

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of December 20, 2023

Call meeting to order: 6:36 pm.

Present: Rachel Snyder, president; Phil Harriman, vice president; Betty Brewer Johnson, treasurer; Erin Dougherty, secretary; Meaghan de Chateauvieux, Susan Kramarsky, Laura Osterhout, and Sarah Yannello, trustees at large; Marshall Yannello, student representative for Eastridge; Molly Fisher, community engagement committee member.

Guests: Greg Benoit, library director; Virginia Payne, acquisitions librarian (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Michael Huntone, trustee at large.

Approval of agenda: Approved.

Approval of minutes: Minutes of November 15, 2023 approved.

Attendance: Next meeting January 17, 2024. No conflicts noted; Erin will follow up with Michael.

Public forum: None; no messages in board email. Rachel passed on a question about bookstore prices from social media.

Town board liaison report: No town board liaison for this meeting. Greg has spoken briefly with incoming supervisor Andraé Evans about scheduling an orientation and provided a high-level overview of library operations.

Student representative reports

Marshall: Recent highlights include high school and middle school winter concerts, a jazz ensemble concert, and Donuts with Dudes (a breakfast for middle school students and their male guardians). Schools will be closed for winter recess December 22 – January 1. Performances of the Eastridge spring musical, *Mean Girls*, begin March 20.

Keely Shafer, Irondequoit High School (email update): Winter sports season is underway. Keely plans to attend the next board meeting in person if her schedule allows. Students have been wearing festive outfits for Spirit Week. Rachel thanked Keely for her hard work as a volunteer at the Friends' giftwrapping fundraiser.

Foundation report: See attached.

Friends report

- The Friends held their giftwrapping fundraiser at the library on December 17. Although they received many donations of wrapping paper, foot traffic at the event itself was light.
- Greg recently met with Irondequoit Art Club representatives to discuss a fundraising opportunity in collaboration with the Friends, a craft show modeled on Local Author Day but with artists paying a fee for tables. Any vendor contract would be reviewed by Stephanie Cole Adams ahead of the event, tentatively scheduled to take place April 20-21. Other ideas discussed include leveraging relationships with Maker's Lab users and the Rochester Brainerdy, as well as reaching out to student artists.

Staff liaison report

- This month's staff liaison was librarian Virginia (Ginny) Payne, who oversees acquisitions and the adult fiction collection as well as working at the reference desk. She is the primary staff contact for the library's main book vendor, Baker & Taylor.
- Ginny shared meeting room usage statistics from Synn Lymn McLaughlin as well as an update on Local Author Day from John Scalzo, who reported that the December 9 event was well-attended and received excellent feedback from the 50 authors who participated.
- Along with the library bookkeeper, Ginny is currently at work on closing out materials spending for the year. Including the invoices submitted at tonight's meeting, spending is currently at 95.5 percent of budget, and plans are in place for the remaining 4.5 percent.
- Phil expressed his appreciation for Ginny's reader's advisory services, and Greg commended her for minimizing the impact on patrons from labor shortages and a ransomware attack at Baker & Taylor.
- In response to a question from Susan, Ginny explained that many new books arrive on library shelves on their publication date, although labor and supply issues have made this trickier in recent years. Part of her job is to anticipate high-demand titles and plan accordingly.

Long-range plan check-in: See director's report. Willow Domestic Violence Center and 211 Lifeline will both be presenting at upcoming staff training days.

Staff recognition: Rachel praised children's librarian Matt Krueger for coordinating Monday's Polar Express Storytime program.

Finance committee, vouchers, financial report

Financial report

- Revenue: As of the end of November the library had already exceeded projected revenue for the year by about \$15,750, with most of that surplus coming from the miscellaneous income line (printing, copying, faxing, and the library bookstore). The bookstore is on track to take in over \$40,000. Revenue collection is now at 137 percent for miscellaneous income, 102 percent for library charges, and 100.6 percent overall.
- Expenses: Spending is currently at 85 percent of budget overall, although this does not account for an upcoming retirement payment on the employee benefits line or for any maintenance expenditures during the second half of the year. November had three pay

periods, bringing spending on salaries up to 90.6 percent of budget. Expenditures stand at 71.9 percent for library materials and 71 percent for services and supplies.

Vouchers

- Vouchers of note: #313 (interim vouchers), Fusion Digital: Meeting room sound system repair. All other vouchers were routine.
- Motion to approve December 2023 interim voucher list and regular voucher list for payment. Seconded. Motion carried.

Finance committee

- In response to a request from public services manager Nora Pelish, the board voted to approve \$450 in funds from the trustee account to purchase gift cards for the library's 16 most active volunteers, as well as a group from Lifetime Assistance.
- Greg stated that the library received an undirected \$2,000 donation from a community member in November. The library has sent a thank-you letter, but he offered to provide the donor's mailing address for the board to send its own acknowledgment.
- Betty noted that, following a discussion at last week's finance committee meeting, Greg and Stephanie will ensure the former library director's name is removed from sales tax filings.

Organizational development committee

- See attached for personnel report.
- Motion to promote Sarah Taffner to full-time senior library clerk, effective December 25, 2023. Seconded. Motion carried.

Community engagement committee

- Molly reported that the committee has now communicated either in person or via email with almost every school librarian in the East and West Irondequoit school districts. They also plan to approach the community center. One opportunity for collaboration would be a system allowing children to sign up for library cards at the community center or their schools.
- Color Irondequoit Green has discussed donating seeds to the seed library.
- Betty thanked Meaghan for advocating for the library at a recent legislative event.

Technology team

- Kevin LaBarr has set up an account on the paid version of the library's current help desk platform. Tariq is in the process of migrating knowledge base articles to the new account.
- Kevin has also identified computers that can be repurposed for the Cricut and for the staff lounge, and is assisting with procuring a more powerful computer to support video editing software and digitization equipment in the maker's lab. New PCs should be in place by January 15.

Old business: None.

New business

Officer elections

- Motion by Erin Dougherty to nominate Rachel Snyder to serve as president. Seconded. Motion carried.
- Motion by Rachel Snyder to nominate Phil Harriman to serve as vice president. Seconded. Motion carried.
- Motion by Rachel Snyder to nominate Betty Brewer Johnson to serve as treasurer. Seconded. Motion carried.
- Motion by Rachel Snyder to nominate Erin Dougherty to serve as secretary. Seconded. Motion carried.
- In response to a question from Betty, Susan suggested that anyone interested in chairing a committee reach out to Rachel and Erin ahead of the next board meeting. Greg added that board bylaws dictate the makeup of the executive committee and specify that the finance committee be chaired by the board treasurer; no other committees are covered under the bylaws.

2024 budget theme: Suggestions included “Connections” or something on the theme of quilting or patchwork.

Director’s report: See attached.

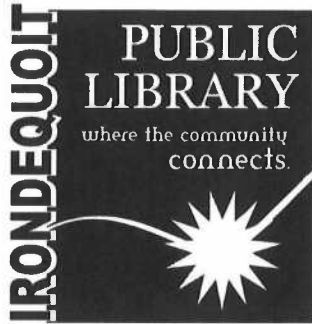
Review of meeting action items

- Cards for retirees
- Donation acknowledgment

Adjournment

- Adjourned to executive session at 7:48 pm.
- Came out of executive session at 7:55 pm.
- Meeting adjourned at 7:55 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty



2023 In Review
Irondequoit Public Library Foundation

Children's Steam Lab

Date Funded: December 16, 2022

Status: Completed

The Children's STEAM Lab is open during the library's regular hours of operations. The 2024 library budget contains funds for both Children's

Date: December 2, 2023

Irondequoit Public Library

1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

Children's STEAM Lab



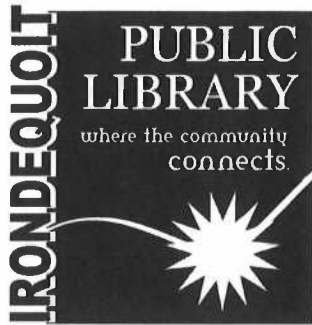
STEAM Lab programs and replacement toys and equipment.

Study Room Locks

Date Funded: April 19, 2023

Status: Completed

The locks have been installed and the new study room policy and sign in procedure is in use. After some changes to the procedure based on patron feedback, I am happy to report that the new locks and associated policy and procedure changes have significantly reduced conflict between patrons, and confusion regarding who reserved which study room.



Employee Break Room

Date Funded: August 31, 2023

Status: In Progress, 95% Completed

Estimated Completion Date: December 31, 2023

All furniture, supplies, and technology has been delivered. The room is setup and is regularly used by library staff for breaks, group meetings, and as a secondary workspace.

Date: December 2, 2023

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1290 Titus Ave.

Rochester, NY 14617

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irondequoit@libraryweb.org

We are waiting on the Town of Irondequoit IT Director to configure the PC that will be connected to the display TV and OWL camera system.

Employee Break Room



1839 Maker's Lab Enhancements

Date Funded: October 5, 2023

Status: In Progress, 60% Completed

Estimated Completion Date: January 15, 2024

All equipment has been delivered. The 1839 maker's Lab team is in the process of writing instructions for each piece of equipment and recording video tutorials. I anticipate that the equipment will be ready for use and circulation no later than mid-January 2024.

We are also waiting on the Town of Irondequoit IT Director to configure the PCs that will replace the digitization PC and the PC that controls the Circuit and Geo Forge.

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

11/30/2023

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2023	2023 %
								YTD NOV 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	\$64,701	(\$17,482)	137.0%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$33,426	\$34,048	(\$622)	101.9%
0	0005-2655	Copier receipts	\$3,709	\$1,481	\$3,205	\$3,531	\$3,200	\$2,458	\$743	76.8%
0	0005-3889	State aid - oth culture & rec (Local Library Systems Aid)	\$15,734	\$12,263	\$16,860	\$16,142	\$12,400	\$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	\$2,811,061	(\$15,751)	100.6%

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL	2023	2023 %
								YTD NOV 23	BALANCE	
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,140,595	\$1,033,623	\$106,972	90.6%
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	\$129,494	\$50,506	71.9%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$402,156	\$285,427	\$116,729	71.0%
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	\$304,654	\$131,573	69.8%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,795,481	\$2,376,570	\$418,911	85.0%

Cash receipts summary

11/30/2023

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	\$1,684.89	\$1,830.08		\$17,964.22
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	\$978.80		\$13,447.56
BFR (cash)	\$149.94	\$110.93	\$84.99	\$61.70	\$41.97	\$56.94	-\$14.99	\$73.00	\$20.91	\$22.95	\$128.37		\$736.71
Book sale	\$2,968.37	\$3,592.07	\$3,708.45	\$3,066.71	\$3,324.14	\$3,301.26	\$3,597.55	\$4,181.33	\$3,567.17	\$3,782.42	\$3,398.70		\$38,488.17
Misc. (cash)	\$100.48	\$138.29	\$167.13	\$140.04	\$56.42	\$101.00	\$13.80	\$105.25	\$89.60	\$101.42	\$110.70		\$1,124.13
Misc. (credit)	\$3.00	\$7.00	\$12.21	\$42.47	\$53.00	\$5.00	\$45.36	\$22.00	\$24.39	\$90.51	\$41.20		\$346.14
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	\$882.51	\$1,369.78								\$5,584.97
Copy/print/fax (cash)						\$1,029.91	\$1,311.25	\$1,789.00	\$1,517.20	\$1,204.55	\$1,240.00		\$8,091.91
Copy/print/fax (credit)						\$1,078.00	\$1,040.20	\$1,117.26	\$839.75	\$1,077.95	\$1,178.80		\$6,331.96
Interfund transfer													
Total	\$8,024.12	\$9,777.03	\$10,151.37	\$7,854.94	\$9,782.45	\$6,765.81	\$12,043.75	\$10,142.59	\$8,221.99	\$24,177.58	\$8,906.65	\$0.00	\$115,848.28

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	\$3,398.70
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	\$38,488.17

CHASE ACCOUNTS

NOVEMBER 2023

NON-PUBLIC FUNDS MMDA ***9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2023	Opening balance			\$17,030.28
11/8/2023	Payment to Daniel Jones for "Windows 11 Q&A" adult program on 11/13/23 (LIF)		\$110.00	\$16,920.28
11/8/2023	MD20 Lions SEE grant	\$500.00		\$17,420.28
11/30/2023	Payment to Daniel Jones for "Digital Music Mania" adult program on 12/12/23 (LIF)		\$110.00	\$17,310.28
11/30/2023	Undirected donation from Mary Spurrier	\$2,000.00		\$19,310.28
11/30/2023	Interest	\$11.38		\$19,321.66

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2023	Opening balance			\$6,849.68
11/30/2023	Interest	\$4.50		\$6,854.18

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2023	Opening balance			\$3,333.07
11/30/2023	No transactions			\$3,333.07

2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2023	Opening balance			\$6,679.87
11/8/2023	Payment to Daniel Jones for "Windows 11 Q&A" adult program on 11/13/23		\$110.00	\$6,569.87
11/30/2023	Payment to Daniel Jones for "Digital Music Mania" adult program on 12/12/23		\$110.00	\$6,459.87

December 11, 2023 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
305	Alliance Entertainment	Library materials	\$342.21	4050
306	Amazon	Supplies, office	\$586.99	4570
306	Amazon	Professional services, programming (stickers and games for YA programs, Maker Mondays craft supplies and shelving)	\$385.36	4408
306	Amazon	Library materials	\$184.07	4050
307	Baker & Taylor	Library materials	\$10,889.16	4050
308	Baker & Taylor Entertainment	Library materials	\$469.92	4050
309	Barnes & Noble	Library materials	\$140.70	4050
310	Cengage Learning	Library materials	\$158.94	4050
311	Cornell Cooperative Extension	Professional services, programming (Master Gardener presentation on houseplant care, 1/22/24)	\$50.00	4408
312	Demco	Supplies, library processing	\$68.72	4576
312	Demco	Professional services, programming (activity cards and bookmarks for J programs)	\$40.88	4408
313	Fusion	Misc. expenses	\$417.00	4360
314	Midwest Tape LLC	Library materials	\$1,378.07	4050
315	Monroe County Library System	Out-of-county card payments, June - November 2023	\$75.00	005.0005.2080
315	Monroe County Library System	Supplies, other misc.	\$90.00	4650
316	OverDrive	Library materials	\$3,255.56	4050
317	Patricia Patterson	Reimbursement--lost & paid/found & returned book	\$20.00	005.0005.2082
318	Playaway Products	Library materials	\$518.91	4050
319	Staples	Supplies, office	\$47.40	4570
320	T-Mobile	Library materials	\$114.80	4050
321	W.B. Mason	Supplies, office	\$125.49	4570
Total			\$19,359.18	

December 11, 2023 voucher list

Fund	Fund total
4050	\$17,452.34
4360	\$417.00
4408	\$476.24
4570	\$759.88
4576	\$68.72
4650	\$90.00
005.0005.2080	\$75.00
005.0005.2082	\$20.00
Grand Total	\$19,359.18

December 20, 2023 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
322	Alliance Entertainment	Library materials	\$1,465.51	4050
323	Amazon	Supplies, other misc.	\$220.76	4650
323	Amazon	Library materials	\$552.84	4050
323	Amazon	Supplies, office	\$118.79	4570
324	Baker & Taylor	Library materials	\$3,887.83	4050
325	Baker & Taylor Entertainment	Library materials	\$1,770.77	4050
326	Blue360	Library materials	\$142.90	4050
327	Demco	Supplies, office	\$119.00	4570
328	Amy Henderson	Mileage	\$58.30	4350
329	Ingram	Library materials	\$256.78	4050
330	Lucy Lindenberg	Reimbursement (lost & paid/found & returned BOCD)	\$38.00	0005.2082
331	Staples	Supplies, office	\$216.95	4570
332	W.B. Mason	Supplies, office	\$33.70	4570
Total			\$8,882.13	

December 20, 2023 voucher list

Fund	Fund total
4050	\$8,076.63
4350	\$58.30
4570	\$488.44
4650	\$220.76
0005.2082	\$38.00
Grand Total	\$8,882.13

**Organizational Development Committee
December 2023 Employee Changes**

Sarah Taffner

Promotion: Full-Time Library Clerk to Full-Time Senior Library Clerk

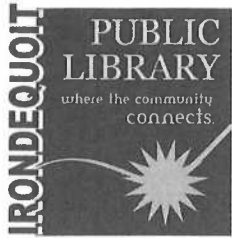
Notes: Sarah Taffner is being promoted to the position of full-time Senior Library Clerk where she will supervise the staff at the library's circulation desk. The Senior Library Clerk job title replaces the Librarian II job title that was previously responsible for supervising the circulation desk.

Sarah Taffner previously worked at the Irondequoit Public Library as a part-time clerk between November 2017 and June 2021, and as a full-time Library Clerk since September 2022.

Sarah has considerable supervisory experience from her time managing her own business and serving in supervisory roles at various businesses operated by her family. Sarah is well liked by her colleagues and has a reputation for being easy to approach and work with.

This position is fully funded in the 2024 library budget and was previously held by Nancy Cowan who is retiring on January 2, 2024.

Sarah will start working under her new title on December 25th, 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 continues on compiling existing training and procedure documents for inclusion in Reference Desk manual. All existing procedure and instruction documents have been identified and have been organized into a series of folders on the OneDrive. Work will begin on updating outdated documents and instructions in January. Work revising existing documents and rewriting outdated documents will be divided among reference staff.
T2: Determine ways to improve, adapt, keep updated, and unify staff communication (for continuity of service)	Fall 2023	Technology Committee & Supervisory Staff	In Progress	Town of Irondequoit IT Director, Kevin Labarr, has setup the library's new knowledge base/FAQ software called Freshdesk. Previously written FAQs have been transferred over to the new software. Work continues on consolidating communication strategies into Teams.

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>Matt Krueger has created a draft reference skills survey in Google Forms. This draft is being review by Nora and myself and will be shared with reference staff in January.</p> <p>Findings from the survey will guide topics for staff training day and the entries in the reference training and procedure manual.</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 January 2024 staff training day.</p> <p>We had to reschedule the brainstorming workshop due to a scheduling conflict on the date of 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	January 2024: Willow Domestic Violence Center

Volunteer Recognition - Funding Request

In keeping with past years, Nora Pelish, who supervises the volunteers, is requesting \$450 from the Trustee account to purchase \$25 Wegmans gift cards for our 16 most active volunteers, and \$50 for so that the volunteers from Lifetime Assistance can have a pizza party.

4K UHD Disc Collection

John Scalzo is building a 4K UHD disc collection which will be shelved with the library's videos. 4K UHD discs are the newest video format currently available. They provide a better picture quality over Blu-ray discs and can include more audio options.

The library's initial collection will consist of 70-80 titles, most purchased through our vendors, but some obtained through donations. Currently, publishers are selling UHD discs bundled with Blu-ray discs featuring the same films. This bundle only costs \$5.00 more than the regular Blu-ray price.

John has received multiple requests to add 4K UHD discs to the collection over the last few years, and it'll be a somewhat unique offering in MCLS. Central is the only other library in the county that currently carries 4K UHD discs.

October Library Card Registration

Nancy reported to me that in October the circulation desk staff registered 171 new users with library cards. This figure is the highest number of new cards we have registered this year, even beating out the much busier summer months.

Congratulations and way to go circulation desk team!

Friends of the Irondequoit Public Library - Gift Wrapping Fundraiser

The Friends of the Irondequoit Public Library hosted a holiday gift wrapping fundraiser on the afternoon of Sunday, December 17th. The event made use of over 70 rolls of wrapping paper that were donated by our users. In spite of the aggressive promotion, the foot traffic at the event was "slow." I am working with the Friends of the Irondequoit Public Library to develop a new fundraising event in 2024, and will have updates January.

Donation to Irondequoit Public Library

A local resident made an unrestricted donation of \$2,000 to the Irondequoit Public Library. The library usually sends a thank you letter that acknowledges the donation. This donation is larger than typical unsolicited donations, and it might be a good idea for the Library Board to also acknowledge this donation as well. I will provide Erin with the donor's name and address in case the Board would also like to send a letter.

Sister Libraries Team - Polar Express Reading

The Irondequoit Public Library and our sister library in Roma, TX will be coordinating joint readings of *The Polar Express*. Library staff from Roma Public Library will attend the event remotely and greet the audience. This story time will be a special "bedtime story time" and will be conducted using Zoom during the evening of December 18th. Families who register in advance can pick up a package from the library containing coco mix and a special gift.

As of the morning of December 18th 60 people have registered to attend the event in person, and 40 have registered to attend online.

Irondequoit Public Library Foundation

The Irondequoit Public Library Foundation met on December 4th and requested an update on projects that they have funded in 2023. I produced a document that outlines where each of the projects stands, and have uploaded it to the Trustee OneDrive folder for the December 2023 Library Board meeting.

Circulation Desk Supervisor – Job Vacancy

Nora Pelish and I have interviewing internal candidates for the position of circulation desk supervisor. The library had two strong internal candidates but ultimately selected Sarah Taffner for the job. A personnel report has been included in the Trustee OneDrive folder for the December 2023 Library Board meeting.

2. Town of Irondequoit

Employee Retention Stipends

The Town of Irondequoit has very generously allocated APRA funds to be used as employee retention stipends. Last week the permanent full-time staff received an additional \$2,000 in their paychecks, and the permanent part-time staff received \$500. Library staff are thrilled to receive these extra funds!

3. Facilities Report

Sensory Room/Nursing Station

The Irondequoit Public Library accessibility team has been working to identify a private space within the library that can be used as a nursing station for mothers and infants. This space would also be used as a sensory room for individuals with autism.

Many libraries across New York and the United States have begun adding these types of rooms to be more welcoming of families with infants and people with neurodevelopmental disabilities.

The accessibility team has identified a medium sized closet that can be dressed up to serve both functions. The layout and over all plan will be reviewed by the Town of Irondequoit safety officer, Keith Kriser, and any changes he recommends will be made.

Library Meeting Rooms – Movable Wall

Last month the movable wall in between the meeting room 114 and 115 became jammed. Brian, our maintenance employee, determined that a component inside the wall broke and needed to be fixed. A contractor experienced in repairing movable walls like ours was on site on December 13th to conduct the repair. He recommended setting up a annual service agreement to conduct preventative maintenance on an annual basis. Town of Irondequoit Maintenance Dept. head, Darwin Soto has been put in touch with the company to determine the next steps.

4. Monroe County Library System

Legislative Advocacy Meetings

Our legislative advocacy meeting with Assembly Member Clark has been cancelled. It will be rescheduled soon, and the rescheduled date and time will be shared with all of you when it is made available.

5. Personnel Report

A personnel report for December 2023 has been uploaded to the Trustee OneDrive folder for the December 2023 Library Board meeting.

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

- *IPL Sales Tax Sep-Nov 2023.pdf*
- *Irondequoit Public Library Foundation - 2023 In Review.pdf*

Irondequoit Public Library
Statistical Report to the Library Board
December 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	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	4,562	13,336	13,749	79	72	1,122	976	1,238	1,237	31,941	32,984	53	59	5	13
December	4,100		12,624		68		1,217		1,125		29,051		40		4	0
Total	53,881	51,636	153,340	169,481	747	931	15,520	15,491	14,281	14,161	401,116	370,898	389	406	38	70
YTD Average	4,490	4,694	12,778	15,407	62	85	1,293	1,408	1,190	1,287	33,426	33,718	32	37	3	6