



Joint MCLS & RPL Board of Trustees Meeting

Kusler-Cox Auditorium, Rundel Memorial Library Building

February 26, 2025, 9:00 a.m.

Agenda

- | | | |
|---|-------------------|-----------|
| I. PUBLIC COMMENTS | Corcoran/Benjamin | |
| II. MCLS ACTION ITEMS | | |
| 1. Minutes of Prior Meeting | Corcoran | page 3 |
| 2. Claims | Hasselwander | page 11 |
| III. RPL ACTION ITEMS | | |
| 1. Minutes of Prior Meeting | Benjamin | page 7 |
| 2. Personnel Reports | Suro | page 13 |
| 3. Financial Reports | Hasselwander | page 15 |
| 4. RPL FY24 Audit | Hasselwander | page Att. |
| 5. Bausch and Lomb Building Extended Hours | Clasper | page 20 |
| 6. Grant Acceptance, RRLC | Clasper | page 20 |
| IV. REPORT/DISCUSSION ITEMS | | |
| 1. Liaison & Committee Reports | | |
| a. MCLS Liaison to RPL | Stockman | |
| b. RPL Liaison to MCLS | Drury | |
| c. MCLS Liaison to RRLC | Knapp | |
| d. Friends & Foundation of RPL | Borgus | |
| 2. Staff Reports | | |
| a. Director's Report | Clasper | page 21 |
| b. MCLS Services | Clasper | page 25 |
| c. Central Library Services/Community Libraries | Clasper | page 33 |
| V. OTHER BUSINESS | | |

VI. JOINT EXECUTIVE SESSION

To discuss specific job titles related to potential budget cuts.

VII. JOINT ACTION ITEMS

Proposed FY26 Central Library Budget	Hasselwander & Clasper	page 19 & 53
--------------------------------------	------------------------	--------------

VIII. RPL ACTION ITEM

Proposed FY26 Community Library Budget	Hasselwander & Clasper	page 19 & 57
--	------------------------	--------------

IX. ADJOURNMENT FOR RPL

X. EXECUTIVE SESSION FOR MCLS

To discuss the employment contract for Emily Clasper.

XI. MCLS ACTION ITEM

Approval of the employment contract for Emily Clasper.

XII. ADJOURNMENT FOR MCLS



**Meeting of the MCLS Board of Trustees
Board Room, Rundel Memorial Building
January 27, 2025
Minutes**

Trustees Present: Christopher Corcoran, Alinda Drury, Emily Hessney Lynch, Peter Knapp, Mack Smith, Jr., Erick Stephens, Suzanne Stockman (quorum present)

Trustees Excused: Gary Brandt, Kimberly Brown, Amy Moffitt, Marjorie Shelly

Trustees Unexcused:

Staff and Guests: County Law Office Liaison, Keana Williams; County Exec. Office Liaison, BJ Scanlon; staff members, Emily Clasper, Katy Hasselwander, Debi Mansour, Jennifer Smathers, Patty Uttaro

Call to Order

Mr. Corcoran called the meeting to order at 5:01 p.m., welcomed trustees, staff, and guests, and confirmed a quorum was present.

Public Comments

There were no members of the public wanting to address the board.

Resolution

Dr. Knapp MADE A MOTION to recognize Director Patty Uttaro for her excellent leadership and thoughtful direction of the Monroe County Library System for these past 16/47 years. Furthermore, that we thank her for her service and faithfulness in providing oversight and direction to all the libraries, to the many staff and to the patrons during her period as director. And finally, that the board wish her the very best in her retirement. THE MOTION PASSED UNANIMOUSLY.

Meeting Minutes

The minutes of the November and December meetings were APPROVED AS PRESENTED.

Claims

Ms. Hasselwander reviewed the financial claims with the trustees and offered to answer questions.

Rev. Smith, Jr. joined the meeting at 5:06 p.m.

Ms. Uttaro explained to the Board that Microsoft has changed their policy for providing Microsoft products to museums and libraries. Libraries had always been able to purchase the MS Educational products which are significantly less expensive than standard business licensing. This change will have a significant impact on public libraries and museums and Ms. Uttaro recommends working with the New York State Librarian to pressure Microsoft to reverse this decision. In working with Microsoft, it is clear this change was not announced properly either internally or externally. Some folks at Microsoft seemed to believe we still qualified for the Educational products when we reached out to them for help.

Ms. Stockman MADE A MOTION to approve the financial claims as presented. THE MOTION PASSED UNANIMOUSLY.

Agreements – Children’s Staff Training

Ms. Hasselwander summarized the proposed agreements and offered to answer questions. Ms. Drury MADE A MOTION to approve professional service agreements with Mother Goose on the Loose not to exceed \$1,500 and Sensational Inclusion not to exceed \$3,000. THE MOTION PASSED UNANIMOUSLY.

Grant Acceptance, Pomeroy Foundation

Ms. Hasselwander reviewed the item with everyone and offered to answer questions. Ms. Uttaro clarified that the grant is for the County Historians Office which is now part of the library. Dr. Knapp MADE A MOTION to accept a Pomeroy Foundation grant in the amount of \$3,900. THE MOTION PASSED UNANIMOUSLY.

Rochester Public Library (RPL) Liaison

Ms. Drury reported that the RPL Board has two new trustees. The Officers for 2025 were elected and Donna Benjamin will remain as president for a second year. They also approved some targeted floor closings for special events. In response to a question Ms. Drury confirmed the RPL Board has several vacancies to fill due to an increase in the number of trustees on the Board. Ms. Uttaro added that the RPL Board is especially in need of someone with financial knowledge.

Rochester Regional Library Council (RRLC) Liaison

Dr. Knapp reported that the RRLC Board approved grant applications in five categories. Six MCLS libraries were awarded grants totaling about \$35,000. They are Brighton, Seymour, Mendon, Ogden, RPL and Gates. Some grant applications received pre-deadline reviews with feedback and that worked so well that the Board decided to do that for all grants going forward. It was clear from the applications that many people are not skilled at grant writing and need help.

The RRLC Board discussed the potential redesign of the Advisory Committee. They are also reviewing the number of Trustees and length of terms for the Board. They received reminders about Advocacy Day and the AI in Libraries Webinar.

Director’s Report

Ms. Uttaro offered to answer questions about the written report. She reported that Christine Ridarsky has been asked to consult on the fire that destroyed a portion of the historic Morgan Manning House in Brockport. The house suffered considerable damage, but the document and artifact storage protected those items and most things remain intact.

Next, she reported that she has been meeting regularly with Ms. Clasper to transition the Director’s Office to her.

In response to a question about DEI, Ms. Uttaro explained that the City requires all departments to adhere to Minority and Women-Owned Business Enterprises (MWBE) guidelines and she does not believe that will be changing. Additionally, as part of the annual budget process with the City, departments are required to prepare a budget equity proposal that specifies DEI elements in budgeting.

In response to a question about Immigration and Customs Enforcement (ICE), Ms. Clasper shared that the Legal Aid Society of Rochester is offering two Zoom sessions aimed at informing library workers about ICE activities and how to respond if ICE agents come to a library. These sessions are open to all MCLS libraries. The Legal Aid Society has also provided the libraries with documentation for the staff and the public regarding civil rights, understanding subpoenas and warrants, and how to appropriately respond to ICE agents. The City of Rochester is also providing guidance for all staff on how to respond to ICE agents in public buildings.

MCLS Office

Ms. Smathers offered to answer questions about the written report. She reported that all member libraries are working on their Annual Report to NYS and Alicia Gunther in the MCLS Office is the point-person for assistance on these reports. The MCLS Annual Report will be brought to the Board in the coming months for approval.

Next, she reported that the MCLS Office is starting a new STEM Ambassador program in partnership with the Rochester Museum and Science Center (RMSC). The theme for this year is Sky Gazing and next year's theme will be Math. In conjunction with this program, the Directors' Retreat in February will be held at the planetarium.

Ahead of Library Advocacy Day, local visits with legislators are scheduled. The biggest need identified this year is local construction aid. There is an anticipated need for over \$33 million over the next six years.

In response to a question, Ms. Clasper shared that the Patron Incident Tracking System (PITS) is working well. Staff are pleased with the system and the increased communication it affords everyone. Ms. Clasper is looking forward to the end of January because she will have three full months of usage at that time and can start looking for trends in the reporting analysis. Ms. Smathers reminded everyone that the PITS is not designed for system-wide use and is only at RPL.

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

Ms. Borgus offered to answer questions about the written report. She reminded everyone about the upcoming retirement coffee hour for Director Uttaro and thanked her for choosing donations to the Harold Hacker Fund for the Advancement of Libraries in lieu of retirement gifts. The goal for the campaign is \$10,000 and \$2936 has been donated to date.

Next, she reported that FFRPL is giving up some space to allow for expanding library projects. She and her team are working with the Library's Facilities Manager and several Division Managers to determine the best uses of the different spaces.

Lastly, she shared that Tummonds Fund reports are coming in and she will be able to give a complete report at the next meeting. In response to a question, she gave a brief overview of the Tummonds Fund and noted that there is a stipulation in the fund to disqualify recipients if there are significant reductions in their standard materials budget. This is to reinforce that the funds are meant to supplement and not replace standard material budget funds.

Other Business

There have not been any updates on the proposed budget cuts in South Dakota that would eliminate their State Library.

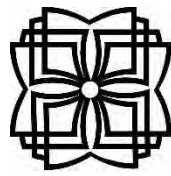
Central Library

Ms. Clasper offered to answer questions about the written report. She drew everyone's attention to a flyer advertising a Black-owned Business Expo scheduled for February 20 at the Central Library. There are over forty businesses registered so far. The event is scheduled from Noon to 6:00 p.m. and everyone is invited to attend.

Adjournment

The meeting adjourned at 5:49 p.m.

Patricia Uttaro, Secretary



Rochester Public Library

More Than You Think

115 South Avenue | Rochester | New York | 14604

Meeting of the RPL Board of Trustees Central Library, Rundel Memorial Building January 29, 2025 Minutes

RPL Trustees Present: Donna Benjamin, Ellen Brenner, Elizabeth Call, Alinda Drury, Daniel Karin, Sarah Murphy Abbamonte, Suzanne Stockman, Jeffrey Tucker (quorum present)

RPL Trustees Excused: James Kraus, Sharon Salluzzo (observed online)

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

Call to Order

Ms. Brenner called the meeting to order at 9:03 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.

Government Update

Councilmember Gruber provided an update on the recent declaration from the new Trump Administration to freeze all federal grants and loans. There is a stay from the courts to stop the freeze, but that will only last until Monday. Many non-profits along with the city government are responding as quickly as possible given the limited information available. The community is awash in rumors, and he is urging everyone to focus on real threats to funding and not conjecture or fears of what might happen.

Donna Benjamin joined the meeting at 9:05 a.m.

In response to a question, Ms. Uttaro shared that information came out yesterday that the e-Rate Program is not affected at this time. She also clarified that the MiFis are funded with County ARPA funds. Mr. Gruber added that both the City and County believe ARPA funding is not impacted, especially since the City and County are already in possession of the funds.

In response to a question, Councilmember Gruber shared that the City does have robust funding reserves and is in a healthy financial position. Ms. Uttaro added that federal funds are not the primary source of revenue for either the City or the County.

Meeting Minutes

The minutes of the November and December meetings were approved as presented.

Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for November 12, 2024–January 10, 2025, and offered to answer questions. Ms. Brenner MADE A MOTION to approve the personnel changes. THE MOTION PASSED UNANIMOUSLY.

Financial Reports

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

Monroe Branch Additional Hours Request

Ms. Uttaro reviewed the item with everyone and offered to answer questions. Ms. Call MADE A MOTION to approve the one-hour extension of open hours for Monroe on March 6, 2025. THE MOTION PASSED UNANIMOUSLY.

Lyell Branch Hours Update

Ms. Uttaro reviewed the item with everyone and offered to answer questions. She reminded everyone that the Bookmobile is new and will require some flexibility as we learn the best way to serve the community with a hybrid service model. After a discussion, Ms. Brenner MADE A MOTION to approve new hours for the Lyell Branch Library and RPL GO! bookmobile. THE MOTION PASSED UNANIMOUSLY.

Tummonds Report

Ms. Uttaro reviewed the report with everyone and gave a brief history of the Tummonds Fund. Ms. Drury MADE A MOTION to approve the 2024 Tummonds Fund report. THE MOTION PASSED UNANIMOUSLY.

Agreement, Children’s Division Pathology Services

Ms. Hasselwander reviewed the item with everyone and answered several questions about the structure of the programs. Ms. Murphy Abbamonte MADE A MOTION to approve a professional service agreement not to exceed \$2,500 with Devann Lowe for speech pathologist programming through June 30, 2025. THE MOTION PASSED UNANIMOUSLY.

Agreement Amendment, RIT for Rochester History Journal

Ms. Hasselwander reviewed the item with everyone. She explained that RIT has come to the library with this request because the cost to produce the journal has exceeded the original contract which expires at the end of 2025. Trustees and staff discussed the possibility of moving the journal to online-only and what that might mean for the workload of the library staff and the expenses to produce the journal. These options will be discussed during the contract renewal negotiations later this year. Ms. Drury MADE A MOTION to approve an increase in compensation to RIT Press for an agreement related to the production of Rochester History by \$6,000 to a maximum compensation of \$19,500. THE MOTION PASSED with Ms. Call and Mr. Karin ABSTAINING.

Liaison to the Monroe County Library System (MCLS) Board

Ms. Stockman reported that the MCLS Board approved agreements for Children’s Programming and accepted a grant from the Pomeroy Foundation for an historic marker.

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

Ms. Borgus offered to answer questions on the written report. She shared that \$12,000 was raised on ROC the Day to support the imagineYOU Comic Empowerment Program in the Teen Center.

She reminded everyone about the upcoming retirement coffee hour for Director Uttaro and thanked her for choosing donations to the Harold Hacker Fund for the Advancement of Libraries in lieu of retirement gifts. The goal for the campaign is \$10,000 and \$9,806 has been donated to date.

Next, she shared that reports for the Tummonds Fund are coming in. She will be able to give a full report at the next meeting.

Director's Report/Community Libraries

Ms. Uttaro offered to answer questions about the written report. She reported that she has been meeting regularly with Ms. Clasper to transition the Director's Office to her and she believes the transition will be smooth.

Trustees all thanked Ms. Uttaro for the kind words she shared in the farewell message included in her written report.

She shared that Ginger Brewer has been promoted to the Branch Manager position at the Arnett Branch.

Central Library

Ms. Clasper offered to answer questions about the written report. In response to a question, she shared that she believes staff have been feeling more supported recently, in large part due to the use of the Patron Incident Tracking System (PITS). That system has dramatically improved communication with staff involved in incidents—especially around what actions have been taken—closing the communication loop on incident resolution. Library administration has also been encouraging staff members to utilize the new Library Workers Support Network. The network allows for confidential peer-to-peer support. This is a nice supplement to the Employee Assistance Program (EAP) offered to all City employees. Ms. Suro added that one benefit of the PITS has been an improvement in fact-based reporting. Fewer opinions are being shared about the incident which is a good thing since the responses need to be based in facts.

Ms. Clasper invited everyone to come to the upcoming Black-owned Business Expo happening on Thursday, February 20, from Noon–6:00 p.m. Over forty businesses have signed up to participate in the Expo.

Other Business

Ms. Benjamin asked all trustees to provide feedback by February 20, on the draft Director Evaluation.

Ms. Benjamin made the following changes to committee assignments:

- Mr. Karin as the Chair of the Nominating Committee,
- Mr. Tucker to join the Personnel Committee,
- Ms. Murphy Abbamonte to join the Nominating Committee, and
- Ms. Call to join the Personnel Committee.

Ms. Stockman left the meeting at 10:26 a.m.

Ms. Drury left the meeting at 10:28 a.m.

The Board brainstormed ideas to find additional trustees. Ms. Benjamin stressed the need to find someone with finance background.

Ms. Clasper shared that there has been no new information coming out of South Dakota about the previous governor's budget proposal to drastically cut the funding of the State Library there.

Lastly, Ms. Benjamin thanked Ms. Uttaro for her many years of service to the community and her dedication to the libraries.

Adjournment

The meeting adjourned at 10:35 a.m.

Dan Karin, Secretary

**MONROE COUNTY LIBRARY SYSTEM
FINANCIAL CLAIMS 2025**

MON	DAY	CLAIM VO	VENDOR	DESCRIPTION	EXPENDED	REMARKS
12	9	2000639315	11128531 - LITERACY ROCHESTER	BRANCH HOURS 11/1/24-11/30/24	\$ 6,873.00	ARPA FUNDS
12	17	2000637521	11101777- HAMLIN PUBLIC LIBRARY	ONLINE FINES JUN24-DEC24	\$ 278.96	
12	17	2000637523	11101918- OGDEN FARMER'S LIBRARY	ONLINE FINES JUN24-DEC24	\$ 338.79	
12	17	2000637524	11101928- FAIRPORT PUBLIC LIBRARY	ONLINE FINES JUN24-DEC24	\$ 3,068.22	
12	17	2000637273	11102058- CHILI LIBRARY	ONLINE FINES JUN24-DEC24	\$ 1,296.69	
12	17	2000637528	11102081- GATES PUBLIC LIBRARY	ONLINE FINES JUN24-DEC24	\$ 2,008.74	
12	17	2000637541	11103572- PITTSFORD LIBRARY	ONLINE FINES JUN24-DEC24	\$ 3,158.14	
12	17	2000637542	11103615- BROCKPORT SEYMOUR LIBRARY	ONLINE FINES JUN24-DEC24	\$ 2,119.98	
12	17	2000637544	11103746- PENFIELD LIBRARY	ONLINE FINES JUN24-DEC24	\$ 1,598.97	
12	17	2000637548	11104404-GREECE PUBLIC LIBRARY	ONLINE FINES JUN24-DEC24	\$ 5,352.08	
12	17	2000637544	11105162- HENRIETTA PUBLIC LIBRARY	ONLINE FINES JUN24-DEC24	\$ 304.46	
12	17	2000637556	11105288- EAST ROCHESTER	ONLINE FINES JUN24-DEC24	\$ 540.82	
12	17	2000637559	11105398- MENDON PUBLIC LIBRARY	ONLINE FINES JUN24-DEC24	\$ 271.26	
12	17	2000637333	11105432- BRIGHTON MEMORIAL LIBRARY	ONLINE FINES JUN24-DEC24	\$ 2,033.08	
12	17	2000638240	11105989- IRONDEQUOIT LIBRARY	ONLINE FINES JUN24-DEC24	\$ 3,030.47	
12	17	2000637565	11106034- SCOTTSVILLE LIBRARY	ONLINE FINES JUN24-DEC24	\$ 488.64	
12	17	2000637344	11106122- NEWMAN RIGA LIBRARY	ONLINE FINES JUN24-DEC24	\$269.69	
12	17	2000637578	11106907- PARMA PUBLIC LIBRARY	ONLINE FINES JUN24-DEC24	\$ 272.67	
12	30	2000638739	11101928- FAIRPORT PUBLIC LIBRARY	LEGISLATIVE INITIATIVE FUNDING	\$ 10,000.00	
12	30	2000637273	11102058- CHILI LIBRARY	LEGISLATIVE INITIATIVE FUNDING	\$ 35,000.00	
12	30	2000638741	11102081- GATES PUBLIC LIBRARY	LEGISLATIVE INITIATIVE FUNDING	\$ 44,000.00	
12	30	2000637541	11103572- PITTSFORD LIBRARY	LEGISLATIVE INITIATIVE FUNDING	\$ 10,000.00	
12	30	2000638752	11103746- PENFIELD LIBRARY	LEGISLATIVE INITIATIVE FUNDING	\$ 10,000.00	
12	30	2000637555	11105181- ROCHESTER PUBLIC LIBRARY	LEGISLATIVE INITIATIVE FUNDING	\$ 12,000.00	
12	30	2000638760	11105288- EAST ROCHESTER	LEGISLATIVE INITIATIVE FUNDING	\$ 15,000.00	
12	30	2000638760	11105288- EAST ROCHESTER	LEGISLATIVE INITIATIVE FUNDING	\$ 10,000.00	
12	30	2000638045	11105346- WEBSTER PUBLIC LIBRARY	LEGISLATIVE INITIATIVE FUNDING	\$ 20,000.00	
12	30	2000637330	11105346- WEBSTER PUBLIC LIBRARY	LEGISLATIVE INITIATIVE FUNDING	\$ 10,000.00	
12	30	2000638765	11105989- IRONDEQUOIT LIBRARY	LEGISLATIVE INITIATIVE FUNDING	\$ 10,000.00	
12	30	2000637578	11106907- PARMA PUBLIC LIBRARY	LEGISLATIVE INITIATIVE FUNDING	\$ 60,000.00	
12	31	2000638496	11102541-UNIQUE MANAGEMENT	2024 DIGITAL MATERIAL PLATFORM	\$ 2,494.80	

**MONROE COUNTY LIBRARY SYSTEM
FINANCIAL CLAIMS 2025**

MON	DAY	CLAIM NO	VENDOR	DESCRIPTION	EXPENDED	REMARKS
12	31	2000637595	11109903-OVERDRIVE	MATERIALS-HOLD	\$ 26.93	MULTIPLE EBOOKS/AUDIOBOOK
12	31	2000637595	11109903-OVERDRIVE	MATERIALS-HOLD	\$ 15.96	MULTIPLE EBOOKS/AUDIOBOOK
12	31	2000637595	11109903-OVERDRIVE	MATERIALS-HOLD	\$ 296.01	MULTIPLE EBOOKS/AUDIOBOOK
12	31	2000637618	11117594- TMOBILE	MIFI MONTHLY CHARGES	\$ 15,756.90	
12	31	2000638329	11128531 - LITERACY ROCHESTER	BRANCH HOURS 12/1/24-12/31/24	\$ 5,829.00	ARPA FUNDS
12	31				\$ 829.58	County Journal for Fleet Maintenance Fuel & Repairs
1	3	2000637591	11108836- SWANK	COPYRIGHT LIC. 1/25-12/25	\$ 7,113.00	
1	3	2000637433	11118740- THE QUIPU GROUP	E-CARD SUBSC. 2/25-1/26	\$ 4,527.00	
1	3	2000637627	11119312- SPRINGSHARE	LIBCAL50 1/25-12/25	\$ 2,200.00	
1	10	2000638798	11109903- OVERDRIVE	DIGITAL MATERIALS PLATFORM	\$ 2,500.00	
1	10	2000638289	11119312- SPRINGSHARE LLC	RECOMMENDS SUBSCRIPTION	\$ 2,460.00	
1	10	2000638289	11119312- SPRINGSHARE LLC	SMS SUBSCRIPTION	\$ 1,000.00	
1	10	2000638289	11119312- SPRINGSHARE LLC	PATRON SYNC	\$ 1,000.00	
1	10	2000638289	11119312- SPRINGSHARE LLC	PATRON POINT SUBSCRIPTION	\$ 15,400.00	
1	14	2000638367	11120635- CROWN CASTLE	DIGITAL TRANSMISSION JAN 2025	\$ 16,921.06	
1	14	2000638367	11120635- CROWN CASTLE	INTERNET JAN 2025	\$ 2,075.00	
1	16	2000638831	11120051-New York State Parks	10 NEW EMPIRE PASSES & 108 RENEWAL EMPIR	\$ 8,576.00	
1	22	2000639278	11120051-New York State Parks	2 ADDITIONAL NEW EMPIRE PASSES- 2025	\$ 160.00	
1	27	2000639266	11117594- TMOBILE	MIFI CHARGES	\$ 15,858.99	ARPA FUNDS
					\$ 384,344.85	

**ROCHESTER PUBLIC LIBRARY
PERSONNEL CHANGES
January 13, 2025 to February 7, 2025**

➤ **NEW HIRES**

Gaffney, Joel	Building Maintenance Helper/PT/Central/Facilities	01/27/2025
Paul, Caleb	Librarian I/PT/Lyell Branch	01/27/2025

➤ **PROMOTIONS**

Brewer, Ginger	FROM: Librarian I/FT/Central/Technology Center	02/03/2025
	TO: Branch Manager/FT/Arnett Branch	

➤ **TRANSFERS**

White, Suede	FROM: Account Clerk/FT/Central/Finance Office	01/13/2025
	TO: Mailroom Clerk/PT/Central/Shipping Department	

➤ **RESIGNATIONS**

Helms, Alison	Librarian I/PT/Sub/Central/CLA	01/27/2025
McConnell, Shawn	Librarian I/PT/Sub/Central/CLA	01/27/2025

➤ **RETIREMENTS**

Penns, Stephanie	Library Circulation Specialist/FT/Central/Circulation	01/30/2025
	24 YEARS OF SERVICE	

STAFFING

Full-Time Positions	Central	Branches
Budgeted	81	31
Filled	78	27
Vacancies	3	4
Part-time Positions	Central	Branches
Budgeted	122	136
Filled	74	102
Vacancies	48	34

**Rochester Public Library
Financial Report – Summary
February 26, 2025, Board Meeting**

Central Financial Report, January 2025

Salary & Benefits: Salaries, wages, and overtime are within budget. The retirement contribution for active employees came in at \$731K, originally budgeted at \$819K (total contribution \$1,117,381). Total wages were somewhat lower than projected, but NYS pension rates went up substantially between FY24 and FY25. The City was credited for a portion of graded rates payments in prior years, at the discretion of NYS OSC. Retiree medical contributions also increased in January.

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

Services & Charges: Monroe County property tax bill processed under service charges – other governments (\$26,480.18). Mail machine reloaded with additional postage (\$5,800). Quarterly refuse and water chargebacks from City invoiced (~\$9,300).

Cash Capital: No new expenses since October. BLB elevator repair expense hits using reserved FY23 & FY24 capital funds (\$32K). Remaining funds are reserved for planned expenses (HVAC) and unknown needs with upcoming construction projects. Report only reflects FY25 funds, which remain unspent.

Community Financial Report, January 2025

Salary & Benefits: Salaries and wages are within budget.

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

Services & Charges: Monroe County property tax bill processed under service chargers – other governments (\$7,200.56). Mail machine reloaded with additional postage (\$2,700). Quarterly refuse and water chargebacks from City invoiced (~\$3,800).

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, and minor furniture purchases. Emergency elevator repair expense occurs (Monroe). Remaining funds are reserved for other planned expenses including for NE branch design services.

Central Financial Report, Fiscal Year 2024-25
Fiscal YTD (through January 31, 2025)

Category	Description	Original Budget	Revised Budget	Expenses FISCAL YTD	Remaining Balance	% of Budget
Salary & Benefits	Full-Time Salaries	4,943,000	4,943,000	2,930,229	2,012,771	59.3%
	Part-Time/Temp Salaries	1,597,400	1,581,300	807,018	774,282	51.0%
	Overtime	17,500	17,500	14,040	3,460	80.2%
	Employee Benefits	3,310,600	3,310,600	2,357,066	953,534	71.2%
	Employee Development	27,700	30,216	20,275	9,941	67.1%
	Other	59,800	59,800	38,822	20,978	64.9%
Sub Total		9,956,000	9,942,416	6,167,450	3,774,966	62.0%
Equipment & Supplies	Materials Budget	505,000	507,214	276,740	230,474	54.6%
	Other Furnishings & Equipment	10,100	10,100	339	9,761	3.4%
	Office Supplies	56,500	59,143	26,941	32,202	45.6%
	Other Materials & Supplies	51,000	55,175	24,560	30,615	44.5%
	Sub Total	622,600	631,632	328,579	303,053	52.0%
Services & Charges	Utilities	467,500	467,500	274,268	193,232	58.7%
	Facility Maintenance	103,400	132,962	42,989	89,973	32.3%
	Professional Services/Fees	221,600	228,997	163,000	65,996	71.2%
	Chargebacks	80,700	92,628	45,368	47,259	49.0%
	Service Charges - Other Gov't	51,400	51,400	27,365	24,035	53.2%
	Telecommunications	14,200	15,200	5,514	9,686	36.3%
	Other Expenses	204,400	232,022	71,010	161,011	30.6%
	Sub Total	1,143,200	1,220,708	629,515	591,193	51.6%
	TOTAL EXPENSED	11,721,800	11,794,756	7,125,544	4,669,212	60.8%
	Central Cash Capital	Facility Maintenance Allocation	94,000	94,000	0	94,000
REVENUE RECEIPTS		11,736,100	11,736,100	1,247,979	10,488,121	
		Original Budget	Revised Budget	Central Library Support from City + Central Revenue	Outstanding Revenue	

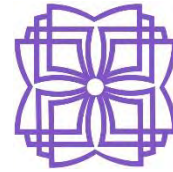
Community Financial Report, Fiscal Year 2024-25						
<i>Fiscal YTD (through January 31, 2025)</i>						
Category	Description	Original Budget	Revised Budget	Expenses FISCAL YTD	Remaining Balance	% of Budget
Salary & Benefits	Full-Time Salaries	2,080,100	2,076,500	1,118,831	957,669	53.9%
	Part-Time/Temp Salaries	2,026,400	2,013,400	1,102,038	911,362	54.7%
	Overtime	2,000	2,000	7,743	-5,743	387.1%
	Employee Development	22,900	26,610	11,545	15,066	43.4%
	Other	28,300	28,300	15,623	12,677	55.2%
Sub Total		4,159,700	4,146,810	2,255,780	1,878,353	54.4%
Equipment & Supplies	Materials Budget	496,600	502,973	268,938	234,035	53.5%
	Office Supplies	37,700	37,806	21,470	16,336	56.8%
	Other Materials & Supplies	34,500	35,512	15,113	20,399	42.6%
	Sub Total	568,800	576,292	305,521	270,771	53.0%
Services & Charges	Utilities	224,500	229,993	117,880	112,113	51.3%
	Facility Maintenance	39,000	39,496	8,550	30,947	21.6%
	Professional Services/Fees	376,800	381,042	179,407	201,635	47.1%
	Chargebacks	27,300	36,982	26,187	10,795	70.8%
	Service Charges - Other Gov't	7,500	7,500	7,201	299	96.0%
	Telecommunications	21,400	22,631	8,470	14,161	37.4%
	Other Expenses	52,500	67,266	19,493	47,773	29.0%
	Sub Total	749,000	784,910	367,187	417,723	46.8%
	TOTAL EXPENSED	5,477,500	5,508,012	2,928,488	2,566,846	53.2%
	Community Cash Capital	10,000	10,000	583	9,417	5.8%
Library Furnishings	12,000	12,000	2,501	9,499	20.8%	
Library Facilities	41,000	41,000	2,184	38,816	5.3%	
Library Capital Projects*	40,000					
Cash Capital Total	103,000	63,000	5,268	57,732	8.4%	
REVENUE RECEIPTS	390,461	390,461	208,272	182,189		
	<i>Original Budget</i>	<i>Revised Budget</i>	<i>Receipts FISCAL YTD</i>	<i>Outstanding Revenue</i>		

* Projects administered by City DES

Trust Funds Financial Report, Fiscal Year 2024-25						
<i>Fiscal YTD (through January 31, 2025)</i>						
	Allocation	Carry-forward	TOTAL	YTD Expenses	% of Total	
Reynolds Fund - RPL	4229	\$144,857	\$70,945	\$215,802	\$85,475	39.6%
Fenevessy (Central + Branch bal)	4224	\$31,369	\$25,278	\$56,647	\$51,357	90.7%
Kenyon-Jeffries Fund	4233	\$20,191	\$10,806	\$7,497	\$2,250	30.0%
Purton Fund	4231	\$17,007	\$3,716	\$20,723	\$9,472	45.7%
Gleason Fund	4225	\$15,862				
Gleason Fund (FFRPL)	4225	\$12,183	\$15,427	\$43,472	\$13,268	30.5%
Gervickas Fund	4235	\$6,045	\$8,157	\$14,203	\$801	5.6%
Taylor Fund	4226	\$3,610	\$4,030	\$7,640	\$1,163	15.2%
Boland Fund	4232	\$1,541	\$1,535	\$3,076	\$240	7.8%
Carnahan Fund	4228	\$1,555	\$0	\$1,555	\$810	52.1%
Poletto Fund	4234	\$1,555	\$0	\$1,555	\$953	61.3%
Beeney Fund (FFRPL)	4227	\$4,878	\$2,829	\$7,707	\$212	2.8%
Craig Fund (FFRPL)	4236	\$2,716	\$1,209	\$3,925	\$53	1.3%
Holtzman Fund (FFRPL)	4239	\$1,560	\$1,851	\$3,411	\$740	21.7%
Lee Fund (FFRPL)	4237	\$1,475	\$2,581	\$4,056	\$92	2.3%
Vietnam Veterans Fund (FFRPL)	4238	\$688	\$2,161	\$2,849	\$0	0.0%
Tummonds Fund (FFRPL)	4241	\$88,391	\$54,141	\$142,532	\$68,609	48.1%
TOTAL		\$355,483	\$204,667	\$536,650	\$235,495	43.9%
Gift Fund Financial Report, Fiscal Year 2024-25						
<i>Fiscal YTD (through January 31, 2025)</i>						
Fund	Allocation	Transfer In	TOTAL	YTD Expenses	% of Total	
Gift Fund	4230	\$4,244	\$25,910	\$30,154	\$140	0.5%



**Monroe County
Library System**
www.libraryweb.org



**Rochester
Public Library**
More Than You Think

115 South Avenue | Rochester | New York | 14604
Emily Clasper, Director | 585-428-8046 | Emily.Clasper@libraryweb.org

TO: MCLS & RPL Boards of Trustees
FROM: Emily Clasper, Director
DATE: February 26, 2025
SUBJECT: Joint Monthly Report–February 2025

MCLS Action Items

None.

Joint Action Items

Proposed FY26 Central Library Budget (Hasselwander & Clasper)

For the FY2025-26 fiscal year, the Central Library had an approximate gap of \$490,000, based on increased benefits costs, contracted salary and wage increases, and slight revenue loss from FFRPL bookstore support and event charges (-18,000). The gap was closed primarily through personnel and position changes resulting from retirements and vacancies, and a slight increase in system service revenues. We anticipate State Aid to remain flat following the increased aid in 2024-25. We assumed the standard 1.5% increase from Monroe County support.

The budget is up five full-time positions for the Digital Equity & Inclusion project, which is funded through Bring Monroe Back (ARPA) allocation.

The proposed budget was reviewed by the Joint Finance Committee on February 13 – the recommendation was to submit the budget as reviewed and accepted by the Committee.

We will continue to revise the Central Library Program Aid budget based on the outcomes of the state budget and evaluation of FY25 expenditures. A proposed FY26 budget for Central Aid use will be submitted to the Board for approval in the spring.

Board Action Requested: Approve the proposed 2025-26 Central Library Budget.

RPL Action Items

Proposed FY26 Community Library Budget (Hasselwander & Clasper)

Each year, the City’s Office of Management and Budget establishes a Budget Level Allocation (BLA) amount to be met by each department. This year, no reduction was requested for the official submission, however, we anticipate a revenue reduction for Safe to be Smart support which was met with a reduction in Central Facility capital allocation.

Additionally, OMB asked each department to prepare additional proposals for 1%, 2%, and 3% cuts. The proposals will be discussed in further detail.

The proposed budget was reviewed by the Joint Finance Committee on February 13—the recommendation was to submit the budget as reviewed and accepted by the Committee.

Board Action Requested: Approve the proposed 2025-26 Community Library Budget.

RPL FY24 Audit (Hasselwander)

EFPR Group has completed their audit of the 2023-24 RPL fiscal year and met with the RPL Board Finance Committee on February 12 to review their findings. The Board Finance committee members will provide their summary and recommendation to the Board, with the attached management report and financial statements.

Board Action Requested: Accept EFPR's audit of the 2023-24 fiscal year.

Bausch and Lomb Building Extended Hours (Clasper)

The Central Library's Business Insight Center requests extended hours for the Bausch and Lomb 1st Floor Wednesday, April 23, 2025, to accommodate a community civics workshop. *It's Your America*, an initiative of Civic Genius, is an event where community members can participate in mind-opening deliberation and have fun in the process. It encourages participants to learn and connect despite differences, engaging in hands-on collaborative activities to find real-world solutions to community problems. The topic of public safety will be the focus of the event. The workshop on April 23rd is expected to run between 6 and 8 pm.

Board Action Requested: Approve extended hours for the Bausch and Lomb first floor on April 23, 2025.

Grant Acceptance, Rochester Regional Library Council (Clasper)

The Office of the County & City Historian was awarded a Rochester Regional Library Council grant in the amount of \$3,300 for the inventory, arrangement, and description of Monroe County Archives. The funds will be used for a professional services agreement which will come to the Board in a future meeting.

Board Action Requested: Accept a Rochester Regional Library Council grant in the amount of \$3,300.

Report Items

MCLS & RPL Director Emily Clasper reporting

Recommended Reading

- Summary of Library News and Updates from EveryLibrary: https://www.everylibrary.org/news_and_updates
- Free speech organizations denounce Education Department's calling book bans a 'hoax'. Hillel Italie. AP News. Updated 11:50 AM EST, January 27, 2025 <https://apnews.com/article/book-bans-hoax-pen-library-association-255dd6f805979ee595a22ac16ec91d03>
- Libraries are already contending with crappy, AI-generated books. James Folta. February 5, 2025. <https://lithub.com/libraries-are-already-contending-with-crappy-ai-generated-books/>

Director Onboarding

In January, Emily Clasper began in earnest learning the ins and outs of the RPL and MCLS Director role. Patty Uttaro has provided information, documentation, and incredible guidance throughout this process. Clasper has had several meetings with other New York State System Directors, the State Librarian, the MCLS and RPL Board Presidents, and directors of our MCLS Member Libraries. Clasper has met with the Mayor, County Executive, members of City Council, County Legislators, and representatives of several City and County Departments to learn more about how the various areas of local government are related and how the libraries of the area can play a part in enhancing the lives of every member of our community. She has also begun systematically visiting each of the RPL branches and MCLS member libraries to learn more about the needs of each one and get to know the staff better. Many leaders from throughout our community have reached out to her looking to continue the strong relationships between the Libraries and their organizations and forge new ones. As there are soon to be four new Public Library System Directors in the State within the next few months, the State Library is planning to organize some formal onboarding and training sessions for the group in April or May.

Management Team Hiring Process

BJ Scanlon, the new Deputy Director for Community Libraries will start March 3, 2025. The search process to hire a new Associate Director for the Central Library is underway.

City of Rochester Opioid Team

Emily Clasper and Amy Discenza have been representing RPL as part of the City's Opioid Team for nearly a year. As a result, they have made valuable connections with other City departments and organizations throughout the County, all of whom are committed to tackling the opioid epidemic and its impacts throughout the region. In January, the team completed the last two in a series of Community Feedback sessions designed to engage directly with those effected by opioid use in their neighborhoods and determine how funds can best be used to address these issues. Clasper and Discenza have been active participants throughout the process, contributing information based on observations from library staff, feedback on how our libraries can help, and gathering community input. In January, they also hosted City research partners from RIT at the Central Library, the Lincoln Branch, and the Monroe Branch for building tours and staff interviews about how the opioid epidemic is impacting libraries. The RIT research team is touring and interviewing the various other City departments, too, as part of the project's research component. Discenza also attended the first in a series of Opioid Public

Education Sessions, which is part of the next phase of information gathering the City Opioid Team plans to use to further their work.

Training on ICE Encounters

The Legal Aid Society of Rochester offered a training session and discussion of U.S. Immigration and Customs Enforcement encounters at libraries. This session was held via Zoom and offered to staff from all RPL and MCLS Libraries. The information in these sessions focused on educating individuals about their rights and handling potential encounters with ICE agents. Additional information clarifying how the information from this session specifically impacts RPL was provided by the City Law Department and disseminated after the session. Due to high demand, a second session on this issue will be offered on February 11th.

WXXI Connections

Uttaro, Clasper, Henrietta Public Library Director Adrienne Pettinelli, and MCLS Board Vice President Emily Hessney Lynch comprised a panel of guests on WXXI's Connections with Evan Dawson, discussing Book Bans and the Future of Libraries. The discussion was a lively one, and we had a lot of fun representing Libraries!

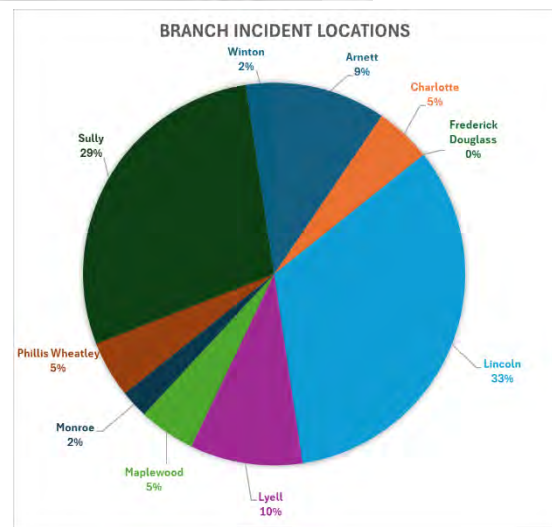
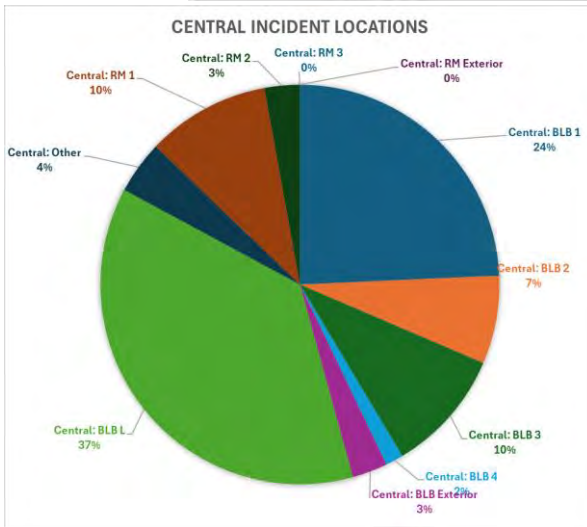
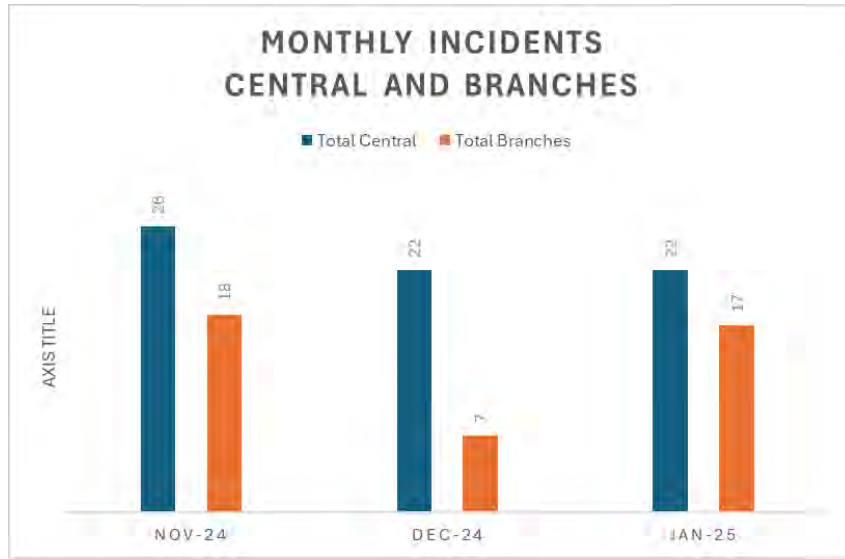
<https://www.youtube.com/live/DhwsUoWfeYI?si=CUKUMHXud6E0abFP>



Patron Incident Tracking System

The PITS system implemented last fall across all RPL locations has been in use for a full three months. Staff have had nothing but positive feedback about the system, citing better communication about incidents, faster follow-ups from supervisors and administration, and more consistent enforcement of the Code of Conduct.

Administration is also finding benefits in being able to identify areas where incidents are occurring more often so that operational adjustments can be focused where attention is most needed. While the number of incidents happening in the libraries has remained high, there seems to be broad consensus that we are now better equipped to respond quickly and effectively when an incident occurs. We will continue to closely monitor the situation and make adjustments to our use of the system to increase its effectiveness in supporting staff through difficult situations.

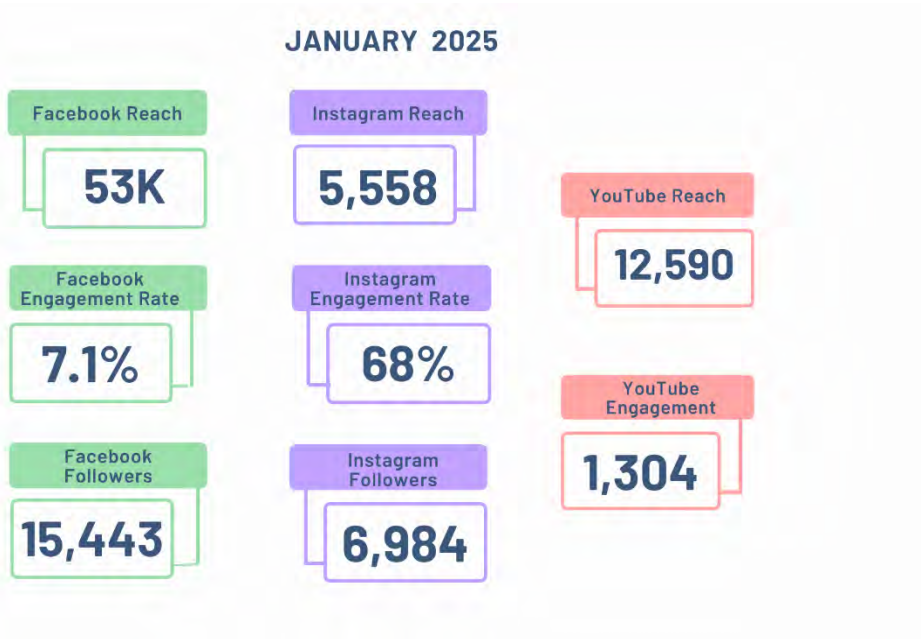


Director Site Visits

January

- Frederick Douglass Community Library
- Monroe Branch
- Lyell Branch

Social Media



Constant Contact Newsletter

Central/RPL Newsletter

- Newsletter Open Rate- 60%
- Click through – 219
- New subscribers – 11

OverDrive

- Total Checkouts- 102,179
- Lucky Day Checkouts- 803
- Simultaneous Use Checkouts- 10,324
- SORA Checkouts- 925
- Great Courses- 94

MCLS Member Libraries

Jennifer Smathers reporting

Collaborative Programs hosted by multiple member libraries:

Debi Bower's Day Trips around Rochester blog has frequently mentioned MCLS libraries as places of interest worth checking out. Her post on cozy fireplaces featured a link to [MCLS](#) libraries that feature toasty places to hang out and read. With the turn of the calendar libraries shared lists of top circulating items offering patrons plenty of options to bring with them to library hearths.



Keeping spirits warm, many of our libraries celebrated the Lunar New Year as well as new MCLS-wide resource Udemy and member library specific Kanopy subject collections.

Brighton Memorial Library

Friends of BML's Bookstore reopened in late January, just in time for February aka Library Lovers month. The Friends are accepting donations of 2 bags or less at our check out desk.

Chili Public Library

Tonies came back to the library and are available for checkout. Patrons excited for over 25 new Tonie titles have also asked about Yoto cards... stay tuned!

East Rochester Public Library

Our patrons can now stream films & TV through our Kanopy site <https://eastrochesterlibrary.kanopy.com> and via the Kanopy app. We hope they enjoy access to our streaming pack of British Cinema & TV as well as documentaries.

Fairport Public Library

A roaring good time was had in the community room with [REPCO's Prehistoric World](#) traveling zoo! Safari Seth shared some of the coolest lizards, turtles, snakes and more with our library's budding herpetologists. 🐢🐍

🐢🐍 To learn more about REPCO's programs and their local reptile zoo, visit prehistoricworld.org.

Gates Public Library

January 29 a Lifespan employee was on hand in the Gates Public Library's atrium to explain their volunteer program that gives caregivers a break from their daily routines. If you are seeking a new volunteer role to help support the Gates Community in the new year, there are two more days to learn about the opportunities [Lifespan offers](#), February 18 and March 8, 2025.

Greece Public Library

Many people braved the cold this month to come to Sip N Stitch and work on their projects. Our community donated 367 woolen items for "Share and Care" to keep our residents warm. Thank you to everyone who participated in this project.



Hamlin Public Library

To celebrate the upcoming movie based on the beloved graphic novel Dog Man by Dav Pilkey, the Hamlin Public Library put together an ultra-mutt Dog Man program. There were crafts, games, a scavenger hunt, a visit from McGee the therapy dog and of course, green screen photos with Dog Man and Cat Kid. Special thanks to our volunteers: Josh and Sheila from Hamlin and Mary, Mattie and Bella from the Brockport High School Key Club.



Henrietta Public Library

January 13th, 46 years ago, staff & volunteers braved the cold and snow to move boxes of books from the library in the Town Hall to the "new" library building. With that "new" building now gone and a newer one in its place, we wanted to share this throwback! Current Greece Public Library Director Cathy Henderson noted, "I was there that day moving books! I think my whole class helped out."



Mendon Public Library

Sandra and her sweet chicken Chooks participated in a storytime, it was quite a feather in our cap!



Newman Riga Library

Congratulations to the kids and staff at Actual Natural Kids, who won the People's Choice Award for their gingerbread house village. It was an awesome contribution to our first annual gingerbread house competition. For their hard work and creativity, they won a gift certificate to Churchville's new addition, Salvatore's Old Fashioned Pizzeria.



Parma Public Library

Kim from the NYS Division of Consumer Protection came by the library to explain how to minimize your digital footprint and protect your data when interacting online. Everywhere we go, our personal information goes with us. Kim shared that while it is convenient to pay bills online and book doctor's appointments, it also leaves valuable personal information more vulnerable to fraudsters and data brokers.

Penfield Public Library

Staff closed out the month of January with a Hot Chocolate pop-up at the library. Along with warm drinks and whipped cream, decadent books on chocolate were available to tempt everyone's sweet tooth.



Pittsford Community Library

PCL is excited to share that we have rounded out our offering of newspapers by providing free digital access to the Democrat & Chronicle and the USA Today! These papers will provide even more national and global news coverage while also sharing a look at what's happening here at home. To learn more and access both papers, visit our website and login using your library card and USA Today account. This service is only available for Pittsford residents with library cards.

Rush Public Library



Scottsville Free Library

January 8, a representative from Assemblyman Hawley's office held open office hours at the library.

Seymour Library

We had a busy day celebrating Lunar New Year! We started off by learning about the tale of the Big Mooncake and Little Star and represented the moon phases using Oreos. Our older kids Snacked Around the World with an array of delicious Asian snacks to taste-test. Girl Scout Troop 63173 decorated our library space with beautiful lanterns for the year of the snake!



Webster Public Library

An amazing Literary Fan Fest event was funded by a grant from [Senator Samra Brouk](#). Decor for the five literary kingdoms, as created by Linda Liddle and Katrina Viza, enchanted the attendees of all ages.

Princesses, fairies, and other storybook characters were found in the Fairytale Forest. Elegant ladies and gents danced at the Queen's Ball: <https://www.facebook.com/share/r/18J3A7uS23/> Demigods learned their past (their godly genealogy) and future (with a tarot reading) at the Mythology Camp. Those who quested to the Dragon's Den could make a magic wand and potion bottle, get a dragon tattoo, be amazed by magic tricks, visit

with the dragon, and enjoy tasty treat. Comics Café was out of this world with superheroes, R2D2 and his galactic friends.



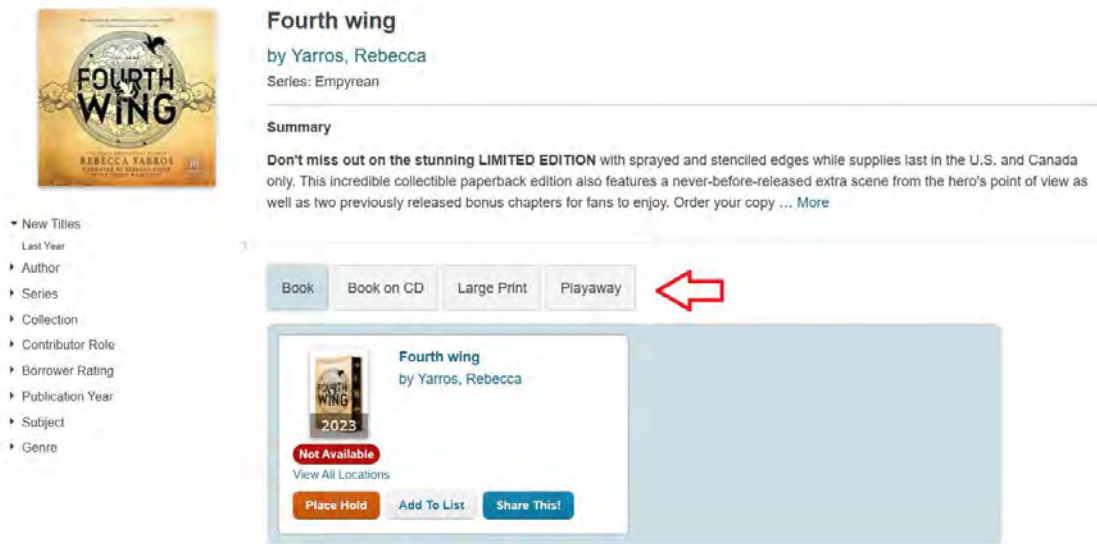
MCLS Office Updates

Jennifer Smathers reporting

- January is traditionally a remarkably busy time for the MCLS Office staff, who are tasked with the yearly aggregation and reporting of various statistics for the previous year. These statistics are used to support required reporting to the State and fulfill the requirements for ongoing grant funding.
- The NYS Annual Report Portal opened for the System and all MCLS member libraries. MCLS staff tabulate and share all system-held statistics with our member libraries to assist in their filling out the report.
- This month also sees the re-launch of the MCLS Budget Kit, a benchmarking and comparison tool used by our member libraries to track costs and forecast expenses. This year the process has been streamlined further with MCLS staff entering any information already reported for their annual report into the Budget Kit on behalf of the member libraries.
- MCLS staff coordinated local visits with members of our state legislative delegation this month, giving our member libraries an opportunity to fully explain the needs of library state funding and discuss pending legislation of interest to libraries. In addition, MCLS staff schedule all the NYLA Advocacy Day visits that occur on Library Advocacy Day in Albany in February. Further details on the state-wide library advocacy asks are available from NYLA here: <https://www.nyla.org/2025-legislative-initiatives>
- Smathers provided training for the Trustees of the Chili Public Library. Several additional Trustee trainings sessions are scheduled at member libraries in the coming months.
- MCLS staff also attended several planning meetings to prepare for upcoming initiatives in cooperation with the Rochester Museum and Science Center's STEM Ambassador program, Visit Rochester, and the organizers of Tora-Con—the largest convention in upstate New York celebrating anime, cosplay, and “nerd culture”.
- The annual MCLS Directors' Council Retreat is scheduled for February 26th at the RMSC Strasenburgh Planetarium.

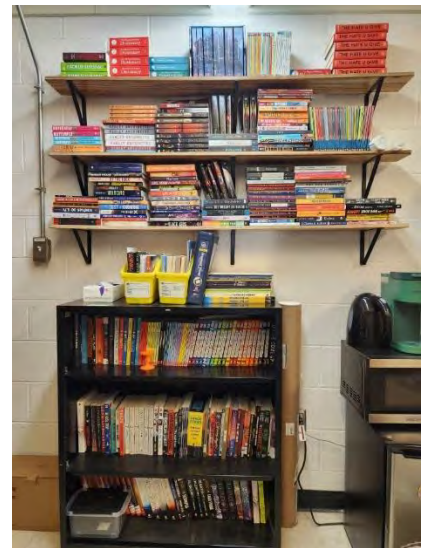
Technical Services, Dee Mrak reporting

Title Grouping in CatalogPlus went live. The result of an extensive collaborative project involving LAS and Technical Service staff, this feature will help patrons across the county find different editions of the same materials all in one convenient catalog display.



Outreach Department, Maren Kyle reporting

Over the past two years, the Outreach department has been providing materials for a recreational reading library at the Monroe County Children's Center in Scottsville. New facilities are currently being constructed there, including a full library, but until that project is completed, they have access to the books we have purchased for them as part of our service to county correctional sites. We recently received a thank you note from one of the young people incarcerated there. She writes, "...The rec library is a good resource and a form of peace to me, I say this because there are all types of books to read from educational, fiction to non-fiction. Right now, I am currently reading a book from the rec library called "The Four Agreements" and this book is phenomenal... Reading can be very fundamental especially in a situation like mines. Reading can open so many doors for you. If it wasn't for the rec library, I feel like my mind wouldn't have expanded the way that it has..."



Children's Center, Tonia Burton reporting

Programs

- Miss Sam, a teacher from the Draper Center has been hosting a weekly Saturday ballet class that has been highly attended, with lively toddler dancing.
- Cordancia Chamber Orchestra performed their concert *We Write Classical Music* with music by young local composers and more lively dancing by preschoolers.
- Chelsea Arnold had a messy program, making snow slime over winter break.
- Miranda Hazen had a Scarf Marionette craft program.



Community Outreach/Meetings/Training

- Tonia Burton was invited to attend the Latinas Unidas Three Kings Day Celebration. Children were encouraged to make their own crown and take books home for their home library.



- Arnold tabled at a WXXI event for their show Carl the Collector. Arnold discussed library resources with parents including VIP passes and the Toy Library and engaged children in a magnetic sensory bin.



Raising A Reader

RAR staff spent the month continuing support for sites and introducing RAR to new sites and families. There were kickoff celebrations this past month, with Margarita Chaves at school #45. Olivia Cutter and Chaves tabled at Generations Clinton Square for their music event talking to parents about the program as well as passing out packets focusing on narrative skills. Cutter and librarian, Jen Dupre, from the Douglass Branch, went to Generations Highland for the same event the following day. Mark Hafer was also involved supporting RAR staff with RCSD #50 during family engagement activities which were focused on narrative skills. RAR staff Johnson has also been able to participate in more story time with various sites. This supports making connections and forming relationships within the classroom and with staff. RAR also recognized one of our families that have continued their support and participation for fourteen years.



Central Library Updates

Emily Clasper reporting

- Clasper hosted Chris Hastings, the new President and Chief Executive Officer for WXXI, for a tour of the Central Library. Hastings was accompanied by Cara Rager, Director of Early Learning, Rachel Rosner, Ready to Learn Statewide Partnerships Manager, and Sarah Abbamonte, Move to Include Project Manager. The group had a fun visit and seemed impressed by many of the amazing things we do at the Central Library! They have expressed interest in continuing our already strong relationship and collaborating more in the future.
- Clasper and Debi Mansour attended the reception for City Magazine's Best of Rochester Awards. Winners from each category were announced at this event, including the Central Library being recognized as "Best Library". Congratulations to Pittsford, Brighton, and the Arnett Branch for also being nominated! It was wonderful to mingle with so many people who make the Rochester area special and hear about how many of them love their libraries!



Arts/Literature, Erin Clarke reporting

Programs

- Don Hyatt went to Lifespan Rochester to paint with a group of adults. Participants were encouraged to express their creativity and free paint while chatting. Painting at Lifespan teaches basic painting techniques and engages our user base outside the library. Everyone had a great time and the final products were lovely!
- During the *Words in Progress* Zoom program with Jen Case, participants worked as a writing community to strengthen their skills and learn how to tell their story. The *Words in Progress* program meets patrons where they are and encourages their growth as writers and readers.



Anecdotes

January was Erin Clarke's first month in Arts & Literature as Division Head. Clarke is very fortunate to have an excellent team who have all been extremely generous with their time and are very supportive. There's so much to learn and put into action!

Business Insight Center (BIC), Jennifer Byrnes, reporting

Programs

- Business 1st Wednesday: *IP 101 Basics for Small Businesses*, SBDC, Presented by patent agent Dave Bassett. Attendees of this program were educated on the different types of intellectual property.
- *Tax Security Awareness* with Jacqueline Kelly-Myers from the Internal Revenue Service. This program helped attendees learn how to safely file taxes and avoid scams.
- *Cannabis Industry Overview and Worker's Rights and Responsibilities* was presented by April Smith from the Cannabis Workforce Initiative.
- *Thinking Money For Kids*: Nadia Morales of the Children's Center and Lily Anthony facilitated "Piggy Bank Theater," a storytime-based program that teaches financial literacy. Thinking Money for Kids is a grant through American Library Association and the Financial Industry Regulatory Authority.

Outreach/Meetings/Training

- BIC hosted a "Lunch and Learn" event at the Central Library for SCORE volunteers (Service Corp of Retired Executives). Melissa Cobo presented.
- Cobo attended the Resource Partner Kickoff meeting for Rochester Economic Development Corporation (ROCEDC, formerly REDCO)
- Byrnes presented on market research and intellectual property for an entrepreneurship class at the Golisano Institute.

Anecdotes

- A patron was delighted with our trademark and professional services provided through attorney Tracy Jong. She asked Cobo who she should contact to leave a review.

- Byrnes received this from Professor Ervin Starr at the Golisano Institute for Business & Entrepreneurship after teaching two classes there:

Dear Jen,

Thank you for your time and insightful presentation to our students. The B.I.C. Is a really wonderful community resource, and appreciate the work you and your team do to help our community thrive.

Warmly,

Erv

- Byrnes presented on the Digital Equity Initiative for FFRPL's Tuesday Topics as part of "Patty's Favorite Things."

Digital Equity Initiative (Wired for Opportunity)

- The team for our Digital Equity Initiative was finally established in January with Anna Neumaier starting January 2nd. Neumaier will be developing the curriculum for our Wired for Opportunity digital literacy courses and organizing instructors to teach the courses.
- DEI The team nailed down core classes for the *Wired for Opportunity* course curriculum. Neumaier worked on outlining these courses and compiling course materials for instructors. We are on target to begin offering the courses to the community in late Spring.
- All 10 solar table locations have been confirmed. The locations below were identified based on an analysis of several data points, including local broadband access, transportation options in the community, existing public wireless availability, and viable sites for installation and maintenance of a table. Once installed, these solar-powered tables will provide much needed wifi access and device-charging capabilities in neighborhoods where other options for filling these needs are limited.

Town	Location	Address
Brockport	Corbett Park	155 Clark Street
East Rochester	Eyer Building	317 Main Street
Greece	Canal Park	241 Elmgrove Rd
Hilton	Parma Town Hall Campus & Park	1300 Hilton Parma Corners Rd
Honeoye Falls	Totem Pole Park	41 W Main Street
Mumford	Freestyle Mercantile	2659 Scottsville Mumford Rd
Riga	The William Maher Lodge	836 Sanford Road South
Rochester	Connected Communities	616 North Goodman Street
Rochester	M.K. Gandhi Institute for Nonviolence	929 S. Plymouth Ave
Rochester	Father Tracy Advocacy Center	821 N Clinton Ave

- Anna Neumaier, Richard Mangione, and Jen Byrnes are all participating in the Digital Equity Academy through the New York State Library. Presenters and participants discussed the future of digital equity funding due to the new presidential administration.
- Mangione is becoming a certified trainer for Non-Visual Desktop Access (NVDA) screen reader software. NVDA allows blind and vision impaired people to access and interact with the Windows operating system and many third-party applications. We will contact other libraries in the future to determine if they would like NVDA downloaded, and their staff trained. The handicapped are one of the populations most impacted by digital inequality, so we are excited to offer this option for assistive technology. NVDA is free and was created by the charity NV Access.

Circulation/Information, Chad Cunningham reporting

Circulation Activity

- Curbside Pickup Appointments-0
- New Borrowers-290
- RRLC Access Cards Issued-18
- Notarial Acts-111

Anecdotes

- A patron recently came to the Rundel building for the first time in 26 years. She had fond memories of the library and was especially impressed by the doll collection. She had a great time revisiting the library.
- A patron who lives in Wayne County called to say that his Out of County card was no longer working on Hoopla. Chad Cunningham let him know that Out of County cardholders don't have access to Hoopla. Cunningham then told him about other libraries in New York State that offer Hoopla to New York State residents. The patron, in a moment of dad-joke brilliance, said to Cunningham "*I see what you're doing! You're just making me jump through Hooplas!*"

Local History & Genealogy, Shalis Worthy reporting

Programs and Tours

- Brandon Fess hosted two tour groups on the same day. In the morning, he spoke to a tour of about 25 students from Spencerport, providing an overview of the Local History & Genealogy Division. In the afternoon, he worked with a tour of eight Rochester Institute of Technology architecture students about archival spaces and planning for archives in a library building. The group was interested to learn about the Division's resources and about climate control and conditions for storing archives.
- Shalis Worthy gave a tour of the Local History and Genealogy Division and an introduction to the library's resources to the Operations Manager and other staff from Genesee Country Village and Museum.
- Worthy presented *Viewing the Past in the Present: An exploration of the Local History & Genealogy Division* at the Friends and Foundation of Rochester Public Library's Tuesday Topics series.

Outreach/Meetings/Training

- Worthy attended a training on the Fundamentals of Human Resources. This training provided an overview of New York state law around labor practices.
- Emily Morry attended the following training offered by Homeless Training, "Personality Disorders: An Interview with Dr. Gregory Lester, Ph.D."

Office of Rochester & Monroe County History, Christine Ridarsky Reporting

In January, a new joint Office of Rochester and Monroe County History was established within the library. Christine L. Ridarsky, who has served as City Historian since 2008, was also appointed County Historian by the Monroe County Legislature on December 10, 2024. The appointment of Ridarsky brings the county fully into

compliance with the law. She will be assisted by Library Assistant Emily Morry. Morry, who was made full-time in July 2024, will continue to work half-time in Local History and half-time for the historian's office.

Programs

- The premiere event in the *Storied Saloons: Local History Happy Hours* series about 90 people to the Abilene Bar & Lounge on January 22 for a presentation by Morry on the building's nearly 200-year history. Many of the people in attendance indicated that they planned to attend the next event in the series to be held at the Union Tavern in Sea Breeze, Irondequoit, on March 3. Abilene's owner, Danny Detusch was enthusiastic about the opportunity to host the event, writing on Facebook:

"Abilene Bar & Lounge is in its 16 year of business...in fact we're just a couple months shy of beginning our 17th year. That being said, last night has to rank up there with being one of the most memorable, most wonderful nights.

Dr. Emily Morry kept a packed house captivated for over an hour and a half. Her talk regarding the history of 153 Liberty Pole Way (formerly 395 Andrews Street) was entertaining, informative, enlightening, and more.

Last night had such a feel of community, of friendship. I'm a lucky guy, with great patrons, great staff, and awesome friends...and a cool, super old, history-filled building.

Thanks, Emily...and thanks to the Office of Rochester & Monroe County History and the Central Library's Local History & Genealogy Division. Do yourself a favor and check out RocCityLibrary.org"

Deutsch continued his praise in a second post two days later:

"We were absolutely blown away by this past Wednesday's 'Storied Saloons' presentation by Dr. Emily Morry of the Central Library's Local History Division. We highly recommend that you register for the next event, Monday, March 3 at the Union Tavern. We'll see ya there!"



Exhibitions

Ridarsky and Morry have been working with representatives from the local chapter of the American Friends of Lafayette to develop an exhibit to commemorate the bicentennial this year of the Revolutionary War general's 1825 "Farewell Tour," which included a June 7 stop in Rochester. The exhibit is scheduled to open in the Local History Exhibit Hall on the second floor or the Rundel Memorial Library in April.

Outreach/Meetings/Training

- On the evening of January 14, the historic Morgan Manning House in Brockport suffered a devastating fire that resulted in the collapse of part of the second floor and roof. Ridarsky responded to the fire by conducting a site visit the following day to offer support and advice on the recovery process. Fortunately, the house will be able to be rebuilt, many artifacts will be able to be restored, and, miraculously, the archives fully survived with only minor smoke damage. Ridarsky was able to connect the Morgan Manning House trustees and staff with a network of museum curators, archivists, and conservation specialists very quickly, helping to ensure that the historic collections were handled in a way that prevented additional damage and maximized the possibilities for restoration.
- Ridarsky engaged in several meetings with local municipal historians, County officials, and Visit Rochester representatives to plan for this year's Erie Canal Bicentennial. The historians are collaborating to develop a series of walking tours (and one boat tour) in the county's canal towns and villages to encourage participants to visit different canal locations throughout the year. This will include a passport in which participants can collect stamps from each event they attend.

Social Media

- The Office of Rochester & Monroe County History took over responsibility of the Local History Rocs blog, posting one article in January: "That Old Rundel: the Origins and Renaissance of the Rundel Memorial Library" (January 27), written by Morry. The post received a total of 73 views in January. In addition, readers from 23 countries revisited 126 previously published posts for a total of 983 blog views. All blog posts can be read online at www.rochistory.wordpress.com
- Morry discovered that journalist Jim Memmott of the *Democrat & Chronicle* included Puerto Rican community pioneer, Don Samuel Torres, in his "Remarkable Rochesterians" list after reading Morry's blog post on Rochester's Latinx Namesakes (September 26, 2024). Memmott wrote:
"Prompted by recent online article by Emily Morry in "Local History Rocs!", let's add the name of this leader in Rochester's Puerto Rican community to the list that can be found at:
[https://data.democratandchronicle.com/remarkable-rochesterians/.](https://data.democratandchronicle.com/remarkable-rochesterians/)"

Reynolds Media Center, Joseph Born reporting

RMC Services

- RMC loaned 9 pieces of equipment and 735 Mi-Fi units in addition to the regular collection, for a total of 3,663 items.
- Total circulation of RMC materials, including those that occurred at other libraries was 11,529.
- RMC handled 752 reference questions and 298 non-reference transactions for a total of 1,050.
- Average Door Count:
 - Monday-Friday: 228 patrons

- Saturday: 149 patrons

Programs

- First Friday Film: *Jules*
- See it First Matinee: *Transformers One*
- Brown Bag Book Discussion: *Table for Two* by Amor Towles

Hoopla

Circulation

- Audiobooks – 2069
- Binge Pass – 53
- Comics – 162
- eBooks – 522
- Movies/TV – 461
- Music – 87
- Total Circulation – 3354

Users

- New users – 122
- Patrons using 7 borrows – 192(20%)
- Total users – 970

Cost

- Total \$7,648.23
- Per item – \$2.28

Science and History, Gabe Pellegrino reporting

Programs

- Florence Morris received tax forms from the IRS to be shared with the public in late January. She anticipates receipt of the New York State forms in February. The Division will once again be host to the New York State Taxpayer assistance program, which will be held weekly during tax season starting in February.
- LROC (Library Resource Outreach Center) continued to be busy with over 75 people seen in January. There have been days with as many as 15 or more people signing up for assistance with housing. LROC, which includes the services of our partners from Person Centered Housing Options (PCHO) and MCCollaborative, is present at the library on Tuesdays and Thursdays, 1-3 pm.

Outreach/Meetings/Training

Morris received more materials from the Erie Canalway Heritage Corridor, including a large mylar banner commemorating the 200th anniversary of the Erie canal, to display in the Science Division. This will tie in nicely with upcoming programs on the history of the Erie Canal.

Technology Center, Jay Osborne Reporting

Programs

- Patrons often come into the Technology Center asking for “computer classes” but aren’t sure what they want to learn or why. These folks are often older patrons who don’t have much knowledge about computers but have a sense that computer skills can help them. To address this issue, Senior Planet classes kicked off this month, with licensed content and course materials to facilitate learning for seniors 60+. While the licensing process for the curriculum has some very limiting rules to maintain consistency of program delivery, we’re hoping that the experience of utilizing this style of curriculum will assist in developing more

versatile and robust technology instruction programming on limited staff time. Several seniors have begun attending classes at the library after receiving personalized assistance in the Tech Center, or after one of our monthly TechLink outreach events. While only working part-time in January due to a bout of COVID, our licensed trainer Cy was still able to provide 4 senior technology classes serving a total of 16 students, so we're off to a good start!

Teen Central, Jeff Bostic reporting

Programs

- The Central Library Liberators eSports team took on the RPD in their 3rd annual esports event. This year's tournament was moved to the Kate Gleason Auditorium to better accommodate the large number of participants. This event engaged our youth positively with the RPD. It also put them in a professional gaming setting which could help them advance their careers in esports. The 585Fighterz streamed the event live, which got excellent media coverage: https://13wham.com/news/local/rochester-police-and-local-youth-bond-over-video-games-at-library-event?utm_source=sfmc&utm_medium=email&sfmc_id=9390881&utm_guid=61403c6ff01571a16f0b98e6ab06cfe441be9efc9e3899cd50b7a0b1fe1d612a&utm_campaign=



- The comics created during the Comic Empowerment Lab finally got a display case, thanks to FFRPL support. The students have been excited to see their work showcased, and there are many more labs scheduled for the rest of the year. The Cooley Comics team came down to take pictures of the comic display case. Tony, who inspired the AI Comic program, was touched to see his comic front and center in the display case. Judging for the May 14th Comic Awards will begin soon as well.
- 585Fighterz hosted a Tekken 8 tournament this month and it was won by our youngest Liberator with two PERFECT rounds, meaning he won the championship untouched.
- This month the Central Library Liberators celebrated Victor's amazing win in the Mario Kart World Tournament Playoffs. This celebration highlighted the greatness that our kids can achieve through esports. All of the team members experienced Dinosaur BBQ for the first time and thoroughly enjoyed it!
- One of the coolest Glowforge creations was made this month. A young man made a very impressive Josh Allen wristband.



Community Library Updates

Amy Discenza reporting

Mobile Library Updates

Putting the finishing touches on RPL GO! has been a true group effort involving staff from several areas of RPL. Discenza coordinated with Jordan Dotson to create a webpage and online form for mobile library requests and worked with Graphics staff to create marketing materials, including a basic postcard-sized advertisement, a printable/customizable flyer for mobile library partners, and sandwich board designs. Discenza also secured miscellaneous RPL GO! Supplies including a roadside assistant kit, first aid kit, shovel, snowbrush, people counter, and RPL tablecloths. Jim Whittemore is preparing the A/V cabinet, which will serve as a mobile circulation desk and house the print/scan/fax machine, and the laptop cabinet, which will store five laptops, four tablets, and their various accouterments (mice, laptop locks, etc.), with room to grow the collection. The

statistics piece is still a work in progress. Joe Born is working with T-Mobile to determine what type of statistics they can provide on new orders of mi-fi units. Pamela Principe is working on her piece with input from Dennis Williams and the Lyell team. Debi Mansour has provided overall support and direction and is incorporating the mobile library into Gimlet, programming, and monthly statistical reporting. Williams and the Lyell team are currently conducting test runs of the van to make sure that they are comfortable using the equipment to provide services efficiently and effectively and should be ready to hit the road in earnest in March!

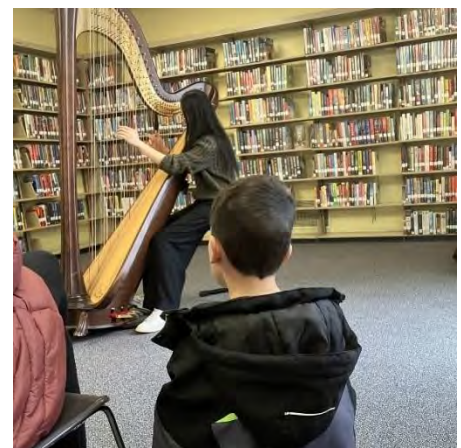
As part of her involvement with the City Opioid Team, Discenza represented RPL at a Public Education Session hosted by Beatriz LeBron of the Father Tracy Advocacy Center and her team of Neighborhood Ambassadors at Abraham Lincoln School No. 22. In addition to leading neighborhood clean-up efforts, each of the four Neighborhood Ambassador Programs affiliated with the City of Rochester opioid settlement spending plan has been tasked with hosting an opioid public education session in their quadrant. Representatives from AMR, Police, Fire, the Person in Crisis team, and street ambassadors from the Father Tracy Advocacy Center comprised a discussion panel to discuss opioid-related concerns with community members and disseminate important information.



Arnett Branch Library, Ginger Brewer reporting

Programs

- The Arnett Library Music Series kicked off this month with a talented harpist, Sunshine Quan, from the Eastman School of Music. Quan played a diverse selection of pieces and provided background information on each one. This concert was both enjoyable and educational. The sound of the harp was soothing, leaving patrons in awe by the time the program concluded.
- A representative from the Center for Youth tabled in the teen area on Tuesdays this month. They worked with teens on job readiness skills, college preparedness including FAFSA and applications, financial literacy skills, and even provided support to individuals



working toward getting their driver's license. Arnett teens responded positively to the program, with 9 of them taking information home to discuss with their parents. Center for Youth will continue to visit throughout February.

- Teen Taste Test was a popular program at Arnett during the month. Teens sampled and rated five different types of "oranges," including tangelos and tangerines. Teen Taste Test was an excellent way to get the teens to compare and contrast related items and to think critically about their world. These skills can be applied to their schoolwork and throughout their daily lives.



Anecdotes/Other

- Ginger Brewer began as the new Branch Manager for Arnett. Staff and patrons alike were excited to welcome her!
- The new carpet in the children's area is lovely and worth the work required to remove and store all the furniture and computers from the area, remove books, and then replace materials after the carpet installation. The teamwork displayed by LAS, friends from Facilities, and the Arnett staff was exceptional.

Charlotte Branch Library, Cathy Kyle reporting

Programs

- Charlotte hosted a Shrinky Dink program for adults. Participants reminisced about their childhoods—Shrinky Dinks peaked in popularity in the 1980s—and had a wonderful time.
- Storytime was delightful. The regulars engaged with the songs and performed the associated motions. There were many requests for the music and rhymes that the little ones loved.



- Cherelin and a team of five volunteers fed 111 families and made a large donation to a church's blessing box through the branch's food distribution program. Produce was secured from vendors at the Rochester Public Market.



Community Outreach/Meetings

- Kyle attended the Charlotte Community Association meeting and learned about several events that would be great for library outreach. She plans to contact the president to discuss possible collaboration.
- Kyle and Sylvia Griffin observed story times at a few different libraries to determine how they could enhance their own. It was a valuable experience for both Kyle and Griffin.

Anecdotes/Other

- Kyle provided extensive support to a patron learning to use her Microsoft Surface laptop. Since she didn't have Microsoft Office, the individual was unable to open the files on her USB drive. Kyle taught her how to upload her documents to Google Docs so she could access them on her laptop at home. The patron, who is working toward reentering the workforce, was grateful for the assistance and will be back for more instruction.
- Cherelin creates exciting and engaging hands-on musical programming for youth and families at a moment's notice. This typically features piano, ukelele, guitar, or hand drums and can also include mime or juggling.



Douglass Community Library, Evanna DiSalvo reporting

Programs

- Every day after school, the children's team provides activities, a.k.a. Douglass Doings, for preschool and school-age children. Scavenger hunts, craft projects, and coloring pages are extremely popular. The 3D printer is often used to make fidget toys, and a lively card or board game is always taking place.
- Douglass's Dungeons and Dragons game has grown so popular among participants aged 10 to 16 that games are now held twice a week.
- On National Compliment Day, staff gave out complimentary compliments to patrons and offered a list of 100 suggested compliments they could use to spread the idea. The list contained suggestions that were both ordinary—such as “you're incredibly thoughtful”—and extraordinary (see below), so there was something to suit every compliment style. It was fun choosing extraordinary compliments for the staff:
 - *Roarke has the energy of a squirrel that's discovered a coffee plantation.*
 - *Jen is so cool penguins ask her for advice on chilling.*
 - *Haley is so dependable she makes gravity look flaky.*

- *Isaac is more precious than a unicorn riding a dragon over a double rainbow.*
- *Nina is so caring she probably apologizes to chairs when she bumps into them.*
- *Sharon is so efficient she makes assembly lines look lazy.*
- *Andrea's work ethic makes busy bees look like they're on permanent vacation.*
- *Lillian's kindness is so abundant it probably extends to parallel universes.*
- *Bridget's resourcefulness could turn a paperclip into a spaceship.*
- *Evanna's adventurous spirit makes Indiana Jones look like a homebody.*

Community Outreach/Meetings/Training

- Jennifer Dupre attended a Raising a Reader parent engagement event at Generations Highland. A special music and movement program took place in two classrooms, and Dupre and Olivia Cutter set up a table to hand out literacy activity packets to attending families.
- Isaac Lewis and a team of MCLS librarians are planning a panel discussion about Manga and how to organize it at Tora-Con in March. The group communicates frequently using Discord and meets occasionally on Teams. More information will be forthcoming as plans take shape.
- Dupre visited the preschool classrooms at Anna Murray Douglass Academy School No. 12 twice to deliver story times.
- Evanna DiSalvo joined the *Last Child in the Woods* book discussion facilitated by Kyra Stephenson, School No. 12's Nature Based Learning Coach. The group will meet bi-weekly via Zoom through March and gather in person outside for a celebration once spring arrives.

Anecdotes/Other

Room 138 Progress: The Frederick Douglass Community Library shares room 138 with School No. 12. The floor was fixed so that the door can open completely, and the spackling around the door has been sanded, but it's not yet painted. There has not been any news about getting swipe access to the room, but the music teacher has kindly offered to come by on his way out of the building and open the door so that the room can be used after school. The room is filled with a variety of furniture—tables that can be moved around and placed in different configurations, at least four assorted styles of stools, beanbag chairs, and two booth-like works stations. It will be great when Saturday programming can be resumed!



Lincoln Branch Library, Sarah Lehman reporting

Programs

- Children's staff hosted Snakefest, a multi-activity event themed around Lunar New Year and the Year of the Snake. The afternoon kicked off with a special program from the Seneca Park Zoo, featuring two of their slithery stars. Some participants were avid snake fans and could answer the zoo staff's questions about the snakes; others were initially intimidated and rushed out of the room when the first snake was introduced—

curiosity drew them back later. Afterward, the children gathered for a snake-themed craft and enjoyed fortune cookies together.

- The weekly tradition of playing Nintendo Switch games continues to be a hit! New faces and regular patrons came together to try to beat Griffin Van Ostrand (as Kirby) in Super Smash Bros., with a few of the children finding recent success. Through teamwork, the children figured out Van Ostrand's strategy and attack patterns, using their characters' different abilities to thwart him.
- Vera Haygood hosted two 2025 Vision Board sessions for teens, allowing them to visualize realistic goals to achieve during the current year and reflect daily on how far they have come or still need to go by December 31, 2025.



- Local artist Rachel Ortiz visited the Lincoln Library to conduct an art class centered on personal development and recovery for patrons. It was very well received, and staff look forward to having Rachel at Lincoln again in the warmer months for another class!

Community Outreach/Meetings/Training

- Van Ostrand held a special snow-themed storytime and crafting session at Wilson Commencement. After reading *The Snow Thief* by Alice Hemming, the children made their own snowman puppets. These young creators took a variety of different approaches, making snow princesses, snow zombies, snow families, and even joining two puppets together to create an epic snowman sword!
- Preschool Classes from Schools No. 4 and 25, and their parents, visited the Toy Library. While one class enjoyed playing together in the Toy Library, the other class participated in a story time and special New Year's resolution-themed scavenger hunt with goals such as encouraging kindness, learning a new skill, and making new friends.

Anecdotes/Other

Sarah Lehman had the pleasure of watching two boys (one an English speaker, one not) have a wonderful time playing together regardless of the language each spoke. While leaving the library, one of the boys told his mother, "Mom! This library is awesome! It has books, it has toys, it has everything you need!"

Lyell Branch Library, Dennis Williams reporting

Programs

- Manju Sharma organized a QR code scavenger hunt program for teens. After successfully finding all five codes, one lucky winner took home a Dunkin Donuts gift card.
- This month, teens also gathered to play Fortnite on PlayStation 5 using multiplayer mode, while others enjoyed Roblox on the public computers.
- On Thursdays, a group of regulars gather to knit, crochet, and socialize at Lyell's Much Ado About Yarn meetups.
- Staff from Planned Parenthood tabled in the library, providing resources, information and goodies related to reproductive health and education.
- MVP Health Care Navigators visited Lyell this month, to help connect patrons with resources.

Outreach

Artemis Markakis led technology training sessions for seniors at the Charles Settlement House.

Anecdotes/Other

Two new staff members recently joined the Lyell Team: Jerome McCullough (Page) and Caleb Paul (Children's Librarian).

Maplewood Community Library, Johanna Buran reporting

Programs

Maplewood kids and teens welcomed the new year by revisiting resolutions from years past. Each January, young patrons outline their goals for the coming year; they are returned at the start of the following year. Participants often include a photo and marvel at how much they've grown over just one year (a year can seem lengthy when you're only three). While the resolutions showcased a range of ambitions, certain common themes stood out. Maplewood youth aimed to enhance their grades and improve their English-speaking skills. Some were genuinely committed to self-betterment, aspiring to read more, perform backflips, draw with greater skill, and exhibit kindness. Meanwhile, others set more whimsical targets, such as "getting older" and "sleeping a lot."

Outreach

Johanna Buran attended the Maplewood Neighborhood Association meeting.

Anecdotes/Other

- Due to an HVAC issue, Maplewood was closed from January 6 through 8, and staff were temporarily reassigned to other RPL locations. One patron, who was in the process of completing a naturalization form, was relieved to connect with Brian DiNitto at the Central Library.
- In collaboration with a social worker and a Somali translator, Maplewood staff helped a patron sign and notarize two forms.

- Staff helped a patron access an onboarding website for a new job in nursing.
- A young patron was identified as an outstanding student and honored by his school. In a biographical statement, he noted that he was a member of the Maplewood Community Library.

Monroe Branch Library, Mary Clare Scheg reporting

Programs

- Monroe's new Children's Librarian, Kassady Lewis, organized eight storytime programs for three- to five-year-olds, spanning six weeks from February to March. She also scheduled February outreach with Francis Parker School No. 23 and St. Paul's Daycare.
- Theresa Filo's Dungeons and Dragons Club has a loyal and enthusiastic following; the group met twice this month.
- To broaden participation, Filo is expanding her teen video program to include tweens. She will also host a series of video game pop-ups to promote the program.
- Monroe's Adult Book Club enjoys a loyal following. This month they discussed *Remarkably Bright Creatures* by Shelby Van Pelt

Community Outreach/Meetings/Training

- Due to inclement weather, Chris Price and Mary Clare Scheg visited Cobb's Hill Manor Assisted Living to deliver and pick up books from a patron who regularly visits the library. During this visit, Scheg reconnected with a staff member to discuss the resumption of visits by some residents to the library. Happily, the library is scheduled for visits.
- Twenty-two students from Genesee Charter School visited the Monroe Branch to browse the children's and teen collections. They enjoy reading a variety of subjects, including current events. One young visitor paged through *The New York Times* and checked out an issue of *The Week* to keep up with the news.

Anecdotes

The Monroe Avenue Neighborhood Ambassador Program—one of four Neighborhood Ambassador Programs initiated by the City of Rochester to tackle the opioid crisis—is progressing well. Neighborhood Ambassadors have visited the library to share updates: one worker mentioned that they have helped five individuals with drug addictions enter detox programs. Scheg provided hats and scarves for the ambassadors to distribute within the community.

Wheatley Community Library, Sheilah Murphy reporting

Programs

- Children and teens made bubble painting prints and enjoyed bubble tea while creating their artwork for Wheatley's monthly Mix and Mingle.



- Kathryn Rebholz provided supplies for teens to create 2025 Vision Board collages, featuring images that represent experiences, vibes, motivation, goals, and other positive intentions for the new year.
- Audiobooks and Art took place on a Saturday morning. Patrons listened to the short story “The Room-Service Waiter” by Tom Crewe while decorating candle jars and ceramic planters with acrylic markers. Everyone who attended enjoyed the activity. Several new faces participated in this event, learning more about the Phillis Wheatley Community Library and its resources.

Community Outreach/Meetings/Training

- Rebholz co-hosted a program with the Metro Council for Teen Potential.
- The Story Walk Refresh Project with Healthi Kids had six muralists submit their work for consideration.

Anecdotes/Other

A patron came to the Phillis Wheatley Community Library from a town library within the MCLS system for assistance with their resume. Heather Ahearn and the patron discussed the specific areas of concern and utilized online resources for additional support and ideas. Although only a few changes were made, the patron left feeling satisfied, partly because their concerns were acknowledged, discussed, and addressed.

Sully Branch Library, Maria Heeks-Heinlein reporting

Programs

- Jacob Bigelow hosted a few meetings of the Rochester Queer Comics Club (RQC), a part of the Rochester Rainbow Union. The group is a queer and queer ally social group that meets regularly to discuss comics and nerd culture.
- Ridley Fiddler-Schultz of the Rochester Americans and the Moose visited Sully to read a story and talk about hockey. After the story and discussion, they stayed for pictures and autographs. Sully is thankful to the Rochester Americans for this fantastic program.
- Chess and Uno have always been favorite games at Sully, but Monopoly is popular as well. Board games are a fantastic way to have fun, and they also promote language development, teamwork, and patience.





Community Outreach/Meeting/Training

George Carter and Maria Heeks-Heinlein attended a safety and security meeting for the Ryan Center Complex. The group discussed upcoming building projects, including the installation of replacement lighting throughout the entire complex in February. A longer-term renovation will occur in the recreation center this summer into fall. The recreation center will be closed through the renovations, but the library plans to remain open. Participants also discussed the possibility of having a building-wide shutdown drill.

Anecdotes/Other

A woman searching for housing for herself and her children was using the library as a place to obtain and send necessary documents for her housing application. She discovered that she had been approved for housing and came to the library to thank everyone for their help.

Winton Branch Library, Kathy Wolf reporting

Programs

- One of the joys of hosting a series of programs is the community that forms. Rhyme Time is an ongoing early literacy program open to families with babies aged 0 to 3, held twice each week. Julian, a regular attendee, is just starting to walk. One day recently, he crawled over to where Kathy Wolf was sitting, turned to face his mother, and stood up. She reached out her arms, and the room fell silent as everyone watched with bated breath while he took four or five steps toward his mom. All the adults in the room cheered him on.

- During January's Winton Comic Club meeting, the tweens discussed the manga Haikyu!!, an epic tale of rivalry, friendship, and volleyball. The session kicked off with a lively chat about Kageyama, a character one participant likened to kids he knows at school because he's "*big, loud, and thinks he's the best.*" Although this young man wasn't fond of Kageyama's behaviors, the potential for his character development motivated him to continue reading. Haikyu!! consists of 45 volumes, and he pledged to read every one of them. Inspired by the team banners featured in the manga, the tweens eagerly created their own. The teams concluded the meeting with an energetic game of Anime Sports Charades. Drawing inspiration from the expressive movements of anime characters, the kids acted out various sports as if they were part of an anime, resulting in plenty of silly poses, loud chants, and lots of laughter.



Anecdotes

Two individuals came to the library for assistance printing some financial documents. These documents, along with the applications on their phones, were entirely in Chinese. The patrons didn't know how to use the phone, and Smith didn't know Chinese; however, both parties were committed to getting these documents printed, even if it took all day! Although Smith couldn't read the text on the phone, she managed to decipher some visual symbols to take screenshots of the documents, attach them to an email, and send them for printing. The patrons were very kind and thanked Smith for figuring it out, saying that the library was their last resort before having to "*go all the way to Chinatown in New York to get someone to help us!*" Smith was glad to have saved them the trip!

Proposed Central Library Budget, 2025-26

February 13, 2025

Assumptions:

1. Standard 1.5% increase from Monroe County support due to wage/salary and operating inflation impacts.
2. State Aid remains flat from FY24-25 4% increase.
3. Employee benefit costs:
 - a. 14.5% blended retirement contribution (15.3% FY25)
 - b. Increase in active employee medical expenses, 11.9% FY26 blended (self-insurance by City)
 - c. Minor retiree medical FY25 blended rate increase
 - d. Negligible Dental increase
4. Salary/wage increases at 3% AFSCME, CSEA & APT (all bargaining units under contract)

Proposal:

1. Budget gap ~\$490,000 due primarily to benefit increases and wage/salary inflation, with minor revenue losses incorporated (\$18,000 from FFRPL bookstore and use/service charges).
2. Gap closed mainly through personnel changes resulting from retirements and vacancies, slight estimated increase in system services revenues.
3. There are many position changes, upgrades, and transfers within Central; these are detailed in the bureau budgets and summarized in personnel sheets. The net full-time increase is 5 positions, funded by the County Digital Equity Initiative (ARPA).

Fund Balance

1. MCLS fund balances supported Central operations from FY11 to FY16. Going forward, excess fund balances shall apply to approved activities within the MCLS capital and operating budgets.
2. Based on 2024 MCLS expenses under budgeted allocations, the projected MCLS fund balance is approximately \$1.88 million pending final County year-end close. The projected *available* balance is the same, as no funds are currently incorporated in the 2025 budget for operating or capital support.
3. The minimum fund balance required by the MCLS fund balance policy is \$71,576, based on 1.5% of the MCLS 2025 budget.
4. It is recommended that fund balance be reserved for potential impacts to Federal e-rate revenue.

2025-26 FRINGE BENEFITS COST PROJECTIONS

CENTRAL	FY23 Budget <i>actuals will be provided</i>	FY24 Budget	FY25 Budget	FY26 Budget
MEDICAL	916,300	942,900	989,400	1,103,200
FICA	479,100	483,700	495,100	528,700
DENTAL & VISION	55,800	57,700	58,100	62,500
LIFE INSURANCE	900	1,500	1,500	1,500
RETIREMENT	725,800	682,800	818,700	856,300
PAST WORKER'S COMP	11,600	35,000	44,300	44,100
RETIREE MEDICAL	935,900	982,700	888,500	1,029,400
UNEMPLMT & DIS INS	10,100	15,000	15,000	16,900
TOTAL	3,135,500	3,201,300	3,310,600	3,642,600

1. Medical Benefits (\$1,103,200): Self-funded insurance trust administratively managed by MVP. Central bills County for premium equivalents. Increases based on FY24 actual costs and projected 2025 (12.5% increase as 1/1/26 for MVP) rate assumptions.
2. Social Security (\$528,700): Cost is based on the current rate of 7.65% of the total full and part-time salaries for FY26 MOE wages.
3. Dental & Vision Insurance (\$62,500): Vision supplement is not charged to Library Fund.
4. Life Insurance (\$1,500): These costs are based on current expense levels.
5. NYS Retirement (\$856,300): This estimates the Central portion of actual NYS Retirement contributions. State rates increased substantially in FY 25 and FY26.
6. Past Worker's Compensation (\$44,100): Estimated from historic expense levels; Library billed for actual claims coverage.
7. Retired Employee Medical (\$1,029,400): Costs are based on estimated, blended calendar year increases and projected increases for FY26 (19% on average).
8. Unemployment & Disability Insurance Benefits (\$16,900): The library fund is charged based on actual insurance payments. This is estimated from prior year actuals as well as projected APT costs of disability insurance.

**FY26 CENTRAL LIBRARY
BUDGET REVENUE MOE**

	BUDGET 2022-23	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25	BUDGET 2025-26	+/- Budget
MCLS SYSTEM SERVICE REVENUE						
Technical Services	276,526	245,534	250,506	258,933	261,522	2,589
Interlibrary Loan	68,000	70,000	72,000	74,000	74,000	0
Delivery Charges	459,199	390,123	447,160	472,115	476,836	4,721
Automation Operations	510,035	509,749	515,227	521,571	526,786	5,215
Director's Office Reimbursement	108,680	97,976	125,094	120,742	121,949	1,207
Operational Support	930,076	812,846	973,158	964,039	973,679	9,640
TOTAL	2,352,500	2,126,228	2,383,100	2,411,400	2,434,772	23,372
USE/SERVICE CHARGES						
Fines, Fees, Miscellaneous (1)	70,000	48,107	70,000	20,000	20,000	0
Minor Sales & Library Chargebacks (2)	25,100	192	25,100	38,100	3,100	(35,000)
Library Chargebacks	0	1,479	0	0	0	0
Misc. Additional Payments (3)	164,000	137,971	164,000	164,000	146,000	(18,000)
TOTAL	259,100	187,749	259,100	222,100	169,100	(53,000)
GRANTS						
Grants (4)	233,000	141,531	188,000	259,000	259,000	0
TOTAL	233,000	141,531	188,000	259,000	259,000	0
STATE AID						
Central Library Program Aid (5)	302,100	300,616	302,100	322,200	322,200	0
Central Library Book Aid	0	0	0	0	0	0
Outreach (5)	136,200	157,444	159,200	164,700	164,700	0
State Corrections (5)	0	0	0	0	0	0
County Jails (5)	8,800	7,882	8,800	9,100	9,100	0
TOTAL	447,100	465,942	470,100	481,700	496,000	14,300
TOTAL STATE AID, GRANTS, FEES	3,291,700	2,921,450	3,300,300	3,374,200	3,358,872	(15,328)
MONROE COUNTY SUPPORT (6)	7,291,300	7,158,349	7,487,100	7,660,100	8,271,600	611,500
CITY PRORATED SHARE	654,000	654,000	678,900	687,500	708,300	20,800
TOTAL REVENUE	10,929,500	10,733,799	11,466,300	11,721,800	12,338,772	616,972

- 1 FINE FORGIVENESS PROGRAM IMPLEMENTED DURING FY24 - BALANCE FEES AND LOST/DAMAGED ITEMS
- 2 ELIM OUT OF COUNTY CARD TO MCLS (-\$35,000), ATM SVCS \$1,500, AUTOMATION CHARGEBACKS \$1,600 (MERGED WITH MINOR SALES FY23)
- 3 FFRPL ANNUAL CAMPAIGN \$60,000, MTG ROOMS/EVENTS \$20,000 (DEC BY 8,000), FFRPL BOOKSTORE \$25,000 (DEC BY 10,000), CASH PROGRAM OCCUPANCY \$37,000
FOODLINK CAFÉ UTILITIES \$4,000
- 4 GRANT REVENUE/EXPENSE ALLOCATION \$75,000, FFRPL DIGITIZING \$35,000, FFRPL BUSINESS INNOVATION \$40,000, MONROE COUNTY HISTORIAN SERVICES \$50,000,
GLEASON SCI/HIST SUPPORT \$20,000, KENYON JEFFRIES LH SUPPORT \$19,000, FFRPL OUTREACH \$15,000, STRONG MUSEUM \$5,000
- 5 4%STATE AID INCREASE; CENTRAL AID MERGED FY23; STATE CORRECTIONS CLOSED FY23; OUTREACH CONSOLIDATED FY24; ALL FUNDS BROUGHT IN FROM MCLS
TO EXPEND IN RPL FY
- 6 1.5% COUNTY INCREASE TO CENTRAL OPERATIONS SUPPORT (7,775,000) PLUS REIMBURSEMENT FOR DIGITAL EQUITY GRANT POSITIONS

FY25-26 PROPOSED EXPENSE SUMMARY

MUNIS OBJECT	DESCRIPTION	ADMIN		PUB SVCS		PUB SVCS		MCLS SVCS		MCLS SVCS		BUDGET	
		24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26	24-25	25-26
601000	SALARIES	1,412,200	1,424,100	11,900	2,222,300	2,424,200	201,900	1,308,400	1,363,500	55,100	4,942,800	5,211,800	
601050	PART TIME	172,700	195,400	22,700	1,123,400	1,117,500	(5,900)	301,400	290,200	(11,200)	1,597,500	1,603,100	
602010	OVERTIME	13,500	13,500	0	1,000	1,000	0	3,000	4,500	1,500	17,500	19,000	
603010	PERSONAL LEAVE BUYBACK	8,300	8,300	0	6,300	6,300	0	2,500	2,500	0	17,100	17,100	
603030	LONGEVITY	7,200	8,650	1,450	19,300	31,300	12,000	12,200	12,400	200	38,650	52,350	
603080	CELL PHONE ALLOWANCE	1,500	2,500	1,000	1,000	1,000	0	1,500	1,500	0	4,000	5,000	
603100	W/A	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL		1,615,400	1,652,500	37,100	3,373,300	3,581,300	208,000	1,629,000	1,674,600	45,600	6,617,550	6,908,350	
605010	OFFICE SUPPLIES	47,700	46,700	(1,000)	5,200	4,800	(400)	3,600	3,600	0	56,500	55,100	
605070	CLEANING SUPPLIES	21,000	23,000	2,000	0	0	0	0	0	0	21,000	23,000	
605080	WEARING APPAREL	11,600	11,600	0	0	0	0	4,100	4,100	0	15,700	15,700	
605120	TOOLS & MACHINE PARTS	8,200	9,000	800	0	0	0	0	0	0	8,200	9,000	
605150	LIGHTING	4,100	4,100	0	0	0	0	0	0	0	4,100	4,100	
605200	MISCELLANEOUS SUPPLIES	2,000	2,000	0	0	0	0	0	0	0	2,000	2,000	
SUBTOTAL		94,600	96,400	1,800	5,200	4,800	(400)	7,700	7,700	0	107,500	108,900	
606010	COMMUNICATION	10,500	10,500	0	0	0	0	0	0	0	10,500	10,500	
606020	DUPLICATING SERVICES	0	0	0	0	0	0	0	0	0	0	0	
606040	POSTAGE	5,800	5,800	0	0	0	0	500	500	0	6,300	6,300	
606060	REFUSE COLLECTION	22,000	22,000	0	0	0	0	0	0	0	22,000	22,000	
606070	WORKER'S COMPENSATION	10,000	10,000	0	0	0	0	0	0	0	10,000	10,000	
606080	WATER CHARGES	38,900	38,900	0	0	0	0	0	0	0	38,900	38,900	
606090	MOTOR EQUIPMENT	0	0	0	3,500	3,500	0	2,200	2,200	0	5,700	5,700	
607010	UTILITIES	465,000	465,000	0	2,500	2,500	0	9,000	9,000	0	467,500	467,500	
607020	RENTS	45,200	45,200	0	2,500	2,500	0	3,100	3,100	0	56,700	56,700	
607030	EQUIPMENT MAINTENANCE	0	0	0	20,700	20,700	0	0	0	0	23,800	23,800	
607040	BUILDING MAINTENANCE	79,600	79,600	0	0	0	0	0	0	0	79,600	79,600	
607050	SECURITY SERVICES	3,600	12,000	8,400	0	0	0	0	0	0	3,600	12,000	
608010	PRINTING & ADVERTISING	3,500	3,500	0	0	0	0	0	0	0	3,500	3,500	
608030	CLEANING & LAUNDRY	0	0	0	0	0	0	0	0	0	0	0	
608050	DUES & SUBSCRIPTIONS	2,300	5,000	2,700	7,900	11,600	3,700	900	900	0	11,100	17,500	
608060	MILEAGE	1,000	1,000	0	0	0	0	0	0	0	1,000	1,000	
608070	FOOD & MEALS	1,000	1,000	0	0	0	0	0	0	0	1,000	1,000	
608120	MISCELLANEOUS	64,500	29,800	(34,700)	0	0	0	0	0	0	62,500	29,800	
609010	TRAVEL & TRAINING	12,600	12,600	0	0	0	0	3,000	3,000	0	15,600	15,600	
610010	PROFESSIONAL FEES	31,400	30,000	(1,400)	69,700	80,000	10,300	120,500	115,500	(5,000)	221,600	225,500	
611010	OTHER COMMUNICATION	2,600	2,600	0	500	500	0	600	600	0	3,700	3,700	
612020	SERVICE CHARGES OTHER GOVERNMENTS	51,400	51,400	0	0	0	0	0	0	0	51,400	51,400	
SUBTOTAL		850,900	825,900	(25,000)	107,300	121,300	14,000	139,800	134,800	(5,000)	109,600	1,082,000	
652010	FURNITURE & FURNISHINGS	0	0	0	0	0	0	0	0	0	0	0	
652030	LIBRARY MATERIALS	0	0	0	496,100	496,100	0	8,900	15,700	6,800	505,000	511,800	
660010	MISCELLANEOUS EQUIPMENT	3,100	3,100	0	0	0	0	7,000	7,000	0	10,100	10,100	
SUBTOTAL		3,100	3,100	0	496,100	496,100	0	15,900	22,700	6,800	515,100	521,900	
604090	EMPLOYEE BENEFITS	0	0	0	0	0	0	0	0	0	3,310,600	3,642,600	
665010	UNITIMIZED EXPENSE	75,000	75,000	0	0	0	0	0	0	0	75,000	75,000	
SUBTOTAL		75,000	75,000	0	0	0	0	0	0	0	3,385,600	3,717,600	
GRAND TOTAL		2,636,700	2,652,900	16,200	3,981,900	4,203,500	221,600	1,792,400	1,839,800	47,400	11,721,800	12,338,800	

Proposed Community Library Budget, 2025-26

February 13, 2025

Assumptions:

1. City provided no reduction request to meet Budget Level Allocation (BLA); however, City also asked to provide proposals for a 1%, 2%, and 3% cut.
2. Continued reduction in revenue target for FFRPL private support for Safe to Be Smart.
3. FY26 revenue projections hold previous increase in State Aid flat.
4. Salary/wage increases of 3% are known for all contracted positions and planned for APT.

Process:

1. Senior Management reviewed branch supervisors budget proposals, which evaluate staffing, hours of operation, programming and materials expenses, and ultimately provide operating and capital budget recommendations.
2. Branch Administration (Area Coordinator and Librarian III) assisted Senior Management during this process as the Deputy Director does not start until March.
3. Capital projects were evaluated for deferral or scope reductions; final CIP submissions and changes will be reviewed by the Board in spring.

Proposal:

1. Decrease in Central Facilities capital allocation to meet revenue reduction.
2. Reduction in Winton Branch page hours to add an additional Clerk Typist.
3. Upgrade of Lincoln Branch Clerk Typist to Technology Services Specialist to support computer-based activities.
4. Upgrade of Sully Branch Clerk Typist to Clerk III/Typing.
5. Increase multiple Branch Admin non-personnel lines, including dues & subscriptions (PITS), contracted security services, and professional services (cost shares).
6. Inflationary increases for Maintenance supplies, City water & refuse chargebacks, and parking lot rent at Monroe.
7. Maplewood construction continues in the new fiscal year, with tentative reopening in Spring 2026. Assumed increase in utilities due to footprint expansion.

Note – the current proposed budget does not include an operating impact for the Northeast branch library. This will impact the FY27 budget.

BRANCH LIBRARY REVENUE BUDGET 2025-26

REVENUE CODE	DESCRIPTION	BUDGET			+/- BUDGET 24-25
		23-24	24-25	25-26	
369500	RENTS, FEES & OPERATIONS (1)	88,700	88,700	88,700	0
407510	GRANTS (2)	198,500	103,000	83,000	(20,000)
407520	STATE LIBRARY SERVICES AID	103,261	105,300	105,300	0
	TOTAL	390,461	297,000	277,000	(20,000)
1	FFRPL ANNUAL CAMPAIGN (40,000), LINCOLN BRANCH RENT (24,000), FFRPL BRANCH PROGRAM SUPPORT (5,000), GREENLIGHT ARNETT USE (2,500), BALANCE BRANCH FEE COLLECTIONS				
2	FFRPL-SAFE TO BE SMART (15,000), FENYVCESSY FUND-LITERACY AIDES (48,000), OTHER GRANTS (20,000)				

**ROCHESTER PUBLIC LIBRARY
BRANCH LIBRARIES
2025-26 BUDGET**

MUNIS OBJECT	DESCRIPTION	2024-25	2025-26	+/-	%
601000	SALARIES	2,080,100	2,151,600	71,500	
601050	PART TIME	2,026,400	2,098,400	72,000	
602010	OVERTIME	2,000	2,000	0	
603010	PERSONAL LEAVE BUYBACK	12,100	12,100	0	
603030	LONGEVITY	14,200	14,100	(100)	
603080	CELL PHONE ALLOWANCE	2,000	2,000	0	
603100	W/A	0	0	0	
SUBTOTAL		4,136,800	4,280,200	143,400	3%
605010	OFFICE SUPPLIES	37,700	37,700	0	
605060	FOOD	2,100	2,100	0	
605070	CLEANING SUPPLIES	16,000	16,500	500	
605120	TOOLS & MACHINE PARTS	7,200	8,000	800	
605130	CONSTRUCTION & REPAIR MATERIALS	3,200	3,200	0	
605150	LIGHTING	2,200	2,300	100	
605200	MISCELLANEOUS SUPPLIES	3,800	3,800	0	
SUBTOTAL		72,200	73,600	1,400	2%
606010	COMMUNICATION	15,600	15,600	0	
606020	DUPLICATING SERVICES	0	0	0	
606040	POSTAGE	4,000	4,000	0	
606060	REFUSE COLLECTION	7,000	7,200	200	
606070	WORKER'S COMPENSATION	1,000	1,000	0	
606080	WATER CHARGES	8,500	8,800	300	
606090	MOTOR EQUIPMENT	6,800	6,800	0	
607010	UTILITIES	224,500	229,500	5,000	
607020	RENTS	15,900	14,400	(1,500)	
607030	EQUIPMENT MAINTENANCE	14,300	14,300	0	
607040	BUILDING MAINTENANCE	24,700	25,400	700	
607050	SECURITY SERVICES	4,000	12,000	8,000	
608030	CLEANING & LAUNDRY	3,800	3,900	100	
608050	DUES & SUBSCRIPTIONS	3,300	5,300	2,000	
608060	MILEAGE	6,000	6,000	0	
608100	HIRED EQUIPMENT	12,600	12,600	0	
609010	TRAVEL & TRAINING	13,600	13,600	0	
610010	PROFESSIONAL FEES	376,800	390,000	13,200	
611010	OTHER COMMUNICATION	2,000	2,000	0	
612020	SERVICE CHARGES OTHER GOVERNMENTS	7,500	7,500	0	
652030	LIBRARY MATERIALS	496,600	536,600	40,000	
665010	UNITEMIZED EXPENSE	20,000	20,000	0	
SUBTOTAL		1,268,500	1,336,500	68,000	5%
TOTAL OPERATING		5,477,500	5,690,300	212,800	4%
COMMUNITY CASH CAPITAL FUNDS					
	TECHNOLOGY EQUIPMENT	10,000	50,000	40,000	
	FACILITIES-MAINTENANCE	41,000	56,000	15,000	
	FURNISHINGS	12,000	24,000	12,000	
	ARNETT SOLAR INVERTERS	40,000	0	(40,000)	
	WINTON RENO DESIGN	0	800,000	800,000	
TOTAL CASH CAPITAL		103,000	930,000	827,000	903%
GRAND TOTAL		5,016,100	6,620,300	1,604,200	32%

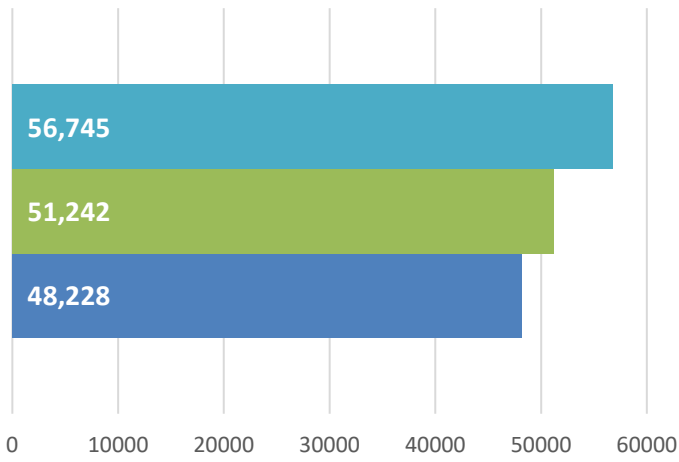
MCLS Circulation

Town Libraries				
	Jan 2025	Jan 2024	+/-	%
Brighton	52,454	42,753	9,701	22.7%
Seymour	12,434	11,070	1,364	12.3%
Chili	21,265	17,443	3,822	21.9%
East Rochester	3,825	3,421	404	11.8%
Fairport	60,132	50,159	9,973	19.9%
Gates	21,004	18,387	2,617	14.2%
Greece	49,851	41,303	8,548	20.7%
Hamlin	4,866	4,105	761	18.5%
Henrietta	38,978	35,832	3,146	8.8%
Irondequoit	40,310	34,717	5,593	16.1%
Mendon	9,130	6,993	2,137	30.6%
Newman Riga	2,149	1,737	412	23.7%
Ogden	12,179	10,353	1,826	17.6%
Parma	8,292	6,738	1,554	23.1%
Penfield	41,852	33,737	8,115	24.1%
Pittsford	50,403	44,092	6,311	14.3%
Rush	2,855	2,583	272	10.5%
Mumford	675	564	111	19.7%
Scottsville	2,822	2,731	91	3.3%
Webster	39,829	33,168	6,661	20.1%
<i>Town Subtotal</i>	<i>475,305</i>	<i>401,886</i>	<i>73,419</i>	<i>18.3%</i>
<i>RPL Subtotal</i>	<i>80,208</i>	<i>69,467</i>	<i>10,741</i>	<i>15.5%</i>
Grand Total	555,513	471,353	84,160	17.9%

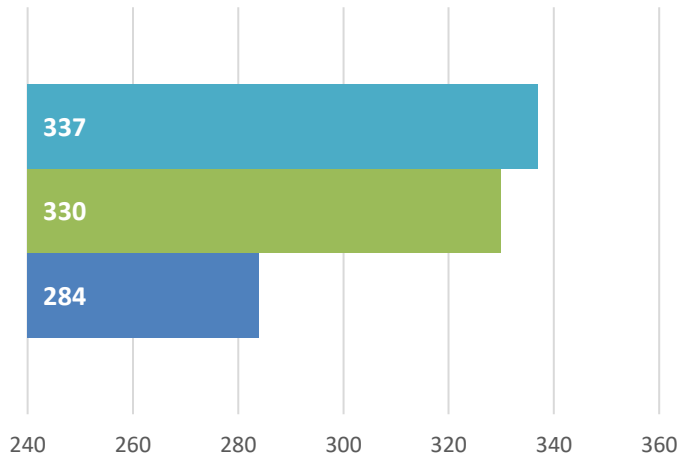
RPL Central Statistics YTD
January



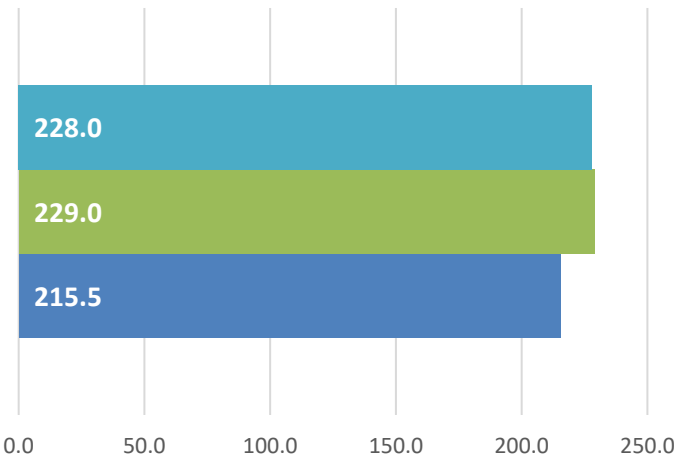
CIRCULATION



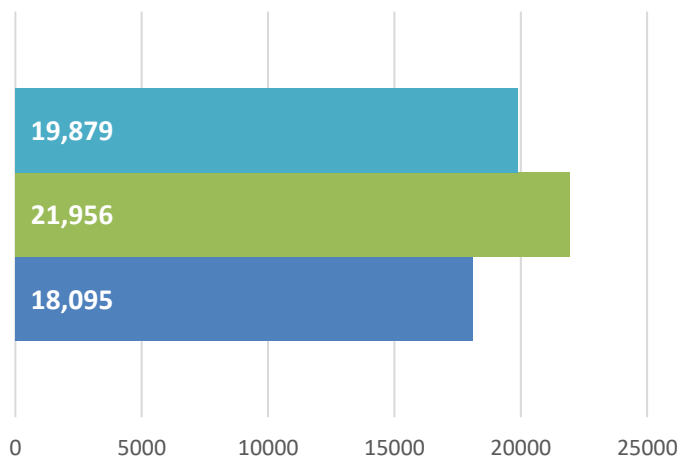
LIBRARY CARDS



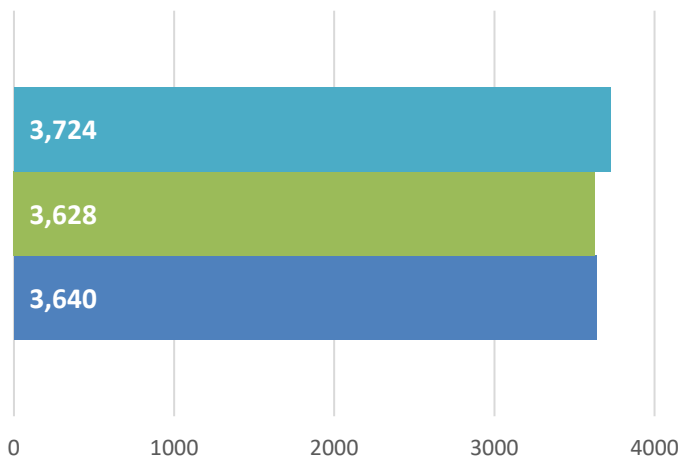
SERVICE HOURS



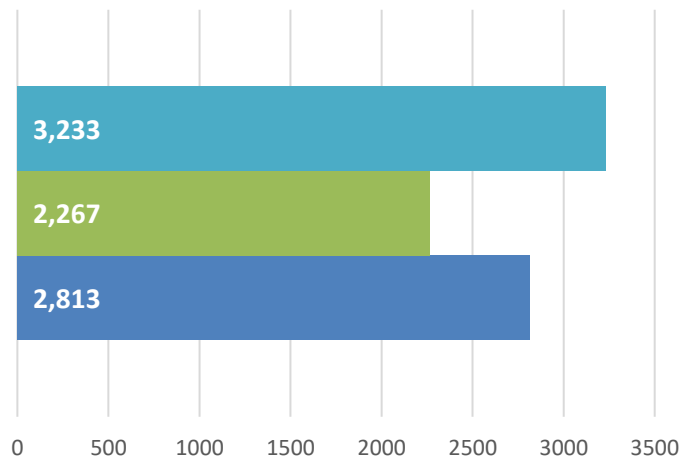
VISITS



REFERENCE QUESTIONS



NON-REFERENCE

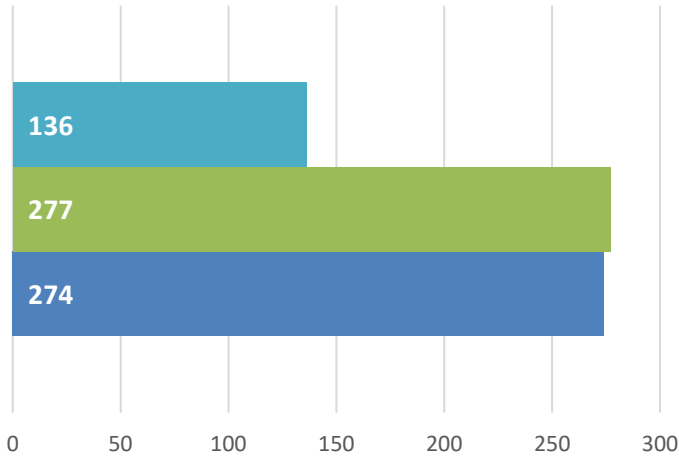


RPL Central Statistics YTD

January



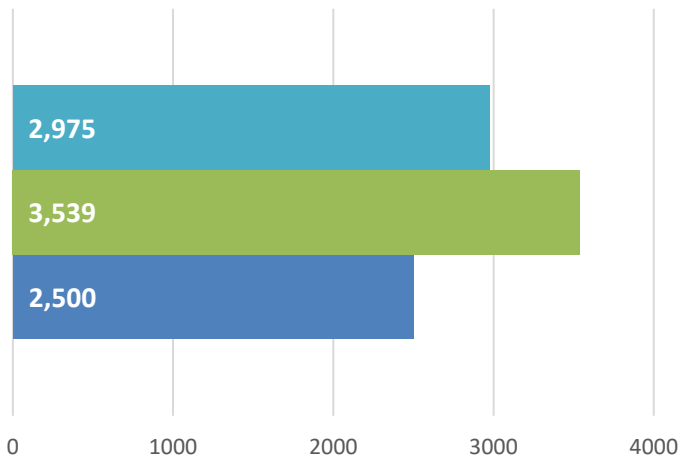
NOTARY



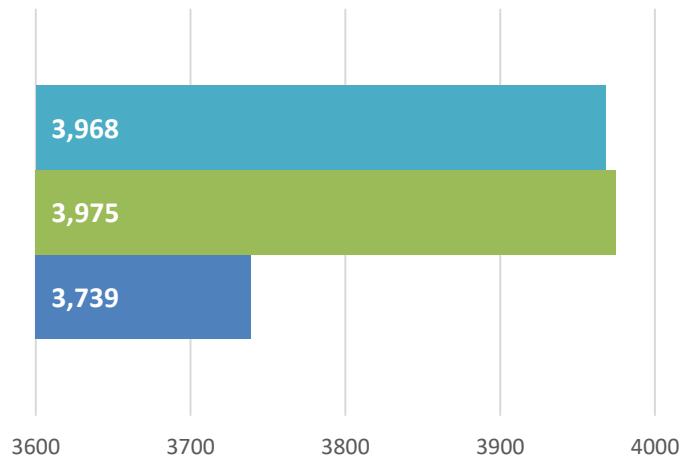
DEFINITIONS

- 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.

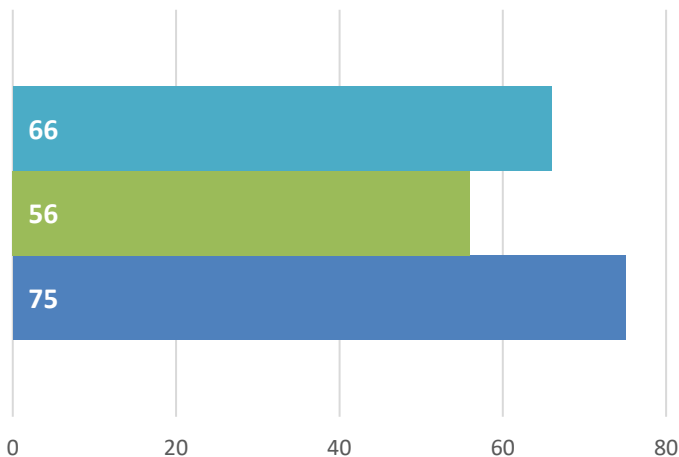
COMPUTER HOURS



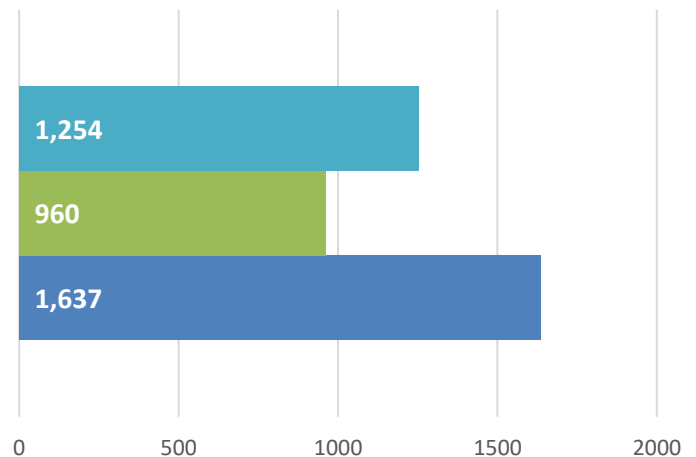
WIFI USES



GROUP PROGRAMS



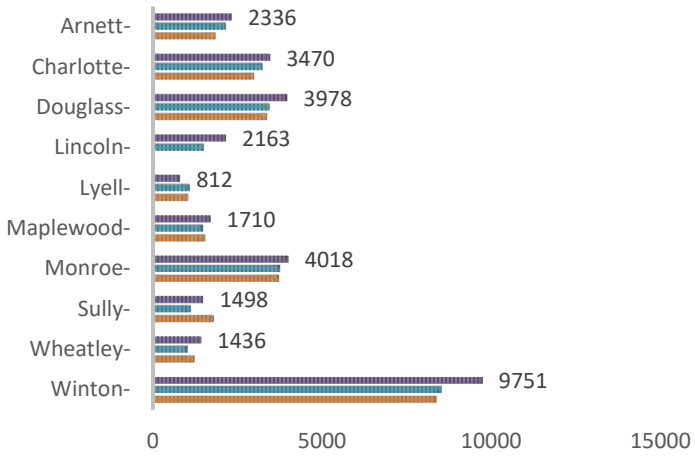
PROGRAM ATTENDANCE



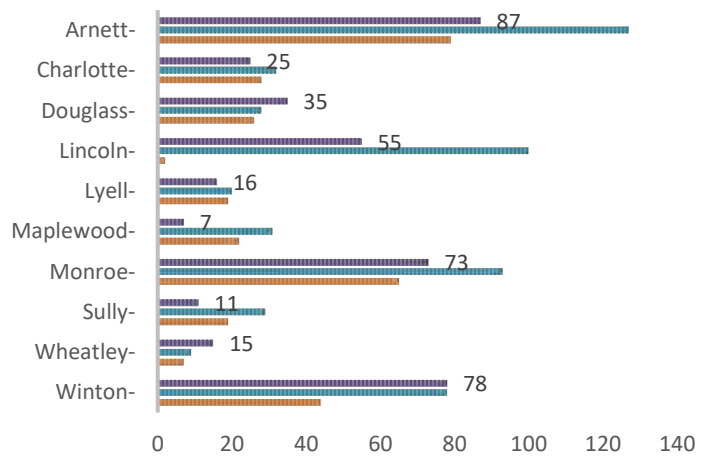
RPL Branch Statistics YTD January

2025 2024 2023

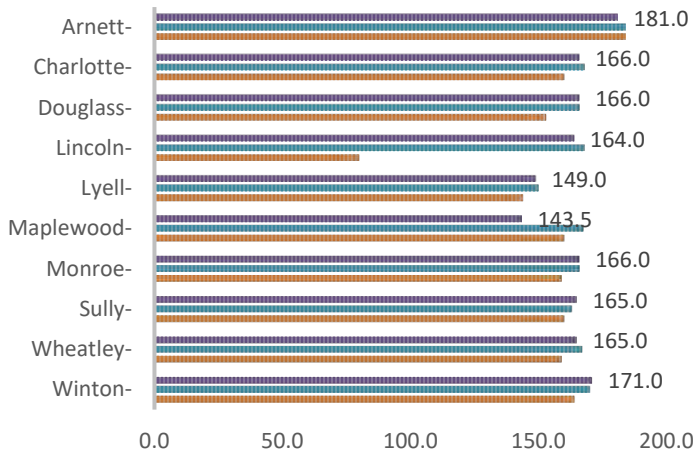
CIRCULATION



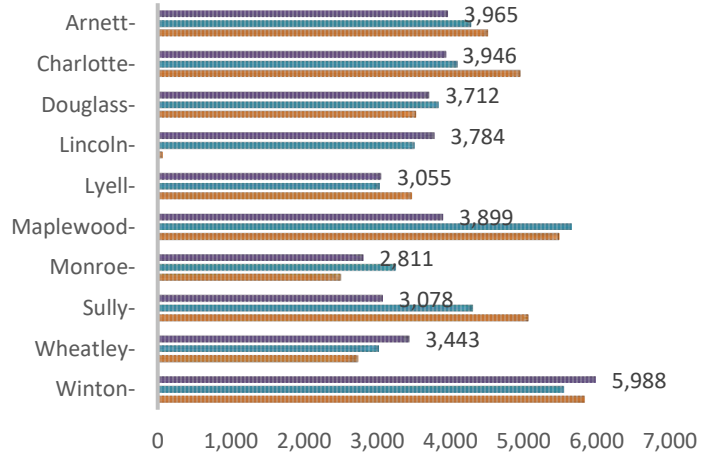
LIBRARY CARDS



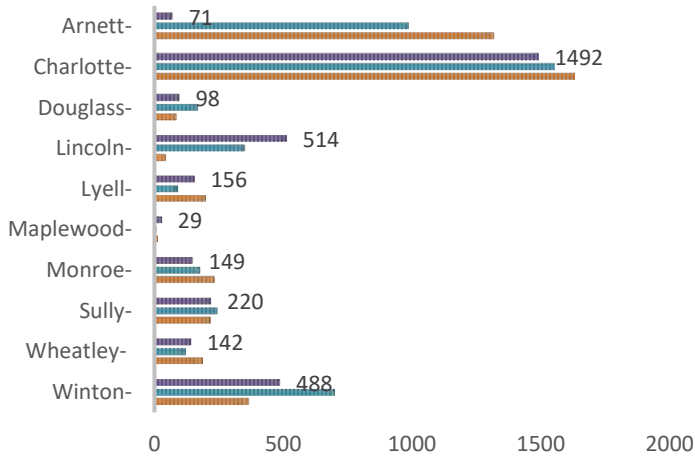
SERVICE HOURS



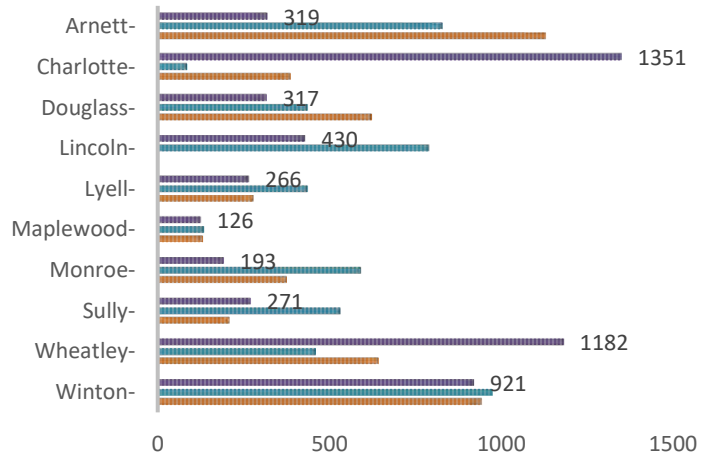
VISITS



REFERENCE QUESTIONS



NON-REFERENCE



RPL Branch Statistics YTD

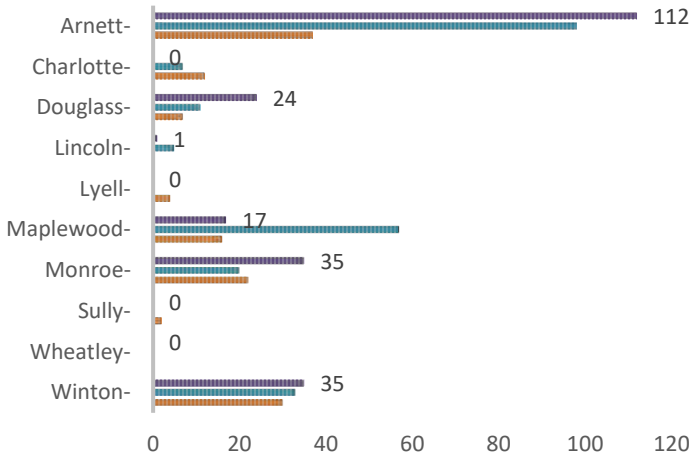
January

2024

2023

2022

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.

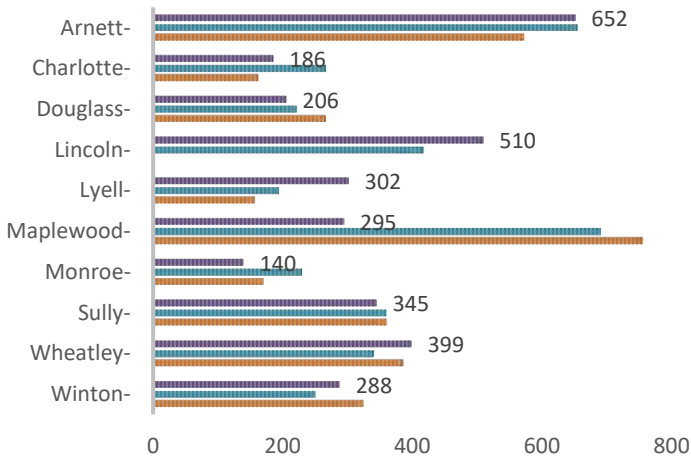
Computer Hours: Hours patrons used the public PCs.

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

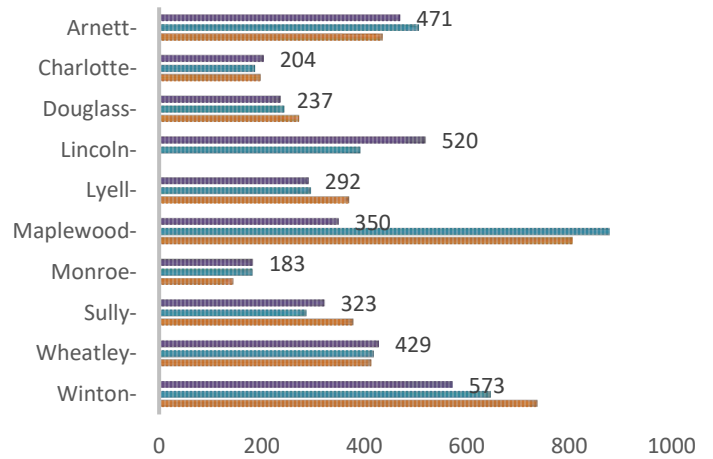
Group Programs: In-person and online programs. Excludes one-on-one programs and take-n-make.

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

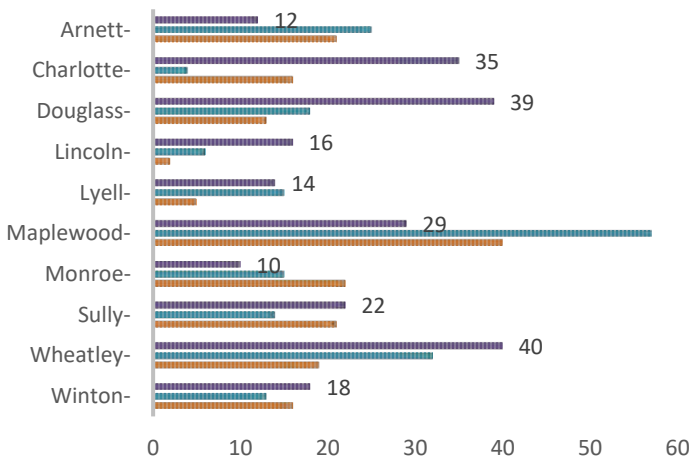
COMPUTER HOURS



WIFI SESSIONS



GROUP PROGRAMS



PROGRAM ATTENDANCE

