

Irondequoit Public Library Board of Trustees
Monthly meeting (via teleconference)
Minutes of December 15, 2021

Call meeting to order: 6:33 pm.

Present via teleconference: Tyler Kwolek, president; Rachel Snyder, secretary; Collene Burns, treasurer; Betty Brewer-Johnson, Erin Dougherty, Phil Harriman, Susan Kramarsky, and Kelly Metras (joined at 6:48 pm), trustees at large.

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

Approval of agenda: Approved.

Approval of minutes: November 2021 meeting minutes approved.

Attendance: Next meeting January 19, 2022. Unless the modification to open meetings law is extended, at least a voting quorum will need to be present in person.

Public forum (comments submitted via email): None.

Town board liaison report: No town board liaison at this meeting. Incoming supervisor Rory Fitzpatrick has met with Greg and other department heads and will have a separate meeting with Greg and Tyler.

IPL Foundation report: Fran Manion was unable to attend this meeting but let the finance committee know that funding requests for Maker's Lab equipment and collection enhancement were approved. Per Greg, Foundation members will be invited to a meet-and-greet once the new equipment is up and running (pandemic conditions permitting).

IPL Friends report: Friends held a book sale and raffle at the library during the Irondequoit Art Club show.

Staff liaison report: 2022 holidays and closed dates verified with union. Librarians are taking advantage of the relative quiet at year-end to catch up on weeding and other long-term projects.

Community engagement committee

- Several board members attended United Way's farewell gathering for Cicely Strickland-Ruiz ahead of her departure for Florida.
- Betty is working on strategies for recruiting future student representatives.

- Greg, Susan, and Kelly have met to discuss next steps for the collection diversity assessment. Susan has also requested a meeting with ICARE to review feedback, but the current plan is to move ahead using a built-in vendor service.

Organizational development committee

- Did not meet this month but still actively recruiting to fill board vacancies and are exploring social media recruitment to broaden the applicant pool. Susan and Rachel have also met with a promising candidate for the community engagement committee.
- Rachel will be visiting the library on Friday 12/17 to drop off cookies and coffee for staff.
- Personnel updates
 - Tariq Hudson has been selected to fill the new full-time technology clerk position (see personnel report). Throughout his four years as a part-time clerk, Tariq has built a well-deserved reputation among both patrons and staff for his customer service, graphic design skills, and assistance with the Anime Club.
 - Motion to approve Tariq Hudson's promotion to full-time library clerk, effective 1/3/2022. Seconded. Discussion: In response to questions from Betty and Phil, Greg clarified that this role will take over tech support responsibilities from Nancy Cowan, who is transitioning to circulation desk supervisor, and will be heavily involved in the maker's lab. A robust job description and orientation process are in place. Motion carried.

Finance committee, vouchers, financial report

Financial report

- Revenue: With one month left in the year, we can expect to end 2021 having met or exceeded projections in every revenue category. We have collected 91.8 percent of anticipated revenue for miscellaneous income, 96.3 percent for the public copier, and 109.3 percent for library charges. \$14,000 in grant funds for the youth fine and fee elimination pilot were deposited on Monday and will be reflected in the December reports; that amount alone is enough to bring our total revenue up over budget.
- Expenses: Expenditures have now been posted to the maintenance chargeback line and are reflected under services and supplies. As of this report, spending stands at 83 percent for salaries, 83.7 percent for library materials, 73.4 percent for services and supplies, and 84.6 percent overall. As noted previously, a major year-end retirement payment is still upcoming on the employee benefits line.

Vouchers

- Vouchers of note:
 - #271 (Amazon materials account), podcasting and oral history books for use with audio recorders in maker's lab
 - #272 (Amazon supplies account), SD cards and card readers for audio recorders, mini Cricut machine for maker's lab
 - #278 (Ebsco), annual renewal for majority of library magazine subscriptions

- #292 (T-Mobile), data charges for wifi hotspots. The bulk of our monthly T-Mobile payment now is for hotspots leased out to other libraries, which will be deactivated as lease agreements expire.
- Motion to approve December 2021 interim vouchers. Seconded. Motion carried.
- Motion to approve December 2021 monthly vouchers. Seconded. Motion carried.

Finance committee

- Bullet aid: Yet to be received, but we are ready to make purchases when funds become available.
- HVAC repairs
 - A compressor in the HVAC system has failed and may require additional funds from this year's budget to cover the cost of replacement if not under warranty. Maintenance has already been in touch with Monroe Piping and Sheet Metal in order to have repairs completed as quickly as possible ahead of colder weather.
 - A quick review of the budget prior to this meeting indicated that there will be a substantial amount left over in the personnel budget under the substitute librarian line.
 - Motion to transfer up to \$16,000 from the 2021 substitute and part-time librarian budget line (005.7410.0102.1100.7410) to cover the cost of compressor replacement. Seconded. Discussion: At least one other compressor is already slated for replacement, making it particularly important to get more information about which compressor has failed, whether it is under warranty, and exactly what repairs the library budget will need to cover. Maintenance is taking all possible measures to ensure there are no further equipment failures in 2021. Motion carried.

Technology updates

Computer maintenance

- The server running the library's public computers is scheduled for replacement in January 2022, with the cost coming out of the town IT budget. The current server, which once powered 25 PCs, is now struggling to power 15.
- Also in January, IT will reconfigure the library's network and install new network switches. Internet access will be unavailable for 1-2 days while the upgrades are carried out, so patrons will be limited to borrowing five items at a time under offline circulation mode. Greg will update the board with the exact dates for the outage and ensure it is communicated to patrons well in advance.
- The town board will vote on using American Rescue Plan Act funds to cover the cost of staff laptops at its upcoming meeting. The new laptops will allow Kevin LaBarr to provide tech support directly through a remote connection. Tariq will assist Kevin throughout the process as an introduction to his new role.
- The library will also transition to a new backup system integrated with the town's, with data stored remotely at two offsite locations in keeping with industry standards. This offers added protection against ransomware attacks, recently identified as an emerging threat to library systems.

Maker's lab

- A kickoff event relaunching the maker's lab is tentatively scheduled for February 5, 2022 in the large meeting rooms, featuring a brief demonstration of the library's new audio equipment and a live recording of the Anomaly Presents podcast.
- As a social distancing measure, Tariq and the rest of the maker's lab committee are creating video tutorials and written instructions for equipment in order to minimize the need for in-person instruction.

Old business

2022 holidays and closed dates: In discussions between meetings, the board agreed to move ahead with referring to closed days by date only in library publicity.

Board retreat: Proposed date is January 9, 2022 from 11 am – 3 pm. Last year's retreat was successfully held on Zoom, but meeting in person may be a possibility this year with appropriate social distancing measures. Greg will tentatively reserve the library's large meeting rooms if available.

New business

- HVAC construction grant: Covered in director's report. Further discussion to follow in finance committee.
- Meeting with Assemblymember Sarah Clark: Covered in director's report. Greg, trustees, and stakeholders from other area libraries also have a Zoom meeting scheduled with Senator Samra Brouk tomorrow.

Director's report: Attached.

Mask mandate

- Pending further guidance from the county, Greg met with interim supervisor Peticone, head of HR Jason Vinette, and Maria Vecchio to discuss enforcement at the library. Town recommendations were shared in an email with staff.
- Police are available to assist if a patron becomes belligerent, but not for routine masking enforcement. For now, any staff member who feels unsafe assisting a maskless patron is encouraged to steer them toward self-service options or refer them to a coworker.
- Tyler reiterated that library staff have the full support of the board in taking any actions needed to keep themselves safe.
- Signs alerting patrons to the mask policy are up throughout the library, and masks are available at the entrance and all service desks. The library was also able to give out a limited supply of home Covid tests left over after the town distribution.
- At Susan's recommendation, staff will begin keeping a tally of patrons who refuse to wear a mask inside the library.

Volunteer recognition

- In lieu of the traditional in-person celebration, the library would like to request \$300 from the trustee account to purchase a modest gift for adult volunteers.

- Motion to authorize use of up to \$300 from trustee account for volunteer recognition. Seconded. Motion carried.

Review of meeting action items

- Finalize plans for board retreat
- Social media recruitment for new trustees
- Committee appointments
 - Motion to appoint Courtney Shouse to serve on the community engagement committee. Seconded. Discussion: Courtney has previously expressed interest in assisting the library board as either a trustee or a committee member. She has a longstanding commitment to racial justice and equity and is well-placed to help the board engage with a broader swath of the community. Motion carried.
 - Rachel will reach out to Courtney to discuss next steps.

President's remarks

- On behalf of all trustees, Tyler thanked Collene for her extensive contributions to the library board. Thanks to her leadership, the board has been continually challenged to think bigger and to identify new ways of helping the library and the entire community. She has also been an invaluable mentor to new board members, and all have learned from her on both a personal and a professional level.
- Collene thanked her colleagues for the “opportunity of a lifetime” to serve on the board and expressed how much she will miss working with them. She looks forward to seeing what the board and the library do next.

Adjournment: Meeting adjourned at 8:32 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Rachel Snyder

Organizational Development Committee
December 2021 Employee Changes

Tariq Hudson

Promotion: Full-Time Library Clerk (Technology Clerk)

Notes: Tariq Hudson has been working at the Irondequoit Public Library for four years as a part-time library clerk. During that time, Tariq has worked at the circulation desk where he has earned a well-deserved reputation for his friendly and unflappable customer service. Tariq has also shared his creative talents with the library by designing a substantial amount of the library's promotional graphics, fliers, and signs, and by assisting with coordinating the library's Anime Club.

Please join me in congratulating Tariq on this well-deserved promotion.

A replacement for the part-time clerk position Tariq is vacating will be posted immanently.

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

11/30/2021

GROUP	FUND	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL YTD NOV 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	\$42,653	\$3,822	91.8%
0	0005-2082	Library charges (overdue & lost fines)	\$82,044	\$79,862	\$76,681	\$67,370	\$32,500	\$32,900	\$35,944	-\$3,044	109.3%
0	0005-2655	Copier receipts	\$1,963	\$2,125	\$2,471	\$3,709	\$1,481	\$3,130	\$3,016	\$115	96.3%
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					\$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	\$2,634,444	\$9,969	99.6%

EXPENSES

GROUP	FUND	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL YTD NOV 21	2021 BALANCE	2021 %
1		Salaries	\$993,483	\$934,119	\$998,983	\$983,163	\$964,129	\$1,024,354	\$849,753	\$174,601	83.0%
2		Equipment & capital	\$3,738	\$0	\$2,764	\$2,565	\$4,529	\$2,500	\$16,525	-\$14,025	661.0%
4	7410-4050	Library materials	\$142,924	\$154,850	\$170,967	\$178,336	\$169,598	\$178,000	\$149,020	\$28,980	83.7%
4		Services & supplies	\$215,080	\$318,641	\$354,003	\$329,561	\$342,006	\$407,135	\$298,649	\$108,486	73.4%
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	\$296,000	\$0	100.0%
8		Employee benefits	\$580,970	\$437,937	\$447,806	\$446,414	\$413,337	\$446,224	\$331,346	\$114,878	74.3%
Subtotal - expenses			\$2,008,644	\$2,285,707	\$2,320,946	\$2,485,140	\$2,518,450	\$2,679,213	\$2,266,293	\$412,920	84.6%

CHASE ACCOUNTS**NOVEMBER 2021****NON-PUBLIC FUNDS MMDA *****9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2021	Opening balance			\$34,146.49
11/12/2021	Donation from Daryl D. Cubitt	\$25.00		\$34,171.49
11/12/2021	Donation from Rochester Button Society	\$50.00		\$34,221.49
11/30/2021	Interest	\$0.84		\$34,222.33

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2021	Opening balance			\$6,796.38
11/30/2021	Interest	\$0.17		\$6,796.55

CHECKING ***7700**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2021	Opening balance			\$1,555.09
11/30/2021	No transactions			\$1,555.09

Cash receipts summary

11/30/2021

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	\$1,746.19	\$1,871.05		\$18,957.88
UMS/refunds				-\$0.10	-\$16.00		-\$1,499.69					-\$19.99	-\$1,535.78
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	\$1,440.83		\$14,063.26
BFR (cash)	\$72.97	\$53.00	\$70.98	\$99.99	\$122.84	\$40.00	\$78.00	\$93.88	\$93.93	\$33.98	\$8.99		\$768.56
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	\$3,018.12		\$24,023.69
Misc. (cash)	\$63.64	\$1,760.34	\$230.62	\$89.86	\$1,017.66	\$551.93	\$182.82	\$740.95	\$164.94	\$175.12	\$298.40		\$5,276.28
Misc. (credit)	\$5.60	\$2.00	\$18.20	\$7.73	\$13.09	\$12.00	\$24.11	\$19.88	\$11.00	\$232.67	\$18.74		\$365.02
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	\$283.00		\$3,015.50
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	\$611.80		\$7,533.97
Print station (credit)	\$233.55	\$196.80	\$395.23	\$446.40	\$349.00	\$838.10	\$628.00	\$611.10	\$802.00	\$524.86	\$428.87		\$5,453.91
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	\$7,959.81	\$0.00	\$138,936.16

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	\$3,018.12
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	\$24,023.69

December 6, 2021 interim voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
271	Amazon (materials account)	Library materials	\$889.72	4050
271	Amazon (materials account)	Professional services, programming (podcasting books for maker's lab)	\$76.15	4408
272	Amazon (supplies account)	Professional services, programming (maker's lab supplies: SD cards and card readers for audio recorders; mini Cricut)	\$204.45	4408
273	Baker & Taylor	Library materials	\$1,909.92	4050
274	Baker & Taylor Entertainment	Library materials	\$1,358.48	4050
275	Brodart	Supplies, library processing	\$137.77	4576
276	Cengage Learning	Library materials	\$23.99	4050
277	Demco	Supplies, other misc. (mobile shelving unit)	\$631.93	4650
278	Ebsco	Library materials	\$3,318.70	4050
279	Findaway	Library materials	\$236.21	4050
280	Matt Krueger (reimbursement)	Printing services	\$36.10	4390
281	Midwest Tape LLC	Library materials	\$762.09	4050
282	Online Labels	Supplies, office	\$40.84	4570
283	Kasia Pelepko	Professional services, programming (Zoom yoga classes on 12/3 and 12/10/21)	\$80.00	4408
284	Staples	Supplies, office	\$324.50	4570
285	Uline	Supplies, library processing	\$228.66	4576
286	W.B. Mason	Supplies, office	\$99.90	4570
Total			\$10,359.41	

December 6, 2021 interim voucher list

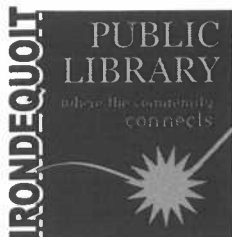
Fund	Fund total
4050	\$8,499.11
4390	\$36.10
4408	\$360.60
4570	\$465.24
4576	\$366.43
4650	\$631.93
Grand Total	\$10,359.41

December 15, 2021 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
287	Alliance Entertainment	Library materials	\$279.43	4050
288	Baker & Taylor	Library materials	\$5,546.81	4050
289	Baker & Taylor Entertainment	Library materials	\$469.26	4050
290	Fusion Digital	Computer software	\$50.00	4090
291	Staples	Supplies, office	\$303.92	4570
292	T-Mobile	Library materials	\$1,184.22	4050
Total			\$7,833.64	

December 15, 2021 voucher list

Fund	Fund total
4050	\$7,479.72
4090	\$50.00
4570	\$303.92
Grand Total	\$7,833.64



Irondequoit Public Library

Director's Report

Wednesday, December 13, 2021

1. Irondequoit Public Library

Volunteer Reception

In years prior to the pandemic, the library hosted an annual thank you breakfast for our volunteers. This event has typically been paid for using funds from the Trustee account:

2017: \$492

2018: \$324

2019: \$492

Last year the event was postponed, but this year the library would like to resume a paired down version of the same event. I am requesting \$300 to purchase a small gift or food item for 16 of the adult volunteers.

NYLA Memberships for Trustees

As in years past, the More County Library System is picking up the cost of New York Library Association memberships for library employees and trustees. New Irondequoit Public Library Board of Trustees members will receive an email with their membership information. Existing Trustees will have their memberships renewed.

Computer Maintenance/Upgrades

Kevin LaBarr, Town of Irondequoit IT Director, has updated the Technology Committee on the maintenance and upgrade work to take place starting December 13, 2021.

Project Highlights

Public PCs

- Server running the public PCs will be replaced in January 2022.
- Replacement will be paid for by funds from the the Town IT budget.

Network

- Network will be reconfigured in January 2022
- New switches to be installed and paid for by town IT
- Will require 1-2 days without internet access
- Library network drives will be migrated to Microsoft OneDrive

Laptops

- Staff laptops have been approved as a part of Town of Irondequoit's ARPA fund request
- Procurement will be approved at the Town Board meeting on December 21, 2021
- Replacement of current staff desktops with laptops will begin January 2022
- After these project is complete Kevin will have the ability to remotely connect to all library owned computers for troubleshooting and maintenance.

Forthcoming changes to the Technology Librarian/Technology Clerk position were discussed with Kevin. The two positions will be responsible for troubleshooting and updating the following:

Town IT Department

- Servers
- Desktops/Laptops
- Public PCs
- Switches/Routers
- Phones

Technology Clerk

- Maker's Lab Equipment
- Copiers & Printers
- LDS Print Release Station
- BrightSign
- Tablets
- Meeting Room AV
- Assist with Kevin duties as needed

Podcast/Maker's Lab Programs

The Irondequoit Public Library is coordinating a series of three programs focusing on podcasts and podcasting.

On Saturday, February 5 the Irondequoit Public Library will host an hands on demonstration on how to use the audio recorders that are being incorporated into the Maker's Lab. This demonstration will focus on how to use the equipment to record a podcast.

Immediately following the demonstration, the audience will have an opportunity to view a live recording of an episode of *Anomaly Presents*, the companion podcast to the Anomaly Film Festival. Anomaly is a local science fiction and fantasy film festival that hosts regular film screenings at The Little Theater (<https://www.anomalyfilmfest.com/podcast>).

The hosts will be discussing *Ghostbusters* due in part to its iconic opening scene which is set in a library.

A third installment is being planned as a part of our genealogy program series, and will focus primarily on recording StoryCorps style oral and family histories.

2. Town of Irondequoit

Town Supervisor Transition

I am scheduled to have a brief and informal introduction with Rory Fitzpatrick on Tuesday, December 14. All Town Department Heads have met with Rory.

I have requested an additional meeting to review library governance and the roles of the various entities and individuals (Town Board, Library Board, Library Director, Board Officers, Town Supervisor) with Rory, myself, and Tyler. A meeting date is forthcoming.

3. Facilities Report

Potential HVAC Construction Grant

I met with MCLS Associate Director, Adam Traub to discuss the 2022 New York State Construction Grant process and receive his guidance on how we may be able to use these funds and this process to offset a portion of the cost of replacing the faulty piping.

Grant Guidance

- Applications will begin being accepted in late spring 2022 and are due summer 2022.
- The forms from 2021 can be used to start drafting the application and are located on the NYS Department of Library Development website.
- Irondequoit Public Library can anticipate state funds for 50% of the expenses incurred in 2022.
- Work occurring between January - June 2022 must be completed using local funds from our matched portion.
- State funds can be applied to work occurring after July 1, 2022.

4. Monroe County Library System

Associate Director Departure

Associate Director of the Monroe County Library System has announced that he will be departing the position to takeover as the Library Director at Webster Public Library. Adam will be missed by the Library Directors.

His duties will temporarily be taken over by Jen Lenio, who has had previously served as Interim Assistant Library Director when the position was last vacant in 2019.

Meeting with Assemblymember Clark

Library stakeholders from Rochester Public Library, Irondequoit Public Library, and Brighton Memorial Library attended a meeting with Assemblyperson Sarah Clark. Attendees reviewed the impact of State initiatives supporting public libraries, such as the NYS Construction Grant program and updated her on other activity and developments occurring at the local level.

Assemblyperson Clark had a number of questions regarding ebook licensing, evolving library usage patterns as a result of changing pandemic conditions, and efforts to engage with other groups in the community.

Assemblyperson Clark indicated that NYS Bullet Aid funds should arrive before the end of the year. I reported that Mason Digital was selected at the local web developer. I again requested written feedback on how to report back to the Assemblyperson our expenses and the impact of the initiatives she funded. The Coordinator of Legislative & Community Affairs, Austin Ponce, indicated he would request guidance from the Ways and Means Committee and report back to me.

5. Personnel Report

Technology Clerk Posting

The Technology Clerk job posting has been shared through our normal channels. Individuals with a score of 100 on the civil service list have been canvassed. One internal candidate and three external candidates have applied. Interviews begin this week.

Our full-time cleaner has given Jason Vinette and Bob Kiley his two week notice. Aaron indicated that he has never been treated with more kindness by his co-workers, but that his former employer made him a substantial offer to return to his old position.

This is a position that reports to Bob Kiley, the Commissioner of Public Works, and as such he initiates and completes the hiring process. Jason indicated that the job has been posted and applications have been arriving.

6. Financial Report & Vouchers

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

Irondequoit Public Library
 Statistical Report to the Library Board
 December 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	3,951	7,544	11,740	14	67	204	738	451	1,000	8,145	10,105	23,512	31,510
December	4,662		6,317		16		193		570		8,375		30,875	
Total	49,834	43,165	100,108	111,855	1,239	397	11,085	6,887	8,548	10,267	88,122	116,535	261,498	331,359
Avg/Month	4,153	3,924	8,342	10,169	103	36	924	626	712	933	7,344	10,594	21,792	33,136