

Irondequoit Public Library Board of Trustees  
Monthly meeting  
Minutes of September 21, 2022

**Call meeting to order:** 6:31 pm.

**Present:** Susan Kramarsky, vice president; Erin Dougherty, secretary; Betty Brewer-Johnson, Phil Harriman, and Michael Huntone, trustees at large.

**Present via teleconference:** Sarah Yanello, trustee at large (abstained from all votes for this meeting).

**Guests:** Greg Benoit, library director; Stephanie Schubmehl, library bookkeeper.

**Absent:** Rachel Snyder, treasurer; Kelly Metras, trustee at large.

**Approval of minutes:** Minutes of August 25, 2022 approved.

**Attendance:** Next meeting October 19, 2022, at 6:30 pm. Erin will follow up with Rachel and Kelly. Betty will be in touch about a potential conflict.

**Public forum**

- Received a letter from a local library patron and member of the LGBTQ community in response to recent media coverage of book-banning campaigns. The patron shared what libraries have meant to them and praised Irondequoit for including titles in our collection that have been frequently challenged for their LGBTQ content. Staff are pitching in to send the patron a Libraries Are for Everyone tote as a thank-you.
- Susan praised Greg for his leadership on this issue and noted that September 18-24 is Banned Books Week.

**Town board liaison report:** No town board liaison this month. Greg attended a town board workshop at which Susan was reappointed to a second term (see correspondence).

**Foundation report:** Did not meet.

**Friends report**

- Last weekend's book sale earned the Friends over \$4,000 in total (\$2,600 in book sales, \$1,400 in raffle tickets, and \$70 in new membership dues). Congratulations to all involved.
- Sister libraries team also held a successful book drive as part of the event. They thanked the Friends for their support with publicity.
- As agreed in previous discussions with Phil, Betty will be taking over as Friends liaison.

**Staff liaison report:** No staff liaison this month.

## Long-range plan

- Erin has adapted the Burnout Assessment Tool into a Qualtrics survey capable of scoring responses and generating charts and graphs. This should be ready in time for next Thursday's library staff meeting.
- Over a series of meetings during the past few weeks, Greg has identified staff wellness committee members and key staff roles in implementing the long-range plan.
- As discussed previously, the first year of the plan targets staff morale and wellness. Approaches will focus on communication and on programming/relationship-building.
  - Communication: Improvements to internal and external recognition are in progress. Matt Krueger and Nora Pelish are refining a process for staff to recognize coworkers for going above and beyond or dealing with a challenging situation, a streamlined version of what was once called the Caught Being Awesome Award. Nominees will be displayed in a location visible to all staff. In the future, the library will also solicit feedback from patrons and incorporate it into thank-you letters throughout the year. Matt and Nora are due to present a draft process at their meeting with Greg on October 3.
  - Programming/relationship-building: Staff will have opportunities to take advantage of wellness-centered programs and guest speakers during the workday. Programming librarian Amy Henderson has connections with many potential presenters and serves on the town wellness committee. Another staff member has expressed interest in organizing optional after-work activities.
- In addition to the staff roles already mentioned, John Scalzo will assist with compiling data gathered from surveys, which Tariq Hudson will use to generate infographics. Nora, Emily Baker, and Nancy Cowan will ensure that programming and professional development opportunities are communicated to all staff. Michael volunteered to join Erin on the staff wellness committee.
- In response to questions, Greg noted that as town employees all library staff receive a free membership to the Irondequoit Community Center and that the library has a professional development budget to support staff interested in attending NYLA, ALA, or other professional conferences.

## Finance committee, vouchers, financial report

### Financial report

- Revenue: Two-thirds of the way into 2022, we are now ahead of projections in all library-generated revenue categories. We have collected 78.6 percent of anticipated revenue for miscellaneous income, 84.4 percent for library charges, 68.7 percent for copier receipts, and 98.5 percent overall. The library bookstore (separate from the Friends' one-time book sale) had its best month since February 2020 and its best August of all time.
- Expenses: With the usual caveats about upcoming expenditures, we are currently under budget overall, at 57.7 percent, and in all major spending categories. Expenditures stand at 60.8 percent of budget for salaries, 49.8 percent for library materials, and 30.6 percent for services and supplies.

Vouchers

- Vouchers of note: #204, Baker and Taylor, and #205, Baker & Taylor Entertainment: Lower than usual this month due to interruption from ransomware attack on B&T; #217, Monroe County Library System: January – June cost share.
- Motion to approve September 2022 vouchers for payment. Seconded. Motion carried.

Library director PTO (fall 2021 correction)

- Motion to grant time off benefits to library director, commensurate with Articles 16 through 25 of Irondequoit Public Library's collective bargaining agreement, backdated to the one-year employment anniversary of January 2, 2021. Seconded. Approved.
- Motion to authorize Town of Irondequoit human resources director to update library director's time-off accrual according to previous motion, minus actual 2021 paid time off usage. Seconded. Approved.

2023 budget

- Greg, Susan, Phil, and Stephanie reviewed the library's proposed 2023 budget in a meeting with Supervisor Fitzpatrick, Maria Vecchio, Jason Vinette, and Diana Marsh at town hall. Greg fielded questions about ongoing costs for the seed library, which should be minimal, and about grant funding to offset the cost of remaining HVAC repairs and doors for the children's library.
- Senator Brouk's office has now sent an official award letter, which was shared with Comptroller Marsh and other department heads. This grant funding will cover all remaining HVAC work, allowing for a corresponding reduction in the amount requested for maintenance in 2023.
- Also included in the library's budget request was a proposal to bring Greg's salary in line with other MCLS library directors at a similar level of experience.
- Concessions may be requested once all departmental budgets have been reviewed, but the presentation met with a positive reception overall. All trustees are strongly encouraged to attend the town board workshop on 10/19 and the public hearing on 11/10. See director's report for full list of upcoming dates.
- Susan noted that the library's budget request has decreased from the amount presented at the August board meeting due to grant funding and that an increased salary for the library director was previously discussed in the executive committee.

**Organizational development committee**Staff promotion

- See attached personnel report for Sarah Taffner's promotion to full-time library clerk. Greg noted that as there were few eligible candidates from the civil service list, the position was opened to internal hires with Jason Vinette's approval. Sarah is aware that her appointment is provisional and she will have to score high enough on the civil service exam to retain it.
- Motion to approve Sarah Taffner's provisional appointment as full-time library clerk, contingent on her civil service exam score. Seconded. Motion carried.

Trustee candidates: Two prospective new board members have been identified. One, who has presented at the library previously, had a great discussion during their interview but may not have time to serve on the board due to other commitments. Michael will follow up with the second candidate.

Whistleblower policy: Greg has sent a draft to the town attorney for review. This policy is a requirement for all public libraries in New York.

### **Community engagement committee**

Sister libraries/Friends book sale: Betty thanked Christy Simons and the Friends for involving her in the sister libraries book drive and noted that the sister libraries concept was well-received at the event. She praised Sarah Clancy, Kathy Little, and Chris Finger from the Friends for their leadership and energy in organizing the book sale.

### Student representatives

- Betty reviewed the process of recruiting and retaining student reps with Terri Dalton, who along with Susan helped spearhead the practice of student reps serving on the board. Betty and Kelly look forward to revitalizing the program with Sarah Yanello's help.
- Sarah expressed willingness to use her connections at Eastridge to help with recruiting, noting that she has a passion for connecting East and West Irondequoit students. Other trustees raised the possibility of recruiting through the National Honor Society, the Participation in Government course, or arts- and theater-related student groups to attract a diverse range of students.

### **Technology updates**

- Phil, Greg, and Kevin LaBarr were present for the technology committee's monthly meeting. They discussed increasing the number of public PCs as well as options for enhancing computer security in light of the ransomware attack on Baker & Taylor.
- Phil recently tested the Maker's Lab booking process by making a reservation to digitize cassette tapes. Greg will begin including Maker's Lab statistics in his monthly reports.
- The town has a new head of PR who Greg hopes will be able to help publicize library services on ICAT.

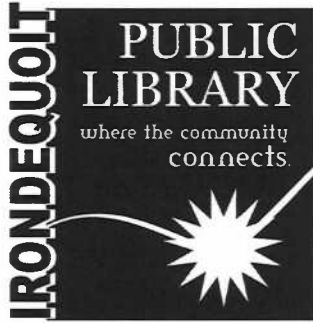
**Director's report:** See attached.

**Acting president's remarks:** Susan encourages all trustees to review upcoming budget dates listed in Greg's report and to plan on attending the budget workshop on October 19, the town board meeting on October 25, and the public hearing on November 10 if possible. Having a strong board presence at these meetings has served the library well in the past. She also noted that training opportunities in Open Meetings Law and Robert's Rules are coming up through MCLS.

## Adjournment

- Motion to adjourn to executive session at 7:37 pm to discuss the employment of a particular person or persons. Seconded. Motion carried.
- Motion to come out of executive session at 8:25 pm. Seconded. Motion carried.
- Motion to approve a salary increase of 3.5 percent for the director of Irondequoit Public Library for 2023 as presented to the town supervisor. Seconded. Motion carried.
- It was also noted that the board discussed future requests for salary increases for employees not covered by the Collective Bargaining Unit and determined that such increases:
  1. Shall not be tied to elected or appointed positions within the town;
  2. Shall be part of the regular budget development process;
  3. Will include timely and mutually agreed-upon evaluation of the library director.
- Meeting adjourned at 8:45 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Erin Dougherty



**Date:** September 13, 2022

**Irondequoit Public Library**  
1290 Titus Ave.  
Rochester, NY 14617

(585) 336-6064  
irondequoit@libraryweb.org

I'm here today to seek the reappointment of Susan Kramarsky to the Irondequoit Public Library, Library Board of Trustees.

We have a very ambitious Library Board of Trustees that is eagerly identifying ways to improve the library for users and promote our services to the broader community. However our Library Board is very green with two members serving less than one year and three serving only a year and a half. Susan is the sole exception, and has served dutifully for one complete five year term and is now eligible to seek a second term, which she has chosen to do.

Susan occupies a critical role on the Library Board as she possesses the greatest institutional memory on the Library Board, which spans both my tenure as well as my predecessor's tenure. Susan is working hard to transmit that knowledge to the other trustees and board committees, and her continued presence makes that possible. What's more Susan is a retired Town Clerk and is an expert in open government, municipal finances and operational best practices like no other Library Trustee I have known in 10 years of being a library director, and almost 20 years working in public libraries.

Susan currently occupies the role of acting Library Board President and serves as a defacto member on all of the Library Board committees. She has previously served on the Finance Committee and Organizational Development Committee.

Susan's reappointment was supposed to have been advanced to the Town Board in December 2021, but the then Library Board President forgot to communicate that to the Interim Supervisor and incoming Supervisor. The remainder of the Library Board and I were under the mistaken impression that this had been communicated on the proper time table. This resolution also addresses that critical error.

Thank you for your consideration.

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**IRONDEQUOIT PUBLIC LIBRARY  
REVENUE**

8/31/2022

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD AUG 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	\$36,544	\$9,931	78.6%
0	0005-2082	Library charges (overdue & lost fines)	\$76,681	\$67,370	\$32,500	\$42,465	\$32,900	\$27,783	\$5,117	84.4%
0	0005-2655	Copier receipts	\$2,471	\$3,709	\$1,481	\$3,205	\$3,200	\$2,199	\$1,002	68.7%
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%
<b>Subtotal - revenue</b>			<b>\$2,303,811</b>	<b>\$2,576,001</b>	<b>\$2,655,615</b>	<b>\$2,660,497</b>	<b>\$2,789,034</b>	<b>\$2,748,118</b>	<b>\$40,916</b>	<b>98.5%</b>

**EXPENSES**

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD AUG 22	BALANCE	
1		Salaries	\$998,983	\$983,163	\$964,129	\$966,766	\$1,086,669	\$661,022	\$425,647	60.8%
2		Equipment & capital	\$2,764	\$2,565	\$4,529	\$977	\$500	\$0	\$500	0.0%
4	7410-4050	Library materials	\$170,967	\$178,336	\$169,598	\$175,369	\$180,000	\$89,707	\$90,293	49.8%
4		Services & supplies	\$354,003	\$329,561	\$342,006	\$425,579	\$439,764	\$134,753	\$305,011	30.6%
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	\$241,248	\$206,480	53.9%
<b>Subtotal - expenses</b>			<b>\$2,320,946</b>	<b>\$2,485,140</b>	<b>\$2,518,450</b>	<b>\$2,635,126</b>	<b>\$2,789,061</b>	<b>\$1,608,104</b>	<b>\$1,180,957</b>	<b>57.7%</b>

Cash receipts summary

8/31/2022

DESCRIPTION	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUN ACTUAL	JUL ACTUAL	AUG ACTUAL	SEP ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	YTD 2022
Fines (cash)	\$1,965.01	\$1,710.78	\$1,633.51	\$1,518.54	\$1,559.82	\$1,741.09	\$1,778.82	\$1,754.77					\$13,662.34
UMS/refunds													\$0.00
Online fines							\$3,808.00						\$3,808.00
Fines (credit)	\$1,166.92	\$1,261.33	\$1,294.82	\$896.46	\$1,172.39	\$1,644.33	\$1,071.08	\$1,418.60					\$9,925.93
BFR (cash)	\$42.96	\$0.00	\$26.99	\$20.04	\$33.99	\$148.94	\$41.99	\$71.99					\$386.90
Book sale	\$2,155.69	\$2,373.25	\$2,774.74	\$2,462.49	\$2,433.16	\$3,049.11	\$2,728.57	\$3,262.66					\$21,239.67
Misc. (cash)	\$95.64	\$2,899.78	\$544.35	\$110.29	\$128.65	\$89.97	\$135.52	\$115.70					\$4,119.90
Misc. (credit)	\$175.80	\$20.01	\$11.00	\$5.20	\$7.24	\$35.01	\$11.00	\$14.00					\$279.26
Refund prior year													\$0.00
Copier	\$268.00	\$228.00	\$319.00	\$225.00	\$198.00	\$258.50	\$278.00	\$423.50					\$2,198.00
State aid				\$1,533.00									\$1,533.00
Print station (cash)	\$679.80	\$316.20	\$924.80	\$632.80	\$335.32	\$822.60	\$579.80	\$635.00					\$4,926.32
Print station (credit)	\$382.80	\$483.30	\$616.91	\$1,051.90	\$767.99	\$261.60	\$1,431.67	\$983.25					\$5,979.42
Interfund transfer													\$0.00
State grant - youth fine and fee elimination													\$0.00
<b>Total</b>	<b>\$6,932.62</b>	<b>\$9,292.65</b>	<b>\$8,146.12</b>	<b>\$8,455.72</b>	<b>\$6,636.56</b>	<b>\$8,051.15</b>	<b>\$11,864.45</b>	<b>\$8,679.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$68,058.74</b>



**BOOKSTORE SALES**

<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
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	\$3,262.66
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	
<b>Total</b>	<b>\$22,973.30</b>	<b>\$29,217.46</b>	<b>\$31,730.93</b>	<b>\$34,647.51</b>	<b>\$33,480.23</b>	<b>\$11,530.07</b>	<b>\$26,885.29</b>	<b>\$21,239.67</b>

**CHASE ACCOUNTS**

**AUGUST 2022**

**NON-PUBLIC FUNDS MMDA \*\*\*\*\*9050**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
8/1/2022	Opening balance			\$40,682.32
8/19/2022	Donation from Fran & Bob Lurz IHO Patty Mayer (for children's library)	\$50.00		\$40,732.32
8/19/2022	Donation from Judith Kiehl	\$20.00		\$40,752.32
8/25/2022	Payment to Mason Digital (bullet aid purchase)		\$4,306.00	\$36,446.32
8/25/2022	Payment to Rochester Accessible Adventures (bullet aid purchase)		\$3,375.00	\$33,071.32
8/25/2022	Payment to Interactive Sciences Inc. (bullet aid purchase)		\$570.00	\$32,501.32
8/31/2022	Interest	\$9.89		<b>\$32,511.21</b>

**PUBLIC FUNDS MMDA \*\*\*\*\*2587**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
8/1/2022	Opening balance			\$6,799.05
8/31/2022	Interest	\$1.73		<b>\$6,800.78</b>

**2021 BULLET AID**

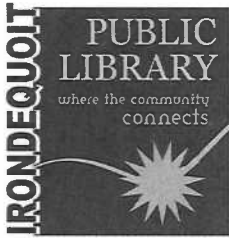
<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
8/1/2022	Opening balance			\$20,134.19
8/25/2022	Payment to Mason Digital (website development, phase 3 of 3)		\$4,306.00	\$15,828.19
8/25/2022	Payment to Rochester Accessible Adventures (Community Health Inclusion Initiative, second year contract)		\$3,375.00	\$12,453.19
8/25/2022	Payment to Interactive Sciences Inc. (Wowbrary subscription, 5/7/22 - 5/6/23)		\$570.00	<b>\$11,883.19</b>

September 21, 2022 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
203	Alliance Entertainment	Library materials	\$228.35	4050
<b>204</b>	<b>Baker &amp; Taylor</b>	<b>Library materials</b>	<b>\$4,495.41</b>	<b>4050</b>
<b>205</b>	<b>Baker &amp; Taylor Entertainment</b>	<b>Library materials</b>	<b>\$213.98</b>	<b>4050</b>
206	Barnes & Noble	Library materials	\$818.42	4050
207	Cengage Learning	Library materials	\$210.67	4050
208	Marcie Cup	Reimbursement for lost & paid/found & returned book	\$16.99	2082
209	De Lage Landen	Contracted services	\$162.00	4120
210	Demco	Supplies, library processing	\$364.09	4576
210	Demco	Supplies, other misc.	\$45.80	4650
211	Findaway	Library materials	\$104.98	4050
212	Ingram	Library materials	\$129.78	4050
213	Daniel Jones	Professional services, programming ("TV Today" presentation on 10/25/2022)	\$110.00	4408
214	Sarah Knight	Professional services, programming (STEAM programs for children on 8/8, 8/15, 8/22, 8/29, 9/12)	\$370.00	4408
215	Midwest Tape	Library materials	\$1,269.60	4050
216	Monroe County Library System	Supplies, other misc.	\$90.00	4650
<b>216</b>	<b>Monroe County Library System</b>	<b>MCLS cost share</b>	<b>\$38,278.00</b>	<b>4251</b>
216	Monroe County Library System	Professional services, programming (NYLA organizational membership dues for 2022)	\$583.00	4100
217	Online Labels	Supplies, office	\$85.86	4570
218	OverDrive	Library materials	\$148.00	4050
219	Penny Lane	Printing services	\$223.19	4390
220	Penworthy	Library materials	\$614.49	4050
221	Soho Imaging	Supplies, office	\$278.00	4570
222	W.B. Mason	Supplies, office	\$238.86	4570
223	Bibliotheca	Supplies, library processing	\$1,682.00	4576
<b>Total</b>			<b>\$50,761.47</b>	

**September 21, 2022 voucher list**

<b>Fund</b>	<b>Fund total</b>
2082	\$16.99
4050	\$8,233.68
4100	\$583.00
4120	\$162.00
4251	\$38,278.00
4390	\$223.19
4408	\$480.00
4570	\$602.72
4576	\$2,046.09
4650	\$135.80
<b>Grand Total</b>	<b>\$50,761.47</b>



## **Irondequoit Public Library**

September Director's Report

Wednesday, September 21, 2022

### **1. Irondequoit Public Library**

#### **Changes to Statistical Report to the Library Board**

At Phil's suggestion, I have included the monthly statistics for both in-person use of the 1839 Maker's Lab and circulation of equipment.

In-person use of the 1839 Maker's Lab is recorded as the total number of hours per month that the lab is in use and occupied by one or more patrons. Previously, in-person use of the lab was recorded in the meeting room use statistics.

My hope is that by specifically hi-lighting these usage statistics, that the library staff and I be better able to identify changes in usage patters, and ultimately market the service more effectively.

The monthly statistical report to the Library Board is getting difficult to fit on to one page. In the interest of simplicity, I would like to propose removing the monthly wi-fi usage statistics. These statistics will still be recorded monthly by the library, and reported on the Annular Port to New York State. This static has always been "fuzzy" and fluctuates based on factors that do not seem to match changes in foot traffic.

#### **1839 Maker's Lab**

##### **Relaunched In-Person Training Classes**

The 1839 Maker's Lab is relaunching in-person training classes for the fall season. In-person classes were put on pause during July and August, which are the busiest months for foot traffic, programs, and computer lab use.

##### **Seed Library - Formal Presentation to the Town of Irondequoit Conservation Board**

The Seed Library price list and mockup have been shared with the Town of Irondequoit Conservation Board in a formal presentation at the September 7 Conservation Board meeting.

The Conservation Board seemed impressed and excited about the programmatic component of the seed library and the overall design, but also the possibilities that it will provide for increased partnership between our two organizations

##### **Glo-Forge - Update**

We are still waiting for the window vent to be installed by the glazier that the Town of Irondequoit, Department of Public Works has selected. I have requested that Erin Magee follow up with him.

Once the window vent is installed, Sarah Knight will begin in-person training classes in the use of the Glo-Forge. Sarah has also planned a series of classes where participants will be able to

make low cost, high quality gifts for friends and family during the upcoming winter gift giving season.

### **Baker & Taylor Ransomware Attack**

On August 23, Baker & Taylor, the vendor that Irondequoit Public Library uses to purchase almost all of the library books we circulate, was hit by a devastating ransomware attack. Baker & Taylor is the largest vendor of library materials in North America, and provides a more generous bulk discount and easier ordering process than other library vendors.

This attack made it impossible for our library, and all public libraries in the United States who order through Baker & Taylor, to order books.

This caused a significant disruption to our ability to order new materials. Ginny Payne immediately pivoted to placing orders for the most in demand new books from other vendors including Amazon.com. This satisfied our patrons who seek best sellers, but came at a greater financial expense to the library; Amazon.com does not offer the same generous, bulk discount that Baker & Taylor offers.

After three weeks of interruptions, Baker & Taylor was able to restore service and has resumed shipping materials. Baker & Taylor has promised greater transparency into their security practices moving forward.

It does not appear that any financial or private data from Baker & Taylor customers were compromised during the attack.

### **Friends of the Irondequoit Public Library - Book Sale**

Our book drive exceeded my wildest expectations, and as the sale approached, I became worried that we would not have enough room to store the growing supply of donations.

The book sale is off to great start. By Friday evening, the Friends of the Irondequoit Public Library had raised over \$1,500 in sales and over \$1,000 from the scratch off lottery raffle ticket sales.

The unsold remnants books will be taken by a family member of a Friends of the Irondequoit Public Library board member who runs a used book store. He has agreed to make a donation to the Friends of the Irondequoit Public Library in exchange for the books. This is very generous, as friends groups usually receive no donation for the unsold books, and frequently have to pay paper recycler to pickup unsold remnants from the sale.

As of Friday afternoon, the Sister Libraries Team has collected two Rubbermaid totes of donations for Roma Public Library as well as cash donations to offset shipping costs. I have identified a private donor who will pay any remaining shipping costs not covered by the cash donations.

## **2022 - 2026 Long Range Plan**

Erin Dougherty and I are meeting next week prior to the Library board meeting to finalize the burnout measurement tool.

I have been holding internal meetings with key staff to build out the communication and recognition strategies outlines in the long range plan.

## **State Senator Brouk**

### **State and Municipal (SAM) Facilities Grant**

I am able to report that I have confirmed that a SAM Grant from State Senator Brouk will provide for 100% of the costs associated with the installation of the Children's Library doors and the outstanding HVAC repairs.

I have discontinued work on the New York State Aid for Library Construction Grant application, which would only provide for 50% of the costs associated with both projects, and have communicated to the Monroe County Library System office that we will not be applying for those funds this year after all.

I will continue to work with Diana March, the Town of Irondequoit Comptroller to finalize the application for the Federal IDs needed to apply for this grant in the future.

Nick Whalers, who is responsible for constituent services at State Senator Brouk's office indicated that we will receive \$64,413.25 in funds for both project. This figure includes a 10% contingency to offset rising costs due to potential inflation and supply chain issues.

### **Legislative Initiative Funding Grant**

State Senator Brouk reached out to me to inform me that she nominated Irondequoit Public Library for a Legislative Initiative Funding grant, which we have been awarded.

Within the next 6-18 months Irondequoit Public Library will receive \$17,500 as a part of the grant to fund programmatic related expenses. I am working with the library staff to identify high visibility, high impact programs and program series that these funds can be applied toward.

Early ideas for consideration are redesigning the Children's Library activity room to be a STEM lab similar to the 1839 Maker's Lab, but for children. I believe that it is wise to have different programmatic offerings for each major age level (children, adult, and teen) funded by this grant.

The award letter is included in the Correspondence section of this Director's Report.

## **Literacy Rochester - Digital Literacy Instruction Partnership**

Literacy Rochester has added two additional days that their Digital Literacy Volunteers are available to assist patrons at the library.

Volunteers are now available on Mondays from 6:00 PM - 9:00 PM and Wednesdays from 5:00 PM - 9:00 PM in addition to Fridays from 10:00 AM - 1:00 PM.

## Library Trustee OneDrive

I am working with the Monroe County Library System IT Department (officially called Library Automation Services) and John Scalzo to create a Microsoft OneDrive that will store Library Board and Board committee documents in the cloud.

OneDrive will replicate all of the features currently available to Library Trustees in the Google Drive, but it will be stored on an account both owned by the Irondequoit Public Library and regularly backed up.

## 2. Town of Irondequoit

### Town Board Workshop - Trustee Reappointment

On Tuesday, September 13 I was asked to speak about Susan Kramarsky's reappointment at the Town Board workshop meeting. This is the meeting where the Town Board reviews the agenda for the Town Board meeting the following week. I was informed that I needed to be available to provide an overview of the reappointment and to answer any questions earlier in the afternoon.

In the future, I hope to review the statement that I am to read in support of an appointment or reappointment with the Organizational Development Committee prior to appearing at the workshop meeting. I also hope to have a library trustee present with me to show that the appointment request has support from the Library Board and myself.

I have attached the statement I read as an item of information. A video of me addressing the Town Board is also available on the Town of Irondequoit website.

### 2023 Library Budget

#### Important Dates

- **Wednesday, September 21 at 1:30 PM:** 2023 Budget Review Meeting - Broderick Room
- **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

### Director of Public Relations

The Town of Irondequoit has hired a Director of Public Relations, Mary McCombs. Mary is a former TV and radio journalist, and has worked for the radio stations WHAM 1180 and WVOR as well as 13 WHAM TV and Spectrum News.

Mary will work with the Director of Irondequoit's local access channel, ICAT to produce a once monthly video highlighting the activities and ongoings in the Town government.

On her first day, she began collecting information to help produce a segment on the Irondequoit family that library staff assisted with obtaining immigration documents so that they could escape the deteriorating situation in Afghanistan. The family has agreed to participate in an interview with her and local media once their relatives are safe in the United States.

## 3. Facilities Report



## **Network Switches**

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

## **4. Monroe County Library System**

### **Incident Tracking Software**

The Monroe County Library System is investigating the use of a software product that would enable member libraries to track security incidents across all of the libraries in Monroe County. This is in response to the increasing severity and frequency of security threats that have transpired in public libraries during the last few years.

The software would enable key library staff to send a receive message containing details relating to crimes, inappropriate behavior, and suspicious activity in a timely manner. Currently, the member libraries rely on email and an internal web portal to accomplish something similar.

Several Library Directors had questions about data security, liability, and legality while will be addressed during a product demonstration and question and answer session.

## **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. Susan Reappointment Statement.pdf
2. Irondequoit Library LIF NFP Award Letter.pdf
3. Letter of Support.pdf
4. Thank You Letter

## **8. Items of Information**

**Irondequoit Public Library**  
 Statistical Report to the Library Board  
**September 2022**

Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Circulation		Maker's Lab Usage		Maker's Lab Circulation	
	2021	2022	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	30,507	30,320		0		2
February	3,750	4,109	7,199	11,188	23	52	655	1,413	702	837	30,025	31,317		0		1
March*	4,121	4,832	8,973	14,050	24	66	226	1,504	892	1,196	31,839	35,512		7		3
April	3,544	4,654	7,729	15,058	19	61	287	1,222	768	1,150	31,141	34,207		51		1
May	3,018	4,127	7,723	10,855	16	51	340	1,134	821	2,132	30,143	31,660		93		0
June	3,838	4,859	10,826	17,799	27	59	833	2,382	996	1,217	35,175	34,835		31		7
July	4,195	4,441	12,150	12,342	31	46	879	1,018	1,027	1,131	38,566	37,174		28		3
August	4,570	5,569	12,417	14,533	38	67	1,150	1,451	1,093	1,254	37,197	40,763		24		3
September	4,068		11,543		46		821		1,163		33,535					
October	4,306		14,954		92		628		1,155		32,228					
November	3,951		11,740		67		738		1,000		31,510					
December	3,648		11,308		103		754		887		28,865					
<b>Total</b>	<b>46,813</b>	<b>36,361</b>	<b>123,163</b>	<b>101,738</b>	<b>506</b>	<b>449</b>	<b>7,748</b>	<b>10,745</b>	<b>11,154</b>	<b>9,650</b>	<b>390,731</b>	<b>275,788</b>	<b>0</b>	<b>234</b>	<b>0</b>	<b>20</b>
<b>Avg/Month</b>	<b>3,901</b>	<b>4,545</b>	<b>10,264</b>	<b>12,717</b>	<b>42</b>	<b>56</b>	<b>646</b>	<b>1,343</b>	<b>930</b>	<b>1,206</b>	<b>32,561</b>	<b>34,474</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>3</b>

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

**Organizational Development Committee**  
September 2022 Employee Changes

**Sarah Taffner**

Promotion: Full-Time Library Clerk

Notes: Sarah Taffner previously worked at the Irondequoit Public Library as a part-time clerk between November 2017 and June 2021. During that time, Sarah was well liked by her coworkers, and had excellent customer service skills.

Sarah had left her position at Irondequoit Public Library to focus on her family business, which has since been sold.

Sarah resumed working in the same role in April 2022 and resumed her previous duties processing new library materials for circulation.

Sarah's full-time start date was August 29, 2022.