



**Board of Trustees Meeting
Board Room, Rundel Memorial Library Building
May 20, 2024, 5:00 PM
Agenda**

I. PUBLIC COMMENTS

Corcoran

II. ACTION ITEMS

- | | | |
|---|----------------------------|-------------|
| 1. Minutes of prior Meeting | Corcoran | page 3 |
| 2. Claims | Hasselwander | page 5 |
| 3. Proposed 2025 MCLS Budget | Hasselwander
& Smathers | page 7 & 27 |
| 4. Update to 2024-25 Central Library Budget | Hasselwander
& Clasper | page 7 & 39 |
| 5. Central Library Program Aid FY24 | Hasselwander
& Clasper | page 8 & 41 |
| 6. Internet Access Policy Revision | Uttaro | page 8 & 43 |
| 7. Distribution of Community Materials | Uttaro | page 8 & 45 |
| 8. MCLS Annual Report to NYS | Smathers | page 8 |

III. REPORT/DISCUSSION ITEMS

- | | | |
|--|----------|---------|
| 1. Liaison to Rochester Public Library Board | Stockman | |
| 2. Liaison to Rochester Regional Library Council | Knapp | |
| 3. Friends and Foundation of the RPL | Borgus | |
| 4. Staff Reports | | |
| a. Director's Report | Uttaro | page 9 |
| b. MCLS Services | Smathers | page 9 |
| c. Central Library Services | Clasper | page 17 |

IV. OTHER BUSINESS

V. ADJOURNMENT

**Next Meeting:
Monday, June 17, 5:00 p.m.
Rundel Memorial Library Building**



**Meeting of the MCLS Board of Trustees
Board Room, Rundel Memorial Building
April 15, 2024
Minutes**

Trustees Present: Gary Brandt, Christopher Corcoran, Emily Hessney Lynch, Peter Knapp, Amy Moffitt, Marjorie Shelly, Mack Smith, Jr., Suzanne Stockman (quorum present)

Trustees Excused: None

Trustees Unexcused: Kimberly Brown, Erick Stephens

Staff and Guests: County Executive Office Liaison, BJ Scanlon; County Law Office Liaison, Don Crumb; staff members, Emily Clasper, Debi Mansour, Jennifer Smathers, Patty Uttaro

Call to Order

Mr. Corcoran called the meeting to order at 5:04 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.

Meeting Minutes

The minutes from the March 18, 2024, meeting was APPROVED AS PRESENTED.

Claims

On behalf of Ms. Hasselwander, Ms. Uttaro reviewed the financial claims with the trustees and offered to answer questions. Ms. Stockman MADE A MOTION to approve the financial claims as presented. THE MOTION PASSED UNANIMOUSLY.

Use of Monroe County Library System Fund Balance

Ms. Uttaro reviewed the item with the trustees.

Ms. Hessney Lynch joined the meeting at 5:07 p.m. Rev. Smith joined the meeting at 5:08 p.m.

In response to a question, Ms. Uttaro explained that the service gets turned off when a MiFi becomes overdue. The library adds a new unit into circulation when they are not returned. Patrons are not charged if they don't return the unit because T-Mobile provides them to the library free of charge. She further explained that MiFis continue to be in high demand and there is a constant Holds list for the units. Ms. Shelly MADE A MOTION to approve the utilization of \$140,000 from the MCLS fund balance to provide MiFi loan service continuation and amend the 2024 operating budget for said funds. THE MOTION PASSED UNANIMOUSLY.

Rochester Public Library (RPL) Liaison

Ms. Stockman reported that the RPL Board endorsed the joint search committee's decision to use RRLC for the new director search. They also approved a closed day for Central Library on May 9, an update to the Library Code of Conduct, and a full closure of RPL on April 8 for the eclipse.

Rochester Regional Library Council (RRLC) Liaison

Dr. Knapp reported that the RRLC Board met last month and approved several internship grants and special projects. They received an update from the executive director on her proposal to act as the manager of the hiring process for the new MCLS/RPL Director. Lastly, he shared that the RRLC Board is looking for a representative from the Community College sector as their current member has reached their term limits.

Director's Report

Ms. Uttaro offered to answer questions about the written report. In response to a question, she explained that two of the three large NYC library systems have begun building projects incorporating public libraries into housing developments. Data from similar projects in other cities shows that children living in these developments have increased reading scores.

Next, she shared that she has been working with Mr. Crumb and Mr. Scanlon on sexual harassment training for library trustees. In a recent Trustee Handbook Book Club meeting, it was stated that this training is mandated for trustees. After significant research, Ms. Uttaro and Mr. Crumb have concluded this is not correct. Nevertheless, she asked Mr. Scanlon and Mr. Crumb to determine if Monroe County can make their employee training available to trustees as an option.

In response to a question, Ms. Uttaro shared that the recent Women's Council Conference was well done and worthwhile. Ms. Uttaro provided a few highlights and shared that everyone attending from the library gave very positive feedback and there were a couple of good connections made.

MCLS Office

Ms. Smathers offered to answer questions about the written report. She shared that the system is preparing to implement auto-renewal in May. She explained that if library materials are checked out to a patron in good standing and the materials are eligible for renewal, they will be renewed automatically four days before their due date.

Ms. Uttaro added that Ms. Smathers and others are working on a new Document of Understanding because the current one expires at the end of 2024.

Central Library

Ms. Clasper offered to answer questions about the written report. Mr. Brandt expressed his appreciation for the local newspapers being added to the New York State Historic Newspapers website.

In response to a question, Ms. Smathers gave an update on the activities related to the eclipse. She shared that the tabling at the Rochester Museum and Science Center was successful, and the library had a premium spot. She reported that most of the planning work was effectively shifted to other venues after the RPL decided to close for the day.

Other Business

None

Adjournment

The meeting adjourned at 5:41 p.m.

Patricia Uttaro, Secretary

**MONROE COUNTY LIBRARY SYSTEM
FINANCIAL CLAIMS 2024**

MONTH	DAY	CLAIM VO	VENDOR	DESCRIPTION	EXPENDED	REMARKS
3	5	2000612512	11105288-East Rochester Public Library		\$ 10,000.00	
3	5	2000612229	11105346-Webster Public Library		\$ 15,000.00	SPECIAL LIBRARY AID 7/1/23-6/30/24
4	1	2000611038	11105435-EBS CO INFO SERVICES	CONSUMER REPORTS	\$ 39,356.70	
4	1	2000611091	11119312-SPRINGSHARE LLC	LIBCAL-50	\$ 2,519.00	
4	5	2000611622	11104976-TRI DELTA RESOURCES	VEEAM BACKUP & REPLICATION	\$ 1,280.00	N/A
4	5	2000611622	11104976-TRI DELTA RESOURCES	VEEAM ANNUAL BASIC MAINTENANCE	\$ 1,996.00	N/A
4	5	2000611068	11109903-OVERDRIVE	MATERIALS-HOLD	\$ 3,033.66	MULTIPLE EBOOKS/AUDIOBOOK
4	5	2000611068	11109903-OVERDRIVE	MATERIALS-HOLD	\$ 457.47	MULTIPLE EBOOKS/AUDIOBOOK
4	5	2000611068	11109903-OVERDRIVE	MATERIALS-HOLD	\$ 3,381.61	MULTIPLE EBOOKS/AUDIOBOOK
4	5	2000611068	11109903-OVERDRIVE	MATERIALS-HOLD	\$ 334.88	MULTIPLE EBOOKS/AUDIOBOOK
4	5	2000611068	11109903-OVERDRIVE	MATERIALS-HOLD	\$ 3,239.51	MULTIPLE EBOOKS/AUDIOBOOK
4	5	2000611068	11109903-OVERDRIVE	MATERIALS-HOLD	\$ 331.89	MULTIPLE EBOOKS/AUDIOBOOK
4	5	2000611068	11109903-OVERDRIVE	2024 DIGITAL MATERIAL PLATFORM	\$ 2,500.00	APRIL-JUNE
4	12	2000612167	11102541-UNIQUE MANAGEMENT	2024 MATERIAL RECOVERY	\$ 1,814.00	Apr-24
4	12	2000611722	11118915-OCLC	EZ PROXY	\$ 7,883.70	
4	12	2000612615	11126766-KNOWBE4	SECURITY AWARENESS SUBSCRIPTION #3/3	\$ 10,836.00	
4	16	2000611121	11126766-KNOWBE4	PHISHER SUBSCRIPTION	\$ 3,425.33	
4	26	2000613223	1111382-MONROE COUNTY SHERIFF	SERVICE PROCESS	\$ 24.00	
4	29	2000612935	11106297- CARL CORPORATION	2024 CARL X. EQPT SVCS & SOFTWARE	\$ 128.00	ORIGINAL PAYMENT WAS \$128 SHORT
					\$ 107,541.75	



TO: MCLS Board of Trustees
FROM: Patricia Uttaro, Director
DATE: May 20, 2024
SUBJECT: Monthly Report–May 2024

Action Items

Proposed 2025 MCLS Budget (Hasselwander & Smathers)

The proposed 2025 MCLS budget was distributed for review by the Finance Committee and MCLS member library Director's Council prior to the Board meeting. Below is a summary of recommended expense changes:

1. Monroe County has offered a 3% inflationary increase in Central Library public operations support and continues the Rochester Public Library (RPL) Local History Division operations of the Office of the County Historian. (\$173,000).
2. Minor computer maintenance increases are offset by the elimination of a third-party agreement for offsite backup support (-\$5,520).
3. Professional services decreases (-\$14,400) result from lower monthly digital transmission and internet costs from our last E-rate bid process.
4. Membership decreases (-\$21,500) include the cyclical costs of a multi-year movie licensing subscription not recurring as well as the move from a NYLA membership re-bill to individual member subscriptions.
5. Contract Services increases (\$30,300) reflect salary and benefit increases for system services.
6. Note that capital finance expenses (bonds) are maintained by the County. The 2024 debt service is estimated as revised from 2023, with principal and interest based on County guidance in fall 2023. This amount will increase in future budget cycles with the remaining MCLS fleet replacement debt service.
7. We also rely on County input for vehicle maintenance/service estimates.
8. The single remaining MCLS retiree medical payment does not re-occur this year.

We conservatively project flat state aid in 2025 despite an increase in categorical library aid and construction funding in the newly adopted state budget. Contract Payments reflect a 1.5% inflationary increase in MCLS Cost Share payments.

Board Action Requested: Approval of the proposed 2025 MCLS Budget.

Update to 2024-25 Central Library Budget (Hasselwander & Clasper)

Since the Board approval of the Central Library budget in February, Monroe County offered a 3% increase in public service operating support versus the 1.5% increase requested. The NYS budget was passed with a 4% increase in Library Aid, 1.5% higher than projected.

This restored a Librarian II full time position that was eliminated as a budget efficiency and some minor adjustments to Central Library Aid as shown below. Minor adjustments were also made to rents, equipment maintenance, and building maintenance lines.

The Central budget as amended is \$11,721,800, an increase of \$111,500 from February. A revised expense and revenue summary is included with your packet.

Board Action Requested: Approval of the amended 2024-25 Central Library Budget.

Central Library Program Aid FY24 (Hasselwander & Clasper)

Central Library Aid is proposed as follows:

Systemwide Services Provided by Central Library

- Electronic Materials (System Collection) \$ 142,200 (includes Overdrive e-books, audio book, streaming video)
- Reference Materials \$ 58,000
- System-wide Databases & Research Databases \$ 62,000 (includes A-Z Database, Gale, EBSCO select databases, IBIS World, Frost & Sullivan)
- Non-fiction Materials \$ 43,500
- Foreign Language Library Materials \$ 16,500
- TOTAL \$ 322,200

Board Action Requested: Approval of NYSED Central Library Development Aid for the 2024-25 budget cycle.

Internet Access Policy Revision (Uttaro)

In order to meet requirements for E-rate reimbursement, MCLS must maintain a system-level internet access policy that includes language related to the Children's Internet Protection Act. The policy was last reviewed in 2015. Minor changes are recommended to formatting, including the addition of a policy statement. The guidelines remain unchanged. Both old and new policies are included in the packet for your review.

Board Action Requested: Approve revised Internet Access Policy

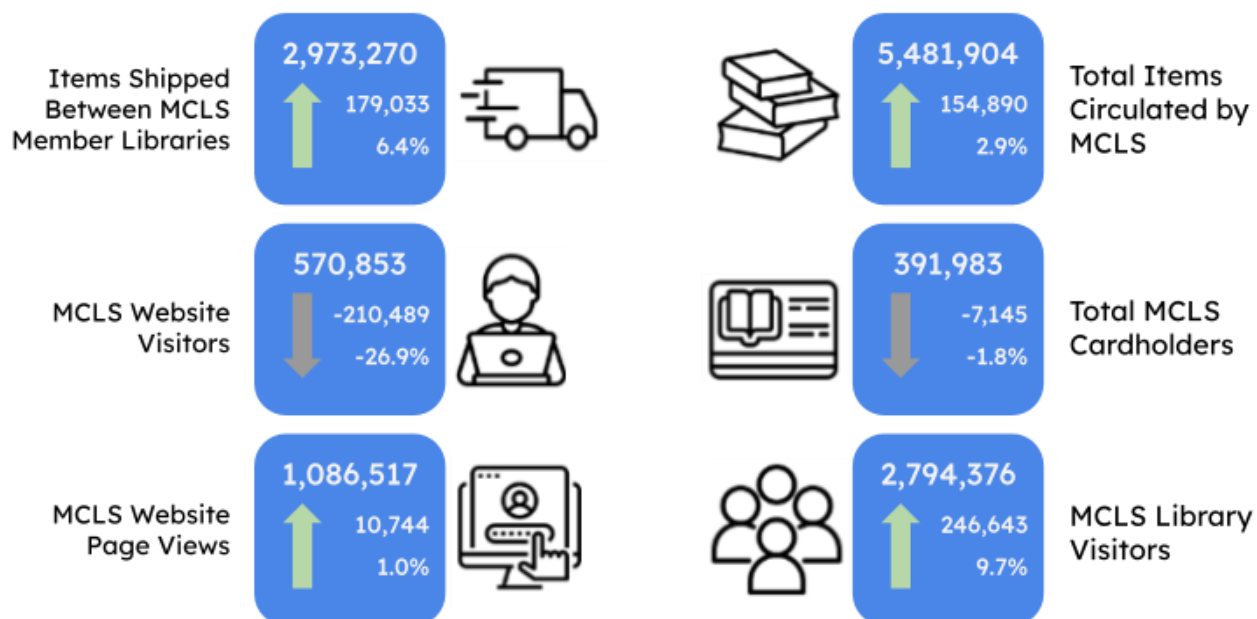
Distribution of Community Materials (Uttaro)

The MCLS Shipping Department provides an efficient means for the distribution of print materials and other items to all MCLS library locations. The policy governing this process was last reviewed by the board in 2010. Since that time, the Shipping Department has become the primary source for distribution of things like masks and Covid test kits, along with the typical print materials. The one proposed change is the elimination of the minor fee to non-profit organizations. MCLS has not collected this fee since pre-pandemic and Shipping leadership believes it isn't necessary to control volume.

Board Action Requested: Approve revised Distribution of Community Materials policy

MCLS Annual Report to NYS (Smathers)

Each year, library systems in New York State are required to complete and submit an annual report to the New York State Education Department Division of Library Development. The 2023 report for MCLS is enclosed with your packet for review. Some highlights include increases in the number of items moved among our member libraries, increased circulation, and increased number of visits. We are not quite back to pre-pandemic numbers but are trending in the right direction.



Board Action Requested: Approve the 2023 MCLS Annual Report to New York State.

Report & Discussion Items

MCLS Director Patricia Uttaro is reporting

Recommended Reading & Viewing

- From Vision to Reality: Four Community-Led Teams Selected to Create New Events at Madison Public Library - <https://www.cityofmadison.com/news/2024-04-29/from-vision-to-reality-four-community-led-teams-selected-to-create-new-events-at> - Very interesting way to involve your community in program planning!
- Last Week Tonight's John Oliver On Libraries - <https://collider.com/last-week-tonight-libraries-john-oliver/>
- A New Intermediary: How AI May Impact Libraries, Research & Information Retrieval - https://www.tucsonsentinel.com/nationworld/report/051224_ai_libraries/a-new-intermediary-how-ai-may-impact-libraries-research-information-retrieval/

MCLS Member Libraries

Jennifer Smathers reporting

The once in a lifetime Total Solar Eclipse programming dominated our member libraries in early April. Even members who were closed on April 8 were actively involved in supporting our communities' appreciation of the astronomical event. Solar viewing glasses were handed out, eclipse experts brought in to speak to our patrons, science activities for people of all ages, and a lot of excitement about our skies above shared out. While in Monroe County the day itself was clouded over and only offered direct peaks at the sun and moon, a deep dark in the middle of the day created a shared sense of awe. It



was an unprecedented event for promotion and networking around MCLS, with many new community connections forged.

The day after the eclipse, our member libraries quickly pivoted to the collection of new and gently used eclipse glasses. The majority of which will be sent to the MCLS Office to be shared with the Rochester Museum and Science Center, an official collection point for Astronomers Without Borders, who have guidelines for glasses inspection and will redistribute them to future eclipse viewing locations.

Summer reading program promotion and preparation became a theme at member libraries for the rest of the month.

Brighton Memorial Library

BML's annual dress up day focused on cardigans and coincided with National Library Workers' Day. Staff could go with most unique or most gorgeous. Patrons were invited to vote for their favorites in each category. A special Thank you to our friends across Lake Ontario at the [Brighton Public Library](#) who were invited to play along with us. Congratulations to both of the winners.

Chili Public Library

We had so much fun celebrating the Total Solar Eclipse with our patrons! The event attracted local residents and travelers alike and we saw participants of all ages and interests. All Town of Chili departments teamed up to make the event happen.

East Rochester Public Library

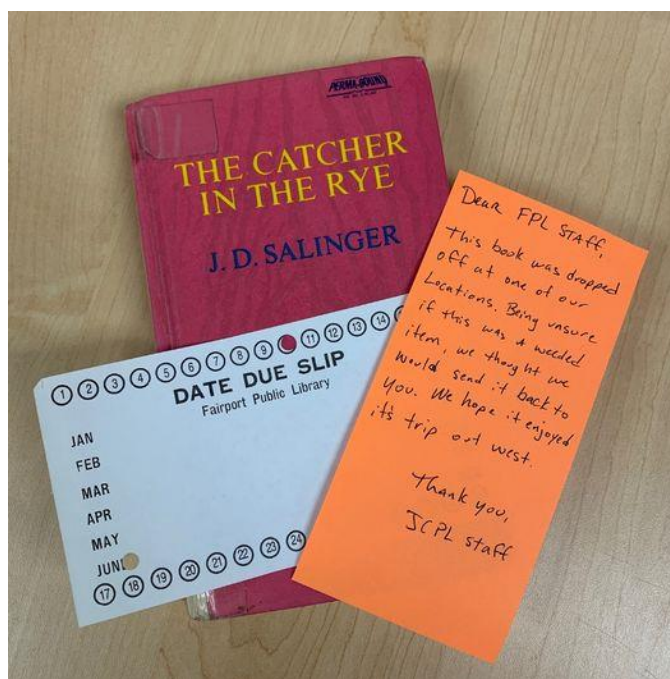
Our reading nook seems to be a hit with our younger patrons.



Joanne Brokaw ran a free Pop-Up Blackout Poetry workshop. That Saturday in April participants explored the technique of Blackout Poetry, using markers to block out large blocks of text on pages from magazines or books, leaving behind a few words to create a unique poem or piece of writing. Illuminating stories in the darkness.

Fairport Public Library

Once upon a time, this copy of *The Catcher in the Rye* by J.D. Salinger, lived happily on the shelves of the Fairport Library. A reader loved it so much, they took it on a trip across the country. After decades on the road, our friends at the [Jefferson County Public Library](#) in Colorado, were kind enough to help it find its way home ❤️🇺🇸



Gates Public Library

Saturday, April 27, Gates held a Kitten Shower with G.R.A.S.P. We accepted donations and hosting some cats available for adoption. Meet and greets with kittens, games, prizes, fun, and smiles were abundant.

Greece Public Library

Entries for a Friday Freebie April drawing for *Eternal: A Novel* by Lisa Scottoline made for some heartwarming library stories. Just a few of our favorite comments from patrons:

"I love that the library is SO much more than just what's in the building! The free audiobooks and Ebooks through Libby and Hoopla save us so much money"

"I would be spending hundreds on books every month without the library!! Between me and my kids we love all the books available!"

"I love that that even after years of living in other places, when I'm home visiting my parents for school breaks and summer recess, I ALWAYS make it a must to see what's happening at the library and making



a trip to your amazing book resale section to stock up on great reads!"

"I love the library because I have been all over the world and in space and even the most amazing places only the greatest authors can imagine.

Places where time rewinds, stops or springs forward. ,

Places where you can read what someone is thinking and animals have voices.

Places to learn.

Places to explore.

Places to grow.

All of these exciting travels without having to spend a penny.



"Library is great place to quiet down, focus, work on projects, immerse oneself in learning and therefore possibilities ahead of you.... It is good for your soul."

Read all the entries:

<https://www.facebook.com/GreeceLibrary/posts/pfbid0Ar646y2znvd7wKJ5Tx9uohsiGUzhETB9jup76jbfJt6WG72gucXDk5nMqshKfByWl>

Hamlin Public Library

The eclipse-related library activities did not stop on April 8. For the rest of the month, the library collected eclipse glasses for Astronomers Without Borders.



Henrietta Public Library

This ice cream looks so good, we wish it were real! Stop into the library to see this amazing painting and many other art pieces by Rush-Henrietta students in grades 7-12. The art show will be up until May 7th.

[#rushhenriettacentralschooldistrict](#) [#henriettany](#)

Irondequoit Public Library

That was some eclipse, huh? While the next one won't appear in the sky anywhere near Rochester, we'll still have our memories of these great Eclipse Robots that the kids made on a recent Maker Monday!



Mendon Public Library

Mendon Public Library is pleased to share artwork created by Cathy Stewart through April.

Cathy is an up-and-coming artist who recently relocated to Honeoye Falls, NY from Wayne County (Sodus Bay), a place where she spent her summers growing up. Cathy works mostly in acrylic painting and photography. Cathy is inspired by nature and God's great glory as depicted in her work. Cathy enjoys all things water and sunset-related and can usually be found with her paintbrush and camera.



Newman Riga Library

Thank you to everyone who came out to the library for our antique appraisal event, and to the appraisers who volunteered their time today. We had a fantastic day learning about people's treasures and connecting with the community!



Ogden Farmers' Library

In collaboration with [Kiwanis Club of Spencerport](#), we are once again hosting our popular Silent Auction! Bid on a plethora of items and gift cards and snag some huge discounts. Your participation supports Ogden Farmers' Library and the Kiwanis Club of Spencerport!

**Patron comment: Great idea having the supervisor and chief part of this, great way to connect with our elected officials on a personal level. All our elected officials should do this.*

Parma Public Library

Library After Dark: Trivia Night was a lot of fun! We had four teams that all did their best with six full rounds of trivia and a bonus round. In the end, The Jammers were our winners! Congratulations 🎉



Penfield Public Library

Yup, we wound up with cloud cover but we thought totality was still pretty cool. 🌞 We're glad we got to see so many of you yesterday at the Town of Penfield eclipse watch party! Let's do it agai- oh, wait...never mind. See you at the library!



Pittsford Community Library

Miss Sarah is taking PCL's Book Bike out for its inaugural spin of 2024! If you registered for [Pittsford Recreation's](#) Earth Day Celebration, you'll probably see her handing out saplings this evening at the Spiegel Pittsford Community Center!

Seymour Library

Bring the universe home with you with one of our space mobile take and makes! These kits were constructed by one of our SUNY Work Study students, majoring in Education.

Available in the children's room while supplies last!

*Patron comment: *My kids loved it! They turned out so cute!*



MCLS Office Updates

Jennifer Smathers reporting

An uptick in patron-banning activity occurred in April, including one system-wide ban going to the Monroe County Sheriff's Office for official service to the patron. MCSO was not able to serve the patron. The e-portal and communications with MCLS directors were updated to reflect changes as they happened.

The Document of Understanding Review Team worked to draft an updated Document of Understanding between MCLS and member libraries. Thank you to Rhonda Rossman, John Cohen, Jennifer Erler-Perry, Lyle Grills, Melanie Lewis, Emily Clasper, and trustee Marjorie Shelly for their commitment to the review.

Outreach Department, Maren Kyle reporting

For the second year in row, we have been able to use some of our county corrections funds to purchase recreational reading materials for the youth at the Monroe County Children's Center in Rush, a residential facility that provides "a safe therapeutic environment for juveniles awaiting adjudication through the judicial system." With the help of the center's recreational coordinator, Homer Acwil, we developed a collection including everything from *Diary of a Wimpy Kid* to Toni Morrison. Ms. Acwil reports that since receiving these books, the youth have shown an increased interest in reading and have even asked about starting a book club!

In-Home Library Service

Outreach staff selected and distributed library materials to 19 in-home patrons:

- 16 patrons received a home delivery of library materials (218 items total)
- 3 patrons received a cartridge loaded with digital audiobooks from the NYS Talking Book and Braille library by mail (52 titles total)
- 1 reference packets mailed to in-home patrons.

Library Stations/Micro Collection Lending Service

- 14 library stations served.
- 989 items distributed.
- Special requests were filled for 8 sites.

Corrections and Reentry Support

- Outreach staff fulfilled 8 requests for physical "Making Moves" reentry resource packets.
- "Making Moves" webpage received 72 total pageviews.
- Jail Presentation: On April 10th, Maren Kyle and Wes Becker delivered a presentation regarding local library and reentry services to a group of 8 men in the Monroe County Jail.

Other Outreach

- Presentation: On April 22nd, Maren Kyle spoke to the current cohort of Pathstone's Employment Focused Services Program about essential library services, with an emphasis on library collections and services that are of value to individuals who are job hunting. The program serves individuals 18+ on probation and who are court-referred. All participants are unemployed. Kyle speaks with a new cohort each month and keeps Pathstone's Water Street office space supplied with library events calendars and brochures.
- Tabling: On April 12th, Maren Kyle and Ron Freitag staffed a table at the Pinnacle Place Apartments health fair, providing information about library resources and events for their 400+ residents.
- Short Story Discussion Program: Outreach librarians resumed monthly visits to Lifespan senior day programs where we listen to a short story read by Levar Burton and then discuss it.
 - Lily Café: canceled this month due to onsite issues
 - Wolk Café: "Chivalry" by Neil Gaiman, 16 participants
- Book Club Support: Provided copies of book club titles in multiple formats to support book club programming at senior living facilities:
 - Valley Manor: *Tom Lake* by Ann Patchett, 15 copies
 - Ashley Woods: *The Replacement Wife* by Eileen Goudge, 9 copies

Interlibrary Loan

Lending: Requests Received - 566 Requests Filled - 197

Borrowing: Requests Received - 42 Requests Filled - 39

Children's Center, Tonia Burton reporting

Programs

- The first week of April was busy with spring break programs, including an animal program from Wildlife Rockstars. Teachers from Hochstein presented two dance lessons sessions, and the BenAnna band performed for families.
- In celebration of the Eclipse, Children's staff created various stations focusing on the solar system and the eclipse. Families were able to explore different engaging hands-on activities throughout the day.
- Take Your Child to Work Day— City employees and their kids stopped at the Central Library as part of their tour of several city facilities. Tonia Burton showed younger kids the Secret Room and Children's Center, Miranda Hazen gave the older kids a brief tour and talk on the history of the Rundel building and Broad Street bridge area and Alicia Gunther took the teens to Teen Central and the Rundel stacks. Some families ended their visit with some Giant Connect Four in Children's!



Community Outreach/Meetings/Training

- Tonia Burton hosted the annual MCLS Children's Services Retreat. A session on Artificial Intelligence and the Library was presented, along with the Science of Reading: An Introduction for Library Staff. Miranda Hazen offered attendees a tour of the Central Library. The day ended with a discussion of what we learned and identifying the next steps.
- Chelsea Arnold and Tonia Burton served as judges at Rochester City School District's 24th Annual Storytelling Festival. The festival saw students of different ages across different city schools performing stories that they had memorized.

- Arnold and Burton attended a literacy event at the Mt. Olivet Baptist Church, which included a screening of the film *The Right to Read* with its producer Kareem Weaver. Arnold and Burton shared information about the library with families and offered library card sign-ups. The film screening was followed with a discussion from Rochester City School District officials on the shift in training teachers how to teach reading based on the Science of Reading.
- Miranda Hazen attended the Rochester Indie Comics Expo and, with help from Griffin Van Ostrand of the Lincoln Branch, helped attendees make buttons out of discarded comic book pages.



Anecdotes/Other

Working with Father Tracy Advocacy Center continues to be helpful. The lack of housing continues to be an area where help is needed as well as clothing and food. Teens have been spending time with the providers to discuss issues in their lives.

Raising a Reader

Johnson and Chaves continued supporting sites with bag rotations and story times. Johnson and Chaves also spent April preparing nature activity bags for families. These activity bags were also translated into Spanish. Raising a Reader staff also focused story times on the eclipse to get families excited for this event. Chaves and Johnson also supported sites by donating eclipse glasses.



Central Library Updates

Emily Clasper reporting

Emily Clasper recently attended the Public Library Association Conference in Columbus, Ohio. While there were many interesting topics covered, there was a noticeable focus on the pressures currently impacting library workers across the nation. Many of the sessions centered around providing support for library staff who are experiencing trauma on the job. Several standing-room-only sessions showed how widespread these experiences are in public libraries across the country, and offered creative ideas for further providing staff with the support they need in the face of such challenges. There was also a related thread of discussion around supporting library workers dealing with the rising number of book challenges. Clasper took advantage of the conference to network with a large number of colleagues who have been grappling with similar issues and trade ideas for action.



After several weeks of configuration and testing, the Central Library has officially begun using LanguageLine for on-demand language interpreting over the phone. Through this service, library staff can quickly and easily contact a professional interpreter to help navigate patron interactions in more than 240 languages. In April, staff made 10 calls to use the service, helping to bridge the language barrier and provide better service to patrons. Feedback from staff so far has been that the service is easy to use and has had a positive effect on these

interactions. Now that staff have had a chance to try it, there are plans in motion to promote the service to the public via a press release, posters, and social media.

Clasper presented a workshop on Book Challenges to the Lilac City Writers Group. The group was very engaged and asked a lot of questions, particularly regarding how members of the community can support libraries through challenges. One participant was a trustee from the Gates Library, who passed on her appreciation for the work that libraries are doing to support intellectual freedom. The group has donated to FFRPL as a thank you for the session.

A number of small updates have been made to the Central Library in order to help create a safer more secure environment. These include new signage indicating the areas where security cameras are recording, as well as updated signs regarding smoking and vaping, emergency exits, fire extinguishers, staff only spaces, and updates to the Code of Conduct. Latch guards have been installed on several doors in the Rundel building to prevent the locks on these older doors from being forced. Representatives from the City's Persons in Crisis team have been spending time in the Central Library helping to address mental health crises that arise with our patrons, and have been performing outreach to the unhoused population what visits the library. We are hopeful that we can continue to make small changes that will add up to a big difference in the saety of the library patrons and staff.



Arts/Literature, Melissa Manczuk reporting

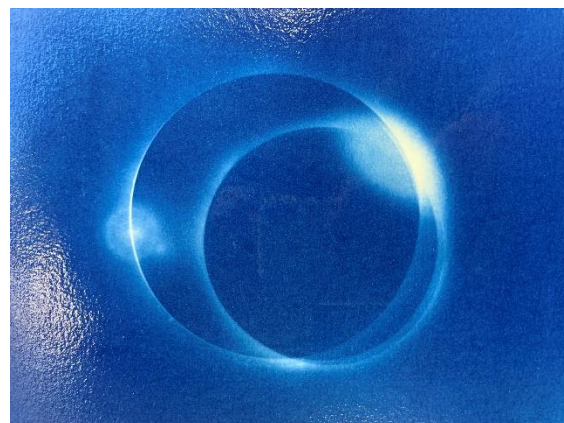
Programs

The Making and Meaning series continued with session four, *Fallout and Downwinders: visual examinations of the nuclear age*. This lecture was an informed and reflective look at art created during the beginning of the nuclear age and its impacts and interpretations of today. Beginning at the WWII era, this lecture covered the artistic interpretations of these times through the possible impact of nuclear annihilation. Interpretations and photographs from the American nuclear bombing of Japan to end World War II to the rise of the cold war, this lecture was an informed view of various trends of the twentieth century. After the nuclear bomb was dropped on humans at the end of World War II, there has been a pervasive thread of interpreting the new era of the ability of nuclear annihilation on a global scale. This development shaped artists of the past and present as they witnessed nuclear incidents such as Chernobyl and Japan's nuclear accident after the Tsunami in 2011. This subject is just as relevant to today as it was during the creation and testing of nuclear weapons.



Outreach

Don Hyatt visited Lifespan in Rochester for a Cyanotype program that made images from solar eclipses. The participants enjoyed making a print from eclipse imagery, as many did not get to see the eclipse due to the cloud cover on



April 8. Participants enjoyed seeing the process of the bright sun exposing the prints as it was the first time this program was able to be done outside with bright sun and warm weather.

Business Insight Center, Jennifer Byrnes reporting

Outreach/Meetings/Training

- Jennifer Byrnes presented to the staff at the Henrietta Public Library on BIC programs and services and an introduction to basic financial and business concepts.
- Byrnes presented to a class at the Golisano Institute of Business & Entrepreneurship, discussing programs and services in addition to an introduction to Intellectual Property.
- Byrnes and Lily Anthony staffed a table at Monroe County's Small Business Fair, held at Monroe Community College. Byrnes also gave a brief presentation.
- Melissa Cobo and Anthony attended the annual five-day intensive training at the US Patent & Trademark Office in Alexandria, VA.



Anecdotes

Byrnes received this from Ervin Starr, a professor at the Golisano Institute for Business & Entrepreneurship:

Dear Jennifer,

Thank you again for coming to meet with us and for your work in the community. You and your team and tools/databases are a rich support for the business eco-system here in our community and around the world.

We are fortunate to have you here.

Warmly,

Erv

Consulting

- Hours of in-depth market research/prior art searching: 55
- The Carlson Center for Intellectual Property assisted:
 - In person: 4
 - Email: 15
 - Mail: 0
 - Phone: 0
 - Zoom: 2
- 3D Printer: 1
- Webpage views: 54
- Requests Outside Greater Rochester Area: 15

Database Usage Statistics

- Frost & Sullivan: Page views: 39 Value: \$138,650
- IBISWorld: Page views: 156 Value: \$78,215
- InnovationQ: Logins: 7 Searches: 58
- Mintel: Sessions: Page views: 5 Downloads: 0

- PitchBook Logins: 34
- Statista: Page views: 99 Downloads: 34

Circulation/Information, Chad Cunningham reporting

Statistics

- Curbside Pickup Appointments- 0
- New Borrowers- 257
- RRLC Access Cards Issued- 1
- Notarial Acts- 205

Anecdotes

The eclipse was certainly a heavy topic of conversation for the last few months. In Circulation, we handed out glasses to anyone who asked. The week before the eclipse we still had plenty of glasses left. Stephanie Penns, never one to back down from a challenge, made it her mission to hand out as many glasses as possible. Penns called patrons to the desk, asked every person she helped, and even went so far as to walk around the first floor of the Bausch and Lomb Building of the library handing out glasses to everyone she came across.

Local History & Genealogy, Christine L. Ridarsky reporting

Programs

- In April, the Local History & Genealogy Division and Shoulders to Stand On hosted the 7th Annual Anthony Mascioli Rainbow Dialogues: The Fight for Trans Rights: Making History Then and Now. The event was sponsored by the Friends & Foundation of the Rochester Public Library, ImageOut, and Rochester LGBTQ+ Together. The event was live streamed and recorded and can be viewed at



<https://www.youtube.com/live/R8q3svLkitk?si=83-n41Re26b40wYz>.

- Christine Ridarsky and Dan Cody led walking tours over four days for 2nd and 3rd graders from the Genesee Community Charter School's River and Flour City campuses. The tour groups visited three locations each day--Rapids Cemetery/Brooks Landing, the Erie Canal/Broad Street bridge, and Browns Race--to learn about Rochester's pioneer villages.
- The library hosted a public book talk by Victor Luckerson, author of *Built from the Fire: The Epic Story of Tulsa's Greenwood District, America's Black Wall Street*, in partnership with the Rochester Institute of Technology, Monroe Community College's Institute for the Humanities, Clarissa Street Legacy, and the Center for Teen Empowerment. The event was live streamed and recorded and can be viewed at <https://www.youtube.com/live/YHJRYDxth6c?si=XQeiVCw9qHyvPFif>.



Outreach/Meetings/Training

- Emily Morry gave a talk on "Historical Markers of Monroe County" to an audience of more than 100 people at the Chatterbox Club.
- Antoine McDonald attended two meetings of the City's Black Heritage's Ancestor Committee. He has been researching seven historic Rochesterians who will be included in the next edition of the 150 Ancestors Commemoration book.
- McDonald hosted a tour of the library for students from Rochester School 8 and their Rotary Club mentors. During the visit McDonald explained the history of the library, the day-to-day services provided by the library as well as unique features not often associated with libraries. The group also visited both the Clarissa Uprooted and the Funky Turns 50 exhibits featured in Local History. The visit also features a discussion led by McDonald that focused on the importance of reading, tips, and suggestions for ways to increase and diversify reading materials for youth, utilizing local resources etc.
- There were two new posts to the Local History ROCs! blog in April: "Total Eclipse of the Trivia," by Dan Cody & Emily Morry and "Time Passages: the Rochester Roots of a trio of Hall of Famers," by Emily Morry, who also edits the blog. These posts received a total of 128 views in April. In addition, readers from 35 countries revisited 199 previously published posts for a total of 2,561 blog views in April. All blog posts can be read online at www.rochistory.wordpress.com
- Ridarsky participated in a panel discussion following two performances of "A Glowing Halo: A Quest for Truth in the Heavens" at First Unitarian Church this month. The locally written and produced stage play examined astrological discoveries connected with historic solar eclipses with particular emphasis on Lewis Swift of Rochester.

Special Collections

- Work on the accessioning project funded by a New York State Documentary Heritage Program Implementation Grant (see October 2023 report for details) was largely completed in April. Contractor Stephanie Ball created 80 accession records this month and completed the most difficult part of the project – evaluating, arranging, and accessioning materials from unlabeled and poorly documented "mystery boxes" of manuscript material that have been sitting undisturbed in Shared Stacks for decades. She also accessioned and arranged most of the LGBTQIA2+ history collections that comprise the bulk of the processing backlog before her hours were exhausted.

- Fess completed one finding aid in April. This collection, the Community War Memorial Construction Photographs, consists of professionally shot images depicting the process of building the Community War Memorial between 1951 and 1955. Volunteer Kate Philipson completed a finding aid for the Art in Buttons Correspondence, letters sent to Art in Buttons employees during their military service in World War I.

Digital Projects

The FamilySearch scanning team continued operations in April. A total of 179 items, all yearbooks, were scanned this month. Please see the chart below for details:

Title	Author	Publication date	Total
CHRONOS	Greece Arcadia HS	1966-2004	32
EKKLESIA	Greece Athena HS	1976-2017	19
epic	Greece Olympia HS	1961-2010	25
Greece Athena Middle School	Greece Athena MS	1996-1998	3
Greece Odyssey Academy	Greece Odyssey Academy	2006-2016	8
COMET	Harley School	1933-1970	37
Harley	Harley School	1971-2000	33
COMET	The Harley School	2001-2023	22

Interns/Volunteers

- Karen Sue Brown continued working on sorting and filing newspaper clippings. She provided 11.5 hours of service in March. The focus of her work continues to be clippings that were left unfiled in 2012; she also spent time in March continuing a needed revision and reorganization of clipping files on research projects at the University of Rochester and Strong Memorial Hospital.
- Owain Gray provided 5.75 hours of work in April. He continued arranging and creating a finding aid for the James Barclay Photograph Collection.
- Noeme Liestman provided a total of 4 hours of volunteer time this month. She continued processing the Whitelaw Roemer Photograph Collection, a large collection of documentary, experimental, and fine art photographic prints from a local amateur photographer.
- A new volunteer, Kate Philipson, joined Local History & Genealogy in April. Kate is an archivist for Documentary Heritage Preservation Services for New York and is volunteering in the short term to gain practice processing physical collections (work that is not typically part of her job). In April, she contributed 16 hours, completing processing of the Art in Buttons Correspondence, and beginning processing of the Robert Dardano papers.

Other Activities

The division filled orders for 55 birth, death, and marriage announcements (Life Records), 25 newspaper articles, and 9 Rochester Images.

Anecdotes

A patron asked for information on the history of Rochester's Chamberlin Rubber Company. Chamberlin was recently purchased by Buffalo-based Seal & Design, and the new owners wanted additional information on Chamberlin's long history (the company dates back to 1865). Brandon Fess provided several newspaper articles that helped to fill in Chamberlin's early history. The company used the information to create a Facebook post on Chamberlin's early days as a retailer, which can be found here:

<https://www.facebook.com/SealAndDesign/about>.

Reynolds Media Center, Joseph Born reporting

Reference

RMC handled 886 reference questions and 351 non-reference transactions for a total of 1,237.

Programs

- Brown Bag Book Discussion: *Vaster Wild* by Lauren Groff
- First Friday film: *The Color Purple*
- Our See It First film: *The Book of Clarence*
- A/V set ups for programs in Central Library: 24, including streaming of 3 FFRPL programs to the RPL YouTube Channel.
- Diane Gardner reviewed a horror novel for AudioFile Magazine *Night House* by Jo Nesbo.

Based on feedback from patrons, RMC purchased and processed 3 portable DVD players for circulation. We started circulating them April 20th and as of April 30th there were 4 circulations and 4 holds.



Science and History, Gabe Pellegrino reporting

Programs

- The Science Division hosted the New York State Department of Taxation and Finance Taxpayer Assistance Program (TAP). This is the tenth year of hosting the program, formerly called Facilitated Self Assistance Program (FSA). Each week up to 24 people could come in for help. The program served a total of 171 people this year. Tax filing is assisted by TAP staff who guide them through the process and answer questions. This program provides a higher income threshold than the CASH program. The TAP Program also helped people who were not able to make an appointment with some of the various AARP tax filing sites that were around Monroe County. Science staff made the appointments for the TAP Program as the Science Division's telephone number was provided on the flyers. The Science staff also made many appointments for CASH clients, as the information line for the CASH program is the Science Division phone.

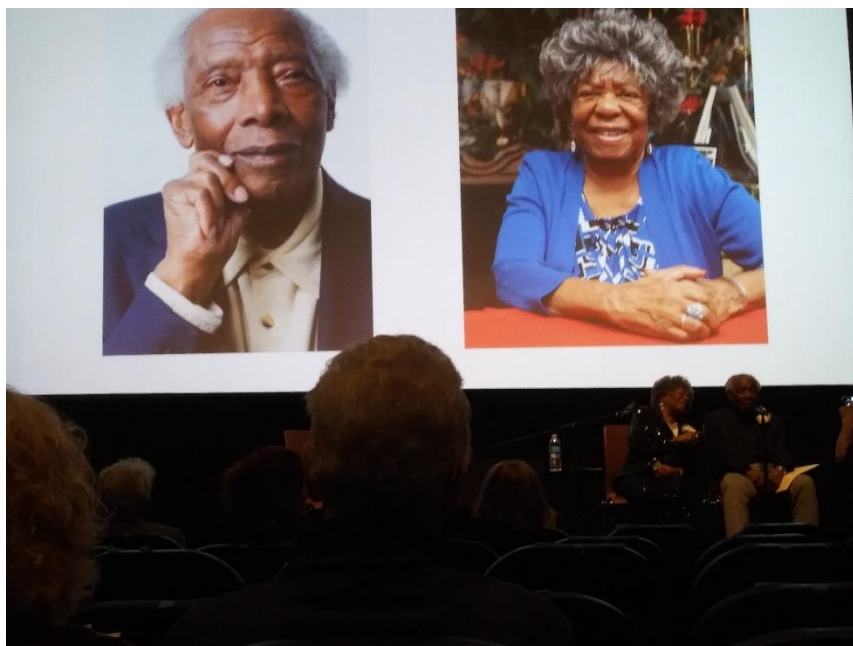


- Got Health? Online video series, presented by and in partnership with the Center for Community Health and Prevention at the University of Rochester Medical Center, presented its April program: Improving the Health of Black Moms and Babies. The Central Library promotes the program through its Facebook page, by creating an event for each month's presentation, and sharing the video once it has aired live.



Outreach/Meetings/Training

- LROC (Library Resource Outreach Center) visitors reached about 60 in March. The division has reported their hours to LawNY so that they might find an appropriate time to reestablish their presence with LROC. In addition, Pellegrino answered five LROC-related requests/referrals through the UniteUs platform. He telephones or emails each referred client with information on services provided by our LROC partners as well as local food cupboards, shelters, etc., and how they can be accessed.
- Pellegrino attended the reception and book launch of the third series of In this Moment: Revolution, Reckoning, Reparation. Rochester Public Library has been a major supporter of this chapbook series on important Black leaders in the Rochester community since its inception in 2020. The program was held at the Dryden Theatre of the George Eastman Museum. The event featured the subjects of the two latest chapbooks: Midge Thomas and Dr. Walter Cooper. Thomas is the wife of Dr. Freddie Thomas, the late educator for whom a school is named in Rochester. She has worked many years as a philanthropist and civic leader, continuing her husband's legacy. At 97 years old, she is still a force. Dr. Cooper is a scientist and educator, and a former Regent of New York State. His mother told him, "The book will set you free" and stressed the importance of having a library card and taking your children to the library. He continues, at age 95, to advise us all to do the same. Thomas and Cooper were interviewed by H  l  ne Biandudi Hofer of Good Conflict LLC. After the program, Pellegrino met the In This Moment curator, Jeanne Strazzabosco, who gratefully acknowledged that this book project would not have been possible without the initial support of the library.



Technology Center, Jay Osborne Reporting

Programs

- Cy Shropshire and Pedro Nunez ran a tabletop roleplaying game conference/workshop in the Kate Gleason Auditorium. They had 11 attendees in person and 34 online at the peak of the stream. In total, 62 individuals participated online during and after the livestream. This project brought a few different communities together to discuss complex topics of interest to roleplaying game communities. Perry Ground, an indigenous storyteller known for performing traditional stories for children, gave a talk about indigenous history and tradition in this area and about the complexities of weaving history through stories, incorporating modern themes and input as stories grow and change over time. With this as the starting point for the following discussions, there were vibrant conversations with several V-tubers and digital artists who perform that type of storytelling in a digital environment. In an interesting twist, Mr. Perry has been asked to consult on several gaming environments. He had not thought of this in years and was surprised to find that his work has significantly impacted some gaming environments. With the input and interest they received from the event, Shropshire and Nunez are moving forward in the planning phases of more content creation and media inspiration programming with a significant force of international volunteer creators supporting their efforts.



Anecdotes

- This month several of our patrons came in to thank staff, sometimes individually, sometimes collectively for helping with resumes and job applications. One of them was beyond excited to share with the Technology Center team all the changes he has made in the last year. Since rejoining society after a lengthy incarceration, he has dramatically changed his life in every area. He brought us pictures of the car he bought. He showed us pictures of his new driver's license. He told us about his new job. The thing that he was most energized by was the relationships he has developed with his children. The whole team is happy to see his progress and are privileged to share a little of the joy he has found in his remade life.

Teen Central, Shetora Banks and Jeff Bostic reporting

Due to staffing shortages, Teen Central has been experiencing difficulties maintaining its hours of service and providing programming for the teens who visit. Staff from the rest of the Central Library have generously pitched in to help keep things running as much as possible while additional staff are brought on board.

Programs

- Teen Central welcomed teens and parents participating in the City of Rochester's Take Your Child to Work Day. City employees and their teenage children spent some time in Teen Central eating lunch, playing games, and learning about all



the library has to offer. A number of the participants were excited to learn more, so Alicia Gunther took them on a tour of the rest of the Central Library, while Emily Clasper stayed with the rest to play games and check out books. Many of the teens and their parents expressed their amazement with the space and the services offered and said they would be back soon!

- Alicia Gunther conducted a survey of teens visiting Teen Central to determine what kind of programming they would like to see in the space. The results included movies, crafts, games, and lots of food! She then conducted a vote to determine which movie to show and organized a viewing of the winner: *Spiderman: Into the Spiderverse*.

MCLS Budget

Board of Trustees

May 20, 2024



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

Revenue

GRANTS

MEMBER LIBRARIES

STATE AID

MONROE COUNTY

FEDERAL AID

MONROE COUNTY LIBRARY SYSTEM

SYSTEM SERVICES

MCLS Staff

Regional Resource

Telecommunications

Infrastructure

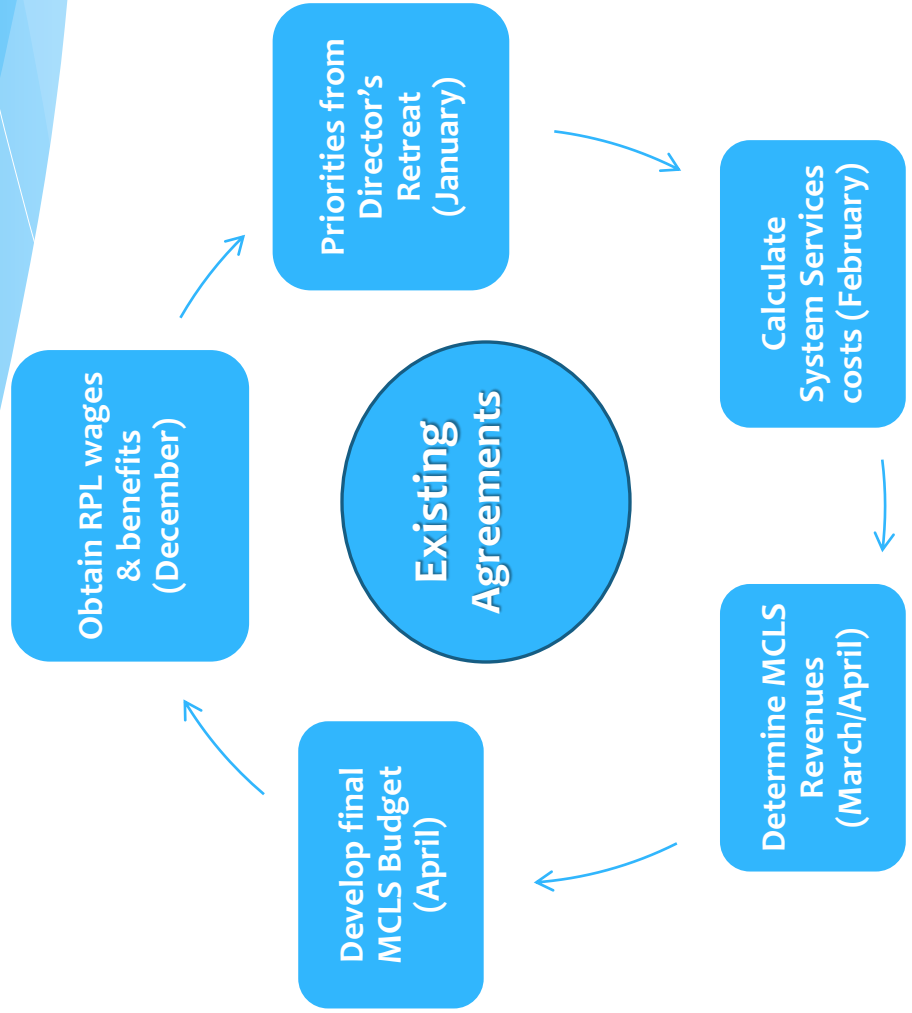
Outreach

Funds to MCLS Libraries

DIRECT SUPPORT

Expenditures

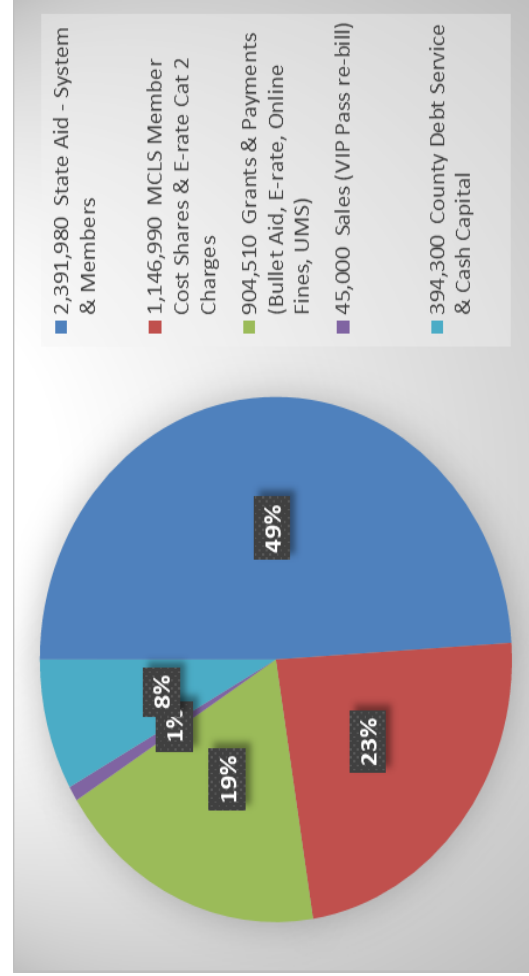
MCLS Budget Process



MCLS 2024 Budget Inputs (REVENUE)

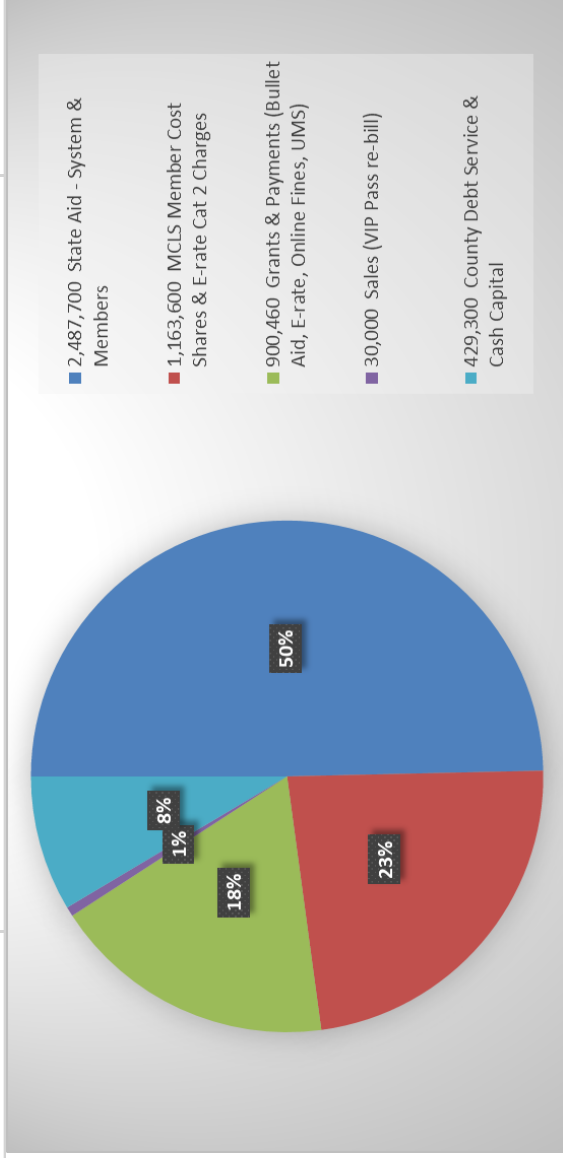
30

SOURCES OF 2024 MCLS BUDGET (REVENUES)			
2,391,980	State Aid - System & Members		49%
1,146,990	MCLS Member Cost Shares & E-rate Cat 2 Charges		23%
904,510	Grants & Payments (Bullet Aid, E-rate, Online Fines, UMS)		19%
45,000	Sales (VIP Pass re-bill)		1%
394,300	County Debt Service & Cash Capital		8%
\$4,882,780	Total		100%



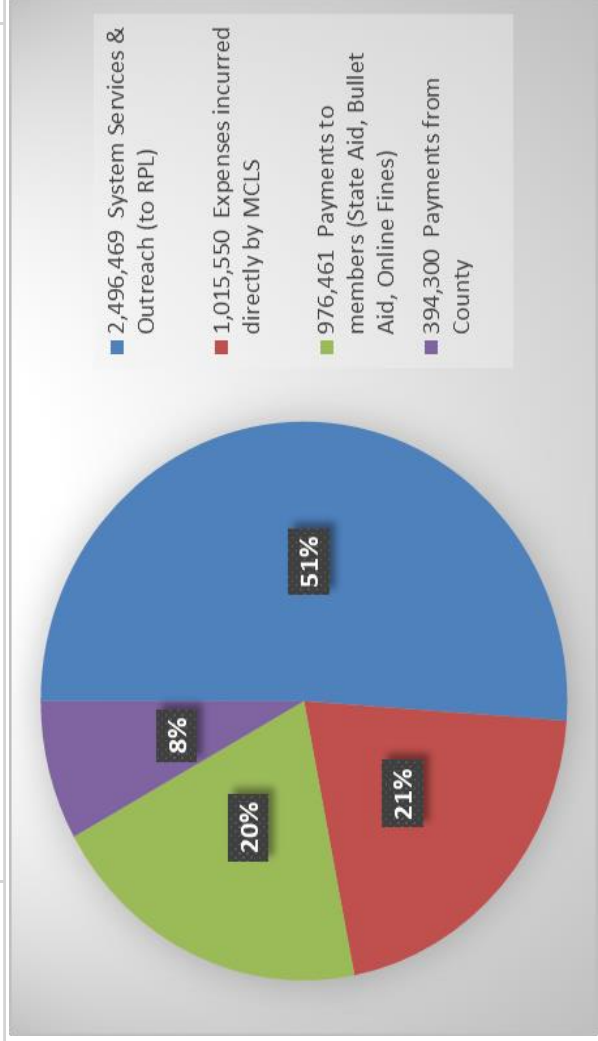
PROPOSED MCLS 2025 Budget Inputs (REVENUE)

SOURCES OF 2025 MCLS BUDGET (REVENUES)			
2,487,700	State Aid - System & Members		50%
1,163,600	MCLS Member Cost Shares & E-rate Cat 2 Charges		23%
900,460	Grants & Payments (Bullet Aid, E-rate, Online Fines, UMS)		18%
30,000	Sales (VIP Pass re-bill)		1%
429,300	County Debt Service & Cash Capital		9%
\$5,011,061	Total		100%



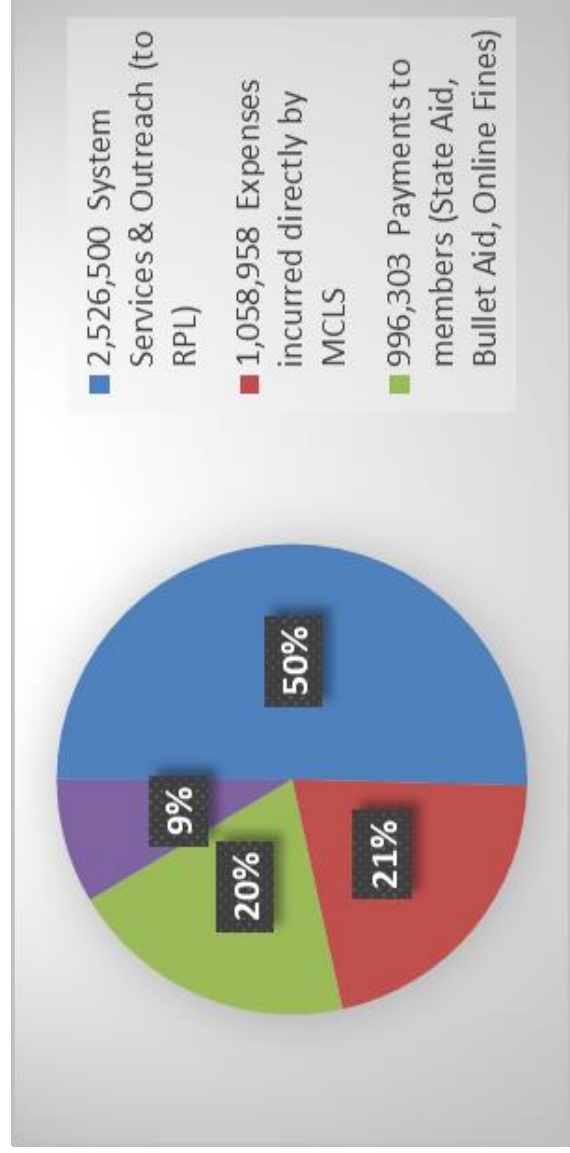
MCLS 2024 Budget Outputs (EXPENSE)

DIRECT SYSTEM SVCS PASS-THROUGH EXPENSES: MCLS BUDGET			
2,496,469	System Services & Outreach (to RPL)		51%
1,015,550	Expenses incurred directly by MCLS		21%
976,461	Payments to members (State Aid, Bullet Aid, Online Fines)		20%
394,300	Payments from County		8%
\$4,882,780	Total		100%



PROPOSED MCLS 2025 Budget Outputs (EXPENSE)

DIRECT SYSTEM SVCS PASS-THROUGH EXPENSES: MCLS BUDGET			
2,526,500	System Services & Outreach (to RPL)		50%
1,058,958	Expenses incurred directly by MCLS		21%
996,303	Payments to members (State Aid, Bullet Aid, Online Fines)		20%
429,300	Payments from County		9%
\$5,011,061	Total		100%



MCLS 2025 Costs by Program

34

		% SHARE
Shipping/Delivery	\$571,220	12%
Integrated Library System	\$1,096,924	23%
Member Support	\$465,981	10%
IT Network	\$896,877	19%
NYS Mandated Services	\$1,232,788	26%
Administration & Facility	\$507,971	11%
Total MCLS Operations:		
	\$4,771,761	

MCLS Operations (\$4,771,761) + County Debt Service (\$429,300)
= \$5,011,061

Budget Influences

Things that drove budget planning this cycle:

- * Approximate 4% NYS Aid increase
- * Minor expense changes going into 2025:
 - * iTiva Server (CARL notification services) sunsetting in 2024 & assumed cost for new notification system at \$25,000 based on estimates
 - * Public Services inflationary increase of 3%
- * Per April budget assumptions distribution:
 - * 1.5% Cost Share increase, elimination of card & barcode CB
 - * Kanopy spending top (1-2) choice of 66% of survey respondents

Monroe County Library System

2025 Proposed Budget

Expense				
SAP CODE	DESCRIPTION	2024 BUDGET	2025 PROPOSED	+/-
503000	Cash Capital	155,000	190,000	35,000
	Sub-Total	155,000	190,000	35,000
504005	Meeting & Training	10,000	10,000	0
504205	Commercial Services	4,000	4,000	0
504285	Computer Maintenance	175,500	180,600	5,100
504320	Professional Services	337,770	342,920	5,150
504620	Membership	63,200	95,800	32,600
504630	Postage	7,000	7,000	0
504800	Contract Services	3,472,930	3,522,803	49,873
	Sub-Total	4,070,400	4,163,123	92,723
505020	Computer Software	200	200	0
505035	Computer Equipment	250,000	250,000	0
505080	Library Materials	70,280	98,438	28,158
	Sub-Total	320,480	348,638	28,158
508245	Minor Sales	45,000	30,000	(15,000)
968675	Vehicle Maint. and Service	40,000	40,000	0
961256	Medical Ins.\Retirees	12,600	0	(12,600)
	Sub-Total	97,600	70,000	(27,600)
	TOTAL	4,643,480	4,771,761	128,281
	County Library Support			
504800	Agency Contracts (Central Library)	7,487,100	7,660,100	173,000
509045	Contribution Debt	239,300	239,300	0
	Reserve Fund	0	0	0
	Total	7,726,400	7,899,400	173,000
	TOTAL EXPENSE	12,369,880	12,671,161	301,281
Revenue				
SAP CODE	DESCRIPTION	2024 BUDGET	2025 PROPOSED	+/-
404000	State Aid	2,391,980	2,487,700	95,720
406115	Contract Payments MCLS	1,146,990	1,163,600	16,610
410000	Minor Sales	45,000	30,000	(15,000)
410210	Misc. Grants and Payments	904,510	900,460	(4,050)
	Fund Balance 8904010000	0	0	0
	Total	4,488,479	4,581,760	93,281
412000	Transfer from Gen. Fund/MCLS	374,810	429,300	54,490
412000	Transfer from Gen. Fund/RPL	7,487,100	7,660,100	173,000
	Total	7,861,910	8,089,400	227,490
	TOTAL REVENUE	12,350,389	12,671,161	320,771

FY25 CENTRAL LIBRARY

		BUDGET REVENUE					
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	+/- 23-24
		2021-22	2021-22	2022-23	2022-23	2023-24	Budget
369050	MCLS SYSTEM SERVICE REVENUE						
	Technical Services	274,332	247,077	276,526	245,534	250,506	8,427
	Interlibrary Loan	66,000	66,000	68,000	70,000	72,000	2,000
	Delivery Charges	456,484	385,945	459,199	390,123	447,160	24,955
	Automation Operations	484,690	474,501	510,035	509,749	515,227	6,344
	Director's Office Reimbursement	104,337	97,840	108,680	97,976	125,094	(4,352)
	Operational Support	920,640	800,000	930,076	812,846	973,158	(9,119)
	TOTAL	2,306,500	2,071,364	2,352,500	2,126,228	2,383,100	28,300
369100	USE/SERVICE CHARGES						
	Fines, Fees, Miscellaneous (1)	70,000	50,166	70,000	48,107	70,000	(50,000)
	Minor Sales & Library Chargebacks (2)	2,500	1,254	25,100	192	25,100	13,000
	Library Chargebacks	21,600	21,627	0	1,479	0	0
	Misc. Additional Payments (3)	196,500	158,677	164,000	137,971	164,000	0
	TOTAL	290,600	231,724	259,100	187,749	259,100	(37,000)
407110	GRANTS						
	Grants (4)	188,000	146,400	233,000	141,531	188,000	71,000
	TOTAL	188,000	146,400	233,000	141,531	188,000	71,000
407120	STATE AID						
	Central Library Program Aid (5)	219,300	219,471	302,100	300,616	302,100	7,500
	Central Library Book Aid	66,300	65,881	0	0	0	0
	Outreach (5)	128,800	128,781	136,200	157,444	159,200	3,900
	State Corrections (5)	800	802	0	0	0	0
	County Jails (5)	8,300	8,460	8,800	7,882	8,800	200
	TOTAL	423,500	423,395	447,100	465,942	470,100	11,600
430350	TOTAL STATE AID, GRANTS, FEES	3,208,600	2,872,883	3,291,700	2,921,450	3,300,300	73,900
	MONROE COUNTY SUPPORT (6)	7,079,000	7,079,000	7,291,300	7,158,349	7,487,100	173,000
	CITY PRORATED SHARE	641,900	641,900	654,000	654,000	678,900	8,600
	TOTAL REVENUE	10,929,500	10,593,783	11,237,000	10,733,799	11,466,300	255,500
1	FINE FORGIVENESS PROGRAM IMPLEMENTED DURING FY24 - BALANCE FEES AND LOST/DAMAGED ITEMS						
2	OUT OF COUNTY CARD TO MCLS \$35,000, ATM SVCS \$1,500, AUTOMATION CHARGEBACKS \$1,600 (MERGED WITH MINOR SALES FY23)						
3	FRPL ANNUAL CAMPAIGN \$60,000, MTG ROOMS/EVENTS \$28,000, FRPL BOOKSTORE \$35,000, CASH PROGRAM OCCUPANCY \$37,000, FOODLINK CAFÉ UTILITIES \$4,000						
4	GRANT REVENUE/EXPENSE ALLOCATION \$75,000, FRPL DIGITIZING \$35,000, FRPL BUSINESS INNOVATION \$40,000, MONROE COUNTY HISTORIAN SERVICES \$50,000 MOVED HERE						
5	GLEASON SCI/HIST SUPPORT \$20,000, KENYON JEFFRIES LH SUPPORT \$19,000, FRPL OUTREACH \$15,000, STRONG MUSEUM \$5,000						
6	DOES NOT SHOW 4% INC; CENTRAL AID MERGED FY23; STATE CORRECTIONS CLOSED FY23; OUTREACH CONSOLIDATED FY24; ALL FUNDS BROUGHT IN FROM MCLS TO EXPEND IN RPL FY CENTRAL OPERATIONS SUPPORT \$7,660,123						

FY24-25 PROPOSED EXPENSE SUMMARY

MUNIS OBJECT	DESCRIPTION	ADMIN		ADMIN		PUB SVCS		PUB SVCS		PUB SVCS		MCLS SVCS		MCLS SVCS		MCLS SVCS		BUDGET		BUDGET	
		23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25	23-24	24-25
601000	SALARIES	1,406,400	1,412,100	5,700	2,109,100	2,222,300	113,200	1,250,100	1,308,400	58,300	4,765,600	4,942,800									
601050	PART TIME	157,700	172,700	15,000	1,091,600	1,123,400	31,800	268,900	301,400	32,500	1,518,200	1,597,500									
602010	OVERTIME	11,000	13,500	2,500	1,000	1,000	0	3,000	3,000	0	15,000	17,500									
603010	PERSONAL LEAVE BUYBACK	20,600	8,300	(12,300)	12,600	6,300	(6,300)	4,000	2,500	(1,500)	37,200	17,100									
603030	LONGEVITY	7,000	7,150	150	18,000	19,300	1,300	8,100	12,200	4,100	33,100	38,650									
603080	CELL PHONE ALLOWANCE	1,000	1,500	500	1,700	1,000	(700)	2,300	1,500	(800)	5,000	4,000									
603100	W/A	7,100	0	(7,100)	27,300	0	(27,300)	8,700	0	(8,700)	43,100	0									
	SUBTOTAL	1,610,800	1,615,300	4,500	3,261,300	3,373,300	112,000	1,545,100	1,629,000	83,900	6,417,200	6,617,550									
605010	OFFICE SUPPLIES	43,300	47,700	4,400	5,200	5,200	0	3,600	3,600	0	52,100	56,500									
605070	CLEANING SUPPLIES	21,000	21,000	0	0	0	0	0	0	0	21,000	21,000									
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	8,200	0	0	0	0	0	0	0	8,200	8,200									
605150	LIGHTING	4,100	4,100	0	0	0	0	0	0	0	4,100	4,100									
605200	MISCELLANEOUS SUPPLIES	1,500	2,000	500	0	0	0	0	0	0	1,500	2,000									
	SUBTOTAL	89,700	94,600	4,900	5,200	5,200	0	7,700	7,700	0	102,600	107,500									
606010	COMMUNICATION	5,000	10,500	5,500	0	0	0	0	0	0	5,000	10,500									
606020	DUPLICATING SERVICES	200	0	(200)	0	0	0	0	0	0	200	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	0	3,500	3,500	2,700	2,200	(500)	2,700	5,700									
607010	UTILITIES	464,600	465,000	400	2,500	2,500	0	0	0	0	464,600	467,500									
607020	RENTS	45,200	45,200	0	2,500	2,500	0	6,500	9,000	2,500	54,200	56,700									
607030	EQUIPMENT MAINTENANCE	5,500	0	(5,500)	23,700	20,700	(3,000)	3,100	3,100	0	32,300	23,800									
607040	BUILDING MAINTENANCE	89,600	79,600	(10,000)	0	0	0	0	0	0	89,600	79,600									
607050	SECURITY SERVICES	3,600	3,600	0	0	0	0	0	0	0	3,600	3,600									
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	2,000	2,300	300	1,900	7,900	6,000	500	900	400	4,400	11,100									
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	72,900	62,500	(10,400)	0	0	0	0	0	0	72,900	62,500									
609010	TRAVEL & TRAINING	12,600	12,600	0	0	0	0	3,000	3,000	0	15,600	15,600									
610010	PROFESSIONAL FEES	40,800	31,400	(9,400)	104,700	69,700	(35,000)	120,500	120,500	0	266,000	221,600									
611010	OTHER COMMUNICATION	11,100	2,600	(8,500)	0	500	500	600	600	0	11,700	3,700									
612020	SERVICE CHARGES OTHER GOVERNMENTS	51,400	51,400	0	0	0	0	0	0	0	51,400	51,400									
	SUBTOTAL	886,700	848,900	(37,800)	132,800	107,300	(25,500)	137,400	139,800	2,400	1,156,900	1,096,000									
652010	FURNITURE & FURNISHINGS	0	0	0	0	0	0	0	0	0	0	0									
652030	LIBRARY MATERIALS	2,500	0	(2,500)	489,900	496,100	6,200	12,400	8,900	(3,500)	504,800	505,000									
660010	MISCELLANEOUS EQUIPMENT	3,100	3,100	0	0	0	0	5,400	7,000	1,600	8,500	10,100									
	SUBTOTAL	5,600	3,100	(2,500)	489,900	496,100	6,200	17,800	15,900	(1,900)	513,300	515,100									
604090	EMPLOYEE BENEFITS	0	0	0	0	0	0	0	0	0	3,201,300	3,310,600									
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	3,276,300	3,385,600									
	GRAND TOTAL	2,667,800	2,636,900	(30,900)	3,889,200	3,981,900	92,700	1,708,000	1,792,400	84,400	11,466,300	11,721,800									

**CENTRAL LIBRARY PROGRAM AID
2024-25 BUDGET**

Systemwide Services Provided by Central Library

Availability of Collection:

652030 Electronic Materials (System Collection)	\$	142,200
Reference Materials	\$	58,000
System-wide Databases & Research Databases	\$	62,000
Non-fiction Materials	\$	43,500
Foreign Language Library Materials	\$	16,500
TOTAL	\$	322,200

Electronic Materials: Overdrive e-books, audio book, streaming video

System-wide Databases: A-Z Database, Gale, EBSCO (select databases)

Research Databases: IBIS World, Frost & Sullivan

MCLS Internet Access Policy Statement

The Monroe County Library System recognizes that the Internet represents an important and vital source of information. To enable all member libraries and their patrons to take advantage of this resource, the System will provide access to the Internet through its automation network.

It shall be the policy of the Monroe County Library System to be in compliance with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA). The Monroe County Library System shall, to the extent possible with commercial filtering software block illegal and pornographic web sites, and additional categories for individual member libraries as requested by their Library Board of Trustees or required by MCLS for computer network security. The development of procedures for unblocking legal Internet content at member libraries is the responsibility of the member libraries.

It is the responsibility of each member Library Board of Trustees to establish policies that govern patron use of the Internet within their facilities and to determine, to the extent that it is technically feasible, the level and scope of Internet access it shall offer. Each member library shall display this statement to be acknowledged by the patron when using the MCLS network.

Each of the Monroe County Library System members shall defend, indemnify and save harmless the Monroe County Library System, its officers, agents, and employees from and against all liability, damages, costs or expenses, causes of actions, suits, judgments, losses, and claims, including attorneys' fees and disbursements, brought against the Monroe County Library System which may arise from the member's failure to comply, either through its policies, procedures, and practices or through its employees' actions, with federal CIPA and NCIPA within its own facilities.

The Library System affirms that it is the right and responsibility of parents to monitor their minor children's use of library materials, including Internet access.

Adopted by the MCLS Board of Trustees – May 19, 2008

Revised & Approved by the MCLS Trustees - December 21, 2015

PURPOSE

This policy sets forth the policy and guidelines for internet access provided by the Monroe County Library System to its 20 member libraries.

GUIDELINES

The Monroe County Library System recognizes that the internet represents an important and vital source of information. To enable all member libraries and their patrons to take advantage of this resource, the System will provide access to the internet through its wide-area network.

It is the policy of the Monroe County Library System to comply with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA).

The Monroe County Library System shall, to the extent possible with commercial filtering software block illegal and pornographic web sites, and additional categories for individual member libraries as requested by their Library Board of Trustees or required by MCLS for computer network security. Procedures for unblocking legal internet content at member libraries is the responsibility of the member libraries.

It is the responsibility of each Member Library Board of Trustees to establish policies that govern patron use of the internet within their facilities and to determine, to the extent that it is technically feasible, the level and scope of internet access it shall offer. Each member library shall display their policy statement to be acknowledged by the patron when using the MCLS network.

Each of the Monroe County Library System members shall defend, indemnify and save harmless the Monroe County Library System, its officers, agents, and employees from and against all liability, damages, costs or expenses, causes of actions, suits, judgments, losses, and claims, including attorneys' fees and disbursements, brought against the Monroe County Library System which may arise from the member's failure to comply, either through its policies, procedures, and practices or through its employees' actions, with federal CIPA and NCIPA within its own facilities.

The Library System affirms that it is the right and responsibility of parents to monitor their minor children's use of library materials, including Internet access.

Adopted by the MCLS Board of Trustees – May 19, 2008
Revised & Approved by the MCLS Trustees - December 21, 2015
Revised and Approved by the MCLS Board of Trustees – May 2024

MCLS POLICY
Distribution of Community Materials

PURPOSE

This policy sets the guidelines for the distribution by the MCLS Shipping Department of materials for community organizations to the MCLS member library locations.

GUIDELINES

1. One informational copy of promotional materials on behalf of organizations and/or businesses sponsoring cultural, civic, recreational, or educational events and programs for each of the 35 libraries will be accepted at no charge.
2. Multiple copies of materials may be accepted for distribution to each library unit, as a service to not-for-profit organizations sponsoring cultural, civic, recreational, or educational events and programs. A \$10 fee will be imposed for each distribution, to help offset handling costs. Multiple copies of materials may be accepted for distribution, as a service to governmental (i.e., city, county, and state) agencies at no charge.
3. Each library will make its own decision to distribute materials either received through the library's delivery system or received directly from the organization.
4. Acceptance of an item does not imply endorsement by the library or library system, nor does acceptance guarantee that items will be posted or distributed in member libraries, since they are governed by their own policies and may be restricted in space. Priority is given to materials relating directly to the individual library.
5. Materials accepted for distribution must identify the sponsoring organization, including address and telephone number. In the case of items which promote a specific event, the date, time, and place should be indicated. The library will not accept for distribution materials that are anonymous or do not clearly identify the sponsoring group, advertisements of a commercial nature and, political campaign literature.
6. The library system and individual libraries assume no responsibility for the preservation, protection, tracking or theft of items accepted for distribution and posting, nor can the library return items to the sponsoring organization.

Adopted by the MCLS Board of Trustees – September 16, 1991

Reviewed by the MCLS Board of Trustees – 1997, 2004, 2010

MCLS POLICY
Distribution of Community Materials

PURPOSE

This policy sets the guidelines for the distribution by the MCLS Shipping Department of materials for community organizations to the MCLS member library locations.

GUIDELINES

1. Informational and promotional materials will be accepted for distribution from local government agencies, and local organizations and/or businesses sponsoring cultural, civic, recreational, or educational events and programs for each of the 31 MCLS library locations.
2. The Shipping Supervisor has the right to refuse an exceptionally large distribution that requires significant staff time to process.
3. Each library will make its own decision to distribute materials either received through the library's delivery system or received directly from the organization.
4. Acceptance of an item does not imply endorsement by the library or library system, nor does acceptance guarantee that items will be posted or distributed in member libraries, since they are governed by their own policies and may be restricted in space. Priority is given to materials relating directly to the individual library.
5. Materials accepted for distribution must identify the sponsoring organization, including address and telephone number. In the case of items which promote a specific event, the date, time, and place should be indicated. The library will not accept for distribution materials that are anonymous or do not clearly identify the sponsoring group, advertisements of a commercial nature and, political campaign literature.
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Adopted by the MCLS Board of Trustees – September 16, 1991

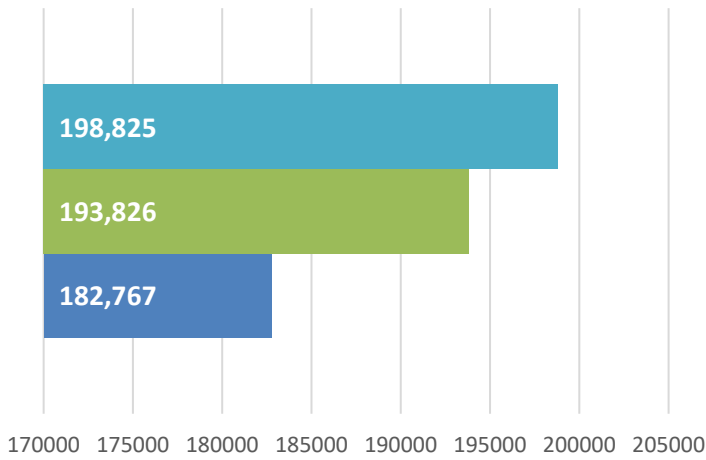
Reviewed by the MCLS Board of Trustees – 1997, 2004, 2010, 2024

Town Libraries				
	April 2024	April 2023	+/-	%
Brighton	43,777	41,513	2,264	5.5%
Seymour	11,212	10,158	1,054	10.4%
Chili	17,652	15,964	1,688	10.6%
East Rochester	3,329	3,396	(67)	-2.0%
Fairport	49,059	48,559	500	1.0%
Gates	18,735	17,325	1,410	8.1%
Greece	42,153	40,864	1,289	3.2%
Hamlin	4,094	3,741	353	9.4%
Henrietta	35,275	33,343	1,932	5.8%
Irondequoit	33,957	32,607	1,350	4.1%
Mendon	7,826	7,005	821	11.7%
Newman Riga	1,840	1,834	6	0.3%
Ogden	9,972	9,380	592	6.3%
Parma	6,687	6,021	666	11.1%
Penfield	32,189	32,166	23	0.1%
Pittsford	43,525	39,339	4,186	10.6%
Rush	1,982	2,517	(535)	-21.3%
Mumford	490	400	90	22.5%
Scottsville	2,306	2,225	81	3.6%
Webster	34,656	31,962	2,694	8.4%
<i>Towns Subtotal</i>	<i>400,716</i>	<i>380,319</i>	<i>20,397</i>	<i>5.4%</i>
<i>RPL Subtotal</i>	<i>66,775</i>	<i>63,376</i>	<i>3,399</i>	<i>5.4%</i>
MCLS Total	467,491	443,695	23,796	5.4%

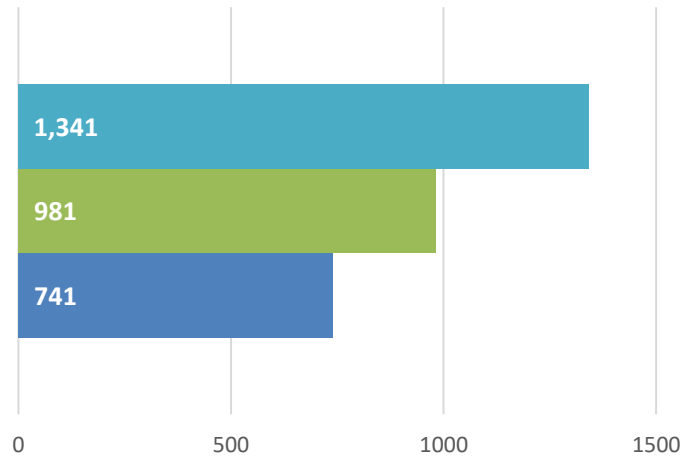
RPL Central Statistics YTD
Jan--Apr



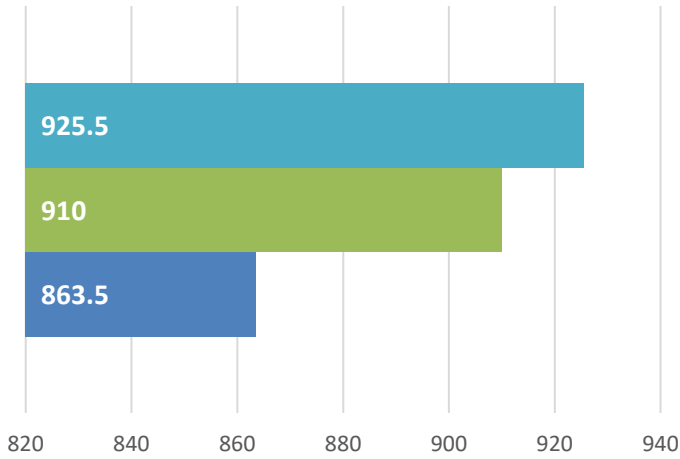
CIRCULATION



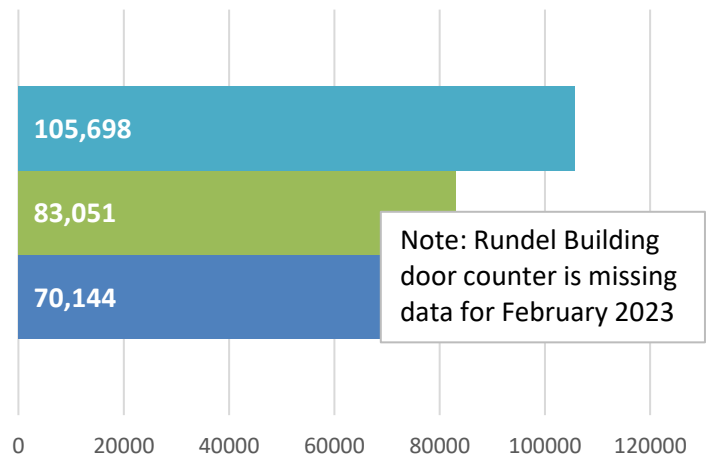
LIBRARY CARDS



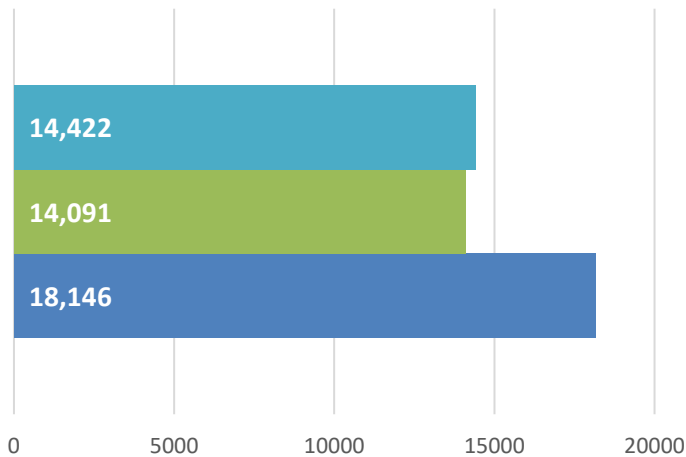
SERVICE HOURS



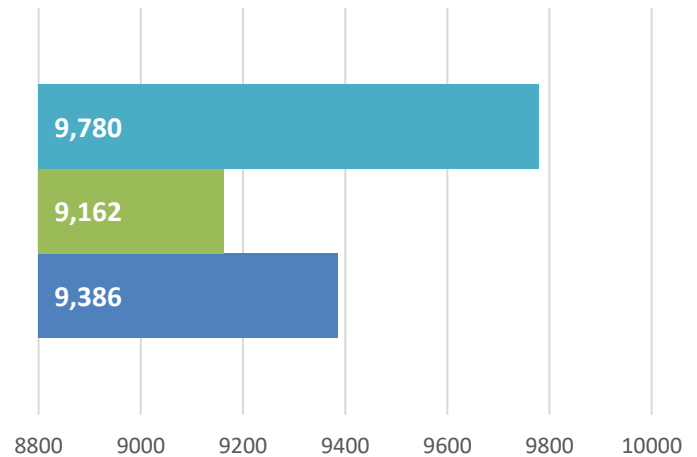
VISITS



REFERENCE QUESTIONS



NON-REFERENCE

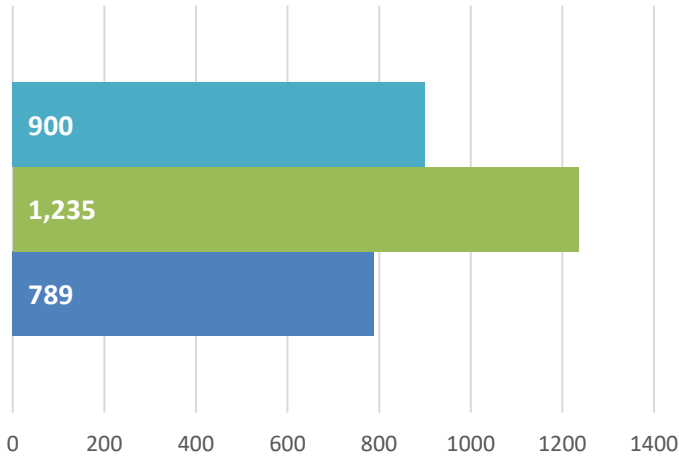


RPL Central Statistics YTD

Jan--Apr



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.

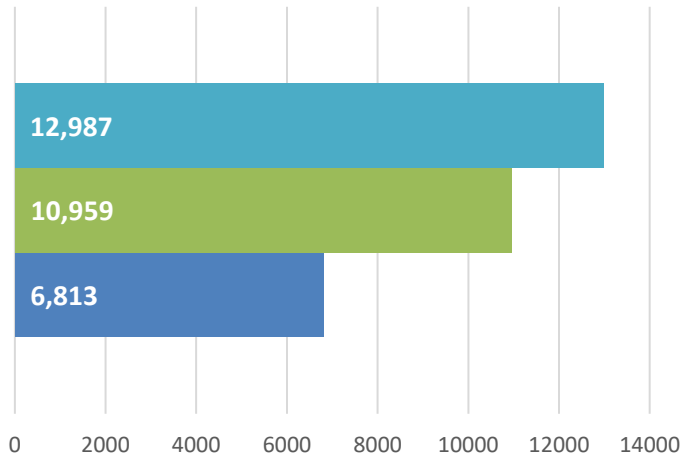
Computer Hours: Hours patrons used the public PCs.

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

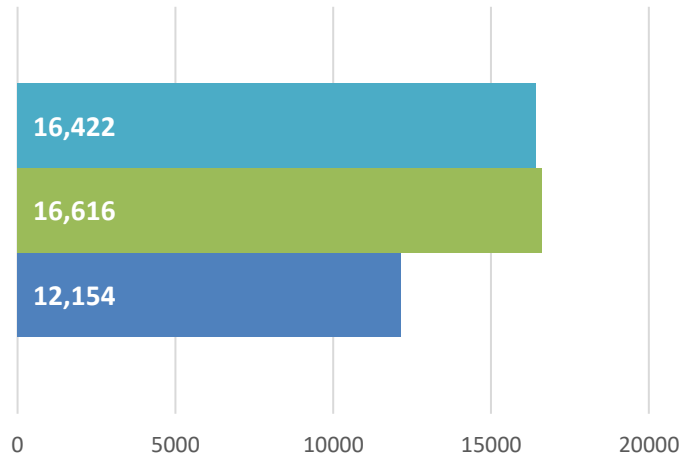
Group Programs: In-person and online programs. Excludes one-on-one programs and take-n-make.

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

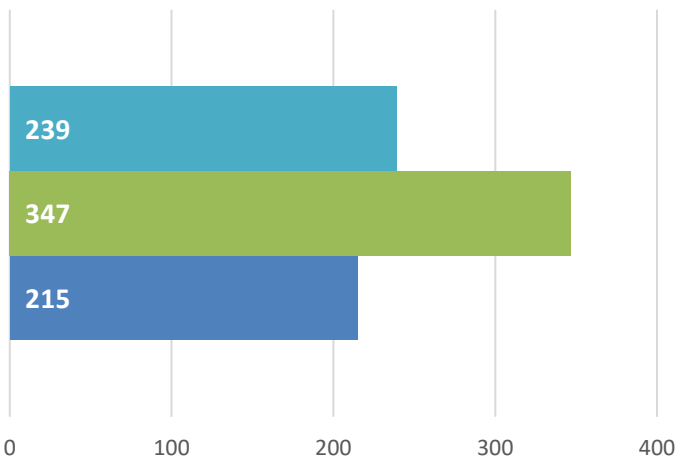
COMPUTER HOURS



WIFI USES



GROUP PROGRAMS



PROGRAM ATTENDANCE

