

Irondequoit Public Library Board of Trustees  
Monthly meeting (via teleconference)  
Minutes of June 16, 2021

**Call meeting to order:** 6:31 pm.

**Present via teleconference:** Tyler Kwolek, president; Cicely Strickland-Ruiz, vice president; Collene Burns, treasurer; Rachel Snyder, secretary; Betty Brewer-Johnson, Phil Harriman, and Susan Kramarsky, trustees at large; Greg Benoit, library director; Amy Holland, children's librarian; Nick Mott and Tyleea Panye-Harley, student representatives; Stephanie Schubmehl, library bookkeeper.

**Approval of agenda:** Approved.

**Approval of minutes:** Approved.

**Attendance:** Next meeting July 21, 2021 at 6:30 pm. Phil and Collene will both be on vacation, although Collene is planning to attend remotely. Rachel will send out a survey to gauge interest in transitioning to a hybrid or in-person format. Any format changes will need to be posted publicly ahead of the meeting.

**Public forum (comments submitted by email):** Received an application from a candidate for one of the vacant board seats.

**Action item review**

- Collection diversification project: Covered in director's report.
- Employee laptops: Covered under old business.

**Town board liaison report:** No town board liaison at this meeting. Tyler will ensure important points from this meeting are communicated to the town board, particularly proposed updates to the library's meeting room policy.

**IPL Foundation report:** Foundation did not meet, but Fran Manion has expressed interest in attending future board meetings.

**IPL Friends report:** Phil is in contact with Chris Finger. The Friends have two new board members and are gearing back up, with plans to resume regular meetings at the library. Both Greg and Phil will try to attend the next meeting, scheduled for June 19.

**IPL staff liaison report**

- Children's librarian Amy Holland returned as staff liaison this month. She outlined plans for summer reading and other upcoming programs as the library heads into a more "normal" summer.

- Summer reading: This year's program will have digital and paper options for tracking reading and learning activities. Participants can earn gift cards from local businesses.
- Children's programming notes: Outdoor storytimes have been well-received, with attendance increasing every week. An author visit with Linda Sue Park is planned in July, and the Zoomobile will visit in August.
- Other summer programs: Both ICARE and ERASE are holding Juneteenth celebrations on the town hall campus. The library will have a table at both events.
- Amy will put out a call for staff from other areas of the library to attend future meetings.

### **Community engagement committee**

#### Student representatives

- Betty and Rosa recently interviewed a promising new student rep candidate.
- Reports:
  - Tyleea: West Irondequoit has completed development of its strategic plan for the next five years, addressing diversity, inclusion for students with disabilities, busing, staffing, and other pressing issues. Students, parents, and staff all gave input.
  - Nick: This is Nick's final month at Irondequoit High School. Graduation will be held at RIT this year, with an in-person ceremony for graduating seniors and up to four guests. Tyler will connect with Nick to review his experience as a student rep, and Nick will still plan on attending the July meeting.

### **Organizational development committee**

Vacancy fulfillment progress: Interviews with potential candidates scheduled on 6/17 and 6/21. Tyler will forward the application received through the board email address. A slate of candidates should be ready for the next meeting.

#### Vacancy preparedness planning

- All board members are encouraged to be on the lookout for potential candidates, both within and beyond their own circles. A more diverse pool of candidates will be available if recruitment efforts reach those who aren't regularly checking the library website for openings.
- As Rosa's departure creates an additional vacancy, the board will continue to publicize the openings using information previously prepared by Susan.

Policy review: Policies for review will be uploaded to Google Drive. Trustees are encouraged to send any suggestions for upcoming policies to the committee.

Director evaluation: Feedback has been received and sent on to the executive committee. Tyler and Cicely will develop a process for reviewing results within the executive committee and sharing with the rest of the board.

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

#### Financial report

- Revenue: Five months into 2021, the library has collected 36 percent of our budgeted total for miscellaneous income, 43.2 percent for fines, 39.5 percent for copier receipts, and 97.1 percent overall. We still have ground to make up on the miscellaneous income line, with printer and copier use dropping off as tax season winds down. This is consistent with 2019 patterns. Revenue collection from library charges is right on target.
- Expenses: All expenditures posted this month were routine (the MCLS cost share payment approved at last month's meeting will appear in the June reports). The library has spent 34.2 percent of our budgeted total for salaries, 31 percent for library materials, 20.2 percent for services and supplies, 36.2 percent for employee benefits and 42.2 percent overall.

#### Bullet aid

- Overview: Bullet aid is distributed by New York State for educational initiatives, with typical awards of between \$7,000 and \$15,000. Aid is awarded only for specific projects communicated in advance to elected officials.
- This year's bullet aid award allows us to formalize new services introduced during the pandemic that have become an expected part of our operations.
- Library website: Our aid request specifies that we will hire a Rochester-area firm for the redesign, while following all regular procurement policies. Quotes are coming in. Both Causewave and Kevin Labarr have given vendor recommendations.
- Livestreaming equipment: Funds would be used to purchase a camera system recommended by Kevin. The product is designed specifically for hybrid conferences and meetings, with capabilities to automatically detect and focus on a speaker anywhere in the room.

#### Vouchers

- Vouchers of note: #122, Linda Sue Park: Payment for author visit on 7/17; #124, Penworthy: More STEAM kits for children's library; #130, T-Mobile: Data charges for wifi hotspots. With most student hotspots scheduled for deactivation at the end of June, future T-Mobile bills should be substantially reduced.
- All vouchers were approved.

#### Other finance items

- Greg and the board discussed possible strategies for sharing information about low-cost home internet options with frequent hotspot borrowers.
- OverDrive is acquiring the streaming service Kanopy. We will review this as a possible Hoopla replacement once more information becomes available.
- Clear timeline for the town budget process should be available by the next board meeting.
- Finance committee will discuss metrics for gauging success of the youth fine and fee elimination pilot. Data gathered can be compiled in an infographic to share with the public.

#### **Old business**

#### IT status

- Phil met with Greg, Nancy Cowan, and other library staff, along with Kevin Labarr, to discuss the new library website, livestreaming equipment, and staff laptops.

- Nancy is assisting with putting together a list of staff roles that would benefit from a work laptop. Discussion of multifactor authentication, cybersecurity training, and other security measures is ongoing. Software is available to disable laptops if they are lost or stolen.
- Kevin is researching state programs to help cover costs. While no specific vendor or equipment have been chosen yet, he is estimating a cost of \$1000 for each laptop and docking station.

#### Room reservation software

- Library staff are strongly recommending LibCal, as it comes with greater functionality at a lower cost than the product currently in use. John Scalzo provided a demonstration for interested board members.
- Greg met with Katrina Hall from Recreation to discuss proposed software and policy changes. They determined that there will be no impact on existing arrangements with Recreation for taking paid reservations.

#### **New business**

##### Meeting room policy changes

- Proposed policy changes were presented for review at this meeting in anticipation of a vote at the July meeting. Matt Krueger assisted with research for the revisions.
- For setup, LibCal requires specifying the number of reservations allowed per person or group. After examining past usage in January-February 2020 and July-August 2019, it was proposed to cap second-floor meeting room reservations at ten four-hour slots within two months. For the larger first-floor meeting rooms, the proposed cap was set at two four-hour reservations within two months. This would satisfy the vast majority of meeting room users. It was also recommended that the smaller upstairs study rooms be advertised as comfortably seating four rather than six.
- Proposed new policy is posted on Google Drive. All are encouraged to review and comment.

##### Personnel updates

- Two new part-time library clerks have been hired, one of them filling an existing vacancy and one replacing Sarah Taffner, who recently resigned in order to put more time into her family business. Both have previous public library experience within MCLS and will start on June 28.
- Motion to hire Li'Asia Campbell as a part-time library clerk, effective 6/28/21. Seconded. Motion carried.
- Motion to hire Matthew Treadwell as a part-time library clerk, effective 6/28/21. Seconded. Motion carried.

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

- State senator Samra Brouk and state assemblymember Sarah Clark are holding a small-business town hall at the library on June 29. The library will help publicize the event.
- We are working with the Department of Public Works to set up a dedicated curbside space in the library parking lot, including a permanent sign with the instructions and phone number and decals to make the space more distinctive.

### Collection diversification

- Two of our regular vendors have recently launched services to expedite this type of project. Baker & Taylor has the capability to scan the entire collection and generate a report for less than the cost of using staff time to do so in-house.
- Language used to define marginalized groups remains an important concern, and this is an area where ICARE should be able to assist. Greg has a meeting scheduled with ICARE to review project documents on July 24. This meeting will determine whether the assessment is ready to proceed or if further revisions are needed. Greg will consult with Patrina Freeman about inviting a board member to attend.

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

- Add Francine Manion to email invitation list
- Recruitment of potential new board candidates
- Review and comment on proposed meeting room policy
- Review MCLS Document of Understanding

**President's remarks:** There is a great deal the board still needs to accomplish this year—notably, putting together the 2022 budget, closing out the current long-range plan, and developing a long-range plan for the next five years—but trustees have been developing solid processes to move forward and are set up for continued success.

### **Adjournment**

- Motion to adjourn to executive session at 8:07 pm to discuss the employment of a particular person or persons.
- Motion to come out of executive session at 8:51 pm. Motion carried.
- Meeting adjourned at 8:53 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Rachel Snyder

**IRONDEQUOIT PUBLIC LIBRARY  
REVENUE**

5/31/2021

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021	2021 %
			ACTUAL	ACTUAL					YTD MAY 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	\$16,750	\$29,725	36.0%
0	0005-2082	Library charges (overdue & lost fines)	\$82,044	\$79,862	\$76,681	\$67,370	\$32,500	\$32,900	\$14,206	\$18,694	43.2%
0	0005-2655	Copier receipts	\$1,963	\$2,125	\$2,471	\$3,709	\$1,481	\$3,130	\$1,237	\$1,894	39.5%
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	\$40,000	\$0	100.0%
<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>\$2,567,700</b>	<b>\$76,713</b>	<b>97.1%</b>

**EXPENSES**

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021	2021 %
			ACTUAL	ACTUAL					YTD MAY 21	BALANCE	
1		Salaries	\$993,483	\$934,119	\$998,983	\$983,163	\$964,129	\$1,035,354	\$354,458	\$680,896	34.2%
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	\$55,184	\$122,816	31.0%
4		Services & supplies	\$215,080	\$318,641	\$354,003	\$329,561	\$342,006	\$351,335	\$70,912	\$280,423	20.2%
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	\$161,612	\$284,612	36.2%
<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>\$1,116,790</b>	<b>\$1,527,623</b>	<b>42.2%</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	\$2,170.55
May	\$2,176.68	\$2,421.28	\$2,084.10	\$2,578.75	\$3,250.41	\$0.00	\$1,984.45
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>\$9,110.07</b>



## CHASE ACCOUNTS

MAY 2021

## NON-PUBLIC FUNDS MMDA \*\*\*\*\*9050

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2021	Opening balance			\$33,991.34
5/28/2021	Interest	\$0.86		<b>\$33,992.20</b>

## PUBLIC FUNDS MMDA \*\*\*\*\*2587

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2021	Opening balance			\$6,795.36
5/28/2021	Interest	\$0.17		<b>\$6,795.53</b>

## CHECKING \*\*\*\*\*7700

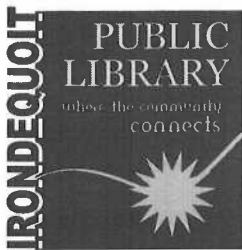
DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2021	Opening balance			\$1,555.09
5/28/2021	No transactions			<b>\$1,555.09</b>

June 16, 2021 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
108	Alliance Entertainment	Library materials	\$176.95	4050
109	Amazon (supplies account)	Supplies, office	\$280.43	4570
110	Baker & Taylor	Library materials	\$9,909.08	4050
111	Baker & Taylor Entertainment	Library materials	\$1,095.25	4050
112	Barnes & Noble	Library materials	\$290.49	4050
113	Shannon Canavan	Refund--lost & paid/found & returned item	\$13.99	2082
114	Canva.com	Computer software	\$56.65	4090
115	Cengage Learning	Library materials	\$266.15	4050
116	Stanley Etterendeen	Refund--lost & paid/found & returned item	\$20.95	2082
117	Fusion Digital	Computer software	\$74.00	4090
118	Ingram	Library materials	\$340.92	4050
119	Language Lizard	Library materials	\$105.91	4050
120	Mayo Clinic Health Letter	Library materials	\$32.00	4050
121	Monroe County Library System	Library materials	\$233.00	4050
<b>122</b>	<b>Linda Sue Park</b>	<b>Professional services, programming (author visit on 7/17/21)</b>	<b>\$550.00</b>	<b>4408</b>
123	Penny Lane	Printing services	\$62.14	4390
124	<b>Penworthy</b>	<b>Library materials</b>	<b>\$511.94</b>	<b>4050</b>
125	OverDrive	Library materials	\$722.45	4050
126	Rochester Public Library	Supplies, library processing	\$76.00	4576
127	Sitelock	Contracted services	\$499.91	4120
128	Spectrum	Contracted services	\$177.82	4120
129	Staples	Supplies, office	\$94.06	4576
130	T-Mobile	Library materials	\$3,787.04	4050
131	U.S. Toy Co./Constructive Playthings	Professional services, programming (train set for J play area)	\$114.99	4408
132	W.B. Mason	Supplies, office	\$287.46	4570
<b>Total</b>			<b>\$19,779.58</b>	

June 16, 2021 voucher list

<b>Fund</b>	<b>Fund total</b>
2082	\$34.94
4050	\$17,471.18
4090	\$130.65
4120	\$677.73
4390	\$62.14
4408	\$664.99
4570	\$567.89
4576	\$170.06
<b>Grand Total</b>	<b>\$19,779.58</b>



## **Irondequoit Public Library**

Director's Report

Wednesday, June 16, 2021

### **1. Irondequoit Public Library Room Reservation Software**

The library team and I prepared a demonstration of the LibCal software for the technology committee which included trustee Phil Harriman and town IT director Kevin LaBarr. A number of advantages were noted and discussed. These advantages include:

- Lower cost (LibCal is \$1,599 annually compared to SignUp which is \$2,821 annually)
- Ability for patrons to reserve second floor meeting rooms online and 24 hours/day, 7 days/week
- Streamlined process for requesting first floor meeting room use
- Patrons can reserve/request meeting room use without having to create an account
- Automatic Zoom integration for virtual library programs

The library team have made the necessary arrangements to complete the transition from SignUp to LibCal by July 1, in time for our planned relaunch of second floor study room use.

### **Meeting Room & Study Room Policy**

Minor revisions have been drafted to the Meeting Room Policy, and have been included as an attachment. Text that I am proposing be removed is in a red strikethrough font. Additions to the text are highlighted in yellow.

In order to automate the room reservation and request process, we need to enter a specific number of reservations a person may have in a given time period into our new software. None of these changes will impact our relationship with Irondequoit Recreation and their ability to process payment for meeting room use.

The changes I am suggesting are:

- Small and Medium Meeting Rooms: Individuals and groups may have up to 10 four hour reservations in a two month period.
- Large Meeting Rooms: Individuals and groups may have up to 2 four hour reservations in a two month period.
- The suggested maximum number of people in a small meeting room has been changed from 6 to 4.
- The policy now specifically calls out that rooms can be reserved and requested online as well as by phone.

The above limitations on reservation frequency should satisfy more than 95% of our users. Meeting room use prior to the pandemic was analyzed so that the team and I could recommend changes that would allow us to make use of new automation features available in LibCal without disrupting the regular pattern of use our patrons are accustomed to.

It is not specifically called out in the policy, but I would like to be granted to discretion to deviate from these limitations on a case-by-case basis in order to resolve unforeseen customer service issues.

### **Small Business Town Hall**

Senator Samra Brouk and Assemblymember Sarah Clark are hosting a town hall meeting for small businesses at the Irondequoit Public Library. I am working closely with both officials to promote the event and to secure a speaker for their panel.

# Small Business Town Hall

Support the mental health needs of our workforce

Tuesday, June 29th • 5-7pm

Irondequoit Public Library

Hosted by Senator Samra Brouk &  
Assemblymember Sarah Clark

Join us for a panel discussion, networking, and to learn more  
about resources for small businesses.

Register at: [bit.ly/smallbizbroukclark](https://bit.ly/smallbizbroukclark)

## Community Conversations: *The Immortal Life of Henrietta Lacks*

Registration for our second community book discussion has begun. I helped promote the event on *Good Day, Rochester* this Monday. Next week two facilitators and a panelist will appear on a lengthier, multi-segment interview on *Many Voices, Many Visions* to promote the event.

## 2. MCLS

The 2022 - 2024 Document of Understanding Between the MCLS and Member Library needs to be reviewed and signed by the library board prior to the end of the summer. A copy has been included as an attachment.

## 3. Town of Irondequoit

### ICARE

#### Diversity Assessment

Since drafting our materials collection diversity assessment documents two of our book and library materials vendors have introduced add on services that can scan our collection, and prepare a report on ethnic, racial, and other forms of representation.

I have asked Ginny to investigate both options and prepare an analysis and recommendation. My inclination without having considered the final analysis is that either of these services would be faster and cheaper than completing the work in-house as previously planned.

I will have a much more thorough presentation on this after my July meeting with ICARE.

#### Juneteenth

The library will be present at the Town of Irondequoit's official Juneteenth celebration this Friday where will be distribute copies of the picture book *Juneteenth for Masie* and promotional materials for upcoming library events.

## 4. Facilities Report

The Irondequoit Public Library will be working with the Department of Public Works to create a dedicated curbside pickup parking space immediately adjacent to the crosswalk. The parking space will feature a custom made parking sign with instructions for using the service, and purple lines on the parking space. It will also feature a "curbside pickup" decal or image of the library's logo depending on cost.

**5. Personnel Report**

The personnel report has been included. All positions reflected in the personnel report are budgeted for in the 2020 budget.

**6. Financial Report & Vouchers**

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

**7. Correspondance**

No correspondence to report in May.

Statistical Report to the Library Board  
June 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	3,544	0	7,729	23	19	1,232	287	0	768	3,446	9,584	5,936	31,141
May	72	3,018	0	7,723	26	10	743	233	0	821	4,280	11,491	6,219	30,143
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>18,237</b>	<b>100,108</b>	<b>38,225</b>	<b>1,239</b>	<b>96</b>	<b>11,085</b>	<b>1,838</b>	<b>8,548</b>	<b>3,833</b>	<b>88,122</b>	<b>46,900</b>	<b>261,498</b>	<b>123,148</b>
<b>Avg/Month</b>	<b>4,153</b>	<b>3,647</b>	<b>8,342</b>	<b>7,645</b>	<b>103</b>	<b>19</b>	<b>924</b>	<b>368</b>	<b>712</b>	<b>767</b>	<b>7,344</b>	<b>9,380</b>	<b>21,792</b>	<b>30,787</b>

## Organizational Development Committee

June 2021 Employee Changes

### **Li'Asia Campbell**

New Hire: Part-Time Library Clerk

Notes: Li'Asia Campbell has extensive experience working in multiple roles at a public library. She is currently a library page at the Rochester Public Library's Sully Branch and has prior experience working as a literacy aide at the same library.

Li'Asia is pursuing a career in law enforcement and criminal justice, is a graduate of the Monroe County Sheriff Department Teen Police Academy, and the recipient of a Certificate of Special Mayoral Recognition for her involvement in her community.

Li'Asia will be working primarily at the circulation desk where she will assist patrons with checkouts, returns, and holds. She will also have duties preparing books for circulation.

### **Matthew Treadwell**

New Hire: Part-Time Library Clerk

Notes: Matthew Treadwell also has previous experience working in libraries. Matthew currently works as a part-time library clerk at the Webster Public Library. He also has clerical experience from his time working for the Monroe County Department of Public Health where he temporarily assisted with the county's response to the COVID-19 pandemic.

Matthew is a graduate of SUNY Brockport and will be working primarily at the circulation desk where she will assist patrons with checkouts, returns, and holds. He will also have duties preparing books for circulation.

### **Sarah Taffner**

Resignation: Part-Time Library Clerk

Notes: Sarah Taffner has worked for Irondequoit Public Library as a part-time clerk since November 2017. She will be leaving the Irondequoit Public Library to focus on helping her family operate their bar and restaurant, which has been doing more business now that more people are vaccinated.

Sarah is well liked and will be missed.