

**Irondequoit Public Library Board of Trustees**  
**Monthly meeting**  
**Minutes of August 16, 2023**

**Call meeting to order:** 6:39 pm.

**Present:** Phil Harriman, vice president; Betty Brewer Johnson, treasurer; Erin Dougherty, secretary; Meaghan de Chateauvieux, Michael Huntone, Susan Kramarsky, and Sarah Yannello, trustees at large.

**Guests:** Greg Benoit, library director; Maria Vecchio, town director of administration (town board liaison); Emily Baker, young adult librarian (staff liaison), Stephanie Schubmehl, library bookkeeper.

**Absent:** Rachel Snyder, president; Laura Osterhout, trustee at large.

**Approval of agenda:** Approved.

**Approval of minutes:** Minutes of July 19, 2023 approved.

**Attendance:** Next meeting September 20, 2023. Sarah and Erin both have conflicts; no other conflicts noted. Erin will follow up with Rachel and Laura.

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

**Town board liaison report**

- Maria expressed thanks on behalf of Supervisor Fitzpatrick to Christy Simons for presenting about the sister libraries project. Christy will also present at the September library board meeting.
- Upcoming events for the town include:
  - 8/21: Senior health expo at the community center
  - 8/25: Back to school bash at the community center
  - 8/26 (Saturday): Town hall open 9:00-12:00. Electronics recycling at DPW 8:00-12:00.
  - 9/1 (Friday): Town hall remains on summer hours except the town clerk's office, which will be open until 4:30 pm for tax collection.
  - 9/12: Town board workshop.
  - 9/19: Town board meeting.
- The town has also held several public hearings on proposed changes to town code.

**Student representatives**

- Student reps were unable to attend tonight's meeting but provided updates to Sarah.
- Sports practices are starting, with the first games of the season taking place in about two weeks. Nkodia and Marshall have a varsity boys' soccer game on 8/31.

- Junior and senior members of Link Crew will conduct orientation for incoming freshmen on 8/30.
- Watch social media for information on the upcoming Rainbow of Stars marching band competition.

### **Foundation report**

- Installation of study room locks began today.
- Greg will update the Foundation on cost estimates for the staff break room and children's library renovations at their meeting on 9/7. He would like to work with Matt Krueger and the community engagement committee, including teen reps if available, on strategizing for a pitch meeting with Sarah Clark's office.

### **Friends report**

- The Friends are still tentatively planning a book sale fundraiser in September or October but may not have the capacity, as their last few meetings have been sparsely attended.
- Library staff are passing out Friends fliers at the circulation desk and publicizing recruitment efforts in the library newsletter. Trustees are encouraged to share the recruitment flier with anyone they know who might be interested, and Sarah will look into recruiting students who need volunteer hours. Maria also recommended library staff have Friends fliers on hand at their table for the senior health fair.
- Sarah and Betty will attend the next Friends meeting on 8/22.

### **Staff liaison report**

- This month's staff liaison was Emily Baker, who began working for the library in 2016 and has served as teen librarian since 2019. In addition to programming and collection development for teens and tweens, she oversees teen volunteers (including teen tech tutors) and supervises library pages. She is also the library contact for the digital literacy program and assists with babytime and pajama storytime in the children's library.
- Emily was able to fill 78 percent of summer reading volunteer slots this year, compared with just 38 percent last year.
- In response to a question from Phil, Emily observed that teen and tween readers have shown an increased interest in horror. Manga, the Hunger Games series, and books by Kwame Alexander and Jason Reynolds are perennial favorites.
- Betty noted that Emily and Adriana Schubmehl provided great service on a recent visit to the library with her grandson.

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

- Greg, Emily, Erin, Michael, and Laura met recently to narrow down action items for the second year of the long-range plan. He shared the resulting ranked-choice poll with the board.
- Once the board has approved the selected action items, the group will meet again to work out roles, responsibilities, and timelines.

- Year 1 will be reviewed at the September board meeting.
- Motion to approve prioritization of action items for year two of the long-range plan. Seconded. Motion carried.
- Erin reminded all trustees to recognize library staff for positive interactions. Susan asked whether the existing comment boxes could be made more prominent.

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

Finance committee: Reviewed budget documents at last meeting and received valuable input from Betty. See new business below for discussion of printing costs. The committee will meet again prior to the September board meeting.

#### Financial report

- Revenue: As of July 31, the library had already collected 83.1 percent of anticipated revenue for miscellaneous income, with only about 58.3 percent of the year elapsed. We received payment for six months' worth of online fines from MCLS, bringing revenue for library charges up to 68 percent of budget. Revenue collection now stands at 98.9 percent of budget overall.
- Expenses: Spending remains on track at 56.7 percent of budget overall, 56.2 percent for salaries, 42.1 percent for library materials, and 46.3 percent for services and supplies.

#### Vouchers

- Vouchers of note: #209, Bibliotheca: RFID tagging and smart gate software renewal; #216, Library Journal/School Library Journal Professional Development: Registration for project management course for Greg Benoit; #218, Midwest Tape LLC: Hoopla usage for July, the first invoice since removing a daily download cap.
- Motion to approve August 2023 vouchers for payment. Seconded. Motion carried.

### **Organizational development committee**

- See attached for personnel report. The committee also discussed possible strategies for replacing circulation supervisor Nancy Cowan when she retires at the end of the year.
- Motion to approve the hire of Hildamina Ibrahim, Jamyia Mitchell, and Chris Nicchitta to the position of library page, effective 8/7/2023. Seconded. Motion carried.

### **Community engagement committee**

- Next meeting in late August. Sarah is committed to expanding involvement from student reps.
- While there had been previous discussion of approaching the Foundation about a scholarship fund, the committee decided to look into other funding sources.
- Betty raised the idea of reaching out to the Foundation about a leaf or book spine in honor of Mirko Pylyshenko prior to the Virtual Reality Museum of War program in October.

## Technology team

- The library is requesting funding for CollectionHQ in the 2024 budget, as well as more funding for Hoopla.
- New network switches scheduled to be installed in late September. Public computers, wifi, and printing will be unavailable while the work takes place, so signs are going up to notify patrons three to four weeks in advance.
- Phil noted that IT clerk Tariq Hudson had expressed interest in earning software certifications and that Phil provided a recommendation for a local vendor.

**Old business:** Recipient of the Mary Bobinski Innovative Public Library Director Award will be notified 9/7.

## New business

- The idea of selling prints at cost, or at a reduced price, had previously been raised as part of the 2024 budget. Following discussion in finance committee, it was proposed to leave printing costs unchanged for the time being and revisit at year end or midway through 2024.
- In response to a question from Susan, Greg noted that reducing the price of printing only for certain documents (resumes, immigration paperwork, etc.) would force patrons to approach staff for assistance.
- Betty raised the possibility of capping costs for large print jobs, with Greg noting that other libraries have implemented this practice.

**Director's report:** See attached. Below items were also discussed during this section.

### Collection development policy

- Proposed revisions to the library's collection development policy were shared at the July board meeting and have been reviewed by the town attorney. No changes were recommended.
- Motion to approve updated collection development policy. Seconded. Motion carried.

### Materials complaint

- Greg, children's librarians, the acquisitions librarian, and the library board all received a letter (mailed from a zip code outside Monroe County) about a graphic novel adaptation of *Anne of Green Gables* in the children's collection. The anonymous writer expressed concern about a reference to a same-sex crush, but chose not to leave contact information or engage in the library's process for requesting reevaluation of materials.
- Content is on a par with many other items in the children's library featuring heterosexual couples. The library also provides multiple opportunities for caregivers to find out about content in books and movies before borrowing them.
- Other MCLS libraries own this item but have not reported it being targeted. Greg has reached out to other directors and will update staff.

**Adjournment**

- Motion to adjourn to executive session at 7:45 pm.
- Motion to come out of executive session at 8:21 pm.
- Meeting adjourned at 8:25 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Erin Dougherty

**IRONDEQUOIT PUBLIC LIBRARY  
REVENUE**

7/31/2023

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2023	2023 %
								YTD JUL 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	\$39,222	\$7,997	83.1%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$33,426	\$22,720	\$10,706	68.0%
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%
<b>Subtotal - revenue</b>			<b>\$2,576,001</b>	<b>\$2,655,615</b>	<b>\$2,660,497</b>	<b>\$2,794,750</b>	<b>\$2,791,458</b>	<b>\$2,759,612</b>	<b>\$31,846</b>	<b>98.9%</b>

**EXPENSES**

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2023	2023 %
								YTD JUL 23	BALANCE	
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,140,595	\$640,631	\$499,964	56.2%
2		Equipment & capital	\$2,565	\$4,529	\$977	\$2,468	\$3,853	\$618	\$3,235	0.0%
4	7410-4050	Library materials	\$178,336	\$169,598	\$175,369	\$171,848	\$180,000	\$75,723	\$104,277	42.1%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$402,156	\$186,299	\$215,857	46.3%
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	\$198,005	\$238,222	45.4%
<b>Subtotal - expenses</b>			<b>\$2,485,140</b>	<b>\$2,518,450</b>	<b>\$2,635,126</b>	<b>\$2,626,286</b>	<b>\$2,795,481</b>	<b>\$1,584,301</b>	<b>\$1,211,180</b>	<b>56.7%</b>



**BOOKSTORE SALES**

<b>Month</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
January	\$2,729.61	\$2,429.70	\$2,838.37	\$2,556.20	\$3,703.00	\$3,020.96	\$1,436.73	\$2,155.69	\$2,968.37
February	\$1,748.98	\$1,981.05	\$2,638.92	\$3,212.03	\$2,869.51	\$3,366.15	\$1,643.74	\$2,373.25	\$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	\$3,597.55
August	\$804.03	\$2,845.65	\$2,939.75	\$2,923.96	\$2,269.19	\$0.00	\$2,310.40	\$3,262.66	
September	\$1,338.94	\$2,305.98	\$2,960.88	\$3,677.35	\$2,583.29	\$0.00	\$2,353.05	\$2,916.39	
October	\$2,571.56	\$2,418.06	\$2,598.09	\$2,793.75	\$1,837.73	\$754.85	\$2,493.10	\$2,640.46	
November	\$2,274.22	\$2,052.25	\$2,396.25	\$3,180.29	\$1,901.41	\$493.25	\$3,018.12	\$3,248.08	
December	\$1,653.62	\$2,506.47	\$3,489.61	\$3,142.75	\$2,350.28	\$2,338.53	\$2,861.60	\$2,789.00	
<b>Total</b>	<b>\$22,973.30</b>	<b>\$29,217.46</b>	<b>\$31,730.93</b>	<b>\$34,647.51</b>	<b>\$33,480.23</b>	<b>\$11,530.07</b>	<b>\$26,885.29</b>	<b>\$32,833.60</b>	<b>\$24,188.55</b>



## CHASE ACCOUNTS

JULY 2023

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
7/1/2023	Opening balance			\$28,220.59
7/12/2023	Donation from Summit FCU for summer reading	\$250.00		\$28,470.59
7/12/2023	Payment to Amazon for sensory garden supplies (Alconero donation)		\$489.33	\$27,981.26
7/12/2023	Payment to Amazon for sensory garden supplies (Alconero donation)		\$43.90	\$27,937.36
7/12/2023	Payment to Emily Baker (reimbursement for summer reading prizes--Summit donation)		\$50.00	\$27,887.36
7/12/2023	Payment to Defiant Monkey Improv for tween improv program on 7/28/23 (LIF purchase)		\$250.00	\$27,637.36
7/12/2023	Payment to Daniel Jones for The Right Computer 4 U program on 7/19/23 (LIF purchase)		\$110.00	\$27,527.36
7/12/2023	Payment to Seneca Park Zoo Society for Amazing Adaptations ZooMobile program on 7/21/23 (LIF purchase)		\$150.00	\$27,377.36
7/12/2023	Payment to W.B. Mason for Art Club program supplies (LIF purchase)		\$17.89	\$27,359.47
7/19/2023	Donation from Rick & Dianne Klahfen (undirected)	\$100.00		\$27,459.47
7/19/2023	Payment to Emily Baker (reimbursement for summer reading prizes--Summit donation)		\$20.00	\$27,439.47
7/19/2023	Payment to Bridgeall Libraries Limited for year 2 of CollectionHQ subscription (2021 bullet aid purchase)		\$5,500.00	\$21,939.47
7/19/2023	Payment to Charlie & Checkers for Super Amy performance on 7/18/23 (LIF purchase)		\$290.00	\$21,649.47
7/19/2023	Payment to Daniel Jones for Shopping Online program on 8/2/23 (LIF purchase)		\$110.00	\$21,539.47
7/19/2023	Payment to Joe Rao for Adventures of an Eclipse Chaser program on 8/1/23 (LIF purchase)		\$300.00	\$21,239.47
7/19/2023	Payment to Matt Krueger (reimbursement for summer reading prizes--Summit donation)		\$170.00	\$21,069.47

7/19/2023	Payment to April Banner for Hit Films & Hit Effects program on 7/26/23 (LIF purchase)	\$334.00	\$20,735.47
7/24/2023	Payment to Amazon for sensory kit supplies (2021 bullet aid purchase)	\$33.25	\$20,702.22
7/24/2023	Payment to Benjamin Berry for Hooping for EVERY Body program on 8/3/23 (LIF purchase)	\$257.00	\$20,445.22
7/24/2023	Payment to Benjamin Berry for Circus for All! program on 8/3/23 (LIF purchase)	\$357.00	\$20,088.22
7/24/2023	Payment to Good Causes/Teaching Artists Roc for Crunchy Sam's Critters workshop on 8/11/23 (LIF purchase)	\$200.00	\$19,888.22
7/31/2023	Interest	\$15.70	<b>\$19,903.92</b>

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
7/1/2023	Opening balance			\$6,831.83
7/31/2023	Interest	\$4.35		<b>\$6,836.18</b>

**2021 BULLET AID**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
7/1/2023	Opening balance			\$9,077.01
7/19/2023	Payment to Bridgeall Libraries Limited for year 2 of CollectionHQ subscription		\$5,500.00	\$3,577.01
7/24/2023	Payment to Amazon for sensory kit supplies		\$33.25	<b>\$3,543.76</b>

**2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
7/1/2023	Opening balance			\$10,013.68
7/12/2023	Payment to Defiant Monkey Improv for tween improv program on 7/28/23		\$250.00	\$9,763.68
7/12/2023	Payment to Daniel Jones for The Right Computer 4 U program on 7/19/23		\$110.00	\$9,653.68
7/12/2023	Payment to Seneca Park Zoo Society for Amazing Adaptations ZooMobile program on 7/21/23		\$150.00	\$9,503.68

7/12/2023	Payment to W.B. Mason for Art Club program supplies	\$17.89	\$9,485.79
7/19/2023	Payment to Charlie & Checkers for Super Amy performance on 7/18/23	\$290.00	\$9,195.79
7/19/2023	Payment to Daniel Jones for Shopping Online program on 8/2/23	\$110.00	\$9,085.79
7/19/2023	Payment to Joe Rao for Adventures of an Eclipse Chaser program on 8/1/23	\$300.00	\$8,785.79
7/19/2023	Payment to April Banner for Hit Films & Hit Effects program on 7/26/23	\$334.00	\$8,451.79
7/24/2023	Payment to Benjamin Berry for Hooping for EVERY Body program on 8/3/23	\$257.00	\$8,194.79
7/24/2023	Payment to Benjamin Berry for Circus for All! program on 8/3/23	\$357.00	\$7,837.79
7/24/2023	Payment to Good Causes/Teaching Artists Roc for Crunchy Sam's Critters workshop on 8/11/23	\$200.00	<b>\$7,637.79</b>

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## August 16, 2023 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
203	Alliance Entertainment	Library materials	\$128.46	4050
204	Amazon	Professional services, programming (supplies for Maker Mondays program on 8/14/23)	\$125.42	4408
204	Amazon	Supplies, other misc.	\$284.95	4650
204	Amazon	Supplies, office	\$31.96	4570
204	Amazon	Library materials	\$358.44	4050
205	Baker & Taylor	Library materials	\$10,343.80	4050
206	Baker & Taylor Entertainment	Library materials	\$794.80	4050
207	Barnes & Noble	Library materials	\$87.16	4050
208	Greg Benoit	Conference/training (reimbursement for NYLA membership dues)	\$125.00	4100
<b>209</b>	<b>Bibliotheca</b>	<b>Computer software licensing</b>	<b>\$9,433.00</b>	<b>4090</b>
210	Booklist	Library materials	\$349.90	4050
211	Brodart	Supplies, library processing	\$590.64	4576
212	Daily Record	Library materials	\$249.00	4050
213	Demco	Supplies, library processing	\$332.92	4576
214	East Ridge Printing	Printing services	\$274.60	4390
215	Library Ideas	Library materials	\$566.48	4050
<b>216</b>	<b>Library Journal/School Library Journal Professional Development</b>	<b>Conference/training (registration for Project Management Fundamentals for Librarians for Greg Benoit, 10/5 - 10/26/23)</b>	<b>\$259.29</b>	<b>4100</b>
217	The Library Store	Supplies, library processing	\$43.74	4576
<b>218</b>	<b>Midwest Tape LLC</b>	<b>Library materials</b>	<b>\$1,115.99</b>	<b>4050</b>
219	Monroe County Library System	Library materials	\$15.00	4050
220	Oriental Trading Company	Supplies, office	\$194.97	4570
221	OverDrive	Library materials	\$1,069.98	4050
222	Playaway Products	Library materials	\$2,986.90	4050
223	Scholastic	Library materials	\$563.53	4050
224	Soho Imaging	Supplies, office	\$338.00	4570
225	Staples	Supplies, library processing	\$16.82	4576
225	Staples	Supplies, office	\$800.82	4570
226	T-Mobile	Library materials	\$57.40	4050
227	W.B. Mason	Supplies, office	\$74.67	4570
<b>Total</b>			<b>\$31,613.64</b>	

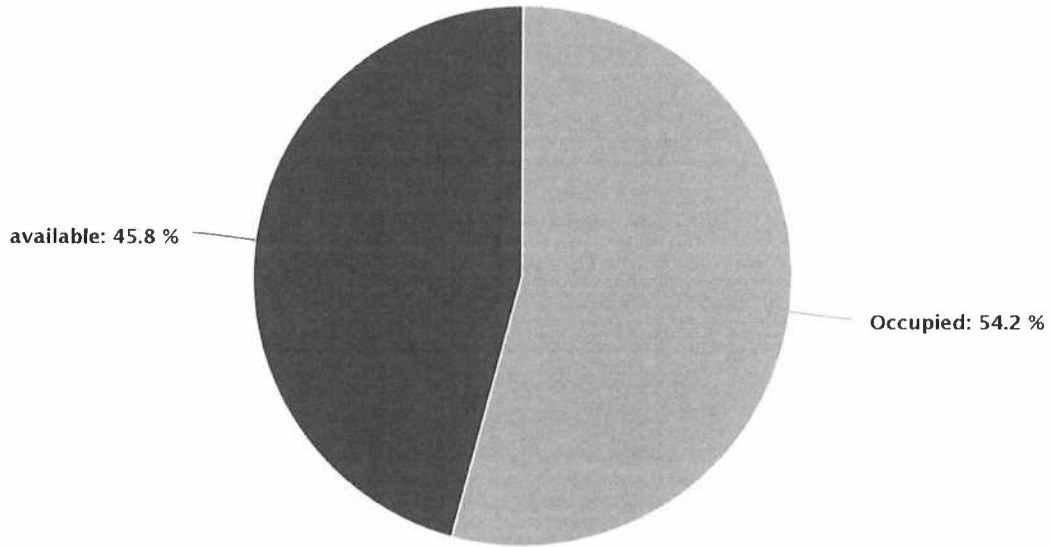
**August 16, 2023 voucher list**

<b>Fund</b>	<b>Fund total</b>
4050	\$18,686.84
4090	\$9,433.00
4100	\$384.29
4390	\$274.60
4408	\$125.42
4570	\$1,440.42
4576	\$984.12
4650	\$284.95
<b>Grand Total</b>	<b>\$31,613.64</b>

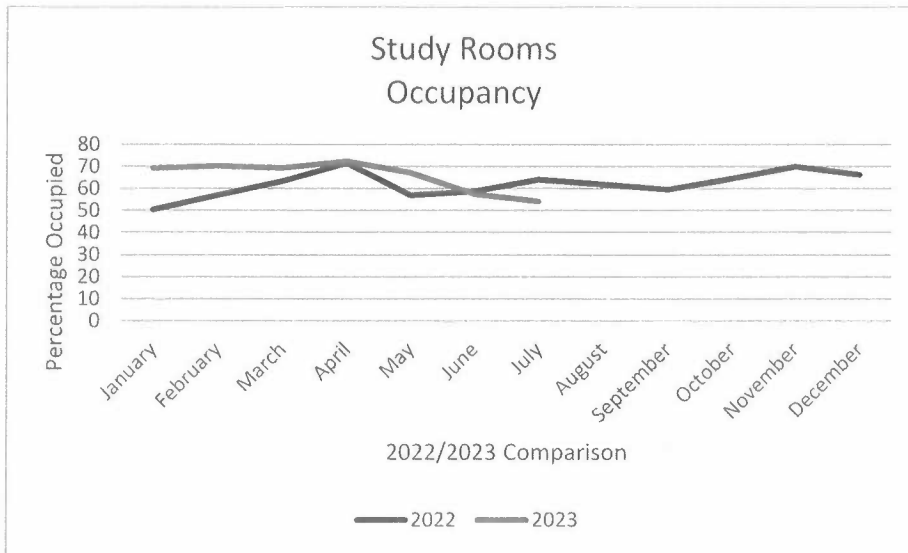
# Meeting and Study Room Reservations July 2023

## Study Rooms (Second Floor)

Aggregate Occupancy Ratio  
Saturday, July 1, 2023 – Monday, July 31, 2023

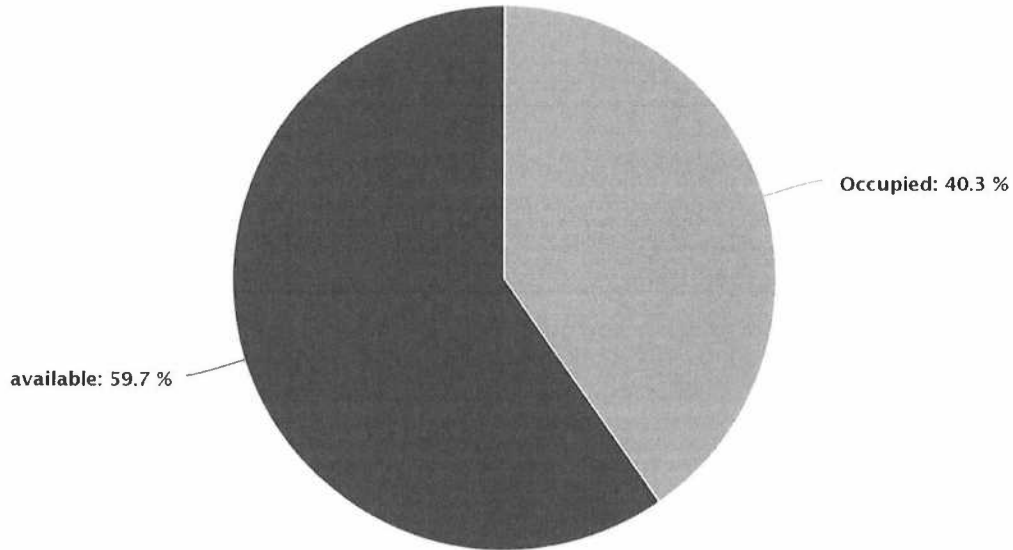


**Average Booking Duration for July 1 hr. 55 mins.**  
**Number of Bookings 461**

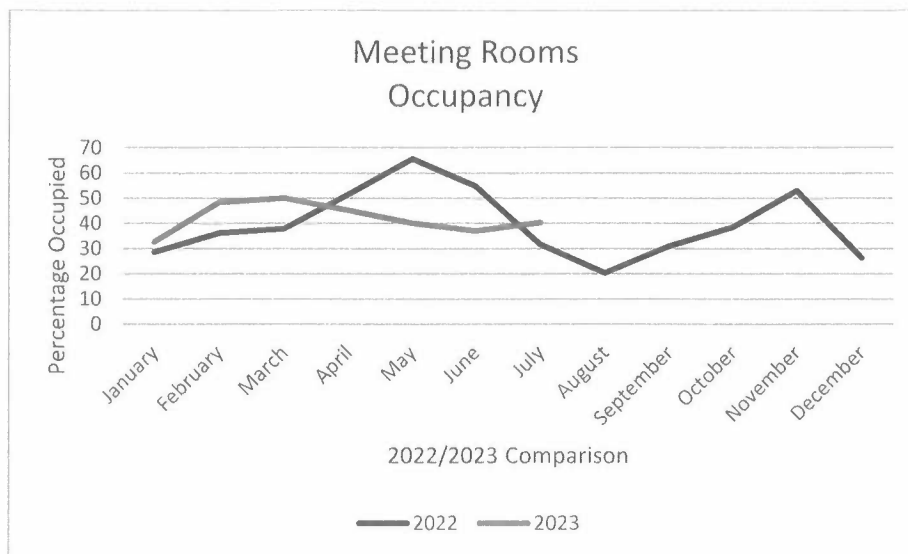


## Meeting Rooms (First Floor)

Aggregate Occupancy Ratio  
Saturday, July 1, 2023 – Monday, July 31, 2023



Average Booking Duration for July 3 hours 36 minutes  
Number of Bookings 91



### 2022 Notable high occupancy rates due to:

1. May 2022 BOCES 4 days/week and Irondequoit Art Club 2.5 weeks
2. June 2022 Early Voting and Primary Election
3. November 2022 Early Voting and General Election 1.5 weeks

**Organizational Development Committee**  
**July 2023 Employee Changes**

(The following changes were accidentally omitted from the July 2023 personnel report)

**Cat Budinger**

Resignation: Part-Time Library Clerk

Notes: Cat Budinger has resigned from her position as a part-time library clerk. This fall Cat will be enrolling in a college program in Florida.

Cat's last day was July 14, 2023.

**Nick Mott**

Promotion: Part-Time Library Page to Part-Time Library Clerk

Notes: Nick Mott has been selected to fill the vacancy caused Cat Budinger's resignation. Nick had the opportunity to train for his position with Cat prior to her departure.

Nick has been a library page, teen liaison to the Library Board, and Teen Tech Tutor volunteer. Before joining the library as an employee, Nick was an active library user.

Nick's promotion is effective June 26, 2023.

**Selamawit Molla**

Resignation: Part-Time Page

Notes: Selamawit Moll left her position as a library page to attend college in the fall.

Selamawit's last day was June 24, 2023.

**July 2023 Employee Changes**

**Hilda Ibrahim**

New Hire: Part-Time Page

Notes: Hilda is a recent retiree from the Rochester Public Library. She brings with her a wealth of experience and knowledge from her 30 year career working in public libraries. Over the course of her career, Hilda has worked as a library page, librarian, and library director.

This position was previously occupied by Selamawit Molla. Hilda's start date is August 7, 2023.

**Jamyia Mitchell**

New Hire: Part-Time Page



Notes: Jamyia has experience volunteering at Red Cross blood drives and at Eastridge Senior High School orienting incoming freshmen. In 2023, Jamyia graduated third in her class at Eastridge Senior High School.

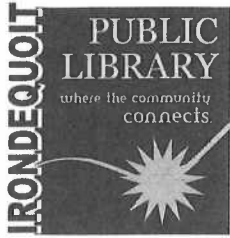
This position was previously occupied by Nick Mott. Jamyia's start date is August 7, 2023.

**Chris Nicchitta**

New Hire: Part-Time Page

Notes: Prior to joining the Irondequoit Public Library as a page, Chris was library volunteer who assisted with the children's summer reading program.

This position was previously held by Khidir Ahmed. Chris' start date is August 7, 2023.



## **Irondequoit Public Library**

Director's Report

Wednesday, August 16, 2023

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

#### **Collection Development Policy Revision**

The *Collection Development & Management Policy* was shared with Megan Dorritie, the attorney for the Town of Irondequoit as an item of information and for general feedback. I also provided her with a document that contained the segment on the policy from the July 2023 Director Report.

Since this is a significant revision to a policy that is a source of controversy at other public libraries locally and nationally, I thought it wise to share it with the town attorney so that she will be familiar with it in advance of any potential legal challenges. Megan is aware of the increased materials reevaluation requests at public libraries local and nationally, and appreciated the opportunity to review the documents. She also offered to review any other documents that the library or Library board may need feedback or guidance on.

#### **Alzheimer's Association Partnership - Caregiver Support Group**

Starting in September, the Alzheimer's Association will offer an Alzheimer's caregiver support group.

The Alzheimer's Association will send a social worker to the library on the evening of the second Wednesday of each month to facilitate a support group for individuals caring for someone who has Alzheimer's or other medical conditions with similar symptoms. The Irondequoit Public Library will help publicize the group through our social media and Constant Contact newsletter, and will count group attendance towards our program attendance. The support group is free for the public to attend, and is funded by Alzheimer's Association at no cost to the library.

#### **Irondequoit Historical Society - 2023-2024 Local History Programs**

The Irondequoit Historical Society has communicated the local history program lineup for the 2023 - 2024 season. These programs are coordinated by the Irondequoit Historical Society, and promoted and conducted as a part of our joint partnership. The lineup is:

- September 7: *Rifle Range at Seneca Park* (Dave Kuchman)
- October 5: *Urban Legends* (Matt Rogers)
- November 2: *History and Memories of a County Fair Manager* (Fran Tepper)
- December 7: *Pinpoint Photography* (Joe Struble)
- February 1: *History of Pharmacies in Wester New York* (Dick Campbell)
- March 7: *Little Ambassadors: The Kodakids of WWII* (Mary Jo Lanphear)
- April 4: *History of the Irondequoit Police Department* (Greg Merrick)
- May 2: *Holocaust Remembrance* (Marcia Birken & Marjorie Searl)

### **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.

Draft Budget Due to Supervisor: Monday, August 28

**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**

**Irondequoit Public Library Foundation - Projects**

The Irondequoit Public Library Foundation has requested my presence at their September 7th meeting to provide an update on the children's library renovation project, the staff break room upgrades, and the installation of locks on the study room doors.

I expect to have met with someone from Assembly Member Clark's staff by September 7th, and to have identified a specific grant or New York State aid program to help with some or all of the costs associated with the children's library renovation. I also expect to have firm costs and a rough timetable for both projects by September 7th.

**4. Monroe County Library System**

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

**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**

No items of correspondence to report for the August 16, 2023 Library Board meeting.

**8. Items of Information**

- *2024 Library - Draft Budget Notes.pdf*

- *2024 Library - Draft Budget.pdf*
- *IPL Goal Year #2.pdf*
- *LRP Year #2 - Ranked Choice Poll Results.pdf*
- *Meeting Room Report - July 2023.pdf*
- *Social Media Analytics - July 2023.pdf*

**Irondequoit Public Library**  
 Statistical Report to the Library Board  
**August 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	4,229	12,342	15,116	46	68	1,018	1,359	1,131	1,224	37,174	35,482	28	36	3	8
August	5,569		14,533		67		1,451		1,254		40,763		24		3	0
September	4,274		13,057		61		1,607		1,132		32,488		7		4	0
October	4,744		12,585		90		1,093		1,136		31,848		55		5	0
November	4,402		13,336		79		1,122		1,238		31,941		53		5	0
December	4,100		12,624		68		1,217		1,125		29,051		40		4	0
<b>Total</b>	<b>53,881</b>	<b>32,929</b>	<b>153,340</b>	<b>109,924</b>	<b>747</b>	<b>622</b>	<b>15,520</b>	<b>10,049</b>	<b>14,281</b>	<b>8,918</b>	<b>401,116</b>	<b>236,379</b>	<b>389</b>	<b>258</b>	<b>38</b>	<b>39</b>
<b>YTD Average</b>	<b>4,490</b>	<b>2,744</b>	<b>12,778</b>	<b>9,160</b>	<b>62</b>	<b>52</b>	<b>1,293</b>	<b>837</b>	<b>1,190</b>	<b>743</b>	<b>33,426</b>	<b>19,698</b>	<b>32</b>	<b>22</b>	<b>3</b>	<b>3</b>