

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of March 20, 2024

Call meeting to order: 6:34 pm.

Present: Rachel Snyder, president; Phil Harriman, vice president; Erin Dougherty, secretary; Betty Brewer Johnson, treasurer; Meaghan de Chateauvieux, Susan Kramarsky (via teleconference), Laura Schiefer, and Sarah Yannello, trustees at large; David Heffer, honorary trustee; Marshall Yannello, student representative; Molly Fisher, community engagement committee member (via teleconference).

Guests: Greg Benoit, library director; Synn Lymn McLaughlin, library assistant (staff liaison); Stephanie Schubmehl, library bookkeeper; Mary Tiballi Hoffman, Friends of the Library president.

Absent: Michael Huntone, trustee at large.

Approval of agenda: Approved.

Approval of minutes: Minutes of February 21, 2024 approved.

Attendance: Next meeting April 17, 2024. No conflicts noted.

Public forum: None; no comments submitted to board email.

Town board liaison report: No town liaison at this meeting. Justine Bartnick, chief of staff to the supervisor, provided the following updates by email:

- It's Women's History Month! Thank you to all the female board members for your contributions to every part of our community. Your voices are valuable and needed at the table. The Supervisor is hosting a little get together at Town Hall in the Broderick Room on Thursday at 12:30pm to recognize the female Town Hall staff. We would like to extend the invitation to the Library Board Members, and hopefully the invite has already been extended to the staff at the Library as well. Please feel free to follow up with myself (Justine) or Gloria Hunter for more information.
- Barbara Genier has officially retired after serving as Town Clerk for nearly 18 years. Latasha Elder has been promoted to acting Clerk and we anticipate her permanent appointment at the April Town Board meeting.
- We hosted a group of social workers from Ukraine at Town Hall on Monday. Thank you to Greg for joining us! It was a really great event where we got to hear how they're helping children despite the constant challenges and grief they face every day.
- We are engaging in ongoing discussions with the School Districts to offer more afterschool opportunities for kids around town. This includes increasing the presence at I-Square and the Recreation Center.

- There's a Supervisor Town Hall event coming up on Wednesday, March 27th, at 6pm at Agape Fellowship Church. Please join us for a question-and-answer session with the Supervisor!
- We are in the process of selecting books to offer as a "book club with the Supervisor" and we've been working with Greg and his staff to make these book clubs a success. We're really looking forward to what's to come!
- Given our previous conversations, I'd like to offer a little update on the Art Club MOU. The Art Club rejected the formal MOU with the Town due to the prohibition of selling their items on Town property. We are hopeful that we can reconvene to offer an "exhibition" of some kind in the future.
- Thank you all so much for everything you do. I hope you have a great evening, and we look forward to being at the next meeting!

Student representative report

- Marshall reported that the Eastridge National Honor Society held an induction ceremony for incoming juniors earlier this month. He is the current NHS vice president.
- Eastridge is holding a senior citizens dinner for the school musical, *Mean Girls*, tomorrow evening, with performances also scheduled on Friday and Saturday. Irondequoit High School held a similar event yesterday for its production of *Into the Woods*.
- In response to a request from students, Eastridge rescheduled its senior breakfast so as not to fall during Ramadan.
- Eighth-graders and their guardians will have an opportunity to tour the school with Eastridge seniors during orientation next month.
- Marshall also shared that he will be attending University at Buffalo for architecture in the fall.

Foundation report

- Fran Manion emailed to ask about any upcoming 2024 projects that would benefit from Foundation involvement. Nicole Hushla Re from Assemblymember Sarah Clark's office has also reached out to ask about funding opportunities the library might be interested in pursuing.
- The library will apply for a state library construction grant to finance renovation of the children's library.

Friends report

- The Friends are holding a fundraiser at Panera Bread on April 10. 25 percent of sales will benefit the Friends.
- The craft and vendor showcase fundraiser is scheduled for April 20-21 and already has 25 applicants.

Staff liaison report

- Tonight's staff liaison was library assistant Synn Lymn McLaughlin, who is coming up on her twelfth year at the library. In addition to working regular reference shifts, Synn Lymn oversees the library's meeting and study rooms and has become the library's in-house expert on LibCal. Along with Nora Pelish, she schedules staffing for all reference desks using LibStaffer. Synn Lymn also runs the seed library and is a member of the Maker's Lab team, with the sewing and embroidery machines being her area of expertise.
- Synn Lymn traveled to the American Library Association conference last year and attended multiple workshops focused on preparing for the 2024 eclipse. The library will begin handing out eclipse glasses April 1.
- In addition to 2023 statistics for the library (see attached), Synn Lymn shared the following updates from coworkers:
 - Circulation supervisor Sarah Taffner is onboarding Morgan Callari as assistant circulation supervisor.
 - Nora and other reference staff are training Erin Antonienko in her new role as library assistant. There are also two new substitute librarians in training.
 - YA librarian Emily Baker has been working with a client of Heritage Christian Services on a 20-hour work assessment. She recently integrated the young adult nonfiction collection with the adult collection, freeing up shelf space for more manga and a small selection of Braille books.
 - The children's library has introduced a new sensory storytime.
 - Adult services librarian Amy Henderson is planning summer programming. Last night's presentation from NASA Solar System Ambassador Jim Porter was well-attended both in person and online. Amy's four new book discussion kits have been circulating well.

Long-range plan check-in: Work on the procedure manual continues. Letters are going out to organizations for possible participation in a social services/disability inclusion fair.

Staff recognition: Erin reminded all trustees to make use of online and paper options for recognizing library staff.

Finance committee, vouchers, financial report

Financial report

- 2023 revenue: Library-generated revenue exceeded projections in every category in 2023. We ended the year at 100.91 percent of budget, a surplus of almost \$25,500.
- 2023 expenses: ARPA funds slated to be transferred into the personnel budget are still not reflected in this report, which accordingly shows us exceeding our personnel budget by more than \$43,000 and our overall budget by more than \$23,000. We ended the year at 100.46 percent of budget.
- 2024 revenue: The library received its second deposit of property tax revenue, bringing overall revenue collection up to 96.4 percent of budget with about 17 percent of the year elapsed. Even with a higher target to meet compared with 2023, miscellaneous revenue continues to outperform expectations at 19.7 percent of budget. The bookstore had its best February yet. Library charges are at 15.1 percent of budget.

- 2024 expenses: This report is not an accurate reflection of spending on library materials or services and supplies due to a delay in processing February invoices as the comptroller's office transitions to new software. Spending on salaries is on track at 15.1 percent of budget. Overall spending currently stands at 8.5 percent of budget.
- David noted that the town comptroller had not expressed concern about library spending at the most recent town board meeting.
- In response to a question from Phil, Greg indicated that Erin Magee has committed to working with the library to ensure any funds left over on the maintenance chargeback line are made available for library projects.

Vouchers

- Vouchers of note: #40, Amazon: Spring planting seeds for seed library; #53, Seneca Park Zoo Society: Ten-person table for Environmental Innovation Awards breakfast on 3/28.
- Motion to approve March 2024 voucher list for payment. Seconded. Motion carried.

Organizational development committee

- See attached for personnel report.
- Motion to approve the promotion of Morgan Callari from part-time library assistant to full-time library clerk, effective 3/18/2024. Seconded. Motion carried.
- Motion to approve the promotion of Erin Antonienko from part-time library clerk to part-time library assistant. Seconded. Motion carried.

Community engagement committee

- All East Irondequoit school principals have agreed to link to library programs in newsletters. Sarah is still awaiting confirmation from West Irondequoit.
- Color Irondequoit Green has expressed interest in supporting more library activities, especially anything related to the seed library.
- Rachel will post a call for additional committee members on Facebook.

Technology team

- The Maker's Lab has new loanable equipment and a new, more user-friendly checkout procedure.
- The Maker's Lab team is still seeking a replacement for the old Lulzbot 3D printer and is also researching the costs and benefits of a resin printer. New equipment would be paid for with funds donated to the library in memory of Gustav Apai.
- All trustees should now have access to a new Sharepoint site replacing the board OneDrive. This will facilitate more frequent backups and tech support from the town IT department.
- The library's print release station has switched from Printspots to Princh for patrons printing from their own devices.

Director's report: See attached.

New business

Memorandum of Understanding with Irondequoit Art Club

- The Art Club rejected a proposed MoU with the town as it would not have allowed members to sell their work at the community center. This will not affect the validity of the proposed MoU between the Art Club and the library, should they choose to sign it.
- Motion to approve the memorandum of understanding with Irondequoit Art Club and share it with the Art Club president. Seconded. Motion carried.

Listening session

- Immediately prior to this meeting, the board held a listening session for library staff to discuss censorship and harassment. The impetus was legislation proposed in West Virginia to allow criminal prosecution of librarians and teachers who allow minors access to materials lawmakers deem obscene.
- Some participants expressed concern that the West Virginia legislation may become a template for other states or at the federal level, although New York is unlikely to pass such a measure.
- Of greater concern is the potential for library staff to be targeted and harassed online or by outside groups. In recent years, staff at the Henrietta library experienced a sustained harassment campaign including phone calls from out of state. Greg noted that at Henrietta and other affected MCLS libraries, leadership allowed affected staff to work from home, routed calls to the director's voicemail for screening, and encouraged staff to make their social media profiles private.
- In response to a question from Betty, Greg explained the safety measures Irondequoit currently has in place, including panic buttons at all service desks, a patron code of conduct, and readily accessible policies for collection development and requesting reevaluation of library materials. Staff are also empowered to hang up on abusive callers, and the system has the capability to block phone numbers if needed. Laura noted that mobilizing allies prior to library board meetings was a valuable strategy for Henrietta.
- Susan raised the idea of drafting a statement from the board on the West Virginia legislation. Laura indicated that the American Library Association will likely issue a statement, at which point state associations will follow suit, and recommended that the board use these as a template.

Tool library

- In response to a question from Betty, Greg indicated that the library has more research to do before making any commitments to loan tools but that this could potentially tie in with goals Supervisor Evans has outlined for the second year of his administration. Liability is a major concern.
- Rachel asked about the possibility of a partnership with the South East Area Coalition Tool Shed. Greg replied that library staff have visited the organization and that the cost to operate as a satellite location would be \$5,000.

Review of meeting action items

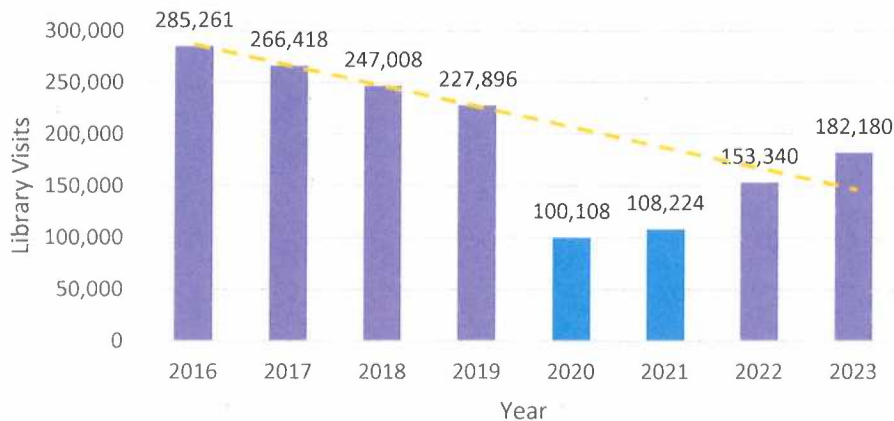
- Support Friends fundraisers in April
- Watch for ALA statement

Adjournment: Meeting adjourned at 7:55 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

Irondequoit Public Library Some Statistical Trends

Library Visits at IPL
2016-2023



The general trend for library visits as well as circulation has been a slow decline each year.

2016 was good because IPL was new, opened in September 2015.

2023 appears to be outperforming general trend.

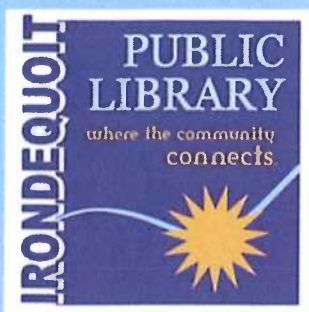
Do not have sufficient data to determine the cause of the “high” door count in 2023 – potential sources could be increased use of internet and wifi services or attendance at library programs.

MCLS circulation statistics show year on year slow decline for all libraries, some more pronounced than others.

Circulation shows typical losses of 3 to 11% each year for most libraries.

Yearly Circulation at IPL
2016-2023





2023 SNAPSHOT



LIBRARY VISITS

182,180



ACTIVE CARD
HOLDERS

13,211



NEW CARDS
ISSUED

2,108

TOTAL
COLLECTION

132,542



PRINT ITEMS

100,313



NON-PRINT
ITEMS

32,229



PHYSICAL
ITEMS
BORROWED

337,129



DIGITAL ITEMS
DOWNLOADED

64,387



QUESTIONS
ANSWERED

56,361



SUMMER READING
PARTICIPANTS

ADULT 130
YOUNG ADULT 144
CHILDREN 288
YOUTH VOLUNTEERS 45



LIBRARY
PROGRAMS

747



PROGRAM
ATTENDEES

16,627



MEETING
ROOM
BOOKINGS

9,105



WIFI
ACCESSED

16,943



PUBLIC
COMPUTER
USE

15,252



VOLUNTEERS

ADULT 130
ADULT GROUPS 3
YOUTH 144
YOUTH GROUP 1

IRONDEQUOIT PUBLIC LIBRARY
REVENUE

Final 2023

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	\$38,351	(\$4,925)	114.7%
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	\$2,820,804	(\$25,493)	100.9%

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	\$1,183,834	-\$43,239	103.8%
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	\$411,605	-\$9,449	102.3%
4		Contingency - contracted services	\$0	\$0	\$0	\$0	\$10,000		\$10,000	0.0%
6		Principal on debt	\$210,000	\$175,000	\$325,000	\$335,000	\$340,000	\$340,000	\$0	100.0%
7		Interest on debt	\$335,100	\$449,852	\$296,000	\$289,400	\$282,650	\$282,650	\$0	100.0%
8		Employee benefits	\$446,414	\$413,337	\$445,435	\$406,340	\$436,227	\$409,615	\$26,612	93.9%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,795,481	\$2,808,336	-\$12,855	100.5%

IRONDEQUOIT PUBLIC LIBRARY

2/29/2024

REVENUE

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL YTD FEB 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	\$2,686,417	\$0	100.0%
0	0005-2080	Misc income (book sales, printing, faxing)	\$62,485	\$23,605	\$47,996	\$54,662	\$70,141	\$63,100	\$12,415	\$50,685	19.7%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$35,237	\$36,000	\$5,433	\$30,567	15.1%
0	0005-3889	State aid - oth culture & rec (Local Library Systems Aid)	\$15,734	\$12,263	\$16,860	\$16,142	\$14,642	\$14,600	\$1,593	\$13,007	10.9%
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	\$2,705,858	\$100,638	96.4%

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL YTD FEB 24	2024 BALANCE	2024 %
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,181,141	\$178,422	\$1,002,719	15.1%
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	\$9,688	\$386,590	2.4%
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	\$52,763	\$415,472	11.3%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,778,469	\$2,857,503	\$242,020	\$2,615,483	8.5%

2/29/2024

[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	\$3,805.82
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	\$7,490.65

CHASE ACCOUNTS**FEBRUARY 2024****NON-PUBLIC FUNDS MMDA *****9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2024	Opening balance			\$19,667.82
2/9/2024	Payment to Penfield Trophies, Inc. for sensory garden plaque (Alconero donation)		\$550.00	\$19,117.82
2/9/2024	Payment to Cornell Cooperative Extension for Creating a Bird Habitat program on 2/12/24 (LIF purchase)		\$50.00	\$19,067.82
2/21/2024	Payment to Brooklyn Robot Foundry Rochester for deposit for Solar Eclipse Robot program on 4/1/24 (LIF purchase)		\$100.00	\$18,967.82
2/21/2024	Payment to Elizabeth Bauld (Storybook Cook) for Cupcake Wars program on 2/23/24 (LIF purchase)		\$200.00	\$18,767.82
2/21/2024	Payment to Seedlings Braille Books for Children for YA Braille books (Lions SEE grant purchase)		\$106.00	\$18,661.82
2/23/2024	Payment to Emily Baker (LIF purchase; reimbursement for vegan cupcakes for Cupcake Wars program on 2/23/24)		\$38.00	\$18,623.82
2/23/2024	Payment to Laura Jackett for Cottage Collage workshop on 2/22/24 (LIF purchase)		\$190.00	\$18,433.82
2/23/2024	Undirected donation from Karen Sorokti in honor of Ruth Circle Book Discussion Group	\$50.00		\$18,483.82
2/29/2024	Interest	\$12.11		\$18,495.93

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2024	Opening balance			\$6,863.50
2/29/2024	Interest	\$4.36		\$6,867.86

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2024	Opening balance			\$1,441.86
2/29/2024	No transactions			\$1,441.86

2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
-------------	--------------------	-----------------	--------------------	----------------

2/1/2024	Opening balance		\$5,272.06
	Payment to Cornell Cooperative		
2/9/2024	Extension for Creating a Bird Habitat program on 2/12/24	\$50.00	\$5,222.06
	Payment to Brooklyn Robot Foundry Rochester for deposit for Solar Eclipse Robot program on 4/1/24		
2/21/2024		\$100.00	\$5,122.06
	Payment to Elizabeth Bauld (Storybook Cook) for Cupcake Wars program on 2/23/24	\$200.00	\$4,922.06
	Payment to Emily Baker (reimbursement for vegan cupcakes for Cupcake Wars program on 2/23/24)		
2/23/2024		\$38.00	\$4,884.06
	Payment to Laura Jackett for Cottage Collage workshop on 2/22/24	\$190.00	\$4,694.06

March 20, 2024 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
39	Alliance Entertainment	Library materials	\$177.95	4050
40	Amazon	Supplies, office	\$206.67	4570
40	Amazon	Professional services, programming (musical instruments and juggling scarves for storytime)	\$143.18	4408
40	Amazon	Equipment, office (seed library/ARPA)	\$308.52	2135
40	Amazon	Supplies, library processing	\$69.25	4576
40	Amazon	Library materials	\$129.46	4050
41	Baker & Taylor	Library materials	\$10,490.56	4050
42	Baker & Taylor Entertainment	Library materials	\$1,196.93	4050
43	Barnes & Noble	Library materials	\$163.80	4050
44	Greg Benoit	Professional services, programming (reimbursement for refreshments for <i>Brown Girl Dreaming</i> family book discussion group on 2/28/24)	\$24.00	4408
45	Bluehost	Contracted services	\$203.88	4120
46	BookPage	Library materials	\$1,116.00	4050
47	Cengage Learning	Library materials	\$187.43	4050
48	Mary Jo Lanphear	Professional services, programming (Presenter fee for "Little Ambassadors: The Kodakids of World War II" on 3/7/24)	\$60.00	4408
49	Meetup	Computer software licensing	\$117.71	4090
50	Midwest Tape	Library materials	\$1,667.65	4050
51	OverDrive	Library materials	\$139.98	4050
52	Jaime Palamone	Refund for lost & paid/found & returned library materials	\$59.99	0005-2082
53	Seneca Park Zoo Society	Conference/training (table for 2024 Environmental Innovation Awards breakfast on 3/28/24)	\$500.00	4100
54	Soho Imaging	Supplies, office	\$338.00	4570
55	Staples	Supplies, office	\$448.32	4570
56	Teachers Pay Teachers	Professional services, programming (supplies for Women's History Month storytime on 3/20/24)	\$9.99	4408
57	Kristal Tillman	Refund for lost & paid/found & returned library materials	\$12.99	0005-2082
58	W.B. Mason	Supplies, office	\$229.44	4570
Total			\$18,001.70	

March 20, 2024 voucher list

Fund	Fund total
2135	\$308.52
4050	\$15,269.76
4090	\$117.71
4100	\$500.00
4120	\$203.88
4408	\$237.17
4570	\$1,222.43
4576	\$69.25
0005-2082	\$72.98
Grand Total	\$18,001.70

**Organizational Development Committee
March 2024 Employee Changes**

Erin Antonienko

Promotion: Part-Time Library Assistant

Notes: Erin Antonienko has worked at Irondequoit Public Library as a part-time Library Clerk since March 2023. She has earned a reputation as a problem solver who actively advocates for changes that will improve efficacy and customer service at the checkout desk.

Erin also has extensive experience working customer service related jobs in retail settings. She also operates her own freelance graphic design business and is a University of Rochester graduate.

This position is provided for in the 2024 budget and was previously held by Morgan Callari who was recently promoted to the position full-time Library Clerk.

Erin's first day in her new job title will be March 18, 2024.

Morgan Callari

Promotion: Full-Time Circulation Library Clerk

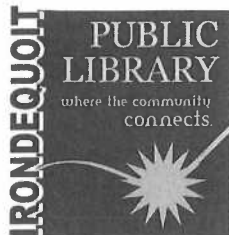
Notes: Morgan Callari has considerable experience working at both public and academic libraries. They have been a part-time Library Assistant at Irondequoit Public Library since December of 2022.

In their new role, Morgan will report to the Circulation Desk Supervisor, Sarah Taffner who will assign job duties. They will be responsible for processing incoming and outgoing library materials for patrons, assisting with scheduling, reviewing training materials with new circulation desk employees, and resolving issues with patron accounts when Sarah is unavailable.

Morgan was previously the Teen Services Coordinator and a Library Clerk at Victor Farmington Library. Morgan was also a student assistant at the Pelletier Library at Allegheny College where they received their BA in English Literature.

This position is provided for in the 2024 budget and was previously held by Sarah Taffner who was recently promoted to the position full-time Senior Library Clerk.

Morgan's first day in her new job title will be March 18, 2024.



Irondequoit Public Library

Director's Report

Wednesday, March 20, 2024

1. Irondequoit Public Library

Seneca Park Zoo Society - 2024 Environmental Innovation Awards Nomination

The library has purchased a table that the upcoming Environmental Innovations Award Breakfast hosted by the Seneca Park Zoo Society.

The breakfast will take place on Thursday, March 28th between 8:00 AM and 09:15 AM at the Joseph A. Floreano Rochester Riverside Convention Center (123 E. Main Street, Rochester NY 14604). Parking is available at the South Ave Garage (39 Stone St, Rochester NY 14607).

I would like to invite members of the Library Board of Trustee to attend along with members of the Irondequoit Public Library staff. If you are interested in attending, please let me know.

DEI Partnerships

Community Reflections

Women's History Month

Irondequoit Public Library has coordinated several of programs, materials displays throughout the library, and book lists to commemorate Women's History Month this year. The *Community Reflections* publicity graphic for Women's History Month 2024 has been uploaded to the "Related Documents" folder on the Trustee OneDrive. This graphic includes the *Women's Market* that is being promoted in partnership with Irondequoit Recreation.

World Down Syndrome Day

The Irondequoit Public Library has setup a display of books for adults, Teens, and children relating to World Down Syndrome Day, which is on March 21st this year.

Town of Irondequoit Partnerships

DEI Book Discussion Series

The Irondequoit Public Library and the Town of Irondequoit are partnering to expand upon the diversity, equity, and inclusion book discussion series launched in February for Black History Month. The following book discussions will be held in 2024:

Asian American & Pacific Islander Heritage Month

Wednesday, May 29, 2024

Last Night at the Telegraph Club by Malinda Lo

Disability Pride Month

Wednesday, July 31, 2024

(Title to be determined)

Labor Movement

Wednesday, August 28, 2024

Radium Girls by Cy

Native American Heritage Month

Wednesday, November 20, 2024

I Can Make this Promise by Christine Day

Asian American & Pacific Islander Heritage Month - Programs

Town of Irondequoit DEI Officer, Gloria Hunter has extended an invitation to Irondequoit Public Library to partner with the Town of Irondequoit on two exciting programs recognizing Asian American & Pacific Islander Heritage Month.

Ikebana Program

The Town of Irondequoit and Irondequoit Public Library are working to coordinate an Ikebana flower arranging program in May in partnership with the Rochester Chapter of Ikebana International. Ikebana is the Japanese art of flower arranging. This program will appeal to both crafters and people interested in celebrating and learning about Japanese culture.

Asian American & Pacific Islander Heritage Month - Tea Tasting Program

On Thursday, May 23rd the Irondequoit Public Library and Town of Irondequoit are partnering with the local business, Happy Earth Tea to have a tea tasting program in recognition of Asian American & Pacific Islander Heritage Month.

ERASE Partnerships

ERASE Career Fair

The Irondequoit Public Library will be partnering with ERASE to host their third annual Career Expo for Youth on Saturday, March 23rd between 1:30 - 3:30 PM.

Professionals of color from a variety of different fields will present about their jobs in our community. This event is special because young students of color can see themselves in these career roles and all students will see the many influential, positive and powerful roles that people of color hold

Redlining Program

Members of ERASE and I visited the Monroe County Clerk office on Wednesday, March 6th to research and obtain property documents to be used in the upcoming program on the history of redlining in Irondequoit. The program will also include a screening of *Home Access Denied* a short film about the history and legacy of residential segregation in Greater Rochester and the ways ordinary people are participating in civic action to create a more welcoming, just, and inclusive community.

This program was tentatively scheduled for April 3rd, but we are attempting to reschedule it for a date later in April or May to allow for more time to review the property documents and to match the availability of Norma Holland, who is being recruited to moderate the discussion at the program.

Friends of the Irondequoit Public Library

Panera Bread Fundraiser

The Friends of the Irondequoit Public Library will host a fundraiser at the Irondequoit location of Panera Bread on Wednesday, April 10 between 4:00 - 8:00 PM. Panera will donate 25% of all qualifying purchases to the Friends of the Irondequoit Public Library.

Art, Craft & Vendor Fundraiser

Registration for the art, craft and vendor fundraiser that will take place on Saturday, April 20th and Sunday, April 21st is underway. We currently have 25 artists, crafters, and vendors signed up to participate. Publicity encouraging the public to attend and shop at the fundraiser will begin next week.

1839 Maker's Lab

New Circulating Items

The Irondequoit Public Library has introduced a number of new items to the 1839 Maker's Lab that are available for checkout and home use. These include the items that were purchased by the Irondequoit Public Library Foundation and include the C-Pen, Meta Quest 2 VR headset, Circuit Joy Xtra, and photograph and slide digitization equipment.

To promote these recent additions to the 1839 Maker's Lab, the library has setup a new display outside the maker's lab that advertises the loanable equipment. The 1839 Maker's Lab promotional brochure has also been updated, and a copy has been included in the Trustee OneDrive in the "Related Documents" folder.

The 1839 Maker's Lab team has also devised new checkout procedures that are based on the checkout procedures for the VIP passes and New York State Parks passes. These new procedures streamline the checkout process for the staff.

3D Printer

The library's 3D printer has stopped working. John, Tariq, and Lee worked with the Monroe County Library System IT department and the Town of Irondequoit IT department to attempt a repair, but the unit is still inoperable.

The library is investigating the purchase of a new 3D printer using funds that were donated in memory of a longtime employee's spouse. The donor indicated that they preferred that the funds go towards equipment or programs related to science as their spouse worked in the technology and science field.

The 1839 Maker's Lab team has identified a 3D printer that can handle the volume of printing we do and has received favorable reviews. The manufacturer is based in the UK, and we are



confirming that warranty repairs can be made by mailing the unit to a regional company as opposed to the manufacturer in the UK before purchasing.

90-Second Newbery Award Film Festival

The Irondequoit Public Library is hosting a viewing of the 90-Second Newbery Film Festival on Saturday, April 20th at the George Eastman Museum. The festival showcases kid-made films that tell the stories of Newbery-winning books in 90 seconds.

Meet the Author: Leslie C. Youngblood

The Irondequoit Public Library will be hosting a program featuring the nationally renowned author and IHS alumna, Leslie C. Youngblood on the evening of Monday, April 1st. Ms. Youngblood will discuss her middle-grade chapter books, *Love Like Sky* and *Forever This Summer*. She will offer advice to young writers and answer questions from aspiring authors of all ages!

2024 Eclipse Programming

The library has coordinated the following programs relating to the solar eclipse:

The Great American Eclipse 2024 with NASA Solar System Ambassador Jim Porter

Tuesday, March 19th 7 PM – 8 PM

Age Level: Adult

Storybook Cook Presents: Eclipse Eats!

Thursday, March 28th 4 PM – 5 PM

Grades: 6 – 12

Maker Mondays: Eclipse Robots

Monday, April 1st 1 PM – 3 PM

Ages: 6 – 12

All About Eclipses!

Tuesday, April 2nd 7 PM – 8 PM

Age Level: Grade 5 – Adult

March 2024 Staff Training Day

On Friday, March 1st the Irondequoit Public Library staff attended our monthly staff training day. The March 2024 installment included a presentation from Lifespan on services and programs offered for seniors through their agency. It also included a demonstration on how to administer Narcan from a representative from Monroe Department of Health's IMPACT Team.

2. Town of Irondequoit

Library Tour with Ann Cunningham

Rachel Snyder and I are planning on giving our newest Town Board member, Ann Cunningham, a tour of the library and an overview of our important organizational documents.

Rachel and I will use the same documents that were shared with Andrae. An invitation has been extended to Grant Malone for a similar tour.

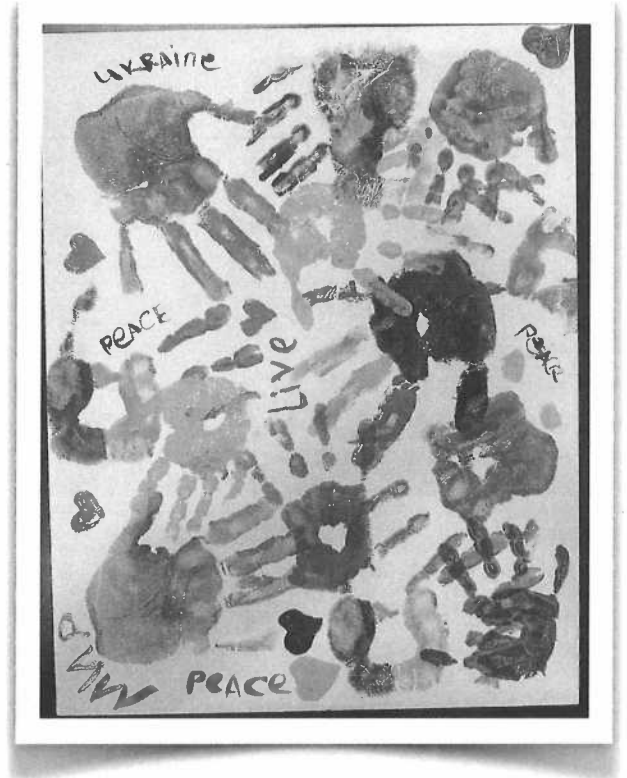
Ukraine Delegation

On Monday, March 18th the Ukrainian American Community Foundation and The Ukrainian Federal Credit Union invited a delegation of educators from Ukraine to the Rochester area.

As a part of their tour, they attended a meeting with town representatives. I was able to meet with members of the delegation, many of whom were special education teachers and autism support therapists prior to the war in Ukraine. Currently most of the delegation have been reassigned to help children and teens cope with PTSD and other war related trauma.

The delegation visited the library where I showed them the library and spoke to our experience helping Ukrainian refugees use the computer lab to stay in touch with friends and family in Ukraine.

The delegation donated a painting made by Ukrainian children and teachers. We will have the art framed and will put it on display in the local history display case before having it in the children's library.



Town & Art Club MOU

I have included a copy of the MOU between the Library Board and the Irondequoit Art Club in the "Related Documents" folder on the Trustee OneDrive and sent a copy to the Library Board via email.

This copy of the document has been reviewed by attorney Stephanie Adams, and incorporated her recommended revisions. Most of the revisions are minor. The most significant revision indicates that children under the age of 13 must be accompanied by an adult caregiver, which is what our previously coordinated art programs have encouraged. This is to help protect both the library and Art Club from liability and will eliminate the need for either organization to carry special insurance.

The Irondequoit Art Club is very concerned about the safety of children; they were proactive in getting the names and addresses of their volunteers to me last year so that we could run a background check. I do not anticipate that they will have any issues with this change or any of the other smaller changes recommended by Stephanie Adams.

Rachel Snyder is coordinating communication with the President of the Irondequoit Art Club and will share the document with her for her to sign.

3. Facilities Report

Children's Room Doors

The children's library doors have been installed. We are waiting for the electrical to be installed so that the accessibility button can be activated.

Panic Buttons

The library's panic buttons were installed yesterday. We are working on coordinating staff training on how to use the buttons.

4. Monroe County Library System

Automatic Renewal - Setting Change in Online Catalog

At the March 2024 Monroe County Library Director Council meeting the group voted to activate the automatic renewal feature in our online catalog. Starting May 1st items charred to patron account will automatically renew four days before the due date if:

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.

As discussed at the February Library Board meeting, this change will result in a \$7,500 - \$10,000 drop in anticipated revenue in 2024. The Finance Committee will be reviewing the library's revenue and expenses closely each month and recommend any course corrections if necessary.

4. Personnel Report

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

5. Financial Report & Vouchers

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

6. Correspondence

1. Newest Town Board Member Introduction.pdf
2. *Library Accessibility.pdf*
3. *STEAM Storytime.pdf*

8. Items of Information

1. *IAC & IPL MOU (3-12-2024).docx*
2. *March 2024 Personnel Report.pdf*
3. *2024 Women's History Month.pdf*
4. *Maker's Lab Brochure.pdf*
5. *IPL sales tax Dec 23 - Feb 24.pdf*

Irondequoit Public Library
Statistical Report to the Library Board
February 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	5,548	15,490	15,325	83	74	1,035	1,233	1,264	1,344	31,583	32,308	37	70	6	5
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	11,017	182,180	30,718	993	155	16,627	2,356	15,252	2,644	401,516	67,025	490	106	81	12
YTD Average	4,635	5,509	15,182	15,359	83	78	1,386	1,178	1,271	1,322	33,460	33,513	41	53	7	6

Tuesday, March 19, 2024 at 12:54:36 Eastern Daylight Time

Subject: Fw: STEAM Storytime was awesome
Date: Monday, March 18, 2024 at 4:49:01 PM Eastern Daylight Time
From: Irondequoit
To: Knight, Sarah
CC: Benoit, Greg



Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617
(585) 336-6060

From: Kateri Gormley <k2gormley@gmail.com>
Sent: Monday, March 18, 2024 4:46 PM
To: Irondequoit <Irondequoit@libraryweb.org>
Subject: STEAM Storytime was awesome

CAUTION: This email originated from outside of the organization. Please do not open attachments, click on links, or provide your username or password if the source is suspicious.

Hello Irondequoit library,

I just wanted to send a quick note to say that the STEAM Storytime led by Sarah this afternoon was awesome. Thank you for putting on such a great program for the younger kids. My son is 3 and really enjoyed it. He is full of questions about how things work and this is a wonderful way for him to start exploring the world alongside his peers. Thank you— we appreciate all that you do!

Kateri Gormley (she/her/hers)
M.AmSAT, Alexander Technique teacher
Soprano, Private Voice Instructor

Voice and Movement with Kateri
katerigormley.com
k2gormley@gmail.com
(845) 978-2548

Tuesday, March 19, 2024 at 12:53:51 Eastern Daylight Time

Subject: Library Access

Date: Friday, March 15, 2024 at 10:43:46 AM Eastern Daylight Time

From: Stephanie Woodward, Disability Details

To: Holland, Amy, Benoit, Greg, Krueger, Matt

CAUTION: This email originated from outside of the organization. Please do not open attachments, click on links, or provide your username or password if the source is suspicious.

Hi Friends,

I wanted to let you all know that I teach a class about disability access/the disability community at MCC. For one assignment, I have my students go to 3+ places in the community to review access. I never tell them where to go and am also intrigued by the places they choose to evaluate.

I am currently grading their projects and one student chose to evaluate the Irondequoit Public Library. They gave you all an incredible review! They loved all of the access and said that it was the best place for accessibility that they reviewed.

Just thought you might like to know that people are noticing the wonderful efforts you have put in to make the library more accessible and welcoming!

Best,

Stephanie