

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of August 28, 2024

Call meeting to order: 6:33 pm.

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

Present via teleconference: Meaghan de Chateauvieux, trustee at large.

Guests: Greg Benoit, library director; Bonnie Arnold, Friends of IPL member; Patrick, library patron; Stephanie Schubmehl, library bookkeeper.

Approval of agenda: Approved.

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

Attendance: Next meeting rescheduled to Tuesday, September 24, due to multiple conflicts with original date.

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

Town board liaison report: None.

Foundation report: The Foundation has agreed to provide matching funds for the state library construction grant to renovate the children's library.

Friends report

- The Friends have been meeting regularly and are in the process of planning their fall craft fair fundraiser.
- Mary Tiballi Hoffman will be stepping down as president at the end of the year, but multiple candidates have applied to join the Friends board following their latest recruitment drive. Applications will be reviewed at the next Friends meeting.

Staff liaison report: No staff liaison at this meeting. The library is wrapping up a busy summer, with program attendance up from last year. Greg will share Synn Lymn McLaughlin's monthly report on meeting room usage.

Long-range plan check-in: The committee did not meet in August but will need to regroup and brainstorm action steps for 2025. An alternate facilitator may be available through MCLS.

Finance committee, vouchers, financial report

Financial report

- Revenue: The town has resumed issuing monthly expense and revenue control reports (included with this meeting's board packet). With about 58 percent of the year elapsed, the library has collected only 52.1 percent of anticipated fine revenue but 70.8 percent of anticipated miscellaneous income, with extra miscellaneous income more than making up for the shortfall in fines. The bookstore is on track for another record-setting year. Overall revenue collection is now at 98.3 percent of budget.
- Expenses: Overall spending is on track at about 56 percent of budget. The town's July expense control report shows spending at 44.7 percent for library materials, 38.3 percent for services and supplies, and 56.2 percent for salaries. There are still no expenditures posted to the maintenance chargeback line, making the services and supplies figure artificially low.

Vouchers

- Vouchers of note: #155, New York Library Association: organizational NYLA membership renewal; #160, Seedlings: additional Braille books for teen library.
- Motion to approve August 2024 voucher list for payment. Seconded. Motion carried.

Finance committee

- CollectionHQ
 - Greg drew the board's attention to an additional expense not included in the voucher list, a \$5,500 renewal invoice from Bridgeall Libraries covering the third and final year of the library's contract for CollectionHQ. CollectionHQ is a service that analyzes representation of marginalized groups in the library's collections and is used in creating Community Reflections book lists and displays. The amount could be covered using funds from the trustee account or from the library fund balance.
 - Susan noted that the town has made a commitment to DEI and that the fund balance would already need to be spent down if it rose too high. In the ensuing discussion, trustees reached a consensus that using the fund balance to cover this expense was the better option.
 - Motion to approve the transfer of \$5,500 from the library fund balance to the computer software licensing budget. Seconded. Motion carried.
- 2025 budget
 - Supervisor Evans has indicated that a top priority for 2025 is raising the town's entry-level wage to \$18/hour for part-time employees and \$20/hour for full-time employees. At the library, this would affect pages and two full-time clerks. The finance committee is calculating the cost of a proportional increase for other part-time employees, as raising pages' pay to \$18/hour with no other changes would leave them making more than library clerks, who have significantly more responsibility and are required to have a high school diploma, and almost as much as library assistants, who need a bachelor's degree.
 - In response to a question from Phil, Greg explained that the collective bargaining agreement specifies a 3 percent cost-of-living raise for represented employees in 2025

but that a larger raise for full-time clerks would not violate the terms of the agreement.

- Greg added that each town department has its own unique job titles and contractual obligations and will likely take its own approach. For the library, a two-year phased increase that addresses wage compression appears to be the best option.
- Susan noted that the fund balance is not intended to cover operating expenses and should not be drawn on for this initiative. Betty raised the possibility of paying for wage increases with new or existing ARPA funds, and Rachel asked whether the town was offering buyouts or early retirement. Greg indicated that it was not yet clear how much, if any, additional funding the town could offer and that any cuts would likely need to come out of the library materials budget.
- Further discussion to follow at the next finance committee meeting.

Organizational development committee

- Two librarians resigned earlier this month, one for a job in community outreach and one to return to teaching (see personnel report). As the Librarian I civil service list has expired, the library could either hire a candidate eligible to take the test on a provisional basis or reclassify the role as a librarian trainee, which would open it up to applicants in graduate school or who have their public librarian certificate but need qualifying experience for the civil service exam.
- Other staff have expressed interest in taking over Amy Henderson's writing and book discussion groups, and adult programming is planned out through the rest of the year. In the future, some programming responsibilities will be distributed among library assistants. Coverage has also been arranged for the media librarian's upcoming parental leave.
- As discussed at the previous meeting, the organizational development committee has resumed routine library policy reviews. Following a recent incident in which police were called to remove a disruptive patron, the policy chosen for review this month was the patron code of conduct. Greg noted that the code of conduct was last updated in 2017 and has the potential to generate controversy. At its next meeting, the committee will review revisions suggested by attorney Stephanie Cole Adams and pass on its recommendations to the board.
- Rachel praised library staff for their compassionate handling of the patron incident.

Community engagement committee

- The committee met twice in August. Sarah has contacted the principals at Bishop Kearney, Eastridge, and Irondequoit High School about student rep recruitment and will follow up as classes resume next week.
- Ukrainian Federal Credit Union has reached out to Greg about putting together a book featuring art and creative writing from students in Irondequoit and Ukraine. IHS will coordinate with any teachers interested in participating.
- Molly reported that the committee had discussed possible projects to keep student representatives engaged. One idea was compassion kits for people experiencing homelessness, with student reps taking the lead on coordinating donation boxes and assembling the kits.

- Sarah added that the student reps would also serve as liaisons to recruit more high school volunteers for the Friends and encouraged Bonnie to pass on any information about ways for students to support the fall craft fair.

Technology team

- Kevin LaBarr will obtain email logins for all trustees to access the board Sharepoint site and Microsoft Office products.
- The TV screen installed in room 216, which recently failed, was one of three purchased at the same time. Tariq Hudson is researching potential replacements.
- Bibliotheca dispatched a technician to repair the malfunctioning people counter, which left the library with no foot traffic measurements between 8/5 and 8/23. Statistics for this period will be estimated according to a predetermined formula, and the team is looking into backup options.

Director's report: See attached.

Review of meeting action items: Erin will compile questions from board members about entry-level wages.

Adjournment: Meeting adjourned at 7:41 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

IRONDEQUOIT PUBLIC LIBRARY
REVENUE

7/31/2024

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL YTD JUL 24	2024 BALANCE	2024 %
0	0005-1001	Property taxes	\$2,334,611	\$2,507,625	\$2,495,508	\$2,680,059	\$2,695,213	\$2,686,417	\$2,686,417	\$0	100.0%
0	0005-2080	Misc income (book sales, printing, faxing)	\$62,485	\$23,605	\$47,996	\$54,662	\$70,141	\$63,100	\$44,685	\$18,415	70.8%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$35,237	\$36,000	\$18,743	\$17,257	52.1%
0	0005-3889	State aid - oth culture & rec (Local Library Systems Aid)	\$15,734	\$12,263	\$16,860	\$16,142	\$14,642	\$14,600	\$1,593	\$13,007	10.9%
0	0005-2701	Refund prior year expenses	\$334	\$4,838	\$464	\$168		\$6,379	\$6,379	\$0	100.0%
Subtotal - revenue			\$2,576,001	\$2,655,615	\$2,660,497	\$2,794,750	\$2,817,690	\$2,806,496	\$2,757,817	\$48,679	98.3%

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL YTD JUL 24	2024 BALANCE	2024 %
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,181,141	\$663,424	\$517,717	56.2%
2		Equipment & capital	\$2,565	\$4,529	\$977	\$2,468	\$772	\$10,700	\$11,336	-\$636	105.9%
4	7410-4050	Library materials	\$178,336	\$169,598	\$175,369	\$171,848	\$179,859	\$180,294	\$80,567	\$99,727	44.7%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$406,649	\$396,279	\$129,592	\$266,687	32.7%
4		Contingency - contracted services	\$0	\$0	\$0	\$0	\$0	\$0		\$0	0.0%
6		Principal on debt	\$210,000	\$175,000	\$325,000	\$335,000	\$340,000	\$345,000	\$345,000	\$0	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	\$215,383	\$252,852	46.0%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,778,469	\$2,857,449	\$1,584,928	\$1,272,520	55.5%

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	\$3,709.60
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	\$25,873.86

CHASE ACCOUNTS

JULY 2024

NON-PUBLIC FUNDS MMDA *****9050

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
7/1/2024	Opening balance			\$25,761.27
7/1/2024	Payment to Brooklyn Robot Foundry Rochester for Adult Robotics Fun on 6/21/24 (2024 LIF purchase)		\$297.00	\$25,464.27
7/1/2024	Payment to Jennifer Kierecki for Yoga Storytime on 6/29/24 (2022 LIF purchase)		\$50.00	\$25,414.27
7/1/2024	Payment to Costume Specialists for costume rental for Storytime with Taco Dragon on 7/10/24 (2022 LIF purchase)		\$160.00	\$25,254.27
7/1/2024	Payment to Deborah Collier for memory wire bracelet class on 7/8/24 (2022 LIF purchase)		\$175.00	\$25,079.27
7/1/2024	Payment to Jardin Terrariums LLC for teen terrarium program on 7/9/24 (2022 LIF purchase)		\$225.00	\$24,854.27
7/1/2024	Payment to Kaitlyn Circelli for Mermaid Storytime on 7/12/24 (balance; deposit paid 4/23/24; 2022 LIF purchase)		\$95.00	\$24,759.27
7/17/2024	Payment to Irondequoit Public Library programming budget to reimburse purchase of Glowforge Premium subscription with town credit card (Gus Apai memorial donation)		\$239.00	\$24,520.27
7/17/2024	Payment to Kasim Wallace for Art & Storytime with Simmi on 6/29/24 (2024 LIF purchase)		\$220.00	\$24,300.27
7/17/2024	Payment to Erie Canal Museum for Basics of the Erie Canal lecture on 7/18/24 (2024 LIF purchase)		\$100.00	\$24,200.27
7/17/2024	Payment to Charlie & Checkers for Super Amy performance on 7/18/24 (2024 LIF purchase)		\$260.00	\$23,940.27
7/17/2024	Payment to Seneca Park Zoo Society for Impact of Invasives Zoomobile program on 7/19/24 (2024 LIF purchase)		\$150.00	\$23,790.27
7/17/2024	Payment to Michael Lasser for More American Songs presentation on 7/23/24 (2024 LIF purchase)		\$100.00	\$23,690.27
7/17/2024	Payment to Seneca Park Zoo Society for Animal Movements Zoomobile program on 7/26/24 (2024 LIF purchase)		\$125.00	\$23,565.27
7/17/2024	Payment to MindfulMatters585, LLC for Mindful Summer program series 7/8 - 7/29/24 (2024 LIF purchase)		\$600.00	\$22,965.27

7/17/2024	Payment to Daniel Jones for Video Chatting 101 on 7/30/24 (2024 LIF purchase)	\$110.00	\$22,855.27
7/22/2024	Payment to Brooklyn Robot Foundry Rochester for Bucking Bronco Robot program on 7/15/24 (2024 LIF purchase)	\$330.00	\$22,525.27
7/22/2024	Payment to Meredith Stockman-Broadbent for Mama Goose on the Loose on 7/17/24 (2024 LIF purchase)	\$200.00	\$22,325.27
7/22/2024	Payment to Katherine Lynch for Music & Movement Group 7/13/24 (2024 LIF purchase)	\$180.00	\$22,145.27
7/22/2024	Payment to Baker & Taylor for giveaway books for 8/13/24 author visit (2024 LIF purchase)	\$324.75	\$21,820.52
7/31/2024	Payment to Building Families First, Inc. for African drumming program on 8/7/24 (2024 LIF purchase)	\$300.00	\$21,520.52
7/31/2024	Payment to Elizabeth Bauld for Adventures in Food: Fun with Fusion on 8/5/24 (2024 LIF purchase)	\$175.00	\$21,345.52
7/31/2024	Payment to Defiant Monkey Improv for teen/tween improv program on 8/2/24 (2024 LIF purchase)	\$250.00	\$21,095.52
7/31/2024	Interest	\$15.95	\$21,111.47

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
7/1/2024	Opening balance			\$6,886.23
7/31/2024	Interest	\$4.68		\$6,890.91

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
7/1/2024	Opening balance			\$1,441.86
7/31/2024	No transactions			\$1,441.86

2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
7/1/2024	Opening balance			\$804.28
7/1/2024	Payment to Jennifer Kierecki for Yoga Storytime on 6/29/24	\$50.00		\$754.28
7/1/2024	Payment to Costume Specialists for costume rental for Storytime with Taco Dragon on 7/10/24	\$160.00		\$594.28
7/1/2024	Payment to Deborah Collier for memory wire bracelet class on 7/8/24	\$175.00		\$419.28

7/1/2024	Payment to Jardin Terrariums LLC for teen terrarium program on 7/9/24	\$225.00	\$194.28
7/1/2024	Payment to Kaitlyn Circelli for Mermaid Storytime on 7/12/24 (balance; deposit paid 4/23/24)	\$95.00	\$99.28

2024 SPECIAL LIBRARY AID/LEGISLATIVE INITIATIVE FUNDING

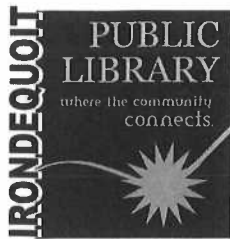
DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
7/1/2024	Opening balance			\$11,780.00
7/1/2024	Payment to Brooklyn Robot Foundry Rochester for Adult Robotics Fun on 6/21/24	\$297.00		\$11,483.00
7/17/2024	Payment to Kasim Wallace for Art & Storytime with Simmi on 6/29/24	\$220.00		\$11,263.00
7/17/2024	Payment to Erie Canal Museum for Basics of the Erie Canal lecture on 7/18/24	\$100.00		\$11,163.00
7/17/2024	Payment to Charlie & Checkers for Super Army performance on 7/18/24	\$260.00		\$10,903.00
7/17/2024	Payment to Seneca Park Zoo Society for Impact of Invasives Zoomobile program on 7/19/24	\$150.00		\$10,753.00
7/17/2024	Payment to Michael Lasser for More American Songs presentation on 7/23/24	\$100.00		\$10,653.00
7/17/2024	Payment to Seneca Park Zoo Society for Animal Movements Zoomobile program on 7/26/24	\$125.00		\$10,528.00
7/17/2024	Payment to MindfulMatters585, LLC for Mindful Summer program series 7/8 - 7/29/24	\$600.00		\$9,928.00
7/17/2024	Payment to Daniel Jones for Video Chatting 101 on 7/30/24	\$110.00		\$9,818.00
7/22/2024	Payment to Brooklyn Robot Foundry Rochester for Bucking Bronco Robot program on 7/15/24	\$330.00		\$9,488.00
7/22/2024	Payment to Meredith Stockman-Broadbent for Mama Goose on the Loose on 7/17/24	\$200.00		\$9,288.00
7/22/2024	Payment to Katherine Lynch for Music & Movement Group 7/13/24	\$180.00		\$9,108.00
7/22/2024	Payment to Baker & Taylor for giveaway books for 8/13/24 author visit	\$324.75		\$8,783.25
7/31/2024	Payment to Building Families First, Inc. for African drumming program on 8/7/24	\$300.00		\$8,483.25
7/31/2024	Payment to Elizabeth Bauld for Adventures in Food: Fun with Fusion on 8/5/24	\$175.00		\$8,308.25
7/31/2024	Payment to Defiant Monkey Improv for teen/tween improv program on 8/2/24	\$250.00		\$8,058.25

August 28, 2024 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
138	Alliance Entertainment	Library materials	\$355.38	4050
139	Amazon	Professional services, programming (supplies for Maker's Lab and fall Art Club programs)	\$192.19	4408
139	Amazon	Supplies, office	\$16.07	4570
139	Amazon	Library materials	\$153.77	4050
139	Amazon	Supplies, library processing	\$146.30	4576
139	Amazon	Supplies, other misc.	\$144.74	4650
140	Baker & Taylor	Library materials	\$7,304.98	4050
141	Baker & Taylor Entertainment	Library materials	\$1,726.86	4050
142	Barnes & Noble	Library materials	\$281.46	4050
143	Miguel Berrios	Reimbursement for lost & paid/found & returned book	\$10.99	0005-2082
144	Michael Anthony Camiolo	Reimbursement for lost & paid/found & returned book	\$21.99	0005-2082
145	Cengage Learning	Library materials	\$427.35	4050
146	Daily Record	Library materials	\$249.00	4050
147	Erie Canal Museum	Professional services, programming ("Erie Eats" presentation on 8/15/24)	\$100.00	4408
148	Amy Henderson	Mileage	\$5.36	4350
149	Amy Holland	Postage	\$5.85	4380
150	Ingram	Library materials	\$419.94	4050
151	Library Journal	Library materials	\$99.00	4050
152	Meetup	Computer software licensing	\$193.91	4090
153	Midwest Tape	Library materials	\$2,156.16	4050
154	Monroe County Library System	Out-of-county card payments	\$50.00	0005-2080
155	New York Library Association	Conference/training (organizational membership renewal)	\$780.00	4100
156	OverDrive	Library materials	\$2,011.31	4050
157	Nora Pelish	Mileage	\$4.02	4350
158	Penworthy	Library materials	\$513.48	4050
159	Playaway Products	Library materials	\$1,890.57	4050
160	Seedlings Braille Books for Children	Library materials	\$209.00	4050
161	Soho Imaging	Supplies, office	\$413.64	4570
162	Staples	Supplies, office	\$294.74	4570
163	W.B. Mason	Supplies, office	\$124.40	4570
164	Wegmans	Postage	\$146.00	4380
Total			\$20,448.46	

August 28, 2024 voucher list

Fund	Fund total
4050	\$17,798.26
4090	\$193.91
4100	\$780.00
4350	\$9.38
4380	\$151.85
4408	\$292.19
4570	\$848.85
4576	\$146.30
4650	\$144.74
0005-2080	\$50.00
0005-2082	\$32.98
Grand Total	\$20,448.46



Irondequoit Public Library

Director's Report

Wednesday, August 28, 2024

1. Irondequoit Public Library

2024 Indigenous People's Day & Native American Heritage Month

The Irondequoit Public Library and Town of Irondequoit are partnering on two programs, one that will recognize Indigenous People's Day, which falls on Monday, October 11th this year, and the other that will recognize Native American Heritage Month in November. Both events are being planned in partnership with Gloria Hunter, the Town of Irondequoit DEI coordinator.

On Thursday, October 10th the library will host a film screening and panel discussion featuring two Irondequoit filmmakers who are producing a documentary about two local families with indigenous roots. The event will include a screening of a portion of the documentary that is currently in production by the Our Voices Project. The Town of Irondequoit is also planning on hosting a flag raising ceremony with the filmmakers the next day. A Haudenosaunee flag will be raised on one of the flag poles in front of the town hall on the morning of Friday, October 11th.

For more information on the Our Voices Project, please visit ourvoicesproject.com.

The Irondequoit Public Library and Town of Irondequoit will also be partnering to coordinate an event with Ganondagan on Saturday, November 23rd. More details will be available when the program is finalized later this month or in September.

OACES

The Irondequoit Public Library has partnered with OACES to offer free English classes to adult students. The classes will help students will learn English through topics including healthcare, daily living, shopping, and others related to community and family life. Classes will be held at Irondequoit Public Library and begin on September 5th.

Rochester Genealogical Society

This month I spoke with the President of the Rochester Genealogical Society, Eric Vaughn, about forming a programmatic partnership similar to the partnership that the library has with the Irondequoit Historical Society, Rochester Parkinson's Network, Irondequoit Art Club, and other community groups. The partnership would enable the library to offer regularly reoccurring programs related to genealogy and family history research that would be co-promoted by both organizations. Eric Vaughn and I will discuss further steps in late September/early October after he reviews the proposed partnership with the Rochester Genealogical Society board.

The library has previously offered programs in partnership with the Rochester Genealogical Society on an occasional basis prior to Nancy Cowan's retirement in 2023. These programs were very popular with the community, particularly those who make use of the library's free access to Ancestry.com. Ancestry.com is the library's most popular online database despite the fact that it cannot be accessed remotely like most of our other databases.

The Rochester Genealogical Society is a 501(c)3 non-profit organization.

Personel Care Kits

The Irondequoit Public Library has been making personal care kits available for people to take. The kits contain hygiene products and snacks, and are intended for those facing economic hardship and homelessness. The library is making them available for anyone to take so as to not cause embarrassment to anyone who might benefit from one. The kits were made for the library by a local girl scout troop.

IPL Policy on Patron Behavior

On August 7th a library patron was barred for violating the *IPL Policy on Patron Behavior*. The initial incident, which resulted in the police being called, and subsequent barring were reviewed with the Executive Committee. Because the *IPL Policy on Patron Behavior* and barring procedure have not been revised since 2017, I reached out to attorney Stephanie Adams for advice on revising the policy and barring procedure, I specified that we are particularly interested in:

- removing language about behavior that is not legally enforceable
- revisions that offer greater protection to the library in the event that someone challenges a decision to bar a patron from the library
- any general thoughts you have on behavior policies, codes of conduct, and barring policies

I will have a revised draft of the *IPL Policy on Patron Behavior* that incorporates Adams' advice available at the next Organizational Development Committee meeting. This type of policy, along with materials selection and reevaluation policies are frequently challenged at public libraries across the country. As such, I feel that having the input from an attorney who is a public library expert is essential to both protect the library and the rights of our users.

A copy of the current *IPL Policy on Patron Behavior* has been included as an item of information.

National Hispanic Heritage Month

The Sister Libraries team is making final preparations for the National Hispanic Heritage Month celebration that we are planning in partnership with Irondequoit Rec. The event is set to take place at the Market Shed on Saturday, September 14th, and will feature a DJ, food trucks, vendor tables, storytelling, student artwork displays, and a performance by the Mambo Kings.

2. Town of Irondequoit

2025 Town of Irondequoit Budget

The Town of Irondequoit has provided department heads with the 2025 budget preparation instructions and spreadsheets. Town Supervisor Andrae Evans has indicated that a priority for the town in 2025 is to increase the entry level wage to \$18 for part-time and \$20 for full-time. Stephanie and I are working on a plan to bring the library's entry level wages to \$18 and \$20 and to address wages for other part-time job titles that would then be making less than the entry level position. These plans will be reviewed at a special Finance Committee meeting scheduled to take place on Thursday, August 29th.

New Maintenance Foreman

The Town of Irondequoit has hired a new Maintenance Foreman, Orlando Santos. Nora, Matt and I met with him on August 13th and reviewed projects and repairs that we would like to have addressed, and preferences for how and when we alert him to new maintenance requests. We were all very impressed with Orlando's professionalism and knowledge relating to building maintenance.

New Town Attorney

The Town of Irondequoit has a new attorney, Andrew Brown of BrownHutchinson. Andrew Brown was previously the Deputy County Attorney (1988 - 1994), and also formerly served as Rochester's Corporation Counsel and Chief Legal Officer, overseeing the City's legal affairs and its law department. Somewhat related to public libraries, he recently left the New York State Board of Regents after nine years.

3. Facilities Report

New York State Aid for Library Construction - Children's Library Renovation

The application for the 2024 State Aid for Library Construction grant was submitted to the Monroe County Library System on Thursday, August 15th. The application will be reviewed and vetted by an internal Monroe County Library System team made up of library directors who are not applying for grant funds this year. If our grant application is approved by the internal team, it will be sent to New York State for final approval. It is uncommon for New York State to reject an application outright after it is vetted by the local library system.

The total cost of the project is \$121,420, with \$60,710 coming from the New York State Aid for Library Construction grant and the other \$60,710 coming from the Irondequoit Public Library Foundation.

A copy of the grant application and associated documents has been included as an item of information along with the presentation to the Irondequoit Public Library Foundation on the children's library renovation.

The *Assurances* document must be signed by Rachel as Library Board President at the August meeting.

Security Gates & People Counter

The security gates by the main entrance began malfunctioning on August 5th and were inoperable until August 23rd, which was the first available date a repair technician from Bibliotheca could be on site to complete the repair. Because these gates also double as our door counter, an estimate for the foot traffic will be used to establish the door count between the August 5th - 23rd date range in the September statistical report.

4. Monroe County Library System

The Monroe County Library System Director Council did not meet in August. There are no major updates this month.

5. Personnel Report

A personnel report has been included with the Director Report.

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. *IPL Policy on Patron Behavior*
2. New York State Aid for Library Construction - Presentation to Irondequoit Public Library Foundation
3. New York State Aid for Library Construction - Grant Application

Irondequoit Public Library
Statistical Report to the Library Board
August 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	6,797	16,057	13,839	94	93	1,951	2,869	1,402	1,295	36,147	40,791	27	74	7	15
July	4,229	6,953	15,116	12,784	68	89	1,359	1,649	1,224	1,239	35,482	46,068	36	69	8	9
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	40,435	182,180	105,688	993	596	16,627	11,325	15,252	9,403	401,516	262,681	490	434	81	83
YTD Average	4,635	5,776	15,182	15,098	83	85	1,386	1,618	1,271	1,343	33,460	37,526	41	62	7	12

Related Documents

**Organizational Development Committee
August 2024 Employee Changes**

Amy Henderson

Resignation: Full-Time Librarian

Notes: After almost 14 years working at Irondequoit Public Library, Amy has decided to make a career change. Amy will be working in community outreach with Monroe County.

Amy's duties have been temporarily reassigned while a replacement is hired. Nora and Ginny will purchase books for the nonfiction collection, a responsibility that Amy previously shared with Shelley. Her adult programs have been planned through the end of the year. Matt will oversee any programs that are being run by an outside presenter, and any internally run programs like book discussion and writing groups will be conducted by a team of part-time Library Assistants.

Amy was well liked by all who worked with her and will be missed by many patrons and staff alike. Both Amy and Shelley indicated that they are interested in returning as substitute librarians or to run one-off library programs.

Amy's last day was Friday, August 9th.

Shelley Wade

Resignation: Part-Time Librarian

Notes: Shelley is leaving Irondequoit Public Library to return to her previous line of work which was teaching. Shelley's duties have been reassigned as described in the paragraph above.

Just like Amy, Shelley was well liked by everyone, patrons and staff alike.

Shelley's last day was Friday, August 9th.

POLICY ON PATRON BEHAVIOR IN THE IRONDEQUOIT PUBLIC LIBRARY

These guidelines are designed to promote the comfort and security of library patrons and staff, and to protect and preserve the physical collection and property of the library.

While on the library premises, patrons are expected to engage in activities consistent with the operation of a public library. The librarian on duty shall determine what constitutes behavior inconsistent with library operations regardless of gender, age or other social classification.

The following activities or conduct are inconsistent with the operation of the library and are prohibited:

1. The making of loud or distracting sounds or noises that annoy or inconvenience staff or other library users.
2. Sleeping.
3. Smoking or the use of tobacco products in any form. Also, the use of e-cigarettes or any other electronic or non-electronic smoking devices.
4. The making of gestures or motions (including staring) that annoy or inconvenience staff or other library users.
5. Running or jumping or skipping.
6. Defacing or mutilating library materials or property.
7. Possession of any alcoholic beverage or controlled substance.
8. Presence in the library while appearing to be intoxicated or impaired, whether from the use of alcohol, substances or both.
9. Behavior, including use of obscene or abusive language that annoys or alarms staff or library patrons.
10. Loitering; defined as lingering in an aimless way, singly or in groups, so as to impede or interfere with patrons' use of library facilities.
11. Entering the library without wearing a shirt and footwear.
12. Any illegal activities.

VIOLATION OF THESE RULES, AS DETERMINED BY THE LIBRARIAN ON DUTY, WILL RESULT IN EXPULSION FROM THE LIBRARY.

Adopted by the Board of Trustees of the Irondequoit Public library 2/19/87. Last amended 08/16/17.