

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of March 16, 2022

Call meeting to order: 6:34 pm.

Present: Tyler Kwolek, president; Rachel Snyder, treasurer.

Present via teleconference: Susan Kramarsky, vice president; Betty Brewer-Johnson, Phil Harriman, Michael Huntone, and Kelly Metras, trustees at large.

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

Absent: Erin Dougherty, secretary.

Approval of agenda: Approved.

Approval of minutes: Minutes of February 16, 2022 approved.

Attendance: Next meeting April 20, 2022 in hybrid format. No conflicts noted. Tyler will follow up with Erin.

Public forum (comments submitted via email): None.

Welcome new trustee: Tyler welcomed new trustee Michael Huntone on behalf of the board. A self-described library nerd, Michael is excited for the opportunity to work with other board members and advocate for the library.

Town happenings

- Erin Magee has been appointed to replace Bob Kiley as Commissioner of Public Works.
- Supervisor Fitzpatrick, along with Mike Moss of ICAT, are putting together brand standards for all town social media. Greg and John Scalzo have a meeting scheduled with Mike to discuss the impact on the library's social media accounts.

Foundation report: No new developments. Susan and Rachel are scheduled to meet with Fran next week.

Friends report

- Greg attended the Friends' most recent board meeting. Kathy Little has been named book sale chair and will work with library volunteers to coordinate a table at the farmers' market, along with a larger annual or semiannual book sale.

- Since their last meeting, the Friends have printed recruitment fliers to distribute when patrons borrow materials at the circulation desk. They now have a number of prospective volunteers.
- The Friends are funding a visit this summer from Wildlife Rockstars, a Zoomobile-type program led by presenters in recovery from brain injury.

Staff liaison report

Inclusion partnership updates:

- Rochester Accessible Adventures' accessibility report was shared with the board. RAA identified six areas to prioritize, with one of the top recommendations being staff training to ensure all have the same baseline level of knowledge. Many recommendations can be implemented at no or minimal cost, and RAA is assisting in identifying funding sources for others.
- Amy and assistant director Matt Krueger will be the library's inclusion coordinators, serving as a first point of contact for patrons who need accommodations and for any staff questions.
- RAA will be available throughout the process to provide support and answer questions about implementing recommendations.
- Kelly mentioned a few no-cost options for making social media posts more accessible, including use of the alternate text feature for images, capitalizing each word in hashtags, and limiting emojis to make it easier for screen readers to process text.

Children's library partnerships

- Lions Club visited the library to offer free vision screening after storytime.
- Monthly ASL storytimes with Rochester School for the Deaf begin April 2.
- Boy Scouts are coordinating a food drive at the library and Girl Scouts will be assisting with storytime.
- Two University of Rochester PhD students studying how children conceptualize race are making occasional visits to the library to connect with parents interested in participating.

Finance committee, vouchers, financial report

Financial report

- 2021 revenue: No change since last report. The library met or exceeded projections in every category, collecting 100.6 percent of anticipated revenue overall and leaving a surplus of \$16,084.
- 2021 expenses: With the books now closed on 2021, library expenditures are under budget at 98.1 percent overall. We spent 94.4 percent of our budget for salaries, 102.5 percent for services and supplies, and 98.5 percent for library materials. The actual percentage for library materials was closer to 99.3 percent due to a difference in the way the town accounts for our Ebsco magazine subscriptions. Personnel spending ended up under budget due to reduced operating hours and vacancies earlier in the year. All cost overrun in services and supplies was for the "Maintenance, Heating/Air" line item (005.7410.4265 on the expense control report).
- 2022 revenue: The library has now received all property tax revenue for 2022, bringing revenue collection up to 96.7 percent of budget. With 16.7 percent of the year elapsed, we

have collected 20.6 percent of our anticipated total for miscellaneous income and 18.7 percent for library charges, with copier receipts running slightly behind at 15.5 percent. Miscellaneous income this month was boosted by hotspot leasing payments from Gates and Mendon. This was the final payment for both libraries, and their leased hotspots have now been deactivated.

- 2022 expenses: Library spending is on track so far at this early stage in the year. We are at 13.8 percent of budget for salaries, 11.3 percent for library materials, 3.3 percent for services and supplies, and 8.6 percent overall.

Vouchers

- Vouchers of note:
 - #40, Amazon supplies account: Meeting room technology supplies. IT clerk Tariq Hudson successfully diagnosed a sound issue with the large meeting room speakers and installed a \$17 wall plate to correct it—something that otherwise would have necessitated a service call to Fusion Digital.
 - #44, Greg Benoit: Reimbursement for purchases of supplies needed on short notice.
 - #51, Jamex: Terminal setup fee and credit card processing subscription for copier/fax machine in computer lab. This will reduce wait times for patrons and enable us to accept credit cards for copying.
- Motion to approve March 2022 vouchers for payment. Seconded. Discussion: In response to a question from Rachel, Greg clarified that voucher #49 (Fonte Surgical Supply) was for a technician to repair two mobility scooters that the library makes available for public use. No further discussion. Motion carried.

HVAC repairs: Greg, Tyler, and Susan have a meeting scheduled next week with Erin Magee to make sure the library, library board, and DPW are all on the same page. Another round of repairs will take place in April.

Organizational development committee

- Rachel encouraged all trustees who have not yet done so to submit content for Social Media Mondays, as well as any updates to their bios for the library website.
- No personnel updates for March, although the library is currently canvassing for an open part-time clerk position.

Community engagement committee

Student representatives: Julia and Tyleea were unable to attend this month's meeting. Betty has been in contact with school counselors and reached out to a potential new student rep candidate.

Community partnerships

- Seed library: Covered in director's report below.
- ERASE: Michael, along with ERASE vice president Shawn James, met with Greg, Matt Krueger, and Maria Vecchio from the town supervisor's office to discuss opportunities for collaboration with the library. Possibilities include community read/watch programs, a popup shop, and participation in Juneteenth celebrations. ERASE will also be a regular presence at the town farmer's market.

Other news: Betty, Kelly, and Tyler all attended a women's history month event at the library on March 6 featuring a performance by the Ukrainian Women's Vocal Ensemble.

Technology updates

Library website

- A full-color mockup of the new library website is ready for review.
- The library is looking into incorporating Wowbrary, a customizable feed-based service to highlight new materials and create dynamic booklists that comes at a cost of \$500 per year. This can also include a link for users to purchase materials from Amazon with a portion of the proceeds going to the Friends.

Maker's lab: See director's report below.

Old business

Board retreat: It was proposed that the board retreat be postponed until May or June, putting it closer to the beginning of budget season.

Long-range plan: The library is pursuing a rapid planning proposal grant through RRLC. If received, we will be able to partner with Causewave to develop our next long-range plan and complete the process in about 45 days.

Collection diversification project: Tentatively planning to meet with the Foundation next week. Initial paperwork has been submitted to Fran Manion for review and she anticipates a quick response.

Library advocacy day: Betty, Erin, and Greg attended events with senator Samra Brouk and assemblymember Sarah Clark. Betty made both legislators aware of the library's HVAC situation and thanked them for their support. Greg noted that attendance was strong and that the all-virtual format adopted during the pandemic has made the event accessible for those unable to make the trip to Albany.

New business: Covered elsewhere.

Director's report discussion

See attached for full report.

Seed library

- The library is looking into forming a partnership with Cornell Cooperative Extension, the town conservation board, and town councilmember Kimie Romeo in order to incorporate a seed library into the Maker's Lab for 2023. Greg toured Webster's seed library along with members of the conservation board and CCE.
- Proposed roles:

- Library: Promote seed library and associated programs, create graphics, provide venue for programs, handle registration
- CCE and conservation board: Identify topics and speakers of interest, promote seed library and programming to membership, connect library with affordable seed vendor. CCE is the gold standard for library programs related to plants, gardening, and landscaping, and their presentations are always well-attended.
- Town and Councilmember Romeo: Replant the landscape plot in the book drop circle with plants available through the seed library.
- Also discussed was the possibility of a role for the community center, perhaps in hosting produce-based cooking classes.

Maker's lab

- Plan is to reopen fully in the next three to four weeks.
- Tutorial videos are in production, and Greg shared an example with the board. Library assistant Sarah Knight, who will serve as the point person for all training sessions, is also working on locating existing tutorial videos that would be suitable for IPL patrons. Phil will review videos and give his input.
- Proposed new training process: Patrons will be able to view available equipment on the library website and sign up for one of Sarah's weekly training sessions at the library. Participants will be instructed to review a tutorial video and written instructions for the equipment before their in-person training.
- Information about the maker's lab will be in next week's library newsletter, and we will begin publicizing the weekly training sessions in about two weeks.
- Greg recently worked with Councilmember Romeo to assist a patron who complained to the town board after receiving inconsistent information about the Maker's Lab from the library.

Other news

- Jennifer Smathers has been selected to replace Adam Traub as assistant director for MCLS.
- February saw the library's highest program attendance since before the pandemic. The door count was also up.

Review of meeting action items

- Board retreat date
- Collection diversification meeting with Fran

Adjournment: Meeting adjourned at 7:51 pm.

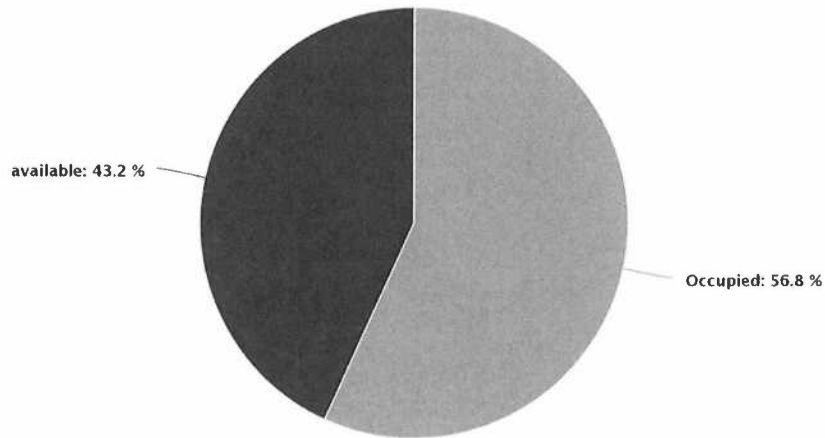
Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

Meeting and Study Room Reservations February 2022

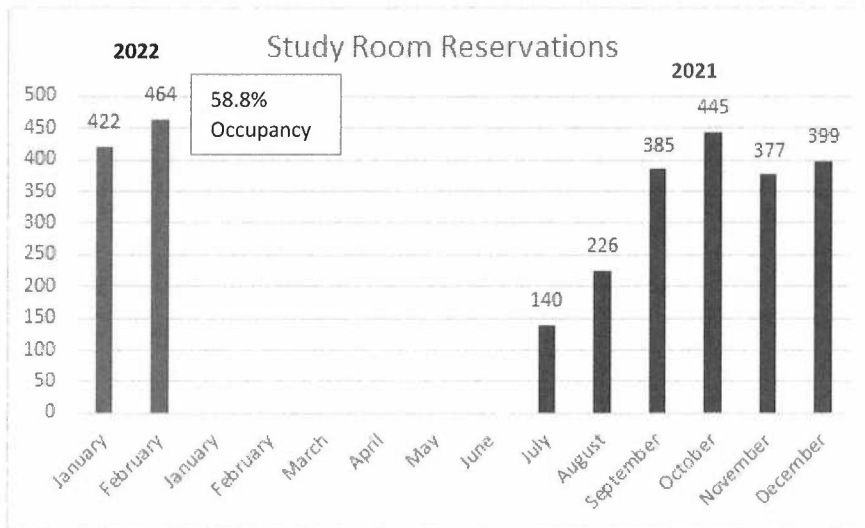
Study Room (2nd floor) and Meeting Room (1st floor) reservations continue to steadily increase into 2022.

Study Rooms (Second Floor)

Aggregate Occupancy Ratio
Tuesday, February 1, 2022 – Monday, February 28, 2022

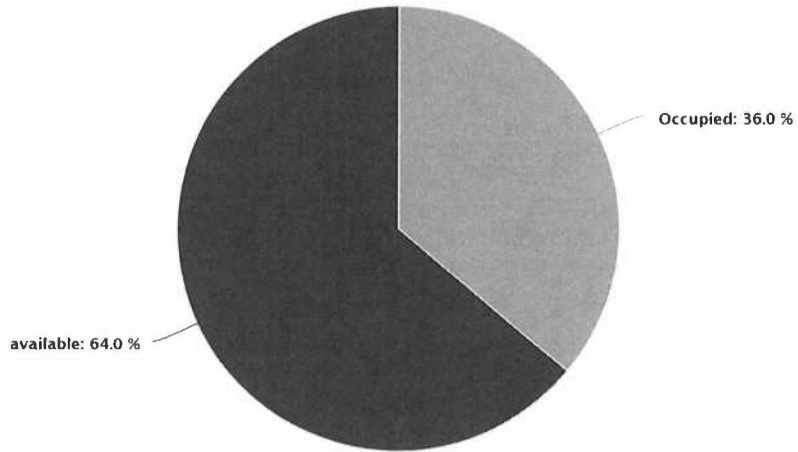


Average Booking Duration for February 2 hours 16 minutes

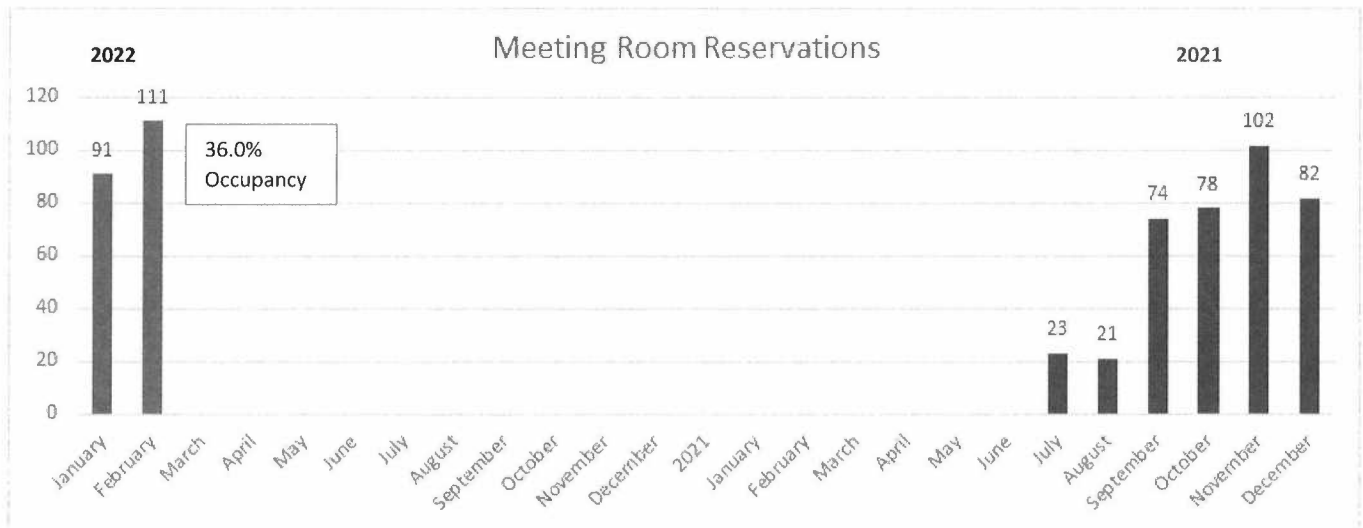


Meeting Rooms (First Floor)

Aggregate Occupancy Ratio
 Tuesday, February 1, 2022 – Monday, February 28, 2022



Average Booking Duration for February 3 hours



IRONDEQUOIT PUBLIC LIBRARY
REVENUE

12/31/2021
FINAL

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021	2021 %
			ACTUAL	ACTUAL						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	\$0	\$0	\$0	\$0	\$33,303	\$0	\$0	\$0	0.0%
0	0005-5031	Interfund transfers	\$0	\$0	\$0	\$85,000	\$40,000	\$40,000	\$40,000	\$0	100.0%
Subtotal - revenue			\$2,248,763	\$2,343,351	\$2,303,811	\$2,576,001	\$2,655,615	\$2,644,413	\$2,660,497	-\$16,084	100.6%

EXPENSES

GROUP	FUND	DESCRIPTION	2016	2017	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ACTUAL	2021	2021 %
			ACTUAL	ACTUAL						BALANCE	
1		Salaries	\$993,483	\$934,119	\$998,983	\$983,163	\$964,129	\$1,024,354	\$966,766	\$57,588	94.4%
2		Equipment & capital	\$3,738	\$0	\$2,764	\$2,565	\$4,529	\$2,500	\$977	\$1,523	39.1%
4	7410-4050	Library materials	\$142,924	\$154,850	\$170,967	\$178,336	\$169,598	\$178,000	\$175,369	\$2,631	98.5%
4		Services & supplies	\$215,080	\$318,641	\$354,003	\$329,561	\$342,006	\$415,135	\$425,579	-\$10,444	102.5%
4		Contingency - contracted services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
6		Principal on debt	\$10,866	\$180,882	\$202,000	\$210,000	\$175,000	\$325,000	\$325,000	\$0	100.0%
7		Interest on debt	\$61,583	\$259,278	\$144,424	\$335,100	\$449,852	\$296,000	\$296,000	\$0	100.0%
8		Employee benefits	\$580,970	\$437,937	\$447,806	\$446,414	\$413,337	\$446,224	\$445,435	\$789	99.8%
Subtotal - expenses			\$2,008,644	\$2,285,707	\$2,320,946	\$2,485,140	\$2,518,450	\$2,687,213	\$2,635,126	\$52,087	98.1%

Cash receipts summary

12/31/2021
FINAL

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**

2/28/2022

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD FEB 22	BALANCE	
0	0005-1001	Property taxes	\$2,147,986	\$2,334,611	\$2,507,625	\$2,495,508	\$2,680,059	\$2,680,059	\$0	100.0%
0	0005-2080	Misc income (book sales, printing, room rental)	\$56,733	\$62,485	\$23,605	\$47,996	\$46,475	\$9,582	\$36,893	20.6%
0	0005-2082	Library charges (overdue & lost fines)	\$76,681	\$67,370	\$32,500	\$42,465	\$32,900	\$6,147	\$26,753	18.7%
0	0005-2655	Copier receipts	\$2,471	\$3,709	\$1,481	\$3,205	\$3,200	\$496	\$2,704	15.5%
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	\$2,660,497	\$2,789,034	\$2,696,284	\$92,750	96.7%

EXPENSES

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD FEB 22	BALANCE	
1		Salaries	\$998,983	\$983,163	\$964,129	\$966,766	\$1,086,669	\$150,366	\$936,303	13.8%
2		Equipment & capital	\$2,764	\$2,565	\$4,529	\$977	\$500	\$0	\$500	0.0%
4	7410-4050	Library materials	\$170,967	\$178,336	\$169,598	\$175,369	\$180,000	\$20,428	\$159,572	11.3%
4		Services & supplies	\$354,003	\$329,561	\$342,006	\$425,579	\$439,764	\$14,318	\$425,446	3.3%
4		Contingency - contracted services		\$0	\$0	\$0	\$10,000	\$0	\$10,000	0.0%
6		Principal on debt	\$202,000	\$210,000	\$175,000	\$325,000	\$335,000	\$0	\$335,000	0.0%
7		Interest on debt	\$144,424	\$335,100	\$449,852	\$296,000	\$289,400	\$0	\$289,400	0.0%
8		Employee benefits	\$447,806	\$446,414	\$413,337	\$445,435	\$447,728	\$54,769	\$392,959	12.2%
Subtotal - expenses			\$2,320,946	\$2,485,140	\$2,518,450	\$2,635,126	\$2,789,061	\$239,881	\$2,549,180	8.6%

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	\$2,373.25
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	\$4,528.94

CHASE ACCOUNTS

FEBRUARY 2022

NON-PUBLIC FUNDS MMDA *****9050

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2022	Opening balance			\$50,362.34
2/7/2022	Payment to Fusion Digital (bullet aid purchase)		\$841.88	\$49,520.46
2/18/2022	Payment to Barnes & Noble (books purchased with donation from Girl Scouts)		\$146.45	\$49,374.01
2/23/2022	Donation from Mary Elaine Pierce (memorial for Jack Wehner & Gus Apai)	\$50.00		\$49,424.01
2/28/2022	Interest	\$1.14		\$49,425.15

PUBLIC FUNDS MMDA *****2587

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2022	Opening balance			\$6,796.89
2/28/2022	Interest	\$0.16		\$6,797.05

BUSINESS COMPLETE CHECKING *****7700

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2022	Opening balance			\$1,510.09
2/28/2022	Monthly service fee		\$15.00	\$1,495.09

2021 BULLET AID

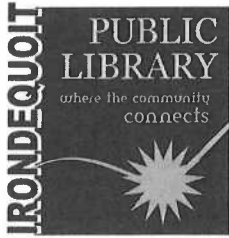
DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2022	Opening balance	\$30,000.00		\$30,000.00
2/7/2022	Payment to Fusion Digital (livestreaming equipment - Logitech Meetup VTC system with expansion mic)		\$841.88	\$29,158.12

March 16, 2022 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
38	Alliance Entertainment	Library materials	\$103.98	4050
39	Amazon (materials account)	Library materials	\$17.67	4050
39	Amazon (materials account)	Professional services, programming (instruction book to accompany Cricut Joy for maker's lab)	\$9.99	4408
40	Amazon (supplies account)	Supplies, office	\$57.94	4570
41	Baker & Taylor	Library materials	\$7,333.25	4050
42	Baker & Taylor Entertainment	Library materials	\$1,100.93	4050
43	Barnes & Noble	Library materials	\$88.71	4050
44	Greg Benoit	Supplies, office (reimbursement)	\$75.55	4570
44	Greg Benoit	Supplies, other misc. (reimbursement)	\$5.44	4650
45	Bluehost	Contracted services	\$167.88	4120
46	BookPage	Library materials	\$972.00	4050
47	Linda Bowers	Professional services, programming (presenter fee for alcohol ink eggs craft program, 4/7/22)	\$165.00	4408
48	Cengage Learning	Library materials	\$263.15	4050
49	Fonte Surgical Supply	Miscellaneous expenses	\$198.00	4360
50	Ingram	Library materials	\$63.24	4050
51	Jamex, Inc.	Credit card fees	\$300.00	4361
51	Jamex, Inc.	Contracted services	\$299.00	4120
52	Midwest Tape LLC	Library materials	\$758.60	4050
53	OverDrive	Library materials	\$982.82	4050
54	Penworthy	Library materials	\$674.28	4050
55	Smithsonian	Library materials	\$34.00	4050
56	Staples	Supplies, office	\$86.00	4570
57	T-Mobile	Library materials	\$1,169.84	4050
58	W.B. Mason	Supplies, office	\$251.25	4050
59	Wegmans	Conference/training (food for staff training day on 2/21/22)	\$144.85	4100
Total			\$15,323.37	

March 16, 2022 voucher list

Fund	Fund total
4050	\$13,813.72
4100	\$144.85
4120	\$466.88
4360	\$198.00
4361	\$300.00
4408	\$174.99
4570	\$219.49
4650	\$5.44
Grand Total	\$15,323.37



Irondequoit Public Library

Director's Report

Wednesday, March 16, 2022

1. Irondequoit Public Library

Irondequoit Historical Society - Programming Partnership Update

The Irondequoit Historical Society and the Irondequoit Public Library hosted our first co-promoted and co-branded local history program on Thursday, March 3.

There were 35 people in attendance, an increase from the 15 or so people the Irondequoit Historical Society indicated that they would typically receive in the past.

The programs that have already been finalized for the 2022-2023 programming lineup are:

- April 7, 2022: Dan Reardon and Ann Esch – Pawing Through Rochester
- May 12, 2022: Alex Johnson – Rochester's 108th NY Volunteer Infantry
- June, July, August - No Presentation
- September 8, 2022: Kelly Bush – History of the Union Tavern
- October 6, 2022: Kathy Connor – The Women in George Eastman's Life
- November 10, 2022: Marie Poinan – The Port of Rochester
- December 1, 2022: Price Prazar – Antiques Appraisal
- February 2, 2023: Jim Hinman – The History of Zoning in Irondequoit
- March 2, 2023: Leslie Dicesare – The Micro-Brewery Phenomenon
- April 6, 2023: Kevin Dorey – The History of Seabreeze Park
- May 4, 2023: Mary Seaman Stevens – Cobblestone Structures in Western New York
- June, July, August - No Presentation

Moving forward, Adult Programming Librarian, Amy Henderson and I will meet periodically with the Irondequoit Historical Society to reevaluate the success of the publicity and marketing strategies, attendance trends, and to assist in identifying potential speakers for the series.

ERASE - Potential Programming Partnership

On Friday, March 4 Matt Krueger and I met with Maria Vecchio, Director of Administration for the Town of Irondequoit, Shawn James from ERASE, and Michael Huntone of ERASE, and now the Irondequoit Public Library Board of Trustees to discuss the prospect of jointly coordinating community and educational programs at the library in partnership with ERASE.

Discussion centered around offering more community needs based programming like the forthcoming job fair with ERASE, vendor and craft fairs, book and film discussions similar to the ERASE film viewing and panel discussion that the library held promote in February, and cultural events featuring food, music, and art.

Shawn James will discuss these specific ideas and the general concept of an expanded programming partnership with the ERASE leadership team and report back.

Seed Library - Potential Partnership

On Wednesday, February 23 I met with Town Councilwoman Kimmie Romeo to discuss the prospects of the library joining into an already established exploratory committee researching the feasibility of establishing a seed library in the Town of Irondequoit. The prospective partnership would be between the Irondequoit Public Library, the Town of Irondequoit, the Irondequoit Conservation Board, and Cornell Cooperative Extension.

On Thursday, March 10 I toured the Webster Public Library with the exploratory committee and had an opportunity to ask questions about the operations of their seed library, the financial commitments involved with maintaining it, how it is publicized, and the response from the public.

I expressed my desire to host a similar seed library at the Irondequoit Public Library, and further indicated that I would like to incorporate it into the Maker's Lab should that arrangement work for all of the partner organizations. There was also much excitement from all of the partner organizations when discussion turned to brainstorming different community education programs. The consensus is that the seed library would be promoted in programs on gardening, landscaping, and cooking.



The seed library at the Webster Public Library.

I am currently having the library team research the costs for equipment and supplies we would need to make our seed library a success. This information will be combined with information gathered by the Town Conservation Board and eventually incorporated into either the library, conservation board or town hall's 2023 budget.

I will keep the Community Engagement Committee updated with developments. It may also be helpful to have a representative from the Library Board or Community Engagement Committee present at key meetings in the future if the project moves forward.

Women's History Month - Programs and Exhibit

There were 75 people in attendance at the March 6th musical and theater program celebrating Women's History Month. The Ukrainian Federal Credit Union presented Tyler Kwolek and I with their annual donation check.

On Thursday, March 24, 2022 the library is hosting the second Women's History Month 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.

Sister Libraries

The Sister Libraries team has completed their display on the Roma Public Library and life in Roma, TX which is currently housed in our Children's Library display case. The Roma Public Library has also setup a display on the Irondequoit Public Library and life in Irondequoit.



Roma Public Library's Irondequoit, NY display.

Maker's Lab

Last week I worked with Town Councilwoman Romeo to resolve an issue a patron had gaining access to equipment in the Maker's Lab. The patron in question had reached out to her initially to get a resolution. In assisting the library patron, it was apparent to me that he received some incorrect information from a library staff member regarding the Maker's Lab. I am working with the Maker's Lab team and John Scalzo to launch new publicity indicating that the Maker's Lab equipment is available for use in the library as well as at home.

Rochester Accessible Adventures

Our accessibility inclusion work with Rochester Accessible Adventures is approaching a new stage.

The library team members participating in this project have completed their training and focus groups with Rochester Accessible Adventures. The RAA team has completed their assessment of the library facilities, website, and our programs and services.

The findings have been formatted into an action plan which was reviewed with the library team on February 21st. The library team members and I are dividing the follow up work among the group as well as creating a time table for implementing the changes.

I will keep the Organizational Development Committee updated on the progress and will solicit feedback at this committee if board level input is needed.

Friends of the Irondequoit Public Library

The Friends also agreed to fund a summer zoo mobile visit with Wildlife Rockstars, a nonprofit that features animal handlers who have traumatic brain injuries and other physical disabilities. The intent of the nonprofit is to get children familiar with seeing and interacting with people who have disabilities within the community, and it will be promoted along with our accessibility and inclusion efforts.

Additionally, I expect this program to be very well attended and some of the Friends of the Library will make an appearance to address the crowd, and solicit for new board members and volunteers.

The library team continues to promote the need for new Friends of the Library board members and volunteers on social media. I am having the circulation desk staff hand out a 3"x5" flier soliciting new members with each checkout after a lackluster response to the solicitation in the email newsletter.

2. Town of Irondequoit

Commissioner of Public Works

Erin Magee has been named the Town of Irondequoit, Commissioner of Public Works. Erin was previously the Deputy Commissioner of Public Works, and has assisted with a number of projects at the Irondequoit Public Library over the last few years. She has a reputation as trusted and reliable leader.

I have requested a meeting with Erin, Tyler Kwolek, and myself to review the financial relationship between the library and the Department of Public Works, the status of the HVAC upgrades and repairs, and the training process for new maintenance workers at the library.

3. Facilities Report

Maintenance/Cleaner Changes

Our new part-time maintenance team member, Bob, started three weeks ago. He replaces hours worked by Nate, our previous maintenance team member.

HVAC Issues

The first floor library meeting rooms have had heat restored and are now at a consistently comfortable temperature.

Additionally, Erin McGee indicated at a recent department heads meeting that the tentative date to resume the HVAC piping upgrades would resume sometime in April 2022.

4. Monroe County Library System

New MCLS Associate Director

Jennifer Smathers has been named the new Associate Director of the Monroe County Library System. Jennifer had previously worked at the Drake Memorial Library at SUNY Brockport.

Intellectual Freedom and eBook Challenges

The Monroe County Library System and Rochester Public Library are co-sponsoring a Zoom workshop on Monday March 21 from 6:30-8:00 pm with Stephanie "Cole" Adams who will discuss the recent increase in book challenges across the country. Cole will take us through a discussion designed to help us understand whether our Directors and Trustees are prepared for a challenge to materials in their own library.

Please use the link below to register for this workshop, which will be held via Zoom.

<https://forms.office.com/r/TghQ8BwxEm>

5. Personnel Report

No personnel changes occurred since the last library board meeting.

6. Financial Report & Vouchers

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

7. Correspondence

The application for the Rochester Regional Library Council/Causewave Community Partners will be submitted on Monday.

Irondequoit Public Library
Statistical Report to the Library Board
March 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
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	4,109	7,199	11,188	23	52	655	1,413	702	0*	8,018	9,604	30,025	31,317
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	7,879	123,163	22,101	500	99	7,641	2,034	11,154	0	126,892	19,835	390,731	61,637
Avg/Month	3,901	3,940	10,264	11,051	42	50	637	1,017	930	#DIV/0!	10,574	9,918	32,561	30,819

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