

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

**Call meeting to order:** 6:35 pm.

**Present:** Susan Kramarsky, vice president (acting president); Rachel Snyder, treasurer; Erin Dougherty, secretary; Betty Brewer-Johnson, Phil Harriman, Kelly Metras, and Sarah Yanello, trustees at large.

**Guests:** Laura Osterhout, executive director of Rochester Regional Library Council; Greg Benoit, library director; Amy Holland, children's librarian and staff liaison (present via teleconference); Stephanie Schubmehl, library bookkeeper.

**Absent:** Michael Huntone, trustee at large.

**Approval of agenda:** Approved.

**Approval of minutes:** Minutes of November 16, 2022 approved. Minutes of special meeting November 20, 2022 to be submitted for approval at next meeting.

**Attendance for next trustee meeting:** Next meeting January 18, 2023 at 6:30 pm. No conflicts noted. Erin will follow up with Michael.

**Public forum:** No public comments and nothing submitted via email.

**Finance committee, vouchers, financial report**

Financial report

- Revenue: With one month still left in the year, library-generated revenue has already exceeded projections in every category. Miscellaneous income stands at 108.1 percent, library charges at 112.2 percent, and copier receipts at 101.3 percent. We have collected 99.9 percent of anticipated revenue overall. \$17,500 in Legislative Initiative Funding from Sen. Brouk's office was disbursed this month and has been deposited in the trustee account. The funds will pay for enhanced library programs and related expenses.
- Expenses: Overall spending now stands at 80.2 percent of budget, with 11 months or 91.6 percent of the year elapsed. The library has spent 82.7 percent of budget for salaries, 71.5 percent for library materials, and 61.7 percent for services and supplies. A more complete picture will emerge in subsequent reports, when remaining maintenance chargeback and retirement expenditures are posted, but spending is on track overall. Our acquisitions librarian is closely monitoring materials spending and expects to be as close as possible to 100 percent by year end.

Vouchers

- Vouchers of note: #278 (interim vouchers), Amazon: Neon letters, apothecary drawers, and cables for seed library; #285 (interim vouchers), Ebsco: Annual magazine

subscription renewals; #298 (regular vouchers), Hercke: Cabinets and worktop for seed library; #300 (regular vouchers), Monroe County Library System: Payment for network switches. 001.1681.4090 is a town IT budget line; the \$1,450.09 remaining from the closed Chase checking account is covering the library portion of this expense.

- Motion to approve December monthly and interim vouchers for payment. Seconded. Motion carried.

#### Finance committee

- Motion to approve use of up to \$700 from the trustee account for purchase of staff gift cards. Seconded. Motion carried.
- Rachel expressed her gratitude to acquisitions librarian Virginia Payne, who assisted with last-minute gift card printing immediately before this meeting.

**Town happenings:** The town board adopted the 2023 budget at its meeting on November 15. Greg and Phil attended.

#### **Foundation report**

- See attached proposal to convert the activity room in the children's library into a children's STEAM lab. Greg will follow up with the Foundation after the holidays.
- In response to a question from Kelly, Greg indicated that the proposal includes funding for a consultant to teach STEAM-related classes. While many activities would require parental supervision, some play-based equipment would be appropriate for younger children to use independently.
- Sarah offered to reach out to local high school students who might be interested in volunteering, and Phil noted he has a connection to a potential coding teacher.

**Friends report:** No Friends meeting last month. Still working on a Friends representative to attend library board meetings.

#### **Staff liaison report**

##### Recent programs

- On Saturday 12/17 the library hosted its annual Local Author Day, organized by media librarian John Scalzo. John was able to generate additional publicity by giving an interview to Spectrum News. Feedback from both participants and attendees was uniformly positive, and several authors have already expressed interest in attending next year.
- Also on 12/17, Sarah Knight hosted the library's inaugural Glowforge program. Participants had the opportunity to make custom snowflake ornaments (see director's report for an example). Sarah also used the Glowforge to make new name badges for all staff.

##### Community partnerships

- Supply drive for Pet Adoption Network underway in lobby.
- Partnership with Rochester Accessible Adventures is ongoing. The accessibility team hopes to coordinate training in best practices for social media for 2023.

### **Long-range plan check-in**

- See director's report for upcoming wellness presenters. In response to a question from Susan, Greg indicated that presenters were selected based on staff input and that presentations focused on accessibility are an option for future training days.
- Kelly raised the possibility of seeking out training for issues like sitting posture, eye fatigue, and carpal tunnel syndrome. Rachel inquired about ergonomic assessments from the town.
- Betty asked about how the long-range plan addresses stress; Greg pointed to upcoming tai chi and mindfulness workshops.

### **Organizational development committee**

- Recruitment of new board members is a top priority for the committee; in particular, they are seeking a candidate with a strong financial acumen to serve as treasurer, as well as those with experience in community engagement and technology. Rachel is working with Greg on shoring up the recruitment process.
- A draft vacancy announcement was shared with the board.
- Rachel proposed giving candidates one month to respond to the announcement or recruiting on a rolling basis.
- Betty suggested incorporating ICAT into recruitment efforts and perhaps coordinating a segment with the town PR officer, noting that other town boards are likely recruiting too. Rachel encouraged all trustees to share the recruitment announcement with their networks and on social media.
- Candidates must be Irondequoit residents and a town board vote will be required for at least two of the current vacancies.

**Community engagement committee:** Betty and Phil recently attended events with elected officials at which the legislators expressed support for library initiatives. Assemblymember Sarah Clark indicated that her office might be in a position to assist with grant funding or bullet aid for upcoming projects, including a possible renovation of the storytime area. Greg will discuss this further in a meeting with Erin Magee and Matt Krueger in January.

### **Technology team**

- As mentioned above, the Glowforge in the Maker's Lab is now operational. Procedures are still being refined; currently patrons are able to submit a pattern for printing by staff but not operate the Glowforge themselves. Rachel thanked Sarah Knight for giving her family an introduction to the equipment and commended her knowledge and enthusiasm.
- A banner outlining available services has been designed and will go up outside the Maker's Lab when ready.
- Still waiting on DPW to install a new socket for seed library lighting.
- Training materials for the library's livestreaming equipment are in development.
- The town is in the process of installing new locks on all town buildings. Locks for the library study rooms will follow.

## **New business**

### 2023 Juneteenth holiday

- The board discussed whether the needs of library staff and the community are best served by closing for Juneteenth or remaining open and adding a floating holiday for staff. Other town departments have chosen to close on 6/19, but the library is open some federal holidays.
- Board members agreed on the need for the library to honor the holiday and take part in townwide observances. Other considerations included local students and families who might need the library for studying or recreation on a day when schools are closed.
- Motion to close on 6/19/2023, with the understanding that the library will honor the Juneteenth holiday with programming and collection-related activities during open hours and participate in townwide events as practicable, and will make an effort to determine any negative impact on families and the school community from the closure, with all of the above subject to collective bargaining approval. Seconded. Motion carried.

### Mary Bobinski Innovative Public Library Director Award

- In light of recent publicity, the board would like to submit Greg's name to NYLA for this award when nominations open. This will be kept as an agenda item until then.
- Patty Uttaro is the only past recipient from the Rochester area.

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

## **Personnel report**

- See attached for information on new hires. Hiring is underway for a third open position.
- Motion to appoint Morgan Callari to the position of part-time library assistant, effective 11/28/2022. Seconded. Motion carried.
- Motion to appoint Bridget LaDuca to the position of part-time library assistant, effective 12/12/2022. Seconded. Motion carried.

## **Adjournment**

- Motion made and seconded to go into executive session at 7:45 pm to discuss the employment of a particular person or persons. Motion carried.
- Motion made and seconded to come out of executive session at 7:55 pm. Motion carried.
- Meeting adjourned at 7:58 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Erin Dougherty

**IRONDEQUOIT PUBLIC LIBRARY  
REVENUE**

11/30/2022

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL YTD NOV 22	2022 BALANCE	2022 %
0	0005-1001	Property taxes	\$2,147,986	\$2,334,611	\$2,507,625	\$2,495,508	\$2,680,059	\$2,680,059	\$0	100.0%
0	0005-2080	Misc income (book sales, printing, faxing)	\$56,733	\$62,485	\$23,605	\$47,996	\$46,475	\$50,249	(\$3,774)	108.1%
0	0005-2082	Library charges (overdue & lost fines)	\$76,681	\$67,370	\$32,500	\$42,465	\$32,900	\$36,915	(\$4,015)	112.2%
0	0005-2655	Copier receipts	\$2,471	\$3,709	\$1,481	\$3,205	\$3,200	\$3,240	(\$40)	101.3%
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>\$2,786,773</b>	<b>\$2,261</b>	<b>99.9%</b>

**EXPENSES**

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL YTD NOV 22	2022 BALANCE	2022 %
1		Salaries	\$998,983	\$983,163	\$964,129	\$966,766	\$1,086,669	\$898,230	\$188,439	82.7%
2		Equipment & capital	\$2,764	\$2,565	\$4,529	\$977	\$500	\$1,387	-\$887	277.4%
4	7410-4050	Library materials	\$170,967	\$178,336	\$169,598	\$175,369	\$180,000	\$128,633	\$51,367	71.5%
4		Services & supplies	\$354,003	\$329,561	\$342,006	\$425,579	\$439,764	\$271,530	\$168,234	61.7%
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	\$313,124	\$134,604	69.9%
<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>\$2,237,304</b>	<b>\$551,757</b>	<b>80.2%</b>

Cash receipts summary

11/30/2022

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	\$1,532.37	\$1,826.28		\$18,927.73
UMS/refunds									-\$37.99	-\$16.99	-\$14.99		-\$69.97
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	\$1,226.94		\$13,657.65
BFR (cash)	\$42.96	\$0.00	\$26.99	\$20.04	\$33.99	\$148.94	\$41.99	\$71.99	\$66.93	\$85.97	\$51.96		\$591.76
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	\$3,248.08		\$30,044.60
Misc. (cash)	\$95.64	\$2,899.78	\$544.35	\$110.29	\$128.65	\$89.97	\$135.52	\$115.70	\$73.14	\$91.57	\$61.55		\$4,346.16
Misc. (credit)	\$175.80	\$20.01	\$11.00	\$5.20	\$7.24	\$35.01	\$11.00	\$14.00	\$6.00	\$52.00	\$15.00		\$352.26
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	\$348.00		\$3,239.50
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	\$659.80		\$6,928.22
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	\$990.70		\$8,578.27
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>\$8,413.32</b>	<b>\$0.00</b>	<b>\$106,714.13</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	\$3,248.08
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>\$30,044.60</b>

## CHASE ACCOUNTS

NOVEMBER 2022

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
10/1/2022	Opening balance			\$32,350.74
11/15/2022	Donation from Daryl Dear Cubitt	\$25.00		\$32,375.74
11/15/2022	Donation from Jim & Cindy Sinopoli (IMO Sarah Sinopoli)	\$50.00		\$32,425.74
11/15/2022	Payment to Amazon for iPad wall mount (2021 bullet aid purchase)		\$247.45	\$32,178.29
11/15/2022	Payment to Wegmans (food for Daulat family welcome party)		\$82.39	\$32,095.90
11/17/2022	Donation from Karen Sorokti	\$25.00		\$32,120.90
11/23/2022	Donation from Girl Scouts via East Irondequoit Central School District	\$76.50		\$32,197.40
11/23/2022	Payment to Amazon for additional iPad wall mounts (2021 bullet aid purchase)		\$1,197.87	\$30,999.53
11/28/2022	2022 senate aid	\$17,500.00		\$48,499.53
11/30/2022	Interest	\$12.41		<b>\$48,511.94</b>

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2022	Opening balance			\$6,804.73
11/30/2022	Interest	\$2.52		<b>\$6,807.25</b>

## 2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2022	Opening balance			\$11,883.19
11/15/2022	Payment to Amazon for iPad wall mount		\$247.45	\$11,635.74
11/23/2022	Payment to Amazon for additional iPad wall mounts		\$1,197.87	<b>\$10,437.87</b>

## 2022 SENATE AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/28/2022	Opening balance	\$17,500.00		\$17,500.00



December 12, 2022 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
276	Alliance Entertainment	Library materials	\$1,011.21	4050
277	Amazon (materials account)	Library materials	\$226.04	4050
<b>278</b>	<b>Amazon (supplies account)</b>	<b>Library office equipment (ARPA/seed library purchases)</b>	<b>\$470.92</b>	<b>2135</b>
279	Baker & Taylor	Library materials	\$6,478.03	4050
280	Baker & Taylor Entertainment	Library materials	\$1,200.07	4050
281	Barnes & Noble	Library materials	\$498.01	4050
282	Blue360 Media	Library materials	\$136.50	4050
283	Cengage	Library materials	\$297.64	4050
284	De Lage Landen	Contracted services	\$162.00	4120
<b>285</b>	<b>Ebsco</b>	<b>Library materials</b>	<b>\$3,427.83</b>	<b>4050</b>
286	Findaway	Library materials	\$821.10	4050
287	Monroe County Library System	Out-of-county card payments	\$75.00	2080
288	Stephanie Schubmehl	Mileage	\$41.13	4350
289	Soho Imaging	Supplies, office	\$338.00	4570
290	Staples	Supplies, office	\$115.67	4570
290	Staples	Professional services, programming (stickers for J and YA programs)	\$129.78	4408
291	W.B. Mason	Supplies, office	\$271.17	4570
<b>Total</b>			<b>\$15,700.10</b>	

**December 12, 2022 voucher list**

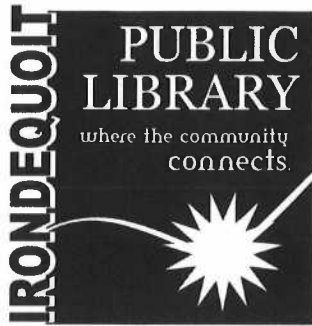
<b>Fund</b>	<b>Fund total</b>
2080	\$75.00
2135	\$470.92
4050	\$14,096.43
4120	\$162.00
4350	\$41.13
4408	\$129.78
4570	\$724.84
<b>Grand Total</b>	<b>\$15,700.10</b>

December 21, 2022 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
292	Alliance Entertainment	Library materials	\$1,114.84	4050
293	Amazon (materials account)	Library materials	\$603.52	4050
294	Amazon (supplies account)	Professional services, programming (plywood sheets for Glowforge ornament program on 12/17/22)	\$40.89	4408
294	Amazon (supplies account)	Supplies, office	\$33.97	4570
295	Baker & Taylor	Library materials	\$2,548.95	4050
296	Baker & Taylor Entertainment	Library materials	\$1,692.73	4050
297	Barnes & Noble	Library materials	\$25.26	4050
<b>298</b>	<b>Hercke.com</b>	<b>Library office equipment (ARPA purchase: cabinets and worktop for seed library)</b>	<b>\$798.96</b>	<b>2135</b>
299	Midwest Tape	Library materials	\$1,026.22	4050
<b>300</b>	<b>Monroe County Library System</b>	<b>Network switches</b>	<b>\$2,586.00</b>	<b>001.1681.4090</b>
301	OverDrive	Library materials	\$6,456.82	4050
302	Online Labels	Supplies, office	\$88.27	4570
303	Staples	Supplies, office	\$5.14	4570
304	W.B. Mason	Supplies, office	\$68.02	4570
<b>Total</b>			<b>\$17,089.59</b>	

**December 21, 2022 voucher list**

<b>Fund</b>	<b>Fund total</b>
2135	\$798.96
4050	\$13,468.34
4408	\$40.89
4570	\$195.40
001.1681.4090	\$2,586.00
<b>Grand Total</b>	<b>\$17,089.59</b>



## Children's Library STEAM Lab Proposal

### Project Overview

The Irondequoit Public Library seeks funding to complete a major overhaul to the children's library Activity Room, creating a space for children that is inspired by Irondequoit Public Library's popular 1838 Maker's Lab.

**Date:** December 16, 2022

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

(585) 336-6064  
irondequoit@libraryweb.org

This project will see the creation of hands-on stations to engage school-aged children in both independent and instructor-led exploration focusing on the subjects broadly related to science and technology.

### Background

The children's Activity Room was originally designed for craft programs and other hands-on projects led by library staff. While the room does still serve this purpose on a regular basis, the space is otherwise under-utilized compared to the rest of the children's library.

During the summer of 2022 the Irondequoit Public Library coordinated a series of STEAM programs and activities for children. The series was a standout success and has generated requests from both children and parents to offer the series on an ongoing basis.

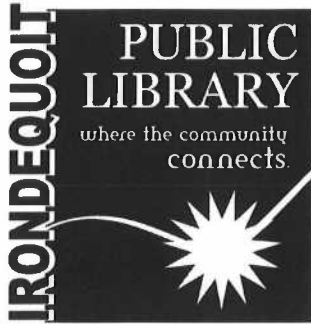
Based on the popularity of this past summer's STEAM programming series for children and the increasing usage of the 1839 Maker's Lab by teens and adults, we can see that there is a demand for a technology and science-oriented space targeted to the elementary school audience.

### STEAM Lab Operations

Using funds provided by the Irondequoit Public Library Foundation, the library will purchase equipment, supplies, and furniture to create up to eight stations that reinforce concepts found in elementary school curriculum relating to science, technology, engineering, the arts, and mathematics. This grouping of disciplines is popularly known as "STEAM."

The library will house the STEAM stations in the children's library activity room. At any given time, four stations will be available for use by children and their caregivers anytime the library is open. The four remaining STEAM stations will be rotated in on an ongoing basis to keep the STEAM Lab's offerings fresh and to encourage repeated visits.

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The library will also apply the funds toward hiring a science education consultant to lead instructional classes using the STEAM stations and STEAM Lab.

### **Impact**

The creation of a STEAM Lab will help us reach school-aged children in a way that we are currently unable to - the Play Room is very popular among the preschool-aged population but there is not a similar space to engage elementary aged students in the Children's Library.

The Lab will also support school curriculums that have incorporated STEAM concepts and hands-on learning as essential parts of 21<sup>st</sup> century skills.

STEAM Lab participants will have a greater familiarity with science and technology related terms, concepts, and careers when compared to children of the same age who do not use the STEAM Lab. This will provide participants with an academic advantage in elementary school and prepare them for the more advanced STEAM concepts that await them in middle school and high school.

### **STEAM Stations**

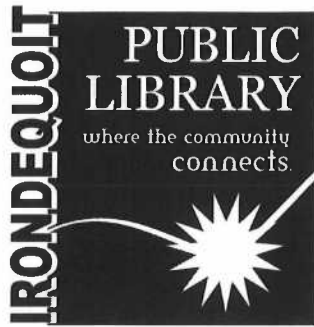


#### **Rigamajig Junior Builder Kit**

STEAM Concepts: engineering, mechanics, construction

More Info: [demco.com/rigamajig-junior-builder-kit](http://demco.com/rigamajig-junior-builder-kit)

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Date: December 16, 2022

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Rochester, NY 14617

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### Brackitz Complete STEAM Center

STEAM Concepts: engineering, simple machines, mathematics

More Info: [demco.com/brackitz-complete-steam-center](http://demco.com/brackitz-complete-steam-center)

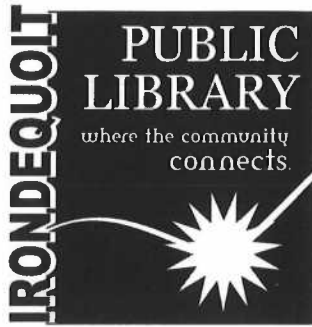


### KEVA Maple Plank Sets

STEAM Concepts: engineering, architecture, construction

More Info: [demco.com/keva-reg-maple-plank-sets](http://demco.com/keva-reg-maple-plank-sets)

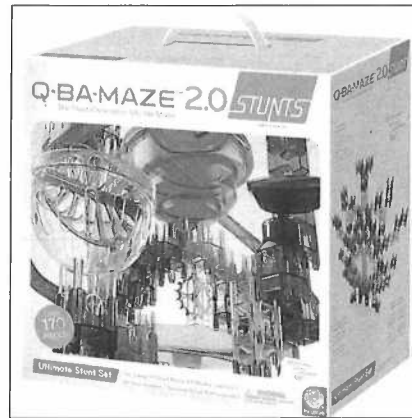
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Date: December 16, 2022

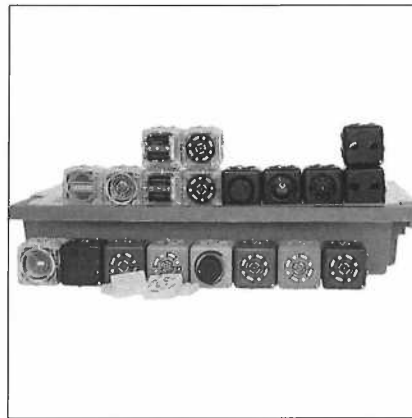
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### Q-BA-MAZE 2.0 Ultimate Stunt Set

STEAM Concepts: construction, computational thinking  
More Info: [demco.com/q-ba-maze-trade-2-0-ultimate-stunt-set](https://demco.com/q-ba-maze-trade-2-0-ultimate-stunt-set)

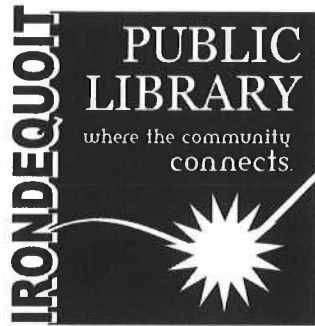


### Cubelets Boundless Builder Pack

STEAM Concepts: engineering, robotics, computational thinking  
More Info: [demco.com/cubelets-reg-boundless-builder-pack](https://demco.com/cubelets-reg-boundless-builder-pack)

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### Coding Critters

STEAM Concepts: coding, computational thinking

More Info: [demco.com/coding-critters-trade](https://demco.com/coding-critters-trade)

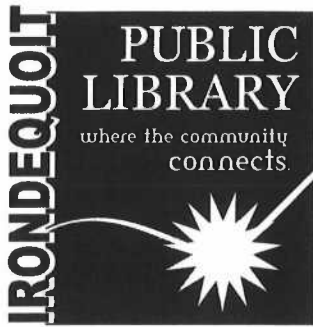


### Botley the Coding Robot Classroom Set

STEAM Concepts: coding, robotics, computational thinking

More Info: [demco.com/botley-reg-the-coding-robot-classroom-set](https://demco.com/botley-reg-the-coding-robot-classroom-set)

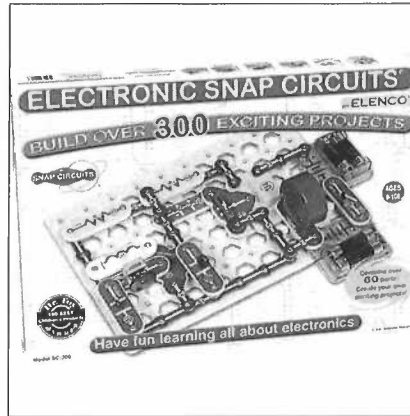
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### Electronics Snap Circuits Project Kit

STEAM Concepts: engineering, computational thinking, electronics

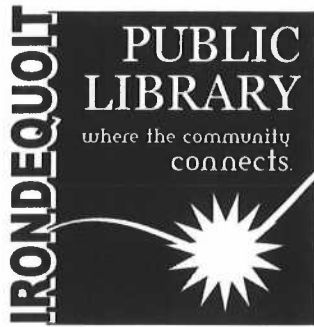
More Info: [demco.com/electronics-snap-circuits-reg-project-kit](http://demco.com/electronics-snap-circuits-reg-project-kit)

### Furniture



Mobile STEM Table Stations

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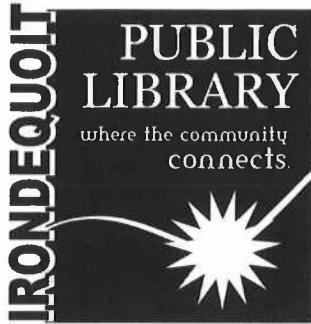


**Kore Antimicrobial Kids Wobble Stools**



**Storex Letter-Size Storage Trays**

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**Date:** December 16, 2022

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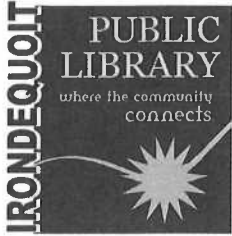
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**Price List**

Rigamajig Junior Builder Kit	\$530
Brackitz Complete STEAM Center	\$650
KEVA Maple Plank Sets	\$480
Q-BA-BAZE 2.0 Ultimate Stunt Set (2 sets)	\$310
Cubelets Motivated Makers Pack	\$540
Coding Critters (6 sets)	\$270
Botley the Coding Robot Classroom Set	\$303
Electronics Snap Circuits Project Kit (2 sets)	\$180
Mobile STEM Table Station	\$3,277
Kore Kids Wobble Stools (4 stools)	\$340
Storex Storage Trays (3 sets)	\$81
Consultation Services (12 months of educator-led instruction)	\$2,400
<b>Total Cost</b>	<b>\$9,361</b>



## **Irondequoit Public Library**

Combined October & November Director's Report

Wednesday, December 21, 2022

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

#### **Meeting with Assembly Member Clark**

On December 6th myself, Trustee Harriman and Trustee Brewer Johnson met with Assembly Member Clark via Zoom to thank her for her past support and to discuss a potential program partnership. Assembly member Clark's chief of staff, Nicole Hushla Re was also participated in the call.

During the call Assembly Member Clark indicated that her office may be able to help the library obtain New York State aid either in the form of Bullet Aid, a SAMs grant or in a construction grant. This aid could be applied toward equipment purchases or renovations that the library budget could not otherwise support.

One such project that was mentioned was a renovation to the story time area in the children's library. The Assembly member is interested in learning more specifics about this project. Consequently, I have requested a meeting with Erin Magee, the Commissioner of the Department of Public Works and Matt Krueger to develop the project further and gather the quotes and estimates needed to complete the funding request or grant application. The proposals will be delivered to Assembly member Clark in January.

Two version of this proposal will be created, one that anticipates funds from either a SAMs grant or construction grant and one that anticipates funds from New York State Bullet Aid. SAMs grants and construction grants are typically have a larger funding pool than New York State Bullet Aid, and can finance larger projects.

The project would involve rearranging shelving to create more open space and seating areas in front of the large window facing Titus Ave. The construction of a small stage and decorative fixture will also be included in the proposal.

The prospect of having a live-streamed town hall style event similar to the mental health and small business events held in 2020 and 2021 was also discussed.

#### **1839 Maker's Lab - First Gloforge Program**

After much anticipation, the Irondequoit Public Library hosted its first Gloforge program on Saturday, December 17th.

40 people attended and made one of three custom wooden snowflake ornaments like the one depicted. Ornaments like this sell for \$25 - \$25 on



Etsy, and add a nice personal touch to any holiday gift.

The 1839 Maker's Lab team will continue to refine the Gloforge programs and process for individuals to use the Gloforge over the next month.

#### **Local Author Day - Spectrum News Interview**

The library also hosted its popular Local Author Day program on Saturday, December 17th which featured over 40 local authors. John Scalzo, who organizes the event each year, also participated in an interview with Wendy Mills from Spectrum News to promote the event.

You can view the interview at <https://t.co/YwdrFkaCex>

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

##### **2023 Staff Training Days - Confirmed Wellness Presenters**

- January: Jesse Amesmith - Yoga (Good Witch Yoga)
- February: Janeane Munn - Acupuncture (Rochester Community Acupuncture)
- March: Laura Gavigan - Mindfulness (Mindful Matters)
- April: Chelsea Kehrl - Addiction Recovery (ROCoverly Fitness)

Subsequent wellness topics will be guided by staff feedback.

#### **Irondequoit Public Library Foundation - Children's STEAM Lab Funding Request**

In late November the Foundation requested a brief list of proposals that they could potentially fund in 2023. A list of potential projects was shared with the Foundation and the Executive Committee of the Library Board. The Foundation selected the "Children's STEAM Lab" from the list of proposed projects for further development. A copy of the proposal has been included as an item of information.

#### **UR Medicine - Health Living Classes - Program Partnership**

Building upon the success of the series of "healthy living classes" that the library hosted in partnership with UR Medicine in the 29022. Amy Henderson has coordinated another run of the series for 2023.

- Healthy Living Class: Healthy Weight and Physical Activity
- Healthy Living Class: Healthy Eating Patterns and Portion Sizes
- Healthy Living Class: Nutrition Label Reading and Healthful Smart Shopping
- Healthy Living Class: Whole Grains, Vegetables, Fruits, and Beans
- Healthy Living Class: Added Sugars and Sweetened Beverages
- Healthy Living Class: Protein, Red Meat, and Processed Meats
- Healthy Living Class: Processed Foods, Fast Foods, and Fat
- Healthy Living Class: Healthy Behaviors and Lifestyle Choices

## **2. Town of Irondequoit**

### **3. Facilities Report**

Children's Library Doors

The doors for the Children's Library are on back order and will be installed when the product is available. The price has not been effected by the back order status.

#### **Seed Library**

We are continuing to wait for the electrician selected by the DPW to instal the electrical socket that will power the Seed Library sign and lights. I have indicated that this project is a priority and that we cannot wait for the electrical socket installation as long as we waited for the Gloforge vent installation (6 months).

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

##### **Emerging Leaders Training**

The Monroe County Library System has received a grant from the Rochester Regional Library Council to coordinate training session for librarians for leadership roles in public libraries. I have been asked to lead a segment on community partnerships.

##### **2023 Library Director Retreat & Trustee Symposium**

The Monroe County Library System continues to coordinate the annual Library Director retreat and has also taken up planning a symposium for library trustees from across the system.

#### **5. Personnel Report**

A personnel report will be uploaded to the Trustee OneDrive.

#### **6. Financial Report & Vouchers**

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

#### **7. Correspondence**

#### **8. Items of Information**

1. *Children STEAM Lab Proposal.pdf*

**Irondequoit Public Library**  
**Statistical Report to the Library Board**  
**December 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	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	4,402	11,740	13,336	67	79	738	1,122	1,000	1,238	31,510	31,941		53		5
December	3,648		11,308		103		754		887		28,865					
<b>Total</b>	<b>46,813</b>	<b>49,781</b>	<b>123,163</b>	<b>140,716</b>	<b>506</b>	<b>679</b>	<b>7,748</b>	<b>14,567</b>	<b>11,154</b>	<b>13,156</b>	<b>390,731</b>	<b>372,065</b>	<b>0</b>	<b>349</b>	<b>0</b>	<b>34</b>
<b>Avg/Month</b>	<b>3,901</b>	<b>4,526</b>	<b>10,264</b>	<b>12,792</b>	<b>42</b>	<b>62</b>	<b>646</b>	<b>1,324</b>	<b>930</b>	<b>1,196</b>	<b>32,561</b>	<b>33,824</b>	<b>0</b>	<b>32</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**  
December 2022 Employee Changes

**Morgan Callari**

New Hire: Part-Time Library Assistant

Notes: Morgan Callari has considerable experience working at both public and academic libraries.

Morgan is currently the Teen Services Coordinator and Library Clerk at Victor Farmington Library. Morgan was also a student assistant at the Pelletier Library at Allegheny College where they received their BA in English Literature.

Morgan is currently a graduate student enrolled in the Masters in Library and Information Sciences at the University at Buffalo.

This position is provided for in the 2022 and 2023 budget as previously outlined at the November Library Board meeting and in the November Library Director report.

**Bridget LaDuca**

New Hire: Part-Time Library Assistant

Notes: Bridget LaDuca also has previous experience working at the Ogden Farmer's Library as a Library Clerk, experience as a substitute teacher, and a recreation assistant for the Town of Ogden.

Bridget's background in education and government services made her a standout candidate during the interviews for the position of Library Assistant.

This position is provided for in the 2022 and 2023 budget as previously outlined at the November Library Board meeting and in the November Library Director report.