

Irondequoit Public Library Board of Trustees  
Monthly meeting  
Minutes of January 17, 2024

**Call meeting to order:** 6:35 pm.

**Present:** Rachel Snyder, president; Phil Harriman, vice president; Betty Brewer Johnson, treasurer; Meaghan de Chateaufvieux, Michael Huntone, Susan Kramarsky, Laura Schiefer, and Sarah Yannello, trustees at large; Molly Fisher, community engagement committee member; Marshall Yannello, student representative for Eastridge.

**Guests:** Andraé Evans, town supervisor; Greg Benoit, library director; Adriana Schubmehl, library assistant (staff liaison); Stephanie Schubmehl, library bookkeeper.

**Absent:** Erin Dougherty, secretary.

**Approval of agenda:** Approved.

**Approval of minutes:** Minutes of December 20, 2023 approved.

**Attendance:** Next meeting February 21, 2024. Molly may be unable to attend but will email an update on the January Friends meeting.

**Public forum:** None. A request was received via email for the library to make a laminator available to the public; Greg confirmed that a laminator will be purchased for the Maker's Lab.

**Town board liaison report**

- Supervisor Evans expressed excitement at working with the library board, describing his entire family as heavy library users. He noted that the library had been a particularly valuable resource for his family during his deployment.
- All staff positions in the administration have been filled, but the town would like to broaden recruitment for boards, particularly among young people. The conservation board currently has three open seats.

**Student representative reports**

Marshall

- Marshall provided an overview of the student representative program, which he joined in March of last year along with Nkodia Ndongala. Student representatives provide a line of communication between the library, schools, and the community.
- Eastridge recently held a blood drive and a midyear induction ceremony for National Honor Society, at which Marshall gave a speech.
- Parents will have an opportunity to learn about Advanced Placement, International Baccalaureate, Project Lead the Way, and Monroe Community College classes at

Eastridge on College and Career Night (January 30). Other upcoming events include the Rhythm on the Ridge percussion competition and a winter pep rally in February.

Keely Shafer, Irondequoit High School (email update): Keely was unable to attend tonight's meeting due to a DECA competition. IHS midterms are next week, and the student council is planning a dance in March. Greg offered to help connect student council members with volunteer opportunities at the library.

**Foundation report:** Foundation has not met.

### **Friends report**

- The Friends will discuss craft show plans at their meeting next week.
- Stephanie Cole Adams reviewed a draft of the vendor application and suggested minor changes, such as featuring the Friends logo. She also recommended drafting a Memorandum of Understanding detailing the relationship between the library board and the Friends to guide any future fundraisers. Greg will work on this with the executive committee.

### **Staff liaison report**

- This month's staff liaison was library assistant Adriana Schubmehl, head of the processing department and current union president. She and the processing team personally handle every new item that comes into the library to prepare it for circulation.
- Adriana thanked trustees for the year-end staff appreciation gifts on behalf of her coworkers. She also expressed her gratitude to Rachel, Phil, and Betty for making this year's contract negotiations process relatively painless.
- In addition to meeting room statistics from Synn Lymn McLaughlin, Adriana shared an update from teen librarian Emily Baker and library assistant Michael Callari, who held a teen Hunger Games program with Nerf blasters after hours on Saturday. The event was such a success that several people have asked about staging a similar program for library staff.

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

- At Susan's suggestion, Greg will work with John to incorporate a staff recognition feature into the library website.
- Other updates covered in director's report.

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

#### Financial report

- Revenue: As noted in the director's report, this was a record-breaking year for the library bookstore, which made over \$42,000 and helped the library take in almost 150 percent of projected revenue in the miscellaneous income category. Revenue also exceeded projections in the library charges category, and overall revenue collection is now at 100.8 percent of budget with a surplus of over \$22,000. The only outstanding revenue item is a

check for IPL's share of online fines for the second half of 2023, which typically arrives in January and will be reflected in next month's report.

- Expenses: Personnel spending in this month's report appears artificially high due to the employee retention stipends all employees received in December, totaling \$41,500. Per the town comptroller, the town is paying for this with ARPA funding and those funds will be transferred into the personnel budget. Overall spending is currently at 98.7 percent of budget with some December expenditures yet to be posted (including all 2023 invoices submitted at tonight's meeting). The town will issue an updated report in February and the final 2023 report in March.

Finance committee: Greg noted that at the town comptroller's recommendation, \$40,000 would be transferred from the library fund balance to the operating budget in order to keep the amount of the fund balance within town guidelines (5 to 20 percent of the subsequent year's budget).

#### Vouchers

- Vouchers of note: #333 (2023 list), Amazon: Account credit for returned video game; #7 (2024), T-Mobile: Authorizes 12 months of payments to resolve the ongoing issue of T-Mobile's billing cycle being out of sync with our payment cycle. Monthly invoices will be submitted to the comptroller's office as they come in.
- Motion to approve 2023 year-end voucher list for payment from the 2023 budget. Seconded. Motion carried.
- Motion to approve January 2024 voucher list for payment from the 2024 budget. Seconded. Motion carried.

#### **Organizational development committee**

- See attached for personnel report.
- In response to a question from Rachel, Greg advised trustees to send documentation of their annual training requirement to Erin. He indicated that MCLS has upcoming opportunities for training on the state trustee handbook. Copies of the handbook are included in the orientation binder and are also available digitally.
- Rachel noted that all trustees are required to take state anti-sexual harassment training annually.

#### **Community engagement committee**

- Sarah raised the idea of schools and the library partnering on an "Irondequoit Reads" program for teens and will discuss further with Greg and Emily. Betty recommended that participants be eligible for a prize if the program takes place in summer.
- Rachel proposed publicizing the All in Good Health cabinet at schools.

#### **Technology team**

- Although Kevin LaBarr was unable to attend the most recent tech team meeting, new (or repurposed) computers are now set up in the Maker's Lab and staff lounge. The library is waiting on Kevin to install a network drop in the staff lounge.

- The group has also discussed expanding Maker's Lab offerings, with Phil and other board members expressing support for adding power tool lending. Greg noted that he had recently toured the SEAC Tool Shed along with Matt Krueger and Sarah Knight and that Tool Shed staff are potentially open to offering training at the library; however, he agreed with Susan that liability coverage would need to be addressed.

**Old business:** None.

**New business:** None.

**Director's report:** See attached. During discussion of the director's report, it was agreed to invite the Eastridge Step Team to perform during Black History Month and to move forward with setting up an institutional Uber account and purchasing bus passes for the library to assist patrons facing transportation emergencies.

**Adjournment:** Meeting adjourned at 7:29 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Erin Dougherty

## IRONDEQUOIT PUBLIC LIBRARY

12/31/2023

## REVENUE

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL YTD DEC 23	2023 BALANCE	2023 %
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	\$70,141	(\$22,922)	148.5%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$33,426	\$35,237	(\$1,811)	105.4%
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%
<b>Subtotal - revenue</b>			<b>\$2,576,001</b>	<b>\$2,655,615</b>	<b>\$2,660,497</b>	<b>\$2,794,750</b>	<b>\$2,795,311</b>	<b>\$2,817,690</b>	<b>(\$22,380)</b>	<b>100.8%</b>

## EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 ACTUAL YTD DEC 23	2023 BALANCE	2023 %
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,140,595	\$1,162,213	-\$21,618	101.9%
2		Equipment & capital	\$2,565	\$4,529	\$977	\$2,468	\$3,853	\$772	\$3,080	0.0%
4	7410-4050	Library materials	\$178,336	\$169,598	\$175,369	\$171,848	\$180,000	\$171,309	\$8,691	95.2%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$402,156	\$396,451	\$5,705	98.6%
4		Contingency - contracted services	\$0	\$0	\$0	\$0	\$10,000		\$10,000	0.0%
6		Principal on debt	\$210,000	\$175,000	\$325,000	\$335,000	\$340,000	\$340,000	\$0	100.0%
7		Interest on debt	\$335,100	\$449,852	\$296,000	\$289,400	\$282,650	\$282,650	\$0	100.0%
8		Employee benefits	\$446,414	\$413,337	\$445,435	\$406,340	\$436,227	\$406,326	\$29,901	93.1%
<b>Subtotal - expenses</b>			<b>\$2,485,140</b>	<b>\$2,518,450</b>	<b>\$2,635,126</b>	<b>\$2,626,286</b>	<b>\$2,795,481</b>	<b>\$2,759,722</b>	<b>\$35,759</b>	<b>98.7%</b>

## Cash receipts summary

12/31/2023

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	\$1,830.08	\$1,856.13	\$19,820.35
UMS/refunds					-\$40.00	-\$1,562.40		-\$19.99				-\$1,885.45	-\$3,507.84
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	\$1,210.67	\$14,658.23
BFR (cash)	\$149.94	\$110.93	\$84.99	\$61.70	\$41.97	\$56.94	-\$14.99	\$73.00	\$20.91	\$22.95	\$128.37	\$7.99	\$744.70
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	\$3,695.67	\$42,183.84
Misc. (cash)	\$100.48	\$138.29	\$167.13	\$140.04	\$56.42	\$101.00	\$13.80	\$105.25	\$89.60	\$101.42	\$110.70	\$59.10	\$1,183.23
Misc. (credit)	\$3.00	\$7.00	\$12.21	\$42.47	\$53.00	\$5.00	\$45.36	\$22.00	\$24.39	\$90.51	\$41.20	\$12.00	\$358.14
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	\$992.52	\$9,084.43
Copy/print/fax (credit)						\$1,078.00	\$1,040.20	\$1,117.26	\$839.75	\$1,077.95	\$1,178.80	\$680.28	\$7,012.24
Interfund transfer													
<b>Total</b>	<b>\$8,024.12</b>	<b>\$9,777.03</b>	<b>\$10,151.37</b>	<b>\$7,854.94</b>	<b>\$9,782.45</b>	<b>\$6,765.81</b>	<b>\$12,043.75</b>	<b>\$10,142.59</b>	<b>\$8,221.99</b>	<b>\$24,177.58</b>	<b>\$8,906.65</b>	<b>\$6,628.91</b>	<b>\$122,477.19</b>

**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	\$3,695.67
<b>Total</b>	<b>\$22,973.30</b>	<b>\$29,217.46</b>	<b>\$31,730.93</b>	<b>\$34,647.51</b>	<b>\$33,480.23</b>	<b>\$11,530.07</b>	<b>\$26,885.29</b>	<b>\$32,833.60</b>	<b>\$42,183.84</b>

## CHASE ACCOUNTS

DECEMBER 2023

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2023	Opening balance			\$19,321.66
12/4/2023	Payment to Erin Dougherty (reimbursement for staff recognition gifts)		\$960.00	\$18,361.66
12/8/2023	Donation from Rochester Button Society for children's programming	\$50.00		\$18,411.66
12/8/2023	Payment to Evac+Chair North America LLC for emergency evacuation chair (2021 bullet aid purchase)		\$1,544.00	\$16,867.66
12/20/2023	Payment to Irondequoit Beer Company for library board holiday party		\$240.00	\$16,627.66
12/20/2023	Payment to Amazon for nursing/sensory room furnishings (2021 bullet aid purchase)		\$347.21	\$16,280.45
12/28/2023	Payment to Holt Road Industries for "An Ode-yssey to the Total Eclipse" children's program on 12/29/23 (LIF purchase)		\$300.00	\$15,980.45
12/29/2023	Interest	\$11.56		\$15,992.01

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2023	Opening balance			\$6,854.18
12/29/2023	Interest	\$4.66		\$6,858.84

## 2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2023	Opening balance			\$3,333.07
12/8/2023	Payment to Evac+Chair North America LLC for emergency evacuation chair		\$1,544.00	\$1,789.07
12/20/2023	Payment to Amazon for nursing/sensory room furnishings (2021 bullet aid purchase)		\$347.21	\$1,441.86

## 2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2023	Opening balance			\$6,459.87
12/28/2023	Payment to Holt Road Industries for "An Ode-yssey to the Total Eclipse" children's program on 12/29/23 (LIF purchase)		\$300.00	\$6,159.87



January 2024 voucher list (2023 budget)

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
333	Amazon	Professional services, programming (supplies for Maker Monday craft program series)	\$76.05	4408
333	Amazon	Library materials	-\$39.99	4050
334	Baker & Taylor	Library materials	\$1,006.26	4050
335	Baker & Taylor Entertainment	Library materials	\$949.67	4050
336	Midwest Tape	Library materials	\$3,816.78	4050
337	OverDrive	Library materials	\$2,770.48	4050
338	T-Mobile	Library materials	\$57.40	4050
<b>Total</b>			<b>\$8,636.65</b>	

**January 17, 2024 voucher list (2023 budget)**

<b>Fund</b>	<b>Fund total</b>
4050	\$8,560.60
4408	\$76.05
<b>Grand Total</b>	<b>\$8,636.65</b>

January 17, 2024 voucher list (2024 budget)

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
1	Amazon	Library materials	\$69.95	4050
1	Amazon	Professional services, programming (supplies for Art Club instructional programs, January - April 2024)	\$115.24	4408
2	Barnes & Noble	Library materials	\$69.56	4050
3	New York Times	Library materials	\$1,007.19	4050
4	Online Labels	Supplies, office	\$86.55	4570
5	Soho Imaging	Supplies, office	\$169.00	4570
6	Staples	Supplies, office	\$222.17	4570
7	<b>T-Mobile</b>	<b>Contracted services</b>	<b>\$688.80</b>	<b>4120</b>
8	W.B. Mason	Supplies, office	\$36.62	4570
8	W.B. Mason	Professional services, programming (supplies for Art Club instructional programs, January - April 2024)	\$18.98	4408
9	Wegmans	Postage	\$165.00	4380
<b>Total</b>			<b>\$2,649.06</b>	

January 17, 2024 voucher list (2024 budget)

<b>Fund</b>	<b>Fund total</b>
4050	\$1,146.70
4120	\$688.80
4380	\$165.00
4408	\$134.22
4570	\$514.34
<b>Grand Total</b>	<b>\$2,649.06</b>

**Organizational Development Committee  
January 2024 Employee Changes**

**Nancy Cowan**

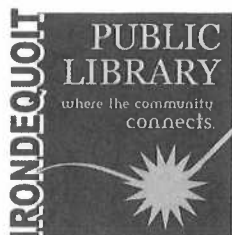
Retirement: Full-Time Librarian II

Notes: As previously communicated to the Organizational Development Committee, circulation desk supervisor and Librarian, Nancy Cowan retired at the end of 2023.

Nancy was previously a teacher who came to Irondequoit Public Library as a volunteer. Nancy enjoyed her time as a volunteer so much that she made a career change from teacher to Library Assistant and then Librarian.

Nancy was previously the technology librarian before taking for responsibilities supervising the circulation desk. Sarah Taffner has assumed Nancy's role as circulation desk supervisor, but under the job title Senior Library Clerk.

Nancy's last day was December 29<sup>th</sup>, 2023.



## **Irondequoit Public Library**

Director's Report

Wednesday, January 17, 2024

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

Year #2 of Long Range Plan - Updates

<b>Strategy 3</b> Staff <b>training &amp; communication</b> are focused on improving patron experiences and outcomes	
<b>ACTION STEPS</b>	T1: Create a training manual to standardize the training process (job title-specific training processes; identify training and knowledge gaps; decision tree; communication improvements)
<b>TIMING</b>	Winter 2023/2024
<b>OWNER/S</b>	Supervisory Staff
<b>STATUS</b>	In Progress
<b>NOTES</b>	<p>Last month I reported that all existing procedure, training and instruction documents have been identified and have been organized into a series of folders on the OneDrive.</p> <p>FAQ articles and closed help desk tickets are now being downloaded to Word and added to the relevant procedure folders on the library OneDrive.</p> <p>Library staff have been briefed that within the next month each reference desk employee will be assigned an appropriate number of procedure and training documents to review and then either revise, rewrite, or create from scratch depending on whether a procedure document exists at all, and if it does, how up to date it is.</p>

**Strategy 3**

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

<b>ACTION STEPS</b>	T2: Determine ways to improve, adapt, keep updated, and unify staff communication (for continuity of service)
<b>TIMING</b>	Fall 2023
<b>OWNER/S</b>	Technology Committee & Supervisory Staff
<b>STATUS</b>	In Progress
<b>NOTES</b>	<p>The library staff and I have determined that the most efficient and easy to use platform for accessing and editing our updated procedure, training and instruction manual will be the library's internal e-portal website.</p> <p>The aforementioned procedure and training documents will be drafted by reference staff using Microsoft Word. They will then be uploaded to the e-portal where the staff can access them securely.</p> <p>The e-portal offers a superior search feature compared to Microsoft OneDrive and the help desk software, which were also considered. The e-portal uses a Word Press based system for editing text, staff are already familiar with from years of using the e-portal to share library news and memos.</p> <p>The only drawback to using the e-portal is that it will not automatically create a table of contents based on the title of the procedure and training document titles. Two different tables of contents will be created manually, one will organize documents by service point and the other will organize documents by subject.</p>

### Strategy 3

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

<b>ACTION STEPS</b>	T3: Identify gaps or areas for improvement that would benefit from increased staff training (internal surveys to find training opportunities)
<b>TIMING</b>	Fall 2023
<b>OWNER/S</b>	Circulation Supervisor & Reference Supervisor
<b>STATUS</b>	In Progress
<b>NOTES</b>	<p>The reference skills survey has been completed and sent to reference staff for completion by January 26th.</p> <p>Findings from the survey will guide topics for staff training day and the entries in the reference training and procedure manual.</p> <p>Once the skill survey is completed, staff will pivot to drafting the procedure and training documents.</p>

### Strategy 1

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

<b>ACTION STEPS</b>	T2: Bring in training for staff from service providers (e.g. DMV) or social services
<b>TIMING</b>	Fall 2023
<b>OWNER/S</b>	Library Director & Assistant Directors
<b>STATUS</b>	In Progress
<b>NOTES</b>	<p>January 2024: Willow Domestic Violence Center resources presentation</p> <p>February: Meet and greet with Andrae Evans and staff vision &amp; values statement exercise</p> <p>March: Lifespan resources presentation</p>



### **Friends of the Irondequoit Public Library - April 2024 Arts & Crafts Fundraiser**

The sample application for vendors has been shared with Stephanie Adams. Her office has responded with guidance on a few minor changes that need to be made, but overall, the document is acceptable as written.

Stephanie Adams did recommend that the Library Board and Friends of the Irondequoit Public Library draft a joint letter of understanding that outlines the relationship between the two entities. She advised that this letter reference the arts and crafts fundraiser and has provided a template for us to create such a letter. Having an letter of understanding, an MOU, or DOU between the Library Board and Friends is a common, but not universal practice. When I was the Library Director at Gates Public Library, a DOU between the two organizations was approved annually.

I will work with Rachel, the Executive Committee and any other Library Board committee over the next few weeks to get these documents in order so that we may begin soliciting vendors as quickly as possible.

### ***Community Reflections* - Black History Month & 2024 Strategy Update**

Last week I met with Gloria Hunter to review the library's overarching DEI strategy and initiatives as well as the activities specifically for Black History Month in 2024. Gloria is the DEI coordinator at the Town Hall.

I gave her a mini tour that highlighted the *Community Reflections* book lists and display space on the second floor, and brought her up to speed on the work we have done analyzing representation in the library's materials collection using CollectionHQ.

I also reviewed with her the *Community Reflections* activities the library is coordinating for Black History Month in 2024. These which include:

- A Black History Month story time with ERASE
- Two Black History Month story times with Andrae Evans
  - One will occur at the library and the other at the Irondequoit Rec Center
- A presentation on the Civil Rights Act of 1964 by an MCC history professor
- An African dance demonstration in partnership with the Irondequoit Rec Center
- Displays of library materials
  - The media collection, children's, teen, and adult will all feature displays

I also shared with Gloria that the library is working with ERASE to coordinate a two part community presentation on the history of red lining in Monroe County and a workshop where residents can learn how they can remove racial covenant language from their property documents. Gloria is going to assist with planning and promoting this event.

Gloria brought to my attention that it was not apparent after the fact what the library did last year for Black History Month. Moving forward, whenever the library coordinates a lineup of programs and displays during a month that recognizes the contributions of a particular culture, race, or ethnicity, the library will produce a publicity graphic for use online and in the library that includes:

- The dates and times for related programs
- Location in the library where people can find the aforementioned displays

- Titles of classic or recently published books for all age levels relating to month or culture being recognized

Lastly, the library's internal *Community Reflections* team is meeting this week to discuss the calendar of special events, programs and displays for 2024. These will be shared at the February Library Board meeting in the Director Report.

#### **Library Volunteers - Update on Activities from 2023**

Nora Pelish, who manages the library volunteers, indicated that the 16 most dedicated adult volunteers and three group homes from Lifetime Assistance performed a combined total of 2,313 labor hours of work at the library in 2023.

Additionally, the library book store had it highest performing year ever, generating over \$42,000 in one year, and increase of almost \$\$8,000 over the figure from 2018, which was previously the highest performing year.

#### **Anonymous Memorial Donation - \$5,000**

A former library employee has made an anonymous donation in memory of their spouse who recently passed away. I will work with library employees who know the family to identify a suitable memorial to incorporate into the library facility.

## **2. Town of Irondequoit**

#### **Employee Retention Stipends - ARPA Funds Budget Transfer**

The December 2023 expense report might look alarming at first glance. This is because the funds to pay for the employee retention stipends were paid for using the personnel budget, which cured that budget line to reflect a signify negative balance.

Before the books are closed on the 2023 budget year, the town will transfer ARPA funds equal to the total amount of the employee retention stipends into each department's personnel budget to offset the negative balance. When the funds are made available to us, the Library Board will need to vote to accept the funds into the 2023 personnel budget.

#### **Town Stakeholder Tour & Orientation Documents**

I have included the documents that were prepared for the tour and orientation for Andrae Evans in the Trustee OneDrive. These documents can be found in the *Related Items* folder for the January 2024 meeting.

These documents will also be used for a similar tour and orientation for Grant Malone, the newest member of the Town Board.

#### **Irondequoit Public Library & Irondequoit Community Center - Enhanced Partnership**

On Tuesday, January 16th, Matt Krueger and I met with Shannon Grieve and Caitlyn Bailey to discuss how to enhance partnership efforts between the Irondequoit Public Library and Irondequoit Rec Center.

The two organizations will continue to work together on story times for pre-schoolers using the Rec Center and on special events like the Fourth of July and Winterfest. We will not coordinate a

jointly planned and promoted program that coincides with the library's *Community Reflections* calendar of events. Our initial event will be an African dance demonstration from a local dance company and Black History Month story time featuring Andrae Evans.

**3. Facilities Report**

**4. Monroe County Library System**

**5. Personnel Report**

A personnel report for January 2024 has been uploaded to 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 January 17, 2024 Library Board meeting other than the feedback from attorney Stephanie Adams regarding the arts and crafts fundraiser.

**8. Items of Information**

**Irondequoit Public Library**  
Statistical Report to the Library Board  
**January 2024**

Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Circulation		Maker's Lab Usage		Maker's Lab Circulation	
Year	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	3,984	12,624	12,699	68	62	1,217	1,136	1,125	1,091	29,051	30,618	40	84	4	11
Total	53,881	55,620	153,340	182,180	747	993	15,520	16,627	14,281	15,252	401,116	401,516	389	490	38	81
YTD Average	4,490	4,635	12,778	15,182	62	83	1,293	1,386	1,190	1,271	33,426	33,460	32	41	3	7