

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of February 21, 2024

Call meeting to order: 6:30 pm

Present: Rachel Snyder, president; Phil Harriman, vice president; Betty Brewer Johnson, treasurer; Erin Dougherty, secretary; Michael Huntone, Susan Kramarsky, Laura Schiefer, and Sarah Yannello, trustees at large; David Heffer, honorary trustee.

Guests: Justine Bartnick, chief of staff to the supervisor (town liaison); Greg Benoit, library director; Amy Holland, children's librarian (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Meaghan de Chateauvieux, trustee at large.

Approval of agenda: Approved.

Approval of minutes: Minutes of January 17, 2024 approved.

Attendance: Next meeting March 20, 2024; no conflicts noted. June meeting moved up to June 12 to avoid conflicting with Juneteenth holiday.

Public forum: Nothing submitted to board email. See director's report for correspondence and discussion of Facebook post about children's services.

Town liaison report

- Supervisor Evans and his team have been highly impressed with the library and consider it a model for other town departments.
- The town will have positive economic development news to announce soon, particularly for the Summerville neighborhood.
- A new apartment complex is taking shape on the site of the old Wambach Farms.
- Hiring is underway at town hall, and Ann Cunningham has been appointed to fill the vacant town board seat.
- Supervisor Evans is leading a book discussion later this month and hopes to partner with the library for more events going forward.

Student representative report

- All student reps are currently on break, but Sarah reported that the Eastridge Step Team is performing at the Community Center on February 24 and that the school will celebrate Black History Month February 28. Both events are open to the public.

- Eastridge student council is holding a hygiene supply drive for the comfort cabinet in the teen library.

Foundation report

- The sister libraries team presented to the Foundation at a recent meeting.
- The Foundation is considering working with a consultant to coordinate fundraising in 2024. They have expressed interest in providing matching funding if the library secures a New York State construction grant. The project proposal can be adapted to different funding levels depending on what the Foundation is able to provide.

Friends report

- The Friends will discuss the upcoming vendor fair fundraiser at their next meeting. Stephanie Cole Adams has reviewed the vendor application, as well as the agreement between the Friends and the library.
- Following their successful fundraiser at Chipotle earlier this month, the Friends are planning a similar event at Panera in April. 25 percent of sales will go to the Friends.

Staff liaison report

- This month's staff liaison was children's librarian Amy Holland.
- Amy shared photos from the library's recent screening of *Barbie* provided by adult services librarian Amy Henderson. Amy Henderson is also planning a four-part series of programs introducing resources for caregivers and older adults from Lifespan beginning in March.
- Synn Lymn McLaughlin provided meeting room statistics and an update on the seed library, which now has a selection of early indoor start seeds available.
- Children's librarians have been discussing comments from a recent Facebook post about the library's offerings for families. One option under consideration is a monthly free play program in the library meeting rooms, likely on a Saturday so as not to compete with the community center. The library may be able to borrow play equipment from the community center or MCLS.

Long-range plan check-in

- Work continues on the training and procedure manual. Hosting content on the eportal still appears to be the best option, although Kevin LaBarr has also recommended looking into OneNote.
- A digital comment box has been added to the library website and has already generated positive feedback. At Rachel's suggestion, Greg will begin including this in upcoming board packets.

Finance committee, vouchers, financial report

Financial report

- 2023 revenue: The town will issue its final reports closing out the year in March, but no more revenue items are anticipated. We ended 2023 with 100.8 percent of anticipated revenue collected, a surplus of \$22,380.
- 2023 expenses: This report does not reflect \$41,500 in ARPA funding slated to be transferred into the personnel budget or SAMS grant funds for HVAC repairs; even so, as of the end of January the library is on track to end the year with about \$17,000 left to roll over into the fund balance. Spending is at 99.4 percent of budget overall.
- 2024 revenue: With about 8.3 percent of the year elapsed, the library has collected 10.1 percent of anticipated miscellaneous income; revenue for library charges is at exactly 8.3 percent. The library also received its first installment of property tax revenue in January, bringing overall revenue collection up to 38.4 percent of budget.
- 2024 expenses: As of January 31, the library has spent 4.2 percent of budget overall. Spending is at 7.4 percent for salaries, 0.6 percent for library materials, and 0.4 percent for services and supplies.

Vouchers

- Vouchers of note: #10, Law Office of Stephanie Adams: Consultation on Friends MoU and vendor contract template (discussed in director's report and related documents); #20, De Lage Landen: Authorizes one year of lease payments for public fax machine; #23, EnvisionWare: Annual renewal for print station maintenance and software license.
- Motion to approve February 2024 voucher lists for payment. Seconded. Motion Carried.

Organizational development committee

Art Club Memorandum of Understanding

- A draft of the MoU, including comments and proposed edits, was shared with the library board ahead of this meeting.
- Background: The Irondequoit Art Club held a biannual show and sale at the library for many years and was permitted to use library meeting rooms free of charge. The group is not a 501(c)(3), and in 2022 a local activist threatened legal action on the basis that it was effectively a business conducting sales using a public good (the library meeting rooms). In response, the library board hired Stephanie Cole Adams to help overhaul meeting room policy in order to prevent this type of situation from arising again. The Art Club has moved its show and sale to a new location but now partners with the library to offer monthly instruction classes as well as holding its regular meetings and guest lectures at the library. All events are free and open to the public.
- The current proposed MoU was inherited from the previous administration and, where the library is concerned, largely describes the relationship that already exists. However, the organizational development committee expressed concern that the MoU involves the library but has nowhere for the library board president to sign off, with Susan noting that

the library differs from other town departments in that it is governed by a board with fiduciary responsibilities and autonomous decision-making powers. It was suggested that the library enter into its own MoU with the Art Club, separate from that between the Art Club and the town.

- Justine questioned whether the issue could be resolved by simply adding a line for the library board president's signature to the MoU, and Laura raised the idea of inserting "with the approval of the board of trustees" where relevant. Greg reiterated that the MoU's provisions regarding meeting space and programming at the library are already in place through 2025. Rachel proposed discussing the MoU further outside of this meeting, adding that she wants buy-in from the entire library board.
- In response to a question from Phil, Justine indicated that the Art Club had hoped to have the final edits to the MoU ready to bring to its membership by the end of the week, as they are tentatively planning an exhibition at the Community Center in May.
- In the ensuing discussion, a consensus was reached that separating the library from the town's MoU with the Art Club presented the best way forward. Justine requested that the library board send written confirmation.
- Motion to remove all references to the library's ongoing relationship with the Art Club from the proposed Memorandum of Understanding between the Art Club and the town. Seconded. Motion carried.

Community engagement committee

- Sarah reported that she has shared the proposal for an Irondequoit Reads program with school librarians and will follow up with Emily Baker and Matt Krueger. It was determined that a date before summer break but not during Regents exams would be ideal for the event.
- Multiple school principals have agreed to add a link to the library events calendar, and Sarah will also pursue linking to library events from the main website for each school district.
- Rachel brought up recent book banning legislation in Texas, noting that Starr County had been affected and recommending this be addressed at the next meeting of the sister libraries team. In response to a question from Justine, Greg indicated that IPL has not received any formal book challenges but that it has happened at other MCLS libraries. The board recently approved an updated collection development policy and reviewed the procedure for requesting reevaluation of library materials. Justine commented that Supervisor Evans would be interested in partnering with the library for Banned Books Week programming.

Technology team

- Kevin is working on a transition to Sharepoint, which will allow twice-daily backups.
- Phil will be joining the maker's lab as a volunteer.
- An issue with the hosting company briefly caused the library website to redirect to an internal staff portal. This has now been resolved.

New business

Art, Craft, and Vendor Showcase and Fundraiser: An application specifying the terms for participation in the upcoming craft and vendor fair was shared with the board. Greg noted that the Friends will also hold raffles and auctions to generate additional funds.

Vandalism incident: Covered in director's report. In response to a question from David, Greg shared that the library recently purchased an evac chair for use by first responders. This will make it easier for patrons with mobility issues to evacuate from the second floor if needed.

Facebook comments: Covered in director's report.

April 2024 eclipse: The library will close for the day, along with most school districts in the county. The library has acquired 1,000 pairs of eclipse glasses and will begin giving them out to the community on April 1. Sarah offered to share instructions for building an eclipse viewer at home.

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

Seed library award nomination

- Greg will consult with the town comptroller about using staff development funds to purchase a ticket to the event for Synn Lymn McLaughlin. Susan also recommended inviting former town board member Kimie Romeo.
- Motion to approve use of the board trustee account to purchase tickets to the 2024 Environmental Innovation Awards if staff development funds are not available. Seconded. Motion carried.

Narcan training

- Project Impact will provide Narcan training at the March staff training day. Any interested board members are welcome to attend.
- Justine added that the town is working with Monroe County to install additional Narcan boxes and put together an informational flier for the public. Sarah raised the idea of including a map of Narcan locations on the town website.

Autorenewal

- Greg stated this measure will likely pass at the next MCLS directors' council meeting and could take effect as soon as May 1. Directors whose libraries stand to lose revenue agreed that a July 1 start date would be preferable.
- Betty pointed out that even with more notice, budgeting for reduced fines in 2024 would likely not have been possible. Given the library bookstore's strong performance, she is confident it can provide a viable alternative source of revenue. Phil added that the library has been very successful with budget management in recent years.

- Laura asked whether this might represent another step toward fine-free operation and recommended that the board begin discussing it.
- Susan noted that the move to autorenewal had been vetted by lawyers for Monroe County and questioned whether there was any possibility of pushing back the timeline. Laura replied that pushing back the vote would require forming a voting bloc and even then would have little chance of succeeding.
- Consensus among the trustees was that Greg should vote yes when this matter comes before the directors' council.

Personnel report: See attached.

Adjournment

- Adjourned to executive session at 8:26 pm to discuss the employment of a particular person or persons.
- Came out of executive session at 8:39 pm.
- Meeting adjourned at 8:39 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%
Subtotal - revenue			\$2,576,001	\$2,655,615	\$2,660,497	\$2,794,750	\$2,795,311	\$2,817,690	(\$22,380)	100.8%

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	\$179,859	\$141	99.9%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$402,156	\$406,649	-\$4,493	101.1%
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%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,795,481	\$2,778,469	\$17,011	99.4%

IRONDEQUOIT PUBLIC LIBRARY
REVENUE

1/31/2024

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL YTD JAN 24	2024 BALANCE	2024 %
0	0005-1001	Property taxes	\$2,334,611	\$2,507,625	\$2,495,508	\$2,680,059	\$2,695,213	\$2,686,417	\$1,067,909	\$1,618,508	39.8%
0	0005-2080	Misc income (book sales, printing, faxing)	\$62,485	\$23,605	\$47,996	\$54,662	\$70,141	\$63,100	\$6,348	\$56,752	10.1%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$35,237	\$36,000	\$2,996	\$33,004	8.3%
0	0005-3889	State aid - oth culture & rec (Local Library Systems Aid)	\$15,734	\$12,263	\$16,860	\$16,142	\$14,642	\$14,600		\$14,600	0.0%
0	0005-2701	Refund prior year expenses	\$334	\$4,838	\$464	\$168		\$6,379		\$6,379	0.0%
Subtotal - revenue			\$2,576,001	\$2,655,615	\$2,660,497	\$2,794,750	\$2,817,690	\$2,806,496	\$1,077,253	\$1,729,243	38.4%

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL YTD JAN 24	2024 BALANCE	2024 %
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,181,141	\$87,642	\$1,093,499	7.4%
2		Equipment & capital	\$2,565	\$4,529	\$977	\$2,468	\$772	\$10,755		\$10,755	0.0%
4	7410-4050	Library materials	\$178,336	\$169,598	\$175,369	\$171,848	\$179,859	\$180,294	\$1,147	\$179,147	0.6%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$406,649	\$396,279	\$1,577	\$394,701	0.4%
4		Contingency - contracted services	\$0	\$0	\$0	\$0	\$0	\$0		\$0	0.0%
6		Principal on debt	\$210,000	\$175,000	\$325,000	\$335,000	\$340,000	\$345,000		\$345,000	0.0%
7		Interest on debt	\$335,100	\$449,852	\$296,000	\$289,400	\$282,650	\$275,800		\$275,800	0.0%
8		Employee benefits	\$446,414	\$413,337	\$445,435	\$406,340	\$406,326	\$468,235	\$28,592	\$439,643	6.1%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,778,469	\$2,857,503	\$118,958	\$2,738,545	4.2%

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					\$3,100.00	\$6,622.00
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	\$72.67	\$1,196.80
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													
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	\$9,742.48	\$125,590.76

1/31/2024

[illegible]

BOOKSTORE SALES

Month	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
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	\$3,684.83
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	
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	\$42,183.84	\$3,684.83

February 21, 2024 voucher list (2023 budget)

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
339	Baker & Taylor Entertainment	Library materials	\$60.24	4050
340	Springshare	Computer software licensing	\$117.00	4090
Total			\$177.24	

February 21, 2024 voucher list (2023 budget)

Fund	Fund total
4050	\$60.24
4090	\$117.00
Grand Total	\$177.24

February 21, 2024 voucher list (2024 budget)

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
10	Law Office of Stephanie Adams, PLLC	Professional services, legal	\$575.00	4415
11	Amazon	Supplies, office	\$78.36	4570
11	Amazon	Professional services, programming (supplies for Maker Monday program series)	\$26.95	4408
12	Baker & Taylor	Library materials	\$6,979.17	4050
13	Baker & Taylor Entertainment	Library materials	\$505.14	4050
14	Barnes & Noble	Library materials	\$297.04	4050
15	Breakout EDU	Professional services, programming (Escape room subscription renewal)	\$99.00	4408
16	Brodart	Supplies, library processing	\$1,020.83	4576
17	Cengage	Library materials	\$351.62	4050
18	Center Point Large Print	Library materials	\$2,905.20	4050
19	Cornell Cooperative Extension	Seed library/ARPA (Master Gardener presentations on succulents, 3/18/24, and basic tree identification, 4/15/24)	\$100.00	2135
20	De Lage Landen	Contracted services	\$1,896.00	4120
21	Demco	Supplies, office	\$476.00	4570
21	Demco	Supplies, library processing	\$164.96	4576
22	East Ridge Printing	Printing services	\$236.00	4390
23	EnvisionWare	Computer software licensing	\$3,114.54	4090
24	Everwilde Farms	Seed library/ARPA (early indoor start seeds)	\$52.13	2135
25	Ingram	Library materials	\$382.16	4050
26	MidAmerica Books	Library materials	\$656.70	4050
27	Midwest Tape	Library materials	\$1,515.65	4050
28	Northeast Worms	Seed library/ARPA (organic gardening seminar on 4/3/24)	\$75.00	2135
29	OverDrive	Library materials	\$1,128.53	4050
30	Nora Pelish	Mileage	\$10.72	4350
31	Penworthy	Library materials	\$1,036.17	4050
32	Rochester Public Library	Supplies, library processing	\$114.00	4576
33	Showcases	Supplies, library processing	\$250.95	4576
34	Smithsonian	Library materials	\$39.99	4050
35	Soho Imaging	Supplies, office	\$520.52	4570
36	Staples	Supplies, office	\$871.88	4570
36	Staples	Supplies, library processing	\$303.90	4576
37	Uline	Supplies, library processing	\$330.85	4576
38	W.B. Mason	Supplies, office	\$123.80	4570
Total			\$26,238.76	

February 21, 2024 voucher list (2024 budget)

Fund	Fund total
2135	\$227.13
4050	\$15,797.37
4090	\$3,114.54
4120	\$1,896.00
4350	\$10.72
4390	\$236.00
4408	\$125.95
4415	\$575.00
4570	\$2,070.56
4576	\$2,185.49
Grand Total	\$26,238.76

**Organizational Development Committee
February 2024 Employee Changes**

Christy Simons

Resignation: On-Call (Substitute) Librarian

Notes: Christy, a longtime employee and library volunteer who most recently worked as a substitute librarian has communicated that she is resigning from her position to spend more time with family and traveling.

Christy will stay on as a member of the Irondequoit Public Library's Sister Libraries team.

Christy's last day was January 1, 2024.

Megan Mullen

New Hire: On-Call (Substitute) Librarian

Notes: Megan is currently a substitute librarian at the Rochester Public Library, where she has worked for the last year and a half. She is also a freelance writer. Megan has previously held a position as a teacher and advisor at the University of Wisconsin, Parkside.

This position is provided for in the 2024 library budget. Megan will work hours previously allotted to Christy and another substitute librarian who has requested a voluntary reduction in hours starting in 2024.

Megan's first day was February 7, 2024.

Kimberlee DiCamillo

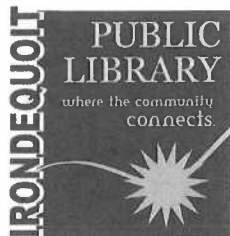
New Hire: On-Call (Substitute) Librarian

Notes: Kimberlee is currently a full-time, contract archivist for Rochester Regional Health. Prior to working as an archivist, Kimberlee worked for Nazareth University where she was a Transfer and Graduate Admissions Operations Specialist.

Kimberlee is eager to supplement her full-time work, which is solitary, with occasional shifts at Irondequoit Public Library where she will work assisting the public.

This position is provided for in the 2024 library budget. Kimberlee will work hours previously allotted to Christy and another substitute librarian who has requested a voluntary reduction in hours starting in 2024.

Kimberlee's first day was February 14, 2024.



Irondequoit Public Library

Director's Report

Wednesday, February 21, 2024

1. Irondequoit Public Library

Seneca Park Zoo Society - 2024 Environmental Innovation Awards Nomination

The Irondequoit Public Library's seed library has been nominated by the Seneca Park Zoo Society for a 2024 Environmental Innovation Award.

The award winners will be announced at a breakfast and ceremony hosted by Evan Dawson on Thursday, March 28th at the Joseph A. Floreano Rochester Riverside Convention Center. The breakfast will feature a keynote address by Dr. Richard M. Juang, the Senior Manager for Environmental Justice Policy at Ceres. Ceres is a nonprofit that works with major businesses and institutional investors to support environmental sustainability.

The library has received one complimentary ticket to the award breakfast, but I would like to purchase two more so that Synn Lymn McLaughlin and Rachel Snyder can attend also. Tickets are \$55 each. Synn Lymn is responsible for maintaining the seed library and has played a pivotal role in adapting the seed library services and strategies to include patron feedback. I also feel that the Library Board should be represented because of their support in helping to make this project the success that it is.

More information on the award and the breakfast can be found here: senecaparkzoo.org/eias

Breaking Bread - Program Partnership

Gloria Hunter, the Town of Irondequoit DEI Officer, reached out with a opportunity to partner with the Town of Irondequoit and the Jewish Federation of Rochester to host a program series titled *Breaking Bread*.

Participants of the *Breaking Bread* program will have an opportunity to learn about different world cultures and traditions through the experience of making a type of bread that originates from that culture. The intent is to expand awareness and appreciation of other cultures and to reduce prejudice and intolerance.

The program consists of a presentation about the culture, and a hands on demonstration where participants will have an opportunity to make bread dough from scratch.



Participants make bread dough at a *Breaking Bread* program

They will then take the dough home and bake it in their own kitchen.

This program is consistent with our similar efforts that are a part of our *Community Reflections* initiative. The first installment will take place on Thursday, September 19th.

2024 Polling Site

As with previous years, the Irondequoit Public Library is scheduled to be a polling site on election day in 2024.

Friends of the Irondequoit Public Library - Updates

April 2024 Arts & Crafts Fundraiser

The arrangements for the Friends of the Irondequoit Public Library April craft and vendors fundraiser is proceeding on schedule.

The Friends of the Irondequoit Public Library have worked with attorney Stephanie "Cole" Adams to adapt the vendor application provided by Rochester Vendors Club. The Friends, Stephanie Adams, and the Rochester vendors Club have all reviewed the application and are comfortable with the language within.

The Library Board will review the agreement letter with the Friends of the Irondequoit Public Library that references the craft fundraiser sale at the March Library board meeting.

The sale will run during the library's open hours on Saturday, April 20th and Sunday, April 21st. The rates to participate are: \$25 for a table for both days, \$20 for Saturday only, and \$10 for Sunday only.

A copy of the craft fundraiser application is included in the "Related Documents" folder on the Trustee OneDrive.

Chipotle Fundraiser

The Friends of the Irondequoit Public Library succeeded in raising \$303 through the Chipotle fundraiser on February 7, 2024.

Panera Fundraiser

The next Friends of the Irondequoit Public Library restaurant fundraiser will take place on Wednesday, April 10, 2024 between 4:00 PM and 8:00 PM at the Panera Bread located at 1015 East Ridge Road. The Friends will retain 25% of the proceeds of sales.

Community Reflections - 2024 Black History Month

The library's Community Reflections - Black History Month graphic has been included as an item, of information in the "Related Documents" folder on the Trustee OneDrive.

Black History Month - Program & Display Lineup

I have included the publicity graphic that the library is using to promote our program lineup for Black History Month in the Trustee OneDrive. The publicity graphic also includes recommended tiles and information on the Black History Month displays that are located throughout the library.

Eastridge Step Team Performance

The Irondequoit Public Library and Irondequoit Community center are on track to have a successful performance by the Eastridge Step team. The performance is being coordinated in partnership with Irondequoit Rec and will take place at the Irondequoit Community Center at 1:00 PM on Saturday, February 24th.

***Brown Girl Dreaming* - Family Book Discussion**

The Irondequoit Public Library is hosting a book discussion in partnership with the Town of Irondequoit on Wednesday, February 28th at 6:30 PM. We will be discussing the 2015 children's memoir and Coretta Scott King Book Award winner, *Brown Girl Dreaming* by Jacqueline Woodson.

The discussion will be facilitated by children's librarian, Matt Krueger and Town of Irondequoit DEI Officer, Gloria Hunter.

Library Board members are encouraged to attend if their schedule permits.

Monroe County Department of Public Health - Project IMPACT Partnership

Starting on March 22, 2024 Project IMPACT will be on site in our atrium to provide free training on how to use Naloxone, sometimes called Narcan, to reverse an opioid overdose. Participants will also receive free Naloxone nasal spray.

Project IMPACT is a function of the Monroe County Department of Public Health. We have previously worked with Project Impact to install a Naloxone box in the library. The Naltrexone box is where people can pickup a free supply of Naloxone whenever the library is open.

Facebook Comments about Irondequoit Public Library

The Irondequoit Public Library has been made aware that a comment thread about library services was started on a local Facebook group that provides a platform for Irondequoit residents to discuss events and affairs occurring in the community. The comment thread has since then been deleted by the user who started the thread.

While the majority of the comments were supportive of the library, a number were critical of our children's programming schedule and offerings in the children's library. Notably a number of people unfavorably compared our children's library to the children's library at the Greece Public Library.

The library staff responsible for programming will review the feedback and will likely make some changes based on our discussion.

Sister Libraries - Potential Partnership with the Friends of the Irondequoit Public Library

The Sister Libraries team is seeking to create a partnership with the Friends of the Irondequoit Public Library that would enable the Sister Libraries team to fundraise using the Friends of the Irondequoit Public Library 501(c)3 status. The Friends of the Irondequoit Public Library would also retain the funds until the Sister Libraries team had a need for them.

The Sister Libraries Team and I answered a number of questions that Chris Finer, the Friends of the Irondequoit Public Library Treasurer, had. I have included the questions from the Friends of

the Irondequoit Public Library and the responses in the *Related Documents* folder on the Trustee OneDrive.

2. Town of Irondequoit

Town & Art Club MOU

The Town of Irondequoit is seeking to establish a memorandum of understanding with the Irondequoit Art Club. This MOU would enable the Irondequoit At Club to have an art show at the Irondequoit Community Center in exchange for the programming that the Irondequoit At Club conducts at the Irondequoit Public Library.

Each month the Irondequoit Art Club partners with the Irondequoit Public Library to offer two art programs free of charge at the library. The Irondequoit Art Club coordinates with local artists to conduct hands-on artwork programs at Irondequoit Public Library. They also identify artists who provide lectures on art, artistic techniques, art history, and notable local artworks. These programs are popular with the public and have been operated without any significant issues since 2022.

The MOU between the Town of Irondequoit and the Irondequoit Art Club contains a number of provisions relating to the library. Rachel and I have had an opportunity to contribute additions and revisions to the MOU document. All of our recommended changes have been incorporated into the most recent draft of the document that I have on hand. The language in the MOU does not change anything substantial about the art programs or the partnership with the Irondequoit Art Club.

I expressed in a meeting with the Supervisor, Rachel Snyder, Irondequoit Rec leadership, and Irondequoit Art Club leadership that the Library Board's Organizational Development Committee reviewed the MOU and had significant concerns that the format of the document does not include a place for the Library Board President to sign, or some other acknowledgment that indicates that the MOU was voted on and approved by a majority of the Library Board.

The MOU can be viewed full in the "related Documents" folder on the Trustee OneDrive. The provisions relating to the library can be viewed here:

C. *Wednesday Instructional Programs - Library program*

1. *One Wednesday per month, for nine months of each year, the Art Club will hold an instructional art class that is open to the public and free of charge (the "Art Class"). In the event of an availability issue with a presenter, the Club will host an open artist session with materials supplied and open to the public.*
2. *The Art Club is solely responsible for identifying and securing the instructors for the Classes.*
3. *The Art Club has discretion to choose the topics for the Classes, and must inform the Library of the topic before any promotion of the topic by the Art Club. The Library reserves the right to decline any topic for the Classes for any reason or no reason at all.*

4. *The Art Club and the Library will each promote the Art Classes through their respective social media accounts.*
5. *The Art Club will determine the number of participants per session, the Library will be solely responsible for any registration requirements for the Art Classes.*
6. *The Library Board is responsible for evaluating library programs and partnerships with community organizations. The Art Club will communicate the anticipated schedule of program speakers and topics to the Library no fewer than six months in advance of the date of the event. Program speakers and topics will be reviewed by the Library Board to ensure their appropriateness and suitability as they relate to the library environment and the library's mission, services, programs.*

Partnership with Town - ICAT TV Content

On Thursday, February 22nd I am meeting with Sammie McManus, who is responsible for communications at the Town of Irondequoit, to discuss the possibility of having video recordings of library programs broadcast on the local access channel, ICAT.

When we acquired the Logitech live streaming camera system, we discussed having some library programs broadcast on ICAT, but were not successful in finalizing those arrangements with the former head of ICAT.

I am optimistic that we can have the Irondequoit Historical Society programs featured on ICAT in short order if the town is able to provide the necessary support through ICAT.

Women's History Month - Irondequoit Recreation Partnership

The Irondequoit Public Library and Irondequoit Rec are partnering to coordinate and promote a Women's History Month "Women's Market" on Thursday, March 21st between 4:00 PM - 7:00 PM.

Vandalism Incident

On Wednesday last week there was a vandalism incident in the second floor men's room. An individual set paper towels on fire in the sink and the doused them with water. There was no damage to the sink or the bathroom.

The library staff and I reviewed the camera footage right after the incident was reported to us and identified two potential individuals who may have been responsible. Both individuals had left the library by the time we were aware there had been an incident. Neither individual conducted any transaction at the library where they would have to show ID or a library card, so we were unable to establish their identity.

I reported the incident to the police the following day to establish a paper trail and share the footage we obtained in case they were familiar with the individuals in the footage. At that point in time the Fire Marshal was alerted and he communicated to me that he felt strongly that although there was no damage to the bathroom or fire elsewhere in the library, that the incident should have been investigated by the fire department and the library evacuated. At the time I viewed this as a nuisance act of vandalism and did not consider that the individual may potentially have set additional fires elsewhere in the building.

I have been in communication with the Fire Marshal, Town Supervisor, and Rachel Snyder. Moving forward, we have devised a training plan to ensure that any fire related incident response is more in line with the Fire Marshal's expectations. I am working with the Fire Marshal to identify a month where he can come to the library's staff training breakfast. We are also working towards having bi-annual visits from the fire department or Fire Marshal where fire safety and the evacuation procedures are reviewed and practiced.

I shared the pictures of the individuals in question with the library staff. One staff member indicated that they believed that one of the individuals is a teenager who participates in a tutoring program coordinated by BOCES and the local school districts that meets in the library study rooms. The teachers who conduct the program felt that the person in the video strongly resembled one of their students, the police were alerted and took a report from the teachers. There is strong circumstantial evidence that indicates that the student was the one who set the paper towels on fire.

On Thursday I spoke with the Principal of the Irondequoit middle school where the student is enrolled, and he expressed concern that the incident would result in the cancellation of the tutoring program's use of library meeting space. He also let me know that the student in question will no longer be permitted to attend the program sessions at the library. I let him know that the library is supportive of the continued use of meeting space of the tutoring program, and that I appreciate the proactive approach his team took regarding the alleged behavior of their student.

7. Facilities Report

Children's Room Doors

The Department of Public Works has been in touch with Matt Krueger and I regarding the installation of the doors on the children's library. We expect the doors will be installed sometime within the next two weeks.

We will post notices online and in the building indicating that the room will be unavailable on the installation date once we have confirmation of the day and time the doors will be installed.

The children's library will be closed on the day the doors are being installed because the only way to access the children's library will be through the employee work room. The Youth Services Department and I have discussed plans to have an additional staff member stationed at the information desk. This person will be responsible for retrieving any book that is requested from the children's library. We also anticipate moving the toys out of the activity room and into a meeting room so that families with small children can have a place to play.

8. Monroe County Library System

Automatic Renewal - Setting Change in Online Catalog

At the February Monroe County Library System Library Director meeting the subject of enabling the automatic renewal feature in our online catalog was raised.

If this change is enabled, the online catalog would renew any item that is charged to a patron's account four days before the due date provided:

1. The item is not a non-renewable item
2. There is no waiting list for the item
3. The patron has not previously used up renewals available to them. If an item is renewable it can be renewed a total of two times.

Enabling this feature was previously discussed in 2019, but plans to enable the feature were postponed to allow Irondequoit Public Library to complete its J & YA Fine Forgiveness Pilot Program, which would have been disrupted by enabling the automatic renewal feature.

This feature cannot be enabled for individual libraries, it must be enabled for all libraries in the Monroe County Library System universally. My assessment is that there is broad support for enabling this feature from libraries across the county, and that the anticipated vote at the March MCLS Library Director meeting will pass in favor of enabling the feature.

There is some controversy about enabling this feature because it will result in a drop in fine revenue. Stephanie and I estimate that if this feature is enabled starting July 1, 2024, the Irondequoit Public Library will see an estimated decrease in \$7,500 in fine revenue in 2024.

Even though the 2024 budget is one of the tighter budgets that I have worked with in my twelve years as a Library Director, I feel that it is very likely that the library will have a surplus of at least \$7,500 at the end of the year. The Finance Committee will work with Stephanie and I to identify cost savings throughout the year and monitor the health of the budget in light of these changes.

Library systems across New York State and the United States that have enabled this feature report a modest drop in fine revenue, but a decrease in lost materials that are never returned. It is also a wildly popular customer service enhancement.

Depending on the conversation that we have at the Wednesday Library Board meeting, I will either vote to abstain or vote in favor of enabling the feature. I have a strong philosophical objection to voting no on this matter.

9. Personnel Report

A personnel report for February 2024 has been uploaded to the Trustee OneDrive.

10. Financial Report & Vouchers

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

11. Correspondence

1. *Sister Library Partnership - Q & A.pdf*

8. Items of Information

1. Draft MOU - Town of Irondequoit & Irondequoit Art Club
 - *Lawyer Edits of Art Club MOU.docx*
2. *Irondequoit Craft Fair Terms (February 19 Revision).docx*
3. *Community Reflections (Black History Month - 2024).pdf*
4. *February 2024 Personnel Report.pdf*

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	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
January	5,152	5,469	13,598	15,393	84	81	1,193	1,123	1,195	1,300	31,541	34,717	50	36	8	7
February	5,035		15,490		83		1,035		1,264		31,583		37		6	
March	4,880		16,186		86		1,475		1,343		35,134		31		4	
April	4,402		18,240		99		1,391		1,251		32,597		23		3	
May	4,542		15,237		108		1,645		1,239		33,895		54		3	
June	4,689		16,057		94		1,951		1,402		36,147		27		7	
July	4,229		15,116		68		1,359		1,224		35,482		36		8	
August	5,059		17,034		78		1,111		1,450		38,214		23		7	
September	4,377		13,543		66		2,057		1,204		30,376		34		6	
October	4,709		15,231		93		1,298		1,352		32,945		32		5	
November	4,562		13,749		72		976		1,237		32,984		59		13	
December	3,984		12,699		62		1,136		1,091		30,618		84		11	
Total	55,620	5,469	182,180	15,393	993	81	16,627	1,123	15,252	1,300	401,516	34,717	490	36	81	7
YTD Average	55,620	5,469	15,182	15,393	993	81	16,627	1,123	15,252	1,300	401,516	34,717	490	36	81	7