

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

Call meeting to order: 6:36 pm.

Present: Rachel Snyder, president; Phil Harriman, vice president; Betty Brewer Johnson, treasurer; Meaghan de Chateauvieux, Michael Huntone, Laura Schiefer, and Sarah Yannello, trustees at large; David Heffer, honorary trustee; Marshall Yannello, student representative for Eastridge.

Present via teleconference: Susan Kramarsky, trustee at large; Molly Fisher, community engagement committee member.

Guests: Greg Benoit, library director; Matt Krueger, assistant director for youth and family services; Stephanie Schubmehl, library bookkeeper; Andraé Evans, town supervisor.

Absent: Erin Dougherty, secretary.

Approval of agenda: Approved.

Approval of minutes: Minutes of March 20, 2024 approved.

Attendance: Next meeting May 15, 2024. Laura is unable to attend and Michael will need to leave early; no other conflicts noted.

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

Student representative report

- The Eastridge wrestling team has wrapped up a historic season, winning the Irondequoit Cup for the fourth year running. The team also had its first Section V A2 champion since 2008, and three seniors placed in state qualifiers (including former student rep Nkodia Ndongala).
- The athletics department is holding a flower sale through April 20, with 10 percent of proceeds to benefit Irondequoit Community Cupboard. Sarah will share details with any interested board members.
- The school recently held a successful orientation event for eighth-graders and their parents/guardians. A blood drive is coming up. Junior prom will take place on April 20 and senior ball on May 4.
- Also coming up is Senior Fun Night, with a mix of activities all over campus including Gaga Ball, a Mario Kart tournament, and caricatures by a student artist.
- David Dunn will continue as interim principal through the end of the school year. The school board is in the process of making a permanent hire.

Foundation report: Greg will reach out to the Foundation about projects to fund by the end of the month. The Maker's Lab team had been considering purchase of a resin printer but decided against it due to safety and environmental issues. A portion of the Gus Apai memorial donation has been used to purchase an Anycubic Kobra Max 2 3D printer to replace the broken Lulzbot model.

Friends report

- The Friends' Panera fundraiser on April 10 earned \$131. Combined with last month's Chipotle fundraiser, they have now earned \$435 overall.
- Registration for this weekend's craft and vendor show is full, with 52 vendors signed up for 55 tables.
- Betty praised Mary Tiballi Hoffman for reinvigorating the Friends, and Rachel expressed her gratitude for Mary attending the March board meeting.

Staff liaison report

- The library gave out close to a thousand pairs of eclipse glasses in under five hours on April 1. We are now collecting used eclipse glasses in partnership with the Irondequoit Rotary Club.
- Matt is a member of the town safety committee, which met this morning. The committee discussed installing sharps containers in all town facilities, including library restrooms.
- The library is putting on a scavenger hunt and special storytime for Take Your Child to Work Day next week.
- Color Irondequoit Green put together a birdwatching-themed nature backpack for the library to circulate, modeled after similar items available through the Central Library.
- Amy Holland's *American Libraries* article on IPL's accessibility initiatives has inspired many other libraries to reach out. Staff from Henrietta will visit the library next week, and Matt is scheduled to visit Fairport along with Tariq Hudson. Matt will also be speaking at a meeting of Rochester Public Library branch managers.
- In other accessibility news, the library offered its first sensory storytime last month and has purchased stepstools to help patrons reach lower and higher shelves.
- All programming librarians are preparing for summer reading. The tentative plan for this year is to create a combined program for all age groups. School visits to promote summer reading have been scheduled for all Irondequoit elementary schools and are in progress for middle schools. Sarah will follow up with high schools. The library will also host a summer intern from Nazareth College, whom Rachel suggested inviting to an upcoming board meeting.
- In response to a question from Susan, Matt indicated that Narcan is available in the library, the town hall, and the community center. Greg added that Project Impact offers Narcan training in the library atrium monthly and that any interested board members are welcome to attend their next session on April 25.

Long-range plan check-in: See director's report.

Finance committee, vouchers, financial report

Financial report

- The town was unable to run its usual monthly reports for March due to the ongoing software transition. However, the book sale report and cash receipts summary spreadsheets, which rely on the library's own internal records, show trends from previous months continuing. Bookstore revenue reached an all-time high of over \$4,200 this month, breaking the previous record set in August 2023.
- Autorenewal takes effect May 1, but the impact on fine revenue may not be clear before the May board meeting.

Vouchers

- Vouchers of note: #65, Bibliotheca: Annual licensing, service, and maintenance for RFID equipment
- Motion to approve April 2024 voucher list for payment. Seconded. Motion carried.

Finance committee

- The idea of a director's discretionary budget was raised at last week's finance committee meeting in response to Greg's request to use funds from the trustee account to purchase bus passes for stranded patrons. It was determined that there was no operational need for a separate discretionary budget, as there are already line items for miscellaneous supplies and miscellaneous expenses. However, it emerged that the library's petty cash policy was out of step with the town's, with town policy allowing purchases of up to \$30 while library policy had limited purchases to \$10. See "Spending Parameters" document attached.
- Also discussed in finance committee was a proposal to set up institutional Uber and Lyft accounts for the library to assist vulnerable patrons stranded outside of RTS operating hours. In response to a question from Betty, Greg indicated that these accounts would ideally be funded at about \$50 each to start. The library would prefer to have accounts with both providers as one sometimes offers a faster arrival time or a less expensive ride than the other. Rachel indicated that the committee would need to create a policy and explore nonprofit funding streams.
- Motion to update IPL cash handling policy and procedure to reflect town policy and state law. Seconded. Motion carried.

Town liaison report

- Supervisor Evans recently met with leadership from Bishop Kearney High School, who are looking to expand the school's involvement in the community, particularly for international students. Sarah noted that she has reached out to Bishop Kearney in the past and would love to have student representatives from the school on board.
- Enhanced speed enforcement and worker safety measures for construction zones on 104 were announced at a recent press conference.
- Town hall will close early on April 26 for an all-staff meeting.
- The Department of Public Works is seeking residents who would like to have a tree planted in their right-of-way for Arbor Day.
- The town DEI committee is sponsoring an upcoming talk on veterans' issues.
- Summer camp counselor applications are now open.

- The town has begun moving forward with Camp Eastman renovations and would like to have master plans for Camp Eastman and the town hall campus backyard project on display at the library.
- Betty thanked Supervisor Evans for advocating for increased makerspace funding. He added that the town has also applied for funding for the police department and for waterfront improvements, including a possible boardwalk. Greg attended the first meeting of a newly formed grants committee.
- In response to a question from Susan, Supervisor Evans indicated that SAMS grant funds should have been distributed by now but that the transition to new finance software may be slowing down the process of reflecting those funds in the library budget.

Organizational development committee

- See attached for personnel report.
- Motion to approve the hire of Shawnda Urie as part-time library assistant, effective 4/29/24. Seconded. Motion carried.
- At Betty's suggestion, the trustees agreed to the idea of a board retirement gift for Eileen Hayes-Power.

Community engagement committee: Sarah noted that library programs are not yet appearing in school newsletters, although links have been shared with all school communications departments. She will follow up with her contacts.

Technology team

- Work continues on replacing the trustee OneDrive with a town-operated Sharepoint site. Kevin LaBarr is happy to work one-on-one over Zoom with anyone unable to log in.
- The group discussed 3D printing and the staff procedure manual at its meeting last month.
- Kevin is working with Fusion Digital to correct audio issues in the large meeting rooms.
- Staff were trained on the newly installed panic button system at the April staff training day.
- Matt and Greg are consulting the town safety committee and the police department for guidance on rewriting the library's lockdown procedure, as not all exterior doors can be locked remotely by the library's security system.

New business

- Rachel encouraged all trustees to sign on to a letter of support for West Virginia libraries and thanked Susan for finding a template.
- Betty would like to re-nominate Greg for the Mary Bobinski Innovative Public Library Director award. She also mentioned possible awards nominations for Sarah Knight and for the sister libraries team.
- Laura noted that RRLC will be leading the search for a new MCLS director.

Director's report: See attached.

Adjournment: Meeting adjourned at 8:00 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

[illegible]

3/31/2024

[illegible]

CHASE ACCOUNTS

MARCH 2024

NON-PUBLIC FUNDS MMDA *****9050

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
3/1/2024	Opening balance			\$18,495.93
3/12/2024	Payment to Baker & Taylor for large print YA books (Lions SEE grant purchase)		\$391.73	\$18,104.20
3/12/2024	Payment to Rince na Tiarna Irish Dancers for performance on 3/15/24 (LIF purchase)		\$150.00	\$17,954.20
3/12/2024	Payment to Lisa C. Wemett for "Lighthouses & Lobsters" travelogue on 3/22/24 (LIF purchase)		\$75.00	\$17,879.20
3/12/2024	Payment to Daniel Jones for "What Is Facebook?" seminar on 3/26/24 (LIF purchase)		\$110.00	\$17,769.20
3/12/2024	Payment to Brooklyn Robot Foundry for Solar Eclipse Robot program on 4/1/24 (LIF purchase)		\$450.00	\$17,319.20
3/12/2024	Payment to Leslie C. Youngblood for author presentation and book signing on 4/1/24 (LIF purchase)		\$400.00	\$16,919.20
3/26/2024	Payment to Brooklyn Robot Foundry for deposit for teen programs on 7/15/24 and 8/19/24 (LIF purchase)		\$50.00	\$16,869.20
3/26/2024	Payment to Elizabeth Bauld (Storybook Cook) for teen/tween eclipse program on 3/28/24 (LIF purchase)		\$175.00	\$16,694.20
3/26/2024	Payment to Priyanka Patel for teen henna program on 3/22/24 (LIF purchase)		\$240.00	\$16,454.20
3/26/2024	Payment to Amazon for Anycubic Kobra 2 Max 3D printer for Maker's Lab (Gus Apai memorial donation)		\$499.98	\$15,954.22
3/29/2024	Interest	\$11.74		\$15,965.96

PUBLIC FUNDS MMDA *****2587

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
3/1/2024	Opening balance			\$6,867.86
3/29/2024	Interest	\$4.66		\$6,872.52

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
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3/1/2024	Opening balance	\$1,441.86
3/29/2024	No transactions	\$1,441.86

2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
3/1/2024	Opening balance			\$4,694.06
3/12/2024	Payment to Rince na Tiarna Irish Dancers for performance on 3/15/24		\$150.00	\$4,544.06
3/12/2024	Payment to Lisa C. Wemett for "Lighthouses & Lobsters" travelogue on 3/22/24		\$75.00	\$4,469.06
3/12/2024	Payment to Daniel Jones for "What Is Facebook?" seminar on 3/26/24		\$110.00	\$4,359.06
3/12/2024	Payment to Brooklyn Robot Foundry for Solar Eclipse Robot program on 4/1/24		\$450.00	\$3,909.06
3/12/2024	Payment to Leslie C. Youngblood for author presentation and book signing on 4/1/24		\$400.00	\$3,509.06
3/26/2024	Payment to Brooklyn Robot Foundry for deposit for teen programs on 7/15/24 and 8/19/24		\$50.00	\$3,459.06
3/26/2024	Payment to Elizabeth Bauld (Storybook Cook) for teen/tween eclipse program on 3/28/24		\$175.00	\$3,284.06
3/26/2024	Payment to Priyanka Patel for teen henna program on 3/22/24		\$240.00	\$3,044.06

April 17, 2024 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
59	Amazon	Supplies, office	\$117.56	4570
59	Amazon	Professional services, programming (supplies for STEAM Lab, Maker's Lab, and spring Art Club workshops)	\$293.53	4408
59	Amazon	Library materials	\$211.47	4050
60	American Library Association	Conference/training (membership renewal for Synn Lymn McLaughlin)	\$58.00	4100
61	Baker & Taylor	Library materials	\$4,943.82	4050
62	Baker & Taylor Entertainment	Library materials	\$646.66	4050
63	Barnes & Noble	Library materials	\$223.87	4050
64	Greg Benoit	Postage	\$5.08	4380
65	Bibliotheca	Computer software	\$9,816.10	4090
66	Cengage Learning	Library materials	\$170.94	4050
67	Demco	Supplies, other misc.	\$290.97	4650
68	Friends of Mount Hope Cemetery	Professional services, programming (presenter fee for Holocaust Remembrance program on 5/2/24)	\$65.00	4408
69	Ingram	Library materials	\$65.98	4050
70	MidAmerica Books	Library materials	\$461.00	4050
71	Soho Imaging	Supplies, office	\$238.00	4570
72	Staples	Supplies, office	\$228.22	4570
73	W.B. Mason	Supplies, office	\$126.83	4570
Total			\$17,963.03	

April 17, 2024 voucher list

Fund	Fund total
4050	\$6,723.74
4090	\$9,816.10
4100	\$58.00
4380	\$5.08
4408	\$358.53
4570	\$710.61
4650	\$290.97
Grand Total	\$17,963.03

Spending Parameters
Petty Cash, Trustee Account & Discretionary Budget Lines

Petty Cash

Petty cash is used for small, time sensitive expenses related to official library business that arise unexpectedly. Example purchases include items such as postage, office supplies, and supplies for library programs.

The current library policy on petty cash can be found within the IPL Cash Handling Policy & Procedures and reads as follows:

Petty Cash Total: \$480.00

Breakdown:

- Startup money: \$125.00
 - Coins in drop safe: \$27.80
 - Bills in white pouch (drop safe): \$201.00
 - Circulation desk change supply: \$46.20
 - Petty cash pouch (bookkeeper's office): \$80.00
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- \$80.00 in petty cash funds are kept in a locking pouch in the bookkeeper's desk. This can be used for purchases under \$10.00 with the original receipt and request form signed by the employee.
 - At year end, petty cash receipts are submitted to the town comptroller, who issues a check which the bookkeeper then cashes to replenish the pouch.
 - \$46.20 in petty cash is kept in a pouch at the circulation desk for patrons using the copier and vending machines (allowing staff to make change without using the no sale button and taking it from the register).
 - The remaining \$353.80 in petty cash is kept in the drop safe, \$125.00 in startup money for the cash register and \$228.80 in coins and bills which designated staff can use to make change as needed. Staff date and initial a logbook and recount the money whenever making change from the drop safe. Petty cash is inventoried monthly.
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My recommendation is to update the petty cash portion of the IPL Cash Handling Policy & Procedures to reflect the current New York State law and the town's current Petty Cash Policy which can be found appended to this document. The town policy also appears to include a procedure to replenish the petty cash budget as it becomes depleted, which should be incorporated into our policy.

The revision would change the maximum dollar amount for purchases using petty cash from \$10.00 to \$30.00.

Trustee Account

The Trustee Account includes funds from both restricted and unrestricted sources. Restricted funds must be spent in accordance with restrictions imposed by the donor, grant program, or other

funding authority. Unrestricted funds can be spent more broadly after conferring with the Library Board.

Example purchases include items such as recognition gifts for library volunteers, food for staff events, holiday gift cards for library staff, prizes and giveaways for library program participants.

Director Discretionary Budget

Although the library does not have a budget line specifically designated as a Library Director discretionary budget, two budget lines already exist that appear to me, for practical all purposes to be de facto discretionary budget lines. They are:

Miscellaneous Expenses (005.7410.4360): The starting balance of this budget line in the 2024 library budget is \$500. In the past four years, this budget line has paid for expenses related to services not otherwise accounted for in the Contracted Services budget line.

Example purchases include mobility scooter repair, hiring contractor to assemble library bookshelves.

Supplies - Other Misc. (005.7410.4650): The starting balance of this budget line in the 2024 library budget is \$1,000. In the past four years, this budget line has paid for expenses related to items and supplies not otherwise accounted for in the Supplies - Library Processing and Supplies - Office & Computer budget lines.

Example purchases include replacement shelf parts, replacement parts for the mobility scooter, and furniture.

TOWN of IRONDEQUOIT

PETTY CASH POLICY

(Adopted 2/4/97)

(Amended 5/19/98)

(Amended 4/6/99 & 11/9/99)

(Amended 2/13/2001)

It is the intent of the Town Board to establish petty cash accounts for designated town departments pursuant to N.Y.S. Town Law #64 (1-A). These accounts exist for purchases no greater than \$30.00 per transaction and to satisfy an immediate need in the performance of official duties. Purchases may not be split to circumvent the procurement process (e.g. separate \$19 purchases of similar items).

All disbursements from the accounts must be supported by a Petty Cash Request document (example attached) and receipts. As a petty cash account is depleted it will be replenished by completing a Purchase Order to properly expense each transaction to the appropriate budget account line item. The Purchase Order must contain all Petty Cash Request documents and receipts.

Periodically the Comptroller or his designee will audit each account to verify the total on hand and verify that expenses are documented by receipts and approved Petty Cash Report documents.

Designated Petty Cash Accounts:

Parks & Recreation	\$100
Police	\$200
Town Clerk	\$ 0
Supervisor	\$400
Library	\$ 80
Sea Breeze & Vicinity Water District	\$200

Designated Accounts for Making Change at Points of Cash Transactions:

Town Clerk, Tax Collection	\$1,000
Town Clerk, Licenses and Fees	\$100
Court	\$250
Library	\$400

**Organizational Development Committee
April 2024 Employee Changes**

Eileen Hayes-Powers

Retirement: Part-Time Library Assistant

Notes: Eileen Hayes-Powers has communicated that she will be retiring soon. Eileen worked at Irondequoit Public Library for 20 years, primarily in the children's library. During that time, she coordinated the children's book discussion group, Eileen is well liked by her co-workers and her sarcastic sense of humor will be missed.

Eileen's duties will be divided between Erin Antonienko and Shawnda Urie.

Eileen's last day will be April 26, 2024.

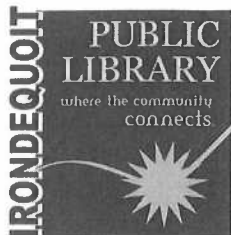
Shawnda Urie

New Hire: Part-Time Library Assistant

Notes: Shawnda is an adjunct theater professor at University of Rochester, Roberts Wesleyan University, and SUNY Brockport. She and her family are also regular library users who frequently attend Sarah Knight's library programs. Shawnda was a phenomenal interview, and we believe that her considerable teaching experience will be directly applicable to helping patrons at the reference desk.

This position is provided for in the 2024 budget and was previously held by Eileen Hayes-Powers who recently announced her retirement.

Shawnda's first day will be April 29, 2024.



Irondequoit Public Library

Director's Report

Wednesday, April 17, 2024

1. Irondequoit Public Library

Long Range Plan - Programming Partnerships

Background

As a part of the long range plan (year #2, strategy #2, task #4), the Irondequoit Public Library is seeking to turn occasional and one time meeting room users into recurring users.

In pursuit of this goal, the library initiated an ongoing programming partnership with the Rochester & Finger Lakes Region Chapter of the Alzheimer's Association to provide a monthly caregiver support group in August 2023. These caregiver support meetings are facilitated by an experienced and credentialed social worker who is employed by the Alzheimer's Association.

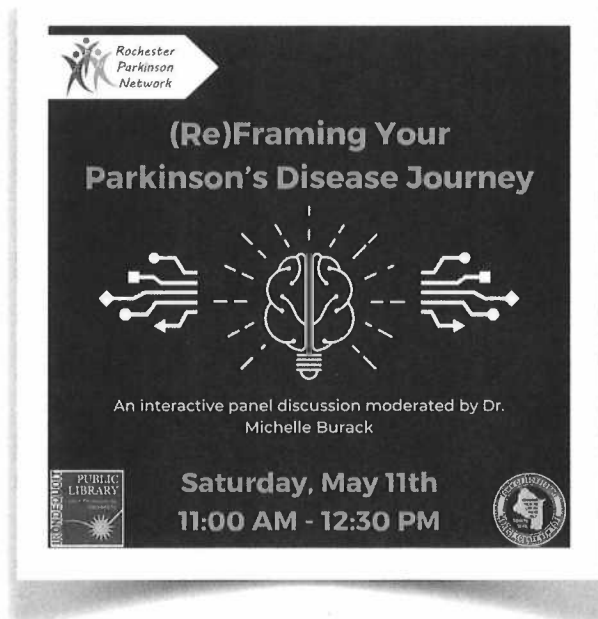
Prior to this formal partnership, the Alzheimer's Association hosted a caregiver support group meeting using our second floor study rooms that were coordinated and promoted without library involvement. Since partnering, the library has begun promoting the meetings on our website, social media posts, and in our Constant Contact newsletter. Attendance at the caregiver support group meeting has steadily increased each month, and has outgrown the second floor study room. The group now meets in a first floor meeting room.

Because this strategy worked so well with the Alzheimer's Association, Synn Lymn, Amy Henderson, and I have identified community groups and nonprofit organizations to replicate this model with.

Partnerships that were established as part of this initiative include:

Rochester Parkinson's Network

The Irondequoit Public Library and Rochester Parkinson's Network are partnering to coordinate and promote an ongoing series of presentations concerning Parkinson's Disease. The guest speaker is typically a healthcare professional working primarily or exclusively with individuals living with Parkinson's Disease. Similar to the Alzheimer's Association, the Rochester Parkinson's Network has used the library's meeting rooms on an occasional basis to host informational presentations that were coordinated and promoted without library involvement.



The Rochester Parkinson's Network is the largest Parkinson's Disease support organization in the Finger Lakes region, and their presentations attract 50 - 75 people at each session. I anticipate six to nine presentations will be coordinated annually as apart of this partnership.

Our first joint program will be held on Saturday, May 11th is titled *(Re) Framing Your Parkinson Disease Journey*, and will feature a presentation from a local neurologist, Dr. Michelle Burack, who specialized in treating Parkinson's Disease.

The Rochester Parkinson's Network is a 501(c)3 nonprofit organization.

Cancer Support Community at Gilda's Club Rochester

Each month the Irondequoit Public Library hosts a ongoing outreach event with the Cancer Support Community at Gilda's Club Rochester.

Library patrons can speak with a representative from Gilda's Club about the resources available locally for individuals living with cancer and their families and caregivers. Library patrons are also able to receive a free colon cancer screening kit. These kits can be used at home to screen for colorectal cancer, which is a leading cause of cancer related deaths.

The Cancer Support Community at Gilda's Club Rochester is a 501(c)3 nonprofit organization.

Lifespan

Amy Henderson has partnered with Lifespan to coordinate a series of informational presentations on healthcare related resources and services targeted towards seniors. The four part series is titled *Intro to Community Resources for Older Adults & Caregivers*.

This partnership was established after Lifespan gave a presentation at our March 2024 staff training day. I am optimistic that if these programs are well attended that we will coordinate additional informational programs with Lifespan.

The programs that have been scheduled so far include:

- May 2nd: *Community Resources*
- May 20th: *Medicare 101*
- June 6th: *Home Care and How to Pay for It*

Lifespan is a 501(c)3 nonprofit organization.

Episcopal Senior Life Communities - Lunch & Learn

The Irondequoit Public Library and Episcopal Senior Life Communities have partnered to offer a free monthly informational health and wellness programs targeted towards seniors. This series is a part of Episcopal Senior Life Communities initiative to provide free programs for seniors in the community; attendees do not need to be current or prospective residents of one of their senior living facilities. This series is modeled after an identical partnership that was initiated when I worked at the Gates Public Library.

The presentations include the option to buy a catered lunch for \$5.00 that was prepared by the chefs working out of Episcopal Senior Life facilities. At these programs, local and regional healthcare and wellness experts give presentations on a wide variety of topics including: sleep hygiene fall prevention, healthy meal preparation demonstrations, nutrition, financial health, and scam awareness.

The first session in this series will be held on April 30th.

Episcopal Senior Life Communities is a 501(c)3 nonprofit organization.

Monroe County Department of Health - Project IMPACT

As reported at the February Library Board meeting, the Monroe County Department of Health Project IMPACT team 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. This partnership was initiated after Project IMPACT presented at our March 2024 staff training day.

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.

RochesterWorks

As reported at the March 2023 Library Board meeting, Irondequoit Public library and RochesterWorks have been partnering for a year to provide job seekers with information on and referrals to RochesterWorks' suite of services and trainings. Each Monday a representative from RochesterWorks is on site to interact with library users and provide them with information on resume and cover letter writing workshops, job interview preparation, employment skill development, and trainings.

This partnership was modeled after RochesterWorks' successful partnership with Rochester Public Library, and includes the possibility of RochesterWorks hosting free classes using Irondequoit Public Library's meeting spaces.

RochesterWorks is a 501(c)3 nonprofit organization.

Friends of the Irondequoit Public Library

Panera Bread Fundraiser

The Friends of the Irondequoit Public Library hosted a fundraiser at the Irondequoit Panera Bread location. As of writing this report, the results were still pending.

Art, Craft & Vendor Fundraiser

The Friends of the Irondequoit Public Library have registered 54 vendors who have purchased a total of 56 tables. This represents \$1,420 in funds raised so far.

Additional publicity listing the vendors will be posted online prior to the fundraiser.

Long Range Plan - Procedure & Training manual LibGuides

The library staff working on the procedure and training manual have identified a software product that I would like to purchase to host the procedure documents well as our 1839 Maker's Lab instructions and video tutorials. A team library staff members arrived at this conclusion after reviewing a demonstration version of the software and attending a webinar on how to setup and use the software.

The software, LibGuides, is made by Springshare, the company that makes our meeting room registration calendar and program registration software, LibCal. Springshare also makes the scheduling software that we use, LibStaffer. Both of these web-based programs have are considered by library staff across the Monroe County Library System to be the best products of their kind available for libraries. Our library staff also feels that the two software products save staff a significant amount of time compared to the previous calendar and scheduling software that we used.

LibGuides offers a number of features that are not available from previous discussed and considered solutions to host the procedure and training manual. These features include:

- Ability to choose whether an document is publicly viewable or password protected
- Straightforward web-based editing
- Ability to upload instruction in multiple formats to one document (web-based text, embedded video, download links to PDFs and other document formats)
- Familiar Springshare interface
- Ability to login using our current Springshare user accounts

Personally, I have a greater degree of confidence that the library staff will actually reference this manual if it is hosted using this software as opposed to previously discussed or considered solutions.

You can review Liverpool Public Library's publicly viewable LibGuides documents here: lpl.libguides.com.

1839 Maker's Lab

3D Printer

The library's new, larger 3D printer has been setup and is operational. At a previous Technology Committee meeting and Ilbrary Board meeting I indicated that the 1839 Maker's Lab team is looking into buying a resin based 3D printer.

While I feel that a resin based 3D printer would be appreciated by the public, it would require staff using the machine to employ a number of safety precautions that make it unsuitable for use at the current time. Resin based 3D printer create a waste product that needs to be disposed of at Eco Park due to it being potentially dangerous. It also would need to be kept in an enclosed ventilation cabinet that vents air outside. Staff would also need to wear a respirator while it is in operation.

April 2024 Staff Training Day

On Friday, April 5th the library had its monthly staff training day. The training topics included an update from the Sister Library team, a review of fire safety information from the Irondequoit Fire

Department, and instructions and training on how to use the recently installed panic button system.

2023 Annual Report to New York State

The final draft of the 2023 annual report to New York State has been submitted for review by the Monroe County Library System and the New York State Department of Education, Division of Library Development. A copy of the report has been included in the *Related Items* folder on the Trustee OneDrive.

2. Town of Irondequoit

Library Tour with Ann Cunningham

On April 2nd Rachel Snyder and I met with our newest Town Board member, Ann Cunningham, and gave her a tour of the library and an overview of our important organizational documents.

Letter of Support

The Irondequoit Public Library was asked by Supervisor Evans to write a letter of support that was included in an application for \$10 million dollars in Federal funds. A portion of these funds would be used to build a large makers lab on the town hall campus. This letter has been included in the *Correspondence* folder on the Trustee OneDrive.

3. Facilities Report

Children's Room Doors

The children's library door installation is complete. Earlier in April electrical wiring was connected to the hydraulic arm that opens that door after the accessibility button is pressed.

4. Monroe County Library System

5. Personnel Report

There are no personnel changes to report at the April 2024 Library board meeting.

6. Financial Report & Vouchers

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

7. Correspondence

1. *Letter of Support - Maker's Space.pdf*
2. *Library Fax Machine.pdf*

8. Items of Information

1. *2023 Annual NYS Report.pdf*
2. *Friends of IPL Craft Showcase - Floor Plans.pdf*
3. *Irondequoit Library Analytics 2024-03-01 - 2024-03-31.pdf*

Irondequoit Public Library
Statistical Report to the Library Board
April 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	5469	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	5548	15,490	15,325	83	74	1,035	1,233	1,264	1,344	31,583	32,999	37	70	6	5
March	4,880	5435	16,186	15,862	86	84	1,475	1,245	1,343	1,484	35,134	33,875	31	49	4	16
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	16,452	182,180	46,580	993	239	16,627	3,601	15,252	4,128	401,516	101,591	490	155	81	28
YTD Average	55,620	5,484	15,182	15,527	993	80	16,627	1,200	15,252	1,376	401,516	33,864	490	52	81	9