

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

Call meeting to order: 6:32 pm.

Present: Rachel Snyder, president; Phil Harriman, vice president; Betty Brewer Johnson, treasurer; Erin Dougherty, secretary; Michael Huntone, Susan Karmarsky, and Sarah Yannello, trustees at large; David Heffer, honorary trustee; Molly Fisher, community engagement committee member (via teleconference).

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

Absent: Meaghan de Chateauvieux and Laura Schiefer, trustees at large.

Approval of agenda: Approved.

Approval of minutes: Minutes of June 12, 2024 approved.

Attendance: Next meeting August 21, 2024. Susan and Greg unable to attend; Betty may have a conflict. Erin to follow up with Meaghan and Laura.

Public forum: None; no comments submitted to board email. The library did recently receive a thank-you letter from a local Girl Scout troop.

Town board liaison/town happenings: No town liaison tonight. Mockups of upcoming Town Hall campus renovations are on display in the library atrium (see director's report).

Student representatives: Outgoing student reps Marshall, Nkodia, and Julia have all been in contact with Sarah and agreed to a meeting to discuss recruitment. Incoming reps will be recruited for a two-year term.

Foundation report: Did not meet. Circulating Switch and Yoto players have been purchased.

Friends report: The Friends will host an open house meeting for anyone interested in joining on August 28, and circulation staff are passing out recruitment flyers at the desk. Rachel also suggested inviting Friends members to the next board social.

Staff liaison report: No staff liaison at this meeting; Greg noted that many ongoing projects are on the back burner during summer reading. Rachel complimented last month's Juneteenth book display.

Long-range plan check-in

- See director's report for progress updates.

- After analyzing the financial impact of several different fines and fees, it was determined that eliminating or reducing hold fees is the most realistic option for next year's budget. However, the town comptroller requested at a recent department heads meeting that all town departments look for ways to increase revenue.
- Automatic renewal has also served to reduce fines indirectly.

Finance committee, vouchers, financial report

Financial report

- Revenue: In addition to the library's internal records, this month's reports rely on the file named "LIBRARY 7.11" from the comptroller's office showing cumulative revenue and expense figures for the year. See the second tab for a breakdown by category. In keeping with previous trends, miscellaneous income is outperforming projections at 61 percent with 50 percent of the year elapsed, while fine revenue is less than projected at 40.2 percent. The library has collected 97.9 percent of anticipated revenue overall.
- Expenses: The library has spent 49.5 percent of budget overall, which includes 48.1 percent of budget for salaries, 37.5 percent for library materials, and 21.4 percent for services and supplies. In the services and supplies category, no expenditures have been posted on the maintenance chargeback line since the beginning of the year.
- Greg noted that the overage in the contracted services line could likely be attributed to the panic button system, which was budgeted for 2023 but not installed until March of this year.

Vouchers

- Vouchers of note: #127, EnvisionWare: RFID tags; #132, Monroe County Library System: UMS billing for November 2023 – April 2024 and member cost share for January – June 2024.
- Motion to approve July 2024 voucher list for payment. Seconded. Motion carried.

Organizational development committee

- No personnel changes for this month.
- IPL's media librarian will be taking parental leave in the fall. Steps are being taken to divide up his core responsibilities and cover desk shifts.
- In response to a question from Betty, Greg indicated that spending on overtime was slightly over budget, likely due to unplanned overtime when the library opened as a cooling station on Juneteenth. Overtime spending should even out over the summer with the library closed on Sundays.
- Susan asked about reviving the practice of reviewing a library policy at each committee meeting. It was agreed to make this a standing item on the meeting agenda.
- Rachel asked whether any library employees would be affected by new overtime regulations. Greg will follow up.

Technology team

- Greg reported that Kevin LaBarr has had to prioritize transitioning the town's finance and payroll software during the past few months but will be able to spend time working on setting up Sharepoint access for trustees, as well as the library's public laptops.
- The transition away from Kronos has had minimal impact on library payroll.
- The processing department recently began purchasing RFID tags from a new vendor. Adriana Schubmehl and Tariq Hudson worked with Bibliotheca to ensure the new tags functioned correctly.

New business: 2025 budget

- Susan began the budget discussion by outlining what the library has already accomplished. She characterized the library as accessible (in terms of open hours, transportation, inclusive collections and programming as well as physical accessibility), responsive to community needs, and proactive in planning for the future.
- In the ensuing discussion, board members raised the following possibilities for enhancing library services and collections in the new budget year:
 - Storage lockers for around-the-clock access to holds
 - Training in artificial intelligence
 - More funding for collections
 - More funding for staff
 - Library as a friendlier environment for town meetings; library as a unifying force in a divisive political climate; library as an emotional, social, and physical safety net
 - Expanded digital collection
 - Programming and support for families who speak English as a new language
 - Initiatives for digital literacy and combating misinformation
 - Employee emergency fund
 - Bookmobile with a regular route including stops at senior centers and afterschool programs, possibly in partnership with the community center or Seneca Park Zoo
 - Equip Maker's Lab with materials to build a Little Free Library
 - Sell Little Free Library building kits as a fundraiser
 - Toy or play equipment lending in partnership with community center
 - Program for children to write and publish a book with AI to be added to the library collection
 - Bind In This Moment chapbooks for circulation or invite the publishers to offer a program
- Trustees agreed to discuss further and group ideas into themes for the August meeting. Susan noted that the fund balance could potentially support some of these initiatives if there is an excess to spend down.

Director's report: See attached. Greg also reported that the library will receive \$10,000 in legislative initiative funding later this year, likely for programming.

Review of meeting action items

- Friends open house meeting
- Develop themes for budget initiatives

Adjournment: Meeting adjourned at 7:45 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

6/30/2024

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL	2024	2024 %
									YTD JUN 24	BALANCE	
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	\$38,473	\$24,627	61.0%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$35,237	\$36,000	\$14,463	\$21,537	40.2%
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	100.0%
Subtotal - revenue			\$2,576,001	\$2,655,615	\$2,660,497	\$2,794,750	\$2,817,690	\$2,806,496	\$2,747,325	\$59,171	97.9%

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL	2024	2024 %
									YTD JUN 24	BALANCE	
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,181,141	\$568,297	\$612,844	48.1%
2		Equipment & capital	\$2,565	\$4,529	\$977	\$2,468	\$772	\$10,700	\$10,700	\$0	100.0%
4	7410-4050	Library materials	\$178,336	\$169,598	\$175,369	\$171,848	\$179,859	\$180,294	\$67,643	\$112,651	37.5%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$406,649	\$396,279	\$84,643	\$311,636	21.4%
4		Contingency - contracted services	\$0	\$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	100.0%
7		Interest on debt	\$335,100	\$449,852	\$296,000	\$289,400	\$282,650	\$275,800	\$139,625	\$136,175	50.6%
8		Employee benefits	\$446,414	\$413,337	\$445,435	\$406,340	\$406,326	\$468,235	\$199,438	\$268,797	42.6%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,778,469	\$2,857,449	\$1,415,347	\$1,442,101	49.5%

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	\$3,237.80
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	\$22,164.26

July 17, 2024 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
122	Amazon	Library materials	\$17.49	4050
122	Amazon	Professional services, programming (supplies for Maker's Lab)	\$74.91	4408
123	Baker & Taylor	Library materials	\$7,832.39	4050
124	Baker & Taylor Entertainment	Library materials	\$1,554.87	4050
125	Barnes & Noble	Library materials	\$113.22	4050
126	Cengage Learning	Library materials	\$227.92	4050
127	EnvisionWare	Supplies, library processing	\$1,453.40	4576
128	Amy Holland	Postage	\$5.15	4380
129	Ingram	Library materials	\$21.99	4050
130	MidAmerica Books	Library materials	\$92.85	4050
131	Midwest Tape LLC	Library materials	\$1,908.98	4050
132	Monroe County Library System	UMS billing	\$1,785.60	0005-2082
132	Monroe County Library System	MCLS cost share	\$37,602.02	4251
133	OverDrive	Library materials	\$1,012.31	4050
134	Nora Pelish	Mileage	\$16.08	4350
135	Rochester Business Journal	Library materials	\$142.00	4050
136	Staples	Supplies, office	\$436.64	4570
137	W.B. Mason	Supplies, office	\$56.95	4570
Total			\$54,354.77	

July 17, 2024 voucher list

Fund	Fund total
4050	\$12,924.02
4251	\$37,602.02
4350	\$16.08
4380	\$5.15
4408	\$74.91
4570	\$493.59
4576	\$1,453.40
0005-2082	\$1,785.60
Grand Total	\$54,354.77

CHASE ACCOUNTS

JUNE 2024

NON-PUBLIC FUNDS MMDA ***9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
6/1/2024	Opening balance			\$27,052.26
6/4/2024	Payment to Katherine Lynch for Music & Movement Group 4/27/24 (2022 LIF purchase)		\$120.00	\$26,932.26
6/4/2024	Payment to Interpretetek for ASL interpretation for Owing Our History of Racial Covenants program 5/22/24 (2022 LIF purchase)		\$288.00	\$26,644.26
6/4/2024	Payment to Jennifer Case for writing workshop series 6/3 - 6/24/24 (2023-24 LIF purchase)		\$400.00	\$26,244.26
6/4/2024	Payment to Daniel Jones for You & YouTube presentation 6/25/24 (2023-24 LIF purchase)		\$110.00	\$26,134.26
6/4/2024	Payment to Cris Johnson for Great Reading Adventure program 6/28/24 (2023-24 LIF purchase)		\$350.00	\$25,784.26
6/6/2024	Donation from Summit FCU for summer reading programs	\$150.00		\$25,934.26
6/6/2024	Payment to Patricia Venable for knitting class 6/15/24 (2023-24 LIF purchase)		\$100.00	\$25,834.26
6/6/2024	Payment to Erin Wafer for teen & tween yoga class 6/10/24 (2022 LIF purchase)		\$90.00	\$25,744.26
6/28/2024	Interest	\$17.01		\$25,761.27

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
6/1/2024	Opening balance			\$6,881.71
6/28/2024	Interest	\$4.52		\$6,886.23

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
6/1/2024	Opening balance			\$1,441.86
6/28/2024	No transactions			\$1,441.86

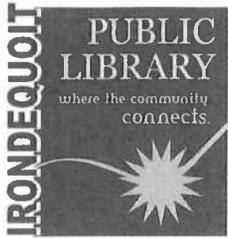
2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
6/1/2024	Opening balance			\$1,302.28
6/4/2024	Payment to Katherine Lynch for Music & Movement Group 4/27/24		\$120.00	\$1,182.28
6/4/2024	Payment to Interpretetek for ASL interpretation for Owing Our History of Racial Covenants program 5/22/24		\$288.00	\$894.28

6/6/2024	Payment to Erin Wafer for teen & tween yoga class 6/10/24	\$90.00	\$804.28
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2024 SPECIAL LIBRARY AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
6/1/2024	Opening balance			\$12,740.00
6/4/2024	Payment to Jennifer Case for writing workshop series 6/3 - 6/24/24		\$400.00	\$12,340.00
6/4/2024	Payment to Daniel Jones for You & YouTube presentation 6/25/24		\$110.00	\$12,230.00
6/4/2024	Payment to Cris Johnson for Great Reading Adventure program 6/28/24		\$350.00	\$11,880.00
6/6/2024	Payment to Patricia Venable for knitting class 6/15/24		\$100.00	\$11,780.00



Irondequoit Public Library

Director's Report

Wednesday, July 17, 2024

1. Irondequoit Public Library

Greentopia - Rochester Heroes Scavenger Hunt

The Irondequoit Public Library participating in a community wide scavenger hunt organized by Greentopia, a local nonprofit organization that creates and sustains urban green space.

Fourteen libraries in the Rochester area are hosting life-size cutout of famous Rochestarians. Irondequoit will be displaying figures of Red Jacket, Kitty Van Bortel, and Hiram Sibley. Each figure was created by a local artist and features art that represents aspects of the individual's life and contributions to the community.

People who find and visit all of the figures will be entered into a raffle to win prizes. After the scavenger hunt concludes, Greentopia will auction the pieces off as a fund raiser.

More information is available at: greentopia.org/famous-rochesterians-scavenger-hunt/

2024 Summer Reading Program

The streamlined 2024 summer reading program has launched. This the first year we are coordinating an all-ages summer reading program with the same rules and contests for each age group. The intention is to make it easier for every person in a family to participate and to keep track of their progress. The simpler format has also made it easier for the library staff to explain the rules to patrons. My hope is that these factors combine and lead to an increase in participation.

Ukraine - Irondequoit Cultural Exchange Program

The Irondequoit Public Library and Ukrainian Federal Credit Union are partnering to coordinate a cultural exchange program between students in Irondequoit and Dnipro, Ukraine.

I have met with representatives from UFCU and teachers in Dnipro to discuss preliminary ideas. The group members from Irondequoit are working towards engaging with the local school districts to find students who might be interested in participating.

Tentative ideas for activities and engagement between the students in both countries include a traditional penpal program, structured interactions using Zoom, and collaborative art or educational projects.

Sister Libraries - Update

The Sister Libraries team is redistributing the workload after Christy Simons stepped down to have more time to care for a family member. The team has prioritized having a successful community wide Hispanic Heritage Month festival on September 14th. After the festival concludes, the group will shift their focus to identifying fundraising opportunities to sustain the

efforts of the team. The team is particularly interested in raising funds to offset the cost of mailing donated books to Roma, TX.

Long Range Plan Update

An updated copy of the long range plan action item progress report has been included as a related document with the director report.

New Trustee OneDrive/Microsoft SharePoint

The transition to the town managed Trustee OneDrive/Microsoft SharePoint that will replace the Monroe County Library System managed OneDrive has been delayed due to an unexpected and critical software issue that demanded Kevin's immediate attention.

I reminded Kevin at the Technology Committee meeting on Friday, July 12th that we need to finish the transition, and he indicated that he will reprioritize working on this. Kevin needs to setup up irondequoit.gov email addresses for each of the Library Board members. This email address will be used to log into the cloud storage and can be used to send and receive emails if you choose. You are also welcome to use the email address that you currently use.

2. Town of Irondequoit

Town Hall Campus Masterplan & Camp Eastman Masterplan

The Town of Irondequoit had released mockups of the planned work that will take place on the town hall campus and at Camp Eastman. Pictures of the mockups are on display in the library's atrium and have been included as a related document with the director report.

3. Facilities Report

New York State Library Construction Grant - Children's Library Renovation

The youth services staff and I are working on completing the 2024 grant application for State Aid for Library Construction. The application is due to the Monroe County Library System at the beginning of September and then will be advanced to the New York State Department of Education, Division of Library Development for final approval in October.

If approved, this grant will fund the creation of a dedicated children's programming space inside the children's library. The project will include the construction of a small stage underneath the window facing Titus Avenue, changes to the lighting in the children's library, the addition of decorative and thematic elements throughout the programming space, and the construction of reading/sensory nooks adjacent to the stage. Shelving and the reference desk inside the children's library all also be rearranged to create more space.

Next week the youth services staff and I will meet with Erin Magee to walk through the elements that the Department of Public Works will be responsible for assisting with. She will also obtain material costs for the stage and quotes for the changes to the lighting in the children's library. The decorative and thematic elements will be obtained from Janice Davis Designs and will be based on a mockup that Sarah Knight is creating. The mockup will be shared with the Library Board and Foundation when it is completed next week.

The youth services staff and I are very excited about this project and believe that it will result in better use of the space in the children's library and ultimately lead to greater engagement and repeated attendance at story times and children's programs.

4. Monroe County Library System

Monroe County - Digital Equity Initiative

The Monroe County Library System has submitted a proposal for four million dollars to fund initiatives related to combating digital inequities in the greater Rochester area over the next two years. If approved, these funds will be used for a variety of initiatives, some of which will benefit our library users. Highlights include making internet access available to people who do not have it and technology education.

Monroe County Library System Cost Shares Infographic

The Monroe County Library System has created an infographic outlining how Irondequoit's \$76,332 cost share is applied to the library system budget.

5. Personnel Report

There are no personnel changes to report during the last month.

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. Camp Eastman and Town Hall Campus Master Plans
2. Long Range Plan Year #2 Update Spreadsheet
3. MCLS Cost Share Infographic

Irondequoit Public Library
Statistical Report to the Library Board
2024

Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Circulation		Maker's Lab Usage		Maker's Lab Circulation	
	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	1123	1,195	1,300	31,541	34,717	50	36	8	7
February	5,035	5548	15,490	15,325	83	74	1,035	1233	1,264	1,344	31,583	32,999	37	70	6	5
March	4,880	5435	16,186	15,862	86	84	1,475	1245	1,343	1,484	35,134	33,875	31	49	4	16
April	4,402	5432	18,240	18,309	99	80	1,391	1355	1,251	1,499	32,597	34,778	23	70	3	17
May	4,542	4801	15,237	14,176	108	95	1,645	1851	1,239	1,242	33,895	39,453	54	66	3	14
June	4,689	6797	16,057	13,839	94	93	1,951	2869	1,402	1,295	36,147	40,791	27	74	7	15
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	33,482	182,180	92,904	993	507	16,627	9,676	15,252	8,164	401,516	216,613	490	365	81	74
YTD Average	55,620	33,482	15,182	92,904	993	507	16,627	9,676	15,252	8,164	401,516	216,613	490	365	81	74

Related Documents



Camp Eastman Masterplan:

- Install new splash pad, remove old and install new sidewalks.
- Demo the existing restroom and build a new ADA restroom closer to splash pad.
- Minor upgrades to lodges, roof/decking/restrooms
- Build one new Cabin for rental then continue to demo and build new cabins and driveways as money is available.
- Install four new Pickleball Ball Courts
- Build new open-air Shelter pavilion.
- Build a new ADA restroom at the far soccer fields.
- Pave & stripe the parking lots at the soccer fields.
- Install new Arboretum.
- Install new Pinetum.
- Add parking adjacent to the pickleball courts.
- Reconfigure parking lot between lodges and restripe.
- Install new dumpster enclosures.
- Install new flagpole feature.



Town Hall Backyard Masterplan

- Develop Park grounds/grass lawn with sidewalks in front of Farmers Market
- Improve parking lots/curbs, plantings and install a bioretention area.
- Install power and light poles for food truck vender events.
- Install berm buffer/retaining wall and evergreen trees to buffer park area from police lot.
- Expand police lot and fencing.
- Build a new future amphitheater area in park area.
- Install including play structure within park area.
- Install future skate park and berm buffer and evergreen trees.
- Build and relocate police training facility.
- Build new future resource training programs in existing building behind library.
- Build new police kennel and Dog run.



Goal: IPL is central to the lives of community members, especially families.

ACTION STEPS	TIMING	OWNER/S	STATUS	NOTES
Strategy 1: Make the library experience better through improved Patron Services				
T1: Create training for staff on technical issues and/or have an on-call staff person to help	Determine Strategy: Winter 2023/2024 Conduct Training: Spring 2024	Technology Committee		
T2: Bring in training for staff from service providers (e.g. DMV) or social services	Fall 2023	Library Director & Assistant Directors	In Progress	
T3: Hold a resource fair for social services, RTS, and/or health & wellness	Spring 2024	Programming Librarians	In Progress	Webster PL recently held a successful disability services resource fair - might be a model to follow. Time table for May 2024.
T4: Create a flow chart for navigating specific services (e.g. DMV, Social Security)	Summer 2024	Library Director & Assistant Directors		Partner with social work graduate student to create documents/diagrams.
Strategy 2: Partnerships are developed to increase frequency of library usage				
T1: List all current partnerships and identify gaps & areas to expand	Fall 2023	Programming Librarians & John Scalzo	In Progress	Create shared document, maintain on an ongoing basis.
T2: Regularly identify projects and programs to share with community partners & funders	Fall 2023	Community Engagement Committee & Programming Staff	In Progress	Create shared document, maintain on an ongoing basis. Molly can act as point person for communicating developments between CEC and Library Board.
T3: Grow the student rep program to increase relationship with schools (ensure contact with more classrooms for summer reading programs)	Winter 2023/2024	Community Engagement Committee		Ownership will primarily fall to current existing student reps. and Sarah Y.
T4: Turn one-time event attendees to regular library users (e.g. provide enrollments/info during events [tablets, library cards] and track progress of enrollments from these events)	Identify Existing Relationships: Fall 2023 Develop/Implement Strategy: Winter 2023/2024	Programming Librarians & Synn Lymn	In Progress	Create shared document to record pre-existing relationships between staff/Board/volunteers and community organizations. Use RRLC document and process as template.
Strategy 3: Staff training & communication are focused on improving patron experiences and outcomes				
T1: Create a training manual to standardize the training process (job title-specific training processes; identify training and knowledge gaps; decision tree; communication improvements)	Winter 2023/2024	Supervisory Staff	In Progress	Manuals can be informed by HPL template survey. Research other libraries/NYLA template training manuals.
T2: Determine ways to improve, adapt, keep updated, and unify staff communication (for continuity of service)	Fall 2023	Technology Committee & Supervisory Staff	In Progress	Complete as a part of Microsoft 365 migration. Include best practices on communication norms (Example: we respond internal communications within X hours/days, external communications within X hours/days.)
T3: Identify gaps or areas for improvement that would benefit from increased staff training (internal surveys to find training opportunities)	Fall 2023	Circulation Supervisor & Reference Supervisor	Completed	Use HPL survey as template.
T4: Create new staff visions and values to reflect current employees and culture	Fall 2023	Library Director	Completed	Complete at upcoming staff training day
Strategy 4: Reduce the barrier of Fines & Fees to improve community engagement				
T1: Reduce print cost to actual cost	Research Completed: Spring 2024 Implement During 2025 Budget Process	Library Board & Director	In Progress	Working with Stephanie and Nora to investigate printing/copying cost reduction pilot program.
T2: Assess support among stakeholders for eliminating fines & fees	Spring 2024	Library Board & Director	In Progress	
T3: Determine which fines & fees would be most impactful to remove (e.g. there is push back at circ about hold fees)	Winter 2023/2024	LRP Goals Committee	Completed	
T4: Research other fine & fee models that are in use at other libraries	Winter 2023/2024	Circulation Team & LRP Goals Committee	Completed	Assess fines & fees at MCLS libraries and libraries across state and nation.
Strategy 5: Increase attendance and broaden the audience for Programming				
T1: Identify assessment tool for determining patron wants/needs for programming	Devise Assessment: Winter 2023/2024 Conduct Assessment: Spring 2024 Implement Changes in Summer 2024	Programming Librarians	Completed	Working with Amy Henderson, Sarah Knight, and Shawnda Urie to devise assessment tool/survey.
T2: Pilot new programs based on new collections (e.g. chess club) or new topics/events (e.g. coding, bingo/movie night)	Summer 2024	Programming Librarians	In Progress	Robotics programming for adults & teens
T3: Diversify the collection / library of things (e.g. board games, garden tools, toys)	Winter 2023/2024 through Spring 2024	Makers Lab Team & Youth Services Team	In Progress	Nintendo Switch - Purchased, Hand tools - Identifying funding source
T4: Offer tutoring or regents help at the library, potentially in partnership with schools or non-profits	Beginning Conversation w/ Community Partners: Winter 2023/2024	Youth Services Team & Community Engagement Committee		Ideal scenario is partnership with school(s), BOCES. Supplement with programmatic support (example: pizza party during finals study weeks)



Pays for

