

Irondequoit Public Library Board of Trustees
Monthly meeting (via teleconference)
Minutes of November 17, 2021

Call meeting to order: 6:35 pm.

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

Guests: Greg Benoit, library director; Amy Holland, children's librarian (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Phil Harriman.

Approval of agenda: Approved.

Approval of minutes

- October 2021 meeting minutes approved.
- Motion to amend minutes of September 10, 2021 to reflect that the board voted during executive session to increase Greg Benoit's vacation time to 24 days per year, effective January 1. Seconded. Motion carried with one abstention.

Attendance: Next meeting December 15, 2021 at 6:30 pm.

Public forum (comments submitted via email): No communication other than a spam message sent to the board email address.

Town board liaison report: No town board liaison for this meeting. The town is preparing to make the transition to a new town supervisor. Tyler will set up a meeting with incoming supervisor Rory Fitzpatrick to orient him to the library.

IPL Foundation report: No updates. Fran Manion continues to be a valuable asset to the finance committee.

IPL Friends report: No updates. Reminder that a Friends book sale and fundraiser is scheduled to coincide with the art club show this year.

Staff liaison report

Staff training day: Held on Veterans Day, with the library closed to the public. Training sessions focused on customer service, handling difficult situations, and the library's new emergency response plan.

Community Health Inclusion Initiative: Rochester Accessible Adventures has begun work with a team of five staff. At its first meeting, the team examined organizational culture and began taking measurements in the building to gauge physical accessibility. Future sessions will analyze library programs and materials. This will be a yearlong effort culminating in a strategic inclusion plan written with RAA's support.

Forever hold cards: Amy reported that circulation staff are getting many questions about selling hold cards for the winter holidays. A motion was made to add discussion of hold cards for sale to the meeting agenda. Seconded. Motion carried.

Community engagement committee

Women's History Month: The committee is in discussion with Susan B. Anthony House about hosting a display at the library in spring 2022.

Collection diversification: With multiple vendors now offering this as a service, paying a vendor to assess the collection now appears to be the best option. The board can explore funding opportunities once a specific vendor is identified. Greg or Tyler will ensure Kelly has access to the white paper and other documentation from this project's inception.

Sister libraries initiative: The group has made contact with a representative from Roma Public Library and will hold their first Zoom meeting next week.

Organizational development committee

- Rachel and Cicely met briefly to discuss personnel updates and the library's emergency response plan. Discussion of changes to the policy on patron behavior was tabled pending the outcome of consultations with the town attorney and other parties.

Personnel updates

- As outlined in documents shared with the committee, a new plan has been proposed to fill the library's vacant circulation supervisor position. While this position was previously held by a library assistant, few candidates are available from the current civil service list. Filling the position from the clerk list would give access to a far larger pool of candidates, including internal ones.
- As the role is a supervisory one, it is proposed that a librarian oversee the circulation desk. The proposed full-time clerk would work in circulation and play a role in training new employees, but also take over some technology-related responsibilities. Effectively, the library would exchange a full-time library assistant position for a full-time clerk position, at a substantial cost savings. Librarians oversee the circulation desks at the Brighton and Greece libraries, so this model would not be unique within MCLS.
- Motion to change the library's organization chart to appoint a librarian to oversee personnel at the circulation desk and shift technology troubleshooting responsibilities to a full-time library clerk position. Seconded. Motion carried.

Finance committee, vouchers, financial report

Financial report

- Revenue: With two months left in the year, the library is on track to meet or exceed projected revenue for 2021, particularly once grant funds for youth fine and fee elimination are transferred. On the miscellaneous income line, the library bookstore had another great month in October, with sales well above October 2019. This month's reports also reflect a larger-than-expected state aid check. Overall, revenue collection is now at 82.4 percent for miscellaneous income, 99.2 percent for library charges, and 87.3 percent for copier receipts.
- Expenses: As of October 31, the library has spent 75.4 percent of our budget for salaries, 72.4 percent for library materials, and 49.2 percent for services and supplies. Services and supplies spending appears artificially low due in part to a delay posting expenditures to the maintenance chargeback line (General & Administrative Charges, 005.7410.4920). Per the comptroller's office this will be updated in the November report. All interest and principal payments on debt are in for the year.

Vouchers

- Vouchers of note: #252 (interim voucher list), Monroe County Library System: MCLS member cost share for July – December 2021. #257 (interim voucher list), T-Mobile: Monthly hotspot data charges for October. Future invoices will be substantially lower as Irondequoit's hotspot lending program winds down. #266 (regular voucher list), Monroe County Library System: UMS charges for May – October 2021. This is our share of the payment MCLS sends to Unique Management Services, the agency that handles collections systemwide.
- Motion to approve November 2021 interim vouchers. Seconded. Motion carried.
- Motion to approve November 2021 monthly vouchers. Seconded. Motion carried.
- Library bookkeeper, director, and treasurer will coordinate to prepare another set of interim vouchers prior to the December board meeting. The two interim voucher lists at year-end will be standard practice going forward.

Hold cards

- Sale of forever hold cards requires a vote by the board, as there is a slight financial impact. Purchasers receive a discount of \$0.20 per hold. In past years these have been a popular holiday gift.
- Motion to authorize sale of hold cards at \$6 for 20 holds with no cap on the number of cards issued. Seconded. Motion carried.

HVAC repairs update

- Work is complete on three of the library's five units and close to getting underway on the final two, giving the town a more complete picture of the final cost. Bob Kiley now estimates that up to \$8,000 more may be needed for 2021. After consulting with the town comptroller, it was determined this amount could be withdrawn from the library fund balance without dipping below the required minimum, and this is the course the finance committee recommends. Any budget surplus from 2021 will be rolled back into the fund balance once the year is closed out.
- Motion to withdraw up to \$8,000 from the library fund balance to cover the cost of remaining HVAC repairs. Seconded. Discussion: In response to a question from Susan, Collene

clarified that the library's entire \$10,000 contingency fund for 2021 has already been allocated for HVAC repairs. This was approved in a vote at the August board meeting. No further discussion. Motion carried.

2022 budget

- Greg, Tyler, and Collene presented an overview of the library's proposed 2022 budget at a rescheduled workshop meeting with the town board and interim supervisor. Discussion focused largely on funding the remaining HVAC repairs, as well as a small adjustment to the personnel budget to cover promotion for an eligible staff member. The group emphasized the library's fiscal responsibility and willingness to work with other town departments in support of the community.
- Several board members, along with Greg and Matt Krueger, were also present at a public hearing for the entire town budget on November 4. Budgets for both the library and the police department came under increased scrutiny, but the town board ultimately passed the budget at its meeting on November 16. The library board will still need to vote to adopt the budget at its December meeting.
- Tyler noted that this year's budget discussions highlight the need for an ongoing conversation about what the library does for the community and why it is so important.

Technology updates

Library website

- After reviewing quotes from multiple vendors, the team has selected Mason Digital to update the library website at an estimated cost of \$12,920. Work is expected to take about four months and can begin as soon as bullet aid funds are in place.
- Greg has contacted Sarah Clark's office to request more detailed guidelines for reporting bullet aid expenses.

Old business: Covered elsewhere.

New business

2021 holiday calendar: As the library will not be open on Saturday 12/25 or Monday 12/27, it was determined that Sunday 12/26 should also be designated as a closed day. Motion to amend the 2021 holidays and closings schedule to close the library on Sunday 12/26. Seconded. Motion carried.

2022 holidays and closings schedule

- Proposed 2022 holidays and closed dates were shared with Amy Holland at this meeting. She will review to ensure consistency with the union contract. It was recommended that the library close on Sunday 1/2, as this date also falls between two closed days.
- The board considered the feasibility of referring to closed days surrounding Christmas and Easter by their dates rather than using the names of religious holidays that not everyone in the community observes. Discussion focused on how best to expand inclusivity while minimizing confusion for patrons. It was noted that Christmas and Christmas Eve are named

in the union contract, and that similar terminology is used in many local school districts. Greg and Amy will request feedback from library staff on potential changes.

- Motion to provisionally approve the list of 2022 holidays and closings, pending review by collective bargaining unit, with further discussion of nomenclature to be deferred until the next meeting. Seconded. Motion carried.

Board retreat

- Still planned for January 2022. Best practice is to schedule two four-hour blocks rather than one eight-hour day.
- Tyler will set up a shared document on Google Drive for proposed topics of discussion, one of which will be a detailed look at the budgeting process, and work with Rachel on sending out potential dates and times. Collene expressed willingness to attend if needed.

Director's report: Attached.

Review of meeting action items

- Review naming conventions for closed dates
- Dates for board retreat

President's remarks

- Tyler noted that this will be Cicely's last board meeting, as she is moving on to a new professional opportunity in Florida. Cicely has been a major asset to the organizational development committee during her tenure, particularly in developing the onboarding process for new trustees, and Tyler expressed gratitude for her knowledge, experience and perspective in the vice president role. Cicely thanked the library board and staff for their passion, dedication, and commitment to serving every individual in the community.

Adjournment

- Motion to adjourn to executive session at 8:22 pm to discuss the employment of a particular person or persons. Motion carried.
- Motion to come out of executive session at 9:07 pm. Motion carried.
- Meeting adjourned at 9:08 pm.

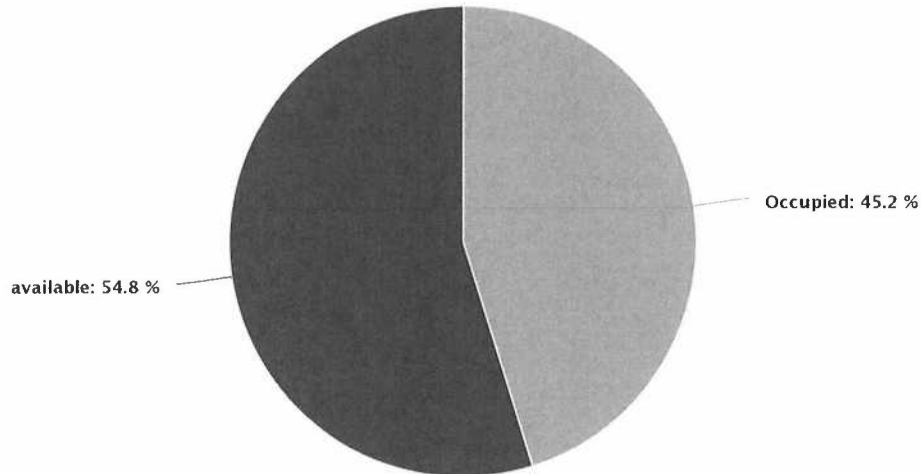
Respectfully submitted by,
Stephanie Schubmehl
For board secretary Rachel Snyder

Meeting and Study Room Reservations October 2021

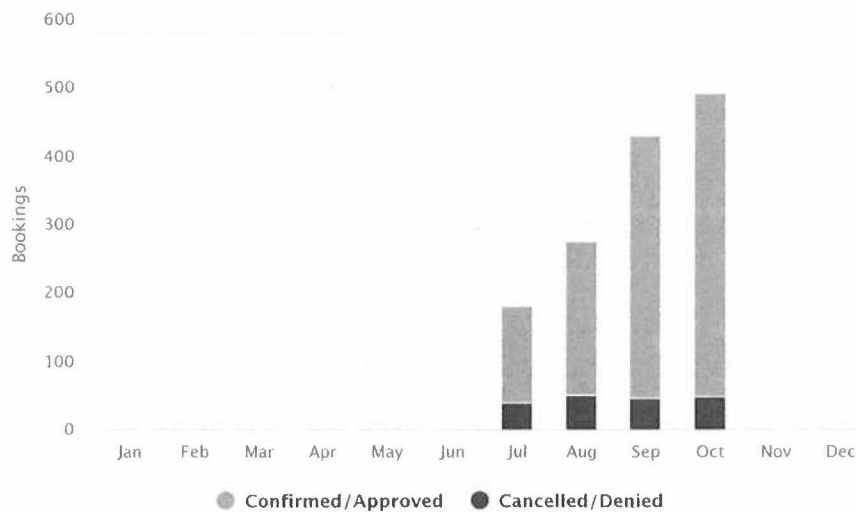
Room reservation statistics are reported separately for each floor.

Study Rooms (Second Floor)

Aggregate Occupancy Ratio
Friday, October 1, 2021 – Sunday, October 31, 2021



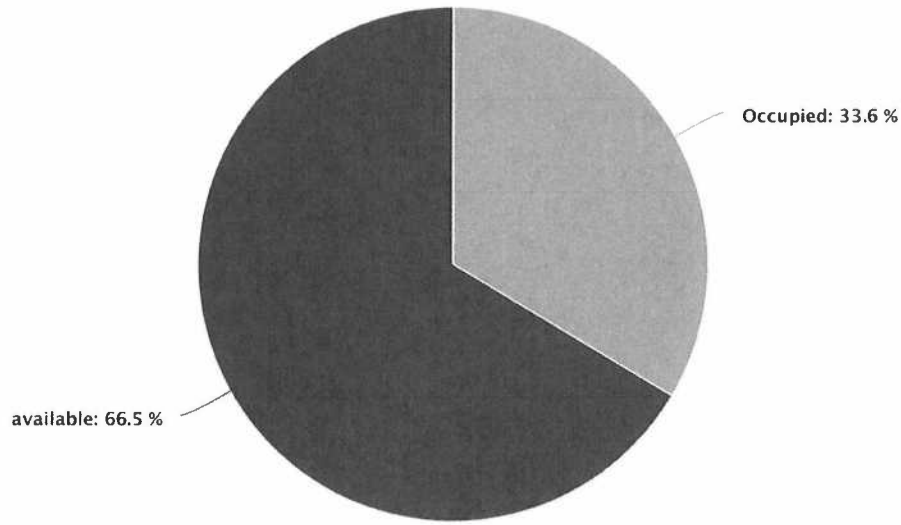
Study Rooms Monthly Booking Statistics



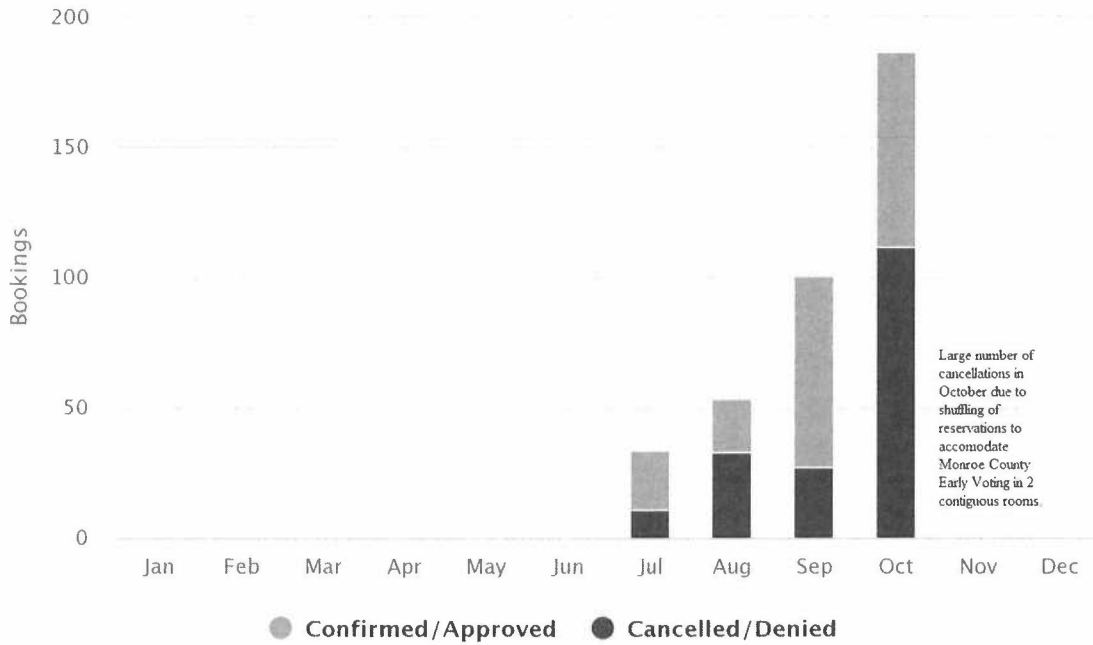
July 2021:	140 confirmed/approved bookings, 19.5% occupancy
August 2021:	226 confirmed/approved bookings, 28.7% occupancy
September 2021:	385 confirmed/approved bookings, 44.1% occupancy
October 2021:	445 confirmed/approved bookings, 45.2% occupancy

Average Booking Duration for October 2 hours 7 minutes

Meeting Rooms (First Floor)
 Aggregate Occupancy Ratio
 Friday, October 1, 2021 – Sunday, October 31, 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
October 2021: 78 confirmed/approved bookings, 33.6% occupancy

Average Booking Duration for October 4 hours 39 minutes

November 5, 2021 interim voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
241	Alliance Entertainment	Library materials	\$59.48	4050
242	Amazon (materials account)	Library materials	\$205.95	4050
243	Amazon (supplies account)	Supplies, office	\$358.92	4570
244	Baker & Taylor	Library materials	\$858.24	4050
245	Baker & Taylor Entertainment	Library materials	\$880.30	4050
246	Linda Bowers	Professional services, programming (Alcohol Ink Ornaments craft program, 12/15/21)	\$165.00	4408
247	Cengage Learning	Library materials	\$294.64	4050
248	Dandelion Interpreting	Professional services, programming (ASL interpretation for adult book group, 10/25/21)	\$65.78	4408
249	Demco	Supplies, library processing	\$412.32	4576
250	Investor's Business Daily	Library materials	\$280.80	4050
251	Midwest Tape LLC	Library materials	\$759.63	4050
252	Monroe County Library System	MCLS cost share	\$39,931.00	4251
253	Virginia Payne	Mileage	\$95.72	4350
254	Penny Lane Printing	Printing services	\$78.40	4390
255	Stephanie Schubmehl	Postage	\$24.60	4380
256	Soho Imaging	Supplies, office	\$278.00	4570
257	T-Mobile	Library materials	\$1,881.83	4050
258	Staples	Supplies, office	\$75.56	4570
259	W.B. Mason	Supplies, office	\$287.36	4570
Total			\$46,993.53	

November 5, 2021 interim voucher list

Fund	Fund total
4050	\$5,220.87
4251	\$39,931.00
4350	\$95.72
4380	\$24.60
4390	\$78.40
4408	\$230.78
4570	\$999.84
4576	\$412.32
Grand Total	\$46,993.53

November 17, 2021 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
260	Amazon (materials account)	Library materials	\$123.87	4050
261	Amazon (supplies account)	Supplies, office	\$79.31	4570
262	Baker & Taylor	Library materials	\$7,359.36	4050
263	Baker & Taylor Entertainment	Library materials	\$837.19	4050
264	Cengage Learning	Library materials	\$212.92	4050
265	Fusion Digital	Computer software	\$50.00	4090
266	Monroe County Library System	UMS charges	\$1,046.25	2082
267	Adriana Schubmehl	Conference/training (reimbursement-- coffee for staff training day 11/11/21)	\$38.77	4100
268	Jeanette Sheliga	Professional services, programming (online presentation for genealogy group 11/17/21)	\$50.00	4408
269	Staples	Supplies, office	\$320.50	4570
269	Staples	Supplies, library processing	\$99.95	4576
270	Wegmans	Conference/training (refreshments for staff training day 11/11/21)	\$13.55	4100
Total			\$10,231.67	

November 17, 2021 voucher list

Fund	Fund total
2082	\$1,046.25
4050	\$8,533.34
4090	\$50.00
4100	\$52.32
4408	\$50.00
4570	\$399.81
4576	\$99.95
Grand Total	\$10,231.67

IRONDEQUOIT PUBLIC LIBRARY

10/31/2021

REVENUE

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL		2021 %
			ACTUAL	ACTUAL					YTD OCT 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	\$38,277	\$8,198	82.4%
0	0005-2082	Library charges (overdue & lost fines)	\$82,044	\$79,862	\$76,681	\$67,370	\$32,500	\$32,900	\$32,643	\$257	99.2%
0	0005-2655	Copier receipts	\$1,963	\$2,125	\$2,471	\$3,709	\$1,481	\$3,130	\$2,733	\$398	87.3%
0	0005-3889	Other culture & rec (NYS Local Library System Aid)	\$15,564	\$15,572	\$15,727	\$15,734	\$12,263	\$12,400	\$16,860	-\$4,460	136.0%
0	0005-2701	Refund prior year expenses	\$0	\$383	\$4,213	\$334	\$4,838	\$0	\$464	-\$464	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%
Subtotal - revenue			\$2,248,763	\$2,343,351	\$2,303,811	\$2,576,001	\$2,655,615	\$2,644,413	\$2,626,484	\$17,929	99.3%

EXPENSES

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL		2021 %
			ACTUAL	ACTUAL					YTD OCT 21	BALANCE	
1		Salaries	\$993,483	\$934,119	\$998,983	\$983,163	\$964,129	\$1,024,354	\$772,382	\$251,972	75.4%
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	\$128,881	\$49,119	72.4%
4		Services & supplies	\$215,080	\$318,641	\$354,003	\$329,561	\$342,006	\$407,135	\$200,385	\$206,750	49.2%
4		Contingency - contracted services	\$0	\$0	\$0	\$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	\$296,000	\$0	100.0%
8		Employee benefits	\$580,970	\$437,937	\$447,806	\$446,414	\$413,337	\$446,224	\$305,157	\$141,067	68.4%
Subtotal - expenses			\$2,008,644	\$2,285,707	\$2,320,946	\$2,485,140	\$2,518,450	\$2,679,213	\$2,043,354	\$635,860	76.3%

Cash receipts summary

10/31/2021

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	\$1,649.08	\$1,746.19			\$17,086.83
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	\$1,313.02			\$12,622.43
BFR (cash)	\$72.97	\$53.00	\$70.98	\$99.99	\$122.84	\$40.00	\$78.00	\$93.88	\$93.93	\$33.98			\$759.57
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	\$2,493.10			\$21,005.57
Misc. (cash)	\$63.64	\$1,760.34	\$230.62	\$89.86	\$1,017.66	\$551.93	\$182.82	\$740.95	\$164.94	\$175.12			\$4,977.88
Misc. (credit)	\$5.60	\$2.00	\$18.20	\$7.73	\$13.09	\$12.00	\$24.11	\$19.88	\$11.00	\$232.67			\$346.28
Refund prior year										\$463.87			\$463.87
Copier	\$184.00	\$174.50	\$347.00	\$321.00	\$210.00	\$248.00	\$287.00	\$424.00	\$285.00	\$252.00			\$2,732.50
State aid							\$3,066.00			\$13,794.00			\$16,860.00
Print station (cash)	\$383.75	\$473.25	\$678.31	\$752.85	\$521.76	\$873.25	\$688.40	\$782.00	\$1,074.40	\$694.20			\$6,922.17
Print station (credit)	\$233.55	\$196.80	\$395.23	\$446.40	\$349.00	\$838.10	\$628.00	\$611.10	\$802.00	\$524.86			\$5,025.04
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	\$21,723.01	\$0.00	\$0.00	\$130,976.35

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	\$2,493.10
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	\$21,005.57

CHASE ACCOUNTS

OCTOBER 2021

NON-PUBLIC FUNDS MMDA ***9050**

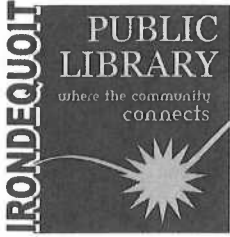
DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
10/1/2021	Opening balance			\$34,145.62
10/29/2021	Interest	\$0.87		\$34,146.49

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
10/1/2021	Opening balance			\$6,796.21
10/29/2021	Interest	\$0.17		\$6,796.38

CHECKING ***7700**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
10/1/2021	Opening balance			\$1,555.09
10/29/2021	No transactions			\$1,555.09



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

1. Irondequoit Public Library
BOCES TASC & ESOL Partnership

The Irondequoit Public Library partnership with Monroe #1 BOCES to provide on site high school equivalency exam preparation classes (TASC) and English as a second language classes launched on Tuesday, November 9, 2021. Students and teachers were given a tour of the library and orientation by Amy Henderson.

John Scalzo and I are working with our counterparts at Monroe #1 BOCES to coordinate a joint publicity campaign promoting the classes using both organizations' social media platforms.

ESOL classes are held every Tuesday and Thursday evening. TASC classes are held on Monday, Tuesday, and Thursday evenings and in the morning on Monday through Thursday.

Attendance at these classes will be recorded in the document *Statistical Report to the Library Board* beginning in December 2021.

Rochester Accessible Adventures

On Tuesday, November 9, 2021 the Irondequoit Public Library had its first staff workshop as a part of our Community Health Inclusion partnership with Rochester Accessible Adventures. Anita O'Brien from RAA collected feedback regarding library facilities and programs from the five library team members who had completed the 10 hour online training.

The feedback will be compiled with an analysis of library facilities and programs completed by Rochester Accessible Adventures. This document will serve to inform the work at subsequent meetings with Rochester Accessible Adventures.

Anita suggested that some goals and action items in this document may be good candidates for inclusion in the library's 2022 strategic plan. Additional thoughts on the Rochester Accessible Adventures kickoff meeting will be shared during the team liaison report.

Maker's Lab Updates

Foundation Request

At the October Finance Committee meeting Irondequoit Public Library Foundation liaison Fran Manion indicated that the Foundation would like to fund the purchase of new equipment for the library. A document was shared outlining the purchase of new Maker's Lab equipment to replace old and failing equipment.

I have included a copy of the document titled *2021 Maker's Lab Request* as an item of information. Most of the equipment represented on this list was originally included in the Irondequoit Public Library/Irondequoit Recreation partnership proposal.

Tutorial Videos

The Irondequoit Public Library Maker's Lab team has begun recording video tutorials to orient and train patrons in the use of Maker's Lab equipment. Tariq Hudson, who has been designing much of our social media and print publicity has been recruited to serve as a video editor and creative consultant on the project.

The Maker's Lab team is also working on this project in partnership with Mike Moss, who manages Irondequoit Community Access Television for the Town of Irondequoit. Mike is assisting by providing video equipment and instructions.

Fall 2021 Staff Training Day

Our fall 2021 staff training day was hosted on Thursday, November 11, 2021. Topics included:

Customer Service Presentation: Chad Cunningham, Rochester Public Library, Circulation Supervisor and Cynthia Dana, Rochester Public Library, Patron Services Manager presented on how to improve customer service interactions. Particular attention was given to challenges brought on by the pandemic, tips on active listening, and inter-office communication strategies to improve customer service.

Niche Academy Training Videos: The library team was given a demonstration of a customer service training video platform that was designed specifically for public libraries. Attendees watched a 30 minute video on how to enforce the library code of conduct policy without escalating the situation further.

The library team is able to video additional training videos on similar difficult topics relating to homelessness, bias and prejudice, and patron disputes. Training included role playing how to respond in common scenarios. Access to Niche Academy was provided by the Monroe County Library System.

Emergency Response Plan: Matt Krueger and I reviewed a draft of the library's Emergency Response Plan. This document provides team members with quick access to important procedures and information needed when responding to emergency situations.

The document was drafted using templates provided from other libraries and feedback from the Town of Irondequoit Safety Committee, which Matt is the library liaison, and the Town Safety Officer, Keith Kriser.

Additional revisions will be made now that feedback has been received at the staff training day. Revisions will be reviewed by the Town of Irondequoit Safety Committee before a final review with the library board. A copy of the current draft has been included as an item of information.

Fire Evacuation & Lost Child Drill: The library team also completed a review of the fire evacuation procedure and participated in a lost child procedure drill. Both procedures are included in the Emergency Response Plan document.

2. Town of Irondequoit

Town Supervisor Transition

At the most recent Department Heads meeting, Interim Supervisor, John Perticone indicated that he is meeting with the incoming Town Supervisor to discuss the transition process. Supervisor Perticone indicated that Department Heads would meet weekly in advance of the administration change. An orientation process for the new Town Supervisor was discussed with Tyler Kwolek. An example briefing document for an incoming administration was shared from from Rochester Public Library

Polling Site

Town of Irondequoit Chief of Administration Maria Vecchio indicated that Irondequoit Public Library was again among the most popular sites in the county for early voting in 2021.

3. Facilities Report

Potential HVAC Construction Grant

I have shared with Adam Traub, the Associate Director of the Monroe County Library System, Bob Kiley's assessments of the HVAC system in an effort to identify additional funds to offset repair costs.

Adam believes that Irondequoit Public Library may be eligible to apply for New York State Construction Grant funds in 2022. I am working to setup a meeting with Adam, Tyler and/or other trustees on the executive committee to further examine if this is a viable option.

4. Monroe County Library System

Changes to the popular Rochester Americans Reading Power Play program were discussed. As a part of this program, each year a hockey player from the Rochester Americans and the Moose mascot would attend story times at area libraries. The NHL is prohibiting players from participating in public events such as this due to concerns about the pandemic. The program will be adapted to be 100% remote for the time being.

5. Personnel Report

Circulation Supervisory Vacancy

Due to turbulence in the labor market, documentation outlining an alternative plan for filling the Circulation Desk Supervisor job has been advanced to the Organization Developmental Committee. The alternative job descriptions have been vetted by Jason Vinette and would save the library \$12,130 annually.

6. Financial Report & Vouchers

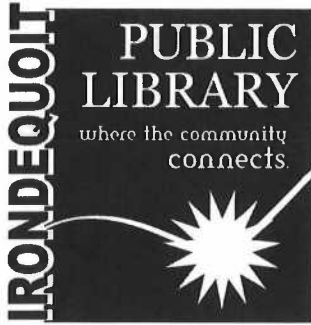
Stephanie will send copies of the vouchers to the Library Board.

7. Correspondance

A request was made to Assemblymember Sarah Clark's office for written instructions on the format and process for reporting NYS Bullet Aid expenses to the Assemblymember.

Irondequoit Public Library
Statistical Report to the Library Board
November 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	4,068	6,807	11,543	14	46	178	821	366	1,163	6,658	11,487	22,874	33,535
October	5,174	4,306	17,855	14,954	17	92	292	628	581	1,155	9,213	11,286	26,344	32,228
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	39,214	100,108	100,115	1,239	330	11,085	6,149	8,548	9,267	88,122	106,430	261,498	299,849
Avg/Month	4,153	3,921	8,342	10,012	103	33	924	615	712	927	7,344	10,643	21,792	33,317



Date: October 29, 2021

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

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

Dear Irondequoit Public Library Foundation,

As the library continues to emerge from this period of reduced activity, we seek your support in reinvigorating interest and foot traffic in our popular Maker's Lab.

Replacement Equipment

Now six years old, much of the equipment in the Maker's Lab needs to be replaced or upgraded. We seek funds for the following pieces of equipment to replace existing equipment that is obsolete or failing:

Replacement Equipment	Price
Serger Sewing Machine	\$400
LulzBot Mini 2 3D Printer	\$1,500
Flatbed Scanner	\$1,200

The sewing machine, 3D printer, and archival scanner represent three of the five most popular items in our Maker's Lab. Each piece of equipment has a contingent of regular users, and will begin being used by the community as soon as they are purchased.

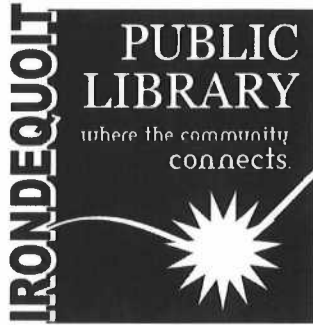
New Equipment

Throughout the six years that the Maker's Lab has been opened, we have received requests for new technology and the ability to checkout equipment for home use.

In order to satisfy these requests we seek funds for the following items:

New Equipment	Price
Maker's Lab Transport Cases	\$400
Glowforge basic	\$3,000
Laptop for Glowforge	\$1,000
Total Request	\$7,500

A Glowforge is laser cutter and engraver somewhat similar to our popular Cricut cutting machine. However, where the Cricut cutting machine is only able to cut paper, vinyl sheets, and fabric, the Glowforge can cut and engrave metal, wood, and plastic.



Date: October 29, 2021

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The library team envisions using this device not only in the Maker's Lab, but also at standalone craft and holiday programs.

Starting in May 2021, library users have had the option of checking out Maker's Lab equipment for at home use. Previously this equipment had only been available for in library use.

In order to increase the number of devices that can be borrowed, we seek funds to purchase hardshell plastic cases that will protect the equipment when it is being transported to and from the library.

What's more, the hardshell cases will enable the library team to easily bring Maker's Lab equipment to offsite locations for popup events and demonstrations. We envision eventually having demonstrations and classes at locations like the Irondequoit Rec Center, schools, senior living homes, and festivals.

If the Irondequoit Public Library Foundation has questions regarding this equipment or how it can benefit library users, please reach out. Better yet, we would love to invite our partners at the Irondequoit Public Library Foundation to a Maker's Lab open house once the equipment has been setup.

Thank you for your consideration,

Greg Benoit

Irondequoit Public Library
2022 Holidays and Closings

Paid Holidays

New Year's Day (Observed)
Monday January 3, 2022
Martin Luther King Day
Monday January 17, 2022
Memorial Day
Monday May 30, 2022
3rd of July (Observed, because closed on
Sundays)
Floating Holiday
Independence Day
Monday July 4, 2022
Labor Day
Monday September 5, 2022
Thanksgiving Day
Thursday November 24, 2022
Day After Thanksgiving
Friday November 25, 2022
Christmas Eve Day (Observed)
Friday December 23, 2022
Christmas Day (Observed)
Monday December 26, 2022

Early Closings

Thanksgiving Eve (Close at 5:00 PM)
Wednesday November 23, 2022
New Year's Eve (it's a Saturday so we close
at 5 anyway)
Saturday December 31, 2022

Unpaid Closed Days

New Year's Day
Saturday January 1, 2022
(Sunday January 2, 2022? Whenever
December 26, 2021 is decided, do the same
thing)
Saturday of Easter Weekend
Saturday April 16, 2022
Easter Sunday
Sunday April 17, 2022
Saturday of Memorial Day weekend
Saturday May 28, 2022
Sunday of Memorial Day
Sunday May 29, 2022
Saturday of Labor Day weekend
Saturday September 3, 2022
Sunday of Labor Day weekend
Sunday September 4, 2022
Saturday of Christmas weekend
Saturday December 24, 2022
Christmas Day
Sunday December 25, 2022
All Sundays in July and August

Staff Training Closings

President's Day
Monday February 21, 2022
Mid-Year
Friday June 24, 2022
Veteran's Day
Friday November 11, 2022