

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of November 15, 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, Susan Kramarsky, Laura Osterhout, and Sarah Yannello, trustees at large; Molly Fisher, community engagement committee; Marshall Yannello, student representative for Eastridge; Nkodia Ndongala, student representative for Eastridge (via teleconference).

Guests: Greg Benoit, library director; Amy Henderson, adult services librarian (staff liaison); Stephanie Schubmehl, library bookkeeper.

Approval of agenda: Approved.

Approval of minutes: Minutes of October 18, 2023 approved.

Attendance: Next meeting December 20, 2023 at 6:30 pm. No conflicts noted. Erin will follow up with options for a holiday gathering before or after the meeting.

Public forum: None.

Town board liaison report: No town board liaison this month.

Student representative reports

Marshall

- Eastridge held a successful blood drive in October.
- East Irondequoit Middle School hosted a community garage sale.
- Winter sports began Monday.
- The Eastridge fall play, Neil Simon's *Rumors*, premieres tonight. Opening night is sold out.
- Eastridge is holding an info session for college-level coursework on December 7, an opportunity for students to learn about their options for earning college credits through Project Lead the Way, International Baccalaureate, Advanced Placement, or Monroe Community College courses.
- Eastridge holds its winter concert on December 11.

Nkodia

- Haunted Hallways raised over \$1,000 the first night and \$2,700 in total. A check was presented to Irondequoit Community Cupboard at last night's Board of Education meeting, which Nkodia attended.

- Senior students in Project Lead the Way took a field trip to RIT, where they had the chance to observe classes, dorm life, and a hockey game. PLTW final projects begin this week, and students' work will be on display at the end of the school year.
- Nkodia noted that students will be busier with the first quarter of the school year now over.

Keely Shafer, student representative for Irondequoit High School (email update)

- West Irondequoit schools also held donation drives for Socktober. International Club is now running a fundraiser for refugees.
- National Honor Society induction takes place tonight.
- Keely has been in contact with the IHS principal about including library events in school newsletters.

Foundation report

- New Maker's Lab equipment continues to arrive and should be ready to circulate before the next board meeting.
- After consultation with Sarah Clark, it was determined that the library should begin preparing an application for a New York State library construction grant for the children's library renovation. The same documents can be used for other grant funding opportunities.

Friends report

- Molly reported that the Friends recruitment event at Union Tavern drew 60-70 attendees and raised \$295 for the Friends in donations and new memberships.
- The Friends are holding a gift-wrapping event on December 17, with student reps to participate. Fundraisers are also planned with Chipotle on February 7 and Panera on April 10.

Staff liaison report

- This month's staff liaison was adult services librarian Amy Henderson, who assists with collection development for adult nonfiction and oversees the library's adult programming.
- Amy shared meeting room statistics from Synn Lymn McLaughlin, an update on this year's New York Library Association conference from Virginia Payne, and photos from Matt Krueger's recent visit to Ivan Green Primary School aboard the Books By Bike bicycle. She also shared highlights from her own programming lineup (see attached).

Long-range plan check-in

- See director's report for detailed updates.
- Erin reminded all trustees to recognize good work by staff members. Greg noted that the comment boxes now have updated signage.

Finance committee, vouchers, financial report

Financial report

- Revenue: With two months left in the year, the library has already taken in 100.2 percent of anticipated revenue, leaving a surplus of over \$6,800. Bookstore revenue continues to bolster the miscellaneous income line: even if the bookstore made no sales in November or December, 2023 would still be its highest-grossing year of all time.
- Expenses: Expenditures are currently at 78.9 percent of budget for salaries, 64.7 percent for library materials, 56.3 percent for services and supplies, and 77.2 percent overall, with about 83 percent of the year elapsed. All principal and interest on debt has been paid for the year. We are still awaiting updated expenditures on the maintenance chargeback line, as well as a substantial retirement payment that typically posts in December.

Vouchers

- Vouchers of note: #282 (interim vouchers), Monroe County Library System: Member cost share for July – December 2023; #283 (interim vouchers), Virginia Payne: Hotel and conference registration reimbursement for NYLA; #298 (regular vouchers), Ebsco: Annual magazine subscription renewals; #301 (regular vouchers), Monroe County Library System: UMS charges for accounts sent to collections, May – October 2023.
- Motion to approve interim and regular voucher lists for November 2023 for payment. Seconded. Motion carried.

Finance committee

- Greg noted that there would likely be money left in the personnel budget at year-end thanks to vacancies earlier in the year. This should be sufficient to cover extra funds needed for installation of the panic button system.
- As has been the usual practice at this time of year, the board was asked to approve sale of discount hold cards at the circulation desk. The cards are a popular holiday gift, and circulation staff have already been fielding questions about them.
- Motion to authorize sale of hold cards at \$6.00 for 20 holds with no cap on the number of cards issued. Seconded. Motion carried.

Organizational development committee

- Circulation supervisor Nancy Cowan will be retiring at the end of the year. Two internal candidates have expressed interest in the position, but no interviews have been conducted yet. Substitute librarian Christy Simons is also retiring at year end but will continue to serve on the sister libraries team.
- At its most recent meeting, the committee discussed orientation for the incoming town supervisor and town board member. Greg and Rachel plan to meet with Andrae Evans and Grant Malone to share the orientation packet given to new trustees and go over the role of the library board as it relates to town government and library staff.
- In response to a question from Rachel, Greg indicated that library staff typically put together a party and/or gift for retiring coworkers but that board recognition would also be welcome.
- It was noted that Meaghan should be invited to upcoming organizational development committee meetings.

Community engagement committee

- Sarah noted that Color Irondequoit Green, along with other community members, have expressed interest in donating seeds to the seed library and possible collaboration on a community garden.
- The library has also been approached by a community member about planting a garden in the traffic circle next to the book drop.

Technology team: Phil reiterated that trustees have the opportunity to take advantage of Teams and Sharepoint with an Irondequoit.gov account.

New business

- Rachel requested that all trustees share their ideas for a 2024 budget theme at next month's meeting.
- 2024 holidays and closed days: see attached list. Greg explained that the library is requesting April 8, the date of the solar eclipse, as a paid holiday next year due to school closings, probable heavy traffic, and an anticipated influx of visitors to Durand Eastman Park.
- Motion to approve 2024 holidays and closed dates as written. Seconded. Motion carried.
- The board discussed continuing the tradition of giving out holiday gift cards for all staff. It was decided to offer a choice of Unreliable Narrator or Sips Coffee Café.
- Motion to authorize use of trustee account funds to purchase gift cards in the amount of \$20 for staff appreciation. Seconded. Motion carried.

Director's report: See attached. Greg also noted during this section that representatives from Rochester Vendors Club will attend the next Friends meeting to discuss coordinating a one-day craft sale at the library.

Review of meeting action items

- Plan for holiday get-together after next meeting.
- Consider 2024 budget theme.
- Consider attending upcoming legislator events.

Additional discussion

- In response to a question from Susan, Greg indicated that information on community resources would continue to be provided at staff training days, as well as in training manuals. The library also plans to host a disability resources fair.
- Susan recommended the NY Connects program through Lifespan, with Meaghan adding that 211 is also a great resource. Sarah raised the idea of setting up bookmarks and shortcuts for assistance programs on public PCs.
- Greg mentioned a recent interaction in which a patron disclosed to substitute librarian Christy Simons that she was experiencing domestic violence. He was grateful that Christy was able to refer her to Willow.

- Meaghan commented that the county is in the midst of a homelessness crisis. With all local shelters full, more people may come to libraries for a reprieve from the cold.

Adjournment

- Motion to adjourn to executive session at 7:38 pm.
- Motion to come out of executive session at 7:49 pm.
- Meeting adjourned at 7:49 pm.

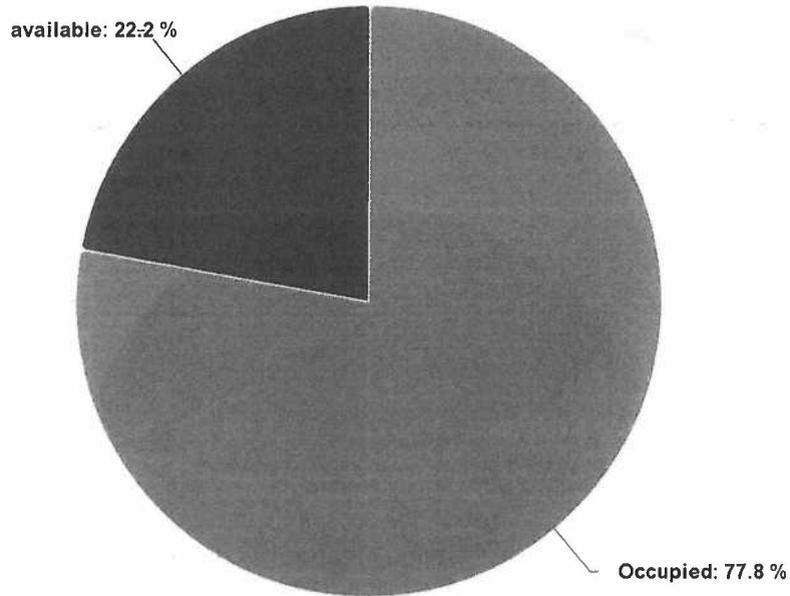
Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

Meeting and Study Room Reservations October 2023

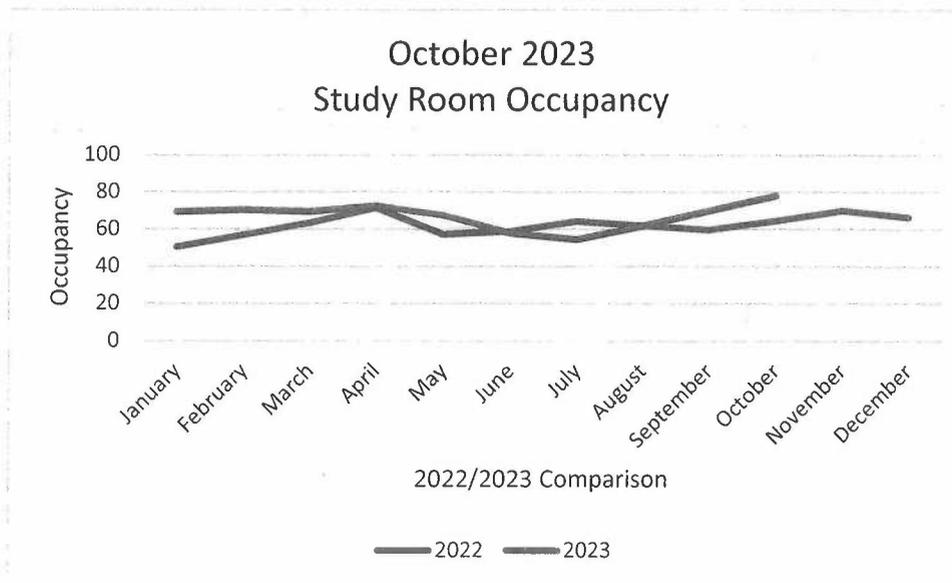
Both Study and Meeting Room use were up in October compared to September 2023.

Study Rooms (Second Floor)

Aggregate Occupancy Ratio Sunday, October 1, 2023 - Tuesday, October 31, 2023

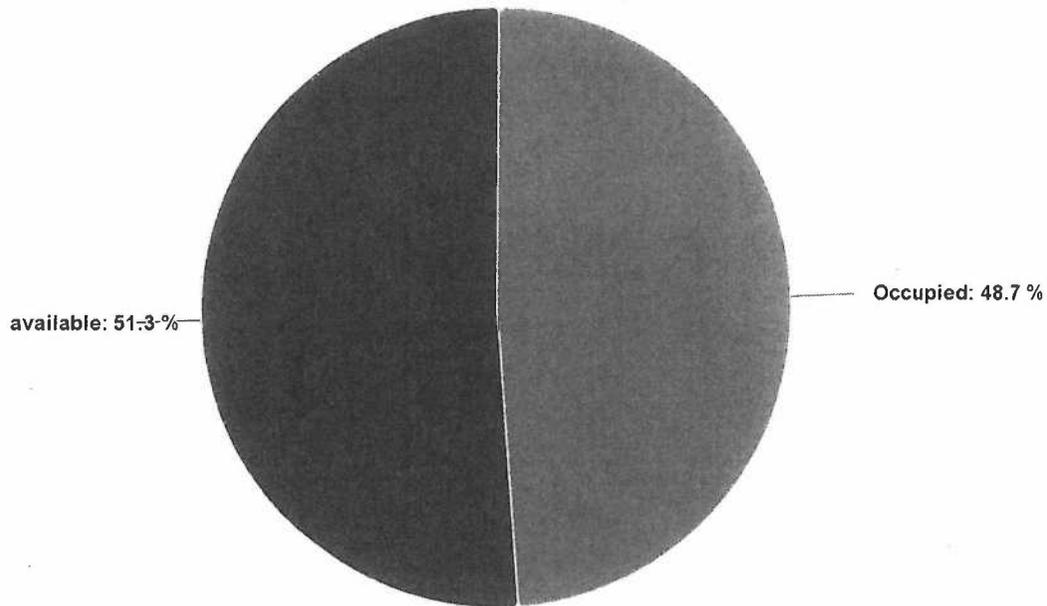


Average Booking Duration for September 2 hrs. 9 mins.
Number of Bookings 762

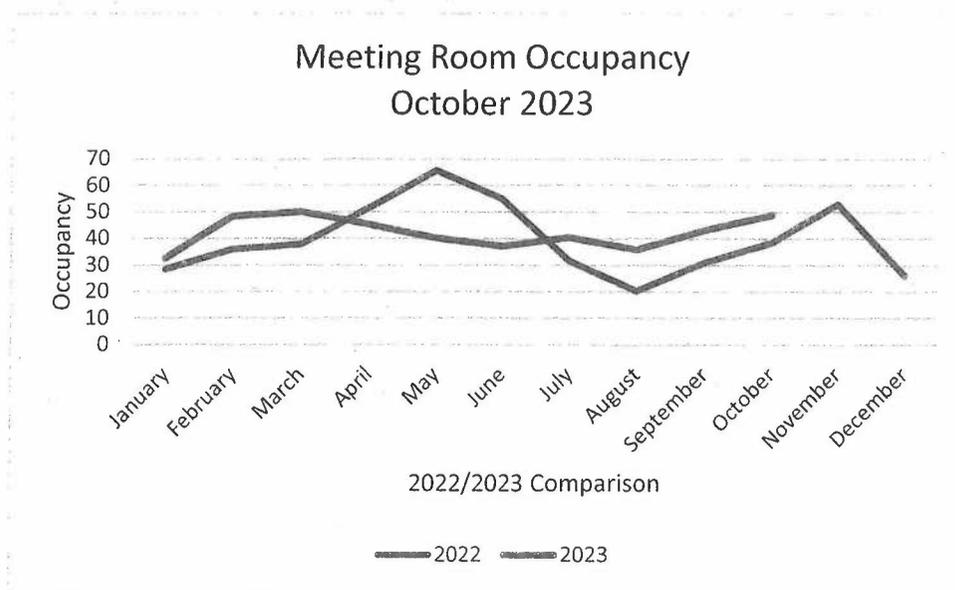


Meeting Rooms (First Floor)

Aggregate Occupancy Ratio
Sunday, October 1, 2023 - Tuesday, October 31, 2023



Average Booking Duration for September 3 hours 27 minutes
Number of Bookings 148



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

New Presenters, Partnerships, and Programs, 2020 -2023

Adult Programming, Irondequoit Public Library



1. Financial education topics with Reliant Federal Credit Union
 - Budgeting
 - Identity theft
 - Debt management
 - Credit scores and reports
2. Monthly educational seminar about Medicare with T65 & Beyond
3. Technology topics
 - Monthly seminars by instructor Daniel Jones: selecting a computer, using an iPhone, Internet security and privacy, Google searching, online shopping, all about podcasts
 - Digital Literacy Volunteers visit four days a week to answer patron questions one-on-one
 - Teen Tech Tutors visit twice a week to answer patron questions one-on-one
4. Wellness topics
 - Yoga classes with Kasia Pelepko, an Irondequoit resident and certified instructor
 - Mindfulness and meditation with Laura Gavigan, a wellness coach based in Fairport
 - Eight-class Healthy Living series presented by the University of Rochester Medicine's Center for Community Health & Prevention and Wilmot Cancer Institute
 - Nutrition classes with certified nutritionist Rebekah Harter
 - Safe food handling; preventing food waste; cooking with squash; introducing cherries
 - SNAP-Ed NY nutrition classes with Cornell Cooperative Extension
 - Gardening classes with Cornell Cooperative Extension
 - Growing sprouts at home; organic composting; attracting pollinators; companion planting; native plants; attracting monarch butterflies
5. Writing programs
 - 3-part series by local instructor Jennifer Case
 - Monthly writing group that I facilitate offering patrons a chance to share work, receive feedback, and have a quiet space to write
6. Local musical organizations
 - Annual concert by the Irondequoit Community Orchestra
 - Annual St. Patrick's Day performance by Rince Na Tiarna School of Irish Dance
 - Annual concert by Eastman School of Music students
 - Annual bell choir concert by Roc City Ringers. This year's performers are from Good Shepherd Episcopal Church in Webster

7. Partnership with Irondequoit Historical Society
 - Antiques Appraisal by H. Price Prazar
 - History of the Union Tavern
 - History of Zoning in Irondequoit
 - History of Seabreeze
8. Film screenings by the Rochester International Film Festival
9. During the COVID-19 shutdown, I used our digital library Hoopla to plan monthly book group sessions via Zoom. I called the program the Hoopla Huddle. This program has been incorporated into the Iron Book Group: one monthly session is held via Zoom and a number of book titles are available via Hoopla.
10. Literacy classes
 - BOCES taught English for New Learners classes four times a week
 - Literacy Rochester hosts English Conversation Classes twice a week
11. Notable Rochesterians
 - Gary Craig, local author and D&C journalist
 - Dr. Allen Power, board-certified internist and geriatrician
 - Mary Jo Lanphear, Town Historian of Brighton
 - Kathleen A. Connor, Curator of the George Eastman Legacy Collection
 - Dr. Michelle Furlano, University of Rochester history lecturer
 - Quajay Donnell, local photographer and writer
 - Will Cleveland, local writer and D&C journalist
 - Calvin Eaton, chef and founder of 540WestMain
12. Future partnerships and program plans in 2024
 - A new partnership with Rochester Brainery to host craft and creative programs
 - I am hoping to offer more creative programs with local artists Laura Jackett, Deb Coller, and Sigriet Ferrier
 - The drop-in knitting circle continues to donate knitted squares for blankets that are given to Saint's Place, an organization that helps refugees in Rochester
 - Eclipse programming with Jim Porter, NASA Solar System Ambassador and former aerospace engineer
 - A continuation of monthly technology programs with Daniel Jones, monthly adult writing group meetings, monthly Iron Book Discussion group sessions, monthly Classic Book Group sessions, monthly garden classes by Cornell Cooperative Extension, weekly sessions with Digital Literacy Volunteers and Teen Tech Tutors

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

10/31/2023

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2023	2023 %
								YTD OCT 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	\$58,732	(\$11,513)	124.4%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$33,426	\$31,111	\$2,315	93.1%
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	\$14,642	(\$2,242)	118.1%
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	\$2,802,155	(\$6,844)	100.2%

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2023	2023 %
								YTD OCT 23	BALANCE	
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,140,595	\$900,384	\$240,211	78.9%
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	\$116,413	\$63,587	64.7%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$402,156	\$226,372	\$175,784	56.3%
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	\$282,650	\$0	100.0%
8		Employee benefits	\$446,414	\$413,337	\$445,435	\$406,340	\$436,227	\$290,390	\$145,837	66.6%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,795,481	\$2,156,931	\$638,549	77.2%

Cash receipts summary

10/31/2023

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	\$1,684.89			\$16,134.14
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	\$1,571.14			\$12,468.76
BFR (cash)	\$149.94	\$110.93	\$84.99	\$61.70	\$41.97	\$56.94	-\$14.99	\$73.00	\$20.91	\$22.95			\$608.34
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	\$3,782.42			\$35,719.47
Misc. (cash)	\$100.48	\$138.29	\$167.13	\$140.04	\$56.42	\$101.00	\$13.80	\$105.25	\$89.60	\$101.42			\$1,013.43
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										\$14,641.75			\$14,641.75
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	\$1,204.55			\$6,851.91
Copy/print/fax (credit)						\$1,078.00	\$1,040.20	\$1,117.26	\$839.75	\$1,168.46			\$5,243.67
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	\$24,177.58	\$0.00	\$0.00	\$106,941.64

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	\$3,782.42
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	\$35,089.47

CHASE ACCOUNTS

OCTOBER 2023

NON-PUBLIC FUNDS MMDA ***9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
10/1/2023	Opening balance			\$17,564.59
10/10/2023	Payment to Cris Johnson for "Spooky Magic" children's program on 10/9/23 (LIF purchase)		\$350.00	\$17,214.59
10/10/2023	Payment to Amazon for art club supplies (LIF purchase)		\$110.97	\$17,103.62
10/12/2023	Payment to Daniel Jones for "Digital Music Mania" program on 10/17/23 (LIF purchase)		\$110.00	\$16,993.62
10/27/2023	Donation from Daryl Dear Cubitt (undirected)	\$25.00		\$17,018.62
10/31/2023	Interest	\$11.66		\$17,030.28

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
10/1/2023	Opening balance			\$6,845.03
10/31/2023	Interest	\$4.65		\$6,849.68

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
10/1/2023	Opening balance			\$3,333.07
10/31/2023	No transactions			\$3,333.07

2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
10/1/2023	Opening balance			\$7,250.84
10/10/2023	Payment to Cris Johnson for "Spooky Magic" children's program on 10/9/23		\$350.00	\$6,900.84
10/10/2023	Payment to Amazon for art club supplies		\$110.97	\$6,789.87
10/12/2023	Payment to Daniel Jones for "Digital Music Mania" program on 10/17/23		\$110.00	\$6,679.87

November 6, 2023 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
272	Alliance Entertainment	Library materials	\$50.99	4050
273	Amazon	Supplies, office	\$220.68	4570
274	American Library Association	Conference/training ("Practical AI tools for Library Staff" webinar registration for Stephanie Schubmehl)	\$79.00	4100
275	Baker & Taylor	Library materials	\$7,011.42	4050
276	Baker & Taylor Entertainment	Library materials	\$1,064.06	4050
277	Barnes & Noble	Library materials	\$86.37	4050
278	Deborah Coller	Professional services, programming (holiday cardmaking class on 12/6/23)	\$175.00	4408
279	Ingram	Library materials	\$250.74	4050
280	Katherine Lynch	Professional services, programming ("Music & Movement Group" children's program on 10/28/23)	\$120.00	4408
281	Midwest Tape	Library materials	\$1,413.57	4050
282	Monroe County Library System	MCLS cost share	\$37,046.33	4251
283	Virginia Payne	Conference/training (reimbursement for NYLA conference registration and hotel)	\$663.52	4100
284	Playaway Products	Library materials	\$1,208.30	4050
285	Stephanie Schubmehl	Mileage	\$28.30	4350
286	Soho Imaging	Supplies, office	\$338.00	4570
287	Staples	Supplies, office	\$169.76	4570
288	T-Mobile	Library materials	\$114.80	4050
289	Uline	Supplies, library processing	\$329.85	4576
290	W.B. Mason	Supplies, office	\$217.73	4570
Total			\$50,588.42	

November 6, 2023 voucher list

Fund	Fund total
4050	\$11,200.25
4100	\$742.52
4251	\$37,046.33
4350	\$28.30
4408	\$295.00
4570	\$946.17
4576	\$329.85
Grand Total	\$50,588.42

November 15, 2023 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
291	Alliance Entertainment	Library materials	\$245.97	4050
292	Amazon	Supplies, office	\$224.83	4570
292	Amazon	Library materials	\$304.03	4050
293	Baker & Taylor	Library materials	\$1,012.03	4050
294	Baker & Taylor Entertainment	Library materials	\$203.00	4050
295	Barnes & Noble	Library materials	\$54.37	4050
296	Cengage Learning	Library materials	\$306.64	4050
297	Demco	Supplies, library processing	\$219.40	4576
298	Ebsco	Library materials	\$3,585.35	4050
299	Ingram	Library materials	\$24.75	4050
300	Cris Johnson	Professional services, programming ("Mind Control: Fact or Fiction?" tween/teen program on 12/29/23)	\$350.00	4408
301	Monroe County Library System	UMS charges	\$1,827.45	0005-2082
302	Virginia Payne	Mileage	\$301.30	4350
303	W.B. Mason	Supplies, office	\$66.55	4570
304	Jardin Terrariums LLC	Professional services, programming (Build Your Own Terrarium tween/teen program on 12/27/23)	\$375.00	4408
Total			\$9,100.67	

November 15, 2023 voucher list

Fund	Fund total
4050	\$5,736.14
4350	\$301.30
4408	\$725.00
4570	\$291.38
4576	\$219.40
0005-2082	\$1,827.45
Grand Total	\$9,100.67

Irondequoit Public Library
2024 Holidays and Closings (proposed)

Paid Holidays

Monday January 1, 2024
Monday January 15, 2024
Monday April 8, 2024
Monday May 27, 2024
Wednesday June 19, 2024
Wednesday July 3, 2024
Thursday July 4, 2024
Monday September 2, 2024
Thursday November 28, 2024
Friday November 29, 2024
Tuesday December 24, 2024
Wednesday December 25, 2024

Early Closings

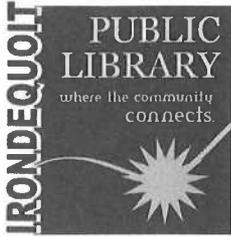
Wednesday November 27, 2024 (Close at
5:00 PM)
Tuesday December 31, 2024 (Close at 5:00
PM)

Unpaid Closed Days

Saturday, February 10, 2024
Saturday March 30, 2024
Sunday March 31, 2024
Saturday May 25, 2024
Sunday May 26, 2024
Saturday August 31, 2024
Sunday September 1, 2024
All Sundays in July and August

Staff Training Delayed Openings

The library opens at 12:00pm on the first
Friday of each month



Irondequoit Public Library

Director's Report

Wednesday, November 15, 2023

1. Irondequoit Public Library

Year #2 of Long Range Plan - Updates

Strategy 3				
Staff training & communication are focused on improving patron experiences and outcomes				
ACTION STEPS	TIMING	OWNER/S	STATUS	NOTES
T1: Create a training manual to standardize the training process (job title-specific training processes; identify training and knowledge gaps; decision tree; communication improvements)	Winter 2023/2024	Supervisory Staff	In Progress	Work has begun on compiling existing training and procedure documents for inclusion in Reference Desk and Circulation Desk manuals.
T2: Determine ways to improve, adapt, keep updated, and unify staff communication (for continuity of service)	Fall 2023	Technology Committee & Supervisory Staff	In Progress	The library is exploring using Microsoft Teams to replace our internal e-portal. A proof of concept has been developed using a module available in Teams and is currently being tested.

Strategy 3

Staff **training & communication** are focused on improving patron experiences and outcomes

ACTION STEPS	TIMING	OWNER/S	STATUS	NOTES
T3: Identify gaps or areas for improvement that would benefit from increased staff training (internal surveys to find training opportunities)	Fall 2023	Circulation Supervisor & Reference Supervisor	In Progress	<p>A survey on reference desk core skills is being developed based on a similar survey conducted by the Henrietta Public Library staff.</p> <p>A comparable circulation desk core skills survey will be developed when the reference survey is completed.</p> <p>Findings from this survey will guide future staff training day topics and continuing education presentations.</p>
T4: Create new staff visions and values to reflect current employees and culture	Fall 2023	Library Director	In Progress	<p>Matt Krueger and I are developing a process to brainstorm staff vision and values statements at the December 2023 staff training day.</p>

Strategy 1

Make the library experience better through improved **Patron Services**

ACTION STEPS	TIMING	OWNER/S	STATUS	NOTES
T2: Bring in training for staff from service providers (e.g. DMV) or social services	Fall 2023	Library Director & Assistant Directors	In Progress	<p>September: Monroe County Department of Human Services</p> <p>October: Sign Language Interpretation and services for deaf patrons</p> <p>November: AutismUp</p>

Holiday Holds Cards

The Irondequoit Public Library will be selling holds cards again this December. These cards are popular holiday gifts and many of our regulars have begun asking when they will go on sale. We anticipate selling these through the entire month of December.

Because these cards are directly related to revenue, we require a Library Board vote in order to sell them. In years past the Library Board made the following motion relating to the holds cards:

Motion to authorize sale of hold cards at \$6.00 for 20 holds with no cap on the number of cards issued.

Tour of SEAC Tool Shed

On October 25 Matt Krueger, Sarah Knight and I toured the South East Area Coalition's Tool Shed.

The SEAC Tool Shed is a non-profit organization that loans tools and construction/home maintenance equipment to individuals in the Rochester area. We discussed with the SEAC staff the possibility of partnering on tool and home improvement related programs. We also gathered ideas for potential use in the 1839 Maker's Lab.

Rochester Regional Library Council Action & Innovation Grant

The grant application submitted to Rochester Regional Library Council by Irondequoit Public Library and Webster Public Library was not selected for the next round of considerations.

Irondequoit Public Library is committed to hosting a social services and disabilities resources fair in 2024, and will make arrangements to do so even though our proposal was not selected.

Friends Update – Union Tavern Program

On Thursday, October 19 the Friends of the Irondequoit Public Library coordinated a very successful outreach event that took place at the Union Tavern. Over 60 attendees listened to a presentation by owner Kelly Bush that covered this history of the property and included true accounts of paranormal experiences employees and former residents have reported over the years.

The friends of the Library also solicited for donations and new membership, and encouraged attendees to join the Friends as a volunteer or board member. The Friends picked up one new board member following the event and raised \$295 through new memberships and donations.

Friends Update – Fundraising Events

The Friends of the Library have developed a multifaceted fundraising strategy for 2024. This fundraising strategy will include three components:

1. Funds raised through an annual membership/cash donation drive
2. Funds raised through small/easy to implement fundraisers. Examples include:
 - Community fundraising opportunities through businesses like Chipotle/Panera/Barnes & Noble
 - One-off events like the planned holiday gift wrapping event, raffles, prize auctions
 - Participation in the annual *ROC the Day* fundraiser

3. A larger or after hours signature event that has yet to be determined

The Friends are making arrangements to host a holiday gift wrapping event on Sunday, December 17th where volunteers will wrap holiday gifts in exchange for donations. They have also completed the applications necessary to participate in the 2024 ROC the Day fundraiser and a Chipotle fundraiser to take place on February 7, 2024. The members are brainstorming and researching larger signature events for consideration including a ghost walk, bus tour of historical locations, book sale, and author visit.

Sister Libraries Update – 2024 Music & Culture Program

The Sister Libraries team is planning a large event to take place in recognition of National Hispanic Heritage Month in September 2024.

At the most recent Sister Libraries team meeting, the group was joined by Kimie Romeo, who has agreed to help sponsor the event through her real estate business. She will also use her business contacts to help identify other sponsors and organizations to table the event. Currently, the plan is to have the popular Latin jazz ensemble, Mambo Kings, perform in the town's newly renovated farmer's market facility on September 14. The Sister Libraries team will also attempt to have food trucks, vendors, and community organizations present at the event. An invitation to join the planning committee has been extended to Irondequoit Recreation.

Our next planning meeting is December 8.

4. Town of Irondequoit

5. Facilities Report

First Floor Meeting Room - Maintenance Updates

On Wednesday, November 8 Kevin Labarr and a contractor from Fusion Digital repaired the AV system in room 115. We have been having intermittent audio issues when an audio signal was sent to the speakers via an HDMI cable.

The movable partition wall in-between room 115 and 114 has become stuck in the locked position, and is difficult to move. It appears that the internal components in the wall have become jammed. Darwin has been alerted and is working with an outside contractor to repair the door.

The entry doors under the "Meeting Rooms" awning are coming loose and require a significant amount of force in order to close. Conversely, the crash bar on the emergency exit door in room 114 has required regular oiling because it requires a significant amount of force to open. Maintenance has determined that both doors are at a point where they need to be serviced by an outside contractor. We are working with the Maintenance Department to coordinate these repairs.

6. Monroe County Library System

Legislative Advocacy Meetings

The Monroe County Library System is coordinating advocacy meetings between our state level legislators and libraries located in their districts. The Monroe County Library System will create a

talking points document with general information about libraries in Monroe County, but we should also be prepared to speak about important projects, program, and initiatives underway at Irondequoit Public Library.

Please attend these meetings if your schedule and availability allow.

State Senator Brouk
Meeting will take place via Zoom
Thursday, December 7 at 11:30 AM

Assembly Member Clark
Irondequoit Public Library, Room 113
Monday, December 18 at 10:15 AM

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

7. Personnel Report

No personnel changes have occurred in October/November 2023.

8. Financial Report & Vouchers

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

9. Correspondence

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

8. Items of Information

- *Irondequoit Library Analytics 2023-10-01 - 2023-10-31*

Irondequoit Public Library
Statistical Report to the Library Board
November 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
Year																
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	4,709	12,585	15,231	90	93	1,093	1,298	1,136	1,352	31,848	32,945	55	32	5	5
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	47,074	153,340	155,732	747	859	15,520	14,515	14,281	12,924	401,116	337,914	389	347	38	57
YTD Average	4,490	4,707	12,778	15,573	62	86	1,293	1,452	1,190	1,292	33,426	33,791	32	35	3	6