

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of April 19, 2023

Call meeting to order: 6:36 pm.

Present: Phil Harriman, vice president; Betty Brewer-Johnson, treasurer; Erin Dougherty, secretary; Meaghan de Chateauvieux, Michael Huntone, Susan Kramarsky, Laura Osterhout, and Sarah Yannello, trustees at large; Molly Fisher, community engagement committee member.

Guests: Rory Fitzpatrick, town supervisor; Greg Benoit, library director; Amy Holland, children's librarian (staff liaison); Marshall Yannello, student representative; Stephanie Schubmehl, library bookkeeper.

Absent: Rachel Snyder, president.

Approval of agenda: Approved.

Approval of minutes: Minutes of March 15, 2023 approved.

Attendance: Next meeting rescheduled from May 17 to May 24 at 6:30 pm. Erin unable to attend; no other conflicts noted.

Public forum: None. No comments submitted by email.

Town board liaison report

- Either Supervisor Fitzpatrick or Maria Vecchio will attend all library board meetings going forward.
- Several improvement projects are getting underway, including turf replacement at McAvoy Park, town hall campus revitalization, and updates to Camp Eastman. The campus revitalization project will bring more parking and space for a year-round farmer's market. Funding is from the American Rescue Plan Act.
- Upcoming events: Arbor Day/Earth Day tree planting on Friday 4/21, prescription drug takeback on Saturday 4/22, monthly electronics recycling beginning Saturday 4/22.
- 14 vehicle charging stations will be installed throughout the town thanks to \$80,000 in grant funding.
- The town will apply for bronze certification as a Climate Smart Community when the next application cycle begins in July, following through on a commitment made in 2009. This will open up eligibility for more funding and grant programs.
- Gloria Hunter was recently hired as the town's DEI coordinator.
- Thanks to a grant, the town will have funding available for seniors and economically vulnerable residents to make safety improvements on their property.

Foundation report

- See attached for updates on the Maker's Lab, STEAM Lab, Community Reflections, and other Foundation-supported initiatives.
- A draft funding proposal for study room door locks was shared with the board.
- Greg and Susan met with Fran Manion about refurbishing the staff lounge.

Friends report

- The IPL Friends hosted a roundtable for local Friends groups. Sarah Knight demonstrated Maker's Lab equipment for attendees.
- A board trustee is needed to serve as Friends liaison.

Staff liaison report

- Amy shared updates from Christy Simons and Synn Lymn McLaughlin.
- Christy reported that five new volunteers have joined the sister libraries team. Roma Public Library is holding a grand opening for its new addition in May, and the team donated 50 gift bags for the occasion. Volunteers will staff a table at the Irondequoit Farmers' Market monthly. She expressed her thanks to the library board for their continued support.
- Synn Lymn McLaughlin reported that the seed library is off to a strong start, with 350 seed packets (and the entire supply of bulk seeds) picked up so far. More ornamental seeds have been ordered and donations are coming in from patrons, companies, and a seed swap at Edgerton Recreation Center. Seeds are categorized by ease of planting.
- Phil thanked Greg for putting together a roundup of media coverage.

Long-range plan check-in

- Outline of goals attached. As discussed previously, board members and library staff had the opportunity to rank their priorities for the next four years of the plan. It was determined that year two will focus on the library's role in the community. The long-range planning committee will discuss strategies for developing action items at their next meeting. Laura to attend.
- Erin will send out upcoming professional development opportunities for trustees to fulfill their annual requirements.
- Erin reminded trustees to recognize library staff by filling out comment cards at service desks.

Finance committee, vouchers, financial report

Financial report

- Revenue: The library has now collected 97.6 percent of anticipated revenue for the year, with library-generated revenue continuing to outperform projections in all categories. Receipts from the public copier hit another record high in March, and the book sale had its best quarter of all time.

- Expenses: With 25 percent of the year elapsed, the library has spent 14.6 percent of budget. As is typical for this time of year, the overall figure appears artificially low, with substantial routine expenditures yet to be posted for debt servicing and maintenance expenses, among others. Spending is at 21.3 percent of budget for salaries, 17.9 percent for library materials, and 16.2 percent for services and supplies.

Finance committee: Met on Monday and discussed combining line items for print station and copier cash receipts pending approval from the comptroller. This would improve workflow for staff and reduce the amount of cash kept at the reference desk. Greg has also been in touch with the comptroller to address questions about new finance software the town is planning to adopt.

Vouchers

- Vouchers of note: #94, Everwilde Farms: bulk seeds for seed library; #97, Keyboard Repair: contractor recommended by Kevin LaBarr to repair speakers in downstairs meeting rooms.
- Motion to approve April 2023 vouchers for payment. Seconded. Motion carried.

Professional development request

- Greg shared a request from Synn Lymn McLaughlin to attend the ALA annual conference in Chicago. As the total cost would be over \$500, this requires approval from the library board under town travel policy.
- In response to a question from Susan, Greg confirmed that the professional development budget would still be able to accommodate training requests for other staff members, especially with the increased availability of online courses.
- Motion to approve conference attendance request for Synn Lymn McLaughlin. Seconded. Motion carried.

Community engagement committee

Student representative report: Marshall updated the board on recent and upcoming events at Eastridge. Among the highlights:

- The school's spring musical, *Sister Act*, wrapped up in March. Eastridge students served dinner for local seniors before one of the performances.
- Students are currently reviewing fire drill and lockdown procedures for safety week.
- Marshall has been volunteering as a lifeguard at the school pool, which hosts swim practice for local Special Olympians.
- School budget vote and district elections will take place on May 16.
- Sarah has helped coordinate community donations of formalwear for prom and senior ball.

Community engagement updates

- Uplift Irondequoit is holding a community forum at the library tomorrow. Thanks to Sarah and Marshall for helping spread the word among students and teachers.
- Molly, Betty, and Sarah recently interviewed a prospective student rep from Irondequoit High School, Keely Shafer. Keely accepted the position but was unable to attend tonight. Sarah is also in contact with three potential student reps from Bishop Kearney.

- Sarah and Molly will provide orientation for all incoming student reps. Greg will arrange for a tour of the library.
- Student rep reports will be moved up the agenda for future meetings.

Technology team

- Phil, Kevin LaBarr, and John Scalzo met recently. Kevin is working with Tariq Hudson to set up additional PCs in the computer lab and quiet room.
- The library is using 2021 budget aid funds from Assemblymember Clark to purchase an adjustable-height table for the computer lab. Remaining funds could also go toward a sensory kit and sensory nook for the children's library.
- John has now been trained on the town's Laserfiche document management system. Tariq, Greg, and possibly Stephanie will also receive training in the future.
- EnvisionWare is replacing the document feeder for the library's public scanner.

Old business

Mary Bobinski Innovative Public Library Director Award

- Betty reports that all preparations are on track. The application will focus on humanitarian rather than financial contributions.
- Laura, who is a member of the NYLA Council, noted that she will recuse herself from award voting and discussion.
- Betty and Rachel will compile and review all contributions ahead of the next board meeting. Nominations are due June 15.

New business

Board get-together: First quarterly gathering will be April 27 at I-Square. Erin to send invites.

Director's report: See attached.

Review of meeting action items

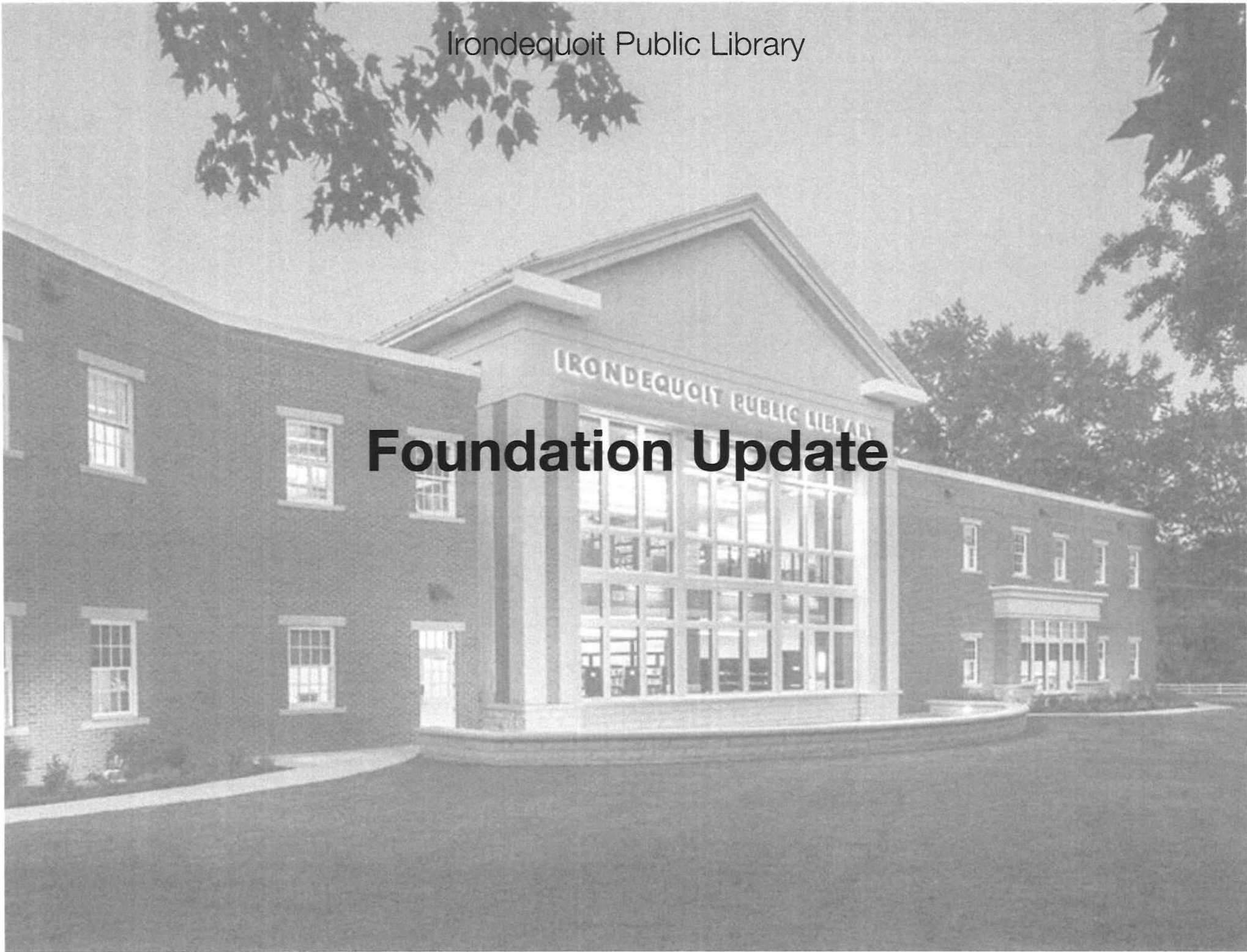
- Reminder: Next meeting is May 24.
- Erin to coordinate a card for Terri Dalton on behalf of the board.

Adjournment: Meeting adjourned at 7:53 pm.

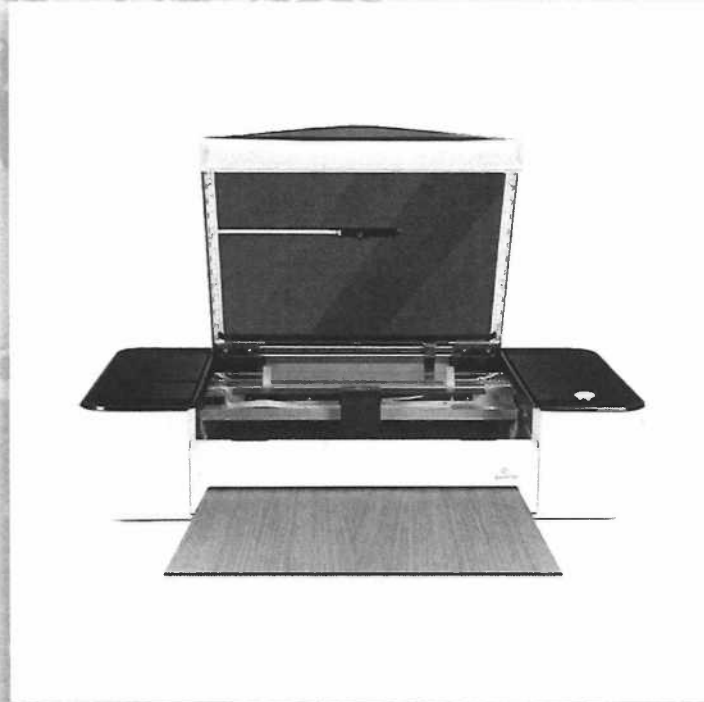
Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

Irondequoit Public Library

Foundation Update



1839 Maker's Lab Update



Glowforge

- The Glowforge is being used in 1839 Maker's Lab programs
- Patrons can submit Glowforge print requests
- The Glowforge has been used to make custom signs throughout the library

1839 Maker's Lab Update



1839 Maker's Lab Update

**INTRODUCING
MAKER'S
MONDAYS**

Make, learn, and explore with programs for all ages, every Monday at the Irondequoit Public Library. Registration may be required, see our Event Calendar for full details!

**IRONDEQUOIT PUBLIC LIBRARY'S
MAKER'S
MONDAYS**

Make, learn, and explore with us every Monday at the Irondequoit Public Library.

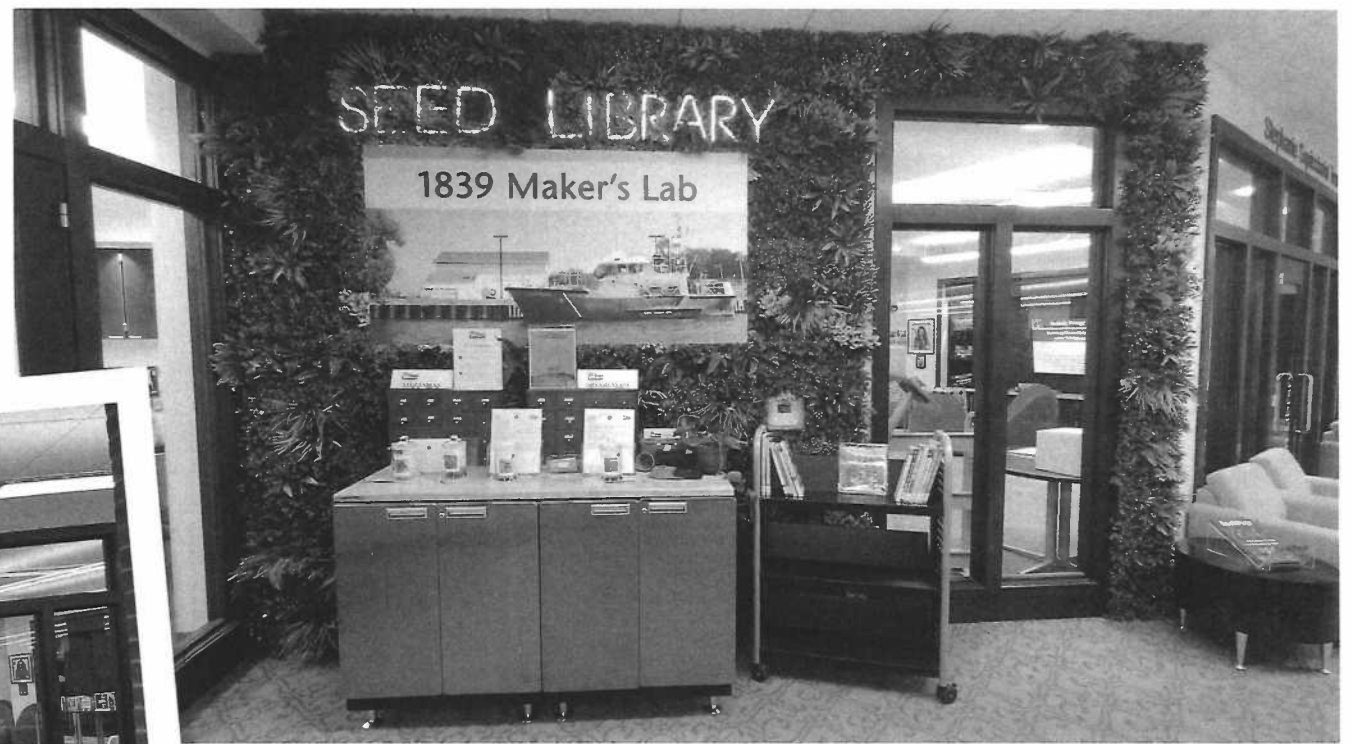
May 1 : Make and Take Lab: Mother's Day Glowforge Charm All Ages 3 pm- 7 pm in the Maker's Lab
May 8 : Make and Take Lab: Mother's Day Glowforge Charm All Ages 1 pm - 5 pm in the Maker's Lab
May 15: STEAM Session with Ms. Sarah Registration Required 4 pm - 5:30 pm Room 115
May 22: Equipment Training in the Maker's Lab 1 pm - 6 pm Trainings every half hour. Registration Required.

STEAM
SCIENCE, TECHNOLOGY, ENGINEERING, ARTS, MATHEMATICS

1839 Maker's Lab Update

The 1839 Maker's Lab has seen a resurgence of interest thanks to new programs like the aforementioned GloForge programs and publicity in local media generated by the launch of our seed library.

1839 Maker's Lab usage surpassed total 2022 figures in February of this year.



Community Reflections

Community Reflections is Irondequoit Public Library's a part of the library's diversity, equity, and inclusion initiative as it relates to the library's collection.

This initiative relies heavily on the use of the CollectionHQ software that was purchased by the Foundation.

- CollectionHQ is being used to:
 - ▶ Analyze the library's purchasing patterns and strategically guide the purchase materials by and about demographic groups that are under represented in the collection.
 - ▶ Develop print and online booklists of newly purchased materials of interest to people from diverse backgrounds.
 - ▶ Identify books in the library's collection for display during commemorative occasions.
 - Examples: Women's History Month, Black History Month, Asian Pacific American Heritage Month

Community Reflections



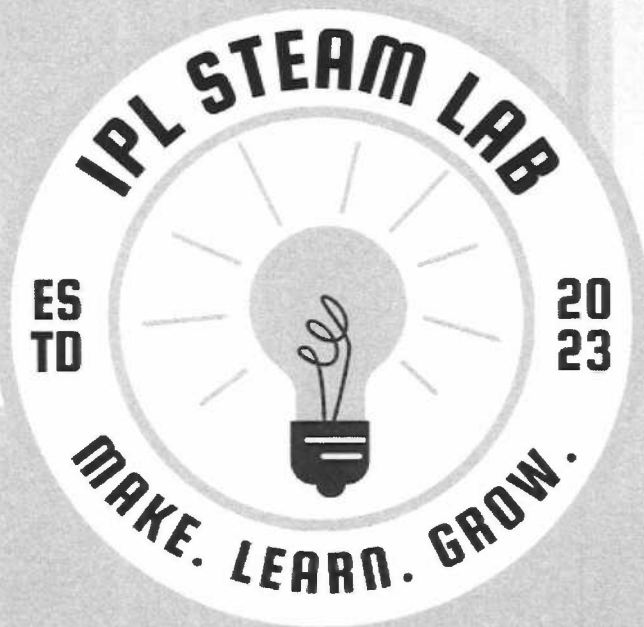
STEAM Lab

The STEAM Lab is a collection of self-directed science, technology, engineering, art, and mathematics activities located in the former children's library Activity Room.

The purpose of this room is to promote STEAM related concepts to school aged children, prepare them for success with these subjects in school, and encourage them pursue careers in lucrative STEAM fields of work.

The self-directed STEAM Lab activities will be supplemented by two monthly children's STEAM Lab programs.

The STEAM Lab will open the first week of May.



STEAM@IPL

Science. Technology. Engineering. Arts. Math.

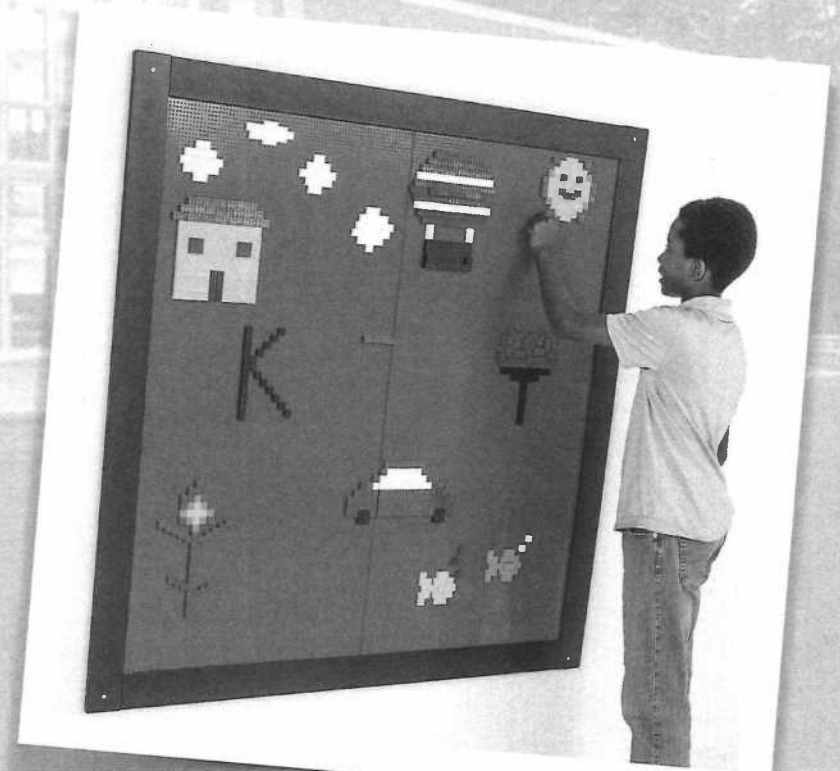
STEAM Lab

The library has hired a full-time library assistant who is a former science teacher with a background in leading STEAM activities for school aged children.

Our previous request for \$2,400 for professional services can now be accomplished in house by this staff member.

Would the Foundation be agreeable to altering the STEAM Lab funding proposal to include \$1,000 for a SLAB Dream Lego wall and \$250 for GloForge software that will enable children and adults to design objects that can be printed using the GloForge?

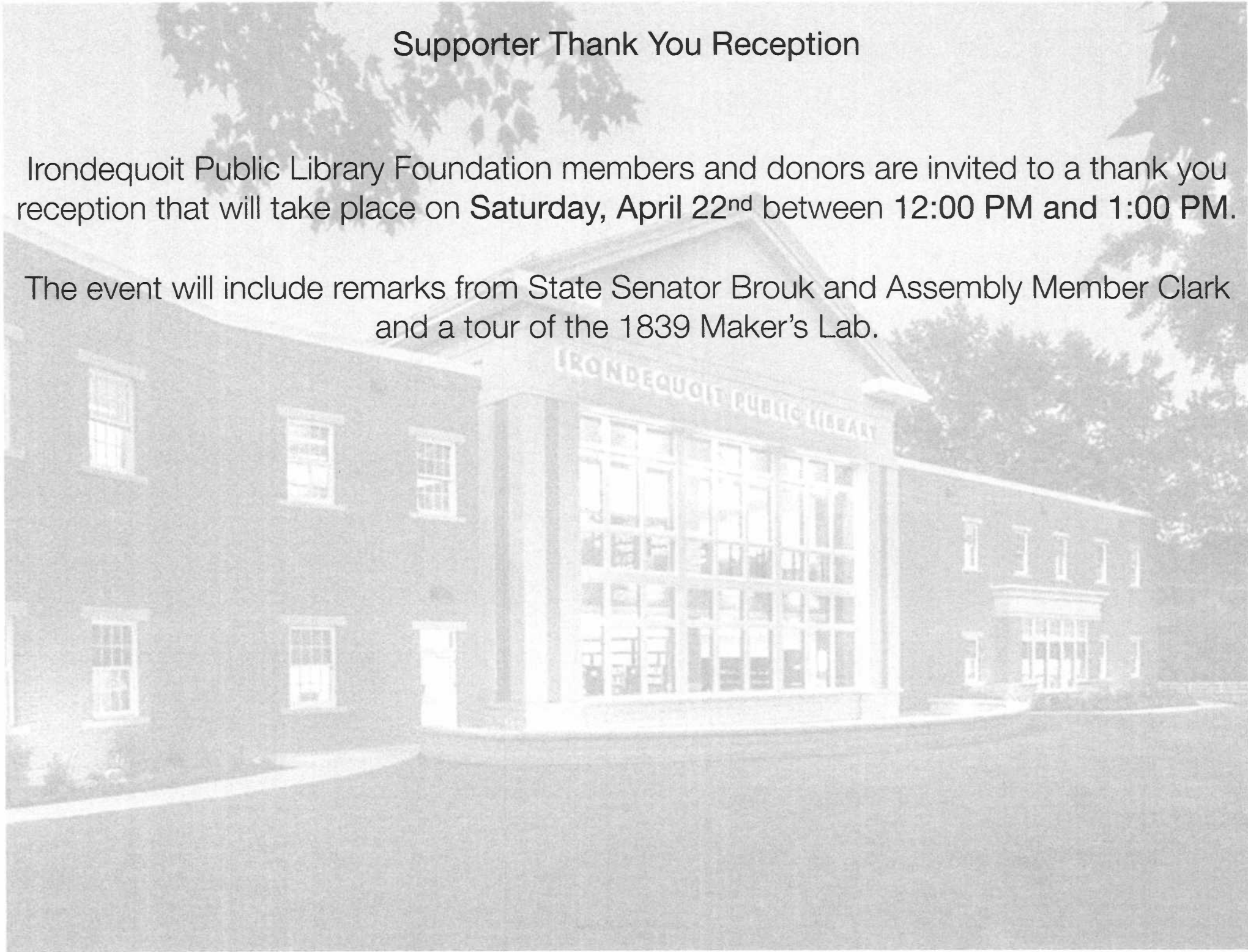
The balance of \$1,150 would be retained by the Foundation for future purchases.



Supporter Thank You Reception

Irondequoit Public Library Foundation members and donors are invited to a thank you reception that will take place on **Saturday, April 22nd** between **12:00 PM and 1:00 PM**.

The event will include remarks from State Senator Brouk and Assembly Member Clark and a tour of the 1839 Maker's Lab.



April 19, 2023 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
86	Amazon	Equipment, office (ARPA)	\$143.04	2135
86	Amazon	Supplies, office	\$63.92	4570
86	Amazon	Library materials	\$185.51	4050
87	Baker & Taylor	Library materials	\$9,641.61	4050
88	Baker & Taylor Entertainment	Library materials	\$805.50	4050
89	Barnes & Noble	Library materials	\$583.44	4050
90	Bluehost	Contracted services	\$179.88	4120
91	Brodart	Supplies, library processing	\$459.10	4576
92	Bruegger's Bagels	Conference/training (breakfast for staff training day on 4/7/23)	\$43.19	4100
93	Cengage Learning	Library materials	\$246.66	4050
94	Everwilde Farms	Equipment, office (ARPA)	\$63.40	2135
95	Faronics	Computer software licensing	\$69.30	4090
96	Ingram	Library materials	\$454.62	4050
97	Keyboard Repair	Maintenance, computer	\$591.84	4250
98	Library Ideas LLC	Library materials	\$833.04	4050
99	Midamerica Books	Library materials	\$311.30	4050
100	Midwest Tape	Library materials	\$1,171.63	4050
101	OverDrive	Library materials	\$931.16	4050
102	Penworthy	Library materials	\$155.22	4050
103	Playaway Products	Library materials	\$565.38	4050
104	Ridge Donuts	Conference/training (breakfast for staff training day on 4/7/23)	\$39.98	4100
105	Sips Coffee & Café	Conference/training (breakfast for staff training day on 4/7/23)	\$19.43	4100
106	Smithsonian	Library materials	\$34.00	4050
107	Soho Imaging	Supplies, office	\$338.00	4570
108	Staples	Supplies, office	\$269.88	4570
109	T-Mobile	Library materials	\$114.80	4050
110	Tori Walczak	Library charges (refund for lost & paid/found & returned books)	\$40.00	2082
111	W.B. Mason	Supplies, office	\$310.91	4570
112	Wegmans	Conference/training (breakfast for staff training day on 4/7/23)	\$58.06	4100
Total			\$18,723.80	

April 19, 2023 voucher list

Fund	Fund total
2082	\$40.00
2135	\$206.44
4050	\$16,033.87
4090	\$69.30
4100	\$160.66
4120	\$179.88
4250	\$591.84
4570	\$982.71
4576	\$459.10
Grand Total	\$18,723.80

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

3/31/2023

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL YTD MAR 23	2023 BALANCE	2023 %
0	0005-1001	Property taxes	\$2,334,611	\$2,507,625	\$2,495,508	\$2,680,059	\$2,695,213	\$2,695,213	\$0	100.0%
0	0005-2080	Misc income (book sales, printing, faxing)	\$62,485	\$23,605	\$47,996	\$54,662	\$47,219	\$16,316	\$30,903	34.6%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$33,426	\$10,146	\$23,280	30.4%
0	0005-2655	Copier receipts	\$3,709	\$1,481	\$3,205	\$3,531	\$3,200	\$1,491	\$1,710	46.6%
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%
Subtotal - revenue			\$2,576,001	\$2,655,615	\$2,660,497	\$2,794,750	\$2,791,458	\$2,723,166	\$68,292	97.6%

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL YTD MAR 23	2023 BALANCE	2023 %
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,140,595	\$242,930	\$897,665	21.3%
2		Equipment & capital	\$2,565	\$4,529	\$977	\$2,468	\$18,886	\$427	\$18,459	2.3%
4	7410-4050	Library materials	\$178,336	\$169,598	\$175,369	\$171,848	\$180,000	\$32,198	\$147,802	17.9%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$402,156	\$65,342	\$336,814	16.2%
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	\$68,380	\$367,847	15.7%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,810,514	\$409,278	\$2,401,236	14.6%

BOOKSTORE SALES

Month	2015	2016	2017	2018	2019	2020	2021	2022	2023
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	\$3,592.07
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	\$3,708.45
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	
Total	\$22,973.30	\$29,217.46	\$31,730.93	\$34,647.51	\$33,480.23	\$11,530.07	\$26,885.29	\$32,833.60	\$10,268.89

CHASE ACCOUNTS

MARCH 2023

NON-PUBLIC FUNDS MMDA *****9050

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
3/1/2023	Opening balance			\$32,214.19
3/7/2023	Payment to Zoobean, Inc. for one-year Beanstack subscription (LIF purchase)		\$1,747.00	\$30,467.19
3/7/2023	Payment to Buffalo Audubon Society for J program series 4/3 - 4/7/23 (LIF purchase)		\$500.00	\$29,967.19
3/7/2023	Payment to Barnes & Noble for children's books purchased with donation IMO Norman Drake (see deposit 2/13/23)		\$38.68	\$29,928.51
3/7/2023	Payment to Amazon for Art Club program supplies (LIF purchase)		\$71.50	\$29,857.01
3/20/2023	Payment to Amazon for Art Club program supplies (LIF purchase)		\$40.60	\$29,816.41
3/20/2023	Payment to Daniel Jones for technology seminar on 4/18/23 (LIF purchase)		\$110.00	\$29,706.41
3/31/2023	Interest	\$16.69		\$29,723.10

PUBLIC FUNDS MMDA *****2587

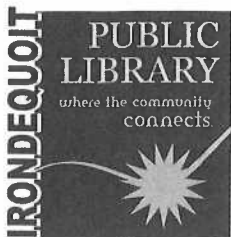
DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
3/1/2023	Opening balance			\$6,816.16
3/31/2023	Interest	\$3.76		\$6,819.92

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
3/1/2023	Opening balance			\$10,437.87

2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
3/1/2023	Opening balance			\$16,067.08
3/7/2023	Payment to Zoobean, Inc. for one-year Beanstack subscription		\$1,747.00	\$14,320.08
3/7/2023	Payment to Buffalo Audubon Society for J program series April 4/3 - 4/7/23		\$500.00	\$13,820.08
3/7/2023	Payment to Amazon for Art Club program supplies		\$71.50	\$13,748.58
3/20/2023	Payment to Amazon for Art Club program supplies		\$40.60	\$13,707.98
3/20/2023	Payment to Daniel Jones for technology seminar on 4/18/23		\$110.00	\$13,597.98



Irondequoit Public Library

Director's Report

Wednesday, April 19, 2023

1. Irondequoit Public Library

1839 Maker's Lab - Seed Library

Seed Library - Media Roundup

One Irondequoit

- https://fb.watch/j_usCsi1Kj/

News 8

- <https://www.rochesterfirst.com/irondequoit/irondequoit-celebrates-grand-opening-of-seed-library/>

13 WHAM

- <https://13wham.com/news/local/unique-library-opens-in-irondequoit>

10 NBC

- <https://www.whec.com/top-news/irondequoit-opens-seed-library-for-gardeners/>

Spectrum News

- <https://spectrumlocalnews.com/nys/rochester/news/2023/04/10/irondequoit-public-library-guests-can-check-out-vegetable-ornamental-seeds>

GCCS Newsletter

- <https://gccschool.org/news/new-seed-library-features-gccs-student-products/>

Bob Lonsberry Show

- <https://www.iheart.com/podcast/the-bob-lonsberry-show-on-wham-20922208/episode/bob-lonsberry-show-331-hour-3-111921992/>

City Newspaper/WXXI

- A newspaper article and companion radio story by Jeremy Moule will be published in May.

The seed library was officially launched with excitement and fanfare on April 5th. Three local TV stations covered the ribbon cutting, which additional media outlets coving it in separate interviews and news stories.

The library was also invited to write an article for the monthly magazine published by the New York Association of Towns. I will work with Kim Romeo to create a draft and



will share it with the Executive Committee for feedback.

A significant number of seed donations have come in from vendors and private individuals. Synn Lymn has also secured a large supply of seed packets from a seed swap program she attended. Synn Lymn, Nora, and I will be working with Bridget LaDuca to incorporate restocking seeds and informational brochures into her regular job duties.

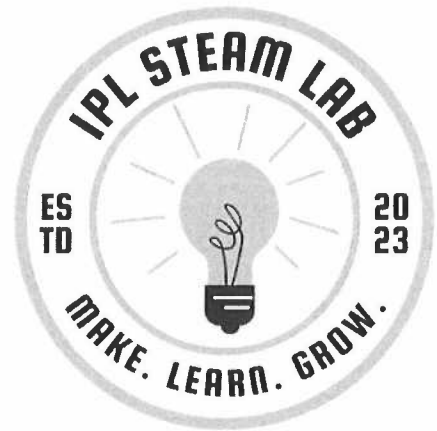
Thank you to the Library Board of Trustees, the library staff, and our community partners at the Irondequoit Conservation Board, Cornell Cooperative Extension, and the Irondequoit Town Board. Thank you to Mary McCombs and Supervisor Fitzpatrick for coordinating the media blitz about the seed library.

Of all the personal and professional creative projects I have ever undertaken, this one came the closest to matching the initial vision. I have also never participated in a single library related project that has generated this much media and public accolades.

IPL STEAM Lab

The youth services department will be ready to launch the IPL STEAM Lab during the first week of May.

The IPL STEAM Lab is similar in concept to the 1839 Maker's Lab but is intended for a school age audience. Children and their families will be invited to use the IPL STEAM Lab anytime the library is open, and it will feature a number of toys and games that promote concepts and careers related to science, technology, engineering, arts, and mathematics.



IPL STEAM Lab Logo

The IPL STEAM Lab is made possible by a generous donation of \$10,000 by the Irondequoit Public Library Foundation. A copy of the original proposal has been included with the Board packet on the Trustee OneDrive (*IPL STEAM Lab Proposal.pdf*) and includes a list of the toys, games, and equipment that will be available in the IPL STEAM Lab.

Maker Mondays

Sarah Knight is ready to launch *Maker Mondays*, a new weekly program series focusing on the 1839 Maker's Lab and IPL STEAM Lab.

Every Monday library patrons will be able to attend a program where they can receive instruction in the use of 1839 Maker's Lab equipment, build a craft using the 1839 Maker's Lab/IPL STEAM Lab, or participate in an activity that reinforces STEAM related concepts.



Maker Mondays Logo

The program series kicks off with two all ages craft programs where attendees can make Mother's Day earrings using the library's Glowforge, a fun activity intended to get families and children oriented to the new IPL STEAM Lab, and adult training classes on some of the most popular equipment available through the 1839 Maker's Lab.

The library's goal is to offer two classes or activities for adults/teens and two for children each month. A publicity graphic promoting the first month of Maker Mondays has been included with the Board packet on the Trustee OneDrive (*05 2023 Maker Mondays Publicity.png*).

Earth Day - Legislator & Supporter Recognition Event

The library staff and Board are preparing our thank you and recognition event on Saturday, April 22nd between 12:00 - 1:00 PM.

Expected to attend are: New York State Senator Brouk, Assembly Member Clark, members of the Irondequoit Conservation Board, members of the Irondequoit Public Library Foundation, and Ukrainian Federal Credit Union. The Rochester Area Community Foundation, one of the Foundations largest donors, has been invited as well, but have not yet responded with their RSVP.

The agenda for the event is:

- 12:00 PM Opening Remarks
 Review of Impact of Supporters (Brouk, Clark, Foundation/UFCU, RACF, Irondequoit Conservation Board)
- 12:05 PM Library Board Remarks
- 12:10 PM Remarks from State Senator Brouk
 Presentation of Gift
- 12:20 PM Remarks from Assembly member Clark
 Presentation of Gift
- 12:30 PM Tour & Demonstration of 1839 Maker's Lab
 Mingle with Drinks & Light Food

I will submit a draft of my opening remarks and highlights for feedback to the Executive Committee by Friday morning.

2022 Annual Report to NYS

The 2022 Annual Report For Public And Association Libraries has been completed and the revisions recommended by the Monroe County Library System have been made.

Once this report is approved by the Library Board, it will correct a longstanding record keeping error that has resulted in confusion surrounding Trustee term start and end dates. Moving forward, these dates will be the definitive start and end dates for Library Board of Trustee terms. A document (*April 2023 Board Roster.docx*) will be updated anytime there is a change to the Library Board Officers or individuals on the Library Board.

A copy of the report (*2022 Annual NYS Report.pdf*) has been uploaded to the Trustee OneDrive under the *Related Documents* folder that corresponds with the April 2023 meeting.

Long Range Plan - Year Two Goal

The results from the poll to select the goal for year two of the library's long range plan have been collected and tabulated. The goal for year two will focus on improving and enhancing the library's role in the community.

For more information on this goal and to view the results please see the document *IPL LRP 2023 - 2026 Goals.pdf* located in the Trustee OneDrive under the *Related Documents* folder. The LRP Goals Committee will now begin work identifying a quick process for creating action items associated with this goal.

Upcoming Meetings & Events

Library Board members are welcome and encouraged to attend any and all of these meetings and events:

Thursday, April 20 at 10:00 AM

Meeting with NYLA President Elect Lisa Kropp

- Pittsford Community Library, Learning Center
- Microsoft Teams (Meeting ID: 223 132 930 960, Passcode: J8BhYy)

Thursday, April 20 at 6:30 PM

Uplift Irondequoit, Youth Advocacy Meeting

- Irondequoit Public Library, Room 115
- Zoom (Meeting ID: 891 9390 2044, Passcode: 038340)

Saturday, April 22 at 12:00 PM

Earth Day Legislator & Supporter Recognition Event

- Irondequoit Public Library, 1839 Maker's Lab

2. Town of Irondequoit

Town of Irondequoit - Seniors Newsletter

The Town of Irondequoit is launching a seniors newsletter. the library will contribute programs, events, and classes that might be of particular interest to seniors.

Property Assessment

The library has been receiving an increase in requests for information about the most recent property assessment. Library staff have been instructed to refer patrons to the Town of Irondequoit Assessor's website and to video recordings of information sessions with the Comptroller that cover about the assessment and appeal process.

New York State SAMs Grant - Update

The Dormitory Authority of New York has made the Town of Irondequoit aware that they must provide the deed to the land the library occupies in order to release the SAMs Grant funds obtained through State Senator Brouk's office. Supervisor Fitzpatrick indicated to Rachel and I that he has informed the town attorney, and that she is currently working on obtaining the correct documentation from Monroe County.

3. Facilities Report

Update on SAMs Grant

The missing screws on the metal grate located in between the automatic entryway doors have been replaced. Town of Irondequoit Maintenance Dept. employee Greg Champion indicated he will look into the possibility of having the grate welded in a fashion similar to the entryway grates at retail stores like Wegmans. He believes that welding the grate pieces together/to the floor will improve durability.

4. Monroe County Library System

Meeting with NYLA President Elect Lisa Kropp

The President Elect of NYLA will be in the Rochester area to meet with library directors and Library Boards. She will be visiting the Pittsford Community Library on Thursday, April 20th at 10:00 AM.

Attendees can also join the meeting via Microsoft Teams (Meeting ID: 223 132 930 960, Passcode: J8BhYy).

Succession Planning

Patty Uttaro, the Director of the Monroe County Library System and Rochester Public Library has indicated that she intends to retire in February 2025. The MCLS and RPL Library Boards are convening a search committee to coordinate succession planning.

5. Personnel Report

No personnel changes occurred during the last month.

6. Financial Report & Vouchers

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

7. Correspondence

- *April 2023 Foundation Update.pdf*
- *Association of Towns - Seed Library.pdf*
- *DRAFT Study Room Locks Proposal.pdf*

8. Items of Information

- *03 2023 Youth Advocates Meeting Minutes.docx*
- *04 2023 IPL Social Media Analytics.pdf*
- *05 2023 Maker Mondays Publicity.png*
- *2022 Annual NYS Report.pdf*
- *April 2023 Board Roster.docx*
- *Example Reevaluation Response Letter.pdf*
- *IPL LRP 2023 - 2026 Goals.pdf*
- *IPL STEAM Lab Proposal.pdf*

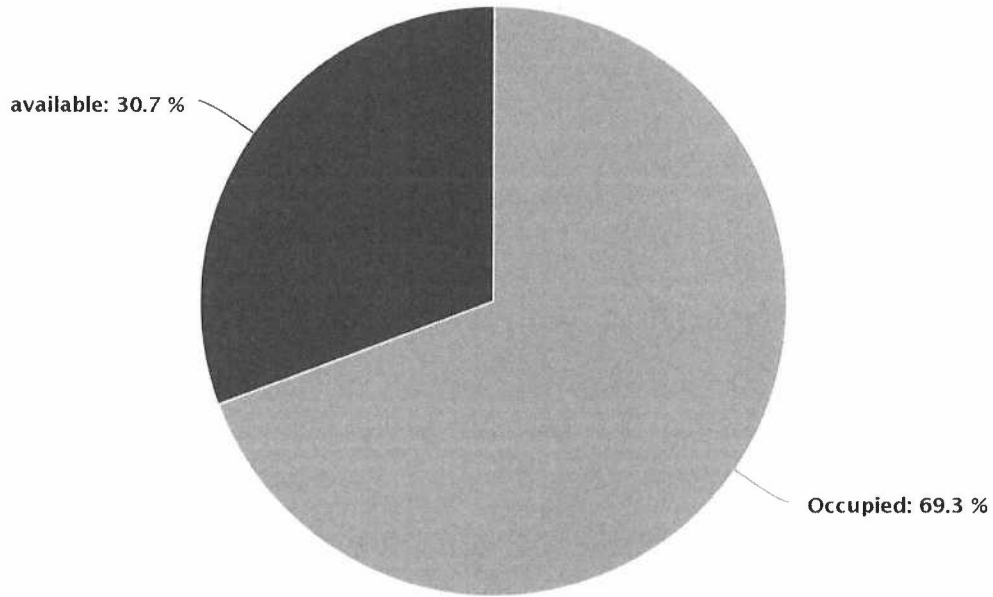
Irondequoit Public Library
Statistical Report to the Library Board
April 2023

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
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	5,035	11,188	15,490	52	83	1,413	1,035	837	1,264	31,317	31,583	0	37	1	6
March	4,832	4,880	14,050	16,186	66	86	1,328	1,475	1,196	1,343	35,512	35,134	7	31	3	4
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
Total	53,881	15,067	153,340	45,274	747	253	15,608	3,703	14,281	3,802	401,116	98,258	389	118	38	18
YTD Average	4,490	1,256	12,778	3,773	62	21	1,301	309	1,190	317	33,426	8,188	32	10	3	2

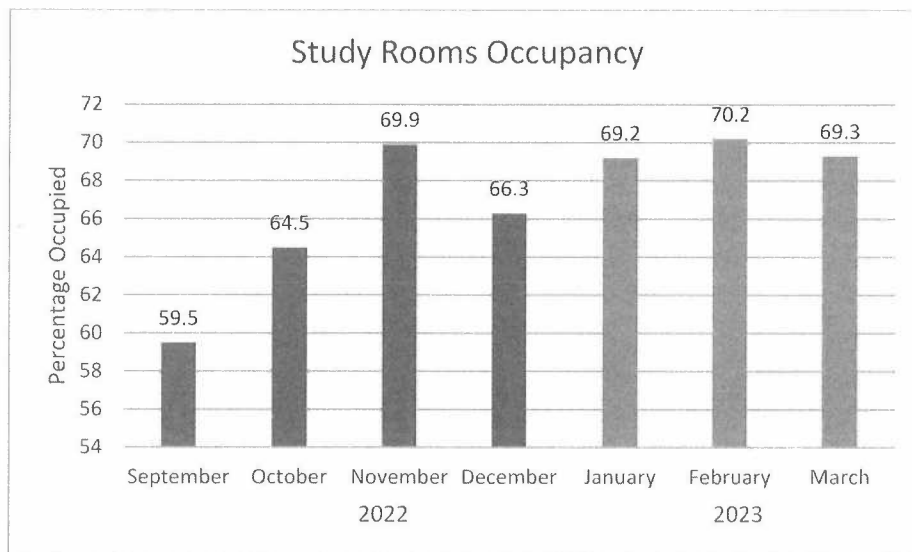
Meeting and Study Room Reservations March 2023

Study Rooms (Second Floor)

Aggregate Occupancy Ratio
Wednesday, March 1, 2023 – Friday, March 31, 2023

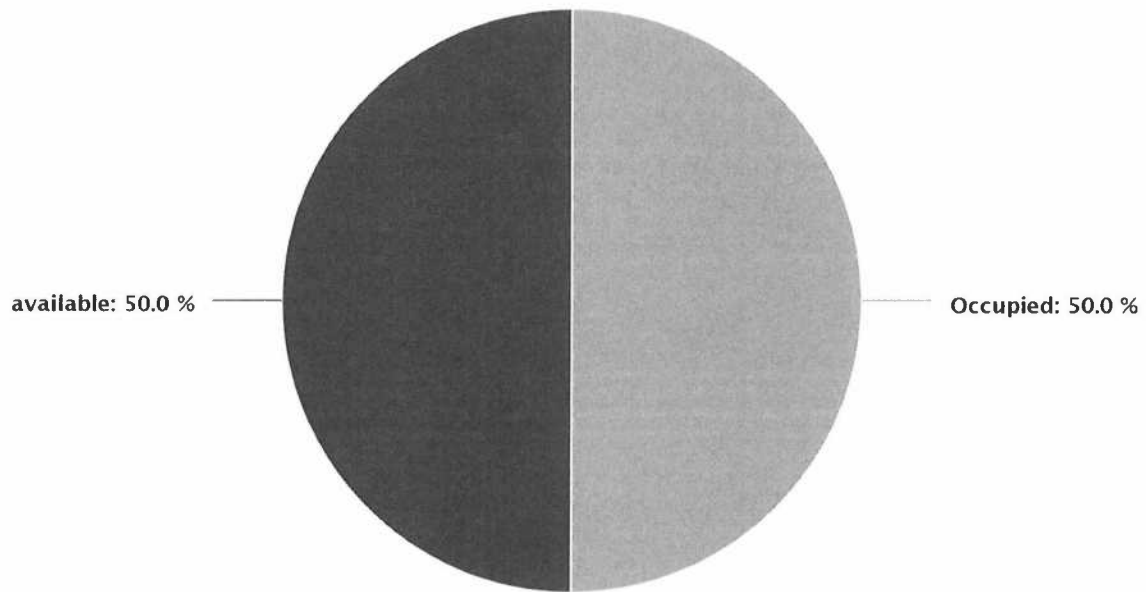


Average Booking Duration for March 1 hr. 54 mins.
Number of Bookings 779



Meeting Rooms (First Floor)

Aggregate Occupancy Ratio
Wednesday, March 1, 2023 – Friday, March 31, 2023



Average Booking Duration for March 3 hours 18 minutes
Number of Bookings 162

