

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

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

**Present:** Susan Kramarsky, vice president; Rachel Snyder, treasurer; Phil Harriman and Kelly Metras, trustees at large.

**Present via teleconference:** Sarah Yanello, trustee at large.

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

**Absent:** Erin Dougherty, secretary; Betty Brewer-Johnson and Michael Huntone, trustees at large.

**Approval of minutes:** Deferred to next meeting.

**Attendance:** Next meeting December 21, 2022 at 6:30 pm.

**Public forum:** None.

#### **Foundation report**

- Greg and Susan recently had a productive meeting with Sue Bonkowski.
- The Foundation is seeking to reinvigorate itself with new projects and new membership. Projects under consideration for funding include an electronic locking system for the library study rooms, conversion of the children's activity room into a STEAM lab, or renovation of the staff breakroom.

#### **Friends report**

- Still seeking a Friends representative to attend future library board meetings.
- Rachel raised the possibility of the Friends promoting the library bookstore for Small Business Saturday.

#### **Staff liaison report**

##### Accessibility team

- The iPad catalogue in the library atrium is now on an adjustable stand accessible to wheelchair users and patrons of all heights. These will soon replace all iPad stands throughout the building.

- The team recently reviewed its protocol for accommodation requests and will be launching social media posts highlighting a different accessibility feature of the library each month. The aim is to increase utilization of the library by the disability community.

### Outreach

- Amy and young adult librarian Emily Baker represented the library at an accessible trunk-or-treat event at Frontier Field. Emily also participated in trick-or-treating at the community center along with library clerk Cat Budinger.
- Children’s librarians are now offering a weekly storytime at the community center after Thursday morning open play. Turnout has been strong so far.

**Long-range plan:** See director’s report. One upcoming initiative is a poll of supervisory employees about how best to support them. Rachel volunteered to assist Greg and Rachel with implementing this.

### **Finance committee, vouchers, financial report**

#### Financial report

- Revenue: With two months left in 2022—83.3 percent of the year elapsed—the library has collected 99.6 percent of anticipated revenue and is on track to end the year with a modest surplus. Revenue collection stands at 97.4 percent for miscellaneous income, 102.8 percent for library charges, and 90.4 percent for copier receipts.
- Expenses: The second half of the library’s annual interest payment posted this month, bringing overall spending up to 73.6 percent of budget. We have spent 75.3 percent of budget for salaries and 63.7 percent for library materials. The current report shows spending at 47.2 percent of budget for services and supplies, which is artificially low due to a delay in posting expenditures on the maintenance chargeback line. Substantial invoices included with this month’s vouchers will also bring this total up considerably.

#### Vouchers

- Vouchers of note: #254 (interim vouchers), Monroe County Library System: Member cost share payment for July – December 2022; #255 (interim vouchers), Monroe Piping & Sheet Metal: 2022 HVAC repairs (unit no. 4); #262 (regular vouchers), Amazon: Vent for Glowforge in Maker’s Lab; #269 (regular vouchers), Monroe County Library System: UMS charges for May – October 2022 (per-patron charge for collection agency); #272, ShopWildThings: Artificial greenery panels for seed library.
- Approval of October monthly, November interim, and November monthly vouchers deferred to next meeting.

### **Organizational development committee**

- Vote on library org chart update deferred to next meeting.
- Vote on 2023 holiday and closing schedule deferred to next meeting.

## Technology updates

- Phil and Greg met with Kevin LaBarr, IT clerk Tariq Hudson, and media librarian John Scalzo on Monday.
- Greg is working with Kevin and Erin Magee to obtain a firm quote for the proposed electronic study room locks.
- The Glowforge is now up and running following installation of a window vent in the Maker's Lab—just in time for holiday gift making programs.
- Reference staff recently transitioned back to a self-service system for emailing print jobs. While this was necessary to protect network security and patron confidentiality, the process can be slow, especially with larger files. Kevin is looking into alternatives.
- The library will soon have access to the town's Laserfiche content management system account, providing additional space to archive board meeting minutes and potentially digitize the library's collection of Irondequoit Post newspapers. Susan noted that New York State Archives has funding available for digitization projects.
- Equipment for network upgrades is now available, with work tentatively planned for February. Kevin will ensure the impact on library operations is minimal.
- The library begins using a new, more transparent system for internal help desk tickets starting tomorrow.

**Director's report:** Full report attached; additional information not covered in the report appears below.

- 13 WHAM recently featured IPL's planned seed library on its Bright Spot segment, and it will also be the subject of an upcoming story on News 8. Social media posts about the seed library have drawn considerable interest from the community.
- Spectrum News was also at the library this month to interview members of a local family who regularly used library resources in the process of bringing relatives over from Afghanistan.
- The 2023 budget passed at last night's town board meeting. Greg and Phil attended.

**Acting president's remarks:** Susan expressed her thanks to the library staff, Greg, board, and town for their support during a challenging time. The board will work to schedule a special meeting in the coming days to vote on matters postponed due to the lack of a quorum.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Erin Dougherty

**IRONDEQUOIT PUBLIC LIBRARY  
REVENUE**

10/31/2022

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD OCT 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	\$45,274	\$1,201	97.4%
0	0005-2082	Library charges (overdue & lost fines)	\$76,681	\$67,370	\$32,500	\$42,465	\$32,900	\$33,825	(\$925)	102.8%
0	0005-2655	Copier receipts	\$2,471	\$3,709	\$1,481	\$3,205	\$3,200	\$2,892	\$308	90.4%
0	0005-3889	State aid - oth culture & rec (Local Library Systems 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		\$168	(\$168)	NA
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>\$2,778,360</b>	<b>\$10,674</b>	<b>99.6%</b>

**EXPENSES**

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD OCT 22	BALANCE	
1		Salaries	\$998,983	\$983,163	\$964,129	\$966,766	\$1,086,669	\$817,940	\$268,729	75.3%
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	\$114,747	\$65,253	63.7%
4		Services & supplies	\$354,003	\$329,561	\$342,006	\$425,579	\$439,764	\$207,611	\$232,153	47.2%
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	\$289,400	\$0	100.0%
8		Employee benefits	\$447,806	\$446,414	\$413,337	\$445,435	\$447,728	\$289,202	\$158,526	64.6%
<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>\$2,053,899</b>	<b>\$735,162</b>	<b>73.6%</b>

Cash receipts summary

10/31/2022

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	\$1,906.74	\$1,532.37			\$17,101.45
UMS/refunds									-\$37.99	-\$16.99			-\$54.98
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	\$1,463.96			\$12,430.71
BFR (cash)	\$42.96	\$0.00	\$26.99	\$20.04	\$33.99	\$148.94	\$41.99	\$71.99	\$66.93	\$85.97			\$539.80
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	\$2,640.46			\$26,796.52
Misc. (cash)	\$95.64	\$2,899.78	\$544.35	\$110.29	\$128.65	\$89.97	\$135.52	\$115.70	\$73.14	\$91.57			\$4,284.61
Misc. (credit)	\$175.80	\$20.01	\$11.00	\$5.20	\$7.24	\$35.01	\$11.00	\$14.00	\$6.00	\$52.00			\$337.26
Refund prior year										\$167.95			\$167.95
Copier	\$268.00	\$228.00	\$319.00	\$225.00	\$198.00	\$258.50	\$278.00	\$423.50	\$298.00	\$395.50			\$2,891.50
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	\$702.90			\$6,268.42
Print station (credit)	\$382.80	\$483.30	\$616.91	\$1,051.90	\$767.99	\$261.60	\$1,431.67	\$983.25	\$778.55	\$829.60			\$7,587.57
Interfund transfer													\$0.00
State grant - youth fine and fee elimination													
<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>\$22,296.78</b>	<b>\$7,945.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$98,300.81</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	\$2,916.39
October	\$2,571.56	\$2,418.06	\$2,598.09	\$2,793.75	\$1,837.73	\$754.85	\$2,493.10	\$2,640.46
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>\$26,796.52</b>

**CHASE ACCOUNTS**

**OCTOBER 2022**

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

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
10/1/2022	Opening balance			\$32,339.94
10/31/2022	Interest	\$10.80		<b>\$32,350.74</b>

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

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
10/1/2022	Opening balance			\$6,802.46
10/31/2022	Interest	\$2.27		<b>\$6,804.73</b>

**2021 BULLET AID**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
10/1/2022	Opening balance			\$11,883.19
10/31/2022	No transactions			<b>\$11,883.19</b>

November 8, 2022 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
242	Amazon (supplies account)	Supplies, office	\$73.93	4570
242	Amazon (supplies account)	Library materials	\$34.95	4050
243	Baker & Taylor	Library materials	\$7,859.55	4050
244	Baker & Taylor Entertainment	Library materials	\$639.77	4050
245	Barnes & Noble	Library materials	\$693.88	4050
246	Greg Benoit	Supplies, office	\$5.88	4570
247	Cengage Learning	Library materials	\$242.91	4050
248	De Lage Landen	Contracted services	\$162.00	4120
249	Demco	Supplies, library processing	\$119.38	4576
249	Demco	Supplies, other misc.	\$445.52	4650
250	Findaway	Library materials	\$614.12	4050
251	Ingram	Library materials	\$400.37	4050
252	MidAmerica Books	Library materials	\$1,669.51	4050
253	Midwest Tape	Library materials	\$1,163.72	4050
<b>254</b>	<b>Monroe County Library System</b>	<b>MCLS cost share</b>	<b>\$38,279.00</b>	<b>4251</b>
<b>255</b>	<b>Monroe Piping &amp; Sheet Metal</b>	<b>Maintenance, heating/air</b>	<b>\$72,924.99</b>	<b>4265</b>
256	OverDrive	Library materials	\$832.93	4050
257	Penworthy	Library materials	\$335.97	4050
258	Soho Imaging	Supplies, office	\$208.00	4570
259	Staples	Supplies, office	\$566.08	4570
260	W.B. Mason	Supplies, office	\$92.78	4570
<b>Total</b>			<b>\$127,365.24</b>	



**November 8, 2022 voucher list**

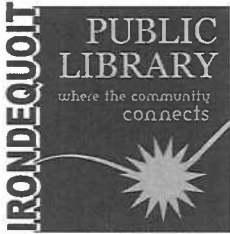
<b>Fund</b>	<b>Fund total</b>
4050	\$14,487.68
4120	\$162.00
4251	\$38,279.00
4265	\$72,924.99
4570	\$946.67
4576	\$119.38
4650	\$445.52
<b>Grand Total</b>	<b>\$127,365.24</b>

November 16, 2022 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
261	Amazon (materials account)	Library materials	\$246.86	4050
<b>262</b>	<b>Amazon (supplies account)</b>	<b>Professional services, programming (window vent for Glowforge in Maker's Lab)</b>	<b>\$16.45</b>	<b>4408</b>
262	Amazon (supplies account)	Supplies, office	\$43.99	4570
263	American Library Association	Conference/training (registration for Amy Henderson, Community Powered Adult Learning webinar on 11/16/22)	\$79.00	4100
264	Baker & Taylor	Library materials	\$938.02	4050
265	Baker & Taylor Entertainment	Library materials	\$855.51	4050
266	Barnes & Noble	Library materials	\$27.63	4050
267	Greg Benoit	Conference/training (reimbursement for staff training day breakfast food)	\$77.15	4100
268	Ingram	Library materials	\$42.88	4050
<b>269</b>	<b>Monroe County Library System</b>	<b>UMS charges</b>	<b>\$1,408.95</b>	<b>2082</b>
270	Nora Pelish	Mileage	\$5.00	4350
271	Adriana Schubmehl	Conference/training (reimbursement for staff training day coffee)	\$41.98	4100
<b>272</b>	<b>ShopWildThings, Inc.</b>	<b>Library office equipment (ARPA purchase--artificial greenery panels for seed library)</b>	<b>\$1,387.22</b>	<b>2135</b>
273	Staples	Supplies, office	\$96.98	4570
274	W.B. Mason	Supplies, office	\$22.27	4570
275	Wegmans	Conference/training (food and supplies for staff meeting on 11/11/22)	\$112.58	4100
<b>Total</b>			<b>\$5,402.47</b>	

**November 16, 2022 voucher list**

<b>Fund</b>	<b>Fund total</b>
2082	\$1,408.95
2135	\$1,387.22
4050	\$2,110.90
4100	\$310.71
4350	\$5.00
4408	\$16.45
4570	\$163.24
<b>Grand Total</b>	<b>\$5,402.47</b>



## **Irondequoit Public Library**

Combined October & November Director's Report

Wednesday, November 16, 2022

### **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 preform 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 was present at the Town Board meeting to answer any questions regarding the seed library proposal. The Town Board voted to allocate ARPA (American Rescue Plan Act) funds to pay for the seed library in 2022.

Supplies and equipment for the seed library have been ordered.

### Media Coverage about the Seed Library

13WHAM highlighted the seed library during their “Bright Spot” segment on Monday, November 7. On Wednesday, November 9 I participated in an interview with News 8 regarding the seed library. As of writing this Director Report, it has not yet aired.

### Library Board of Trustee OneDrive

The Library Trustee OneDrive has been setup and is functional. The link used to gain access to the OneDrive has been emailed to all Trustees and the Town Board liaison. This link does not require a login, and should not be shared with people outside the library board.

### 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	Completed	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	Completed	Process developed, supplies purchased. Feedback drop boxes have been installed at all service points.
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.
Plan 1-2 events outside of work encouraging team building and relationship building for employees and their families	11/15/2022	In progress	During the last wellness and burnout survey, library staff have identified wellness related activities that they can participate in outside of work. I am working to coordinate events using these ideas.

Action Step	Timing	Status	Notes
Create a one-pager for staff about mental health/wellness resources available to them	11/15/2022	In progress	I am have gathered resources that are available through the Town of Irondequoit, the Town employee wellness committee, and EAP. They are being compiled into a easy to read document.
Conduct poll of supervisors on tools needed to support their work with direct reports (e.g., formal training, script, role playing)	11/15/2022	Not yet started	This action item will be discussed in greater detail during the next "LRP Goals" meeting on November 28.

### 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.

Assemblyperson Clark indicated that the proposed purchase of accessible stands for the library's catalog tablets was a suitable use of the funds. The first such tablet stand has been installed near the new shelf. Additional stands have been ordered and will be installed throughout the library.

### Partnership with Heritage Christian Services

As in years past, the library has partnered with Heritage Christian Services to provide jobs tasks for a student who needs to complete a "work assessment." A work assessment is a process where an individual is given real world job tasks so that their job coach can assess their existing skill set and devise appropriate supports for an internship.

The library is also pursuing an internship for a different student who is farther along in the job training process. Emily Baker is overseeing the work assessment as well as the internship should that come to fruition.

## 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 prevails 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 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.

## Fall 2023 Staff Training Day

At the most recent staff training day, we covered the following topics:

- A training on how to respond to instances of sexual harassment by patrons.
- A missing child drill.
- An update from the Accessibility Team.
- Refresher training on how to move the partition walls in the first floor meeting room.
- Refresher training on how to cancel, move, and update meeting room requests in LibCal.

## 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 OneDrive titled *2023 Tentative Library Budget.pdf*.

#### Important Dates

- **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  
**November 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
Year																
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	12,799	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	4,744	14,954	12,585	92	90	628	1,093	1,155	1,136	32,228	31,848		55		5
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>45,379</b>	<b>123,163</b>	<b>127,380</b>	<b>506</b>	<b>600</b>	<b>7,748</b>	<b>13,445</b>	<b>11,154</b>	<b>11,918</b>	<b>390,731</b>	<b>340,124</b>	<b>0</b>	<b>296</b>	<b>0</b>	<b>29</b>
<b>Avg/Month</b>	<b>3,901</b>	<b>4,538</b>	<b>10,264</b>	<b>12,738</b>	<b>42</b>	<b>60</b>	<b>646</b>	<b>1,345</b>	<b>930</b>	<b>1,192</b>	<b>32,561</b>	<b>34,012</b>	<b>0</b>	<b>30</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.

Monday, October 10, 2022 at 15:39:07 Eastern Daylight Time

**Subject:** October Board Meeting Info

**Date:** Monday, October 10, 2022 at 3:17:45 PM Eastern Daylight Time

**From:** Baker, Emily

**To:** Benoit, Greg

Hi Greg!

Here's the info you wanted for the board meeting this month.

To keep personal names out: a Literacy Specialist from a Charter School within the City school district emailed me about a potential library field trip and planning an escape room. Her class of 7 will be coming at the end of October for a tour, escape room, and a library scavenger hunt I created.

Emily, you are making this gal tear up, you have no idea how much I want to hug you through this computer!!

I'm going to give a glimpse of my school. I was hired the year we started the middle school. I was tasked with 'changing the culture of reading' and we didn't have a library. I've spent 5 years building a library with a wonky check-out system and I've built a little library of almost 4K books (including a manga section - so proud!) Every year the library gets a little more popular. I still don't have a designated library time, they can only checkout books during lunch time or if they get a pass out of class. All of this while I am teaching literacy with small group pull outs. One of my push-in projects every year is to get our 6th graders to sign up for an e-card. THIS was the first year I was able to get a field trip approved to a library. And here you are, offering me and my cherubs so many opportunities. I'm crying. Thank you!

Also - another outreach success story (so far) this month. October 6<sup>th</sup> Sarah and I attended ENL (English as a New Language) Parent Information Night at East Irondequoit Middle School. We had a total of 39 people stop at our table in the cafeteria. We had handouts for all our programs, including our Literacy Rochester Free English Conversation Group for Adults. Children, teens, and adults were able to choose a free book and make a button with our button maker to help promote our Maker's Lab! All the teachers who stopped to see us were VERY appreciative and thankful that we were there at the event. We look forward to being part of more of their events and open houses if they will have us!

Let me know if you have any questions!

-Em

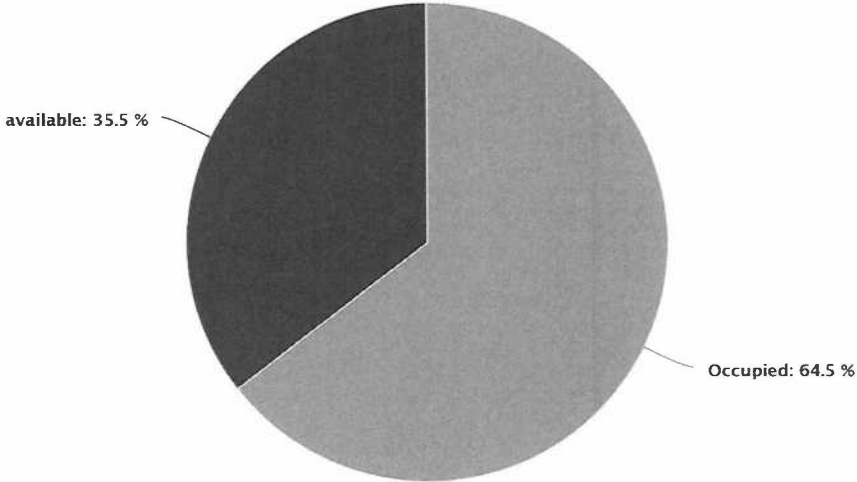
Emily Baker  
Teen Services Librarian  
Irondequoit Public Library

1290 Titus Avenue  
Rochester, NY 14617  
(585) 336-6060  
emily.baker@libraryweb.org

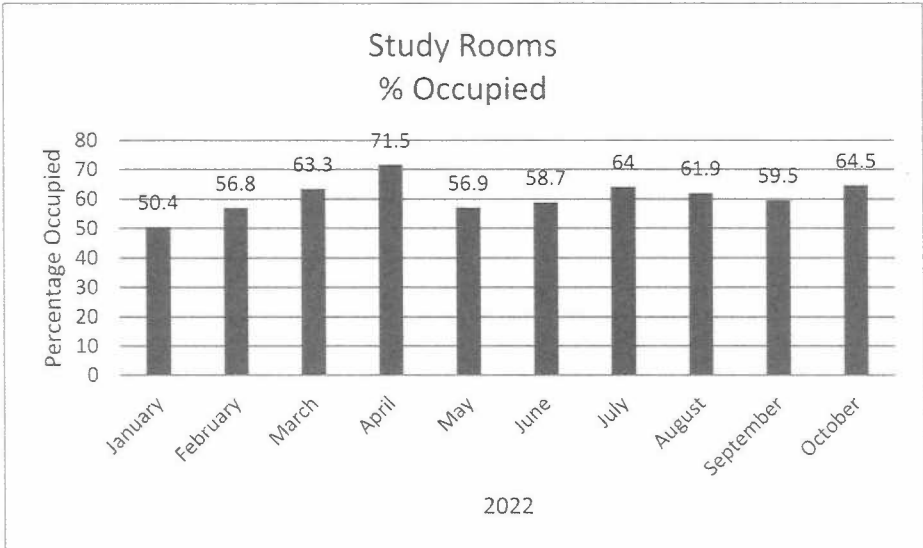
# Meeting and Study Room Reservations October 2022

## Study Rooms (Second Floor)

Aggregate Occupancy Ratio  
Saturday, October 1, 2022 - Monday, October 31, 2022

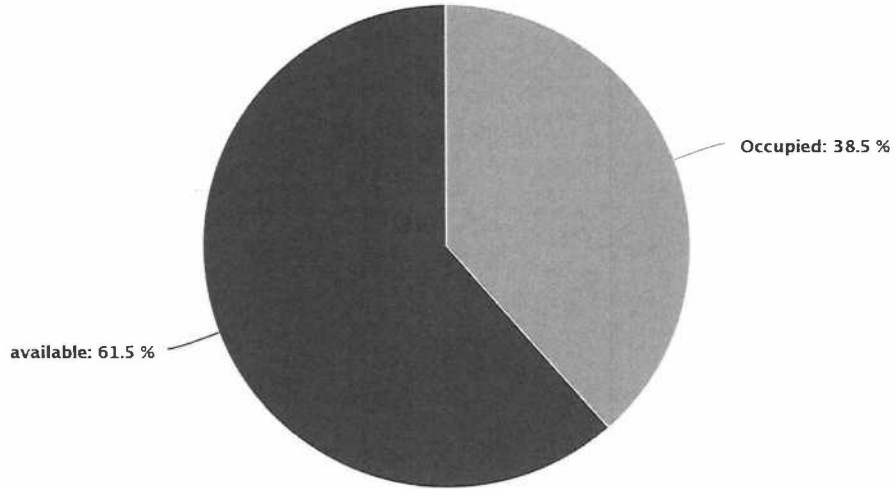


Average Booking Duration for October 2 hours 6 minutes  
Number of Bookings 640



## Meeting Rooms (First Floor)

Aggregate Occupancy Ratio  
Saturday, October 1, 2022 – Monday, October 31, 2022



**Average Booking Duration for October 3 hours 26 minutes**  
**Number of Bookings 117**

