TO: MCLS Board of Trustees
FROM: Patricia Uttaro, Director
DATE: October, 15 2018
SUBJECT: Monthly Report – October 2018

Action Items

2019 MCLS Board Meeting Schedule
The proposed MCLS Board of Trustee meeting dates for 2019 are:
   January 28 (one week later due to MLK Holiday)
   February 20 (joint meeting with RPL Board for budget purposes; this year on the RPL schedule, so
            Wednesday at 9:00 a.m.)
   March 18
   April 15
   May 20
   June 17
   August 19
   September 16
   October 28
   November 18

BOARD ACTION REQUESTED: Approval of 2019 Board of Trustee meetings.

Disaster Recovery Backup Services Agreement
Library Automation has developed initial continuity plans for remaining on-site system operations, after the
transition of Integrated Library System (ILS) services now hosted by The Library Corporation. It is
recommended that twelve (12) operational servers and key storage maintain an offsite backup in the event of
a disaster-related event at Central Library. Working with our primary hardware vendor, Tri-Delta Resources,
we will utilize existing licenses to enable server back up and replication to Tri-Delta’s site. A VPN will be
established between the two sites to provide connectivity to the Tri-Delta data center in the event of a
disaster.

Maintenance of this service is $10,320 per year, and we are recommending a one-year term in the first year to
determine the effectiveness of this new program. Funding for backup support was allocated in the 2018 MCLS
operating budget.

BOARD ACTION REQUESTED: Approval of an agreement with Tri-Delta Resources, Inc. for the services and term
described.

Report Items
MCLS Director Patricia Uttaro, reporting

Recommended Reading/Viewing
- Worry less About Crumbling Roads, More About Crumbling Libraries -
crumbling-libraries/570721/
• Just Saving the World, By the Way - [https://www.goethe.de/en/kul/bib/rei/nlc/21296101.html](https://www.goethe.de/en/kul/bib/rei/nlc/21296101.html)

**Upcoming Events**

- Literacy Volunteers Brain Games, October 25, 5:00-8:00 pm – Come support the RPL/MCLS/FFRPL Team! See Patty for details.
- Legislative “Thank You” Breakfast, October 26, 9:00-10:30 am at Henrietta Public Library.
- State of Our Children Breakfast & Workshops, November 15, 7:45-11:00 am. Register here: [https://thechildrensagenda.salsalabs.org/soocregistration/index.html?eType=EmailBlastContent&eld=b9ba5750-1147-4b29-b3c5-0b65c943bc76](https://thechildrensagenda.salsalabs.org/soocregistration/index.html?eType=EmailBlastContent&eld=b9ba5750-1147-4b29-b3c5-0b65c943bc76)

**Collaboration**

**MCLS Office Activities**

- Alicia Gunther ran a Literary Mystery program with Arianna Ackerman at the Central Library in collaboration with the Rochester Fringe Festival. Seventy-five people attended the event, traveling to 9 different stations to compare details of the Lord of the Rings trilogy by J.R.R. Tolkien and the Ring of Nibelung by Richard Wagner. At the end of the event, participants were asked to decide if they thought Tolkien borrowed details from Wagner’s work to create his trilogy. It was a split decision, and participants stated after the event that they learned a lot and enjoyed the event.
- Gunther is working on an escape challenge in collaboration with the Gates Public Library for their Libraries After Dark event happening on October 27.
- Gunther also ran the Vintage Library Photo Booth at the Central Library Libraries After Dark, again in collaboration with the Fringe Festival on September 21.

**Communication**

- WHEC Director meeting – Uttaro and Snow met with Richard Reingold, new Director of WHEC. Reingold is new to the Rochester region and a library champion. He shared his past experiences with libraries in the many areas he has lived across the country, and wanted to know more about MCLS. He was particularly interested in the changing roles of libraries and expressed interest in doing more stories on libraries.
- I (Heart) Rochester Feature – Uttaro was asked to sit for an interview with the manager of the (I (Heart) Rochester) Instagram feed. This Instagram account is followed by thousands of people so has an enormous reach on social media, particularly among younger people. This promises to be a fun and effective way of introducing MCLS libraries to a new demographic. Uttaro and Snow will meet with the account manager in late November to learn more about the opportunity.

**MCLS Office Communication** - This month Alicia Gunther responded to:

- 5 Comments, Suggestions & Feedback emails and directed them to relative departments or libraries
- 10 e-mail inquiries from MCLS member libraries
- Assisted the Pittsford Community Library with setting up and organizing their staff training that will be held at the Central Library on October 17.
- Sent out the Central Library’s Constant Contact newsletter on September 1, and the MCLS newsletter on September 20.
Staff & Trustee Development

Trustee Training Survey – The Public Library System Directors Organization of New York (PULISDO) recently provided information on a new regulation proposed to the state that would require annual training for library trustees. That information was shared on the mcstrustees@libraryweb.org mailing list this month, which resulted in a considerable amount of discussion there. Many MCLS trustees have completed an online survey and shared their feedback with the PULISDO team working on the regulation.

Technology

Library Automation Services, Brenda LaCrosse reporting

Peer to Peer Libraries
- Completed Peer server updates
- Worked with TriDelta for server/pc replacement quote for East Rochester
- Finished the Cat6A project at Rush. Moved all devices off of the old wiring and onto the new
- Worked on various PC issues at Hamlin. One PC had a RAM issue and many more needed software updates

MCLS Network
- Provided staff assistance with the calendaring software LibCal. Continued implementation of system-level search filters now available from latest upgrade
- Copied hard drive image for Brighton

Miscellaneous activities
- Closed 843 Helpdesk tickets this period; 72 tickets currently open
- Took action on 105 emails from Patron Inquiries account
- Assisted 36 patrons through the overdrive.inquiries email account
- Assisted 11 patrons and staff members through the webmaster account
- Approved 5 reviews in CatalogPlus
- Monitored the MCLS website, MCLS ePortal, and 6 hosted sites from Ektron servers to BlueTower server. Provided staff assistance with using the new sites

CARL.X
- Ran and distributed 77 CARL Report Requests. (22 custom)
- Prepared 21 Monthly reports
- Took action on 93 emails from the Patron Inquiries account
- Custom receipt edit for Ogden

Central library Wi-Fi usage – Clients per day – September 2018

![Chart showing Central library Wi-Fi usage – Clients per day – September 2018](image)
**MCLS Office**
**Assistant Director Sally Snow reporting**

- The MCLS Office facilitated the delivery of book carts to the Mendon Public Library to assist with their new shelving installation.
- The MCLS Office distributed 190 copies of the new editions of the Trustees Handbook for NYS to member libraries.
- Snow assisted a member library on using aspects of the events calendar on the RPL and MCLS websites to narrow search by location.
- MCLS/RPL discontinued its partnership with The Empire Shared Collection housed at SUNY Buffalo. Over the last few years, we sent several issues of bound journals there to help fill in the gaps of their collection, which allowed us to clear the overflow from our Central storage stacks. Our membership in the collection provided us with direct access via our catalog to all the items contained in the ESC Annex at UB. However there were few requests for this material (about 45 per year). Given the $4,000 annual cost of the membership and the few requests, it was decided to pull out of the partnership. All materials stored at the ESC Annex in Buffalo are still available to patrons through inter-library loan; the titles will just not appear in the MCLS catalog going forward.
- Patrons Services Manager, Cynthia Dana and Snow interviewed four candidates for the position of Circulation Services Supervisor. Chad Cunningham, the Circulation Supervisor of the Gates Public Library, was selected and will start in late October.

**MCLS Office Outputs**
- Central Meeting Room Use – 69
- Totes Shipped – 5,924
- Catalog Department
  - New Titles added to CARL
    - Towns – 1759
    - RPL – 923
  - No Hit Email Requests
    - Towns – 2095
    - RPL – 476
- Interlibrary Loan
  - Lending Received – 625
  - Lending Filled – 285
  - Borrowing Received – 45
  - Borrowing Filled – 45
- Overdrive Circulation: 46,268
MCLS Director’s Report – October 2018 (Continued)

Social Media Engagement, Alicia Gunther reporting

<table>
<thead>
<tr>
<th></th>
<th>Facebook</th>
<th>Facebook Calendar</th>
<th>RPL Twitter</th>
<th>MCLS Twitter</th>
<th>Instagram</th>
<th>YouTube</th>
</tr>
</thead>
<tbody>
<tr>
<td>Profile/Page Visits</td>
<td>494</td>
<td>1,326</td>
<td>410</td>
<td>347</td>
<td>71</td>
<td>—</td>
</tr>
<tr>
<td>New Followers/Page Likes</td>
<td>32 (3,827)</td>
<td>—</td>
<td>11 (1,667)</td>
<td>16 (1,976)</td>
<td>23 (1067)</td>
<td>0 (72)</td>
</tr>
<tr>
<td>Likes/Favorites</td>
<td>—</td>
<td>—</td>
<td>42</td>
<td>24</td>
<td>287</td>
<td>1</td>
</tr>
<tr>
<td>Engagements</td>
<td>4,011</td>
<td>1,040</td>
<td>120</td>
<td>31</td>
<td>298</td>
<td>—</td>
</tr>
<tr>
<td>Comments</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Checked In/Mentions</td>
<td>33</td>
<td>—</td>
<td>55</td>
<td>15</td>
<td>6</td>
<td>—</td>
</tr>
<tr>
<td>Messages responded to</td>
<td>6</td>
<td>—</td>
<td>2</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Post Reach</td>
<td>31,353</td>
<td>11,607</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>Video/Story Views</td>
<td>1,389</td>
<td>—</td>
<td>—</td>
<td>62</td>
<td>299</td>
<td>—</td>
</tr>
<tr>
<td>Saves</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>6</td>
<td>1</td>
<td>—</td>
</tr>
<tr>
<td>Shares</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>3</td>
</tr>
<tr>
<td>Actions on Page</td>
<td>4</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

Constant Contact MCLS Newsletter

- 974 subscribers opened newsletter
- 101 clicked through
- 26 new subscribers

MCLS Outreach Services, Melanie Lewis reporting

General Services and Programs

- Outreach Station Team selected, pulled, charged and packed materials for 12 library stations, fulfilled special requests for 7 stations.
- Librarians selected and delivered library titles and digital downloads for 26 in home patrons. Loaded and mailed 2 digital cassettes with titles from the NYS Talking Book and Braille Library. Four reference packets were mailed to in home patrons.

Station Support

- Station Support Visit – Penfield Library: This month Amy Discenza met with Marion Spencer at the Penfield Library to learn more about how she is using Extension’s collection. Spencer and a small team of volunteers, bring Extension items to eight Penfield nursing homes. She explained that she sets up shop in a common area, such as an activities room, and residents come to her to pick out books. Some residents ask her for specific titles, authors or genres; others, simply like to browse what she has on hand.
Outreach

- Correctional Support: Librarians conducted one Job Information Center/Community Resource program at the Monroe County Correctional Facility. We donated 120+ paperbacks for Henrietta facility, selected and ordered titles for the Veteran’s collection. 15 “Making Moves” reentry resource packets were distributed to currently incarcerated individuals, Transitional Coordinators and parolees. We also finalized periodical, newspaper and classroom material orders for the 2018-19 academic years.

- Amy Discenza facilitated a group for 7 individuals from Pathstone’s Employment Focused Services Program about various library services from the educational (TASC, computer classes, JIC, Small Business Resource Center, Patent and Trademark, Rosetta Stone) to the entertaining (digital library services, ukulele, VIP & Empire passes). She also highlighted human services programs such as LROC, Nurse Barb and the Mobile Dental Unit. The Employment Focused Services Program serves individuals (18+) on probation and who are court-referred. All participants are unemployed and have been placed on probation within the last 6 months or have recently been released from the adult criminal justice system.

- Outreach Librarians attended Open House at Rochester’s Urban Choice Charter School on Humboldt Street. Students were able to spin the MCLS “Wheel of Fortune” and play a literacy game. Parents received information about RPL child and youth services. We received 20+ library card applications.

- Outreach Librarians participated in the Webster Public Library’s Professional Development Series. We developed and gave a presentation on Outreach Programs and Services. We will gladly visit any Library requesting information about the department.

Featured Event

Librarians attended “Project Homeless Connect” at the Blue Cross Arena. We collaborated with Branch Administration Outreach, shared information about library programs and services, as well as distributing 120 books from the FFRPL. The mission of Project Homeless Connect is to connect homeless people with “critical services in a one-stop venue.” A variety of professionals from the medical, social services, and legal professions were in attendance, as well as manicurists, barbers and masseuses.

Central Library Updates

Arts and Literature, Nanci Rosenberg Nugent reporting

Programs

- A reading of the play, The Disciple, was staged in Kate Gleason Auditorium on Saturday, September 29. The production was supported by the Arts and Literature Division at Central. 45 people attended the performance. The play is written by Ronald Buttarazzi Sr., retired Rochester attorney, and deals with the conflict between Hitler and the Catholic Church during WWII. The play also chronicles the brave resistance of Sophie Scholl and the group of the White Rose. An excerpt of the play was submitted and published in the May 2017, edition of Rundelania, the Arts and Literature Division online literary journal. The playwright intends to stage full productions in the future in Rochester and beyond. Central was given a copy of a paperback edition of the complete play which will go into the Literature Division circulating collection.
• Telling Stories with Art — Artist Sheilagh McGreal taught students how they can take their personal stories and translate them into a work of art. This class used basic art supplies so students can create their stories at home as well. McGreal, who is an Art Therapist, guided students to create a book of stories and inspirational quotes. All created a cover, 3-4 pages, and learned basic binding technique. This was a great workshop to help students learn a new way to develop self-care and mindfulness skills! One student said, “small things can make a big impact on someone’s life,” and another remarked, “making inspirational keepsakes with everyday materials is good for my soul.”

• Colored Pencil Drawing — Sari Gabi, a local artist instructed a class in beginning colored pencil drawing. This was an enthusiastic group who were eager to learn a technique that they had not done before. This class was the first in a three part series of pencil classes. Students learned about the materials and techniques for creating realistic paintings and how the pencils can be manipulated to create shadows and other effects. Gabi was given high marks for her teaching and patience and students said, “learning step-by-step was very helpful,” and “colored pencil drawing is very relaxing.”

• Concerts — The Tuesday lunch hour concert series wrapped up in September with two concerts featuring Rochester favorite pianist Bill Watson. Before Mr. Watson’s concert with members of the jazz quartet “A Few Bad Apples,” Deputy Mayor Cedric Alexander presented him with a proclamation from the mayor declaring September 11, 2018, to be “William H. Watson Day.” Sadly, this was his last concert, and Rochester lost a beloved musician with Bill Watson’s passing on September 18.

• Rochester In Your Written Works — A unique Rochester Writes series was hosted by the Literature Division in September. The class was led by Lisa Kleman, local writer and teacher who writes about her ancestors, The Dossenbachs, an influential family in Rochester’s music scene in the early 1900’s. The four-part series explored the use of writing techniques and researching historical records to help writers bring the City of Rochester alive for their readers through vivid imagery.

Outreach

• Lifespan — The Arts & Literature Division’s partnership with Lifespan’s Older Adult Center continued in September with two programs: Carol Moldt facilitated the first Lifespan book discussion group which will continue throughout the year on a seasonal basis. September’s discussion was based on the bestselling, award-winning book, The Worst Hard Time: The Untold Story of the American Dust Bowl by Timothy Egan. Participants were extremely engaged in the discussion, all sharing either memories of their own of the 1930’s or stories that had been told by family members. One particularly interesting topic was how the Dust Bowl relates to contemporary environmental issues, such as climate change.
Melissa Manczuk and Nanci Rosenberg-Nugent hosted a bracelet making class which proved to be very popular. The enthusiastic group of talented crafters created memory wire bracelets. The Lifespan folks were very excited to learn this new craft and were especially taken by the variety of beads offered and how easily the bracelets could be customized to suit individual tastes.

Business & Social Sciences, Darlene Richards reporting

Meetings

- Sarah Bishopp Vélez, along with several Center for Urban Entrepreneurship (CUE) partners, met at ESL to look at the possibility of using the Unite Us software to track and refer small business clients. The Unite Us software is currently being used by many human service organizations to track and record the progress of people going through the system, and more easily make referrals to other agencies. Chad Rieflin from the Consumer Credit Counseling Service (CCCS) of Rochester gave a demo of the software at ESL and explained how it might be used to suit small business purposes. CUE partners discussed strengths and shortcomings of the software, as well as potential privacy concerns for both the clients and referring agencies. No decision was made yet as to whether or not CUE partners wish to use Unite Us, but they are seriously interested in implementing it or something similar in order to create better cooperation in the Rochester community for assisting small business start-ups.

- Bishopp Vélez attended the initial kick-off meeting for the new Finger Lakes Digital Inclusion Coalition, which is being led by Lauren Moore, Executive Director of the Pioneer Library System. At this first meeting, attendees discussed the meanings of digital equity and digital inclusion. They went over the different types of digital divides and the shocking percentages of people in the U.S. without access to broadband in their homes. There was time for open discussion, where some attendees expressed why the formation of a coalition was important to them and the communities they work/live in. The meeting concluded with group break-out sessions where tables shared community insights and knowledge gaps (i.e., what are barriers that make this issue challenging in your community/place of work?). Some of these challenges included lack of staff to instruct patrons in using the Internet, as well as the lack of physical infrastructure to provide affordable high speed internet in certain communities.

Small Business Consulting & Research

- Darlene Richards met with a a refugee from Uganda who started his own nonprofit called Rochester Global Refugee Services. [https://www.rocglobalrefugeeservices.org/](https://www.rocglobalrefugeeservices.org/) Faziri Ndahiro is the CEO of this nonprofit. He shared his story with Richards of how he came to the United States. He came here from a Refugee Camp in the Congo. Before he came here, his sister was poisoned and died. He was looking for grants for his cornmeal grinding which would save food and allow the people in Uganda to mill their own corn. He also was looking for grants for microfinance programs and to help other refugees after they arrive in the United States. He shared with Richards that the Catholic Family Center only helps refugees for the first three months and that his organization, Rochester Global Refugee Services connects them to schools such as the Rochester International Academy etc.
Richards also met with Justin Ortiz, former RPL employee who now runs his own non-profit, Generation Outreach. [https://generationoutreach.us/](https://generationoutreach.us/). Generation Outreach provides on-site support services to children in sixth to twelfth grade. They provide students with the opportunity to “sample” careers while they are still in high school. By doing this, students are able to make well-informed decisions on college or a career path once they leave high school. Ortiz was looking for grants to purchase a building, pay instructors, and buy equipment. Richards showed him how to search the Foundation Directory Online gave him several brochures about the Division and provided him a list of free-lance grant writers from the local area network.

Bishopp Vélez assisted several small business clients this month in finding pertinent research for their start-up ideas. These aspiring entrepreneurs were interested in starting such businesses as life coaching, construction painting, salon/day spa, and specialty food stores.

Database Statistics:
- ABI INFORM Collection: 6 sessions, 24 searches, 335 documents
- Business Market Research Collection: 29 sessions, 585 searches, 207 documents
- Entrepreneurship Database: 23 sessions, 196 searches, 4 documents
- Foundation Directory Online Professional, August: 24 searches
- Ibisworld, September: 9 hits
- Small Business Resource Center: 0
- Value Line Usage, August: 395 logins, 5454 searches, 2036 downloads

*Children’s Services Consultant, Tonia Burton reporting*

Programs
- Miranda Hazen and Katie Powell welcomed the first school group of the year on September 13. Fifth graders from School #3 spent a couple of hours at Central learning about the history of the library, touring both buildings, listening to book talks, and learned about circuits through building Tech Monsters with LittleBits. *(MCLS Priority: Collaboration; RPL Priority #1: Education & Engagement- promote learning and provide educational experiences)*
- Burton and Hazen participated in the bi-annual WXXI Open House. They shared information about library cards, upcoming programs, and offered the Children’s Book Character Trivia Challenge with the prize wheel. They also talked to kids about Pluto and did some charting. *(MCLS Priority: Collaboration; RPL Priority #1: Education & Engagement- expand our visible presence in the community)*

Raising a Reader (RAR) — The program is shifting this year due to the completion of the AmeriCorps program and staffing changes. RPL Branches will now have the chance to participate in serving RAR sites. This will create a shift in program and outreach numbers from the Children’s Center to participating branches. This will help the branches with increased circulation and program numbers. Shirley Harrington (Clerk) and Dee Mrak (Cataloging Librarian) worked with Burton to create records for each branch so that the book bags are counted in circulation. Burton met with staff for two days of training on the RAR model, Theory of Change, Brain Development, Parent Engagement, and Bag Rotation. There have been staffing changes at Lincoln and Arnett so some additional tweaking will happen but the goal is to begin rotating bags by November 1. Burton is hoping to fill the open RAR position by October 15, and train along with the new children’s librarian from Lincoln if the timing works out. Since the Lincoln Library service area serves many patrons in extreme poverty, many RAR sites are in that area.
Meetings/Training

- This fall Burton is offering RPL Children’s Librarians training opportunities with the “Fall Training Palooza”. Staff is meeting each Thursday for up to eight weeks to support their work in their libraries. Burton developed the series to help support staff and give them some tools for working with the children we see. Since many of our young patrons are children living in trauma, there are skills front line staff needs in order to make a difference in the lives of those we serve. Director Uttaro and Assistant Director Reeves have been supportive of this training series which has been a culture shift, especially for city branch staff that have not traditionally had the ability to be out of their building for an extended time. The costs of the trainings and staffing have been funded in part through a grant to the Friends and Foundation of the Rochester Public Library. The trainings are:
  1. Raising a Reader - 2 sessions (Sept. 13, 20)
  2. Pyramid Model - 3 sessions (Oct. 2, 3, 4)
  4. Early literacy Asset Analysis - 1/2 session (Oct. 11)
  5. Strategies for Successful Partnerships and Outreach to Families with Young Children - 1/2 session (Oct. 18)
  6. Early Learning Spaces - 1/2 session (Oct. 25)
  8. Supercharged Storytime - storytime with intention to show results -3 sessions (Nov. 1, 15, 29)
  9. Everyone Serves Families with Young Children - 1/2 session (Dec. 9)

Burton was able to receive professional development of her own at the Association for Library Services to Children Institute held the last week of September. This conference is tailored especially for children’s librarians and has a wide range of workshops. Burton hopes to be able to implement information on Peer Coaching which is also mentioned in Pyramid Model Training & Super Charged Storytime. The hope is that by empowering staff to pair up and support each other, we will be able to implement the tools we are learning about and continue growing together as a true team. (RPL Priority #3 Stewardship & Curation-develop, support, and appreciate staff)

Upcoming Events

- On Saturday, October 27, the Children’s Center will host a Not Spooky, but Silly Magic Show. After the show patrons can Trick or Treat throughout the library and complete some silly activities.
- The Children’s Center will also co-host a special event with Big Brothers & Big Sisters (BBBS). Participants will have fun painting pumpkins, learn about services throughout Central through a Scavenger Hunt, and participate in the above activities. This collaboration will welcome BBBS clients and encourage them to meet here regularly to take advantage of our regular programs. Participants will also be getting library cards and encouraged to check out books to read together.

Circulation/Information, Kathy Sochia reporting

Anecdotes

- Patrons who signed up for their first library card were offered a gift card to borrow a Pace bike. The card is good for $5.00 worth of rides. This could mean five 30 minute rides or a 2.5 hour ride. 18 patrons participated.
- Ron Freitag, Natasha Jashurek, and Brian DiNitto helped a patron complete a form online. He stated “I have been working on this for 3 days, I come here to the library and I get it done in 20 minutes. Thank you, you all are really helpful.”
- DiNitto helped a patron with looking up the phone number, address, hours of a building, and map directions. She was so appreciative. She said “the library always ranks highly in my book”. She said she doesn’t feel that way about all government agencies, but the library is definitely worth the investment.
- DiNitto helped a patron print photos of his apartment from his phone. He was taking his landlord to court for not properly keeping up his apartment and he needed these images printed for presentation to a judge
for a court case. He was very grateful that he could print these pictures from his phone on full sheets of paper in color at the library.

- Freitag helped a gentleman who has been coming into the library on a regular basis to get information about refurbishing houses in the city. He was interested in doing work with a group like Habitat for Humanity, and he wanted to begin his journey with maybe working on just one or two houses to start. He has touched base with us repeatedly, updating us on his progress. He started out with good knowledge of carpentry and electrical work, but needed help with plumbing. After finding some materials to help him with plumbing questions, he came back to look for information about foreclosed properties. Then, on another return visit he looked for some information about receiving grant money from the city. Each time he returns to the library he repeats how appreciative he is for all the help we've given him and he also loves to catch us up on his endeavors.

Local History and Genealogy, Christine Ridarsky reporting

Programs

- The division hosted three formal programs in September. These included a special presentation by Celeste-Marie Bernier entitled “If I Survive” that was organized as part of the citywide celebration of the Frederick Douglass Bicentennial. We also presented the first installment in the 2018-19 season of Rochester’s Rich History, a talk by Tom Grasso on the “History of the Barge Canal”; and the first of the season’s Think Genealogy It’s Saturday series, What’s in a Name, taught by PT Genealogy Specialist Barb Koehler.

- Staff also hosted a group of 11th graders from the Eugenio Maria De Hostos Charter School who visited the division as part of an expedition they are doing on the impact of geography on the settlement and development of Rochester. Their visit was preceded by a tour of High Falls Interpretive Center & Museum and surrounding neighborhood with Historical Researcher Amy Pepe. While at the library, Pepe, Historical Researcher Michelle Finn, and Librarian Brandon Fess worked with the students, introducing them to relevant primary and secondary resources within the Local History & Genealogy Division.

- Ridarsky and Fess participated as storytellers in FFRPL’s Spooky Stories in the Stacks ticketed event as part of the Fringe Festival. The event attracted 120 people. Ridarsky recounted the story of Laura Young, one of the ghosts who is alleged to haunt the Central Library as a result of her drowning death in Johnson-Seymour Race that runs beneath the library; Fess told a story entitled “The Wagon,” about Walter Vond, a former slave who was a conductor on the Underground Railroad through Parma.

Exhibits

- We installed a new exhibition on the 2nd floor of the Rundel Memorial Building this month to commemorate the 200th anniversary of Lewis Henry Morgan’s birth. “Remembering Lewis Henry Morgan” was developed in partnership with the University of Rochester and features items from the university, the Rochester Museum & Science Center, the Aurora Historical Society, and RPL’s Local History & Genealogy Division. Morgan (1818-1881) was a distinguished Rochester attorney and businessman who served two terms in the New York State legislature. He was also an internationally known scholar who corresponded with Charles Darwin, influenced Karl Marx, and established the fields of anthropology and archaeology in the United States. The exhibit will be on display through January 2019.

- The Stonewall @ 50 Exhibit Planning Team met once this month to identify the main themes/topics for the exhibit, which is scheduled to open in the Anthony Mascioli Gallery in Hacker Hall on March 1, 2019. Finn and Fess also participated. Ridarsky continued her outreach to people and organizations who may be able to provide assistance in exhibit development. This included a meeting with queer author and activist Javi Mason and Kristin Cook of Trillium Health. Ridarsky and Mason discussed ways of connecting with and representing LGBTQ People of Color in the Stonewall exhibit, while she and Cook discussed objects Trillium might be able to contribute to the Stonewall exhibit, including a sculpture of a dress crafted from condoms that was used as part of an AIDS awareness and prevention campaign. Both agreed to serve on the exhibit planning committee. Mason will also assist with outreach to other LGBTQ POC.
Community Outreach/Meetings

- The High Falls Interpretive Center & Museum resumed its Fall schedule this month, open weekends only, 10 a.m. – 4 p.m. Saturdays and 12 – 4 p.m. Sundays. Librarian Gabe Pellegrino continues to staff the center most Saturdays with substitute Librarian Chris Brennan and Ridarsky splitting Sunday shifts. The center welcomed 574 visitors in September. Site manager and Historical Researcher Amy Pepe continues to schedule and lead tours of the center and surrounding neighborhood. She led two tours this month: one for students from the Eugenio Maria De Hostos Charter School (mentioned above) another for students from Nazareth College.

- Finn and Ridarsky held an informational meeting with teachers from the Rochester City School District (RCSD) to kick off our new pilot program, National History Day for Rochester City Schools. This program is being run by Ridarsky and Finn in partnership with Steve LaMorte, head of Social Studies at RCSD, and Elizabeth Call from University of Rochester Libraries Rare Books, Special Collections, and Preservation. It has been nearly 20 years since RCSD students have participated in National History Day, and we are excited to bring this opportunity for educational enrichment to today's city school students.

- The new Reconnect Rochester Street Film, Razed\Rise, debuted this month at the Cinema Theater as part of a program examining the detrimental effects that highways have had on city neighborhoods and what is currently being done to address these problems. Finn appears as an expert in the film, providing historical context for the construction of Rochester’s Inner Loop. Ridarsky participated in a pre-event interview on WXXI’s “Need to Know” show and participated in a panel discussion that followed the film screening at the event. The film can be viewed online at https://www.youtube.com/watch?v=kagbN2GiTxE. The “Need to Know” episode is available at http://www.wxxinews.org/post/watch-reversing-what-highways-have-done-cities-rochester.

- Ridarsky attended a meeting of Frederick Douglass community stakeholders sponsored by the Frederick Douglass Family Initiatives (FDFI). During the meeting, FDFI founders, including Douglass’s great-great-grandson Kenneth Morris Jr., laid out preliminary plans to relocate the organization’s headquarters to Rochester by 2020. The organization is seeking local programming partners, as well as funding.

- Volume 78 Issue 1 of the Rochester History journal was published and distributed this month. The issue features an article by Julia Novakovic, archivist at The Strong, entitled “Lifelong Fascinations: A Portrait of Margaret Woodbury Strong.” Staff are currently editing the next issue, which will explore Rochester’s centennial celebration in 1934. Several other articles are in various stages of editing and review, allowing us to be optimistic that we will be able to catch up and get back to a regular publishing schedule by the end of 2019.

Collections

- September was an intensive period for collection maintenance. Fess carried out routine filing of pamphlets and ephemera over the course of the month, and provided guidance to Page Jordan Wallance in his ongoing project of sorting and reorganizing newspaper clipping files. We took in one new special collection, a substantial collection of material on Rochester’s railroad and automotive history. Fess also had to organize and carry out immediate preservation measures on many other objects found in offices during our space reorganization. Some of these objects have been added to the document cases, while a fragile scrapbook was described in ArchiveSpace as the Rochester Transit Corporation Twenty-Five Year Club scrapbook. The reorganization project also yielded abundant materials for the pamphlet and photograph files. Volunteer Susan Potera is continuing to organize the maps in the cases in the hallway, and intern Kaye Knoll finished arranging and describing all but one of the Strong Museum transfers that she has been working with.

- Clerk Hope Christansen spent a substantial amount of time editing records of 134 Rochester Historical Society Publication Fund Series volumes (1887, v1 & 1923, v1 - 1972, v25). This is motivated by two reasons: 1) adding/correcting dates of each volume which were lost in May during the Catalogue Renumeration Project and 2) relocation of “2nd best” copies of this series, which are now being shelved in Division (LH) while “best” copies are to be preserved in Shared Stacks (LH-SS); two reserve copies are being placed/remain in our regular Stacks (LH-OS).
Digital Projects

- BOCES intern Ethan McBride and Clerk Veronica Shaw finished scanning our Ready Reference card file, containing approximately 25,000 note cards. This “Dynamic Duo” has now turned to the scanning of the equally massive Biography Index file and are already half-way through it. Barring any unforeseen staffing changes or mechanical problems, we are increasingly confident that the majority of the files suitable for conversion to databases will be scanned by the end of the year.

- We received word this month that our educational website RochesterVoices was selected to receive the 2018 C. Herbert Finch Online Publication Award from the Mid-Atlantic Regional Archives Conference (MARAC). The award committee was effusive in its praise for the website, noting that any one element would have been competitive for the prize on its own, and that taken as a whole RochesterVoices.org is “nothing short of impressive!” The notification letter stated that “the committee felt that the site did an outstanding job serving a broad audience by utilizing multiple outreach methods. Educational materials focused on all grades K-12 and provided a variety of approaches for educators to access content. Your website has the ability to keep growing with the addition of new content and will continue to serve your users in a variety of ways.”

Social Media

Staff from the Local History and Genealogy Division contributed content for 14 social media posts in September: 5 on Twitter, 5 on Facebook, 3 Facebook Events, and 2 blog entries on www.rochistory.wordpress.com. The reach of these posts was an impressive 3,845. This includes 2,086 on Facebook, 813 on Twitter, and 846 on our blog; 84 people engaged with Local History posts on Facebook, 17 on Twitter, and 14 on our blog. PT Library Assistant Emily Morry contributed the blog entry: “Out of the Loop: a Before and After Look at the Neighborhoods of the Inner Loop, Part 3”. Substitute Librarian, Christopher Brennan contributed “I Scream for Ice Cream: Abbott’s Frozen Custard.”

Volunteer/Intern hours

- September marked the return of our genealogy docents, who take the summer off when we are closed on Saturdays. Pat Southcomb, Stephen Clark, and Bob Coomber worked a total of 15 hours and assisted 6 patrons. In addition, we were assisted by two volunteers (Susan Potera – 1 hour; Ira Srole – 25.5 hours), two college interns (Karen “Kaye” Knoll, RIT – 15.75 hours; Nick Andrusin, SUNY Brockport – 28.75), and one intern from Monroe BOCES I (Ethan McBride – 27 hours).

Science and History, Jennifer Byrnes reporting

Programs

- The division received a grant from the American Library Association and the Gilder Lehrman Institute of American History to provide programs pertaining to the theme of “Revisiting the Founding Era.” Two programs took place as a result:

  1. Jennifer Byrnes taught a class at the Office of Adult & Career Education Services, a part of the Rochester City School District. Students were all young adult new Americans, representing 25 different countries. The Bill of Rights was discussed and students discussed if they had those same freedoms in their home country. The students then broke into two groups and drafted a constitution for their imaginary country. Jennifer received this email from Pamela Viera, their teacher.

     “Jennifer, it was truly a pleasure having you and my students were so extremely engaged and enjoyed the activity so much. You are a wonderful resource with such very pertinent information. I certainly hope that you will be able to return with another presentation in the future on voting. I am glad this connection has been made. Again, thank you very much. I will let the students know to work on their Dreamland immigration policies for you. Regards, Pamela.”

  2. The second program was a panel discussion on “Creating the Constitution,” facilitated by Dr. Timothy Kneeland, chair of the history department at Nazareth College. Panelists included Adam Chodziak
MCLS Director’s Report – October 2018 (Continued)

(Channel 8), Gary Craig (Democrat & Chronicle), Scott Smith (City of Rochester), Kent Gardner (Center for Governmental Research), Hubert Van Tol (Pathstone), and Amy Pepe (Central).

- The division hosted a program for librarians in the Monroe County and Pioneer library systems called “Our Turn to Serve: Helping Vets Access Services.” Representatives from Veterans Outreach, NY Serves, and NC Serves discussed programs for veterans.
- Libraries After Dark: Lily Anthony attended the Balloon Pop. Many people threw darts, but only one person got three balloons in three throws! Alla Levi taught a Hula Hooping workshop and also helped with the Rochester Juggling Club

Partner Organization Statistics

- LROC – 88 patrons served
- Volunteer Legal Services Project – 4
- Medical Student – 23
- STI Testing – 9 tested/1 positive
- Greater Rochester Coordinated Network – 2

Outreach

- Jennifer Byrnes had a table at the University of Rochester School of Medicine’s Community Partner event. Medical students learned about the library and discussed volunteer opportunities at Health Central and the option of doing a community health improvement course rotation at Central.
- Byrnes discussed the patent center and other resources at The Entrepreneur’s Network Women’s Business Accelerator program.
- Byrnes was on WXXI radio’s “Connections with Evan Dawson” along with Kent Gardner and Adam Chodiak to promote the “Creating the Constitution” panel discussion.
- Kate Meddaugh and Jennifer Byrnes met with Rich Notargiacomo of RIT’s Venture Creations to discuss how we can work together to better address the needs of the users of the Carlson Center, and ways in which the Carlson Center can help the incubator companies that are a part of Venture Creations. Kate Meddaugh will have office hours at the Venture Creations Incubator office as part of their “Ask the Expert” program. Rich Notargiacomo, or one of his contacts, will come to the library periodically to provide our inventors with help in taking their invention to the next level.

Consulting

- The Carlson Patent & Trademark Center helped 36 people with Intellectual Property needs this month: 17 in person, 7 by phone, 6 by email, 6 database use. At the time of this report, webpage hits were not available for the month of September. August webpage views were 49.

Exhibits/Displays

- Steve Nash partnered with Dan Cody of the Rochester Historical Society to host an exhibit about the 100th anniversary of the end of World War I. “The Great War: Rochestarians at Home and Abroad in WWI” is on display until the end of November.
- The Prisoners of War/Missing in Action “Chair of Honor” has arrived. A ceremony will be held in the near future to dedicate the chair. The chair will be on permanent display in the Vietnam Learning Center.

Anecdotes

- Alla Levi has continued the “Movies on 3!” program that started in August. These movies run from 2-4pm Monday through Friday and have attracted a following and the group has become friends. One of its participants recently told Alla that “It feels nice to have the same interested people coming together daily to watch these movies. Afterwards we sit around and discuss what we saw and I feel very good to be a part of this daily gathering.” Another patron recently approached Alla and said that she is taking some
science courses and would like to see some DVDs on chemistry, mathematics, physics and the periodic table of elements. Alla was able to accommodate her and the patron ended up taking notes while watching these DVDs. The patron later told Alla that these DVDs helped her in her classes and she did well on her tests. Other participants enjoyed these more technical DVDs and said that they learned something. An average of 5 people per day attended the movie viewings, so for the month for September 2018, with 19 days of movies, we had 95 participants.

- Kate Meddaugh is now a Carlson Center user’s “Angel.” Every time he comes in, he reminds Meddaugh that she was put in the Center the first day he came in by God, and is a blessing to him.
- Steve Nash worked with a number of Pittsford Sutherland AP World History students who came to Central seeking resources for an assignment based on the book A History of the World in 6 Glasses by Thomas Standage. The book tells the story of humanity from the Stone Age to the 21st Century as seen through the lens off beer, wine, spirits, coffee, tea, and cola.

**Teen Central – Dennis Williams reporting**

**Programs**

- Chess has really become popular with many of the kids using the teen space. Dennis Williams conducted 15 programs with 32 participants. We will begin looking into a tournament. Videogames are also very popular. Every Saturday, except the 8th we held a videogame program. There were 25 participants. Rochester Young Scholars (RYSAS) is back again on Saturdays. SUNY Geneseo students who are in their Education program come and work with our city students.
- During the summer, Teen Central is frequently visited by former teens, now college students. This year we were fortunate to feature a young man named Senge Schove as a program presenter. Senge and his family started coming to Teen Central when he was 9 years old to browse the comic collection, an interest that Senge’s mother handed down to her son. Senge always gave input on our collection and enjoyed discussing comics with librarians and other patrons alike while he read for hours in a comfortable rocking chair with a mountain of books beside him. This summer he asked if any local libraries were hiring. Senge had previously shared with me comics that he had written and put up on the internet. I asked if he would like to be a visiting artist and create a program for teens about comics. He came up with an amazing presentation. The program (Comics Everything!) encompassed: the importance of stories, character types, and basically why we love comics with great protagonists and villains. When Senge presented his program on comics to an audience of young and oldish comic fans, he was clearly in his element. He spoke confidently, presented high level concepts in an accessible way and fielded questions and discussion with poised thoroughness. I believe that one of the greatest satisfactions a librarian can have is to witness the growth of a young person into an amazing adult.

**Outreach/Community Contacts**

- Williams met with Joshua Pettinger regarding the coming year for imagineYOU. We are looking at instituting a curriculum.
- Williams met with Justin Ortiz to help him with a grant proposal.
- On Saturday September 8, YA librarian Xandi DiMatteo represented Central Library at the Monroe High School Kick Off event. Teen Central has participated in this event for 3 years, and it is a great way to connect with the community. This year was an especially triumphant opportunity to show off the new renovation of Monroe High School. Coming events and opportunities at Central Library were promoted, most especially the Greater Rochester Teen Read and the imagineYOU digital media lab’s all ages photography workshops. In an effort to encourage teens and children to build their own book collections at home, 70+ donated books were given out to teens.
Meetings and Trainings

- Williams attended the ROC tech conference at the Riverside Convention Center. The keynote speakers were fantastic. Several of the breakout sessions like Cloud Services and Hacking were extremely illuminating. However, nothing compared to gaining effective insight into change like Karen Sammon’s “Connecting a Diverse, Inclusive Culture to Drive Innovation and Results” session. She owns Partech, and when she took over this hardware and systems integration company from her father it was starting to crumble in a world of disruption. What she did next was lead her company on a journey to remove it from a culture of fear. That journey continues today, and many of the strategies and tactics she’s developed are based on fact, and distinguished by values.

imagineYOU Updates

Programs

- The imagineYOU Media Lab had over 180 visits for the month of September. The lab is now open on Saturdays from 10:00 am-5:00 pm. There were four Saturday photography classes in September. The library was able to provide two Canon 60D cameras and one Canon 80D camera for participants who did not bring their own camera. Two classes taught camera basics and went through each setting of a DSLR camera. The other two classes taught lighting and photograph composition. Using evaluation forms, participants rated the classes 5 stars in overall quality of the class, 5 stars in quality of the presenters, and 5 stars in value toward meeting your photography goals with 5 being the maximum rating.
- The glass room continues to be used by teens who love to dance. A young adult dancer has applied to volunteer to teach dance on Mondays and Tuesdays. The glass room is also seen use by groups of teens listening to music together on the macbooks.
- A young adult has applied to volunteer in the recording studio. Due to his assistance in helping teens record music, the studio has seen a sharp rise in use. This month many songs have been completed in the studio including a few that were completed in a single day. If use continues to increase at this rate imagineYOU will need to have a sign-up for studio time.
- This is a snippet of one of our singers: https://mclsny-my.sharepoint.com/:u:/g/personal/jeffery_bostic_libraryweb_org/EcBhiwQyPSpHo_1iKK_ojV0Bal5-WOTrVuPS6pChkM3YXw?e=Buid8l
- This is a snippet of one of our rappers: https://mclsny-my.sharepoint.com/:u:/g/personal/jeffery_bostic_libraryweb_org/EbwLaYw-dq1EvxMUnq3BAtwBvRiDWNQo4y5uuEAz_SJIA?e=g2EYe3
- Champion Academy continues to use our glass room to record their news show. imagineYOU is able to provide a 4K camcorder, tripod, and lighting.
- The Girls Who Code class is hosted in the imagineYOU lab. Eight teen girls learn computer coding from University of Rochester college students.

MCLS Member Libraries, Bernadette Brinkman, reporting

Brighton Memorial Library – Jennifer Ries-Taggart, Director

- There was a kick-off meeting with the foyer renovation project vendor Architectura on October 1. They have previously done extensive work for the City of Rochester, Monroe County Parks, Phillis Wheatley and Arnett branches, plus several out of county libraries.
- Thanks to the sponsorship of Assembly Majority Leader Morelle, Brighton has received a $65,000 SAM grant.
- On October 19, staff will be going to Buckland Lodge for compassion fatigue, mindfulness, conflict resolution, and active shooter training.
Brockport-Seymour Library – Carl Gouveia, Director
- The library is holding a book sale October 10.
- Study room construction is progressing. When completed, the library will have 4 new study rooms.
- The library has partnered with Kentucky Fried Chicken, which is opening a new restaurant in Brockport, to hold interviews and employee orientation in the library.
- Seymour’s annual gala will be November 17. This year the library will be hosting a mystery organized by Abby Devuyst.

Chili Public Library – Jeff Baker, Director
- The library’s latest book sale resulted in $2,700 in sales.
- The director met with contractors to discuss plans for the new community center.
- Chili has kicked off “Frankentober” in honor of the 200th anniversary of the book “Frankenstein.” The library will be hosting an Adult Frenkentober night on October 19, which will include a book give-away, and a Frankentober Family Day on October 20.

East Rochester Public Library – Meredith Fraser, Director
- East Rochester Public Library is planning to reduce its hold fee to $.25.

Gates Public Library – Greg Benoit, Director
- The director is looking forward to working with a new town supervisor to be appointed to fill the vacancy left by Mark Assini’s resignation.

Hamlin Public Library – Christine Gates, Director
- Hamlin Public Library recently hired a new part-time circulation staff member.
- John Dady will be performing at the library.
- A group of Civil War reenactors will also be setting up camp at the library.

Henrietta Public Library – Adrienne Pettinelli, Director
- The new library is progressing nicely. The second floor has been built and construction is being done to complete the roof and enclose the building so that progress can continue to be made over the winter.
- A final meeting was held with the town board regarding the library’s budget. Results of that meeting include adding a number of new positions to the library staff and increased pay.

Irondequoit Public Library – Terry Buford, Director
- Irondequoit Public Library will have three of its full time employees retiring in the next year.
- Irondequoit also just welcomed three new trustees to its board.
- There will be a local author event on Saturday, October 6.

Newman Riga Library – Lynn Brown, Director
- Newman-Riga started its first book club.
- The library has also installed a security camera and a wireless access point.

Parma Public Library – Leslie Boedicker, Director
- Contractors have been engaged to work on the new roof. Roof construction will begin around October 15.
- The library is holding a book sale at the end of October.
- October 27, is “Make a Difference Day” in Hilton, and the library will be participating this year by partnering with a local church to do a sock drive.
- Local high School students are also coming to the library to assist with cleaning the library.
- Parma Public Library won a Rochester Regional Library Council technology grant which will help to fund digitizing the Hilton newspaper. When this project is complete, it hopes to be able to also digitize Hilton yearbooks.
• The library was treated for bedbugs after an employee reported an infestation at home. As a precaution, all of the library materials checked out by the employee were treated by Shipping.

Penfield Public Library – Bernadette Brinkman, Director
• The annual book sale earned more than last year’s sale.
• The preliminary budget hearing will take place on October 3.

Pittsford Community Library – Rhonda Rossman, Director
• The library is currently switching out its media boxes so that they can be unlocked in the new self-service checkout kiosks.
• The library received $5,000 from Senator Funke which will be spent on classic ebook titles available through OverDrive.
• Staff training is coming up in November, which will include visiting the Central Library.

Webster Public Library – Terri Bennett, Director
• The library will be holding its Staff Training Day the week of October 8.
• The Friends of the Library will be holding a book sale October 10, through 13.

Selected Meetings & Outputs, September 11 – October 12 (Uttaro)

Standing Meetings
Brie Harrison; Sally Snow; Ana Suro – one-to-one meetings (monthly)
Tolley Reeves - one-to-one meetings (bi-weekly)
FFRPL Executive Director Ned Davis (monthly)
City Chief of Staff, Alex Yudelson (monthly)
City Senior Management Team (monthly)
Monroe County Assistant County Executive, Michael Molinari (monthly)
Central Library All-Staff Meeting (monthly)
MCLS System Services and Operations Committee (monthly)
MCLS Board meeting (monthly)
MCLS Directors Council (monthly)
New York State Library – Department of Library Development conference call (monthly)
Public Library System Directors’ Organization (PULISDO) conference call (monthly)
RPL-MCLS Management Team (weekly)
RPL Board meeting (monthly)

Other Meetings
Rochester Regional Library Council Advisory Committee
FFRPL’s Davis, Lusignan & Fuss; RPL’s Harrison & Ridarsky regarding Rundel Terrace Project
Jaci Riordan, ESL Wealth Management
Christine Corrado, Parent Leadership Training Institute
Todd Oldham, MCC regarding possible collaboration on mobile services
Roc the Future Early Grade Reading Planning Team meeting (3)
Rochester City Council Committee Meeting
Kronos Training
NYLA PLS Conference Call
Rochard Reingold, WHEC
Anne Brown, Arnett Staff Member regarding role of Library Director
NYS Division of Library Development & Seymour Library Director regarding funding options for Seymour
Rochester Area Community Foundation Annual Philanthropy Luncheon
MCLS Director’s Report – October 2018 (Continued)

Genesee Country Village & Museum Collections and Board meeting
The Strong President Steve Dubnik and Library Director Beth Lathrop regarding future of Strong/MCLS/RPL collaboration
Finger Lakes Digital Inclusion Coalition Meeting
Roc the Future State of Our Children Planning meeting
FFRPL Board meeting
Vivian Palladaro and Patti Giordano, Memorial Art Gallery
Katherine May, Chief Performance Officer for City of Rochester
City of Rochester Educaiton Team meeting
Mayor Warren regarding Teaching Artists
City of Rochester Planning Committee regarding Branch Facilities Plan
Rochester Downtown Development Luncheon
MCLS Children’s Consultant Tonia Burton regarding NYLA program
MCLS/RPL Retirees Luncheon
City of Rochester Architectural Services regarding Rundel Terrace Project
RPL All Staff Day

Email Activity
September 2018

<table>
<thead>
<tr>
<th>Name</th>
<th>Send Actions</th>
<th>Receive Actions</th>
<th>Read Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uttaro, Patricia</td>
<td>946</td>
<td>3416</td>
<td>3872</td>
</tr>
<tr>
<td>Snow, Sally</td>
<td>326</td>
<td>1748</td>
<td>834</td>
</tr>
<tr>
<td>Reeves, Tolley</td>
<td>387</td>
<td>1327</td>
<td>842</td>
</tr>
<tr>
<td>Harrison, Brie</td>
<td>837</td>
<td>1680</td>
<td>1994</td>
</tr>
</tbody>
</table>