young man succeed in his goals and achievements. In his own words, "Mr. J [John Hylton] is a mentor, inspiration, and family. He has guided me through some tough times, and I would take a bullet for him."



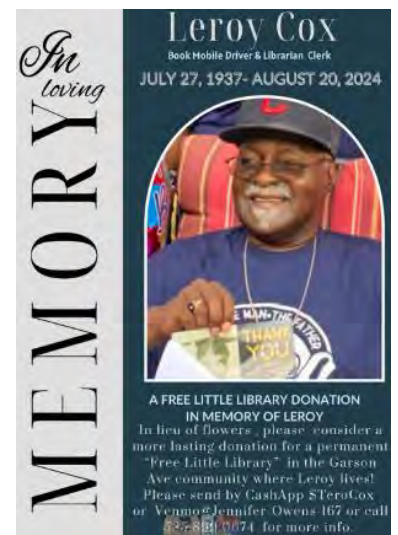
**Community Libraries**

**Melanie Lewis, reporting**

The RPL Graphics Department created a commemorative vehicle decal honoring the work of Leroy Cox. Mr. Cox enjoyed a 32-year career at the Rochester Public Library, from 1967 to 1992. He spent 25 years driving the bookmobile. The decal will be displayed on the rear door of the RPL GO!

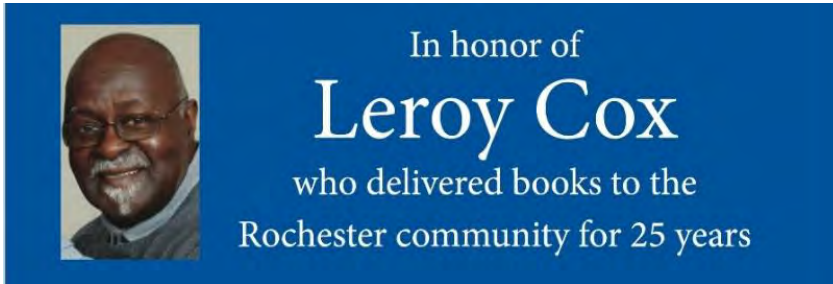
The Family of Mr. Cox communicated their appreciation for the tribute in several e-mails, and they are looking forward to being invited to the unveiling by City Hall Officials.

From the Family:





*"Seems we all agree and LOVE this choice. Please continue doing what you do best. We definitely appreciate you and your entire staff. Thanks A Bunch...And when it's time. I know you will contact the Family. God Bless .  
Jeffery B. Cox"*



Two well-deserving Branch Staff Members received awards during the City of Rochester's 2024 Employee Recognition Awards Ceremony:

- Sharon Keppler of Douglass received a Customer Service Award for her excellent work in creating a clean and welcoming environment of the interior and exterior of the Douglass Community Branch Library.
- George Carter of Sully received a Meritorious Service Award for his actions that saved a young man's life.
- Amy Discenza ran into Maggie Padilla, a member of the Phillis Wheatley Community Library team, at the Art of the Book Reception and was thrilled to learn that she has a piece in the exhibit: *Shorelines and Seawater*. Padilla explained that she developed photographs on watercolor paper to create a series of abstract images. Within the images are two short poems comprised of text cut from an oceanography textbook.
- Discenza, along with Maren Kyle and Wes Becker, received a Team Innovation Award at the 2024 City of Rochester Employee Recognition Award Ceremony for their work in the Outreach Department providing innovative library services to vulnerable populations.



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

#### Programs

Arnett hosted a variety of popular programs this month, including a special visit from Suzanne Kolodziej, an arts educator from the George Eastman Museum. Kolodziej led a story time and then introduced young patrons to a science-based cyanotype craft project.

#### Community Outreach/Meetings

During Arnett outreach visits to the Westside Farmers Market this month, several University of Rochester and Rochester Institute of Technology students registered for library cards.

#### Anecdotes/Other

- Arnett notaries Nancy Cholewa and Kate Peck performed 126 notarial acts this month, breaking a branch record. *"The word is most definitely out that Arnett offers notary services. People have come from all over the city and suburbs, including Greece, Gates, Chili, and Henrietta,"* noted Cholewa, who completed 19

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

notarizations on her busiest day. Cholewa went on to say, “As notaries become fewer and farther between, and more and more people do their banking online so that they don’t have access to bank notaries, the library notary service is becoming more and more essential to our community.”

- Three regular Arnett teens expressed interest in expanding the lawn care business that they had built up over the summer to include raking and snow shoveling. The young entrepreneurs plan to canvass the neighborhood and hang flyers to generate business this fall and winter.

**Charlotte Branch Library, Dennis Williams reporting**

Programs

- Sigriet Ferrer of Prismatic Gardens led a terrarium workshop. Participants were excited to create their own terrarium to take home.
- Charlotte staff launched a new Saturday programming series for families: Nintendo Time.

Anecdotes/Other

- An individual from Lifetime Assistance recently completed a 100-hour internship at Charlotte. He worked closely with Jennifer Cherelin and Anajah Ford in the children’s area.
- Charlotte is hosting a Rochester City School District intern through Project SEARCH. The program combines classroom instruction with work experience to teach participants the employment skills they need to get and keep a job, such as arriving on time, getting along with others, asking clarifying questions, and maintaining professional standards.
- Charlotte is also hosting several student volunteers from School Without Walls, whose students are required to complete 75 hours of community service.



**Douglass Community Library, Evanna DiSalvo reporting**

Programs

- Douglass staff hosted a Safari Story Time with the Seneca Park ZooMobile. Participants were treated to a fun animal storybook and an ambassador animal meet and greet.
- On Talk Like a Pirate Day, staff dressed as pirates, handed out chocolate doubloons from a treasure chest, and greeted scallywag patrons with “Ahoy mateys!”
- The weekly Dungeons and Dragons game has become immensely popular. To help maximize game time, Isaac Lewis is now facilitating Dungeons and Dragons Character Creation Consultations in advance to help would-be players create their character before the game so they can come equipped with their character and ready to play.



Community Outreach/Meetings/Training

- Jennifer Dupre enjoyed tabling at the Anna Murray Douglass Academy School No. 12 open house and talking with families and school staff about the library.

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

- Library staff provided outreach in the closing weeks of the South Wedge Farmers Market and will participate again next season.

Anecdotes/Other

- Evanna DiSalvo and Dupre performed in a hit Instagram reel, “Say Less - POV: Gen Z writes the marketing script,” that was scripted, filmed, and edited by Haley Geier. It was fun to do, and it has received 1.1k views on Facebook and over 3k views on Instagram. You can view it [here](https://www.facebook.com/reel/382994088201288)  
<https://www.facebook.com/reel/382994088201288>



**Lincoln Branch Library, Sarah Lehman reporting**

Programs

- Families had a blast learning how to juggle at Cirque 101: A Juggling Workshop with Mr. Bowtie, Ted Baumhauer. This event was coordinated by the Joseph Avenue Arts and Culture Alliance and was part of the 2024 Rochester Fringe Festival.
- Vera Haygood developed a scavenger hunt for teens to encourage them to explore the teen space and collection. Teens raced to complete the challenge and collect a prize.
- Haygood hosted a Hispanic Heritage-themed taste test competition, challenging teens to identify foods based on their textures and smells.
- 
- This month, the University of Rochester Medical Center's Mobile Mammography Van completed the last of a yearlong series of visits to the Lincoln Branch. Lincoln staff were delighted to provide this service to the community!



Community Outreach/Meetings/Training

- Sarah Lehman and Alexa LeBeau attended a stakeholder meeting for the new City of Rochester Department of Environmental Services project, Art Walk Joseph Avenue. The project will assess the existing streetscape along the Joseph Avenue Corridor and identify areas for improvement. The Lincoln Library will host the first public feedback meeting in early October.
- Lehman met with Reenah Golden and Kathy Kristich from the Avenue Theatre regarding the annual Aveoween celebration for neighborhood families. The theatre will be under construction this year, so the event will be held at the Lincoln Branch.

Anecdotes/Other

- Lehman visited the Pirate Toy Fund headquarters to pick up a donation of over 150 toys for the Toy Library. Natalie Soto has done an incredible job organizing and pre-processing a truly enormous mountain of toys so they're shelf-ready for the public.
- LeBeau, a social work intern, joined the Lincoln team in September. She has been busy working on a fall program and getting acquainted with Lincoln's patrons and services.

**Lyell Branch Library, Cathy Kyle reporting**

Programs

- Kids enjoyed creating paper plate Poké Balls with their favorite Pokémon inside and designing an eerie cemetery for Lego Club this month.
- Although teens are busy with their school assignments, they made time to read *The Summer I Turned Pretty* by Jenny Han. A discussion comparing the book to the Amazon Prime television series adaptation followed.



Community Outreach/Meetings/Training

- Shalis Worthy led story times for babies, toddlers, and school-aged children at Sunshine Village Daycare and provided outreach at John Williams School No. 5's open house.
- Cathy Kyle crafted with seniors at the Lifespan Lily Café at the Maplewood YMCA.
- Kyle met with staff from Rec on the Move and ROcovery Fitness to discuss mobile library partnerships.

**Maplewood Community Library, Johanna Buran reporting**

Programs

- Three regular Maplewood Library English language students and their spouses met at the Rochester Public Market for breakfast, shopping, and English conversation on a Saturday morning. Brian DiNitto organized the event and led the group on a tour of the market.
- DiNitto organized a second group meeting at the International Food Festival at the Hamidiye Mosque. Two English language students and their spouses representing Mexico, China, and Pakistan attended the event. The group also included three other native English speakers. After the meal, they enjoyed conversation in English over tea.

Community Outreach/Meetings/Training

- Mark Hafer visited with over 75 families at the Virgil I. Grissom School No. 7 open house, communicating information about the branch's new location on Lexington Avenue and library services.
- DiNitto presented virtually to eight classrooms of adult learners from the Rochester City School District Office of Adult and Career Education Services (OACES). The presentation, which was part of the OACES Speaker Series, provided tips to avoid online frauds and information about what to do if one becomes a victim.



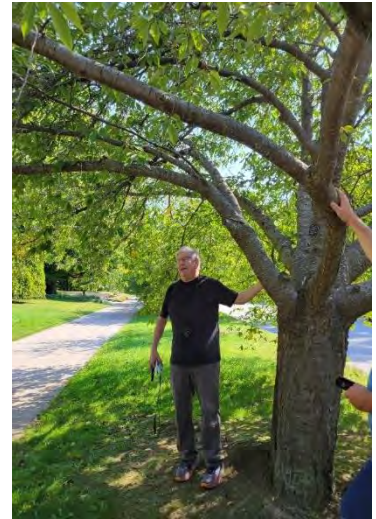
Anecdotes/Other

A young Haitian man who frequented the branch as a new American brought his uncle, aunt, and grandmother to the library for English language instruction and support. The young man practiced English with his grandmother on an iPad, while DiNitto worked with the other two adults on vocabulary, grammar, and pronunciation.

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

Programs

- Dr. Dan Marion, Professor Emeritus of Plant Pathology/Tree Health at the State University of New York, led a nature walk for Monroe patrons at Highland Park. Participants learned how to identify the warning signs of a sick tree and what they can do to help.



Community Outreach/Meetings/Training

Mary Clare Scheg and Theresa Filo met with Eli Cotton, the Director of Re-Engaging Teens at the Center for Youth, to discuss how the library can better support the Center for Youth teens. Cotton identified a need for tutoring and computer assistance.

Anecdotes/Other

A man approached Ian Downey for computer assistance. He turned out to be a minister who needed help updating an essay he wrote as a student at Colgate Divinity School years ago. He confessed that his eyes weren't as good as they used to be, and he struggled to read the original text. Downey was able to help him edit the old essay in Word. He enlarged the font, helped with the updates, and made the document look more professional. The patron was incredibly grateful for the support he received.

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

Programs

- On Talk Like a Pirate Day, young patrons created pirate aliases and took turns reading *Pirate Jack Gets Dressed* in their best pirate voices. Afterward, they painted and bedazzled treasure chests with Mr. Steve, a new volunteer.
- Teens faced off in an intense Connect 4 tournament. The winner of each game progressed to the next round until a champion emerged. Teens were so invested in the tournament that they practiced in advance, strategized, and watched and cheered on their peers.
- Heather Galetto led a lively discussion of Christina Baker Kline's *The Orphan Train* at River Edge Manor over lunch. Except for one participant who was suspicious of how neatly the plot was tied by at the ending, the book was enjoyed by all.



Community Outreach/Meetings/Training

Galetto attended an open house event at Nathaniel Hawthorne School No. 25, distributing books and chatting with families about library programs and services. One visitor was so excited about his free book that he responded, "I appreciate you all. Libraries are awesome; the community agrees!"



Anecdotes/Other

A young patron who is a devotee of Dav Pilkey's Dog Man series was so delighted to find *Dog Man and the Scarlett Shredder* on the shelf at Wheatley that he sat down on the spot and read the entire book out loud using a different voice for each character.

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

Programs

Staff from the Monroe County Department of Public Health and a Jury Outreach Specialist from the Monroe County Court visited Sully to provide Narcan training and distribute information about justice and the jury system.

Community Outreach/Meeting/Training

- Connected Communities, an organization whose mission is to partner with the Beechwood and EMMA (East Main, Mustard, and Atlantic Avenue) neighborhoods, invited Sully staff to promote the library at their Fall Extravaganza Block Party at Grand Avenue Park.
- George Carter and Heeks-Heinlein represented the Sully Branch at the New Hope for Marketview Heights Health Fair at Fourth Street and Peck Street Park. One attendee recognized Carter as the friendly face who used to help her on the computer when she was a teenager. She has a child of her own now and said she would bring him into the library.
- Diana Cossio distributed information about library services and registered families for library cards at the John James Audubon School No. 33 open house.
- Heeks-Heinlein and Carter planned and ran a safety meeting with internal stakeholders at the Ryan Center. Representatives from John James Audubon School 33, Rochester City School District security, Thomas Ryan Community Center, City Security, and Sully Library discussed ways to improve communication across organizations in the building. A shared radio system was proposed, and the idea will be researched.



Anecdotes/Other

- Vincent McIntyre, Michael Brooks, and Ronald Sneed from City Security presented a fantastic Person with Deadly Aggressive Behavior training (formerly active shooter). Sully staff learned about red flags to watch out for and tips to keep both library visitors and staff safe.



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

- Thanks to the Friends and Foundation of Rochester Public Library, Sully staff were able to offer the community wonderful summer reading prizes, including Walmart and Tops gift cards. The patron who won the Tops gift card returned to the library the next day to donate it, along with a second gift card she had purchased herself. Sully staff will offer the donated gift cards as prizes for a winter reading program.

**Winton Branch Library, Kathy Wolf reporting**

Programs

Cynthia Howk, retired Architectural Research Coordinator from the Landmark Society of Western New York, led a walking tour of the Historic Browncroft Neighborhood.

Community Outreach/Meeting/Training

The weather was perfect for the North Winton Village Festival. There were wonderful shops to visit, people to see, and dogs to pet. While staff spread the word about library services such as Empire and VIP Passes, Libby, and programs for all ages from their table at Linear Park, the public enjoyed spinning the prize wheel for jokes, words, or interesting facts about the Winton Branch Library.



Anecdotes/Other

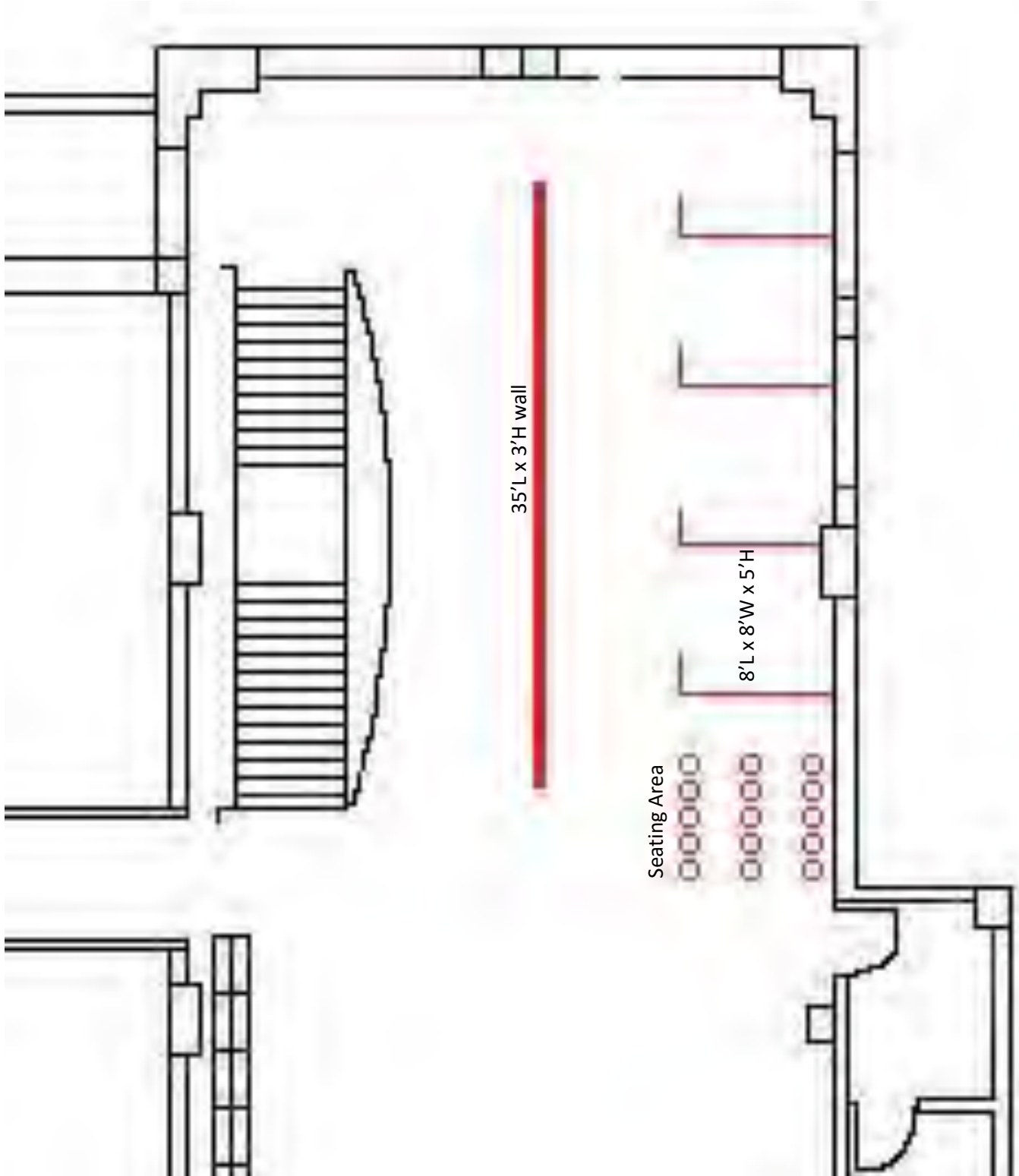
- Mary Fraser renewed a medical dictionary for a patron and commented on the heft of the large volume. The patron explained that he was studying the English versions of medical terminology. *“Then I can become a doctor in the United States,”* he said. He had been a doctor in his native Afghanistan, where he helped the U.S. Army. Now, he lives near the Winton Branch Library and is using library resources to improve his English and achieve his goal of becoming a medical professional in the United States.
- Lesley Johnson attended the Browncroft Historic District walking tour. She mentioned that she is the young woman in the background of the Lois Hoffman memorial photo in Winton's children's room. She went on to explain that she was often in the hospital as a child and was too sickly to play sports. She was the first poster child for the Eddie Meath Penny Fund. The library was especially important to her as a child because she spent a lot of time reading, both in and out of the hospital. Lois Hoffman helped her to find books and encouraged her love of reading. Lesley is still a frequent visitor to the Winton Branch Library.







**Appendix A – DSS Designated Space in Red**  
**Bausch & Lomb Building, 4<sup>th</sup> Floor**





### INTERMUNICIPAL DATA-SHARING AGREEMENT

WHEREAS, the Rochester City School District, the City of Rochester, and the Rochester Public Library System (“Parties”), have identified the common goal of data-sharing between them; and

WHEREAS, the Parties believe that data may be a key element in identifying successes and deficits in our current educational and recreational framework; and

WHEREAS, the Parties believe that embracing data-sharing will lead to favorable outcomes for Rochester students, including increased youth engagement, school and recreational attendance, and identification of success factors for better educational achievement; and

WHEREAS, the undersigned recognize the importance of working together to embrace and foster this goal; and

WHEREAS, the undersigned believe that participating in this cooperative data-sharing effort will produce more positive and successful outcomes than would likely result from individual efforts.

NOW, THEREFORE, the undersigned have executed this Agreement to set forth their intention, but not their legal obligation, to participate in a data-sharing initiative as follows:

1. The initial participants of this data-sharing Agreement shall be the signatories of this Agreement.
2. The data-sharing initiative shall:
  - a. Work to create a process by which useful student information and data can be shared between the Rochester City School District, the Rochester Public Library, and the City of Rochester’s Department of Recreation and Youth Services;
  - b. Work to create a parental consent process that complies with all applicable laws and regulations;
  - c. Work to create a parental consent process that is efficient and feasible to all Parties to this Agreement;
  - d. Work to create a real-time (or updated within 24 hours) view of student data and information via a remote access dashboard;
  - e. Work to create a dashboard that is accessible by certain pre-authorized users at R-Center and Library locations;

- f. Work to ensure that student data is only exchanged when necessary, and that when such data is exchanged, it is appropriately stored and protected as required by law;
  - g. Work to train pre-authorized dashboard users about appropriate and secure use of student data;
  - h. Identify potential challenges and/or roadblocks, legal or otherwise, related to the strategies;
  - i. Identify ideas and/or recommendations on how to implement these strategies; and
3. The Parties to this data-sharing Agreement will make a good faith effort to:
- a. Work cooperatively to ensure appropriate, efficient communications in support of the objectives of this Agreement; and
  - b. Participate in regular meetings and functions to accomplish the objectives of this Agreement; and
  - c. Regularly share information about their successes and barriers to success; and
  - d. Identify and commit resources to designated efforts as practical and allowed by law; and
  - e. Prepare an annual review detailing accomplishments and progress.
4. The Parties agree that the efforts of the data-sharing initiative shall be coordinated and supported by staff from each of the Parties. This will include but not be limited to administrative, programmatic and technical support necessary to achieve the purposes of this Agreement.
5. The term of this Agreement shall commence on the date of its execution and shall remain in effect with respect to each of the Parties without the need for renewal, unless and until a Party advises the Parties in writing that it no longer desires to participate. Withdrawal of a Party from the data-sharing Agreement will not in any way terminate this Agreement as it applies to the remaining Parties. However, the Agreement will dissolve without further action required in the event that all Parties terminate their participation herein.

Participation in the data-sharing initiative shall be voluntary, and shall not obligate the Parties in any manner, financial or otherwise. Each member shall be free to engage in individual activities, including applications for grants or loans for individual, joint or collective projects.

WHEREFORE, the undersigned have signed this Agreement and pledged to work cooperatively to promote the goals and purposes set forth herein.

**ROCHESTER CITY SCHOOL DISTRICT**

By: [Signature]  
Signature

By: [Signature]  
Signature

BARBARA DEANE-WILLIAMS,  
Superintendent

VAN WHITE, School Board President

Dated: \_\_\_\_\_

Dated: 6/23/2017

**CITY OF ROCHESTER**

By: [Signature]  
Signature

By: [Signature]  
Signature

Lovely A. Warren  
LOVELY A WARREN, Mayor

Loretta C. Scott  
LORETTA C SCOTT, City Council President

Dated: 7/12/2017

Dated: 7/18/17

**ROCHESTER PUBLIC LIBRARY**

By: [Signature]  
Signature

By: Donna P. Benjamin  
Signature

PATTY UTTARO, Library Director

DONNA BENJAMIN, RPL Board President

Dated: 6/28/17

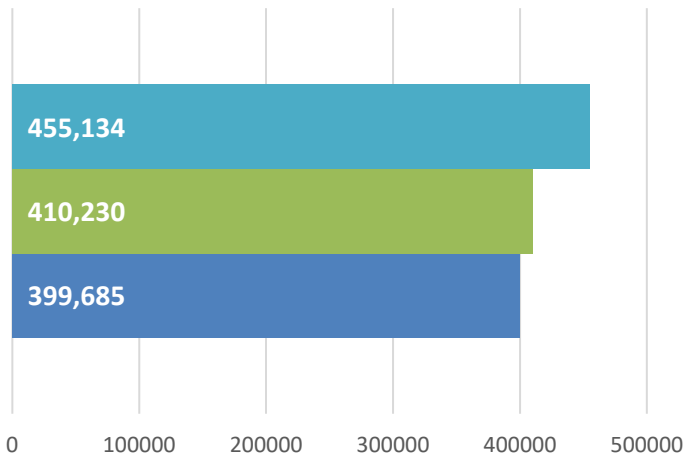
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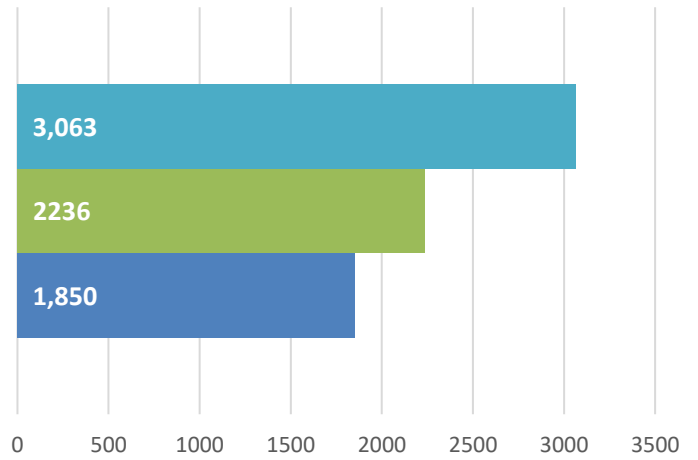
RPL Central Statistics YTD  
Jan—Sept



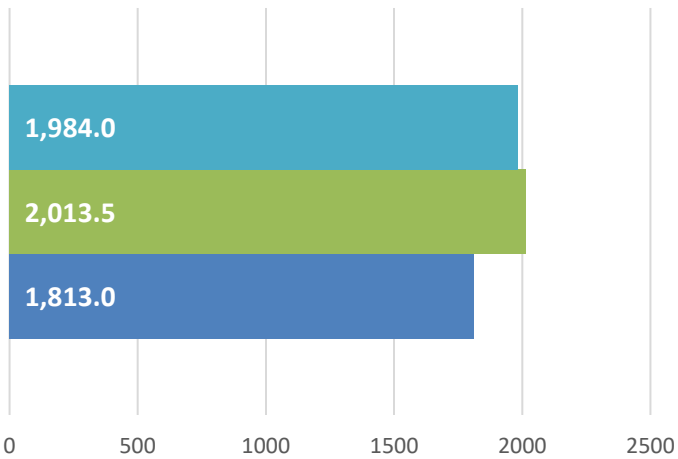
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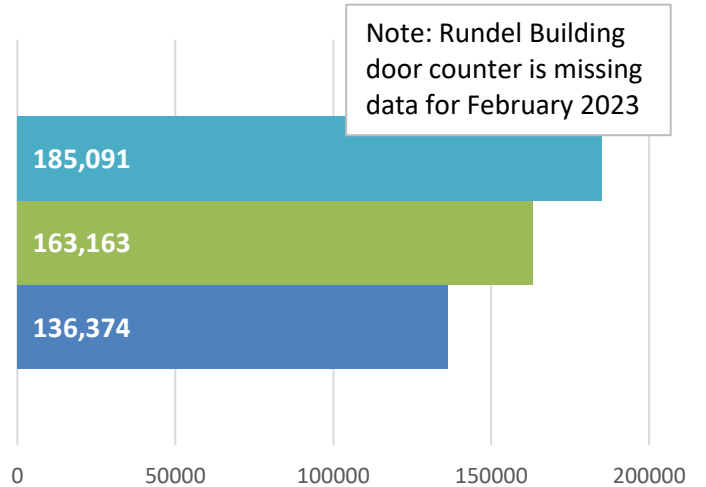
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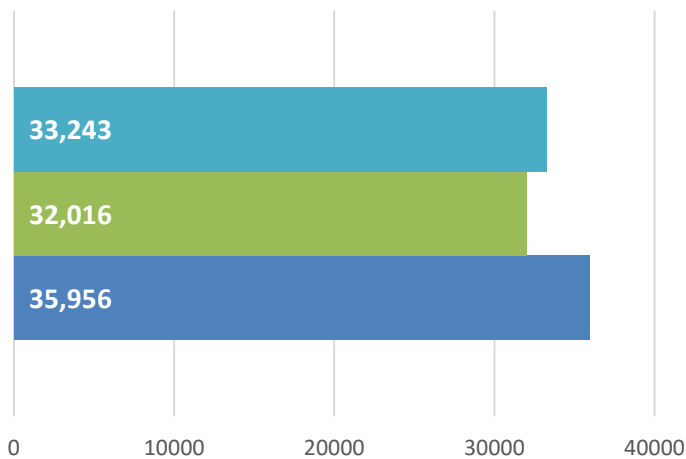
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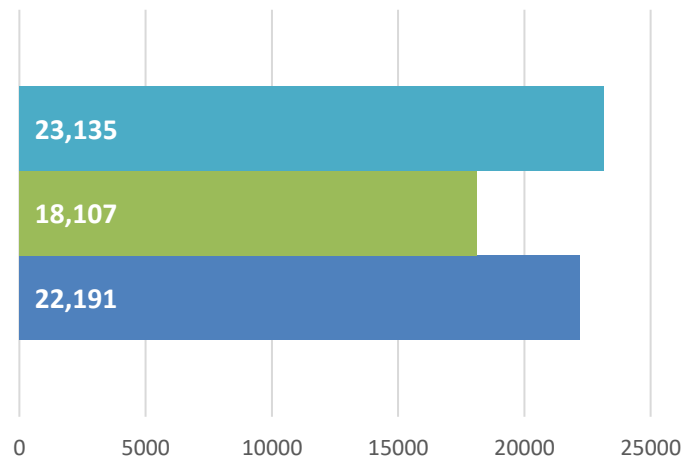
### VISITS



### REFERENCE QUESTIONS



### NON-REFERENCE

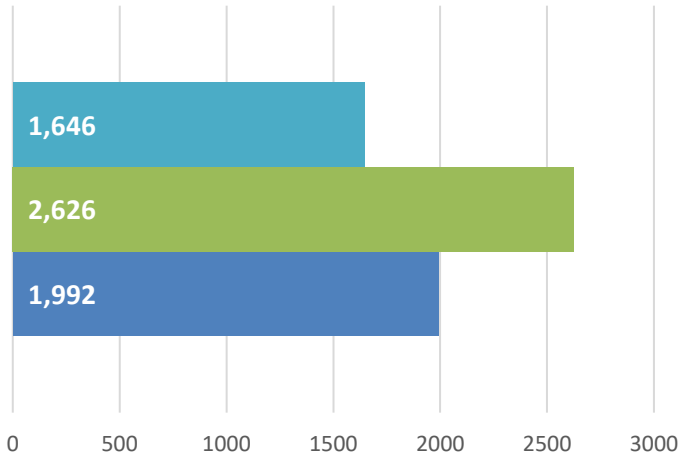




RPL Central Statistics YTD  
Jan—Sept



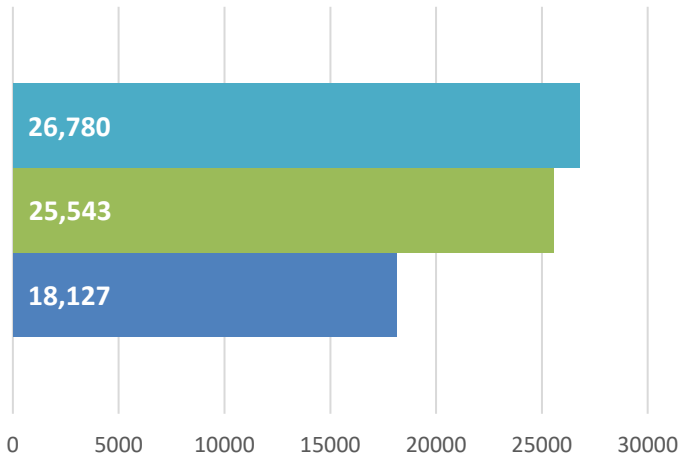
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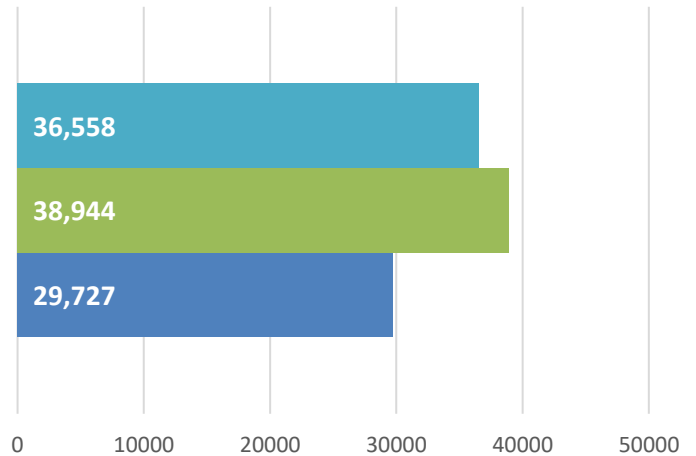
### DEFINITIONS

- Circulation:** Includes the circulation of all library materials both over the desk and virtual/e-content.
- Library Cards:** New patron registrations. Excludes renewals.
- Service Hours:** Hours the library is open to the public.
- Visits:** Door count of persons entering the library.
- Reference Questions:** Questions requiring staff to recommend, interpret, evaluate, instruct, etc.
- Non-reference:** Directional questions. E.g., What are the hours? Where is \_\_\_?
- Notary:** Notary Public acts. Each signature counts as one act.
- Computer Hours:** Hours patrons used the public PCs.
- WiFi Uses:** Number of log-ins to the public WiFi.
- Group Programs:** In-person and online programs. Excludes one-on-one programs and take-n-make.
- Program Attendance:** Attendance at Group Programs. Excludes staff and presenters.

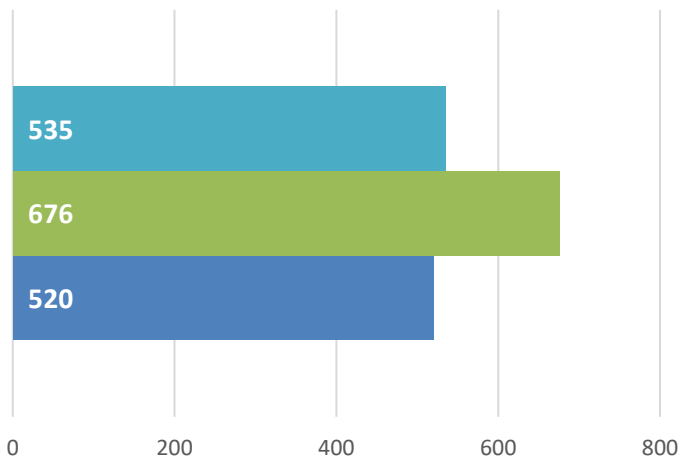
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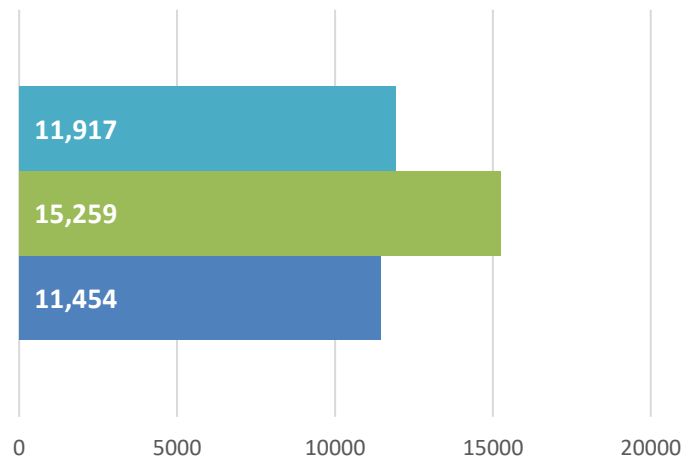
### WIFI USES



### GROUP PROGRAMS



### PROGRAM ATTENDANCE

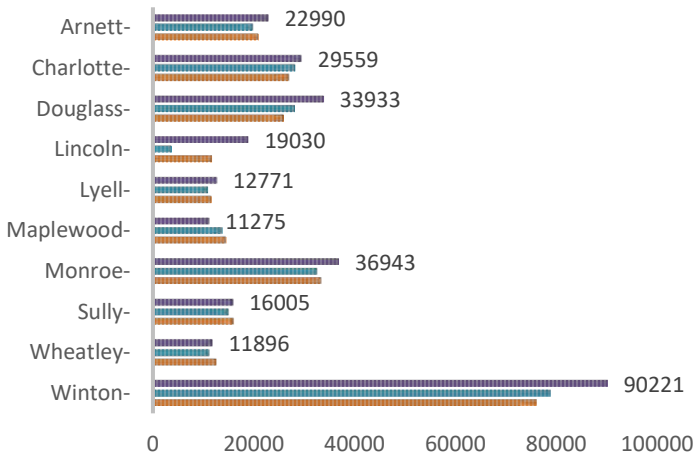




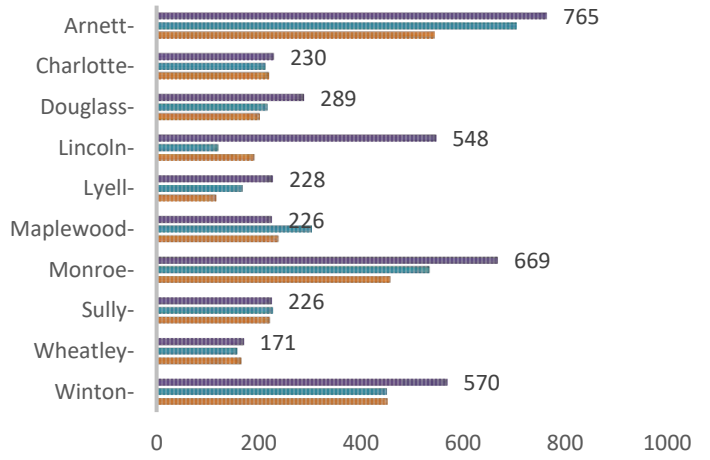
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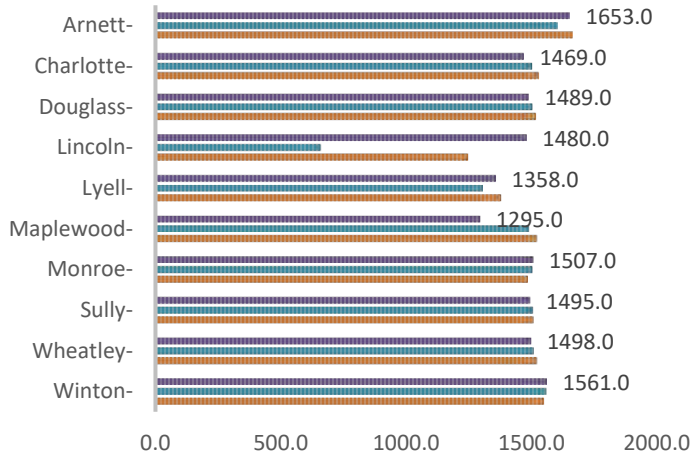
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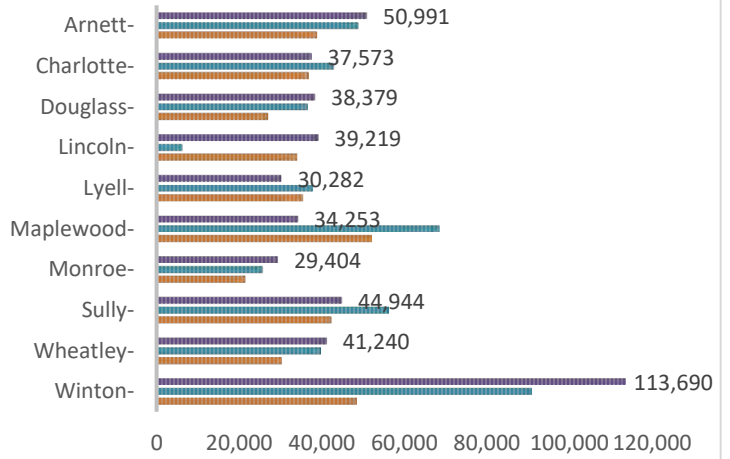
## LIBRARY CARDS



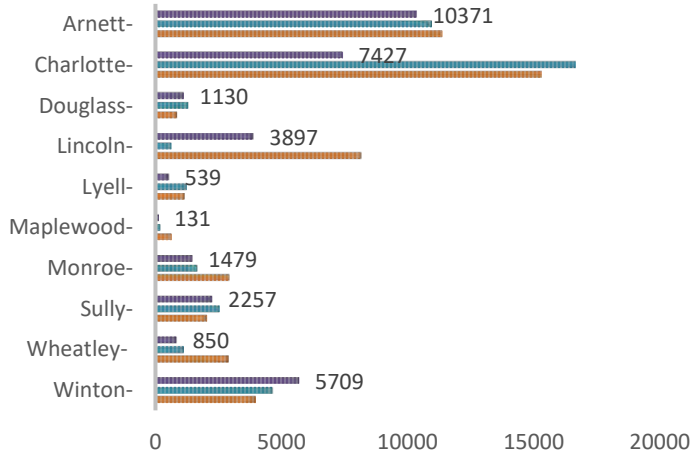
## SERVICE HOURS



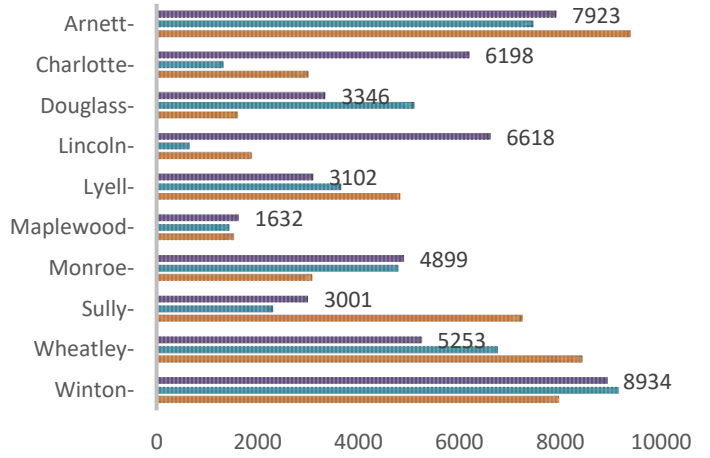
## VISITS



## REFERENCE QUESTIONS



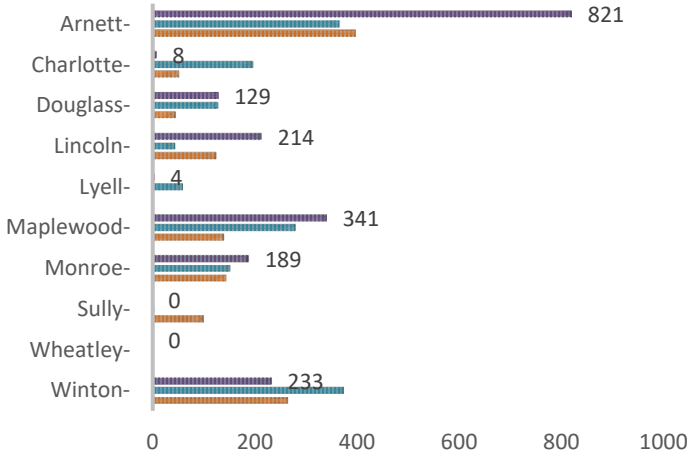
## NON-REFERENCE



# RPL Branch Statistics YTD Jan–Sept



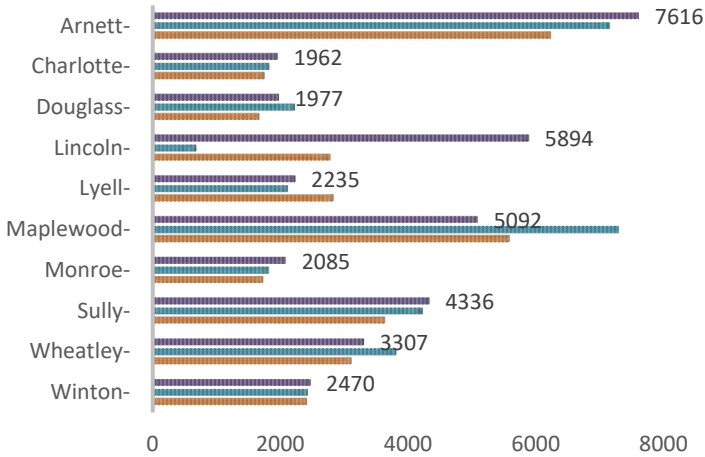
## NOTARY



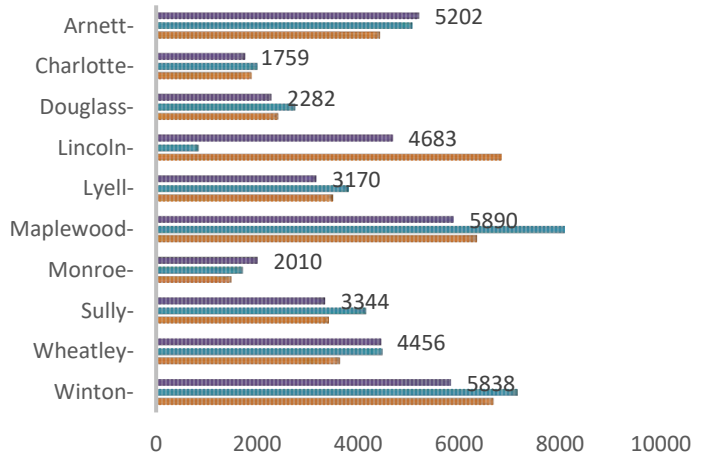
## DEFINITIONS

- Circulation:** Includes the circulation of all library materials both over the desk and virtual/e-content.
- Library Cards:** New patron registrations. Excludes renewals.
- Service Hours:** Hours the library is open to the public.
- Visits:** Door count of persons entering the library.
- Reference Questions:** Questions requiring staff to recommend, interpret, evaluate, instruct, etc.
- Non-reference:** Directional questions. E.g., What are the hours? Where is \_\_\_?
- Notary:** Notary Public acts. Each signature counts as one act.
- Computer Hours:** Hours patrons used the public PCs.
- WiFi Uses:** Number of log-ins to the public WiFi.
- Group Programs:** In-person and online programs. Excludes one-on-one programs and take-n-make.
- Program Attendance:** Attendance at Group Programs. Excludes staff and presenters.

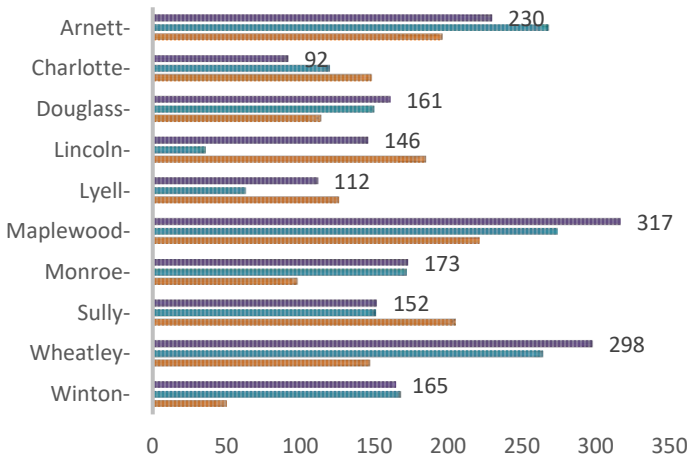
## COMPUTER HOURS



## WIFI SESSIONS



## GROUP PROGRAMS



## PROGRAM ATTENDANCE

