

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of September 24, 2024

Call meeting to order: 6:36 pm.

Present: Rachel Snyder, president; Phil Harriman, vice president; Betty Brewer Johnson, treasurer; Erin Dougherty, secretary; Meaghan de Chateaufieux, trustee at large.

Present via teleconference: Susan Kramarsky, trustee at large.

Guests: Emily Baker, teen librarian (staff liaison); Greg Benoit, library director; Andraé Evans, town supervisor; Stephanie Schubmehl, library bookkeeper.

Absent: Michael Huntone and Sarah Yannello, trustees at large.

Thank you: This will be Phil's last board meeting before he relocates to Boston. Rachel thanked him for his dedication and presented a gift on behalf of the board.

Approval of agenda: Approved.

Approval of minutes: Minutes of August 28, 2024 approved.

Attendance: Next meeting October 16, 2024. Erin unable to attend; no other conflicts noted. She will follow up with Sarah and Michael.

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

Town board liaison report

- As the town moves into budget season, a top priority is to pay hourly staff something closer to a living wage while working with the financial situation inherited from the previous administration.
- Highlights of upcoming events include a Haudenosaunee flag raising for Indigenous Peoples' Day on October 11 and Trunk or Treat at the Community Center on October 25. Supervisor Evans will also be attending the October meeting of the Maywood Book Club to discuss a book about the Choctaw Nation.
- Work on one lodge at Camp Eastman will be completed this year, with a second to follow next year.
- Possible events coming in 2025 include a Dyngus Day celebration and a multiday art and music festival.
- A new town historian will be confirmed at the next town board meeting, creating an opportunity for closer ties with the library. Greg raised the idea of collaborating with the new historian to digitize their collection of archival photographs, noting that local grant funding is available.

- A meeting to gather public input on short-term rentals is scheduled for October 3.
- Senator Samra Brouk and Assemblymember Sarah Clark helped secure funding for Willow Domestic Violence Center and the Child Advocacy Center of Greater Rochester to establish a Family Justice Center in the former Irondequoit Mall site. Meaghan noted that proximity to the community center, Target, Aldi, and public transit make the location ideal and added that partnerships with additional agencies are being sought.

Student representative report

- No student reps for this meeting but Sarah continues to work on recruiting.
- Supervisor Evans offered to set up a meeting with Bishop Kearney's president, noting that the school wants to increase its involvement in the community. An upcoming town proclamation will recognize BK for its work with international students, and the town is working to ensure these students have access to the community center at resident rates. Greg offered to work with the school to ensure international students are able to register for library cards.

Foundation report: The Foundation has committed to providing matching funds for the state library construction grant to renovate the children's library. This will be the focus of a fundraising push planned for early in 2025. The Foundation is also seeking families and organizations interested in receiving recognition for larger contributions.

Friends report: The Friends are meeting tonight and moving ahead with preparations for a November craft fair. They will be handling the bulk of the setup and teardown this time around, ideally with assistance from student volunteers. The Memorandum of Understanding from the previous event will be updated with new dates.

Staff liaison report

- See director's report for monthly meeting room usage statistics.
- 264 children, 50 teens, and 64 adults participated in this year's summer reading program. Programming librarians are considering changes to increase participation in 2025.
- Attendance for other library programs has increased considerably, with 245 teens and tweens participating in July and August. Most popular were a series of robotics programs led by Brooklyn Robot Foundry, which allowed participants to build and take home a working robot. The library also hosted a successful visit from professional illustrator Will Perkins.
- Supervisor Evans noted that the town is in line to receive up to \$600,000 from the county for elder and youth programming and is seeking ideas for bringing people together. The board committed to brainstorming programming ideas, and Greg will add this to the agenda at the next staff meeting.
- In response to a question from Rachel, Emily indicated that patrons regularly use the cabinet of hygiene items in the teen library and that she had recently restocked it.

Long-range plan: The committee is seeking someone to facilitate brainstorming sessions and staff input on next year's goals.

Finance committee, vouchers, financial report

Financial report

- Revenue: The library has now collected 98.6 percent of budgeted revenue with about 66.7 percent of the year elapsed. In the two library-generated revenue categories, income from library charges is currently at 56.6 percent of budget, while miscellaneous income is already at 81.1 percent of budget. In the four-month period since autorenewal took effect (May – August) fine revenue has dropped about 27 percent compared with the same period last year. A decrease in fine revenue is built into the 2025 budget request.
- Expenses: As of August 31, the library has spent 63.9 percent of budget for salaries, 44.7 percent for library materials, 38.1 percent for services and supplies, and 60.1 percent overall. Expenditures have yet to be posted to the maintenance chargeback line, and spending on invoices approved at the August board meeting will be reflected in next month's report.

Vouchers

- Vouchers of note: #166, Law Office of Stephanie Adams: consultation on patron code of conduct; #172, Greg Benoit: reimbursement for sound system rental for Hispanic Heritage Festival.
- Motion to approve September 2024 voucher list for payment. Seconded. Motion carried.

Organizational development committee

- A copy of the Patron Code of Conduct incorporating proposed revisions from Stephanie Cole Adams was shared with the board. Trustees will vote on the revised policy at next month's meeting. Also included in the packet was a copy of the library's bulletin board policy; no revisions were recommended but Greg requested board input ahead of a vote next month.
- Susan added that the committee would prioritize review of finance policies at its next meeting.
- In response to a question from Susan, Greg indicated that applications are still coming in for the vacant full-time librarian position. Due to the expiration of the civil service list, anyone eligible to take the Librarian I exam can apply, which has expanded the applicant pool.
- The board is also seeking candidates to fill Laura Schiefer's and Phil's seats. Greg noted that he has brought up the vacancies to Supervisor Evans and town DEI coordinator Gloria Hunter. The ideal candidate would have a background in nonprofits, libraries, finance, and/or municipal budgets, as well as technology skills, and reflect the diversity of Irondequoit's population.
- See attached for list of proposed 2025 holidays and closings. Betty inquired about plans for recognizing Martin Luther King Day and Black History Month in 2025, pointing out that Irondequoit has a Black town supervisor for the first time in history. Rachel added that celebrations could incorporate local civil rights history. This will be discussed at the next Community Reflections meeting, and Greg indicated that he would follow up with Gloria.
- Motion to approve 2025 holidays and closed dates as written. Seconded. Motion carried.

Technology team

- The group discussed the 2025 library budget at its meeting last week, including the need to replace meeting room televisions. Going forward, the library will build anticipated technology replacement costs into its annual budget.
- The Nintendo Switch and other new circulating Maker's Lab equipment has arrived. The Maker's Lab team is researching policies and practices at other libraries that circulate high-value items. One option is to have borrowers sign a document acknowledging the price of the item and the possibility of their contact information being shared with a collection agency should they fail to return it.
- In response to a question from Betty, Greg indicated that the goal is to make Maker's Lab equipment accessible to everyone regardless of their financial means, and that asking borrowers for a deposit or credit card information could open the library up to liability.
- Susan inquired about obtaining insurance coverage for damage or theft of high-value equipment. The Maker's Lab team will follow up.

Director's report: See attached. It was noted that the date for the Rochester Game Festival should be September 28, not August 28.

Review of meeting action items

- Greg to send out dates for upcoming budget deadlines. Departmental budgets are due to the town comptroller October 7, and a town board workshop for the library budget will take place at 5:30 pm before the board meeting on October 16.
- Consider ideas for town youth and elder programming.

Adjournment: Meeting adjourned at 7:50 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Erin Dougherty

IRONDEQUOIT PUBLIC LIBRARY

8/31/2024

REVENUE

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL YTD AUG 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	\$51,165	\$11,935	81.1%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$35,237	\$36,000	\$20,362	\$15,638	56.6%
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	\$2,765,916	\$40,580	98.6%

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL YTD AUG 24	ENCUMBR ANCES	2024 BALANCE	2024 %
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,181,141	\$755,098		\$426,043	63.9%
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	\$140,819	\$10,170	\$245,290	38.1%
4		Contingency - contracted	\$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	\$235,988		\$232,247	50.4%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,778,469	\$2,857,449	\$1,708,433	\$10,170	\$1,138,846	60.1%

Cash receipts summary

8/31/2024

DESCRIPTION	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUN ACTUAL	JUL ACTUAL	AUG ACTUAL	SEP ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	YTD 2024
Fines (cash)	\$1,470.54	\$1,230.14	\$1,438.66	\$1,395.77	\$1,119.86	\$918.89	\$1,077.56	\$873.65					\$9,525.07
UMS/refunds			-\$72.98		-\$22.06		-\$1,758.60	-\$32.98					-\$1,886.62
Online fines							\$4,014.21						\$4,014.21
Fines (credit)	\$1,222.36	\$975.81	\$1,000.81	\$821.15	\$691.22	\$745.40	\$672.15	\$484.39					\$6,613.29
BFR (cash)	\$122.47	\$42.48	\$91.98	\$99.99	\$29.98	\$62.00	\$70.99	\$35.44					\$555.33
BFR (credit)	\$180.87	\$187.86	\$216.78	\$207.74	\$156.84	\$109.56	\$222.89	\$204.84					\$1,487.38
Book sale	\$3,684.83	\$3,805.82	\$4,233.62	\$3,751.75	\$3,450.44	\$3,237.80	\$3,709.60	\$3,349.27					\$29,223.13
Misc. (cash)	\$31.44	\$104.38	\$63.72	\$255.47	\$107.34	\$68.99	\$70.63	\$188.62					\$890.59
Misc. (credit)	\$19.55	\$25.07	\$112.20	\$39.50	\$118.25	\$10.00	\$101.00	\$29.64					\$455.21
Refund prior year					\$6,379.00								\$6,379.00
Copy/print/fax (cash)	\$1,467.80	\$1,152.00	\$1,997.72	\$1,536.40	\$1,282.64	\$1,480.60	\$1,288.26	\$1,592.90					\$11,798.32
Copy/print/fax (credit)	\$1,130.63	\$979.90	\$576.60	\$834.10	\$1,754.32	\$1,159.80	\$1,042.98	\$1,319.71					\$8,798.04
State aid/LLSA		\$1,593.00											\$1,593.00
Interfund transfer													
Total	\$9,330.49	\$10,096.46	\$9,659.11	\$8,941.87	\$15,067.83	\$7,793.04	\$10,511.67	\$8,045.48	\$0.00	\$0.00	\$0.00	\$0.00	\$79,445.95

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	\$3,349.27
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	\$29,223.13

CHASE ACCOUNTS

AUGUST 2024

NON-PUBLIC FUNDS MMDA *****9050

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
8/1/2024	Opening balance			\$21,111.47
8/2/2024	Payment to Deborah Collier for teen/tween rock painting class on 8/12/24 (LIF purchase)		\$175.00	\$20,936.47
8/15/2024	Donation from Book Ends Book Club for library programming	\$80.00		\$21,016.47
8/15/2024	Payment to Jennifer Kierecki for Yoga Storytime on 8/3/24 (LIF purchase)		\$50.00	\$20,966.47
8/15/2024	Payment to Erin Wafer for teen/tween yoga class on 8/21/24 (LIF purchase)		\$90.00	\$20,876.47
8/15/2024	Payment to Seneca Park Zoo Society for teen/tween Zoomobile program on 8/22/24 (LIF purchase)		\$125.00	\$20,751.47
8/15/2024	Payment to Seneca Park Zoo Society for children's Zoomobile program on 8/22/24 (LIF purchase)		\$125.00	\$20,626.47
8/15/2024	Payment to Kasia Pelepko for adult yoga series ending 8/23/24 (LIF purchase)		\$260.00	\$20,366.47
8/15/2024	Payment to Daniel Jones for "What Is the Cloud" on 8/27/24 (LIF purchase)		\$110.00	\$20,256.47
8/21/2024	Payment to Deluxe Business Systems for deposit tickets		\$105.19	\$20,151.28
8/22/2024	Payment to Will Perkins for supplies purchased for teen/tween drawing class on 8/13/24 (LIF purchase)		\$69.45	\$20,081.83
8/22/2024	Payment to Brooklyn Robot Foundry Rochester for teen/tween robotics program on 8/19/24 (LIF purchase)		\$320.00	\$19,761.83
8/30/2024	Donation from Cynthia Adams/Ruth Circle in honor of Amy Henderson	\$100.00		\$19,861.83
8/30/2024	Donation from Janet M. Adam in memory of Mary Ellen McCrossen	\$25.00		\$19,886.83
8/30/2024	Payment to High-Definition Genealogy LLC for digitization webinar on 9/17/24 (LIF purchase)		\$150.00	\$19,736.83
8/30/2024	Interest	\$13.85		\$19,750.68

PUBLIC FUNDS MMDA *****2587

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
8/1/2024	Opening balance			\$6,890.91
8/30/2024	Interest	\$4.68		\$6,895.59

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
8/1/2024	Opening balance			\$1,441.86
8/30/2024	No transactions			\$1,441.86

2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
8/1/2024	Opening balance			\$99.28
8/30/2024	No transactions			\$99.28

2024 SPECIAL LIBRARY AID/LEGISLATIVE INITIATIVE FUNDING

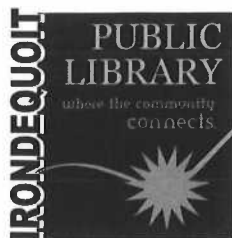
DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
8/1/2024	Opening balance			\$8,058.25
8/2/2024	Payment to Deborah Collier for teen/tween rock painting class on 8/12/24 (LIF purchase)		\$175.00	\$7,883.25
8/15/2024	Payment to Jennifer Kierecki for Yoga Storytime on 8/3/24 (LIF purchase)		\$50.00	\$7,833.25
8/15/2024	Payment to Erin Wafer for teen/tween yoga class on 8/21/24 (LIF purchase)		\$90.00	\$7,743.25
8/15/2024	Payment to Seneca Park Zoo Society for teen/tween Zoomobile program on 8/22/24 (LIF purchase)		\$125.00	\$7,618.25
8/15/2024	Payment to Seneca Park Zoo Society for children's Zoomobile program on 8/22/24 (LIF purchase)		\$125.00	\$7,493.25
8/15/2024	Payment to Kasia Pelepko for adult yoga series ending 8/23/24 (LIF purchase)		\$260.00	\$7,233.25
8/15/2024	Payment to Daniel Jones for "What Is the Cloud" on 8/27/24 (LIF purchase)		\$110.00	\$7,123.25
8/22/2024	Payment to Will Perkins for supplies purchased for teen/tween drawing class on 8/13/24 (LIF purchase)		\$69.45	\$7,053.80
8/22/2024	Payment to Brooklyn Robot Foundry Rochester for teen/tween robotics program on 8/19/24 (LIF purchase)		\$320.00	\$6,733.80
8/30/2024	Payment to High-Definition Genealogy LLC for digitization webinar on 9/17/24 (LIF purchase)		\$150.00	\$6,583.80

September 24, 2024 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
166	Law Office of Stephanie Adams, PLLC	Professional services, legal (consultation on patron code of conduct)	\$525.00	4415
167	Alliance Entertainment	Library materials	\$501.53	4050
168	Amazon	Supplies, office	\$201.48	4570
168	Amazon	Professional services, programming (Maker's Lab supplies)	\$95.88	4408
168	Amazon	Library materials	\$43.66	4050
169	Baker & Taylor	Library materials	\$7,747.92	4050
170	Baker & Taylor Entertainment	Library materials	\$1,231.87	4050
171	Barnes & Noble	Library materials	\$403.39	4050
172	Greg Benoit	Miscellaneous expenses	\$277.00	4360
173	Michael Callari	Library materials	\$16.04	4050
174	Cengage Learning	Library materials	\$198.68	4050
175	Daily Record	Library materials	\$249.00	4050
176	Demco	Supplies, library processing	\$106.36	4576
177	Ingram	Library materials	\$289.94	4050
178	Investor's Business Daily	Library materials	\$260.00	4050
179	Kirkus	Library materials	\$179.00	4050
180	Midwest Tape LLC	Library materials	\$1,998.77	4050
181	OverDrive	Library materials	\$1,168.89	4050
182	Penworthy	Library materials	\$265.53	4050
183	Playaway Products	Library materials	\$2,094.62	4050
184	Marie Poinan	Professional services, programming (Historical Society lecture on 9/5/24)	\$60.00	4408
185	Staples	Supplies, office	\$423.49	4570
186	W.B. Mason	Supplies, office	\$81.64	4570
Total			\$18,419.69	

September 24, 2024 voucher list

Fund	Fund total
4050	\$16,648.84
4360	\$277.00
4408	\$155.88
4415	\$525.00
4570	\$706.61
4576	\$106.36
Grand Total	\$18,419.69



Irondequoit Public Library

Director's Report

Wednesday, August 28, 2024

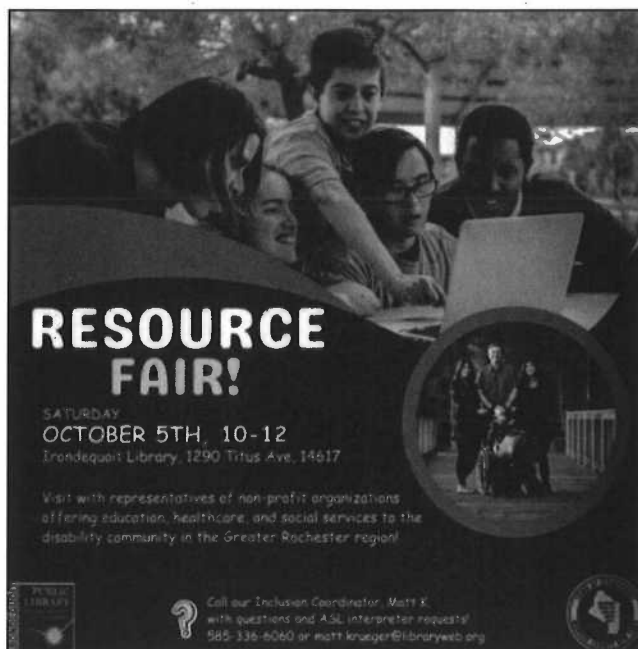
1. Irondequoit Public Library

Resource Fair

The Irondequoit Public Library will be hosting a disability and social services resource fair on Saturday, October 5. This event is being coordinated as part of our long range plan, but we anticipate coordinating one annually, even after the focus of the long range plan shifts to other matters.

Some of the confirmed organizations include:

- Person Centered Services
- Al Sigl Community of Agencies
- Rochester Accessible Adventures
- Prime Care Coordination
- NYS Office of People With Developmental Disabilities
- NYS Justice Center for the Protection of People with Special Needs
- MidWest Family & Community Engagement Center
- CUNY School of Public Health



Documentary Screening & Panel Discussion: *This is My Grandmother*

The Irondequoit Public Library is working with Gloria Hunter, and two Irondequoit filmmakers to coordinate a viewing of the yet-to-be-completed documentary *This is My Grandmother: Bev & Carol* on Thursday, October 10 in recognition of Indigenous Peoples' Day, which falls on October 14 this year.

This is My Grandmother: Bev & Carol chronicles the stories of two Indigenous families, one from the Oneida Nation of Wisconsin and one from the Tuscarora Nation. These stories, told across three generations, cover growing up both on and outside of the reservation; traditions and cultural norms; and the lack of Indigenous history in classrooms.

A panel discussion immediately following the film will feature educators Catherine Shutt, Oneida Nation of Wisconsin, and Trish Corcoran, Tonawanda Onödwága, Bear Clan, who will share approaches to teaching Indigenous history and culture. Attendees will also learn how they can support Indigenous educators and creatives as guests from the Indigenous Peoples Day Committee and Native Made Market will be available.

Teen Tech Tutors - Recruiting Volunteers

Emily Baker is recruiting additional teen volunteers to assist with our popular Teen Tech Tutor program. If you know any teens who are tech savvy and looking to give back to their community, please refer them to Emily!

This program enables library patrons to receive one-on-one, Apple Genius Bar style tech support on a walk-in basis. While library patrons are able to receive technology assistance at the reference desk anytime the library is open, Teen Tech Tutors caters to people who need more time than would otherwise be feasible to provide doing a typical reference desk transaction. This program also helps teens who must participate in volunteer work for school and scouting organizations.



Community Reflections - Updated Booklists

As a part of Community Reflections, our ongoing DEI initiative to better promote library materials by authors from diverse backgrounds, Sarah Knight has revamped our booklist brochure template to be more colorful and engaging. A copy of the revised brochure is available as an item of information in this Board packet.

2024 Rochester Game Festival

The Irondequoit Library, RIT MAGIC, and ROC Game Dev will once again be hosting the Rochester Game Festival at RIT's MAGIC Spell Studios building on Saturday, August 28.

Andrew Borman, the Director of Digital Preservation at The Strong Museum of Play, will kick things off at 11:00 AM with a talk all about game preservation. New and upcoming projects from more than 40 exhibitors from across New York State will be on display on the show floor from 12:00 PM until 5:00 PM. A Cosplay Contest for kids is also happening at 1:00 PM and The Petite Poutine food truck will be onsite from 11:30 AM to 3:30 PM.

Thank you to John Scalzo for coordinating Irondequoit Public Library's involvement with this annual event. More information is available at: www.rocgamefest.com.

2025 Proposed Holiday Closings

A list of proposed closing dates for 2025 has been included as an item of information with the Board packet. These include the typical Federal and Town holidays, closing dates stipulated in the collective bargaining agreement, and staff training days.

IPL Policy on Patron Behavior — Policy Updates from Stephanie Adams

At the August 2024 Library Board meeting the topic of the *IPL Policy on Patron Behavior* was discussed in light of a recent incident involving the police. Because this policy is one of the few that could be challenged in court, there was interest in receiving guidance on revisions from attorney Stephanie Adams.

A copy of the revised policy has been included with the Board packet, and was discussed at the September 2024 Organizational Development Committee meeting. There are a significant number of changes, and are all related to one or more of the following:

- 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
- general thoughts from Stephanie Adams on behavior policies, codes of conduct, and barring policies

Any additional revisions and edits to the policy that Trustees would like to see should be discussed at the September Library Board meeting so that it can be voted on at the October Library Board meeting.

IPL Bulletin Board Brochures - Display Policy — Policy Review

A copy of the *IPL Bulletin Board Brochures - Display Policy* has been included for review. The Organizational Development Committee seeks to review at least one policy per month in order to keep them fresh in our minds. There are no changes being recommended at this time.

National Hispanic Heritage Month

The Sister Libraries team hosted a moderately successful Hispanic Heritage Month Festival on Saturday, September 14. While turn out was a little lackluster, everyone who attended the event had a great time.

The Sister Libraries team met last week to discuss what efforts relating to the festival worked and what fell short. The group also discussed ways to simplify and reenergize after the departure of founding member Christy Simmons.

Town of Irondequoit Managed OneDrive

The town managed OneDrive/Share Point is ready for the Library Board to begin using. I will help people login for the first time after the meeting in September. Please bring your smartphone with you as you will need it to setup the two factor authentication that the town requires for logins.

2. Town of Irondequoit

2025 Town of Irondequoit Budget

The Finance Committee met with Supervisor Andrae Evans and Comptroller Diana Marsh on Thursday, September 19 to discuss the 2025 library budget. The Town of Irondequoit has proposed wages and salaries budget that is \$10,000 less than the preliminary request made by the library. That being said, I feel that the meeting was a success, and that the personnel budget proposed by the town can support a generous wage increase for part-time employees.

The town's tax levy is increasing by only \$100,000, which has to account for all cost increases in all town departments. This represents about a 0.5% increase over the 2024 tax levy. The town is proposing a 3.3% increase in the wages and salaries budget line and a 1.4% increase to the library's total budget.

I am working with Stephanie Schubmehl on the morning of the Library Board meeting to reconcile our budget request with the town's proposal. I hope to have a revised draft budget that takes into account the town's proposal for the Library Board to review.

New Town Attorney

The Organizational Development Committee discussed how to introduce the library to the new town attorney at the September meeting. A introductory email to him is still forthcoming.

AARP Tax Preparation

The Irondequoit Public Library and Town of Irondequoit will be partnering with the AARP again in 2025 to host free tax preparation in the library's meeting rooms.

3. Facilities Report

Security Gates & People Counter

The security gates and people counter by the main entrance stopped functioning on August 5th and were inoperable until August 23rd. This month's library visits statistic includes an estimation base don the ration of foot traffic to library materials circulation for the timeframe the security gates and people counter we inoperable.

In 2024 monthly foot traffic is an average of 39.7% of that month's circulation. The estimate for foot traffic between August 5th - August 23rd is based on this percentage.

4. Monroe County Library System

MCLS DOU

The Library Board approved the 2025 DOU with the Monroe County Library System at the June meeting. A copy of the DOU needs to be signed at the September and sent to the Monroe County Library System. A blank copy will be available for Phil to sign.

5. Personnel Report

There have been no personnel changes in the last month.

John Scalzo has stared his parental leave. Margaret Scalzo was born on September 20, 2024.

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 (Revised).pdf*
2. *IPL Bulletin Board Brochures - Display Policy.pdf*
3. *2025 Proposed Holidays and Closings.pdf*
4. *Community Reflections - Booklist.pdf*
5. *IPL Sales Tax Jun - Aug 24.pdf*
6. *Meeting Room Report 8 August 2024.pdf*

Irondequoit Public Library
Statistical Report to the Library Board
September 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	6,522	17,034	14,500	78	76	1,111	1,126	1,450	1,284	38,214	45,250	23	59	7	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	46,957	182,180	120,188	993	672	16,627	12,451	15,252	10,687	401,516	307,931	490	493	81	90
YTD Average	4,635	5,870	15,182	15,024	83	84	1,386	1,556	1,271	1,336	33,460	38,491	41	62	7	11

Note: August figure is an estimation. Door counter was inoperable Aug. 5 - 23. Estimation based on the following formula: Percent change = (August 2023 - July 2023)/July 2023 = (17,034 - 15,116)/15,116 = 0.1269
August 2024 Library Visits estimate = (July 2024 x Percent change estimated above) + July 2024 = (12,784 x 0.1269) + 12,784 = 14,406 rounded up to 14,500

Items of Information

IPL Policy on Patron Behavior (Revised).pdf

IRONDEQUOIT PUBLIC LIBRARY
CODE OF CONDUCT & ENFORCEMENT

A. CODE OF CONDUCT

To ensure unimpeded access and a respectful experience for all, the library requires patrons, visitors, and all others on the premises to conduct themselves as follows:

To not harass, threaten, abuse, attempt to intimidate, or bully any person at the library, including library employees and trustees.

To not damage library property.

To not cause any condition that could result in injury to another; this includes but is not limited to throwing things, leaving tripping hazards, running/jumping.

To limit the volume of activities so as to not disturb others (except at the café, periodicals section, study rooms, and meeting rooms, where conversations and communication are encouraged).

Because a loss of consciousness must be regarded as an emergency medical event, do not sleep in the library [NOTE: if you have a medical condition that causes inadvertent sleep, please let the library know, so we can offer an accommodation and be respectful of your needs].

To not bring any item or substance that is illegal into the library.

To not bring any firearm into the library [exceptions are local, state, tribal, and federal law enforcement who are on duty].

We work hard to keep the library floor clean and free of debris, but for risk management, shoes must be worn at all times.

It is expected that all people will abide by all applicable local, state, and federal laws while on the premises and using library services and/or attending library programs.

B. ENFORCEMENT

The library is committed to due process for any person facing loss of library privileges due to a violation of the Code of Conduct.

"Due process" affords you the right to be notified of any violation, the right to respond to it, and the right to appeal any loss of access or library privileges due to a finding of responsibility.

Due process has different steps. They are:

First Step: Verbal Warning

When behavior does not pose an immediate risk to safety or a violation of another's civil rights (i.e. illegal discrimination and harassment), and a person has not been injured nor property

been damaged, a person will be **verbally warned** prior to the library taking any further action under this Code.

For example, if a person is being loud in a quiet area, they will be warned. If, however, a person threatens or harasses another person, the library may skip any verbal warning.

Alternate First Step: Immediate Interim Action

When behavior DOES pose an immediate risk to safety, or a violation of another's civil rights (i.e. illegal discrimination and harassment), or a person has been injured or property has been damaged, a library staff member may take immediate interim action to reduce the risk of harm.

For example, if a person is making physical threats, they will be asked to leave and law enforcement may be called. As another example, if reckless behavior leads to property damage, the perpetrator(s) will be asked to leave and law enforcement may be called.

Second Step: Formal Action

If the library believes that the orderly operation of the library requires further action and/or a sanction, the library will take formal action as follows:

Cardholders and visitors will be notified of accusations and sanctions and are provided thirty days to appeal to the director.

Volunteers, trustees, and contractors will be dealt with per a separate applicable policy.

For people whose identity, status and/or contact information are not known to the library, the library will have the option to bar them from the premises until such information is learned.

Sanctions

Sanctions will be determined by the director and, when appealed, will be reconsidered by the board.

Sanctions may include any combination of:

- Letter of apology
- Restorative process
- Time barred from the physical site of the library
- Time barred from all library use (on site and remote)
- Permanent loss of privileges and/or access
- Restitution for damages

The library also reserves the right to take all other appropriate civil action and to report to law enforcement and regulatory agencies when addressing damaging and hurtful behaviors.

Notice

For cardholders of the Irondequoit Public library and/or the Monroe County library System, the library will mail and/or email a written notice to the address provided when they signed up for a

library card. The notice will include the date and time of the violation, the sanction, the ability to submit a defense, and the ability to appeal any loss of library access or privileges to the board.

For patrons, the library will send a written notice to a known street address, e-mail address, or cellular phone number. The notice will include the date and time of the violation, the sanction, the ability to submit a defense, and the ability to appeal loss of access to the board.

For all others, the matter will be addressed per the relevant bylaw, contract, or policy.

Adopted: 2/19/87

Amended: 08/16/17

Revised: 10/16/24

IPL Bulletin Board Brochures - Display Policy.pdf

Irondequoit Public Library Bulletin Board, Brochure and Public Display Policy

The Irondequoit Public Library maintains bulletin boards and brochure racks, as space permits, for the passive distribution of information related to the Library and the community with an emphasis on public service organizations and charities, as well as educational and cultural activities.

Materials which will not be displayed include those containing: personal requests; commercial advertisements of products or services; the promotion of a specific political party, candidate or position; any material not consistent with the operation of a public library; information about any religious, corporate or non-profit organizations that do not fit the criteria above.

All materials for display must be submitted to the Library for approval and display by Library staff. Confirmation of availability of space and approval for display will be made by the Library as soon as is practical. The Library reserves the right to determine the appropriate location, size and number of any displayed items as well as the length of time any items are displayed. Any displayed material that has not been approved will be removed and recycled. The library is not responsible for the return of any items submitted for distribution or display.

Display of material does not imply Library consent or endorsement of events or organizations. The Library does not accept responsibility for the accuracy of any information displayed on bulletin boards or brochure racks. The Library assumes no responsibility for preservation, protection, damage or theft of any item submitted.

Grievances regarding the application of the above policy may be made to the Library Director or Library Board of Trustees.

Approved by Library Board May 2009.

2025 Proposed Holidays and Closings.pdf

Irondequoit Public Library
2025 Holidays and Closings

Paid Holidays

Wednesday January 1, 2025
Monday January 20, 2025
Monday May 26, 2025
Thursday June 19, 2025
Thursday July 3, 2025
Friday July 4, 2025
Monday September 1, 2025
Thursday November 27, 2025
Friday November 28, 2025
Wednesday December 24, 2025
Thursday December 25, 2025

Unpaid Closed Days

Winterfest TBA, 2025
Saturday April 19, 2025
Sunday April 20, 2025
Saturday May 24, 2025
Sunday May 25, 2025
Saturday August 30, 2025
All Sundays in July and August

Staff Training Delayed Openings

The library opens at 12:00 on the first
Friday of each month

Early Closings

Wednesday November 26, 2025 (Close at
5:00 PM)
Wednesday December 31, 2025 (Close at
5:00 PM)

Community Reflections - Booklist.pdf

DISABILITY AND NEURODIVERSITY FICTION



**Soul Jar : thirty-one
fantastical tales by
disabled authors**
edited by Annie Carl

NEW OVERSIZE PB FANTASY
SOU

Too often, science fiction and fantasy stories erase--or cure--characters with disabilities. Soul Jar, edited by author and bookstore owner Annie Carl, features thirty-one stories by disabled authors, imagining such wonders as a shapeshifter on a first date, skin that sprouts orchid buds, and a cereal-box demon. This thrillingly peculiar collection sparkles with humor, heart, and insight, all within the context of disability representation.



All the Little Bird-Hearts
by Viktoria Lloyd-Barlow

OVERSIZE PB FICTION LLO

Sunday Forrester lives with her sixteen-year-old daughter, Dolly, in the house she grew up in. She does things more carefully than most people. On quiet days, she must eat only white foods. Her etiquette handbook guides her through confusing social situations, and to escape, she turns to her treasury of Sicilian folklore.

The one thing very much out of her control is clever headstrong Dolly, now on the cusp of leaving home.



Godkiller: A Novel
by Hannah Kaner

OVERSIZE PB FANTASY KAN

Enter a land where all gods have been banned, and one young woman is paid to kill those who still hide in the shadows--the explosive #1 internationally bestselling fantasy debut in a new trilogy for fans of The Witcher and American Gods.

You are not welcome here, godkiller.

As a child, Kissen saw her family murdered at the whim of a fire god. Now, Kissen makes a living killing gods, and she enjoys it.

IRONDEQUOIT PUBLIC LIBRARY



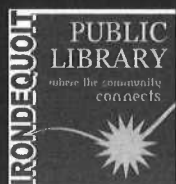
1290 Titus Ave
Rochester, NY 14617

CALL: (585) 336-6060

EMAIL: irondequoit@libraryweb.org

Hours

Monday: 10AM - 9PM
Tuesday: 10AM - 9PM
Wednesday: 10AM - 9PM
Thursday: 10AM - 9PM
Friday: 10AM - 6PM
Saturday: 10AM - 5PM
Sunday: 1PM - 4PM



The Irondequoit Public Library is committed to creating inclusive and accessible events. To request a reasonable accommodation or discuss your needs, please contact one of our Inclusion Coordinators or call the library at 585-336-6060.

COMMUNITY REFLECTIONS

Disability and Neurodiversity Fiction



DISABILITY AND NEURODIVERSITY FICTION



The Heaven & Earth Grocery Store by James McBride

FICTION MCB

From James McBride, author of the bestselling *Deacon King Kong* and the National Book Award-winning *The Good Lord Bird*, a novel about small-town secrets and the people who keep them.

In 1972, when workers in Pottstown, Pennsylvania, were digging the foundations for a new development, the last thing they expected to find was a skeleton at the bottom of a well.



Fortune Favors the Dead by Stephen Spotswood

MYSTERY SPO

It's 1942 and Willowjean "Will" Parker is a scrappy circus runaway whose knife-throwing skills have just saved the life of New York's best, and most unorthodox, private investigator, Lillian Pentecost. When the dapper detective summons Will a few days later, she doesn't expect to be offered a life-changing proposition.

Lillian's multiple sclerosis means she can't keep up with her old case load alone, so she wants to hire Will to be her right-hand woman. In return, Will is to receive a salary, room and board, and training in Lillian's very particular art of investigation.



Honey Girl: A Novel by Morgan Rogers

OVERSIZE PB FICTION ROG

A refreshingly timely and relatable debut novel about a young woman whose life plans fall apart when she meets her wife.

With her newly completed PhD in astronomy in hand, twenty-eight-year-old Grace Porter goes on a girls' trip to Vegas to celebrate. She's a straight A, work-through

-the-summer certified high achiever. She is not the kind of person who goes to Vegas and gets drunkenly married to a woman whose name she doesn't know...until she does exactly that.



Girl Gone Viral: a novel by Alisha Rai

FICTION RAI

One minute, Katrina King's enjoying an innocent conversation with a random guy at a coffee shop; the next, a stranger has live-tweeted the entire encounter with a romantic meet-cute spin and #CafeBae has the world swooning. Going viral isn't easy for anyone, but Katrina has painstakingly built a private world for herself, far from her traumatic past.

Besides, everyone has it all wrong...that #CafeBae bro? He isn't the man she's hungry for.



The Bride Test by Helen Hoang

OVERSIZE PB FICTION HOA

Khai Diep has no feelings. Well, he feels irritation when people move his things or contentment when ledgers balance down to the penny, but not big, important emotions—like grief. And love. He thinks he's defective. His family knows better—that his autism means he just processes emotions differently.

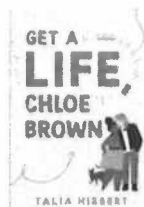
When he steadfastly avoids relationships, his mother takes matters into her own hands and returns to Vietnam to find him the perfect bride.



Tomorrow, and Tomorrow, and Tomorrow by Gabrielle Zevin

FICTION ZEV

In this exhilarating novel by the best-selling author of *The Storied Life of A. J. Fikry* two friends—often in love, but never lovers—come together as creative partners in the world of video game design, where success brings them fame, joy, tragedy, duplicity, and, ultimately, a kind of immortality.



Get a life, Chloe Brown by Talia Hibbert

FICTION MCB

Talia Hibbert, one of contemporary romance's brightest new stars, delivers a witty, hilarious romantic comedy about a woman who's tired of being "boring" and recruits her mysterious, sexy neighbor to help her experience new things—perfect for fans of Sally Thorne, Jasmine Guillory, and Helen Hoang!

Chloe Brown is a chronically ill computer geek with a goal, a plan, and a list. After almost—but not quite—dying, she's come up with seven directives to help her "Get a Life," and she's already completed the first: finally moving out of her glamorous family's mansion.



True Biz: a novel by Sara Novic

FICTION NOV

True biz [ad]/exclamation; American Sign Language; really, seriously, definitely, real-talk

True biz? The students at the River Valley School for the Deaf just want to hook up, pass their history finals, and have politicians, doctors, and their parents stop telling them what to do with their bodies.

This is a story of sign language and lip-reading, disability and civil rights, isolation and injustice, first love and loss, and, above all, great persistence, daring, and joy. Absorbing and assured, idiosyncratic and relatable, this is an unforgettable journey into the Deaf community and a universal celebration of human connection.



Greek Lessons by Kang Han

FICTION HAN

"Now and then, language would thrust its way into her sleep like a skewer through meat, startling her awake several times a night..."

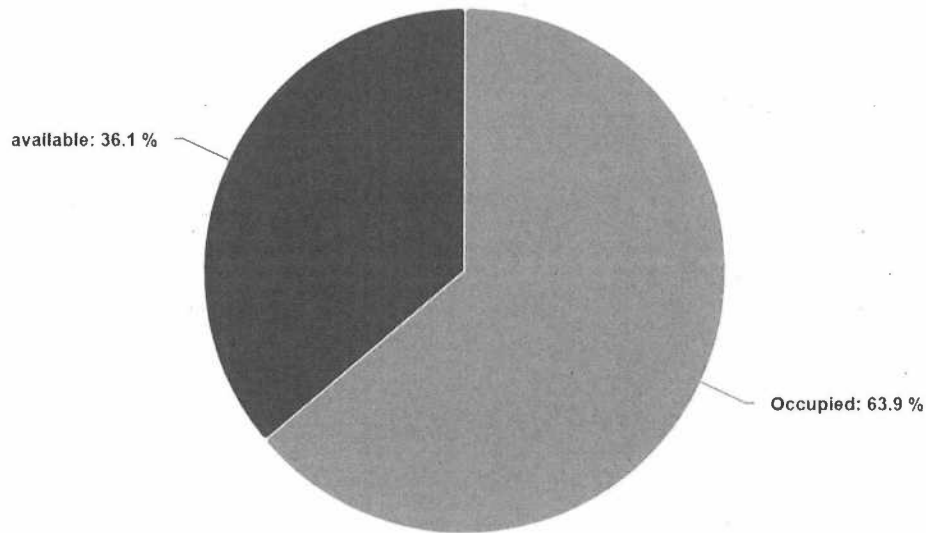
In a classroom in Seoul, a young woman watches her Greek language teacher at the blackboard. She tries to speak but has lost her voice. Her teacher finds himself drawn to the silent woman, for day by day he is losing his sight.

Meeting Room Report 8 August 2024.pdf

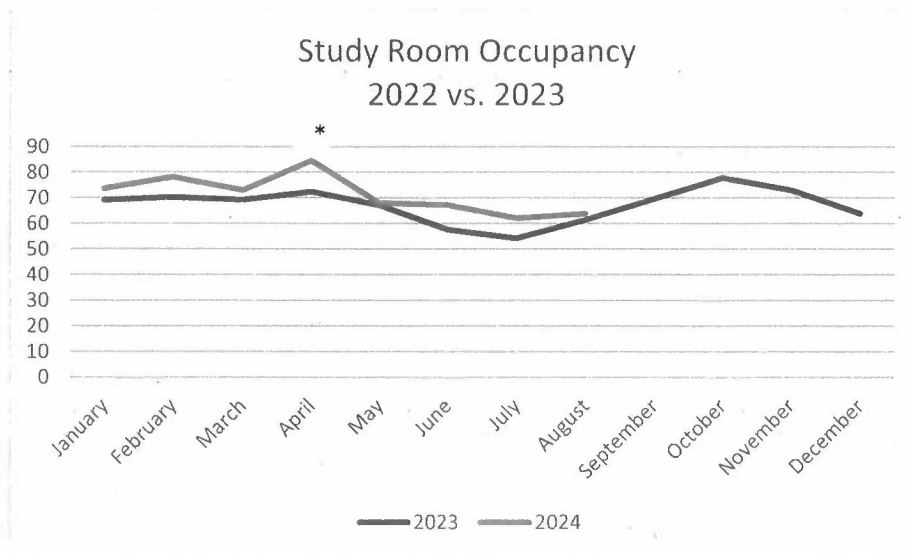
Meeting and Study Room Reservations August 2024

Study Rooms (Second Floor)

Aggregate Occupancy Ratio
Thursday, August 1, 2024 - Saturday, August 31, 2024



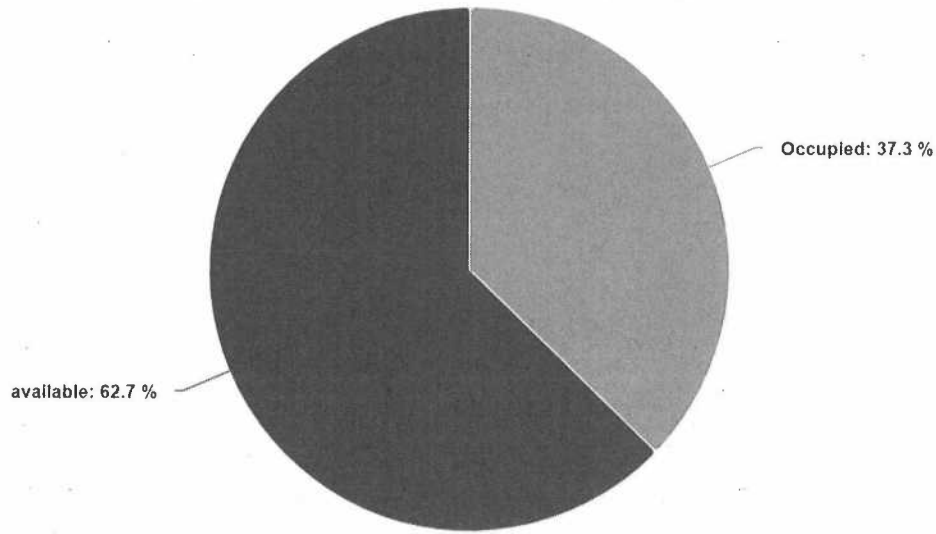
Average Booking Duration for August 2 hrs. 5 mins.
Number of Bookings 564



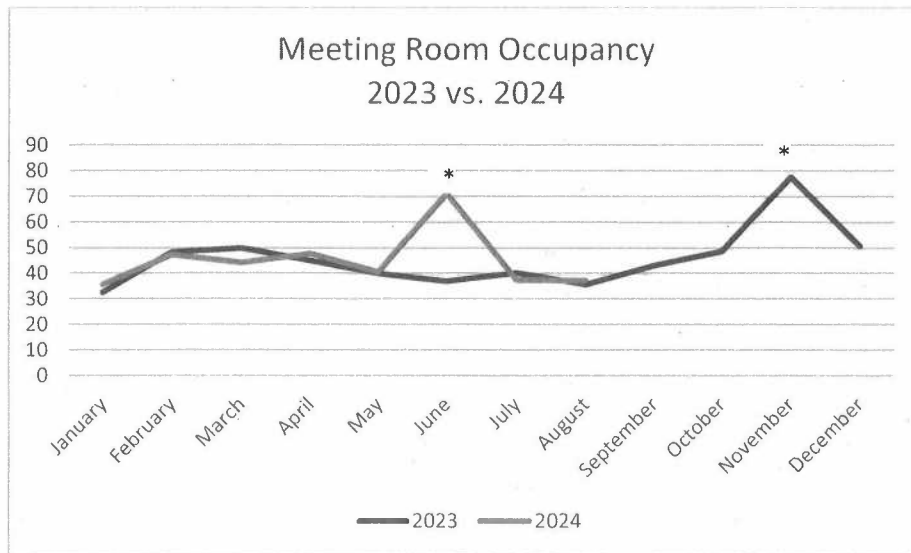
* April 2024 Boost from Friends of the Library Art & Craft Sale

Meeting Rooms (First Floor)

Aggregate Occupancy Ratio
Thursday, August 1, 2024 - Saturday, August 31, 2024



Average Booking Duration for August 2 hours 35 minutes
Number of Bookings 133



*2023 & 2024: Meeting room use received a boost from Monroe County Early Voting and General/Primary Election.