

Irondequoit Public Library Board of Trustees
Monthly meeting (via teleconference)
Minutes of October 20, 2021

Call meeting to order: 6:34 pm.

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

Guests: Greg Benoit, library director; Matt Krueger, assistant director for youth and family services (staff liaison); Julia Fazio and Tyleea Panye-Harley, student representatives; Stephanie Schubmehl, library bookkeeper.

Approval of agenda: Approved.

Approval of minutes: September meeting minutes approved.

Attendance: Next meeting November 17, 2021, at 6:30 pm (via Zoom).

Public forum (comments submitted via email): Email received from a patron at the board Gmail address with a possible complaint about the library phone system; staff will get in touch for clarification. Multiple patrons have sent notes in praise of the Teen Tech Tutors program and outdoor storytimes. Adult services librarian Virginia Payne received flowers from a grateful patron whom she had assisted with a (successful) job search.

Welcome new trustee: Erin Dougherty joined the board this evening for her first meeting as a voting member.

Town board liaison report: No one from the town board was available to attend tonight's meeting, but Tyler has been in touch with acting supervisor Peticone by email. The new community center remains a major focus.

Foundation report: Fran Manion continues to play an active role on the finance committee. The Foundation had previously approved a funding request for staff laptops, but these will now be covered by the town under the American Rescue Plan Act. They look forward to finding other ways to collaborate with the board and library staff.

Friends report: No updates. A book sale fundraiser is still planned for November.

Staff liaison report

- This month's staff liaison was Matt Krueger, assistant director for youth and family services.
- Library staff are very happy with the appointment of Aaron Thibault as the library's new custodian and Kevin McCoy as evening cleaner. Patrons are already noticing their work.

- Children's librarians have switched the play area and the storytime room in the children's library, allowing families more room to spread out during storytime and helping to contain the noise and mess associated with toys. Feedback from patrons has been positive so far.
- For this year's Great Give Back, Amy Holland has coordinated with the Animal Service League to collect pet food and supplies at the library throughout October. Library clerk Claire LaDelia helped draw attention to the donation table with a photo display of staff members' cats.
- Update on completion of Shawn Dunwoody mural coming soon.

Community engagement committee

Sister libraries initiative

- Group members have reviewed the Provisional Memorandum of Understanding discussed at last month's meeting and are satisfied with the revisions. The group reiterated that it is not making a commitment of financial or library resources at this stage.
- Motion to approve the Provisional Memorandum of Understanding as submitted by the sister libraries group. Seconded. Motion carried.
- Kelly will confirm to the group that they have approval to move forward.

Student representatives

- The board welcomed Julia Fazio, attending her first meeting as a new student representative from Eastridge High School.
- Report from Julia: School year is going well so far. The fall play, *Little Women*, begins its run in December, and casting will be underway soon for the spring musical. Fall sports are wrapping up for the season.
- Report from Tyleea: Irondequoit High School held its homecoming recently. The school superintendent has launched a leadership initiative for students focused on investigating areas of need in the district.
- Greg encouraged both Tyleea and Julia to reach out if the library can support students in any areas of need.

Organizational development committee

Personnel updates

- Personnel report attached. Two veteran employees resigned this month, Ann Byron to retire and Lisa Buda for a position as a medical librarian. The library also hired three new part-time staff, all filling positions already accounted for in the 2021 budget.
- Motion to approve the hiring of Loretta Armstrong as a part-time library clerk, effective 10/4/2021. Seconded. Motion carried.
- Motion to approve the hiring of Catherine Budinger as a part-time library clerk, effective 10/18/2021. Seconded. Motion carried.
- Motion to approve the hiring of Sarah Knight as a part-time library assistant, effective 10/25/2021. Seconded. Motion carried.

Discussion: Policy on patron behavior

- This policy outlines patron conduct inconsistent with safe operation of the library.

- While already up for review at the last committee meeting, this policy is now being reexamined in light of a recent safety incident. Police were called to the library after a patron entered a staff work area and refused to leave, which led to alcohol being found on his person. He was ultimately barred from the library for one year. Greg commended library staff, as well as the responding police officers, for their professional and compassionate handling of the situation.
- A discussion followed of potential opportunities to enhance staff safety. Possible recommendations included:
 - Clarify procedure for warning a patron that their behavior could lead to their being asked to leave or barred from the library.
 - Establish a clear process for staff to follow if a barred patron returns to the library, and clarify that doing so constitutes trespassing.
 - Outline an appeals process for lifting bans.
 - Streamline process for communicating emerging safety issues to the library director and other staff, including information about incident reports submitted and corrective actions taken. This applies to maintenance, public health, weather, and other concerns as well as patron behavior.
- The board will vote on any substantive policy changes at the next meeting.

Finance committee, vouchers, financial report

Financial report

- Revenue: These reports reflect revenue as of September 30. Three-quarters of the way into 2021, the library has collected 73.5 percent of anticipated revenue for miscellaneous income, 89.8 percent for library charges, and 79.2 percent for the public copier. The print station took in \$1876, its highest monthly total all year. Overall revenue collection now stands at 98.5 percent.
- Expenses: On the personnel line, Sunday hours resumed for the first time since March 2020, so we are just now beginning to dip into the overtime budget. Impact from the increased open hours has otherwise been minimal as the library was still operating with multiple vacancies for most of the month. No new expenditures were posted this month for HVAC repairs or on the maintenance chargeback line, and other substantial payments are still coming up. With those caveats, we've now spent 65.5 percent of our total budget, which breaks down to 67.9 percent for salaries, 64.6 percent for materials, and 44 percent for services and supplies.

Vouchers

- Vouchers of note: #217, Rick Stromoski (virtual cartooning program for tweens and teens); #221, Amazon (audio recording equipment for use in Maker's Lab); #235, New York Library Association (payment for multiple staff to attend 2021 conference).
- Motion to approve September 2021 interim vouchers. Seconded. Motion carried.
- Motion to approve October 2021 vouchers. Seconded. Discussion: The first item on voucher #231, for Fusion Digital, is computer equipment for use with the camera system being purchased with 2021 bullet aid. Finance committee will seek guidance from the town comptroller on how to handle payment. T-Mobile (voucher #239) is still billing Irondequoit for monthly data charges, but we plan to deactivate most of our hotspots once MCLS

expands its hotspot lending program within the next few months. Greg will get clarification on dates. No further discussion. Motion carried.

Facilities: The town was able to hire two new custodial staff for the library rather than having to go through a contractor. Both are working out well.

2022 budget

- Tonight's town board workshop had to be rescheduled. Tyler will be in touch once a new date is set, but expects a smaller group to attend due to the shorter notice.
- A small portion of the proposed community center partnership budget was moved forward. The library can now pursue funding through grants and/or the Foundation for the remainder.
- The town has revised down its estimate for HVAC repair costs.

Youth fine and fee elimination pilot program metrics

- Matt delivered his first quarterly report on metrics of success outlined when the pilot program was proposed.
- Circulation remains down systemwide, making it difficult to draw any firm conclusions, but children's and teen items appear to be making up a larger share. Patrons are still returning the vast majority of items they check out, and the number of blocked accounts has gone down. Overall, the initial statistics look promising, although Matt emphasized that data gathering is still in the early stages.
- Susan noted recent news that the New York Public Library System had eliminated fines for all age groups, including preexisting ones. Information about similar initiatives underway in other library systems will appear in future quarterly reports.

Technology updates: All bids for the redesigned library website are in and have been reviewed by staff. Phil will follow up with his recommendations.

Old business

MCLS Document of Understanding

- Adam Traub has sent responses to questions from the board. The latest version of the DoU is posted in the October meeting folder for review.
- Motion to approve the MCLS Document of Understanding for 2022-2024. Seconded. No further discussion. Motion carried with two objections.

Director's report: Attached.

Review of meeting action items

- Community engagement committee to follow up on collection diversification initiative.
- Greg to follow up on gathering feedback from ICARE. He will also share a copy of the white paper with Rachel, as she was not yet part of the board at the project's outset.

President's remarks: Thanks to everyone who came out for tonight's town board workshop. Even though the workshop was unable to proceed, attendance sent a strong message of support

for the library. Thanks as always to all library board committees for their hard work and to library staff for their professionalism during complicated times.

Adjournment: Motion to adjourn at 8:16 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Rachel Snyder



(THANK YOU for improving my life!)

Oct 5'21

Dear Director,

I would like to give a hearty SHOUT OUT to the Teen Tech Tutor program.

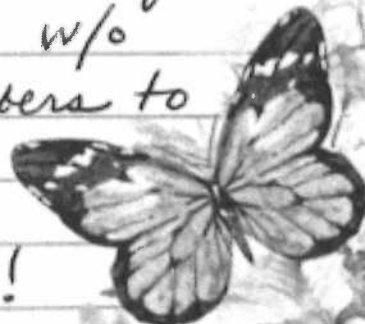
I learned about this in my periodic library email + so grateful for!

Nick + gianna are THE BEST! They are patient, kind, knowledgeable + witty. They have assisted me with phone, laptop + GPS issues. I almost look upon them as family we have so much fun together!

This program is an absolute blessing for those of us "tech challenged" w/o family members to assist.

I am so grateful!

anne sprout



Mr. Matt & Mrs. Army,

Thank you so much for
hosting outdoor story times
this summer. This was
one of the places we
could feel safe taking
Grant, and he has looked
forward to it every
week! Thanks for making
this welcoming space
in spite of wild
circumstances!

♥ Grant &

Mrs. Growns,

Heath & Bunny

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 _____

Irondequoit Public Library Director signature & date
(Partner name)

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

Organizational Development Committee
October 2021 Employee Changes

Loretta Armstrong

New Hire: Part-Time Library Clerk

Notes: Loretta Armstrong is a retired school psychologist who has prior experience working in elementary and high schools in the Rochester City School District. She also has experience working at the Finger Lakes Developmental Disabilities Service Office where she was a psychologist on an interdisciplinary team serving families and group homes. Loretta is an Irondequoit resident. This position is budgeted for in the 2021 budget with Loretta filling the position vacated by Mary Brett

Catherine Budinger

New Hire: Part-Time Library Clerk

Notes: Catherine comes to Irondequoit Public Library with a strong background working in jobs that promote books and reading. She has previously worked at the Barnes & Noble Greece location, and most recently worked at the Greece Public Library as a Library Clerk. This position is budgeted for in the 2021 budget with Loretta filling the position vacated by Angelina DiMascio.

Sarah Knight

New Hire: Part-Time Library Assistant

Notes: Sarah Knight is a native of York, PA who moved with her family to Rochester just after the start of the pandemic. Sarah is an educator with a BS in Education and an MS in Diversity & Equity in Education. She most recently worked in a classroom at the JCC Rochester Wolk School. Prior to moving to Rochester, she was a second and third grade teacher in the Northern Tioga School District in Pennsylvania. This position is budgeted for in the 2021 budget and was most recently vacated by Steven Shon.

Ann Byron

Resignation: Part-Time Library Clerk

Notes: Ann leaves Irondequoit Public Library to pursue other opportunities. She is well liked among the library team, is viewed as a reliable and helpful coworker, and will be missed.

Lisa Buda

Resignation: Full-Time Library Assistant – Circulation Desk Supervisor

Notes: Lisa leaves Irondequoit Public Library to take a position as a medical librarian at Rochester General Hospital. Lisa has previously worked at Irondequoit Public Library as a part-time Library Assistant where she assisted with training patrons in the use of Maker's Lab equipment. Lisa was also instrumental to developing and implementing our curbside pickup service along with a number of other

substantial projects related to the pandemic. Lisa will be missed, but we are all excited for her that she has accepted a position that will make use of her MS in Library Science.

The search for a replacement is already underway. Synn Lymn has agreed to help orient Lisa's replacement along with Hana, the Assistant Circulation Supervisor.

POLICY ON PATRON BEHAVIOR IN THE IRONDEQUOIT PUBLIC LIBRARY

These guidelines are designed to promote the comfort and security of library patrons and staff, and to protect and preserve the physical collection and property of the library.

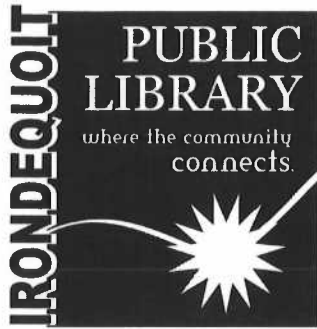
While on the library premises, patrons are expected to engage in activities consistent with the operation of a public library. The librarian on duty shall determine what constitutes behavior inconsistent with library operations regardless of gender, age or other social classification.

The following activities or conduct are inconsistent with the operation of the library and are prohibited:

1. The making of loud or distracting sounds or noises that annoy or inconvenience staff or other library users.
2. Sleeping.
3. Smoking or the use of tobacco products in any form. Also, the use of e-cigarettes or any other electronic or non-electronic smoking devices.
4. The making of gestures or motions (including staring) that annoy or inconvenience staff or other library users.
5. Running or jumping or skipping.
6. Defacing or mutilating library materials or property.
7. Possession of any alcoholic beverage or controlled substance.
8. Presence in the library while appearing to be intoxicated or impaired, whether from the use of alcohol, substances or both.
9. Behavior, including use of obscene or abusive language that annoys or alarms staff or library patrons.
10. Loitering; defined as lingering in an aimless way, singly or in groups, so as to impede or interfere with patrons' use of library facilities.
11. Entering the library without wearing a shirt and footwear.
12. Any illegal activities.

VIOLATION OF THESE RULES, AS DETERMINED BY THE LIBRARIAN ON DUTY, WILL RESULT IN EXPULSION FROM THE LIBRARY.

Adopted by the Board of Trustees of the Irondequoit Public library 2/19/87. Last amended 08/16/17.



Date: October 11, 2021

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

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

Mr. [REDACTED]

[REDACTED]
Rochester, NY 14617

All visitors to the Irondequoit Library are expected to abide by the Patron Code of Conduct (Irondequoit Public Library Policy on Patron Behavior).

Please be advised you are receiving this notice of suspension due to your violations of the Irondequoit Public Library Policy on Patron Behavior. Your violations of this policy have resulted in a twelve (12) month barring from entering the Irondequoit Public Library. This means that you may not enter the Irondequoit Public Library for a period of twelve months effective on Monday, October 11, 2021, through Tuesday, October 11, 2022. If you enter the library before the return date, the police will be called and charges may be filed for trespassing.

There have been several instances of questionable behavior through the past two weeks, however your actions on Saturday, October 9, 2021 are a clear violation of the aforementioned policy. On Saturday, October 9, 2021, you refused to leave the library at closing when instructed to do so by library staff. The police were called and were able to determine that you were intoxicated and had been consuming alcohol at the library throughout the day.

Furthermore, you entered the enclosed employee only workspace behind the second-floor reference desk after you were asked repeatedly to refrain from entering the area by library staff. This action, combined with your visible intoxication, caused the library staff to become frightened for their personal safety.

Please be advised that according to library regulations, "members of the public are expected to behave in an orderly manner which is conducive to the proper operation of the library." New York State Education Law S262, "Use of Public and Indian Libraries," cites that library trustees shall have the authority to exclude any person who willfully violates such rules. A copy of the Irondequoit Public Library Policy on Patron Behavior is also included for your information.

If you would like to discuss further the circumstances of this situation you may do so by contacting the Irondequoit Public Library Director within ten (10) days of receiving this letter. This can be sent to the Irondequoit Public Library, 1290 Titus Ave, Rochester, NY 14617, emailing Irondequoit@libraryweb.org.

At the end of the twelve-month period, on October 11, 2022, you may be readmitted to the Irondequoit Public Library barring any additional incidents and provided you agree to follow the enclosed rules of conduct.

Greg Benoit
Library Director
Irondequoit Public Library

IRONDEQUOIT PUBLIC LIBRARY

9/30/2021

REVENUE

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021	2021 %
			ACTUAL	ACTUAL					YTD SEP 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	\$34,157	\$12,318	73.5%
0	0005-2082	Library charges (overdue & lost fines)	\$82,044	\$79,862	\$76,681	\$67,370	\$32,500	\$32,900	\$29,550	\$3,350	89.8%
0	0005-2655	Copier receipts	\$1,963	\$2,125	\$2,471	\$3,709	\$1,481	\$3,130	\$2,481	\$650	79.2%
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					\$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	\$2,604,761	\$39,652	98.5%

EXPENSES

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021	2021 %
			ACTUAL	ACTUAL					YTD SEP 21	BALANCE	
1		Salaries	\$993,483	\$934,119	\$998,983	\$983,163	\$964,129	\$1,024,354	\$695,982	\$328,372	67.9%
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	\$114,980	\$63,020	64.6%
4		Services & supplies	\$215,080	\$318,641	\$354,003	\$329,561	\$342,006	\$407,135	\$179,139	\$227,996	44.0%
4		Contingency - contracted services				\$0	\$0	\$0	\$0	\$0	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	\$275,451	\$170,773	61.7%
Subtotal - expenses			\$2,008,644	\$2,285,707	\$2,320,946	\$2,485,140	\$2,518,450	\$2,679,213	\$1,755,724	\$923,489	65.5%

Cash receipts summary

9/30/2021

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	\$1,649.08				\$15,340.64
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	\$993.25				\$11,309.41
BFR (cash)	\$72.97	\$53.00	\$70.98	\$99.99	\$122.84	\$40.00	\$78.00	\$93.88	\$93.93				\$725.59
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	\$2,353.05				\$18,512.47
Misc. (cash)	\$63.64	\$1,760.34	\$230.62	\$89.86	\$1,017.66	\$551.93	\$182.82	\$740.95	\$164.94				\$4,802.76
Misc. (credit)	\$5.60	\$2.00	\$18.20	\$7.73	\$13.09	\$12.00	\$24.11	\$19.88	\$11.00				\$113.61
Refund prior year													\$0.00
Copier	\$184.00	\$174.50	\$347.00	\$321.00	\$210.00	\$248.00	\$287.00	\$424.00	\$285.00				\$2,480.50
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	\$1,074.40				\$6,227.97
Print station (credit)	\$233.55	\$196.80	\$395.23	\$446.40	\$349.00	\$838.10	\$628.00	\$611.10	\$802.00				\$4,500.18
Interfund transfer				\$40,000.00									\$40,000.00
Total	\$5,362.25	\$6,367.59	\$6,195.65	\$46,965.40	\$7,301.45	\$7,833.48	\$13,224.66	\$8,576.21	\$7,426.65	\$0.00	\$0.00	\$0.00	\$109,253.34

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	\$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	\$2,353.05
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	\$18,512.47

CHASE ACCOUNTS

SEPTEMBER 2021

NON-PUBLIC FUNDS MMDA ***9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2021	Opening balance			\$34,144.78
9/30/2021	Interest	\$0.84		\$34,145.62

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2021	Opening balance			\$6,796.04
9/30/2021	Interest	\$0.17		\$6,796.21

CHECKING ***7700**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2021	Opening balance			\$1,555.09
9/30/2021	No transactions			\$1,555.09

September 22, 2021 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
204	Alliance Entertainment	Library materials	\$331.40	4050
205	Amazon (supplies account)	Professional services, programming (2-minute timer for adult book discussion group)	\$15.98	4408
206	Baker & Taylor	Library materials	\$1,169.83	4050
207	Baker & Taylor Entertainment	Library materials	\$601.35	4050
208	Barnes & Noble	Professional services, programming (titles for book discussion kits)	\$638.24	4408
209	Brodart	Supplies, library processing	\$300.72	4576
210	Rachel Cheman	Professional services, programming (ASL interpretation for book discussion group 8/30/21)	\$50.00	4408
211	Findaway	Library materials	\$614.87	4050
212	Image360	Printing services	\$84.89	4390
213	Ingram	Library materials	\$27.49	4050
214	OverDrive	Library materials	\$667.64	4050
215	Scholastic	Professional services, programming (giveaway books for children's events)	\$488.75	4408
216	Staples	Supplies, office	\$115.16	4570
217	Rick Stromoski	Professional services, programming (teen/tween virtual cartooning program on 10/27/21)	\$250.00	4408
218	W.B. Mason	Supplies, office	\$154.60	4570
Total			\$5,510.92	

September 22, 2021 voucher list

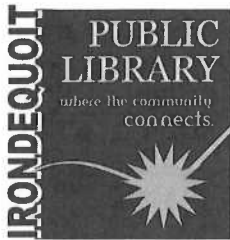
Fund	Fund total
4050	\$3,412.58
4390	\$84.89
4408	\$1,442.97
4570	\$269.76
4576	\$300.72
Grand Total	\$5,510.92

October 20, 2021 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
219	Alliance Entertainment	Library materials	\$268.92	4050
220	Amazon (materials account)	Library materials	\$114.45	4050
221	Amazon (supplies account)	Supplies, other	\$27.74	4650
221	Amazon (supplies account)	Supplies, office	\$195.98	4570
221	Amazon (supplies account)	Professional services, programming (audio recorders for maker's lab)	\$498.00	4408
221	Amazon (supplies account)	Supplies, library processing	\$49.98	4576
222	Baker & Taylor	Library materials	\$9,750.47	4050
223	Baker & Taylor Entertainment	Library materials	\$1,290.66	4050
224	Barnes & Noble	Library materials	\$45.29	4050
225	Linda Bowers	Professional services, programming (fabric pumpkin craft program on 10/20/21)	\$170.00	4408
226	Brodart	Supplies, library processing	\$416.39	4576
227	Cengage	Library materials	\$152.94	4050
228	Rachel Cheman	Professional services, programming (ASL interpretation for adult book discussion group, 9/27/21)	\$50.00	4408
229	Demco	Supplies, office	\$315.51	4570
229	Demco	Supplies, library processing	\$34.08	4576
230	Fonte Surgical Supply	Miscellaneous expenses	\$59.95	4360
230	Fonte Surgical Supply	Supplies, other	\$160.00	4650
231	Fusion Digital	Computer hardware	\$976.54	2030
231	Fusion Digital	Computer software	\$50.00	4090
232	Image360	Printing services	\$145.36	4390
233	Library Ideas LLC	Library materials	\$474.35	4050
234	Midwest Tape LLC	Library materials	\$823.33	4050
235	New York Library Association	Conference/training (NYLA annual conference registration for three staff members)	\$447.00	4100
236	Online Labels	Supplies, office	\$39.62	4570
237	Elena Ruiz	Reimbursement--lost and paid/found and returned library item	\$19.99	2082
238	Staples	Supplies, office	\$357.20	4570
239	T-Mobile	Library materials	\$2,018.50	4050
240	W.B. Mason	Supplies, office	\$284.85	4570
Total			\$19,237.10	

October 20, 2021 voucher list

Fund	Fund total
2030	\$976.54
2082	\$19.99
4050	\$14,938.91
4090	\$50.00
4100	\$447.00
4360	\$59.95
4390	\$145.36
4408	\$718.00
4570	\$1,193.16
4576	\$500.45
4650	\$187.74
Grand Total	\$19,237.10



Irondequoit Public Library
Director's Report
Wednesday, October 20, 2021

**1. Irondequoit Public Library
Safety Incident**

I have included a redacted copy of a barring letter that was sent to a library patron who was removed from the library for public intoxication and entering the employee workspace. This individual had been behaving strangely in the library throughout the last two weeks, but had done nothing that had violated the Policy on Patron Behavior.

I had Tyler and Cicely review the barring letter and make revisions prior to sending it to the patron. The Organizational Development Committee also reviewed the Policy on Patron Behavior at our October meeting.

This is the first time I have enacted the process to bar a library patron as Library Director at this library, and the first time a regular patron has caused recurring disruptions since reopening after the pandemic lockdown. Ultimately the right thing happened and no one was hurt. However, at points in time during the process I could tell that myself and the team were not always confident that we knew what step to proceed to next if the behavior escalated.

To address the unease that I and others on the team felt, I have assembled a committee made up of individuals with different roles and titles to review the documentation and internal communication leading up to the incident where the police were called. This incident will also be reviewed at the Board level by the Organizational Development Committee.

Any recommendations that require board action will be communicated with the appropriate committees. Changes to operations and procedures will be communicated to the board, and will ultimately become a part of the Emergency Response Plan that Matt Krueger is developing.

Irondequoit Rec Expanded Partnership

The Supervisor Perticone has asked for some revisions to the library's 2022 budget as a part of the ongoing budgeting process. It is not uncommon for Supervisors and/or Comptrollers to ask for a second round revisions.

The budget for the library's partnership with the Recreation Center now includes funds for an onsite book drop, a curated collection of children's book for the child care section, and mileage reimbursement for trips between the two buildings. Most importantly, the 2022 Library Budget still includes funding for the restoration of one part-time library assistant, a position that is instrumental to enabling the library to deploy services at offsite locations.

Although the budget for this initiative has been reduced, I feel that we have a solid foundation to begin building out more thoughtful and integrated programs in partnership with Irondequoit Rec moving forward.

Maker's Lab Audio Recording Equipment

Two professional four track audio recorders (Zoom H4n Pro Handheld Recorder) have been purchased for the library's Maker's Lab. These devices are easy to use and will allow users to quickly record high quality audio for podcasts or Story Corps style oral and family histories. For reference, these devices are capable of producing higher quality recordings than the initial run of the popular podcast, *My Favorite Murder*.

These devices were purchased with our existing budget for the Maker's Lab, and were identified with the help of a community volunteer, Irondequoit resident and library user, Matt Knotts. Matt is an audio engineer and produces a number of local podcasts, most notably the podcast hosted by the popular local artist, Magnus Apollo.

Matt has graciously offered to help John and the Maker's Lab team draft user instructions. I also hope to have him host an orientation class on podcasting and recording oral/family histories for library patrons after the user materials have been assembled.

A companion collection of "how to..." materials on podcasting, interview questions, and oral histories will also circulate with the handheld recording devices. I am also working with the team to identify sound dampening baffles that will be discreetly affixed to the walls in the small study rooms and matched to the color of the walls. These low cost features, combined with the audio tracking technology in the handheld recording devices will enable library users to produce a professional quality podcast in near studio like conditions.

2022 Women's History Month

Myself and Tamara Denysenko of the Ukrainian Federal Credit Union have sent a jointly drafted letter to Deborah Hughes, President and CEO of the Susan B. Anthony house. The Irondequoit Public Library and UFCU have proposed to host an event and display highlighting Susan B. Anthony that would follow a format similar to the successful *Waves of Community* event this fall.

The letter was shared with the Community Engagement Committee and if the event moves forward, I would like to work with that committee to enhance the event and display and to ensure the event is well publicized.

2. Town of Irondequoit

Reimagining the Backyard: Town Hall Master Plan Project

The Town of Irondequoit has unveiled two proposed plans for reimagining the Town Hall campus. Both plans would radically alter the concrete landscape behind the library, and see it turned into a park with paved walking paths, playgrounds, additional parking, and a permanent fixture for the farmer's market.

The proposals were drafted with the input of community members and town employees. There are a number of features that the designers had included with the hope that the library would make use of those spaces in novel ways; I am looking forward to mindfulness/meditation classes and yoga classes in the sculpture garden.

The two proposed plans do not require a tax increase, and can be viewed at irondequoit.org/backyard.

November Town Board Meeting

The date for the employee recognition of Stephanie and Adriana has been rescheduled for November due to a schedule conflict with the October town employee recognition.

3. Facilities Report

Library Cleaning & Maintenance

Our two new custodians, Aaron and Kevin, have started. The library looks cleaner than it ever has, and we are off to a fantastic start with our new team members.

Curbside Pickup Parking Space

The metal curbside pickup parking sign has arrived. A request to mount it to a poll at a parking space adjacent to the crosswalk has been sent to the maintenance department.

4. Monroe County Library System

Josh Jensen, NYS Assembly member for District 134 and ranking member of the Assembly Committee on Libraries attended the most recent Director Council meeting where discussed Assembly efforts to restore funding for public libraries in New York State.

5. Personnel Report

The Personnel Report has been included as an attachment.

6. Financial Report & Vouchers

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

7. Correspondance

Several library patrons took it upon themselves to send letters thanking the library team as well as the Teen Tech Tutors. I have included scans of the letters.

Additionally, A college professor at Monroe Community College, Lori Moses, the Chairperson for the Visual and Performing Arts Department has been a regular participant in our revamped lineup of genealogy programs. Lori reached out to express how much she has enjoyed the genealogy classes during this difficult time, and to share how impressed she is with Nancy Cowan's expertise and work coordinating speakers.

Irondequoit Public Library
Statistical Report to the Library Board
October 2021

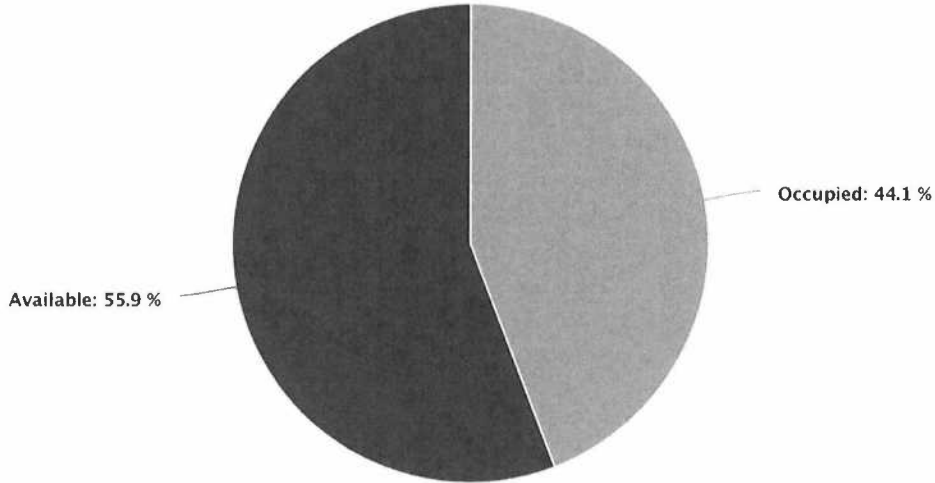
Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Wi-Fi Usage		Circulation	
	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020	2021
Year														
January	7,896	3,804	19,091	6,601	385	20	2,572	437	2,778	650	12,356	8,198	43,121	30,507
February	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	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	4,068	6,807	11,543	14	46	178	821	366	1,163	6,658	11,487	22,874	33,535
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	34,908	100,108	85,161	1,239	238	11,085	5,521	8,548	8,112	88,122	95,144	261,498	267,621
Avg/Month	4,153	3,879	8,342	9,462	103	26	924	613	712	901	7,344	10,572	21,792	33,453

Meeting and Study Room Reservations September 2021

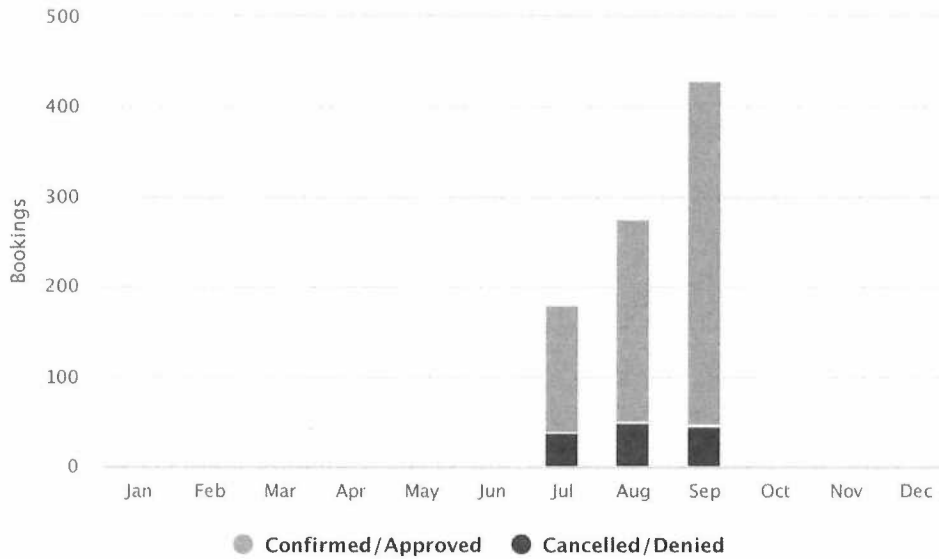
With increased use of our second floor Study Rooms, room reservation statistics will be reported separately for each floor.

Study Rooms (Second Floor)

Aggregate Occupancy Ratio for
Wednesday, September 1, 2021 to Thursday, September 30,
2021



Study Rooms Monthly Booking Statistics

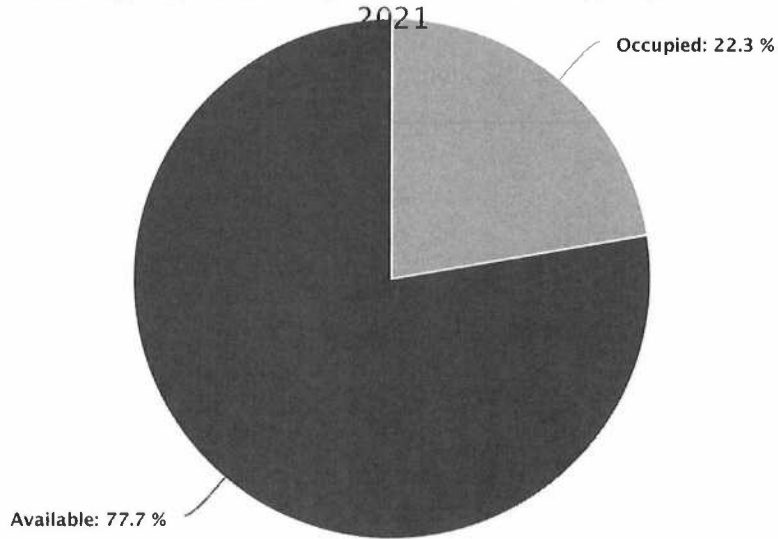


July 2021: 140 confirmed/approved bookings, 19.5% occupancy
August 2021: 226 confirmed/approved bookings, 28.7% occupancy
September 2021: 385 confirmed/approved bookings, 44.1% occupancy

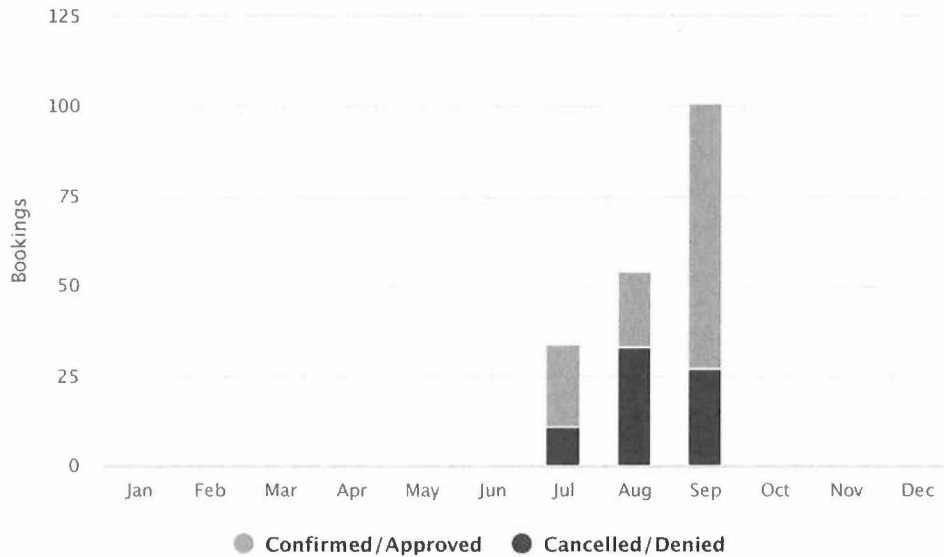
Average Booking Duration for September 2 hours 14 minutes

Meeting Rooms (First Floor)

Aggregate Occupancy Ratio for
Wednesday, September 1, 2021 to Thursday, September 30,
2021



Meeting Rooms Monthly Booking Statistics



July 2021: 23 confirmed/approved bookings, 12.2% occupancy

August 2021: 21 confirmed/approved bookings, 5% occupancy

September 2021: 74 confirmed/approved bookings, 22.3% occupancy

Average Booking Duration for September 2 hours 56 minutes