

Irondequoit Public Library Board of Trustees
Monthly meeting (via teleconference)
Minutes of February 16, 2022

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

Guests: Greg Benoit, library director; Synn Lymn McLaughlin, library assistant (staff liaison); Julia Fazio and Tyleea Panye-Harley, student representatives; Stephanie Schubmehl, library bookkeeper.

Approval of agenda: Approved with some agenda items reordered and the date corrected.

Approval of minutes: Minutes of January 19, 2022 approved.

Attendance: Next meeting March 16, 2022. No conflicts noted.

Public forum (comments submitted via email): A message regarding a potential contribution was forwarded to Tyler from the main library email address. Further discussion to follow in finance committee.

Town board liaison report: Supervisor Fitzpatrick was unable to attend tonight, but did meet with Greg and Tyler to get an overview of the library board's structure, role, and responsibilities, as well as HVAC repairs and other pressing concerns. Contents of the Google Drive meeting folders were also shared.

Foundation report: Nothing to report. Susan and Rachel will reach out to the Foundation to introduce themselves as new liaisons.

Friends report

- Greg attended the Friends' most recent meeting. They have installed a new board and are actively recruiting for both board membership and day-to-day volunteer roles.
- Planning is underway to resume book sales at the weekly farmers' market, along with other fundraising efforts.
- A poster advertising volunteering opportunities is now on display at the circulation desk.
- Rachel expressed interest in finding opportunities for library board members connect with the Friends by volunteering at special events.

Staff liaison report

- This month's staff liaison was Synn Lymn McLaughlin, currently a full-time library assistant in charge of overseeing the library's meeting rooms and scheduling reference staff. Synn Lymn has been with the library since 2012, when she joined the staff as a part-time clerk, and has previously served as circulation supervisor.

- Synn Lymn shared graphics to illustrate trends in meeting room use. The library reopened its meeting rooms and introduced the LibCal booking software in July 2021. Occupancy has increased steadily ever since, although lack of heat in the downstairs meeting rooms has led to a recent uptick in cancellations.
- Synn Lymn also demonstrated Sidecar, a Microsoft Access-based tool she developed early in the pandemic to track and analyze reference activity. Staff had previously been tracking reference questions with hash marks on paper. Sidecar compiles the reference statistics included in Greg's monthly director's report and is useful in determining staffing needs.
- In response to questions from board members, Synn Lymn and Greg explained that meeting room usage at Irondequoit is difficult to compare to other libraries, as few branches have our meeting room capacity. There has been no appreciable change following the opening of the new community center, perhaps because the two venues cater to different types of events. At present, the community center does not offer online reservations and does not have any spaces comparable to the library's small study rooms.

Finance committee, vouchers, financial report

Financial report

- Revenue
 - 2021 revenue: The 2021 report now reflects our second online fines check. At year end, we have exceeded anticipated revenue by \$16,084.
 - 2022 revenue: The library has collected 34.67 percent of anticipated revenue for 2022, with property tax distribution making up the bulk of that amount. Library charges, miscellaneous income, and public copier usage are all significantly ahead of January 2021, although still not back to where they were in 2019.
- Expenses
 - 2021 expenses: Around \$7,300 in additional expenditures for 2021 were posted since last month's preliminary report, bringing spending up to 96.6 percent of our annual budget. Final reports will be issued in March.
 - 2022 expenses: As of January 31, we have spent 3.9 percent of our budget, with most of that amount falling under the salaries and benefits categories. Invoices for library materials and other spending approved at the January board meeting will be reflected in next month's reports.

Vouchers

- Vouchers of note
 - #301 (2021), EnvisionWare: This covers maintenance and subscription services for faxing, scanning, and printing from public computers. Due to a system error on their side, EnvisionWare did not send out our 2021 renewal invoice until this month. This is budgeted for on the computer software line for 2021.
 - #21, Center Point Large Print: Annual renewal of standing order for large print books.
 - #24, EnvisionWare: Maintenance and subscription renewal for 2022.
 - #35, Vocal Stylings by Ann: Suffragettes Unite!, a live theatrical performance for Women's History Month.
- Motion to approve February 2022 voucher list for payment out of the 2021 budget. Seconded. Motion carried.

- Motion to approve February 2022 voucher list for payment out of the 2022 budget. Seconded. Motion carried.

Finance committee

- 2021 bookstore review: Greg shared a fact sheet about the library's secondhand bookstore compiled by volunteer Diane. The five volunteers who operate the bookstore with support from library staff donated 1,328 hours of service last year and made a total of \$26,885 for the library.
- Network switches: The library's initial proposed budget for 2022 included \$15,000 to cover the cost of upgrades based on an estimate from Kevin LaBarr, although this was ultimately removed from the final version. We now have an opportunity to purchase new switches through MCLS at a significant discount, bringing the cost down to about \$4,800. The finance committee will discuss how to fund this.

Organizational development committee

Board recruitment update

- Susan and Rachel recently met with a new board candidate, Michael Huntone, and were inspired by his passion for the library and its resources. Michael is an active library user who had previously explored pursuing an MLS degree and has been a strong advocate for public libraries, as well as for equity and inclusion through his work with ERASE.
- Motion to nominate Michael Huntone to fill the board trustee position vacated by Cicely Strickland-Ruiz. Seconded. Discussion: Tyler noted that Cicely had one year of her term remaining at the time of her resignation. Motion carried.
- Rachel will connect Michael with Greg and begin the orientation process.

Personnel report

- See attached for full report.
- Motion to promote Emily Baker from Librarian I to Librarian II, effective 2/2/2022. Seconded. Motion carried.
- Motion to promote Matthew Treadwell from part-time library clerk to part-time librarian assistant, effective 2/7/2022. Seconded. Motion carried.

Other news: Rachel noted that the board's Social Media Monday posts are seeing strong engagement and encouraged all trustees to contribute content.

Community engagement committee

- Betty reported she has made contact with counselors at several area high schools. More updates to follow on student representative recruitment.

Student representatives report

- Julia: Eastridge is observing Black History Month by incorporating a quote from a Black trailblazer into each morning's announcements, recited by a student of color. The school is also staging a series of live performances throughout the month.

- Tyleea: I-Fest, a spirit week event featuring school clubs and local businesses, begins next month. Students will have the opportunity to explore new interests and potential careers.
- Rachel asked the student reps for input on anything they would like the board to help promote, and Betty raised the possibility of having library board representation at I-Fest. Julia and Tyleea will check with their schools and report back. Both also indicated they would be interested in contributing to Social Media Monday.
- Greg noted that former student rep Justin Connor reached out about a film screening and panel discussion he organized in conjunction with ERASE. The library was able to promote the event on its social media.

Technology updates

- Website progress: Following last month's kickoff meeting, Mason is now focusing on user navigation and designing the library's homepage with input from technology clerk Tariq Hudson, librarian John Scalzo, Greg, and Tyler. A wireframe and mockup of the homepage will be available for review soon.

Old business

Board retreat

- With Michael Huntone now officially nominated to the board, invitations will go out shortly. Attendees will have the option to join virtually or in person. Tariq and John are currently working on setting up livestreaming equipment purchased with the library's budget aid funds, which should facilitate a hybrid meeting format.
- Future board meetings will likely be in hybrid format as well. MCLS has provided guidance on how trustees attending remotely can still vote.

Long-range plan: Discussions with Causewave are underway. The process is designed to be completed in 45 days.

Collection diversification

- A supplementary funding request for the Foundation to cover collectionHQ software is with the executive committee. The Foundation has previously expressed interest in funding this. All purchasing librarians attended a product demonstration and were impressed with its capabilities.
- Baker & Taylor is offering a discounted rate, allowing us to waive the setup fee and purchase the full version for \$6,000. This will allow for broader collection of circulation data and allow librarians to generate monthly displays and booklists.
- A discussion of messaging followed, with Susan noting that the fine and fee elimination project provides a good template for anticipating questions or objections from the public in publicity and internal documentation. Greg shared the library's collection development policy as a starting point and noted that a process is already in place for patrons to request a review of library materials. Susan proposed that the collection development policy be next for review by the organizational development committee.

New business

- Library Advocacy Day: Scheduled for March 2, 2022, via Zoom. Participants must register by February 21. This provides a unique opportunity to connect with elected officials, and all board members and student reps are encouraged to attend if possible.

Director's report: See attached. Greg also shared a few updates not covered in the written report.

- ERASE: The library has an ongoing informal partnership with ERASE, with both groups regularly cross-promoting each other's events. They are currently working on coordinating a job fair to be hosted at the library. Supervisor Fitzpatrick has indicated that the town will partner with ERASE on events throughout 2022, and Greg will meet with the group to discuss other partnership opportunities.
- Sister libraries project: The sister libraries team is planning a display with books and photos selected by Roma Public Library. Roma recently held a program featuring snowstorm photos from Irondequoit and picture books chosen to represent life here.
- HVAC: Temperatures in the downstairs meeting rooms have now been in the low 60s for two months running, and Monroe Piping and Sheet Metal workers report that another compressor has failed. Repairs should be completed next week. In the meantime, the maintenance crew was able to restore limited heat to the meeting rooms by reconfiguring the hot water radiators that run separately from the HVAC system. It is still unclear what the final cost of the repairs will be.

Review of meeting action items

- Susan and Rachel to connect with Foundation
- Orientation for Michael Huntone
- Betty to follow up on contact with school counselors
- Board retreat invitations
- Student reps to follow up on opportunities for board promotion of events
- Greg, Tyler, finance committee to follow up on HVAC work

President's remarks: Tyler looks forward to getting the board back up to full membership, holding the board retreat, and beginning to see other trustees in person again as the board transitions to hybrid meetings.

Adjournment: Meeting adjourned at 8:16 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

Library Board of Trustees - General

- Must be Irondequoit residents
- Term limited: 3 Years per term, 2 terms maximum
- The Library Board and Town have an established process for recruiting new Trustees
- Vacancies caused by the expiration of terms are appointed by the Town with guidance and input from the Library Board
- Vacancies due to any cause other than the expiration of terms are appointed by the library board, with guidance and input from the Town

Library Policies

- The library board approves all policies governing the public's use of the library and its services, collections, and equipment
- Library policies are regularly reviewed and revised as needed
- The Town Attorney and HR can be contacted for review proposed changes to a library policy if there were questions about legal implications.
- Copies of the library's policies have been included

Budget

- The library board is responsible for preparing the library's budget as a part of the Town of Irondequoit budget process. The library board works with the Director, HR department, technology, and DPW for inputs into the budget.
- Midyear alterations, transfers, or deviations from the adopted budget are rare, but when they occur, they must be initiated and approved by the library board
- A copy of the 2022 library budget has been included

Long Range Plan

- New York State required public libraries to have a written long-range plan
- The long-range plan enumerates the goals, objectives, and action items for the institution for the duration of the
- Irondequoit Public Library is preparing to work on our next long-range plan and anticipates working with the nonprofit consultation group, Causewave Community Partners
- A copy of the library's outgoing long-range plan has been included

Labor Contract

- Several library employees are represented by CSEA
- The Library Board of Trustees, in conjunction with HR and any necessary legal representation, negotiates and approves labor contracts relating to library employees
- A copy of the latest labor contract has been included

Maintenance Chargeback Line

- The library has a financial arrangement with the Department of Public Works to provide cleaning and maintenance services in the building

- Maintenance staff working in the library are hired and supervised by Darwin Soto and are technically employees of the DPW
- The library works closely with the DPW to ensure fully functioning library facilities

Handbook for Library Trustees of New York State

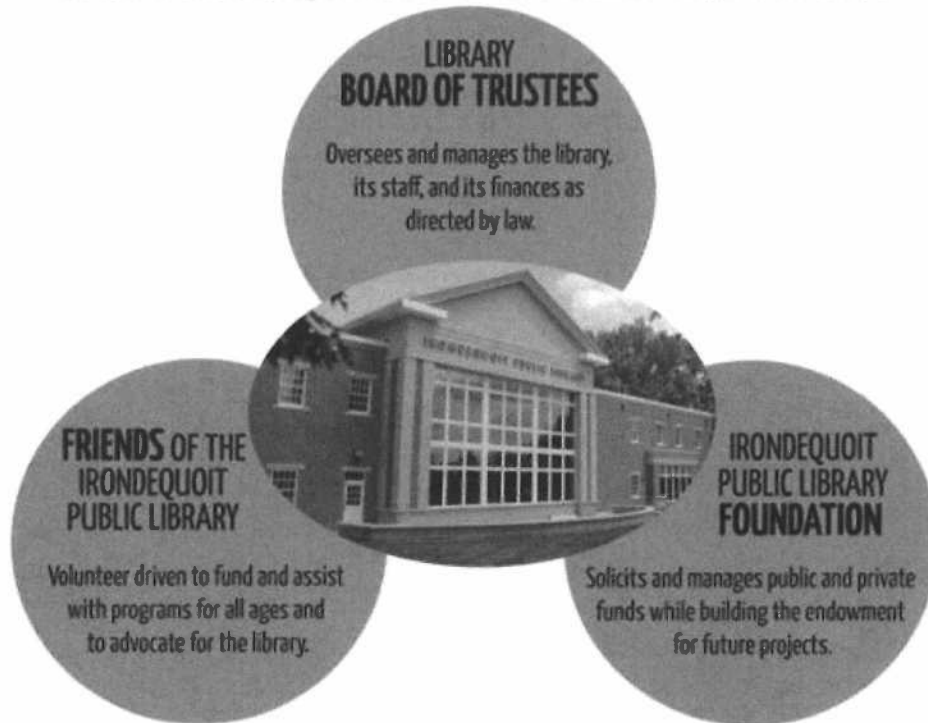
- A copy of the *Handbook for Library Trustees of New York State, 2018 Edition* has been included
- This is given to all new Trustees in New York State and is the best one-stop-shop for quick and easy information on roles and obligations of key titles, regulations impacting libraries, and best practices

General Notes:

The library board consists of 9 members from the community. We have striven to reflect the community as best as possible, including not just demographics but also from various parts of Irondequoit. The structure of the board consists of a standard executive committee (President, VP, Treasurer, Secretary), as well as trustees at large. There are four main committees: Community engagement, Finance, Organizational Development, and Technology. These committees each have charters that are enshrined online and are revisited each year to ensure that it continues to make sense. The committees are not restricted to board members, but also include library team members and community members.

There are two additional important organizations associated with the library and library board: The Friends of the IPL and the Foundation of the IPL.

IRONDEQUOIT PUBLIC LIBRARY



The Friends are volunteers and are passionate about the library and are staunch public advocates. The Foundation focuses on identifying funding and providing that to appropriate causes within the library.

Items of note for additional discussions:

- HVAC
- First Amendment Audits
- COVID plans
- Town Board Liaison to Board meetings

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

12/31/2021

*Updated as of 1/31/22

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL YTD	2021	2021 %
			ACTUAL	ACTUAL					DEC 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	\$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	\$42,465	-\$9,565	129.1%
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	\$2,660,497	-\$16,084	100.6%

EXPENSES

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL YTD	2021	2021 %
			ACTUAL	ACTUAL					DEC 21	BALANCE	
1		Salaries	\$993,483	\$934,119	\$998,983	\$983,163	\$964,129	\$1,024,354	\$961,023.65	\$63,330	93.8%
2		Equipment & capital	\$3,738	\$0	\$2,764	\$2,565	\$4,529	\$2,500	\$16,525.01	-\$14,025	661.0%
4	7410-4050	Library materials	\$142,924	\$154,850	\$170,967	\$178,336	\$169,598	\$178,000	\$175,368.94	\$2,631	98.5%
4		Services & supplies	\$215,080	\$318,641	\$354,003	\$329,561	\$342,006	\$415,135	\$376,360.34	\$38,775	90.7%
4		Contingency - contracted services				\$0	\$0	\$0	\$0.00	\$0	0.0%
6		Principal on debt	\$10,866	\$180,882	\$202,000	\$210,000	\$175,000	\$325,000	\$325,000.00	\$0	100.0%
7		Interest on debt	\$61,583	\$259,278	\$144,424	\$335,100	\$449,852	\$296,000	\$296,000.00	\$0	100.0%
8		Employee benefits	\$580,970	\$437,937	\$447,806	\$446,414	\$413,337	\$446,224	\$445,403.82	\$820	99.8%
Subtotal - expenses			\$2,008,644	\$2,285,707	\$2,320,946	\$2,485,140	\$2,518,450	\$2,687,213	\$2,595,681.76	\$91,531	96.6%

*Updated as of 1/31/22

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					\$4,408.00	\$8,098.00
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	\$26,052.99	\$150,989.15

IRONDEQUOIT PUBLIC LIBRARY
REVENUE

1/31/2022

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD JAN 22	BALANCE	
0	0005-1001	Property taxes	\$2,147,986	\$2,334,611	\$2,507,625	\$2,495,508	\$2,680,059	\$960,000	\$1,720,059	35.8%
0	0005-2080	Misc income (book sales, printing, room rental)	\$56,733	\$62,485	\$23,605	\$47,996	\$46,475	\$3,490	\$42,985	7.5%
0	0005-2082	Library charges (overdue & lost fines)	\$76,681	\$67,370	\$32,500	\$38,057	\$32,900	\$3,175	\$29,725	9.7%
0	0005-2655	Copier receipts	\$2,471	\$3,709	\$1,481	\$3,205	\$3,200	\$268	\$2,932	8.4%
0	0005-3889	Other culture & rec (NYS Local Library System Aid)	\$15,727	\$15,734	\$12,263	\$16,860	\$12,400		\$12,400	0.0%
0	0005-2701	Refund prior year expenses	\$4,213	\$334	\$4,838	\$464			\$0	0.0%
0	0005-3890	State grant (youth fine elimination)	\$0	\$0	\$0	\$14,000	\$14,000		\$14,000	0.0%
0	0005-4911	Federal CARES Act funds			\$33,303	\$0			\$0	0.0%
0	0005-5031	Interfund transfers	\$0	\$85,000	\$40,000	\$40,000			\$0	0.0%
Subtotal - revenue			\$2,303,811	\$2,576,001	\$2,655,615	\$2,656,089	\$2,789,034	\$966,932	\$1,822,102	34.7%

EXPENSES

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD JAN 22	BALANCE	
1		Salaries	\$998,983	\$983,163	\$964,129	\$961,024	\$1,086,669	\$77,702	\$1,008,967	7.2%
2		Equipment & capital	\$2,764	\$2,565	\$4,529	\$16,525	\$53,099		\$53,099	0.0%
4	7410-4050	Library materials	\$170,967	\$178,336	\$169,598	\$170,213	\$180,000		\$180,000	0.0%
4		Services & supplies	\$354,003	\$329,561	\$342,006	\$374,981	\$440,635	\$6,250	\$434,385	1.4%
4		Contingency - contracted services		\$0	\$0	\$0	\$10,000		\$10,000	0.0%
6		Principal on debt	\$202,000	\$210,000	\$175,000	\$325,000	\$335,000		\$335,000	0.0%
7		Interest on debt	\$144,424	\$335,100	\$449,852	\$296,000	\$289,400		\$289,400	0.0%
8		Employee benefits	\$447,806	\$446,414	\$413,337	\$444,679	\$447,728	\$27,663	\$420,065	6.2%
Subtotal - expenses			\$2,320,946	\$2,485,140	\$2,518,450	\$2,588,422	\$2,842,531	\$111,615	\$2,730,916	3.9%

BOOKSTORE SALES

Month	2015	2016	2017	2018	2019	2020	2021	2022
January	\$2,729.61	\$2,429.70	\$2,838.37	\$2,556.20	\$3,703.00	\$3,020.96	\$1,436.73	\$2,155.69
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	\$2,155.69

CHASE ACCOUNTS**JANUARY 2022****NON-PUBLIC FUNDS MMDA *****9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
1/1/2022	Opening balance			\$20,261.54
1/10/2022	Donation from Sarah C. Jones	\$100.00		\$20,361.54
1/20/2022	Bullet aid	\$30,000.00		\$50,361.54
1/31/2022	Interest	\$0.80		\$50,362.34

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
1/1/2022	Opening balance			\$6,796.72
1/31/2022	Interest	\$0.17		\$6,796.89

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
1/31/2022	Opening balance	\$30,000.00		\$30,000.00

February 16, 2022 voucher list, 2021 budget

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
301	EnvisionWare	Computer software	\$2,936.76	4090
Total			\$2,936.76	

February 16, 2022 voucher list, 2021 budget

Fund	Fund total
4090	\$2,936.76
Grand Total	\$2,936.76

February 16, 2022 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
13	Alliance Entertainment	Library materials	\$261.43	4050
14	Amazon (supplies account)	Supplies, office	\$250.95	4570
15	Anna Andrade	Professional services, programming (ASL interpretation for book discussion group on 2/10/22)	\$60.00	4408
16	Baker & Taylor	Library materials	\$9,376.21	4050
17	Baker & Taylor Entertainment	Library materials	\$737.85	4050
18	Barnes & Noble	Library materials	\$99.08	4050
19	Brodart	Supplies, library processing	\$818.28	4576
20	Cengage Learning	Library materials	\$180.68	4050
21	Center Point Large Print	Library materials	\$2,847.60	4050
22	Demco	Supplies, library processing	\$414.10	4576
23	East Ridge Printing	Printing services	\$118.00	4390
24	EnvisionWare	Computer software	\$2,936.76	4090
25	Image360 Rochester	Printing services	\$42.73	4390
26	Ingram	Library materials	\$372.79	4050
27	Midwest Tape LLC	Library materials	\$814.37	4050
28	Monroe County Library System	Supplies, other misc.	\$174.00	4650
29	Online Labels	Supplies, office	\$77.53	4570
30	OverDrive	Library materials	\$910.04	4050
31	Rince Na Tiarna Irish Dancers	Professional services, programming (Irish dance performance on 3/17/22)	\$150.00	4408
32	Staples	Supplies, office	\$35.18	4570
33	Amie Bowser Tennant	Professional services, programming (virtual genealogy lecture on 1/26/22)	\$75.00	4408
34	T-Mobile	Library materials	\$1,079.58	4050
35	Vocal Stylings by Ann	Professional services, programming (theatrical performance for Women's History Month, 3/6/22)	\$150.00	4408
36	W.B. Mason	Supplies, office	\$400.09	4570
37	Lisa Wemett	Professional services, programming (virtual travelogue, 2/22/22)	\$75.00	4408
Total			\$22,457.25	

February 16, 2022 voucher list

Fund	Fund total
4050	\$16,679.63
4090	\$2,936.76
4390	\$160.73
4408	\$510.00
4570	\$763.75
4576	\$1,232.38
4650	\$174.00
Grand Total	\$22,457.25

Irondequoit Public Library Bookstore Fact Sheet – 2021

The bookstore is open whenever the library is open. Five volunteers donated 1,328 hours of service to operations in 2021.

Income generated in 2021 totaled \$26,885 with a daily average in sales of \$86.00.

Among the items the bookstore sells are:

- Adult fiction and non-fiction books (hard cover and paperback)
- Books for young adults and tweens
- Children's books (classics, picture books, chapter books and activity books)
- DVDs and CDs
- Magazines
- Games
- Puzzles
- Calendars
- Vinyl records
- Sheet music

In addition to the items available in the library stacks, special displays in 2021 have included:

- Holiday themed books
- Science-fiction
- Children's books
- Newly released novels
- Biographies
- Knitting and needlework
- Local history and interest
- Cookbooks
- Art books

The bookstore sells used books which are either donated or discarded by the library. Prices range from \$6 for a 2022 new release novel to 10¢ for two shelves of children's books. Inventory is reviewed each month and older books removed from the shelves.

These books are then donated to a number of community organizations and businesses including nursing homes such as St. Ann's, youth programs such as Villa of Hope, schools including the Irondequoit High School and Hope Hall, the library's sister library project in Texas, and Goodwill.

Organizational Development Committee
February 2022 Employee Changes

Emily Baker

Promotion: Full-Time Librarian II (Teen Librarian)

Notes: Emily Baker has been employed at the Irondequoit Public Library as a Librarian I since December 2, 2019. As per the union contract, "The Library will review requests to promote Librarian I employees to Librarian II within two (2) months of the employee's second year anniversary of Full-Time service at the Irondequoit Public Library." I am requesting that Emily's promotion be effective February 2, 2022 with back pay to account for the language in the contract.

This promotion is included in the 2022 library budget.

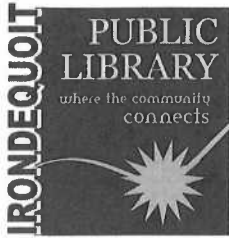
Emily is responsible for supervising and training the library pages, maintaining the teen library materials collection, coordinating teen library programs, and interfacing with community partners such as the two Irondequoit school districts and Bishop Kearney.

Matthew Treadwell

Promotion: Part-Time Library Assistant

Notes: Matthew has been working at the Circulation Desk at Irondequoit Public Library since June 2021 where he demonstrated unflappable customer service when interacting with library patrons. Matthew has also worked at public libraries as a page and library clerk. In his new role, Matthew will be working at the reference/info service points where he will assist patrons in finding library materials, using the computer lab, and information research for library patrons. Matthew is a graduate of SUNY Brockport.

Matthew is vacating a part-time Library Clerk position, which will be filled shortly.



Irondequoit Public Library

Director's Report

Wednesday, February 16, 2022

1. Irondequoit Public Library

Irondequoit Historical Society - Programming Partnership

The Irondequoit Historical Society and the Irondequoit Public Library have formed a partnership to co-promote and co-present educational programs on local history.

The partnership will kickoff on March 3, 2022 with a presentation from Fred Amato, President of the Charlotte-Genesee Lighthouse Society, titled *From The Beginning: The Lighthouses of The Port Of Rochester Including Women Keepers*. Fred will also discuss the different Light Stations in Charlotte starting in 1792. 2022 is the bicentennial anniversary of the Charlotte-Genesee Lighthouse.

The programs that are a part of the series will be hosted at the library on the first Thursday of each month, and run February through August.

Black History Month

The Irondequoit Public Library is recognizing and celebrating Black History Month with a series of displays throughout the library. Each major collection (children's library, teen library, adult fiction & non-fiction, and movies) has a corresponding display of works by African-American authors that will run through the month of February.

Additionally, we are hosting a Black History Month themed storytime on February 26, 2022. The library will also feature an encore presentation of the popular *Meet Asa Dunbar, African-American Pioneer on Irondequoit Bay* live streamed on the library's Facebook.

Susan B. Anthony House Exhibit

The exhibit coordinated in partnership with the Susan B. Anthony House, the Ukrainian-American Community Foundation at Ukrainian FCU, Irondequoit Historical Society, and the Ukrainian National Women's League of America is set to launch on March 1, 2022 and run through June 11, 2022 in the Muisis Family Local History Gallery.

The first companion program is scheduled for March 6, 2022 with a musical and theatrical performance. Ukrainian Women's Vocal Ensemble, *Malvy* (Morning Glory) will perform live in the library's meeting room. Following *Malvy*, attendees will be treated to *Suffragettes UNITE!*, Ann Mitchell's theatrical portrayal of select woman's suffrage leaders' speeches orated during the long battle for the woman's right to vote.

On Thursday, March 24, 2022 the library is hosting the second companion program, a lecture by Michelle Furlano on the impact of Susan B. Anthony's writings on the women's suffrage movement. The lecture will also explore how Anthony's legacy influenced subsequent women's movements. Michelle holds a PhD in History from University of Rochester. Both programs are being offered in honor of International Women's History Month.

New Youth Services Program Series

Our youth services librarians have launched a new Dungeons & Dragons program series for teens and tweens. *Tween Dungeons & Dragons* will be hosted on the second Saturday of each month, and *Teen Dungeons & Dragons* will be held on the fourth Saturday of the month.

Both program are coordinated and conducted by Sarah Knight, who was recently hired as a Librarian Assistant.

The Youth Services Department is also in the process of planning a storytime series featuring former NHL player, and current Town Supervisor, Rory Fitzpatrick. Rory is well acquainted with storytime from his involvement with the Amerks Reading Power Play program where he regularly made visits to libraries and schools to read to children.

The tentative theme for the program series are athletics and health, and will potentially feature appearances from people who work for the Town of Irondequoit (examples: first responders, the police horse, highway department truck rodeo, fitness activities from Iron Rec program staff).

Book Store

I have included a document titled "Bookstore Fact Sheet" which was created by our lead bookstore volunteer, Bonnie outlining the successes the bookstore volunteers had in 2021.

Similarly, Nora Pelish reported to me that in 2021 library volunteers completed 1,580 hours of volunteer work!

Staff Training Day

On February 21, 2022 the library will be conducting another staff training day. The topics will be: a presentation on the resources available through EAP, conflict resolution training by the Town of Irondequoit EAP provider, a video presentation on avoiding burnout in the library environment, and a fire evacuation drill.

Friends of the Irondequoit Public Library

The Friends of the Irondequoit Public Library have launched their member and volunteer recruitment drive. Efforts include a story in the library newsletter, social media posts, and large poster displayed at the circulation desk. A copy of the poster titled "Seeking Friends Flier" has been included for reference.

2. Town of Irondequoit Supervisor Orientation

On Wednesday, February 9, 2022 Tyler Kwolek and I met with Supervisor Fitzpatrick and Mari Vecchio to review an orientation packet that was prepared for the incoming Town Supervisor.

The documents that were shared with the Supervisor are all from the new Trustees folder on the Library Board Shared Drive. An outline of the documents contents that was given to the Supervisor has been included as an attachment titled "New Supervisor Meeting"

3. Facilities Report

Maintenance/Cleaner Changes

Our new full-time maintenance team member, Brian, started last week. He joins Nate, our existing maintenance team member.

Network Switches

In 2021, the library requested funding to finance the replacement of several network switches in the library which Kevin felt needed to be replaced. This request was ultimately tabled to cut costs in the 2022 budget.

The Monroe County Library System is coordinating a group purchase of network switches using the Federal E-Rate Program. This program will enable us to buy four network switches which typically retail for \$7,000 each for only \$1,000 a piece for a savings of \$24,000.

HVAC Issues

The first floor library meeting rooms have been without reliable heat since December 15, 2021.

Temperatures are typically no higher than 63 degrees. Repeated attempts have been made to have the issues resolved, which Supervisor Fitzpatrick now taking role in ensuring that the work is completed quickly.

Technicians from two HVAC companies have been working in the library throughout the week to remedy the issue.

4. Monroe County Library System

Library Advocacy Day

Please consider registering for Library Advocacy Day. This year, Library Advocacy Day will be held on March 2, 2022, and is completely virtual.

Registration is due by February 21. Talking points and Zoom links will be sent to registrants by February 28.

Register at: <https://forms.office.com/r/qNcCxyKVMW>

5. Personnel Report

A personnel report will be included with in my report to the Library Board as an attachment.

6. Financial Report & Vouchers

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

7. Correspondence

I have contacted Causeway Community Partners to setup a meeting to discuss work on the forthcoming long range plan.

Irondequoit Public Library
Statistical Report to the Library Board
February 2022

Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Wi-Fi Usage		Circulation	
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022
Year														
January	3,804	3,770	6,601	10,913	20	47	437	621	650	0*	8,198	10,231	30,507	30,320
February	3,750		7,199		23		655		702		8,018		30,025	
March	4,121		8,973		24		226		892		9,609		31,839	
April	3,544		7,729		19		287		768		9,584		31,141	
May	3,018		7,723		10		233		821		11,491		30,143	
June	3,838		10,826		27		833		996		13,120		35,175	
July	4,195		12,150		31		879		1,027		12,092		38,566	
August	4,570		12,417		38		1,150		1,093		11,545		37,197	
September	4,068		11,543		46		821		1,163		11,487		33,535	
October	4,306		14,954		92		628		1,155		11,286		32,228	
November	3,951		11,740		67		738		1,000		10,105		31,510	
December	3,648		11,308		103		754		887		10,357		28,865	
Total	46,813	3,770	123,163	10,913	500	47	7,641	621	11,154	0	126,892	10,231	390,731	30,320
Avg/Month	3,901	3,770	10,264	10,913	42	47	637	621	930	#DIV/0!	10,574	10,231	32,561	30,320

* Computer use statistics for January 2022 will be included in the March 2022 report. Statistics are stored on a server that is currently offline.