



**Board of Trustees Meeting
Board Room, Rundel Memorial Library Building
April 21, 2025, 5:00 PM
Agenda**

I. PUBLIC COMMENTS

President

II. ACTION ITEMS

- | | | |
|---------------------------------------|------------------|---------|
| 1. Minutes of Previous Meeting | <i>President</i> | page 3 |
| 2. Financial Claims | Hasselwander | page 7 |
| 3. Agreements – Solar Table Placement | Clasper | page 9 |
| 4. MCLS Annual Report to NYS | Smathers | page 10 |

III. REPORT/DISCUSSION ITEMS

- | | | |
|--|----------------|---------|
| 1. Liaison from Rochester Public Library Board | <i>Liaison</i> | |
| 2. Liaison to Rochester Regional Library Council | Knapp | |
| 3. Liaison from Friends & Foundation of the RPL | Borgus | |
| 4. Staff Reports | | |
| a. Director's Report | Clasper | page 14 |
| b. MCLS Associate Director's Report | Smathers | page 16 |

IV. OTHER BUSINESS

V. ADJOURNMENT

**Next Meeting:
Monday, May 19, 2025, 5:00 p.m.
Central Library, 115 South Avenue, 14620**



**Meeting of the MCLS Board of Trustees
Board Room, Rundel Memorial Building
March 17, 2025
Minutes**

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

Trustees Excused: Alinda Drury, Mack Smith, Jr.

Trustees Unexcused: Kimberly Brown, Erick Stephens

Staff and Guests: County Law Office Liaison, Keana Williams; County Exec. Office Liaison, Molly Clifford; FFRPL Liaison, Donna Borgus; staff members, Emily Clasper, Katy Hasselwander, Debi Mansour, Jennifer Smathers

Call to Order

Mr. Corcoran called the meeting to order at 5:00 p.m., welcomed trustees, staff, and guests, and confirmed a quorum was present. He welcomed Molly Clifford as the new liaison from the County Executive Office.

Public Comments

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

Meeting Minutes

The minutes of the February meetings were APPROVED AS PRESENTED.

Claims

Ms. Hasselwander reviewed the financial claims with the trustees and offered to answer questions. In response to a question, Ms. Hasselwander and Ms. Clasper explained that elimination of the Institute of Museum and Library Services (IMLS) funding by the Trump Administration may have trickle-down impacts to our construction funding, but most other library funding comes directly from the County and State. The current order stipulates that all spending by IMLS other than spending mandated by law, will be cut. What is unknown is if the administration will honor the mandated funding. Dr. Knapp MADE A MOTION to approve the financial claims as presented. THE MOTION PASSED UNANIMOUSLY.

Rochester Public Library (RPL) Liaison

None

Rochester Regional Library Council (RRLC) Liaison

None

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

Ms. Borgus offered to answer questions about the written report. She reviewed the grants for supplemental materials from 2024 and reported that for 2025 the total will be increased to \$844,161.19. Of that, MCLS members will receive \$623,309.11 with Rochester Public Library getting the largest share at \$103,307.25.

Next, she reported that the applications for the Harold Hacker Grants for the Advancement of Libraries are now open with a deadline of May 1. The amount available is \$10,000. And the grant is open to all Rochester Regional Library Council (RRLC) members. In related news, \$13,272 was donated to the Harold Hacker Fund during the campaign to celebrate former Library Director Patty Uttaro for her retirement in February of 2025.

Next, she reviewed the progress of the annual campaign and highlighted upcoming programs. She reminded trustees to please attend the Sokol High School Literacy Awards ceremony on Thursday, April 24 from 4:00–5:30 in the Kate Gleason Auditorium.

Director's Report

Ms. Clasper offered to answer questions about the written report. She reported that she has been steadily making visits to MCLS member libraries, speaking with library directors, and meeting the staff.

She shared that the library community across the state and country are closely monitoring the orders from the federal government to downsize or eliminate the Institute of Museum and Library Services (IMLS). There is a lack of clarity from the federal administration and stakeholders in the library community cannot do anything at present other than continue to connect with elected officials to emphasize the importance of libraries and maintaining their funding.

In response to a question, she replied that she is not aware of a local librarian who focuses on Artificial Intelligence (AI) but that it is a hot topic in library channels, especially in academic libraries. She added that having a librarian who specializes in AI is likely to become a nationwide trend in the coming years. The American Library Association does offer professional development training related to AI. Dr. Knapp commented that RRLC may want to investigate offering AI related training.

Dr. Knapp asked if Ms. Clasper could shed any light on the upcoming case in the Supreme Court that challenges the E-Rate program. She stated that she is aware of the case but does not understand the details of the argument against it.

Mr. Brandt brought up the podcast from the Pittsford Public Library that recently featured Director Clasper and encouraged others to listen to it.

MCLS Office

Ms. Smathers offered to answer questions about the written report. She reported that the recent Directors' Retreat was deemed a success. The retreat was held at the local Strasenburgh Planetarium, part of the Rochester Museum and Science Center (RMSC). MCLS serves as a Science, Technology, Engineering, and Mathematics (STEM) Ambassador for the RMSC. Building on the momentum from the eclipse in 2024, RMSC has received grants funds for this STEM Ambassador program. The Ambassador organizations will receive materials and programming resources to enable Monroe county residents to continue their astronomy-based learning. She asked everyone to mark their calendars for International Observe the Moon Day on October 4, 2025.

She reported that the Directors heard from her about how the upcoming RFP process for a new catalog system will unfold. Currently, the MCLS Office is in the very beginning stages of designing the process. She encouraged trustees to go to other library systems to use their catalogs and experience what other systems are like for patrons. MCLS is the only user of CARL in New York State. The final decision on the circulation system rests with the MCLS Board and the system members will present their recommendation after the RFP process.

Central Library

Ms. Clasper offered to answer questions about the written report. She shared that the Black-owned Business Expo was a success, and she would like to see the library make it an annual event.

She invited everyone to visit the upcoming Fairy House exhibit beginning in early April in the Anthony Mascioli Gallery in Hacker Hall. Some entries were created by library staff.

In response to a question, Ms. Smathers shared that Carlet Cleare and Barbara Pierce from the City of Rochester Bureau of Communications presented at the Directors' Retreat. They discussed how to prepare for an interview or a TV appearance and provided dos and don'ts for engaging with the media.

Other Business

Ms. Clasper pointed out that the June meeting will be at the Chili Public Library and the September meeting will be at the Ogden Farmers' Library.

Adjournment

The meeting adjourned at 5:48 p.m.

Emily Clasper, Secretary

**MONROE COUNTY LIBRARY SYSTEM
FINANCIAL CLAIMS 2025**

MON	DAY	CLAIM VO	VENDOR	DESCRIPTION	EXPENDED	REMARKS
2	11	2000641055	11105435- EBS CO	CONSUMER REPORTS	\$ 40,143.83	
2	12	2000642703	11101777- HAMLIN PUBLIC LIBRARY	2024-25 LSSA 10%	\$ 284.00	
2	12	2000643616	11101928- FAIRPORT PUBLIC LIBRARY	2024-25 LSSA 10%	\$ 1,267.00	
2	12	2000641938	11102058- CHILI LIBRARY	2024-25 LSSA 10%	\$ 898.70	
2	12	2000642249	11103746- PENFIELD LIBRARY	2024-25 LSSA 10%	\$ 1,217.00	
2	12	2000644253	11104404- GREECE PUBLIC LIBRARY	2024-25 LSSA 10%	\$ 2,991.10	
2	12	2000642007	11105346- WEBSTER PUBLIC LIBRARY	2024-25 LSSA 10%	\$ 1,398.80	
2	12	2000642257	11105398- MENDON PUBLIC LIBRARY	2024-25 LSSA 10%	\$ 280.70	
2	17	2000642029	11106297- CARL	CARL X	\$ 142,774.90	
2	27	2000642574	11116923- VERTIV	UPS	\$ 6,969.90	
2	28	2000643313	11103982- SHI	CHROMEBOOK SOFTWARE MAN' GEMENT	\$ 8,227.50	ARPA FUNDS
2	28	2000642129	11120646- PKA TECH	250 CHROMEBOOKS	\$ 99,925.00	ARPA FUNDS
3	4	2000643928	11102541- UNIQUE MANAGEMENT SERVICE	MATERIAL RECOVERY 2025	\$ 1,908.90	
3	4	2000643679	11109903- OVERDRIVE	MATERIALS BLD	\$ 2,004.09	
3	4	2000643679	11109903- OVERDRIVE	MATERIALS HOLD	\$ 331.89	
3	4	2000643679	11109903- OVERDRIVE	MATERIALS HOLD	\$ 1,593.11	
3	4	2000644303	11116496- BLUE TOWNE	SSL FOR LIBRARYWEB.ORG	\$ 200.00	
3	4	2000642301	11117594- TMOBILE	MIFI CHARGES	\$ 16,933.04	ARPA FUNDS
3	4	2000642340	11128531- LITERACY ROCHFESTER	BRANCH HOURS: FEB 2025	\$ 6,293.00	ARPA FUNDS
3	5	2000642726	11105181- ROCHESTER PUBLIC LIBRARY	SYS SVC DIGITAL EQUITY INIT. JUL-DEC 2024	\$ 45,806.34	ARPA FUNDS
3	5	2000642726	11105181- ROCHESTER PUBLIC LIBRARY	SYS SVC SHIPPING JAN-DEC 2024	\$ 364,926.33	
3	5	2000642726	11105181- ROCHESTER PUBLIC LIBRARY	SYS SVC LAS JAN-DEC 2024	\$ 523,619.04	
3	5	2000642726	11105181- ROCHESTER PUBLIC LIBRARY	SYS SVC MCIS JUL-DEC 2024	\$ 788,995.15	
3	5	2000642782	11118882- MOTHER GOOSE ON THE LOOSE	MATH SKILLS WEBINAR	\$ 1,500.00	
3	5	2000642831	11128796- KANOPY	40 PLUS PACKS	\$ 21,000.00	
3	5	2000642831	11128796- KANOPY	40 PLUS PACKS	\$ 21,000.00	
3	6	2000644133	11120635- CROWN CASTLE	DIGITAL TRANSMISSION MAR 2025	\$ 16,921.06	
3	6	2000644133	11120635- CROWN CASTLE	INTERNET MAR 2025	\$ 2,075.00	
3	18	2000643956	11103982- SHI INTERNATIONAL	RECITE ME TOOLBAR	\$ 2,953.85	

\$ 2,124,439.23



April 2025

ACTION ITEMS

AGREEMENTS—SOLAR TABLE PLACEMENT (CLASPER)

Board Action Requested: A motion to approve the agreements to allow MCLS to place and maintain Wi-Fi-enabled, solar-powered charging tables on the properties of the selected partner agencies and municipalities. No rent will be charged for the use of the partner's property.

Details: Monroe County Library System is partnering with the municipalities and agencies listed below to host solar tables on their property. The tables will be equipped with Mi-Fi units for internet connectivity and powered using solar energy. MCLS and the partner agencies have agreed to the hours of operation, also included below. There is no monetary exchange between the partners and MCLS, however, the solar tables were included in the Digital Equity Initiative grant proposal and will be purchased using those funds. Each table costs approximately \$14,500, including installation.

In the agreement, MCLS agrees to:

- Submit plans for the installation process to the partner

- Maintain the table, including graffiti removal and MiFi upkeep

The partner agrees to:

- Host the table on their property, affixed via a concrete/asphalt surface

- Notify MCLS of any vandalization or damage within 24 hours of its discovery



Partner	Address	Partner Type	Table Hours
Connected Communities	616 North Goodman St., Rochester 14609	Private	M–Th, 9 am–5 pm Fri, 9 am–12 pm
MK Institute for Nonviolence	929 S. Plymouth Ave., Rochester 14608	Private	
Freestyle Mercantile	2659 Scottsville Mumford Rd., Mumford 14511	Private	
Father Tracy Advocacy Center	821 N Clinton Ave., Rochester 14605	Private	
Corbett Park	155 Clark St., Brockport 14420	Village of Brockport	Dawn to dusk
Parma Town Hall Campus & Park	1300 Hilton Parma Corners Rd., Hilton 14468	Hilton-Parma Parks & Recreation	
Canal Park	343 ½ Elmgrove Rd., Greece 14626	Monroe County Parks Department	
The William Maher Lodge	836 Sanford Rd South, Riga 14428	Town of Riga	
Vest Pocket Park (Totem Pole Park)	41 W Main St., Honeoye Falls 14472	Village of Honeoye Falls	
Eyer Building	317 Main St., East Rochester 14445	Village of East Rochester	

MCLS ANNUAL REPORT TO NYS (SMATHERS)

Board Action Requested: A motion to approve the 2024 MCLS Annual Report to New York State.

Details: 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 2024 report for MCLS was distributed for review. Some highlights include an astounding 92% increase in number of visits to the updated MCLS website and the system's addition of 720 Wi-Fi hotspots that were loaned 4,749 times.

MCLS AT A GLANCE (JAN–MAR)

MCLS Libraries
have circulated
1,695,834
items YTD
Up **18.6%** from 2024



MCLS Libraries
have circulated
2,385
MiFis YTD
Up **89%** from 2024



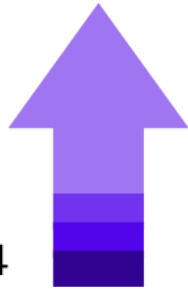
The Shipping Dept.
has moved
392,902
items YTD
Up **1%** from 2024



Technical Services
has added
6,292
items YTD to the
catalog
Down **9%** from 2024



The Children's Div.
has distributed
769
RAR Kits YTD
Up **325%** from 2024



The Outreach Dept.
has provided
3,596
items YTD
Up **8%** from 2024



The Outreach Dept.
has made
49
in-home visits YTD
Down **13%** from 2024



The Outreach Dept.
has made
28
facility visits YTD
Down **42%** from 2024



PATRON STORIES

SURPRISING REQUESTS, UNEXPECTED FINDS

This month a patron had some interesting requests for the Outreach staff! She is an elderly woman who is having difficulties with Alzheimer's, but her family says reading is a great help to her and they are all very appreciative of the in-home delivery program. This patron always has thoughtful requests, but there were some very interesting items on her list this month that library staff were surprised to be able to fill for her. One was about the drawing of the Mason-Dixon line, an important topic but, staff wasn't sure there'd be any substantial titles on the subject. Another was for something regarding the tragic molasses flood of Boston. Staff had never even heard of this event before but, to their surprise found interesting titles on both topics and are sure the patron will be glad to see them along with her other requests. Even veteran library employees can be surprised by all that the library has to offer!

MCLS SERVICE HIGHLIGHTS

TECH LINK

Outreach librarian, Ron Freitag and technology center staff teamed up for tech outreach sessions at four different senior and residential facilities.

PRESENTATIONS

Maren Kyle spoke to the current cohort of the Pathstone Employment Focused Services Program about essential library services, with an emphasis on library collections and services that are of value to individuals who are job hunting.

Kyle presented during the monthly NYS Outreach Coordinators call about the ways that MCLS fulfills our coordinated outreach mandates.

SHORT STORY DISCUSSION PROGRAM

Outreach librarians visit Lifespan senior day programs where they listen to a short story read by Levar Burton and then discuss it.

Lily Café: *No Man's Guns* by Elmore Leonard

Wolk Café: *The Toynebee Convector* by Ray Bradbury

BOOK CLUB SUPPORT

Outreach librarians provided copies of book club titles in multiple formats to support book club programming at senior living facilities:

Valley Manor: *One Summer: America 1927* by Bill Bryson

Ashley Woods: *The Island of Sea Women* by Lisa See

COMMUNITY OUTREACH

Alicia Gunther hosted an RPL table with George Carter from Sully and Jeanie Coley from the Monroe Branch at the City of Rochester Career Fair. About 25 people came to the library table interested in careers at the library.

Gunther hosted an MCLS table at the Celtic Family Fair. During the event she interacted with over 100 people, updated 1 library card account and gave away over 40 books to kids and families.

TORA-CON

At RIT's Tora-Con, the Rochester Public Library and Monroe County Library System were well represented through both programming and support. RPL GO! was used to transport materials to and from the event, with staff coordinating the logistics.

Gunther and nine other staff from around MCLS hosted the Pop-Up library and two panel discussions. The Pop-up library included information about the libraries, over 100 Manga titles from MCLS member libraires, and an opportunity for people to sign up for Library cards. Over 200 people stopped into the Pop-Up library to read materials from the collection. Panel discussions were held on Saturday and were attended by 40 Tora-Con participants. The topics of the panel discussions were "Manga in your libraries", and "A History of Manga in the US."



LITTLE WOMEN

Gunther collaborated with Geva Theatre and MCLS member libraries to launch book discussions and film viewings promoting the production of *Little Women*. She enabled simultaneous use of the e-book and e-audiobook in Libby, resulting in 277 checkouts in March. Member libraries supported the partnership by cross-promoting VIP passes with themed events like tea parties, book talks, and movie screenings, many featuring Geva actors.

FESTIVAL OF INCLUSION

Children's Librarian, Chelsea Arnold attended the Festival of Inclusion at Nazareth College, engaging in sensory play activities and sharing information about the libraries.

SPECIAL INITIATIVES

WIRED FOR OPPORTUNITY

Progress continues on the launch of our digital skills classes through the Wired for Opportunity program. The first shipment of 250 Chromebooks and 25 tablets has arrived, to be used in classes and distributed to participants who complete the program. LAS has cataloged the devices and compiled tracking information into a spreadsheet. Rich Mangione is coordinating the ordering of additional supplies, including tech tubs, in preparation for the classes.

Mangione is also leading the installation process for the upcoming solar tables, with ordering now underway. Meanwhile, the Wired for Opportunity program has received positive media attention, with more coverage expected as rollout milestones are announced. One recent highlight can be found here: [WXXI News article](#).

RAISING A READER

RAR staff continued to do storytimes and support storytimes for all sites. Staff have been communicating with sites about their end-of-year celebrations. RAR staff's goals are to attend as many celebrations as possible to connect with families and teachers. Olivia Cutter worked on an end of year teacher survey for RAR sites. The survey will help determine strengths and how staff can better support sites for the next school year.

STAFF HIGHLIGHTS

Interviews are underway to hire an Associate Director for the vacant Central Library role.

LIBRARY DIRECTOR'S CORNER: EMILY CLASPER

RECOMMENDED READING

State of America's Libraries: A Snapshot of 2024: <https://www.ala.org/news/state-americas-libraries-report-2025>

70 percent of book challenges come from groups, elected officials: Research: <https://thehill.com/homenews/education/5235708-book-bans-challenges-ala/>

A Celebrated Librarian's Concealed Life: <https://hyperallergic.com/1001007/celebrated-librarian-belle-da-costa-greene-concealed-life-morgan-library/>

How Two Wake County Libraries Are Navigating the Homelessness Crisis <https://indyweek.com/culture/recharging-and-referrals-how-wake-county-libraries-are-taking-on-the-homelessness-crisis/>

IMPORTANT DATES

April 23, 6:00–7:00; State of the City Address, Arbor at the Port of Rochester, also streamed on YouTube

April 24, 4:00–5:30; Sokol Awards Ceremony, Kate Gleason Auditorium, Central Library

April 30, 9:00; RPL Board Meeting, Kusler-Cox Auditorium, Central Library

May 9, 10:45; City Budget Press Conference, City Hall

May 14, 10:30–1:30; Comic Empowerment Awards, Hacker Hall, Central Library

Find Library Programming [Here](#).

DIRECTOR'S SITE VISITS

March

Penfield Public Library
Henrietta Public Library
Rush Public Library
Sully Branch
Arnett Branch
Chili Public Library

February

Charlotte Branch
Maplewood Community Library

January

Frederick Douglass Community Library
Lyell Branch
Monroe Branch

DIRECTOR'S UPDATES

I was proud that MCLS sponsored two tables at the annual Women Empowering Women Conference, hosted by the Greater Rochester Chamber. This sponsorship provided twenty women from libraries across the County with the opportunity to engage in leadership training and network with other emerging female leaders in the Rochester area. The day was filled with informative sessions and meaningful conversations.



To strengthen internal communication within RPL, I partnered with the management team to conduct a staff survey focused on our monthly All-Staff meeting. The response was tremendous, and the feedback has been incredibly valuable. It helped us identify several ways to make the meeting more relevant and impactful for a wider range of staff. We've already implemented many of the suggestions, and we'll be sending out a follow-up survey in the coming months to evaluate how well the changes are working.

I also had the opportunity to meet with Senator Jeremy Cooney to discuss the future of libraries in our region and the evolving needs we anticipate. He expressed great enthusiasm for the direction we're headed and offered his support in helping promote our programs and services through his office.

In addition to my work with the Opioid Steering Committee, I've been actively participating in the City and County Arts and Culture Steering Committee and the Homeless Advisory Council. These groups are each focused on addressing complex issues facing our community, and it's been rewarding to contribute to their work. In every one of these collaborative spaces, I've heard strong, positive feedback about the role libraries play and excitement about future partnerships.

I've also been engaging with a group of downtown Rochester business owners to address shared concerns around safety and security. Through the newly formed Downtown Security Resource Sharing Team, we've developed a number of suggestions for collaborative training initiatives and ways to improve communication between local businesses. It's encouraging to see this kind of collective effort to ensure a safe and welcoming environment for both patrons and staff.



~Emily

MCLS OFFICE ASSOCIATE DIRECTOR'S UPDATE: JENNIFER SMATHERS

Not unlike the weather, the MCLS Office was constantly changing what we were working on in March. From annual report reminders/prompts for our member library directors to the Celtic Faire outreach, fairy house creation, and the occasional construction grant question, we are never idle. MCLS Staff participated in presented Trustee Trainings for Henrietta and Pittsford Libraries, and helped prepare activities for National Library Week. They also worked with both City and County staff on Budget planning activities. Thrown into the mix was increased advocacy and questions regarding the state of the Institute for Museums and Libraries Services (IMLS).

~Jennifer

MCLS Circulation

Town Libraries				
	Mar 2025	Mar 2024	+/-	%
Brighton	54,840	45,130	9,710	21.5%
Seymour	12,829	11,145	1,684	15.1%
Chili	22,648	17,633	5,015	28.4%
East Rochester	3,915	3,150	765	24.3%
Fairport	64,274	50,428	13,846	27.5%
Gates	21,426	17,965	3,461	19.3%
Greece	54,151	40,996	13,152	32.1%
Hamlin	5,124	3,901	1,223	31.4%
Henrietta	43,055	35,832	7,222	20.2%
Irondequoit	40,717	33,875	6,842	20.2%
Mendon	10,824	7,662	2,662	34.7%
Newman Ridge	2,271	1,830	441	24.1%
Ogden	12,472	11,074	1,398	12.6%
Parma	8,152	6,904	1,248	18.1%
Penfield	44,428	35,474	8,954	25.2%
Pittsford	54,168	44,907	9,261	20.6%
Rush	2,601	2,084	517	24.8%
Mumford	534	468	66	14.1%
Scottsville	2,812	2,358	454	19.3%
Webster	41,936	35,352	6,584	18.6%
<i>Towns Subtotal</i>	<i>502,656</i>	<i>408,151</i>	<i>94,505</i>	<i>23.2%</i>
<i>RPL Subtotal</i>	<i>87,209</i>	<i>68,576</i>	<i>18,633</i>	<i>27.2%</i>
MCLS Total	589,865	476,727	113,138	23.7%