

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of February 26, 2025

Call meeting to order: 6:38 pm.

Present: Susan Kramarsky, treasurer; Meaghan de Chateauvieux, Michael Huntone, and Sarah Yannello, trustees at large.

Guests: Greg Benoit, library director; Ann Cunningham, town board liaison; Adriana Schubmehl, head of processing (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Rachel Snyder, president; Erin Dougherty, vice president and secretary.

Approval of agenda: Approved with revision to move up all votes to before 7:30 pm.

Approval of minutes: Minutes of January 29, 2025 approved.

Attendance: Next meeting March 19, 2025. No conflicts noted.

Finance committee, vouchers, financial report

Financial report

- 2024 revenue: The library ended the year at 100.3 percent of budget, a surplus of \$8,121, despite only collecting 83 percent of anticipated fines. There are no outstanding revenue items for 2024.
- 2024 expenses: Following a late-breaking update on the maintenance chargeback line, spending now stands at 91.7 percent for services and supplies and 97.2 percent of budget overall. We ended the year at 98.4 percent of budget for salaries and just over 100 percent for library materials.
- 2025 revenue: With about 8 percent of the year elapsed, the library has received 7.7 percent of anticipated revenue for miscellaneous income and 6.5 percent for library charges, as well as the first installment of property taxes. Overall revenue collection is at 11.4 percent of budget. The library also received \$10,000 in legislative initiative funding to support library programs in 2025. This has been deposited into the trustee account.
- 2025 expenses: 2025 spending is currently at 7 percent for salaries, 1.3 percent for library materials, and 6.3 percent for services and supplies.

Vouchers

- Vouchers of note: #19, Center Point: 2025 standing order for large print books; #29, Monroe County Library System: 2025 Empire Passes.
- Motion to approve February 2025 voucher list for payment. Seconded. Motion carried.

Budget transfers

- A spreadsheet of recommended transfers to close out the 2024 library budget from town comptroller Diana Marsh was shared with the board. Greg noted that while some individual line items were over budget, spending came in at around \$80,000 under budget overall; combined with surplus revenue, we will end the year with more than \$88,000 to roll over into the fund balance.
- Motion to approve the following transfers for the 2024 budget, as outlined in the attached spreadsheet:
 - In Group 1, \$8,715 from Full-Time Clerical Hours (510000-7415) to Full-Time Overtime Hours (510002, \$1,780); Full-Time Longevity (510009, \$850); and Part-Time Professional Hours (510200-7410, \$6,085).
 - In Group 4, \$2,307 from Processing Supplies (545760) and \$19,710 from Gas and Electric Utilities (547500) to Books and Transcripts (540500, \$125); Computer Software (540900, \$5,320); Contracted Services (541200, \$9,860); Insurance Premiums (541800, \$1,632); Copier Maintenance (542250, \$2,270); Miscellaneous Expenses (543600, \$85); Credit Card Fees (543610, \$2,280); Phone Utilities (547550, \$10); and Water Utilities (547600, 435).
 - In Group 8, \$15,030 from Health Insurance (580400) to Retirement (580100, \$14,905) and Unemployment Insurance (580700, \$125).
 - Seconded. Discussion: Susan congratulated Greg and the library staff for successfully coming in under budget despite many unforeseen circumstances in 2024. Motion carried.
- Motion to transfer \$5,425 from Part-Time Professional Hours (510200-7410) to Part-Time Clerical hours (510200-7415) for 2025. Seconded. Motion carried. Greg noted that this will cover the addition of a second substitute library assistant. Library assistants are more versatile than substitute librarians as they can work both circulation and reference.

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

Town board liaison report

- Ann Cunningham, just wrapping up an eventful first year as a town board member, will be the library's new town board liaison. A longtime Irondequoit resident, she described the important role the library has played in her own and her children's lives.
- Ann acknowledged that the events of the past few months have been devastating and emphasized the importance of protecting town employees, including through regular communication. She praised the strength and resilience of the town's staff and her fellow board members for never doubting the seriousness of the situation.
- Greg added that library initiatives in partnership with the town will continue, including the series of book discussions originally slated to be led by the town supervisor, which will go ahead with alternative facilitators. The library is not pulling back on its commitment to celebrating diversity.

Student representative report: Sarah now has a contact for West Irondequoit schools. A current sophomore has also expressed interest in serving as a student rep next year.

Foundation report

- Fran Manion is stepping down from the Foundation. In a recent meeting with Foundation president Sue Bonkowski, Greg and Rachel offered their support in recruiting new members.
- Foundation members are enthusiastic about plans to renovate the children's library and have asked to have an invoice drawn up for decorative end panels to match the proposed woodland theme (see director's report for an example). These will be sold as a fundraiser.
- Fundraising for the children's library will be the Foundation's biggest project since construction of the new library and represents a valuable opportunity to raise their profile in the community.

Friends report

- See director's report for the latest edition of the Friends newsletter.
- The Friends raised a total of \$10,540 in 2024, exceeding the amount they donated to the library, and can begin rebuilding their savings.
- A Chipotle fundraiser is planned for March 4, and another vendor fair will take place July 12-13.

Staff liaison report

- This month's staff liaison was Adriana Schubmehl, who heads the library's processing department and also assists with the Maker's Lab.
- Adriana reported that her colleagues are looking forward to the resolution of printing and copying disruptions in the computer lab. The mouse infestation continues, but staff have been encouraged to see the town exploring additional pest control options.

Organizational development committee

Board vacancies

- A ranked list of prospective board members was shared with trustees. A total of six candidates were interviewed for three open seats.
- The committee's top three candidates were Patricia Gogniat, a Friends member and former medical imaging librarian; O. Nicholas Robertson, an RIT professor of criminal justice and ERASE member; and Nick Zinni, a retiree from the commercial printing business who has extensive volunteering and fundraising experience through the Kiwanis Club. Rachel will approach the remaining three candidates about joining board committees, the Friends, and/or the Foundation.
- Greg noted that all three appointments would be for a full term, but that he would like to make the interview and nomination processes consistent for full and partial terms.
- Motion to advance the candidacies of Patricia Gogniat, O. Nicholas Robertson, and Nick Zinni to the town board for approval. Seconded. Motion carried.
- In response to a question from Susan, Ann indicated that the new trustee candidates could be voted on at the next town board workshop meeting, currently scheduled for March 10. If not voted in by the next library board meeting, they can still attend as nonvoting members.

- Greg and Rachel will conduct an orientation for the incoming trustees and prepare orientation packets.

Personnel report: See attached.

Finance policy: Greg has been researching fund balance policies from other libraries, including one recently prepared for the Penfield library by Stephanie Cole Adams in response to specific financial issues. Finance and organizational development committees to review.

Public input policy: Now appears at top of agenda. Recent events in Penfield have made it clear why guidelines for public input are necessary.

Community engagement committee: Has not met but will share any updates at next meeting. Nick Zinni has expressed interest in joining.

Long-range plan check-in: Deferred to next meeting.

Technology team: Deferred to next meeting.

Old business

- Bibliotheca tech refresh proposal: No updates since last meeting. No urgent decisions needed before 2026 budget season.

Director's report: See attached.

Adjournment: Meeting adjourned at 7:52 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board vice president and secretary Erin Dougherty

**IRONDEQUOIT PUBLIC LIBRARY
REVENUE**

12/31/2024

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL		2024 %
									YTD DEC 24	BALANCE	
0	0005-1001	Property taxes	\$2,334,611	\$2,507,625	\$2,495,508	\$2,680,059	\$2,695,213	\$2,686,417	\$2,686,417	\$0	100.0%
0	0005-2080	Misc income (book sales, printing, faxing)	\$62,485	\$23,605	\$47,996	\$54,662	\$70,141	\$63,100	\$75,244	(\$12,144)	119.2%
0	0005-2082	Library charges (overdue & lost fines)	\$67,370	\$32,500	\$42,465	\$40,188	\$35,237	\$36,000	\$29,881	\$6,119	83.0%
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%
Subtotal - revenue			\$2,576,001	\$2,655,615	\$2,660,497	\$2,794,750	\$2,817,690	\$2,806,496	\$2,814,617	-\$8,121	100.3%

EXPENSES

GROUP	FUND	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 ACTUAL		2024 ENCUMBRANCES	2024 BALANCE	2024 %
									YTD DEC 24				
1		Salaries	\$983,163	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,181,141	\$1,162,145			\$18,996	98.4%
2		Equipment & capital	\$2,565	\$4,529	\$977	\$2,468	\$772	\$11,336	\$11,336			\$0	100.0%
4	7410-4050	Library materials	\$178,336	\$169,598	\$175,369	\$171,848	\$179,859	\$180,294	\$180,338	\$80		-\$124	100.1%
4		Services & supplies	\$329,561	\$342,006	\$425,579	\$402,058	\$406,649	\$396,026	\$360,390	\$2,651		\$32,984.91	91.7%
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	\$275,800			\$0	100.0%
8		Employee benefits	\$446,414	\$413,337	\$445,435	\$406,340	\$406,326	\$468,235	\$439,236			\$28,999	93.8%
Subtotal - expenses			\$2,485,140	\$2,518,450	\$2,635,126	\$2,626,286	\$2,778,469	\$2,857,832	\$2,774,245	\$2,731		\$80,856	97.2%

1/31/2025

FUND	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACTUAL YTD JAN 25	2025 BALANCE	2025 %
410010	Property taxes	\$2,507,625	\$2,495,508	\$2,680,059	\$2,695,213	\$2,686,417	\$2,793,421	\$325,193	\$2,468,228	11.6%
427000	Misc income (book sales, printing, faxing)	\$23,605	\$47,996	\$54,662	\$70,141	\$75,244	\$76,000	\$5,838	\$70,162	7.7%
420800	Library charges (overdue & lost fines)	\$32,500	\$42,465	\$40,188	\$35,237	\$29,881	\$28,260	\$1,838	\$26,422	6.5%
438890	State aid - oth culture & rec (Local Library Systems Aid)	\$12,263	\$16,860	\$16,142	\$14,642	\$16,696	\$14,600		\$14,600	0.0%
427010	Refund prior year expenses	\$4,838	\$464	\$168		\$6,379			\$0	0.0%
		\$2,655,615	\$2,660,497	\$2,794,750	\$2,817,690	\$2,814,617	\$2,912,281	\$332,869	\$2,579,412	11.4%

FUND	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACTUAL YTD JAN 25	ENCUMBRAN CES	2025 BALANCE	2025 %
	Salaries	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,162,145	\$1,224,192	\$85,656		\$1,138,536	7.0%
	Equipment & capital	\$4,529	\$977	\$2,468	\$772	\$11,336					
540500	Library materials	\$169,598	\$175,369	\$171,848	\$179,859	\$170,194	\$180,000	\$2,384		\$177,616	1.3%
	Services & supplies	\$342,006	\$425,579	\$402,058	\$406,649	\$233,598	\$376,375	\$13,307	\$10,366	\$352,702.07	6.3%
	Contingency - contracted	\$0	\$0	\$0	\$0						
560100	Principal on debt	\$175,000	\$325,000	\$335,000	\$340,000	\$345,000	\$355,000			\$355,000	0.0%
570100	Interest on debt	\$449,852	\$296,000	\$289,400	\$282,650	\$275,800	\$268,800			\$268,800	0.0%
	Employee benefits	\$413,337	\$445,435	\$406,340	\$406,326	\$439,236	\$507,914	\$40,110		\$467,804	7.9%
		\$2,518,450	\$2,635,126	\$2,626,286	\$2,778,469	\$2,637,308	\$2,912,281	\$141,457	\$10,366	\$2,770,824	5.2%

1/31/2025

1/31/2025

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BOOKSTORE SALES

Month	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
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	\$3,380.16
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	\$3,937.01	
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	\$43,986.19	\$3,380.16

CHASE ACCOUNTS

JANUARY 2025

NON-PUBLIC FUNDS MMDA *****9050

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
1/1/2025	Opening balance			\$19,632.66
1/8/2025	Payment to Jennifer Kierecki for yoga storytime programs on 11/16 and 12/14/24 (LIF purchase)		\$100.00	\$19,532.66
1/8/2025	Payment to Meredith Stockman-Broadbent for children's singalong program on 12/20/24 (LIF purchase)		\$200.00	\$19,332.66
1/8/2025	Payment to Elizabeth Bauld for anime cooking tween program on 1/9/25 (LIF purchase)		\$195.00	\$19,137.66
1/8/2025	Payment to Elizabeth Bauld for anime cooking teen program on 1/16/25 (LIF purchase)		\$195.00	\$18,942.66
1/8/2025	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 1/22/25 (LIF purchase)		\$100.00	\$18,842.66
1/10/2025	Payment to Erin Wafer for teen/tween yoga class on 1/13/25 (LIF purchase)		\$115.00	\$18,727.66
1/31/2025	2025 Legislative Initiative Funding	\$10,000.00		\$28,727.66
1/31/2025	Payment to Amazon Capital Services for sensory items for Calm Boxes (2021 bullet aid purchase)		\$73.35	\$28,654.31
1/31/2025	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 2/26/25 (LIF purchase)		\$90.00	\$28,564.31
1/31/2025	Payment to Wegmans Food Markets for food prep gloves for anime cooking classes (LIF purchase)		\$13.99	\$28,550.32
1/31/2025	Payment to Lisa Johnson for Action Board Blastoff workshop on 1/25/25 (LIF purchase)		\$289.00	\$28,261.32
1/31/2025	Payment to Shanwda Urie for book discussion groups on 1/14 and 1/16/25 (Apai donation)		\$200.00	\$28,061.32
1/31/2025	Payment to Erin Wafer for teen/tween yoga class on 2/10/25 (LIF purchase)		\$115.00	\$27,946.32
1/31/2025	Interest	\$9.68		\$27,956.00

PUBLIC FUNDS MMDA *****2587

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
1/1/2025	Opening balance			\$6,911.44
1/31/2025	Interest	\$3.52		\$6,914.96

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
1/1/2025	Opening balance			\$1,441.86
	Payment to Amazon Capital			
1/31/2025	Services for sensory items for Calm Boxes		\$73.35	\$1,368.51

LEGISLATIVE INITIATIVE FUNDING FOR LIBRARY PROGRAMS

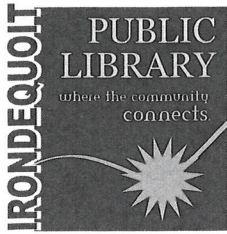
DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
1/1/2025	Opening balance			\$2,684.09
	Payment to Jennifer Kierecki for			
1/8/2025	yoga storytime programs on 11/16 and 12/14/24		\$100.00	\$2,584.09
	Payment to Meredith Stockman-			
1/8/2025	Broadbent for children's singalong program on 12/20/24		\$200.00	\$2,384.09
	Payment to Elizabeth Bauld for			
1/8/2025	anime cooking tween program on 1/9/25		\$195.00	\$2,189.09
	Payment to Elizabeth Bauld for			
1/8/2025	anime cooking teen program on 1/16/25		\$195.00	\$1,994.09
	Payment to Seneca Park Zoo			
1/8/2025	Society for Storytime Safari Zoomobile on 1/22/25		\$100.00	\$1,894.09
	Payment to Erin Wafer for			
1/10/2025	teen/tween yoga class on 1/13/25		\$115.00	\$1,779.09
	2025 Legislative Initiative Funding	\$10,000.00		\$11,779.09
	Payment to Seneca Park Zoo			
1/31/2025	Society for Storytime Safari Zoomobile on 2/26/25		\$90.00	\$11,689.09
	Payment to Wegmans Food			
1/31/2025	Markets for food prep gloves for anime cooking classes		\$13.99	\$11,675.10
	Payment to Lisa Johnson for			
1/31/2025	Action Board Blastoff workshop on 1/25/25		\$289.00	\$11,386.10
	Payment to Erin Wafer for			
1/31/2025	teen/tween yoga class on 2/10/25		\$115.00	\$11,271.10

February 20, 2025 voucher list

VOUCHER	VENDOR	DESCRIPTION	AMOUNT	FUND
11	Alliance Entertainment	Library materials	\$177.96	540500
12	Amazon	Library materials	\$176.79	540500
12	Amazon	Supplies, office	\$129.93	545700
12	Amazon	Professional services, programming (Cricut Joy pens for Maker's Lab)	\$17.99	544080
13	Baker & Taylor	Library materials	\$6,240.51	540500
14	Baker & Taylor Entertainment	Library materials	\$807.87	540500
15	Barnes & Noble	Library materials	\$393.46	540500
16	Breakout EDU	Professional services, programming (escape room service for teen library programs)	\$101.97	544080
17	Brodart	Supplies, library processing	\$345.19	545760
18	Cengage Learning	Library materials	\$254.16	540500
19	Center Point Large Print	Library materials	\$2,977.20	540500
20	De Lage Landen	Contracted services	\$158.00	541200
21	Amy Holland	Postage	\$5.40	543800
22	Ingram	Library materials	\$69.98	540500
23	Irondequoit Art Club	Professional services, programming ("The Medium of Colored Pencils" artist presentation on 1/28/25)	\$150.00	544080
24	Mark's Pizzeria	Conference/training (lunch for staff training day on 2/17/25)	\$82.26	541000
25	Michael L. May	Reimbursement for lost & paid/found & returned library item	\$34.98	420800
26	Synn Lymn McLaughlin	Mileage	\$7.98	543500
27	MidAmerica Books	Library materials	\$435.20	540500
28	Midwest Tape	Library materials	\$2,568.20	540500
29	Monroe County Library System	Library materials	\$216.00	540500
30	Online Labels	Supplies, office	\$86.55	545700
31	Frederick Onufryk	Reimbursement for lost & paid/found & returned library item	\$21.00	420800
32	Penworthy	Library materials	\$547.90	540500
33	Playaway Products	Library materials	\$138.22	540500
34	Stephanie Schubmehl	Misc. expenses	\$99.00	543600
35	Soho Imaging	Supplies, office	\$200.00	545700
36	Staples	Supplies, office	\$1,121.31	545700
37	T-Mobile	Contracted services	\$57.40	541200
38	W.B. Mason	Supplies, office	\$64.39	545700
Total			\$17,686.80	

February 20, 2025 voucher list

Fund	Fund total
420800	\$55.98
540500	\$15,003.45
541000	\$82.26
541200	\$215.40
543500	\$7.98
543600	\$99.00
543800	\$5.40
544080	\$269.96
545700	\$1,602.18
545760	\$345.19
Grand Total	\$17,686.80



Irondequoit Public Library

Director's Report

Wednesday, February 26, 2025

1. Irondequoit Public Library

Timetable of Major 2025 Projects & Commitments - Update

February:

- Ukraine - Irondequoit Poetry & Art Book
 - Initial draft of 126 page book submitted to committee for review and revision on February 24, 2024.
 - Additional revision to be made after receiving feedback from the book committee during the week of March 2, 2024.
- 2024 Annual Report for Public and Association Libraries
 - Statistics from 2024 have been gathered and I have started entering them into New York State annual report website.
 - I anticipate completing the 2024 annual report during the week of March 10, 2025.
- ARPA Funds - Library Program Series
 - The library and recreation department met on February 25th to plan the collaborative wellness series that will be operated between the two organizations.
 - Internal library programming staff meetings have been occurring since January, and progress scheduling programs using the ARPA funds has already been made.
 - A separate document that includes the ARPA funded program titles and dates has been included as a separate document included in as an item of information.

March:

- Employee Onboarding
 - Train and orient new full-time Librarian I.
 - Finalize changes related to coordinating adult library programs and transition responsibility to full-time Librarian I.
 - Complete training and orientation of two part-time Library Assistants that began in February.
- 2025 Long Range Plan
 - Finalize action items for 2025 long range plan goal
- Draft Library Policies
 - Fund Balance Policy
 - Disposal of Surplus Equipment and Materials Policy
- Draft Committee Charters
 - Long Range Plan Goals Committee
 - Community Engagement Committee
 - Organizational Development Committee
 - Finance Committee
- Poltava, Ukraine - Sister Library
 - A template MOU has been received from the library in Poltava, Ukraine. This template is based on an MOU between the public library in Poltava and a public library in the United Kingdom.

- This MOU will be revised to include language in the MOU between the Irondequoit Public Library and the Roma Public Library.
- A draft of the Irondequoit Public Library - Poltava MOU will be shared with the Organizational Development Committee before it is brought to the full Library Board.
- ARPA Funds - Library Program Series
 - Begin preparations for 2025 summer reading program and elementary school book fairs
 - Finalize other ARPA funded programs that have yet to be confirmed including the film festival.

April:

- Assess timetable for children's library renovation using NYS library construction grant funds

Friends of Irondequoit Public Library - Updates

Chipotle Fundraiser - Wednesday, March 5

The Friends of the Irondequoit Public Library Chipotle fundraiser will take place on Wednesday, March 5th between 4:00 PM - 8:00 PM at the 1495 East Ridge Road location.

Use the code **44WMT43** while placing your online order for pickup through the official Chipotle App or through Chipotle.com. The Friends of the Irondequoit Public Library will receive 25% of the total orders placed through this promotion.

Summer 2025 Artist & Crafter Vendor Fair

The next Friends of the Irondequoit Public Library artist and crafter vendor fundraiser will take place on July 12 and 13.

February 2025 Friends Newsletter

A copy of the February 2025 Friends of the Irondequoit Public Library newsletter has been included as an item of information. Highlights include that the Friends raised over \$7,300 in 2024

Irondequoit Public Library Foundation - Updates

Children's Library Renovation

The Irondequoit Public Library Foundation is hiring Janice Davis Designs, the design company that drafted the stage proscenium and entryway arch, to create designs for custom end caps that will be affixed to the shelves in the children's library.

These end caps will be designed to accompany the stage proscenium and entryway, and will be "sold" as a fundraiser for the Foundation. I have included a picture of a similar design that Janice Davis developed for a different library.



Foundation Board Changes & Recruitment

One of the Irondequoit Public Library Foundation Co-Presidents is resigning from the Foundation Board Rachel Snyder and I met with Sue Bonkowski, the remanning Co-President, to discuss ways the library and Library Board might be able to help recruit community members to serve on the Irondequoit Public Library Foundation board.

2. Town of Irondequoit

3. Facilities Report

Staff & Public Copier Changes

The library's staff copier has been replaced. This copier includes new software that is designed to reduce the number of copies that are made in error, and ultimately reduce printing costs .

The public copier will be replaced on Tuesday, March 4th.

Full-Time Library Maintenance Employee

The Town of Irondequoit has hired a new full-time maintenance employee who will be stationed at the library. Paul Chapple started this week. Paul has previous maintenance experience working for the City of Rochester and Hudson Ridge Towers.

Library Mice

A new pest control company has been brought in to replace the company that was unable to get the mouse visitor under control.

4. Monroe County Library System

2025 Library Director Retreat

The Monroe County Library System will hold its annual Library Director retreat at the RMSC planetarium this February. We will have presentations from the City Communications Director, Barabara Pierce about handling press inquiries and Dan Schneiderman about this year's RMSC Stem Ambassador theme of Sky Gazing. Other topics will include a broad overview of the process for going to bid for a library system, and remarks from Emily Clasper.

5. Personnel Report

A personnel report with recent changes to the staff roster has been included with the Library Director Report.

The library has selected a new full-time Librarian I and a new part-time Library Assistant.

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. *February 2025 Personnel Report*
2. *Confirmed ARPA Programs*
3. *Friends of the IPL February 2025 Newsletter*

Irondequoit Public Library
Statistical Report to the Library Board
February 2025

Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Circulation		Maker's Lab Usage		Maker's Lab Circulation	
Year	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025
January	5,469	5,400	15,393	13,711	81	79	1,123	1,274	1,300	1,197	34,717	40,310	36	81	7	11
February	5,548	0	15,325	0	74	0	1,233	0	1,344	0	32,999	0	70	0	5	0
March	5,435	0	15,862	0	84	0	1,245	0	1,484	0	33,875	0	49	0	16	0
April	5,432	0	18,309	0	80	0	1,355	0	1,499	0	34,778	0	70	0	17	0
May	4,801	0	14,176	0	95	0	1,851	0	1,242	0	39,453	0	66	0	14	0
June	6,797	0	13,839	0	93	0	2,869	0	1,295	0	40,791	0	74	0	15	0
July	6,953	0	12,784	0	89	0	1,649	0	1,239	0	46,068	0	69	0	9	0
August	6,522	0	14,500	0	76	0	1,126	0	1,284	0	45,250	0	59	0	7	0
September	6,151	0	14,088	0	78	0	1,015	0	1,284	0	40,370	0	37	0	6	0
October	6,441	0	15,178	0	112	0	3,311	0	1,331	0	41,150	0	40	0	7	0
November	5,288	0	14,152	0	87	0	1,322	0	1,116	0	39,783	0	43	0	10	0
December	4,130	0	12,182	0	83	0	1,455	0	1,102	0	38,794	0	111	0	9	0
Total	68,967	5,400	175,788	13,711	1,032	79	19,554	1,274	15,520	1,197	468,028	40,310	724	81	122	11
YTD Average	5,747	5,400	14,649	13,711	86	79	1,630	1,274	1,293	1,197	39,002	40,310	60	81	10	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

February 2025 Personnel Report

**Organizational Development Committee
February 2025 Employee Changes**

Kelly Rosengren

New Hire: Full-Time Librarian I

Notes: After a lengthy search, the search committee has identified Kelly Rosengren as the best, and ideal candidate. Kelly will be ordering adult nonfiction books, assisting patrons at the information and reference desk, and leading the adult programming team meetings.

Kelly was previously the youth services librarian at the East Rochester Public Library, where she also served as Interim Library Director. Kelly also has experience working in library outreach at the Webster Public Library where she held the job title of Library Assistant. She also worked as a Library page, Literacy Aide, and Library Clerk at the Highland Branch Library in the City of Rochester. Kelly lives in Rochester and has two young children.

This position was previously held by Amy Henderson.

Kelly's start date will be March 6, 2025.

Dondi Ratliff

New Hire: Part-Time Library Assistant

Notes: Dondi comes to Irondequoit Public Library with experience working in education as a teacher in the DeSoto Independent School District in DeSoto, TX, and as a substitute teacher in the Phelps-Clifton Springs Central School District. Dondi also possesses a Master's in Library Science from the Texas Women's University in Denton, TX.

This position was previously held by Marijean Weld, who has transitioned to working as a substitute Library Assistant.

Dondi's start date was February 18, 2025.

Elizabeth "Betsy" Liano

New Hire: Substitute/On-Call Library Assistant

Notes: Betsy comes to Irondequoit Public Library with experience working in education. She is presently an administrative assistant in the Brighton Central School District where she was previously a library assistant and substitute teacher. She is also an instructor for the Town of Brighton, where she creates and conducts classes for seniors.

This position is provided for using funds from the Substitute/On-Call Librarian budget.

Betsy's start date was February 18, 2025.

Confirmed ARPA Programs

Confirmed ARPA Funded Library Programs

Brooklyn Robot Foundry

Date: Friday, April 11
Title: Robot Coders with Brooklyn Robot Foundry
Time: 3:30 PM - 5:00 PM
Max capacity: 16
Room: 113
Age: 12-18

Date: Friday, May 9
Title: Robot Coders with Brooklyn Robot Foundry
Time: 3:30 PM - 5:00 PM
Max capacity: 16
Room: 114 & 115
Age: 12-18

Date: Friday, June 13
Title: Robot Coders with Brooklyn Robot Foundry
Time: 3:30 PM - 5:00 PM
Max capacity: 16
Room: 114 & 115
Age: 12-18

Date: Friday, July 11
Title: Robot Coders with Brooklyn Robot Foundry
Time: 3:30 PM - 5:00 PM
Max capacity: 16
Room: 114 & 115
Age: 12-18

Date: Friday, August 8
Title: Robot Coders with Brooklyn Robot Foundry
Time: 3:30 PM - 5:00 PM
Max capacity: 16
Room: 114 & 115
Age: 12-18

Storybook Cook – Confirmed

Date: Thursday, April 17
Title: South of the Border Bites
Time: 6:30 PM - 8:00 PM
Max capacity: 24
Room: 114 & 115
Age: Adult

Date: Thursday, May 15
Title: Summer Salads
Time: 6:30 PM - 8:00 PM

Max capacity: 24
Room: 114 & 115
Age: Adult

Date: Thursday, June 26
Title: Red, White, and Blue Entrees
Time: 6:30 PM - 8:00 PM
Max capacity: 24
Room : 114 & 115
Age: Adult

Yoga With Erin Wafer - Confirmed (Mostly)

Date: Monday, May 19
Title: TBD
Time: 6:00 PM - 6:45 PM
Max capacity: TBD
Room: 113 & 114
Age: Adult

Date: Monday, June TBD
Title: TBD
Time: 6:00 PM - 6:45 PM
Max capacity: TBD
Room: TBD
Age: Adult

Date: Monday, July 21
Title: TBD
Time: 6:00 PM - 6:45 PM
Max capacity : TBD
Room: 113 & 114
Age: Adult

Date: Monday, August 18
Title: TBD
Time: 6:00 PM - 6:45 PM
Max capacity: TBD
Room: 113 & 114
Age: Adult

Friends of the IPL February 2025 Newsletter

FRIENDS OF THE IRONDEQUOIT LIBRARY

Quarterly Newsletter

February 2025 VOL. 1

Thanks to the generous support of our Friends and community we raised over \$7,300 for the Irondequoit Public Library in 2024! With these funds the library was able to host dozens of programs and provide supportive materials impacting thousands of community members. During the last quarter we hosted a craft fair with thirty vendors and raised over \$1,400 for the library. We celebrated National Friends of Libraries Week by participating in the town's Trunk or Treat event, and handed out candy and bookmarks to our community. In 2025 we hope significantly increase our membership numbers, host another craft fair, a Friends community engagement event, and possibly a T-shirt sale. Stay tuned for future details and we hope to see you at one of our 2025 events. To renew your membership or join Friends, please pick up a form at IPL or scan the QR code at the end of this newsletter. Thank you for your support.



Friends of IPL President Mary Tiballi Hoffman hands out candy and bookmarks at the town Trunk or Treat event on October 27th.



The fall craft fair took place November 9th and 10th and raised over \$1,400 for the library! Thank you to all who participated!

Contact us: irondequoitlibraryfriends@gmail.com
Check us out on [Facebook](#) and [Instagram](#)

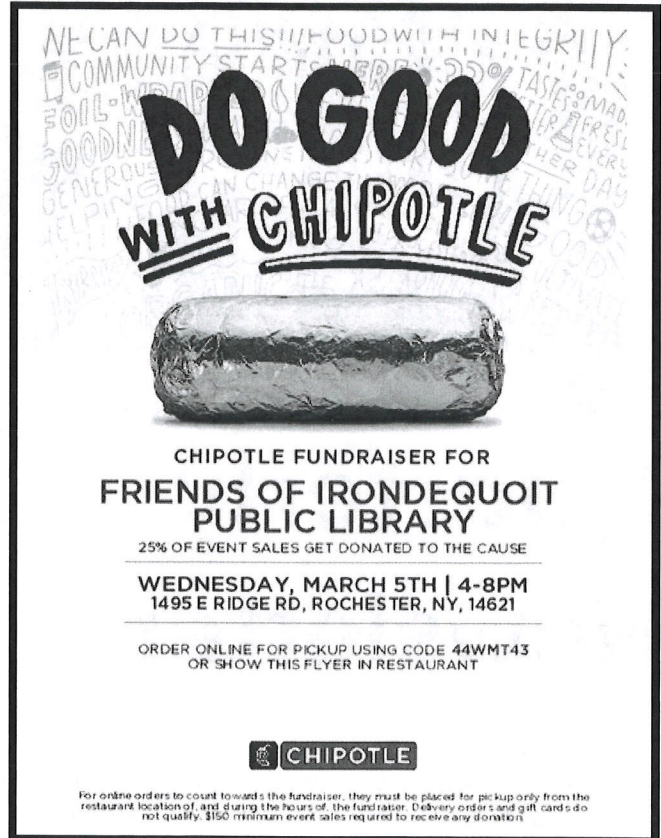


REVIEW: Q4 2024

Thanks for your generous support of the Friends. Together, we were able to fund the following library efforts in Q4 2024:

- Four Music to Movement programs
- Classic book club
- Fall watercolor program
- Story time yoga
- Re-think Thanksgiving program
- Supplies for the children's library
- Snacks for library programs
- Candy for the Trunk or Treat town program

UPCOMING EVENTS: Q1 2025




DO GOOD WITH CHIPOTLE

CHIPOTLE FUNDRAISER FOR
FRIENDS OF IRONDEQUOIT PUBLIC LIBRARY

25% OF EVENT SALES GET DONATED TO THE CAUSE

WEDNESDAY, MARCH 5TH | 4-8PM
1495 E RIDGE RD, ROCHESTER, NY, 14621

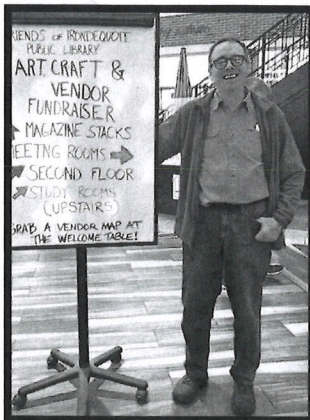
ORDER ONLINE FOR PICKUP USING CODE 44WMT43
OR SHOW THIS FLYER IN RESTAURANT

 **CHIPOTLE**

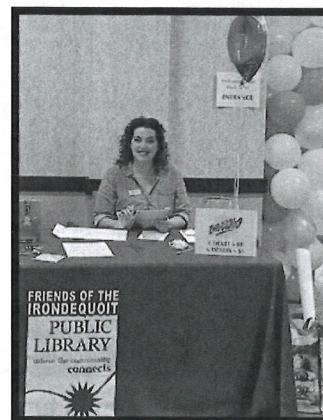
For online orders to count towards the fundraiser, they must be placed for pickup only from the restaurant location of, and during the hours of, the fundraiser. Delivery orders and gift cards do not qualify. \$150 minimum event sales required to receive any donation.

THANK YOU STEVE AND MARY!

Please join us in thanking two of our Friends of IPL Board members who have stepped down at the end of 2024. Steven Tolle has volunteered his time with the Friends of IPL Board for over ten years and most recently served as Vice President. Mary Tiballi Hoffman has been active with the board for several years and most recently served as President. Mary was instrumental in organizing the craft shows in 2024. Thank you Steve and Mary!



Outgoing Vice President of the Friends of IPL Board, Steven Tolle.



Outgoing President of the Friends of IPL Board, Mary Tiballi Hoffman.

Contact us: irondequoitlibraryfriends@gmail.com
Check us out on [Facebook](#) and [Instagram](#)



UPDATES FROM THE SISTER LIBRARY TEAM

Greetings from the Sister Library Team of the Irondequoit Public Library!

The Sister Team was formed in 2021 by four library patrons who were eager to reach out of comfort zone to help another small library. With this in mind, the relationship was formed with Roma Public Library in Roma, Texas. Roma is located near the Rio Grande close to the border. As far as we know, we are the only active Sister Library in New York State.

We began to Zoom with the library director in Roma and discovered that Roma Library needed books to fill their shelves and to help a small satellite library close to them. We asked for donations. We got them! The IPL Sister Team collected, sorted and shipped these books amounting to about 60 boxes with the last two boxes going out in Fall, 2024. Roughly, this amounts to about 1,200 books.

We have continued with our cultural relationship as well. We participated in the Hispanic Heritage Month (with help from our Friends), held an art show featuring art work from students in the Roma Schools as part of the Friends Art and Craft show, we also trimmed a Christmas tree for the George Eastman House with both Mexican and American decorations depicting our relationship. We are currently looking to work with a Girl Scout troop here in Irondequoit and a troop in Roma to form a pen pal group. Jointly, we will participate in the Hispanic Heritage month again in the Fall of 2025.

We are excited to explore more opportunities for collaboration! Please contact us if you have new ideas at irondequoit@libraryweb.org.



During the November craft sale the Sister Library Team displayed artwork from students in the Roma schools.



The Sister Library team participated in the Hispanic Heritage town event in October.


Contact us: irondequoitlibraryfriends@gmail.com
Check us out on [Facebook](#) and [Instagram](#)



VOLUNTEER OPPORTUNITIES

The Friends of IPL Board is seeking volunteers. We are a small group and need your help! We have an opening for a Publicity Chair to run our social media accounts and publish this quarterly newsletter. We also have an opening for Vice President and at-large positions to help with planning events.

GET INVOLVED WITH FRIENDS OF IPL!



We need your help as we work to revitalize the Friends of IPL! We're looking for:

NEW MEMBERS – Give a gift of \$10+ to become a Friend of IPL; your donation directly supports library programming, materials and services. And there's absolutely no time commitment involved!

AD HOC VOLUNTEERS – Lend a hand at special events throughout the year. Very low time commitment!

BOARD MEMBERS – Serve on the Friends Board and help us plan and execute Friends fundraising and advocacy efforts throughout the year! Time commitment consists of monthly meetings, plus special events throughout the year.

If you are interested in getting involved, please email irondequoitlibraryfriends@gmail.com. A member of the Friends Board will contact you about next steps!

RENEW YOUR SUPPORT TODAY!

Our 2024 year-end membership count stands at 26. Please scan the QR code below to renew or start your Friends membership via PayPal - your gift makes programs like these possible!



Contact us: irondequoitlibraryfriends@gmail.com
Check us out on [Facebook](#) and [Instagram](#)

