

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

Call meeting to order: 6:34 pm.

Present: Rachel Snyder, president; 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.

Guests: Maria Vecchio, town director of administration; Greg Benoit, library director; John Scalzo, media librarian (staff liaison); Stephanie Schubmehl, library bookkeeper.

Approval of agenda: Approved.

Approval of minutes: Minutes of June 21, 2023 approved.

Attendance: Next meeting August 16, 2023 at 6:30 pm. Laura unable to attend; no other conflicts noted. Student reps will be back in town.

Public forum: Greg shared correspondence with a patron who expressed concerns about the title of a hearing loss program presented at the library. He consulted with Rochester Accessible Adventures and the library's accessibility coordinators in responding.

Town happenings

- New summer hours for town hall: Monday – Thursday 8:30 am – 5:30 pm, Friday 9 am – 12 pm. Town hall will also be open 9 – 12 on Saturday 7/22.
- Ribbon cutting for new columbarium: Thursday 7/20 at the town cemetery.
- Electronics recycling: Saturday 7/22 at the Department of Public Works
- Classic car cruise-in: Sunday 7/23. All proceeds will be split between Irondequoit Community Cupboard and Sunset House.
- Blood drive: Tuesday 7/25 at the library.
- Senior health expo: Wednesday 8/23 at the community center.
- The town board has voted to set aside extra money from unrestricted ARPA funds for next year's July 4 celebration, which will be the town's 50th.

Foundation report

- The Foundation's co-presidents discussed funding requests, long-range planning, and potential big-ticket projects at a recent meeting with Greg. Items to fund might include renovation of the staff break room, a performance area in the children's library, or additional Maker's Lab equipment.
- Greg shared Janice Davis Designs' proposal for the children's library with the board. The Foundation is enthusiastic about supporting this project. Assemblymember Sarah Clark has

also indicated she may be able to help identify funding sources, such as legislative initiative funding and/or a SAMS grant. Greg recommended that the community engagement committee, student reps, and library staff review the proposal and come up with a pitch for Assemblymember Clark's office.

Friends report

- The Friends have revived their quarterly newsletter, which will be appended to the library's weekly newsletter when it comes out.
- Membership applications are available at the information and circulation desks downstairs. The Friends are seeking new volunteers, particularly board members, who can commit to putting together more fundraising events.

Staff liaison report

- This month's staff liaison was media librarian John Scalzo. In addition to overseeing the library's DVD, Blu-Ray, video game, and music CD collections, John manages the library website and social media. He also works with RIT on Rochester Game Festival, held every spring at the library and every fall at RIT, and helped launch the library's annual Local Author Day.
- John shared meeting room statistics from Synn Lymn McLaughlin and a sister libraries update from Christy Simons. The sister libraries team has been collecting donations at their monthly table at the farmers' market.
- In response to a question from Betty, John indicated that while the library does not archive old video games, the Rochester Game Fest website maintains a database of games featured at past events.

Long-range plan update

- Greg shared results from the last two burnout surveys with the board and noted that symptoms of burnout had improved overall. He believes monthly staff training days have helped raise morale. In response to a question from Meaghan, Greg stated that the response rate for each burnout survey is around 50 percent. Staff have the option to skip any question or to skip the entire survey.
- As the first year of the plan draws to a close, a cumulative report will be issued, along with an overview of practices the library will retain to keep morale up.
- The long-range planning committee is meeting on Monday to follow up on action items generated at the previous meeting.

Finance committee, vouchers, financial report

Financial report

- Revenue: Halfway into 2023, the library has collected 70.3 percent of anticipated revenue for miscellaneous income, 49.9 percent for library charges, and 98.4 percent overall. The book sale has made almost \$20,600, an all-time high for the first half of the year.

Copying, faxing, and printing revenue is now counted under miscellaneous income on the financial summary (see “Copy/print/fax” lines on this month’s cash receipts summary).

- Expenses: Spending remains on track at 51.5 percent of budget overall. As expected, with three pay periods in June spending on salaries is now up to 48.3 percent. Quarterly expenditures on the maintenance chargeback line posted this month, bringing spending up to 43.6 percent of budget for services and supplies. The library has spent 34.5 percent of budget for library materials.

Vouchers

- Vouchers of note: #179, Baker & Taylor: Lower monthly total than usual due to shipping delays; #184, Cornell Cooperative Extension: Master gardener presentation on monarch butterflies (seed library programming); #191, Synn Lymn McLaughlin: Meals and local transportation for trip to ALA conference in Chicago. Synn Lymn shared information on eclipse-related programming, library policies, and data-driven planning and advocacy at the most recent staff training day.
- In response to a question from Phil, Greg explained that conference attendance is open to any interested staff member, although librarians have priority due to continuing education requirements.
- Motion to approve July 2023 voucher list for payment. Seconded. Motion carried.

Organizational development committee: Reviewed library policies and personnel report at their most recent meeting. Rachel thanked Betty for all her work putting together Greg’s nomination for the Mary Bobinski Innovative Public Library Director Award.

Community engagement committee

- Sarah has been in touch with the Eastridge student reps, although they have not had a chance to meet. The committee is planning a meeting to set up orientation and discuss priorities with the student reps in August.
- The committee will also discuss setting up a scholarship to be awarded to students on behalf of the library and would like to have student reps present when the idea is pitched to Assemblymember Clarke. Rachel noted that a library scholarship could also present a fundraising opportunity for the Friends and Foundation.

Technology team

- The town has access to software that could potentially host a wiki-like knowledge base for the library. Kevin will follow up.
- Two-factor authentication has been implemented for all staff computers.
- Still awaiting security camera training. Kevin is working on restoring real-time access to camera footage.
- Work on study room locks is in progress.

New business: Laura complimented Meaghan on a training session she conducted with Dr. Michael Mendoza about strategic planning. Training materials from the event will be shared with the board.

Director's report: See attached. Below items do not appear in the report but were discussed during this section.

Collection development policy

- A draft of the revised policy, along with sample policies, articles, and guidance from the American Library Association, was shared with the board.
- Changes from previous version:
 - Clarifies the library's selection and weeding criteria on several points, as well as the procedure when a library user requests that an item be removed or reevaluated.
 - Leads with the library's mission statement and includes the ALA's Library Bill of Rights, Freedom to Read, and Freedom to View statements as appendices.
 - Specifies that caregivers are responsible for guiding their children's use of the library and that the library provides resources to help caregivers make informed decisions. Amy Holland is looking into the cost of an institutional subscription to Common Sense Media.
 - Specifies that only an Irondequoit resident may request removal or reevaluation of library materials. In response to a question from Susan, Greg noted that most of the policies reviewed for this project contain a residency requirement, and that library materials are purchased with funds from Irondequoit taxpayers.
 - Outlines all types of materials in the library collection, including Maker's Lab equipment, VIP passes, seeds, and other nontraditional materials.
- In response to a question from Meaghan, Greg indicated that the revised policy does not specify a timeline for responses to a challenge or appeal but that this would be an immediate priority. Meaghan also raised the possibility of including a separate DEI statement.

Summer reading: Foot traffic is up by about 5,000 over previous months.

Possible UPS strike: Acquisitions librarian Virginia Payne is monitoring the situation, as IPL's main book vendor ships through UPS. She has advised purchasing librarians to allow more lead time for high-demand titles. Amazon, Barnes & Noble, and other smaller vendors are available as backups, although they offer less of a discount than Baker & Taylor for most materials.

April Banner presentation: A professional visual effects artist is visiting the library on July 26 to discuss her experiences in the industry and her work on *Dungeons & Dragons: Honor Among Thieves*. The program is open to all but of special interest to the library's D&D groups. Thanks to library clerk Michael Callari for making the connection!

Personnel report: See attached.

Review of action items

- Foundation representative to attend next board meeting.
- Please encourage anyone interested to consider joining the Friends.
- Review collection development policy.

- Long-range planning committee to meet Monday 7/24 at 4:00 pm.

Adjournment

- Motion to adjourn to executive session at 7:41 pm.
- Motion to come out of executive session at 7:47 pm.
- Meeting adjourned at 7:48 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

Sister Library Project Meeting Notes

July 10, 2023 – 10:30 AM

Attendees: Anne Schepp, Carolyn Hamil, Christy Simons, Terri Dalton and Kathy Goforth.

Mission Statement Review – The group reviewed verbiage presented. Several changes were made. We need to learn from Sonia as to how Roma and neighboring small libraries are to be listed (“consortium” or ??) for our information brochure.

Name Tags – Official Name tags for group were distributed. It was suggested that we take a group photo so that members can be recognized.

Table top display – there was discussion for the possibility of having increased visibility at Library, with a group member, once a month to promote visibility.

IPL Bulletin Board – to feature photos of Roma’s successful reading program.

Farmer’s Market Booth - Good flow of people in June. It was decided that a 4:00 PM – 6:30 PM time slot works best given most people are attending entertainment event.

Pen Pal Program – there was discussion about establishing a Pen Pal Program so that the IPL children can make physical connection to RPL children. Guidelines to be developed (parental permission, content, e-mail, etc.).

Roma Public Library – Grand opening video will be re-sent by Christy to group. The video resides on IPL Facebook page.

Dates to note:

8/8/23	Town Board Meeting - Town Hall Workshop 3:45 PM (Roma representation)
8/14/23	ZOOM Roma Group meeting with Sonia – 10:30 AM
8/30/23	Roma Group Luncheon – Schooners – 4:30 PM
9/15/23	Roma Group Meeting – in person – 10:30 AM
9/20/23	Library Board meeting

There being no further discussion, the meeting was ended.

Respectfully submitted,

Kathy Goforth

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

6/30/2023

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2023	2023 %
								YTD JUN 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	\$33,214	\$14,005	70.3%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$33,426	\$16,685	\$16,741	49.9%
0	0005-2655	Copier receipts	\$3,709	\$1,481	\$3,205	\$3,531	\$3,200	\$2,458	\$743	76.8%
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	\$2,747,569	\$43,889	98.4%

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2023	2023 %
								YTD JUN 23	BALANCE	
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,140,595	\$551,263	\$589,332	48.3%
2		Equipment & capital	\$2,565	\$4,529	\$977	\$2,468	\$0	\$568	-\$568	0.0%
4	7410-4050	Library materials	\$178,336	\$169,598	\$175,369	\$171,848	\$180,000	\$62,147	\$117,853	34.5%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$402,156	\$175,438	\$226,718	43.6%
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	\$165,402	\$270,825	37.9%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,791,628	\$1,437,844	\$1,353,784	51.5%

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	\$3,324.14
June	\$1,815.83	\$2,179.91	\$2,377.03	\$2,412.75	\$3,022.36	\$0.00	\$2,471.25	\$3,049.11	\$3,301.26
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	\$20,591.00

CHASE ACCOUNTS

JUNE 2023

NON-PUBLIC FUNDS MMDA ***9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
6/1/2023	Opening balance			\$29,498.43
6/12/2023	Payment to Greg Benoit (reimbursement--refreshments for legislator/supporter recognition event on 4/22/23)		\$53.65	\$29,444.78
6/21/2023	Payment to Building Families First, Inc. for African Drumming program on 7/12/23 (LIF purchase)		\$200.00	\$29,244.78
6/21/2023	Payment to Sedgwick Interiors for adjustable-height desk (2021 bullet aid purchase)		\$1,042.09	\$28,202.69
6/30/2023	Interest	\$17.90		\$28,220.59

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
6/1/2023	Opening balance			\$6,827.62
6/30/2023	Interest	\$4.21		\$6,831.83

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
6/1/2023	Opening balance			\$10,119.10
6/21/2023	Payment to Sedgwick Interiors for adjustable-height desk		\$1,042.09	\$9,077.01

2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
6/1/2023	Opening balance			\$10,213.68
6/21/2023	Payment to Building Families First, Inc. for African Drumming program on 7/12/23 (LIF purchase)		\$200.00	\$10,013.68

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
177	Amazon	Library materials	\$223.27	4050
177	Amazon	Professional services, programming (collapsible wagon for outdoor children's programs)	\$77.99	4408
178	American Library Association	Conference/training (membership dues for Amy Holland)	\$205.00	4100
179	Baker & Taylor	Library materials	\$4,249.54	4050
180	Baker & Taylor Entertainment	Library materials	\$701.42	4050
181	Barnes & Noble	Library materials	\$295.84	4050
182	Bluehost	Contracted services	\$119.94	4120
183	Brodart	Supplies, library processing	\$437.30	4576
184	Cornell Cooperative Extension	ARPA/seed library (master gardener presentation on monarch butterflies, 8/22/23)	\$50.00	2135
185	Demco	Supplies, other misc.	\$143.96	4650
186	Linda Hargarty	Refund for lost & paid/found & returned item	\$19.99	2082
187	Ingram	Library materials	\$180.33	4050
188	Kirkus Media LLC	Library materials	\$199.00	4050
189	Library Journal	Library materials	\$157.99	4050
190	Christina Martin	Professional services, programming (Four Shillings Short concert on 8/7/23)	\$300.00	4408
191	Synn Lymn McLaughlin	Conference/training (meals and transportation for trip to ALA conference in Chicago)	\$92.77	4100
192	Midwest Tape	Library materials	\$999.84	4050
193	Monroe County Library System	Library materials	\$119.28	4050
194	OverDrive	Library materials	\$1,142.49	4050
195	Kasia Pelepko	Professional services, programming (Yoga on the Library Lawn series, 8/4 - 8/25/23)	\$260.00	4408
196	Nora Pelish	Mileage	\$9.17	4350
197	Springshare	Computer software licensing	\$183.00	1680-4090
198	Staples	Supplies, office	\$135.44	4570
199	T-Mobile	Library materials	\$114.80	4050
200	United Business Systems	Contracted services	\$360.50	4120
201	Rosa Vargas-Cronin	Professional services, programming (Taino People & Art presentations on 6/29/23)	\$150.00	4408
202	W.B. Mason	Supplies, office	\$80.95	4570
Total			\$11,009.81	

July 19, 2023 voucher list

Fund	Fund total
2082	\$19.99
2135	\$50.00
4050	\$8,383.80
4100	\$297.77
4120	\$480.44
4350	\$9.17
4408	\$787.99
4570	\$216.39
4576	\$437.30
4650	\$143.96
1680-4090	\$183.00
Grand Total	\$11,009.81

Organizational Development Committee
July 2023 Employee Changes

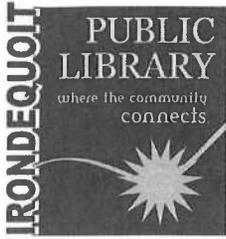
Bridget LaDuca

Resignation: Part-Time Library Assistant

Notes: Bridget LaDuca has resigned from her position as a part-time library clerk to take a job elsewhere.

Bridget was hired in December 2022 and assisted with keeping the seed library restocked. Her duties have been temporarily transferred until the position is filled.

The library will canvas the library assistant civil service list when a new list is posted in August.



Irondequoit Public Library

Director's Report

Wednesday, July 19, 2023

1. Irondequoit Public Library

Collection Development Policy Revision

The Irondequoit Public Library's *Collection Development & Management Policy* and associated *Materials Reevaluation Request Form* have not been updated or revised since 2008. Materials reevaluation requests at school and public libraries have become a regular occurring news item in local and national media. Our policy currently lacks clarity on a number of important points. Consequently, our policy has been updated to better clarify to library staff and users alike the following items:

- The criteria used to determine if a particular title or item is a suitable fit for purchase
- The criteria used to determine when an item is routinely deaccessioned (weeded) from the collection
- The process by which a resident can formally request that an item be removed from the library's collection
- Clarification on which organizational roles are responsible for the selection of materials, responding to the initial reevaluation request, and responding to a request for an appeal
- The criteria used to assess the reevaluation request
- A process for appealing reevaluation request decisions

Collection development and materials reevaluation policy best practices and recommendations were researched by the librarians who purchase for the collection, the technical services library assistant, and Library Director. The following articles published by the American Library Association were reviewed:

- *Selection Policies Across the United States*, by April M. Dawkins, <https://bit.ly/3rvDo0C>
- *Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries*, by American Library Association:
 - *Selection Criteria*: <https://bit.ly/46K6cTs>
 - *Policies on Selecting Materials on Controversial Topics*: <https://bit.ly/3XXtjWz>
 - *Statement of Policy*: <https://bit.ly/3XN7qsZ>

The internal staff team was also asked to identify collection development and materials reevaluation request policies at other public libraries around New York State and the country, with particular attention being paid to libraries serving communities roughly the size of Irondequoit. Policies from the following libraries were reviewed:

- Zula B. Wylie Library – Cedar Hill, TX
- Darien Library – Darien, CT
- Kent District Library – Kent County, MI
- Saratoga Springs Public Library – Saratoga Springs, NY
- Lancaster Public Library – Lancaster, PA

- Hershey Public Library – Hershey, PA
- Geneva Public Library – Geneva, NY
- Trumbull Library System – Trumbull, CT
- Buncombe County Public Libraries – Buncombe County, NC
- Richmond Memorial Library – Batavia, NY
- Fletcher Free Library – Burlington, VT
- Henrietta Public Library – Henrietta, NY
- Fayetteville Free Library – Fayetteville, NY

The draft of the Collection Development & Management Policy has been included in the “related Documents” on the Trustee OneDrive along with the four appendices mentioned in the revised policy.

Summer Reading 2023

Last week Matt Krueger and Amy Henderson were interviewed by Wendy Mills of Spectrum News. Matt and Amy covered the basics of the summer reading program, how patrons can register, and the types of prizes and raffles available.

Because the summer reading program theme is camping, Amy also used the opportunity to promote the library’s VIP pass program, which enables patrons to gain admittance to state parks at a free or reduced rate.

The interview can be viewed here: <https://bit.ly/44L5wLG>

NYS Senate Summer Reading Program

The Irondequoit Public Library is helping to publicize the New York State Senate Summer Reading program in partnership with State Senator Brouk.

2. Town of Irondequoit

Uplift Irondequoit

The “Advocates of Irondequoit” team convened by Uplift Irondequoit to identify existing after school opportunities and develop new ones has received the results of their teen survey.

The survey indicates that many teens are unaware of recreational events and programs already available to them. The survey results also recorded the days and times teens would be most likely to attend an event at the school, recreation center, or library. The results will be shared with Emily Baker when they are available as they are directly related to her role as Teen Librarian.

The advocacy group is interested in creating a centralized newsletter, website, or other platform for teens to find out about activities already happening around Irondequoit, with each organization contributing towards the workload of the effort. The Irondequoit Public Library and other organizations participating in the group are now gathering feedback from internal stakeholders to determine if this strategy can be supported and sustained.

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

3. Facilities Report

Children's Room Upgrades

Last week Rachel Snyder, Susan Kramarsky and I met with Sue Bonkowski and Fran Manion from the Irondequoit Public Library Foundation to discuss the library's upcoming funding needs.

A number of projects were shared with the Foundation including: the renovation to the children's library to construct a stage and programming space, additional equipment for the 1839 Maker's Lab, a renovation/redressing of the second floor employee break room, and additional fine and fee forgiveness programs.

The children's library renovation proposal by Janice Davis Design (*Irondequoit Proposal.pdf*) was shared and the Foundation seemed particularly interested in finding out more about how they can support this project.

I indicated to the Foundation that we would develop this proposal into a state aid/grant funding pitch to Assembly Member Clark, and then report back to the Foundation with specific funding requests and amounts based on the outcome of the meeting. I would like to work with the Community Engagement Committee to develop this project further with a tentative goal of meeting with Assembly Member Clark in the last summer or early September.

A copy of the proposal has been uploaded to the Trustee OneDrive and can be found in the "Related Documents" folder for July 2023 Library Board.

HVAC Repair

Monroe Piping & Sheet Metal has indicated that the repairs to the HVAC system will be completed within four weeks time.

Study Room Locks

The Irondequoit Public Library Foundation have paid the first of two invoices for 50% of the cost of installation of study room locks.

4. Monroe County Library System

The Monroe County Library System Director Council did not meet in July.

5. Personnel Report

A personnel update has been uploaded to the Related Documents folder on the Trustee OneDrive.

6. Financial Report & Vouchers

Stephanie will send copies of the vouchers to the Library Board in advance of the meeting.

7. Correspondence

- *Correspondence - Inclusion Email.pdf*

8. Items of Information

- *07 2023 Personnel Report.pdf*
- *Collection Development Policy - DRAFT.docx*
- *Library Bill of Rights (Appendix A).pdf*
- *The Freedom to Read Statement (Appendix B).pdf*
- *Freedom to View Statement (Appendix C).pdf*
- *Materials Reevaluation Request Form (Appendix D).pdf*
- *Sister Library Meeting Notes. - July 10, 2023.docx*
- *Advocates of Irondequoit Meeting 7.11.23.docx*
- *Senator Brouk - Summer Reading Program.jpg*

Irondequoit Public Library
 Statistical Report to the Library Board
 July 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	4,542	10,855	15,237	51	108	1,134	1,645	2,132	1,239	31,660	33,895	93	54	0	3
June	4,859	4,689	12,799	16,057	59	94	2,382	1,951	1,217	1,402	34,835	36,147	31	27	7	7
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	28,700	153,340	94,808	747	554	15,520	8,690	14,281	7,694	401,116	200,897	389	222	38	31
YTD Average	4,490	2,392	12,778	7,901	62	46	1,293	724	1,190	641	33,426	16,741	32	19	3	3