

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of June 12, 2024

Call meeting to order: 6:38 pm.

Present: Rachel Snyder, president; Phil Harriman, vice president; Erin Dougherty, secretary; Meaghan de Chateauvieux, Michael Huntone, Susan Kramarsky, Laura Schiefer, and Sarah Yannello, trustees at large.

Guests: Greg Benoit, library director; Stephanie Schubmehl, library bookkeeper.

Absent: Betty Brewer Johnson, treasurer.

Approval of agenda: Approved.

Approval of minutes: Minutes of May 15, 2024 approved (Susan abstaining).

Attendance: Next meeting July 17. Meaghan unable to attend; Erin will follow up with Betty.

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

Town happenings: No town board liaison tonight. The town farmer's market is back for the season and preparations for July 4 are underway.

Student representative report: No student representatives tonight. Marshall is due to graduate sixth in his class.

Foundation report: See funding request and director's report. The Foundation asked that the library find a more economical option for accessible meeting room seating.

Friends report

- The Friends are continuing their efforts to recruit new board members and volunteers.
- A second craft sale is tentatively planned for November.
- In response to a question from Susan, Greg indicated that Matt Krueger is working with Mary Tiballi Hoffman to involve the Friends in this year's summer reading kickoff. All trustees are welcome to attend the event on June 28.

Staff liaison report: Tonight's scheduled staff liaison was unable to attend, but passed along the update that the LibGuides staff procedure manual will soon be ready to use. Greg proposed a demonstration at the next board meeting.

Long-range plan check-in: See director's report. Rachel raised the idea of surveying library bookstore customers to boost sales.

Finance committee, vouchers, financial report

Financial report

- This month's reports are once again based on the library's internal records, although we received a preview of the trial balance from the comptroller's office this morning.
- This is the first full month of data since automatic renewal took effect on May 1. Fine revenue is down by about 25% compared with previous months in 2024 and by about a third compared with May of last year.
- We will work with the comptroller's office to have an updated financial summary for next month's board meeting.

Vouchers

- Vouchers of note: #112, Monroe County Library System: VIP passes for 15 local and regional destinations; #119, Springshare: License renewals for LibCal, LibStaffer, and LibGuides CMS.
- The town IT department is paying for LibStaffer, while LibCal is covered by the library's computer software budget; LibGuides is being submitted under the conference/training budget as it will be primarily used for the staff procedure manual.
- Motion to approve June 2024 voucher list for payment. Seconded. Motion carried.

Finance committee

- Susan noted that budget preparation begins next month and encouraged the board to begin thinking in big-picture terms about 2025. In reflecting on possible budget themes, she considered what the library stands for and made the observation that IPL stands for "Improving People's Lives."
- Phil pointed out that the long-range plan should inform budget preparation and asked about the status of grant funding for Supervisor Evans' proposed workforce development program. Greg explained that while this program is certainly in keeping with the proposed budget theme of "Improving People's Lives," the library budget will already be drafted by the time grant funding is approved or denied. He added that goals for the remaining three years of the long-range plan are focused on digital access, DEI, and contention around the perceived value of libraries, any one of which could easily fit the theme.
- Sarah proposed taking steps to find out what the community needs and reach out to community members who may not be aware of all the library has to offer them. Susan agreed, adding that budget approval comes from the town administration but ultimately depends on taxpayer support. Rachel brought up a possible connection with ACT Rochester's Community Indicators project.
- Board members agreed to continue discussing budget themes ahead of next month's meeting.

Organizational development committee

- The library has hired a new clerk and two new pages since last month's meeting (see personnel report). Greg, Sarah, Supervisor Evans, and Nora Pelish attended a ceremony at

Eastridge for Jamyia Mitchell, who recently resigned her library page position to attend the Air Force Academy in Colorado.

- Rachel requested that all trustees remember to confine emails to business hours.

Community engagement committee

- No updates since last meeting. The committee will meet to discuss student representative recruitment as soon as possible.
- At their last meeting, the Friends discussed involving student representatives in planning and executing Friends fundraisers. Concrete responsibilities would help student reps stay engaged, and the library can work with schools to ensure their service counts toward volunteering requirements.
- Sarah recommended recruiting students as juniors, which would give them two years to work on a capstone project for the library.
- Both Michael and Susan brought up involving student reps in outreach for the library.
- Greg met with representatives from the Our Voices project to discuss screening one of their documentaries at the library.

Technology team: Meeting on Friday. Kevin will be present to discuss the trustee OneDrive.

Old business: None.

New business

2025 budget: Discussed above.

MCLS Document of Understanding

- A copy of the draft 2025 – 2027 DoU was shared with trustees ahead of this meeting, along with a copy of the current one for comparison. The draft document provides for a slight increase in member cost shares.
- Motion to approve the 2025 – 2027 Document of Understanding. Seconded. Motion carried.

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

Library programs

- Norma Holland helped publicize the library's racial covenant program on WDKX, and several participants indicated that this was how they learned about the program. The Sister Libraries program for Hispanic American Heritage Month will also be publicized on local radio.
- Proposed legislation to automatically remove racial covenants from deeds when a property is transferred did not pass before the end of the legislative session.

Community resources

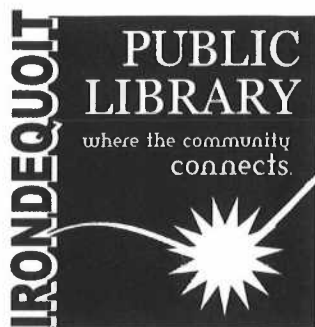
- Like other MCLS libraries, IPL is seeing an uptick in patrons with needs for food and housing. The library serves as a collection point for Irondequoit Community Cupboard, and Greg recently spoke with ICC about referring patrons to them.
- Rachel noted that Foodlink is closing for inventory in June, possibly creating a temporary increase in need for food assistance, although Meaghan added that some shelter beds are beginning to open up.
- Sarah offered to provide flyers for East Irondequoit's summer meal program when they become available. The district will distribute breakfast and lunch at two East Irondequoit schools throughout the summer with no need to prove residency.

Burnout and employee wellness

- While acknowledging that their ability to increase compensation is limited, the board asked about other ways to show support for staff. Greg expressed appreciation for the library board's support for work-from-home arrangements and other flexible policies.
- In response to a question from Sarah, Greg indicated that staff continue to have options for wellness activities, although they are no longer a regular part of staff training days. The town also has an active wellness committee, with Amy Henderson representing the library.
- Rachel raised the idea of an employee emergency fund. Meaghan noted that Willow Domestic Violence Center holds a weekly support group for staff with an external facilitator, a measure which Greg indicated could potentially be welcome at the library.
- Susan brought up municipal tax abatements for firefighters and members of the clergy and wondered whether Irondequoit could offer something similar to library workers and teachers. Determining how many library employees live in Irondequoit could be a first step. Greg noted that living wages for town employees are a priority for Supervisor Evans.

Adjournment: Meeting adjourned at 7:50 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty



Spring 2024 Funding Request Proposal

Proposal Overview

The Irondequoit Public Library seeks \$4,269 for three initiatives relating to services for youth, seniors, and the 1839 Maker's Lab.

These proposals are listed in no particular order of importance, and can be funded in full or as line-items depending on the availability of funds.

Date: May 31, 2024

Irondequoit Public Library

1290 Titus Ave.
Rochester, NY 14617

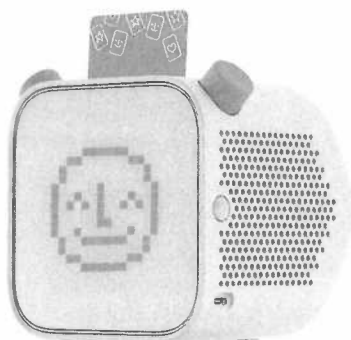
(585) 336-6064
irondequoit@libraryweb.org

Youth Services

Yoto Player & Story Cards

Yoto players are electronic devices that can play unabridged audiobooks that have been preloaded onto plastic cards roughly the size of a driver's license. The devices are rapidly becoming popular among families with small children and public libraries alike because they are durable and incredibly easy to use. My four year old can use one without any assistance from an adult.

Families that already own a Yoto player will be able to checkout the story cards for use on their own players. Those who do not have a Yoto player will be able to benefit from the new, easy to use format by borrowing one from the library.



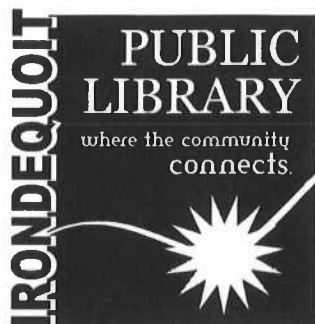
Yoto Player

Item	Unit Cost	# of Units	Subtotal
Yoto Player	\$120	4	\$480
Story Card Packs	\$10 - \$60	8	\$270
Total			\$750

Sensory Storytime Kits

The Irondequoit Public Library is requesting funds to create 10 sensory story time kits that can be checked out by families, teachers, and social workers who interact with children who have special needs.

These kits will be modeled after sensory story time kits that have been popular at a few other libraries in Monroe County, and will include everything families need to host their very own at-home or off site storytime. The kits will include a storytime guide for caregivers or



Date: May 31, 2024

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

teachers, picture books on a particular educational concept or theme, related songs and rhymes, and hands on activities that reinforce the concept.

Item	Unit Cost	# of Units	Total
Sensory Storytime Kit	\$50	10	\$500

Slumberkins Book Buddy Kits

Designed by a therapist and an early childhood educator, Slumberkins' social-emotional learning kits include a stuffed animal and book that help children connect to their emotions, express their feelings, and develop a strong sense of self.

Each kit reinforces a specific social and emotional concept or skill, including:

- Conflict resolution
- Gratitude
- Confidence & healthy friendships
- Resilience
- Empathy

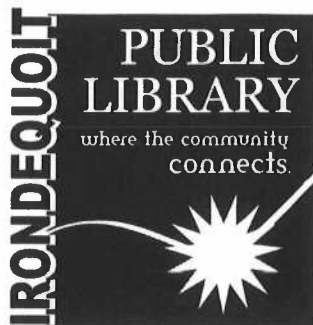
Item	Unit Cost	# of Units	Total
Book Buddy Kit	\$50	15	\$750

Senior Services

1950's Memory Care Kit

This kit is intended for people with Alzheimer's and dementia and their caregivers, and will include a variety of sensory objects, many intended to promote reminiscing and discussion of the person's memories from the 1950s. This kit will serve as a prototype, and if it is popular, additional kits will be incorporated into the library's collection.

The kit is based upon, and will include the book, *The Caregiver's Toolbox: Checklists, Forms, Resources, Mobile Apps, and Straight Talk to Help You Provide Compassionate Care*, which was recommended by Daina Smith, the library's contact at the local chapter of the Alzheimer's Association. Additionally, the kit will include links to other resources that might be helpful for family members and caregivers.



Date: May 31, 2024

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org



KI Strive Stack Chair



Kodak Slide N Scan
Scanner

Item	Subtotal
<i>The Caregiver's Toolbox</i>	\$14
Match It! Game Vintage Edition	\$30
Reminiscence Therapy: 1950s Photo and Activity Cards	\$60
Mp3 Player with music from 1950s	\$45
Scented wax and tin	\$35
Fidget toys	\$35
Clear tote bag	\$10
Total	\$229

Mobility Friendly Meeting Room Seating

The library has received feedback from seniors who attend library programs that the meeting room chairs are not ideal for people with mobility issues. It was recommended that we purchase chairs with arm rests to help people with mobility issues more easily stand up after sitting.

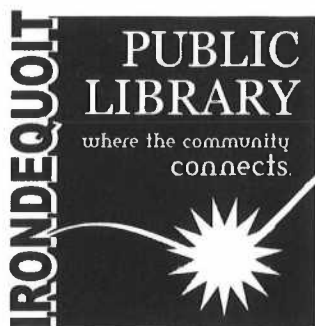
Item	Unit Cost	# of Units	Total
KI Strive Stack Chairs	\$345	3	\$1,035

1839 Maker's Lab

Kodak Slide N Scan Scanner

The Irondequoit Public Library Foundation generously purchased a Kodak Slide N Scan scanner for the 1839 Maker's Lab in October 2023. Since incorporating it into our collection, it has become one of the most in demand circulating maker's lab items. Patrons frequently face long wait times to use the scanner. We are requesting an additional Kodak Slide N Scan scanner to help reduce wait times and meet the demand for this popular item.

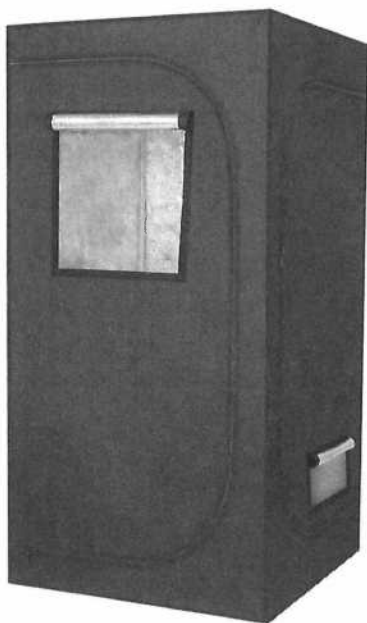
Item	Total
Kodak Slide N Scan	\$180



Date: May 31, 2024

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org



Outvita Enclosure

Mechanic's Socket Wrench Set

The 1839 Maker's Lab team is interested in expanding our circulating collection to include traditional hand tools that do-it-yourself-ers have an occasional need for, but might be too expensive to purchase without a ongoing need for the use of the tool. One item that falls into this category , and was recommended by the team based on their own experience and feedback from patrons is a socket wrench set.

Item	Total
Amazon Basics Mechanic's 201 Piece Socket Wrench Set	\$185

3D Printer Enclosure

The 1839 Maker's Lab was recently upgraded to include a larger, more advanced 3D printer. This printer can create large objects using a finder filament that our previous printer.

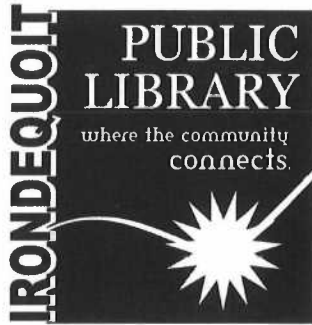
When the 1839 Maker's Lab team was researching replacement 3D printers, it was discovered that a recommended practice is to store 3D printers in an air tight enclosure while printing, and to vent the enclosure outside whenever possible.

The purchase of a 3D printer enclosure will enable the library to vent fumes outside while the printer is in use, which will reduce the plastic smell in the 1839 Maker's Lab while the printer is in use. The enclosure will serve the secondary purpose of reducing the likelihood that unauthorized users will tamper with he machine while using other equipment in the lab.

Item	Total
Outvita 36" x 36" x 72" Enclosure	\$60

Nintendo Switch

The library currently has an extensive collection of games playable on the Nintendo Switch. We would like to begin circulating a kit containing the console itself for patrons who may wish to start exploring the games it has to offer but don't own it yet. This has proven to be popular service with our Meta Quest 2 virtual reality headset, which was



Date: May 31, 2024

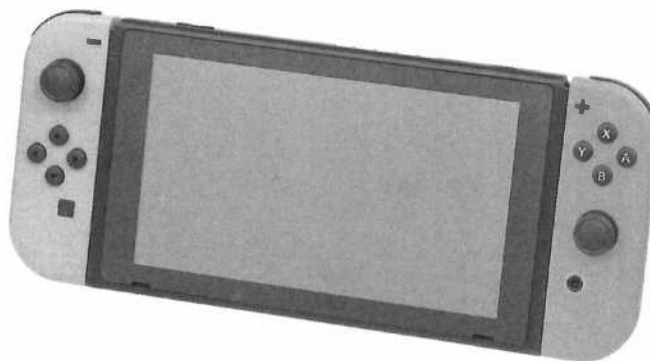
Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

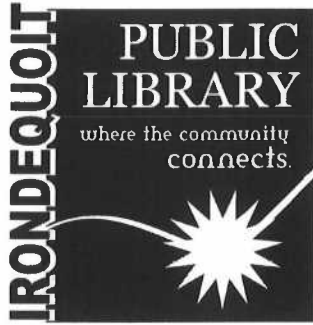
purchased for the library by the Irondequoit Public Library Foundation in 2023. We anticipate that the Nintendo will be even more popular, and will potentially become the most popular item circulating out of the 1839 Maker's Lab.

In addition, we would like to add some other items to this kit to encourage family play. Three additional controllers would be purchased to enable multiplayer play for up to four players. We would also like to include two games, Nintendo Switch Sports and 1-2 Switch, both of which support multiple players and motion controls, making them a great choice for kids and beginners. A case would be purchased to circulate the items safely.

Item	Subtotal
Nintendo Switch	\$300
Joy-Con Controller	\$80
Standard Controllers	\$50
Nintendo Switch Sports game	\$50
1-2 Switch game	\$50
Circulating Case	\$50
Total	\$580



Nintendo Switch



Date: May 31, 2024

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

Summary

Item	Subtotal
Yoto Player & Story Cards	\$750
Sensory Storytime Kits	\$500
Book Buddy Kits	\$750
Youth Services Proposal - Subtotal	\$2,000
1950s Memory Care Kit	\$229
Mobility Friendly Seating	\$1,035
Senior Services Proposal - Subtotal	\$1,264
Kodak Slide N Scan	\$180
Outvita 36" x 36" x 72" Enclosure	\$60
Amazon Basics Mechanic's 201 Piece Socket Wrench Set	\$185
Nintendo Switch & Accessories	\$580
1839 Maker's Lab Proposal - Subtotal	\$1,005
Total	\$4,269



Slumberkins Book Buddy



Sensory Storytime Kit

[illegible]

5/31/2024

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	\$4,233.62
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	\$3,751.75
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	\$3,450.44
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	\$18,926.46

CHASE ACCOUNTS

MAY 2024

NON-PUBLIC FUNDS MMDA *****9050

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2024	Opening balance			\$27,900.13
5/7/2024	Donation from Joe & Chris Sproule IMO Sheryle Collins	\$50.00		\$27,950.13
5/7/2024	Payment to Jennifer Kierecki for Yoga Storytime on 5/4/24 (LIF purchase)		\$50.00	\$27,900.13
5/9/2024	Refund of money order for Patricia Vanable for 5/8 program (see note below)	\$200.00		\$28,100.13
5/9/2024	Payment to Patricia Vanable for "Choose the Best Yarn" program on 5/8/24 (2023-24 LIF purchase)		\$100.00	\$28,000.13
5/22/2024	Payment to Happy Earth Tea LLC for tea tasting on 5/29/24 (LIF purchase)		\$150.00	\$27,850.13
5/29/2024	Payment to High-Definition Genealogy LLC for "Getting the Most Out of a Census Record" on 6/4/24 (2023-24 LIF purchase)		\$150.00	\$27,700.13
5/29/2024	Payment to Laura Dubin for Laura Dubin Trio performance on 6/13/24 (2023-24 LIF purchase)		\$400.00	\$27,300.13
5/29/2024	Payment to US Toy Co/Constructive Playthings for new J playroom toys (LIF purchase)		\$266.78	\$27,033.35
5/31/2024	Interest	\$18.91		\$27,052.26

PUBLIC FUNDS MMDA *****2587

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2024	Opening balance			\$6,877.04
5/31/2024	Interest	\$4.67		\$6,881.71

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2024	Opening balance			\$1,441.86
5/31/2024	No transactions			\$1,441.86

2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2024	Opening balance			\$1,769.06
5/7/2024	Payment to Jennifer Kierecki for Yoga Storytime on 5/4/24		\$50.00	\$1,719.06
5/22/2024	Payment to Happy Earth Tea LLC for tea tasting on 5/23/24		\$150.00	\$1,569.06
5/29/2024	Payment to US Toy Co/Constructive Playthings for new J playroom toys		\$266.78	\$1,302.28

2024 SPECIAL LIBRARY AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2024	Opening balance			\$13,190.00
	Refund of money order for Patricia			
5/9/2024	Variable for 5/8 program (see note below)	\$200.00		\$13,390.00
5/9/2024	Payment to Patricia Variable for "Choose the Best Yarn" program on 5/8/24		\$100.00	\$13,290.00
5/29/2024	Payment to High-Definition Genealogy LLC for "Getting the Most Out of a Census Record" on 6/4/24		\$150.00	\$13,140.00
5/29/2024	Payment to Laura Dubin for Laura Dubin Trio performance on 6/13/24		\$400.00	\$12,740.00

*Original payment withdrawn on 4/30/24 was for two programs, "Got Gauge?" and "Choose the Best Yarn," at \$100 each. Presenter canceled "Got Gauge?" due to low registration so \$200 money order was refunded and a new \$100 money order withdrawn.

June 12, 2024 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
94	Alliance	Library materials	\$127.97	4050
95	Amazon	Seed library/ARPA	\$100.46	2135
95	Amazon	Supplies, office	\$39.77	4570
95	Amazon	Library materials	\$127.48	4050
95	Amazon	Professional services, programming (supplies for Maker Mondays programs)	\$97.14	4408
96	Baker & Taylor	Library materials	\$6,033.98	4050
97	Baker & Taylor Entertainment	Library materials	\$271.30	4050
98	Barnes & Noble	Library materials	\$133.55	4050
99	Greg Benoît	Supplies, office	\$8.00	4570
100	Bluehost	Contracted services	\$131.94	4120
101	Brodart	Supplies, library processing	\$193.03	4576
102	Canva.com	Computer software licensing	\$419.39	4090
103	Demco	Supplies, library processing	\$458.08	4576
104	Amy Holland	Library materials	\$27.95	4050
105	Ingram	Library materials	\$394.95	4050
106	Library Ideas LLC	Library materials	\$924.08	4050
107	LibraryWorks, Inc.	Conference/training (registration for Matt Krueger for Empathic Design webinar on 5/16/24)	\$49.00	4100
108	Mayo Clinic Health Letter	Library materials	\$32.00	4050
109	Meta.com	Professional services, programming (replacement parts for Maker's Lab VR headsets)	\$20.52	4408
110	MidAmerica Books	Library materials	\$69.85	4050
111	Midwest Tape LLC	Library materials	\$1,794.90	4050
112	Monroe County Library System	Library materials	\$565.10	4050
113	Online Labels	Supplies, office	\$86.55	4570
114	OverDrive	Library materials	\$2,854.52	4050
115	Playaway Products	Library materials	\$1,951.91	4050
116	Scientific American	Library materials	\$44.99	4050
117	Sedgwick Business Interiors	Supplies, other/misc.	\$49.08	4650
118	Sitelock	Contracted services	\$499.91	4120
119	Springshare	Computer software licensing (town IT dept budget)	\$1,137.00	1680-4090
119	Springshare	Computer software licensing (library budget)	\$1,795.00	4090
119	Springshare	Conference/training (LibGuides CMS for staff procedure manual)	\$1,784.00	4100
120	Staples	Supplies, office	\$425.82	4570
121	W.B. Mason	Supplies, office	\$151.51	4050
Total			\$22,800.73	

June 12, 2024 voucher list

Fund	Fund total
2135	\$100.46
4050	\$15,506.04
4090	\$2,214.39
4100	\$1,833.00
4120	\$631.85
4408	\$117.66
4570	\$560.14
4576	\$651.11
4650	\$49.08
1680-4090	\$1,137.00
Grand Total	\$22,800.73

**Organizational Development Committee
June 2024 Employee Changes**

Jamyia Mitchell

Resignation: Part-Time Library Page

Notes: Jamyia is leaving Irondequoit Public Library to attend the United States Air Force Academy in Colorado. Jamyia was one of only 1,000 people in the entire country to be accepted into the Air Force Academy this year. We are tremendously proud of Jamyia.

Jamyia's last day was Friday, June 7th.

Rheanna Barney

New Hire: Part-Time Library Page

Notes: Rheanna come to Irondequoit Public Library with previous experience working as a library page and desk aide at the Greece Public Library, where she also volunteered helping plan events. She has additional work experience as a Special Projects Coordinator working in the Center for Public History at Nazareth University.

This position is provided for in the 2024 library budget and was previously occupied by Kryn Nocturne. Rheanna's first day was Monday, June 10th.

Aliyah Bozkurt

New Hire: Part-Time Library Page

Notes: Aliyah is starting her first job ever at Irondequoit Public Library. She interviewed well, and everyone on the interview committee was impressed and agreed that she would make a phenomenal addition to our staff.

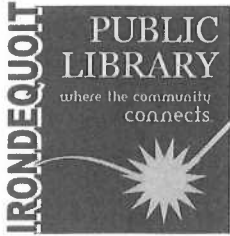
This position is provided for in the 2024 library budget and was previously occupied by Jamyia Mitchell. Aliyah's first day was Monday, June 10th.

Katryna Pellingra

New Hire: Part-Time Library Clerk

Notes: Katryna is a regular library user and 1839 maker's lab user at Irondequoit Public Library. She has previous experience working as a teaching assistant and research assistant at University of Rochester and has worked a customer service and retail jobs at Michaels .

This position is provided for in the 2024 library budget and was previously occupied by Erin Antonienko. Katryna's first day was Tuesday, May 28th.



Irondequoit Public Library

Director's Report

Wednesday, June 12, 2024

1. Irondequoit Public Library

Long Range Plan - Updates

The library has made progress on a number of action items in the long range plan. These include:

Strategy 3: Staff training & communication are focused on improving patron experiences and outcomes

Action Item 1: Create a training manual to standardize the training process

- Stephanie, Adriana, and Amy Holland have made significant progress imputing pre-existing information into the LibGuides procedure manual.

The group has also completed writing almost all of the entries that need to be written from scratch. These entire relate to general subject matters that require no special training or expertise. Work has now transitioned to training subject matter experts on how to create and edit entries in LibGuides. Subject matter experts include Tariq and John who will write about technology related procedures, Synn Lymn who will write about LibCal and meeting room procedures, and Sarah Taffner and Morgan who will write about circulation related procedures.

Strategy 4: Reduce the barrier of Fines & Fees to improve community engagement

Strategy 4 relates to reducing or eliminating fines and fees in order to make library services more accessible. At the last Long Range Plan Goals Committee Meeting Stephanie and I discussed the research into which fines and fees might be the most feasible to reduce or eliminate.

The consensus was that the most feasible fine or fee to eliminate would be eliminating the \$0.50 hold fee. Last year the library generated roughly \$17,130 in holds fees. Eliminating or reducing adult late fees, faxing fees, and printing costs would have a much greater impact on the library's revenue.

The Irondequoit Public Library is one of only three libraries in the Monroe County Library System that still charges a hold fee; the Greece Public Library also charges \$0.50 per item and East Rochester Public Library charges \$0.25 per item. All other public libraries in Monroe County have eliminated their holds fee in recent years. Eliminating the hold fee would also generate a significant amount of good will among library users, and is frequently one that patrons suggest we eliminate when having conversations with library staff.

At the June 2024 department heads meeting, Diana Marsh, the Town of Irondequoit Comptroller, asked department heads to identify any fines or fees that they could increase to help the town generate revenue and provide some breathing room in the town's tight budget. While this runs

contrary with the general trend in public libraries, and to the stated goals in the Library Board approved long range plan, it is worth keeping in mind as we discuss how to proceed.

Strategy 5: Increase attendance and broaden the audience for Programming

Action Item 1: Identify assessment tool for determining patron wants/needs for programming

The draft programming feedback survey has been included in the *Related Documents* folder for the June 2024 Library Board meeting. The draft was created by Amy Henderson and Sarah Knight and includes feedback from all of the programming staff.

This survey will be used to gather input from library users throughout the busy summer months. The library staff will make a sustained push to get patrons to take the survey throughout the summer, but it will also serve to collect feedback on an ongoing basis. This survey will be sent out to people who register for programs to gather feedback after the program ends. It will also be included on the checkout receipt so that staff can verbally encourage patrons to provide feedback each time they checkout items from the library.

Friends of the Irondequoit Public Library - Friends Board & Volunteer Recruitment

The Friends of the Irondequoit Public Library will be recruiting volunteers to help with Friends related tasks and activities. They are looking for people who are interested in helping on the day of an event, people who would like to volunteer on an on-going basis, and people who can serve on the Friend of the Irondequoit Public Library Board.

Publicity advertising the recruitment effort will go out shortly and will be included in the library's email newsletter. Please share the publicity with anyone you think might make a good candidate.

DVD & Bluray Reorganization

Media Librarian, John Scalzo, has completed a reorganization of the library's DVD and Blu-ray collection. Movies are now organized into genre categories. Library users have indicated that they find this method easier to browse. It also replicates the long lost "Blockbuster Video" rental store experience which millennials and older generations desperately crave.

Irondequoit Public Library Foundation - Spring 2024 Funding Request

The Irondequoit Public Library Foundation approved a number of the requested items from the spring 2024 funding request. The approved requests are:

- Yoto players and story cards
- Sensory storytime kits
- Kodak Slide N Scan scanner
- 3D printer enclosure
- Nintendo Switch

The funding request was shared with the Executive Committee prior to being sent to the Foundation. I have uploaded a copy of the funding request to the *Related Documents* folder for the June 2024 Library Board meeting so that you may all review it.

June 2024 Staff Training Day

The library staff watched a presentation from Trustee Erin Dougherty about the mission of and services available through Heritage Christian Services. The staff also watched a presentation on the services available through Office for People with Developmental Disabilities, which induced a basic overview of the enrollment process.

Staff also watched a demonstration on how to use LibCal to record laptop reservation requests for patrons who need to use a computer with a web camera to complete an online transaction.

Lastly, I shared an overview of the lengthy discussion on declining morale and burnout among library staff that occurred at the June 2024 Monroe County Library Director Council meeting. The discussion is summarized in greater detail under the Monroe County Library System portion of the Director report.

2. Town of Irondequoit

Owning Our History of Racial Covenants - Library Program

On Wednesday, May 22nd the Irondequoit Public Library hosted a viewing of the locally produced short documentary *Home: Access Denied*, and a panel discussion about the historical practice of racially restrictive covenants commonly found in property documents.

The panel discussion was moderated by local media personality Norma Holland, and included an overview on how individuals can remove such language from their own property documents if they contain such provisions. 65 people were in attendance, and the response from attendees was enthusiastically positive.

After the program, our County Legislator, Dave Long, reached out to me to hear more about my experience removing racial covenants from my property documents, and the time commitment and financial costs to do so. After the program, Legislator Long participated in a press conference with Town Supervisor Andrae Evans, other elected officials, and two of the panelists and organizers of the library program. At the press conference, the group announced their support at the local level for a proposed New York State law that would require that racial covenants be removed from property documents and a routine part of a property sale.

An article about the press conference can be read here: 13wham.com/news/local/local-leaders-call-on-state-senate-to-pass-bill-to-address-racial-covenants-on-home-deeds-irondequoit-brighton-monroe-county

3. Facilities Report

Maintenance Changes

The Town of Irondequoit Maintenance Department has been coordinating rotating cleaning and maintenance services at the library because our regular maintenance employee retired on June 1st. They have been doing an excellent job at keeping up with the work.

4. Monroe County Library System

Automatic Renewal

The Irondequoit Public Library circulation statistics saw a modest boost in May 2024 due in large part of the activation of the automatic renewal feature in our online catalog.

Library Employee Morale & Burnout

At the June 2024 Library Director Council meeting there was an hourlong discussion on the matter of increased library staff burnout and declining morale, which has been reported to some degree or another by every library in the county.

Directors attributed this to a number of factors including: widespread untreated mental health issues in the wake of the COVID-19 pandemic, rising costs of rent/food/childcare/healthcare which impact everyone but part-time and support staff most significantly, the increased politicization of public libraries, toxic workplace cultures, and lack of opportunities for career advancement.

For example, a family member of mine is a school teacher in one of the Irondequoit school districts. They are attempting to purchase a house on one income, which is approximately what a full-time librarian makes. They recently lost a bidding war on a three bedroom, 1,200 square foot house in Penfield, which went for \$165,000 over the asking price, or \$465,000. The property in question had an assessed value of \$140,000 nine years ago, which is approximately what other houses in the neighborhood were selling for during that time. It is difficult for educators, people in the nonprofit sector, and other caregiving professionals to sustain the belief that their communities value their occupation and role in society when they are no longer compensated with a wage that will enable them to live within the very communities in which they work. I believe that this dynamic is primarily what is driving so many young people away from careers in organizations like public libraries, schools, and healthcare institutions. That being said, I recognize that this issues is much, much larger than what any one library, library system, municipality, or school district can address on their own.

Some libraries shared what they have done to counteract these effects, though not every library has made a deliberate effort to address this trend. I spoke in support of Irondequoit Public Library's work from home practices, the wellness related components of our staff training days, and my own transparency with staff about the steps I take to support my own mental health. I reported that in surveys and feedback from library staff at Irondequoit, that people consistently said that the ability to flex their time to attend medical appointments, provide childcare, and eldercare was the most significant way we have supported staff. I also indicated that staff reported that pizza parties and themed outfit days were well received by some, but were offensive to many and deemed insufficient to address the magnitude of the problems people currently face.

2025 - 2028 Monroe County Library System Document of Understanding

The Monroe County Library System has released the final draft of the 2025 - 2028 document of understanding. This document must be endorsed by the member libraries before being considered by the Monroe County Library System Board of Trustees.

A copy of the draft 2025 - 2028 DOU has been included in the May 2024 Related Documents folder on the Trustee OneDrive along with a copy of the current 2022 - 2024 DOU for comparison.

This draft must be voted on prior to the end of summer 2024.

5. Personnel Report

A personnel report has been uploaded to the June 2024 Library Board meeting documents folder on the Trustee OneDrive.

6. Financial Report & Vouchers

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

7. Correspondence

8. Items of Information

1. *MCLS DOU 2025-2028.pdf* and related appendices
2. *Programming Survey.pdf*
3. *IPL Sales Tax Mar - May 24.pdf*
4. *2024 Spring Funding Request.pdf*

Irondequoit Public Library
Statistical Report to the Library Board
June 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	32,999	37	70	6	5
March	4,880	5,435	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	5,432	18,240	18,309	99	80	1,391	1,355	1,251	1,499	32,597	34,778	23	70	3	17
May	4,542	4,801	15,237	14,176	108	95	1,645	1,851	1,239	1,242	33,895	39,453	54	66	3	14
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	26,685	182,180	79,065	993	414	16,627	6,807	15,252	6,869	401,516	175,822	490	291	81	59
YTD Average	4,635	5,337	15,182	15,813	83	83	1,386	1,361	1,271	1,374	33,460	35,164	41	58	7	12