

Irondequoit Public Library Board of Trustees
Monthly meeting (via teleconference)
Minutes of March 17, 2021

Call meeting to order: 6:34 pm.

Present via teleconference: Tyler Kwolek, president; Cicely Strickland-Ruiz, vice president; Collene Burns, treasurer; Terri Dalton, secretary; Phil Harriman, Susan Kramarsky, Rachel Snyder, and Rosa Vargas-Cronin, trustees at large.

Guests: Greg Benoit, library director; Dave Seeley, town supervisor and acting town board liaison; Amy Holland, children's librarian; Justin Connor, Tyleea Panye-Harley, and Nick Mott, student representatives; Stephanie Schubmehl, library bookkeeper.

Absent: Betty Brewer-Johnson.

Approval of agenda: Approved.

Approval of minutes: February 2021 meeting minutes approved.

Attendance: Next meeting Wednesday 4/21/2021 at 6:30 pm.

Public forum (comments submitted through email): None.

Action item review

- Collection diversification project: Ongoing.
- Children's room doors: Ongoing.
- Youth fine and fee elimination: Ongoing.
- Town board liaison role review: To be discussed in upcoming executive committee meeting.

Town board liaison report

- The town board, as well as the planning and zoning boards, are returning to in-person meetings beginning next month. Library board can choose whether to follow suit.
- The town has now closed the books on 2020. Even before CARES Act aid, we were set to end the year in a solid financial position.
- An initiative to purchase all town streetlights and retrofit for LED technology is moving forward. The process is expected to take about 18 months.
- Plans for opening the community center are underway, with the doors tentatively scheduled to open in mid-July and full operations expected to begin in September. The new space will allow for expanded recreation programming. Supervisor Seeley reiterated his offer to arrange a tour of the new facility; Terri will coordinate scheduling.

IPL Foundation report: Foundation has not met, but Foundation member (and former trustee) Fran Manion has joined the finance committee and attended its first meeting.

IPL Friends report: Phil has reached out to the Friends through their Facebook page but received no response. Terri will provide additional contact information.

IPL staff liaison report

- Children's librarian Amy Holland is this month's staff liaison. She updated trustees on the library's partnership with Rochester Accessible Adventures and Irondequoit Rec.
- During the fall of 2020, the library began promoting Inclusion Ambassador training and hosted a virtual storytime and travelogue by Cory Lee.
- In the next phase of the partnership, a team of five library staff from different operating areas will be assembled to complete Inclusion U training. This is a more in-depth online program aimed at educating participants on accessibility for facilities and services.
- RAA will work with the library on evaluating its facilities and services with a view toward developing a strategic plan for disability inclusion, as well as promoting the library within the disability community. The end goal is for disability inclusion to be an integral part of IPL's workplace culture, and for the library to be widely known as a welcoming, accessible space.
- In all, the partnership is expected to be a two-to-three-year commitment, with staff training and implementation taking place during the first year and the second and third years focused on maintenance and support.
- Collene and Amy will meet separately to discuss funding for the program, which may also be added to the agenda for an upcoming finance committee stub meeting. The staff development budget line is also available as a resource to fund Inclusion U training.

Community engagement committee

Student representatives

- The board welcomes two new student representatives this month. Both are students at Irondequoit High School with a strong track record of community involvement that makes them a natural fit for the position. Tyleea Panye-Harley, a sophomore, serves as treasurer for the Mosaic Club and is perfecting her cold-brew coffee technique in her spare time. Justin Connor, a junior, is involved with both the Mosaic Club and Diversity Coalition and enjoys soccer and other sports.
- Nick and Greg will coordinate with Tyleea and Justin to arrange a library tour.

Collection diversification updates

- In a conversation with Greg, Patrina Freeman encouraged slowing down the timetable somewhat to allow ICARE to participate fully, as it is a very new organization with multiple projects on its hands.
- Library staff have completed a test run of the assessment process and should be able to proceed quickly once the project gets underway.

Finance committee, financial report, vouchers

Financial report

- Revenue
 - No change to 2020 revenue in the final 2020 reports. We collected 98.2 percent of our budgeted total, with property taxes making up the bulk of that amount. In terms of library-generated revenue, we ended the year with 33 percent of our budgeted total for miscellaneous income, just over 69 percent for fines, and just under 31 percent for copier receipts.
 - For February 2021, the miscellaneous income line got a boost from quarterly hotspot lease payments and the sale of some items from the old Helen McGraw branch. We're currently at 13.3 percent of our budgeted total for miscellaneous income, 15.7 percent for library charges, and 11.5 percent for copier receipts. Revenue in most categories is 40-60 percent of what we were making in February 2020.
- Expenses
 - Also no major changes to expenditures in the final 2020 reports. The only updates since February were a few last-minute insurance premium and utility payments. We spent 93.1 percent of our budget for the year. The areas in which we were significantly under budget—library materials, salaries, and employee benefits—can all be directly tied to disruptions caused by the pandemic.
 - Two months into 2021, expenditures stand at 7.7 percent of our overall budget. We have spent 13 percent of our budget for salaries, 2.7 percent for library materials, and 2.8 percent for services and supplies.

Vouchers

- Vouchers of note: #42, Amazon--Cases for circulating Maker's Lab equipment; #52, Cornell Cooperative Extension—online gardening program for adults; #53, Demco—desk dividers to promote social distancing in new seating areas; #60, MCLS—2021 Empire Passes. These grant free admission to NY state parks and have been extremely popular with Irondequoit patrons.
- All vouchers were approved.

Finance committee report

- The finance committee had its first meeting on Monday 3/15. Included on the committee are Collene, Tyler, and Betty from the board; Greg, Stephanie, and Matt Krueger from the library; and Fran Manion from the Foundation.
- The committee reviewed its charter, role, and responsibilities, as well as the logistics of when and how to meet. Discussion focused primarily on how to handle existing fines under the new youth fine and fee elimination program.
- Children's room doors will also be discussed in a future meeting.

Old business

Elimination of fines and fees for children and young adults

- Pilot is ready to launch pending a vote. At last month's meeting, the board had voted to roll out the program starting 3/10 unless the executive committee recommended a delay, and it was subsequently decided to postpone the launch.
- Documentation is ready and has been reviewed by both the board and library staff.
- The question of how to approach existing fines has not been fully resolved. Currently, these total close to \$74,000 for Irondequoit's children's, tween, and young adult items, although none of this amount is considered potential revenue for the purposes of the 2021 budget. As a significant number of these accounts are in collections, better understanding is needed of the process for clearing these debts.
- While many aspects of this issue remain unresolved pending further discussion, the finance committee is recommending that any forgiveness of outstanding fines be limited to child and young adult accounts. The committee also recommends that the board move forward with voting on a rollout of the program but put off addressing the issue of existing fines.
- Other libraries that have implemented similar programs handled outstanding fines on a case-by-case basis, but this creates potential for implicit bias to enter into decision-making. The ideal approach would be one that is equitable toward all borrowers, not just those who feel comfortable asking to have fines waived.
- Motion to accept the recommendation of the finance committee to begin the two-year pilot program eliminating fines on Irondequoit children's and young adult materials, effective 3/22/2021. Seconded. Motion carried with no objections or abstentions.
- Greg will serve as the main point of contact for any questions from the public. Supervisor Seeley will coordinate with him about possible press contacts.

New business

New hires

- The library has provisionally hired four new part-time pages, all filling vacant positions previously provided for in the budget.
 - Khidir Ahmed: Khidir is a ninth-grader at Eastridge and no stranger to the library, having previously volunteered with the summer reading program.
 - Selamawit Molla: Also an Eastridge student, Selamawit has worked as a tutor, an assistant field hockey coach, and a volunteer for Willow Domestic Violence Center fundraisers.
 - Melissa Painton: Melissa has previous experience as a clerk and reference librarian at the Webster Public Library. Most recently, she conducted educational programs as a naturalist at the Seneca Park Zoo.
 - Mikaela Vater: Also a familiar face at the library, Mikaela completed a summer internship here in 2020 through Heritage Christian Services. We are excited to welcome her back!
- Motion to approve the hiring of Khidir Ahmed, Selamawit Molla, Melissa Painton, and Mikaela Vater as part-time library pages. Motion carried.

Maintenance updates

- After extensive work on the HVAC system, all areas of the building are back to a comfortable temperature, but issues will likely recur.

- Per Bob Kiley, technicians have replaced an electrical panel and two compressors, as well as sealing multiple leaks, at a cost of around \$7000 so far. A particular brand of piping, known to have issues with leaking, is believed to be the underlying cause. Bob is meeting with a contractor to obtain an estimate for replacing this with a more durable component, which could potentially save money over the long term.
- To be discussed further in finance committee.

Initiatives on the docket/open discussion

- Phil recently toured the library with Nancy Cowan and Greg, paying special attention to the server room and the Maker's Lab. He would like to review the quote from Fusion Digital for server upgrades with Kevin Labarr after Kevin steps into his new role in April. Supervisor Seeley offered to facilitate a meeting.

Director's report highlights

Antiracist curriculum project

- PathStone Foundation's program has been rescheduled to April 6 and is now being offered in partnership with both Irondequoit school districts and ERASE. There are currently 60 people signed up to attend.

Community book discussion

- The library will once again be partnering with East and West Irondequoit schools on a community-wide book discussion over the summer. Participants will meet on July 13 to discuss *The Immortal Life of Henrietta Lacks* by Rebecca Skloot.
- Local experts will lead a live panel discussion on healthcare equity, followed by smaller breakout groups with trained school district staff facilitating. 13 WHAM's Alexis Arnold has volunteered to moderate the panel discussion, and one of the guest experts will be Dr. Moka Lantum, a physician and former director of the Baobab Cultural Center who splits his time between Rochester and Kenya.

Library services expansion

- We have reintroduced limited seating on the second floor and are preparing to resume public access to music CDs and periodicals, which were made unavailable for browsing early in the pandemic due to concerns about potential surface transmission of SARS-CoV-2.
- The Maker's Lab is tentatively scheduled to reopen this summer, but in the meantime staff have developed procedures for circulating equipment to patrons already trained on its use.
- Children's librarians are making preparations for outdoor storytime programming to begin in late spring or early summer. Staff are also exploring options for recording or livestreaming in-person programs.

New genealogy database

- Nancy Cowan has identified a database that can be accessed from home and provides archival access to the Democrat & Chronicle, a significant improvement on our current Newspapers.com subscription. The Foundation has offered to finance this.

Library statistics

- Although our door count this month was less than half the number for February 2019, circulation is at about 75 percent of its normal level, suggesting that more patrons are taking advantage of curbside pickup and digital materials. We expect to continue offering curbside service for the foreseeable future.

Review of meeting action items

- Terri to connect Phil with contact information for Friends.
- Tyler and Terri to create Doodle poll to set a date for community center tour.

Board president's remarks: Tyler thanked trustees for utilizing the shared Google Drive folder to collaborate on documentation. He also reiterated his welcome to the new student representatives.

Adjournment: Meeting adjourned at 8:16 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Terri Dalton

IRONDEQUOIT PUBLIC LIBRARY
REVENUE

2/28/2021

| GROUP | FUND | DESCRIPTION | 2016 | 2017 | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET | 2021 ACTUAL | 2021 | 2021 % |
|---------------------------|-----------|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|--------------|
| | | | ACTUAL | ACTUAL | | | | | YTD FEB 21 | BALANCE | |
| 0 | 0005-1001 | Property taxes | \$2,100,623 | \$2,192,602 | \$2,147,986 | \$2,334,611 | \$2,507,625 | \$2,495,508 | \$2,495,508 | \$0 | 100.0% |
| 0 | 0005-2080 | Misc income (book sales, printing, room rental) | \$48,569 | \$52,807 | \$56,733 | \$62,485 | \$23,605 | \$46,475 | \$6,199 | \$40,276 | 13.3% |
| 0 | 0005-2082 | Library charges (overdue & lost fines) | \$82,044 | \$79,862 | \$76,681 | \$67,370 | \$32,500 | \$32,900 | \$5,172 | \$27,728 | 15.7% |
| 0 | 0005-2655 | Copier receipts | \$1,963 | \$2,125 | \$2,471 | \$3,709 | \$1,481 | \$3,130 | \$359 | \$2,772 | 11.5% |
| 0 | 0005-3889 | Other culture & rec (NYS Local Library System Aid) | \$15,564 | \$15,572 | \$15,727 | \$15,734 | \$12,263 | \$12,400 | \$0 | \$12,400 | 0.0% |
| 0 | 0005-2701 | Refund prior year expenses | \$0 | \$383 | \$4,213 | \$334 | \$4,838 | \$0 | \$0 | \$0 | 0.0% |
| 0 | 0005-3890 | State grant (youth fine elimination) | \$0 | \$0 | \$0 | \$0 | \$0 | \$14,000 | \$0 | \$14,000 | 0.0% |
| 0 | 0005-4911 | Federal CARES Act funds | | | | | \$33,303 | \$0 | \$0 | \$0 | 0.0% |
| 0 | 0005-5031 | Interfund transfers | \$0 | \$0 | \$0 | \$85,000 | \$40,000 | \$40,000 | \$0 | \$40,000 | 0.0% |
| Subtotal - revenue | | | \$2,248,763 | \$2,343,351 | \$2,303,811 | \$2,576,001 | \$2,655,615 | \$2,644,413 | \$2,507,238 | \$137,175 | 94.8% |

EXPENSES

| GROUP | FUND | DESCRIPTION | 2016 | 2017 | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET | 2021 ACTUAL | 2021 | 2021 % |
|----------------------------|-----------|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|--------------------|-------------|
| | | | ACTUAL | ACTUAL | | | | | YTD FEB 21 | BALANCE | |
| 1 | | Salaries | \$993,483 | \$934,119 | \$998,983 | \$983,163 | \$964,129 | \$1,035,354 | \$134,329 | \$901,025 | 13.0% |
| 2 | | Equipment & capital | \$3,738 | \$0 | \$2,764 | \$2,565 | \$4,529 | \$2,500 | \$0 | \$2,500 | 0.0% |
| 4 | 7410-4050 | Library materials | \$142,924 | \$154,850 | \$170,967 | \$178,336 | \$169,598 | \$178,000 | \$4,728 | \$173,272 | 2.7% |
| 4 | | Services & supplies | \$215,080 | \$318,641 | \$354,003 | \$329,561 | \$342,006 | \$351,335 | \$9,707 | \$341,628 | 2.8% |
| 4 | | Contingency - contracted services | | | | \$0 | \$0 | \$10,000 | \$0 | \$10,000 | 0.0% |
| 6 | | Principal on debt | \$10,866 | \$180,882 | \$202,000 | \$210,000 | \$175,000 | \$325,000 | \$0 | \$325,000 | 0.0% |
| 7 | | Interest on debt | \$61,583 | \$259,278 | \$144,424 | \$335,100 | \$449,852 | \$296,000 | \$0 | \$296,000 | 0.0% |
| 8 | | Employee benefits | \$580,970 | \$437,937 | \$447,806 | \$446,414 | \$413,337 | \$446,224 | \$54,476 | \$391,748 | 12.2% |
| Subtotal - expenses | | | \$2,008,644 | \$2,285,707 | \$2,320,946 | \$2,485,140 | \$2,518,450 | \$2,644,413 | \$203,240 | \$2,441,173 | 7.7% |

BOOKSTORE SALES

| Month | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|--------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| January | \$2,729.61 | \$2,429.70 | \$2,838.37 | \$2,556.20 | \$3,703.00 | \$3,020.96 | \$1,436.73 |
| February | \$1,748.98 | \$1,981.05 | \$2,638.92 | \$3,212.03 | \$2,869.51 | \$3,366.15 | \$1,643.74 |
| March | \$2,610.09 | \$2,775.99 | \$2,499.42 | \$2,803.75 | \$3,557.86 | \$1,259.15 | |
| April | \$1,579.91 | \$2,651.65 | \$2,598.01 | \$2,902.58 | \$3,807.34 | \$297.18 | |
| May | \$2,176.68 | \$2,421.28 | \$2,084.10 | \$2,578.75 | \$3,250.41 | \$0.00 | |
| June | \$1,815.83 | \$2,179.91 | \$2,377.03 | \$2,412.75 | \$3,022.36 | \$0.00 | |
| July | \$1,669.83 | \$2,649.47 | \$2,310.50 | \$2,463.35 | \$2,327.85 | \$0.00 | |
| August | \$804.03 | \$2,845.65 | \$2,939.75 | \$2,923.96 | \$2,269.19 | \$0.00 | |
| September | \$1,338.94 | \$2,305.98 | \$2,960.88 | \$3,677.35 | \$2,583.29 | \$0.00 | |
| October | \$2,571.56 | \$2,418.06 | \$2,598.09 | \$2,793.75 | \$1,837.73 | \$754.85 | |
| November | \$2,274.22 | \$2,052.25 | \$2,396.25 | \$3,180.29 | \$1,901.41 | \$493.25 | |
| December | \$1,653.62 | \$2,506.47 | \$3,489.61 | \$3,142.75 | \$2,350.28 | \$2,338.53 | |
| Total | \$22,973.30 | \$29,217.46 | \$31,730.93 | \$34,647.51 | \$33,480.23 | \$11,530.07 | \$3,080.47 |

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

12/31/2020
Updated 3/4/2021

| GROUP | FUND | DESCRIPTION | 2016 ACTUAL | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 BUDGET | 2020 ACTUAL YTD DEC 20 | 2020 BALANCE | 2020 % |
|---------------------------|-----------|---|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------------|-----------------|--------------|
| 0 | 0005-1001 | Property taxes | \$2,100,623 | \$2,192,602 | \$2,147,986 | \$2,334,611 | \$2,507,625 | \$2,507,625 | \$0 | 100.0% |
| 0 | 0005-2080 | Misc income (book sales, printing, room rental) | \$48,569 | \$52,807 | \$56,733 | \$62,485 | \$71,500 | \$23,605 | \$47,895 | 33.0% |
| 0 | 0005-2082 | Library charges (overdue & lost fines) | \$82,044 | \$79,862 | \$76,681 | \$67,370 | \$47,000 | \$32,500 | \$14,500 | 69.1% |
| 0 | 0005-2655 | Copier receipts | \$1,963 | \$2,125 | \$2,471 | \$3,709 | \$4,814 | \$1,481 | \$3,333 | 30.8% |
| 0 | 0005-2680 | Insurance recoveries | \$0 | \$0 | \$0 | \$6,758 | \$0 | \$0 | \$0 | 0.0% |
| 0 | 0005-3889 | Other culture & rec (NYS Local Library System Aid) | \$15,564 | \$15,572 | \$15,727 | \$15,734 | \$15,500 | \$12,263 | \$3,237 | 79.1% |
| 0 | 0005-2701 | Refund prior year expenses | \$0 | \$383 | \$4,213 | \$334 | \$3,600 | \$4,838 | -\$1,238 | 134.4% |
| 0 | 0005-3890 | State grant (youth fine elimination) | \$0 | \$0 | \$0 | \$0 | \$14,000 | \$0 | \$14,000 | 0.0% |
| 0 | 0005-4911 | Federal CARES Act funds | | | | | \$0 | \$33,303 | -\$33,303 | 0.0% |
| 0 | 0005-5031 | Interfund transfers | \$0 | \$0 | \$0 | \$85,000 | \$40,000 | \$40,000 | \$0 | 100.0% |
| Subtotal - revenue | | | \$2,248,763 | \$2,343,351 | \$2,303,811 | \$2,576,001 | \$2,704,039 | \$2,655,615 | \$48,424 | 98.2% |

EXPENSES

| GROUP | FUND | DESCRIPTION | 2016 ACTUAL | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 BUDGET | 2020 ACTUAL YTD DEC 20 | 2020 BALANCE | 2020 % |
|----------------------------|-----------|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------------|------------------|--------------|
| 1 | | Salaries | \$993,483 | \$934,119 | \$998,983 | \$983,163 | \$1,026,720 | \$964,129 | \$62,591 | 93.9% |
| 2 | | Equipment & capital | \$3,738 | \$0 | \$2,764 | \$2,565 | \$2,500 | \$4,529 | -\$2,029 | 181.2% |
| 4 | 7410-4050 | Library materials | \$142,924 | \$154,850 | \$170,967 | \$178,336 | \$190,000 | \$169,598 | \$20,402 | 89.3% |
| 4 | | Services & supplies | \$215,080 | \$318,641 | \$354,003 | \$329,561 | \$366,601 | \$346,622 | \$19,979 | 94.6% |
| 4 | | Contingency - contracted services | | | | \$0 | \$10,000 | \$0 | \$10,000 | 0.0% |
| 6 | | Principal on debt | \$10,866 | \$180,882 | \$202,000 | \$210,000 | \$175,000 | \$175,000 | \$0 | 100.0% |
| 7 | | Interest on debt | \$61,583 | \$259,278 | \$144,424 | \$335,100 | \$449,852 | \$449,852 | \$0 | 100.0% |
| 8 | | Employee benefits | \$580,970 | \$437,937 | \$447,806 | \$446,414 | \$490,480 | \$413,337 | \$77,143 | 84.3% |
| Subtotal - expenses | | | \$2,008,644 | \$2,285,707 | \$2,320,946 | \$2,485,140 | \$2,711,153 | \$2,523,066 | \$188,087 | 93.1% |

Cash receipts summary

12/31/2020
Updated 3/3/21

| DESCRIPTION | JAN ACTUAL | FEB ACTUAL | MAR ACTUAL | APR ACTUAL | MAY ACTUAL | JUN ACTUAL | JUL ACTUAL | AUG ACTUAL | SEP ACTUAL | OCT ACTUAL | NOV ACTUAL | DEC ACTUAL | YTD 2020 |
|-------------------------|--------------------|--------------------|-------------------|-------------------|-------------------|--------------------|-----------------|-------------------|---------------|-------------------|-------------------|--------------------|---------------------|
| Fines (cash) | \$5,045.65 | \$3,153.28 | \$1,629.96 | \$382.43 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,619.97 | \$915.47 | \$2,415.66 | \$15,162.42 |
| UMS/refunds | \$0.00 | -\$18.98 | \$0.00 | -\$62.94 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$20.19 | \$0.00 | -\$102.11 |
| Online fines | \$2,973.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,706.00 | \$2,677.00 | \$8,356.00 |
| Fines (credit) | \$2,776.37 | \$2,252.23 | \$1,193.50 | \$222.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$863.92 | \$375.01 | \$1,138.11 | \$8,821.14 |
| BFR (cash) | \$53.98 | \$20.00 | \$22.99 | \$89.89 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$31.99 | \$0.00 | \$44.00 | \$262.85 |
| Book sale | \$3,020.96 | \$3,366.15 | \$1,259.15 | \$297.18 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$754.85 | \$493.25 | \$2,338.53 | \$11,530.07 |
| Misc. (cash) | \$125.51 | \$158.43 | \$80.57 | \$15.84 | \$0.00 | \$0.00 | \$690.11 | \$1,630.00 | \$0.00 | \$64.82 | \$1,651.12 | \$262.49 | \$4,678.89 |
| Misc. (credit) | \$918.90 | \$121.89 | \$27.85 | \$186.69 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$7.10 | \$14.99 | \$40.12 | \$1,317.54 |
| Refund prior year | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,700.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$138.04 | \$0.00 | \$0.00 | \$4,838.04 |
| Copier | \$375.50 | \$393.50 | \$0.00 | \$222.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$200.00 | \$0.00 | \$290.00 | \$1,481.00 |
| State aid | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$12,263.00 | \$12,263.00 |
| Print station (cash) | \$1,390.95 | \$1,108.44 | \$701.80 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$605.58 | \$160.20 | \$554.60 | \$4,521.57 |
| Print station (credit) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.80 | \$348.80 | \$34.40 | \$321.50 | \$705.50 |
| Interfund transfer | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40,000.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$40,000.00 |
| Federal CARES Act funds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$33,302.84 | \$33,302.84 |
| Total | \$16,680.82 | \$10,554.94 | \$4,915.82 | \$1,353.09 | \$4,700.00 | \$40,000.00 | \$690.11 | \$1,630.00 | \$0.80 | \$4,614.88 | \$6,350.44 | \$55,647.85 | \$147,138.75 |

March 17, 2021 voucher list

| VOUCHER | VENDOR | DESCRIPTION | AMOUNT | FUND |
|--------------|--------------------------------------|---|--------------------|-------------|
| 40 | Alliance Entertainment | Library materials | \$100.98 | 4050 |
| 41 | Amazon (materials account) | Library materials | \$39.95 | 4050 |
| 42 | Amazon (supplies account) | Supplies, library processing | \$85.57 | 4576 |
| 42 | Amazon (supplies account) | Supplies, office | \$106.99 | 4570 |
| 43 | Emily Baker | Professional services, programming (supplies for teen take & make craft) | \$27.59 | 4408 |
| 44 | Baker & Taylor | Library materials | \$8,037.41 | 4050 |
| 45 | Baker & Taylor Entertainment | Library materials | \$1,079.51 | 4050 |
| 46 | Barnes & Noble | Library materials | \$401.20 | 4050 |
| 47 | Greg Benoit | Mileage | \$59.28 | 4350 |
| 48 | Bluehost | Contracted services | \$167.88 | 4120 |
| 49 | BookPage | Library materials | \$588.00 | 4050 |
| 50 | Brodart | Supplies, library processing | \$541.82 | 4576 |
| 51 | Cengage Learning | Library materials | \$74.97 | 4050 |
| 52 | Cornell Cooperative Extension | Professional services, programming ("Microgreens and Seed Sprouting" online program 4/12/2021) | \$50.00 | 4408 |
| 53 | Demco | Supplies, library processing | \$64.68 | 4576 |
| 53 | Demco | Supplies, office | \$468.95 | 4570 |
| 55 | Findaway | Library materials | \$554.89 | 4050 |
| 56 | Fusion Digital | Computer software licensing | \$74.00 | 4090 |
| 57 | Ingram | Library materials | \$363.98 | 4050 |
| 58 | Kirkus Media LLC | Library materials | \$199.00 | 4050 |
| 59 | Library Ideas LLC | Library materials | \$370.58 | 4050 |
| 60 | Monroe County Library System | Library materials | \$210.00 | 4050 |
| 61 | OverDrive | Library materials | \$917.45 | 4050 |
| 62 | Penworthy | Library materials | \$1,411.28 | 4050 |
| 63 | Stephanie Schubmehl | Postage | \$34.30 | 4380 |
| 64 | Soho Imaging | Supplies, office | \$338.00 | 4570 |
| 65 | Spectrum | Contracted services | \$175.16 | 4120 |
| 66 | Staples | Supplies, office | \$156.18 | 4570 |
| 67 | T-Mobile | Library materials | \$3,896.51 | 4050 |
| 68 | W.B. Mason | Supplies, office | \$280.86 | 4570 |
| Total | | | \$20,876.97 | |

March 17, 2021 voucher list

| Fund | Fund total |
|--------------------|--------------------|
| 4050 | \$18,245.71 |
| 4090 | \$74.00 |
| 4120 | \$343.04 |
| 4350 | \$59.28 |
| 4380 | \$34.30 |
| 4408 | \$77.59 |
| 4570 | \$1,350.98 |
| 4576 | \$692.07 |
| Grand Total | \$20,876.97 |

Web Publicity

Many public libraries across the country have eliminated late fees in an effort to promote literacy and readership. With the onset of the COVID-19 pandemic and its financial hardships, here in our local community, the Irondequoit Public Library is especially eager to remove this barrier for families who may be struggling.

Thanks to a generous grant and effective immediately, the Irondequoit Public Library is instituting a two-year pilot to eliminate fines for all children's and young adult materials. This means that no late fees will be charged for items borrowed from IPL's children's or teen libraries.

Youth is a critical time for developing a love of reading and learning. IPL hopes that by removing access barriers for our youngest community members, IPL will help shape future readers, thinkers, and change agents.

Fine Elimination: FAQ

In March 2021, the Irondequoit Public Library (IPL) plans to eliminate fines for all **youth** materials. At its heart, the fine elimination program is about access. This is a unique opportunity to lead the way in Monroe County with a fiscally and socially responsible policy that ensures inclusive access for our children and young adult patrons. It will work to ensure that overdue library charges do not turn younger readers away from continued library patronage, as evidence suggests such fines may have that negative effect.

What items are included in the fine elimination program?

All children's and young adult materials that belong to the Irondequoit Public Library.

Fine elimination is tied to materials, not borrower type. For example:

Adult materials checked out on a child's or teen's card are still subject to fines;

Children and young adult materials checked out on an adult's card are not subject to fines.

What is the fiscal impact to IPL's operating budget?

Financial aid was secured by former Assembly Majority Leader Morelle (now Congressman Joe Morelle Sr.), and will help to offset any potential budget shortages.

Additional revenue will be realized through the increased cost of black and white copies from \$0.20 to \$0.25 per page, and an anticipated increase in the usage of these and faxing services.

Will due dates be ignored if there are no fines?

Studies have demonstrated that cutting fines does not increase overdue materials. The Rochester Public Library eliminated fines on children and young adult materials two years ago and have only experienced increased use of the library, not increased loss of materials.

Additionally, patrons are still financially responsible for items that go "lost", which occurs when an item is 42 days overdue.

Does this impact children and young adults developing a sense of responsibility?

The library's role is to encourage lifelong learning, exploration, and innovation.

IPL asks that families, friends and community members help kids to develop a sense of responsibility in returning the borrowed books, in a timely fashion to the library.

In an effort to increase library use and encourage the return of overdue library materials, IPL will set up a food drive (in partnership with Irondequoit Community Cupboard) in which families may donate non-perishable food items in exchange for forgiving fines on youth materials. This program will allow families to “pay” their fines with an act of community service, should they choose to participate.

Is there an impact to wait times for items?

The IPL Team is constantly reviewing the hold requests and circulation statistics for library materials. Wait times for items will be analyzed and additional materials can be ordered based on demand for items.

Fines and fees have not been demonstrated to increase the likelihood of returning overdue material, nor does the removal of fines and fees lead to an increase in overdue materials. IPL does not expect an impact on the wait times for items due to this pilot program.

Finally, the Monroe County Library System (MCLS) is a cooperative sharing library system. Whenever a hold is placed on an item, the reservation system places the request out to all MCLS libraries with available copies. The first library to respond to the request fulfills the hold. So even if the Irondequoit item is delayed, there are other libraries that can still fulfill the request.

What about materials for adults?

At its heart, the fine elimination program is about access. Ultimately, IPL wants everyone in our community to have barrier-free access to the enriching collections and services that IPL offers.

However, as with any change, there needs to be a trial period to work out any issues and gain a deeper understanding of impact. IPL decided to start with eliminating fines on children and young adult materials because youth is a critical time for developing a love of reading and learning. IPL hopes that by removing access barriers for our youngest community members, IPL will help shape future readers, thinkers, and change agents.

After instituting fine and fee elimination for children and young adult materials, IPL will evaluate how it has impacted our community. IPL will use these results to make decisions about the continuation and expansion of the program.

How are you measuring the success of this program?

The IPL Board and IPL Team (staff) will track and report several measures to determine the success of the Pilot, modeled after the Rochester Public Library’s pilot for fine elimination:

- Circulation statistics for children and young adults
- Number / percent of children and young adult patrons sent to collections
- Number / percent of children and young adult materials returned (on time and altogether)

- Number / percent of children and young adult materials categorized as lost
- Number / percent of children and young adult patrons with borrowing privileges suspended
- Number / percent of children and young adult library card renewals
- Number / percent of new library cards for children and young adults

These metrics will be reviewed both on their own and against a previous period of performance when the fines and fees were instituted.

Organizational Development Committee

March 2021 Employee Changes

Khidir Ahmed

New Hire: Part-Time Library Page

Notes: Khidir is no stranger to Irondequoit Public Library; he has previous experience as a summer reading program volunteer. Khidir is a student in ninth grade at Eastridge High School.

Selamawit Molla

New Hire: Part-Time Library Page

Notes: Selamawit is also a student at Eastridge High School. She has previous work experience as a tutor, assistant field hockey coach, and as a volunteer with Willow Domestic Violence Center fundraising events.

Melissa Painton

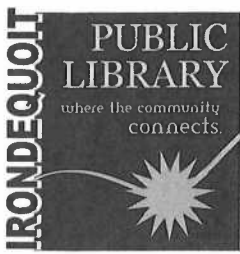
New Hire: Part-Time Library Page

Notes: Melissa has previous experience working as a reference librarian and library clerk at Webster Public Library. Most recently Melissa was a naturalist at Seneca Park Zoo where she conducted educational programs for guests at the zoo, and at off-site locations with the zoo mobile.

Mikaela Vater

New Hire: Part-Time Library Page

Notes: Mikaela is an Irondequoit resident, and completed a summer internship at Irondequoit Public Library in 2020 as a part of a program through Heritage Cristian Services. We are excited to welcome Mikaela back!



Irondequoit Public Library

Director's Report

Wednesday, March 17, 2021

1. Irondequoit Public Library

Racial Equity Initiatives

Antiracist Curriculum Project

The March program on the PathStone Foundation's Antiracist Curriculum Project has been rescheduled for April 6th. This program is now being offered in partnership with West Irondequoit Central School District, East Irondequoit Central School District, and ERASE Irondequoit. Currently 60 people are signed up for the presentation.

Library Collection Diversity Assessment

The previously shared white paper and associated documents on this project have been turned over to I CARE. I am awaiting feedback from the group members.

I had hoped to be farther along in the assessment process at this point, but I think it is important to let I CARE work at their desired pace. I had a conversation this month with Patrina where she communicated the importance of not rushing the process, and moving at a thoughtful pace so as to maximize the buy-in from the community and the impact of the work.

I had the library team do a test run of the analysis process on the children's chapter book fiction collection. The team was able to complete the process faster than originally estimated. Based on this data, I now believe that the entire assessment of the physical collection will take 36 weeks to complete once started. If the work on the assessment is started by the end of April, it should be completed sometime around the original estimate, which was January 2022.

2021 Community Book Discussion

This summer the Irondequoit Public Library will again partner with East Irondequoit CSD and West Irondequoit CSD to offer a community wide book discussion scheduled to take place on Tuesday, July 13th. This year, we will coordinate a live panel of local experts for participants to watch. Attendees then will have an opportunity to discuss the topic further in small breakout groups led by facilitators from the two Irondequoit school districts

This year we will be reading *The Immortal Life of Henrietta Lacks*. It has been ten years since its publication, and we felt it was a good time to revisit the book, check in on the current status of health equity and healthcare access among people of color, and examine the relationship between healthcare access and health outcomes in the COVID-19 pandemic.

Panelists are still being confirmed, but I can report that Dr. Moka Lantum, a medical doctor who splits his time between Rochester, NY and Kenya (bio at: bit.ly/2NvvgRO). Dr. Lantum is the former director of the Baobab Cultural Center and will be joining us live from Africa.

I am also excited to report that Alexis Arnold from 13 WHAM will be our guest moderator. Alexis has indicated that she would like some of the facilitators to join her on *Many Voices, Many Visions* to promote the book discussion.

Expanded Library Services

Library users are now able to work, read, and study at the tables in the common area of the second floor. Preparations are underway to allow the public to resume browsing the music CD and periodicals collections. Now that 25% of people in Monroe County have received at least one vaccine dose, patrons

are requesting access to browse those collections once again. Gloves will be provided for patrons who wish to use them.

For our new trustees: In 2020 it was determined that the COVID-19 virus lives for a particularly long time (up to 72) hours on plastic objects like the protective sleeves for our music CDs and on glossy magazine paper. In an abundance of caution, the decision was made to temporarily move those collections to an area where staff would have to retrieve titles for patrons.

In lieu of resuming Maker Space use as previously indicated, we have elected to allow patrons to checkout equipment for home use provided they have already been trained. The library team is preparing pre-recorded training materials on the use of each piece of equipment to expedite the training process for patrons moving forward. I anticipate Maker Space use will resume this summer.

Resuming Normal Operations

Beginning on March 17th government employees, including library staff, are eligible to receive a COVID-19 vaccine. Arrangements have been made to create a phone tree to alert team members when new appointment time slots become available.

I expect that it will be feasible to expand hours to include Tuesday and Thursday mornings by the beginning of May, with an eye to resuming our normal hours of operation at the beginning of June.

Matt and Amy have begun preparations for outdoor story times to coincide with our late spring/early summer expansion of services, with reduced capacity in-building programming in the event of poor weather. The library team is also preparing a process for simulcasting in person programs to the web.

New Genealogy Database

For the last several years, the Irondequoit Public Library Foundation has purchased access to a database of historical New York newspapers. Use of the database has been lackluster because it does not include the Democrat & Chronicle, and it must be accessed in the library on one of our public computers.

Nancy Cowan has found an alternative to this database that can be accessed by Irondequoit residents from home, and it includes digitized editions of the Democrat & Chronicle from the late 1800's through 2008. Nancy and I will review usage statistics after one year, but I expect that it will be significantly more popular than our previous offering.

2. Town of Irondequoit

3. Facilities Report

4. Personnel Report

A Personnel Report has been attached.

5. Financial Report & Vouchers

Stephanie will send copies of the vouchers to the Library Board.

6. Correspondance

Director's Report
 Statistical Report to the Library Board
 March 2021

| Report | Reference | | Library Visits | | Number of Programs | | Program Attendance | | Internet Usage | | Wi-Fi Usage | | Circulation | |
|------------------|---------------|--------------|-------------------|---------------|-----------------------|-----------|-----------------------|--------------|-------------------|--------------|----------------|---------------|----------------|---------------|
| | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 | 2020 | 2021 |
| January | 7,896 | 3,804 | 19,091 | 6,601 | 385 | 20 | 2,572 | 437 | 2,778 | 650 | 12,356 | 8,198 | 43,121 | 30,507 |
| February | 7,080 | 3,750 | 17,684 | 7,199 | 315 | 23 | 2,799 | 655 | 2,330 | 702 | 10,979 | 8,018 | 45,141 | 30,025 |
| March | 3,874 | | 8,951 | | 345 | | 1,270 | | 1,223 | | 7,720 | | 25,700 | |
| April | 18 | | 0 | | 23 | | 1,232 | | 0 | | 3,446 | | 5,936 | |
| May | 72 | | 0 | | 26 | | 743 | | 0 | | 4,280 | | 6,219 | |
| June | 1,648 | | 3,986 | | 28 | | 453 | | 0 | | 4,901 | | 3,648 | |
| July | 7,069 | | 5,613 | | 34 | | 487 | | 101 | | 5,871 | | 10,576 | |
| August | 2,803 | | 6,260 | | 22 | | 662 | | 148 | | 6,178 | | 17,552 | |
| September | 5,651 | | 6,807 | | 14 | | 178 | | 366 | | 6,658 | | 22,874 | |
| October | 5,174 | | 17,855 | | 17 | | 292 | | 581 | | 9,213 | | 26,344 | |
| November | 3,887 | | 7,544 | | 14 | | 204 | | 451 | | 8,145 | | 23,512 | |
| December | 4,662 | | 6,317 | | 16 | | 193 | | 570 | | 8,375 | | 30,875 | |
| Total | 49,834 | 7,554 | 100,108 | 13,800 | 1,239 | 43 | 11,085 | 1,092 | 8,548 | 1,352 | 88,122 | 16,216 | 261,498 | 30,025 |
| Avg/Month | 4,153 | 3,777 | 8,342 | 6,900 | 103 | 22 | 924 | 546 | 712 | 676 | 7,344 | 8,108 | 21,792 | 30,025 |