

Irondequoit Public Library Board of Trustees  
Monthly meeting  
Minutes of February 15, 2023

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

**Present:** Phil Harriman, vice president; Erin Dougherty, secretary; Betty Brewer-Johnson, treasurer (arrived at 7:00 pm); Michael Huntone, Susan Kramarsky, and Sarah Yanello, trustees at large.

**Guests:** Greg Benoit, library director; Nancy Cowan, circulation supervisor (staff liaison; attended via teleconference); Stephanie Schubmehl, library bookkeeper; Julia Fazio, student representative (via teleconference).

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

**Attendance:** Next meeting March 15, 2023 at 6:30 pm. Erin will follow up with Rachel and Kelly.

**Public forum:** None; no comments submitted to board email.

**Town board liaison/town happenings:** No town board liaison for this meeting.

**Foundation report:** The Foundation has indicated they are ready to begin receiving invoices for the children's STEAM lab equipment.

**Friends report:** The Friends of the Library recently met for the first time since October, with discussion at the meeting focused on recruitment strategies. In addition to the Friends' own publicity, a call for volunteers will go out in the library newsletter. Greg shared the library's revised wish list.

**Staff liaison report**

- This month's staff liaison was Nancy Cowan, librarian and circulation supervisor. Previously IPL's IT librarian, Nancy transitioned into her new role in January 2022. She described it as having a steep learning curve.
- Circulation staff have observed higher foot traffic recently, typically (though not always) peaking on Mondays and Tuesdays. At times, it has been hard to predict staffing needs.
- Nancy noted that cross-training of library assistants on circulation has been extremely helpful, particularly with a full-time clerk out for grand jury duty, and expressed gratitude for staff's willingness to master multiple roles and responsibilities.
- From Synn Lymn McLaughlin, Nancy passed along meeting room usage statistics (see attached) and notes from a seed library seminar she recently attended, including a list of reputable companies to purchase or solicit donations from.

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

- Staff recognition: Erin encouraged all trustees to use the comment boxes located at every service desk whenever a staff member is particularly helpful. Greg noted that comment forms are collected from the boxes every week, with Virginia Payne receiving praise from multiple patrons.
- Erin noted that wellness for board and library leadership is also a concern for the wellness committee and encouraged trustees to share their suggestions. Greg shared a Cornell webinar on occupational stress and crisis management with supervisory staff.
- Greg has been looking into DiSC assessment (measuring how much employees' personality profiles are characterized by Dominance, influence, Steadiness, and Conscientiousness) or other training for supervisory staff, including a local contractor offering workshops on communication among management and between management and direct reports.
- In response to a question from Nancy, the board agreed to provide photos and bios so that their new roles could be updated on the library website and shared with staff.

**Approval of minutes:** Minutes of January 18, 2023 approved. Betty noted that she was unable to attend the January 31 Friends meeting mentioned in the Friends report section of last month's minutes.

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

#### Financial report

- 2022 revenue: With all 2022 income now received, revenue collection stands at 100.9 percent of budget overall, a surplus of \$24,428. Miscellaneous income, library charges, and copier receipts all exceeded projections by between 10 and 32 percent.
- 2022 expenses: As of this updated report, library spending stands at 95.5 percent of budget for salaries, 100.3 percent for library materials, 97.1 percent for services and supplies, and 96.1 percent overall. The town will issue a final 2022 expense control report in March.
- 2023 revenue: Library-generated revenue is on track for the first month of 2023, with miscellaneous income and library charges already slightly ahead of projections at 9.6 percent and 9 percent, respectively. In keeping with what has already been a busy start to tax season, copier revenue hit an all-time monthly high of \$469.
- 2023 expenses: With just over 8 percent of the year elapsed, spending is at 5.8 percent of budget for salaries, 1.9 percent for library materials, 2.6 percent for services and supplies, and 3.7 percent overall.

#### Vouchers

- Vouchers of note: #30, Michael Callari: Reimbursement for purchase of a VCR for the Maker's Lab, which will greatly simplify use of the digitization equipment; #35, EnvisionWare: Annual renewal for public printing and scanning software; #43, Mindful Matters: Mindfulness presentation for March staff training day; #48, Rochester Community Acupuncture: Acupuncture presentation for February staff training day.
- Motion to approve February 2023 vouchers for payment. Seconded. Motion carried.

## **Organizational development committee**

### Policy review

- Two draft policies, one covering cash handling and one covering lost-and-found items, were shared with the board for review ahead of a vote. The proposed lost-and-found policy outlines how long items will be retained and what will be done with anything that remains unclaimed; the cash handling policy also includes procedures, which could become relevant if the library is audited. Greg noted that some questions about the cash handling policy will require following up with the town comptroller.
- Motion to approve meeting room policy. Seconded. Motion carried.

### Personnel updates

- See director's report for proposed changes to children's librarian Amy Holland's position. Susan noted that all changes are cost-neutral.
- Motion to update the library's organizational chart to change one full-time Librarian II position to a part-time Librarian II position and change one part-time Library Assistant position to a full-time Library Assistant position.
- Motion to update Amy Holland's 2023 annual paid time off allotment to reflect the standard part-time allocation of 40 hours vacation time, 16 hours personal time, 48 hours sick time, 20 hours bereavement time, and 4 hours floating holiday time minus time used in 2023.
- Motion to transfer \$53,099 from the full-time professional budget (005-7410-0100-1100-7410), to be applied as follows: \$41,811 to the full-time clerical budget and \$11,288 to the part-time professional budget (005-7410-0102-1100-7410).
- Motion to transfer \$25,116 from the part-time clerical budget (005-7410-0102-1100-7415) to the part-time professional budget (005-7410-0102-1100-7410).
- See personnel report for new substitute librarian hire Afiya Farrell.
- Motion to hire Afiya Farrell as substitute librarian, effective 2/6/2023. Seconded. Motion carried.

Board recruitment: A candidate to fill out the remainder of Kelly Metras' term has been identified. Interviews are underway for the other board vacancy.

## **Community engagement committee**

- See director's report for updates on Community Reflections project. In response to a question from Susan, Greg indicated that booklists are available in print and as web links as well as the QR codes displayed on the shelf. Phil noted that staff created the lists with Wowbrary, a subscription service introduced as part of the new library website.
- Returning student representative Julia Fazio attended part of this meeting as an observer and recommended another potential student rep candidate to Betty and Sarah. Both should be ready to deliver reports in March. Betty recommended scheduling student rep reports for early in the meeting.

## **Technology team**

### Public computing

- Tariq and Kevin are working on returning the computer lab to its pre-Covid capacity.
- As a possible solution to patrons who are bothered by noise in the computer lab, it has been suggested to set up a few PCs in the quiet room. In response to a question from Betty about possible security concerns, Greg explained that the PCs would be locked down and would not work if disconnected from the network.

Security: Work continues on setting up the new ID badge system. The town is also updating its security cameras, and staff will be trained on the new software in March.

### Seed library

- Greenery wall, LED light strip, new electrical outlet now in place
- Seed library team is working with Cornell Cooperative Extension and the Friends of the Library on obtaining seeds. Webster is able to run their seed library entirely with donations, but we will likely purchase a small startup supply to ensure adequate variety. Deb Muratore of the Friends and the Conservation Board has offered to assist with soliciting donations from local and national vendors. Estimated cost is about \$200.
- Betty inquired about honoring Kimie Romeo's contribution to the seed library, with Greg noting that she had sponsored the town board motion to use ARPA funds for the project. The town board will be invited to a launch ceremony for the seed library when it officially opens in April, which could provide an opportunity to recognize councilmember Romeo.

**Old business:** Betty discussed dividing up work on Greg's nomination for the Mary Bobinski Innovative Public Library Director Award.

### **New business**

- Rachel has proposed initiating regular board get-togethers, ideally at locally-owned businesses. Erin will send out a Doodle poll for potential dates in March.
- Erin is putting together an official contact list with names, emails, phone numbers, and (optional) birthdays for all trustees, to be saved on the board OneDrive.

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

### **Review of meeting action items**

- John and Greg to update BoT page on website
- Erin to confirm next meeting date with Rachel and Kelly
- Erin to follow up on board get-together and contact list
- All trustees to review lost -and-found and cash handling policies before next meeting
- Coordinate with student reps for next meeting

**Adjournment**

- Motion to adjourn to executive session at 7:36 pm to discuss matters of litigation.
- Motion to come out of executive session at 7:38 pm.
- Meeting adjourned at 7:40 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Erin Dougherty

**IRONDEQUOIT PUBLIC LIBRARY  
REVENUE**

12/31/2022  
Updated as of 2/6/23

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL YTD DEC 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	\$54,662	(\$8,187)	117.6%
0	0005-2082	Library charges (overdue & lost fines)	\$76,681	\$67,370	\$32,500	\$42,465	\$32,900	\$43,310	(\$10,410)	131.6%
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	\$17,732	(\$5,332)	143.0%
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	100.0%
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>\$2,813,462</b>	<b>(\$24,428)</b>	<b>100.9%</b>

**EXPENSES**

GROUP	FUND	DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 BUDGET	2022 ACTUAL YTD DEC 22	2022 BALANCE	2022 %
1		Salaries	\$998,983	\$983,163	\$964,129	\$966,766	\$1,086,669	\$1,037,516	\$49,153	95.5%
2		Equipment & capital	\$2,764	\$2,565	\$4,529	\$977	\$500	\$2,648	-\$2,148	529.5%
4	7410-4050	Library materials	\$170,967	\$178,336	\$169,598	\$175,369	\$180,000	\$180,527	-\$527	100.3%
4		Services & supplies	\$354,003	\$329,561	\$342,006	\$425,579	\$439,764	\$426,926	\$12,838	97.1%
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	\$407,743	\$39,985	91.1%
<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>\$2,679,759</b>	<b>\$109,302</b>	<b>96.1%</b>

IRONDEQUOIT PUBLIC LIBRARY  
REVENUE

1/31/2023

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL YTD JAN 23	2023 BALANCE	2023 %
0	0005-1001	Property taxes	\$2,334,611	\$2,507,625	\$2,495,508	\$2,680,059	\$2,695,213	\$1,062,031	\$1,633,182	39.4%
0	0005-2080	Misc income (book sales, printing, faxing)	\$62,485	\$23,605	\$47,996	\$54,662	\$47,219	\$4,544	\$42,675	9.6%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$33,426	\$3,011	\$30,415	9.0%
0	0005-2655	Copier receipts	\$3,709	\$1,481	\$3,205	\$3,531	\$3,200	\$469	\$2,732	14.6%
0	0005-3889	State aid - oth culture & rec (Local Library Systems Aid)	\$15,734	\$12,263	\$16,860	\$16,142	\$12,400		\$12,400	0.0%
0	0005-2701	Refund prior year expenses	\$334	\$4,838	\$464	\$168			\$0	NA
0	0005-3890	State grant (youth fine elimination)	\$0	\$0	\$14,000				\$0	0.0%
0	0005-4911	Federal CARES Act funds		\$33,303	\$0				\$0	0.0%
0	0005-5031	Interfund transfers	\$85,000	\$40,000	\$40,000				\$0	0.0%
<b>Subtotal - revenue</b>			<b>\$2,576,001</b>	<b>\$2,655,615</b>	<b>\$2,660,497</b>	<b>\$2,794,750</b>	<b>\$2,791,458</b>	<b>\$1,070,055</b>	<b>\$1,721,403</b>	<b>38.3%</b>

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL YTD JAN 23	2023 BALANCE	2023 %
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,140,595	\$66,528	\$1,074,067	5.8%
2		Equipment & capital	\$2,565	\$4,529	\$977	\$2,468	\$18,886			
4	7410-4050	Library materials	\$178,336	\$169,598	\$175,369	\$171,848	\$180,000	\$3,352	\$176,648	1.9%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$412,397	\$10,686	\$401,711	2.6%
4		Contingency - contracted services	\$0	\$0	\$0	\$0	\$10,000		\$10,000	0.0%
6		Principal on debt	\$210,000	\$175,000	\$325,000	\$335,000	\$340,000		\$340,000	0.0%
7		Interest on debt	\$335,100	\$449,852	\$296,000	\$289,400	\$282,650		\$282,650	0.0%
8		Employee benefits	\$446,414	\$413,337	\$445,435	\$406,340	\$436,227	\$24,449	\$411,778	5.6%
<b>Subtotal - expenses</b>			<b>\$2,485,140</b>	<b>\$2,518,450</b>	<b>\$2,635,126</b>	<b>\$2,626,286</b>	<b>\$2,820,755</b>	<b>\$105,015</b>	<b>\$2,696,854</b>	<b>3.7%</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>	<b>2023</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	\$2,968.37
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>	<b>\$2,968.37</b>

**CHASE ACCOUNTS**

**JANUARY 2023**

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

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
1/1/2023	Opening balance			\$47,520.44
1/20/2023	Payment to Laura Gavigan for Mindful Winter Wellness Series (LIF purchase)		\$600.00	\$46,920.44
1/20/2023	Remaining balance of youth fine and fee elimination grant (deposited into budget line 005.0005.3889, see 2022 financial summary)		\$14,000.00	\$32,920.44
1/30/2023	Payment to Wegmans Food Markets Inc. for volunteer recognition gift cards		\$360.95	\$32,559.49
1/30/2023	Payment to Susan Kramarsky (reimbursement for staff gift cards)		\$165.00	\$32,394.49
1/31/2023	Interest	\$17.75		<b>\$32,412.24</b>

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

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
1/1/2023	Opening balance			\$6,810.14
1/31/2023	Interest	\$2.89		<b>\$6,813.03</b>

**2021 BULLET AID**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
1/1/2023	Opening balance			\$10,437.87

**2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
1/1/2023	Opening balance			\$16,920.00
1/20/2023	Payment to Laura Gavigan for Mindful Winter Wellness Series 1/13 - 2/3/23		\$600.00	<b>\$16,320.00</b>

February 15, 2023 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
20	Alliance Entertainment	Library materials	\$193.96	4050
21	Amazon	Professional services, programming (Glowforge supplies)	\$62.96	4408
21	Amazon	Supplies, office	\$259.57	4570
21	Amazon	Supplies, other misc.	\$46.15	4650
22	Balsam Bagels	Conference/training (breakfast for staff training day 2/3/23)	\$34.50	4100
23	Baker & Taylor	Library materials	\$7,738.04	4050
24	Baker & Taylor Entertainment	Library materials	\$1,102.90	4050
25	Barnes & Noble	Library materials	\$457.85	4050
26	Greg Benoit	Supplies, other misc.	\$43.54	4650
27	Bibliotheca	Supplies, library processing	\$1,788.00	4576
28	Breakout EDU	Professional services, programming (escape room provider for teen library programs)	\$199.00	4408
29	Brodart	Supplies, library processing	\$185.89	4576
30	Michael Callari	Professional services, programming (reimbursement for VCR purchased for Maker's Lab)	\$15.99	4408
31	Cengage Learning	Library materials	\$339.62	4050
32	Center Point Large Print	Library materials	\$2,905.20	4050
33	De Lage Landen	Contracted services	\$165.90	4120
34	Demco	Professional services, programming (prizes for 1,000 Books Before Kindergarten program)	\$53.98	4408
34	Demco	Supplies, library processing	\$50.24	4576
<b>35</b>	<b>EnvisionWare</b>	<b>Computer software</b>	<b>\$3,047.35</b>	<b>4090</b>
36	Ingram	Library materials	\$351.90	4050
37	Cris Johnson	Professional services, programming (tween library program on 4/6/23, children's program on 4/20/23)	\$700.00	4408
38	Sarah Knight	Professional services, programming (children's STEAM programs on 1/24 and 2/21/23)	\$140.00	4408
39	Lakeshore Learning Materials	Professional services, programming (easei for children's library programs)	\$396.82	4408
40	Synn Lymn McLaughlin	Mileage	\$5.24	4350
41	Meetup.com	Professional services, programming (Meetup account for adult writing group)	\$74.80	4408
42	Midwest Tape LLC	Library materials	\$1,091.81	4050

43	<b>Mindful Matters, LLC</b>	<b>Conference/training (wellness presentation for staff training day on 2/3/23)</b>	<b>\$400.00</b>	<b>4100</b>
44	Monroe County Library System	Supplies, other misc.	\$90.00	4650
45	OverDrive	Library materials	\$1,893.69	4050
46	Ridge Donut Café	Conference/training (breakfast for staff training day 2/3/23)	\$37.98	4100
47	Rince Na Tiarna Irish Dancers	Professional services, programming (Irish dance performance on 3/17/2023)	\$150.00	4408
48	<b>Rochester Community Acupuncture</b>	<b>Conference/training (wellness presentation for staff training day on 2/3/23)</b>	<b>\$250.00</b>	<b>4100</b>
49	Jeanette Sheliga	Professional services, programming (presentation for genealogy group on 1/25/23)	\$100.00	4408
50	Showcases	Supplies, library processing	\$200.88	4576
51	Sips Coffee & Café	Conference/training (breakfast for staff training day 2/3/23)	\$44.26	4100
52	Soho Imaging	Supplies, office	\$278.00	4570
53	Staples	Supplies, office	\$222.30	4570
54	T-Mobile	Library materials	\$57.40	4050
55	W.B. Mason	Supplies, office	\$260.20	4570
56	Wegmans	Conference/training (breakfast for staff training day 2/3/23)	\$58.39	4100
<b>Total</b>			<b>\$25,494.31</b>	

**February 15, 2023 voucher list**

<b>Fund</b>	<b>Fund total</b>
4050	\$16,132.37
4090	\$3,047.35
4100	\$825.13
4120	\$165.90
4350	\$5.24
4408	\$1,893.55
4570	\$1,020.07
4576	\$2,225.01
4650	\$179.69
<b>Grand Total</b>	<b>\$25,494.31</b>

**Organizational Development Committee**  
February 2023 Employee Changes

**Afiya Farrell**

New Hire:

Substitute Librarian

Notes:

Afiya has significant experience working in the academic setting as an administrative assistant, executive assistant, and graduate assistant, but is looking to transition her career to work as a librarian.

Afiya currently works as an administrative assistant and executive assistant at the University of Rochester and University at Buffalo respectively. She also works as a substitute librarian at the Rochester Public Library and has prior experience working as a reference librarian at Niagara University.

This position is provided for in the 2023 budget. Afiya's start date was February 6, 2023.

**Amy Holland**

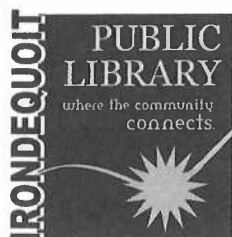
Status Change:

Full-Time Librarian II to Part-Time Librarian II

Notes:

For more background on this change, please refer to the February 2023 Director Report.

This change will be effective March 20, 2023.



## **Irondequoit Public Library**

Combined October & November Director's Report

Wednesday, February 15, 2023

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

#### **Full-Time and Part-Time Status Changes**

##### **Summary**

Amy Holland, one of Irondequoit Public Library's two full-time Children's Librarians has requested to adjust her employment status from full-time (35 hours per week) to part-time (24 hours per week). Amy had previously explored making this change in the late 2021 and early 2022.

This change, when combined with cost savings that have already been realized in the 2023 budget, would enable the library to promote a part-time (20 hours per week) Library Assistant to full-time (35 hours per week) status.

By replacing a full-time Librarian with a full-time Library Assistant, the library will be able to maintain the current level of library programs, collection development, and reference desk staffing.

##### **Operational Impact**

###### **Part-Time Librarian**

###### **Collection Development**

Amy Holland will continue to purchase the overwhelming majority of materials for the children's library.

###### **Reference Services**

Amy's shifts at the children's library reference desk will be reduced from from three per week to two, with each shift typically lasting four hours. The remaining reference desk shift will be covered by the 16 other reference desk employees in rotation.

###### **Library Programs**

The majority of library programs will continue to be conducted by Matt Krueger with support from Emily Baker and Amy Holland. Amy will continue to make appearances at children's programs and story times.

##### **Full-Time Library Assistant**

###### **Reference Services**

The full-time Library Assistant will continue to work 16-20 hours per week on the reference desk.

###### **Library Programs**

The full-time Library Assistant would now be responsible for additional library programming, particularly STEAM programs for children, teens, and adults.

The full-time Library Assistant will play an integral role on the 1839 Maker's Lab team. They will be responsible for accomplishing the bulk of the action items that are developed at the regular

1839 maker's Lab meetings. These actions items include revising equipment instructions, drafting policy, and writing publicity for 1839 maker's Lab services and program. Additionally, they will conduct regularly occurring STEAM and crafting programs for all ages using the equipment available through the maker's lab.

This position would also occasionally join Matt, Amy, and Emily at story times and children's programs.

**Financial Impact**

This proposed change can be accomplished within the existing 2023 library budget by applying the personnel budget surplus that was created by exchanging four Library Clerk positions for three Library Assistant positions.

**Current 2023 Budget**

Full-Time Librarian II	\$53,098.88
Part-Time Library Assistant	\$18,422.08
Surplus from Library Assistant/Library Clerk Exchange	\$6,801.80
<b>Total</b>	<b>\$78,322.76</b>

**Proposed 2023 Budget**

Part-Time Librarian II	\$36,404.16
Full-Time Library Assistant	\$41,792.27
Remaining Surplus from Library Assistant/Library Clerk Exchange	\$126.33
<b>Total</b>	<b>\$78,322.76</b>

**Requested Board Motions**

Motion to update the library's organizational chart to change one full-time Librarian II position to a part-time Librarian II position and change one part-time Library Assistant position to a full-time Library Assistant position.

Motion to update Amy Holland's 2023 annual paid time off allotment to reflect the standard part-time allocation of 40 hours vacation time, 16 hours personal time, 48 hours sick time, 20 hours bereavement time, and 4 hours floating holiday time minus time used in 2023.

Motion to transfer \$53,099 from the full-time professional budget (005-7410-0100-1100-7410), to be applied as follows: \$41,811 to the full-time clerical budget and \$11,288 to the part-time professional budget (005-7410-0102-1100-7410)

Motion to transfer \$25,116 from the part-time clerical budget (005-7410-0102-1100-7415) to the part-time professional budget (005-7410-0102-1100-7410)



## Community Reflections

Sarah Knight has made custom signs for our Community Reflections book list display using the library's Glo Forge. These signs indicate the demographic information pertaining to the author and characters in the book and includes a QR code that takes the patron to a digital version of the book list where they can place a hold on the items. Supplies for a larger "Community Reflections" sign has have also been order.

I have met with Amy Henderson and Emily Baker to coordinate the second phase of the Community Reflections project, which will be the creation of a substantial amount of display space on the second floor. This display will feature books by and about diverse groups, and will correspond with days and months that commemorate and recognize these groups. (Example: Women's History Month.)

## Black History Month

In recognition of Black History Month the Irondequoit Public Library has setup displays promoting library materials by and about black individuals in the children's library, the teen room, media collection, and the adult fiction and non-fiction collection.

We are also featuring the book *Libertie* by Kaitlyn Greenidge with the Iron Book Group. *Libertie* is a coming of age story about a black girl growing up in reconstruction era Brooklyn, and is written by a popular black author.

## Art Instruction Classes

The Irondequoit Public Library is partnering with the Irondequoit Art Club to coordinate a series of free art instruction classes that are open to the public. Each month a local artist from the Irondequoit Art Club will lead a demonstration or hands on craft activity using a particular art technique or medium.

The list of classes are:

- February: Drawing Faces
- March: Ukrainian Easter Egg Decorating
- April: Watercolor Painting
- May: Book & Journal Making
- September: Collages & Mixed Media
- October: Picture Framing
- November: Painting with Acrylics
- December: Holiday Card Making
- January: Sculpture

## Long Range Plan Updates

Our February staff training day included a presentation on the benefits of acupuncture by the co-owners of Rochester Community Acupuncture, an update on our partnership with Rochester Accessible Adventures from Anita O'Brien, Executive Director, and circulation staff and reference staff meetings.

## Upcoming Staff Training Day Wellness Topics

- March: New Security Camera Training, Laura Gavigan - Mindfulness (Mindful Matters)
- April: Chelsea Kehrlí - Addiction Recovery (ROCovery Fitness)
- May: Joani Hardy - Decluttering (Clutter Coach)

## **2. Town of Irondequoit**

### **One Irondequoit - Local Access TV Show Appearance**

I will be featured on One Irondequoit next month in a five minute interview with Mary McCombs. I plan to discuss the seed library's April launch and if time allows, the Community Reflections project.

## **3. Facilities Report**

### **Children's STEAM Lab Update**

The Children's Librarians have begun ordering supplies for the Children's STEAM Lab that was funded by the Irondequoit Public Library Foundation.

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

The greenery wall has been hung. I am currently working to get the backlit 1839 Maker's Lab sign hung, but have encountered a few technical problems that have delayed the installation by two weeks. I anticipate the sign will be installed prior to the Wednesday, February 15<sup>th</sup> Library board meeting.

I have engaged with a volunteer from the Irondequoit Conservation Board and Friends of the Irondequoit Public library to solicit local vendors for seed donations. Funding has been identified for a startup supply of seeds.

On Friday, February 3<sup>rd</sup> the Irondequoit Library Maker's Lab team visited the Webster Public Library to meet with Doreen Daily, who coordinates the Webster seed library to discuss seed library operations, donations, and publicity.

I anticipate the seed library will be open for use by or on April 1<sup>st</sup>.

## **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**

A personnel report will be included in the "Related Documents" folder.

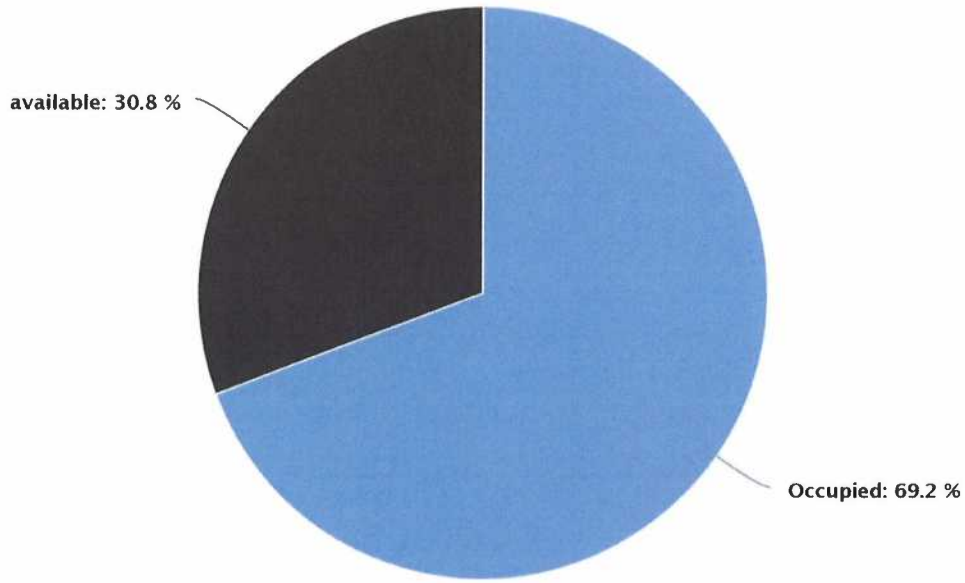
**Irondequoit Public Library**  
**Statistical Report to the Library Board**  
**February 2023**

Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Circulation		Maker's Lab Usage		Maker's Lab Circulation	
	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
Year																
January	3,770	5,152	10,913	13,598	47	84	621	1,193	733	1,195	30,320	31,541	0	50	2	8
February	4,109		11,188		52		1,413		837		31,317		0		1	0
March*	4,832		14,050		66		1,504		1,196		35,512		7		3	0
April	4,654		15,058		61		1,222		1,150		34,207		51		1	0
May	4,127		10,855		51		1,134		2,132		31,660		93		0	0
June	4,859		12,799		59		2,382		1,217		34,835		31		7	0
July	4,441		12,342		46		1,018		1,131		37,174		28		3	0
August	5,569		14,533		67		1,451		1,254		40,763		24		3	0
September	4,274		13,057		61		1,607		1,132		32,488		7		4	0
October	4,744		12,585		90		1,093		1,136		31,848		55		5	0
November	4,402		13,336		79		1,122		1,238		31,941		53		5	0
December	4,100		12,624		68		1,217		1,125		29,051		40		4	0
<b>Total</b>	<b>53,881</b>	<b>5,152</b>	<b>153,340</b>	<b>13,598</b>	<b>747</b>	<b>84</b>	<b>15,784</b>	<b>1,193</b>	<b>14,281</b>	<b>1,195</b>	<b>401,116</b>	<b>31,541</b>	<b>389</b>	<b>50</b>	<b>38</b>	<b>8</b>
<b>YTD Average</b>	<b>4,490</b>	<b>429</b>	<b>12,778</b>	<b>1,133</b>	<b>62</b>	<b>7</b>	<b>1,315</b>	<b>99</b>	<b>1,190</b>	<b>100</b>	<b>33,426</b>	<b>2,628</b>	<b>32</b>	<b>4</b>	<b>3</b>	<b>1</b>

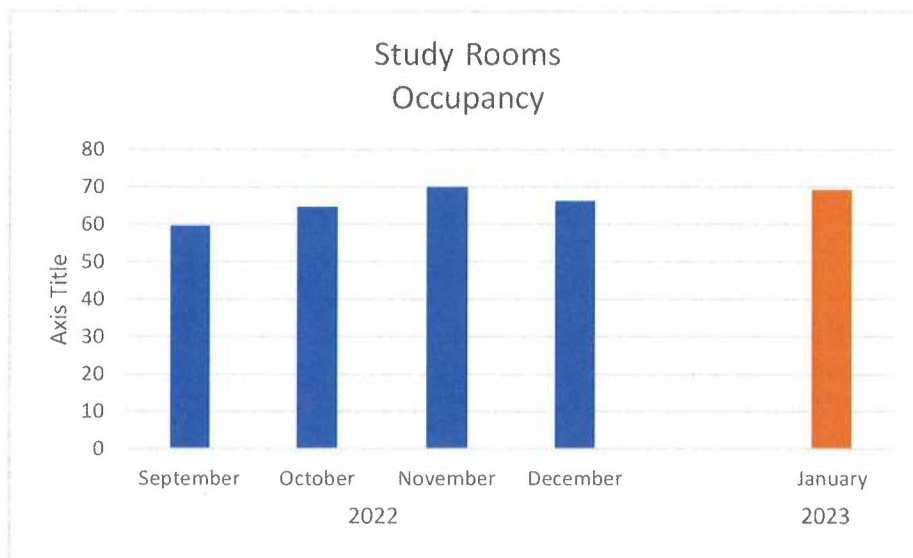
# Meeting and Study Room Reservations January 2023

## Study Rooms (Second Floor)

Aggregate Occupancy Ratio  
Sunday, January 1, 2023 – Tuesday, January 31, 2023

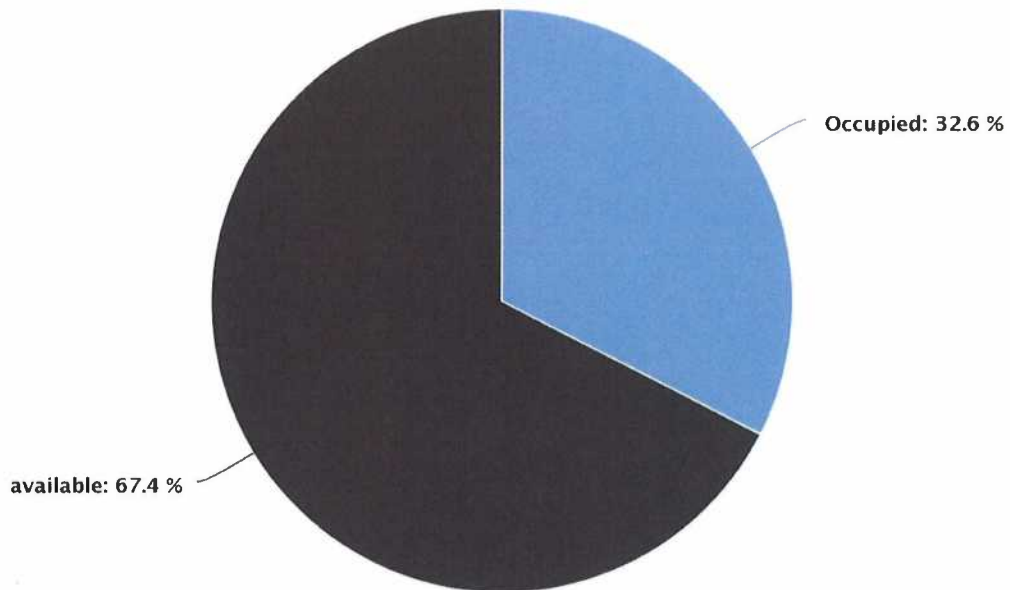


Average Booking Duration for January 2 hours  
Number of Bookings 640



## Meeting Rooms (First Floor)

Aggregate Occupancy Ratio  
Sunday, January 1, 2023 – Tuesday, January 31, 2023



Average Booking Duration for December 2 hours 52 minutes  
Number of Bookings 105

