

Irondequoit Public Library Board of Trustees  
Monthly meeting (via teleconference)  
Minutes of April 21, 2021

**Call meeting to order:** 6:33 pm.

**Present via teleconference:** Tyler Kwolek, president; Collene Burns, treasurer; Betty Brewer-Johnson, Phil Harriman, Susan Kramarsky, Rachel Snyder, and Rosa Vargas-Cronin, trustees at large; Justin Connor, Nick Mott, and Tyleea Panye-Harley, student representatives; Greg Benoit, library director; Amy Holland, children's librarian/library staff liaison; Stephanie Schubmehl, library bookkeeper; Dave Seeley, town supervisor.

**Absent:** Cicely Strickland-Ruiz, vice president.

**Approval of agenda:** Approved.

**Approval of minutes:** Minutes of March 17, 2021 approved.

**Attendance:** Next meeting May 19, 2021. Betty will be unable to attend.

**Public forum (comments submitted via email):** None. One message was received from a candidate interested in the vacant board seat.

**Board secretary vacancy:** Motion by Tyler Kwolek, seconded by Collene Burns, to appoint Rachel Snyder to the board secretary position vacated by Terri Dalton. Discussion: Rachel is comfortable staying on as chair of the organizational development committee in addition to her new role. She plans to adopt a project-management approach to the board secretary position. Motion approved with no objections or abstentions.

**Action item review**

- Collection diversification project: Greg will receive feedback from ERASE at a meeting with Patrina Freeman scheduled for May 3. They will also discuss the library's role in the town's upcoming Juneteenth celebration. Rosa expressed interest in attending the meeting.
- Children's room doors: To be discussed at next finance committee meeting.
- Youth fine and fee elimination: Discussed below.
- Town board liaison: Town board liaison role has been a subject of ongoing discussion in the executive committee and over email with Supervisor Seeley. They are assessing what information is most important to share on each side. Supervisor Seeley expressed support for whatever level of engagement is needed.
- Contact information for Friends: Discussed below in Friends report.

### **Town board liaison report**

- With doors expected to open in about three months, the new community center was the focus of last night's town board meeting. Library board members will tour the site on May 5. Membership rates are still being finalized but will be lower than other comparable community centers in the area. Silver Sneakers and Silver and Fit will cover membership costs for seniors.
- Infrastructure season is approaching. The paving budget has been increased for this year.
- Process for the new town hall campus master plan will be announced in the second week of May. An application for congressional funding has been submitted, with a letter of support from Tyler. Additional funding would enhance the project but is not needed to complete it. Supervisor Seeley intends for as much of the work as possible to be completed while he is still in office.
- The town board, along with the planning and zoning boards, have resumed meeting in person, with shields and spaced-out seating for social distancing.

**IPL Foundation report:** The Foundation has not met but maintains contact with Collene. Typically, there are no new developments unless the Foundation has met or been approached with a funding request.

**IPL Friends report:** Phil is now in contact with Chris Finger. The Friends have had difficulty with both virtual and in-person meetings during the pandemic but are attempting to regroup and resume a more regular schedule. Greg offered use of the library meeting rooms, and the board expressed willingness to assist in any way possible.

### **IPL staff liaison report**

- Children's librarian Amy Holland returned as staff liaison this month. She highlighted a few of the library's upcoming youth programs.
- In-person programming will make a gradual return during the summer, with planning for outdoor storytimes already underway. In order to maintain social distancing, presenters will use a microphone and provide each attending family with their own copy of the book being read.
- Outdoor yoga classes for teens and tweens are also planned.
- A larger event featuring an author visit from Linda Sue Park is scheduled for July, potentially including artwork from community members inspired by Park's new book of poetry, *The One Thing You'd Save*.
- Also in the planning stages is an event at Camp Eastman centered around the Caldecott Medal-winning picture book *We Are Water Protectors*. Matt Krueger is approaching Ganondagan about a potential partnership.
- The children's library recently began offering STEAM kits (tote bags of themed child-friendly science activities) for checkout. They are proving very popular.
- Amy and the board discussed additional outdoor programming options, including possible use of a tent for larger-scale events. Per Supervisor Seeley, the town would be happy to accommodate this.

## **Community engagement committee**

### Student representative reports

- Nick: Present at the meeting but did not report due to connectivity issues.
- Tyleea: IHS Mosaic Club has another video collaboration with the Our Voices Project in the works, this time involving a roundtable discussion of identities and how they are formed.
- Justin: Working on the upcoming Mosaic Club production along with Tyleea. He also noted that track has started for the spring.

Community engagement committee report: No major news to report, but a spot on the committee is open to any interested board members. The committee will likely be interviewing for another student representative soon.

## **Organizational development committee**

### Vacancy fulfillment progress and plans

- Susan has put together a draft announcement for inclusion in the library newsletter and social media channels.
- Following discussion with Supervisor Seeley, it was agreed that resumes and letters of interest can be submitted directly to the library board rather than going through the town first. A town board liaison will attend interviews with shortlisted candidates.
- Tyler proposed May 17 as the deadline for identifying candidates, with interviews to take place after the library board meeting on May 19. Candidates would be encouraged to attend the May board meeting as guests if at all possible.
- Desired qualifications for the new board member were reviewed, including previous board experience and a background in municipal budgets, marketing, public relations, technology, or libraries.

Director evaluation: The committee has put together a draft evaluation over the past few months, working closely with Greg and drawing on Rachel's HR experience. In addition to evaluation by the board, the process will include anonymous feedback from library staff.

Policy review: Up for review this month were the Freedom to Read Statement, Freedom to View Statement, and Library Bill of Rights from the American Library Association. These documents outline libraries' essential role in promoting access to information and free expression, and their responsibility to challenge censorship and safeguard patron privacy. Discussion of the schedule for upcoming policy reviews followed.

### Vote: Personnel changes

- Greg noted that Matt Krueger's work has consistently demonstrated pride in his community and responsiveness to its needs. His promotion to Assistant Library Director III was discussed during the 2021 budgeting process and is provided for in the personnel budget. The proposed salary increase has been reviewed by the town HR director and our civil service liaison and is commensurate with what Nora Pelish received on her promotion to Librarian III.

- Motion to approve Matt Krueger's promotion to Assistant Library Director III, as recommended by the organizational development committee, effective 5/3/21. Seconded. Motion approved with no objections or abstentions.

### **Finance committee, vouchers, financial report**

#### Financial report

- Revenue: Three months into 2021, we've taken in 20.2 percent of our anticipated revenue for miscellaneous income and 23.8 percent for library charges. Photocopying and printing were both up significantly last month, as expected for tax season, with copier revenue actually exceeding what we made in March 2019. There was another small auction of items from the old Helen McGraw branch, in preparation for auctioning the building itself.
- Expenses: With a quarter of the year elapsed, we have spent 12.5 percent of the library budget. This includes 20 percent of the budget for salaries, 11 percent for materials, and 6.6 percent for services and supplies. No expenditures have been posted to the maintenance chargeback line yet, so recent spending on HVAC repairs is not reflected in this month's reports.

#### Vouchers

- Vouchers of note: #70, Amazon: Various supplies including carrying cases for circulating Maker's Lab equipment; #75, Bookpal: Copies of *Juneteenth for Mazie* (picture book by Floyd Cooper) for library program as part of town Juneteenth celebration.
- All vouchers were approved.

Finance committee: Did not meet. At Collene's recommendation, future finance committee meetings will take place after the monthly board meeting. If possible, she would like Bob Kiley to attend the next committee meeting to discuss upcoming HVAC expenditures. General ideas and principles for the 2022 budget will also be on the agenda, with further discussion to follow at the May board meeting.

### **Old business**

#### Youth fine and fee elimination pilot: status

- Feedback has been overwhelmingly positive, and a few community members who did share concerns (e.g. about replacement costs for lost books) expressed support when given more information about the program. FAQs and talking points have successfully anticipated any criticism thus far.
- Amy confirmed that rollout of the program has gone smoothly from a staff perspective and that reception from patrons has been positive.
- Discussion of forgiveness for existing fines and fees is ongoing.

### **New business**

#### Resumption of in-person meetings

- Virtual meetings are still acceptable under open meetings law, so there is no need for any immediate changes. Hybrid meetings remain an option if some but not all board members are

comfortable meeting in person. The executive order relaxing some provisions of open meetings law will be in place through summer.

- Tyler will go over spacing, physical barriers, and other specific safety measures with Greg. Further discussion to follow in executive committee.

#### Recognition of Terri Dalton's service

- The trustees discussed how best to honor Terri's long history of service to both the board and the Friends. Greg will check into whether a leaf or book spine has already been purchased in her name.
- It was decided to authorize spending from the trustee account at this meeting, then work out specifics in coordination with the Friends and Foundation. Motion to allocate up to \$200 from the trustee account for recognition of Terri Dalton's service to the library board. Seconded. Motion approved with no objections or abstentions.
- Tyler will be in touch with Collene, Phil, and Rosa about communication with the Friends and Foundation. A more concrete plan should be in place by next month's meeting.

#### **Initiatives on the docket/open discussion**

- No updates on website or equipment upgrades yet, but Phil will discuss this in an upcoming meeting with Kevin Labarr.
- Greg is working with library staff on a funding request for the website to be submitted to the financial committee.

#### **Director's report highlights**

##### BOCES partnership

- Monroe #1 BOCES has approached the library about using our site for TASC (Test Assessing Secondary Education, the successor to the GED) and ESOL (English for Speakers of Other Languages) classes. Both are frequently requested by our patrons and would be offered at no cost to the library apart from use of a meeting room and a small amount of storage space.
- Both parties will need to formalize the agreement by signing a memorandum of understanding. Greg has a template provided by BOCES, but would appreciate board support with drafting the document. Collene will assist.

##### Library hours and services

- BOCES classes are scheduled to begin July 12, which raises the question of when library meeting rooms can reopen for public use. If we follow social-distancing guidelines for public schools, with attendees three feet apart, in-person indoor programming could resume at close to normal capacity.
- The tentative plan is to reopen meeting rooms in July. Synn Lymn McLaughlin and Amy Henderson will reach out to frequent users to rebuild connections ahead of reopening.
- New York State is advising public libraries to resume normal operating hours by June 1, which we are prepared to do. Starting May 1, we will open at 10:00 six days per week.
- In response to questions from Phil, Greg indicated that curbside pickup would remain as a permanent part of library operations and that plans for reopening the maker's lab are

underway. Staff are looking into recording training videos to minimize need for close contact with patrons. Phil offered to assist with video production.

- Motion to approve library operating hours for May as laid out in the director's report of 4/21/21. Seconded. Discussion: June hours will be finalized as the deadline gets closer. Greg will make proposed June hours available in writing for the May board meeting. Motion approved.

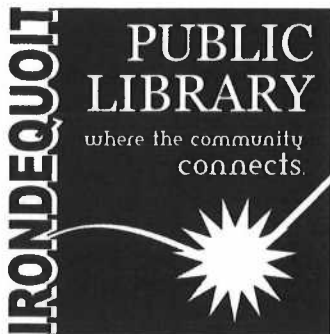
#### **Review of meeting action items**

- Board vacancy: Susan will send out an announcement for all board members to share with their networks tomorrow. Tyler will identify all who need to be present for interviews.
- Terri Dalton: Tyler will email Collene, Phil, and Rosa with the board's request for input from the Friends and Foundation by Sunday.

**President's remarks:** Great job by all. Committee work has been highly productive and the addition of new members has allowed the board to expand the scope of its work, to everyone's benefit.

**Adjournment:** Meeting adjourned at 8:32 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Rachel Snyder



## Executive Director's Annual Evaluation

Date:

*Form Instructions:*

- 1) each board member should individually respond to this form.
- 2) In responding to the form, board members could refer to the plan of service, board minutes, usage statistics, program results or other information sources from the year.
- 3) Submit this form to the Board President for inclusion in the review that will be used during the face-to-face appointment with the director.

Scale: E = excellent S = satisfactory N = needs improvement U = unknown

*Area of Organizational Health*

*Rating*

**Customer Service & Community Relations**

• Level of patron satisfaction	E	S	N	U
• Customer service received by patrons	E	S	N	U
• Consistent application of policies that affect the public	E	S	N	U
• Services are communicated to the public effectively	E	S	N	U
• Working relationships and cooperative arrangements with government officials, community groups and organizations	E	S	N	U
• Awareness of community needs	E	S	N	U
• Mechanisms are in place to hear from patrons and the community-at-large	E	S	N	U
• Library is being marketed to the community	E	S	N	U

Comments:

CS & CR totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_

**Organizational Growth**

• The library is making progress on its long-range plan (LRP)	E	S	N	U
• Services to meet the goals and objectives of the LRP are carried out with staff and trustee involvement	E	S	N	U
• Goals and objectives are evaluated regularly	E	S	N	U
• Creativity and initiative are demonstrated in creating new services/programs	E	S	N	U
• Collection is responsive to community needs	E	S	N	U
• The library is responsive to changes in the community	E	S	N	U
• Staff are aware of library's long-range plan, policies and activities	E	S	N	U
• There is a working knowledge of significant developments and trends in the field	E	S	N	U
• Building and grounds are kept up and needed repairs and maintenance are done on a timely basis	E	S	N	U

Comments:

OG totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_

## Administration & Human Resource Management

- |   |   |   |   |   |
|---|---|---|---|---|
| • Work is effectively assigned, appropriate levels of freedom and authority are delegated                       | E | S | N | U |
| • Job descriptions are developed; regular performance evaluations are held and documented                       | E | S | N | U |
| • Personnel policies and state and federal regulations on workplaces and employment are effectively implemented | E | S | N | U |
| • Policies and procedures are in place to maximize volunteer involvement  | E | S | N | U |
| • Staff development and education is encouraged;  | E | S | N | U |
| • Staff understand how their role at the library relates to the mission   | E | S | N | U |
| • Library climate attracts, keeps, and motivates a diverse staff of top quality people                          | E | S | N | U |

Comments:

A&HRM totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_

## Financial Management / Legal Compliance / Fundraising

- |   |   |   |   |   |
|---|---|---|---|---|
| • Adequate control and accounting of all funds takes place; library uses sound financial practices  | E | S | N | U |
| • Budget is prepared with input from staff and trustees; the library operates within budget guidelines  | E | S | N | U |
| • Official records and documents are maintained, library is in compliance with federal, state and local regulations and reporting requirements (such as annual report, payroll withholding and reporting, etc.) | E | S | N | U |
| • Positive relationships with government, foundation and corporate funders are in place   | E | S | N | U |
| • Positive relationships with individual donors is established  | E | S | N | U |
| • Funds are disbursed in accordance with budget, contract/grant requirements and donor designations   | E | S | N | U |

Comments:

FM/LC/F totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_

## Board of Trustee relationship

- |   |   |   |   |   |
|---|---|---|---|---|
| • Appropriate, adequate, and timely information is provided to the board                              | E | S | N | U |
| • Support is provided to board committees   | E | S | N | U |
| • The board is informed on the condition of the organization and all important factors influencing it | E | S | N | U |
| • The board is included in communication as needed  | E | S | N | U |

Comments:

BTR totals: E \_\_\_ S \_\_\_ N \_\_\_ U \_\_\_



Additional Comments:

*[Return this form to the Board President for inclusion in the Summation Form that will be used during the face-to-face appointment with the director.]*

## April Document Summary

### ALA Freedom to Read

- This document is an advocacy document that discusses free communication being essential to the preservation of a free society. This document discusses the need to guard the freedom to publish, circulate, and read. It is a document used by many libraries, including IPL.
  - “as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections...”

### ALA Freedom to View

- This document discusses the first amendment connection to the freedom to speak, hear, and read. The library's role is:
  - To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
  - To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
  - To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
  - To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
  - To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

### ALA Library Bill of Rights

- This is a document that affirms that libraries are forums for information and ideas. While a very lengthy document, it follows these tenets.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

**IRONDEQUOIT PUBLIC LIBRARY  
REVENUE**

**3/31/2021**

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021	2021 %
			ACTUAL	ACTUAL					YTD MAR 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	\$9,396	\$37,079	20.2%
0	0005-2082	Library charges (overdue & lost fines)	\$82,044	\$79,862	\$76,681	\$67,370	\$32,500	\$32,900	\$7,824	\$25,076	23.8%
0	0005-2655	Copier receipts	\$1,963	\$2,125	\$2,471	\$3,709	\$1,481	\$3,130	\$706	\$2,425	22.5%
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%
<b>Subtotal - revenue</b>			<b>\$2,248,763</b>	<b>\$2,343,351</b>	<b>\$2,303,811</b>	<b>\$2,576,001</b>	<b>\$2,655,615</b>	<b>\$2,644,413</b>	<b>\$2,513,433</b>	<b>\$130,980</b>	<b>95.0%</b>

**EXPENSES**

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021	2021 %
			ACTUAL	ACTUAL					YTD MAR 21	BALANCE	
1		Salaries	\$993,483	\$934,119	\$998,983	\$983,163	\$964,129	\$1,035,354	\$207,209	\$828,145	20.0%
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	\$19,516	\$158,484	11.0%
4		Services & supplies	\$215,080	\$318,641	\$354,003	\$329,561	\$342,006	\$351,335	\$23,257	\$328,078	6.6%
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	\$81,160	\$365,064	18.2%
<b>Subtotal - expenses</b>			<b>\$2,008,644</b>	<b>\$2,285,707</b>	<b>\$2,320,946</b>	<b>\$2,485,140</b>	<b>\$2,518,450</b>	<b>\$2,644,413</b>	<b>\$331,142</b>	<b>\$2,313,271</b>	<b>12.5%</b>

**BOOKSTORE SALES**

<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
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	\$1,874.60
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	
<b>Total</b>	<b>\$22,973.30</b>	<b>\$29,217.46</b>	<b>\$31,730.93</b>	<b>\$34,647.51</b>	<b>\$33,480.23</b>	<b>\$11,530.07</b>	<b>\$4,955.07</b>



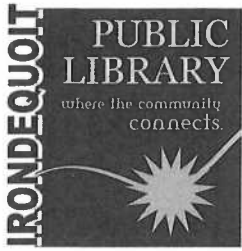
April 21, 2021 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
69	Amazon (materials account)	Library materials	\$111.00	4050
<b>70</b>	<b>Amazon (supplies account)</b>	<b>Supplies, library processing</b>	<b>\$56.98</b>	<b>4576</b>
70	Amazon (supplies account)	Supplies, office	\$312.38	4570
71	Baker & Taylor	Library materials	\$6,774.38	4050
72	Baker & Taylor Entertainment	Library materials	\$996.92	4050
73	Barnes & Noble	Library materials	\$406.35	4050
74	Booklist	Library materials	\$339.00	4050
<b>75</b>	<b>Bookpal</b>	<b>Professional services, programming (copies of picture book <i>Juneteenth for Mazie</i> for town Juneteenth celebration)</b>	<b>\$422.00</b>	<b>4408</b>
76	Cengage Learning	Library materials	\$233.16	4050
77	Cornell Cooperative Extension	Professional services, programming (virtual master gardener presentation on 5/3/21)	\$50.00	4408
78	Fusion Digital	Computer software	\$74.00	4090
79	Lisa Hamlin	Reimbursement (lost and paid library item found and returned)	\$16.00	2082
80	Ingram	Library materials	\$595.45	4050
81	Now: Yoga & Movement	Professional Services, programming (virtual yoga classes on 4/9, 4/16, 4/23, and 4/30/21)	\$160.00	4408
82	Online Labels	Supplies, office	\$37.90	4570
83	OverDrive	Library materials	\$1,097.94	4050
84	Smithsonian	Library materials	\$34.00	4050
85	Spectrum	Contracted services	\$355.00	4120
86	Staples	Supplies, office	\$299.78	4570
87	T-Mobile	Library materials	\$3,903.20	4050
88	W.B. Mason	Supplies, office	\$212.48	4570
89	Lisa Wemett	Professional services, programming ("Highlights of the Hudson Valley" virtual travelogue on 5/10/21)	\$75.00	4408
<b>Total</b>			<b>\$16,562.92</b>	

**April 21, 2021 voucher list**

<b>Fund</b>	<b>Fund total</b>
2082	\$16.00
4050	\$14,491.40
4090	\$74.00
4120	\$355.00
4408	\$707.00
4570	\$862.54
4576	\$56.98
<b>Grand Total</b>	<b>\$16,562.92</b>





## **Irondequoit Public Library**

Director's Report

Wednesday, April 21, 2021

### **1. Irondequoit Public Library**

#### **Monroe #1 BOCES Partnership**

The Irondequoit Public Library has been selected by Monroe #1 BOCES as a remote site for adult literacy classes. BOCES is prepared to offer TASC exam preparation classes and English for speakers of other languages classes. TASC (Test Assessing Secondary Completion) is the successor to the GED exam.

This partnership will enable Irondequoit Public Library to offer these classes in partnership with BOCES at no cost to the library. What's more, most students who participate in these programs program qualify for free tuition. The normal annual registration fee is \$50 for those who do not qualify for free tuition or scholarships.

Adult literacy classes are a popular request at public libraries, but are costly compared to typical library programs. In 2012 the Maplewood Branch Library received a grant of \$15,000 to provide adult literacy classes for one cohort of about 30 students.

BOCES will provide teaching staff to conduct three TABE preparation classes and two ESOL classes each week in the evenings. These classes will run for six weeks starting on July 12, 2021. The fall semester will commence on September 8, 2021. There is also the possibility of BOCES offering four additional morning adult literacy classes each week in the fall should the initial offering work well for both organizations.

The bulk of these classes, the TASC exam preparation classes, can be conducted in one fo the large second floor group study rooms and are expected to draw a crowd of 8-12 people each day. The ESOL classes are larger, typically at least 12 people, and will need to be conducted in one or two of the first floor meeting rooms. The library will also help BOCES promote the classes to our users, and provide space for a locking file cabinet for BOCES teaching staff.

A memorandum of understanding will be drafted and signed by both organizations. It would be helpful to have a trustee assist with editing the MOU.

#### **Fine Elimination Pilot Program**

The J and YA fine elimination pilot program has been launched.

The response online and in the library has been overwhelmingly positive. The library's talking points and FAQs addressed all of the criticisms that I saw on social media and received in person. I did receive feedback from two separate patrons who did not understand that patrons will still be assessed a replacement fee if the item is never returned. The both seemed supportive of the program after making the clarification.

#### **Resuming Normal Operations**

The Irondequoit Public Library is prepared to resume opening at 10:00 AM Monday through Saturday on May 1<sup>st</sup>. Publicity announcing this change has been drafted for social media.

Preparations are underway to resume normal hours of operation Monday through Saturday starting on June 1<sup>st</sup>. I would like to have a soft reopening on June 1<sup>st</sup> with limited publicity at first so that the library team and I can ensure a smooth transition back to regular operations.

Prior to July 1<sup>st</sup> the library will launch a significant social media campaign advertising the resumption of normal hours, operations, and our 2021 summer reading program.

Lastly, in person library programs and public use of the meeting rooms and group study rooms will resume in July with Sunday hours resuming in September. Amy Holland will have a more detailed report on the progress of relaunching in person programs during the staff liaison report.

## **2. Town of Irondequoit**

The Irondequoit Public Library will again participate in the Town of Irondequoit's Juneteenth celebration. To promote the celebration, the library is preparing displays and story times leading up to June 19<sup>th</sup> featuring books by African-American authors in addition to books about Juneteenth.

The library will have a table at the Juneteenth celebration where attendees can participate in crafts and receive complementary copies of the picture book, *Juneteenth for Mazie*.

## **3. Facilities Report**

Bob Kiley and the Public Works Department is in the process of getting quotes to repair the faulty pipes in our HVAC system. Complicating the process is the potential need to remove the decorative wood ceiling and lighting fixture in the front entrance to access the pipes. Bob is getting a quote to remove the ceiling as well as pursuing another estimate that would not involve removing the ceiling.

Bob has indicated that he would be willing to attend a future library board meeting or special board meeting to discuss this project and the cost implication in-depth.

## **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**

**Organizational Development Committee**  
April 2021 Employee Changes

**Matt Krueger**

Promotion: Assistant Library Director III

Notes: Matt Krueger will be responsible overseeing all library services for families and youth from birth through high school graduation. He will also be the direct supervisor for all library team members responsible for developing and delivering services to children, teens, and families.

Additionally, Matt will be tasked with establishing and developing strategic partnerships with similarly aligned youth and family service organizations within the Irondequoit community.

To offset his increased workload, Matt's prior collection development responsibilities have been transferred to Amy Holland. However, I want to assure all the families of Irondequoit that Matt will remain a fixture in the children's library; he will continue to be responsible for the lion's share of children's programming.

Matt's first responsibility as Assistant Library Director III will be to work with the children and teen team members to resume in person programming. These strategies will then be adapted for in person adult programming.

Matt will be given a salary increase to \$61,5000, which is commensurate with the increase Nora received when she was promoted to Librarian III. This salary increase is accounted for in the 2021 budget. Matt's new job title and duties have been reviewed by Jason Vinette, Director of Personnel for the town.

Matt will officially begin his new role effective May 3.

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

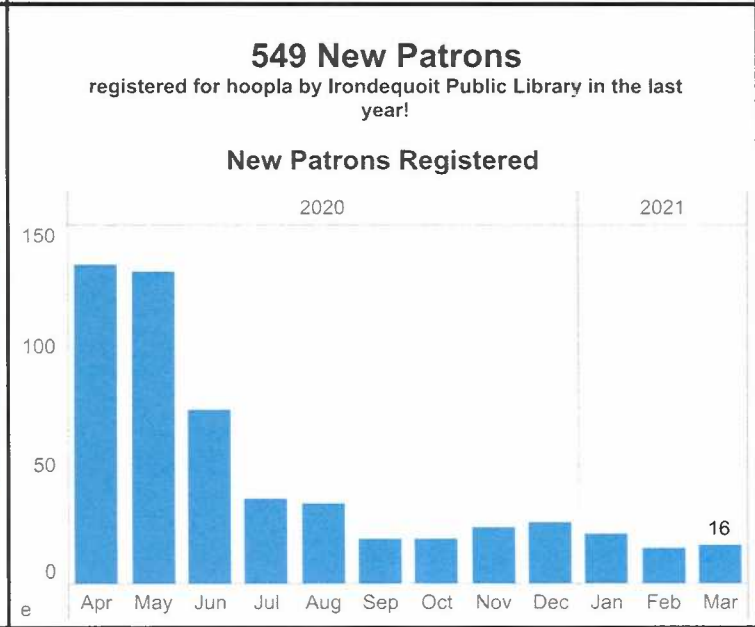
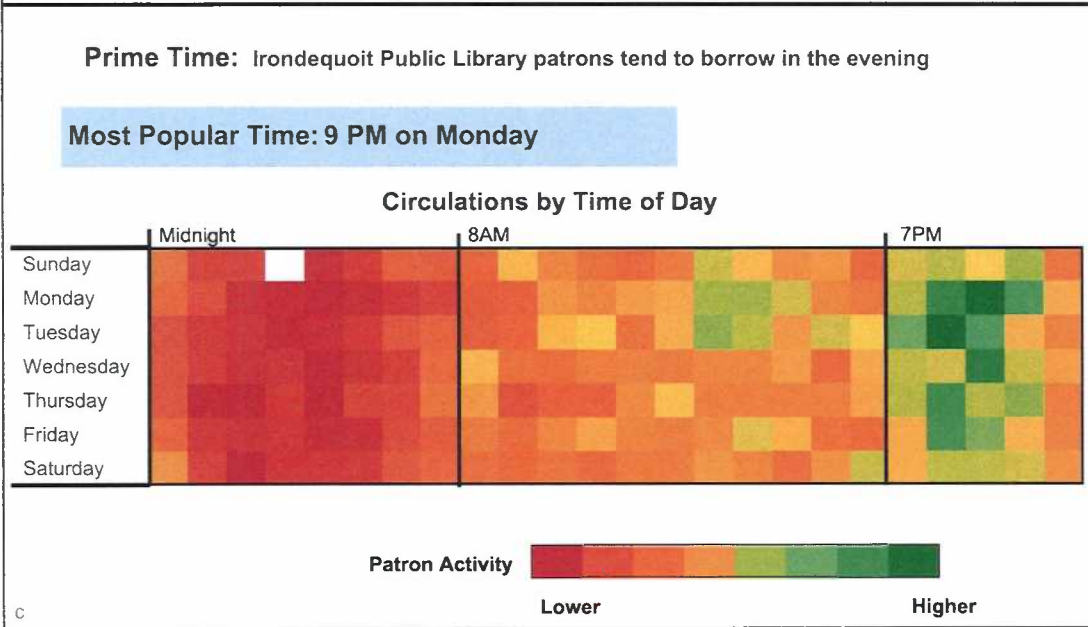
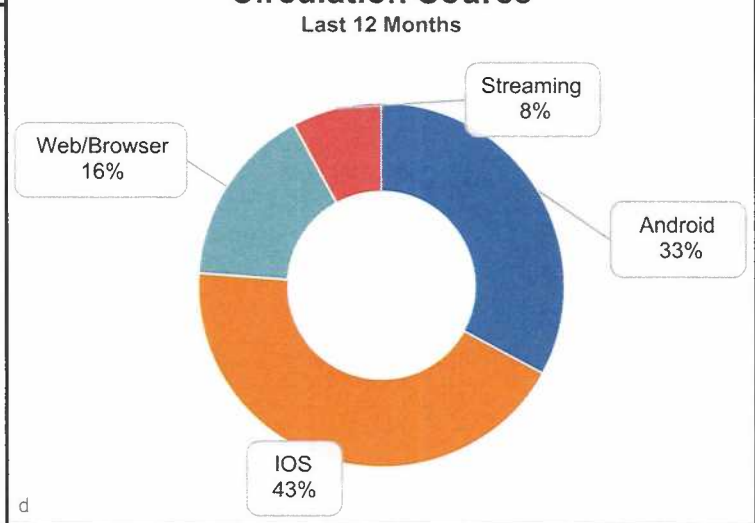
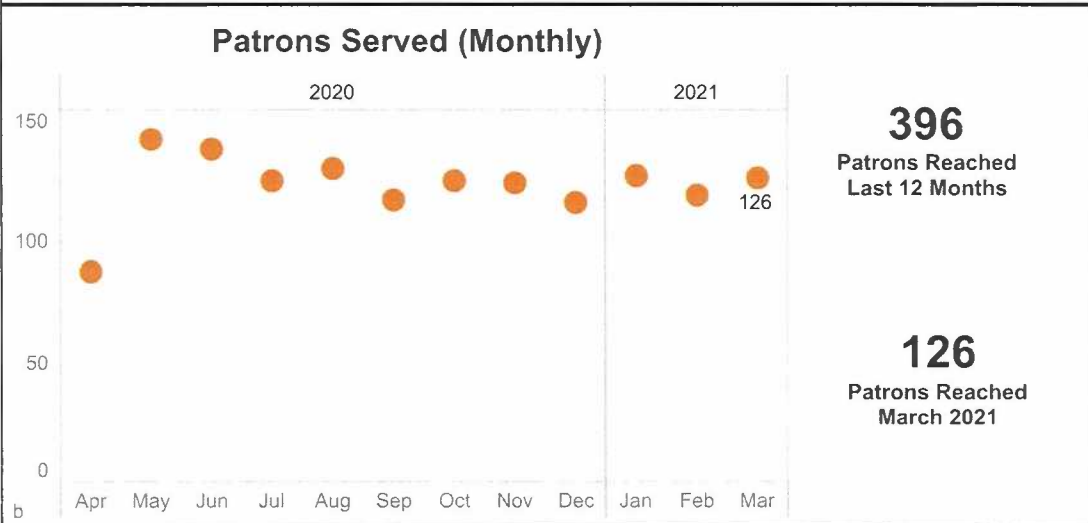
Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Wi-Fi Usage		Circulation	
	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021
January	7,896	3,804	19,091	6,601	385	20	2,572	437	2,778	650	12,356	8,198	43,121	30,507
February	7,080	3,750	17,684	7,199	315	23	2,799	655	2,330	702	10,979	8,018	45,141	30,025
March	3,874	4,121	8,951	8,973	345	24	1,270	226	1,223	892	7,720	9,609	25,700	31,839
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	
<b>Total</b>	<b>49,834</b>	<b>11,675</b>	<b>100,108</b>	<b>22,773</b>	<b>1,239</b>	<b>67</b>	<b>11,085</b>	<b>1,318</b>	<b>8,548</b>	<b>2,244</b>	<b>88,122</b>	<b>25,825</b>	<b>261,498</b>	<b>61,864</b>
<b>Avg/Month</b>	<b>4,153</b>	<b>3,892</b>	<b>8,342</b>	<b>7,591</b>	<b>103</b>	<b>22</b>	<b>924</b>	<b>439</b>	<b>712</b>	<b>748</b>	<b>7,344</b>	<b>8,608</b>	<b>21,792</b>	<b>30,932</b>

**April 2020**  
Irondequoit Public Library  
Launched hoopla!

**396**  
Unique Patrons  
Since Launch

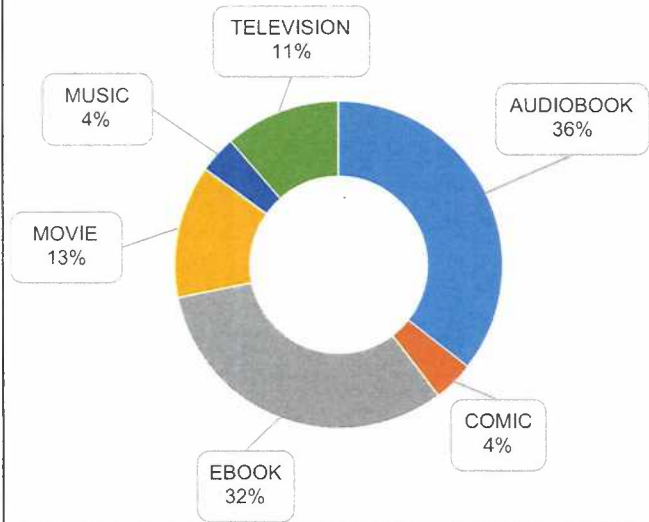
**3,368**  
Unique Titles Borrowed  
Since Launch

**76%** of Circulations were on a Mobile Device over the past year

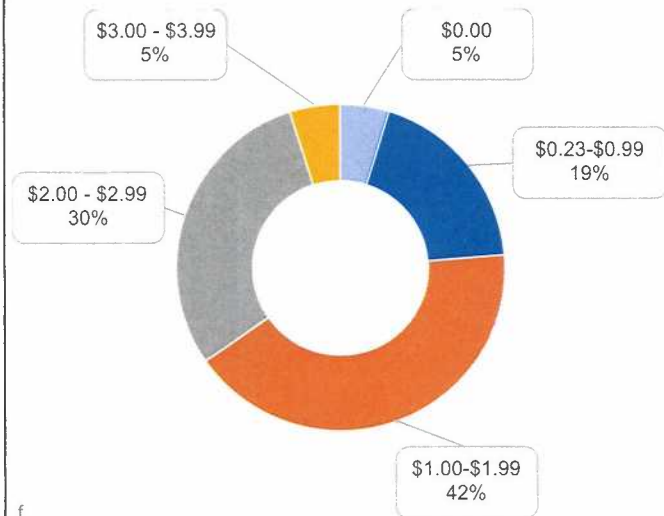


**72%** of titles circulated were eBooks, Audiobooks & Comics

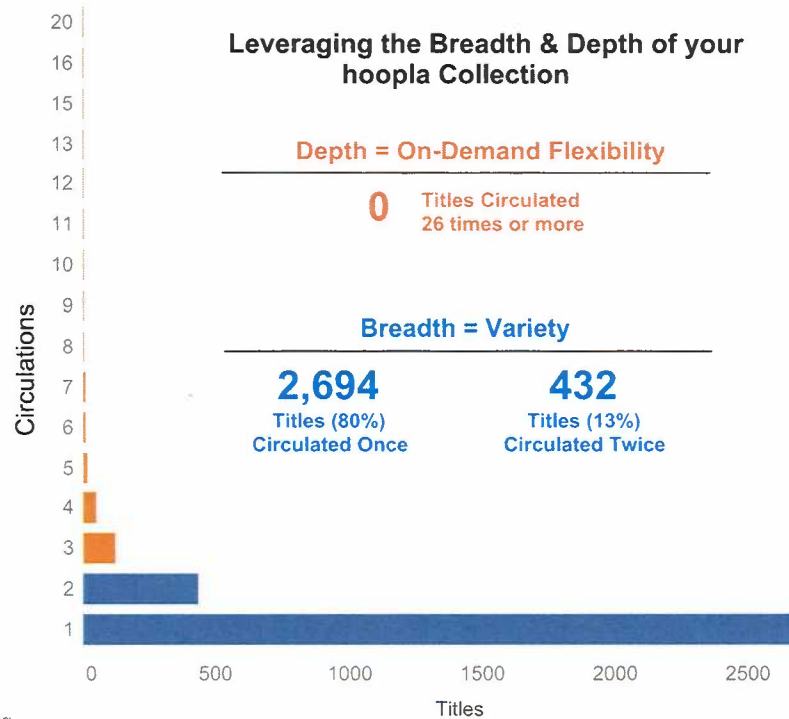
**Unique Titles Circulated by Format**



**Circulations by Price Point**



**Leveraging the Breadth & Depth of your hoopla Collection**



**Last 12 Months**

**3,368**  
Unique Titles Circulated

**4,639**  
Total Circulations

**11.7**  
Circulations Per Patron

**\$1.85**  
Cost per Circulation

**Delivering Value to Your Community**

**\$85K Saved**

hoopla enabled Irondequoit Public Library patrons to access 3K titles worth \$93K in Content Value for \$9K

Format	hoopla Total Circs	Unique Titles Circled	hoopla Total Cost	hoopla Cost per Title	Cost to Purchase (per Title)	Total Cost to Purchase Titles Circled
AUDIOBOOK	1,719	1,202	\$3,987	\$3.32	\$43	\$51,686
COMIC	172	135	\$194	\$1.44	\$13	\$1,755
EBOOK	1,484	1,082	\$2,029	\$1.88	\$24	\$25,968
MOVIE	648	443	\$1,358	\$3.06	\$16	\$7,088
MUSIC	168	123	\$244	\$1.99	\$10	\$1,230
TELEVISION	448	383	\$750	\$1.96	\$14	\$5,362