

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of August 25, 2022

Present: Susan Kramarsky, vice president; Rachel Snyder, treasurer; Erin Dougherty, secretary; Betty Brewer-Johnson and Michael Huntone, trustees at large.

Present via teleconference: Phil Harriman, trustee at large (abstained from all votes for this meeting).

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

Absent: Kelly Metras, trustee at large.

Call meeting to order: 6:37 pm.

Approval of agenda: Approved.

Attendance: Next meeting Wednesday 9/21/22 at 6:30 pm. Rachel is unable to attend. Erin will check this date with Kelly. No other conflicts noted.

Public forum: None; no comments submitted via email or to trustee mailbox. See below for correspondence with Irondequoit Art Club. Greg recently received a community service award from the Irondequoit Historical Society.

Town board liaison report: No town board liaison this month.

Foundation report: Did not meet.

Friends report: Preparations are well underway for the Friends book sale on September 16-17. The group is seeking high school student volunteers from the National Honor Society.

Staff liaison report: Librarian Amy Holland reports that the children's library has had a busy summer so far, with foot traffic, program attendance, and summer reading participation all rebounding to pre-pandemic levels.

Financial report, vouchers, vouchers of note

Financial report

- **Revenue:** This report covers expenditures through July 31, or about 58 percent of the year. This puts both miscellaneous income and library charges ahead of projections at 67.9 percent and 74.6 percent, respectively, with copier revenue slightly behind at 55.5 percent. Overall revenue collection stands at 98.2 percent of budget.

- Expenses: Overall spending is currently under budget at 53.2 percent, but with significant expenditures coming up later in the year. We have spent 53.9 percent of budget for salaries, 41 percent for library materials, and 28.4 percent for services and supplies. Spending on services and supplies appears artificially low due to maintenance expenditures being posted only on a quarterly basis.

Vouchers

- Vouchers of note: #146 (July), Bibliotheca: Annual renewal for RFID support software; #174 (August), Law Office of Stephanie Adams: Legal consultation fees.
- Motion to approve July and August 2022 voucher lists for payment. Seconded. Motion carried.

Bullet aid: Motion to authorize Stephanie Schubmehl, library bookkeeper, to access New York State bullet aid funds held in the trustee account in the absence of either the treasurer or president of the Board of Trustees in order to pay invoices in a timely manner. Seconded. Motion carried.

2023 budget

- An Excel workbook documenting each line of the library budget was shared with the board, along with a guide summarizing the dollar amount, percentage, and justification for each proposed change (see attached). The library is still awaiting a figure for the maintenance chargeback line from the Department of Public Works.
- Greg noted that the most substantial changes are in the personnel budget and that the town has already expressed support for much of what the library is requesting. Raising library page pay to \$15 per hour, with a proportionate increase for clerks, is in line with the approach being taken by other town departments facing similar situations.
- Rachel noted that investing in staff is in keeping with the proposed budget theme of Planting Seeds.

Organizational development committee: See personnel update below. A candidate for the assistant circulation supervisor position should be selected before the next meeting.

Community engagement committee: Sister libraries team to present at October meeting. Erin will add this to the agenda.

Technology team

Maker's lab

- Seeing increasing use with more training materials complete. The library is relaunching 3D printing with some changes to procedure on the staff end.
- Phil has recommended additional signage to give passersby a clearer idea of what the maker's lab is and how to use it. Greg to follow up.

Technology updates

- Electronic signboard for second-floor meeting rooms now operational. Work on an additional signboard for the first floor is in progress.

- Volunteers from Literacy Rochester are now providing drop-in digital literacy support at the library twice a week.
- Network switches are back-ordered but there will be no change in the price.
- Phil expressed his appreciation for IT clerk Tariq Hudson's many contributions to the maker's lab and other recent technology projects.

Old business

Long-range plan

- The long-range planning team, in partnership with Causewave, completed its fourth meeting at the end of June. At this meeting the team assigned responsibilities and deadlines for achieving measurable progress toward the "Wildly Important Goal" of staff wellness.
- In addition to staff morale and wellness, four other challenges identified by the planning team were the role of the library given changing community needs; contention around libraries and their perceived value in the community; Diversity, Equity and Inclusion coupled with accessibility and safety; and technology changes and the digital transformation.
- Greg noted that the town will be appointing a DEI officer in 2023. In response to a question from Betty, he indicated that the DEI officer could be a valuable resource for workforce development and identifying program presenters for the library.
- An executive summary of the long-range planning process was shared with the board (see attached). As part of the implementation plan, staff will be assessed using a modified version of the Burnout Assessment Tool. A board wellness task force will also be formed and will brainstorm ways to support library staff over the next month.
- Greg will include monthly progress reports on long-range plan goals in future director's reports.
- Rachel suggested that implementation plans for other long-range plan goals be a topic of discussion at the library board retreat.
- Per Greg, the board will need to formally adopt the long-range plan before it goes into effect but does not have to do so at tonight's meeting.

New business

New board member

- A new board candidate, Sarah Yanello, recently interviewed with Betty, Susan, and Rachel. In addition to her trauma-informed yoga practice, Sarah recently made a career shift to train as a K-12 teacher concentrating on special education and inclusion. She will bring to the board a focus on connecting young people with the library.
- Motion to nominate Sarah Yanello to fill the board seat vacated by Collene Burns. Seconded. Motion carried.
- Erin will contact Sarah to ensure she is included in the September meeting.

Executive committee membership

- Following previous discussions, Susan, Rachel, and Erin have agreed they would like to move forward with adding Phil to the executive committee while the board presidency remains vacant.
- Motion to add Phil Harriman to the executive committee with an unspecified title. Seconded. Motion carried.
- In a future meeting, trustees will discuss a permanent technology role on the executive committee, as well as the possibility of a different board member taking over as Friends liaison.

Director's report

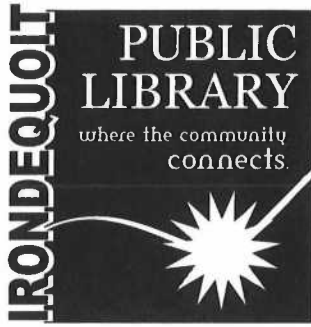
- Full report attached.
- In response to a question from Rachel, Greg indicated that both the organizational development committee and the library would likely be responsible for tracking trustees' professional development hours.
- Susan encouraged all trustees to read the Urban Library Trauma Study included with this month's meeting materials.

Review of action items

- Erin to follow up with Kelly about September meeting
- Rachel to email budget workshop dates to all trustees and ensure Phil's email address is correct
- Erin to contact Sarah Yanello about orientation and September meeting
- Sister libraries team to present at October meeting
- Stephanie to add white paper and upcoming budget numbers to financial documents guide

Adjournment: Meeting adjourned at 8:36 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty



Date: July 29, 2022

Irondequoit Public Library

1290 Titus Ave.
Rochester, NY 14617

Irondequoit Art Club

1280 Titus Ave.
Rochester, NY 14617

Dear Jane Adams & Irondequoit Art Club:

Thank you for the thorough and thoughtful letter dated July 15th, 2022. The history of the relationship of the Art Club, Town and Library is valuable historical information to have on hand.

As you may be aware a resident has raised some issues about the use of our community meeting rooms. We have recently met with the Town Supervisor and his advisors and are working on updating the library's meeting room policies.

We will make every effort to keep you apprised of the solutions as we determine the best path forward. In the meantime, thank you again for taking the time to write.

Susan Kramarsky

Acting President, Irondequoit Public Library

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

7/31/2022

| GROUP | FUND | DESCRIPTION | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 ACTUAL | 2022 BUDGET | 2022 ACTUAL | 2022 | 2022 % |
|---------------------------|-----------|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------|--------------|
| | | | | | | | | YTD JUL 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, faxing) | \$56,733 | \$62,485 | \$23,605 | \$47,996 | \$46,475 | \$31,533 | \$14,942 | 67.9% |
| 0 | 0005-2082 | Library charges (overdue & lost fines) | \$76,681 | \$67,370 | \$32,500 | \$42,465 | \$32,900 | \$24,538 | \$8,362 | 74.6% |
| 0 | 0005-2655 | Copier receipts | \$2,471 | \$3,709 | \$1,481 | \$3,205 | \$3,200 | \$1,775 | \$1,425 | 55.5% |
| 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 | \$2,739,438 | \$49,596 | 98.2% |

EXPENSES

| GROUP | FUND | DESCRIPTION | 2018 ACTUAL | 2019 ACTUAL | 2020 ACTUAL | 2021 ACTUAL | 2022 BUDGET | 2022 ACTUAL | 2022 | 2022 % |
|----------------------------|-----------|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------|
| | | | | | | | | YTD JUL 22 | BALANCE | |
| 1 | | Salaries | \$998,983 | \$983,163 | \$964,129 | \$966,766 | \$1,086,669 | \$585,826 | \$500,843 | 53.9% |
| 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 | \$73,835 | \$106,165 | 41.0% |
| 4 | | Services & supplies | \$354,003 | \$329,561 | \$342,006 | \$425,579 | \$439,764 | \$125,020 | \$314,744 | 28.4% |
| 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 | \$216,792 | \$230,936 | 48.4% |
| Subtotal - expenses | | | \$2,320,946 | \$2,485,140 | \$2,518,450 | \$2,635,126 | \$2,789,061 | \$1,482,848 | \$1,306,213 | 53.2% |

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 | \$2,433.16 |
| June | \$1,815.83 | \$2,179.91 | \$2,377.03 | \$2,412.75 | \$3,022.36 | \$0.00 | \$2,471.25 | \$3,049.11 |
| July | \$1,669.83 | \$2,649.47 | \$2,310.50 | \$2,463.35 | \$2,327.85 | \$0.00 | \$2,267.70 | \$2,728.57 |
| 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 | \$17,977.01 |

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

| DATE | DESCRIPTION | DEPOSITS | WITHDRAWALS | BALANCE |
|-------------|---|-----------------|--------------------|--------------------|
| 7/1/2022 | Opening balance | | | \$40,941.39 |
| 7/8/2022 | Payment to Matt Krueger (reimbursement for summer reading prizes purchased with Summit FCU donation) | | \$265.98 | \$40,675.41 |
| 7/29/2022 | Interest | \$6.91 | | \$40,682.32 |

PUBLIC FUNDS MMDA ***2587**

| DATE | DESCRIPTION | DEPOSITS | WITHDRAWALS | BALANCE |
|-------------|--------------------|-----------------|--------------------|-------------------|
| 7/1/2022 | Opening balance | | | \$6,797.90 |
| 7/29/2022 | Interest | \$1.15 | | \$6,799.05 |

BUSINESS COMPLETE CHECKING ***7700**

| DATE | DESCRIPTION | DEPOSITS | WITHDRAWALS | BALANCE |
|-------------|--------------------|-----------------|--------------------|----------------|
| 7/1/2022 | Opening balance | | | \$1,450.09 |
| 7/7/2022 | Account closed | | \$1,450.09 | \$0.00 |

2021 BULLET AID

| DATE | DESCRIPTION | DEPOSITS | WITHDRAWALS | BALANCE |
|-------------|--------------------|-----------------|--------------------|--------------------|
| 7/1/2022 | Opening balance | | | \$20,134.19 |
| 7/29/2022 | No withdrawals | | | \$20,134.19 |

August 24, 2022 voucher list

| VOUCHER | VENDOR | DESCRIPTION | AMOUNT | FUND |
|--------------|-------------------------------------|--|--------------------|------|
| 174 | Law Office of Stephanie Adams, PLLC | Conference/training (legal consultation) | \$425.00 | 4100 |
| 175 | Alliance Entertainment | Library materials | \$84.48 | 4050 |
| 176 | Amazon (materials account) | Library materials | \$199.93 | 4050 |
| 177 | Amazon (supplies account) | Professional services, programming (dice for J activities) | \$4.74 | 4408 |
| 177 | Amazon (supplies account) | Supplies, other misc | \$138.05 | 4650 |
| 177 | Amazon (supplies account) | Supplies, office | \$417.90 | 4570 |
| 177 | Amazon (supplies account) | Supplies, library processing | \$31.57 | 4576 |
| 178 | Baker & Taylor | Library materials | \$11,973.62 | 4050 |
| 179 | Baker & Taylor Entertainment | Library materials | \$1,168.91 | 4050 |
| 180 | Barnes & Noble | Library materials | \$67.10 | 4050 |
| 181 | Booklist | Library materials | \$344.45 | 4050 |
| 182 | Brodart | Supplies, library processing | \$803.42 | 4576 |
| 183 | Canva | Computer software | \$44.79 | 4090 |
| 184 | Jennifer M. Cassano | Reimbursement (lost & paid/found & returned book) | \$17.99 | 2082 |
| 185 | Cengage Learning | Library materials | \$185.18 | 4050 |
| 186 | De Lage Landen | Contracted services | \$165.90 | 4120 |
| 187 | Demco | Supplies, library processing | \$167.75 | 4576 |
| 188 | Findaway | Library materials | \$264.95 | 4050 |
| 189 | Judith A. Herbert | Professional services, programming (genealogy webinar on 8/24/22) | \$125.00 | 4408 |
| 190 | Independent Publishers Group | Library materials | \$457.94 | 4050 |
| 191 | Image360 Rochester | Printing services | \$63.39 | 4390 |
| 192 | Ingram | Library materials | \$134.16 | 4050 |
| 193 | Cris Johnson | Professional services, programming (magic show for teens/tweens on 10/8/22 and for children on 10/23/22) | \$650.00 | 4408 |
| 194 | Samana Lake | Professional services, programming (Summer Yoga for Families on 8/26/22) | \$60.00 | 4408 |
| 195 | Midwest Tape | Library materials | \$1,123.34 | 4050 |
| 196 | OverDrive | Library materials | \$802.03 | 4050 |
| 197 | Rochester Oratorio Society | Professional services, programming (performance of suffragist music on 9/27/22) | \$275.00 | 4408 |
| 198 | Showcases | Supplies, library processing | \$190.08 | 4576 |
| 199 | Staples | Supplies, office | \$480.47 | 4570 |
| 199 | Staples | Professional services, programming (recordable DVDs for maker's lab) | \$63.94 | 4408 |
| 200 | Kristin Stiff | Reimbursement (lost & paid/found & returned book) | \$20.00 | 2082 |
| 201 | Uline | Supplies, library processing | \$268.51 | 4570 |
| 202 | W.B. Mason | Supplies, office | \$161.48 | 4570 |
| Total | | | \$21,381.07 | |

August 24, 2022 voucher list

| Fund | Fund total |
|--------------------|--------------------|
| 2082 | \$37.99 |
| 4050 | \$16,806.09 |
| 4090 | \$44.79 |
| 4100 | \$425.00 |
| 4120 | \$165.90 |
| 4390 | \$63.39 |
| 4408 | \$1,178.68 |
| 4570 | \$1,328.36 |
| 4576 | \$1,192.82 |
| 4650 | \$138.05 |
| Grand total | \$21,381.07 |

Summary

| Summary | Budget 2022 | 2021 - 2022 % Change | 2022 Standing (June 2022) | Proposed 2023 | 2022 - 2023 % Change |
|--------------------------------|-----------------------|-------------------------|------------------------------|-----------------------|-------------------------|
| Salaries | \$1,086,669.00 | 4.96% | \$506,654.40 | \$1,144,327.59 | 5.31% |
| Employee Benefits | \$447,728.00 | 0.34% | \$190,885.08 | \$464,664.26 | 3.78% |
| Library Materials | \$180,000.00 | 1.12% | \$61,827.62 | \$180,000.00 | 0.00% |
| Operating (Minus Materials) | \$449,737.00 | 24.47% | \$108,664.56 | \$272,166.00 | -39.48% |
| Financing | \$624,400.00 | 0.55% | \$481,375.00 | \$622,650.00 | -0.28% |
| Capital Expenses | \$500.00 | -80.00% | \$0.00 | \$6,500.00 | 1200.00% |
| Total Expenses | \$2,789,034.00 | 5.47% | \$1,349,406.66 | \$2,690,307.85 | -3.54% |
| Library Income | \$108,975.00 | -26.82% | \$47,514.67 | \$96,245.00 | -11.68% |
| From Fund Balance | | | | | |
| Tax Levy | \$2,680,059.00 | 7.40% | \$2,680,059.00 | \$0.00 | -100.00% |
| Total Revenue | \$2,789,034.00 | 5.47% | \$2,727,573.67 | \$96,245.00 | -96.55% |

Personnel Budget

Professional

005-7410-0100-1100-7410

Full-Time

| | |
|--|--|
| Purpose of Budget Line: | Salaries for full-time librarians |
| Types of Expenses Paid from Budget Line: | Salaries |
| Percentage Change from 2022: | + 2.5% |
| Dollar Amount Change from 2022: | + \$13,251.60 |
| Justification for Change: | The collective bargaining agreement approved by the Library Board stipulates that the employees represented by the union are to be give a 2.5% cost of living adjustment in 2023. The past practice of the Library Board has been to extend the same cost of living adjustment to all library employees. |

005-7410-0102-1100-7410

Part-Time

| | |
|--|---|
| Purpose of Budget Line: | Wages for part-time librarians and substitute librarians |
| Types of Expenses Paid from Budget Line: | Wages |
| Percentage Change from 2022: | + 2.5% |
| Dollar Amount Change from 2022: | + \$1,054.54 |
| Justification for Change: | The collective bargaining agreement approved by the Library Board stipulates that the employees represented by the union are to be give a 2.5% cost of living adjustment in 2023. The past practice of the Library Board has been to extend the same cost of living adjustment to all library employees |

005-7410-0100-1109

Full-Time Longevity

| | |
|--|--|
| Purpose of Budget Line: | Longevity payments for full-time employees who qualify |
| Types of Expenses Paid from Budget Line: | Longevity payments |
| Percentage Change from 2022: | + 8.05% |
| Dollar Amount Change from 2022: | + \$350 |
| Justification for Change: | The collective bargaining agreement approved by the Library Board stipulates that the employees receive longevity payments after 5 years of continuous employment. |

Clerical

005-7410-0100-1100-7415

Full-Time

| | |
|--|--|
| Purpose of Budget Line: | Salaries for full-time clerks and librarian assistants |
| Types of Expenses Paid from Budget Line: | Salaries |
| Percentage Change from 2022: | - 0.65% |
| Dollar Amount Change from 2022: | - \$1,242.32 |
| Justification for Change: | Full-time clerks are receiving a 13.67% cost of living adjustment in 2023 instead of the 2.5% cost of living adjustment other employees will be receiving. This is due to the Town's support for increasing page wages to \$15.00 per hour. Without a commensurate increase for clerks, they would be making \$0.54 less per hour than pages despite more job duties and greater institutional responsibilities. |

By increasing clerks' salaries 13.67% in 2023, the hourly wage for clerks will remain proportional to the hourly wage for pages.

Despite this generous increase, the total amount budgeted in the full-time clerk line has decreased by 0.65% from the 2022 budget. This is due to one library assistant position being exchanged for a clerk position earlier in 2022 at a savings of \$12,131.

005-7410-0102-1100-7415

Part-Time

| | |
|--|---|
| Purpose of Budget Line: | Wages for part-time clerks and librarian assistants |
| Types of Expenses Paid from Budget Line: | Wages |
| Percentage Change from 2022: | + 11.32% |
| Dollar Amount Change from 2022: | + \$29,103.52 |
| Justification for Change: | This budget line accounts for both part-time clerks and part-time librarian assistants. |

Like the full-time clerks, part-time clerks are receiving a 13.67% cost of living adjustment in 2023 for the same reason. However, the percentage increase from 2022 is only 11.32% because librarian assistants are receiving a 2.5% cost of living adjustment.

Pages

005-7410-0102-1100-7425

| | |
|--|---|
| Purpose of Budget Line: | Wages for part-time pages |
| Types of Expenses Paid from Budget Line: | Wages |
| Percentage Change from 2022: | + 32.59% |
| Dollar Amount Change from 2022: | + \$14,575.55 |
| Justification for Change: | The Town of Irondequoit has indicated support for raising minimum wage from \$13.20 to \$15.00 in 2023, which increases this budget line by \$ 6,099. |

The remaining \$8,476.55 of the increase is due to requesting that the total number of page hours that are budgeted in 2023 be increased by 564 hours over 2022. This change will enable the library to schedule our four junior pages 9 hours per week in 2023, up from 6 hours per week in 2022.

The library's two senior pages will continue to be scheduled up to 20 hours per week as a part of this budget.

Lastly, this budget reduces the number of pages from 11 to 6. There is not a need for 11 pages, but there is a need to give the 4 junior pages on staff more hours.

Full-Time Overtime (Sundays)

005-7410-0100-1102

| | |
|--|---|
| Purpose of Budget Line: | Overtime hours for library employees who work Sundays |
| Types of Expenses Paid from Budget Line: | Salaries |
| Percentage Change from 2022: | + 4.2% |
| Dollar Amount Change from 2022: | + \$565.70 |
| Justification for Change: | A 4.2% increase in the full-time overtime hours will keep the budget line proportional to the cost of living adjustments. |

Misc. (Hospitalization Reimbursement)

005-7410-0100-1125

| | |
|--|--|
| Purpose of Budget Line: | Reimbursement of claims for eligible employees |
| Types of Expenses Paid from Budget Line: | Hospitalization reimbursement |
| Percentage Change from 2022: | NA |
| Dollar Amount Change from 2022: | NA |
| Justification for Change: | Figure is provided by Jason Vinette, Human Resources Director for the Town of Irondequoit. |

Total Salaries

| | |
|---------------------------------|---------------|
| Percentage Change from 2022: | + 5.31% |
| Dollar Amount Change from 2022: | + \$57,658.59 |

Total Benefits

| | |
|---------------------------------|---------------|
| Percentage Change from 2022: | + 3.78% |
| Dollar Amount Change from 2022: | + \$16,936.26 |

Total Personnel Services

| | |
|---------------------------------|---------------|
| Percentage Change from 2022: | + 4.86% |
| Dollar Amount Change from 2022: | + \$74,594.85 |

Operating Budget

005.1990.4120

Contingency - Contracted Services

Purpose of Budget Line: Pay for emergency repair costs
Types of Expenses Paid from Budget Line: HVAC repairs
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change: This budget line was increased from \$5,000 to \$10,000 in 2020. Three years in, \$10,000 is still enough to pay for most unexpected repairs.

005.7410.4050

Books and Transcripts

Purpose of Budget Line: Pay for library materials
Types of Expenses Paid from Budget Line: Books, DVDs, e-books, CDs
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change: Circulation has rebounded significantly since the worst of the pandemic. Circulation is about 10% lower than it was in 2019 when the books and transcripts budget line was \$190,000. \$180,000 is an appropriate amount for the level of use the collection is currently receiving.

005.7410.4090

Computer Software Licensing

Purpose of Budget Line: Pay for licensing of computer software
Anticipated 2023 Expenses: Bibliotecha: \$9,707.36, Canva: \$419.39, LibCal: \$1,489.00, Envisionware: \$2,936.76, Brightsign: \$258.00, Meetup: \$200
Percentage Change from 2022: - 25.24%
Dollar Amount Change from 2022: - \$5,300
Justification for Change: Previously the library has been licensing server software called VMware Essentials, which is no longer needed as per Town of Irondequoit IT Director Kevin Labarr. The cost savings is the reason for the significant drop in this budget line.

The price of Bibliotecha, the software that runs on the self-checkout and controls the RFID readers on the circulation desk computers, has increased by 3-5% annually. The amount budgeted for Bibliotecha in 2023 was increased by 4% to account for this trend.

005.7410.4100

Conference/Training

Purpose of Budget Line: Pay for professional development
Types of Expenses Paid from Budget Line: Conferences, training, travel reimbursement, webinars
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change: Since 2020, many of the professional development opportunities have added hybrid attendance options or have completely pivoted to fully remote attendance only. This trend has greatly reduced the cost of attending trainings themselves, while also reducing the need to reimburse for travel and lodging expenses.

In January 2023 Library Trustees in New York State will be required to attend two hours of professional development each year, which can be provided for out of this budget.

This budget line is also paying for consultation fees associated with our work with Cole Adams in 2022 and will likely be used for similar purposes in 2023.

These three factors indicate that \$10,000 is still an appropriate figure for the anticipated expenses from this budget line.

005.7410.4120

Contracted Services

Purpose of Budget Line:

Pay for contracted services

Anticipated 2023 Expenses:

Bluehost: \$280.00, De Lage Landen: \$1,400.00, Generator Maintenance: \$600.00, Sitelock: \$499.91, Installation of panic button system: \$6,500

Percentage Change from 2022:

+ 228.87%

Dollar Amount Change from 2022:

+ \$6,500

Justification for Change:

Existing costs associated with the budget line are known in advance and prices are not expected to increase in 2023.

An additional one-time allocation of \$6,500 to fund the purchase and installation of a panic button system that will interface with the existing panic button system that connects all the Town of Irondequoit's facilities to 911 services. This quote was obtained by the Erin Magee, Commissioner of Public Works.

005.7410.4180

Insurance Premium

Purpose of Budget Line:

Pay for insurance premium

Types of Expenses Paid from Budget Line:

Insurance premium

Percentage Change from 2022:

- 34.24%

Dollar Amount Change from 2022:

- \$11,450

Justification for Change:

Figure is determined by Town of Irondequoit.

005.7410.4210

Leasing-Copier

Purpose of Budget Line:

Lease copiers

Types of Expenses Paid from Budget Line:

Copiers

Percentage Change from 2022:

+ 15.67%

Dollar Amount Change from 2022:

+ \$564

Justification for Change:

This figure accounts for the new fax machine and credit card payment terminal for the public copier. Although the Leasing-Copier budget line is increasing, it is being offset by a savings from the cancellation of our Spectrum cable subscription

This is paid directly by the Town of Irondequoit. The figure is determined by a leasing contract.

005.7410.4250

Maintenance-Computer

Purpose of Budget Line:

Anticipated and unanticipated computer maintenance

Types of Expenses Paid from Budget Line:

Software, hardware components

Percentage Change from 2022:

NA

Dollar Amount Change from 2022:

NA

Justification for Change:

This figure fluctuates annually from as little as \$0 to as much as \$9,500.

So far, the only expense paid for from this budget line in 2022 was installation of Envisionware software in the new server. Kevin Labarr, the Town of Irondequoit IT Director, does not anticipate any expenses related to this budget line in 2023.

005.7410.4251

MCLS Cost Shares

Purpose of Budget Line: Pay for membership in Monroe County Library System
Types of Expenses Paid from Budget Line: Cost shares
Percentage Change from 2022: - 3.22%
Dollar Amount Change from 2022: - \$2,465
Justification for Change:

This figure is determined by the Monroe County Library System using a predetermined cost share formula. This figure can fluctuate based on the amount of state and county aid to the Monroe County Library System.

005.7410.4255

Maintenance-Copier

Purpose of Budget Line: Copier usage
Types of Expenses Paid from Budget Line: Copier toner, other copier consumable, repairs
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change:

This budget line is paid directly by the Town of Irondequoit and is based on a contract.

005.7410.4265

Maintenance - Heating/Air

Purpose of Budget Line: Pay for routine HVAC maintenance
Types of Expenses Paid from Budget Line: Filters, refrigerant, labor
Changes for 2023: Merge with 005.7410.4920 (Gen. Admin. Charges)
Justification for Change:

This figure is determined by the Commissioner of Public Works, Erin Magee along with the figure for budget line 005.7410.4920 (Gen Admin Charges). Erin is proposing merging the two budget lines in 2023. This plan is supported by Town of Irondequoit Comptroller, Diana Marsh.

005.7410.4350

Mileage

Purpose of Budget Line: Reimbursement for gas/travel for work related meetings
Types of Expenses Paid from Budget Line: Reimbursement of gas/travel
Percentage Change from 2022: - 18.75%
Dollar Amount Change from 2022: - \$300
Justification for Change:

This figure was increased from \$1,000 in 2021 to \$1,600 in 2022 to account for more frequent collaboration with Irondequoit Recreation. While we have increased the library offerings taking place on site at the Irondequoit Recreation center, the number of trips is less than our estimation in the summer of 2021 when we were planning the 2022 budget.

005.7410.4360

Miscellaneous Expenses

Purpose of Budget Line: Miscellaneous Expenses - Services
Types of Expenses Paid from Budget Line: Shelf assembly, mobility scooter repair
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change: Carrying forward previous years' figure will be sufficient to support current spending patterns.

005.7410.4361

Credit Card Fees

Purpose of Budget Line: Pay for credit card processing fees
Types of Expenses Paid from Budget Line: Credit card processing fees from patron fine/fee payment
Percentage Change from 2022: + 30%
Dollar Amount Change from 2022: + \$750
Justification for Change: An additional \$750 in credit card processing fees is anticipated in 2023 because the library began accepting credit card payments at the public copier.

005.7410.4380

Postage & Mailing

Purpose of Budget Line: Postage
Types of Expenses Paid from Budget Line: Stamps, shipping
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change: Budgeted amount of \$500 has consistently been sufficient for the total annual postage.

005.7410.4390

Printing Services

Purpose of Budget Line: Professional printing
Types of Expenses Paid from Budget Line: Signs, posters, banners, fliers, exhibit displays
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change: Budgeted amount of \$1,000 has consistently been sufficient for the total annual printing jobs outsourced to print shops.

005.7410.4408

Prof Services - Programming

Purpose of Budget Line: Pay for library programs
Types of Expenses Paid from Budget Line: Supplies, speaking fees, honorariums
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change: The library's programming attendance has rebounded significantly since the pandemic. However, like the library's circulation statistics, it still lags pre-pandemic numbers. Program attendance is down by an average of 500 people per month.

Keeping the budget at 2022 levels will enable the library to continue to grow our program offerings and keep the attendance on an upward trajectory.

005.7410.4415

Prof Services - Legal

Purpose of Budget Line: Pay for legal services for library
Types of Expenses Paid from Budget Line: Attorney fees

Dollar Amount Change from 2022: \$10,000
Justification for Change: In 2019 the library budgeted \$10,000 to offset attorney fees incurred during collective bargaining agreement negotiations. The library ultimately did not hire any attorney as a part of the collective bargaining agreement negotiations in 2019.

The Town of Irondequoit Human Resources Director, Jason Vinette, indicated that he can provide this type of support during the 2023 negotiations.

005.7410.4570

Supplies - Office & Computer

Purpose of Budget Line: Pay for office and technology supplies
Types of Expenses Paid from Budget Line: Products from WB Mason, Staples
Percentage Change from 2022: 20%
Dollar Amount Change from 2022: \$2,200
Justification for Change: Budget figure assumes supply chain issues and inflation will continue to cause unexpected price increases and delays.

005.7410.4576

Supplies - Library Processing

Purpose of Budget Line: Pay for office supplies for processing library materials
Types of Expenses Paid from Budget Line: Book tape, barcodes, book pockets, cases, RFID tags
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change: Technical Services Clerk indicates 2022 spending patterns will enable library to carry forward previous year's figure.

005.7410.4650

Supplies - Other Misc.

Purpose of Budget Line: Pay for supplies not covered by 005.7410.4570 & 4576
Types of Expenses Paid from Budget Line: Shelf parts, mobility scooter parts
Percentage Change from 2022: 134%
Dollar Amount Change from 2022: \$1,500
Justification for Change: An additional \$1,500 is being requested for additional shelf parts to make use of existing shelving. This would enable the library to expand its large print collection.

005.7410.4720

Taxes

Purpose of Budget Line: Pay Taxes
Types of Expenses Paid from Budget Line: Taxes
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change: Figure determined by Town of Irondequoit Comptroller. In previous years, this covered tax on the former Helen McGraw library building.

005.7410.4750

RG&E

Purpose of Budget Line: Pay Utilities
Types of Expenses Paid from Budget Line: RG&E Bill
Percentage Change from 2022: 47%
Dollar Amount Change from 2022: \$22,500

Justification for Change:

Figure is determined by Town of Irondequoit.

005.7410.4755

Telephone

Purpose of Budget Line: Pay Telephone
Types of Expenses Paid from Budget Line: Telephone Bill
Percentage Change from 2022: 5%
Dollar Amount Change from 2022: \$190
Justification for Change: Figure is determined by Town of Irondequoit.

005.7410.4760

Water

Purpose of Budget Line: Pay Utilities
Types of Expenses Paid from Budget Line: Water Bill
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change: Figure is determined by Town of Irondequoit.

005.7410.4920

Gen Admin Charges (Custodial)

Purpose of Budget Line: Pay Maintenance Employees & Expenses
Types of Expenses Paid from Budget Line: Salary, wages, supplies
Percentage Change from 2022: XX%
Dollar Amount Change from 2022: \$XX,XXX
Justification for Change: Figure determined by Department of Public Works and Maintenance Department.

Total Operating

Percentage Change from 2022: + X.X%
Dollar Amount Change from 2022: + \$X,XXX.XX

Financing Budget

05-9710-6010

Principal Serial Bonds

| | |
|--|---|
| Purpose of Budget Line: | Debt financing |
| Types of Expenses Paid from Budget Line: | Pay principal on bonds |
| Percentage Change from 2022: | + 1.49% |
| Dollar Amount Change from 2022: | + \$5,000 |
| Justification for Change: | Figure determined by Town of Irondequoit. |

05-9710-7010

Interest on Bonds

| | |
|--|---|
| Purpose of Budget Line: | Debt financing |
| Types of Expenses Paid from Budget Line: | Pay interest on bonds |
| Percentage Change from 2022: | - 2.33% |
| Dollar Amount Change from 2022: | - \$6,750 |
| Justification for Change: | Figure determined by Town of Irondequoit. |

Total Financing

| | |
|---------------------------------|-----------|
| Percentage Change from 2022: | - 0.28% |
| Dollar Amount Change from 2022: | - \$1,750 |

Capital Budget

05-7410-2030

Computer Hardware

Purpose of Budget Line: Capital purchases
Types of Expenses Paid from Budget Line: Computer hardware
Percentage Change from 2022: NA
Dollar Amount Change from 2022: NA
Justification for Change: No capital projects will involve purchasing computer hardware in 2023 as per Town of Irondequoit IT Director.

05-7410-2035

Computer Software

Purpose of Budget Line: Capital purchases
Types of Expenses Paid from Budget Line: Computer software
Percentage Change from 2022: - 100%
Dollar Amount Change from 2022: - \$500
Justification for Change: No capital projects will involve purchasing computer software in 2023 as per Town of Irondequoit IT Director.

05-7410-2135

Equipment - Office

Purpose of Budget Line: Capital purchases
Types of Expenses Paid from Budget Line: Office supplies, seed library
Percentage Change from 2022: NA
Dollar Amount Change from 2022: + \$6,500
Justification for Change: This is the budget line that the Town of Irondequoit Comptroller, Diana Marsh, indicated the funds for the seed library should be recorded in.

Total Capital

Percentage Change from 2022: + 1,200%
Dollar Amount Change from 2022: + \$6,500

Income

0005-2082

Fines

| | |
|---------------------------------|---|
| Purpose of Budget Line: | Record fine revenue |
| Description of Revenue: | Fines and fees pertaining to library materials |
| Percentage Change from 2022: | + 1.60% |
| Dollar Amount Change from 2022: | + \$526 |
| Justification for Change: | At this point in 2022, circulation is 1.6% higher than in 2021. Assuming upward trend in circulation continues at a steady pace, fine revenue should also rise by 1.6%. |

0005-2655

Copier

| | |
|---------------------------------|---|
| Purpose of Budget Line: | Record copier revenue |
| Description of Revenue: | Copier revenue |
| Percentage Change from 2022: | NA |
| Dollar Amount Change from 2022: | NA |
| Justification for Change: | Copier revenue has remained steady in 2022. |

0005-3889

State Aid

| | |
|---------------------------------|---|
| Purpose of Budget Line: | Record revenue from New York State aid and grants |
| Description of Revenue: | NYS Bullet Aid, NYS Local Library System Aid |
| Percentage Change from 2022: | NA |
| Dollar Amount Change from 2022: | NA |
| Justification for Change: | No anticipated change in aid from New York State in 2023. |

0005-2080

Miscellaneous

| | |
|---------------------------------|--|
| Purpose of Budget Line: | Record revenue from miscellaneous sources |
| Description of Revenue: | Book store receipts, print release station receipts |
| Percentage Change from 2022: | + 1.60% |
| Dollar Amount Change from 2022: | + \$744 |
| Justification for Change: | Circulation is up 1.6% at this point in 2022. Assuming continued rise in circulation and foot traffic, project 1.6% increase in revenue. |

0005-2701

Refund of Prior Year Expenses

| | |
|---------------------------------|---|
| Purpose of Budget Line: | Record revenue from refund of expenses from 2022 |
| Description of Revenue: | Refund from town dental plan |
| Percentage Change from 2022: | NA |
| Dollar Amount Change from 2022: | NA |
| Justification for Change: | Town determines how much to draw down each year. We do not anticipate revenue from this source in 2023. |

0005-3890

State Grant - Library Trustees (Youth Fine Elimination)

| | |
|---------------------------------|---|
| Purpose of Budget Line: | Record revenue from NYS aid for J/YA fine elimination |
| Description of Revenue: | NYS Aid |
| Percentage Change from 2022: | - 100% |
| Dollar Amount Change from 2022: | - \$14,000 |

Justification for Change:

Grant funding is slated to expire in 2023.

0005-5031

Interfund transfers

Purpose of Budget Line:

Record revenue from fund balance transfers

Description of Revenue:

Transferred funds (usually for debt service)

Percentage Change from 2022:

NA

Dollar Amount Change from 2022:

NA

Justification for Change:

Figure determined by Town of Irondequoit.

0005-1001

Town of Irondequoit

Purpose of Budget Line:

Record revenue from property taxes

Description of Revenue:

Property tax revenue

Percentage Change from 2022:

+ X%

Dollar Amount Change from 2022:

+ \$XX,XXX

Justification for Change:

Figure determined through 2023 budget process.

Total Income

Percentage Change from 2022:

+ X%

Dollar Amount Change from 2022:

+ \$XX,XXX

Organizational Development Committee
July 2022 Employee Changes

Hana Cutler

Resignation: Full-Time Library Clerk (Circulation Desk)

Notes: Hana Cutler left Irondequoit Public Library for a similar opportunity at the Fairport Public Library. Hana's last day was July 16, 2022.

Hana started with Irondequoit Public Library as a part-time Library Clerk in 2016 and was promoted to a full-time Library Clerk in 2018 when she took over the position of Assistant Circulation Desk Supervisor. Hana was also responsible for processing incoming and outgoing holds, designing graphics for the website and social media, assisting with the creation of the circulation desk schedule, and resolving issues with patron library accounts.

Hana's role supervising the graphic design creation process has been transferred to Tariq Hudson. Tariq has been assisting with graphic design since 2020. Tariq also now has two part-time library employees that delegate graphic design requests to, Matthew Treadwell, a part-time Library Assistant, and Cat Budinger, a part-time Library Clerk.

Hana was well-liked by her co-workers and a reliable employee. Her work consistently exceed all expectations. During her exit interview with me, I asked for feedback regarding my supervision and leadership strategies and whether there was anything I could have done differently to have prevented her departure. She indicated that there were no issues with my leadership, but that the job at Fairport does not require her to supervise any employees or take a lead role in resolving patron disputes regarding fines and fees, and that those two factors were what primarily motivated her decision.

Hana has also competed an exit interview with Jason Vinette, Town of Irondequoit Human Resources Director.

All eligible candidates for the position of Library Clerk on the civil service list have been canvassed and four interviews have been scheduled for this week. The job description was reviewed by Jason Vinette, Town of Irondequoit Human Resources Director. All of the changes he recommended were included before canvassing the civil service list.



Rapid Prioritization and Recovery Plan

Irondequoit Public Library

July 2022



Causewave Community Partners was founded in 1950 as the Advertising Council of Rochester and delivers capacity building services to nearly 150 nonprofit organizations and community coalitions in the areas of marketing, strategy and operations every year.

Out of concern for our sector and those it serves, and recognizing there was a resource gap for nonprofits prior to COVID, we developed a rapid planning process during which we work directly with interested nonprofits on a focused plan to provide a custom roadmap for the coming 12-18 months. This is one of the offerings we made to RRLC grant recipients this year.



Grant funding for this Rapid Prioritization and Recovery Plan was provided by the Rochester Regional Library Council

Our Planning Team

Greg Benoit, Director IPL
Emily Baker, IPL Staff
Erin Dougherty, IPL Board
Mary Ellen Jones, Friends of IPL
Tariq Hudson, IPL Staff
Mary Tiballi Hoffman, IPL Board
Katelin Pellett, Causewave
Tiffany Paine-Cirrinzione, Causewave

Process Outline: April 28th – June 29th, 2022

Meeting 1 Current State Review

Current state discussion

Introduce strategic
planning philosophy:
4DX principles, WIG

Meeting 2 Trends Review and Prioritization

Trends discussion

Trends prioritization

Meeting 3 Develop Wildly Important Goal (WIG)

Identify focus area

Articulate goal (WIG)

Identify lead measures

Meeting 4 Implementation of WIG

Review draft WIG
implementation
workbook

Define strategies
and tasks



Four Trends Affecting The NFP Sector in the Wake Of Covid-19

1. A Profoundly Unstable, Uncertain Economy
2. An Accelerated Digital Transformation
3. Intensifying Community Needs
4. Nonprofit Organizational Vulnerability On the Rise



Background and Situation Analysis

The Irondequoit Public Library is a well-supported community pillar with a strong reputation for providing much-needed resources and services to Irondequoit residents. With the addition of planning for the changing needs of its community, their newer facility, a broad range of programs, and support from the Town and its residents, the library is well-positioned to continue this tradition of serving the community.

5 Key Challenges Facing IPL Today

- 1) Staff morale and wellness
- 2) The role of the library given changing community needs
- 3) Contention around libraries and their perceived value in the community
- 4) Diversity, Equity and Inclusion coupled with accessibility and safety
- 5) Technology changes and the digital transformation

1) Staff morale and wellness

At the moment, library staffing levels are stable. IPL has not been impacted in a major way by the effects of the Great Resignation that other organizations are experiencing. However, staff have experienced a lot over the past two years; on the frontlines dealing with overwhelmed, anxious and sometimes unhappy or aggressive patrons all while responding to new and emerging needs of community members, and new modes of information delivery.

While staff retention is not an issue today, an emphasis on staff wellness and morale is likely needed to respond to internal and external forces affecting the workforce and the mental health and wellness of our employees.

2) The role of the library given changing community needs

IPL staff have acknowledged a shift in how their support is needed by families and educators. With more town residents experiencing life-changing challenges in the wake of the Covid-19 pandemic, inquiries about resources to alleviate homelessness, food insecurity, and economic hardships are needed by more residents.

In addition, staff have noticed a lack of younger families coming into the library post-Covid. This gap in usage can have an impact on young kids, causing social isolation or issues with literacy, and all point to a shift in what people are looking to libraries to provide.

3) Contention around libraries

Currently, there is increased contention around libraries and the perceived value they have with stakeholders. In today's political climate, censorship is again an issue and the library is uniquely positioned as a physical representation of this matter. Making sure to provide material relevant to all users including members of the Black and Indigenous People of Color and LGBTQ communities, often make libraries a target for those who disagree with inclusion and representation being a role of the library.

Libraries also served as a battleground for the mask debate and other Covid safety protocols, and could again in future Covid waves.

4) Diversity, Equity and Inclusion coupled with accessibility and safety

With ongoing safety concerns around public spaces, again the library finds itself in a position where a social divide can impact the ability to meet its mission of fostering an engaged and literate community. The library has identified accessibility and diversity, equity and inclusion (DEI) as strategic issues, and already has a good amount of momentum behind the topics.

Partnerships with groups like Rochester Accessible Adventures and others will be inputs for additional programmatic shifts and also account for possible financial needs. The commitment to accessibility for all also makes the need for digital access to services a permanent one.

5) Technology changes and the digital transformation

The pandemic highlighted the digital divide in nearly every community, including Irondequoit. Increased demand for access to free Wifi, computer space for independent work, computer assistance and digital content and programming are among the needs community members seek at the library.

The need to continue expanding digital resources impacts the library's budget, and also could help bridge the generational gap in users that has appeared over the last two years.

Conclusion

The five factors above are all big issues that have the potential for big impacts on IPL's success going forward. The good news is that IPL is already making progress within a number of these areas, and has experienced successes including, pivoting much of its programming to virtual during the height of the pandemic, beginning to examine its collection and assessing the future mix of print vs. electronic materials, partnering to improve accessibility, to name a few.

If every other area of our operations remained at its current level of performance, what is the one area where change would have the greatest impact?

Wildly Important Goal

- Not about ignoring the daily operation, but about **narrowing our focus** to work on what we want to significantly improve **first**
- Identify the most important objective that **won't be achieved unless it gets special attention**
- Very important to have a single measure of success
- Identify where we are now, where we want to be and by when

WIG = x to y by when

Source: FranklinCovey
<https://www.frankincovey.com/the-4-disciplines>

IMPLEMENTATION: WILDLY IMPORTANT GOALS

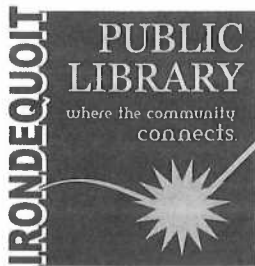
| GOALS |
|--|
| <i>A wildly important goal (or WIG) is something that is so important to the organization's success that if it is not achieved, then not much else matters. It is also something that is very unlikely to get accomplished without a high degree of focus on behalf of the organization.</i> |
| WIG: 90% of employees report a burnout level of 4 or lower for 3 consecutive months no later than June 2023. |

IMPLEMENTATION DASHBOARD

| WIG: 90% of employees report a burnout level of 4 or lower for 3 consecutive months no later than June 2023. | | | |
|--|------------|--------|------------|
| Leading indicators: | GOAL | STATUS | NEXT STEPS |
| Employee burnout baseline is established | by Aug 31 | | |
| Social Committee is reestablished | by Aug 31 | | |
| Board Wellness Task Force is formed | by Sept 15 | | |
| Supervisors check in with 100% of their direct reports | monthly | | |
| Burnout and stress assessment tool reissued to employees | monthly | | |
| Wellness Tip of the Week shared via email or in Teams/e-portal | weekly | | |

IMPLEMENTATION PLAN

| Implementation Plan for Irondequoit Public Library | | | | |
|--|--------------|---------|-------------|---|
| WIG: 90% of employees report a burnout level of 4 or lower for 3 consecutive months no later than June 2023. | | | | |
| ACTION STEPS | TIMING | OWNER/S | STATUS | NOTES |
| Strategy 1: Establish baseline for employee stress and burnout level | | | | Tool should be easily administered and easy to repeat each month |
| T1: Identify a burnout and stress assessment tool that works for IPL employees and determine cadence for measurement | | | Completed | Recommendation: monthly |
| T2: Assess primary causes of stress and burnout among staff and establish a baseline measure through poll that asks about top 3 causes of daily stress & causes of burnout along with chosen assessment tool | | | Not Started | |
| T3: Communicate WIG and commitment for monthly measurement/reporting to employees | | | Not Started | |
| Strategy 2: Report on monthly staff burnout measures and plans for the coming month | | | | |
| T1: Develop simple, visual way to present monthly status of stress and burnout to employees | | | | examples: graph, PPT slide, white board in staff break room |
| Strategy 3: Reinstill/add meaningful number of activities focused on organizational culture, team building and experiencing joy at work | | | | |
| T1: Reengage Social Committee of staff and form Board Wellness Task Force | by 8/15/2022 | | | Envisioned to be temporary ad hoc task force for board to advance this plan |
| T2: Reinstill/add activities focused on staff recognition and celebration (e.g., purple stars) | by 9/15/2022 | | | |
| T3: Add 1-2 optional social events or activities per month for staff to spend time together separate from work-related meetings | | | | examples: potluck lunches, happy hours, attendance at community event like Red Wings, etc. |
| T4: Plan 1-2 events outside of work encouraging team building and relationship building for employees and their families | | | | examples: end of summer celebration at the beach, holiday gathering at I-Square |
| T5: Engage the board in determining a way for them to contribute to regular staff recognition | | Erin | | examples: handwritten notes, emails, recognition at board meetings |
| T6: Identify opportunities for patrons to give thanks and kudos to employees | | | | examples: submit written post-it note to be posted on shared bulletin board, "love notes" from community about staff members shared out at staff meetings and on social media |
| T7: Revamp the employee breakroom to create a space that meets employee needs and serves as a place to take a break and/or come together with peers | | | | Potential needs: good coffee maker, furniture?; possible for Friends and/or Foundation to provide funds for upgrades |



Strategic Framework 2022-2026

MISSION

The mission of the Irondequoit Public Library is to provide services and programs that meet individual and community needs for educational, cultural, recreational, and technological exploration and to promote collaborations among residents and groups to foster an engaged and literate community.

VALUES

Welcoming, Resourceful, Community-Focused, Enriching, Caring, High-quality

Staff morale and wellness

Goal: IPL prioritizes staff wellness and a positive culture as a core value.

Library's role in the community

Goal: IPL is central to the lives of community members, specifically young families.

Contention around libraries and their perceived value

Goal: IPL proactively demonstrates its value to the community and is seen as a positive asset by stakeholders.

DEI, Accessibility, Safety

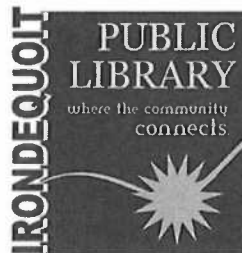
Goal: IPL is a leader in ensuring equal and safe access to the materials and services they seek.

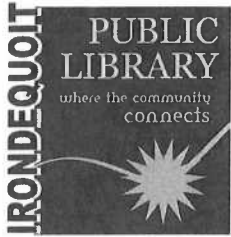
Digital Transformation

Goal: IPL successfully uses current and emerging technologies to bring new opportunities to patrons and the community.

WILDLY IMPORTANT GOAL

90% of employees report a burnout level of 4 or lower for 3 consecutive months no later than June 2023.





Irondequoit Public Library

Combined July and August Director's Report

Wednesday, August 24, 2022

1. Irondequoit Public Library

Literacy Rochester - Digital Literacy Instruction Partnership

Irondequoit Public Library and Literacy Rochester launched our digital literacy instruction partnership on Friday, July 22, 2022.

The program is functions identically to the Teen Tech Tutor program, with the exception that the volunteers come to us through Literacy Rochester and not our own recruitment efforts. This program runs on Fridays, and will not compete with the Teen Tech Tutors program, but rather supplement it. The strategy is to deploy Literacy Rochester volunteers during busy days and times that the teens are in school.

Library users are able to receive up to an hour of instruction and help using devices like laptops, tablets, and smartphones. Literacy Rochester volunteers are also able to assist library users in the computer lab complete common tasks such as setting up and using an email address, filling out an online job application, formatting a document, and answering questions about internet use.

FREE COMPUTER HELP
AT IRONDEQUOIT PUBLIC LIBRARY
FRIDAYS, 10:00AM – 1:00PM

Starting July 22

OPERATE DEVICES

- Use a desktop, laptop, tablet, or smartphone
- Upload a document to a USB drive
- Connect to a wireless network

NAVIGATE THE INTERNET

- Create and use an email account
- Find and apply for jobs
- Stay connected with friends and family

USE SOFTWARE

- Work on Microsoft Office or Google Docs
- Create a resume or cover letter

LOOKING TO VOLUNTEER?

- Work with individuals on a one-to-one basis at community sites near you.
- Volunteer 1 time per week for a 3-hour shift for 6 months or more
- We accommodate the location, day, and time that works best for you.

Join us for our next weekly training and learn why we created the Digital Literacy program, who it serves, and how you can impact lives.

DIGITAL LITERACY
of Literacy Rochester

1839 Maker's Lab

3D Printing Service - Relunched

The 1839 Maker's Lab has relaunched our 3D printing service. The public facing portions of the service are unchanged. The 1839 Maker's Lab team will receive the 3D printing requests through the website, ask any followup questions, and oversee all of the communication with the public.

On the backend, part-time Library Clerk Michael Callari will be taking over setting up and completing the actual 3D printing jobs once all of the arrangements with the patrons the 3D print job have been finalized.

Seed Library - Funding Source Update

The Seed Library price list and mockup have been shared with the exploratory committee made up of the Irondequoit Conservation Board, Cornell Cooperative Extension, and Irondequoit Public Library. The response was unanimously enthusiastic.

Kimie Romeo encouraged me to share the plans with Diana Marsh, Town of Irondequoit Comptroller and discuss if ARPA funds would be an appropriate funding source. ARPA funds would be available sooner than funds appropriated during the 2023 budget process. That being said, Diana indicated that the project did not meet all of the qualifications for ARPA funds.

The Seed Library will be advanced as a part of the library's 2023 budget request.

CollectionHQ & *Self Reflections* Project

Our CollectionHQ database will be ready later this month, which is slightly longer than the six weeks we were quoted in June.

Some preliminary work on the *Self Reflections* project has been completed, with the bulk of the public facing work having to wait until the CollectionHQ database is ready.

Friends of the Irondequoit Public Library - Book Drive

The book drive to collect books for the Friends of the Irondequoit Public Library is underway. Each person who checks out library materials receives a flier soliciting for donations.

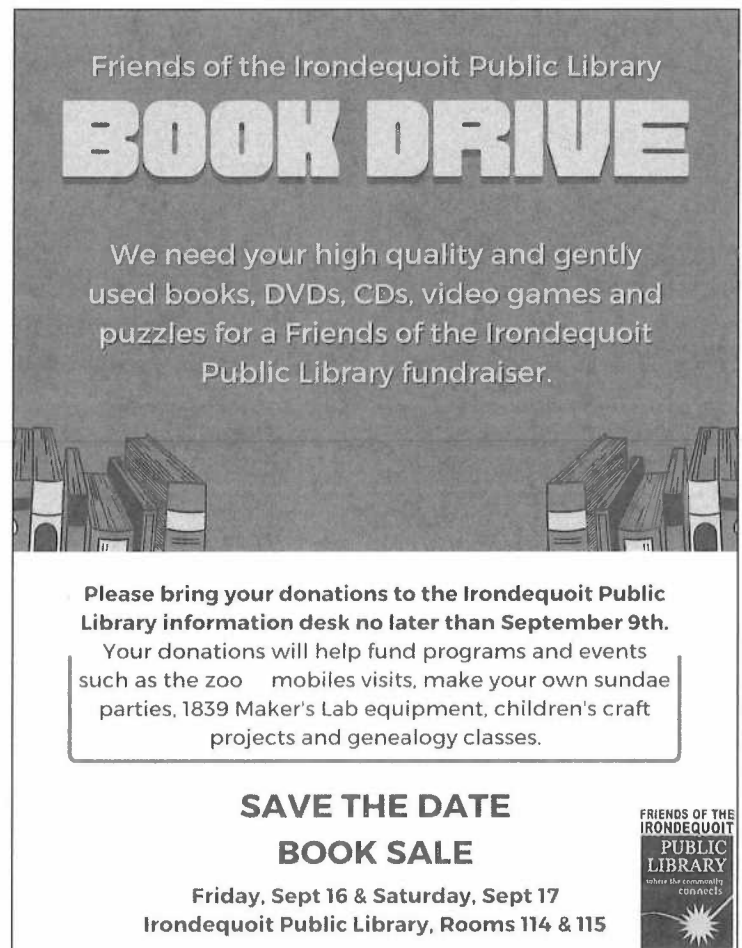
We are off to a great start, and after two weeks of publicizing the book drive, I feel more confident that we will have a good sized selection for people to choose from at the September book sale.

2022 - 2026 Long Range Plan

We have received the finalized 2022 - 2026 long range plan documents from Causewave. A committee of library employees and Erin Dougherty met to assign action items to different people, groups, and committees.

These documents will be shared with the Executive Committee and discussed at an upcoming meeting. Modest revisions may be made by the Executive Committee or the documents may be referred back to the aforementioned committee for revisions.

After review by the Executive Committee, the documents will be given to the full Library Board for discussion, minor revisions, and final approval.



The flier features a dark grey background with a stack of books at the bottom. The text is white and centered. At the top, it says 'Friends of the Irondequoit Public Library' in a small font, followed by 'BOOK DRIVE' in large, bold, block letters. Below that, it reads 'We need your high quality and gently used books, DVDs, CDs, video games and puzzles for a Friends of the Irondequoit Public Library fundraiser.' A white-bordered box contains the text: 'Please bring your donations to the Irondequoit Public Library information desk no later than September 9th. Your donations will help fund programs and events such as the zoo mobiles visits, make your own sundae parties, 1839 Maker's Lab equipment, children's craft projects and genealogy classes.' At the bottom, it says 'SAVE THE DATE BOOK SALE' in bold, followed by 'Friday, Sept 16 & Saturday, Sept 17 Irondequoit Public Library, Rooms 114 & 115'. In the bottom right corner, there is a logo for 'FRIENDS OF THE IRONDEQUOIT PUBLIC LIBRARY' with the tagline 'where the community connects' and a starburst graphic.

Friends of the Irondequoit Public Library
BOOK DRIVE

We need your high quality and gently used books, DVDs, CDs, video games and puzzles for a Friends of the Irondequoit Public Library fundraiser.

Please bring your donations to the Irondequoit Public Library information desk no later than September 9th.
Your donations will help fund programs and events such as the zoo mobiles visits, make your own sundae parties, 1839 Maker's Lab equipment, children's craft projects and genealogy classes.

**SAVE THE DATE
BOOK SALE**

Friday, Sept 16 & Saturday, Sept 17
Irondequoit Public Library, Rooms 114 & 115

FRIENDS OF THE IRONDEQUOIT PUBLIC LIBRARY
where the community connects

New York State Aid for Library Construction - Grant Application

The New York State Aid for Library Construction grant application is in progress. The last major hurdle that needed to be cleared was to have Irondequoit Public Library setup with its own Federal IDs known as a Unique Entity Identifier, SAMs number, and employer ID number.

Diana Marsh and I met on Monday, August 15th and completed the process to obtain those ID numbers.

All other New York State Aid for Library Construction grant application documents will be uploaded to the Trustee Google Drive prior to the Library Board meeting for review.

The New York State Aid for Library Construction grant application must be submitted to the Monroe County Library System by September 2.

Healthy Living Programming Partnership - UR Medicine

Amy Henderson has coordinated a major programming partnership with UR Medicine.

Irondequoit Public Library will be partnering with UR Medicine to offer eight weekly classes that will be a part of a *Healthy Living Classes* series that will run on Thursdays in September, October, and November.

A free, eight-week program aimed at empowering participants to make and maintain changes in diet, physical activity, and exposures. These lifestyle changes lower the risk of cancer and other chronic diseases, while increasing overall health. This program includes 45-minutes of nutrition education and 30-minutes of physical activity, plus prizes.

The schedule is:

- Week 1: Healthy Body Weight & Physical Activity
- Week 2: Eating Patterns & Portion Sizes
- Week 3: Nutrition Labels & Healthful Smart Shopping
- Week 4: Whole Grains, Vegetables, Fruits & Beans
- Week 5: Added Sugars & Sweetened Beverages
- Week 6: Protein, Red & Processed Meat
- Week 7: Processed Foods, Fast Foods & Fat
- Week 8: Screening Recommendations & Healthy Day Building

ROC Game Fest 2022

Irondequoit Public Library is again partnering with Rochester Institute of Technology's MAGIC Center and ROC Game Dev for ROC Game Fest 2022.

John Scalzo started the Rochester Game Festival in 2017 and it's currently the area's only dedicated game convention.

John works with the Rochester Institute of Technology's MAGIC Center and ROC Game Dev to organize multiple events every year. At each event, game creators from across the state are invited to demo their in-development projects for the public. The main event is the Rochester

Game Festival, which takes place at RIT in the fall. Before COVID, a smaller event, the Spring Mini Show, was hosted by the library each spring.

2. Town of Irondequoit 2023 Library Budget

Important Dates

- **Monday, August 29:** Preliminary budget due to Town Supervisor and Comptroller
- **Wednesday, September 21 at 1:30 PM:** 2023 Budget Review Meeting - Library
- **Wednesday, October 19 at 5:30 PM:** Budget Workshop
- **Tuesday, October 25 at 4:00 PM:** Special Town Board Meeting: Preliminary Budget
- **Thursday, November 10:** Public Hearing on the 2023 Budget
- **Tuesday, November 15, 2022:** Town Board Meeting - Budget Adoption

Talking Points & High Level Overview

The theme for the 2023 budget is *Planting the Seed*, with the tent pole request being the funds to setup the seed library partnership.

The town has indicated support for a 2.5% cost of living raise across the board, and increasing minimum wage to \$15.

1st Draft - Review with Finance Committee

The 2023 budget planning process will mirror the planning process used to draft the 2021 and 2022 budgets as much as possible.

By the end of Monday, August 15, Stephanie and I will have completed the initial first pass at the 2023 budget that includes our best estimates for all of the figures that the Library Director and library are responsible for providing.

This initial pass will include our best estimate for any increases or decreases in the 2023 budget lines based on 2022 year-to-date expenses and projections. The draft will include line by line notes on any proposed changes that outline why we believe a change is necessary. Specific dollar amounts for expenses will be enumerated whenever possible.

A few budget lines will have a recommended percentage increase instead of a dollar amount increase. These account for anticipated inflation related cost increases that are not yet 100% clear to us at this point in time.

Additional Revisions - Finance Committee

There are a number of budget line increases that Stephanie and I have proposed that need to be discussed more fully by the Finance Committee. Most of these budget lines relate to the personnel budget.

Outstanding Financial Information

Stephanie and I are still waiting to receive budget line figures from our Town partners.

Erin Magee, Commissioner of Public Works

- 4920 General Admin Charges (Custodial)

- 4265 Maintenance - Heating/Air

Irondequoit Recreation - Update

Katrina Hall has left her position as Director of Recreation for another opportunity. I do not expect this change to alter our partnerships or future plans with Irondequoit Recreation.

Katrina was a reliable and competent partner. I will miss working with her.

3. Facilities Report

Network Switches

The shipment of network switches that the library was supposed to receive in June has been delayed until September due to supply chain issues. The price of the network switches will not be effected.

4. Monroe County Library System

NYS Library Trustee Education Requirements

Starting in January 2023, public library Trustees in New York State will be required to complete two hours of Trustee education annually.

The training must be provided by a New York State, Department of Education, Division of Library Development approved provider such as Web Junction, New York Library Association, Division of Library Development, a library system, one of the New York library regional councils, or the American Library Association.

We will be responsible for keeping track of the total hours each Trustee has attended a Trustee education workshop or class. Many Trustee education opportunities are either free of charge or ordered at a steep discount, and will be able to be paid for using the existing professional development budget.

Full details can be found here: <https://www.nysl.nysed.gov/libdev/trustees/education.htm>

Fall 2022 Trustee Symposium

The Monroe County Library System is coordinating a Trustee symposium this fall. This is the type of Trustee training and education opportunity that will count toward the two hour requirement that takes effect in January 2023.

Potential topics include:

- Presentation on emerging legal issues impacting public libraries from Stephanie Cole Adams
- Presentation on the Urban Library Trauma Survey by report authors Lauren Comito & Christian Zabriskie
- Presentation on materials challenges

5. Personnel Report

A personnel report has been uploaded to the Library Board Google Drive.

6. Financial Report & Vouchers

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

7. Correspondence

1. Irondequoit Historical Society - Letter

8. Items of Information

1. 06 2022 Meeting Room Report
2. 07 2022 Meeting Room Report
3. 2022 Urban Library Trauma Study

Irondequoit Public Library
Statistical Report to the Library Board
August 2022

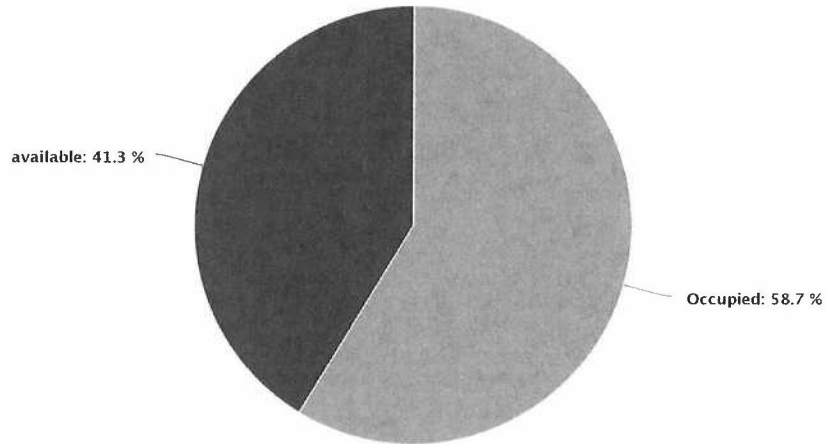
| Report | Reference | | Library Visits | | Number of Programs | | Program Attendance | | Internet Usage | | Wi-Fi Usage | | Circulation | |
|------------------|---------------|---------------|----------------|---------------|--------------------|------------|--------------------|--------------|----------------|--------------|----------------|---------------|----------------|----------------|
| | 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 | 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 | 1,150 | 9,584 | 2,426 | 31,141 | 34,207 |
| May | 3,018 | 4,127 | 7,723 | 10,855 | 16 | 51 | 340 | 1,134 | 821 | 2,132 | 11,491 | 1,073 | 30,143 | 31,660 |
| June | 3,838 | 4,859 | 10,826 | 12,799 | 27 | 59 | 833 | 2,382 | 996 | 1,217 | 13,120 | 928 | 35,175 | 34,835 |
| July | 4,195 | 4,441 | 12,150 | 12,342 | 31 | 46 | 879 | 1,018 | 1,027 | 1,131 | 12,092 | 875 | 38,566 | 37,174 |
| 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 | 30,792 | 123,163 | 87,205 | 506 | 382 | 7,748 | 9,294 | 11,154 | 8,396 | 126,892 | 27,648 | 390,731 | 235,025 |
| Avg/Month | 3,901 | 4,399 | 10,264 | 12,458 | 42 | 55 | 646 | 1,328 | 930 | 1,199 | 10,574 | 3,950 | 32,561 | 33,575 |

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

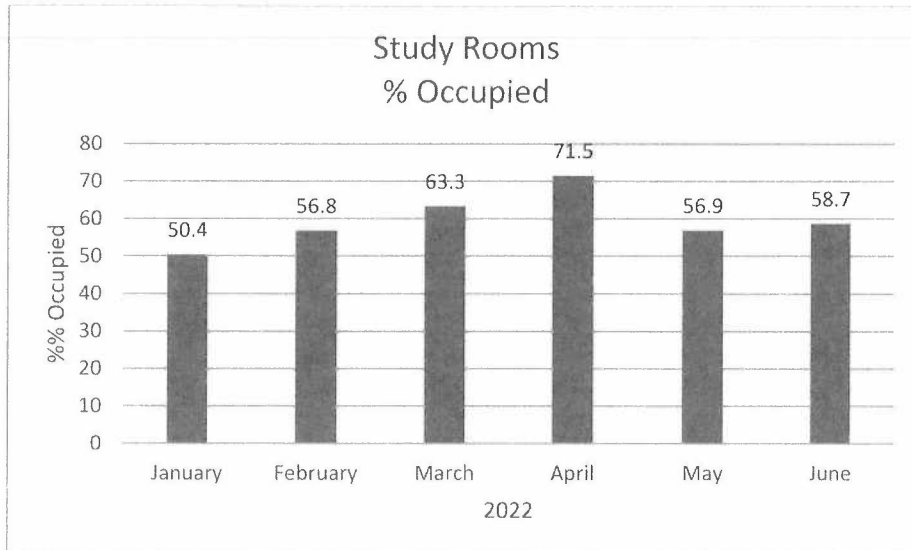
Meeting and Study Room Reservations June 2022

Study Rooms (Second Floor)

Aggregate Occupancy Ratio
Wednesday, June 1, 2022 - Thursday, June 30, 2022

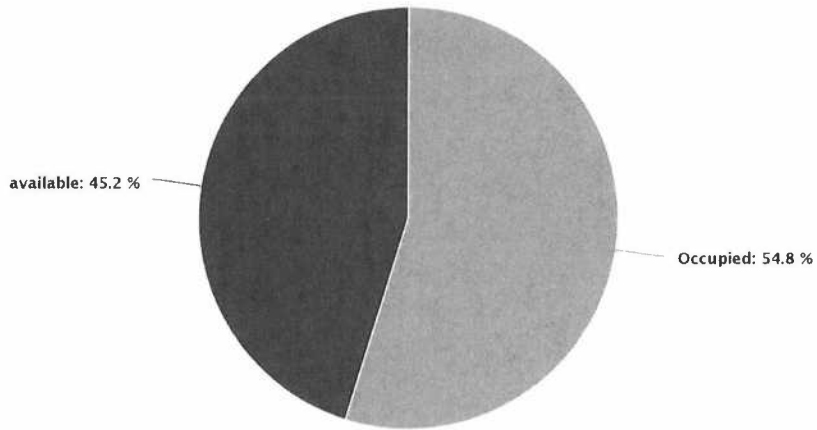


Average Booking Duration for June 2 hours 31 minutes
Number of Bookings 477

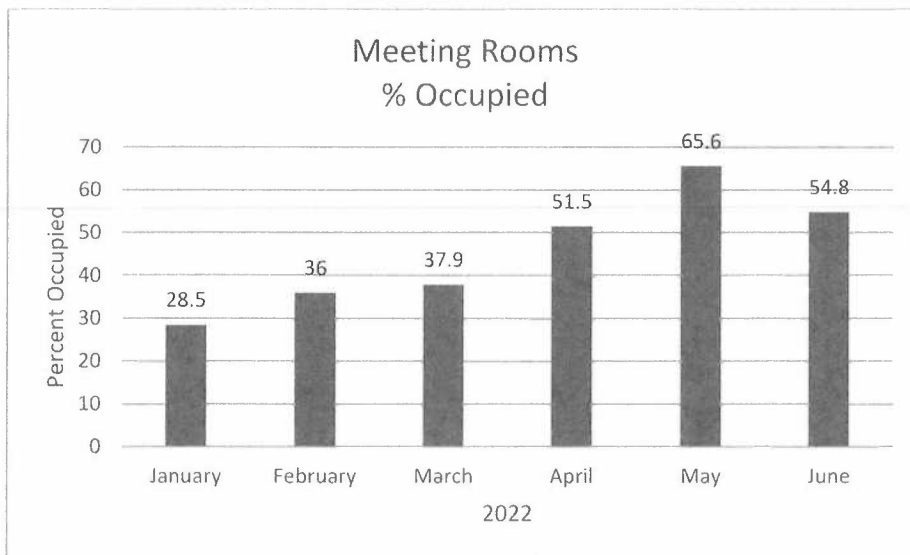


Meeting Rooms (First Floor)

Aggregate Occupancy Ratio
Wednesday, June 1, 2022 - Thursday, June 30, 2022



Average Booking Duration for June 4 hours 54 minutes
Number of Bookings 114

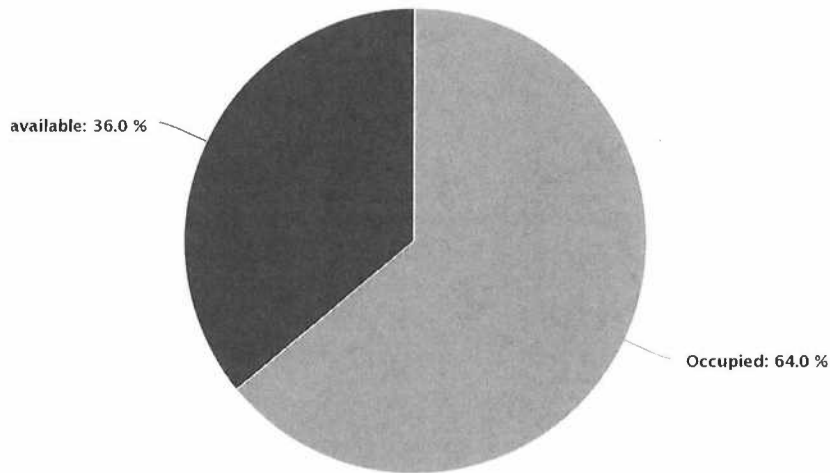


Meeting and Study Room Reservations July 2022

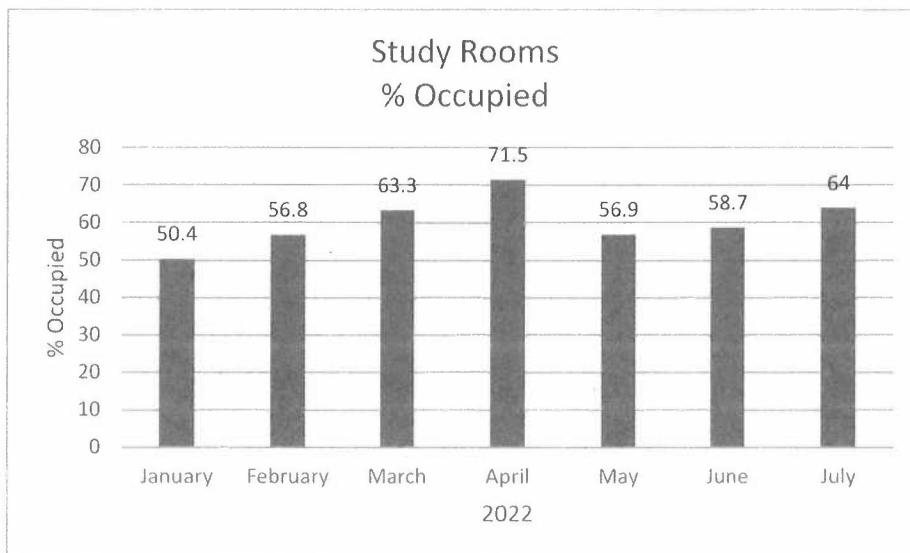
Study Room reservations continue to remain steady through the first of the summer months. Meeting Room reservations, however, show a significant decline in both use and length of reservation, consistent with the main type of meetings, mostly education related use, that occur in these rooms.

Study Rooms (Second Floor)

Aggregate Occupancy Ratio
Friday, July 1, 2022 – Sunday, July 31, 2022

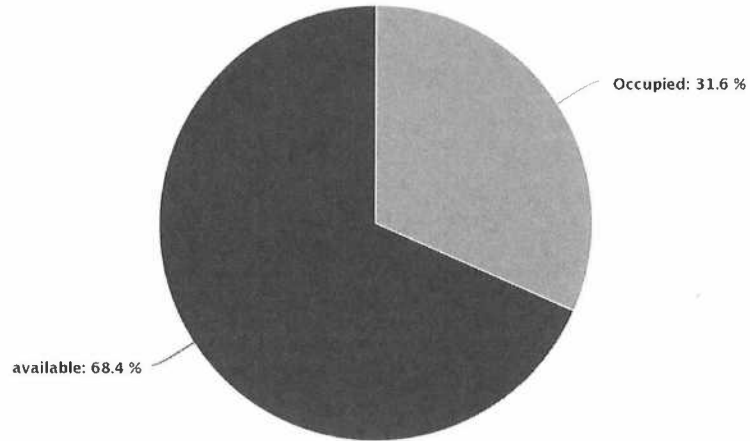


Average Booking Duration for July 2 hours 13 minutes
Number of Bookings 492



Meeting Rooms (First Floor)

Aggregate Occupancy Ratio
Friday, July 1, 2022 – Sunday, July 31, 2022



Average Booking Duration for July 2 hours 56 minutes
Number of Bookings 92

