

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of May 18, 2022

Call meeting to order: 6:42 pm.

Present: Tyler Kwolek, president; Susan Kramarsky, vice president; Rachel Snyder, treasurer; Erin Dougherty, secretary; Betty Brewer Johnson (arrived 7:15 pm), Phil Harriman, and Michael Huntone, trustees at large.

Guests: Greg Benoit, library director; John Scalzo, media librarian (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Kelly Metras, trustee at large.

Approval of agenda: Approved.

Approval of minutes: Minutes of April 20, 2022 approved.

Attendance: Next meeting June 15, 2022 at 6:30 pm. Michael unable to attend; no other conflicts noted.

Public forum (3 minutes per person): None. No comments submitted to board email.

Town board liaison report: No updates from town board. Other town happenings covered in director's report below.

Foundation report: Susan is awaiting a reply from the Foundation about participating in the long-range planning process. She will reissue the invitation.

Friends report

- Most recent meeting focused on fundraising opportunities for summer and fall. Both Greg and Phil attended.
- The group is exploring a relaunch of their annual trunk sale, as well as an annual or semiannual book sale in coordination with the library bookstore. Members are also researching fundraising efforts by other Friends groups and nonprofits.
- The Friends now have a shared Gmail address for communication outside of the Facebook page.

Financial report, vouchers, finance committee

Financial report

- Revenue: One-third of the way into 2022, the library has collected 97.3 percent of budgeted revenue. All library-generated revenue categories remain on track, with the

Organizational development committee

Meeting room policy review

- Library meeting room policy was the focus of the committee's most recent meeting. A document with proposed changes was shared with the board.
- The committee is seeking to define terms in the meeting room policy with greater specificity (for example, what does and does not constitute cultural, civic, or recreational use). Greg has requested policies for the community center and the gazebo and Broderick room at town hall for reference. More information should be available at the June and July board meetings.
- Based on feedback from library staff, Greg also proposed minor procedural changes: First, replace the cap of 10 four-hour reservations within two months for the upstairs study rooms with an overall cap of 20 hours per month; second, indicate that reservations end 10 minutes before close rather than the current 15. These changes would streamline the reservation process and make closing procedures consistent with the computer lab.
- The board reached a consensus to vote on procedural changes at this meeting and give further consideration to larger policy issues raised by the organizational development committee.
- Motion to amend the library meeting room policy to allow users to reserve small and medium rooms for up to 20 hours per month; to end reservations 10 minutes before close; and to shift language about furniture setup to a lower paragraph. Seconded. Motion carried.

Community engagement committee

- See attached for minutes from sister libraries group meeting on 5/2/22.
- Susan proposed approaching the sister libraries group about reaching out to the Frank E. Merriweather, Jr. branch library in Buffalo.

Technology updates

New website launch

- New library website went live on Tuesday 5/17. Feedback has been overwhelmingly positive.
- John Scalzo is working with library staff to identify any remaining issues, with support from Phil.
- Phil demonstrated Wowbrary, which highlights new and popular materials on the library homepage.
- IT clerk Tariq Hudson and John have a meeting scheduled with Mason Digital to discuss setting up a signboard for meeting room reservations.
- A question from Betty sparked a discussion of strategies for measuring the impact of the new website on foot traffic as well as website usage. Possibilities included setting up a survey table or incorporating this into the long-range planning process with Causewave. In turn, this led to a larger discussion of options for raising awareness of library services during events on the town hall campus.

Review of meeting action items

- Add discussion of fax leasing invoice to agenda for finance committee.
- Greg to contact Knauf Shaw and town attorney about brownfield site documents.
- Susan to reach out to Foundation and sister libraries team.
- Rachel and Susan to follow up on media literacy initiative.

Adjournment

- Motion to adjourn to executive session at 8:18 to discuss the employment of a particular person or persons. Seconded. Motion carried.
- Motion to come out of executive session at 8:27 pm. Seconded. Motion carried.
- Meeting adjourned at 8:28 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

4/30/2022

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL YTD APR 22	2022 BALANCE	2022 %
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	\$18,716	\$27,759	40.3%
0	0005-2082	Library charges (overdue & lost fines)	\$76,681	\$67,370	\$32,500	\$42,465	\$32,900	\$11,537	\$21,363	35.1%
0	0005-2655	Copier receipts	\$2,471	\$3,709	\$1,481	\$3,205	\$3,200	\$1,041	\$2,160	32.5%
0	0005-3889	Other culture & rec (NYS Local Library System Aid)	\$15,727	\$15,734	\$12,263	\$16,860	\$12,400	\$1,533	\$10,867	12.4%
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	\$2,712,886	\$76,148	97.3%

EXPENSES

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL YTD APR 22	2022 BALANCE	2022 %
1		Salaries	\$998,983	\$983,163	\$964,129	\$966,766	\$1,086,669	\$308,132	\$778,537	28.4%
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	\$33,990	\$146,010	18.9%
4		Services & supplies	\$354,003	\$329,561	\$342,006	\$425,579	\$439,764	\$45,259	\$394,504	10.3%
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	\$335,000	\$0	100.0%
7		Interest on debt	\$144,424	\$335,100	\$449,852	\$296,000	\$289,400	\$146,375	\$143,025	50.6%
8		Employee benefits	\$447,806	\$446,414	\$413,337	\$445,435	\$447,728	\$105,353	\$342,375	23.5%
Subtotal - expenses			\$2,320,946	\$2,485,140	\$2,518,450	\$2,635,126	\$2,789,061	\$974,110	\$1,814,951	34.9%

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	\$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	\$2,774.74
April	\$1,579.91	\$2,651.65	\$2,598.01	\$2,902.58	\$3,807.34	\$297.18	\$2,170.55	\$2,462.49
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	\$9,766.17

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
4/1/2022	Opening balance			\$49,288.52
4/29/2022	Payment to Mason Digital (bullet aid purchase)		\$4,306.00	\$44,982.52
4/29/2022	Payment to Mason Digital (bullet aid purchase)		\$4,306.00	\$40,676.52
4/29/2022	Interest	\$1.20		\$40,677.72

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
4/1/2022	Opening balance			\$6,797.22
4/29/2022	Interest	\$0.17		\$6,797.39

BUSINESS COMPLETE CHECKING ***7700**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
4/1/2022	Opening balance			\$1,480.09
4/29/2022	Monthly service fee		\$15.00	\$1,465.09

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
4/1/2022	Opening balance			\$28,746.19
4/29/2022	Payment to Mason Digital (website Phase I)		\$4,306.00	\$24,440.19
4/29/2022	Payment to Mason Digital (website Phase II)		\$4,306.00	\$20,134.19

May 18, 2022 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
84	Alliance Entertainment	Library materials	\$306.69	4050
85	Amazon (supplies account)	Professional services, programming (maker's lab supplies)	\$47.25	4408
85	Amazon (supplies account)	Supplies, office	\$119.30	4570
85	Amazon (supplies account)	Supplies, library processing	\$79.00	4576
85	Amazon (supplies account)	Supplies, other misc.	\$199.99	4650
86	American Library Association	Conference/training (professional development courses for Amy Henderson and Emily Baker)	\$554.00	4100
87	Baker & Taylor	Library materials	\$8,218.07	4050
88	Baker & Taylor Entertainment	Library materials	\$605.22	4050
89	Barnes & Noble	Library materials	\$682.70	4050
90	Greg Benoit	Conference/training (reimbursement-- food for staff meeting on 4/27/22)	\$49.64	4100
91	Cengage Learning	Library materials	\$255.65	4050
92	Crabtree Publishing Co.	Library materials	\$142.97	4050
93	De Lage Landen	Contracted services	\$358.83	4120
94	Demco	Supplies, library processing	\$351.75	4576
95	Democrat & Chronicle	Library materials	\$599.20	4050
96	Ingram	Library materials	\$178.15	4050
97	Kirkus Media LLC	Library materials	\$199.00	4050
98	Library Ideas LLC	Library materials	\$143.85	4050
99	Mayo Clinic Health Letter	Library materials	\$32.00	4050
100	Midwest Tape	Library materials	\$917.60	4050
101	Monroe County Library System	Library charges (UMS)	\$1,618.20	2082
102	Online Labels	Supplies, office	\$83.53	4570
103	Rochester Public Library	Supplies, library processing	\$91.35	4576
104	Rowman & Littlefield Publishing	Library materials	\$96.24	4050
105	Jeanette Sheliga	Professional services, programming (genealogy group presentation on 6/22/22)	\$75.00	4408
106	Staples	Supplies, office	\$230.56	4570
107	W.B. Mason	Supplies, office	\$321.16	4570
107	W.B. Mason	Professional services, programming (maker's lab supplies)	\$40.96	4408
107	W.B. Mason	Supplies, library processing	\$21.23	4576
Total			\$16,619.09	

May 18, 2022 voucher list

Fund	Fund total
2082	\$1,618.20
4050	\$12,377.34
4100	\$603.64
4120	\$358.83
4408	\$163.21
4570	\$754.55
4576	\$543.33
4650	\$199.99
Grand Total	\$16,619.09

Irondequout PL/Roma PL Sister Library Project Minutes
May 2, 2022 10:am (DST) via ZOOM

Present: Sonia Barerra ,RPL Director, Greg Benoit, IPL Director, Sister Library Team Christy Simons, Terri Dalton, Carolyn Hamil, Carol Trout

RPL reports new addition structure is complete and awaits removal of adjoining wall with current building. The library may close when this is done. A representative from the Tucker Foundation and the architect will be coming on May 3rd to inspect the new structure. Once that is complete, new furniture and shelving will be installed. Very exciting! A Grand Opening is planned with a date TBD.

The Gumdrops Company will be providing books to RPL for download via scanning a QR code. Book descriptions will be listed in notebooks for children to peruse. RPL is hoping to obtain large bulletin boards to display the titles. RPL will be offering classes on gardening, floral arranging, ESL, pre-school story times.

RPL Director signed out & meeting continued with IPL director and Sister Team.

Discussion of bulletin board at IPL for purpose of displaying content about the Sister Library Project. Two possible areas for bulletin board. It was decided a locked case of appropriate dimensions would be obtained. Proposal to the Executive Committee of the IPL Board of Trustees will made to approve submission of the proposal to the IPL Foundation for funds to purchase the bulletin board. Because of time factor in approval process, it was also decided that a temporary bulletin board could also be purchased.

ACTION ITEMS:

RPL Director to send floor plans of new library layout to IPL.

IPL Director to send list of vendors for bulletin board choices to Sister Team.

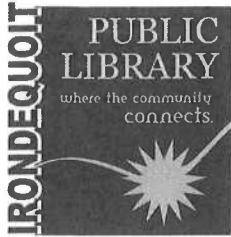
IPL Director and Terri Dalton to work on application for funds for bulletin board.

Sister Team to view vendor choices for bulletin board and forward choice to IPL Director.

NEXT MEETING

TUESDAY, JUNE 7, 2022. 10:30 am (DST)

ZOOM link has been sent via email.



Irondequoit Public Library

Director's Report

Wednesday, May 18, 2022

1. Irondequoit Public Library

New Website Launch

The new Irondequoit Public Library website will launch on Tuesday, May 17th.

Thank you to John Scalzo and Phil Harriman for providing feedback to Mason Digital during the development and testing phases of the project.

BOCES GED & ESOL Partnership

Monroe #1 BOCES informed me that they have decided to pause their adult literacy program for the 2022-2023 school year. BOCES is not applying for State/Federal Employment Preparation Education funding for the upcoming school year which means they will not be holding any classes at the Irondequoit Library.

BOCES anticipates that they will spend time in the 2022-2023 school year evaluating the program with hopes of opening up again in the 2023-2024 school year.

Literacy Rochester Partnership

This month I met with the Digital Literacy Coordinator at Literacy Rochester about expanding the partnership between Irondequoit Public Library and Literacy Rochester.

Literacy Rochester is a non-profit organization that coordinates programs to help adults improve their English language, reading, math, and digital literacy skills. Founded in 1964, Literacy Rochester is one of the oldest and most knowledgeable adult literacy institutions in Rochester, and has been a longstanding community partner to libraries across the region.

Additional information about Literacy Rochester and their digital literacy program can be found here: literacyrochester.org/digital-literacy-program-overview.

Irondequoit Public Library and Literacy Rochester have partnered to offer twice weekly ESOL classes at the library since spring 2021. Classes typically attract 5-10 individuals and are offered at no charge to the library or the participants.

The library and Literacy Rochester have established plans to offer two new digital literacy programs tentatively scheduled to begin this fall. The two programs are described below. Similar to the library's previous partnership with BOCES, the library will publicize these new programs in our email newsletter, on our website, and through social media posts.

One-on-One Digital Literacy

Irondequoit Public Library and Literacy Rochester are working toward offering two weekly sessions of drop-in digital literacy instruction. These sessions will operate similarly to our Teen

Tech Tutor program; library patrons will receive one-on-one technology education support from a Literacy Rochester volunteer who is available for help on a walk-in basis.

Volunteers will assist with instructing individuals in the use of a computer, smartphone, or tablet, as well as basic use of software like Microsoft Office and Google Docs. Volunteers will also assist patrons in using the internet to complete tasks like: setting up an email address, finding a bus schedule, applying for jobs, and submitting healthcare, banking, and school forms.

Digital Literacy Classes

Both the library and Literacy Rochester are also working toward offering classroom style digital literacy instruction. These classes will provide patrons with in-depth instruction on specific subjects such as the use of software like Microsoft Office and Google Docs. Each class will run for six weeks, and are also tentatively expected to begin in the fall of 2022.

Maker's Lab

Group Training Sessions

Last week the 1839 Maker's Lab team began using our revised 'small group training strategy' for our weekly Maker's Lab training programs. This strategy enables 2-4 times as many patrons to be trained simultaneously over the previous strategy.

We are finding that the training sessions on the digitization equipment remains by far the most popular, with the VHS to DVD converter currently being the most in demand piece of equipment. The 1839 Maker's Lab team will next pivot to streamlining the instruction process for the crafting equipment training sessions on the use of the Cricut machine and sewing machines.

CollectionHQ & *Self Reflections* Project

Last week Ginny Payne met with a representative from Baker & Taylor, the company that produces CollectionHQ, to begin configuring the software for our use. Data on our materials collection has been exported from the catalog and sent to Baker & Taylor. Ginny will begin the training on how to use the software shortly.

I expect to have regular and more substantial updates regarding the use of CollectionHQ and the *Self Reflections* project each month moving forward.

Hybrid Programs - Irondequoit Historical Society Partnership

Amy Henderson and I have been working with the Irondequoit Historical Society to expand further upon our newly formed partnership.

When the Irondequoit Historical Society programs resume in the fall, the library will offer those programs in the hybrid format. (The IHS does not coordinate programs during the summer months.) This will enable people to watch from home if they choose. This change will also enable the library to host an archive of the program on our YouTube account, increasing the total number of people who can view the programs.

Len Lions, our contact person from the Irondequoit Historical Society, has indicated that they continue to be impressed with the attendance at their programs.

Staff Laptops

Kevin Labarr and Tariq Hudson have finished swapping out the old staff desktops for the new laptops that were approved for purchase in 2021.

They have also completed a number of heavy lift changes to our servers to make this transition possible. These changes caused a few minor interruptions to faxing and scanning services in the computer lab during the setup process.

Thank you Kevin and Tariq for seeing this project through.

Causewave - Rapid Prioritization and Planning Process

On Thursday, April 28th Erin Dougherty and I met with representatives from Causewave Community Partners to begin the work of gathering the information and feedback that will be used to inform our work on the next Irondequoit Public Library long range plan.

Erin send the Library Board a detailed summary of the meeting on April 28th. I have also included a copy of the document we generated as an item of information.

2. Town of Irondequoit

Juneteenth Celebration

The Town of Irondequoit will be hosting a Juneteenth celebration in partnership with ERASE on the evening of Saturday, June 18th.

3. Facilities Report

Irondequoit Recreation Center Bookdrop

Erin Magee, the Town of Irondequoit Public Works Commissioner, has indicated that the staffing level challenges from earlier in the year have improved, and that that they are now able to support emptying the planned book drop located at the Irondequoit Recreation Center.

I am working with an internal team and the Director of Irondequoit Recreation, Katrina Hall, to identify optimal book drop placement, and to initiate the service. Updates will be available at future Library Board Meetings.

4. Monroe County Library System

Monroe County Library System - Proposed 2023 Budget

The Monroe County Library System has released their proposed 2023 budget. The MCLS Directors Council endorsed the proposed budget. It is awaiting review and approval by the MCLS Library Board.

A spreadsheet and slides from a budget presentation have been included as items of information.

Rochester Public Library - Holds Fees

Effective June 1st, all Rochester Public Library branches will stop collecting hold fees. This may result in a small number of Irondequoit patrons choosing to pickup holds at the nearby Winton Branch Library or Charlotte Branch Library instead of Irondequoit.

Patron Notices - Final Revisions

The final draft of the proposed changes to the patron alert notices have been approved. Our patrons will receive email and text messages using this updated language when their items are due.

I have included a copy of the final revisions as an item of information.

5. Personnel Report

No personnel changes occurred during the last month.

6. Financial Report & Vouchers

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

7. Correspondence

1. Brownfield Clean Up.pdf
2. Adult Literacy pausing for the 2022-2023 school year.pdf

8. Items of Information

1. Patron Notices Team Final Revisions April 2022.pdf
2. Irondequoit Public Library Current State Questions Part 2.pdf
3. MCLS 2023 Budget Summary.pdf
4. MCLS Budget_5.2022.pdf
5. Sister Library Minutes 5-2-2022.pdf
6. Meeting Room Report April 2022.pdf

Irondequoit Public Library
Statistical Report to the Library Board
May 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	733	8,198	10,231	30,507	30,320
February	3,750	4,109	7,199	11,188	23	52	655	1,413	702	837	8,018	9,604	30,025	31,317
March*	4,121	4,832	8,973	14,050	24	66	226	1,504	892	1,196	9,609	2,511	31,839	35,512
April	3,544	4,654	7,729	15,058	19	61	287	1,222	768		9,584	2,426	31,141	34,207
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	17,365	123,163	51,209	500	226	7,641	4,760	11,154	2,766	126,892	24,772	390,731	131,356
Avg/Month	3,901	4,341	10,264	12,802	42	57	637	1,190	930	922	10,574	6,193	32,561	32,839

* March 2022 a new method for collecting wi-fi usage statistics was implemented. See April 2022 Director Report for details.



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April 27, 2022

VIA ELECTRONIC MAIL
irondequoit@libraryweb.org

Greg Benoit
Irondequoit Public Library
Library Director
1290 Titus Avenue
Rochester, New York 14617

RE: Brownfield Cleanup Program Application
Applicant: Providence Housing Development Corporation
Site Address: 2590 Culver Road, Rochester, New York 14609

Dear Mr. Benoit:

We represent Providence Housing Development Corporation in its anticipated Brownfield Cleanup Program application for the above-referenced site at 2590 Culver Road, Rochester, New York 14609. Your branch is currently the repository for this project. It is a requirement of the NYS Department of Environmental Conservation that we supply them with a letter certifying that the local library is willing and able to serve as a public repository for all documents pertaining to the cleanup of this property. To avoid significant use of your shelf space, all documents will be sent in CD format.

Please sign below and return the executed letter as an attachment to an email to my paralegal, Rebecca Stevens, at rstevens@nyenvlaw.com if you are able to certify that your library would be willing and able to act as the temporary public repository for this Brownfield Cleanup Program project.

Thank you

Sincerely,

KNAUF SHAW LLP

LINDA R. SHAW

Yes, the Irondequoit Public Library is willing and able to act as a public repository for documents related to the cleanup of the above-referenced Site in Rochester, New York under the NYS Brownfield Cleanup Program.

Greg Benoit

4/27/22

Date

Adult Literacy pausing for the 2022-2023 school year

From: **Foster, Tom** | Tom_Foster@boces.monroe.edu

Monday, May 2, 7:30 AM

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

Cc: **Walton, Elizabeth** | Elizabeth_Walton@boces.monroe.edu, **Ryan, Lisa** | Lisa_Ryan@boces.monroe.edu, **Meyer, Arlene** | Arlene_Meyer@boces.monroe.edu

Greg Benoit

Library Director

Irondequoit Public Library

Irondequoit Public Library

1290 Titus Ave

Rochester, NY 14617

Dear Greg,

I am writing to let you know that Monroe 1 BOCES will be putting all Adult Literacy programs on pause for the 2022-2023 school year. Our last day of classes for this school year will be Thursday, 6/16/22.

We are not applying for State/Federal Employment Preparation Education funding for the upcoming school year which means we will not be holding any classes at the Irondequoit Library. We will spend time in the 2022-2023 school year evaluating our program with hopes of opening up again in the 2023-2024 school year.

I want to thank you for the partnership that we have had this past year. You and your staff have made us feel at home and we have greatly appreciated that. We could not have provided the service we have to so many adults if we did not have access to the classrooms there along with your great staff.

I will be out to the library during the week of 6/20/22 (if not before that) to pick up our materials currently being stored in the closet beneath the stairs.

We are looking forward to holding our HSE (High School Equivalency) graduation at the Irondequoit Library on June 16th.

Tom Foster

Regional Programs & Services

Monroe #1 BOCES

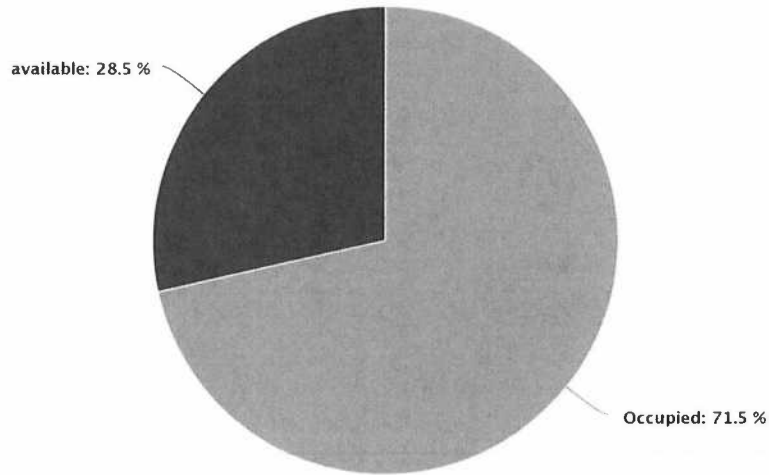
585.383.6645

Meeting and Study Room Reservations March 2022

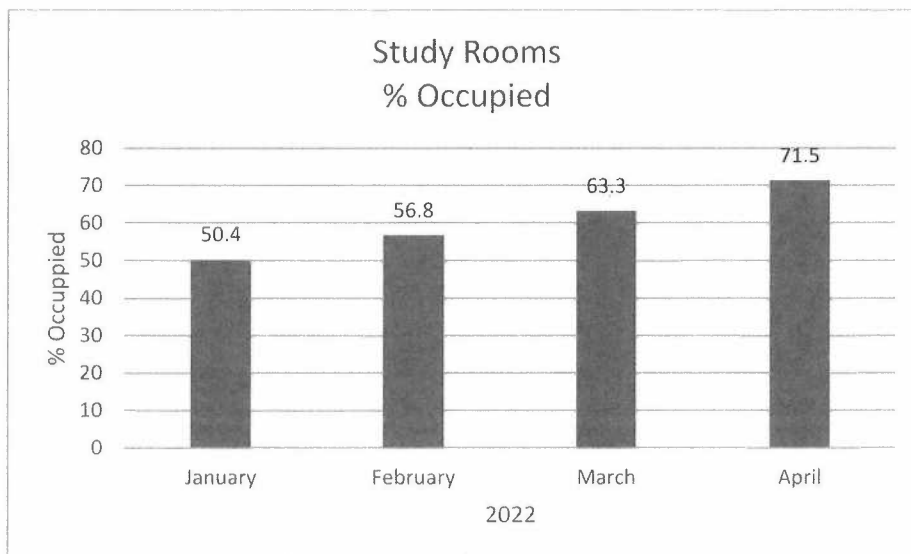
Both Meeting and Study Room reservations show a trend towards longer duration-of-use and continued increase in occupancy ratio (number of hours used compared to number of hours available).

Study Rooms (Second Floor)

Aggregate Occupancy Ratio
Friday, April 1, 2022 – Saturday, April 30, 2022

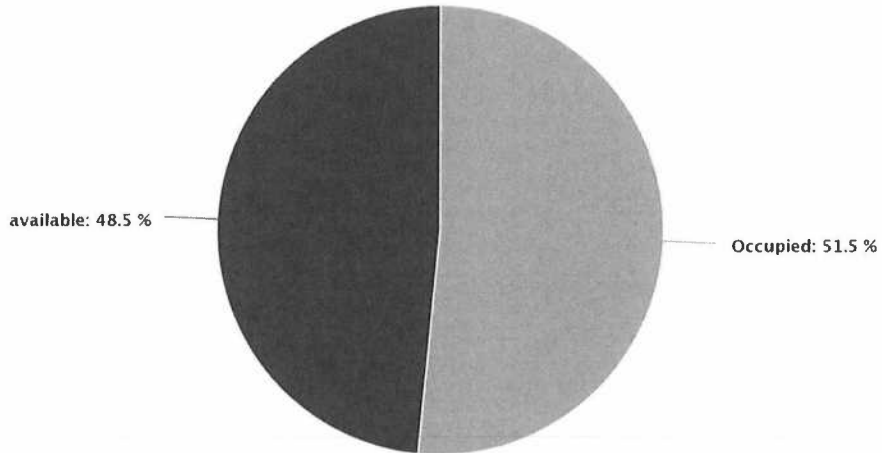


Average Booking Duration for April 2 hours 19 minutes
Number of Bookings 615



Meeting Rooms (First Floor)

Aggregate Occupancy Ratio
Friday, April 1, 2022 - Saturday, April 30, 2022



Average Booking Duration for April 4 hours 29 minutes
Number of Bookings 113

