

Irondequoit Public Library Board of Trustees  
Monthly meeting  
Minutes of January 18, 2023

**Call meeting to order:** 6:32 pm.

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

**Guests:** Greg Benoit, library director; Nora Pelish, manager of public services and staff liaison (present via teleconference); Stephanie Schubmehl, library bookkeeper.

**Absent:** Kelly Metras and Sarah Yanello, trustees at large.

**Approval of agenda:** Approved.

**Approval of minutes:** Minutes of December 21, 2022 approved.

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**Attendance:** Next meeting February 15, 2023 at 6:30 pm. No conflicts noted. Erin will follow up with Sarah and Kelly.

**Public forum:** The board received a thank-you note from Diane Ellis, volunteer bookstore manager, for the holiday card and gift certificate.

**Town board liaison/town happenings:** No town board liaison for this meeting. Greg attended the town's organizational meeting for the start of 2023.

#### **Foundation report**

- Susan has reached out to the Foundation about a library board member attending their annual meeting, and Rachel offered her assistance with event planning. No response yet but both will follow up.
- Per Greg, the Foundation approved funding for the children's STEAM lab proposal discussed at last month's meeting.

#### **Friends report**

- Next meeting is January 31 at 6:30. Betty and Rachel will attend and invite the Friends to send a representative to future library board meetings.
- The Friends have yet to vote on the wish list shared previously, and new funding sources have been identified for some items. Possible alternatives under discussion include professional-grade software for the Glowforge or a LEGO wall for the children's library.

## **Staff liaison report**

- This month's staff liaison was Nora Pelish, manager of public services and volunteer coordinator. Nora noted that the library's adult volunteers put in 1,863 hours of work in 2022, taking care of everything from dusting to plant care to shelving DVDs.
- Tax season is underway, with today being patrons' first opportunity to schedule a free tax prep appointment through AARP. The library hosts the program but does not provide the service or schedule the appointments. As in previous years, many would-be users end up calling the library due to glitches with the appointment phone line. The library is still awaiting 2022 federal tax forms.
- All library employees have visited town hall to be photographed (some twice) for new security badges.
- The library has recently hired three new staff members, all of them learning quickly and doing great work.
- Finally, Nora passed on updates from acquisitions librarian Virginia Payne, who noted that many new materials will be arriving on library shelves with the new fiscal year. She also shared a recent comment from a patron that IPL is "the best library on the planet!"
- In response to a question from Betty, Greg indicated that summer reading preparations will begin around March, after the 2023 theme is announced. Legislative Initiative Funding from Sen. Brouk will enhance this year's program offerings.
- Greg and Nora are meeting with Darwin Soto tomorrow to discuss moving forward with work on the seed library.

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

- See updates on wellness activities and implementation plan in director's report.
- Greg has reached out to Data Dome, a consulting firm recommended by Rachel, about coaching for supervisory staff.

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

### Financial report

- Revenue: As expected, library-generated revenue has exceeded projections in every category. Our second online fines check from MCLS arrived too late to be reflected in this report but will bring the library charges total up even further. Overall revenue is currently at 100.2 percent of budget, leaving a surplus of \$5,716.
- Expenses: As of this preliminary report, spending is at 93.8 percent of budget for salaries, 95.5 percent for library materials, and 91.4 percent for services and supplies. As expected, a substantial retirement payment posted in December, bringing the employee benefits line up to 90.8 percent. Some expenditures have yet to be posted, including those covered in the final 2022 voucher list. The town will issue updated 2022 financial reports in February and final reports in March.

### Vouchers

- Vouchers of note (all from 2023 list):
  - #1, Jesse Ames: Yoga presentation for first staff training day on 1/6/23

- #8, De Lage Landen: Covers fax lease for all of 2023. Monthly invoices from this vendor typically arrive right after a board meeting, making it difficult to pay on time, so the comptroller's office recommended submitting expenses for approval for the entire year. They will then pay the invoices monthly on schedule.
- #11, Monroe Community College: Tuition for adult services librarian Amy Henderson to attend Modern British Literature course, beginning 1/23 and ending 5/19/2023.
- Motion to preapprove monthly payments to De Lage Landen as invoices arrive, not to exceed \$1,931. Seconded. Motion carried.

#### Volunteer recognition

- Motion to authorize withdrawal of \$360 from the trustee account for purchase of gift cards for library volunteers. Seconded. Motion carried.

### **Organizational development committee**

#### Board recruitment

- Volunteer job posting for vacant board seats now posted on town and library websites.
- Process as discussed at most recent committee meeting:
  - Library board president collects resumes and letters of interest from candidates
  - Executive committee selects candidate(s) to recommend for a vote by the full library board
  - Library board votes to advance candidate(s)
  - Candidate(s) introduced to town supervisor
  - If a new appointment: Candidate name(s) submitted to town board for inclusion in agenda of next town board meeting
  - If filling out remainder of a term: Library board votes to appoint candidate(s)
- Susan noted that there are currently four interested applicants, three of whom have been passed on to Rachel. Susan will ensure Rachel receives all applicant materials. The executive committee should be ready with recommendations by the February meeting, or March at latest.
- Rachel indicated that the executive committee will continue to handle candidate selection rather than forming a nominating committee for the time being.

#### 2023 officers

- Motion by Rachel Snyder to nominate Betty Brewer-Johnson to serve as treasurer. Seconded. Motion carried.
- Motion by Susan Kramarsky to nominate Erin Dougherty to continue serving as secretary. Seconded. Motion carried.
- Motion by Rachel Snyder to nominate Phil Harriman to serve as vice president. Seconded. Motion carried.
- Motion by Betty Brewer-Johnson to nominate Rachel Snyder to serve as president. Seconded. Motion carried.
- Susan will remain on the library board as a trustee at large.

HR updates: In response to a question from Rachel about new pay transparency laws, Greg indicated that salary information is already included with all library job postings and is part of the public record. Jason Vinette reviews all library job postings.

#### Personnel report

- See attached.
- Motion to promote Carol Chambers to part-time library assistant, effective January 23. Seconded. Motion carried.

#### **Community engagement committee**

##### Student representatives

- Betty and Sarah are working on reviving the student rep program and making plans to develop an orientation process.
- Student representatives would be offered letters of recommendation for employment or college.
- Phil suggested recruiting from National Honor Society members as the organization requires a certain number of volunteer hours.

##### Legislator contacts

- Susan attended an event with Sarah Clark at the Brighton library. She was impressed with the Assemblymember Clark's level of engagement, noting that she recalled the Irondequoit's bullet aid proposal and is looking for more projects to support.
- Betty brought up the idea of coordinating with Irondequoit schools to transport students to the library, acknowledging that liability concerns would need to be addressed. Phil raised the possibility of providing Lyft or Uber vouchers.

Mary Bobinski Innovative Public Library Director Award: Having reviewed past award winners, Betty recommended the board begin assembling supporting documentation now in order to be ready when nominations open. Greg noted that Terri Dalton has been in touch with Lisa Wemett of NYLA's Friends of Libraries Section.

#### **Technology updates**

- Further research into the proposed electronic locking system for library study rooms showed that extensive wiring updates would be required, making the project economically unfeasible. Analog locks, on the other hand, could be installed for a total cost of about \$6,600.
- Transition to new ID badges is scheduled for January 23. New security cameras are due to be installed in February, allowing staff to view footage from any workstation. Kevin LaBarr will train staff on the new system at the March staff training day.
- Other updates covered in director's report.

**Director's report:** Attached. See below for items discussed in this section but not covered in report.

- Final draft of the library's new meeting room policy was provided to the trustees for review. One major change is a requirement for paying users to supply a certificate of liability insurance. A vote on the new policy will take place at the February meeting.
- A Zoom advocacy meeting with Samra Brouk and Sarah Clark is scheduled for February 2. Login information shared on trustee OneDrive for anyone interested in attending. NYLA's annual Virtual Library Advocacy Day is taking place on February 28.
- Trustees discussed possibilities for celebrating the upcoming launch of the seed library, Community Reflections project, and children's room doors.

**Adjournment:** Meeting adjourned at 7:51 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Erin Dougherty

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**IRONDEQUOIT PUBLIC LIBRARY  
REVENUE**

12/31/2022

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD DEC 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	\$54,662	(\$8,187)	117.6%
0	0005-2082	Library charges (overdue & lost fines)	\$76,681	\$67,370	\$32,500	\$42,465	\$32,900	\$40,188	(\$7,288)	122.2%
0	0005-2655	Copier receipts	\$2,471	\$3,709	\$1,481	\$3,205	\$3,200	\$3,531	(\$331)	110.3%
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>\$2,794,750</b>	<b>(\$5,716)</b>	<b>100.2%</b>

**EXPENSES**

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2022	2022 %
								YTD DEC 22	BALANCE	
1		Salaries	\$998,983	\$983,163	\$964,129	\$966,766	\$1,086,669	\$1,019,173	\$67,496	93.8%
2		Equipment & capital	\$2,764	\$2,565	\$4,529	\$977	\$500	\$2,468	-\$1,968	493.5%
4	7410-4050	Library materials	\$170,967	\$178,336	\$169,598	\$175,369	\$180,000	\$171,848	\$8,152	95.5%
4		Services & supplies	\$354,003	\$329,561	\$342,006	\$425,579	\$439,764	\$402,058	\$37,706	91.4%
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	\$289,400	\$0	100.0%
8		Employee benefits	\$447,806	\$446,414	\$413,337	\$445,435	\$447,728	\$406,340	\$41,388	90.8%
<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>\$2,626,286</b>	<b>\$162,774</b>	<b>94.2%</b>

Cash receipts summary

12/31/2022

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	\$1,826.28	\$2,108.35	\$21,036.08
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	\$1,171.92	\$14,829.57
BFR (cash)	\$42.96	\$0.00	\$26.99	\$20.04	\$33.99	\$148.94	\$41.99	\$71.99	\$66.93	\$85.97	\$51.96	-\$7.00	\$584.76
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	\$2,789.00	\$32,833.60
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	\$18.39	\$4,364.55
Misc. (credit)	\$175.80	\$20.01	\$11.00	\$5.20	\$7.24	\$35.01	\$11.00	\$14.00	\$6.00	\$52.00	\$15.00	\$7.00	\$359.26
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	\$291.00	\$3,530.50
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	\$608.80	\$7,537.02
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	\$989.90	\$9,568.17
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>\$7,977.36</b>	<b>\$114,691.49</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	\$2,789.00
<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>\$32,833.60</b>



**CHASE ACCOUNTS**

**DECEMBER 2022**

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2022	Opening balance			\$48,511.94
12/16/2022	Payment to Meredith Stockman-Broadbent for children's singalong on 12/28/22 (LIF purchase)		\$200.00	\$48,311.94
12/16/2022	Payment to Morethanisms, LLC for Gluten-Free Read Aloud program on 12/29/22 (LIF)		\$250.00	\$48,061.94
12/16/2022	Payment to Sarah Knight for October STEAM session 10/17/22 and November crafternoon 11/22/22 (LIF)		\$130.00	\$47,931.94
12/22/2022	Payment to Rachel Snyder (reimbursement for staff recognition gift cards)		\$371.91	\$47,560.03
12/27/2022	Payment to Erin Dougherty (reimbursement for staff recognition gift cards)		\$60.00	\$47,500.03
12/30/2022	Interest	\$20.41		<b>\$47,520.44</b>

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2022	Opening balance			\$6,807.25
12/30/2022	Interest	\$2.89		<b>\$6,810.14</b>

**2021 BULLET AID**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2022	Opening balance			\$10,437.87

**2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2022	Opening balance	\$17,500.00		\$17,500.00
12/16/2022	Payment to Meredith Stockman-Broadbent for children's singalong on 12/28/22		\$200.00	\$17,300.00
12/16/2022	Payment to Morethanisms, LLC for Gluten-Free Read Aloud program on 12/29/22		\$250.00	\$17,050.00
12/16/2022	Payment to Sarah Knight for October STEAM session 10/17/22 and November crafternoon 11/22/22		\$130.00	<b>\$16,920.00</b>

**January 18, 2023 voucher list**  
**For payment from 2022 budget**

<b>VOUCHER</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>FUND</b>
305	Amazon (materials account)	Library materials	\$390.97	4050
306	Amazon (supplies account)	Supplies, library processing	\$1,274.43	4576
307	Baker & Taylor	Library materials	\$3,375.62	4050
308	Baker & Taylor Entertainment	Library materials	\$801.13	4050
309	Barnes & Noble	Library materials	\$431.39	4050
310	Cengage Learning	Library materials	\$128.20	4050
311	Amy Henderson	Mileage	\$7.88	4350
312	Ingram	Library materials	\$236.45	4050
313	Midwest Tape LLC	Library materials	\$982.88	4050
314	OverDrive	Library materials	\$2,182.79	4050
315	T-Mobile	Library materials	\$149.73	4050
<b>Total</b>			<b>\$9,961.47</b>	

January 18, 2023 voucher list  
For payment from 2022 budget

<b>Fund</b>	<b>Fund total</b>
4050	\$8,679.16
4350	\$7.88
4576	\$1,274.43
<b>Grand Total</b>	<b>\$9,961.47</b>

**January 18, 2023 voucher list**  
**For payment from 2023 budget**

<b>Fund</b>	<b>Fund total</b>
4050	\$3,351.70
4100	\$1,111.56
4120	\$1,931.00
4390	\$203.03
4408	\$175.00
4570	\$762.23
4576	\$1,364.18
<b>Grand Total</b>	<b>\$8,898.70</b>

**January 18, 2023 voucher list  
For payment from 2023 budget**

<b>Fund</b>	<b>Fund total</b>
4050	\$3,351.70
4100	\$1,111.56
4120	\$1,931.00
4390	\$203.03
4408	\$175.00
4570	\$762.23
4576	\$1,364.18
<b>Grand Total</b>	<b>\$8,898.70</b>

**Organizational Development Committee**  
January 2023 Employee Changes

**Carol Chambers**

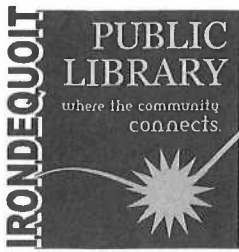
Promotion: Part-Time Library Assistant

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. Carol was hired as a part-time Library Clerk in October 2022.

This position is provided for in the 2023 library budget.

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## **Irondequoit Public Library**

Combined October & November Director's Report

Wednesday, January 18, 2023

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

#### **MCLS Advocacy Meeting with Assembly Member Clark & Senator Brouk**

On January 11th Assembly Member Clark met with representatives from public libraries located in the district she serves. Trustee Kramarsky was present to represent Irondequoit Public Library. I was unable to attend due to being in quarantine/sick with COVID.

We will meet with State Senator Brouk on Thursday, February 2nd via Zoom. Talking points and a spreadsheet with the Zoom invite link have been uploaded to the "Related Documents" folder in the Trustee OneDrive.

We are only required to attend the meetings for the elected officials who represent Irondequoit.

#### **Community Reflections**

The library's diversity, equity, and inclusion initiative relating to the library's collection, *Community Reflections*, will debut this month.

A process for drafting bookmarks featuring diverse authors has been created and will be overseen by Amy Holland and Stephanie Schubmehl.

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

A detailed update on the library's current long range plan has been appended to this report.

#### **2023 Staff Training Days - January Staff Training Day Summary**

Our first monthly staff training day was held on January 6th and featured a presentation on the cloud based version of our library catalog by John Scalzo and Tariq Hudson. Jesse Amesmith of Good Witch Yoga gave a presentation and demonstration on yoga. There was also circulation staff and reference staff meetings.

The yoga presentation/demonstration seemed to be well received and a number of staff expressing interest in attending yoga classes with Jesse in small groups. I requested vouchers for yoga classes be incorporated into Jesse's speaking and presentation fee. Up to six library employees will be able to attend a yoga class with Jesse at no cost to themselves.

#### **Upcoming Staff Training Day Topics**

- February: Janeane Munn - Acupuncture (Rochester Community Acupuncture)
- March: New Security Camera Training, Laura Gavigan - Mindfulness (Mindful Matters)
- April: Chelsea Kehrli - Addiction Recovery (ROCoverly Fitness)

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

The Irondequoit Public Library Foundation has approved the "Children's STEAM Lab" proposal. They had a number of followup questions, which I will answer.

## 2022 Legislative Initiative Funding (Brouk)

A detailed breakdown of how the 2022 Legislative Initiative Funding for library programs provided by Senator Brouk is below.

<b>Brouk Legislative Initiative Funding</b>			
<b>Children</b>			
Summer 2022 Reimbursement	\$2,000		
2023 Summer Reading	\$1,800		
Beanstack	\$3,200		
<b>Subtotal</b>		<b>\$7,000</b>	
<b>Teen</b>			
Summer 2022 Reimbursement	\$1,000		
Allocation TBD	\$3,950		
<b>Subtotal</b>		<b>\$4,950</b>	
<b>Adult</b>			
Mindfulness Series	\$600		
2023 Art Classes	\$1,000		
Allocation TBD	\$3,950		
<b>Subtotal</b>		<b>\$5,550</b>	
<b>Total</b>		<b>\$17,500</b>	

## Library Volunteer Recognition

Each year the library recognizes the efforts of our volunteers. In keeping with the last two years, we would like to present 16 of our volunteers with a \$20 gift card. We would also like to present the members of the Lifetime Assistance group home who volunteer at the library with a \$40 gift card for a pizza party.

I am requesting \$360 from the Trustee account to fund the purchase of gift cards to recognize the 2022 volunteers.

## 2. Town of Irondequoit



### **3. Facilities Report**

#### **Children's Library Upgrades**

On Friday, January 6th Matt, Amy Holland, and I met with Erin Magee, the Commissioner of Public Works to discuss the process for gathering quotes and estimates related to Children's Library upgrades outlined in the December 2022 Director Report.

Two version of this project will be develop[ed and submitted to Assembly Member Clark. One version will anticipate using NYS Legislative Initiative Funding (formerly Bullet Aid) and will not exceed \$30,000. The other will anticipate a SAMs grant and not exceed \$65,000.

I believe that this initiative would make an ideal project for a revitalized Community Engagement Committee to assist with.

At the meeting with Erin Magee, Matt and Amy discussed moving shelving in the Children's Library to create more space for story times and children's programs. The Department of Public Works has already moved the shelving, creating programming space that is effectively twice the previous size.

#### **1839 Maker's Lab - Seed Library**

The electrical socket for the seed library was installed on Thursday, January 12th. I will be meeting with Darwin Soto, the head of the Maintenance Department to determine when the greenery wall, lighting, and can signage installed.

We are waiting for the storage cabinets to be delivered. The manufacturer has indicated they are on backorder, and expect them to ship in 6-8 weeks. If the other components of the seed library are ready before the cabinets are delivered, we will temporarily use a table from the library's meeting rooms to display the seeds and related information.

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

**Irondequoit Public Library**  
**Statistical Report to the Library Board**  
**January 2023**

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	4,100	11,308	12,624	103	68	754	1,217	887	1,125	28,865	29,051		40	1	4
<b>Total</b>	<b>46,813</b>	<b>53,881</b>	<b>123,163</b>	<b>153,340</b>	<b>506</b>	<b>747</b>	<b>7,748</b>	<b>15,784</b>	<b>11,154</b>	<b>14,281</b>	<b>390,731</b>	<b>401,116</b>	<b>0</b>	<b>389</b>	<b>1</b>	<b>38</b>
<b>Avg/Month</b>	<b>3,901</b>	<b>4,490</b>	<b>10,264</b>	<b>12,778</b>	<b>42</b>	<b>62</b>	<b>646</b>	<b>1,315</b>	<b>930</b>	<b>1,190</b>	<b>32,561</b>	<b>33,426</b>	<b>0</b>	<b>32</b>	<b>1</b>	<b>3</b>

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

## Implementation Plan for Irondequoit Public Library

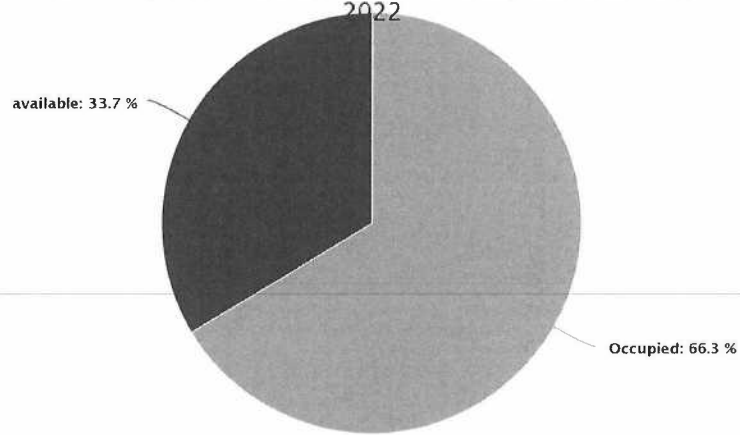
**WIG: 90% of employees report a burnout level of 4 or lower for 3 consecutive months no later than June 2023.**

ACTION STEPS	TIMING	OWNER/S	STATUS	NOTES
<b>Strategy 1: Establish baseline for employee stress and burnout level</b>				
T1: Identify a burnout and stress assessment tool that works for IPL employees and determine cadence for measurement	by 8/17/2022	Library Board	Completed	Tool should be easily administered and easy to repeat each month Recommendation: monthly
T2: Assess primary causes of stress and burnout among staff and establish a baseline measure through poll that asks about top 3 causes of daily stress & causes of burnout along with chosen assessment tool	Draft poll by 8/17/2022 Conduct poll by 9/15/22	Library Board Creates Poll	Completed	
T3: Communicate WIG and commitment for monthly measurement/reporting to employees	by 9/21/2022	Director	Completed	
<b>Strategy 2: Report on monthly staff burnout measures and plans for the coming month</b>				
T1: Develop simple, visual way to present monthly status of stress and burnout to employees	by 9/21/2022	Director	Completed	examples: graph, PPT slide, white board in staff break room
<b>Strategy 3: Reinstitute/add meaningful number of activities focused on organizational culture, team building and experiencing joy at work</b>				
T1: Engage Wellness Committee of staff and form Board Wellness Task Force	by 8/15/2022	Director, Assistant Directors	Completed	Envisioned to be temporary ad hoc task force for board to advance this plan
T2: Reinstitute/add activities focused on staff recognition and celebration (e.g., purple stars)	by 9/15/2022	Wellness Committee	Completed	
T3: Add 1-2 optional social events or activities per month for staff to spend time together separate from work-related meetings	by 10/15/22	Wellness Committee	In Progress	examples: potluck lunches, happy hours, attendance at community event like Red Wings, etc.
T4: Plan 1-2 events outside of work encouraging team building and relationship building for employees and their families	by 11/15/22	Wellness Committee	Not Started	examples: end of summer celebration at the beach, holiday gathering at I-Square
T5: Engage the board in determining a way for them to contribute to regular staff recognition	by 8/17/2022	Erin	In Progress	examples: handwritten notes, emails, recognition at board meetings
T6: Identify opportunities for patrons to give thanks and kudos to employees	by 9/21/22	Org. Dev. Committee	Completed	examples: submit written post-it note to be posted on shared bulletin board, "love notes" from community about staff members shared out at staff meetings and on social media
T7: Revamp the employee breakroom to create a space that meets employee needs and serves as a place to take a break and/or come together with peers	by 6/1/23	Wellness Committee, Org. Dev. Committee	Not Started	Potential needs: good coffee maker, furniture?; possible for Friends and/or Foundation to provide funds for upgrades
<b>Strategy 4: Build staff wellness plan with a focus on mental health and support during peak times of stress</b>				
T1: Establish a relationship with a mental health provider for leadership guidance and referrals	10/15/22	Org. Dev. Committee, Director	Not Started	MH provider could give feedback on the committee's plan. Ultimately, having an expert to call if needed would be useful. Discussed NAMI. Mental health provide coul dhave regular presence at staff training days.
T2: Communicate available Employee Assistance Program (EAP) through the Town and explore other (less formal) options to offer	Annual	Staff Supervisors	In Progress	Employees can engage with resources available through the Town of Irondequoit (URMC and EAP).
T3: Gather feedback from employees about what would be helpful/preferred ways to manage stress	10/15/22	Wellness Committee, Org. Dev. Committee	In Progress	examples: yoga provider coming in once a month, stretching time set aside each shift
T4: Engage the board in building support for IPL leadership	9/15/22	Erin	Not Started	
T5: Create a one-pager for staff about mental health/ wellness resources available to them	11/15/22	Wellness Committee	Not Started	
<b>Strategy 5: Build discussion guides and training support for supervisors to assess stress and burnout levels among their direct reports in monthly check-ins</b>				
T1: Conduct poll of supervisors on tools needed to support their work with direct reports (e.g., formal training, script, role playing)	11/15/22	Erin, Director	Not Started	
<b>Strategy 6: Incorporate stress management messaging into employee communications</b>				
T1: Introduce stress management "Wellness Tip of the Week" that's shared at every staff meeting or included in internal employee emails	10/15/22	Director, Wellness Committee	In Progress	Could be in e-portal or Teams
T2: Add fun ways for staff to share how they're feeling at the start of staff meetings (if they want to); engage staff with creating their own "mood scales" to use for the exercise	9/15/22	Wellness Committee	In Progress	(could do this biweekly if every week is too much) example: <a href="https://www.pinterest.com/etarm/mood-scales/">https://www.pinterest.com/etarm/mood-scales/</a> , "what literary character are you today?", "what book are you today?"
T3: 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)	10/15/22	Staff Supervisors	In Progress	connect examples back to the mission whenever possible to help frame stressful situations as helping to meet needs/ solve problems for patrons

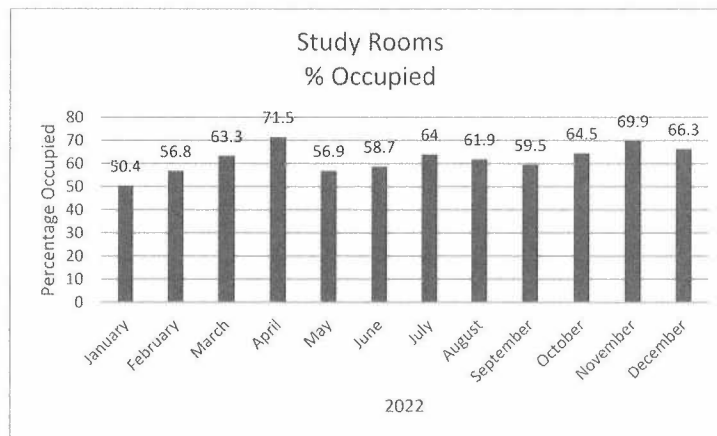
## Meeting and Study Room Reservations December 2022

### Study Rooms (Second Floor)

Aggregate Occupancy Ratio  
Thursday, December 1, 2022 – Saturday, December 31,  
2022

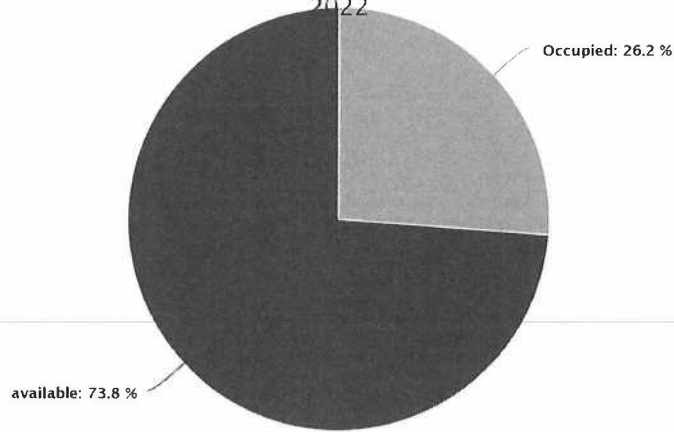


**Average Booking Duration for December 2 hours 20 minutes**  
**Number of Bookings 541**



### Meeting Rooms (First Floor)

Aggregate Occupancy Ratio  
Thursday, December 1, 2022 - Saturday, December 31, 2022



Average Booking Duration for December 2 hours 25 minutes  
Number of Bookings 103

