

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of October 18, 2023

Call meeting to order: 6:30 pm.

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

Present via teleconference: Sarah Yannello. Sarah abstained from all votes for this meeting.

Guests: Greg Benoit, library director; Marshall Yannello, student representative for Eastridge (via teleconference); Sarah Taffner, library clerk (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Susan Kramarsky, trustee at large.

Approval of agenda: Approved.

Approval of minutes: Minutes of September 20, 2023 approved.

Attendance: Next meeting November 15, 2023. No conflicts noted; Erin to follow up with Susan.

Town board liaison report: No town board liaison this month. Prior to this meeting, Greg presented the library's proposed 2024 budget at a special meeting of the town board, with several library board members in attendance. Rachel congratulated Greg on a well-received presentation.

Student rep report

- Eastridge seniors recently enjoyed an overnight at Camp Cory, the school's first senior trip in some time.
- New interim principal David Dunn has instituted several new practices, including extending the homecoming pep rally to 90 minutes and allowing seniors with good academic and behavior records to leave campus for lunch.
- Eastridge has a marching band competition in Greece on October 21 and will be competing in this year's New York State Field Band Conference championships at Syracuse University. Other upcoming events include a college career night on October 26; a haunted hallways event the Friday and Saturday before Halloween, with all proceeds to benefit Irondequoit Community Cupboard; and performances of the fall play, Neil Simon's *Rumors*, beginning November 15.
- Rachel mentioned a Facebook post about local high school students raking leaves for veterans and inquired whether a flyer could be placed in the library. Marshall will follow up.

- In response to a question from Rachel, Marshall indicated that many students could benefit from resume writing support. Greg noted that Rochester Works would be an ideal community partner and already offers weekly drop-in hours at the library.

Foundation report: The Foundation has agreed to fund new computers and circulating kits for the Maker's Lab (see attached proposal). Greg will soon have an update on grant funding for renovation of the children's library.

Friends report: Molly attended the Friends' most recent meeting and will be present for tomorrow night's meet-and-greet/ghost tour at Union Tavern. Greg reported that 64 people have registered for the event, at least some of whom will likely sign up as new volunteers or board members.

Staff liaison

- This month's staff liaison was Sarah Taffner, one of IPL's two full-time clerks, who joined the library staff in 2017. Sarah works closely with circulation supervisor Nancy Cowan and has been assisting in training the library's two new part-time clerks. She also manages the hold shelf and recently joined the accessibility team.
- In response to a question from Rachel, Sarah noted that foot traffic has not dropped off much after the summer compared with previous years.

Long-range plan check-in

- Erin reminded all trustees to leave feedback on any positive interactions with library staff. Greg will follow up on making signage for the comment boxes more prominent.
- Cumulative results of all staff burnout surveys from year one of the long-range plan were shared with the board. Greg explained that the results showed a decline in the number of staff reporting "always" or "often" experiencing burnout symptoms, but that participation had also declined, with some staff expressing discomfort over certain survey questions.
- The final survey offered staff an opportunity to give feedback on which wellness initiatives should continue into the next year. Greg noted that he encourages full-time staff to make use of schedule flexibility to attend appointments or support groups during the day, a practice he himself has adopted.
- Meaghan raised the possibility of shifting the focus to resilience, using a measurement like the Adult Hope Scale. Erin praised Greg for prioritizing more staff representation in developing goals and action items for year 2.

Finance committee, vouchers, financial report

Financial report

- Revenue: With three months left in the year, the library already has a surplus of more than \$5,000 on the miscellaneous income budget line, thanks in large part to continued strong performance by the library bookstore. We are now at 99.4 percent of budget and on track to exceed overall projected revenue by the end of October.

- Expenses: Expenditures remain on track, with 75 percent of the year elapsed and 66.8 percent of budget spent. The second half of the interest payment will bring that percentage up considerably when it posts this month. Spending currently stands at 71.2 percent for salaries, 57.1 percent for library materials, and 54.7 percent for services and supplies.

Vouchers

- Vouchers of note: #260, Interpretrek: ASL interpretation for two programs during Deaf Awareness Week; #264, Monroe Piping & Sheet Metal: Final piping replacement for HVAC system (majority of expense to be covered by SAMS grant); #265, NYLA: Organizational membership for library, including associate memberships for 14 staff; #266, Pryor Learning, LLC: "HR Resources for Anyone with Newly Assigned HR Responsibilities" online course registration for 4 employees; #267, Right to Be: "Bystander Intervention in the Workplace" online course registration for 5 staff members; #270, Miranda Stefano: "Sign for Librarians" presentation at staff training day on 10/6/23.
- Motion to approve October 2023 voucher list for payment. Seconded. Motion carried.
- Greg indicated that the library would like to continue the past practice of preparing two interim voucher lists at year end. Vouchers will be signed by the library director and board treasurer on or around 11/6 and 12/11, then presented to the full board for approval at the following meeting.

Finance committee

- Greg noted that a board vote is required in order to accept SAMS grant funds and incorporate the amount into the revenue budget line for state aid. This will allow funds to be applied to the 2023 budget regardless of when they come in.
- Motion to accept \$64,413 in SAMS grant funds, to be reflected in the state aid revenue budget line, and to update the 2023 library appropriation to reflect the addition of \$64,413 in SAMS grant funds. Seconded. Motion carried.
- A revised version of the 2024 library budget was shared with the board. Rachel thanked Greg, Betty, Susan, and Stephanie for their work on amending the budget in light of reductions requested by the town comptroller.
- In response to a question from Michael, Greg noted that cuts had been made to the budget lines for contingency, conferences and training, programming, materials, and mileage, as well as increasing projected revenue from library charges. Programming costs will be offset by a new round of legislative initiative funding.
- The revised budget provides for a \$40,000 withdrawal from the library fund balance, which would bring the library back within town guidelines specifying that fund balance should be between five and 20 percent of the subsequent year's budget. The fund balance should also be sufficient to cover any unexpected maintenance costs. In early 2024, the board will need to vote to withdraw \$40,000 from the fund balance and apply it to the appropriate budget lines. Greg will work with the town comptroller on wording for the motion.
- Motion to approve the amended 2024 library budget. Seconded. Motion carried.

Organizational development committee

- See attached personnel report for promotion and new hires.
- Motion to promote Michael Callari to part-time library assistant, effective 10/2/23; to hire Susan Day as a part-time library clerk, effective 10/16/23; and to hire Emily Forbes as a part-time library clerk, effective 10/23/23. Seconded. Motion carried.

Community engagement committee: Sarah has been reaching out to Irondequoit schools about facilitating communication between school librarians and the children's and young adult librarians at IPL, and ideally bringing IPL librarians into schools to promote their programs. She has also approached school principals about linking the library's calendar to school calendars and newsletters. The idea of a community garden has also been discussed.

Technology team

- See director's report for technology updates.
- In response to a question from Phil, Greg indicated that there had been no further disruptions from last month's network switch upgrade. However, Kevin took advantage of water main repairs this morning to rewire servers while the library was closed to the public.
- Greg will send out login instructions when the trustee OneDrive is migrated to an Irondequoit.gov account.

Old business: None.

New business: Consider a theme for the 2024 budget.

Director's report: See attached.

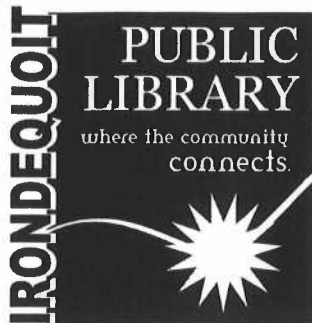
Review of meeting action items

- Remember Friends recruitment event at Union Tavern tomorrow.
- Consider attending RRLC legislative event at Henrietta Public Library on 11/17.
- Attend public hearing for town budget on 11/9.

Adjournment

- Motion to adjourn to executive session at 7:24 pm to discuss collective bargaining agreement.
- Motion to come out of executive session at 7:48 pm.
- Meeting adjourned at 7:48 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty



1839 Maker's Lab - Upgrades - Proposal

Date: October 5, 2023

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

Proposal Overview

The Irondequoit Public Library seeks funding to add new circulating and in-house items to the 1839 Maker's Lab collection. The library also seeks funds to upgrade the aging, mission critical computers that power the GloForge laser etcher/cutter, the in-house Cricut paper cutting machine, the VHS digital converter, and the archival photo scanner.

These projects are listed in the order of priority.

Computer Replacement

The 1839 Maker's Lab currently has two PCs in the lab that are in need of replacement. These PCs are the oldest PCs in the library, and Microsoft recently stopped supporting these PC with Windows updates. One PC is connected to the VHS digitization machine and the archival photo scanner. The other PC is connected to the Cricut paper cutting machine and the GloForge laser etcher/cutter.

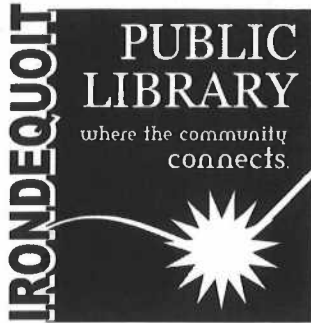
The library seeks \$700 to purchase a **Dell XPS desktop (13th Gen Intel Core i5-13400)** to replace the obsolete PC that powers the GloForge and Cricut.

The library seeks \$1,150 to purchase a **Dell XPS desktop (13th Gen Intel Core i7-13700)** to replace the PC that powers the VHS and photograph digitization equipment, and \$100 to purchase **Adobe Premiere Elements**, a professional quality, but easy to use video editing program. This PC requires more processing power than the PC that will accompany the GloForge and Cricut because it is frequently used to manipulate and edit large photo and video files, and consequently it is more expensive.



Computer Replacement Total: \$1,950

Dell XPS Desktop



Date: October 5, 2023

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C-Pen

The library seeks \$300 to purchase a C-Pen ReaderPen 2 text to speech pen and \$35 for a hardshell case to store the pen.

A C-Pen is an electronic device the size of a highlighter that reads text aloud as it is dragged over printed words. This adaptive device is popular with individuals who cannot read small print due to poor eyesight, children learning how to read, and speakers of other languages with low English proficiency. It was recommended to us by a visually impaired library user who is aware that libraries in the Pioneer Library System have begun circulating C-Pens

The addition of this device into the library's collection will be promoted as a part of our disability inclusion effort that was recently featured on WXXI.

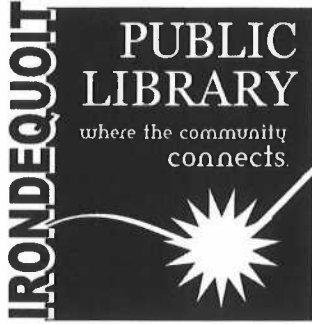
You can read and listen to this story here: <https://www.wxxinews.org/local-news/2023-09-25/irondequoit-public-library-wanted-to-be-more-inclusive-so-it-went-all-in-from-equipment-to-training>

If funds are available the library would like to purchase two C-Pens, one to circulate, and one for use on-demand in the library.



C-Pen ReaderPen 2

C-Pen Total: \$335 or \$670



Date: October 5, 2023

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Circulating Photo, Slide & Negative Digitization Kit

The most popular items in the 1839 Maker's Lab are the photo and video digitization equipment. This equipment is currently only available for use in the maker's lab, and the library seeks \$525 to create a photography digitization kit that can be loaned to library patrons for at home use. We believe that this kit will become one of the most popular kits available through the 1839 Maker's Lab.

This kit would include a \$180 portable Kodak Slide N Scan negative and slide scanner, a \$200 Plustek portable 4" x 6" photo scanner, and a \$30 Digitnow slide and negative viewer. The library also seeks \$115 to purchase hardshell cases for the devices in this kit.

Photo, Slide & Negative Digitization Kit: \$525



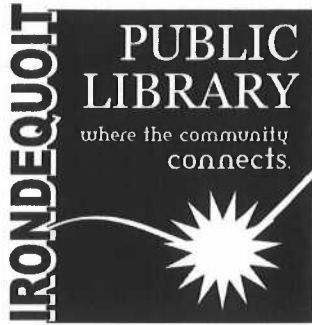
Digitnow Slide & Negative
Viewer



Plustek Photo Scanner



Kodak Slide N Scan Scanner



Date: October 5, 2023

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

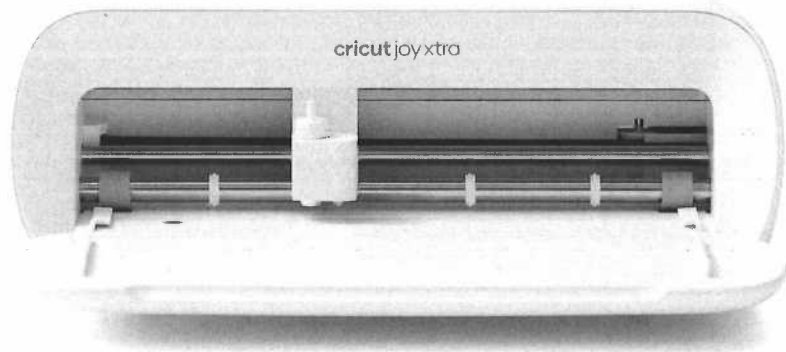
(585) 336-6064
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Circulating Cricut Joy Xtra Kit

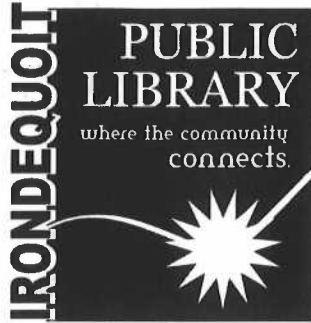
The Irondequoit Public Library currently has one portable Cricut paper cutting machine available for at home use. It is one of the most popular circulating items in the 1839 Maker's Lab.

The library seeks \$200 in funds to purchase a **Cricut Joy Xtra** paper cutting machine for at home use, and \$80 for a hardshell case. This newly released Cricut machine will supplement our current Cricut machine, and can also has the added benefit that it can create graphics that can be ironed on to t-shirts and fabric.

Cricut Joy Xtra Kit: \$280



Cricut Joy Xtra



Date: December 16, 2022

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

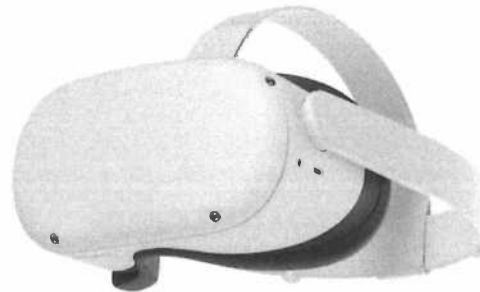
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“Meta Quest 2” VR Headsets

The library currently has one virtual reality headset, and “Oculus Rift”, available for loan. Although the manufacturer has discontinued making the particular model the library owns, it remains very popular and frequently has a lengthy waiting list.

The library seeks \$600 to purchase two “Meta Quest 2” VR headsets and \$60 to purchase carrying cases. These headsets will be promoted as a “VR Game Night Kit”. This headset is new to the market, and will supplement the existing “Oculus Rift” VR headset until it can no longer run VR apps.

Meta Quest 2 Headsets: \$660



Meta Quest 2 VR Headset

Summary

These projects are listed below in the order of their priority. Projects can be funded separately or in full.

Computer Replacement	\$1,950
Circulating C-Pen Reader Pen 2	\$335
Circulating Photo, Slide & Negative Digitization Kit	\$525
In-House C-Pen Reader Pen 2	\$335
Circulating Cricut Joy Xtra Kit	\$280
Meta Quest 2 VR Headset	\$660
Total Cost	\$4,085

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

9/30/2023

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2023	2023 %
								YTD SEP 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	\$52,475	(\$5,256)	111.1%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$33,426	\$27,832	\$5,594	83.3%
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%
0	0005-5031-0299	Interfund transfers, ARPA funding					\$3,853		\$3,853	0.0%
Subtotal - revenue			\$2,576,001	\$2,655,615	\$2,660,497	\$2,794,750	\$2,795,311	\$2,777,977	\$13,481	99.4%

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2023	2023 %
								YTD SEP 23	BALANCE	
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,140,595	\$812,033	\$328,562	71.2%
2		Equipment & capital	\$2,565	\$4,529	\$977	\$2,468	\$3,853	\$722	\$3,130	0.0%
4	7410-4050	Library materials	\$178,336	\$169,598	\$175,369	\$171,848	\$180,000	\$102,793	\$77,207	57.1%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$402,156	\$219,789	\$182,367	54.7%
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	\$249,437	\$186,790	57.2%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,795,481	\$1,867,800	\$927,680	66.8%

Cash receipts summary

9/30/2023

DESCRIPTION	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUN ACTUAL	JUL ACTUAL	AUG ACTUAL	SEP ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	YTD 2023
Fines (cash)	\$1,700.35	\$1,968.42	\$1,808.70	\$1,389.04	\$1,699.89	\$1,478.00	\$1,516.80	\$1,619.35	\$1,268.70				\$14,449.25
UMS/refunds					-\$40.00	-\$1,562.40		-\$19.99					-\$1,622.39
Online fines							\$3,522.00						\$3,522.00
Fines (credit)	\$1,161.08	\$1,423.12	\$1,738.36	\$825.27	\$1,310.25	\$1,278.10	\$1,011.78	\$1,255.39	\$894.27				\$10,897.62
BFR (cash)	\$149.94	\$110.93	\$84.99	\$61.70	\$41.97	\$56.94	-\$14.99	\$73.00	\$20.91				\$585.39
Book sale	\$2,968.37	\$3,592.07	\$3,708.45	\$3,696.71	\$3,324.14	\$3,301.26	\$3,597.55	\$4,181.33	\$3,567.17				\$31,937.05
Misc. (cash)	\$100.48	\$138.29	\$167.13	\$140.04	\$56.42	\$101.00	\$13.80	\$105.25	\$89.60				\$912.01
Misc. (credit)	\$3.00	\$7.00	\$12.21	\$42.47	\$53.00	\$5.00	\$45.36	\$22.00	\$24.39				\$214.43
Refund prior year													\$0.00
Copier	\$468.50	\$506.00	\$516.00	\$496.00	\$967.00								\$2,953.50
State aid													\$0.00
Print station (cash)	\$627.45	\$684.40	\$974.60	\$951.20	\$1,000.00								\$4,237.65
Print station (credit)	\$844.95	\$1,346.80	\$1,140.93	\$252.52	\$1,369.78								\$4,954.98
Copy/print/fax (cash)						\$1,029.91	\$1,311.25	\$1,789.00	\$1,517.20				\$5,647.36
Copy/print/fax (credit)						\$1,078.00	\$1,040.20	\$1,117.26	\$839.75				\$4,075.21
Interfund transfer													
Total	\$8,024.12	\$9,777.03	\$10,151.37	\$7,854.95	\$9,782.45	\$6,765.81	\$12,043.75	\$10,142.59	\$8,221.99	\$0.00	\$0.00	\$0.00	\$82,764.06

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	\$3,066.71
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	\$4,181.33
September	\$1,338.94	\$2,305.98	\$2,960.88	\$3,677.35	\$2,583.29	\$0.00	\$2,353.05	\$2,916.39	\$3,567.17
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	\$31,307.05

CHASE ACCOUNTS

SEPTEMBER 2023

NON-PUBLIC FUNDS MMDA ***9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2023	Opening balance			\$18,925.46
9/13/2023	Payment to W.B. Mason for art club supplies (LIF purchase)		\$48.96	\$18,876.50
9/13/2023	Payment to Amazon for art club supplies (LIF purchase)		\$721.12	\$18,155.38
9/13/2023	Payment to Amazon for sensory kit supplies (2021 bullet aid purchase)		\$210.69	\$17,944.69
9/13/2023	Payment to Daniel Jones for "World of Podcasts" program on 9/19/23 (LIF purchase)		\$110.00	\$17,834.69
9/13/2023	Payment to Greg Benoit (reimbursement for art club supplies; LIF purchase)		\$32.00	\$17,802.69
9/13/2023	Payment to Reem Faruqi for Mighty Muslim Mountains Youth Program on 9/24/23 (LIF purchase)		\$250.00	\$17,552.69
9/29/2023	Interest	\$11.90		\$17,564.59

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2023	Opening balance			\$6,840.53
9/29/2023	Interest	\$4.50		\$6,845.03

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2023	Opening balance			\$3,543.76
9/13/2023	Payment to Amazon for sensory kit supplies		\$210.69	\$3,333.07

2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2023	Opening balance			\$8,412.92
9/13/2023	Payment to W.B. Mason for art club supplies		\$48.96	\$8,363.96
9/13/2023	Payment to Amazon for art club supplies		\$721.12	\$7,642.84
9/13/2023	Payment to Daniel Jones for "World of Podcasts" program on 9/19/23		\$110.00	\$7,532.84
9/13/2023	Payment to Greg Benoit (reimbursement for art club supplies)		\$32.00	\$7,500.84
9/13/2023	Payment to Reem Faruqi for Mighty Muslim Mountains Youth Program on 9/24/23		\$250.00	\$7,250.84

October 18, 2023 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
247	Johnson Controls	Contracted services	\$9,030.52	4120
248	Law Office of Stephanie Adams, PLLC	Professional services, legal	\$1,025.00	4415
249	Alliance Entertainment	Library materials	\$343.95	4050
250	Amazon	Professional services, programming (juggling scarves for storytime)	\$49.12	4408
250	Amazon	Supplies, office	\$12.21	4570
250	Amazon	Library materials	\$242.93	4050
251	Baker & Taylor	Library materials	\$8,912.68	4050
252	Baker & Taylor Entertainment	Library materials	\$1,130.34	4050
253	Bibliotheca	Supplies, library processing	\$2,697.00	4576
254	Brighton Central Schools	Conference/training ("Employment Law Fundamentals" online course for Nora Pelish)	\$129.00	4100
255	Cengage Learning	Library materials	\$194.93	4050
256	Fusion Digital	Computer software licensing	\$258.00	4090
257	GeneSEE the Eclipse	Library materials	\$20.51	4050
258	Tariq Hudson	Mileage	\$9.21	4350
259	Ingram	Library materials	\$696.67	4050
260	Interpretek	Professional services, programming (ASL interpretation for programs on 9/24 and 9/30)	\$452.00	4408
261	Investor's Business Daily	Library materials	\$260.00	4050
262	Library Journal	Library materials	\$157.99	4050
263	Midwest Tape LLC	Library materials	\$1,299.32	4050
264	Monroe Piping & Sheet Metal	Contingency, contracted services	\$46,882.00	1990-4120
265	New York Library Association	Conference/training (organizational membership, 9/1/23 - 8/31/24)	\$1,290.00	4100
266	Pryor Learning, LLC	Conference/training ("HR Resources for Anyone with Newly Assigned HR Responsibilities" online course registration for 4 employees)	\$596.00	4100

267	Right To Be	Conference/training ("Bystander Intervention in the Workplace" online course registration for 5 staff members)	\$387.53	4100
268	Adriana Schubmehl	Professional services, programming (reimbursement for PEI sheet purchased for 3D printer)	\$37.84	4408
269	Staples	Supplies, office	\$665.05	4570
269	Staples	Supplies, library processing	\$148.45	4576
270	Miranda Stefano	Conference/training ("Sign for Librarians" presentation at staff training day 10/6/23)	\$100.00	4100
271	Wolverine Data	Misc. expenses	\$90.00	4360
Total			\$77,118.25	

October 18, 2023 voucher list

Fund	Fund total
4050	\$13,259.32
4090	\$258.00
4100	\$2,502.53
4120	\$9,030.52
4350	\$9.21
4360	\$90.00
4408	\$538.96
4415	\$1,025.00
4570	\$677.26
4576	\$2,845.45
1990-4120	\$46,882.00
Grand Total	\$77,118.25

**Organizational Development Committee
October 2023 Employee Changes**

Michael Callari

Promotion: Part-Time Library Assistant

Notes: Michael was previously a part-time library clerk at Irondequoit Public Library where he assisted patrons at the checkout desk and worked occasionally repairing damaged DVDs and CDs and processing incoming library materials. Michael has also assisted with library programs, including a very popular Dungeons & Dragons event where he arranged a special effects presentation by a personal contact who worked on the most recent Dungeons & Dragons Hollywood films.

Michael replaces Bridget LaDuca. Michael's first day as a library assistant will be Monday, October 16th.

Susan Day

New Hire: Part-Time Library Clerk

Notes: Susan has prior experience working as a clerk in the court in the Town of Irondequoit. She has also worked as a court assistant for the Monroe County Supreme Court, and as a principle office assistant for the Rochester City Court.

Susan replaces Claire who resigned last month Susan's first day will be Monday, October 16th.

Emily Forbes

New Hire: Part-Time Library Clerk

Notes: Emily has prior work experience as an administrative assistant at Spiritus Christi Church, and as an assistant manager at the Harvest Table on the University of Rochester campus.

Emily replaces Michael Callari, and her start date will be October 23rd.



Irondequoit Public Library

Director's Report

Wednesday, October 18, 2023

1. Irondequoit Public Library

Irondequoit Public Library Foundation - 1839 Maker's Lab Proposal

The Irondequoit Public Library Foundation has approved a funding request for \$4,085 for additional supplies and equipment for the 1839 Maker's Lab.

The funding request has been uploaded to the Trustee OneDrive and are included in the "Related Documents" folder for the October 2023 Library Board meeting.

October 19th – Friends of the Irondequoit Public Library Recruitment Event

On Thursday, October 19th at 6:30 PM the Friends of the Irondequoit Public Library will be hosting a recruitment event at the Union Tavern.

Tavern owner, Kelly Bush will lead a tour of the allegedly haunted locations in the historical building, and will entertain attendees with ghost stories that she has collected from staff and customers. The event will include light snacks and a cash bar. Attendees will be encouraged to join the Friends of the Library as a volunteer or Friends board member.

This event is being coordinated by the Friends as a part of the broader efforts to increase membership and revitalize their fundraising efforts.

Friends of the Irondequoit Public Library - Membership Appeal

The Friends of the Irondequoit Public Library have mailed a membership and donation appeal letter to members and library users. A copy of the letter has been uploaded to the Trustee OneDrive and are included in the "Related Documents" folder for the October 2023 Library Board meeting.

English as a New Language - Outreach Event

On October 4th Amy Holland and Emily Baker were invited to attend the East Irondequoit School District "English as a New Language Night" at East Irondequoit Middle School after leaving a positive impression last year. Free books were given out, and the students were able to make buttons with the library's button maker.

WXXI Story on Disability Inclusion

The Irondequoit Public Library's disability inclusion training and facilities improvements was the focus of a story on WXXI this week. The story featured interviews with myself, Matt Kreuger, as well as with Irondequoit library user and disability advocate, Stephanie Woodward.

The story can be read or listened to in its entirety [here](#).

2024 Library Budget Revisions

The final draft of the 2024 library budget has been sent to the Town Board as a part of the town's 2024 budget.

Copies of the 2024 draft budget documents have been uploaded to the Trustee OneDrive and are included in the "Related Documents" folder for the October 2023 Library Board meeting.

Children's Library Programming Space - Update

I have met with Janice Davis of Janice Davis Designs and communicated to her that we are now anticipating a grant of \$125,000 instead of \$30,000 - \$100,000.

Matt Krueger and I will be meeting with Assembly Member Clark again on October 10th and anticipate receiving an update on the progress her office is making on matching our proposal with a specific grant (either Legislative Initiative funding, a State and Municipal Facilities grant, or a NYS Library Construction grant). Once a specific grant is identified, Janice Davis will revise the proposal to reflect the dollar amount available to us, and any changes in the scope of work.

Rochester Regional Library Council - Action & Innovation Grant

The Irondequoit Public Library will be submitting a grant application to the Monroe County Library System and Rochester Regional Library Council in partnership with the Webster Public Library and Rochester Accessible Adventures.

If approved, this grant will provide funding for both libraries to host one disability resource fair at each library. (Webster in the spring of 2024, Irondequoit in the fall of 2024.) Webster Public Library will also receive disability inclusion consultation support from Rochester Accessible Adventures similar to the consultation work Irondequoit Public Library received in 2022 and 2023.

COVID 19 Test Kits

The Irondequoit Public Library distributed 350 COVID test kits that were provided to us through the Monroe County Library System. The distribution was promoted in local media, with demand outstripping the supply across the county. The Monroe County Library System anticipates receiving more test kits from New York State at some point this fall. The next round of distribution will include internally generated publicity.

Library staff have been helping library patrons who missed out order free test kits through the US Postal Service.

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 indicated with ***.

2024 Budget Workshop ***

- Wednesday, October 18 at 5:30 PM - Town Hall, Broderick Room

Special Town Board Meeting: Prelim Budget Adoption

- Tuesday, October 24 at 4:00 PM

Public Hearing: 2024 Budget ***

- Thursday, November 9 at 7:35PM - Town Hall, Broderick Room

Special Town Board Meeting - 2024 Budget Adoption

- Tuesday, November 14 at 3:30 PM - Town Hall, Broderick Room

3. Facilities Report

Panic Button System

The Department of Public Works has been assisting us with initiating the purchase and installation of panic buttons at the various public service points at the library. All paperwork related to initiating this project has been submitted, and DPW expects that the work will be completed in November. This voucher will appear in the voucher list at the October Library Board meeting.

Technology Upgrades & Improvements

Irondequoit IT Director, Kevin Labarr has been on site at the library almost every day during the last two weeks to update our staff computers, connect them to a new Microsoft 365 account, and replace the library's aging network switch.

Most computers have been converted to the new account, with only a few remaining. The work appears to have been performed successfully, and no data has been lost. Some staff computers still need to be connected to the staff copier/scanner. Kevin is currently working on replacing the library's network switch. We have had intermittent internet outages throughout the day yesterday and today. We began alerting the public a month ago that we anticipated internet and service outages on September 28th and 29th. Kevin helped make arrangements so that service at the checkout desk would not be interrupted by the internet outage, and Tariq obtained a number of mobile internet hotspots for staff to use during the outages.

4. Monroe County Library System

Rochester Regional Library Council - Library Legislative Event

On Friday, November 17th at 8:30 AM, the Rochester Regional Library Council will be hosting a legislative event at the Henrietta Public Library. They will be showcasing some of the great work going on in our region's libraries, talking about issues impacting libraries, and will offer our legislators a chance to say a few words.

This is a great opportunity to meet and interact with some of our state level legislators, and discuss with them the impact our libraries have on our local communities. Please consider attending if you are available.

RSVP [here](#).

Henrietta Public Library
625 Calkins Rd.
Rochester, NY 14623

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

- *10 2023 Personnel Report.pdf*
- *2024 Library Budget (Oct. 12 Revision).pdf*
- *2024 Library - Personnel Budget (Oct. 12 Revision).xlsx*
- *2024 Budget Notes (Oct. 12 Revision).pdf*
- *2024 Draft Budget - Summary.pdf*
- *2024 Draft Budget - Expense & Revenue.pdf*
- *October 2023 Proposal - 1839 Maker's Lab.pdf*
- *Friends Oct 23 Membership Appeal Letter.pdf*
- *Irondequoit Library Analytics 2023-09-01 - 2023-09-30.pdf*

Irondequoit Public Library
Statistical Report to the Library Board
October 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	5,059	14,533	17,034	67	78	1,451	1,111	1,254	1,450	40,763	38,214	24	23	3	7
September	4,274	4,377	13,057	13,543	61	66	1,607	2,057	1,132	1,204	32,488	30,376	7	34	4	6
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	42,365	153,340	140,501	747	766	15,520	13,217	14,281	11,572	401,116	304,969	389	315	38	52
YTD Average	4,490	3,530	12,778	11,708	62	64	1,293	1,101	1,190	964	33,426	25,414	32	26	3	4