

Irondequoit Public Library Board of Trustees
Monthly meeting (via teleconference)
Minutes of January 19, 2022

Call meeting to order: 6:32 pm.

Present via teleconference: Betty Brewer-Johnson, Erin Dougherty, Phil Harriman, Susan Kramarsky, Tyler Kwolek, Rachel Snyder.

Guests: Greg Benoit, library director; Julia Fazio and Tyleea Panye-Harley, student representatives; Tariq Hudson, technology clerk (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Kelly Metras.

Approval of agenda: Approved.

Approval of minutes: December 2021 meeting minutes approved.

Attendance: Next meeting February 16, 2022 over Zoom. Although the executive order modifying open meetings law has expired, MCLS shared guidance on how the board can continue meeting remotely.

Public forum: Received one email on the board account. Tyler will follow up with the sender for clarification.

Officer elections

- Motion to nominate Tyler Kwolek to serve as president. Seconded. Motion carried.
- Motion to nominate Susan Kramarsky to serve as vice president. Seconded. Motion carried.
- Motion to nominate Rachel Snyder to serve as treasurer. Seconded. Motion carried.
- Motion to nominate Erin Dougherty to serve as secretary. Seconded. Motion carried.

Town board liaison report: No town board liaison at present but Supervisor Fitzpatrick has expressed interest in attending future meetings with board members. He also visited the library for a meet-and-greet with staff on 1/13. It is unclear whether a regular liaison will be appointed, but having different town board members cycle through the role could also be useful in building relationships.

Foundation report: Rachel and Susan volunteered to serve as joint Foundation liaisons. Tyler will reach out to the Foundation to gauge interest in having a member attend library board meetings in addition to Fran Manion's presence on the finance committee.

Friends report

- Greg, Phil and the Friends board met with a new member, Sarah, who recently moved to the area and has ideas for revitalizing the group based on her experiences as part of a larger Friends organization for a public library in Illinois.
- Friends board members make up most of the current membership, so one possibility is to broaden volunteer roles. A virtual open house was also suggested.
- Recruitment is key, as the organization is struggling to replace volunteers lost during the pandemic.

Staff liaison report

- This month's staff liaison is Tariq Hudson, the library's newly appointed technology clerk. Tariq is working closely with Kevin LaBarr on multiple technology updates the library currently has underway, doing as much as he can independently, and is happy with his new role so far.
- The board looks forward to seeing his work on video tutorials for the maker's lab and other projects.

Community engagement committee

- Betty reported that she attended a presentation on library handbooks and is working on connecting with local schools about student rep recruitment.

Student representatives report

- Julia: Senior nights and winter sports are underway. Eastridge currently has no plans to return to remote or hybrid instruction but is distributing N95 masks to students.
- Tyleea: Irondequoit High School PTA is organizing a spirit night at the new Chick-fil-A. No plans for remote or hybrid learning at IHS.

Organizational development committee

- The committee has an interview scheduled with a promising candidate for one of the vacant trustee positions. Recruitment on social media and via the town is ongoing.
- Trustees are encouraged to send in a selfie and a few words about what they're currently reading or listening to (ideally from the library) for Social Media Monday.

Finance committee, vouchers, financial report

Financial report

- Revenue: An online fines check for \$4,400 is pending on the library charges line; otherwise, 2021 revenue collection is complete. At year end, we have collected 115.7 percent of anticipated revenue from library charges, 103.3 percent from miscellaneous income, 102.4 percent for the public copier, and 100.4 percent overall.
- Expenses: This report is preliminary and does not reflect remaining 2021 vouchers submitted at this meeting, personnel expenses from the last week of 2021, or the final installment of

expenditures on the maintenance chargeback line. The town will issue updated 2021 financial reports in February and final reports in March. As of this report, spending stands at 96.3 percent of our overall budget: 93.8 percent for salaries, 95.6 percent for library materials, and 90.3 percent for services and supplies. Note that the large year-end retirement payment has now been posted to the employee benefits line.

Vouchers

- There are two voucher lists for this meeting as we are submitting invoices from two different budget years. All invoices on the final 2021 voucher list are routine.
- Vouchers of note:
 - #7, MCLS: Three 2022 Empire Passes for patron use. These give the bearer free admission to all New York state parks and are always in high demand during the season.
 - Voucher #6 was removed from the list shortly before this meeting. It would have covered setup for a faxing module and credit card payment option to be added to the public copier. After consulting with Kevin, it was decided to hold off as the library may be able to save on costs by being added to the town's copier account.
- Motion to approve January 2022 voucher list for payment out of the 2021 budget. Seconded. Motion carried.
- Motion to approve January 2022 voucher list for payment out of the 2022 budget. Seconded. Motion carried.

Bullet aid

- The library received our bullet aid check in the last week of December. After meeting with the town comptroller and researching previous bullet aid distribution, it was determined that the best course of action would be to deposit the check to the trustee account, then vote to distribute it.
- Motion to authorize the library board president and treasurer to issue payment for purchases made with bullet aid funds as outlined in the award letter. Seconded. Discussion:
 - When paying for bullet aid purchases, Rachel or Tyler will retain all receipts and follow the same procedures as for previous bullet aid distribution.
 - In response to a question from Betty, Greg indicated that the livestreaming equipment identified for purchase comes with a warranty and that extended support is part of the website development package from Mason Digital.
 - Options for acknowledging Assemblymember Clark's support were discussed. In addition to highlighting the new equipment and website in upcoming library newsletters, another possibility is to host a town hall at the library that could be livestreamed for constituents.
 - A separate report tracking bullet aid expenditures will be added to the monthly trustee account summary.
- Motion carried.

Copier/printer/fax changes

- The closing of Staples on East Ridge Road left the library as virtually the only option for small-scale printing, copying, and faxing in Irondequoit. Sending a fax with our current setup is often time-consuming and can create bottlenecks at the print station, so we are in the process of adding a faxing module and credit card terminal to the public copier.

- Some expense is involved—as originally conceived, the updates would have cost \$600, although Kevin will be able to get a better deal by going through the town’s account—but this will generate additional revenue and fill a gap in services for the community.

Finance committee makeup: Rachel will transition over to the finance committee after wrapping up candidate interviews, leaving Susan to head the organizational development committee.

Technology updates

Website

- Mason Digital had a kickoff meeting with Greg, John, and Phil and set up a project management tool called Basecamp. The next step is a “wireframe” of the new design.
- Mason offers ADA compliance for an additional \$1000. Although it might mean seeking additional funding, several board members expressed the view that implementing this would be in line with the town’s and library’s commitment to diversity.
- Phil encouraged all board members to spend some time browsing the library’s current website and contribute their ideas for improvements or new features.

Technology committee: Discussed the new website as well as other ongoing technology initiatives. Kevin is swapping out servers for the public PCs, which has allowed the computer lab to return to full capacity. Phil shared resources about best practices for library websites.

Maker’s lab: Registration is open for the upcoming podcasting program with Anomaly Presents. Both Anomaly and MCLS are assisting with publicity.

Old business

Board retreat: Postponed from original date in January to allow more time for preparation and include new board members. Tyler will post a new Doodle poll to coordinate. Student reps will have the option to attend the at beginning of the meeting.

Long-range plan: Awaiting word from Causewave. Funding sources will need to be considered.

Collection diversification: No word back from ICARE yet, likely due to the holidays, but Rachel and Susan have met with new community engagement committee member Courtney Shouse to get her up to speed. A revised version of the white paper was shared with the committee and subsequently the entire board. Identifying a vendor is the next step.

Director’s report: See attached. In addition to the written report, Greg discussed a partnership with the middle school at Bishop Kearney initiated by teen librarian Emily Baker. 197 students enrolled in BK’s Kings Read program visited the library for tours, library card signups, and borrowing materials in December, and rotating groups of 25 students are now walking over for weekly visits.

Review of action items

- Board retreat scheduling
- Follow up with Causewave about long-range plan

President's remarks: Tyler thanked the board for the opportunity to continue as president and for the trust placed in him. The board and library are starting off 2022 in good shape, and he looks forward to seeing longstanding projects come to fruition this year.

Adjournment: Meeting adjourned at 8:04 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

12/31/2021

GROUP	FUND	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL YTD DEC 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	\$47,996	-\$1,521	103.3%
0	0005-2082	Library charges (overdue & lost fines)	\$82,044	\$79,862	\$76,681	\$67,370	\$32,500	\$32,900	\$38,057	-\$5,157	115.7%
0	0005-2655	Copier receipts	\$1,963	\$2,125	\$2,471	\$3,709	\$1,481	\$3,130	\$3,205	-\$75	102.4%
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	\$14,000	\$0	100.0%
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	\$2,656,089	-\$11,676	100.4%

EXPENSES

GROUP	FUND	DESCRIPTION	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL YTD DEC 21	2021 BALANCE	2021 %
1		Salaries	\$993,483	\$934,119	\$998,983	\$983,163	\$964,129	\$1,024,354	\$961,024	\$63,330	93.8%
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	\$170,213	\$7,787	95.6%
4		Services & supplies	\$215,080	\$318,641	\$354,003	\$329,561	\$342,006	\$415,135	\$374,981	\$40,154	90.3%
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	\$444,679	\$1,545	99.7%
Subtotal - expenses			\$2,008,644	\$2,285,707	\$2,320,946	\$2,485,140	\$2,518,450	\$2,687,213	\$2,588,422	\$98,791	96.3%

Cash receipts summary

12/31/2021

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	\$1,871.05	\$1,953.35	\$20,911.23
UMS/refunds				-\$0.10	-\$16.00		-\$1,499.69				-\$19.99	-\$1,046.25	-\$2,582.03
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	\$1,211.41	\$15,274.67
BFR (cash)	\$72.97	\$53.00	\$70.98	\$99.99	\$122.84	\$40.00	\$78.00	\$93.88	\$93.93	\$33.98	\$8.99	-\$5.99	\$762.57
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	\$3,018.12	\$2,861.60	\$26,885.29
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	\$1,458.97	\$6,735.25
Misc. (credit)	\$5.60	\$2.00	\$18.20	\$7.73	\$13.09	\$12.00	\$24.11	\$19.88	\$11.00	\$232.67	\$18.74	\$7.00	\$372.02
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	\$189.50	\$3,205.00
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	\$593.40	\$8,127.37
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	\$422.00	\$5,875.91
Interfund transfer				\$40,000.00									\$40,000.00
State grant - youth fine and fee elimination												\$14,000.00	
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	\$21,644.99	\$146,581.15

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	\$2,861.60
Total	\$22,973.30	\$29,217.46	\$31,730.93	\$34,647.51	\$33,480.23	\$11,530.07	\$26,885.29

January 19, 2022 voucher list, 2021 budget

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
293	Baker & Taylor	Library materials	\$2,671.11	4050
294	Baker & Taylor Entertainment	Library materials	\$1,312.37	4050
295	Barnes & Noble	Professional services, programming (books for book discussion kits)	\$189.60	4408
295	Barnes & Noble	Library materials	\$360.83	4050
296	Canva.com	Computer software	\$26.89	4090
297	Cengage Learning	Library materials	\$125.95	4050
298	Midwest Tape	Library materials	\$685.65	4050
299	Staples	Supplies, office	\$215.51	4570
300	T-Mobile	Library materials	\$1,049.45	4050
Total			\$6,637.36	

January 19, 2022 voucher list, 2021 budget

Fund	Fund total
4050	\$6,205.36
4090	\$26.89
4408	\$189.60
4570	\$215.51
Grand Total	\$6,637.36

January 19, 2022 voucher list, 2022 budget

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
1	Amazon (supplies account)	Supplies, library processing	\$23.96	4576
1	Amazon (supplies account)	Supplies, office	\$45.66	4570
2	Baker & Taylor	Library materials	\$892.41	4050
3	Baker & Taylor Entertainment	Library materials	\$493.81	4050
4	Blue 360 Media	Library materials	\$137.50	4050
5	Ingram	Library materials	\$97.32	4050
7	Monroe County Library System	Library materials	\$210.00	4050
8	New York Times	Library materials	\$1,048.02	4050
9	Penny Lane	Printing services	\$85.02	4390
10	Soho Imaging	Supplies, office	\$417.00	4570
11	Staples	Supplies, office	\$531.96	4570
12	W.B. Mason	Supplies, office	\$297.89	4570
Total			\$4,280.55	

January 19, 2022 voucher list, 2022 budget

Fund	Fund total
4050	\$2,879.06
4390	\$85.02
4570	\$1,292.51
4576	\$23.96
Grand Total	\$4,280.55

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

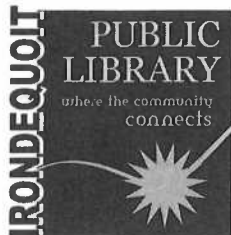
DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2021	Opening balance			\$34,222.33
12/13/2021	Withdrawal from youth fine and fee elimination grant		\$14,000.00	\$20,222.33
12/20/2021	Payment to Wegmans (holiday refreshments for staff)		\$161.44	\$20,060.89
12/20/2021	Donation from Helen Ganotis	\$200.00		\$20,260.89
12/31/2021	Interest	\$0.65		\$20,261.54

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2021	Opening balance			\$6,796.55
12/31/2021	Interest	\$0.17		\$6,796.72

CHECKING ***7700**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2021	Opening balance			\$1,555.09
12/31/2021	No transactions			\$1,555.09



1. Irondequoit Public Library Youth Services Updates

Inclusion - Children's Library

The bilingual picture book shelve have been relabeled, making them easier to identify, and moved to a more prominent location in the children's library, making them a more visible component in the library's collection.

The bilingual picture books can now be found on top of the picture book shelf at the very beginning of the collection. The books within the bilingual picture book collection are categorized by language, which is now clearly denoted on the spine of the books along with a new, bright green label.

This change was initiated after a number of requests for bilingual and/or non-English language picture books from families who use the children's library.

Inclusion - Teen Library

Emily has started an *All in Good Health* 'personal care cupboard' in the teen library. Emily was inspired after reading about similar cupboards located in schools, churches, community centers and other locations teens who may be struggling financially tend to visit on a regular basis.

Graciously sponsored by the Friends of the Irondequoit Library, our tween and teen patrons can take any personal care items they need (toothpaste, toothbrushes, chapstick, pads, and more) or leave some for others!



All in Good Health
Personal Care Cabinet

Technology Update

Help Desk Ticket System

In an effort to help Tariq make the most efficient use of his time, I asked John Scalzo to devise a help desk ticket system for internal library staff use. This system uses Google Forms, and helps keep a pertinent information relating to troubleshooting and maintenance requests in one place. It is also used to triage requests and enable Tariq to more quickly identify when a problem requires the assistance of Town of Irondequoit IT Director, Fusion Digital, or another third party.

Copier/Fax Changes

This month the Irondequoit Public Library is moving the public use photocopier from the first floor atrium to the second floor computer lab. The copier is also being upgraded and will include a fax machine and coin box that can also accept credit cards.

This transition was discussed at length in Finance Committee meetings and Technology Committee meetings in 2021. Currently, all faxing, scanning, and printing requests are funneled through one print release station, creating a bottle neck whenever patrons have lengthy transactions. This change will enable the library to significantly reduce patron wait times while also enabling credit/debit card payment for copying jobs.

The library has seen a significant increase in the number and complexity of printing, faxing, and scanning requests since the closure of Staples on Ridge Road. The Irondequoit Public Library is one of only two locations in Irondequoit and the 14621 neighborhood that offer faxing, scanning, and copying services.

Website Kickoff Meeting

The Technology Committee met with the team from Mason Digital that will be building our new website. The timetable will see the website completed in about four months, or late spring. Additional updates will be available during the Technology Committee report.

Shawn Dunwoody Mural

The Shawn Dunwoody mural has been completed and installed.



Susan B. Anthony House Exhibit

On December 22, 2021 I met with representatives from the Susan B. Anthony House to discuss our partnership with the Ukrainian-American Community Foundation to celebrate Women's History Month in March 2022.

The Susan B. Anthony House is tentatively planning on displaying replicas of documents and artifacts from their collection in our local history gallery. Amy Henderson is coordinating a presentation on the initial efforts to preserve the house in the 1940's by a local PhD candidate at the University of Rochester.

Sister Libraries Partnership

The following is an update from the Sister Libraries Team:

"Since October, we have identified two challenges for the Roma Public Library – lack of children's' books and computer equipment.

We sent three boxes of donated children's books to to help expand the Roma Public Library collection.

Secondly, the Roma Public Library had applied for and received an automation grant from the Tocker Foundation in Austin, Texas. The Roma Public Library is now fully automated. The IPL team discovered that Ms. Barrera's computer lacked a web cam and mic. Our committee (with Greg's assistance in reviewing the appropriate devices) sent Roma a web camera. This will greatly enhance our communication with Roma.

In a Zoom meeting on January 10, we discussed with Sonia Barrera the popularity of the book, "Stories that Must not Die". This is a book rich in local Hispanic folklore. Due to the book's popularity, The Roma Public Library has only one copy that they do not lend out, but read to their children within the library. The IPL sister team purchased four additional copies of this book for the RPL and two copies for the IPL. The Roma Public Library and IPL teams shared ideas and suggested content for the March 2022 display at each library about our Sister Library Project.

The next Zoom meeting scheduled is February 14, 2022.

Shifting Collection

The library's circulation numbers have rebounded from the lowest points in spring of 2020, but it is still consistently tracking about 20-25% lower than in typical months prior to the pandemic.

What this means is that a greater than average percentage of the library's collection is in the building at any one point in time, making the shelves overcrowded in some areas and sparse in other. To alleviate this overcrowding, Ginny Payne has identified a strategy for shifting books within the collection to condense the remaining free space in areas that will allow the collection to be better spread out across the shelf space.

The bulk of the work for this project will be completed by an intern from the University of Rochester and Heritage Christian Services.

1839 Maker's Lab/Podcasting Program

Irondequoit Public Library has begun ordering the equipment for the 1839 Maker's Lab that was funded by the Irondequoit Public Library Foundation. Instructions and tutorials for the new equipment are being drafted.

Now that Tariq has begun owing full-time, he has completed the prototype video tutorial and will pivot to adapting the other print instructions to a video format.

Registration has begun for our two part program: *1839 Maker's Lab Presents: How To Record and Produce Your Own Podcast* and *"Anomaly Presents" Podcast Live Show: A Discussion About Ghostbusters*.

2. Town of Irondequoit

Town Supervisor Transition

Rory Fitzpatrick has held his first department heads meeting and presided over the the first official Town Board meeting. He also visit the library staff to introduce himself at an informal meet and greet.

He has requested a monthly with each department head. I will use these as information sharing meetings, and will update him on the progress of projects discussed and initiated at the Library Board meetings. Items and ideas that require Library Board action will be shared with the President for consideration by the Board as a whole.

Rory, Tyler, and I will have an orientation meeting with Supervisor Fitzpatrick prior to the February Library Board meeting.

Irondequoit Recreation Partnership

Our 2022 partnership with Irondequoit Recreation has launched with regular visits to their newly formed Pre-K classrooms.

Director of Irondequoit Recreation Katrina Hall and I discussed incorporating the library book drop into the Recreation Center as planned for in our 2022 budget. Because this service requires significant support from the Commissioner of Public Works, we both determined that it is necessary to wait until that position has been filled to proceed with that critical portion of the partnership.

Conflict Resolution Training

On January 13, Jason Vinette, the Director of Human Resources, coordinated a staff training on conflict resolution that was attended by myself, Matt and Nora.

3. Facilities Report

Maintenance/Cleaner Changes

Over the last four months we have had to replace our cleaner/maintenance staff members about every six weeks. Our part-time evening cleaner has left for work elsewhere, and a replacement has been selected but has not yet begun working.

4. Monroe County Library System

Meeting with Senator Brouk

Myself and Irondequoit Public Library Trustees met with State Senator Brouk's staff along with other public library stakeholders. Each library had an opportunity to highlight some of the impactful work completed in 2021.

Senator Brouk's staff was interested to hear about how operations have been impacted by the fall 2021 COVID spike. She also was interested to hear about whether public library's had been successful in receiving supplementary funds through Federal and State pandemic assistance programs.

Changes to NYS Annual Report - Library Programs

New York State has indicated that public libraries must now record library programs statistics differently. We must now identify the number of programs that are in-person and online. Online programs will be categorized as either synchronous (live, in-person or broadcast on the web) and asynchronous (pre-recorded).

5. Personnel Report

6. Financial Report & Vouchers

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

7. Correspondence

An email from Austin Ponce, Assemblyperson Clark's Coordinator of Legislative and Community Affairs, regarding how to report expenses relating to the 2021 New York State Budget Aid has been included.

Irondequoit Public Library
Statistical Report to the Library Board
January 2022

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	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	3,648	6,317	11,308	16	103	193	754	570	887	8,375	10,357	30,875	28,865
Total	49,834	46,813	100,108	123,163	1,239	500	11,085	7,641	8,548	11,154	88,122	126,892	261,498	360,224
Avg/Month	4,153	3,901	8,342	10,264	103	42	924	637	712	930	7,344	10,574	21,792	32,748

Re: Follow Up/Thank You

From: **Austin Ponce** | poncea@nyassembly.gov

Wednesday, Jan 5, 4:44 PM

To: **Benoit, Greg** | Greg.Benoit@libraryweb.org

Good afternoon Greg,

Hope you had a happy holiday and wonderful new year! It was a pleasure to speak with you last month-

I inquired with both Ways & Means staff, as well as NYSED to receive the below response about what was required to document/report any expenses and receipts:

"The Monroe County Library System received notification of the grant for Irondequoit Library by email on 11/23/21. Irondequoit Library will not receive a separate notification from NYSED. The Monroe County Library System is responsible for disbursing out the funding to the library. Irondequoit should document their grant spending for audit purposes, but NYSED does not require anything to be submitted in writing."

If you need any further clarification, or have additional questions - please let me know, and I'll work to get the answers you need.

Best regards,

Austin Ponce (he/him)

Coordinator of Legislative & Community Affairs

Assemblywoman Sarah Clark (AD-136)

1800 Hudson Ave, Suite 4

Rochester, NY 14617

(585) 467-0410

From: **Benoit** | Greg.Benoit@libraryweb.org To: **Austin Ponce** | poncea@nyassembly.gov Tuesday, Dec 14, 2021, 8:32 PM

Austin,

Thank you for taking the time to meet with the library directors and library stakeholders, and for receiving my question about how to report back the expenses/receipts and their impact in the library.

Please let me know if you are able to receive guidance form Ways and Means.

Greg Benoit

Irondequoit Public Library, Director

(585) 336-6064

Irondequoit Public Library

1290 Titus Ave.

Rochester, NY 14617
