

Irondequoit Public Library Board of Trustees
Monthly meeting (via teleconference)
Minutes of May 19, 2021

Call meeting to order: 6:35 pm

Present via teleconference: Tyler Kwolek, president; Cicely Strickland-Ruiz, vice president; Collene Burns, treasurer; Rachel Snyder, secretary; Betty Brewer-Johnson, Phil Harriman (joined late), Susan Kramarsky, and Rosa Vargas-Cronin, trustees at large; Greg Benoit, library director; Adriana Schubmehl, head of processing/library staff liaison; Stephanie Schubmehl, library bookkeeper.

Approval of agenda: Approved.

Recognition: Terri Dalton joined the meeting to accept a commemorative gift for her long history of service. Collene thanked Terri in a speech on behalf of the board, praising her as an unflinching champion of the library, incredible volunteer, and all-around amazing human. In addition to her track record with the Friends, Terri's work spearheading student rep participation in Library Advocacy Day, her engagement with underserved communities, and her contributions to the library director search were all highlighted. A leaf on the Giving Tree in the library atrium will be purchased in her honor.

Approval of minutes: Approved with one abstention.

Attendance: Next meeting June 16, 2021 at 6:30 pm. No conflicts noted.

Public forum (comments submitted via email): None.

Action item review

- Distribution of information about board vacancy: Completed.
- Identification of interview participants: Completed.
- Recognition for Terri Dalton: Completed.

Town board liaison report: Supervisor Seeley was unable to attend this meeting, but passed along information about the town's new mask policy in light of updated CDC guidelines. The library will follow town policy.

Foundation report: Did not meet.

Friends report: No updates yet.

Staff liaison report: This month's staff liaison was Adriana Schubmehl, head of library processing. She introduced herself to the board and explained the role of the processing

department, which consists of Adriana and a team of two clerks. This department is in charge of preparing library materials for circulation, meaning that everything from print books to DVDs to STEAM kits passes through their hands before going out on the shelves. Circulating Maker's Lab equipment has been their latest project.

Community engagement committee

Student representative reports: No student reps were able to attend this month.

Community engagement committee report: Betty attended a professional development event for library board trustees presented by the MCLS REJI (Racial Equity and Justice Initiative) team. She will share slides and links from the presentation, which covered resources on the history of segregation and structural racism in Rochester, the Urban League's Interrupt Racism Toolkit, MCLS' Black Lives Matter resource page, and other valuable information.

Organizational development committee

Director evaluation: Evaluation forms have been distributed to board members and library staff. The committee will review data collected at its next meeting.

Vacancy fulfillment: The committee will review applications and reach out to candidates to schedule interviews.

Finance committee, vouchers, financial report

Financial report

- Revenue: With one-third of the year elapsed, the library has received 96.8 percent of anticipated revenue. The miscellaneous income line continues to lag, at about 27.7 percent, but other library-generated revenue categories are right on track. Book sales and printing, the two biggest drivers of miscellaneous income, have been steadily increasing since the beginning of the year.
- Expenses: We have spent 27.1 percent of our budget for salaries, 22.9 percent for materials, and 19.4 percent for services and supplies. Several significant expenditures were scheduled to post this month, including principal and interest on debt and the first quarterly expenditures on the maintenance chargeback line. This brought overall spending up to 37.5 percent of our budget. For comparison, 42.75 percent of our annual budget had been spent at this time in 2019.

Vouchers

- Vouchers of note: #96, Canva: One-year Canva Pro subscription for social media graphics; #102, MCLS: January - June 2021 cost share and UMS charges; #104, Scholastic: Storytime books (social distancing measure so families attending can read from their own copy).
- May 2021 vouchers were approved.

Finance committee meeting review

- The primary goal of last night's meeting was an early start to the 2022 budgeting process. For the past few budgets, the board has made a practice of focusing each year's budget around a theme. Following a brainstorming session by finance committee members, the theme that emerged for 2022 was "Reimagination, Realignment, Rediscovery."
- Collene outlined the thinking behind next year's proposed budget theme. The next few months will see the easing of pandemic restrictions and the launch of a new community center, both of which have the potential to change how patrons engage with the library. The library's role as a third place will have renewed importance as the community emerges from quarantine. Potential responses to these new developments might include new amenities or new ways of using the library's physical spaces, such as incorporating a podcast studio into the Maker's Lab, adding a popup café, or creating a dedicated space and staff role for scanning/copying/printing.
- Discussion: Trustees expressed support for the "Three R's" theme. Both Rosa and Cicely noted the importance of aligning these ideas with previous commitments to antiracism initiatives and long-range plan goals.
- The finance committee will work with library staff to share the proposed budget theme and develop an organized process for gathering their ideas and feedback, as well as ideas and feedback from the board. Ideally, detailed discussions will happen asynchronously with highlights presented at the main board meeting. Collene will serve as point person on budgeting issues for the board, Matt Krueger for library staff.

Vote: Recognition for Terri Dalton (leaf): Motion to allocate up to \$300 from the board account for recognition of Terri Dalton in the form of a Giving Tree leaf. Seconded. Discussion: This is a separate item from the \$200 allocated at last month's meeting. The board will continue working with the Friends and Foundation to work out how each can contribute. Motion carried.

Old business

BOCES license agreement

- As discussed at the April meeting, this formalizes the library's arrangement with Monroe #1 BOCES to provide space for adult education classes. There is no financial impact for the library. Having reviewed the license agreement, the executive committee recommends moving forward with a board vote.
- Motion to approve the license agreement between Irondequoit Public Library and Monroe #1 BOCES. Seconded. No further discussion. Motion carried.

New business

IT status

- Greg, along with Nancy Cowan, met with Kevin Labarr and subsequently connected with Phil to discuss proposed updates to staff computers. Kevin's technology recommendations have evolved now that he is able to approach the issue as a town employee. He is now recommending that staff PCs be replaced with laptops, which could be used both in the library building and when working from home, and that the shared drive be transitioned over to OneDrive and integrated with the library's existing Teams account.

- No details yet on the specific number of machines to be replaced, possible vendors, or what the bidding process might look like. More to follow at next board meeting. Collene recommended bringing the organizational development committee on board for an assessment of which roles would most benefit from a portable workstation, as well as any unmet training or cybersecurity needs. Phil and Rachel will coordinate this.

Director's report highlights

Hours and services update

- The past month has been a busy one as staff prepare to resume regular library hours and services. Seating is back in all public areas, but will remain spaced out for now. Study and meeting room reservations will resume in July.
- We plan to resume our regular summer hours in June (with the exception of Saturdays, when we will close at 2:00 instead of 1:00).
- Under town hall guidelines, fully-vaccinated staff and patrons are no longer required to wear masks in the library; however, any member of the public may request that a staff member be masked while interacting with them.

Room reservation software

- With room reservations scheduled to return soon, Greg, Amy Henderson, and John Scalzo have been reevaluating the library's calendar software. Currently staff use SignUp from Demco to reserve meeting rooms, but LibCal, a competitor used by many other MCLS libraries, offers greater functionality at a lower price.
- Discussion followed as to how adopting new room reservation software would affect the library's existing relationship with the town recreation department. Board and library staff will seek clarification.

Draft publicity for summer book discussion

- Greg requested feedback on draft publicity for the Irondequoit summer book discussion program (appended to his director's report). Collene and Susan will serve as point people for gathering input from the board.

Vote: June hours

- Motion to approve library hours for June 2021 as posted in the director's report and draft agenda. Seconded. Discussion: Only weekend hours will differ from the library's pre-pandemic norm under the new schedule. The library will be open 10-9 Monday through Thursday, 10-6 on Friday, 10-2 on Saturdays and closed Sundays June through August. Sunday hours will resume in the fall. Motion carried.

Review of meeting action items: Phil to coordinate with organizational development committee about tech upgrades.

President's remarks

- 2021 has been a productive year so far, but things are only going to get busier as the 2022 budget process picks up. We are also approaching the end of the current long-range plan,

which means there will be reporting requirements to fulfill and a new long-range plan to develop. This is a collaborative process requiring input from multiple stakeholders, so the sooner it gets underway the better.

- Thanks to all trustees for identifying community members in their networks who would be an asset to the board. It has been encouraging to see interest in the board vacancy from multiple channels, and Tyler looks forward to speaking with the candidates.
- Congratulations to Rosa on her election to the West Irondequoit school board!

Adjournment: Meeting adjourned at 8:08 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Rachel Snyder

IRONDEQUOIT PUBLIC LIBRARY
REVENUE

4/30/2021

| GROUP | FUND | DESCRIPTION | 2016 ACTUAL | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET | 2021 ACTUAL YTD APR 21 | 2021 BALANCE | 2021 % |
|---------------------------|-----------|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------------|-----------------|--------------|
| 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 | \$12,864 | \$33,611 | 27.7% |
| 0 | 0005-2082 | Library charges (overdue & lost fines) | \$82,044 | \$79,862 | \$76,681 | \$67,370 | \$32,500 | \$32,900 | \$11,001 | \$21,899 | 33.4% |
| 0 | 0005-2655 | Copier receipts | \$1,963 | \$2,125 | \$2,471 | \$3,709 | \$1,481 | \$3,130 | \$1,027 | \$2,104 | 32.8% |
| 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 | \$40,000 | \$0 | 100.0% |
| Subtotal - revenue | | | \$2,248,763 | \$2,343,351 | \$2,303,811 | \$2,576,001 | \$2,655,615 | \$2,644,413 | \$2,560,399 | \$84,014 | 96.8% |

EXPENSES

| GROUP | FUND | DESCRIPTION | 2016 ACTUAL | 2017 ACTUAL | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 BUDGET | 2021 ACTUAL YTD APR 21 | 2021 BALANCE | 2021 % |
|----------------------------|-----------|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------------|--------------------|--------------|
| 1 | | Salaries | \$993,483 | \$934,119 | \$998,983 | \$983,163 | \$964,129 | \$1,035,354 | \$280,606 | \$754,748 | 27.1% |
| 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 | \$40,692 | \$137,308 | 22.9% |
| 4 | | Services & supplies | \$215,080 | \$318,641 | \$354,003 | \$329,561 | \$342,006 | \$351,335 | \$61,897 | \$289,438 | 17.6% |
| 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 | \$325,000 | \$0 | 100.0% |
| 7 | | Interest on debt | \$61,583 | \$259,278 | \$144,424 | \$335,100 | \$449,852 | \$296,000 | \$149,625 | \$146,375 | 50.5% |
| 8 | | Employee benefits | \$580,970 | \$437,937 | \$447,806 | \$446,414 | \$413,337 | \$446,224 | \$135,022 | \$311,202 | 30.3% |
| Subtotal - expenses | | | \$2,008,644 | \$2,285,707 | \$2,320,946 | \$2,485,140 | \$2,518,450 | \$2,644,413 | \$992,843 | \$1,651,570 | 37.5% |

BOOKSTORE SALES

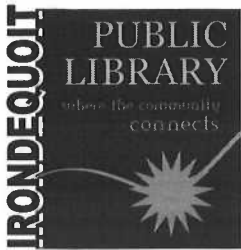
| Month | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|--------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|
| January | \$2,729.61 | \$2,429.70 | \$2,838.37 | \$2,556.20 | \$3,703.00 | \$3,020.96 | \$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 | \$1,874.60 |
| April | \$1,579.91 | \$2,651.65 | \$2,598.01 | \$2,902.58 | \$3,807.34 | \$297.18 | \$2,170.55 |
| 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 | \$7,125.62 |

May 19, 2021 voucher list

| VOUCHER | VENDOR | DESCRIPTION | AMOUNT | FUND |
|--------------|-------------------------------------|---|--------------------|-------------|
| 90 | Amazon (supplies account) | Supplies, office | \$460.85 | 4570 |
| 90 | Amazon (supplies account) | Professional services, programming (blank yard signs for summer reading treasure hunt) | \$69.98 | 4408 |
| 91 | Baker & Taylor | Library materials | \$8,709.63 | 4050 |
| 92 | Baker & Taylor Entertainment | Library materials | \$627.94 | 4050 |
| 93 | Barnes & Noble | Library materials | \$662.51 | 4050 |
| 94 | Kim Bixler | Professional services, programming ("The Women Who Loved Frank Lloyd Wright" online presentation 6/14/21) | \$150.00 | 4408 |
| 95 | Brodart | Supplies, library processing | \$517.97 | 4576 |
| 96 | Canva | Computer software | \$239.75 | 4090 |
| 97 | Cengage Learning | Library materials | \$208.42 | 4050 |
| 98 | Cornell Cooperative Extension | Professional services, programming ("Attracting Pollinators to Your Garden" online presentation 6/21/21) | \$50.00 | 4408 |
| 99 | Demco | Supplies, other misc. | \$184.69 | 4650 |
| 99 | Demco | Supplies, library processing | \$322.89 | 4576 |
| 100 | Fusion Digital | Computer software | \$74.00 | 4090 |
| 101 | Ingram | Library materials | \$409.65 | 4050 |
| 102 | Monroe County Library System | MCLS cost share | \$40,524.00 | 4251 |
| 102 | Monroe County Library System | UMS charges | \$1,464.75 | 2082 |
| 103 | OverDrive | Library materials | \$814.89 | 4050 |
| 104 | Scholastic | Professional services, programming (storytime books) | \$570.06 | 4408 |
| 105 | Staples | Supplies, office | \$67.24 | 4570 |
| 106 | T-Mobile | Library materials | \$3,903.20 | 4050 |
| 107 | W.B. Mason | Supplies, office | \$113.81 | 4570 |
| Total | | | \$60,146.23 | |

May 19, 2021 voucher list

| Fund | Fund total |
|--------------------|--------------------|
| 2082 | \$1,464.75 |
| 4050 | \$15,336.24 |
| 4090 | \$313.75 |
| 4251 | \$40,524.00 |
| 4408 | \$840.04 |
| 4570 | \$641.90 |
| 4576 | \$840.86 |
| 4650 | \$184.69 |
| Grand Total | \$60,146.23 |



Irondequoit Public Library

Director's Report

Wednesday, May 19, 2021

1. Irondequoit Public Library Updated CDC Guidelines

The library currently has a poster on the front door that reads, "Please observe all current CDC guidelines." Children under the age of 12 are required to wear a mask. Adults reporting that they are fully vaccinated are not required to wear a mask. Disposable masks are available at the front entrance.

A significant number of public libraries in Monroe County are reporting that they are implementing similar signage and instructions to the public and staff. The abrupt change to the mask mandate guidelines caught me off guard. To help the library team and public ease into this transition, seating in the computer lab and throughout the library continues to be socially distanced.

Resuming Normal Hours & Operations

May Library Hours

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------|--------------|--------------|--------------|--------------|--------------|--------|
| 10 am - 5 pm | 10 am - 8 pm | 10 am - 5 pm | 10 am - 8 pm | 10 am - 5 pm | 10 am - 2 pm | Closed |

| | |
|------------------------------------|----------------|
| Library Seating & Quiet Study Room | Open |
| In Person Library Programs | Resumed May 18 |

June - August Library Hours

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------------|--------------|--------------|--------------|--------------|--------------|--------|
| 10 am - 9 pm | 10 am - 9 pm | 10 am - 9 pm | 10 am - 9 pm | 10 am - 6 pm | 10 am - 2 pm | Closed |

July Library Services

| | |
|----------------------------|----------------|
| Study Room Reservations | Resumes July1 |
| Public Use of Meeting Room | Resumes July12 |

Room Reservation Software

The library team and I are preparing to transition the library's room reservation and program registration software from SignUp to a cheaper competitor, LibCal. Both products are designed specifically for the library market, but LibCal has more features and will save about \$800 annually. LibCal is the de facto standard for calendar registration software in the Monroe County Library System, and it is also used by the University at Rochester.

When the library transitions to this software, patrons will be able to view the second floor study room availability in realtime, and instantly complete the reservation process entirely online. The software has a

number of settings and parameters that can moderate and attenuate usage to prevent one person or group from monopolizing use of the rooms.

The first floor meeting room calendar will also receive a similar upgrade, though usage will have to be approved by a library team member in order to verify which groups are entitled to free use, and which are required to pay.

Meeting Room & Study Room Policy

In order to automate the study room and meeting room reservation process, some changes to the policy may need to be made. I will provide the Executive Committee with proposed revisions to the policy that specify how the process is to be automated in preparation for approval or discussion at the June 2021 library board meeting.

My proposal may also recommend separating the policy into two policies, one for the second floor study rooms, and one for the first floor meeting rooms.

BOCES TASC/ESOL Partnership

Monroe #1 BOCES has been given copies of our most recent fire suppression system inspection documentation, certificate of occupancy, and floor plans, which the State Education Department requires them to keep on files. The only outstanding document needed to finalize the partnership with Monroe #1 BOCES is a copy of a signed lease agreement, which we will discuss at the May library board meeting.

The revised CDC social distancing guidelines will enable BOCES and the library to off the planed upon class sized beginning on July 12th.

Community Conversations: *The Immortal Life of Henrietta Lacks*

A draft of the publicity advertising the July 13th community book discussion and moderated panel discussion titled, *Community Conversations: Henrietta Lacks, Health Equity & COVID-19* has been included as an editable attachment titled "Draft Publicity.docx," and as an "Appendix A" in this document.

I am waiting to receive revisions from our partners at both school districts. Please send me any pertinent revisions to or suggestions. The school district partners, Amy Henderson, and I are in the process of securing a third panelist. Panelist recommendations are also greatly appreciated.

In Person Programs

In person programs resumed on May 18th with our first outdoor story time. The current schedule of in person library programs is:

June

- Children's Outdoor Storytime: Saturday, June 12 - 10:30 - 11:00
- Tween/Teen Yoga: Monday, June 21 - 4:30 - 6:15
- Children's Storytime Yoga: Saturday, June 26 - 11:00 - 11:30
- Tween/Teen Yoga: Monday, June 28 - 4:30 - 6:15
- Tween/Teen Book Club: Wednesday, June 30 - 4:30 - 5:15

July

- Children's Outdoor Storytime: Saturday, July 10 - 10:30 - 11:00
- All ages author visit: Saturday, July 17 - 11:00 - 12:00
- Tween/Teen Yoga: Monday, July 26 - 4:30 - 6:15
- Tween/Teen Book Club: Wednesday, July 28 - 4:30 - 5:15
- Children's Storytime Yoga: Saturday, July 31 - 11:00 - 11:30

August

- Tween/Teen Yoga: Monday, August 2 - 4:30 - 6:15
- Children's Outdoor Storytime: Saturday, August 7 - 10:30 - 11:00
- Tween/Teen Yoga: Monday, August 9 - 4:30 - 6:15
- Children's Storytime Yoga: Saturday, August 21 - 11:00 - 11:30
- Tween/Teen Book Club: Tuesday, August 31 - 4:30 - 5:15

2. MCLS

2022 Cost Shares

The draft 2022 MCLS cost shares document has been attached. The proposal would reduce Irondequoit Public Library cost share by \$3,304 in 2022. This document has been included as "Appendix B" in this report.

2022 MCLS Budget

A copy of the 2022 MCLS budget has been included as an item of information. This document has been included as "Appendix C" in this report.

3. Town of Irondequoit

ICARE

Diversity Assessment

Last week I received the annotated draft of our library collection diversity assessment from ICARE. Patrina has requested that I respond to some of the questions in writing, which I have not finished yet.

It would be helpful to have one of the library board committees review the annotations and assist with drafting changes.

Redlining Program

I will be meeting with ICARE in July to discuss planning preparations for the program on the history of redlining in Monroe County.

4. Facilities Report

The Irondequoit Town Board has donated several gardens to the library property. The book drop roundabout is now filled with plants designed to attract butterflies and humming birds. Two of the previously barren landscaped areas in front of the library have been filled with herbs and other edible plants.

5. Personnel Report

There are no personnel changes to report.

6. Financial Report & Vouchers

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

7. Correspondance

- 2021 New York State Bullet Aid request to Senator Samra Brouk and Assemblymember Sarah Clark (Appendix D)
- Letter of gratitude from patron regarding Lee Sigelow (Appendix E)
- Memo on CDC guidelines from Town of Irondequoit Supervisor, Dave Seeley (Appendix F)

Statistical Report to the Library Board
May 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 |
| Year | | | | | | | | | | | | | | |
| 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 | 3,544 | 0 | 7,729 | 23 | 19 | 1,232 | 287 | 0 | 768 | 3,446 | 9,584 | 5,936 | 31,141 |
| 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 | 15,219 | 100,108 | 30,502 | 1,239 | 86 | 11,085 | 1,605 | 8,548 | 3,012 | 88,122 | 35,409 | 261,498 | 93,005 |
| Avg/Month | 4,153 | 3,805 | 8,342 | 7,626 | 103 | 22 | 924 | 401 | 712 | 753 | 7,344 | 8,852 | 21,792 | 31,002 |

Appendix A

Community Conversations: *Henrietta Lacks*, Health Equity & COVID-19

Join us live on the web during the evening of Tuesday, July 13th for a communitywide, interactive book discussion followed by a moderated panel discussion featuring local health experts.

The Irondequoit Public Library invites readers to revisit *The Immortal Life of Henrietta Lacks* on the tenth anniversary of its paperback publication and reexamine the nonfiction bestseller as it relates to the COVID-19 pandemic.

Participants are encouraged to read the award-winning book by Rebecca Skloot or view the television drama starring Oprah Winfrey and Rose Byrne. On July 13th, small break out groups will discuss topics like how the HeLa cell revolutionized medical research, current and historical issues in medical ethics, and the role that race and class play in predicting health outcomes. These courageous conversations will be facilitated by staff from our partners at both Irondequoit school districts.

Participants are also invited to view a live panel discussion of local health experts who will provide further insight into the themes explored in *Henrietta Lacks*. Our panel will be joined by guest moderator Alexis Arnold.

Community Conversations: Henrietta Lacks, Health Equity & COVID-19 is presented in partnership with East Irondequoit Central School District and West Irondequoit Central School District.

Panelists

H. Moka Lantum, MD, PhD, MS

Dr. Lantum is an entrepreneur with over twenty years of experience in health service delivery and health care management. He is the founder and managing partner of MicroClinic Technologies, an innovative health technology company, with clients including the Kenya Ministry of Health. Dr. Lantum has held multiple executive titles at a Fortune 500 manufacturing company and a director level position at a New York based health insurance company.

Dr. Lantum divides his time between Rochester and Africa and will be joining the panel discussion live from Kenya.

Kathi Lynch, MS

Kathi is a health planning research analyst at Common Ground Health with a background in project management. Ms. Lynch has worked in a number of research and analysis capacities at positions with Rochester Institute of Technology, Hillside Family of Agencies, and the Center for Governmental Research.

Third Panelist

Third panelist biography and credentials.

Moderator

Alexis Arnold is television journalist and a member of the Good Day Rochester team on 13WHAM ABC and Fox Rochester. She hosts the public affairs show Many Voices, Many Visions which features in-depth discussions on issues in the Rochester community.

Alexis is a board member of 13Thirty Cancer Connect, a non-profit organization helping adolescents and young adults living with cancer.

Appendix B

MCLS - 2022 Member Cost Shares 4.3% DECREASE 2022 (January-December 2022)

| | 2010 Census Population of Chartered Service Area | 2010 Percentage of Chartered Service Area | Prior Year Cost Share | PROPOSED Cost Share | Cost Decrease from 2021 |
|-----------------|---|---|--------------------------|------------------------|----------------------------|
| BRIGHTON | 36,609 | 4.96% | 56,559 | 54,219 | (2,340) |
| BROCKPORT | 20,911 | 2.83% | 32,306 | 30,970 | (1,336) |
| CHILI | 28,625 | 3.88% | 44,224 | 42,395 | (1,829) |
| EAST ROCHESTER | 6,587 | 0.89% | 10,177 | 9,756 | (421) |
| FAIRPORT | 40,174 | 5.44% | 62,067 | 59,499 | (2,568) |
| GATES | 28,400 | 3.85% | 43,877 | 42,062 | (1,815) |
| GREECE (2) | 96,095 | 13.02% | 148,462 | 142,320 | (6,142) |
| HAMLIN | 9,045 | 1.23% | 13,974 | 13,396 | (578) |
| HENRIETTA | 42,581 | 5.77% | 65,786 | 63,064 | (2,721) |
| IRONDEQUOIT | 51,692 | 7.00% | 79,862 | 76,558 | (3,304) |
| MENDON | 9,152 | 1.24% | 14,139 | 13,554 | (585) |
| OGDEN | 19,856 | 2.69% | 30,677 | 29,408 | (1,269) |
| PARMA | 15,633 | 2.12% | 24,152 | 23,153 | (999) |
| PENFIELD | 36,242 | 4.91% | 55,992 | 53,676 | (2,316) |
| PITTSFORD | 29,405 | 3.98% | 45,429 | 43,550 | (1,879) |
| RIGA | 5,590 | 0.76% | 8,636 | 8,279 | (357) |
| ROCHESTER | 210,565 | 28.53% | 325,313 | 311,855 | (13,457) |
| RUSH | 3,478 | 0.47% | 5,373 | 5,151 | (222) |
| SCOTTSVILLE (2) | 4,775 | 0.65% | 7,377 | 7,072 | (305) |
| WEBSTER | 42,641 | 5.78% | 65,878 | 63,153 | (2,725) |
| TOTAL | 738,056 | 100.00% | 1,140,260 | 1,093,090 | (47,170) |
| | | | 1,140,260 | 1,093,090 | |

Will use 2020 Census
when available

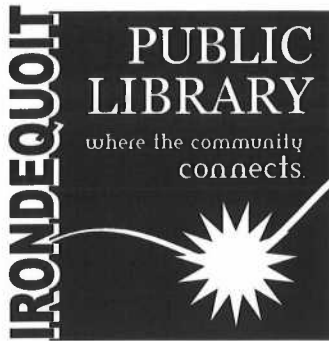
Appendix C

Monroe County Library System 2022 Proposed Budget

| Expense | | | | |
|----------|------------------------------------|-------------------|-------------------|----------------|
| SAP CODE | DESCRIPTION | 2021 BUDGET | 2022 PROPOSED | +/- |
| 503000 | Cash Capital | 155,000 | 155,000 | 0 |
| | Sub-Total | 155,000 | 155,000 | 0 |
| 504005 | Meeting & Training | 5,000 | 5,000 | 0 |
| 504205 | Commercial Services | 3,800 | 15,800 | 12,000 |
| 504285 | Computer Maintenance | 145,230 | 171,420 | 26,190 |
| 504320 | Professional Services | 339,180 | 348,130 | 8,950 |
| 504620 | Membership | 97,280 | 68,800 | (28,480) |
| 504630 | Postage | 6,000 | 6,000 | 0 |
| 504800 | Contract Services | 3,284,740 | 3,374,750 | 90,010 |
| | Sub-Total | 3,881,230 | 3,989,900 | 108,670 |
| 505020 | Computer Software | 200 | 200 | 0 |
| 505035 | Computer Equipment | 250,000 | 250,000 | 0 |
| 505080 | Library Materials | 31,500 | 31,500 | 0 |
| | Sub-Total | 281,700 | 281,700 | 0 |
| 508245 | Minor Sales | 45,000 | 45,000 | 0 |
| 968675 | Vehicle Maint. and Service | 42,100 | 35,000 | (7,100) |
| 961256 | Medical Ins.\Retirees | 12,600 | 12,600 | 0 |
| | Sub-Total | 99,700 | 92,600 | (7,100) |
| | TOTAL | 4,417,630 | 4,519,200 | 101,570 |
| | County Library Support | | | |
| 504800 | Agency Contracts (Central Library) | 6,975,000 | 7,079,000 | 104,000 |
| 509045 | Contribution Debt | 148,217 | 219,810 | 71,593 |
| | Reserve Fund | 155,000 | 0 | (155,000) |
| | Total | 7,278,217 | 7,298,810 | 20,593 |
| | TOTAL EXPENSE | 11,695,847 | 11,818,010 | 122,163 |

Appendix C

| Revenue | | | | |
|----------------------|------------------------------|-------------------|-------------------|-----------------|
| SAP CODE | DESCRIPTION | 2021 BUDGET | 2022 PROPOSED | +/- |
| 404000 | State Aid | 2,181,680 | 2,261,660 | 79,980 |
| 406115 | Contract Payments MCLS | 1,185,260 | 1,138,090 | (47,170) |
| 410000 | Minor Sales | 45,000 | 45,000 | 0 |
| 410210 | Misc. Grants and Payments | 915,690 | 919,450 | 3,760 |
| | Fund Balance 8904010000 | 90,000 | 0 | (90,000) |
| Total | | 4,417,630 | 4,364,200 | (53,430) |
| 412000 | Transfer from Gen. Fund/MCLS | 303,217 | 374,810 | 71,593 |
| 412000 | Transfer from Gen. Fund/RPL | 6,975,000 | 7,079,000 | 104,000 |
| Total | | 7,278,217 | 7,453,810 | 175,593 |
| TOTAL REVENUE | | 11,695,847 | 11,818,010 | 122,163 |



Date: May 12, 2021

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
greg.benoit@libraryweb.org

Dear Senator Brouk,

I write to thank you for your dedicated advocacy on behalf of Monroe County Library System and Irondequoit Public Library during the recent state budget negotiations. Your work helped to reverse Governor Cuomo's proposed \$7 million cut to the State Library Aid program to secure \$96.1 million.

Your continued commitment to our community libraries is essential to support the vital services in life-long education, employment assistance, and information literacy as we connect those we serve to the digital world. As you know, funding for the State Library Aid program remains below the \$102.6M contemplated in NYS Education Law, so we continue to pursue funding outside this program.

It is my understanding that this year's budget provided for funding for grants-in-aid, or 'Bullet Aid', to support libraries and library services.

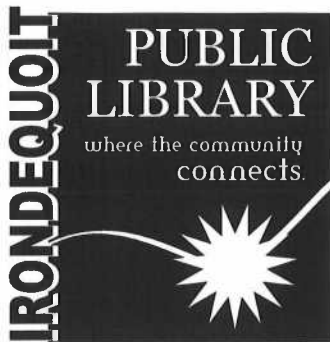
Irondequoit Public Library

The COVID-19 pandemic ushered in a whirlwind of change to the pattern of daily life in our community. While this abrupt change has been difficult and painful at times, it offers insight into our community that may not be immediately clear: the disruptions brought on by the pandemic have laid bare our society's inequities in access to healthcare, education, transportation, and employment.

As the Irondequoit Public Library emerges from this period of upheaval, we are committed to directing the library's resources towards addressing these inequities in access within the library as well as the broader community. We are requesting financial support for the following projects that are intended to improve access to technology, information, and education.

Live Streaming Equipment

During the pandemic, Irondequoit Public Library ceased offering our in-person library programs and instead offered programs exclusively online. This has enabled many of our programs for adults to find a new, expanded audience. Our monthly genealogy program typically had an attendance of about 30 people prior to the pandemic. Now that it is offered online the typical attendance is 60 – 90 people. Last summer we hosted our largest book discussion group to date inviting the entire community to join us to discuss *Stamped: Racism, Antiracism and You* by Ibram X. Kendi and Jason Reynolds. This brought together over 300 participants from the Irondequoit and greater Rochester community.



Date: May 12, 2021

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Irondequoit Public Library continues to see incredibly high demand and requests to offer hybrid in-person programs that are also simultaneously live streamed to the web once normal operations resume. The following equipment will enable us to broadcast our library programs to people viewing at home and allow them to participate as fully as the individuals who are physically present at the program.

| Equipment | Cost |
|--|---------|
| Logitech Meetup HD Camera & Microphone | \$1,070 |
| Dedicated Computer | \$1,100 |
| Computer Cart | \$505 |

Rochester Accessible Adventures: Community Inclusion Initiative

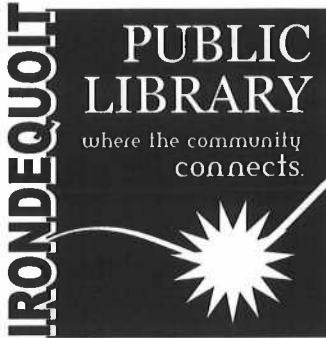
As a part of our commitment to eliminate inequities in access to underserved community groups, the Irondequoit Public Library seeks to enlist the local nonprofit Rochester Accessible Adventures to evaluate our current systems of including people with disabilities in our programs and operations. Rochester Accessible Adventures will support Irondequoit Public Library in the development and implementation of new operational and programmatic practices that will enable people with disabilities to fully engage in the library's programs.

Some highlights of this partnership will include:

- Provide inclusive planning support which addresses both in-person and virtual community connections to the 10% people living with a disability in Irondequoit
- Complete the Roadmap to Inclusion assessment and training process with up to 5 stakeholders
- Develop a Strategic Inclusion Action Plan which incorporates physical access and social inclusion into current policies, procedures and programs
- Augment the Library's programming with access to RAA's CommunityPals for trained volunteer support
- Provide on-going staff, volunteer and peer-to-peer training and support to staff and volunteers engaged in sustainable inclusive programming
- Projected first year Inclusion Specialist hours on behalf of Irondequoit Public Library: up to 150

Our colleagues at Irondequoit Recreation recently completed a similar evaluation and Roadmap to Inclusion implementation with Rochester Accessible Adventures. Irondequoit Public Library hopes to replicate

Appendix D



Date: May 12, 2021

Irondequoit Public Library

1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
greg.benoit@libraryweb.org

Irondequoit Recreation's success in adapting services for individuals with disabilities, and create better operational and programmatic parity across the town's suite of services.

| Service | Cost |
|-------------------------|---------|
| First Year Contract Fee | \$6,750 |

Irondequoit Public Library Website

Irondequoit Public Library seeks the funds to redesign our website to meet the post-pandemic needs of the Irondequoit community. We are committed to supporting the local economy by hiring a design company based in the greater Rochester area.

The Irondequoit Public Library website was last updated in 2011, and while it is still functional, it lacks the necessary features to adequately deliver the digital services that became essential at the onset of the COVID-19 pandemic. Our current website does not have a mobile formatted version for smartphones and tablets, integrated live chat features, nor live streaming video integration.

In addition to missing these now critical features, our website predates the library building. It does not provide the same excellent browsing and customer service experience that the public has come to expect from using our facility on Titus Ave.

| Service | Cost |
|------------------|----------|
| Website Redesign | \$15,000 |

I ask you to consider supporting Irondequoit Public Library when allocating Budget Aid this session by funding all or part of these projects. Your support of our community institutions has enabled us to help lighten the burden on countless families who have been put in untenable situations due to the pandemic and associated economic fallout.

Lastly, I would like to invite you to tour the Irondequoit Public Library at your convenience and hear from members of the library board and library team about the impact of our work in the community.

Thank you again for your ongoing support of our libraries and library systems.

Thank you,

Greg Benoit

Greg Bendit,

5/11/2021

Appendix E

I just simply want to inform you of the tremendous help that Lee at the reference desk provided to me this evening.

I am so overwhelmed with you that I am almost at a loss of words when I try to describe how happy I am that he was able to, and more than willing to assist me with the task of locating some files.

Thank you for employing such a GREAT person! I will never forget him!!

Agnes Bruner
7



a town for a lifetime
IRONDEQUOIT *New York*

Memorandum

TO: TOWN STAFF
FROM: SUPERVISOR SEELEY 
DATE: 5/19/2021
RE: MASK WEARING & SOCIAL DISTANCING

Certainly, we should embrace last week's Center for Disease Control's (CDC) announcement regarding new guidelines for mask wearing with great hope and excitement. New York State has generally followed suit in adopting the CDC's guidelines, effective Wednesday, May 19th, 2021. These guidelines do allow individual entities to determine their own policy, if they are compliant with State and Federal Laws.

We have done an excellent job in Irondequoit Town Government over these past 15 months in helping to ensure the wellbeing of both our constituents and our fellow co-workers. With that, we will be aligning ourselves with the State's masking and social distancing guidelines. **Effective immediately, employees and visitors to Town facilities are free to be in town facilities without a mask if they are vaccinated.** Consistent with the CDC guidelines, people who are not vaccinated should continue to wear a mask.

We will **not** be screening people to determine if they are vaccinated, but making this very clear at our entrances and through public information outlets that unvaccinated people should be masked. As the CDC has stated, we put our trust in our fellow community members. What has become clear is that the vaccines are effective in not only preventing COVID illness, but also from preventing transmission among those vaccinated. At this point in time, COVID is a threat almost exclusively to those who are not vaccinated.

Please note that there may be some deviation from this policy (ie: summer youth recreation). I will also be allowing the Library Board of Trustees to determine the policy at the Library.

If any Town employee still desires to wear a mask, they are welcome to do so for as long as they want into the future.

Appendix F

Furthermore, we must recognize that some of our constituents may still be reluctant to engage in a mask-free encounter. **For that reason, for the time being, we will have a policy that a constituent may request that the employee with whom they are interacting wear a mask, and encourage them to do so if they have such reservations.** We will work with our offices, individually, to determine if, how and when we remove the plexiglass barriers.

For the time being, my request to our workforce is that we continue to respect the space of others. Please be mindful that even though someone may be confident in the efficacy of the vaccination, it has been a stressful 15 months and many of us have shifted paradigms about our in-person interactions. If you have meetings, especially with outside stakeholders, please attempt to maintain social distancing as best as possible.

You all have performed admirably since this pandemic began. Our goal from the start was to ensure our residents could continue to access their Town government, and I know of few local governments that lived up that charge better than Irondequoit.

In closing, I want you to know that my office is open to anyone who has concerns about these guidelines. None of us have been through this before, and that is why guidelines like this are meant to be reviewed and improved. Thank you, in advance, for your help in getting us back to normal.