



**Board of Trustees Meeting
Board Room, Rundel Memorial Library Building
June 17, 2024, 5:00 PM
Agenda**

- I. PUBLIC COMMENTS** Corcoran
- II. ACTION ITEMS**
1. Minutes of April and May meetings Corcoran page 3
 2. Claims (April and May) Hasselwander page 9
 3. Proposed 2025 MCLS Budget Hasselwander & Smathers page 11 & 37
 4. Update to 2024-25 Central Library Budget Hasselwander & Clasper page 11 & 49
 5. Central Library Program Aid FY25 Hasselwander & Clasper page 12 & 51
 6. Internet Access Policy Revision Smathers page 12 & 53
 7. Distribution of Community Materials Smathers page 12 & 55
 8. MCLS Annual Report to NYS Smathers page 12
 9. Officer Elections Shelly page 13
 10. Trustee Appointments Shelly page 13
- 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 13
 - b. MCLS Services Smathers page 14
 - c. Central Library Services Clasper page 24
- IV. OTHER BUSINESS**
- V. ADJOURNMENT**

**Next Meeting:
Monday, August 19, 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



**Meeting of the MCLS Board of Trustees
Board Room, Rundel Memorial Building
May 20, 2024
Minutes**

- Trustees Present:** Christopher Corcoran, Alinda Drury, Emily Hessney Lynch, Peter Knapp, Amy Moffitt, (no quorum present)
- Trustees Excused:** Gary Brandt, Marjorie Shelly, Mack Smith, Jr., Suzanne Stockman
- Trustees Unexcused:** Kimberly Brown, Erick Stephens
- Staff and Guests:** County Executive Office Liaison, BJ Scanlon; County Law Office Liaison, Don Crumb; FFRPL Liaison, Donna Borgus; staff members, Emily Clasper, Katy Hasselwander, Debi Mansour, Jennifer Smathers, Patty Uttaro

Call to Order

Mr. Corcoran called the meeting to order at 5:05 p.m., welcomed trustees, staff, and guests, and noted no quorum. He welcomed Alinda Drury to the meeting as the new liaison from the RPL Board.

Public Comments

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

Rochester Public Library (RPL) Liaison

On behalf of Ms. Stockman, Ms. Uttaro reported that the RPL Board is requesting an amendment to their charter to increase the number of trustees from 11 to 15. She added the reasons for the increase are to provide space for board diversification and to have more trustees to help with the anticipated workload increase when she retires in February 2025 and a new director is hired.

The RPL Board also approved closing the Maplewood Community Library as of June 3 in preparation for the building renovations.

Rochester Regional Library Council (RRLC) Liaison

Dr. Knapp reported that the RRLC Board met the week prior.

Amy Moffitt joined the meeting at 5:09 p.m.

Dr. Knapp reported that the RRLC Board reviewed nominees for the Library of the Year award and Library All-Stars awards. They looked at the member dues schedule which is now on a three-year cycle for review, and they are looking for a representative from a Community College to join the board.

The RRLC Board spent time reviewing the opinion from the New York Commissioner of Education upholding the decision of the Clyde-Savannah Central School District Board of Education to retain five challenged books in the school library's collection.

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

Ms. Borgus reported that FFRPL has awarded \$7,500 for the Harold Hacker Grants for the Advancement of Libraries in 2024.

FFRPL has applied for a grant on behalf of the RPL Local History Division to hire a part-time archivist to process LGBTQIA+ materials and begin further outreach. This grant will assist in getting this project started. The project and archivist position will ultimately be funded by the Evelyn Bailey Shoulders to Stand on Fund.

FFRPL will hold a summer book sale June 24–28, and they are currently accepting donations.

Lastly, she asked everyone to continue to cast votes in the Target Circle Community Giving Program on behalf of FFRPL.

Ms. Uttaro stated that she would like to work with Ms. Borgus on possibly renaming the Harold Hacker Grant or promoting the opportunity to libraries. She has heard anecdotally that library staff don't understand the parameters for applying and she is disappointed in the lack of applications from MCLS libraries. Ms. Borgus agreed this is a good topic to discuss further.

Director's Report

Ms. Uttaro reported that the year-long Emerging Leaders Program concluded with 19 graduates. She was very impressed with the Capstone projects submitted by the students and some of them are already in the works. One of the presentations came from the MCLS Outreach Coordinator, Maren Kyle who shared her frustrations with being unable to take materials into the jails. Ms. Uttaro asked Mr. Scanlon for help, and he connected the library with the right person in the corrections system; solutions are now being sought.

In addition to the great work done by the students, the instructors developed and shared the curriculum for each class with RRLC. They can now offer the Emerging Leaders program in the future, or even run the classes individually.

Next, she reported that in the past, Long Island University has offered an Advanced Certificate in Public Library Administration at locations throughout New York State. Many system directors in central and western NY are asking them to offer that again in western New York. So far, there has been no answer from them. Several directors approached the University of Buffalo to see if they could offer the program and they gave a firm no. Now, directors are talking to Empire State University, and they seem interested in offering this certificate program. If this works out it will be a local source for this program.

Lastly, she offered to answer questions about the written report.

MCLS Office

Ms. Smathers offered to answer questions about the written report. She reported that the VIP Pass season is beginning, and some changes are being made. One location is being discontinued due to lack of use and Mount Hope Cemetery has given the library system some free discount passes for their paid walking tours.

She reported that the last of the eclipse glasses have been dropped off for recycling and that everything eclipse-related is now concluded.

Central Library

Ms. Clasper offered to answer questions about the written report. In response to a question, she explained the City's Person in Crisis (PIC) Team has been spending more time in the library connecting with unhoused patrons. They also respond to calls from library staff if a patron requires assistance, primarily for mental health issues. In

addition, they can be dispatched via a 911 call and will work in tandem with law enforcement or EMTs. Their presence in the library has been very helpful and the staff are grateful for this extra resource.

Next, she updated everyone on the recent uptick in security issues at the Central Library. The Teen Center was closed for a few days while staff re-grouped. There are now procedures whereby teens sign in to access the space. Occupancy limits are being enforced based on available staffing for the space, and a security guard is now stationed outside the area. She is working with the Supervisor and Personnel Office staff to fill vacant positions as soon as possible which will help with the short-staff issues.

She reported that the closed day for Central Library on May 9 was a success. Library staff participated in several different trainings related to security and had an opportunity to discuss their stress levels and coping strategies with one another which was beneficial to overall staff morale. Minor changes have been implemented like additional signage and a “No Beef” campaign encouraging patrons to leave their disputes with one another outside of the library. Ms. Uttaro added that the other big news was the RPL Board approved a change in hours for the Central Library. The Central Library is now open Monday–Thursday, 9:00 a.m.–7:00 p.m., Friday, 9:00 a.m.–5:00 p.m., and Saturday, 10:00 a.m.–5:00 p.m. The new hours satisfy the 55 hours per week requirement.

Ms. Uttaro commended Ms. Clasper on her leadership during these recent weeks and thanked her for her dedication to the staff and the patrons. She noted Ms. Smathers has been a good backup for Ms. Clasper and the staff have appreciated the visibility and quick responses from the leadership team.

Other Business

None

Adjournment

The meeting adjourned at 5:44 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-EBSCO 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	

**MONROE COUNTY LIBRARY SYSTEM
FINANCIAL CLAIMS 2024**

MONTH	DAY	CLAIM NO	VENDOR	DESCRIPTION	EXPENDED	REMARKS
3	5	2000615280	11101928-Fairport Public Library		\$15,000	SPECIAL LIBRARY AID 7/1/23-6/30/24
4	5	2000609075	11120635-CROWN CASTLE	2024 INTERNET	\$2,075.00	Mar-24
4	5	2000609075	11120635-CROWN CASTLE	2024 DIGITAL TRANSMISSION	\$16,866.56	Mar-24
5	8	200615182	11120635-CROWN CASTLE	2024 INTERNET	\$2,075.00	Apr-24
5	8	200615182	11120635-CROWN CASTLE	2024 DIGITAL TRANSMISSION	\$16,866.56	Apr-24
5	8	200615918	11109903-OVERDRIVE	MATERIALS-HOLD	\$331.89	MULTIPLE EBOOKS/AUDIOBOOK
5	8	200615918	11109903-OVERDRIVE	MATERIALS-HOLD	\$3,265.42	MULTIPLE EBOOKS/AUDIOBOOK
5	8	2000614973	11102541-UNIQUE MANAGEMENT	MATERIAL RECOVERY	\$2,220.75	
5	22	200615961	11126874-SONNENBERG GARDENS	VIP PASS	\$352.00	
5	22	200615653	11103336-ROCHESTER PHILHARMONIC	VIP PASS	\$630.00	
5	22	200615776	11119168-NY MUSEUM TRANSPORTATION	VIP PASS	\$385.00	
5	22	200615960	11126800-CORNING MUSEUM OF GLASS	VIP PASS	\$1,100.00	
5	24	200615412	11128263- Suffolk Cooperative Library System		\$1,500.00	Overdue from 2023- received 5/9/2024
5	28	200615643	11102440-ROCHESTER MUSEUM & SCI	VIP PASS	\$2,816.00	
5	31	2000615412	11113713-FFRPL		\$1,000.00	Overdue from 2023- received 5/31/2024
					\$66,484.18	



TO: MCLS Board of Trustees
FROM: Patricia Uttaro, Director
DATE: June 17, 2024
SUBJECT: Monthly Report–June 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: Approve 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: Approve the amended 2024-25 Central Library Budget.

Central Library Program Aid FY25 (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: Approve the NYSED Central Library Development Aid for the 2024-25 budget cycle.

Internet Access Policy Revision (Smathers)

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 the revised Internet Access Policy

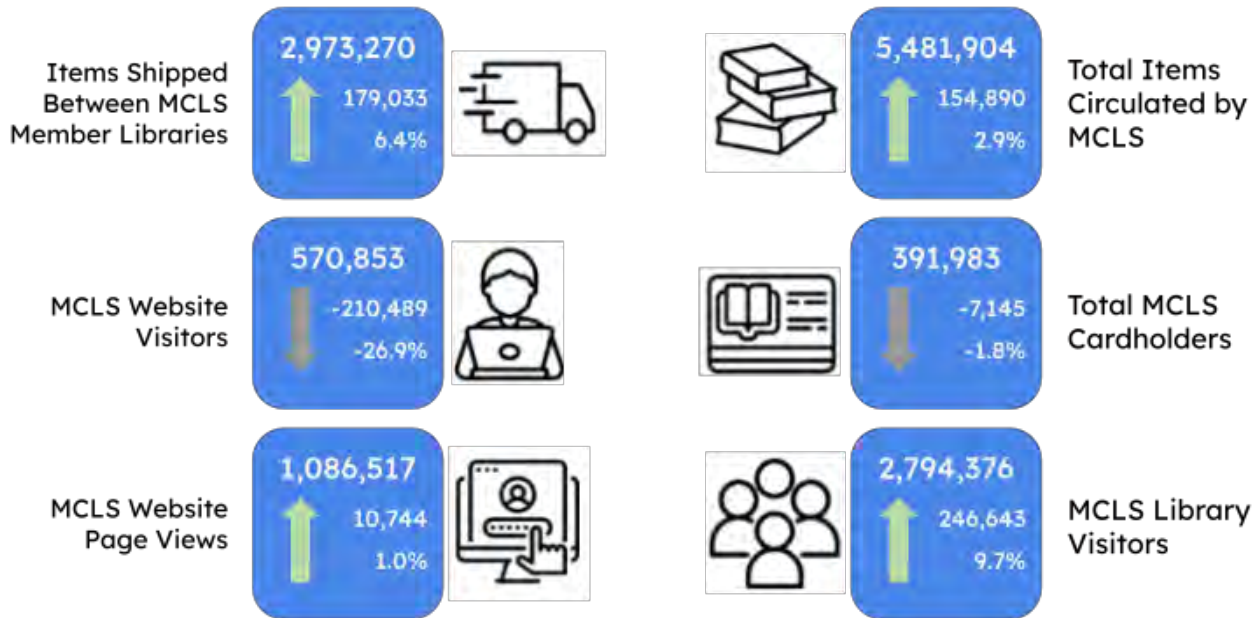
Distribution of Community Materials (Smathers)

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 the 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.

Election of Officers (Shelly)

The MCLS Nominating Committee puts forth the following slate of officers for the term of July 1, 2024–June 30, 2025:

- President: Christopher Corcoran
- Vice President: Emily Hessney Lynch

Board Action Requested: Approve the proposed slate of officers for the term July 1, 2024–June 30, 2025.

Trustee Appointments (Shelly)

The RPL Board has selected Alinda Drury as their liaison and voting member of the MCLS Board. The MCLS Nominating Committee recommends Ms. Drury be appointed to the board for a full five-year term. The recommendation will be forwarded to the Monroe County Legislature for official appointment pending MCLS Board action.

Board Action Requested: Approve the Nominating Committee’s recommendation of Alinda Drury to be appointed by the Monroe County Legislature to the MCLS Board of Trustees for the term of July 1, 2024–June 30, 2029.

Report & Discussion Items

MCLS Director Patricia Uttaro is reporting

Recommended Reading & Viewing

- Not Your Childhood Library - <https://www.newyorker.com/news/us-journal/not-your-childhood-library>

- Creating Comic Books Using Artificial Intelligence - <https://youtu.be/DfxFmRRax0?si=X61UXouVeCVKmKpj> features the comic book project in imagineYOU

Support for MCLS Directors – I recently met with trainers from ClearPath, a company recommended by staff at the Rochester Chamber. I am working with them on developing some training for our member library directors and potentially for supervisors related to managing the increasing mental health needs and issues being experienced by our staff. Jennifer Smathers and I facilitated an immensely helpful discussion at a recent MCLS Directors Council meeting where Directors had the opportunity to share some of their challenges and offer advice to their peers. It was a very honest and heart-felt discussion that will undoubtedly continue in the coming weeks. I'll be working with ClearPath staff to create a formal training session for MCLS during June and July.

MCLS Staff Association Event for Rush Public Library – Mark your calendars and join us for a night of trivia at The Lovin' Cup in support of the Rush Public Library. As you know, the Rush Library experienced a devastating flood a few months ago which destroyed their Children's section. To raise a little cash to help Rush recover, the MCLS Staff Association is holding a trivia night at The Lovin' Cup restaurant on Jefferson Road on Monday June 24 starting at 7:00 pm. Please refer back to the email I sent May 30 which contains a link to register for the event. I hope you will join the fun!

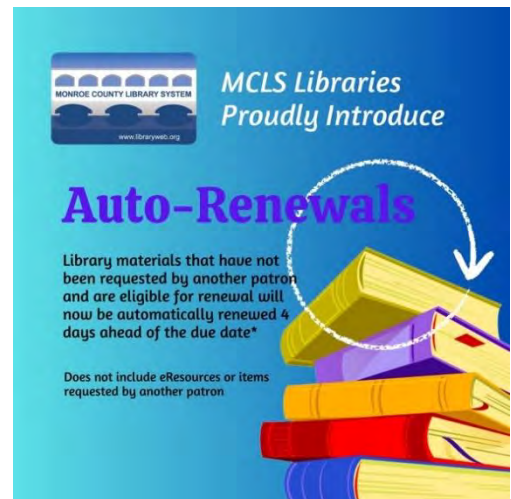
MCLS Member Libraries

Jennifer Smathers reporting

Auto-renewal was successfully implemented at all MCLS member libraries beginning May 1. The patron response has been overwhelmingly positive, with a few savvy users recalibrating their renewal practices to reflect the new reality.

Brighton Memorial Library

Twice this month, Bubbles the Goldfish, with Ms. Aubrey and Ms. Jillian from Goldfish Swim School, shared important water safety tips at the library.



Chili Public Library

One of our patrons had success after checking out one of the library's fishing poles for a two-week loan. She told us, "It was my first time borrowing fishing rods from the Chili Public Library. Great quality rods!! Thanks for the opportunity — got to fish on my own for the first time. Caught some good ones at Brighton Town Park."



East Rochester Public Library

Library staff assisted a member of the East Rochester American Legion Post 1917 with finding a speech from a 2021 Veteran's Day Service given at the "Station of Heroes" memorial located on Main Street. A summary of the speech has been posted to the library's Facebook page at <https://www.facebook.com/share/p/dN4JP8R3zbyYQETz/>



Fairport Public Library

A recently received letter:

"Dear Fairport Library,

I would like to give grateful recognition to the wonderful staff and volunteers at the Fairport Library. My father is a 93-year-old retired military man. He is a well-known and devoted patron at the library. He walks through like he owns the place and is greeted by all. He is charming, engaging and a shameless flirt. He gets great joy from picking out and enjoying DVD's and has ordered movies from around the county library system. He gets greater joy, however, from the kindness and warmth he experiences from the friendly and helpful library staff. They interact with him, listen to his stories, and laugh with him. "A simple act of kindness can make a tremendous impact on a person's life." -library bookmark quote.

Dad has dementia now and can't get to the library, so I go and pick out his movie requests.

South Pacific is highly recommended. I inquired about some books about Alzheimer's and dementia and the kind Librarian gently informed me about the monthly Alzheimer's support group. This informative act of kindness may have a tremendous impact on my life. One book, Creating Moments of Joy; Along the Alzheimer's Journey has become a focus for Dad.

When I see him and I say, "The girls at the library said to say hi" he gets the biggest grin and replies "they know me there." I will tell him "Trouble said to say hello," and he smiles and will respond, "No, I'm Trouble." Wow! I realized how much that creates a moment of joy for Dad. I am painfully learning that a silver lining of dementia is that we can recreate these moments of joy each day... "Yeah, they know me there." "You are a rock star at the library, Dad."

Dad got a card from the "girls" at the library and the "big guy" which created more of these moments of joy. Actually, at least 25 touching individual messages. We read and reread these, especially when Dad is struggling. Recently, they sent him a group picture. Simple acts of kindness are creating perpetual moments of joy for Dad.

Dad is out of the hospital and in a memory care unit to ensure his safety. He is getting stronger and healthier. One motivator for him to exercise is getting fit enough to go to his beloved Fairport Library. A library that is so much more than books and DVD's. Our family cannot express enough of our gratitude to the Fairport library."

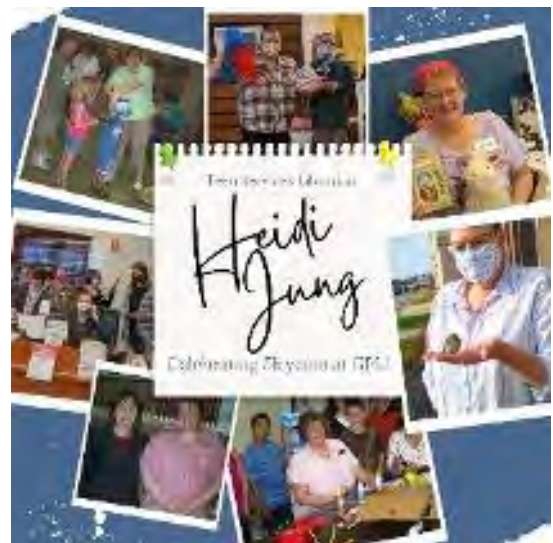


- Our Outstanding Page, Morgan was awarded a scholarship from our amazing Friends of the Fairport Library. We wish her the best in her future endeavors and thank her for her work here at the library.



Gates Public Library

Today marks 35 years that Teen Services Librarian, Heidi Jung, has been on staff at the Gates Public Library. Between running programs for teens and tweens, leading the Junior Friends of the Gates Public Library, facilitating our Ideas'n'Authors book group, managing the teen collection at the library, and so much more, Heidi stays busy. On top of that, she is the resident expert in all things plants and birds at GPL. She has a prescient knack for conjuring up anything staff or patrons might ever need, no matter how unexpected. She is a kind soul whose knowledge and creativity are assets to the library and the Gates community. Thank you for three and a half wonderful decades, Heidi. We are so very lucky to have you around!



Greece Public Library

As one patron commented about our Friday Freebies. “What a great idea! Libraries bring communities together.” In June, our Friday Freebie giveaway will be a Beach Read. Here is the May Freebie Friday winner when she picked up her mystery books.



Hamlin Public Library

Look at these creative collages inspired by beloved author and illustrator Lois Ehlert. A patron commented after seeing this artwork, “Such talented leadership at our library. These pictures each start with a story. They are wonderful!”



Henrietta Public Library

Henrietta recently refilled their community bookshelf at Union Place Coffee Roasters. This bookshelf is 1 of 8 other bookshelves throughout the Henrietta community. Library staff stock these bookshelves with gently used library books that the library no longer needs. We hope you get a chance to enjoy a book and delicious beverage at Union Place Coffee Roasters.

Irondequoit Public Library

Thanks to Arlene Miller of the Irondequoit Art Club for her recent workshop at the library on creating Wrapped Sea Glass Jewelry!



Newman Riga Library

The patrons have been hard at work and completed two different community puzzles in May. The patron who finishes off a puzzle selects the next engaging design to be solved.



Ogden Farmers' Library

Library services continue to grow with the new Epping Seed Library. Now you can "borrow" seeds for your garden from Ogden Farmers' Library, and help contribute to your neighbors' gardens, too.



Parma Public Library

Young patrons who attended our recent workshop had a blast making their own bouncy balls.



Penfield Public Library

Penfield Public Library offers Town of Penfield residents free access to Hoopla. To promote the service, we asked library staff what they have been enjoying on Hoopla lately:

1. Murder on the Orient Express (1974)
2. Marley
3. Northanger Abbey
4. It Takes Two

Find out more about how PPL Hoopla access works here: https://www.penfield.org/news_detail_T3_R551.php

A patron added to the list, "Great service. I watched *Hundreds of Beavers* on there."

Pittsford Community Library

According to one patron, our stunning new wildlife mural is, "Even better in person!" THANK YOU to Justin Suarez (AKA Aerosol Kingdom), the brilliant artist behind the mural, and to the PCL Foundation for their support of this Children's Room installation.



Rush Public Library

Our recent Facebook polls have struck a chord with our patrons and generated a lot of online comments. Patrons have been excited to share what they are watching, reading, and favorite quotes. One notable set of responses were to a question about the number of books concurrently read.

"Several at once and also several audiobooks at a time"

"I read several at a time, but usually different genres. I'm also a mood reader!"

"I've usually got 2 or 3 that I'm reading: fiction, nonfiction, poetry"

"One at a time!"

"I usually have 4 or 5 going at once. What I pick up to read usually depends on my mood."

Seymour Library

Another successful Kiwanis Bookmark Contest Celebration is in the books. We had an unprecedented 645 participants across grades K-2, all of whom will receive a book to keep, courtesy of Kiwanis, BISCO, and the Friends of the Seymour Library.

A huge thank you to our guest readers, Kiwanis member Brigette Duschon, BCSD Board President Jeff Harradine, Brockport Police Department Lt. Wheat and Officer Sime (and Brock), and BHS Key Club President Sophia Visconte.



Webster Public Library

- A big thank you to all our community organizations and community members who came out for the Volunteer Fair. We loved seeing all the connections made for our patrons. A binder with all the groups' information is available to browse in the library. The organizations looking for volunteers were: Bella's Bumbas, Friends of the Webster Public Library, Gathering Place Webster, Girl Scouts of Western NY, Habitat for Humanity, Heritage Christian Stables, Lasagna Love, Lifespan, Literacy Rochester, Never Say Never Foundation, North East Joint Fire District - Webster Fire Department, Penfield Volunteer Ambulance Explorers, Rochester General Hospital Volunteers, St. Ann's Community, Trillium Health, URMHC/Meals on Wheels, Webster Comfort Care Home, Webster Community Chest, Webster Hope, Inc., Webster Museum, Webster Public Library Board, West Webster Cemetery Association, and Webster Volunteer Fire Department & Northeast Joint Fire District.
- In May, the Friends of the Webster Public Library gave us \$25,000 that they raised through bookstore sales, book sale events, and other fundraising activities! When added to the \$15,000 they gave us earlier this year, this brings the 2024 total so far to \$40,000!



MCLS Office Updates

Jennifer Smathers reporting

May opens the festival season in Monroe County. As one of the MCLS office goals for this summer, increased outreach at festivals is planned. This year we have part-time librarian Amanda Vargas-Dixon to assist with planning and staffing outreach events. Her assistance has exponentially increased Alicia Gunther's ability to work on the vast myriad of responsibilities assigned to the MCLS office. Both have significantly helped fill the gaps at the Teen Center during their staffing crisis, and their flexibility and willingness never ceases to amaze. Gunther, Vargas-Dixon, and Tiffany Dukes also assisted with planning and execution of the May 9th Central Library Staff Training Day. From food acquisitions and service, to clearing out space in Local History in anticipation of storage needed for Art of the Book, their efforts for that day were greatly appreciated.

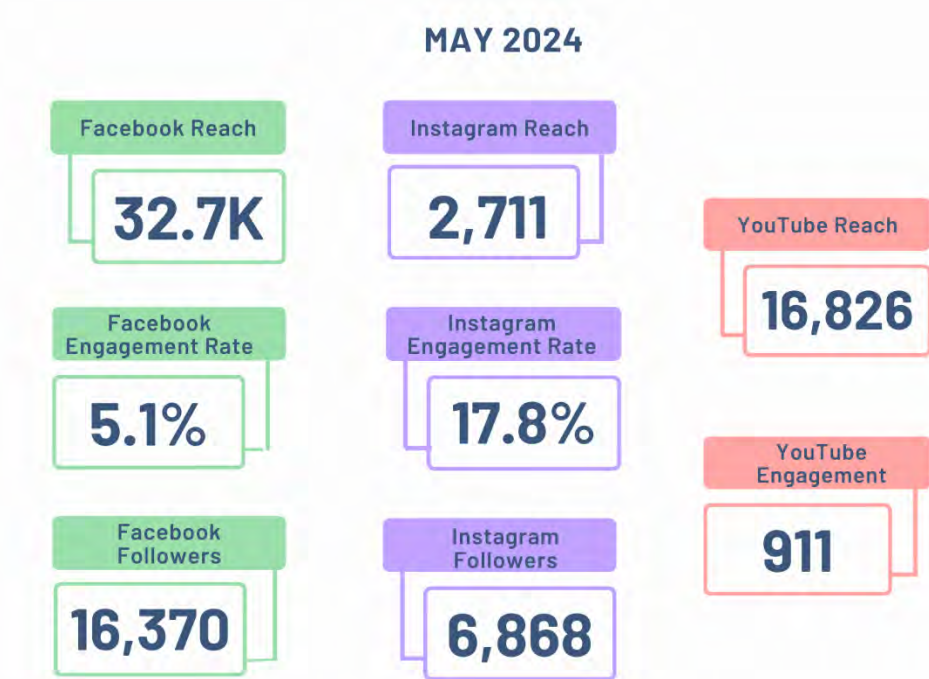
Smathers now meets weekly with Katy Hasselwander regarding budgetary topics as the Central Library prepares for its fiscal year-end. They have spent time sharing details of both Munis financial and Carl ILS (Integrated Library Systems) systems. Smathers has consulted with Hasselwander on a new iteration of Carl budget structure, meant to be implemented for next fiscal year. This current budgetary phase of acquisitions restructuring will set the stage for the acquisitions implementation project that will heavily involve both LAS and Technical Services staff.

Smathers Communications role received a recent boost when she was invited to join the Facebook group Homeschoolers of Greater Rochester NY. With over 7,000 members in the group, including a few MCLS libraries

and librarians, Smathers has been able to directly promote member library events of particular interest to homeschoolers.

On May 15, applications for the 2024 Art of the Book exhibit closed. The library received 122 entries for this year's exhibit. Gunther, Vargas-Dixon, and Dukes processed all artist applications and prepared the judge's files and scoring sheets to begin reviewing those applications. The first round of scores will be going out to artists in mid-June.

Social Media



Library Automation Services, Brenda LaCrosse reporting

- Closed 238 helpdesk tickets.
- Jim Whittemore worked on the RPL Genetec door access project updating cards at the central all-staff meeting and troubleshooting the card access controllers at the branches. Prepared for the Maplewood Branch move meeting with the landlord and present occupants of Mary's Place to figure out site access. Created site drawings of 414 Lexington to determine where PCs, tables and equipment can be placed.
- Pamela Principé monitored the CARL system after the go live of auto item renewal on May 1st.
- Nick Pembroke created a script to intelligently update/color Pamela's large CARL file of all catalog items to assist in cleanup of the database. Nick created a new FFRPL Funding Request form for Finance and cleaned up drive permissions on the RPL files server.
- Brenda LaCrosse worked with CampbellNet Solutions to perform major upgrades to the MCLS edge firewall and network analyzer.

- Tristan Young worked with CARL tech support to correct an issue after the firewall upgrade. Tristan worked with CampbellNet Solutions to correct a problem with the SSL VPN after the firewall upgrade.
- Martha Ruggeri installed the latest stable version of Envisionware software on a new server to allow for the migration of the Central library's mobile print service to Princh.

Technical Services, Dee Mrak reporting

Catalog Statistics

New Titles added to CARL

Total = 2666
Towns = 1714
RPL = 952
(Central = 466)
(Branches = 486)

No Hit Email Requests

Total = 2844
Towns = 2085
RPL = 759
(Central = 218)
(Branches = 541)

Outreach Department, Maren Kyle reporting

An in-home delivery patron was overjoyed to learn that the Central Library has ukuleles to loan, and that the Art Division would allow us to bring one to her. Many years ago, she dabbled in the instrument when living in Hawaii, and was excited to relive those days through music!

In-Home Library Service

Outreach staff selected and distributed library materials to 23 in-home patrons:

- 21 patrons received a home delivery of library materials (345 items total)
- 2 patrons received a cartridge loaded with digital audiobooks from the NYS Talking Book and Braille library by mail (53 titles total)
- 3 reference packets mailed to in-home patrons.

Library Stations/Micro Collection Lending Service

- 11 library stations served.
- 728 items distributed.
- Special requests were filled for 7 sites.

Corrections and Reentry Support

- Outreach staff fulfilled 6 requests for physical "Making Moves" reentry resource packets.
- "Making Moves" webpage received 117 total pageviews.
- Purchased GED Score-boost books for the county jail

- Purchased recreational reading micro collection for permanent loan to the forensic unit of the Rochester Psychiatric Center. Individuals who would otherwise be housed in the county jail but require treatment are here.

Shipping Department, Michael Ekiert reporting

Delivery & Sort:

The department processed 761 Hold totes and hauled 5,850 total totes in May. This is a 9.0% decrease in overall tote volume and a 9.4 % decrease in Hold volume when compared to the amount processed in April of 2024. We suspect that reduction is from the Penfield Public Library being closed for a week of carpet installation.

Interlibrary Loan:

Lending: Requests Received - 532 Requests Filled -188
Borrowing: Requests Received - 40 Requests Filled – 36

Children's Center, Tonia Burton reporting

Programs

- The Children's Center welcomed students from the Rochester School for the Deaf and gave them a tour of both buildings. Children's staff also aided other departments in hosting students from School #10 and School #33.
- Grace Collaborative hosted a session on homeschooling for parents at the library. The Children's Center staff have noticed an increase in parents asking about how to start homeschooling and homeschooling resources. Katie Powell organized this program to assist parents throughout Monroe County.
- Miranda Hazen did a May Paper Flowers Craft.
- The Children's Center participated in the City of Rochester's Take Your Child to work day. Sixty children ages 5–12 and many of their parents toured the Children's Center, played Connect Four, and enjoyed the Secret Room. It was a lot of fun to meet other city employees and host them in our space. (There were 29 teens)



Community Outreach/Meetings/Training

- Staff signed up for and attended Zoom virtual training from Brooklyn Public Library on the Science of Reading. This Science of Reading has become very topical, and staff are doing all they can to learn about it and how to best support children learning to read.
- Tonia Burton was invited by the WXXI Education Staff for a national PBS Kids Ready to Learn gathering in St. Louis. The WXXI team presented a brand-new set of Lyla in the Loop engagement activities that they helped develop! Then, the PBS station friends from around the country got to play test and provide



feedback. We had a blast creating dance sequences, using the design process to design carnival games, breaking down and rebuilding stories, and so much more. There were many ideas shared. As a result, Central Children's Center has been able to work with Friends and Foundation of RPL to secure funding to host a Lyla in the Loop program that will have Lyla and Stu from the show as special guests. There will also be a hair stylist to demonstrate hair care for dad's and other caregivers. This program helps us meet the strategic plan priority for Education and Engagement, sustainability and Resources, and Stewardship and Curation through promoting experiences for our community, securing ample funding, and maintaining library relationships.

- Burton attended a meeting with the Monroe County Youth Bureau and Together Now to discuss the integration of the Monroe County Youth Yellow pages into the MyWayfinder program. The Youth Bureau has been looking into program locators with different organizations for many years. MyWayfinder offers a fast turnaround time and very low cost for participating.
- Burton joined the Healthi Kids team for a quarterly meeting and joined the committee planning a Toddler Playdate sometime later this year.
- Staff joined RPL Deputy Director Melanie Lewis at the Rochester Latino Rotary Club ribbon cutting ceremony for the StoryWalk® at El Camino Trail. City Council President Miguel Melendez spoke and thanked the library for participation and spoke about the expansion of Raising a Reader. His children participated in the program when they attended Ibero, so it was great to hear a parent share his enthusiasm for the program.
- Burton is working with the Community Assistantship Program from Nazareth University. The program is a three-way partnership between Nazareth University, a community partner, and a Nazareth graduate student. CAP is designed to be mutually beneficial to all stakeholders. Nazareth graduate students are positioned to take on increasing levels of responsibility and to use their clinical knowledge and classroom learning to make meaningful contributions to the organizations in which they partner. This year the project will support the creation of early literacy activities for families in the Raising a Reader program.

Raising A Reader

In preparation for piloting a new online format for the surveys this year, RAR staff focused on making sure links and QR codes were working properly for families to complete. Chaves completed outreach with Ibero and shared with families the spring activity bags while families completed the surveys. Burton and Chaves also shared the surveys with families at the Generations Highland Avenue site. Chaves and Johnson continued working with sites for story times and scheduling RAR bag pickups. RAR staff are currently preparing the end of year blue RAR bags for families who have completed the program. Two new full-time positions for RAR have been included in the City's 2024-25 budget. Once the budget passes, Burton and Chaves will begin the recruitment process for filling these positions, which will allow us to expand the reach of the Raising a Reader program.

Central Library Updates

Emily Clasper reporting

Emily Clasper visited the Henrietta Public Library to give a staff training session on Book Challenges. This session included information about nationwide and local trends in the efforts to censor materials in libraries, as well as background on Intellectual Freedom issues and the legal foundations for the protection of Free Speech. The presentation and discussion were well received, and the library director reports that her staff asked many follow-up questions after the session.

During the first full week of May, the staff of the Central Library celebrated National Occupational Health and Safety Week by engaging in a number of activities to promote health and safety at work. Each day, staff received an email centered around a health or safety theme, inviting them to explore resources and engage in activities aimed at making RPL central a safer, more fun place to work. Activities included Fire Safety Bingo, a workplace hazard scavenger hunt, health and wellness opportunities, and visits with Joel the Therapy Dog. Staff feedback on the week was positive, with a number of people mentioning that they were not aware of some of the resources shared during the week and would be taking advantage of them in the future.



As the centerpiece of the National Occupational Health and Safety Week festivities, the Central Library closed on Thursday, May 9th for staff training around safety issues. Tony Jordan from the Monroe County Youth Bureau started the day with a high energy presentation on interacting with teens. Feedback after the session indicated that staff enjoyed the session and took away a number of important lessons they can use to create more positive interactions with teen patrons. A panel discussion with partners from other City Departments allowed RPL staff to ask questions of City Security and the Persons in Crisis team. It was interesting to learn more about how we can work together with these colleagues to improve safety and security in the library, and it was also interesting to see the ways in which security approaches in other areas of City government differ from those that are necessary in a library environment. A third presentation from the Rochester Fire Department followed up on the recent fire investigation at the Central Library and reviewed the appropriate steps for recognizing and reporting potential fire emergencies. In addition, FFRPL supported snacks and barbecue supplies for a potluck lunch, which was an excellent opportunity for everyone to connect and reflect on the discussions of the day. In the afternoon, staff were encouraged to give their workspaces a good Spring Cleaning.



As a member of the Technology Leadership Committee of American Library Association's Core Division, Clasper helped to organize and execute the annual Virtual Core Technology Open House, an opportunity for library worker from across the county to meet online and discuss the emerging technology trends and issues they see in their libraries. This is also an opportunity for ALA Core members to learn more about how they can participate in Technology-related activities offered by ALA. The event was well-attended, and as the leader of the networking portion of the program, Clasper got the opportunity to make a number of new connections. Her overall takeaway was that library "Techies" from across the country are both excited and concerned about the implications of Artificial Intelligence in libraries, as well as expressing new concerns about patron Privacy and Confidentiality.

Arts/Literature, Melissa Manczuk reporting

Programs

- Linoleum print artist Frank Wolfs returned with a Star Wars themed class for May 4th. Students learned how to make a linoleum print from start to finish and were able to choose from 2 Star Wars themed images.
- Laura Jackett, paper artist, returned to teach our talented crafters how to make collaged open box or screen. Jackett has taught many classes here at the library and all the participants were thrilled to have such a patient and knowledgeable teacher for this class. Many crafters asked us to bring Jackett back for more classes.



Business Insight Center (BIC), Jennifer Byrnes, reporting

Programs

- The division hosted the Small Business Economic Community Forum, a Small Business Administration program that brought entrepreneur support organizations together to discuss issues facing small businesses.
- Volunteer Lawyers for the Arts presented on forming a non-profit. Starting a nonprofit is a complicated task. This program educated attendees on how to do it correctly.

Outreach/Meetings/Training

- Jennifer Byrnes presented at the Small Business Development Center's Fast Track program. She provided an overview of programs and services as well as an introduction to intellectual property. This in-person, 3-day, 20-Hour start-up workshop is designed to train new entrepreneurs with essential information to help navigate the challenges and requirements of launching a new business enterprise.
- Byrnes presented to the latest cohort of students at Syracuse University's Innovation Law Center. She provided an overview of database resources and an introduction to intellectual property. The law center provides an opportunity for students to learn and—through the New York State Science and Technology Law Center—innovators to benefit from faculty-guided research into the legal, market, and technical issues associated with new technologies.
- Melissa Cobo and Lily Anthony exhibited at the City of Rochester's Upstate Minority and Women Owned Business Enterprise Conference held at the Convention Center. This year's event, themed Elevate, Educate

and Collaborate, offered an opportunity for MWBEs to elevate through recognition, be educated on small business and government contracting, and offer opportunities to learn about collaborative efforts related to mentoring, funding, project management, and contract prospecting.

- Cobo Presented at the Urban League of Rochester's Community Business Academy Class. Reviewed programs and services and provided an introduction to intellectual property. The Community Business Academy is a 12-week program covering business fundamentals like budgeting, marketing, bookkeeping and financing.

Anecdotes

- A mock cannabis dispensary was donated to BIC by the company Dutchie to use for workforce development training, including role playing for customer service positions, inventory control, and payment systems.



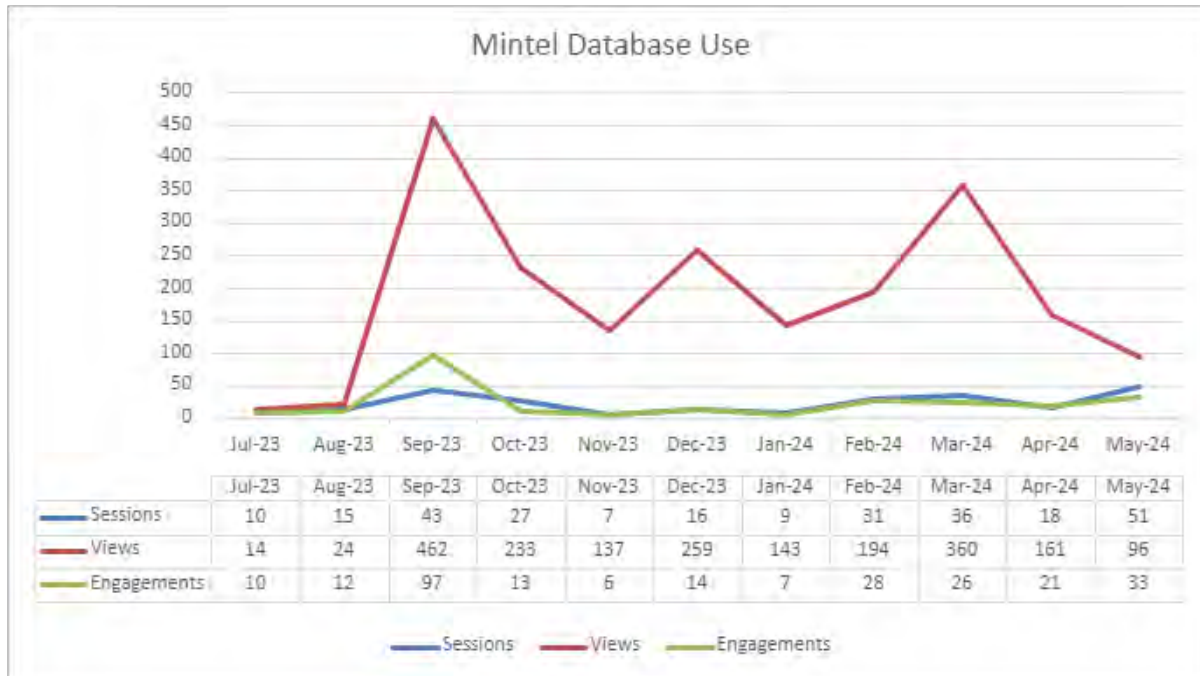
Consulting

- Hours of in-depth market research/prior art searching: 67
- The Carlson Center for Intellectual Property assisted:
 - In person: 7
 - Email: 23
 - Mail: 0
 - Phone: 4
 - Zoom: 2
- 3D Printer: 0
- Webpage views: 53
- Requests Outside Greater Rochester Area: 7

Database Usage Statistics (April)

- Frost & Sullivan: Page views: 17 Value: \$52,650
- IBISWorld: Page views: 127 Value: \$68,045
- InnovationQ: Logins: 19 Searches: 95
- PitchBook Logins: 36
- Statista: Page views: 99 Downloads: 31

An error in reporting on use of the Mintel Database has been identified, resulting in the correction of underreported numbers. This database, which has been used by the BIC patrons since July of 2023, has had significantly higher usage than originally reported. Corrected statistics can be seen below.



Circulation/Information, Chad Cunningham reporting

Statistics

- Curbside Pickup Appointments-1
- New Borrowers-267
- RRLC Access Cards Issued-4
- Notarial Acts-131

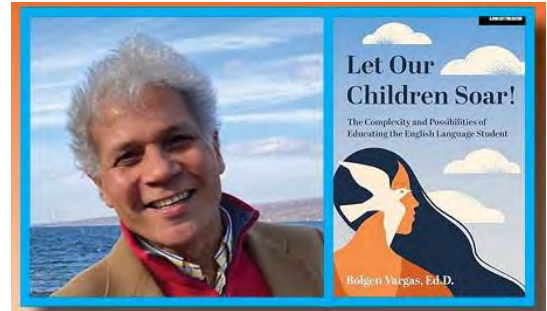
Anecdotes

- A patron came in to return some items and pick up some holds. During her time at the desk, she mentioned that she is very happy that the library system has made some titles in a series she is reading available on Libby. She was also excited to learn that she can now get a card from the Buffalo and Erie County Library System and access their digital collections.
- Rayna Mandara was helping a patron print out multiple documents from her cell phone. The patron told Mandara that whenever she needs printing help she immediately thinks of the library. She likes that the library is a place where you can get help with almost anything and she encourages everyone she knows to use the library.
- A patron sent an e-mail to the “Help with Your Library Account” e-mail. The patron was writing to comment on the new automatic renewal of items. He said: *“I wanted to tip my hat and give the Monroe County Library system two thumbs up for rolling out their new ‘auto-renewal’ system. As one who often needs ‘a little extra time’ on my loans, I REALLY appreciate the convenience of this system. Thanks so much!”*

Local History & Genealogy, Christine L. Ridarsky reporting

Programs

- Bolgen Vargas presented a talk entitled "Rochester's Latinx Community: Contributions and Potential." This was the concluding event in the "Latinx Voices in Rochester: Exploring Education and Empowerment with 'Let Our Children Soar!'," a multi-session reading and discussion series. Both the lecture and the reading and discussion series were designed to inform patrons about the history of Rochester's Latinx population and to encourage dialogue about diverse experiences.
- The division offered three walking tours this month. Dan Cody led "Beyond Susan B. Anthony and Frederick Douglass: Activism in Rochester." Emily Morry presented the "Washington Square Neighborhood" tour twice, once for the public and once for First Universalist Church's Initiative for Racial Equity circle. The walking tours provide educational opportunities for people to learn about various topics in Rochester's history through exploration of the areas surrounding the library.
- Christine Ridarsky presented a talk on "12 Things You Probably Didn't Know About Rochester History" to a group of senior citizens at Pinehurst Senior Community in Honeoye Falls. The talk highlighted items from the library's collection and directed attendees to online library resources. The program provided educational information and encouraged attendees to engage with the information and each other by sharing their own preexisting knowledge.



Outreach/Meetings/Training

- Two new articles were posted to the Local History ROCs! blog in May: "Why Wegman?: the History of 72-80 West Main Street, Pt. 1," by Christopher Brennan and "Ahhh, the French's: the History of Rochester's Mustard Mongers," by Emily Morry, who also edits the blog. These posts received a total of 113 views in April. In addition, readers from 29 countries revisited 183 previously published posts for a total of 2,488 blog views. All blog posts can be read online at www.rochistory.wordpress.com.
- Ridarsky met with representatives from Cugini Di Roc and Nazareth College to discuss an Italian/Italian American oral history project that will include recording interviews at the Italian American Heritage Day celebration at the public market in October.
- Ridarsky was interviewed by Dan Schrack of 13WHAM news for a story on the history of the former University Club (present-day Inn on Broadway), which is being used as a venue for this year's Jazz Festival. The story is expected to air closer to the start of the festival.
- Antoine McDonald represented the library and the division at two meetings of the City's Black Heritage Committee's Ancestors Subcommittee. McDonald continues to conduct research for the second volume of a book documenting the lives of Black residents. McDonald also continues to work on planning for a Safe to Be Smart trip to Washington, D.C., in July, and to support the Pillars of Hope program as a team leader, and to work with students and teachers at Dr. Walter Cooper School 10.
- Brandon Fess attended Basic Salvage Techniques for Paper Collections; a workshop provided by Documentary Heritage Preservation Services for New York. This training provided an opportunity for Fess to gain both classroom and hands-on training in disaster recovery for wet objects, a critical concern in archival



work. This training also fit into the Local History & Genealogy Division's on-going project of updating policies and procedures, including a disaster response procedure.

Special Collections

- Fess continued what might best be termed the “clean-up” portion of the Documentary Heritage Project Implementation Grant project throughout May. While Stephanie Ball’s accessioning work was completed in April, Fess continued to find permanent storage locations for the material she accessioned, carry out accruals of materials Ball found that belong with previously described collections, and sort out the few remaining mystery boxes from Shared Stacks.
- Fess completed one finding aid in May. This collection, the District Board Division Number 2 Western Federal Judicial District, State of New York records, consists of records from the district draft board that oversaw selective service activities in the Rochester region during World War I. Volunteer Kate Philipson completed a finding aid for the papers of Robert Dardano, a local LGBTQ+ rights activist, in May.

Materials Use (May)

Rolls of Microfilm - 60
 Books - 160
 Directories/Phone Books - 97
 Newspaper Clippings Files - 2
 Archives/Manuscript Collections - 1
 Maps – 2

Division staff filled orders for 41 life records (obituaries and birth/death notices), 38 newspaper articles, and 34 images.

Digital Projects

The FamilySearch scanning team continued operations in May. A total of 200 items, all yearbooks, were scanned this month. Please see the chart below for details:

Title	Author	Date	Total
PAGEANT	Eastridge High School	1961-2021	45
HILTORIAL	Hilton Central School	1937-1965	25
Honeoye	Honeoye Central School	1971	1
THE HAWK	Holley Central School	1971	1
HOLLEYLEAF	Holley Central School	1962	1
HORNET	Honeoye Falls Central	1963-1968	5
Liaison	Honeoye-Lima Central	1971	1
Neodaondaquat	Irondequoit	1937-2003	40
O-AT-KAN	LeRoy High School	1944-1974	15
NOIRAM	Marion Central School	1968-1970	3
MIRROR	Medina High School	1951,1971	2
NEAPOLITAN	Naples Central School	1951	1
DIADEM	King's Preparatory	1969	1
Accolade	McQuaid Jesuit HS	1958-2016	59

Interns/Volunteers

- Karen Sue Brown continued working on sorting and filing newspaper clippings. She provided 23.5 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 and beginning revisions of files on both Wegmans and area wineries.

Anecdotes

- The value of digitizing our newspaper collections and uploading them to New York State Historical Newspapers (<https://nyshistoricnewspapers.org/>) was demonstrated once again when staff was assisting a couple who were researching Rochester's Emancipation Day celebrations of the 1840s and 1850s. These events celebrated the emancipation of slaves in the British colonies of the West Indies (August 1, 1834). Fess demonstrated how to use the website to find articles on the topic. They were particularly excited when he showed them an article in a mainstream newspaper that indicated that Frederick Douglass had spoken at one of the events and then pulled up an issue of the North Star newspaper from the same week in which the Douglass's speech was published.

Reynolds Media Center, Joseph Born reporting

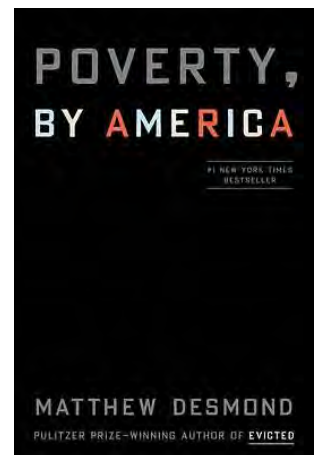
Programs

- Brown Bag Book Discussion: *Poverty, By America* by Matthew Desmond
- First Friday film: *Petite Maman*
- Our See It First film: *Madame Web*
- A/V set ups for programs in Central Library: 20

RMC Circulation

RMC loaned 5 pieces of equipment and 411 Mi-Fi units in addition to the regular collection, for a grand total of 4337 items.

- Total circulation of RMC materials, including those that occurred at other libraries was 12,276
- RMC materials accounted for 41% of the overall Central Library circulation (before renewals).



Science and History, Gabe Pellegrino reporting

Programs

- Faezeh Jahanshiri holds regular Learn to Code (Formerly called Girls Who Code) programs for all teens and adults. They occur every Wednesday afternoon as joint programs between Science and Teen Central and continue to be popular. While she holds the meetings on Zoom, a small group of people come in person to sit in as well. As the students learn about coding, they are engaged at the library. They will be given tools to help them find work in the future, where they can create programs to benefit the public.

- The *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: "Recognizing Mental Health Issues and Finding Lifelines to Get Help," presented by Tosaly Wilson, director of Prevention and Community Engagement, Mental Health Association of Rochester/Monroe County. This

How can The Mental Health Association help?

Here at MHA Rochester, we pride ourselves on offering services and supports to the entire community with minimal barriers. Regardless of mental health diagnosis.

We provide a wide variety of groups structured around the 8 Dimensions of Wellness

- Emotional Wellbeing
- Physical Wellbeing
- Spiritual Wellbeing
- Financial Wellbeing
- Occupational Wellbeing
- Intellectual Wellbeing
- Social Wellbeing
- Environmental Wellbeing

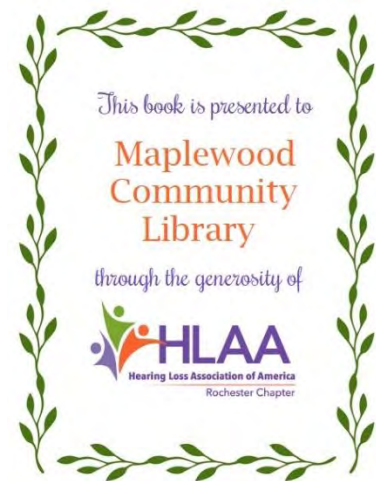
Intellectual well-being - recognizing your creative abilities. We have a wonderful

educational health program assists community in understanding that their issues are recognized and connects them with resources that can help. 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.

- LROC (Library Resource Outreach Center) visitors reached a remarkably high number of over 90 in May. Pellegrino has also spoken with a representative from Legal Assistance of Western New York (LawNY), who have been able to send legal help for several months. LawNY is going to set up a schedule with an attorney once a month or more frequently, and add on paralegal help to try to reestablish this much-needed service. Pellegrino also handled 7 LROC referrals through the UniteUs platform, connecting the individuals with help they needed.

Outreach/Meetings/Training

- Pellegrino attended the monthly meeting of the Education & Outreach team of the Hearing Loss of Association, Rochester Chapter. Copies of *Hear & Beyond* were sent to all Monroe County libraries through an HLAA donation, with customized bookplates created by Pellegrino.
- Pellegrino is working with Katlyn Newberry for a new partnership with the Cancer Services Program of the Finger Lakes Region. This is an affiliation with our partners from Center for Community Health & Prevention (CCHP), University of Rochester Medical Center. They would like to establish a presence in our Health Central Kiosk and reach out to the community. In addition, the Kiosk will hopefully be staffed again with URM medical students: Pellegrino was on a Zoom call with Dr. Theresa Green and Carolyn Settle, also from CCHP, who coordinate the Distinction in Health Program. While the Library does not currently have any distinction students, there may be other students who would like the opportunity to provide vital health screenings and advice to the public. Pellegrino is also speaking with a master's in public health student who is hoping to provide diabetes education programs.
- Pellegrino attended a Zoom meeting with Bradley Mills, Ph.D., who runs the URM Biobank, part of the Wilmot Cancer Center. Pellegrino has agreed to serve on the Biobank advisory board as a community partner and will speak at the Wilmot Shared Resources Lunch and Learn Seminar Series monthly Zoom program in June.



- Florence Morris attended a virtual meeting with the New York State Department of Taxation and Finance Taxpayer Assistance Program (TAP). This meeting went over this past tax season and the TAP Program with their partners. This is from acting commissioner of the New York State Department of Taxation and Finance, Amanda Hiller:

“The Tax Department’s Taxpayer Assistance Program (TAP) could not happen without partners like you. Your extraordinary efforts have made the program a success this tax filing season. Each year, TAP helps low- and moderate-income taxpayers self-prepare and file their tax returns electronically. Many of these taxpayers then share their new skills with friends and family, multiplying the impact of the program. With partners across the state, we assisted more than 3,900 taxpayers this year, including more than 2,100 taxpayers who submitted their returns electronically. The program saved taxpayers an estimated \$420,000 in preparation fees. You provide a much-needed service to your community, and I greatly appreciate your participation in TAP.”

Technology Center, Jay Osborne Reporting

Anecdotes

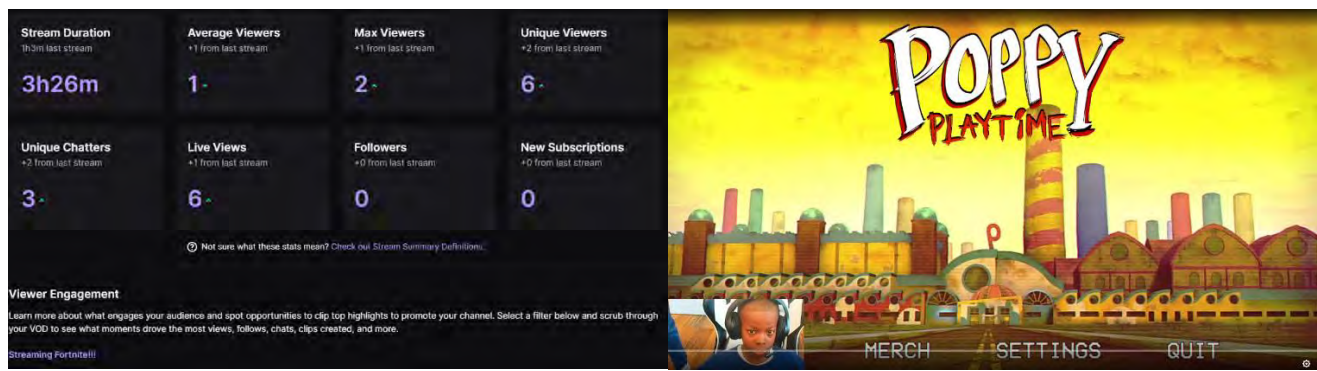
- It’s always difficult to measure the impacts of our work in the day-to-day lives of our patrons. Often when we don’t hear from patrons for an extended time, it indicates that their lives are going well because they haven’t needed the basic social safety net services that we help facilitate. Occasionally, someone we’ve helped will stop in and update us about how they’re doing, but often the outcome in our patron’s lives are invisible to us. Cy Shropshire submits this highlight as an exception to that rule. An elderly unhoused patron is extremely adept at navigating the streets, finding places to sleep and food to eat, and assisting other unhoused patrons in finding resources. She is less adept at using technology tools but has been bravely tackling these new challenges. She’s taken one class at a time through MCC the last few semesters and has utilized Tech Center resources and assistance for help with accessing the online portal, organizing resources, collecting information, and submitting online assignments. She recently reported that she got a B in her English Literature class, despite repeated setbacks, and thanked staff for their assistance. The pride in a patron’s face when they report achievements to the staff that has encouraged them makes up for all the patrons we help that we don’t hear back from.
- A community member has begun using one of our meeting rooms every Saturday to organize a peer counseling and support group. During the week he works as a peer counsellor at a local rehabilitation services provider. He volunteers his Saturdays to do the same at the library. He has made extensive use of library resources for creating flyers and cards and advertising the peer counseling program. He is extremely charismatic and personable, as well as being passionate about getting this project started. He has met with the PIC (Person in Crisis) team when they come to provide resources and do homeless outreach and has also referred patrons to the Technology Center team for assistance and resources as appropriate. He has become an excellent community connection resource, funneling patrons toward necessary services and resources, while positioning the library and the Technology Center as a central hub of access and communication.
- The Rochester Housing Authority Section 8 managed housing voucher program application migrated to an online only format, resulting in a large demand for help from patrons looking to fill out the forms. Rochester residents have a very narrow window of 8 days to submit their preapplications. The neediest citizens of our community are those that desperately need the benefits this program provides, and these are often the people who need the most help navigating online interfaces. Being able to focus on this project patron by patron without simultaneously managing guest pass distribution has been a huge help to our staff and gives our patrons the confidence that staff are 100% invested in the task at hand.

Teen Central, Jeff Bostic reporting

Due to low staffing levels, Teen Central is currently closed, and access to ImagineYou is limited. A security guard stationed on the second floor for the Bausch and Lomb building in the afternoon and evening hours has helped facilitate a sign-in process for teens using the space and assists with regulating the number of people in the area. As staffing levels increase in the coming weeks, we hope that Teen Central will be able to re-open little by little, offering our teen visitors programs and services to meet their needs. The Center for Youth has offered to help support our efforts to restore Teen Central's place as a safe space for teens to gather, engage in programming, and have fun together.

Programs

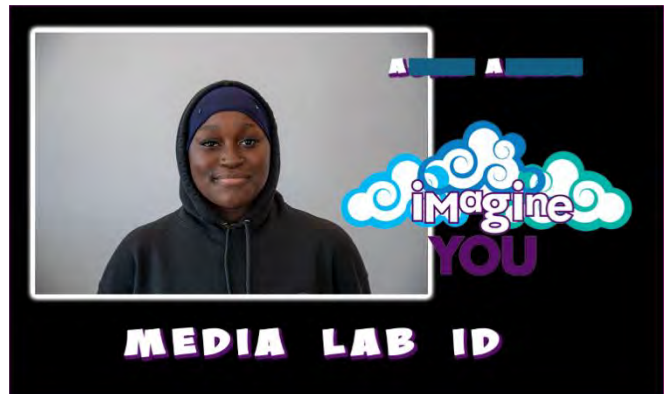
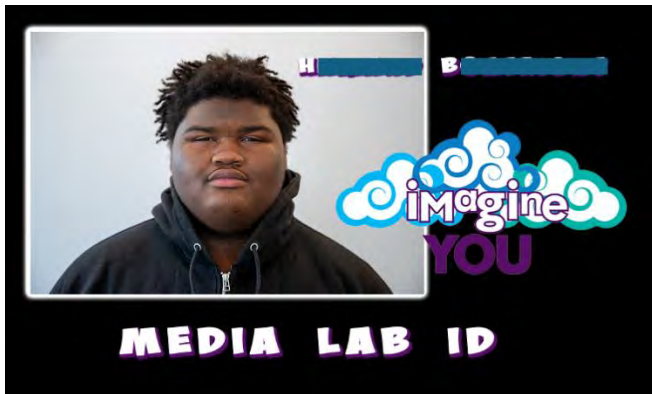
- ESPORTS – We have added another young streamer to the esports team as we focus on streaming revenue next year. He has been practicing streaming and looking at stream analytics with his father.



- AI COMICS - The first school group has completed their AI Comics. Students from the Halpern Education Center completed questionnaires with their clinicians as well as character sheets to generate stories. On a school field trip to the library, they were able to create all their images in the comic book lab. Each student received a comic and poster. The school also received a poster and comic for each student. The Media lab is now ready to put the AI Comics on display, in circulation, as well as making them available digitally.



- GLOWFORGE – The Glowforge was once again the most popular thing on a school field trip this month. Middle schoolers made keychains, wristbands, and even wooden cutout toys.
- ID CREATION – With the implementation of new security measures requiring teens to present a photo ID to enter, the lab has begun to offer Media Lab IDs to students without IDs. Jeff Bostic is working with members of the eSports team, regular users of the Media Lab equipment, and participants in the ImagineYou programs to issue special photo IDs to allow them entry into the media lab.



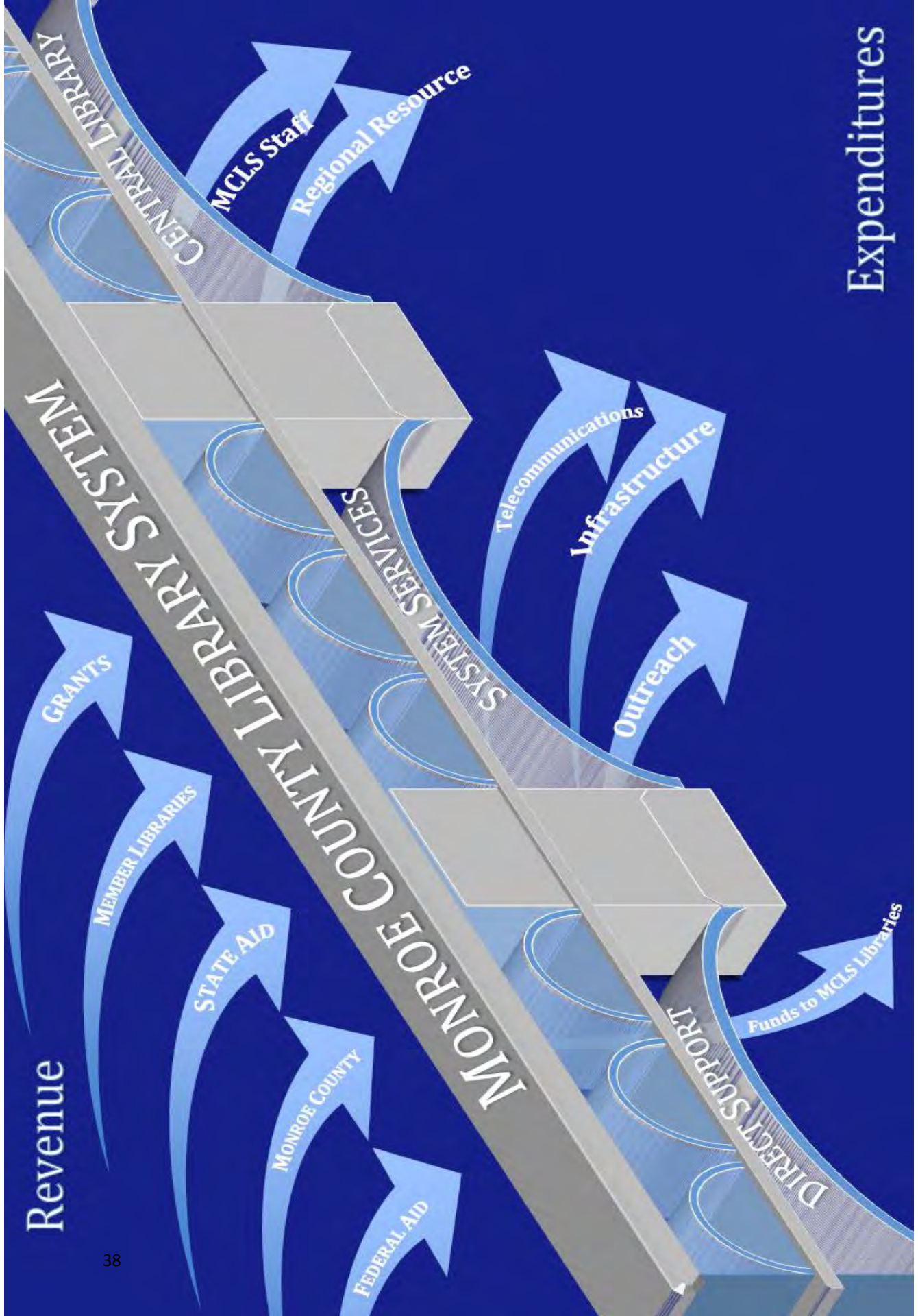
MCLS Budget

Board of Trustees

May 20, 2024



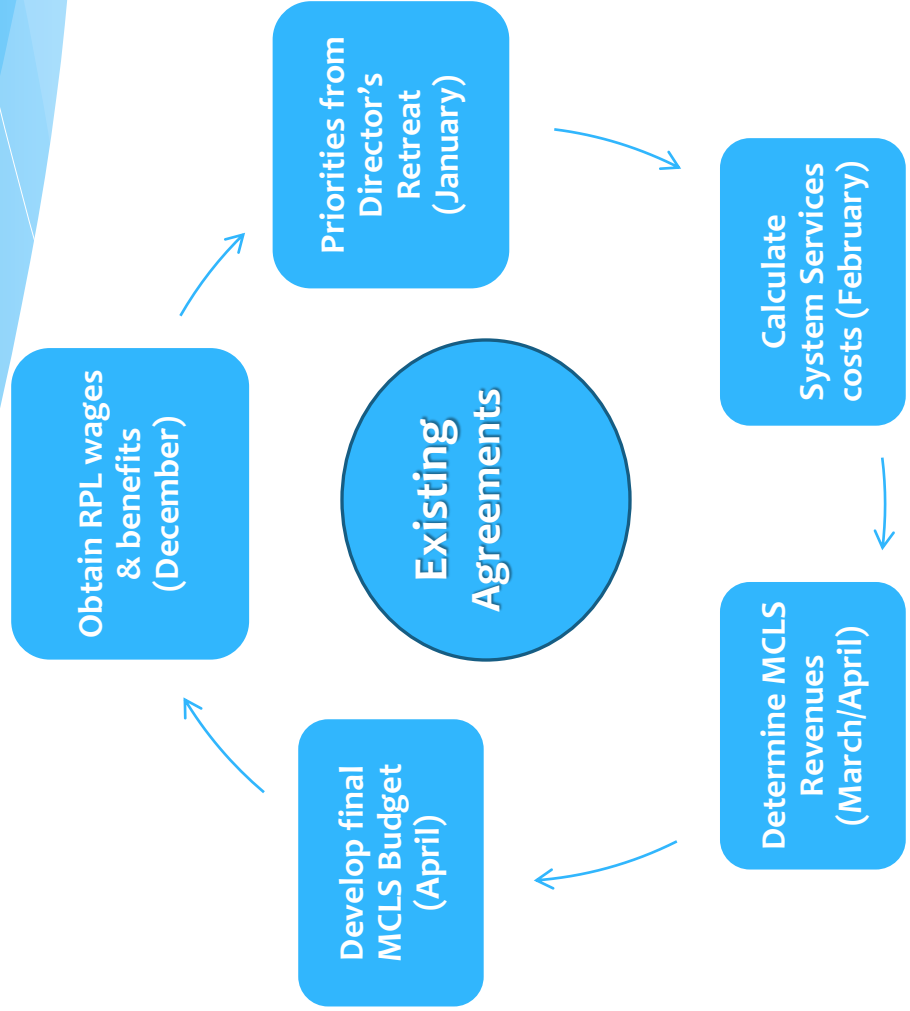
**Monroe County
Library System**
www.libraryweb.org



Expenditures

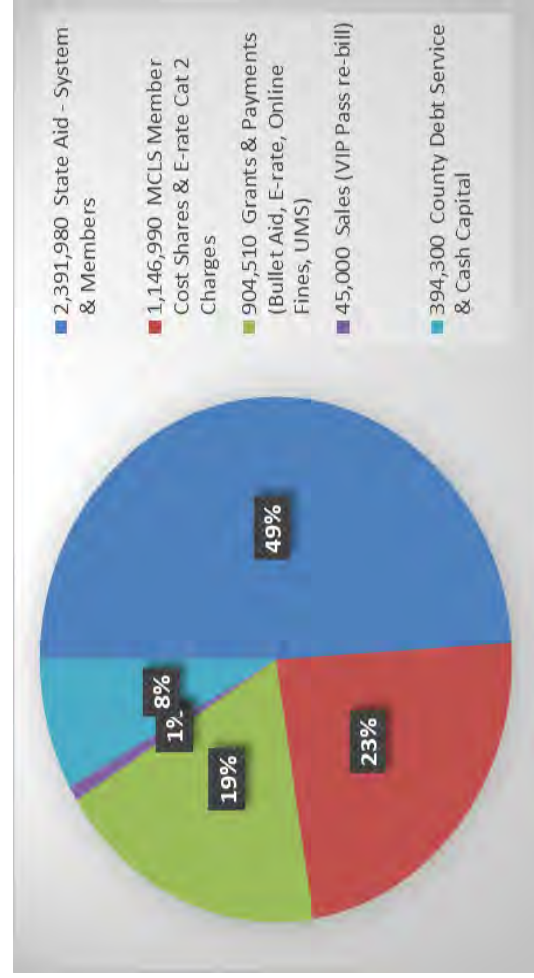
Revenue

MCLS Budget Process



MCLS 2024 Budget Inputs (REVENUE)

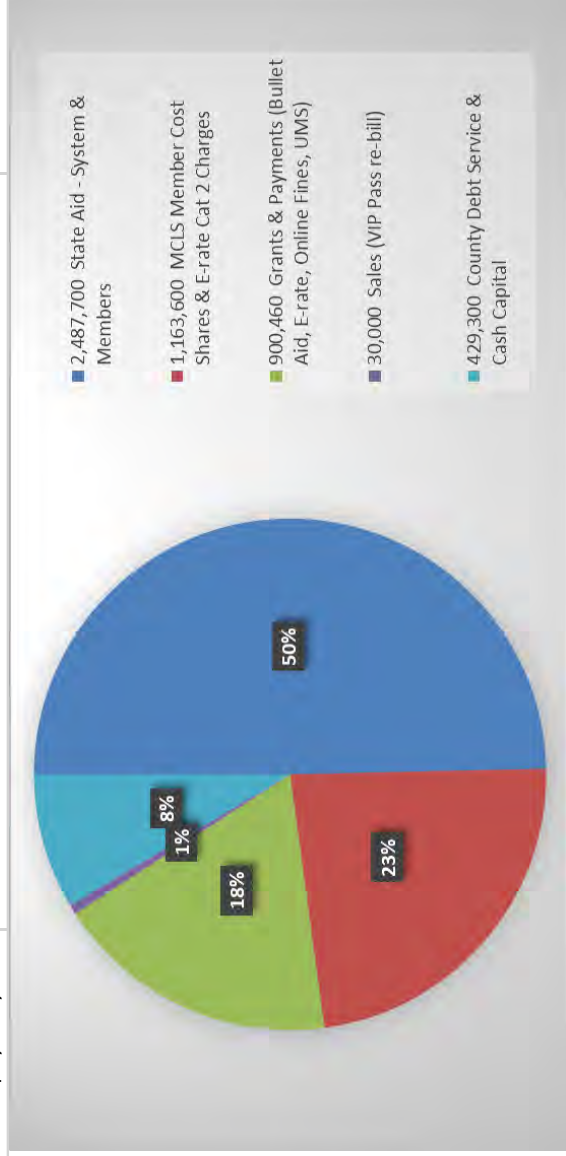
SOURCES OF 2024 MCLS BUDGET (REVENUES)		
2,391,980	State Aid - System & Members	49%
1,146,990	MCLS Member Cost Shares & E-rate Cat 2 Charges	23%
904,510	Grants & Payments (Bullet Aid, E-rate, Online Fines, UMS)	19%
45,000	Sales (VIP Pass re-bill)	1%
394,300	County Debt Service & Cash Capital	8%
\$4,882,780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



PROPOSED MCLS 2025 Budget Inputs (REVENUE)

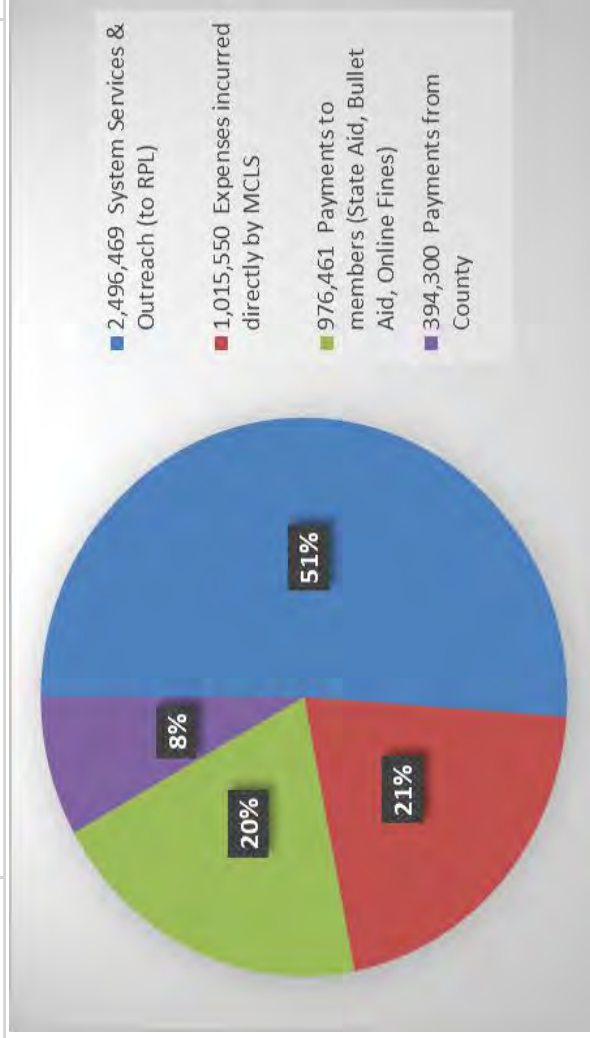
SOURCES OF 2025 MCLS BUDGET (REVENUES)

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%



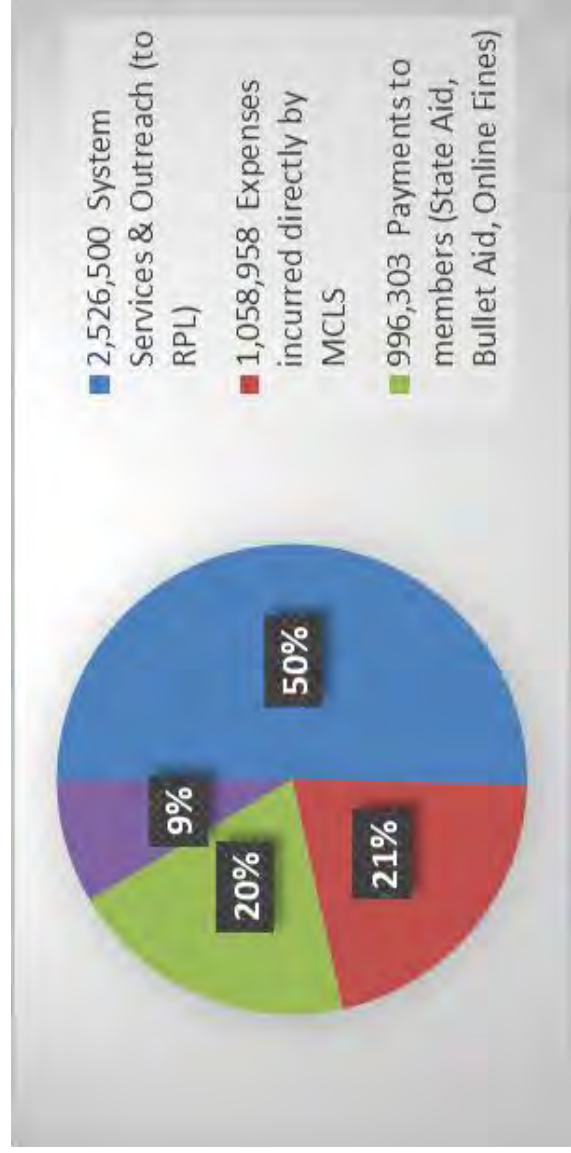
MCLS 2024 Budget Outputs (EXPENSE)

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

		% 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 2021-22	ACTUAL 2021-22	BUDGET 2022-23	ACTUAL 2022-23	BUDGET 2023-24	BUDGET 2024-25	+/- 23-24 Budget
369050 MCLS SYSTEM SERVICE REVENUE							
Technical Services	274,332	247,077	276,526	245,534	250,506	258,933	8,427
Interlibrary Loan	66,000	66,000	68,000	70,000	72,000	74,000	2,000
Delivery Charges	456,484	385,945	459,199	390,123	447,160	472,115	24,955
Automation Operations	484,690	474,501	510,035	509,749	515,227	521,571	6,344
Director's Office Reimbursement	104,337	97,840	108,680	97,976	125,094	120,742	(4,352)
Operational Support	920,640	800,000	930,076	812,846	973,158	964,039	(9,119)
TOTAL	2,306,500	2,071,364	2,352,500	2,126,228	2,383,100	2,411,400	28,300
369100 USE/SERVICE CHARGES							
Fines, Fees, Miscellaneous (1)	70,000	50,166	70,000	48,107	70,000	20,000	(50,000)
Minor Sales & Library Chargebacks (2)	2,500	1,254	25,100	192	25,100	38,100	13,000
Library Chargebacks	21,600	21,627	0	1,479	0	0	0
Misc. Additional Payments (3)	196,500	158,677	164,000	137,971	164,000	164,000	0
TOTAL	290,600	231,724	259,100	187,749	259,100	222,100	(37,000)
407110 GRANTS							
Grants (4)	188,000	146,400	233,000	141,531	188,000	259,000	71,000
TOTAL	188,000	146,400	233,000	141,531	188,000	259,000	71,000
407120 STATE AID							
Central Library Program Aid (5)	219,300	219,471	302,100	300,616	302,100	309,600	7,500
Central Library Book Aid	66,300	65,881	0	0	0	0	0
Outreach (5)	128,800	128,781	136,200	157,444	159,200	163,100	3,900
State Corrections (5)	800	802	0	0	0	0	0
County Jails (5)	8,300	8,460	8,800	7,882	8,800	9,000	200
TOTAL	423,500	423,395	447,100	465,942	470,100	481,700	11,600
430350 TOTAL STATE AID, GRANTS, FEES	3,208,600	2,872,883	3,291,700	2,921,450	3,300,300	3,374,200	73,900
MONROE COUNTY SUPPORT (6)	7,079,000	7,079,000	7,291,300	7,158,349	7,487,100	7,660,100	173,000
CITY PRORATED SHARE	641,900	641,900	654,000	654,000	678,900	687,500	8,600
TOTAL REVENUE	10,929,500	10,593,783	11,237,000	10,733,799	11,466,300	11,721,800	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 FFRPL ANNUAL CAMPAIGN \$60,000, MTG ROOMS/EVENTS \$28,000, FFRPL BOOKSTORE \$35,000, CASH PROGRAM OCCUPANCY \$37,000, FOODLINK CAFÉ UTILITIES \$4,000
- 4 GRANT REVENUE/EXPENSE ALLOCATION \$75,000, FFRPL DIGITIZING \$35,000, FFRPL BUSINESS INNOVATION \$40,000, **MONROE COUNTY HISTORIAN SERVICES \$50,000 MOVED HERE**
- 5 GLEASON SCI/HIST SUPPORT \$20,000, KENYON JEFFRIES LH SUPPORT \$19,000, FFRPL 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		PUB SVCS		PUB SVCS		MCLS SVCS		MCLS SVCS		BUDGET 23-24	BUDGET 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	0	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	6,500	9,000	2,500	464,600	467,500	
607020	RENTS	45,200	45,200	0	2,500	2,500	(3,000)	3,100	3,100	0	54,200	56,700	
607030	EQUIPMENT MAINTENANCE	5,500	0	(5,500)	23,700	20,700	0	0	0	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*

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 Internet Access Policy Statement

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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

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.
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, 2024

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

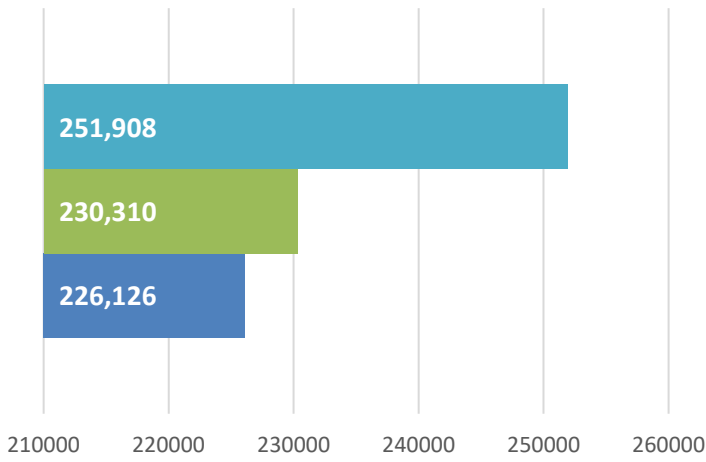
Reviewed by the MCLS Board of Trustees – 1997, 2004, 2010

Town Libraries				
	May 2024	May 2023	+/-	%
Brighton	49,684	39,939	9,745	24.4%
Seymour	12,652	10,512	2,140	20.4%
Chili	18,506	16,269	2,237	13.8%
East Rochester	3,617	3,351	266	7.9%
Fairport	54,313	44,303	10,010	22.6%
Gates	21,491	17,716	3,775	21.3%
Greece	42,665	39,662	3,003	7.6%
Hamlin	4,442	4,066	376	9.2%
Henrietta	37,863	33,177	4,686	14.1%
Irondequoit	39,453	33,895	5,558	16.4%
Mendon	9,349	7,218	2,131	29.5%
Newman Riga	2,035	1,795	240	13.4%
Ogden	11,559	9,392	2,167	23.1%
Parma	7,310	6,216	1,094	17.6%
Penfield	24,862	31,026	(6,164)	-19.9%
Pittsford	45,897	37,547	8,350	22.2%
Rush	2,048	2,537	(489)	-19.3%
Mumford	738	491	247	50.3%
Scottsville	2,521	2,060	461	22.4%
Webster	40,664	31,242	9,422	30.2%
<i>MCLS Subtotal</i>	<i>431,669</i>	<i>372,414</i>	<i>59,255</i>	<i>15.9%</i>
<i>RPL Subtotal</i>	<i>80,337</i>	<i>63,510</i>	<i>16,827</i>	<i>26.5%</i>
MCLS Total	512,006	435,924	76,082	17.5%

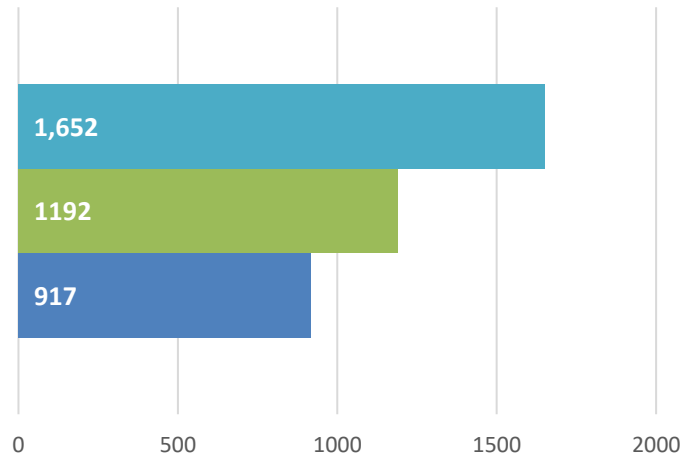
RPL Central Statistics YTD
Jan--May



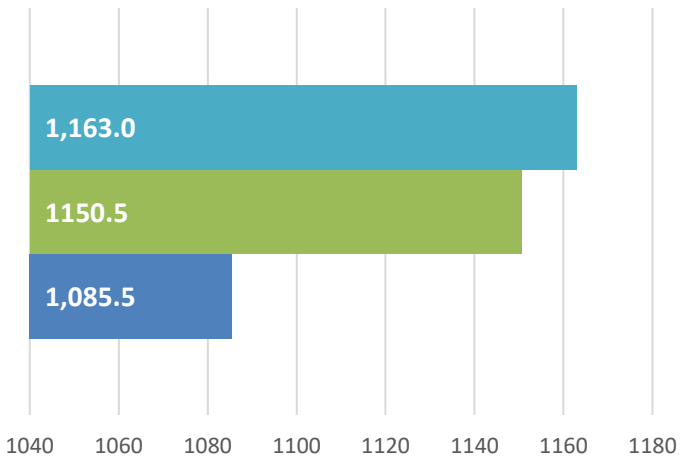
CIRCULATION



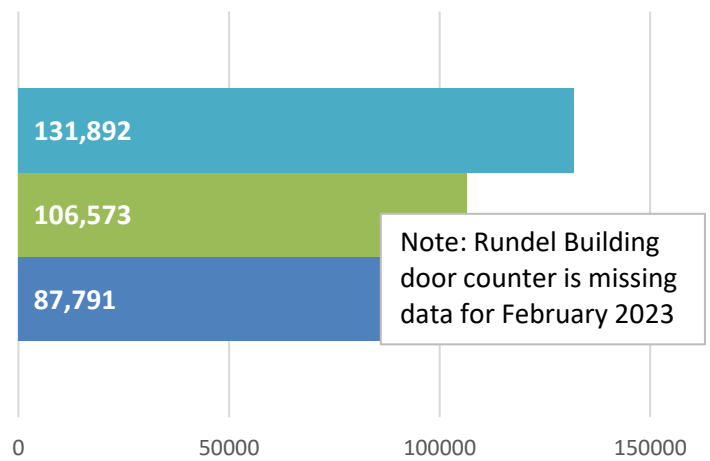
LIBRARY CARDS



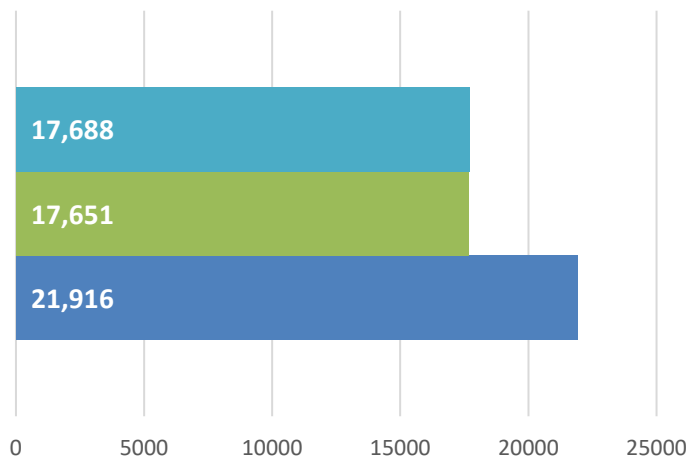
SERVICE HOURS



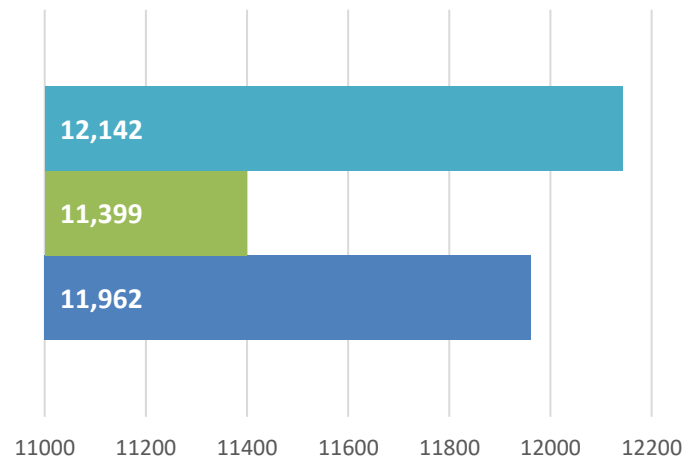
VISITS



REFERENCE QUESTIONS



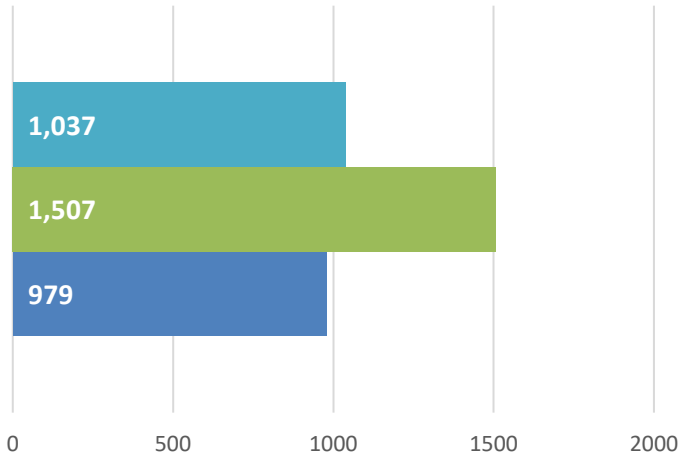
NON-REFERENCE



RPL Central Statistics YTD
Jan--May



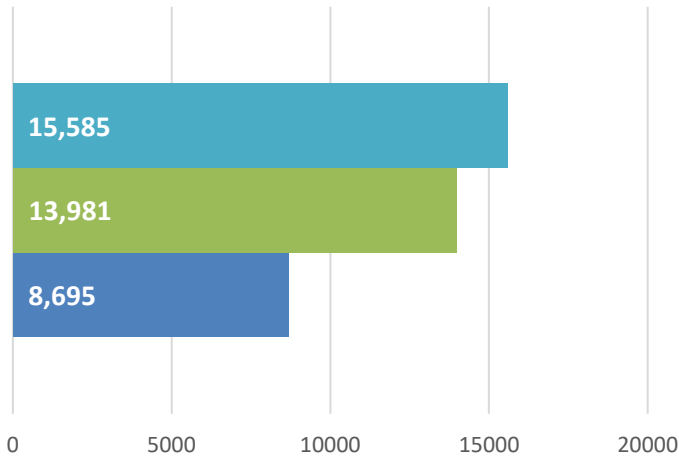
NOTARY



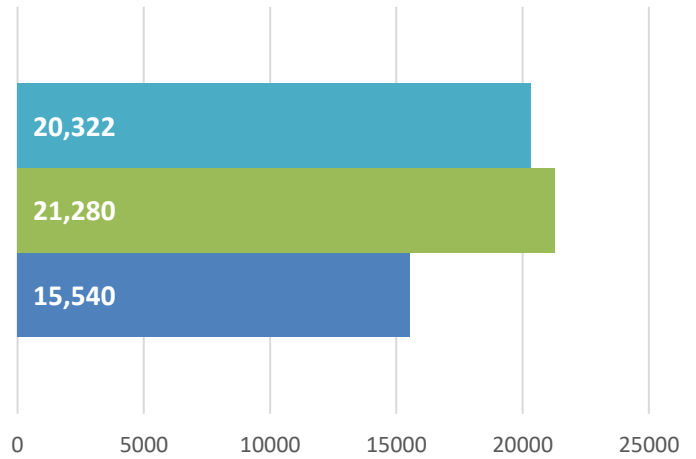
DEFINITIONS

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.

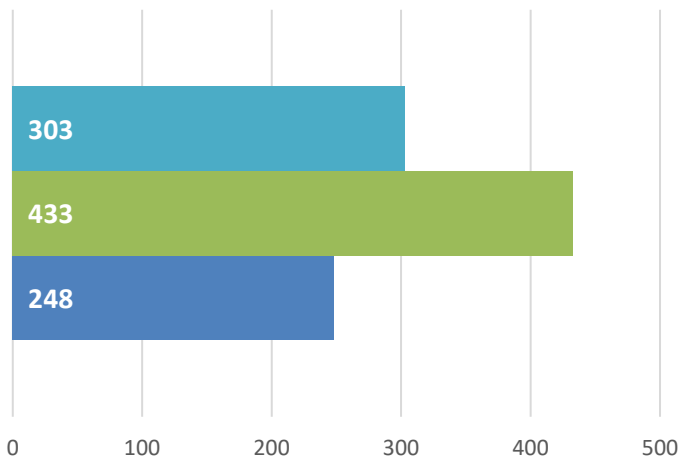
COMPUTER HOURS



WIFI USES



GROUP PROGRAMS



PROGRAM ATTENDANCE

