



**Rochester  
Public Library**

**More Than You Think**

115 South Avenue | Rochester | New York | 14604

**Rochester Public Library Board of Trustees Meeting  
Kusler-Cox Auditorium, Rundel Memorial Library Building  
November 27, 2024, 9:00 a.m.  
Agenda**

**I. PUBLIC COMMENTS**

Benjamin

**II. ACTION ITEMS**

- |  |              |              |
|--|--------------|--------------|
| 1. Minutes of Prior Meeting  | Benjamin     | page 3       |
| 2. Personnel Changes   | Suro         | page 7       |
| 3. Financial Reports   | Hasselwander | page 9       |
| 4. Appointment and Reappointment of Trustees                                 | Benjamin     | page 13      |
| 5. Election of Officers  | Benjamin     | page 13      |
| 6. 2025 RPL Board Meeting Schedule   | Uttaro       | page 14      |
| 7. RPL/MCLS Service Contract   | Uttaro       | page 14 & 39 |
| 8. Late Closing of Bausch and Lomb First Floor on<br>Tuesday, April 22       | Uttaro       | page 14      |
| 9. Early Closure of RPL on New Year's Eve                                    | Uttaro       | page 14      |
| 10. Early Closing of Rundel Building First Floor on<br>Saturday, December 14 | Uttaro       | page 15      |

**III. REPORT/DISCUSSION ITEMS**

- |  |          |         |
|--|----------|---------|
| 1. Liaison & Committee Reports             |          |         |
| a. Liaison to the MCLS Board               | Drury    |         |
| b. Liaison from the FFRPL                  | Borgus   |         |
| c. Liaison from the Reynolds Library Board | Salluzzo |         |
| 2. Staff Reports                           |          |         |
| a. Director's Report                       | Uttaro   | page 15 |
| b. Central Library                         | Uttaro   | page 17 |
| c. Community Libraries                     | Uttaro   | page 31 |

**IV. OTHER BUSINESS**

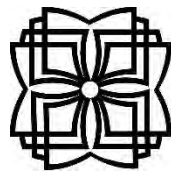
**V. EXECUTIVE SESSION**

To discuss the potential appointment of a specific person as the new library director.

**VI. ADJOURNMENT**

**Next Meeting:  
December 6, 2024  
Central Library, Rundel Memorial Building**





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**Meeting of the RPL Board of Trustees  
Central Library, Rundel Memorial Building  
October 30, 2024  
Minutes**

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

**RPL Trustees Excused:** Daniel Karin

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

**Call to Order**

Ms. Benjamin called the meeting to order at 9:02 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 September 25 meeting were approved as presented.

**Personnel Changes**

Ms. Suro called attention to the personnel changes and staffing levels for September 9, 2024–October 11, 2024, and offered to answer questions. Ms. Baynes 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. Of note is the recent reconciliation of the library Gift Fund which turned up additional funds. Ms. Stockman MADE A MOTION to approve the monthly financial reports as presented and approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

**Election of the Nominating Committee**

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. Ms. Baynes MADE A MOTION to elect Donna Benjamin and Daniel Karin to the Board Nominating Committee as specified in the Bylaws. THE MOTION PASSED UNANIMOUSLY.

### **City Capital Improvement Request**

Ms. Hasselwander reviewed the revised action item with the trustees and offered to answer questions. She noted that the item is revised to push back the Rundel Electrical Service by one year and the Rundel Structural Repairs to the East Terrace by one year. Ms. Uttaro added that the East Terrace repairs will be a major project and are likely to necessitate temporary closure of the Rundel Building front entrance. Mr. Kraus MADE A MOTION to approve the Library’s Capital Improvement Program for the FY26 to FY30 funding cycle as described. THE MOTION PASSED UNANIMOUSLY.

### **NE Branch Library Buildout, Design & Construction Administration Services**

Ms. Uttaro reviewed the requested action with the trustees. She explained that after a Request for Proposal process, the selection team is recommending Edge Architecture. After a brief discussion, Ms. Salluzzo MADE A MOTION to approve an agreement with Edge Architecture for an amount not to exceed \$150,000 for design and other services as described. THE MOTION PASSED UNANIMOUSLY.

### **Grant Acceptance, New York State**

Ms. Clasper reviewed the requested action with the trustees and explained the grant is intended for the development of the Shoulders to Stand On LGBTQIA+ archive. Ms. Brenner MADE A MOTION to Accept a New York State DHP grant in the amount of \$7,522. THE MOTION PASSED UNANIMOUSLY.

### **Agreement, Ronald Martin-Dent**

Ms. Clasper explained that the Local History & Genealogy Division would like to use the grant money from the previous action item to hire Mr. Martin-Dent to process the items in the Shoulders to Stand On LGBTQIA+ archive. In response to a question, she confirmed that Mr. Martin-Dent is familiar with the collection and is well suited to process the items. Ms. Salluzzo MADE A MOTION to approve an agreement with Ronald Martin-Dent for an amount not to exceed \$6,923 through June 30, 2025. THE MOTION PASSED UNANIMOUSLY.

### **Memorandum of Understanding with the Department of Social Services**

Ms. Clasper explained that the Monroe County Department of Social Services would like to hold regular office hours in the Central Library. A space on the fourth floor of the Bausch & Lomb Library Building has been identified and the library has desks and cubicle walls in storage that can be used. DSS will not be storing anything; therefore, when their staff are not in the building the cubicles will be available for others to use if needed. After a brief discussion, Ms. Drury MADE A MOTION to approve a Memorandum of Understanding between DSS and RPL for co-located services at the Central Library. THE MOTION PASSED UNANIMOUSLY.

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

Ms. Smathers explained that the library has previously used the City of Rochester Bureau of Communications’ translation services. Unfortunately, the city’s contract no longer has the capacity to support both the city and the library, therefore the library needs its own translation service. Ms. Baynes MADE A MOTION to approve an agreement with Ibero-American Action League for an amount not to exceed \$3,600 through June 30, 2025. THE MOTION PASSED UNANIMOUSLY.

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

Ms. Drury reported that the MCLS Board approved an agreement that will allow funds to be moved as part of the \$3.2 million digital equity project and approved an agreement with Literacy Rochester for expanded digital literacy navigator services as part of the same project. The MCLS Board President, Chris Corcoran reported that interviews for the library director will be completed soon.

### **Liaison from the Friends & Foundation of the Rochester Public Library (FFRPL)**

Ms. Borgus offered to answer questions about the written report. She touched on several highlights including the award of a grant of \$18,370 for Incorporating Intersectional Experiences into the Shoulders to Stand On LGBTQIA2+ Archive from Rochester Area Community Foundation for RPL's Local History and Genealogy Division. She recently documented a planned gift from T.C. of \$50,000—FFRPL is the beneficiary of an insurance policy—restricted to Shoulders to Stand On.

Tuesday Topics will feature Patty's Favorite Things in honor of Ms. Uttaro for her retirement. Roc the Day annual day of giving is coming up on December 3 and funds will go to the Comic Book Lab program in the imagine YOU Digital Media Lab. Trustees will receive a tool kit to help them spread the word on social media.

Lastly, she shared that per Ms. Uttaro's wishes a campaign in honor of her retirement will raise funds for the Harold Hacker Grant for that Advancement of Libraries in lieu of retirement gifts.

### **Director's Report**

Ms. Uttaro offered to answer questions about the written report. In response to a question, she provided an update on the recent break-in at the Sully Branch and the discussions with City Security, Rochester Police Department, and Thomas P. Ryan R-Center staff. Ms. Lewis added that the teens who broke in look noticeably young in the camera footage. The Sully Branch did close for the day to allow staff time to clean up and process the incident. Until the alarm system is fully repaired, the schedule of the cleaner may be changed since their current schedule has them coming into the building alone and very early. Ms. Suro arranged for someone from the Employee Assistance Program to visit the Branch and speak with any staff who wanted extra assistance.

In response to a question, Ms. Uttaro explained that the 2017 data sharing agreement with the Rochester City School District (RCSD) has not been brought back to RCSD yet and that no one in the RCSD administration today was there in 2017 therefore, a re-introduction to the agreement is appropriate. Luckily, Dr. Shirley Green, Department of Recreation and Human Services Commissioner is now involved, and she worked for the RCSD just a handful of years ago and should know some of the current administration. The city also has a new Chief Data Officer who is interested in resurrecting this agreement and sees the value in looking for statistical correlations of library and recreation services on school performance.

Next, Ms. Uttaro asked the trustees to think about the kinds of statistics they want tracked in relation to the new Mobile Library. Ms. Brenner asked for more details on the scope of work or a menu of services to be able to know what statistics she may want to see. Ms. Lewis responded that Branch Administration can provide a menu of services, but the Children's Division and the Outreach Division will also have access to the van and will need to provide their own menus of service.

Ms. Uttaro shared that she has been working on a transition planning document for the new director and plans to meet with the library board presidents in early December to discuss onboarding in relation to the Boards.

Next, she reported that through a relationship with the City of Rochester, students from the University of Rochester Simon School of Business will be conducting an evaluation of the current RPL and MCLS organizational and reporting structure and the reports that go to the Boards. Trustees should be prepared to talk to these students once the project kicks off in January.

The other project coming up requiring Board involvement is the revision of the RPL Strategic Document which expires at the end of 2024.

### **Central Library**

Ms. Clasper offered to answer questions about the written report. She shared that the new Patron Incident Tracking System (PITS) is now live and staff feedback is incredibly positive. The notifications are being calibrated, but everything is going well.

### **Community Libraries**

Ms. Lewis offered to answer questions about the written report. She reported that progress on launching the new Mobile Library is moving forward, albeit slowly. Staff training for the vehicle will start with the Childrens Division staff then Outreach staff and Lyell staff will go last.

Branch Supervisors Dennis Williams and Cathy Kyle will switch branches with Mr. Williams going to Lyell and Ms. Kyle going to Charlotte. The Lyell Branch is currently noticeably short staffed.

Ms. Uttaro added that an official unveiling of the Mobile Library van is in the works and library staff are attempting to find a date when Senator Cooney, Mayor Evans, and Kirsten Piper Brown, who started the ball rolling with her parent leadership training institute project can all attend.

Lastly, Ms. Lewis thanked everyone, gave a brief overview of her career at the RPL, and said it has been a highlight of her life. President Benjamin thanked her for her years of dedication and wished her well in retirement.

### **Other Business**

Ms. Benjamin reported that the Director Search Committee had narrowed the field to four candidates for in-person interviews. Two candidates have been interviewed, one has retracted their application, and the fourth person will be interviewed on November 4.

### **Adjournment**

The meeting adjourned at 10:18 a.m.

*Dan Karin, Secretary*

**ROCHESTER PUBLIC LIBRARY  
PERSONNEL CHANGES  
October 14, 2024 to November 8, 2024**

➤ **NEW HIRES**

Calleri, Michael	Librarian I/PT/Central/Science Division	10/21/2024
Coonelly, Taylor	Librarian I/PT/Sub/Central/Children's Division	10/28/2024
Harte, Claire	Library Assistant/PT/Central/Children's Division	10/21/2024
Liberto, Reilly	Clerk Typist/PT/Central/Reynolds Media Center	10/28/2024
Shobert, Geoffrey	Library Page/PT/Maplewood Branch	10/28/2024

➤ **PROMOTIONS**

Antonienko, Erin	<b>FROM:</b> Clerk III/Typing/PT/Central/Outreach Dept.	10/28/2024
	<b>TO:</b> Clerk III/FT/Central/Children's Division	
Lane, Stephanie	<b>FROM:</b> Clerk III/Typing/PT/Lyell Branch	10/28/2024
	<b>TO:</b> Library Assistant/FT/Central/Reynolds Media Ctr	
Soto, Natalie	<b>FROM:</b> Literacy Aide/PT/Charlotte Branch	10/21/2024
	<b>TO:</b> Clerk Typist/PT/Lincoln Branch	

➤ **RESIGNATIONS**

Cossio, Diana	Library Assistant/Bil/FT/Sully Branch	11/08/2024
Ellison, Mary	Literacy Aide/PT/Charlotte Branch	11/07/2024
Green, Terrance	Cleaner/PT/Central/Facilities	10/23/2024
Wade, Zyere	Library Page/PT/Arnett Branch	10/17/2024

➤ **RETIREMENT**

Rosenberg-Nugent, Nanci	Librarian II/FT/Central/Art & Literature Division	10/17/2024
	<b>38 YEARS OF SERVICE</b>	

**STAFFING  
October 14, 2024 to November 8, 2024**

<b>Full-Time Positions</b>	<b>Central</b>	<b>Branches</b>
Budgeted	81	31
Filled	78	28
Vacancies	3	3
<b>Part-time Positions</b>		
Budgeted	123	136
Filled	76	117
Vacancies	47	19





**Rochester Public Library  
Financial Report – Summary  
November 27, 2024, Board Meeting**

**Central Financial Report, October 2024**

Salary & Benefits: Salaries, wages, and overtime within budget. Staff travel to NYLA and other conferences reflected in the Employee Development line.

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. FY25 funds unspent.

**Community Financial Report, October 2024**

Salary & Benefits: Salaries and wages are within budget. OT over budget due to Washington, DC trip—previously reported as staffing shortages. Staff travel to NYLA and other conferences reflected in the Employee Development line.

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

Services & Charges: Monthly maintenance and service invoices including utilities, refuse and water charges occur.

Cash Capital: Prior year rollover funds utilized for card reader access, technology equipment, and laptop purchases. Current year expenses for outreach van expenses including small equipment and wrapping. Remaining funds are reserved for other planned expenses including for NE branch design services.

**Central Financial Report, Fiscal Year 2024-25**  
*Fiscal YTD (through November 7, 2024)*

<b>Category</b>	<b>Description</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Expenses FISCAL YTD</b>	<b>Remaining Balance</b>	<b>% of Budget</b>
Salary & Benefits	Full-Time Salaries	4,943,000	4,943,000	1,533,398	3,409,602	31.0%
	Part-Time/Temp Salaries	1,597,400	1,586,300	424,283	1,162,017	26.7%
	Overtime	17,500	17,500	8,829	8,671	50.5%
	Employee Benefits	3,310,600	3,310,600	734,090	2,576,510	22.2%
	Employee Development	27,700	28,096	10,729	17,367	38.2%
	Other	59,800	59,800	10,729	49,071	17.9%
<b>Sub Total</b>		<b>9,956,000</b>	<b>9,945,296</b>	<b>2,722,057</b>	<b>7,223,239</b>	<b>27.4%</b>
Equipment & Supplies	Materials Budget	505,000	507,214	166,705	340,509	32.9%
	Other Furnishings & Equipment	10,100	10,100	0	10,100	0.0%
	Office Supplies	56,500	59,143	16,367	42,776	27.7%
	Other Materials & Supplies	51,000	55,175	13,671	41,504	24.8%
	<b>Sub Total</b>	<b>622,600</b>	<b>631,632</b>	<b>196,743</b>	<b>434,889</b>	<b>31.1%</b>
Services & Charges	Utilities	467,500	467,500	145,934	321,566	31.2%
	Facility Maintenance	103,400	132,962	29,112	103,851	21.9%
	Professional Services/Fees	221,600	231,117	121,946	109,171	52.8%
	Chargebacks	80,700	92,628	19,266	73,362	20.8%
	Service Charges - Other Gov't	51,400	51,400	0	51,400	0.0%
	Telecommunications	14,200	15,200	4,076	11,124	26.8%
	Other Expenses	204,400	227,022	50,672	176,350	22.3%
	<b>Sub Total</b>	<b>1,143,200</b>	<b>1,217,828</b>	<b>371,005</b>	<b>846,823</b>	<b>30.5%</b>
<b>TOTAL EXPENSED</b>	<b>11,721,800</b>	<b>11,794,756</b>	<b>3,289,806</b>	<b>8,504,950</b>	<b>28.1%</b>	
Central Cash Capital	Facility Maintenance Allocation	94,000	94,000	0	94,000	0.0%
<b>REVENUE RECEIPTS</b>		<b>11,736,100</b>	<b>11,736,100</b>	<b>801,719</b>	<b>10,934,381</b>	
		<i>Original Budget</i>	<i>Revised Budget</i>	<i>Central Library Support from City + Central Revenue</i>	<i>Outstanding Revenue</i>	

<b>Community Financial Report, Fiscal Year 2024-25</b>						
<i>Fiscal YTD (through November 7, 2024)</i>						
<b>Category</b>	<b>Description</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Expenses FISCAL YTD</b>	<b>Remaining Balance</b>	<b>% of Budget</b>
Salary & Benefits	Full-Time Salaries	2,080,100	2,076,500	607,494	1,469,006	29.3%
	Part-Time/Temp Salaries	2,026,400	2,021,400	587,611	1,433,789	29.1%
	Overtime	2,000	2,000	6,224	-4,224	311.2%
	Employee Development	22,900	26,610	7,365	19,245	27.7%
	Other	28,300	28,300	2,956	25,344	10.4%
<b>Sub Total</b>		<b>4,159,700</b>	<b>4,154,810</b>	<b>1,211,651</b>	<b>2,917,816</b>	<b>29.2%</b>
Equipment & Supplies	Materials Budget	496,600	502,973	127,984	374,989	25.4%
	Office Supplies	37,700	37,806	10,723	27,083	28.4%
	Other Materials & Supplies	34,500	35,512	9,924	25,589	27.9%
	<b>Sub Total</b>	<b>568,800</b>	<b>576,292</b>	<b>148,631</b>	<b>427,660</b>	<b>25.8%</b>
Services & Charges	Utilities	224,500	229,993	48,860	181,133	21.2%
	Facility Maintenance	39,000	39,496	4,572	34,924	11.6%
	Professional Services/Fees	376,800	381,042	13,823	367,219	3.6%
	Chargebacks	27,300	36,982	17,419	19,563	47.1%
	Service Charges - Other Gov't	7,500	7,500	0	7,500	0.0%
	Telecommunications	21,400	22,631	4,632	17,998	20.5%
	Other Expenses	52,500	59,266	6,058	53,209	10.2%
	<b>Sub Total</b>	<b>749,000</b>	<b>776,910</b>	<b>95,364</b>	<b>681,546</b>	<b>12.3%</b>
	<b>TOTAL EXPENSED</b>	<b>5,477,500</b>	<b>5,508,012</b>	<b>1,455,646</b>	<b>4,027,022</b>	<b>26.4%</b>
	Community Cash Capital	10,000	10,000	583	9,417	5.8%
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>1,512</b>	<b>61,488</b>	<b>2.4%</b>	
<b>REVENUE RECEIPTS</b>	<b>390,461</b>	<b>390,461</b>	<b>212,582</b>	<b>177,879</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 November 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	\$57,914	26.8%
Fenevessy (Central + Branch bal)	4224	\$31,369	\$25,278	\$56,647	\$47,743	84.3%
Kenyon-Jeffries Fund	4233	\$20,191	\$10,806	\$7,497	\$2,250	30.0%
Purton Fund	4231	\$17,007	\$3,716	\$20,723	\$4,823	23.3%
Gleason Fund	4225	\$15,862				
Gleason Fund (FFRPL)	4225	\$12,183	\$15,427	\$43,472	\$7,946	18.3%
Gervickas Fund	4235	\$6,045	\$8,157	\$14,203	\$335	2.4%
Taylor Fund	4226	\$3,610	\$4,030	\$7,640	\$468	6.1%
Boland Fund	4232	\$1,541	\$1,535	\$3,076	\$168	5.5%
Carnahan Fund	4228	\$1,555	\$0	\$1,555	\$810	52.1%
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	\$34,108	23.9%
<b>TOTAL</b>		<b>\$355,483</b>	<b>\$204,667</b>	<b>\$536,650</b>	<b>\$157,310</b>	<b>29.3%</b>
<b>Gift Fund Financial Report, Fiscal Year 2024-25</b>						
<i>Fiscal YTD (through November 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	\$25,910	\$30,154	\$0	0.0%



Rochester  
Public Library

More Than You Think

115 South Avenue | Rochester | New York | 14604

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

## ***Action Items***

### **Appointment and Reappointment of Trustees (Benjamin)**

Trustee Jeffrey Tucker’s term expires on December 31, 2024. He has expressed interest in being reappointed. The Nominating Committee recommends that his name be submitted to the mayor for consideration and recommendation to the City Council for reappointment to the RPL Board for a full 5-year term from January 1, 2025–December 31, 2029.

The Nominating Committee recommends that Elizabeth Call fulfill the new term left vacant by retiring trustee Katherine “Katie” Baynes. Ms. Call is a University Archivist at the Rochester Institute of Technology Libraries. The Nominating Committee recommends that her name be submitted to the mayor for consideration and recommendation to City Council for appointment to the RPL Board for a full 5-year term from January 1, 2025–December 31, 2029.

The Nominating Committee recommends that Sarah Murphy Abbamonte fulfill the remainder of the term ending December 31, 2028, left vacant by Dr. Karen Soanes. Ms. Murphy Abbamonte is a Project Manager at WXXI Public Media.

Board Action Requested: Approve the forwarding of Dr. Tucker’s and Ms. Call’s’ names to the mayor for recommendation to the City Council for reappointment and appointment, respectively, to the RPL Board of Trustees for full 5-year terms from January 1, 2025–December 31, 2029; and appoint Sarah Murphy Abbamonte to the vacant term ending December 31, 2028.

### **Election of Officers (Benjamin)**

The Nominating Committee recommends that the following trustees serve as officers for 2025:

President– Donna Benjamin (second term)

Vice President– Ellen Brenner (first term)

Treasurer– vacant

Secretary– Daniel Karin (second term)

Board Action Requested: Approve the slate of officers for 2025 as presented and recommended by the Nominating Committee.

**2025 RPL Board Meeting Schedule (Uttaro)**

The proposed Rochester Public Library Board meeting dates are:

January 29	No Meeting in July
February 26 (joint budget meeting with MCLS)	August 27
March 26	September 24
April 30	October 29
May 28	November 26
June 25	No meeting in December

All meetings are held on Wednesdays at 9:00 a.m. unless otherwise noted. Most meetings are held at the Central Library, with the occasional meeting scheduled at a Branch Library.

Board Action Requested: Approve the proposed schedule of 2025 RPL Board meetings.

**RPL/MCLS Service Contract (Uttaro)**

This contract provides details regarding the expectation of service provided by Rochester Public Library to the Monroe County Library System. This includes the employment of a shared Library Director, funding of the Central Library, interlibrary loan, Outreach services, delivery, and IT services. Typically, this is a 2-year contract; this year we recommend a 1-year term given the anticipated transition of leadership when the current Library Director retires. This will allow the Board and the new Director to determine necessary changes for 2026 and beyond.

Board Action Requested: Approve the RPL/MCLS Services contract for the term January 1, 2025–December 31, 2025.

**Late Closing of Bausch and Lomb First Floor on Tuesday, April 22 (Uttaro)**

The Central Local History and Genealogy Division requests extended hours for the Bausch and Lomb First Floor on Tuesday, April 22, 2025, to accommodate a special guest lecture planned in cooperation with the University of Rochester's River Campus Libraries. Author, professor, and U of R alumnus Camden Burd will visit Rochester to present a talk on his new book, *The Roots of Flower City: Horticulture, Empire, and the Remaking of Rochester, New York*. The Local History and Genealogy Division has worked with the River Campus Libraries Department of Rare Books, Special Collections, and Preservation to bring Dr. Burd to Rochester as part of the University's Neilly Author Series. Hosting this program in the Kate Gleason Auditorium at Central is an effort to bring the content of this lecture to a wider audience beyond the U of R campus and engage with a wider section of interested community members. We are hopeful that we can plan more of these joint lectures in the future, giving access to the book talks sponsored as part of this series to a wider section of the Rochester community. The lecture on April 22nd is expected to run between 6 and 7:30 p.m.

Board Action Requested: Approve extended hours to 8:00 pm for first floor of the Bausch and Lomb Public Library Building on Tuesday, April 22, 2025.

**Early Closure of RPL on New Year's Eve (Uttaro)**

New Year's Eve falls on a Tuesday. We request the Board consider closing all RPL locations at 5:00 p.m. on December 31. Central and seven of the ten branches normally close between 6:00 and 7:00 on Tuesdays.

Board Action Requested: Approve early closure of all RPL locations at 5:00 on December 31, 2024.

**Early Closing of Rundel Building First Floor on Saturday, December 14 (Uttaro)**

The Central Library will host the Mayor’s Annual Mentor-Up Gala on Saturday, December 14 in the Rundel Building. We are asking for an early closing at 1:00 p.m. of the first floor of the Rundel Building so the event can be set up. This is a signature event for the City and celebrates the mentoring relationships between City staff and young people in the community.

Board Action Requested: Approve early closing at 1:00 p.m. for the first floor of the Rundel Memorial Library Building on Saturday, December 14, 2024.

**Report & Discussion Items**

*RPL Director Patricia Uttaro reporting*

This month, the report from the Graphics Department included the following list of employee award certificates that were distributed in October. I thought the trustees would like to see some of the things for which staff are being recognized.

**AWARD Certificates-October 2024**

<b>WHO</b>	<b>WHERE</b>	<b>WHY</b>
<b>Monroe Branch</b>	Monroe	Excellent customer service, knowledgeable staff.
<b>Andy Coyle</b>	Art and Lit	Andy's support moving shelves and booktrucks from Hacker Hall and the Art and Lit. Division is greatly appreciated. We couldn't have done it without him.
<b>Mary Fraser</b>	Winton	She helped me find my favorite book.
<b>Iggy Griffith</b>	Charlotte	She is excellent and very kind and makes sure you get what you need
<b>Iggy Griffith</b>	Charlotte	"She is sick"
<b>Maria Heeks Heinlein</b>	Sully	She is an excellent listener who goes the extra mile to help library patrons. She researched information for me and emailed me the information.
<b>Sam Marciano</b>	Facilities	Sam's customer service is outstanding. Sam was checked in throughout the October 19th wedding making sure everything was running smoothly. He always goes above and beyond to make things happen.
<b>Nick Pembroke</b>	LAS	Kate wrote: The Arnett branch would like to express their appreciation to Nick Pembroke for his exceptional work and tech assistance since he started earlier this year. He responds with well-written, clear, and helpful emails. He even came to the branch in person to help trouble shoot an issue. Nick is doing great work!
<b>Stephanie Penns</b>	Circulation	Stephanie spent over a half hour with a patron who always needs help on the elevator. She was looking for housing assistance and just missed LROC. Stephanie helped the patron with her phone. Stephanie is a gem.

**RPL Director’s Report–November 2024 (Continued)**

<b>Natasa Prevelic</b>	Lincoln	While filling in at the Lincoln Branch - Great customer service, very patient.
<b>Darlene Sanders</b>	Sully	She is always helpful, kind and speaks to everyone with respect.
<b>Mary Santiago</b>	Arnett	Arnett Patron approached Bruce Tehan at the Farmer's Market to tell him Mary Santiago does an excellent job on Arnett's grounds.
<b>Jim Whittimore</b>	LAS	We had a private event on Saturday, October 19th. Jim helped move furniture to the space. His support was instrumental for the success of the event.

RPL Staff Day

October 25 was a bittersweet day for me as RPL staff gathered for our final Staff Day together. The theme this year was “Play, Create & Explore” which was supported by a brilliant set of carnival games created by Branches and Central divisions during the breakfast session, followed by my parting message to staff and then some time in small groups talking about things they want a new Director to know. Each staff member was asked to provide a list of 25 things they want the new director to know. Some shared their thoughts with the larger group while others elected to submit their thoughts in writing. Debi Mansour has collected all the pages to provide to the new Director to give them a sense of RPL staff needs. FFRPL provided lunch for all staff in attendance. Typically, we provide only breakfast, so this year was extra special. Also, the RPL mobile library van was on site for staff to explore. In the afternoon, staff had multiple options for playing, creating, and exploring.

Maintenance of Effort Budget Meeting

Katy Hasselwander and I met with our City Budget Office team to review the RPL maintenance of effort budget. There are expected gaps for both Central and Branches driven by wage and benefit increases. We have kicked off the annual budget process with Branch and Central supervisors and will begin work on developing a budget to present to the joint boards in February.

Social Media





## Central Library

Emily Clasper reporting

Emily Clasper met with the consultants currently working to develop the Monroe County Arts & Culture Plan to discuss the ways in which the activities of libraries in Rochester and throughout Monroe County intersect with the interests of this project. The consultants were impressed by the range of cultural and artistic activities libraries provide within the community and were surprised to learn of the many artistic and cultural collaborations our libraries are already engaging in. One of the people Clasper spoke to commented, *“Your libraries are so amazing! There is clearly such a connection between your work and the aims of this plan. I can’t wait to see how we bring that all together!”* Christine Ridarsky also met with Todd Bressi, Designing Local, and Heather Anderson, City of Rochester, to discuss the plan. Ridarsky emphasized the need for the plan to include history and cultural heritage in addition to the arts.

Clasper attended a community input session for the Aqueduct Reimagined Project that seeks to redesign the Broad Street Bridge and surrounding area. At this event, Clasper connected with representatives from the design firm working on the project and had a lengthy discussion with one of the engineers about the development of the area adjacent to and running underneath the Rundel building. The people working on the project were interested in her feedback, particularly about the plans for maintenance and security in the area. The highlight of the event, however, was the chance to explore the Aqueduct and abandoned subway tunnel. Clasper, along with her husband and daughter, were captivated by the vibrant art hidden in the tunnels and had a lengthy conversation with some of the artists who created the artwork.



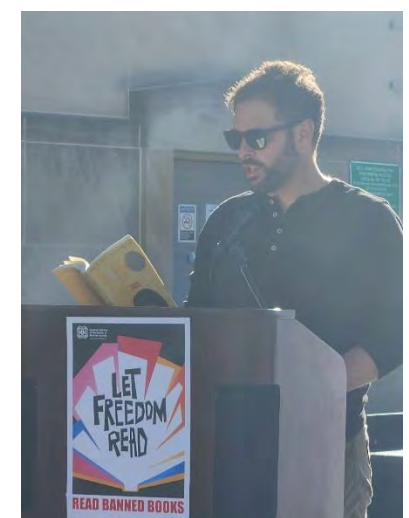
- Several Central staff from various Divisions met with the staff of the CASH (Creating Assets, Savings, and Hope) program of the Empire Justice Center. The group discussed the phone system and brainstormed ways in which library and CASH staff can work together to alleviate some of the challenges this system can pose for callers. Both the CASH and Library staff are committed to continuing our successful partnership and look for new ways to support one another in providing this essential service to our community.

- In support of the American Library Association's Freedom to Read National Day of Action, the Central Library held a Banned Book Read Out event. Organized by a team of Central Staff, the event welcomed several local elected officials, community leaders, library staff, RPL and MCLS Board members, and community members to read aloud from their favorite banned or challenged book. Participants also learned more information about the wave of censorship attempts sweeping across the country in recent years, and how they can help libraries protect First Amendment rights. WXXI covered the event with a story on their website and a radio interview with Emily Clasper, who spoke about the importance of this issue to our community and people across the country.

## Read-out will push back on efforts to ban books

WXXI News | By Jeremy Moule

Published October 17, 2024 at 1:07 PM EDT



- As a member of the City's Opioid team, Clasper was asked by the County to serve as a Naloxone Awareness Ambassador and participate in a public awareness campaign to promote Naloxone availability within the community. With the blessing of City Communications, Clasper participated in a lengthy video shoot at the Central Library, where she was interviewed on the importance of having Naloxone available in public spaces. She demonstrated how to administer Naloxone and shared some stories addressing the benefits of and stigmas surrounding Naloxone availability. While Clasper has not yet seen any of the resulting videos herself, she has started getting texts from friends throughout the area telling her that they saw her on TikTok, Instagram, and Facebook, and thanking her for speaking on this critical issue in our community. She even got a message the other day from a family member that said, "OK, so I was just scrolling on Insta and all of a sudden there is my sister-in-law talking about Naloxone and showing what heroes librarians are! Thank you!!!!"
- At the end of October, RPL launched its new Patron Incident Tracking System (PITS). To prepare staff for the procedural changes involved in using this new software, several in-person and online training sessions were held. Staff were also given a training video that outlined the basics of using the system, as well as written instructions to help them through the process. Staff feedback thus far has been incredibly positive, with several people commenting on the improvements in communication they are already seeing. The system is

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

still being tweaked to refine the workflows for staff, and follow-up training will be offered for anyone who needs clarification or reminders.

- A cross-Divisional team has begun meeting to coordinate a series of events at the Central Library to celebrate Back History Month in February. Community feedback from last year showed that while the events we held were appreciated, there was a sense that they could have been promoted more effectively. To improve this, each Central Division has selected a representative to work in collaboration with one another to coordinate programming early so that it can be promoted early and widely. By working on this in a more collaborative way, rather than each Division developing their programs in isolation, we hope to create a more cohesive and visible series of programs throughout the month.

### **Arts/Literature, Melissa Manczuk reporting**

#### Programs

The Arts division had Local author Michael Lasser Continue his 'Say It with A Beautiful Song' series; 'The Songwriters' via zoom. This part of the series focused on the Gershwins and their impact on the great American songbook. Lasser focused on the musical background that happened before the era, which informed the Gershwins memorable impact on the era as they were able to bring jazz influences to the Broadway Musicals of the era and the rise of the Hollywood 'Talkie.'

#### Anecdotes/Other

Margaret Chatterton was walking home from the store last week when four children ages about 5–8 with their older sister stopped her. The older sister excitedly said, "You work at the library!." Margaret replied that she did, and the young woman immediately jumped up and down and hugged her. Then she said to the kids, "*Say hi to this lady, she works at the library.*" There was a chorus of "*Hi, Library Lady.*" Margaret reports, "*I felt like a celebrity!*"

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

#### Programs

- Business First Wednesday: Color Matters—Understanding the importance of color theory in branding with Sarah Flaherty, owner of Pixel Roc Studios. This program helped participants understand the key role color plays in branding.
- Understanding Small Business Taxes presented by Jacqueline Kelly-Meyers of the Internal Revenue Service. Participants learned how to properly prepare and file their taxes during this four-part series.
- Introduction to the Cannabis Industry, presented by the Cannabis Workforce Initiative. Participants learned how to work in the cannabis industry.

#### Consulting

- Hours of in-depth market research/prior art research: 51
- The Carlson Center for Intellectual Property assisted:
  - In person: 4
  - Email: 18
  - Mail: 0
  - Phone: 2
  - Zoom: 3

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

- 3D Printer: 0
- Webpage views: 28
- Requests Outside Greater Rochester Area: 0
- Referrals to Tracy Jong (Intellectual Property Attorney): 0
- Referrals to Davis Bassett (Patent Agent): 0

Database Usage Statistics

- Frost & Sullivan: Page views: 14 Value: \$59,250
- IBISWorld: Page views: 98 Value: \$56,730
- InnovationQ: Logins: 11 Searches:28
- Mintel: Sessions: 80; Page Views: 80; Downloads: 128
- PitchBook Logins: 20
- Statista: Page views: 97; Downloads: 40
- Foundation Directory: Searches: 32 Views: 38

Anecdotes/Other

On a trip sponsored by the City's Sister Cities program, Byrnes met with staff of the Waterford Public Library in Waterford, Ireland. Both shared information about programs and services.



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

Programs

- Nadia Morales did a Spooky Crafts program series every Tuesday in October. Kids made fuzzy spiders out of pipe cleaners, pumpkins out of canning rings, paper ghosts by tracing their hands, and decorated masks, crowns, chef hats and other accessories for Halloween costumes/dress up.
- Grupo Cultural performed in honor of Hispanic Heritage month. They also created a display in the Children's Room.
- The Children's Center offered a Craft it Forward program for cats awaiting families at Lollypop Farm. Participants made fleece blankets for cat cages, and Morales delivered the blankets on RPL Staff Day.



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

- The Children's Center hosted a Community Trick or Treat and Fall Festival which included a magic show, pumpkin patch in the Reading Garden with live farm animals, and trick or treating throughout the library. The Children's Center invited WXXI Education, Father Tracy Advocacy Center, Get LIT, University of Rochester MiSo (Minds in the Social World) Lab, the Mayor's Office of Financial Empowerment, Rochester Imagination Library, Student Success Project, and Rec on the Move. There were activities and treats on all four floors of the Bausch & Lomb building with all divisions giving out treats. In the Children's Center there were also several activities: a paper bag scarecrow making craft, an indoor story walk, and friendship bracelet making with WXXI.

Community Outreach/Meetings/Training



- Tonia Burton presented Everyone Serves Families with Young Families training to Pittsford Library staff during their staff day. Burton shared the importance of all staff being welcoming and nonjudgemental to families and talked with staff about challenges and strategies.
- Burton met with staff from WXXI Education office and The Hoekelman Center for Health Beyond Medicine from U of R to plan a series of parent/caregiver workshops on literacy for the Rochester City School District. Monthly mini trainings will be offered to parents through the Rochester City School District PreK program and there will be in-person events at different libraries that will be promoted as a part of the education series.
- Burton and Chelsea Arnold attended the NYS Transition to Kindergarten Summit in Troy, NY. They connected with organizations and schools across New York and learned about ways to support children entering kindergarten. Burton presented with staff from WXXI to share the importance of community collaborations and how the library and WXXI work with other community partners to host Kinder Camp. Kinder Camp was an event held to give children entering school a taste of daily routines and what to expect in school.

Anecdotes/Other

Father Tracy Center continues to receive multiple requests each week. During October, six out of ten clients needed help finding housing. They have started taking names for Thanksgiving and Christmas baskets. We are in the process of putting together a proposal so we can continue offering their services after December 31, 2024. While putting together the proposal, staff were asked if they would share one story that we can use to illustrate the impact of their services.

Here is that story:

*A 27-year-old single mother first connected with the Father Tracy Advocacy Center (FTAC) at a critical juncture in her life. After phasing out of the foster care system at 18, she found herself in Rochester without reliable family support. Years later, while staying at a Volunteers of America (VOA) shelter with her 9-month-old daughter, a*

*conflict with staff led to her expulsion. This incident resulted in a "health and safety" sanction, rendering her ineligible for Department of Human Services (DHS) assistance, and barring her from the shelter system.*

*With no options left, she came to the Children's Library, where FTAC staff responded immediately by arranging emergency shelter in a hotel for her and her child. This intervention not only ensured she had safe shelter that night but was pivotal in allowing her to maintain custody; the DHS sanction had triggered a Child Protective Services (CPS) case, and without FTAC's assistance, she risked losing her child.*

*FTAC's involvement went far beyond this initial response. Staff de-escalated a moment when the young mother, feeling overwhelmed, considered fleeing with her baby, and they accompanied her to meet with CPS. By verifying that she had food and shelter, FTAC helped preserve her custody. The Center further supported her by providing essential items like food and clothing and by retrieving and storing her belongings during this period of instability.*

*Advocacy continued through formal channels as well. FTAC guided her in filing a fair hearing with DHS to appeal her expulsion from the shelter system, even attending the hearing alongside her. The result was a favorable ruling that allowed her to return to the shelter, with FTAC covering the cost of three additional weeks in a hotel, amounting to \$800, while her case was resolved.*

*Today, she maintains her connection with FTAC, using the center as her mailing address and continuing to rely on its support network. Her story highlights how FTAC's commitment extends well beyond the limited hours at the Children's Library, providing critical, ongoing assistance that allows families in crisis to gain stability.*

### Raising a Reader

- Tonia Burton attended the open house at Rochester Early Childhood Education Center to introduce families to the Raising a Reader program. She handed out free books and a QR code that leads to a video introduction to Raising a Reader for caregivers to view. The video discusses the program, shares some brain development information, and reading strategies. Burton worked with LAS and Chad Cunningham in Circulation to develop a new borrower type that will help the library and school district track school readiness for students enrolled in the Raising a Reader program. By sharing library card information with the city school district, they should be able to let us know the percentage of students who perform well on school readiness evaluations and in the years to come how they perform once they get to third grade. Third grade is the benchmark year where educators expect children to transition from learning to read to reading to learn.
- This month Children's Center welcomed two new members to the team, Olivia Cutter, and Erin Antonienko. Cutter has a background as a childcare center teacher and director. Antonienko transferred from the Extension Department and Irondequoit Library and brings experience and efficiency that will be key in the expansion of Raising a Reader. Raising a Reader program staff have been focused on welcoming the new members and providing onboarding.
- Staff have also been preparing red bags for all our sites and completing kick-off celebrations in each classroom by having a fun fashion show with the red bags.



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

- Burton and Cutter attended the VOA Open House night. Information about Raising a Reader program was shared with families along with Fall Activity packets which contained hands-on literacy activities. Cutter and Chaves attended Ibero's Fall Festival for more Raising a Reader program outreach by welcoming new families to the program and sharing Fall Activity packets.

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

Statistics

- Curbside Pickup Appointment: 0
- New Borrowers: 203
- RRLC Access Cards Issued: 6
- Notarial Acts: 113

Anecdotes/Other

- Chad Cunningham, Rayna Mandara, Rich Mangione, and Melissa Manczuk represented Rochester Public Library at the City of Rochester's annual Halloween at the Public Market event. They handed out stickers, candy, and bookmarks. They also handed out nearly five boxes of books supplied by the Friends and Foundation of the Rochester Public Library. They brought the button maker and made over 200 Halloween-themed buttons. The event is always a whirlwind, with several thousand attendees every year. It was a lot of fun!
- A patron borrowing a Mi-Fi hotspot told staff that she borrows the Mi-Fi so that her granddaughter can attend her online therapy sessions. She is extremely glad that we circulate these units and was happy to hear about the digital equity grant that is helping us to get more units.



***Local History & Genealogy, Christine L. Ridarsky and Shalis Worthy reporting***

Programs

- Christine Ridarsky led walking tours of the Browns Race/High Falls district for two classes of Churchville-Chili AP American History students. Several of the students had not previously known that there was such a significant waterfall in downtown Rochester or that the river had played such a significant role in the region's development. Students learned about an integral time in Rochester's history and



became more connected with their community's history.

- The division opened a new exhibit, Decanting Presidential History, curated by Ridarsky, Emily Morry, Dan Cody, and Sheila Pietrowski. The exhibit explores local connections to various aspects of presidential history and features a collection of Wheaton Glass decanters collected by former Rochester Mayor Frank Lamb that are on loan from RIT. It will be on display through the end of December.
- Brandon Fess hosted, "Think About It: A Dialogue on Rochester's Housing Crisis." This well-attended program included a screening of the 1968 documentary *Think About It*, which portrays the housing crisis that gripped the city during a pivotal era of social change, and a panel discussion. This event invited the community to reflect on the deep-rooted issues of housing inequity and to participate in conversation about the steps needed to address these ongoing challenges.
- Antoine McDonald hosted the AME Zion Genealogy Group Visit. This was a group of researchers from the AME Zion church who came to learn about the genealogy resources offered in the division. McDonald connected participants with resources they can use to discover their own family history.



#### Community Outreach/Meetings/Training

- Christine Ridarsky partnered with Cugini di Roc, Nazareth University's Casa di Italiano, and RIT's Modern Languages and Cultures Department to record oral history interviews at the Italian Heritage Day festival at the Rochester Public Market. This was the continuation of a project begun in 2023. Interviews will be added to the library's collection on RochesterVoices.org. Two television news reports included the oral history project:
  - 13 WHAM: <https://13wham.com/news/local/second-annual-italian-heritage-day-draws-crowds-at-rochester-public-market>
  - 10 WHEC: <https://www.whec.com/local/rochester-public-market-celebrates-italian-american-heritage-day-with-music-culture-and-food/>
- Ridarsky represented Rochester and Monroe County at a meeting of the county's government appointed historians and lead brainstorming sessions on how we might partner to engage our constituents in the Erie Canal Bicentennial in 2025 and the 250th anniversary of the American Revolution (2024–2033). The group decided they would coordinate on a series of walking tours in Erie Canal communities. They also agreed to begin planning for a podcast series connected to the 250th.
- McDonald wrapped up his participation with the Ancestors Committee upon the successful conclusion of the Ancestors Commemoration Gala. Prior to the gala, McDonald and the committee members finalized event planning, reviewed outstanding tasks, and attended multiple Zoom and in-person meetings to discuss the details of the event. McDonald was responsible for researching and confirming information and images for the 21 names added to the Ancestors Commemoration list. Those names included James and Carolyne Blount, Charles Price, Bobby Johnson, and Charles T. Lunsford.
- Ridarsky met with representatives of the American Friends of Lafayette to continue planning an exhibit to commemorate the bicentennial of General Lafayette's farewell tour of the U.S., including stops in Rochester





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

and Monroe County. The exhibit will be on display in the Rundel 2nd floor hallway January–June 2025. Commemorative activities, including costumed reenactors, is schedule for June 7.

- Ridarsky was interviewed by News 8 Meteorologist Liam Heely for a story on Hurricane Hazel, which passed through Rochester as a tropical storm in 1954. You can view the story here: <https://www.rochesterfirst.com/rochester/rochester-history/looking-back-hurricane-hazels-impact-70-years-later/>.

Anecdotes/Other

- Two researchers visited the division looking for maps that might show historic tree cover in Monroe County. Specifically, what the tree cover was like before European settlers entered the area. We did not have a resource that fits their needs, but we were able to point them to nearly a dozen other institutions that may have this information. The researchers, who were not from New York, were thrilled to receive a comprehensive list of potential resources.

**Reynolds Media Center, Joseph Born reporting**

Programs

- First Friday film: *All of Us Strangers*
- See it First Movie Matinee: *The House at the End of the World*
- Concert: Rochester Mandolin Orchestra
- Brown Bag Book: *The House at the End of the World* by Dean Koontz
- Robert Scheffel did a tour for a dozen students from Caledonia/Mumford High School.
- RMC performed 25 A/V set ups for programs in the Central Library and streamed 5 BSI programs to our YouTube channel for FFRPL.



Anecdotes/Other

- A family borrowed our VHS player to look at old video tapes to hunt down a specific video. A few months later, they rented an LCD video projector from us. Upon return they shared that they used the VHS to find a video of their daughter dancing with her father when she was 5 years old. After transferring the video to digital, they used our video projector to project the 18-year-old dance video at her wedding reception during the father/daughter dance. They were so happy that these units were available to accomplish this AND at an affordable price.

**Science and History, Gabe Pellegrino reporting**

Programs

- *Raising Confident Children* - Book Talk with Dr. Ruth Holland Scott. Assisted by her public relations manager Jamila Evans-Rogers, Dr. Scott spoke about her experiences raising children, sharing a lot of advice, and answering many questions from a lively audience. At the start of the presentation, Dr. Scott was presented with proclamations from New York State Senator Samra Brouk and Monroe County Legislature President



Yversha Román, recognizing her many years of service to the local community. Patrons were engaged as they learned from Dr. Scott's wisdom. Raising kids in and of itself is a form of creation and stewardship.

- *Vietnam Mailbag*: Book Discussion with Nancy E. Lynch - In honor of our Vietnam Veterans, Nancy E. Lynch, author and publisher of the award-winning social history, *Vietnam Mailbag, Voices from the War: 1968–1972*, read and shared selected letters from her book. The book features nearly 1,000 letters and hundreds of pictures from her popular newspaper column, Nancy's Vietnam Mailbag. These letters were received from our troops on the front lines during the last five years of the war when Nancy was a reporter for The News Journal in Wilmington, Delaware.
- Lyndon B. Johnson, Barry Goldwater & the Presidential Election of 1964, presented by Mark Sample, MCC history professor. Mark discussed the events leading up to the Election of 1964 and the results of this election—between Lyndon Johnson and Barry Goldwater. The audience was engaged throughout Mark's presentation. With the upcoming election, patrons got an insight on the history of elections. The audience is always engaged in Sample's programs.



#### Community Outreach/Meetings/Training

- Science Manager Gabriel Pellegrino attended a portion of the Wilmot Cancer Community Action Council (CCAC) Annual Retreat at Flaum Auditorium, University of Rochester Medical Center. CCAC serves a catchment area of 27 counties across Western and Central New York. Pellegrino was asked to serve on a panel discussion with members of the community, answering questions from other attendees about his role on the team. Pellegrino has been involved with the CCAC for four years, serving on the Community-Driven Cancer Research sub team, focused on education and outreach, specifically with clinical trials for underrepresented populations and recruitment of youth to cancer research. Pellegrino was honored to receive the 2024 Edgar Santa Cruz Aspire Award at the retreat. From the Retreat Program: *"This award is presented to two members of the CCAC who have demonstrated outstanding support of the mission of the CCAC. This year's recipients have not only attended CCAC meetings and activities, they have also aspired to cultivate an inclusive culture to promote equity and increase community engagement in academics and healthcare. Recipients are chosen by their CCAC peers for going above and beyond to make a difference in their community."* Pellegrino noted that he has great respect for the work done by community leader Edgar Santa Cruz, who served as Community Farm manager at Foodlink (whose café is housed at the Central Library), as a member of Common Ground Health's Latino Coalition, and as an adult social worker at Cameron Community Ministries, before his untimely death in 2022. A mural of Santa Cruz and his dog Rosey graces one external wall of the Lincoln Branch Library.
- LROC (Library Resource Outreach Center) visitors continued to be busy; over 50 people were seen. Legal Assistance of Western New York (LawNY) saw just a few people during their October visit. In addition, Pellegrino handled 11 LROC referrals through the UniteUs platform, connecting the individual with needed help.



Anecdotes/Other

- In September, a patron called trying to help an older gentleman friend get scholarly history e-resources (person is disabled and cannot visit libraries). Pellegrino spoke to the patron and explained that the library generally does not order scholarly academic titles, but did suggest that in e-resources, he would be willing to order some specific titles. Pellegrino also referred her and gave telephone numbers for Rush Rhees library at the University of Rochester and the Lorette Wilmot library at Nazareth University to see if they could assist the gentleman. On October 1, the patron who had originally called came into the library asking to speak with Pellegrino. She was delighted to report that she spoke to the staff at Rush Rhees Library and that the staff set up a personal account for the gentleman so he would be able to view e-resources at home. She said, “*he got his library back*” and was so thrilled that Pellegrino had offered this extremely helpful suggestion.
- A patron came into the library who Florence Morris recognized as a long-time patron, whom she assisted years ago when she worked in the Reynolds Information Center. The gentleman is now 88 years old. He wanted to let us know what an excellent job Chad Cunningham of Circulation did in answering his question for some baseball records/statistics. He said Cunningham was so cheerful and pleasant to talk with and very friendly on the phone. He went on to compliment all the Circulation staff. He also wanted us to know that Morris had done a wonderful job providing tax forms for him all these years, as he calls for his request and Morris mails him both Federal and State tax forms and instructions. Finally, he complimented the entire staff of the Science, History & Social Sciences Division.

**Technology Center, Jay Osborne Reporting**

Programs

- Trevor Johnson taught the *Zoom Room* program at Central Library. Johnson has worked with elderly and infirm patrons to help them use computer functions via Zoom. All patrons over the age of 70 participated and learned how to operate their tablets and phones, save contact information, create emergency contact lists, check their calendars, and schedule appointments.
- Cy Shropshire has been teaching a new *Computer and Internet Basics* class this fall. This class covers a variety of the most common issues that people who approach the technology assistance desk need practice to understand, and especially the skills that seem to open up the most additional options for further learning and competency building.

Community Outreach/Meetings/Training

- Staff have been working in conjunction with the Outreach Division to create a program called Tech Link, which leverages the expertise of the Tech Center staff as part of our community outreach to bring technology services and programming out into the community. As part of this development process, Johnson and Shropshire met with various community volunteers including representatives from the City School District and the Rochester Elder Association.

Anecdotes/Other

- Jonathan Hammond's ability to assist Spanish-speaking patrons has not only broadened his service reach but has also helped him progress toward fluency in Spanish. In a particularly impactful case, Hammond assisted a patron whose unemployment benefits had been delayed, working closely with him to resolve the issue and help him receive the necessary funds. This support was essential in enabling the patron to avoid potential housing instability. The patron said, “*Thank you, I really needed this help to prevent me from becoming homeless.*” Hammond is committed to helping patrons navigate complex processes and help them find solutions.

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

- A patron whom Hammond and Johnson had assisted with multiple job applications, was hired at Dave's Famous Chicken on Jefferson Rd. This patron invited Hammond and Johnson to a company sneak peek event, where employees were allowed to invite friends and family. Hammond could not go, but Johnson attended the in-person event, which was attended by 60 customers and managed by the food chain's management team. Johnson spoke with the manager, Heather, and mentioned that he worked for the Central Library where the patron got help to secure his job. Heather shared that this patron was their hardest worker and had been given a very challenging position in the lineup. She arranged for Johnson to greet our patron while he was working at the fryer. They exchanged thumbs-ups and big smiles. Johnson and his wife enjoyed the Number 1 Chicken sliders and fries. The following week, the patron returned to the Central Library to thank Johnson for attending. He asked, "Did you try the Reaper Chicken Sandwich? You have to sign a waiver to eat it!" Johnson replied with a chuckle, "I'll pass."



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

Programs

- Teen Central hosted an event featuring the ROC Against Gun Violence Coalition and City Council Against Childhood Poverty. At this event, teens were encouraged to scan the QR code and fill out a survey about childhood poverty. This led to conversations about food deserts in our communities and combating daily hunger with access to free food pantries and affordable meals like Foodlink. Teens also learned about the Youth in Crisis conference that would provide great incentives like free haircuts and a PlayStation 5 raffle for those who participated. Through this program, teens learned about accessible resources in the community to deal with hunger and violence. It opened dialogue to share experiences of vulnerability and support each other through sharing experiences.
- School visit from Edison Tech AP class: The class took a full tour of all departments and learned the services that each one provides. The AP class learned how to use some of our databases for research and how to contact the Business Division to get analysis reports and other data they will need for future projects. They were especially interested in learning about our trademarking vs. copyrighting and the research capabilities the business department can provide as it will be helpful for an upcoming project later in their school year. They enjoyed having lunch and many students applied for their first ever library card! Special thanks to our circulation team for dividing and conquering such a large group with their quick friendly service.





- Fall festival party: Teens came together to celebrate the end of October with a friendly donut eating competition. The winner and runner up were awarded gift cards to Burger King and Chick-fil-a. Mini pumpkins were decorated with paints and other craft supplies. There was a wide array of goodies from apple cider to a popcorn bar with savory and sweet topping available. This was an opportunity for team building and strategy to compete in the donut eating challenge. The pumpkin activity produced a discussion about farms outside the city limits and the different activities that some provide. Beetlejuice and The Nightmare before Christmas adorned our screening area for all visitors to enjoy. The teens left full of sugar and joy!



- Teen Central recently started planning quick discussion groups with topics that allow the teens to express themselves and delve into some self-exploration. The “Know Your Why” Discussion Group helps teens explore their purpose. In this group the words “Interest,” “Talents,” “Values,” and “Strengths” were taped to a wall and the teens had to go to a word that they felt a connection to. Once they chose a word, they had a corresponding question about the word they had to answer. For example, question for “Value” was Where do you feel you add the most value? This exercise provided the teens with the opportunity to flex their critical thinking skills and share some valuable information about themselves with the group. The teens were able to express their feelings, dreams and in some cases their realization of what is important to them.

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

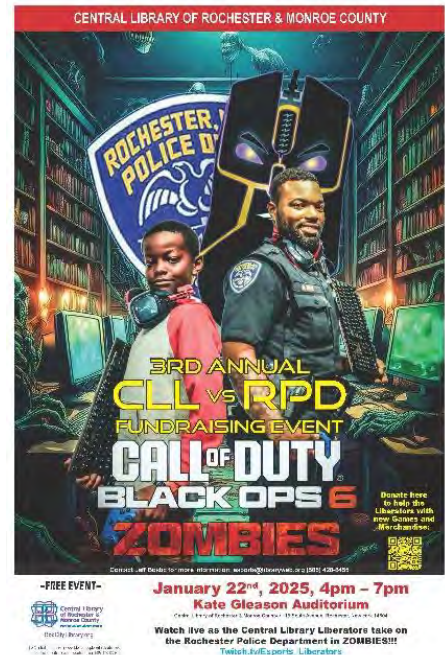
- The Comic Empowerment Lab hosted Edison Tech students this month. This program allowed kids to both empower and express themselves by turning their personal stories into comic books. They enjoyed their time creating comics in the lab. Lots of RCSD librarians accompanied the children on their trip.



- The World Mario Kart Tournament continued this month. Liberator team member Victor continues to impress in the leaderboards with two top 2 finishes landing him as the 3rd ranked player in the world. The World Mario Kart Tournament has seen lots of engagement from our teens. The kids love trying to race on the racing wheels! Liberator Victor has pulled off a hot streak of top 3 finishes leading up to the World Mario Kart Playoffs. He will surely finish as one of the top 3 players in the world and may soon have a TV interview about the tournament.

Anecdotes/Other

Liberator Rhyhan and Lieutenant Ince from the RPD are now on the poster for the 3rd annual CLL vs RPD event this January. Rhyhan and his father are immensely proud and excited about the event.



## Community Libraries

Melanie Lewis, reporting

The new RPL mobile library was on display during Staff Day on October 25. Staff had the opportunity to explore the van and we were all excited to see some of the students from the Rochester Institute of Technology's IDEA 151 class who worked on plans for the mobile library finally get a chance to see the vehicle! They were excited to see the wrap and watch the awning extend and retract seamlessly. They chatted about wanting to see the mobile library in action and look forward to seeing it at events including ImagineRIT in the spring of 2025.

[Photo credit: Max Stromfeld]



### Anecdotes/Other

On Staff Day, Amy Discenza participated in the MCLS Library Tour, visiting the Mendon, Rush, Scottsville, and Newman Riga Libraries with a small group of Rochester Public Library staff. Despite having lived in Rochester for close to ten years, it was her first time visiting three out of the four sites. Highlights of the tour included a sneak preview of the recently restored Children's Room at Rush, lush autumn views and an abundance of natural light at the Mendon Library, an unexpected taxidermied bird collection at Scottsville, and a glimpse of a recently challenged book at Newman Riga. Staff at all four libraries were extremely generous with their time, leading tours and answering all of the groups' questions. It was an engaging and energizing afternoon.

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

#### Programs

Bruce Tehan, Prudence Anderson-Leusch, Nancy Cholewa, Kate Peck, and Ceola Bacot facilitated five distinct pumpkin-themed programs. Bacot's take-and-make pumpkin bling kits proved especially popular; as Tehan traveled through the 19th Ward, he noticed many a blinged-out pumpkins proudly showcased on residents' porch steps. Peck's pumpkin taste test was also a big hit and had teens' minds and tastebuds firing on all cylinders.

Community Outreach/Meetings/Training

A team of volunteers who lead story times at Arnett during the summer and at special library events also visit Dr. David & Ruth Anderson Academy No. 16 during the school year to read to the younger classes. Several of the volunteers mentioned how much they appreciated Cholewa's advice as they planned their story times.

Anecdotes/Other

- A patron stopped in to report that a craft her daughter made during one of Anderson-Leusch's recent Tuesday arts and crafts programs made a splash at show and tell.
- The Arnett crew had a bit of extra swagger in their step after learning their Staff Day carnival game, which was based on the book spine mural at Arnett, had been voted most popular by fellow staff. Cholewa brilliantly led that project.



**Charlotte Branch Library, Dennis Williams reporting**

Programs

- Ashley Poulton of Ashtetic Art Classes led a workshop on paint pouring. Participants raved about the program and were happy to take home one-of-a-kind wall art.
- The Food for Thought book club discussed *The Art Thief* by Michael Finkel. Participants met via Zoom to share their thoughts on the title and other books they've recently enjoyed.
- Young patrons enjoyed creepy crafts, boogied to haunting music, and ate tasty refreshments at Charlotte's Halloween party.
- Jennifer Cherelin and a team of nine volunteers fed 150 families and made donations to three church blessing boxes through the branch's food distribution program. Produce was secured from vendors at the Rochester Public Market.

**Douglass Community Library, Evanna DiSalvo reporting**

Programs

- Young patrons celebrated the arrival of fall by painting pumpkins. Luckily, it was a nice day and the event could be held outdoors, as Douglass's recently renovated shared community space isn't yet accessible.
- A first-grade class for students on the autism spectrum at Anna Murray Douglass Academy School No. 12 has been visiting the library weekly to listen to stories and borrow books. Typically, Jennifer Nesbitt reads to the students. However, they had a special treat the day before Halloween when a classroom dad, dressed as Clifford, visited to share a story from the Clifford the Big Red Dog series.
- The owners of Laughing Gull Chocolate hosted an interactive program where participants learned about the origin of chocolate and made their own hot chocolate using samples.
- Representatives from AMR Ambulance, the Rochester Fire Department, and the Rochester Police Department visited the library to celebrate National First Responders Day. Attendees





were invited to explore an ambulance, a fire truck, and a police car. Cookies and cider added a festive touch to the event.

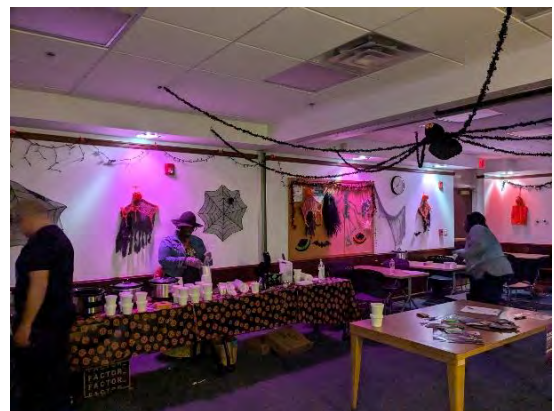
Anecdotes/Other

Jennifer Dupre had a delightful surprise when a child from Generations Pre-K came into the library with her mom. Dupre had previously read to her class at Generations and was thrilled to learn that the child had started kindergarten at School No. 12 this year. Upon seeing Dupre at Douglass, the child squealed excitedly and exclaimed, “I missed you for so long!” She picked out a book for Dupre to read to her. As she and her mom left the library a little later, she was overheard saying, “Mom, can we come here more often and stay a little longer?”

**Lincoln Branch Library, Sarah Lehman reporting**

Programs

- Lincoln staff hosted a journal-making program this month. Youth were invited to assemble and decorate their own journal to take home.
- Griffin Van Ostrand and visiting librarian Jennifer Cherelin welcomed kindergarteners and fifth graders from Abraham Lincoln School No. 22 to the Toy Library for a special visit. The schoolchildren enjoyed story time, checking out books with their new library cards, and engaging in free play in the Toy Library.
- HealthiKids organized an Infant-Toddler Play Day at three locations across Rochester, including the Lincoln Branch. HealthiKids staff and volunteers set up stations throughout the library where parents and infants could play and learn positive engagement techniques.
- Vera Haygood hosted a guided painting activity for teens with an autumn theme. Participants enjoyed a wonderful atmosphere filled with friends, fellowship, and refreshments.
- Parents Helping Parents held a Parent Connection Playdate at the Toy Library. They arranged for various service providers, including occupational and physical therapists, to be there to answer any questions parents might have.
- The Joseph Avenue Arts and Culture Alliance collaborated with musicians from the Eastman School of Music to present a string quartet performance. The music was beautiful, and patrons praised how wonderful it was to enjoy live music in the library.
- The Lincoln team collaborated with staff and volunteers from the Avenue BlackBox Theatre to organize the annual Aveoween Celebration at the Lincoln Library. The event was a great success, with over 200 attendees. Library and theatre staff are excited about the possibility of coordinating events at both sites next year for a true Joseph Avenue Aveoween!



Community Outreach/Meetings/Training

- Vera Haygood met with Kevin Stewart from the Police Accountability Board to discuss a possible collaborative event for children and teens to educate young people and other community members about their rights and how to properly interact with law enforcement.
- Sarah Lehman met with Sally Bittner Bonn and Clara O'Connor from Writers & Books to discuss the SummerWrite program and to brainstorm possible strategies to increase attendance in 2025.

Anecdotes/Other

- Two young patrons have become very passionate about recruiting players for a standing Bingo game in the Children's section on Mondays. Staff and patrons agree that it's a nice way to start the week.
- As patrons navigated through the library during the Aveoween celebration, staff discovered that a young couple in attendance had recently relocated to the United States and were celebrating their first Halloween.

**Lyell Branch Library, Cathy Kyle reporting**

Programs

- Adults celebrated the autumn season by making pumpkin wreaths out of wire and tulle.
- Teens gathered to discuss *The Night Diary* by Veera Hiranandani while enjoying snacks and making picture frames out of craft sticks and puzzle pieces.



Community Outreach/Meetings/Training

- Cathy Kyle taught seniors at the Lifespan Lily Café at the Maplewood YMCA to make Christmas cards using a Cricut machine.
- Kyle and Danielle Catlin welcomed second graders from Flower City School No. 54 to the Lyell Branch. Students enjoyed a boisterous story time and registered for library cards.
- Kyle led a story time for a group of enthusiastic children at Sunshine Village. They loved to sing "Five Green and Specked Frogs."
- Kyle and Natasa Prelevic attended Family Night at John Williams School No. 5, signing participants up for library cards.
- Artemis Markakis led computer classes at the Charles Settlement House twice this month.



**Maplewood Community Library, Johanna Buran reporting**

Programs

- Leading up to Halloween, 18 young patrons submitted design ideas for the library jack-o-lantern. A winner was determined by vote. However, the true highlight of the month was the Maplewood Library Halloween party, a full-day extravaganza featuring mazes, word searches, scavenger hunts for all ages, a "brain toss" challenge, scary stories, a costume contest (which resulted in a tie), and snacks.

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

- Brian DiNitto hosted two sections of Citizenship for Citizens classes this month. There were 14 participants, only one of which was a US citizen.

Anecdotes/Other

English learners who work during the day requested a class that would better fit their schedules. In response, Brian DiNitto started a new Monday evening class for beginners. Four students (two from Somalia, one from Burma, and another from Cuba) attended the first session.



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

Programs

- This month, Monroe brought back a patron favorite: “Scary Movie Night” bags. Each bag included two horror films, a bag of popcorn, and Halloween-themed favors. Additionally, staff organized a scary movie scavenger hunt. Participants were tasked to locate 31 clues, each representing a different scary film, and then had to name the movie, a lead character, or the film’s franchise.
- Theresa Filo’s Dungeons and Dragons Club has a loyal and enthusiastic following; the group met twice this month.
- Patrons collaborated on a 550-piece “Funny Faces” community puzzle and are eagerly awaiting the next.



Community Outreach/Meetings/Training

A sixth-grade class from Genesee Community Charter School visited Monroe this month to check out books. They clearly enjoy reading, and it’s a joy to have such an enthusiastic group visit the branch.

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

Programs

- Alexandra Haehn and Katy Rebholz organized a special event featuring the Rochester Fire Department to teach kids and teens about fire safety. Young patrons had the opportunity to explore the back cab of a fire truck and learn about the gear firefighters wear to protect themselves when entering a burning building. Each participant received a fire hat and stickers for their efforts.
- In celebration of Hispanic Heritage Month, Michele Saccente shared a story, snack, and basic salsa movements with children and teens.
- Rebholz taught teens to create swirled art pumpkins using nail polish and water.



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

- Heather Galetto hosted a self-care night for adults. Participants learned to make a sugar scrub customized with their own essential oil blend and had fun chatting, coloring, and listening to jazz. One attendee remarked that she was grateful for the opportunity to get out of the house and do something for herself.

Community Outreach/Meetings/Training

Rebolz and Haehn distributed books at the Adams Street Recreation Center Trunk or Treat event. Thanks to the Friends and Foundation of Rochester Public Library for supplying the books.



Anecdotes/Other

- Teens who don't usually interact with each other connected positively this month while playing video games on the PS4.
- The Phillis Wheatley Community Library collaborated with HealthiKids to host a play day for infants and toddlers. Several families inquired about additional dates because they enjoyed the event so much.

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

Programs

- In collaboration with HealthiKids, Sully Branch hosted a play day for infants and toddlers, which included activities and games designed to promote healthy relationships and support brain development. The event attracted new families to the library, and several expressed interest in participating in similar events in the future.
- Volunteers from the League of Women Voters visited Sully to educate the community about the voting process and help register people to vote.
- Sully's Adult Book Club discussed *Frostbite*, the second book in Richelle Mead's Vampire Academy Series. Participants were so enthusiastic about the title that they decided to shift the focus of the book club to paranormal fiction going forward.



Community Outreach/Meeting/Training

- Maria Heeks-Heinlein participated in the University of Rochester's annual conference on diversity, equity, inclusion, and justice, "Boundless Together: How Do We Move Forward When We Disagree." During the conference, she attended sessions focused on inclusion and communication during stressful times. Additionally, she had the opportunity to hear an inspiring keynote address by Isabel Wilkerson, the author of *Caste: The Origins of Our Discontents* and *The Warmth of Other Suns*.
- Sully staff enjoyed a day of team building and fun at RPL Staff Day. Members of the Sully team appreciated the opportunity to participate in a diverse lineup of afternoon events, including needle felting, trivia, board games, and off-site visits to the Rochester Museum and Science Center and the Seneca Park Zoo. Thanks to

the Staff Day Committee for organizing an excellent day and to the Friends and Foundation of the Rochester Public Library for providing lunch.

Anecdotes/Other

- A young patron noticed a group of adults had congregated in the library and asked Heeks-Heinlein what they were up to. Heeks-Heinlein explained that the adults were there for a meeting – to talk and listen and dream up plans to make the Ryan Center even better. The child asked if Halloween candy was part of those plans and was very happy when Heeks-Heinlein said yes.
- A father and son visited the library one day. From the circulation desk, the father spotted the Kirby manga series on the shelf in the children's section. He pointed it out to his son and encouraged him to see if there were any volumes he hadn't read yet. The child went over and glanced at the books and then said, "Oh my God! Oh my God! I have not read this one yet!" On their way out, the dad commented that Sully has the best manga selection.

**Winton Branch Library, Kathy Wolf reporting**

Programs

For this month's meeting of the Winton Comic Club, kids read *The Witch Boy* and played witchy Jeopardy. With categories and questions revolving around the book, the teams could choose between Shapeshifting (charades), Spell casting (Pictionary), Witch Boy Trivia, Spooky Trivia, Witchy Quickdraw, or Scrying (identifying a silhouette in a crystal ball). As expected, the teens were there to win, going straight for the \$1000 questions, putting their heads together to answer trivia, draw pictures, and dominate in all things charades.

Community Outreach/Meeting/Training

Staff Day at the Central Library gave Winton Branch employees an opportunity to catch up with colleagues they hadn't seen in a while and allowed newer staff to visit Central for the first time and put faces to familiar names. One staff member commented that it was a good reminder that there are other people doing the same work; it's easy to feel isolated in the branch world. During the afternoon session, Winton staff split off to pursue their own interests. Staff visited the Memorial Art Gallery, Seneca Park Zoo, Rochester Museum and Science Center, and learned needle felting at the Central Library.



Anecdotes/Other

- A group of girls ran into the library with one goal in mind: Movies! They hightailed it straight past the reference desk, eyes on the prize. However, each one stopped in their tracks before the large, haunted house adorning October's scary book display. Each girl admired the house, one even proclaiming, "So cool!"
- Though Winton staff know they shouldn't have a favorite patron, this furry friend comes close. Frank recently visited the library with his human Paul, who always allows staff say hello to the excitable black Labrador puppy. Emily Smith was ecstatic to see Frank during her Saturday shift and rushed out to greet him. Frank sat like a champ and posed for this picture.





**MONROE COUNTY LIBRARY SYSTEM  
ROCHESTER PUBLIC LIBRARY  
SERVICE AGREEMENT  
January 1, 2025 - December 31, 2025**

THIS AGREEMENT is made on the 18<sup>th</sup> day of November, 2024 between the **Rochester Public Library** (hereafter referred to as the “RPL”), chartered by the Board of Regents of the University of the State of New York, located in Rochester, New York, and the **Monroe County Library System** (hereafter referred to as the “MCLS”), a library system established by the County of Monroe and chartered by the Board of Regents of the University of the State of New York.

**Whereas**, the MCLS desires the RPL to provide services on its behalf to the public libraries located in Monroe County; and

**Whereas**, the RPL is designated as the official Central Library of the MCLS and recognizes its role in providing countywide library services;

**Therefore, it is resolved that the RPL and the MCLS hereby agree as follows:**

1. The RPL shall employ a Library Director to: jointly oversee the operations of the RPL and the MCLS at the Department Head Level (Bracket 36) of City of Rochester salary schedule; provide administrative services necessary to fulfill MCLS responsibilities to its member libraries; advise and consult with member libraries in matters of library management, programs, and services; serve as liaison with the New York State Department of Education’s Division of Library Development; keep member libraries informed of the laws, regulations and pending legislation related to libraries at all levels of government and; provide individual assistance and group training as appropriate and as specified in the attached document of understanding.

**MCLS will reimburse RPL one-third (1/3) of the cost of the Library Director’s Office. Payment will be made at the end of each RPL fiscal year.**

2. The RPL’s Central Library shall serve as the central resource library for the MCLS.

**Monroe County will reimburse the City of Rochester for Central Library operations as agreed to in a 1968 intermunicipal agreement. Total amount requested from Monroe County annually will be determined through annual budget negotiations. MCLS will redistribute annually to the RPL the MCLS’ Central Library Services Aid Program through New York State Aid.**

3. RPL will fund interlibrary loan activities for the MCLS.

**The MCLS will reimburse the RPL annually for a not-to-exceed amount for the cost of interlibrary loan services at \$74,000 for FY2024-25, \$74,000 for FY2025-26.**

4. The RPL shall provide Library Automation Services as required to meet the terms of the agreement between MCLS and its member libraries, including database maintenance, management, and operations support in accordance with regulations of the Commissioner of Education of the State of New York and as necessary to meet standards established by member libraries and MCLS.

**The amount of such services to be reimbursed by the MCLS to the RPL shall be mutually determined on an annual basis.**

5. The RPL shall, through its Outreach Department and other service outlets, provide Outreach Services on behalf of MCLS, consistent with the requirements of Section 273(h) of State Education Law and any appropriate Commissioner’s Regulations.

**In return for these services, the MCLS and RPL shall mutually agree to pay the RPL an amount established annually from the Coordinated Outreach Services Program.**

6. The RPL shall provide regular delivery service between the Central Library and all MCLS member libraries and their branches. The minimum of such delivery shall not fall below four pickups and deliveries per week, except for holidays, emergencies and upon request by member library.

**The MCLS will reimburse the RPL annually for 100% of the cost of providing such delivery service.**

7. A schedule of total annual reimbursement for all services to be provided under this agreement for the upcoming fiscal year beginning July 1, shall be adopted in an annual budget by the MCLS and RPL Boards of Trustees in February of each year.

**Effective Date and Termination**

This agreement shall cover the period January 1, 2025 through December 31, 2025. It shall supersede the previous service and automation agreements between RPL and MCLS and shall complement the basic member library contract between MCLS and all its member libraries covering the same period. This agreement may be terminated by either party upon written notice to the other, no later than nine (9) months prior to the end of any calendar year.

\_\_\_\_\_  
President, RPL Board of Trustees  
Donna P. Benjamin

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, MCLS Board of Trustees  
Christopher H. Corcoran

\_\_\_\_\_  
Date

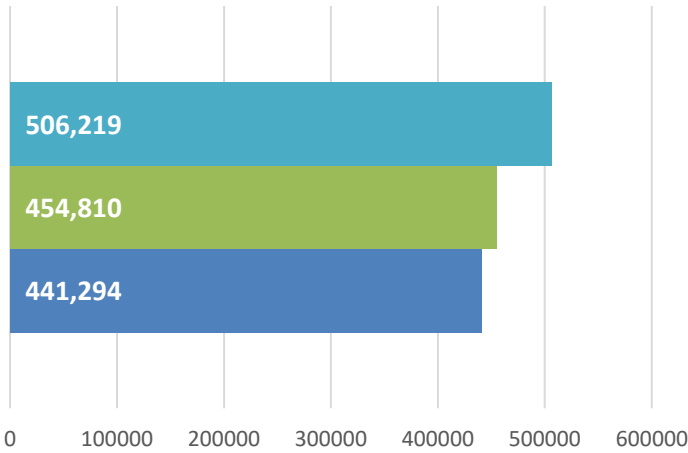


# RPL Central Statistics YTD

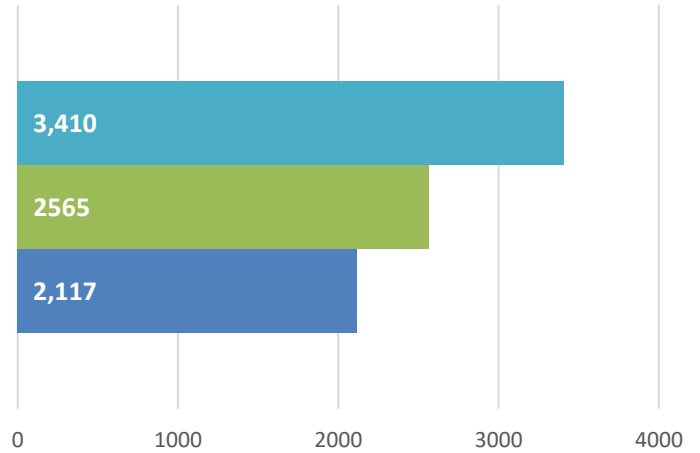
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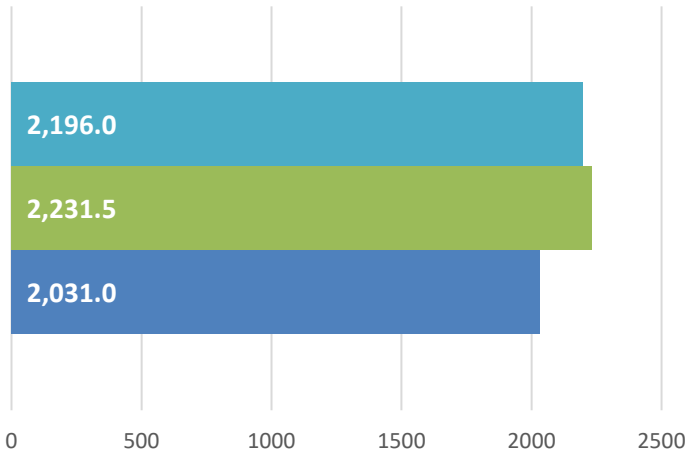
## CIRCULATION



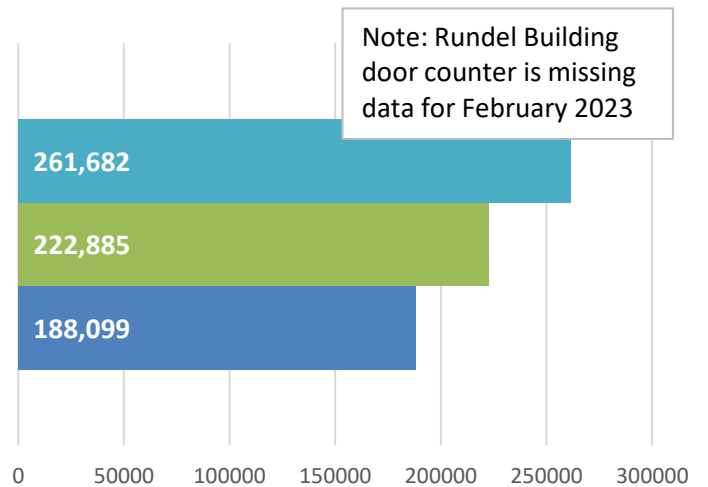
## LIBRARY CARDS



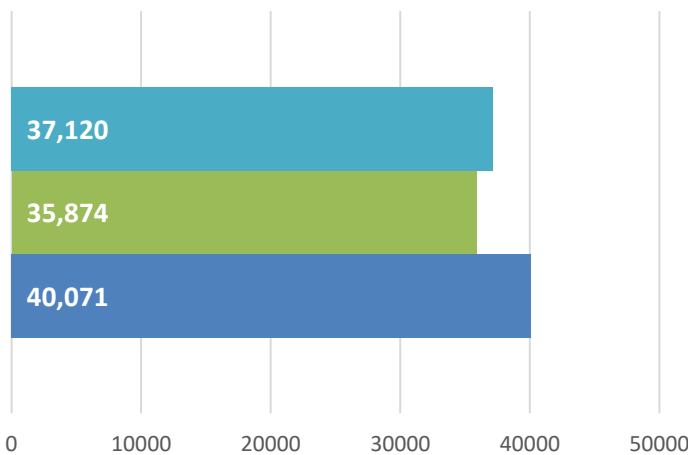
## SERVICE HOURS



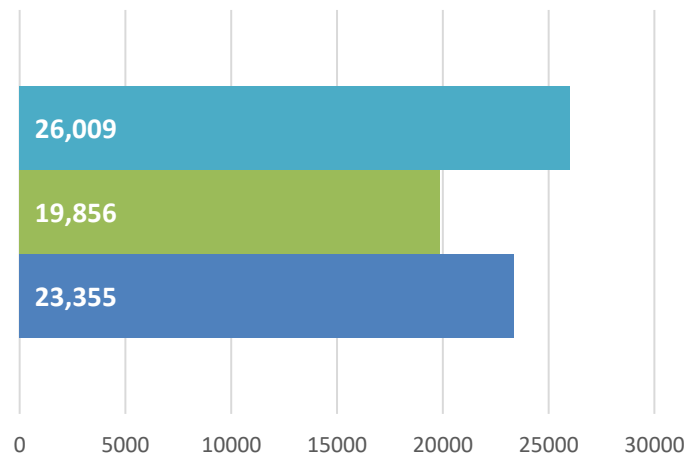
## VISITS



## REFERENCE QUESTIONS



## NON-REFERENCE



RPL Central Statistics YTD

Jan–Oct



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 \_\_\_?

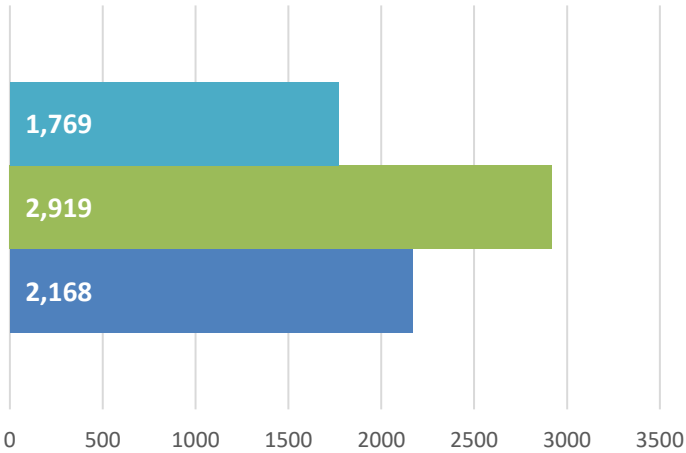
**Notary:** Notary Public acts. Each signature counts as one act.

**Computer Hours:** Hours patrons used the public PCs.

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

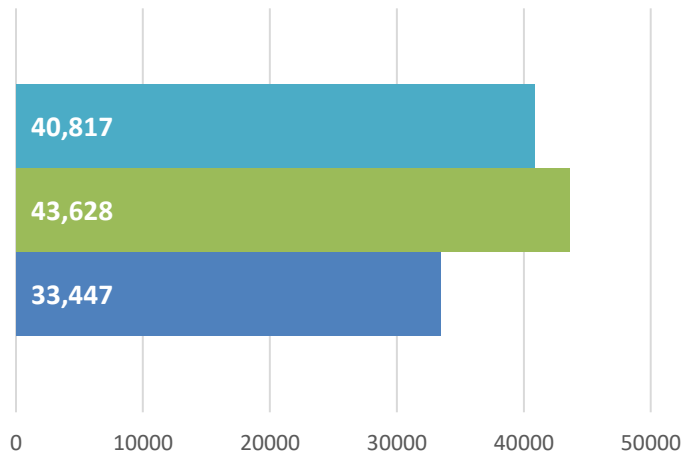
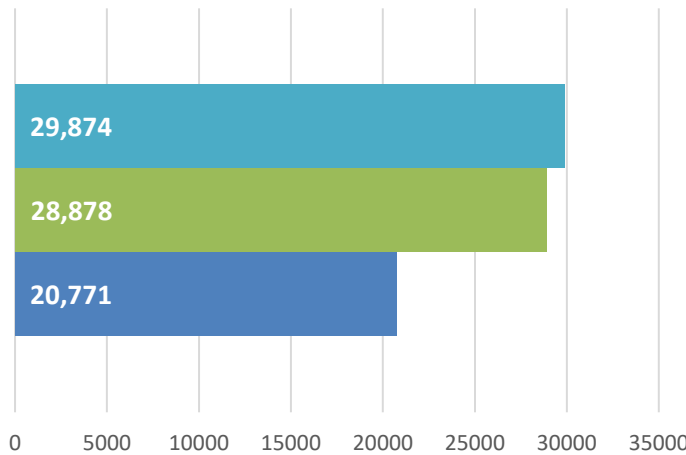
**Group Programs:** In-person and online programs. Excludes one-on-one programs and take-n-make.

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



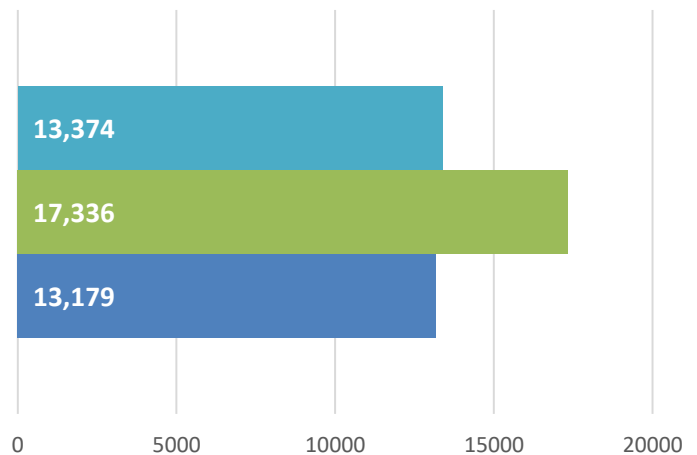
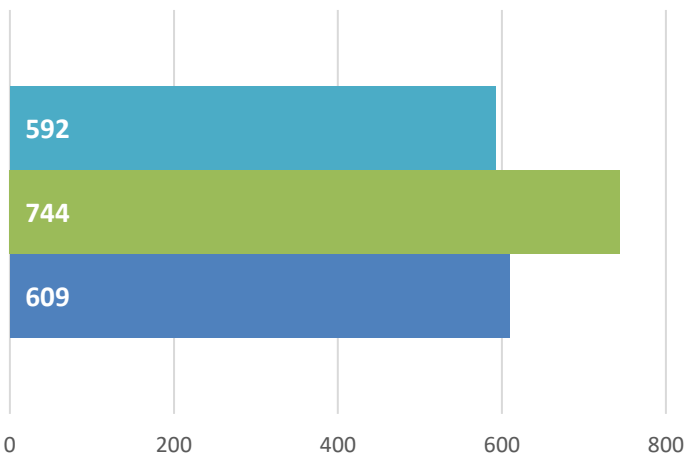
COMPUTER HOURS

WIFI USES



GROUP PROGRAMS

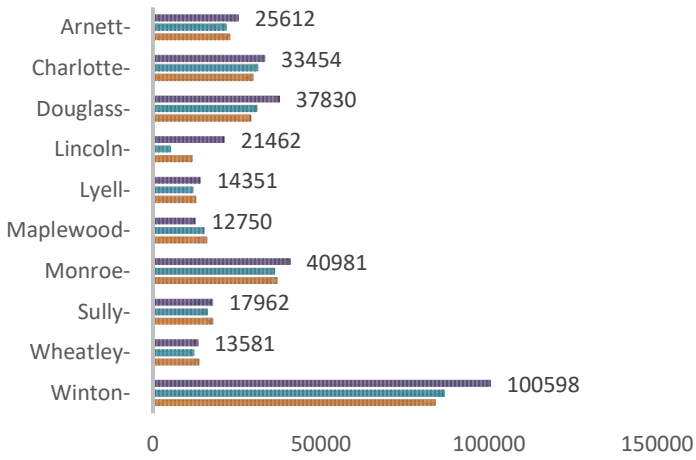
PROGRAM ATTENDANCE



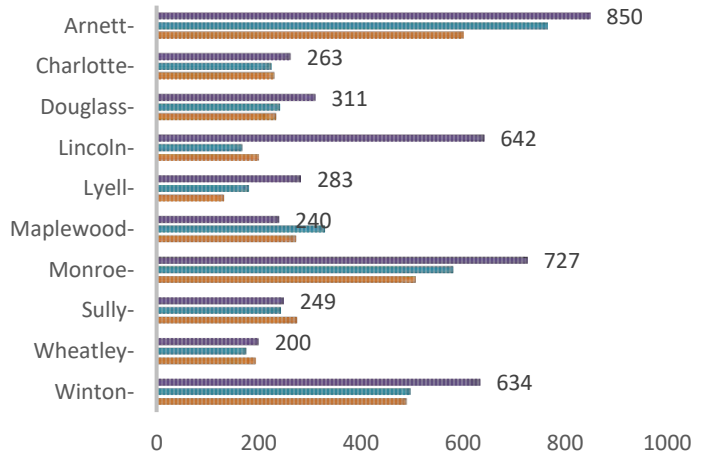
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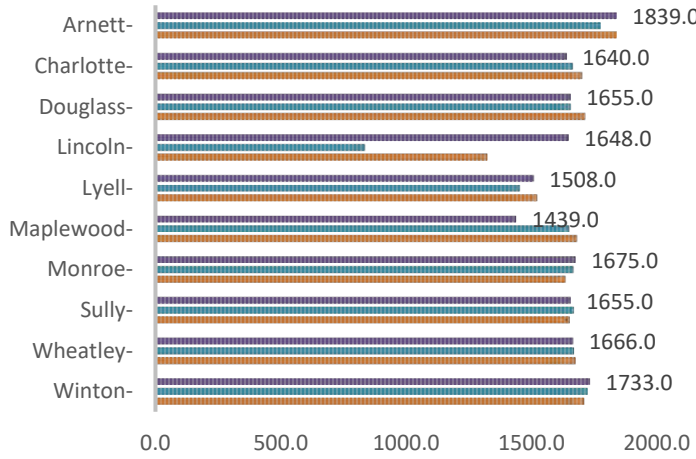
## CIRCULATION



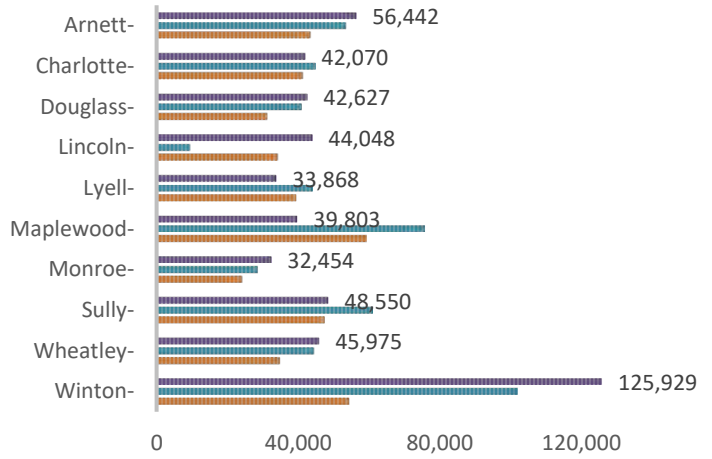
## LIBRARY CARDS



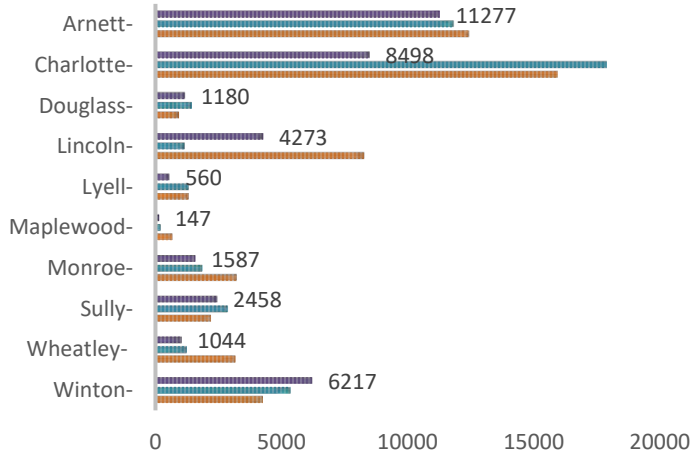
## SERVICE HOURS



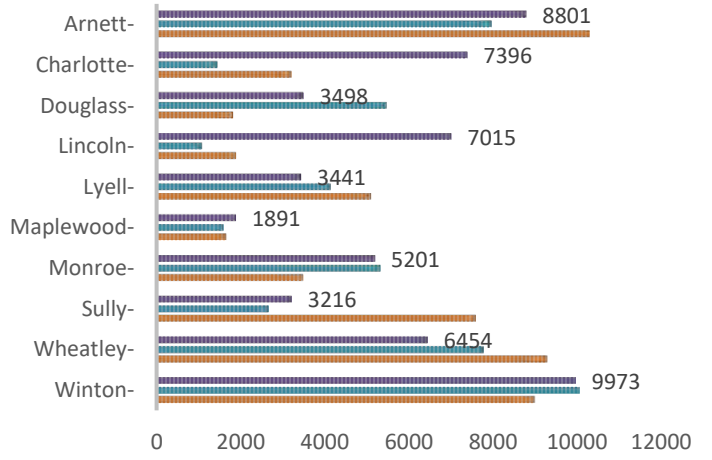
## VISITS



## REFERENCE QUESTIONS



## NON-REFERENCE

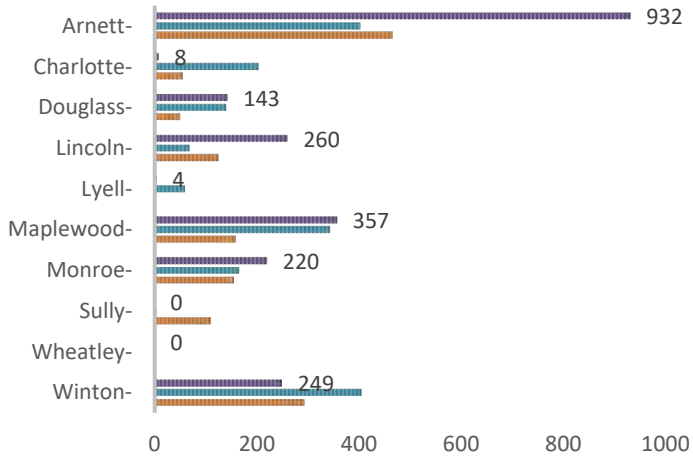


# RPL Branch Statistics YTD

Jan–Oct



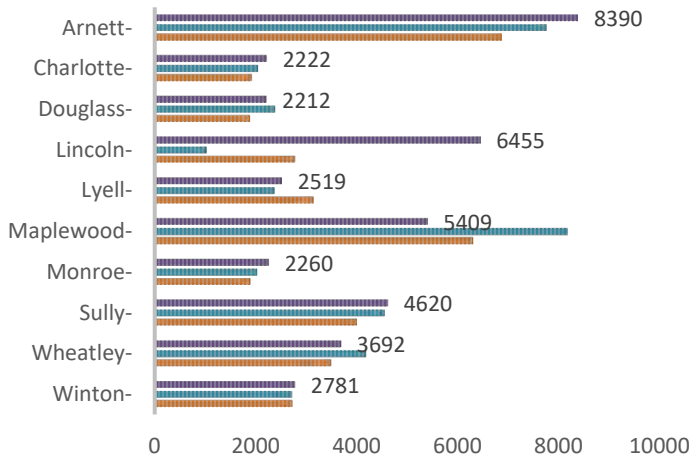
## NOTARY



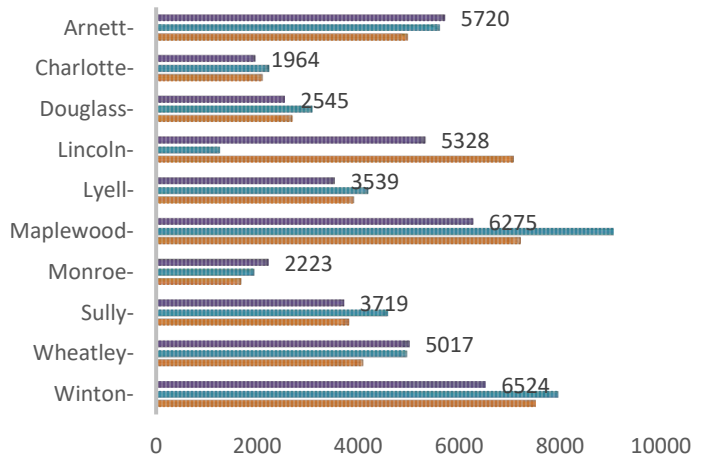
### DEFINITIONS

- 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.

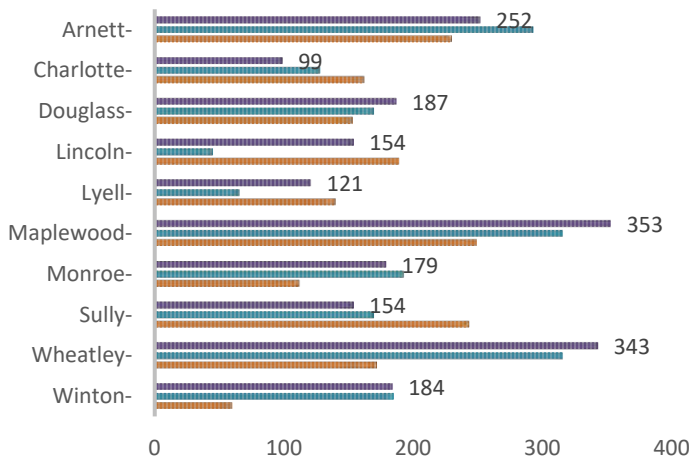
## COMPUTER HOURS



## WIFI SESSIONS



## GROUP PROGRAMS



## PROGRAM ATTENDANCE

