

Irondequoit Public Library Board of Trustees  
Monthly meeting  
Minutes of December 18, 2024

**Call meeting to order:** 6:45 pm.

**Present:** Erin Dougherty, secretary; Meaghan de Chateaufieux, Michael Huntone, Susan Kramarsky, and Sarah Yannello, trustees at large.

**Present via teleconference:** Rachel Snyder, president.

**Guests:** Greg Benoit, library director; Kim Miranda, chief of staff to the town supervisor (town liaison); Nora Pelish, manager of public services (staff liaison); Stephanie Schubmehl, library bookkeeper.

**Absent:** Betty Brewer Johnson, treasurer.

**Approval of agenda:** Approved.

**Approval of minutes:** Minutes of November 20, 2024 approved.

**Attendance:** Next meeting January 25, 2024. No conflicts noted.

**Public forum:** None. A new email address is being set up that all board members will be able to access.

**Town board liaison report:** The town board met last night and voted to approve the library's proposal for ARPA funding. Proposals for all other departments were also approved.

**Student representative report:** No student reps for this meeting. Kim will connect Sarah with Interact Club, a student service organization at Irondequoit High School.

**Foundation report:** Greg recently met with Elaine Cole from the Foundation board, who will be leading fundraising efforts for the children's library renovation. See director's report for details.

**Friends report**

- Last night's meeting of the Friends was the last for outgoing president Mary Tiballi Hoffman. She will be replaced by two co-presidents.
- The Friends are working on strategies for recruitment and publicity. The library will assist by including links and information in the weekly email newsletter.
- A second Chipotle fundraiser is scheduled for March 5. The Friends are also looking into the possibility of selling library T-shirts on bonfire.com.
- It was suggested that the new Friends co-presidents be invited to attend the next board meeting.

## Staff liaison report

- This month's staff liaison was librarian Nora Pelish, who has worked for the library for 25 years. In her current role as manager of public services, Nora explained, she spends much of her time making sure the library's four reference desks are staffed. Juggling individual schedules, time off, programming and other off-desk commitments makes this challenging, but LibStaffer scheduling software has helped considerably.
- Nora also oversees hiring for reference staff and manages the library's adult volunteers. The 2024 tally is still in progress, but volunteers logged 2300 hours in 2023. Volunteers run the library bookstore and provide invaluable assistance with tasks like shelving, dusting, and plant care.
- In addition to collection development for adult ebooks and audiobooks, newspapers, and magazines, since August Nora has been covering the library's nonfiction collection along with acquisitions librarian Virginia Payne.
- Recent programming highlights include Local Author Day on December 14, a performance by the Irondequoit Community Orchestra on December 15, and a December 5 Irondequoit Historical Society presentation on the "American St. Nick" that garnered local news coverage. The library will also be hosting a magic show with Cris Johnson on December 28.

**Long-range plan check-in:** See director's report. The next step is to consolidate feedback into four to five strategies with three action items for each. The steering committee's recommendations will be brought to the board for approval early next year.

## Finance committee, vouchers, financial report

### Financial report

- Revenue: The library is on track to exceed anticipated 2024 revenue despite a steep drop in fines, with miscellaneous revenue already nearly \$6,000 over budget as of November 30. The bookstore saw its highest daily average sales of the entire year this month. Overall revenue collection is now at 99.9 percent of budget.
- Expenses: There have been no updates to the maintenance chargeback line since the November meeting, so spending on services and supplies continues to appear artificially low at 46.9 percent of budget with 91.6 percent of the year elapsed. Spending on salaries is on track at 89.1 percent and library materials at 97.7 percent (note that this includes a large encumbrance). Expenditures currently stand at 82.4 percent of budget overall.

### Vouchers

- Vouchers of note: #230, Discount Sewing Center: Cleaning and maintenance for Maker's Lab embroidery machine
- Motion to approve the December 2024 voucher list for payment. Seconded. Motion carried.

### Votes

- Motion to transfer \$1.00 from the office supplies budget (L005-L5741000-545700) to the MCLS cost share budget (L005-L5741000-542510) to cover cost shares for July – December 2024. Seconded. Motion carried.
- Motion to authorize use of up to \$150.00 in funds from the trustee account to purchase a staff Keurig machine. Seconded. Motion carried.
- Motion to authorize use of up to \$340.00 in funds from the trustee account to purchase holiday gift cards for library volunteers. Seconded. Motion carried.
- Motion to authorize sale of hold cards at \$6.00 for 20 holds with no cap on the number of cards issued. Seconded. Motion carried.

### **Organizational development committee**

#### Public input policy

- The committee discussed public input policy at last week's meeting. No changes to the current policy were recommended, but the committee emphasized the importance of reviewing the policy regularly so that all trustees are prepared to handle any disruptions from members of the public.
- It was suggested that the public input policy be added to the masthead of board meeting agendas and that Susan prepare a summary of the policy to be read at the start of every meeting.
- In response to a question from Meaghan, Sarah explained that the policy specifies a three-minute time limit per speaker, not per topic, but that a large number of speakers could still potentially derail a meeting. Greg added that the policy provides for a 30-minute public input period at the start of every meeting with the option to extend this at the board's discretion. Erin proposed specifying a 30-minute time limit at the start of the meeting in the agenda and adding an agenda item for additional public input at the end.

Personnel updates: The Librarian I civil service list has been scored and posted earlier than anticipated. None of the four candidates previously advanced to the final round of interviews scored high enough on the new list to be hired, so the list will need to be canvassed again.

Board vacancies: Rachel reported that three solid candidates for the vacant trustee positions have been identified. She will share their resumes.

**Community engagement committee:** See director's report for details on forthcoming art book by Ukrainian and Irondequoit students.

### **Technology team**

- No updates on Bibliotheca upgrade.
- Kevin LaBarr will be replacing all copiers townwide, including at the library.
- Kevin and Tariq Hudson continue to work on troubleshooting the staff shared drive.
- A replacement Cricut and Cricut Joy have been purchased for the Maker's Lab.

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

- In response to a question from Susan, Greg explained that the status of the maintenance chargeback line is still unknown but that with no full-time cleaner for most of the year it should come in considerably under budget. It is also unclear whether any remaining funds revert to the library fund balance or to the DPW.

**Board president's remarks:** Rachel expressed her gratitude to Greg, the library staff, and her fellow board members for a wonderful year and to Phil Harriman, Laura Schiefer, and Betty Brewer Johnson for their service to the library. Betty was unable to attend tonight's meeting, but it would have been her last. A new treasurer will be elected in January.

**Adjournment:** Meeting adjourned at 7:59 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Erin Dougherty

## IRONDEQUOIT PUBLIC LIBRARY

11/30/2024

## REVENUE

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL YTD NOV 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	\$69,084	(\$5,984)	109.5%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$35,237	\$36,000	\$25,593	\$10,407	71.1%
0	0005-3889	State aid - oth culture & rec (Local Library Systems Aid)	\$15,734	\$12,263	\$16,860	\$16,142	\$14,642	\$14,600	\$16,696	(\$2,096)	114.4%
0	0005-2701	Refund prior year expenses	\$334	\$4,838	\$464	\$168		\$6,379	\$6,379	\$0	100.0%
<b>Subtotal - revenue</b>			<b>\$2,576,001</b>	<b>\$2,655,615</b>	<b>\$2,660,497</b>	<b>\$2,794,750</b>	<b>\$2,817,690</b>	<b>\$2,806,496</b>	<b>\$2,804,169</b>	<b>\$2,327</b>	<b>99.9%</b>

## EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL YTD NOV 24	ENCUMBR ANCES	2024 BALANCE	2024 %
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,181,141	\$1,052,625		\$128,516	89.1%
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	\$149,224	\$26,920	\$4,149	97.7%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$406,649	\$396,026	\$180,340	\$5,470	\$210,215.60	46.9%
4		Contingency - contracted	\$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	\$275,800		\$0	100.0%
8		Employee benefits	\$446,414	\$413,337	\$445,435	\$406,340	\$406,326	\$468,235	\$307,576		\$160,659	65.7%
<b>Subtotal - expenses</b>			<b>\$2,485,140</b>	<b>\$2,518,450</b>	<b>\$2,635,126</b>	<b>\$2,626,286</b>	<b>\$2,778,469</b>	<b>\$2,857,196</b>	<b>\$2,321,902</b>	<b>\$32,390</b>	<b>\$502,904</b>	<b>82.4%</b>

## Cash receipts summary

11/30/2024

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	\$993.31	\$885.08	\$716.13		\$12,119.59
UMS/refunds			-\$72.98		-\$22.06		-\$1,758.60	-\$7.20					-\$1,860.84
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	\$572.45	\$550.72	\$791.14		\$8,527.60
BFR (cash)	\$122.47	\$42.48	\$91.98	\$99.99	\$29.98	\$62.00	\$70.99	\$35.44	\$59.98	\$91.87	\$146.90		\$854.08
BFR (credit)	\$180.87	\$187.86	\$216.78	\$207.74	\$156.84	\$109.56	\$222.89	\$204.84	\$135.90	\$61.97	\$241.03		\$1,926.28
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	\$3,606.05	\$3,254.25	\$3,965.75		\$40,049.18
Misc. (cash)	\$31.44	\$104.38	\$63.72	\$255.47	\$107.34	\$68.99	\$70.63	\$188.62	\$67.91	\$38.33	\$62.25		\$1,059.08
Misc. (credit)	\$19.55	\$25.07	\$112.20	\$39.50	\$118.25	\$10.00	\$101.00	\$29.64	\$58.52	\$50.74	\$65.58		\$630.05
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	\$1,600.40	\$1,177.96	\$1,069.00		\$15,645.68
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	\$1,066.86	\$891.58	\$956.25		\$11,712.73
State aid/LLSA		\$1,593.00							\$15,102.85				\$16,695.85
Interfund transfer													
<b>Total</b>	<b>\$9,330.49</b>	<b>\$10,096.46</b>	<b>\$9,659.11</b>	<b>\$8,941.87</b>	<b>\$15,067.83</b>	<b>\$7,793.04</b>	<b>\$10,511.67</b>	<b>\$8,071.26</b>	<b>\$23,264.23</b>	<b>\$7,002.50</b>	<b>\$8,014.03</b>	<b>\$0.00</b>	<b>\$117,752.49</b>

**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	\$3,606.05
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	\$3,254.25
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	\$3,965.75
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	\$40,049.18

## CHASE ACCOUNTS

NOVEMBER 2024

## NON-PUBLIC FUNDS MMDA \*\*\*\*\*9050

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2024	Opening balance			\$17,290.71
11/12/2024	Donation from Amy Russell and Laurie Tash-Wurzel in memory of Karen Miller	\$10.00		\$17,300.71
11/12/2024	Payment to Laura Jackett for altered books workshop on 10/30/24 (LIF purchase)		\$241.00	\$17,059.71
11/12/2024	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 11/20/24 (LIF purchase)		\$75.00	\$16,984.71
11/12/2024	Payment to Greg Benoit (reimbursement for staff lunch on 11/7/24)		\$169.67	\$16,815.04
11/27/2024	Payment to Brooklyn Robot Foundry for Gobbletron adult robotics program on 11/8/24 (LIF purchase)		\$189.00	\$16,626.04
11/27/2024	Payment to Daniel Jones for iPad Q&A on 12/10/24 (LIF purchase)		\$110.00	\$16,516.04
11/27/2024	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 12/18/24 (LIF purchase)		\$75.00	\$16,441.04
11/29/2024	Interest	\$9.21		\$16,450.25

## PUBLIC FUNDS MMDA \*\*\*\*\*2587

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2024	Opening balance			\$6,904.00
11/29/2024	Interest	\$3.75		\$6,907.75

## 2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2024	Opening balance			\$1,441.86
11/30/2024	No transactions			\$1,441.86

## 2022 SENATE AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2024	Opening balance			\$99.28
11/30/2024	No transactions			\$99.28

## 2024 SPECIAL LIBRARY AID/LEGISLATIVE INITIATIVE FUNDING

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2024	Opening balance			\$4,075.81
11/12/2024	Payment to Laura Jackett for altered books workshop on 10/30/24 (LIF purchase)		\$241.00	\$3,834.81



11/12/2024	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 11/20/24 (LIF purchase)	\$75.00	\$3,759.81
11/27/2024	Payment to Brooklyn Robot Foundry for Gobbletron adult robotics program on 11/8/24 (LIF purchase)	\$189.00	\$3,570.81
11/27/2024	Payment to Daniel Jones for iPad Q&A on 12/10/24 (LIF purchase)	\$110.00	\$3,460.81
11/27/2024	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 12/18/24 (LIF purchase)	\$75.00	<b>\$3,385.81</b>

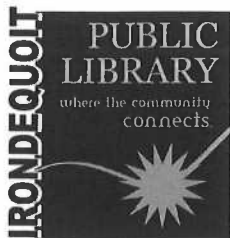
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December 18, 2024 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
221	A24 Shop	Library materials	\$144.72	540500
222	Alliance Entertainment	Library materials	\$1,450.23	540500
223	Amazon	Library materials	\$1,054.50	540500
224	Baker & Taylor	Library materials	\$6,080.94	540500
225	Baker & Taylor Entertainment	Library materials	\$1,714.70	540500
226	Barnes & Noble	Library materials	\$352.61	540500
227	Cengage	Library materials	\$256.41	540500
228	Ebsco	Library materials	\$66.63	540500
229	Ingram	Library materials	\$464.96	540500
230	Discount Sewing Center & Jackie Lynn's Fabric	Professional services, programming (embroidery machine cleaning and repair for Maker's Lab)	\$109.00	544080
231	Synn Lymn McLaughlin	Mileage	\$3.35	543500
232	Midwest Tape	Library materials	\$2,196.97	540500
233	OverDrive	Library materials	\$1,703.25	540500
234	Nora Pelish	Mileage	\$2.68	543500
235	Penworthy	Library materials	\$902.91	540500
236	Soho Imaging	Supplies, office	\$109.00	545700
237	Staples	Supplies, office	\$442.88	545700
238	W.B. Mason	Supplies, office	\$304.72	545700
<b>Total</b>			<b>\$17,360.46</b>	

**December 18, 2024 voucher list**

<b>Fund</b>	<b>Fund total</b>
540500	\$16,352.87
543500	\$6.03
544080	\$109.00
545700	\$856.60
<b>Grand Total</b>	<b>\$17,324.50</b>



## **Irondequoit Public Library**

Director's Report

Wednesday, December 18, 2024

### **1. Irondequoit Public Library**

#### **Ukraine - Irondequoit Book of Student Creative Writing**

Work on the collection of poems, short stories, and artwork featuring students from both Irondequoit and Ukraine is progressing. We anticipate having 25 - 35 poems and short stories from Irondequoit students included in the book. This collection of work will be published in a spiral bound volume that will be given to students and libraries in both countries, and will be paid for by the local nonprofit group, the Ukrainian - American Community Foundation. We hope to have a draft of the book compiled by January 21, 2025, with all poems being submitted by students in both countries by January 10, 2025. The book will take about a month to print and ship. We also hope to have a library program where students from both countries can read poems featured in the book. This program would take place both in-person and on Zoom using the library's meeting rooms and Zoom account. Attendees would be invited to join either in-person or online.

#### **Policy Review: IPL Public Input Policy**

A copy of the *IPL Public Input Policy* has been included in the Director Report under the Items of Information section. I have no recommended revisions, but felt that this is a policy that should be reviewed regularly. I am also aware that some library boards and municipal board read a summary of the policy prior to every public meeting and think the Irondequoit Public Library Library Board should consider implementing a similar practice.

#### **Sister Libraries - 2024 in Review**

The Irondequoit Public Library Sister Libraries Team has compiled a list of their accomplishments for 2024, which is listed below. I have also included a picture of the Sister Libraries Team with a Christmas tree that is decorated with ornaments representing Irondequoit, NY and Roma, TX. This tree is on display at the George Eastman House.



Sister Libraries Team with the Christmas tree featuring ornaments representing Irondequoit, NY and Roma, TX.

#### **Irondequoit Public Library Foundation - 2025 Fundraising Initiative Update**

The Irondequoit Public Library Foundation is readying their plans to raise funds around the proposed renovation to the children's library. The primary component of the fundraising strategy

includes a mailed campaign requesting donations. One unique twist to this tried-and-true method is that the mailed letter will be printed on paper that has wildflower seeds imbedded into it. Families will be encouraged to bring the letter to the library and plant it in one of the planters located around the library. I am still working with the youth services staff to develop this into an interactive library program set to take place on a particular date or date range that coincides with the start of the spring planting season. Other strategies include offering naming rights to the children's library similar to what has been done with study rooms, display cases, and the tens library.

I have attached a document outlining the prospective fundraising strategies the Irondequoit Public Library Foundation is considering and included it in the Items of Information section of the Director Report. The document is titled, *Children's Renovation of the Irondequoit Public Library - Concepting*. A draft of the text that is to be used in the fundraising letter has also been included in the document titled: *Children's Room*.

### **Holds Cards**

In keeping with our annual tradition, the Irondequoit Public Library circulation desk has been selling discount holds cards for the month of December. These cards cost \$6.00 and offer 20 holds each, working out to be a 40% discount over the usual \$0.50 price for a hold. These cards are a popular gift during the winter holiday gift giving season. The sale will take place between December 3, 2024 and January 3, 2025. I would like the Library Board to retroactively approve the sale of these cards. In 2024 the motion read: " Motion to authorize sale of hold cards at \$6.00 for 20 holds with no cap on the number of cards issued."

### **Town of Irondequoit Managed OneDrive**

Several Trustees have reported issues accessing the town managed OneDrive. I will work with Kevin to resolve this issue. In the mean time, Stephanie and I will email all documents that are a part of the December board packet to you directly.

### **Long Range Plan - Year #3**

The long range plan steering committee met on Tuesday, November 19 to conduct a SWOT analysis lead by Laura Schiefer, Executive Director of the Rochester Regional Library Council and former Irondequoit Public Library Trustee. The goal for year three states that "Irondequoit Public Library is a leader in ensuring equal and safe access to the materials and services they seek." The findings from the SWOT analysis have been included with the other items of information. Also included is the document produced by Laura to serve as a starting point for our discussion at the December 17 meeting. The December 17 meeting involved discussing objectives and strategies relating to the goal for year three along with action items for each objective/strategy.

## **2. Town of Irondequoit**

### **APRA Funds Proposal**

Two weeks ago Supervisor Evans indicated to me that the Town of Irondequoit has some APRA funds available to it for the purposes of helping with programming initiatives serving town residents. He asked that I include in the proposal an the funding needed to distribute a free book to every elementary school student living in Irondequoit or attending a school located in Irondequoit. The library staff and I determined that 3,600 books would be necessary to meet this ambitious goal, and that buy-in from each of the school districts and private schools serving that

age group would be essential. Supervisor Evans also asked that I include in the proposal funding for a health and wellness series to be operated in partnership with the Irondequoit Recreation Department, along with any program series addressing the needs of seniors and youth.

The library staff and I have been very busy over the last two week researching costs and programs that we could include in the attached proposal document. This proposal document was sent to Erin, Rachel, and Susan for proofreading and reviewed with the Finance Committee at the December meeting. It includes up to \$100,000 for various new and existing library program series over the next two years. A copy of the proposal; was given to the Town Board for consideration along with proposals from other town departments at the December 9 Town Board workshop. It will be voted on at the December 17 Town Board meeting.

Itemized Cost Breakdown				
Description	Targeted Age Group	Unit Cost	Number	Subtotal
Children's Books	Children	\$11	3,600	\$39,600
Book Plates	Children	\$0.01	4,000	\$400
<i>Tri for Wellness</i> Series	All Ages	\$2,500	3	\$7,500
Mindfulness & Yoga Series	Adults/Seniors	\$130	24	\$3,120
Healthy Cooking Demonstration Series	Adults/Seniors	\$225	12	\$2,700
Community Garden Supplies	All Ages	\$5,500	1	\$5,500
Brooklyn Robot Foundry Classes	Tweens/Teens	\$300	24	\$7,200
Code Ninjas Classes	Children	\$120	10	\$1,200
Technology Education Classes	Adults/Seniors	\$125	12	\$1,500
Joe Black Film Festival	Children/Teens	\$1,300	2	\$1,300
Panasonic HC-VX981K Camera Set	Teens/Adults	\$798	2	\$1,596
AOCHUAN Smart S2 Smartphone Gimbal	Teens/Adults	\$150	2	\$300
Local History Lectures	Adults	\$100	20	\$2,000
Art Lectures	Adults/Seniors	\$100	24	\$2,400
Art Instruction Classes	Adults/Seniors	\$225	24	\$5,400
Cultural Awareness & Inclusion Events	All Ages	\$676	13	\$8,800
Travelogue Lectures	Adults/Seniors	\$100	20	\$2000
Total				\$92,516

A copy of the full proposal has been included in the Items of Information section of the Director Report. An overview of the programs and costs is below. Details on each program series or expense can be found in the proposal.

### **3. Facilities Report**

#### **SAMs Grant - DASNY Document**

I have been in contact with the Town of Irondequoit attorney, Andrew Brown, regarding the unresolved matter of the documentation needed to release the 2022 SAMs Grant funds from DASNY to Irondequoit Public Library. On November 25, I indicated to Mr. Brown that a letter with the following text needs to be sent to our representative at DASNY:

"This letter is to confirm that the Town of Irondequoit has granted permission for the Irondequoit Public Library to complete the HVAC upgrade and installation of children's library doors at 1290 Titus Ave. Rochester, NY 14617. The 1290 Titus Ave location is owned by the Town of Irondequoit and the 1290 Titus Ave location has been operated by Irondequoit Public Library for nine years and will continue to operate at this location for a minimum of ten (10) years."

A copy of the letter has been included in the items of information section of the Director Report.

### **4. Monroe County Library System**

#### **New Monroe County Library System Director Announced**

The Monroe County Library System and Rochester Public Library Boards of Trustees have selected a new Library Director for the Monroe County Library System and Rochester Public Library. The new Library Director will be Emily Clasper, the current Associate Library Director overseeing the Central Library of Rochester and Monroe County. Her appointment will take effect on February 24, 2025.

#### **MCLS Assistant Director Group**

The Monroe County Library System has convened a system-wide group of Assistant Library Directors. This group will consist of people working in the Assistant Library Director and Librarian III job titles, and will meet regularly to discuss their roles within the various libraries, challenges they or their libraries are facing, and solutions to common problems.

The first meeting occurred this month, and Matt Krueger attended. He reports: "...the majority of the time was spent sharing our general responsibilities, recent/current projects, and sharing ideas/best practices for various common problems. Many of the attendees are dealing with similar maintenance/building, staffing/scheduling/training, and other day-to-day issues and it was helpful to hear and share the different ways each library is handling them. The group intends to meet again in February to continue the conversation."

Nora Pelish will also attend these meetings on a regular basis.

#### **Kanopy Streaming Platform**

The Monroe County Library System is using funds available to them to help each of the member libraries purchase streaming video license through the streaming platform Kanopy. Kanopy is the primary competitor to Hoopla, the streaming video platform that Irondequoit Public Library has offered its users since 2020. These titles will be available for our users early in 2025, and are a \$1,500 value.

### **5. Personnel Report**

There have been no personnel changes since the November 2024 Library Board meeting.

## **6. Financial Report & Vouchers**

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

## **7. Correspondence**

A copy of the letter from the Town Attorney to DASNY regarding the library's 2022 SAMs grant has been included with the Director Report.

## **8. Items of Information**

1. *IPL Public Input Policy*
2. *Sister Libraries 2024 Year in Review*
3. *Children's Renovation of the Irondequoit Public Library - Concepting*
4. *Children's Room*
5. *ARPA Funds Proposal - 2024*
6. *DASNY ltr 12.16.24*
7. *IPL sales tax Sep - Nov 2024*
8. *Long Range Plan - SWOT Analysis Documents & Objectives/Strategies/Action Items Document*



**Irondequoit Public Library**  
**Statistical Report to the Library Board**  
**December 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	6,151	13,543	14,088	66	78	2,057	1,015	1,204	1,284	30,376	40,370	34	37	6	6
October	4,709	6,441	15,231	15,178	93	112	1,298	3,311	1,352	1,331	32,945	41,150	32	40	5	7
November	4,562	5,288	13,749	14,152	72	87	976	1,322	1,237	1,116	32,984	39,783	59	43	13	10
December	3,984		12,699		62		1,136		1,091		30,618		84		11	
Total	55,620	64,837	182,180	163,606	993	949	16,627	18,099	15,252	14,418	401,516	429,234	490	613	81	113
YTD Average	4,635	5,894	15,182	14,873	83	86	1,386	1,645	1,271	1,311	33,460	39,021	41	56	7	10

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 Public Input Policy*

**Irondequoit Public Library**  
Public Input Policy

- A. Public input shall be administered as follows:
  - a. Speakers may sign up until commencement of the meeting.
  - b. Order of appearance is based upon the order of sign up.
  - c. Speakers will be limited to three minutes and may speak only once on each topic.
  - d. Speakers will address comments to the Library Board, staff or Library Director and not to other members of the audience.
  - e. Public input will be scheduled for one-half (1/2) hour at the beginning of each Library Board meeting.
  - f. If all scheduled speakers have not been heard, public input will be continued at the conclusion of the regular meeting for anyone else desiring to speak.
- B. No member of the public shall engage in any demonstration, booing, handclapping or otherwise disrupt the formality of the Library Board meeting.
- C. No member of the public shall be permitted to address the Library Board unless recognized by the President. In no event may any such person speak on one occasion for more than three minutes.
- D. Any person recognized by the President shall give his or her name and address and the nature of his or her business briefly.
- E. No such person has the right to demand an answer to a specific question(s) from a member of the Board. All such questions shall be directed to the President, who may either answer them or refer the question to a Library Board member or to the Library Director, or may elect to provide the answer in written or verbal form at a later time.
- F. No person recognized by the President shall engage in any personal attacks against any Library Board member, Library Director, any library employee or any other person in the audience or any person having any matter before the Board; any such person shall conduct themselves at all times in a civil manner.
- G. No person desiring to speak during the public input period may speak a second time until everyone who wants to speak has spoken.

Adopted & Approved: June 21, 2023

*Sister Libraries 2024 Year in Review*

## **2024 in Review**

### **Sister Library Team**

- Distributed hundreds of brochures at various events
- Reaffirmed relationship with the Friends and instituted a financial tie in
- Participated in the Friends Spring Arts and Craft Show
- Engaged in the Farmers Market
- Successfully regrouped and realigned responsibilities as needed
- Collaborated with the Rec. Dept. To celebrated Hispanic Heritage Month – First fund raiser
- Instituted a book distribution plan – collected, sorted and shipped additional boxes of books to Roma increasing donation to well over 1,000 books
- Instituted attendance at Friends meeting every other month to share Sister Library Team news
- Participated in the Friends Fall Arts and Craft Show – showcasing art work from Roma
- Total funds raised – 2024 - \$365.00
- Trimmed Christmas tree for George Eastman Museum – IPL and Roma decorations
- Invited to contribute news to the Friends Quarterly Newsletter “What’s new in Roma”

### **Goals for 2025**

- Continue relationship with the Friends
- Consider our own fund raiser – 50-50 Lottery
- Actively recruit new member

*Children's Renovation of the Irondequoit Public Library - Concepting*



## **Irondequoit Public Library | Children's Renovation**

Monday, November 12th, 2024

Prepared by

Michael Tutino | 2tno design Communications



## INTRODUCTION

We have put together some engaging ideas to help promote the Irondequoit Public Library's Children's Library Renovation.

The following strategies emphasize community engagement and a fun, hands-on approach, aligning with the library renovation's nature-based, child-focused mission.

We have come up with two sample ideas for potential brochure copy directions.

**Brochure Concept One, A New Chapter:**

This copy combines a warm, inviting tone with clear information on how donations can directly impact the project. The woodland theme is woven throughout to make the piece feel authentic and exciting for potential donors.

**Brochure Concept Two, The Enchanted Library:**

This "storybook" brochure turns the renovation journey into a whimsical tale, inviting donors to be heroes in creating a magical library. It's written in a gentle, playful tone to reflect the spirit of the children's section while inspiring community involvement.

**Please note:**

We have taken some liberty with the donation part of the brochures. The copy is only suggestive and needs to be refined.

## Creative promotional ideas and brainstorming:

1. **"Enchanted Woodland" Sneak Peek Tours:** Host small, exclusive tours for families to show off the work-in-progress or design plans. Create a "woodland trail" with signposts that explain each new feature, like sensory nooks, the color palette, and the purpose of each space. End with a feedback station where families can share what they're most excited about.
2. **"Build a Woodland Creature" Craft Campaign:** Distribute kits for kids to create their own woodland creature out of craft materials, perhaps inspired by the local wildlife. Families can submit photos of the finished creatures on social media (Facebook, Instagram) with a dedicated hashtag, building buzz and anticipation.
3. **"Storybook Trails" with Local Businesses:** Partner with local shops and community spaces to create a storybook scavenger hunt. Each location could distribute a page of a children's story, and kids would go from place to place collecting pages and learning about the renovation's theme.
4. **Interactive Woodland Wall or Floor Mural:** Create a large, interactive mural in the library that allows children to color or leave handprints on tree "leaves" or "stones" as part of a campaign to fundraise for or celebrate the renovation.
5. **Fundraiser for the "Reading & Sensory Nooks":** Invite the community to sponsor cozy seating areas or sensory nooks. Sponsors could have their names on small plaques or contribute to a leaf on a tree in the renovated space, linking donors to the library and their community.
6. **"Morning with the Forest Friends" Program Launch Event:** Once the space opens, host a launch event with storytelling and nature-inspired crafts. Invite local children-centered businesses to participate in a meet-and-greet. Have performers dressed as friendly woodland animals. Invite Helmer's Nature Center or Seneca Zoo to bring an animal or two. Kids will learn about the new space and familiarize themselves with its features.
7. **Social Media Series - "Adventure Awaits: Sneak Peeks into the Renovation":** Post updates, design mock-ups, and themed messages about how the new space will benefit families. Include "Did you know?" posts about woodland animals, tying it back to the library theme to educate and excite kids. Social media such as Instagram would be good opportunities for this. Include a "link in your bio" for users to support the project.
8. **3D Rendering and Virtual Tour:** Create a digital rendering of the renovation and release a short "walkthrough" YouTube video to excite the community about the new features.
9. **"Name the Nooks" Contest:** Hold a contest where kids can suggest names for the reading and sensory nooks. Announce the winning names on opening day with small prizes.
10. **Local Storytime with a Woodland Author:** Partner with a children's book author, especially one who writes about nature or woodland themes, for a storytime or virtual Q&A. This event could draw extra attention to the library's transformation. A possible partner for the event would be the Rochester Children's Book Festival (<https://www.rcbfestival.com/>).



## A New Chapter | BROCHURE COPY 01

[Cover Page]

Welcome to the Future of Learning & Imagination!

### **Help Us Create a Magical Woodland for Our Children**

Irondequoit Public Library Children's Library Renovation Project

[Inside Page 1: Vision]

### **A New Chapter for the Irondequoit Children's Library**

At Irondequoit Public Library, we believe that every child deserves a space that sparks curiosity, inspires exploration, and feels like home. Our Children's Library Renovation will create a welcoming, nature-inspired retreat where young readers can discover new worlds, engage in play, and connect with friends.

#### **Our Woodland Vision**

With a warm, natural color palette, whimsical design, and cozy nooks, the renovated space will bring the beauty of the outdoors inside. Picture lush greens, earthy tones, and delightful reading nooks, all echoing a woodland landscape.

#### **Features You Can Help Build**

- **Reading & Sensory Nooks:** Cozy, quiet spaces for independent exploration, creating a love of reading.
- **Children's Programming Area:** A vibrant space for storytelling, interactive learning, and discovery.
- **Afternoon Play Zone:** Open spaces for free play, with activities that nurture both imagination and social skills.

This renovation will improve access to books and provide an inviting environment that enhances creativity, literacy, and a sense of community for years to come.



## [Inside Page 2: How to Help]

### **Be a Part of the Journey - Your Support Makes it Possible!**

Creating a dedicated, innovative children's space requires the help of generous donors. Here's how you can contribute to bringing this vision to life:

1. **Sponsor a Cozy Reading Nook**  
Support a comfortable reading nook and let kids nestle in with a favorite book. Your sponsorship will be commemorated with a plaque.
2. **Donate a Woodland Tree**  
Help us plant a decorative "tree" as part of our interior decor. You'll be helping to bring nature inside and creating an immersive experience for every visitor.
3. **Fund a "Forest Friend" Character**  
Each character will add life to our woodland theme, whether it's a friendly owl, a curious fox, or a playful deer. Sponsor one of these delightful animals and see it bring joy to children's faces!

### **Ways to Give**

- **One-Time Donation:** Any amount helps us move closer to our vision.
- **Monthly Support:** Recurring donations are an impactful way to continue your support.
- **Legacy Giving:** Leave a legacy for the future of Irondequoit's children by making a planned gift.

Every donation brings us one step closer to creating a magical space that will spark a lifelong love of reading, learning, and community.

## [Back Page: Join the Adventure!]

### **Get Involved Today – Join Us on This Exciting Journey!**

- **Follow our Progress:** Connect with us on social media for renovation updates, photos, and sneak peeks!
- **Spread the Word:** Help us share our vision with your friends, family, and local businesses.
- **Attend Our Events:** Join us for fundraising events, volunteer days, and our grand opening celebration!

Irondequoit Public Library  
[Library Contact Information]  
[Website Link]

Let's work together to build a world of wonder and learning for every child in Irondequoit. Thank you for helping us make this vision a reality!

## The Enchanted Library | BROCHURE COPY 02

[Cover Page]

*"The Enchanted Library"*

### **Come Along, Little Explorer!**

Help Us Create a Magical Woodland for Our Children

Irondequoit Public Library Children's Renovation Adventure

[Inside Page 1: The Story Begins]

### **Once upon a time, there was a library in a cozy town called Irondequoit.**

The library was a wonderful place with books, stories, and friendly faces. But one special part needed a sprinkle of magic—our Children's Library!

The librarians dreamed of a Woodland Wonderland, a place where children could explore, learn, and play. They imagined a forest of books, cozy nooks, and little surprises at every turn.

#### *Can you see it?*

A cozy place just for you—where stories and adventures wait behind every tree!

[Inside Page 2: Dream Big! Help Build the Magic!]

### **To make this dream come true, we need YOU!**

In our new Children's Library, there will be unique places just for you to discover:

- **The Cozy Reading Nooks** will be quiet spots with soft seats where little readers can curl up and get lost in a story.
- **The Woodland Play Space:** This place will come to life with games, toys, and activities for all!
- **The Story Time Circle:** This will be a gathering space for listening to stories, singing songs, and learning together.

We need friends to help build these magical spaces. Will you help us bring the Enchanted Library to life?



[Inside Page 3: How You Can Be a Hero]

**Every Hero Can Make a Difference!**

*"Will you join the adventure?" asked the librarian.*

- **Sponsor a Cozy Reading Nook!**  
Your name could be on a special seat in one of our little nooks, where children will read for years to come.
- **Give a Woodland Tree.**  
Help us "plant" a tree right inside the library! It will be a place to gather and explore; you can even add your name to a leaf.
- **Support a Friendly Forest Creature.**  
Choose an owl, a fox, or a deer to live in our enchanted forest! You'll make every child smile and feel like they're part of the forest, too.

[Back Page: Let's Begin the Adventure!]

*Our story is just beginning...and YOU can be part of it!*

**How You Can Help:**

- Make a one-time donation.
- Join the team with a monthly gift.
- Leave a legacy gift, for children to enjoy for many years to come.

Every dollar is a stepping stone on our path to a magical library filled with laughter, wonder, and adventure.

**Come see the future of our Enchanted Library!**

Visit us at Irondequoit Public Library, and let's start our story together.

*And they read happily ever after... thanks to YOU!*

Irondequoit Public Library  
[Library Contact Information]  
[Website Link]

*Children's Room*

Front: Imagine a Woodland Wonderland for our Children's Library

"A library is the first step of a thousand journeys, a portal to a thousand worlds."

-----Orson Scott Card, American novelist

Thousands of children from toddler to school ages come to read, attend story hour, and take home their favorite books from the Irondequoit Public Library.

Just imagine how wonderful it would be if these children entered into a woodland wonderland that would spark their curiosity, inspire exploration, while enveloping them in a cozy forest. Tree boughs at the entrance will wave them in and forest animals urge them to take that first step to a thousand journeys. Reading nooks to crawl in and curl up with a book. Sensory refuge cubbies that can make programs more accessible to youngsters with neurological conditions.

Envision a performance space for singing, group activities, play-acting, with space that makes it easier for children in wheelchairs to participate.

Soft benches for comfy seating which meets school safety requirements

Spacious play area for releasing after-school energy. Sound baffles that contain the noise!

Child-sized bookshelves decorated with nature-themed endcaps.

Currently our large open layout does not meet the need for interactive-programming, group play, or team craft activities. Nor are there quiet spaces for a child to curl-up and read away from the noise of others.

Our library has secured a state grant that will fill these needs while transforming our children's room into that Woodland Wonderland that we imagined.

But, we need your help. The funds from the state must be matched in order to make the new Children's room a reality. We need \$65,000 to meet the library's match requirement.

Please make a gift in support as we help all of our Irondequoit Children!

Stage Star--Your \$ contribution will be Marquee

Name a nook-- memorialize your family by naming a reading nook 2 of these

Endcaps--



Librarian's desk—

Adopt a Forest Friend

Our smiling bears are 3 ½ feet of friendliness \$

A curious owl is

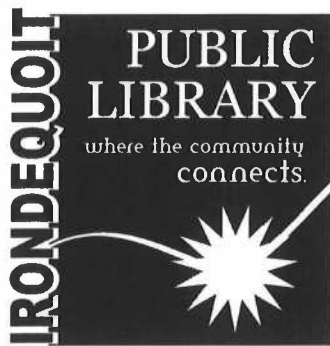
etc. \$

As always, leaves on our giving tree in the library lobby are available for contributions of \$1K and book spines engraved with your name are from \$100 to \$

Contributions in any amount bring us one step closer to starting a child's journey through a life time of learning.

If you are interested in honoring your family by naming the Children's Library please call xxxxxxxx or email at xxxxxxxx.

*ARPA Funds Proposal - 2024*



**Date:** December 5, 2024

**Irondequoit Public Library**

1290 Titus Ave.

Rochester, NY 14617

(585) 336-6064

[irondequoit@libraryweb.org](mailto:irondequoit@libraryweb.org)

## **ARPA Funds Proposal**

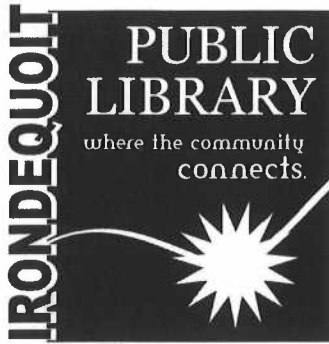
### **Background**

The Irondequoit Public Library seeks \$92,516 in ARPA funds to offset the costs associated with four programming initiatives designed to address the health, wellness, and educational needs of families and seniors living in Irondequoit.

The Irondequoit Public Library is committed to ensuring that these programming initiatives are successful and have the maximum impact among the target audiences. Many of these programs will be operated in partnership with trusted community organizations that include Irondequoit Recreation, East Irondequoit School District, West Irondequoit School District, and the Brooklyn Robot Foundry among others.

This proposal can be funded in full or specific initiatives and program series within can be funded individually.

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## Initiative 1: Elementary School Summer Reading Program

### Summary

The Irondequoit Public Library seeks \$40,000 in ARPA funds to purchase a supply of 3,600 books suitable for children in kindergarten through fifth grade and supplies for distributing the books. Our ambitious goal is to provide every elementary school aged child living in Irondequoit with a free book of their choosing.

### Description

This initiative will coincide with the end of the school year and the launch of Irondequoit Public Library's annual summer reading program. The timing of the launch of this initiative is strategic and intended to help address summer learning loss, sometimes referred to as "the summer slide."

The Northwest Evaluation Association (NWEA), a nonprofit organization that creates widely used academic assessments for students in Pre-K through 12th grade, reports that students lose two to three months of academic achievement in reading and math over the summer months. Even more concerning is that this learning loss is likely cumulative, meaning that by the time a child reaches middle school they have lost the equivalent of two years worth of reading and math skills. These findings are supported to varying degrees by other standardized tests and academic research into the phenomena of summer learning loss. As troubling as this sounds, there is a remedy: students who read during summer months can reduce or counteract this effect.

The books will be distributed to children at a free "book fair" that will have a similar appearance and atmosphere to the popular Scholastic Book Fairs that have become an institution in schools around the country. The *Irondequoit Public Library Free Book Fair* will be hosted either onsite at local schools or in the library depending on the availability of space. The library will also make arrangements to distribute books to children who are homeschooled.

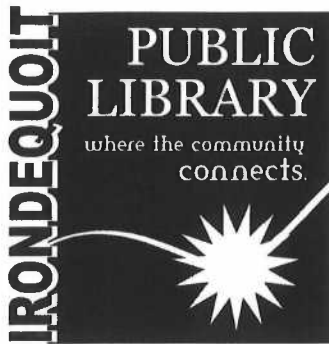
Our research indicates that there are 3,000 students enrolled in kindergarten through fifth grade at the two public school districts in Irondequoit, and several hundred enrolled at private schools and in homeschooling programs.

An invitation to collaborate on this initiative has been extended to East Irondequoit School District, West Irondequoit School District, Bay Knoll School, Saint Kateri School, and Saint Ambrose School. The books will be distributed to children at a free "book fair" that will have a similar appearance and atmosphere to the popular Scholastic Book Fairs that have become an institution in schools around the country. The Irondequoit Public Library Free Book Fair will be hosted either onsite at local schools or

**Date:** December 5, 2024

**Irondequoit Public Library**  
1290 Titus Ave.  
Rochester, NY 14617

(585) 336-6064  
[irondequoit@libraryweb.org](mailto:irondequoit@libraryweb.org)



in the library depending on the availability of space. The library also has ongoing communication with families in Irondequoit who homeschool their children and will use those connections to distribute books to those children. Surplus books will be given out as a part of the summer reading programs, at outreach events, or added to the library's collection.

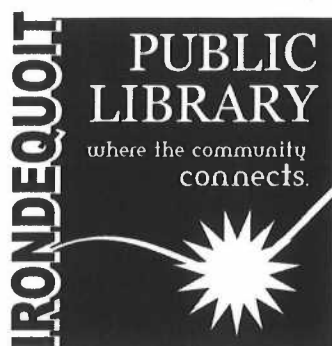
The primary goal of this initiative is to counteract summer learning loss, with a secondary emphasis on increased promotion of the library's summer activities and ongoing initiatives.

**Date:** December 5, 2024

**Irondequoit Public Library**  
1290 Titus Ave.  
Rochester, NY 14617

(585) 336-6064  
irondequoit@libraryweb.org

Initiative 1 Elementary School Summer Reading Program	
Description	Subtotal
3,600 Books	\$39,600
Bookplates	\$400
Total	\$40,000



**Date:** December 5, 2024

**Irondequoit Public Library**

1290 Titus Ave.

Rochester, NY 14617

(585) 336-6064

[irondequoit@libraryweb.org](mailto:irondequoit@libraryweb.org)

**Initiative 2  
Health & Wellness Series**

**Summary**

The Irondequoit Public Library and Irondequoit Recreation seeks \$18,820 in ARPA funds to offset the costs associated with a health and wellness series targeted toward seniors and adults. This series will be planned, promoted, and operated as a joint venture between the two institutions. Classes and programs that are a part of this series will take place at both the Irondequoit Community Center and Irondequoit Public Library, and will be branded as a joint effort by both organizations.

**Description**

***Tri for Wellness***

Irondequoit Recreation seeks \$7,500 for *Tri for Wellness*, a series of wellness events. *Tri for Wellness* is a seasonal health and wellness series that will be held in April, August, and December, at the Irondequoit Community Center. It is designed to support the mind, body, and community. This all-encompassing program offers a warm meal, free health screenings, interactive workshops, engaging presenters, and wellness activities for all ages. With a focus on accessibility and inclusivity, *Tri for Wellness* aims to create a welcoming space where residents can connect, learn, and thrive.

Each *Tri for Wellness* event will feature:

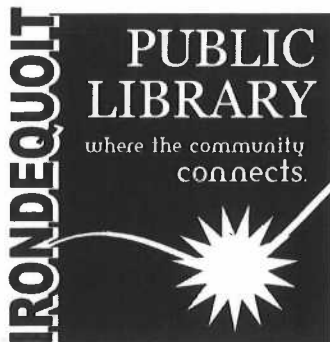
- **Health Services:** Free screenings such as blood pressure checks, vision tests, and mental health consultations.
- **Workshops & Presenters:** Informative sessions on topics like nutrition, stress management, and fitness.
- **Activities:** Family-friendly options including yoga, Zumba, and mindfulness exercises.
- **Community Engagement:** Opportunities to connect with local health providers and wellness organizations.

**Meditation, Mindfulness & Yoga Classes**

The Irondequoit Public Library seeks \$3,120 for a series of monthly mindfulness and yoga classes. This series will be led by an experienced yoga instructor and run for two years. It will feature mindfulness exercises, meditation, and "gentle movements" yoga instruction specifically designed for seniors.

**Healthy Meals Cooking Demonstration Series**

The Irondequoit Public Library seeks \$2,700 for a series of hands on cooking demonstrations. Classes will be held every month for one year and will include topics like: *Healthy on a Budget*, *Five Ingredients or Less*, *Everything in Moderation*, vegetarian & vegan cooking, gluten free recipes, and slow cooking.



### **Irondequoit Intergenerational Community Garden**

Irondequoit Recreation seeks \$5,500 for a 100 square foot vegetable/fruit garden comprised of raised beds and elevated planters located on Town Hall Campus.

This community garden will be developed and maintained by volunteers of all ages and backgrounds. Programmatic components will include bi-monthly workshops hosted by locally renowned gardeners, culminating in a Fall "farm to table" dinner prepared by program participants for their loved ones at the Irondequoit Community Center. Transportation to and from the garden to assist with maintenance and harvesting will be provided on an as needed basis.

**Date:** December 5, 2024

#### **Irondequoit Public Library**

1290 Titus Ave.

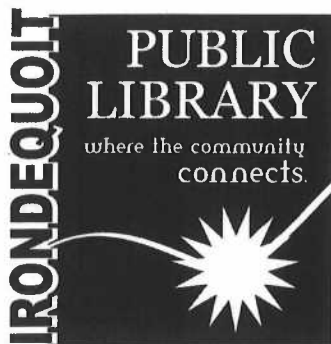
Rochester, NY 14617

(585) 336-6064

[irondequoit@libraryweb.org](mailto:irondequoit@libraryweb.org)

#### **Initiative 2 Health & Wellness Program Series**

Description	Unit Cost	Number	Subtotal
Tri for Wellness Series	\$2,500	3	\$7,500
Yoga Class	\$130	24	\$3,120
Cooking Demonstration	\$225	12	\$2,700
Community Garden	\$5,500	1	\$5,500
		<b>Total</b>	<b>\$18,820</b>



Date: December 5, 2024

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## Initiative 3 STEM Education Series

### Summary

The Irondequoit Public Library seeks \$13,096 in ARPA funds to offset the costs associated with series of STEM and coding programs designed to help children, tweens, and teens build marketable skills that will enable them to perform better in subjects relating to math and science in school, and eventually help them find work in some of the most lucrative job markets. Additionally, the library seeks funds to help seniors and adults stay up-to-date and informed about the benefits and risks associated with popular and emerging technologies.

### Description

#### Teen Robotics & Coding Series

For an investment of \$7,200, tweens and teens ages 12-18 will be able to participate in a monthly "robot coder" class. These interactive classes will run for two years, and combine hands-on building, creativity, and programming. Participants will work in small groups to build robots, learn how to integrate programming components like sensors and servos as they build, and how to control their robots using block coding. This series will be offered in partnership with Brooklyn Robot Foundry.

#### Children's Coding Series

For an investment of \$1,200, children ages 8 - 11 will learn how to code a video game using the block coding platform Scratch, while gaining confidence, resourcefulness, and problem-solving skills through this series of programs offered in partnership with Code Ninjas. This program series will run weekly for five weeks and include an additional five standalone, drop-in sessions.

#### Technology Education for Adult & Seniors

For an investment of \$1,500 the Irondequoit Public Library will be able to host a series of 12 technology education classes targeted to seniors and adults.

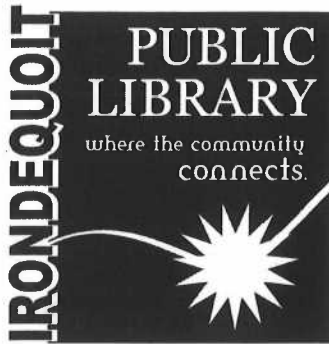
These classes would be presented in partnership with Daniel Jones, and independent technology instructor, who has taught technology classes at numerous seniors living facilities, YMCAs, and public libraries in western New York. Daniel has made regular appearances at Irondequoit Public Library, and his classes have been well attended and received by participants.

Past presentations have included topics like:

- *Spam, Shams, and Other Scams*
- *Scams 101*
- *Google: Much More Than Search*
- *iPhone Q & A*
- *iPad Q & A*
- *Wearable Technology*
- *You & YouTube*
- *Have Apps Will Travel*
- *Video Chatting 101*
- *The Right Computer for You*



Initiative 3 STEM Education Series			
Description	Unit Cost	Number	Subtotal
Brooklyn Robot Foundry Class	\$300	24	\$7,200
Code Ninjas Class	\$120	10	\$1,200
Technology Education for Adults & Seniors	\$125	12	\$1,500
Joe Black Film Festival	\$1,300	2	\$1,300
Panasonic HC-VX981K Camera Set	\$798	2	\$1,596
AOCHUAN Smart S2 Smartphone Gimbal	\$150	2	\$300
Total			\$13,096



**Date:** December 5, 2024

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Rochester, NY 14617

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**Initiative 4  
Culture & Creative Arts Series**

**Summary**

The Irondequoit Public Library seeks \$20,600 in ARPA funds to offset the costs associated with series of programs for adults and teens that celebrate the creative arts, history, and different regional and global cultures. Select programs in this series will be planned, promoted, and operated in partnership with the Irondequoit Art Club, the Irondequoit Historical Society, and the Town of Irondequoit.

**Description**

**Local History**

The Irondequoit Public Library seeks \$2,000 in ARPA funds to offset the costs associated with a series of programs focusing on local and regional history and travel.

For the last two years, Irondequoit Public Library has partnered with the Irondequoit Historical Society to coordinate ten monthly programs highlighting the history of local institutions and individuals like: the Charlotte Light House, Seabreeze Amusement Park, Seneca Park, George Eastman, and the American Saint Nicholas. This program series is one of the most popular offered by the Irondequoit Public Library, with attendance figures typically exceeding 60 - 70 people per session.

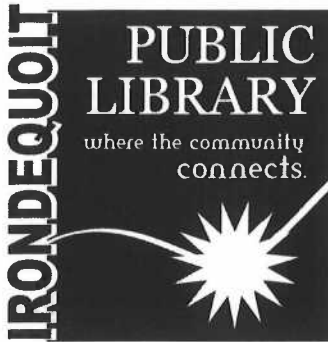
This program series is planned, promoted, and operated in partnership with the Irondequoit Historical Society. The library and historical society collaborate to identify speakers and promote upcoming events. It also expands community awareness of our rich history in Irondequoit and the greater Rochester area. Many of these programs are recorded and archived on the library's YouTube page, documenting our unique history for community members to benefit from and enjoy for years to come.

An investment of \$2,000 will ensure that the library will be able to continue these series for two years.

**Creative Arts**

The Irondequoit Public Library seeks \$7,800 in funds to offset the costs associated with a series of hands on craft programs and art instruction lectures for adults and seniors.

For the last two years, the Irondequoit Public Library has partnered with the Irondequoit Art Club to offer a monthly art instruction program where the public can create a craft or work of art. This series is open to anyone, but has been particularly popular with seniors who are looking for a fun way to keep their mind sharp while engaging in fellowship with other art enthusiasts. Examples of the types of artwork and craft projects created during this program series include: scrapbooks, watercolor paintings, holiday greeting cards, and mixed media collages. This program series complements the standalone crafting programs



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coordinated by library staff, which has included programs where attendees make jewelry, felt animals, and buttons.

In addition to hands on art instruction, the library also offers a lecture series on local artists' work, art history, and guidance on various popular art techniques. The Irondequoit Art Club has been an invaluable partner in identifying local artists of note and promoting the art lecture series to the thriving community of artists living in Irondequoit. These funds will also help ensure we can meet the demand for this type of educational programming.

Library programs that include an interactive, hands on element are a popular way for seniors adult learners to build new skills and engage in healthy social interaction. An investment of \$7,800 will enable the library to continue to offer both lecture based, and hands on arts and crafts programs for two years.

#### **Cultural Awareness & Inclusion**

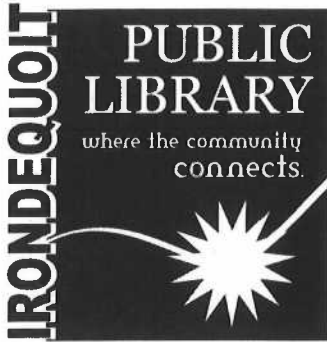
The Irondequoit Public Library seeks \$6,800 in funds to offset the costs associated with a series of programs that feature diverse cultures found in the United States and globally. These programs will be planned, promoted, and operated in partnership with Gloria, the Town of Irondequoit DEI Officer.

For the last year the Irondequoit Public Library has coordinated programs and events that coincide with various cultural recognition months. These programs have have been very well attended and generated universally positive feedback from attendees in part due to the close involvement of Gloria Hunter.

This proposal includes funding for the following programs scheduled to coincide with various cultural recognition months in 2025:

- **Black History Month:** Art, music, storytelling, local chefs panel discussion
- **Women's History Month:** Event recognizing women owned businesses in Irondequoit, panel discussion, reception
- **Breaking Bread:** Cultural awareness through hands on preparation of bread from different cultures around the world. Presented in partnership with the Jewish Federation of Rochester
- **Asian American & Pacific Islander Heritage Month:** Tea tasting, hands on ikebana class (Japanese flower arranging)
- **Pride Month**
- **Indigenous Peoples' Day & Native American Heritage Month:** Dance demonstration, storytelling, art
- **National Hispanic Heritage Month**
- **Polish American Heritage:** Dyngus Day, Polish American Heritage Month
- **Italian American Heritage Month**
- **Veterans Heritage and Recognition:** Veteran's Day, Memorial Day
- **Ukrainian American Heritage:** Events in partnership with the Ukrainian-American Community Foundation

In addition to the programs coordinated in partnership with Gloria Hunter, the library also seeks funds to coordinate standalone travelogues that feature educational information on the history, food, and lifestyles of different cultures



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found across North and South America, Asia, and Europe. An investment of \$2,000 will ensure that the library and Town of Irondequoit can continue this popular series of programs for two years, and expand upon its success.

Initiative 4 Culture & Creative Arts Program Series			
Description	Unit Cost	Number	Subtotal
Local History Lecture	\$100	20	\$2,000
Art Instruction & Lecture	\$325	24	\$7,800
Cultural Awareness Event	\$676	13	\$8,800
Travelogue Lecture	\$100	20	\$2000
Total			\$20,600

### Itemized Cost Breakdown

Description	Targeted Age Group	Unit Cost	Number	Subtotal
Children's Books	Children	\$11	3,600	\$39,600
Book Plates	Children	\$0.01	4,000	\$400
<i>Tri for Wellness</i> Series	All Ages	\$2,500	3	\$7,500
Mindfulness & Yoga Series	Adults/Seniors	\$130	24	\$3,120
Healthy Cooking Demonstration Series	Adults/Seniors	\$225	12	\$2,700
Community Garden Supplies	All Ages	\$5,500	1	\$5,500
Brooklyn Robot Foundry Classes	Tweens/Teens	\$300	24	\$7,200
Code Ninjas Classes	Children	\$120	10	\$1,200
Technology Education Classes	Adults/Seniors	\$125	12	\$1,500
Joe Black Film Festival	Children/Teens	\$1,300	2	\$1,300
Panasonic HC-VX981K Camera Set	Teens/Adults	\$798	2	\$1,596
AOCHUAN Smart S2 Smartphone Gimbal	Teens/Adults	\$150	2	\$300
Local History Lectures	Adults	\$100	20	\$2,000
Art Lectures	Adults/Seniors	\$100	24	\$2,400
Art Instruction Classes	Adults/Seniors	\$225	24	\$5,400
Cultural Awareness & Inclusion Events	All Ages	\$676	13	\$8,800
Travelogue Lectures	Adults/Seniors	\$100	20	\$2000
Total				\$92,516

*DASNY ltr 12.16.24*

December 16, 2024

*Via email*     *jkerr@dasny.org*

Jack Kerr  
Dormitory Authority – State of New York  
515 Broadway  
Albany, NY 12207-2964

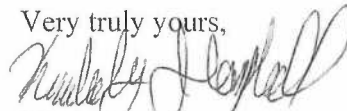
**RE:    Town of Irondequoit  
      Irondequoit Public Library Renovations**

Dear Mr. Kerr:

We are the municipal attorneys for the Town of Irondequoit. This letter is to confirm that the Town of Irondequoit has granted permission for the Irondequoit Public Library to complete the HVAC upgrade and installation of children's library doors at 1290 Titus Ave., Rochester, NY 14617. The 1290 Titus Ave. location is owned by the Town of Irondequoit and the 1290 Titus Ave. location has been operated by Irondequoit Public Library for nine years and will continue to operate at this location for a minimum of ten (10) years.

Please feel free to contact me with any further questions.

Very truly yours,



Kimberly J. Campbell

cc:     Greg Benoit (via email - [Greg.Benoit@libraryweb.org](mailto:Greg.Benoit@libraryweb.org))