

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of October 26, 2022

Note: No votes were taken at this meeting as the board did not have a quorum present.

Call meeting to order: 6:35 pm.

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

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

Absent: Rachel Snyder, treasurer; Phil Harriman, Kelly Metras, and Sarah Yanello, trustees at large.

Approval of agenda: Deferred to next meeting.

Approval of minutes: Deferred to next meeting.

Attendance for next trustee meeting: Next meeting November 16, 2022. Both Betty and Erin have potential conflicts and will follow up. Erin will check in with Kelly and Phil.

Public forum: None. No comments submitted to board email or mailbox.

Town board liaison/town happenings: Supervisor Fitzpatrick has expressed interest in attending the next regularly scheduled library board meeting.

Foundation report: Susan, Greg, Stephanie, and acquisitions librarian Virginia Payne are meeting with Sue Bonkowski tomorrow.

Friends report: At the request of the Friends, library staff put together a wish list of items and programs to fund with the proceeds of the book sale. A membership drive is planned for next year. Mary Tibali Hoffman has expressed interest in attending upcoming library board meetings.

Staff liaison report: Deferred to next meeting.

Long-range plan check-in

Burnout assessment survey

- Raw data and infographics based on results from the initial burnout assessment survey were shared with the board. Participation was high, and staff responses indicate room for improvement but no major red flags. Going forward, reports will be shared monthly with staff and quarterly with the board.

- The October burnout survey is now in progress. Staff were asked to suggest wellness activities of interest in the comments.
- In response to a question from Susan, Erin indicated that the wellness committee was able to address concerns from participants as to whether survey responses were truly anonymous. She noted that feedback entered in the comment box is not included in reports.

Staff recognition

- Comment boxes for patrons to leave positive feedback are now available at all service desks. A whiteboard allowing staff to recognize coworkers is also in place.
- Erin passed out examples of the comment forms to other board members and encouraged them to participate if they have a particularly good experience.
- In response to a question from Susan, Greg confirmed that information about the new comment boxes will appear on library social media channels.

Finance committee, vouchers, financial report

Financial report

- Revenue: Library-generated revenue continues to (modestly) exceed projections in all categories. With 75 percent of the year elapsed, we have taken in 88.1 percent of anticipated miscellaneous income, 93.5 percent of anticipated fines and fees, and 78 percent of anticipated copier receipts. We also received our remaining LLSA payment. Revenue collection is now at 99.3 percent overall.
- Expenses: As of this report, with year-end expenditures yet to come, we are under budget at 62.5 percent overall as well as in all major spending categories. The library has spent 68 percent of our budget for salaries, 59.2 percent for library materials, and 34.4 percent for services and supplies.

Vouchers

- October vouchers were reviewed and signed by the library director and board treasurer and are ready to submit to the town for payment. The full board will vote on them at the next meeting.
- Vouchers of note: #224, American Library Association: Membership renewal for Amy Holland; #233, Image360 Rochester: Foamboard posters publicizing meeting room reservation procedure and staff recognition.
- As in prior years, interim voucher lists will be prepared between the October and November board meetings and the November and December board meetings.

Organizational development committee: See director's report for proposed changes to staffing model and to staff training days. Votes on updating the library's organizational chart and on 2023 holidays and closings deferred to next meeting.

Community engagement committee

Sister libraries update: Susan will connect with the sister libraries team to ensure a representative can attend an upcoming meeting.

Student representatives: Betty to strategize with Sarah on recruitment.

Technology updates

Meeting rooms

- The library is considering a proposal to install electronic locks on study room doors, which users would open using a keycard generated at the reference desk. This is part of a townwide effort to standardize locks and badges under a single vendor.
- As users would have to check in at the desk, this system would reduce conflicts and help ensure all users have a reservation.
- In response to questions from Betty and Susan, Greg noted that the key cards could be deactivated if not returned and that staff badges would be able to unlock all study room doors.

Maker's lab

- Library assistant Sarah Knight held multiple training sessions in October. Use is beginning to pick up, but could improve with the addition of more staff.
- The Glowforge will be ready for use as soon as a window vent is installed. Plans for a holiday gift-making program are in the works.

Director's report: See attached.

All voting items will be added to the November meeting agenda.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

9/30/2022

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD SEP 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	\$40,957	\$5,518	88.1%
0	0005-2082	Library charges (overdue & lost fines)	\$76,681	\$67,370	\$32,500	\$42,465	\$32,900	\$30,760	\$2,140	93.5%
0	0005-2655	Copier receipts	\$2,471	\$3,709	\$1,481	\$3,205	\$3,200	\$2,497	\$704	78.0%
0	0005-3889	Other culture & rec (NYS Local Library System Aid)	\$15,727	\$15,734	\$12,263	\$16,860	\$12,400	\$16,142	(\$3,742)	130.2%
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	\$2,770,414	\$18,620	99.3%

EXPENSES

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD SEP 22	BALANCE	
1		Salaries	\$998,983	\$983,163	\$964,129	\$966,766	\$1,086,669	\$738,739	\$347,930	68.0%
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	\$106,513	\$73,487	59.2%
4		Services & supplies	\$354,003	\$329,561	\$342,006	\$425,579	\$439,764	\$151,457	\$288,307	34.4%
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	\$265,940	\$181,788	59.4%
Subtotal - expenses			\$2,320,946	\$2,485,140	\$2,518,450	\$2,635,126	\$2,789,061	\$1,744,025	\$1,045,036	62.5%

Cash receipts summary

9/30/2022

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	\$1,906.74				\$15,569.08
UMS/refunds									\$-37.99				\$-37.99
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	\$1,040.82				\$10,966.75
BFR (cash)	\$42.96	\$0.00	\$26.99	\$20.04	\$33.99	\$148.94	\$41.99	\$71.99	\$66.93				\$453.83
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	\$2,916.39				\$24,156.06
Misc. (cash)	\$95.64	\$2,899.78	\$544.35	\$110.29	\$128.65	\$89.97	\$135.52	\$115.70	\$73.14				\$4,193.04
Misc. (credit)	\$175.80	\$20.01	\$11.00	\$5.20	\$7.24	\$35.01	\$11.00	\$14.00	\$6.00				\$285.26
Refund prior year													\$0.00
Copier	\$268.00	\$228.00	\$319.00	\$225.00	\$198.00	\$258.50	\$278.00	\$423.50	\$298.00				\$2,496.00
State aid				\$1,533.00					\$14,609.00				\$16,142.00
Print station (cash)	\$679.80	\$316.20	\$924.80	\$632.80	\$335.32	\$822.60	\$579.80	\$635.00	\$639.20				\$5,565.52
Print station (credit)	\$382.80	\$483.30	\$616.91	\$1,051.90	\$767.99	\$261.60	\$1,431.67	\$983.25	\$778.55				\$6,757.97
Interfund transfer													\$0.00
State grant - youth fine and fee elimination													
Total	\$6,932.62	\$9,292.65	\$8,146.12	\$8,455.72	\$6,636.56	\$8,051.15	\$11,864.45	\$8,679.47	\$22,296.78	\$0.00	\$0.00	\$0.00	\$90,355.52

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	\$3,262.66
September	\$1,338.94	\$2,305.98	\$2,960.88	\$3,677.35	\$2,583.29	\$0.00	\$2,353.05	\$2,916.39
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	\$24,156.06

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2022	Opening balance			\$32,511.21
9/16/2022	Payment to Amazon for large print children's books (Lions Club donation)		\$179.26	\$32,331.95
9/30/2022	Interest	\$7.99		\$32,339.94

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2022	Opening balance			\$6,800.78
9/30/2022	Interest	\$1.68		\$6,802.46

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2022	Opening balance			\$11,883.19
9/30/2022	No transactions			\$11,883.19

October 19, 2022 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
224	American Library Association	Conference/training (membership renewal for Amy Holland)	\$205.00	4100
225	Amazon	Library materials	\$31.99	4050
225	Amazon	Supplies, library processing	\$59.64	4576
225	Amazon	Professional services, programming (egg shakers for storytime)	\$20.95	4408
225	Amazon	Supplies, office	\$57.31	4570
226	Baker & Taylor	Library materials	\$8,711.12	4050
227	Baker & Taylor Entertainment	Library materials	\$1,452.32	4050
228	Barnes & Noble	Library materials	\$83.07	4050
229	De Lage Landen	Contracted services	\$162.00	4120
230	Findaway	Library materials	\$54.99	4050
231	Rick Iekel	Library materials	\$12.00	4050
232	Joseph Horton	Refund (lost & paid/ found & returned)	\$14.99	2082
233	Image360 Rochester	Printing services	\$106.46	4390
234	Ingram	Library materials	\$384.93	4050
235	Investor's Business Daily	Library materials	\$260.00	4050
236	Midwest Tape LLC	Library materials	\$1,079.48	4050
237	OverDrive	Library materials	\$866.45	4050
238	Penworthy	Library materials	\$949.09	4050
239	Staples	Supplies, office	\$80.98	4570
240	W.B. Mason	Supplies, office	\$359.49	4570
241	Wegmans	Postage	\$60.00	4380
Total			\$15,012.26	

October 19, 2022 voucher list

Fund	Fund total
2082	\$14.99
4050	\$13,885.44
4100	\$205.00
4120	\$162.00
4380	\$60.00
4390	\$106.46
4408	\$20.95
4570	\$497.78
4576	\$59.64
Grand Total	\$15,012.26



1. Irondequoit Public Library

Proposed Staffing Model and Job Title Change

Summary

Irondequoit Public Library currently has four vacancies for the position of part-time Library Clerk. I seek Library Board approval to convert these four part-time Library Clerk positions to three part-time Library Assistant positions. Both the current 2022 library budget and proposed 2023 library budget can support this change.

This proposal has been vetted and reviewed by the Town of Irondequoit Human Resources Director, Jason Vinette as have the financial impacts caused by the change.

Background

These vacancies occurred at different times throughout the past 10 months and have remained unfilled due to reduced foot traffic and circulation at the library compared to pre-pandemic figures.

The current staffing level at the circulation desk is 70% of what it was prior to the pandemic in 2019, while foot traffic in the library is 67% and circulation is 79% what it that same year.

While foot traffic and circulation continue to increase, it is unlikely to return to pre-pandemic levels in the foreseeable future. This is a trend that is persisting across public libraries in Monroe County.

Current patron usage levels do not justify hiring four job titles that exclusively work at the circulation desk. By exchanging four Library Clerks for three Library Assistants and additional substitute Library Clerk hours, the library will be better able to redirect labor towards impactful public facing services and activities.

Library Clerk

As per Civil Service specifications, the Library Clerk job title works exclusively at the circulation desk and is primarily tasked with assisting patrons who are borrowing and returning library materials. As a secondary activity this job title assists with:

- the preparation of new library materials for circulation
- weeding the collection of old materials
- repairing and mending damaged materials
- designing graphics for signs, fliers, and social media posts

Library Assistant

The Library Assistant Civil Service specifications enable the Library Assistant job title to work at either the circulation desk or the reference desks. In addition to all the duties enumerated in the

Library Clerk description above, the Library Assistants can also perform the following additional job duties:

- conduct library programs under the supervision of a Librarian II
- coordinate library displays and book lists under the supervision of a Librarian II
- answer reference and informational questions
- provide reader's advisory services
- provide instruction in the use of library computers, equipment, and services

Operational Impact

By replacing four Library Clerks with three Library Assistants the library will be able to better balance the workload between the two types of service points, circulation and reference, as usage fluctuates throughout the year. The library will also have a greater ability to create flexible schedules for employees at both types of service desks, and support additional programming partnerships, increased Maker's Lab training classes, and more frequent interactive live-streamed library programs.

Financial Impact

The library has budgeted \$58,673 for four Library Clerk positions in 2022, and three Library Assistant positions would account for \$53,918 of that allocation resulting in a balance of \$4,755.

The library has budgeted \$66,693 for the same four Library Clerk positions in 2023, and three Library Assistant positions would account for \$55,266 of that allocation resulting in a balance of \$11,427.

This balance would remain in the part-time clerical budget line and provide for additional substitute Library Clerk hours and to potentially offset employer contributions should any new Library Assistants choose to join the New York State Retirement Plan. Most part-time employees choose not to join as doing so requires them to contribute a portion of their wages to the retirement plan.

Requested Board Motion

"Motion to update the library's organizational chart to exchange four Library Clerk positions for three Library Assistant positions, with the resulting balance of the funds remaining in the part-time clerical budget line (005-7410-0102-1100-7415) applied to substitute Library Clerk wages."

1839 Maker's Lab

Seed Library - Alternative Funding Source Identified by Town of Irondequoit

The Town of Irondequoit has identified a funding source that will provide for the purchase of supplies and equipment for the seed library this year. This means that the funds for the seed library would not be included in the 2023 budget.

On Tuesday, October 18 I will be present at the Town Board meeting to answer any questions regarding the seed library proposal. The Town Board will then vote to allocate ARPA (American Rescue Plan Act) funds to pay for the seed library in 2022. I do not expect any issues that would prevent funding from being allocated.

I will update the Library Board regarding the outcome of the vote at the meeting on the following day.

Library Board of Trustee OneDrive

I have the Microsoft OneDrive for Library Board meeting documents and other miscellaneous Board documents setup. I am working with Phil to test the OneDrive and login instructions.

I anticipate that the OneDrive will be ready to use in time for the November Library board meeting. All documents currently in the Library Board Google Drive have been copied to the OneDrive.

2022 - 2026 Long Range Plan

Action Step	Timing	Status	Notes
Reinstitute/add activities focused on staff recognition and celebration (e.g., purple stars)	9/15/2022	Completed	Process developed and made available to staff. Enhancements forthcoming (wellness whiteboard).
Communicate WIG and commitment for monthly measurement/ reporting to employees	9/21/2022	Completed	
Develop simple, visual way to present monthly status of stress and burnout to employees	9/21/2022	In progress	First survey report back to staff will occur at this Thursday's full staff Zoom.
Identify opportunities for patrons to give thanks and kudos to employees	9/21/2022	In progress	Process developed, supplies purchased. Still needs to be deployed to public facing service desks.
Highlight examples of stressful situations that employees have handled and use the opportunity to share best practices for how they got through it (in emails and staff meetings)	10/15/2022	In progress	Working with supervisory staff to refine process for gathering successfully managed stressful incidents. Will combine with incidents from relevant staff-to-staff recognition.
Introduce stress management "Wellness Tip of the Week" that's shared at every staff meeting or included in internal employee emails	10/15/2022	Not yet started	Need to identify resource(s) with easily communicable wellness tips.

2021 New York State Bullet Aid - Unexpected Balance of Funds

Irondequoit Public Library was able to realize some substantial savings of New York State Bullet Aid funds due to lower than anticipated costs associated with the Rochester Accessible Adventures partnership.

In years past it has been recommended by the Monroe County Library System that deviations from previously communicated expenses and spending that results from unexpected savings be communicated in advance to the elected official.

I have communicated to Assemblyperson Clark that a savings of \$3,375 has resulted due to lower than anticipated costs, and that the library would like to apply those funds towards equipment and supply purchases that will improve accessibility in the library.

The email I sent to Assemblyperson Clark was proofread by Susan and has been included in the correspondence section of this report.

Proposed Holidays and Closings

Included with the Board documents is the list of proposed holidays and closings in 2023.

In a departure from the past practice, I am requesting that the library be closed for two and a half hours each month for staff training for a total of 30 hours. All 30 hours will be used for staff training activities. Previously, the library would close three times per year for a staff training day for a total of 31 hours annually. Under the old model only about 21 hours were used for staff training.

Under this new model, I anticipate greater employee participation and an institutional ability to be more responsive to time sensitive training needs. I also anticipate that a significant percentage of the group wellness activities associated with the long range plan will be conducted during these more frequent training sessions.

Community Reflections

Ginny and Adriana are up to speed on how to use CollectionHQ, the software that we are using to track library materials purchases and generate book lists of book by authors from diverse backgrounds.

Booklists will be made on regular intervals that advertise new purchases by diverse authors from demographics and groups that were previously identified. I will include drafts of these book lists with this report.

The display rack that will hold the booklists containing new books has been identified and ordered. This display rack will be kept at the end of the shelf in the "new" section on the first floor. I anticipate that this booklist display will be launched in November.

Amy Henderson has identified a strategy to shift sections of the non-fiction collection so that an approximately 24' section of shelving can be allocated for face-out book displays and additional display space for booklists pertaining to non-new library materials. This shelf space faces the west side of the atrium, and is highly visible. These displays will be changed monthly, and coincide with holidays, celebrations and recognition events for diverse cultures and demographics. I anticipate that the library will begin using this display space in November or December.

2. Town of Irondequoit 2023 Library Budget

I have attached the tentative Town of Irondequoit budget documents pertaining to the 2023 budget.

The Town Board will be receiving the *Summary Report*, or page 2 of the document in the Trustee Google Drive titled *2023 Tentative Library Budget.pdf*.

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

One Irondequoit - TV and Streaming Video Program

The Town of Irondequoit has launched its monthly TV and streaming video program *One Irondequoit*. The program can be viewed on ICAT, the local cable access channel, and on the Town of Irondequoit social media outlets. A significant number of activities and programs that take place at the library are being featured, and library services will be regularly featured each month.

The program can be viewed at: <https://fb.watch/fRwMGmPX3i/>

3. Facilities Report Network Switches

The shipment of network switches has arrived. Kevin Labarr indicated that they will be installed before the end of the year.

The change over will require that the library be without internet access for about one day. Kevin indicated that he will attempt to switch them out in a way that will not disrupt service at the checkout desk.

4. Monroe County Library System Incident Tracking Software

The Monroe County Library System has investigated the use of software that will better enable member libraries to share information including photos and camera footage of security incidents taking place in public libraries. There is significant interest in the use of this software among Library Directors with the overwhelming majority believing that it will lead to faster apprehension of individuals violating the patron code of conduct and/or laws in member libraries.

However, the cost of this software has not been accounted for in the 2022 MCLS budget, and the consensus among Library Directors is that there it is too cot prohibitive to divide the expenses among member libraries in the current budget year.

2023 Library Director Retreat

The Monroe County Library System is coordinating the annual Library Director retreat for January 2023. I will update the Library Board regarding topics when the agenda becomes available.

Tentative topics include:

- Better use of Microsoft Teams and Office 365 to facilitate more efficient work from home arrangements.
- A presentation from Stephanie "Cole" Adams
- Self care and burnout reduction
- Recession proofing your library

5. Personnel Report

No personnel changes occurred since our late Library Board Meeting.

6. Financial Report & Vouchers

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

7. Correspondence

1. *2021 NYS Bullet Aid.pdf*
2. *Thank You Email.pdf*

8. Items of Information

1. *2023 Tentative Library Budget.pdf*
2. *Meeting Room Reservation Schedule.pdf*

Irondequoit Public Library
Statistical Report to the Library Board
October 2022

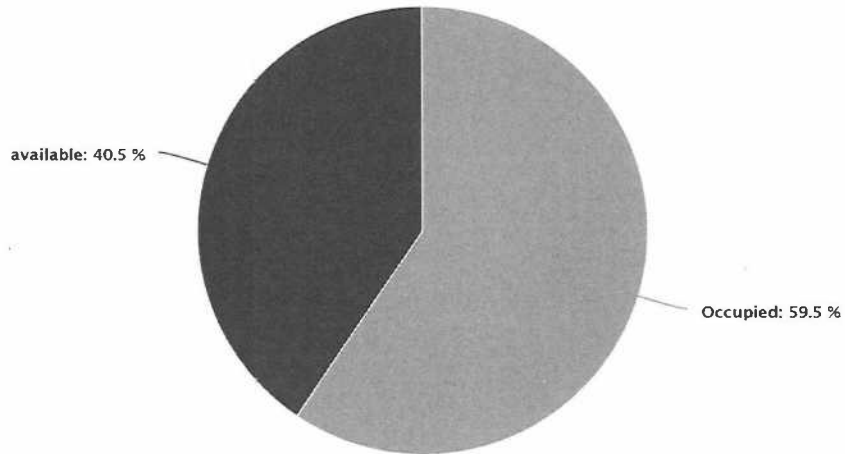
Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Circulation		Maker's Lab Usage		Maker's Lab Circulation	
	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022
January	3,804	3,770	6,601	10,913	20	47	437	621	650	733	30,507	30,320		0		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	4,274	11,543	13,057	46	61	821	1,607	1,163	1,132	33,535	32,488		7		4
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					
Total	46,813	40,635	123,163	114,795	506	510	7,748	12,352	11,154	10,782	390,731	308,276	0	241	0	24
Avg/Month	3,901	4,515	10,264	12,755	42	57	646	1,372	930	1,198	32,561	34,253	0	27	0	3

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

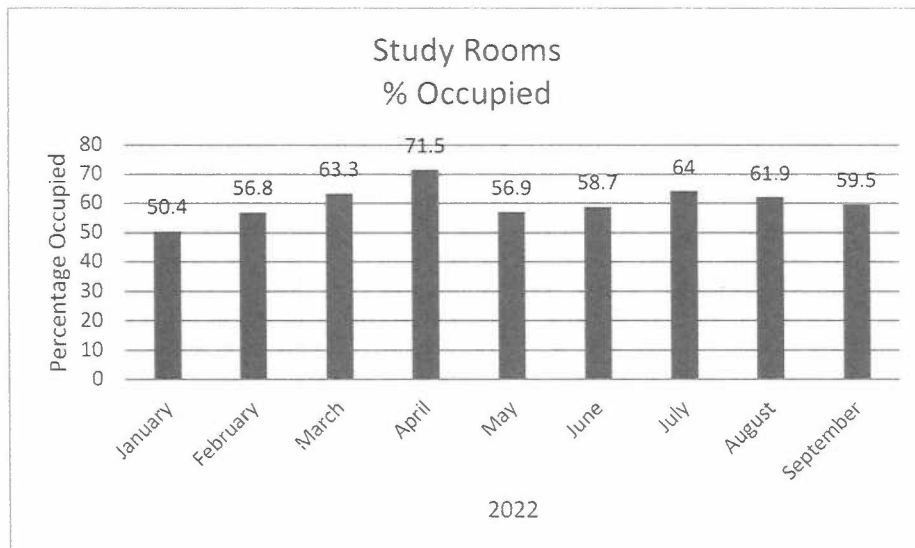
Meeting and Study Room Reservations September 2022

Study Rooms (Second Floor)

Aggregate Occupancy Ratio
Thursday, September 1, 2022 – Friday, September 30, 2022

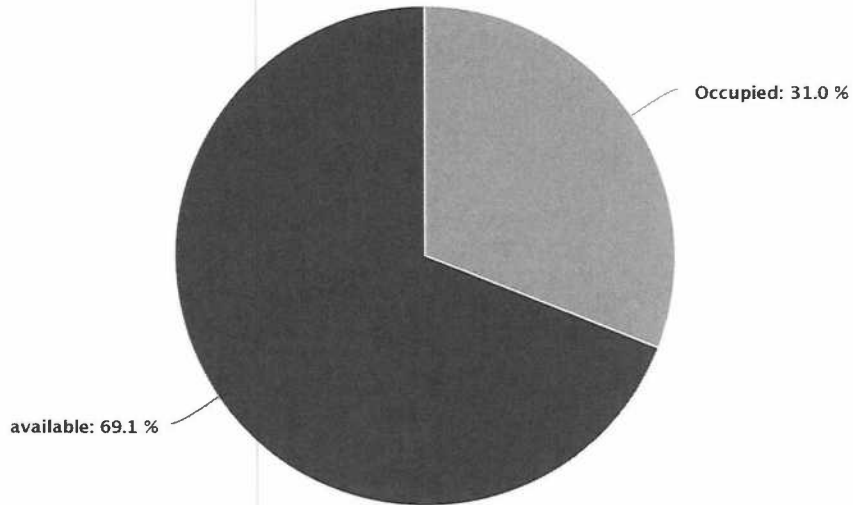


Average Booking Duration for September 2 hours 14 minutes
Number of Bookings 508

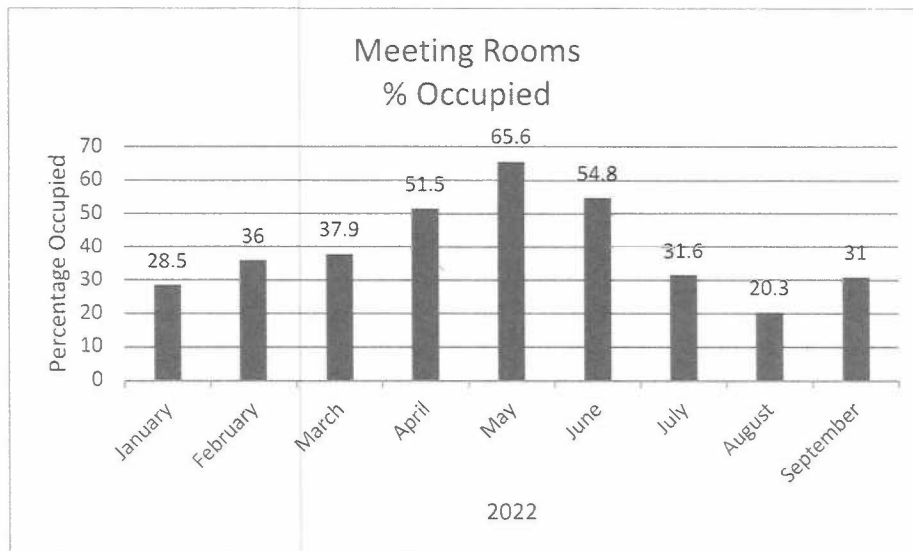


Meeting Rooms (First Floor)

Aggregate Occupancy Ratio
Thursday, September 1, 2022 – Friday, September 30, 2022



Average Booking Duration for September 3 hours 11 minutes
Number of Bookings 93



Organizational Development Committee
October 2022 Employee Changes

Carol Chambers

rehire: Part-Time Library Clerk

Notes: Carol Chamber had previously worked at Irondequoit Public Library as a part-time circulation desk clerk between 1996 and 2005 when she moved to Las Vegas to work as a Librarian and Assistant Branch Manager and Adult Services Department Head.

Carol has since retired from being a librarian and recently moved back to the Rochester area to be closer to family.

This position was vacated by Sarah Taffner, who was hired as a full-time Library Assistant in August.