

Irondequoit Public Library Board of Trustees  
Monthly meeting (via teleconference)  
Minutes of September 10, 2021

**Call meeting to order:** 6:08 pm

**Present via teleconference:** Tyler Kwolek, president; Cicely Strickland-Ruiz, vice president; Rachel Snyder, secretary; Collene Burns, treasurer; Betty Brewer-Johnson, Phil Harriman, Susan Kramarsky, and Kelly Metras, trustees at large.

**Guests:** Greg Benoit, library director; Adriana Schubmehl, head of processing/staff liaison; Stephanie Schubmehl, library bookkeeper.

**Approval of agenda:** Approved.

**Approval of minutes:** August meeting minutes approved.

**Attendance:** Next meeting October 20, 2021 via teleconference. All trustees, as well as the finance committee, should also plan on attending the town budget workshop at 5:30 the same evening. Phil will be out of town but plans to join the board meeting remotely. No other conflicts noted.

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

**Town board liaison report:** No town board liaison present, but Tyler has been in frequent contact with Supervisor Perticone about masking and safety issues.

**Foundation report:** No news. Fran Manion will continue to be a regular fixture at board and finance committee meetings.

**Friends report:** The Friends are still planning a book sale fundraiser during the Irondequoit Art Club show in November.

**IPL staff liaison report:** This month's staff liaison was Adriana Schubmehl, head of processing. Adriana took questions from the board and reviewed meeting room usage statistics compiled by Synn Lymn McLaughlin.

### **Community engagement committee**

Student representatives: Betty has reached out to all student reps, but none were able to attend this month's meeting.

### Community events

- Senator Brouk and Assemblymember Clark are postponing the childcare town hall originally scheduled to take place at the library on September 29. They have not set a new date yet.

- Betty complimented the library on its successful hosting of the Waves of Community event and noted that she has been in touch with a donor interested in making a contribution in Wolodymyr Pylyshenko's honor. She and Collene will discuss further with the Foundation.

#### Sister libraries initiative

- The sister libraries group is seeking formal support from the board to begin dialogue with Roma Public Library. To that end, Betty and Kelly worked with the group to draft a provisional memorandum of understanding setting guidelines for these initial conversations. The group would not take action without first consulting Greg and the board. Upon reviewing the PMoU, board members recommended a few revisions to clarify its purpose, as noted below.
- Motion to approve the provisional memorandum of understanding between Irondequoit Public Library and Roma Public Library with the following amendments: 1) In the first paragraph, change "...initiate and establish a Sister Library relationship" to "...initiate a Sister Library relationship;" 2) Under "Goals will include," change "Offer standard programs and projects" to "Explore programs and projects;" 3) Under "The above goals will be accomplished by taking the following actions," add a fifth bullet point providing for creation of an additional MoU establishing the terms of the relationship. Motion seconded. Discussion: On approval of the PMoU, the sister libraries group is free to initiate discussions with Roma Public Library. Tyler will ensure the group is informed. Susan noted that the revised PMoU should be included with the minutes for this month's meeting. Motion carried.

### **Organizational development committee**

#### Unattended child policy

- Discussed as part of the committee's ongoing policy review. The committee recommends a small wording change to make language more inclusive and better reflect the variety of people accompanying children to the library.
- Motion to update IPL's unattended child policy to replace all references to "parent/guardian" with "caregiver." Seconded. Motion carried.

#### Board nomination

- The committee recommends nominating Erin Dougherty to the seat vacated by Rosa Vargas-Cronin. Erin has a background in art therapy and currently works in an administrative role for Heritage Christian Services. She is a staunch advocate for people with developmental disabilities whose perspective will be a valuable addition to the board.
- Motion to elect Erin Dougherty to the Board of Trustees to serve out the remainder of Rosa Vargas-Cronin's term. Seconded. Motion carried.
- Susan and Rachel will ensure Greg has Erin's contact information.

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

#### Financial report

- Revenue: The copier, printer, and bookstore saw heavy use this month, all taking in more than in August of 2019, and revenue from library charges remains on track to exceed this

year's projection. Overall, the library has now collected 98.2 percent of anticipated revenue with one-third of the year remaining.

- Expenses: This month's reports reflect a substantial payment to Monroe Piping & Sheet Metal for ongoing HVAC repairs (under Equipment & Capital Outlay). We have now spent 60 percent of our budget for salaries, 53.4 percent for library materials, 45.2 percent for services and supplies, and 61 percent overall.

#### Vouchers

- Vouchers of note: Multiple expenditures for online professional development classes this month (#184, American Library Association; #188, Brighton Community School; #191, Fred Pryor Seminars; #195, Library Journal/School Library Journal Professional Development; #197, New York Genealogical & Biographical Society). Other notable vouchers are #187, Bibliotheca (RFID tags for circulation) and #196, Midwest Tape (first invoice for Hoopla streaming service since our initial \$12,000 payment in April 2020).
- All vouchers were approved. Collene and Greg will sign off on an interim voucher list before the October meeting to cover later September invoices.

#### Budget discussion

- Overview: Few changes to the proposed budget since last meeting apart from the proposed community center partnership outlined below. Leaving aside extra costs for HVAC repairs and the potential recreation partnership, next year's budget represents an increase of just 1.46 percent over 2020.
- Network switch: Tyler met with Kevin LaBarr to get details on the timeframe for replacement. While still functioning, the network switch will need to be replaced within the next year or so and would cause catastrophic failure if it went down. It may be possible to recoup some costs by selling the old network switch, but not enough is known to budget for this as projected income.
- HVAC repairs: While the exact amount is not yet known, the town will make funds not allocated elsewhere available at the end of the year, potentially reducing the amount that would need to be withdrawn from the library fund balance. Further discussion to follow at the town board workshop and meeting with John Perticone.
- Recreation partnership: A proposal for partnering with the new community center on programming and circulation was shared with the board. Greg also met with Katrina Hall to discuss the proposal after gathering ideas from board members and library staff. Proposed services are divided into three tiers, each with an estimated price tag, with Tier 3 being the most resource-intensive.
- While many details are yet to be finalized, Recreation is on board with the concept. Katrina expressed particular interest in incorporating library programs into the Tot Drop childcare program and in having a small collection of library materials available onsite. An onsite book drop is also a possibility, with town maintenance staff delivering returns to the library daily. The Webster library has successfully implemented a similar program with a book drop in the Bay Road Wegmans.
- A discussion of the proposed recreation partnership followed, including questions of how program participation would be measured and its potential impact on future library and recreation funding. It was noted that several of the more resource-intensive services, particularly those in Tier 3, would require intervention from library staff or cross-training of

recreation employees. A consensus was reached to set aside the two big-ticket Tier 3 items (a laptop/tablet kiosk and a Redbox-type audiobook vending machine) for 2022, with the option to pursue alternative funding sources or revisit for 2023. This puts the total estimated cost of the community center partnership at \$25,875.

- Motion to provide the town with the proposed 2022 library budget as presented at this meeting, with increases to the programming, library materials, and mileage line items for the proposed community center partnership. Seconded. Discussion: Greg will consult with recreation on their budget for the new facility ahead of the budget meeting with Supervisor Perticone. Motion carried.

## **Technology**

Library website: Three vendors have now given quotes for the project, and proposals will be reviewed at a meeting next week. Phil to attend if possible.

## **Old business**

Future meetings: Open meetings law has once again been updated, allowing the board to resume meeting virtually through at least January 15, 2022.

## **New business**

### Mask use

- Greg and the board have been in close contact with the town and with county health authorities. For now, the town and library are following CDC guidelines, and the library will continue to follow town policy on this issue.
- Masks are available at the library entrance and all service desks for any patrons who need them.

### Holiday hours

- December 24 and 25 are paid holidays under the collective bargaining agreement, but December 25 falls on a Saturday this year. On consultation with the town, and in keeping with practice from previous years, it was decided to designate Monday, December 27 as the paid holiday for Christmas.
- Motion to designate December 27 as the Christmas holiday observed for 2021 and to close the library on that date in addition to December 25. Seconded. Motion carried.

**Director's report:** Attached.

## **Review of meeting action items**

- Final draft of provisional memorandum of understanding
- Town budget meeting dates

## **President's remarks**

- Thanks to all for a great conversation and for working through an extensive agenda, particularly for the 2022 budget.

### **Adjournment**

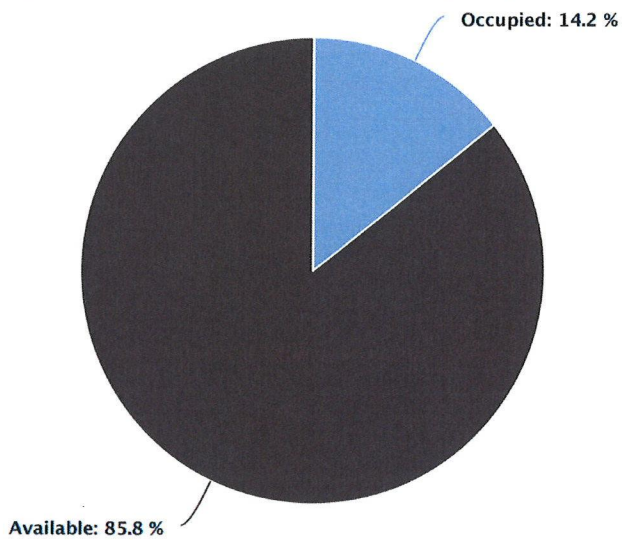
- Motion to adjourn to executive session at 8:39 pm to discuss the employment of a particular person or persons. Motion carried.
- Motion to come out of executive session at 9:30 pm. Motion carried.
- Meeting adjourned at 9:35 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Rachel Snyder

# Meeting and Study Room Reservations

## August 2021

Aggregate Occupancy Ratio for  
Sunday, August 1, 2021 to Tuesday, August 31, 2021

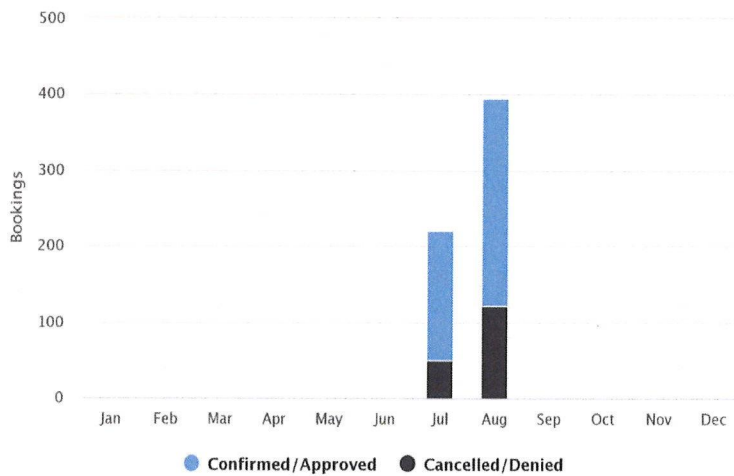


Occupancy ratio increased from 11.4% occupancy in July 2021 to 14.2 % in August.

Many patrons are still calling the library to make their room reservations.

Staff have been encouraged to convey to patrons that reservations are now available as a self-serve feature from our website.

Monthly Booking Statistics



July 2021: 170 confirmed/approved bookings  
August 2021: 273 confirmed/approved bookings

# **Provisional Memorandum of Understanding**

**Between**

**The Irondequoit Public Library, NY**

**and**

**The Roma Public Library, TX**

This Provisional Memorandum of Understanding (PMOU) sets the terms and understanding between the Irondequoit Public Library (IPL) and The Roma Public Library (RPL) to initiate and establish a Sister Library relationship.

## **Background**

This partnership will provide an opportunity to learn more about a different community and region of the United States as well as the continuing importance of libraries in those communities and nationwide.

## **Purpose**

This Provisional MOU will be a framework for the partnership.

Goals will include:

- Explore common programs and projects to promote cultural understanding between the Sister Libraries and their respective communities
- Collaborate in the area of library collection development
- Provide information to other MCLS libraries who may be interested in initiating a Sister Library partnership

The above goals will be accomplished by undertaking the following actions:

- Create PMOU between the IPL and the RPL
- Get approval of the PMOU from each library's governing body
- IPL Team to meet with RPL Director to brainstorm ideas to meet stated goals.
- IPL Team and RPL create activities and projects to meet goals

## **Reporting**

IPL Team Liaison will report to IPL Library Director on a monthly basis or whenever either party sees a need to meet, with full review one year from the date the Sister Library relationship is signed.

## **Funding**

The IPL Team is not requesting funding at this time and this PMOU is not a commitment of funds from the IPL or the RPL.

## **Duration**

This PMOU may be modified by mutual consent of the signing parties. This PMOU will become effective for one year upon the signatures of the authorized officials.

**Contact Information**

IPL Partner name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

RPL Partner name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

IPL Sister Library Team Liaison

Liaison name Teresa Dalton

Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

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Irondequoit Public Library Director signature & date  
(Partner name)

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Roma Public Library Partner signature & date  
(Partner name, organization, position)



Irondequoit Public Library  
Unattended Child Policy  
(Adopted by Library Board 6/15/16)

The Irondequoit Public Library is dedicated to providing a welcoming environment that encourages children to visit, attend programs, and use the library collection and computers. Library staff is available to assist and support children in using the library.

The responsibility for the safety and behavior of children in the Library rests with the parent/guardian/caregiver and not with library staff. Children who violate the patron Code of Conduct may be asked to leave the library.

All children should have the telephone number of someone who can assist them in an emergency. If a child is found to be unattended, library staff will attempt to locate the parent/guardian/caregiver in the library and inform him/her of the Unattended Child Policy. If the parent/guardian/caregiver cannot be located, library staff will contact the Irondequoit Police Department to assist the child.

SUMMARY

Ages 7 and below: Parent/guardian/caregiver must be in library and in sight of child

Ages 8 – 10: Parent/guardian/caregiver must be in building

Ages 11 - 17: May use library unattended but parents still responsible.

- Children under the age of 11 must have a parent/guardian/caregiver in the library.
- Children under the age of 8 must have a parent/guardian/caregiver in the immediate vicinity of and in visual contact with the child. A caregiver (including older siblings) must be at least 14 years old and must carry personal identification. A child age 8 or above can attend a library program without a parent/caregiver in the room as long as the parent/guardian/caregiver remains in the library and immediately joins the child at the end of the program.
- If a child under the age of 11 is found unattended, library staff will attempt to locate the parent/guardian/caregiver in the library and inform him/her of the Unattended Child policy. If the parent/guardian/caregiver cannot be found, library staff will contact the Irondequoit Police Department.
- Children ages 11 and up may use the library unattended. However, the parent/guardian/caregiver is still responsible for the behavior and the wellbeing of the child while using the library.
- Closing Time. It is the responsibility of parents/guardians/caregivers to make sure their children have transportation to and from the library. When an unattended child is left at the library at closing time without transportation, library staff will make a reasonable

effort to contact the parents/guardians/caregivers of the child. If no one can be found, Library staff will contact the Irondequoit Police Department.

- In absolutely no case will staff give rides to children.
- In absolutely no case will staff wait alone with any child.

In any situation involving the safety of children, and specifically whenever the parent/guardian/caregiver or police are contacted, staff will complete an Incident Report.

**IRONDEQUOIT PUBLIC LIBRARY  
REVENUE**

8/31/2021

GROUP	FUND	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL YTD AUG 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	\$29,752	\$16,724	64.0%
0	0005-2082	Library charges (overdue & lost fines)	\$82,044	\$79,862	\$76,681	\$67,370	\$32,500	\$32,900	\$26,814	\$6,086	81.5%
0	0005-2655	Copier receipts	\$1,963	\$2,125	\$2,471	\$3,709	\$1,481	\$3,130	\$2,196	\$935	70.1%
0	0005-3889	Other culture & rec (NYS Local Library System Aid)	\$15,564	\$15,572	\$15,727	\$15,734	\$12,263	\$12,400	\$3,066	\$9,334	24.7%
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	\$0	\$0	\$0	\$0	\$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>\$2,597,335</b>	<b>\$47,078</b>	<b>98.2%</b>

**EXPENSES**

GROUP	FUND	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL YTD AUG 21	2021 BALANCE	2021 %
1		Salaries	\$993,483	\$934,119	\$998,983	\$983,163	\$964,129	\$1,035,354	\$620,860	\$414,494	60.0%
2		Equipment & capital	\$3,738	\$0	\$2,764	\$2,565	\$4,529	\$2,500	\$15,548	-\$13,048	621.9%
4	7410-4050	Library materials	\$142,924	\$154,850	\$170,967	\$178,336	\$169,598	\$178,000	\$95,072	\$82,928	53.4%
4		Services & supplies	\$215,080	\$318,641	\$354,003	\$329,561	\$342,006	\$351,335	\$158,891	\$192,444	45.2%
4		Contingency - contracted services	\$0	\$0	\$0	\$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	\$248,622	\$197,602	55.7%
<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>\$1,613,617</b>	<b>\$1,030,796</b>	<b>61.0%</b>

## Cash receipts summary

8/31/2021

DESCRIPTION	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUN ACTUAL	JUL ACTUAL	AUG ACTUAL	SEP ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	YTD 2021
Fines (cash)	\$1,788.27	\$1,316.81	\$1,470.73	\$1,815.74	\$1,731.85	\$1,697.82	\$1,907.74	\$1,962.60					\$13,691.56
UMS/refunds				-\$0.10	-\$16.00		-\$1,499.69						-\$1,515.79
Online fines							\$3,690.00						\$3,690.00
Fines (credit)	\$1,193.74	\$747.15	\$1,109.98	\$1,261.38	\$1,366.80	\$1,101.13	\$1,904.58	\$1,631.40					\$10,316.16
BFR (cash)	\$72.97	\$53.00	\$70.98	\$99.99	\$122.84	\$40.00	\$78.00	\$93.88					\$631.66
Book sale	\$1,436.73	\$1,643.74	\$1,874.60	\$2,170.55	\$1,984.45	\$2,471.25	\$2,267.70	\$2,310.40					\$16,159.42
Misc. (cash)	\$63.64	\$1,760.34	\$230.62	\$89.86	\$1,017.66	\$551.93	\$182.82	\$740.95					\$4,637.82
Misc. (credit)	\$5.60	\$2.00	\$18.20	\$7.73	\$13.09	\$12.00	\$24.11	\$19.88					\$102.61
Refund prior year													\$0.00
Copier	\$184.00	\$174.50	\$347.00	\$321.00	\$210.00	\$248.00	\$287.00	\$424.00					\$2,195.50
State aid							\$3,066.00						\$3,066.00
Print station (cash)	\$383.75	\$473.25	\$678.31	\$752.85	\$521.76	\$873.25	\$688.40	\$782.00					\$5,153.57
Print station (credit)	\$233.55	\$196.80	\$395.23	\$446.40	\$349.00	\$838.10	\$628.00	\$611.10					\$3,698.18
Interfund transfer				\$40,000.00									\$40,000.00
<b>Total</b>	<b>\$5,362.25</b>	<b>\$6,367.59</b>	<b>\$6,195.65</b>	<b>\$46,965.40</b>	<b>\$7,301.45</b>	<b>\$7,833.48</b>	<b>\$13,224.66</b>	<b>\$8,576.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$101,826.69</b>

**BOOKSTORE SALES**

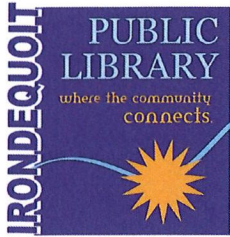
<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
January	\$2,729.61	\$2,429.70	\$2,838.37	\$2,556.20	\$3,703.00	\$3,020.96	\$1,436.73
February	\$1,748.98	\$1,981.05	\$2,638.92	\$3,212.03	\$2,869.51	\$3,366.15	\$1,643.74
March	\$2,610.09	\$2,775.99	\$2,499.42	\$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	\$2,267.70
August	\$804.03	\$2,845.65	\$2,939.75	\$2,923.96	\$2,269.19	\$0.00	\$2,310.40
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>\$16,159.42</b>

September 10, 2021 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
184	American Library Association	Conference/training (registration for All Things To All People: Navigating Middle Management webinar 9/15/21)	\$59.00	4100
185	Baker & Taylor	Library materials	\$5,902.08	4050
186	Baker & Taylor Entertainment	Library materials	\$591.85	4050
187	Bibliotheca	Supplies, library processing	\$3,654.00	4576
188	Brighton Community School	Conference/training (registration for Interpersonal Communication online course)	\$100.00	4100
189	Cornell Cooperative Extension	Professional services, programming (Rochester's Olmsted Parks master gardener presentation on 9/9/21)	\$50.00	4408
190	Findaway	Library materials	\$604.89	4050
191	Fred Pryor Seminars	Conference/training (Dealing With Difficult Customers During Covid-19 online course 10/6/21)	\$149.00	4100
192	Fusion Digital	Computer software	\$50.00	4090
193	High-Definition Genealogy, LLC	Professional services, programming (15 Habits of Highly Frugal Genealogists virtual program 9/22/21)	\$100.00	4408
194	Ingram	Library materials	\$57.73	4050
195	Library Journal/School Library Journal Professional Development	Conference/training (registration for 3 online courses: Evaluating, Auditing, and Diversifying Your Collection, 10/19-11/2; Read Woke, 11/9; Fostering an Antiracist Library Culture, 9/28-10/21/21)	\$696.96	4100
196	Midwest Tape	Library materials	\$498.11	4050
197	New York Genealogical & Biographical Society	Conference/training (registration for virtual New York State Family History Conference)	\$135.00	4100
198	Nora Pelish	Postage	\$22.00	4380
199	Penworthy	Library materials	\$547.78	4050
200	Showcases	Supplies, library processing	\$180.36	4576
201	Staples	Supplies, office	\$372.93	4570
202	T-Mobile	Library materials	\$2,286.01	4050
203	W.B. Mason	Supplies, office	\$256.63	4570
<b>Total</b>			<b>\$16,314.33</b>	

**September 10, 2021 voucher list**

<b>Fund</b>	<b>Fund total</b>
4050	\$10,488.45
4090	\$50.00
4100	\$1,139.96
4380	\$22.00
4408	\$150.00
4570	\$629.56
4576	\$3,834.36
<b>Grand Total</b>	<b>\$16,314.33</b>



## **Irondequoit Public Library**

Director's Report

Friday, September 10, 2021

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

#### **Weekend Hours**

The library will resume normal weekend hours for the fall season on Saturday, September 11.

#### **Irondequoit Rec Expanded Partnership**

I have drafted a document for the Finance Committee that outlines a potential roadmap to a more robust and unique relationship with Irondequoit Rec which includes multiple footholds in the new recreation center. The document, which I took great care to format like a menu, includes a list of services, programs, and partnerships that can be selected in an à la carte (pun intended) fashion as funding becomes available. I have included the document as an attachment.

On Friday, September 2 I met with Katrina Hall, Irondequoit Recreation Director, and Matt Krueger to formalize some of the partnership ideas we have been discussing informally within the library as well as ideas Katrina and I have previously discussed. Katrina has bought into all of the proposed services and partnerships in the document, and seems enthusiastic about this partnership offering a fresh start for two departments that have historically not always worked together closely.

Bob Kiley has indicated that the Department of Public Works would be willing to empty a library book drop located at the Rec Center and transport the contents back to the library's delivery room once a day.

Most of the Tier 1 and Tier 2 services can be easily implemented in early 2022. Tier 3 services will likely require additional funding, but offer some of the more enticing services that I believe will more easily appeal to outside donors and sponsors.

The "total cost" dollar amount at the bottom of each tier of library service indicate how much all proposed services in that tier will add to the 2022 budget.

#### **New York State Senator Samra Brouk: Childcare Town Hall Meeting**

New York State Senator Samra Brouk is postponing the childcare town hall meeting until later in the fall.

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

#### **Implicit Bias Training**

The Town of Irondequoit is wrapping up its implicit bias training. All library team members have participated in the training.

#### **October Town Board Meeting**

The Irondequoit Town Board will recognize Stephanie and Adriana for going the extra mile when helping the Daulat Family print and submit immigration forms at the October Town Board Meeting (Monday, October 19) during the employee spotlight portion of the meeting.

### **3. Facilities Report**

#### **Library Cleaning & Maintenance**

On Friday, September 3 John Perticone, Maria Vecchio, and Jason Vinette called a meeting with me to discuss custodial and maintenance at Irondequoit Public Library. In response to the ongoing labor shortage, the Department of Public Works will be outsourcing the custodial work at the library to a third party contractor. As of last week, there were 15 unfilled light laborer positions available that remain unfilled. The two custodial positions at the library are among them.



This change would result in one full-time custodial position and one part-time custodial position from the third party contractor being assigned to the library permanently. These positions would no longer be shared with other town facilities as before. Bob Kiley and Jason Vinette felt confident that this change would end the frequent turnover in our custodial positions.

During my time as the Library Director at the Gates Public Library, we had a similar relationship with a custodial contractor, which worked well but required occasional checking in on my part. I intend to keep in close communication with Bob Kiley during the transition to ensure that the quality of work is acceptable. There are many benefits to this type of arrangement, but diligence is required due to the addition of another organization into the workflow.

#### **HVAC Update**

Bob Kiley sent me the following update about our HVAC repairs:

“As discussed the other day, we hope to be able to either: 1. Drive down the overall cost of the project by working with our contract Monroe Piping and Sheetmetal and 2. Utilize all existing unencumbered funds within the building maintenance lines in an effort to drive down the total amount that the library would need to use from fund balance.”

#### **Meeting Room Sign**

The sign for room 216 commemorating Terry Buford has arrived.

#### **4. Monroe County Library System**

Andrea Guzzetta, Director of Monroe County Human Resources spoke about Civil Service and answer questions from directors at the last Director Council meeting.

Support for the legacy OverDrive ebook/audiobook app is being discontinued. Patrons who are able to upgrade are encouraged to upgrade to the Libby app.

#### **5. Personnel Report**

There were no personnel changes in the month of August.

#### **6. Financial Report & Vouchers**

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

#### **7. Correspondance**

The Ukrainian Federal Credit Union donated \$500 to the Irondequoit Public Library Foundation.

**Irondequitt Public Library**  
**Statistical Report to the Library Board**  
**September 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	3,838	3,986	10,826	28	27	453	833	0	996	4,901	13,120	3,648	35,175
July	7,069	4,195	5,613	12,150	34	31	487	879	101	1,027	5,871	12,092	10,576	38,566
August	2,803	4,570	6,260	12,417	22	38	662	1,150	148	1,093	6,178	11,545	17,552	37,197
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>30,840</b>	<b>100,108</b>	<b>73,618</b>	<b>1,239</b>	<b>192</b>	<b>11,085</b>	<b>4,700</b>	<b>8,548</b>	<b>6,949</b>	<b>88,122</b>	<b>83,657</b>	<b>261,498</b>	<b>234,086</b>
<b>Avg/Month</b>	<b>4,153</b>	<b>3,855</b>	<b>8,342</b>	<b>9,202</b>	<b>103</b>	<b>24</b>	<b>924</b>	<b>588</b>	<b>712</b>	<b>869</b>	<b>7,344</b>	<b>10,457</b>	<b>21,792</b>	<b>33,441</b>