

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of May 24, 2023

Call meeting to order: 6:23 pm.

Present: Rachel Snyder, president; Betty Brewer-Johnson, treasurer; 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; Julia Fazio, Nkodia Ndongala, Keely Shafer, and Marshall Yannello, student representatives; Stephanie Schubmehl, library bookkeeper.

Absent: Phil Harriman, vice president; Erin Dougherty, secretary.

Approval of agenda: Approved.

Approval of minutes: Minutes of April 19, 2023 approved. Rachel thanked Phil for leading the April meeting.

Attendance: Next meeting June 21, 2023. A few trustees have conflicts but enough should still be present for a quorum.

Public forum: None. No comments submitted by email or in board mailbox.

Town board liaison report

Green initiatives: The town board authorized a memorandum of understanding with Impact Earth to provide composting and environmental education services and voted to adopt a Complete Streets policy.

Upcoming events: Memorial Day parade Sunday May 28, memorial service Monday May 29, Juneteenth celebration Saturday June 17. Finalizing plans for a year-round farmer's market.

Safety and accessibility: The town is completing its second accessible playground, with work scheduled to begin on a third at Joshua Park next month. The front step grant program has been very well-received and will be supplemented with ARPA funds due to high demand. Speed monitors have been installed outside Irondequoit High School at the request of students.

- Betty complimented the staff at the Irondequoit Community Center and shared with Supervisor Fitzpatrick that she had a great experience registering her grandson there.

Foundation report: Children's STEAM lab now open. An event to thank the Foundation for their support will take place early this summer.

Friends report: Next meeting May 30. Susan will attend as Friends liaison.

Staff liaison report: No staff liaison for this meeting.

Staff recognition: Greg recognized AV librarian John Scalzo for his handling of a visit from two undercover state troopers. The officers, posing as patrons, asked John about printing gun components on the library's 3D printer and were informed that it would be against our policy and state law to do so. John's response saved the library from what could have been serious PR or even legal consequences.

Long-range plan check-in: The long-range planning committee for year two is scheduled to meet June 13 and June 20 to perform a SWOT analysis and develop action items. Michael, Erin, and Laura to attend along with full- and part-time staff representatives from each job title. Other trustees are also welcome. Participants should attend both meetings.

Finance committee, vouchers, financial report

Financial report

- Revenue: With about 33 percent of the year elapsed, the library has already taken in 46 percent of anticipated miscellaneous income and 37 percent of library charges. Overall revenue collection now stands at 97.8 percent of budget. Copier revenue now makes up part of the miscellaneous income line on town financial reports. Internally, it is still being tracked and deposited separately until updates to the cash handling policy are approved.
- Expenses: Debt servicing payments (all principal and half of the interest for the year) posted this month, bringing overall spending up to 36.5 percent of budget. The library has spent 29 percent of budget for salaries, 18 percent for library materials, and 20 percent for services and supplies, all within expectations for this time of year.

Vouchers

- Vouchers of note: #115, American Library Association: Membership and ALA Annual Conference registration for Synn Lymn McLaughlin; #126, F.E. Hale Manufacturing Co.: Replacement shelving for large print area; #130, Synn Lymn McLaughlin: Reimbursement for train fare to Chicago for ALA Annual; #132, Monroe County Library System: MCLS cost share for January – June 2023 and UMS charges for November 2022 – April 2023.
- Motion to approve June 2023 voucher list for payment. Seconded. Motion carried.

2024 library budget

- See director's report for key dates. Greg asked that as many board members as possible attend the meetings in bold. The budget meeting on September 21 and the public hearing on November 9 are of particular importance.
- Susan encouraged trustees to begin thinking about a big idea for next year's budget, noting that being able to articulate a theme strengthens the library's case with the town and the public. The theme of the 2023 budget, for example, was "Planting the seed,"

encompassing both plans for the seed library and the idea of emerging from the pandemic.

- Betty noted that the library should also be aware of trends in other town departments during the budget process.

Vote: Cash handling policy and procedure

- As discussed at last month's board meeting and in finance committee, the library had proposed updating our cash handling procedure to end the practice of depositing copier receipts separately. This would allow us to decrease the amount of cash kept at the reference desk and make deposits more frequently. The change has already been implemented by the town comptroller.
- Motion to approve updated cash handling policy and procedure. Seconded. Motion carried.
- In response to a question from Rachel, Greg noted that previous versions of policies are retained and that the current versions are available on the board page of the library website.

MCLS budget

- Greg shared an overview of the Monroe County Library System's proposed budget for 2024. He noted that although the county has advocated for more state aid, the increase received will not be enough to offset inflation. A 1.5 percent increase in member cost shares is proposed, which will need to be factored into our 2024 budget if approved.
- Greg will make sure a copy of the current Memorandum of Understanding with MCLS is available on the trustee OneDrive.

Organizational development committee

- Committee members met recently with Stephanie Cole Adams, a statewide expert on law related to public libraries, to discuss proposed revisions to the meeting room policy and explore the creation of a Memorandum of Understanding between the library and the town.
- Stephanie Cole Adams provided a template for the memorandum of understanding, which Greg will share with the executive committee after he has made an initial pass. See director's report for more information.
- The town attorney has now provided documentation to DASNY needed to release funds for all current projects.

Meeting room policy: Proposed updates specify which types of nonprofits are eligible to have fees waived and revise liability insurance requirements. Draft revisions posted to trustee OneDrive for review ahead of a vote next month.

Public input policy: Establishes ground rules for members of the public to speak at library board meetings. All MCLS libraries were advised to have such a policy in place at a recent directors' council meeting. A draft based on the town's current policy for town board meetings was posted to the trustee OneDrive for review.

Community engagement committee

Student representative reports

- Marshall (Eastridge)
 - Students are now halfway through the fourth quarter of the school year.
 - Upcoming events include end-of-year performances, a senior picnic at Darien Lake, Senior Night, and graduation.
 - This year's graduation ceremony will take place June 21 at RIT.
- Nkodia (Eastridge)
 - Wind ensemble, marching band, and jazz band all won trophies at a band competition in Pennsylvania. Concert band, wind ensemble, and chorale will perform in a spring concert on June 1.
 - High-achieving students will be honored in a scholastic achievement ceremony tomorrow and scholarship ceremony next week.
 - Students participating in Project Lead the Way present their projects on May 31. Civil Engineering and Architecture students will present a building plan that fills a gap in the town; Introduction to Engineering Design students will present their designs for an invention that solves a problem.
 - June 13 is the last day of the school year, with report cards set to go out June 23.
- Julia (Eastridge)
 - This year's prom and senior ball were held at the Irondequoit Country Club.
 - National Honor Society is reinstating its pre-Covid requirement for 24 hours of volunteer service, so members will be looking for volunteering opportunities.
 - Class of 2024 is holding a fundraiser with Bill Gray's on June 7. Nkodia will share publicity with Greg and the board.
- Keely (Irondequoit High School)
 - Youth Advocacy Club attended the Special Olympics yesterday, and the National Honor Society recently held a blood drive. Sophomore class is selling Bruster's coupons as a fundraiser.
 - Student council is collecting donations for community members experiencing homelessness. Greg noted that the library could serve as a collection point for future supply drives if needed.
 - Junior prom took place on May 19, with senior ball and graduation coming up for seniors. Last day of school is June 13.
- Betty thanked all student reps for attending and delivering substantive updates.
- The board is still seeking student representatives from West Irondequoit and Bishop Kearney. Some students who had expressed interest did not follow up with their resumes, but may be overwhelmed with the school year coming to a close.
- Sarah proposed offering letters of recommendation for current student reps, noting that all have expressed interest in continuing to advocate for the library after graduation.

Other news

- Greg is coordinating with local school districts to ensure students who take their exams offsite during Regents week can do so at the library.
- The library is receiving many requests for volunteer opportunities. Sarah and Greg will meet with Nora Pelish and Emily Baker to discuss options for teen volunteers.

- Rachel raised the idea of establishing a scholarship for local students. Greg recommended she approach the Friends or Foundation.
- Betty and Greg attended a grand opening ceremony for the Mirko Pylyshenko Community Library at the Ukrainian Federal Credit Union. Betty is coordinating with Fran Manion from the Foundation to arrange a book spine and leaf in Mirko Pylyshenko's honor.

Sister libraries team: Roma Public Library has completed renovations and will hold a grand opening ceremony in June. New team members have joined and will attend the farmers' market along with the Friends to take donations and provide information.

Technology updates

- Awaiting invoice for study room locks
- Adjustable-height table installed in computer lab
- Two public computers moved to quiet room

Old business

Mary Bobinski Innovative Public Library Director Award: Betty indicated that preparations are well ahead of schedule, although she is still awaiting some documentation. She will submit the proposal to Greg for review, then to the executive committee and ultimately the full board.

New business: Covered in director's report.

Director's report: See attached.

Around the table

- Sarah has become involved with Keep Irondequoit Green and noted that members are discussing a community garden, with some raising the possibility of using space on the town hall campus. This could represent an opportunity for teen involvement through Uplift Irondequoit or school ecology clubs.
- Michael reported that ERASE is partnering with the town for its fourth annual Juneteenth celebration, scheduled for Saturday June 17. There will be vendors, a video game truck, and performances by the Eastridge jazz band and step team on the town hall campus, as well as a basketball tournament at the community center.

Adjournment: Meeting adjourned at 7:59 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

4/30/2023

| GROUP | FUND | DESCRIPTION | 2019 ACTUAL | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL | 2023 | 2023 % |
|---------------------------|-----------|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------|--------------|
| | | | | | | | | YTD APR 23 | BALANCE | |
| 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 | \$21,895 | \$25,324 | 46.4% |
| 0 | 0005-2082 | Library charges (overdue & lost fines) | \$67,370 | \$32,500 | \$42,465 | \$40,188 | \$33,426 | \$12,422 | \$21,004 | 37.2% |
| 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 | \$2,731,020 | \$60,438 | 97.8% |

EXPENSES

| GROUP | FUND | DESCRIPTION | 2019 ACTUAL | 2020 ACTUAL | 2021 ACTUAL | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL | 2023 | 2023 % |
|----------------------------|-----------|-----------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------|
| | | | | | | | | YTD APR 23 | BALANCE | |
| 1 | | Salaries | \$983,163 | \$964,129 | \$966,766 | \$1,019,173 | \$1,140,595 | \$330,586 | \$810,009 | 29.0% |
| 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 | \$32,348 | \$147,652 | 18.0% |
| 4 | | Services & supplies | \$329,561 | \$342,006 | \$425,579 | \$402,058 | \$402,156 | \$86,737 | \$315,419 | 21.6% |
| 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 | 100.0% |
| 7 | | Interest on debt | \$335,100 | \$449,852 | \$296,000 | \$289,400 | \$282,650 | \$143,025 | \$139,625 | 50.6% |
| 8 | | Employee benefits | \$446,414 | \$413,337 | \$445,435 | \$406,340 | \$436,227 | \$93,872 | \$342,355 | 21.5% |
| Subtotal - expenses | | | \$2,485,140 | \$2,518,450 | \$2,635,126 | \$2,626,286 | \$2,810,514 | \$1,026,995 | \$1,783,519 | 36.5% |

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 | \$3,696.71 |
| 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 | \$13,965.60 |

CHASE ACCOUNTS

APRIL 2023

NON-PUBLIC FUNDS MMDA ***9050**

| DATE | DESCRIPTION | DEPOSITS | WITHDRAWALS | BALANCE |
|-----------|---|----------|-------------|--------------------|
| 4/1/2023 | Opening balance | | | \$29,723.10 |
| 4/12/2023 | Payment to Laura A. Jackett for Altered Books teen craft program on 4/5/23 (LIF purchase) | | \$172.00 | \$29,551.10 |
| 4/27/2023 | Payment to Amazon for Art Club program supplies (LIF purchase) | | \$21.97 | \$29,529.13 |
| 4/27/2023 | Payment to Buffalo Audubon Society for nature program series 5/4 - 5/8 (LIF purchase) | | \$500.00 | \$29,029.13 |
| 4/27/2023 | Payment to Sigriet Ferrer for Air Plant Terrarium workshop on 5/12 (LIF purchase) | | \$240.00 | \$28,789.13 |
| 4/27/2023 | Payment to Eli Behlok for Jazz Generation concert on 5/8 (LIF purchase) | | \$180.00 | \$28,609.13 |
| 4/27/2023 | Payment to Daniel Jones for Fake News & How to Spot It program on 5/16 (LIF purchase) | | \$110.00 | \$28,499.13 |
| 4/28/2023 | Interest | \$15.74 | | \$28,514.87 |

PUBLIC FUNDS MMDA ***2587**

| DATE | DESCRIPTION | DEPOSITS | WITHDRAWALS | BALANCE |
|-----------|-----------------|----------|-------------|-------------------|
| 4/1/2023 | Opening balance | | | \$6,819.92 |
| 4/28/2023 | Interest | \$3.64 | | \$6,823.56 |

2021 BULLET AID

| DATE | DESCRIPTION | DEPOSITS | WITHDRAWALS | BALANCE |
|----------|-----------------|----------|-------------|-------------|
| 4/1/2023 | Opening balance | | | \$10,437.87 |

2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

| DATE | DESCRIPTION | DEPOSITS | WITHDRAWALS | BALANCE |
|-----------|--|----------|-------------|-------------|
| 4/1/2023 | Opening balance | | | \$13,597.98 |
| 4/12/2023 | Payment to Laura A. Jackett for Altered Books teen craft program on 4/5/23 | | \$1,747.00 | \$11,850.98 |
| 4/27/2023 | Payment to Amazon for Art Club program supplies | | \$500.00 | \$11,350.98 |
| 4/27/2023 | Payment to Buffalo Audubon Society for nature program series 5/4 - 5/8 | | \$71.50 | \$11,279.48 |
| 4/27/2023 | Payment to Sigriet Ferrer for Air Plant Terrarium workshop on 5/12 | | \$40.60 | \$11,238.88 |

| | | | |
|-----------|--|----------|--------------------|
| 4/27/2023 | Payment to Eli Behlok for Jazz Generation concert on 5/8 | \$180.00 | \$11,058.88 |
| 4/27/2023 | Payment to Daniel Jones for Fake News & How to Spot It program on 5/16 | \$110.00 | \$10,948.88 |

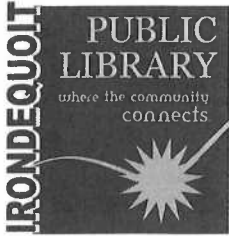
May 24, 2023 voucher list

| VOUCHER | VENDOR | DESCRIPTION | AMOUNT | FUND |
|------------|-------------------------------------|--|--------------------|-------------|
| 113 | Alliance Entertainment | Library materials | \$328.92 | 4050 |
| 114 | Amazon | Supplies, office | \$494.46 | 4570 |
| 114 | Amazon | Professional services, programming (Glowforge supplies for maker's lab) | \$87.49 | 4408 |
| 114 | Amazon | Library materials | \$204.93 | 4050 |
| 115 | American Library Association | Conference/training (support staff membership and annual conference registration for Synn Lymn McLaughlin) | \$316.00 | 4100 |
| 116 | Baker & Taylor | Library materials | \$7,600.23 | 4050 |
| 117 | Baker & Taylor Entertainment | Library materials | \$1,101.38 | 4050 |
| 118 | Barnes & Noble | Library materials | \$556.53 | 4050 |
| 119 | Greg Benoit | Professional services, programming (reimbursement for refreshments for legislator/supporter recognition event on 4/22/23) | \$53.65 | 4408 |
| 120 | Bruegger's Bagels | Conference/training (breakfast for staff training day 5/5/23) | \$43.19 | 4100 |
| 121 | Canva.com | Computer software licensing | \$419.39 | 4090 |
| 122 | Cengage | Library materials | \$191.93 | 4050 |
| 123 | Demco | Supplies, library processing | \$365.49 | 4576 |
| 124 | East Ridge Printing | Printing services | \$75.00 | 4390 |
| 125 | Everwilde Farms | Equipment, office/ARPA (bulk seeds for seed library) | \$51.60 | 2135 |
| 126 | F.E. Hale Manufacturing Co. | Supplies, other misc. | \$1,242.72 | 4650 |
| 127 | Ingram | Library materials | \$349.14 | 4050 |
| 128 | Interactive Sciences, Inc. | Computer software licensing | \$570.00 | 4090 |
| 129 | Mindful Matters, LLC | Professional services, programming (summer mindfulness adult program series, 6/8 - 6/29/23) | \$600.00 | 4408 |
| 130 | Synn Lymn McLaughlin | Conference/training (reimbursement for train fare to ALA annual conference in Chicago) | \$157.50 | 4100 |
| 131 | Midwest Tape, LLC | Library materials | \$999.98 | 4050 |
| 132 | Monroe County Library System | MCLS cost share | \$37,046.33 | 4251 |
| 132 | Monroe County Library System | UMS charges | \$1,562.40 | 2082 |
| 133 | Oriental Trading Company | Supplies, office | \$77.98 | 4570 |
| 134 | OverDrive | Library materials | \$1,935.46 | 4050 |
| 135 | Penworthy | Library materials | \$168.93 | 4050 |
| 136 | Playaway Products | Library materials | \$69.99 | 4050 |
| 137 | RJF Marketing | Professional services, programming (pouches for new children's library cards) | \$715.23 | 4408 |

| | | | | |
|--------------|----------------------------|---|--------------------|------|
| 138 | Ridge Donut Café | Conference/training (breakfast for staff training day 5/5/23) | \$39.98 | 4100 |
| 139 | Rochester Business Journal | Library materials | \$129.00 | 4050 |
| 140 | Scientific American | Library materials | \$44.99 | 4050 |
| 141 | Sips Coffee & Café | Conference/training (coffee for staff training day 5/5/23) | \$19.43 | 4100 |
| 142 | Sitelock | Contracted services | \$499.91 | 4120 |
| 143 | Soho Imaging | Supplies, office | \$169.00 | 4570 |
| 144 | Staples | Supplies, office | \$763.23 | 4570 |
| 145 | Studenttreasures, LLC | Library materials | \$26.95 | 4050 |
| 146 | T-Mobile | Library materials | \$57.40 | 4050 |
| 147 | United Business Systems | Supplies, office | \$68.00 | 4570 |
| 148 | W.B. Mason | Supplies, office | \$249.67 | 4570 |
| 149 | Wegmans | Conference/training (food for staff training day 5/5/23) | \$77.62 | 4100 |
| Total | | | \$59,531.03 | |

May 24, 2023 voucher list

| Fund | Fund total |
|--------------------|--------------------|
| 2082 | \$1,562.40 |
| 2135 | \$51.60 |
| 4050 | \$13,765.76 |
| 4090 | \$989.39 |
| 4100 | \$653.72 |
| 4120 | \$499.91 |
| 4251 | \$37,046.33 |
| 4390 | \$75.00 |
| 4408 | \$1,456.37 |
| 4570 | \$1,822.34 |
| 4576 | \$365.49 |
| 4650 | \$1,242.72 |
| Grand Total | \$59,531.03 |



Irondequoit Public Library

Director's Report

Wednesday, May 24, 2023

1. Irondequoit Public Library

Ukrainian Federal Credit Union - Mirko Pylyshenko Community Library Grand Opening

On Saturday, May 6th Betty and I attended the grand opening of the Mirko Pylyshenko Community Library at the Ukrainian Federal Credit Union. The Ukrainian Federal Credit Union presented us with a \$500 donation to the Irondequoit Public Library Foundation.

Policy Revision – Meeting Room Policy

A draft of proposed revisions to the new Meeting Room Policy has been attached. These proposed changes are based on feedback from groups and individuals that use the library meeting room.

The revised policy specify that a group must have official 501(c)3 status in order to be considered for a room rental fee waiver. The proposed changes also relax the requirement for groups to provide additional insurance. The proposed changes now indicate that:

“Organizations without insurance, who are using the space for simply gathering and conducting a meeting, may ask to be exempted from the insurance requirement. Organizations that will use the space for physical activities such as dancing, using tools, yoga, performance, or other activities in excess of reading and talking must provide the required insurance, with no exceptions.”

A revised draft of the *IPL Meeting Room Policy* that includes the proposed changes has been included in the *Related Documents* folder in the Trustee OneDrive.

Policy Revision – Cash Handling Policy

At the April 2023 Library Board meeting we discussed the possibility of changing the library's budget so that revenue from the copier and printer went into the same revenue line. This change would enable the library to change its cash handling procedure to be more secure. Specifically, it would reduce the amount of cash we keep at the second floor reference desk, and would standardize the frequency that cash is deposited at the bank from both the copier and printer.

Last month I asked Stephanie to email the Town Comptroller and outline the changes to the revenue budget lines and cash handling procedure so that she could provide feedback on whether there would be any unintended negative consequences that we were not considering. The email specifically stated that this change would not be put into place until the Library Board voted on it at a subsequent meeting. Despite specifying that the Library Board still needs to vote on this matter, the Comptroller made the changes to the library's budget and merged the copier and printer revenue budget lines.

The changes to this policy reflect that the budget revenue lines have been merged. A revised draft of the *IPL Cash Handling Policy & Procedures* that includes the proposed changes has been included in the *Related Documents* folder in the Trustee OneDrive.

New Policy – Public Input Policy

At a recent Monroe County Library System Director Council meeting the topic of public comment/input policies came up in discussion. Several libraries have received formal materials reevaluation requests and anticipate groups of people attending Library Board meetings to speak on that issue. It was recommended that member libraries look at any public comment/input policies at the Town Board level and adapt those for use by the library.

Irondequoit Public Library does not have a public comment/input policy. A draft of a new policy has been attached and is based on the Town of Irondequoit public input policy used at Town Board meetings.

A draft of the *IPL Public Input Policy* and a copy of the Town of Irondequoit *Public Input Policy* has been included in the *Related Documents* folder in the Trustee OneDrive.

Forthcoming Policy Revisions – Collection Development Policy, Materials Reevaluation Request Form & Policy

The library's collection development policy and materials reevaluation request form have not been updated since 2008.

I intend to work with the purchasing librarians over the next month to research guidance on the policy and form in light of the library materials challenges that are becoming more frequent both nationally and locally. I anticipate having a draft available at the June 2023 Library Board meeting.

Theft of Library Materials

On Tuesday, May 16th two individuals stole a number of books and a DVD from the library. When they exited the building the alarm went off and the two people ran from the library. A list of the stolen items was obtained using the library's RFID system. The individuals' license plate was recorded by a staff member who observed the people getting into their car before they sped off.

I have notified the police, and am working with an IPD officer to have the stolen materials returned. I was asked if I wanted to press charges, which I am not inclined to do. In the past whenever I have attempted to press charges, they are ultimately dropped or not taken up at all, likely due to the expense of prosecuting someone compared to the relatively low value of the materials. The officer is attempting to recover the stolen items by making contact with the owner of the car, who is likely the parent or family member of the person who stole the materials. If a name or address can be determined, I will issue a barring letter.

Uplift Irondequoit – Updates on Teen After School Program

The community groups seeking to arrange after school activities for Irondequoit teens met on Thursday, May 18th and finalized a draft survey that will be given to local teenagers. Both school districts and the library will distribute the survey through their email newsletters.

3D Printing Policy/NYS Trooper Investigation

On Tuesday May 9th, the New York State Troopers conducted an undercover investigation at Irondequoit Public Library. Two undercover troopers spoke with John Scalzo and inquired about printing components to a particular Glock handgun. John correctly indicated that such a request is against the library's policy and likely against NYS law as well. The troopers then revealed that they were sent as a part of an undercover investigation and thanked him for his actions.

John's quick thinking enabled the library to avoid potential legal complications and negative publicity.

Last year the New York State Troopers conducted an undercover investigation a neighboring public library in Monroe County that also offers a 3D printing service. An employee at that library incorrectly told the undercover officers that users were permitted to print weapons despite it being prohibited by both New York State law and library policy.

In response to the incident at the other library, Irondequoit Public Library updated our 3D printing policy to explicitly state: "Library users may not create material that is... 1. Prohibited by local, state or federal law... 2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others... 3. A firearm, component to a firearm, or a weapon.." Previously the policy only stated the first two provisions and prohibited the printing of weapons. It did not specifically reference the prohibition on firearms or components to firearms.

The incident at the neighboring public library and the change to the 3D printing policy were highlighted in our weekly all staff Zoom meeting, internal e-portal, and in an email memo. Staff were also given instructions regarding what to say if someone inquired about printing a weapon, firearm, or a component to a firearm.

Last month a State Trooper visited the library to ask about our policies regarding the 3D printer. I gave him a tour of our 1839 Maker's Lab, showed him our policy, and discussed our internal process for reviewing 3D print jobs. He left me with some counter-terrorism materials and an 800 number staff could call if someone attempted to print firearms using our 3D printer.

Community Engagement Committee

On Wednesday, May 10th I gave Molly Fisher a tour and orientation in anticipation of her joining the Community Engagement Committee. I would like to discuss establishing a regular monthly meeting date for the Community Engagement Committee at the May 24th Library Board meeting.

STEAM Lab - Now Open

On May 1st, the Irondequoit Public Library opened its STEAM Lab. We will host a more formal STEAM Lab grand opening where members of the Irondequoit Public Library Foundation are invited later this summer.

2. Town of Irondequoit

2024 Library Budget

Important meetings associated with the 2024 Town of Irondequoit budget have been scheduled. Library Board members are requested at the meetings in bold.

Tuesday, August 1: 2024 Budget Kick Off Meeting

- During August Department Heads Meeting

2024 Budget Meeting: Library

- Thursday, September 21 at 1:15 PM

Town Board Workshop - Present Tentative Budget

- Tuesday, October 10 at 4:00 PM

2024 Budget Workshop

- Wednesday, October 18 at 5:30 PM

Special Town Board Meeting: Prelim Budget Adoption

- Tuesday, October 24 at 4:00 PM

Public Hearing: 2024 Budget

- Thursday, November 9 at 7:35PM

Tuesday, November 14: Special Town Board Meeting: 2024 Budget Adoption

MOU Between Library & Town

On Tuesday, May 9th Susan Kramarsky and I met via Zoom with attorney Stephanie Adams to discuss revisions to the IPL Meeting Room Policy and a MOU between the Irondequoit Public Library and Town of Irondequoit.

I met with Rory to discuss the MOU yesterday. I indicated that 95% of the document would simply record what the existing relationship between the town and library has been during his tenure as Town Supervisor. I also indicated that several changes would be proposed that would enable the library to apply for grants without having to involve the town attorney/Town Board, and language that better clarified what the library's maintenance chargeback line it to pay for. Rory indicated that he feels this MOU fits in with a broader effort on his part to put existing town procedures and policies into writing.

Topics to potentially include in MOU:

- Roles and responsibilities of Library Board
- Roles and responsibilities of town
- Ownership of library facilities
- Use of maintenance chargeback line/communication regarding maintenance chargeback line
- Process for library budget transfers/changes to library budget lines
- Selection process for trustees filling new trustee terms

3. Facilities Report

Donation - Sensory Garden

On May 4th Amy Holland and I met with Ruben and Rodrigo Alconero who are interested in making a \$2,000 donation to the children's library in memory of their wife and mother respectively.

Amy and Sarah Knight prepared a list of items and projects that do not currently have funding in the library budget. This list included a Brio train table, science backpacks, and a sensory garden to be located on the concrete patio outside the children's library. Mr. Alconero is a retired botanist, and he and his wife enjoyed gardening together, so naturally he chose the sensory garden.

The sensory garden will feature local pollinator plants and plants that are particularly aromatic, along with wind chimes, ample seating, and signage recognizing the donation and memorial. The idea being that families will use the garden in the warmer months to read and play outside while visiting the library. There will also be a tie-in with the seed library and STEAM Lab; each spring one of the children's programs in the Maker Monday program series will be planting seeds for sensory garden. Sarah Knight is currently determining whether it is more cost effective to buy outdoor planter boxes and benches or have the Department of Public Works construct them.

HVAC Repair Project

I met with Commissioner of Public Works, Erin Magee on Wednesday to discuss the HVAC repair project in light of the fact that the town attorney has not yet provided DASNY with the documents necessary to disburse the SAMs grant funds.

Repairs to the final HVAC system began on Thursday this week, and will be paid for using existing funds available to the town. Erin feels we cannot wait any longer for the town attorney to provide DASNY with the necessary documentation to begin the work. She indicated that it will probably be possible to use the grant funds to reimburse the town, but that without the documents from the town attorney in hand, it is not possible to say for certain.

The door for the children's library has been ordered.

4. Monroe County Library System

Proposed 2024 MCLS Budget

The Monroe County Library System has put together the proposed budget for 2024. This budget includes flat funding for MCLS from New York State and proposes a 1.5% increase in cost shares from the member libraries (an increase of \$1,148 for Irondequoit).

Budget documents and spreadsheets related to the proposed 2024 MCLS budget have been included in the *Related Documents* folder in the Trustee OneDrive.

CPR Training Kits

The Monroe County Library System in partnership with UR Medicine is making CPR training kits available for circulation at member library. Each kit includes an inflatable adult and child CPR manikin, DVDs for adult and infant training videos, and disinfectant wipes.

Updates from NYS Initiatives

- There is a draft bill in committee to prevent censorship at school and public libraries. Updates will be provided if the bill advances to other states in the legislative process.
- New York State is considering making book stores exempt from sale tax. This could potentially positively impact the book store and book store revenue.

- Proposed civil service reforms could positively impact the library's ability to hire librarians. New York State is considering making a number of job titles including librarian "continuous recruitment." This would enable job applicants to take the civil service test for librarian anytime rather than only when the test is called. Currently the test is collect for every one to two years.

Updates from Around MCLS

- Parma and Webster are eliminating fines for all age groups, with Parma also eliminating holds fees
- Gates is eliminating fines for children and teens

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

- *CPR Kits.pdf*

8. Items of Information

- *2024 Budget - Important Dates.docx*
- *DRAFT V.2 - IPL Cash Handling Policy & Procedures.docx*
- *DRAFT V.2 - IPL Meeting Room Policy.docx*
- *DRAFT - IPL Public Input Policy.docx*
- *Town of Irondequoit - Public Input Policy.pdf*
- *Irondequoit Library Analytics 2023-04-01 - 2023-04-30.pdf*
- *MCLS Budget_5.2023.pdf*
- *MCLS2024.xlsx*

Irondequoit Public Library
Statistical Report to the Library Board
May 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 | 4,402 | 15,058 | 18,240 | 61 | 99 | 1,134 | 1,391 | 1,150 | 1,251 | 34,207 | 32,597 | 51 | 23 | 1 | 3 |
| 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 | 19,469 | 153,340 | 63,514 | 747 | 352 | 15,520 | 5,094 | 14,281 | 5,053 | 401,116 | 130,855 | 389 | 141 | 38 | 21 |
| YTD Average | 4,490 | 1,622 | 12,778 | 5,293 | 62 | 29 | 1,293 | 425 | 1,190 | 421 | 33,426 | 10,905 | 32 | 12 | 3 | 2 |