

Irondequoit Public Library Board of Trustees  
Monthly meeting (via teleconference)  
Minutes of July 29, 2021

**Call meeting to order:** 5:27 pm

**Present via teleconference:** Tyler Kwolek, president; Cicely Strickland-Ruiz, vice president; Collene Burns, treasurer (joined late); Rachel Snyder, secretary; Betty Brewer-Johnson, Phil Harriman, Susan Kramarsky, and Kelly Metras, trustees at large; Greg Benoit, library director; Matt Krueger, assistant director; Stephanie Schubmehl, library bookkeeper.

**Approval of agenda:** Approved.

**Approval of minutes:** Minutes of June 16, 2021 approved with Kelly abstaining.

**Attendance:** Next meeting August 18, 2021 at 6:30. Rachel unable to attend; no other conflicts.

**Public forum (comments submitted via email):** None.

**Welcome:** The board welcomed its newest trustee, Nox and Salena's Mexican Restaurant owner Kelly Metras. Kelly is an Irondequoit resident and regular library user.

**Town board liaison report:** No town board liaison present today. Copies of the town's administration transition plan uploaded to Google Drive for review.

**Foundation, Friends, staff liaison, technology committee reports:** Postponed until next meeting.

#### **Community engagement committee**

Student reps: Betty is coordinating efforts to get all student reps together and bring them into the library, as well as reaching out to all Irondequoit high schools so that we have two representatives from each.

Collection diversification: To be discussed in finance committee.

#### **Organizational development committee**

##### Policy review

- All trustees are encouraged to review the library's unattended child and emergency closing policies before the next meeting. The committee is proposing two minor changes to the unattended child policy: replacing references to "parent" with "caregiver" and including alternatives to calling police.
- Revisions to the unattended child policy can be discussed via email ahead of a vote at the August meeting.

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

Finance committee: Reviewed timeline and meeting schedule for 2022 budget process.

### Financial report

- Revenue: Halfway through 2021, the library has collected 97.4 percent of expected revenue, with the bulk of that being property taxes. In terms of library-generated revenue, library charges remain on target, at 51.8 percent. The copier and miscellaneous income lines are still behind, but rapidly gaining ground thanks to expanded hours and increased foot traffic. The bookstore had its strongest sales since February 2020.
- Expenses: As noted previously, there are still major expenditures coming up for retirement, interest, and expenses posted quarterly on the maintenance chargeback line. There was also a delay in posting some expenditures approved at the May board meeting, including our MCLS cost share payment. With those caveats, we have spent 46.2 percent of our overall budget for the year, which breaks down to 41.5 percent for salaries, 31.8 percent for materials, and 22.2 percent for services and supplies.

### Vouchers

- Vouchers of note: #134, Springshare (provisionally approved between board meetings): LibCal meeting room booking software; #141, Bibliotheca: Annual renewal for RFID circulation support; #148, Jardin Terrariums LLC: Two virtual take-and-make craft programs for tweens and teens.
- July 2021 vouchers and June 2021 provisional vouchers were approved, with Kelly abstaining.

## **Old business**

### Vote: Meeting room policy

- The board reviewed proposed changes. Maximum occupancy for the upstairs meeting rooms has been updated to reflect what they can comfortably accommodate, separately from any new Covid-related restrictions. The library will follow town policy on masking and social-distancing requirements, as has been the case throughout the pandemic.
- Minor wording adjustments were suggested to remove gendered language, clarify responsibility for any cleaning costs incurred due to misuse, and state that any exception to or interpretation of policy is at the discretion of the library director or their designee.
- Motion to approve the Irondequoit Public Library meeting room policy with revisions and amendments discussed in this meeting. Seconded. Motion carried.

### MCLS Document of Understanding review

- It was proposed that a subgroup of board members convene to review the document in more detail and recommend a course of action to the larger board. Phil expressed interest in being part of this effort.

## **New business**

BOCES partnership: Contract discussed and voted on at a previous meeting. Tyler and Greg will coordinate to ensure everything is in place to move forward.

**Director's report:** Attached. Any discussion deferred until next meeting.

**Adjournment:** Meeting adjourned at 6:04 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Rachel Snyder

**IRONDEQUOIT PUBLIC LIBRARY  
REVENUE**

6/30/2021

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021	2021 %
			ACTUAL	ACTUAL					YTD JUN 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	\$21,496	\$24,979	46.3%
0	0005-2082	Library charges (overdue & lost fines)	\$82,044	\$79,862	\$76,681	\$67,370	\$32,500	\$32,900	\$17,045	\$15,855	51.8%
0	0005-2655	Copier receipts	\$1,963	\$2,125	\$2,471	\$3,709	\$1,481	\$3,130	\$1,485	\$1,646	47.4%
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>\$2,575,534</b>	<b>\$68,879</b>	<b>97.4%</b>

**EXPENSES**

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021	2021 %
			ACTUAL	ACTUAL					YTD JUN 21	BALANCE	
1		Salaries	\$993,483	\$934,119	\$998,983	\$983,163	\$964,129	\$1,035,354	\$429,854	\$605,500	41.5%
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	\$56,683	\$121,317	31.8%
4		Services & supplies	\$215,080	\$318,641	\$354,003	\$329,561	\$342,006	\$351,335	\$77,968	\$273,367	22.2%
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	\$188,359	\$257,865	42.2%
<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>\$1,227,489</b>	<b>\$1,416,924</b>	<b>46.4%</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	\$2,471.25
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>\$11,581.32</b>

July 21, 2021 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
135	Alliance Entertainment	Library materials	\$151.47	4050
136	Amazon (materials account)	Library materials	\$168.83	4050
137	Amazon (supplies account)	Supplies, office	\$215.19	4570
138	Baker & Taylor	Library materials	\$7,519.34	4050
139	Baker & Taylor Entertainment	Library materials	\$697.29	4050
140	Barnes & Noble	Library materials	\$225.06	4050
<b>141</b>	<b>Bibliotheca</b>	<b>Computer software</b>	<b>\$9,093.00</b>	<b>4090</b>
142	Bluehost	Contracted services	\$109.94	4120
143	Brodart	Supplies, office	\$114.61	4570
144	Cengage Learning	Library materials	\$179.93	4050
145	Daily Record	Library materials	\$229.00	4050
146	Fusion Digital	Computer software	\$74.00	4090
147	Ingram	Library materials	\$317.22	4050
148	<b>Jardin Terrariums LLC</b>	<b>Professional services, programming (Tiny Succulent Terrariums craft programs for teens and tweens, 7/20 and 7/27/21)</b>	<b>\$800.00</b>	<b>4408</b>
149	Samana Lake	Professional services, programming (yoga storytime sessions on 6/26, 7/31, and 8/21/21)	\$180.00	4408
150	Library Ideas LLC	Library materials	\$526.24	4050
151	Library Journal	Library materials	\$157.99	4050
152	Monroe County Library System	Library materials	\$75.00	4050
152	Monroe County Library System	Supplies, other misc.	\$90.00	4650
153	Now: Yoga & Movement	Professional services, programming (adult yoga classes on 8/6, 8/20, and 8/27/21)	\$160.00	4408
154	OverDrive	Library materials	\$944.46	4050
155	Stephanie Schubmehl	Postage	\$34.30	4380
156	Scientific American	Library materials	\$44.99	4050
157	Seneca Park Zoo Society	Professional services, programming (Zoomobile visit on 8/18/21)	\$110.00	4408
158	Soho Imaging	Supplies, office	\$417.00	4570
159	Spectrum	Contracted services	\$175.16	4120
160	Staples	Supplies, office	\$108.63	4570

161	Rick Stromoski	Professional services, programming (Let's Draw Animals! Virtual cartooning program for teens, 8/6/21)	\$250.00	4408
162	T-Mobile	Library materials	\$3,683.17	4050
163	W.B. Mason	Supplies, office	\$488.52	4570
164	Wegmans	Conference/training (food for staff training day on 6/25/21)	\$133.08	4100
<b>Total</b>			<b>\$27,473.42</b>	



**July 21, 2021 voucher list**

<b>Fund</b>	<b>Fund total</b>
4050	\$14,919.99
4090	\$9,167.00
4100	\$133.08
4120	\$285.10
4380	\$34.30
4408	\$1,500.00
4570	\$1,343.95
4650	\$90.00
<b>Grand Total</b>	<b>\$27,473.42</b>

**June 2021 provisionally approved vouchers**

<b>VOUCHER</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>FUND</b>
133	East Ridge Printing	Printing services	\$55.00	4390
134	Springshare LLC	Computer software	\$1,439.00	4090
<b>Total</b>			<b>\$1,494.00</b>	

**June 2021 provisionally approved vouchers**

<b>Fund</b>	<b>Fund total</b>
4090	\$1,439.00
4390	\$55.00
<b>Grand Total</b>	<b>\$1,494.00</b>

**CHASE ACCOUNTS****JUNE 2021****NON-PUBLIC FUNDS MMDA \*\*\*\*\*9050**

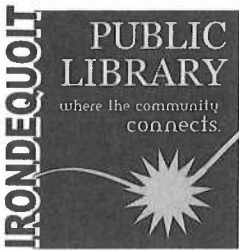
<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
6/1/2021	Opening balance			\$33,992.20
6/15/2021	Donation from Junior Girl Scout Troop #60622	\$150.00		\$34,142.20
6/30/2021	Interest	\$0.84		<b>\$34,143.04</b>

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

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
6/1/2021	Opening balance			\$6,795.53
6/30/2021	Interest	\$0.17		<b>\$6,795.70</b>

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

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
6/1/2021	Opening balance			\$1,555.09
6/30/2021	No transactions			<b>\$1,555.09</b>



## **Irondequoit Public Library**

Director's Report

Wednesday, July 21, 2021

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

#### **LibCal**

The library team has begun the transition to our new registration software, LibCal. We are currently using LibCal to coordinate reservations for the second floor study rooms.

An electrical socket and data port will be installed on the wall closest to the entrance to room 212 by the Town maintenance department. A flat screen TV will be mounted to that wall which will be used to display the study room schedules and availability in real time.

The library team is also looking into the feasibility of setting up a tablet-based kiosk next to the study room schedule display that will allow library users to reserve a meeting room without having to speak with an employee or wait in line.

After the library board meeting, the website self-service module for the rooms on both floors will be enabled, and the library will begin resuming taking requests for the first floor meeting rooms.

The only cost to the library associated with the 'schedule/availability display' portion of the project will be a small form factor PC to power the display.

#### **Transition Document**

Supervisor Dave Seeley has asked town department heads to prepare transition documents for the Interim Town Supervisor, John Perticone. This document will give a high level outline of projects that are currently in progress. I will share the director transition document with the library board.

#### **Annual Report to New York State**

The annual report to New York State has been completed. Upon approval from the library board annual report to New York State will be submitted to New York State.

#### **Website**

Three developers have been contacted. The due date for quotes is Friday, July 23.

### **2. Town of Irondequoit**

#### **ICARE**

##### **Diversity Assessment**

A copy of a supplementary funding request document is being drafted for consideration by the finance committee. This supplementary funding would pay for an external collection assessment by our primary book vendor and establish a \$15,000 budget specifically earmarked for missing titles identified through this assessment.

##### **Department Head Meeting**

The date I will be meeting with ICARE has been moved at ICARE's request. I will now be meeting with the group in August.

### **3. Facilities Report**

Bob Kiley, Commissioner of Public Works, sent an email update to the library board regarding the status of repairs to the HVAC system. Bob has offered to attend one of our library board meetings to discuss in depth and answer questions. Bob estimates that it will cost \$119,000 to repair the system.

**4. Personnel Report**

There were no personnel changes in the month of June.

**5. Financial Report & Vouchers**

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

**6. Correspondance**

No correspondence to report in May.

Statistical Report to the Library Board  
July 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	3,018	0	7,723	26	10	743	233	0	821	4,280	11,491	6,219	30,143
June	1,648	3,838	3,986	10,826	28	27	453	833	0	996	4,901	13,120	3,648	35,175
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>22,075</b>	<b>100,108</b>	<b>49,051</b>	<b>1,239</b>	<b>123</b>	<b>11,085</b>	<b>2,671</b>	<b>8,548</b>	<b>4,829</b>	<b>88,122</b>	<b>60,020</b>	<b>261,498</b>	<b>158,323</b>
<b>Avg/Month</b>	<b>4,153</b>	<b>3,679</b>	<b>8,342</b>	<b>8,175</b>	<b>103</b>	<b>21</b>	<b>924</b>	<b>445</b>	<b>712</b>	<b>805</b>	<b>7,344</b>	<b>10,003</b>	<b>21,792</b>	<b>31,665</b>