

Irondequoit Public Library Board of Trustees  
Monthly meeting  
Minutes of March 19, 2025

Call meeting to order: 6:39 pm.

Present: Rachel Snyder, president; Erin Dougherty, vice president and secretary; Susan Kramarsky, treasurer (via teleconference); Michael Huntone and Sarah Yannello, trustees at large.

Guests: Greg Benoit, library director; Ann Cunningham, town board liaison; Patricia Gogniat, O. Nicholas Robertson, and Nicholas Zinni, incoming trustees; Synn Lymn McLaughlin, library assistant (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Meaghan de Chateauvieux, trustee at large.

Approval of agenda: Approved.

Approval of minutes: Minutes of February 26, 2025 approved.

Attendance: Next meeting April 16, 2025. Mr. Huntone and Ms. Gogniat may have conflicts; Ms. Dougherty will follow up with Ms. de Chateauvieux and Ms. Kramarsky.

### **Public forum**

- Two patrons have contacted Mr. Benoit to ask about discontinuing the practice of charging a \$0.50 hold fee for materials from other libraries, Irondequoit being one of only three Monroe County libraries that still do so. Removing or reducing hold fees was originally discussed as part of the long-range plan, but this proved too challenging to implement in the current budget year.
- Ms. Snyder received a comment from a parent thanking the library for making their child with medical and accessibility needs feel welcome.

### **Town board liaison report**

- The town board met last night. A resolution approving new library board members did not make it onto the agenda, but all will be approved at the April meeting. Also scheduled for April is a public hearing on short-term rentals.
- Plans for Irondequoit's first Hoochenanny Festival were announced at a recent press conference. The event, featuring vendors, live music, and whiskey tasting, takes place August 8-10 at Camp Eastman.
- The town recently approved a request for proposals to install solar panels on the winter market building and is working on replacing the electric vehicle charging station outside town hall. Ms. Cunningham is serving as a liaison for the town's Climate Smart Task Force, Walk Bike Irondequoit, and Color Irondequoit Green.

- Ms. Cunningham also expressed an intention to work with relevant community members to craft a land acknowledgment for the town.

**Student representative report:** None.

**Foundation report:** See director's report for mockups of end panels from Janice Davis Designs. The Foundation will use these in its fundraising campaign for the children's library renovation.

**Friends report:** The Friends' Chipotle fundraiser was a success despite a temporary outage in Chipotle's online ordering system.

### **Staff liaison report**

- This month's staff liaison was library assistant Synn Lymn McLaughlin, whose responsibilities include overseeing the library's meeting and study rooms, scheduling reference desks, preparing monthly statistics, and assisting with the seed library and Maker's Lab. She also serves on the town's DEI Advisory Committee. In the Maker's Lab, Ms. McLaughlin's areas of expertise are the sewing and embroidery machines, but she is also assisting with the Glowforge and Cricut and leading monthly STEAM programs during Sarah Knight's parental leave.
- See attached for an infographic summarizing library statistics for 2024.
- Ms. McLaughlin also shared the following updates from coworkers:
- Circulation supervisor Sarah Taffner is training two new substitute clerks and a new page. Ms. Taffner was also instrumental in setting up the library's partnership with Sample Soap, a nonprofit that collects toiletries for community members in need.
- In public services, Nora Pelish is training a new part-time library assistant and a substitute library assistant.
- Young adult librarian Emily Baker facilitated a school visit for K-8 students from Bay Knoll School. She also hosted a well-received talk by young adult author Mackenzie Reed on March 15.
- The children's services department is gearing up for summer reading (yes, already) and planning school visits to coincide with the townwide children's book giveaway.
- Mr. Benoit added that Ms. McLaughlin was responsible for creating the Sidecar program for tracking reference statistics, which is instrumental in planning desk staffing.

**Long-range plan check-in:** The committee has taken a brief hiatus while Mr. Benoit focused on the annual report and draft charters, but a draft of Year 3 action items should be ready for the April board meeting. The committee reconvenes on April 2.

### **Finance committee, vouchers, financial report**

#### Financial report

- Revenue: The library has now received its full allotment of property taxes for the year, bringing overall revenue collection up to 96.4 percent of budget. With about 16.7 percent of the year elapsed, the library has collected 12.3 percent of anticipated library charges and 15.4 percent of miscellaneous income. A more detailed breakdown of library-driven



revenue for the month is available in the “Cash receipts summary” spreadsheet included in the board packet.

- Expenses: As of February 28, the library had spent 12.1 percent of budget for salaries, 9.6 percent for library materials, 9.3 percent for services and supplies, and 10.1 percent overall. Many significant budgeted expenditures will not occur until later in the year, including principal and interest on bonds.

#### Vouchers

- This month, for the first time, approval for payment of invoices took place entirely online via the town’s new financial software, Munis. Accordingly, there are no paper vouchers to be signed.
- In lieu of the printed/scanned vouchers and voucher list, the “March 2025 invoices summary” spreadsheet included in the board packet lists all invoices submitted for payment this month, with totals for each budget line.
- Invoices of note: #INV-US-74774 and INV-US-74775, EnvisionWare: Annual equipment maintenance and software license renewal for public print station.
- Motion to approve March 2025 invoices for payment. Seconded. Motion carried.

#### **Organizational development committee**

- Along with the finance committee, the organizational development committee is working with attorney Stephanie Cole Adams to develop a fund balance policy and review practices related to the trustee accounts. When a draft policy is ready, the committees will review and bring to the full board.
- Incoming trustees have received an orientation packet of key documents (excepting the trustee handbook, available digitally).
- Further discussion of the Bibliotheca tech refresh proposal will take place in finance and organizational development committees.

#### **Community engagement committee**

- Work on a draft charter is in progress.
- The committee is seeking new members and would like to resume regular Zoom or in-person meetings. Mr. Zinni will join, as he had previously expressed interest in strengthening the library’s relationship with Irondequoit Community Cupboard.
- Ms. Yannello noted that she has begun requiring any of her English students who don’t already have a library card to sign up for a digital one and is introducing her classes to Hoopla, Kanopy, and Libby. Students were excited to see the variety of ebooks and audiobooks available.

#### **Technology team**

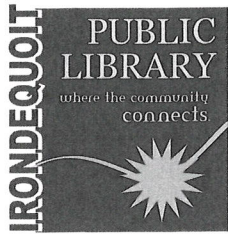
- The new copier is up and running in the library computer lab, although town IT is still working on enabling credit card payments. A new standalone fax machine has also been purchased to replace the machine previously leased from De Lage Landen.

- Mr. Benoit demonstrated the new OneDrive for digital copies of all board meeting packets and organizational documents.
- Trustees discussed options for a shared board email address. One possibility is an inbox accessible to all executive committee members; another is to set the official board email address to forward copies of all messages to trustees' individual email accounts, with the understanding that responses would come from the board secretary via the official trustee email account.
- Motion to approve the creation of an email address facilitated by Irondequoit Public Library that will email all trustees and be responded to by the acting board secretary. Seconded. Motion carried.

**Director's report:** See attached. The trustees and Ms. Cunningham reiterated their support for the library and its staff in the wake of the executive order defunding the Institute of Museum and Library Services.

**Adjournment:** Meeting adjourned at 8:19 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Erin Dougherty



## **Irondequoit Public Library**

Director's Report

Wednesday, March 19, 2025

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

#### **Timetable of Major 2025 Projects & Commitments - Completed**

##### **Ukraine - Irondequoit Poetry & Art Book**

I have completed the design, layout, and revisions to the final draft of the poetry and artwork book featuring the works of students in Poltava, Dnipro, and Irondequoit. It was sent to the printer for publication on February 26th. The Ukrainian - American Community Foundation has secured enough donations to print 500 copies.

I anticipate working with the Ukrainian - American Community Foundation to schedule a poetry reading and/or art show that makes use of both the library's meeting rooms and Zoom so that students in Irondequoit and Ukraine can speak about their work. This event is tentatively timetabled for the fall of 2025.

A PDF copy of the book, *Wings of Inspiration*, has been uploaded to the Trustee OneDrive for you to review. This document is too large to be included in the Director Report. Please make sure you glance through it when you have a chance; many of the poems and artwork are extremely beautiful and well done.

##### **2024 Annual Report for Public and Association Libraries**

A draft of the 2024 annual report to New York State for public and association libraries has been submitted to the Monroe County Library System.

This report is only a preliminary draft as I do not yet have the final close out report for the 2024 budget year. Once I receive that report from the Town of Irondequoit Controller, I will revise the report to include the final budget figures. A copy of the revised report will be included in a subsequent Library Board packet. Once the final report is submitted, statistics from the 2024 report will be used to create an infographic that will serve as the 2024 annual report to the public.

A PDF copy of the preliminary *DRAFT - 2024 Annual Report for Public and Association Libraries* has been uploaded to the Trustee OneDrive for you to review.

##### **Trustee Cloud Drive**

I have setup a new Trustee cloud drive that will serve as the primary point to access documents such as board packets, annual budgets, the new trustee orientation manual, committee charters, and more. I will email you a URL that you can use to access the trustee cloud drive, and the password you will need to access the drive.

The trustees and town board liaison will have full access to view all documents, but will not be able to edit, upload, or delete documents. The library board president, vice-president, and secretary will have administrative permissions which will enable them to edit, upload, or



delete any documents on the drive. Myself, Stephanie Schubmehl, John Scalzo, Tariq Hudson, Matt Krueger, and Nora Pelish will have administrative permission and the ability to add or remove new users.

The cloud storage is available through the Monroe County Library System's Microsoft license, and will be regularly backed up onto a hard drive located inside the Irondequoit Public Library.

### **Draft Committee Charters**

Copies of the following proposed charters for the five standing Library Board committee have been uploaded to the Trustee OneDrive for you to review.

- *Long Range Plan Committee Charter.pdf*
- *Executive Committee Charter.pdf*
- *Community Engagement Committee Charter.pdf*
- *Organizational Development Committee Charter.pdf*
- *Finance Committee Charter.pdf*

These proposals include all of the feedback that I have received from Trustees up until this point, and accurately reflect the work the committees have been doing the last few years as well as reflect the work the committees anticipate taking up in the immediate future.

### **Timetable of Major 2025 Projects & Commitments - In Progress**

#### **Consultation on Library Policy**

Many libraries in New York State have a policy that outlines the types of expenses and circumstances that might warrant use of the fund balance, but the Irondequoit Public Library does not have such a policy. The Finance Committee has a Zoom consultation with attorney Stephanie Adams on the creation of a Fund Balance Policy for the Irondequoit Public Library scheduled for Friday, March 21.

#### **Employee Onboarding**

Our newest full-time librarian Kelly Rosengren started on Thursday, March 6. Kelly, Matt, and myself are meeting on Wednesday, March 19 to begin transitioning the adult programming responsibilities that Matt was temporarily overseeing to Kelly.

The new part-time Library Assistants have been trained and have begun working on the public facing service desks.

#### **ARPA Funds - Book Giveaway**

The youth services staff have begun ordering the books for the elementary school book giveaway. They are also drafting a bookplate that will indicate that the books were provided by the Town of Irondequoit and Irondequoit Public Library. Because this bookplate is going to be seen by 3,600 people, I view it as something more akin to a press release, and as such, I will share it with the Library Board Executive Committee for feedback. Because the funds were obtained through a Town Board vote, I will also share it with Ann Cunningham for feedback prior to having it printed.

The library staff and I have also confirmed the dates the books will be given to each of the elementary school students enrolled in the East Irondequoit School District. Dates associated

with the book giveaway at the elementary schools located in the West Irondequoit School District will be confirmed in the next few weeks.

#### **ARPA Funds - Health & Wellness Series in Partnership with Irondequoit Recreation**

Shannon Grieve met on February 25 to discuss and begin the planned promotion for the health and wellness program series that we are operating jointly with Irondequoit Recreation.

### **Timetable of Major 2025 Projects & Commitments - Not Yet Started**

#### **2025 Long Range Plan**

Finalize action items for 2025 long range plan goal

#### **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**

Finalize other ARPA funded programs that have yet to be confirmed including the film festival.

#### **Children's Library Renovation Grant**

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

### **Friends of Irondequoit Public Library**

#### **Chipotle Fundraiser**

The Friends of the Irondequoit Public Library Chipotle fundraiser raised \$265.95 which is slightly lower than the fundraiser yield in 2024 (\$303). The Friends speculated that this may be due to the online ordering system being down for part of the evening.

#### **Irondequoit Public Library Apparel Fundraiser**

The Friends of the Irondequoit Public Library are working toward having an Irondequoit Public Library apparel fundraiser. The public have been inquiring about how they can buy apparel with the library logo ever on it since staff started wearing Irondequoit Public Library t-shirts and sweatshirts. In the near future Friends will be selling library apparel through a website that helps nonprofits raise funds through apparel sales. The designs will include the library's logo and an illustration of Twig and Swirly, the children's library mascots.

#### **Friends of the Irondequoit Public Library - Volunteer & Board Recruitment**

The library has begun helping the Friends of the Irondequoit Public Library recruit volunteers and prospective members for the board. The circulation desk staff are handing out small fliers advertising the need for people to volunteer with the Friends of the Irondequoit Public Library.

### **Irondequoit Public Library Foundation**

#### **Children's Library Renovation**

Janice Davis Designs has submitted mockups of the endcaps for the shelving in the children's library. The Irondequoit Public Library Foundation has paid for the design and blueprints. Once the youth services team settles on a proposed design, Janice Davis will draft the schematic drawings/blueprints.

The endcaps will feature changeable elements that indicate what books can be found on a particular shelf. I have included a picture of the most recent endcap mockup (*Janice Davis Designs - Endcaps.pdf*) as an item of information.

## **2. Town of Irondequoit**

I have been working with Town Board Member Ann Cunningham, Chief of Staff Kimberly Miranda, and Town Clerk Latasha Elder to have a Town Board resolution drafted that will officially appoint the three prospective candidates to the Irondequoit Public Library Board of Trustees. There was some initial confusion about the process and timetable for advancing these resolutions to the Town Board. In the past, I was not involved with this portion of the Trustee appointment process at Irondequoit Public Library, but I will take a role in making sure these resolutions are communicated in a timely manner to the town clerk and attorney. These resolutions will be taken up by the Town Board at the April 2025 meeting.

Draft copies of the following resolutions have been included in the board packet:

- *LIB-2025-04-22-Library Board (Gogniat).pdf*
- *LIB-2025-04-22-Library Board (Robertson).pdf*
- *LIB-2025-04-22-Library Board (Zinni).pdf*

## **3. Facilities Report**

### **Staff & Public Copier Changes**

The library's staff copier, public fax machine, and public copier have been replaced. Town of Irondequoit IT Director, Kevin Labarr is working to enable the credit card payment terminal attached to the public copier. Once it is enabled, the public will be able to pay for print jobs using a credit or debit card.

### **New Vending Machines**

The new vending machines have been installed, which means the library again has coffee available for purchase.

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

### **Executive Order Relating to the Institute of Museum and Library Services**

The Monroe County Library System Director, Emily Clasper has outlined the impact the March 14 executive order will likely have on public libraries. A copy of the document (*NYS Library IMLS Summary.pdf*) that is referenced in her statements been included with the Director Report. Emily writes:

"The Trump administration's Executive Order (EO) signed late on Friday requires the Institute of Museum and Library Services (IMLS) to reduce itself to its minimum required "statutory functions" and also requires that "non-statutory components and functions ...shall be eliminated to the maximum extent..."



IMLS provides funding and services critical to supporting libraries across the country. Notably, much of our State Library's funding comes from IMLS, which could potentially impact our access to State Aid, Construction grants, MCLS funding, Summer Reading Support, statewide database access (New York Online Virtual Electronic Library -NOVELNY). The Grants to States Program is one of the ways IMLS helps libraries in each State get the money they need to provide essential local services. A summary of NY State Library services the elimination of Federal Funding could impact is attached.

At this point, the real consequences of this Executive Order are unclear. In response to a similar move by the last Trump administration, the 2018 Museum and Library Services Act (MLSA) outlined those IMLS services required by law and those performed at the discretion of IMLS. To understand the difference and what services falls under each category, [EveryLibrary has provided an explanation.](#)

This move was not unexpected, but it does come as a difficult blow at a time when so much is uncertain. ALA, NYLA, EveryLibrary, and other groups have jumped to the defense of our libraries, issuing statements and calls to action to help make our voices heard on this important issue."

## **5. Personnel Report**

No personnel changes have occurred since the last time the Irondequoit Public Library Library Board of Trustees met.

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**

There was no formal correspondence this month, but this youth services team and I did respond to a patron concern about the lack of tidiness in the play room. Procedural changes have been made to address the matter moving forward.

## **8. Items of Information**

1. *Janice Davis Designs - Endcaps.pdf*
2. *NYS Library IMLS Summary.pdf*
3. Trustee Appointment Resolutions
  - *LIB-2025-04-22-Library Board (Gogniat).pdf*
  - *LIB-2025-04-22-Library Board (Robertson).pdf*
  - *LIB-2025-04-22-Library Board (Zinni).pdf*
4. Draft Committee Charters
  - *Long Range Plan Committee Charter.pdf*
  - *Executive Committee Charter.pdf*
  - *Community Engagement Committee Charter.pdf*
  - *Organizational Development Committee Charter.pdf*
  - *Finance Committee Charter.pdf*
5. *DRAFT - 2024 Annual Report for Public and Association Libraries*
6. *Wings of Inspiration* (Included on Trustee Drive only)

**Irondequoit Public Library**  
Statistical Report to the Library Board  
**March 2025**

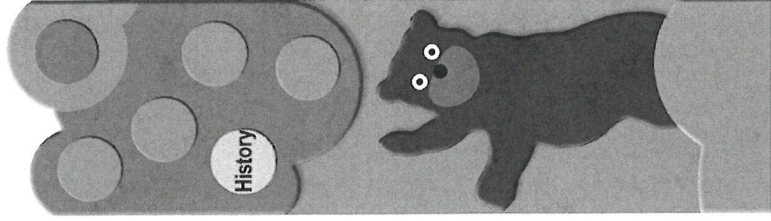
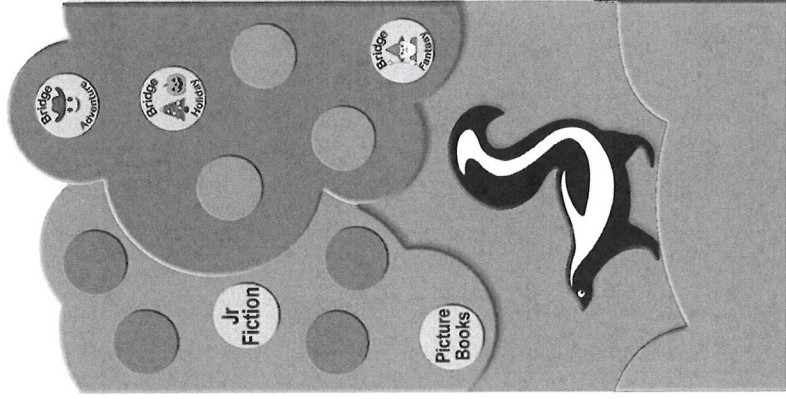
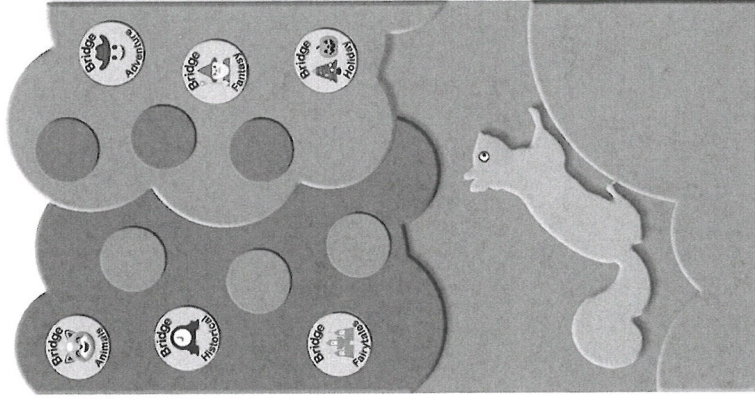
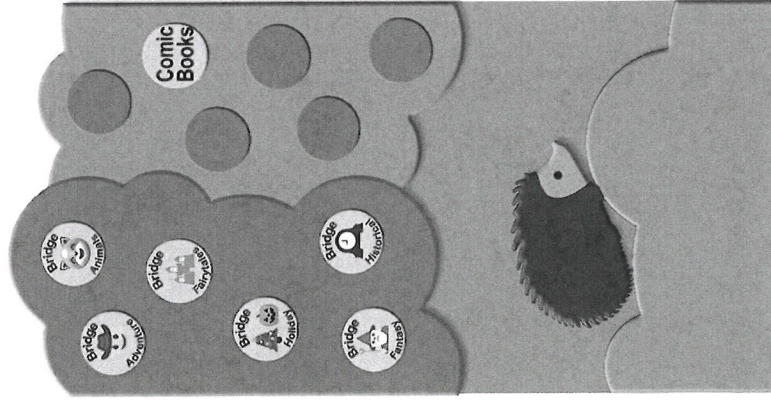
Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Circulation		Maker's Lab Usage		Maker's Lab Circulation	
	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025
Year																
January	5,469	5,400	15,393	13,711	81	79	1,123	1,274	1,300	1,197	34,717	40,310	36	81	7	11
February	5,548	5,047	15,325	13,692	74	79	1,233	1,739	1,344	1,344	32,999	37,666	70	41	5	5
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	10,447	175,788	27,403	1,032	158	19,554	3,013	15,520	2,541	468,028	77,976	724	122	122	16
YTD Average	5,747	5,224	14,649	13,702	86	79	1,630	1,507	1,293	1,271	39,002	38,988	60	61	10	8

Note: August 2024 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**



*Janice Davis Designs - Endcaps*



# Irondequoit Public Library

Children's Room Endcaps

Design Option A 17 March 2025

*NYS Library IMLS Summary*



### **Federal Funding for Libraries is at Risk**

The New York State Library relies on \$8.1 million in federal funding from the Institute of Museum and Library Services (IMLS) through its Grants to States Program. This funding is crucial for supporting New York's 7,000 libraries, 72 library systems, and the NYS Library itself. Notably, 55 of the NYS Library's 84 positions are funded by these federal dollars. The anticipated loss of this funding will severely undermine the NYS Library and jeopardize essential services for communities across the state.

### **Critical Services at Stake**

#### **Administration of State-Level Services for Public Libraries and Library Systems**

Every action of the State Library is driven by our mission to empower libraries. As they face numerous challenges, the State Library is committed to designing policies that ensure their resilience and success.

- **Distributing \$104.6 million in State Aid to Libraries:** Ensuring timely and efficient distribution of aid to all types of libraries, with oversight to guarantee that funding benefits local communities.
- **Managing \$45 million in Public Library Construction Aid:** Reviewing and improving applications to help all libraries, especially small and rural ones, meet rigorous state standards and receive important aid.
- **Administering Discretionary Grant Programs:** Including initiatives like Conservation and Preservation Grants for libraries and cultural institutions and priorities of the legislature, such as Dolly Parton Imagination Library Participation Grants.
- **Processing Public Librarian Certification and Overseeing Trustee Education:** Enabling job placements of recent graduates and ensuring library boards receive necessary trustee training to fulfill their responsibilities.
- **Providing Technical Assistance:** Supporting 762 public libraries with guidance on library chartering, funding, governance, and accountability, ensuring every New Yorker has access to a public library.

#### **Stewardship of the New York State Library's Research Library and Special Collections**

Threats to this institution are a threat to the State's history and the fundamental principles of democracy, which rely on an informed public and the free access to information.

- **Operating a Historic Institution:** The New York State Library, established in 1818 is renowned for its extensive collections.
- **Caring for the 20 Million Library Items:** Our collections document the history of New York and the nation, including treasures like George Washington's original draft of his Farewell Address and the handwritten draft of Abraham Lincoln's Preliminary Emancipation Proclamation.
- **Providing Expert Research Assistance:** Through digitization efforts and reference services, we provide access to a wealth of information for researchers worldwide.

### **Support Services for Libraries and Communities Across the State**

The landscape of library services is continuously evolving. The State Library provides the leadership and resources necessary to meet these changing needs. Even state-funded initiatives rely on federal funding for effective administration.

- **Ready to Read at New York's Libraries:** Leading early literacy initiatives to ensure that every child has access to evidence-based learning opportunities in their local library.
- **Social Work and Libraries:** Addressing the needs of vulnerable community members by convening library workers to develop effective support strategies.
- **Summer Reading at New York Libraries:** A cherished tradition that fun learning opportunities for children year-long, entirely funded by federal support.
- **Administration of the New York Electronic Virtual Library (NOVELny):** Offering essential research databases to schools and libraries, ensuring equitable access to information literacy skills for all students, regardless of their district's wealth.
- **Documentary Heritage and Preservation Services for New York (DHPSNY):** Supporting libraries and cultural institutions in preserving documents that safeguard New York's community histories.
- **Professional Development and Training:** Providing continuing education opportunities for librarians, trustees, and educators to enhance their skills, ensuring that New York's libraries can thrive.

### **And More**

Without the State Library, there is no organization to establish the policies and priorities that guide our libraries, leaving them exposed to threats that could undermine their very existence. Libraries are not merely symbols of equity, access, and opportunity; they are the driving force behind those values in every community across our state. The State Library is unwavering in its commitment to this mission, diligently supporting libraries through every facet of its work—whether through essential administrative functions or ambitious statewide initiatives.

## Trustee Appointment Resolutions



**EXTRACTION OF THE MINUTES OF A MEETING FOR THE TOWN BOARD  
ADOPTING A RESOLUTION AUTHORIZING AN APPOINTMENT TO THE TOWN  
LIBRARY BOARD**

At a regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Town of Irondequoit, on the 22<sup>nd</sup> day of April 2025 at 7:00 p. m. local time; there were:

**PRESENT:**

Andraé Evans	Town Supervisor
Ann Cunningham	Town Board Member
Grant Malone	Town Board Member
John Perticone	Town Board Member
Peter Wehner	Deputy Town Supervisor
McConville, Considine Cooman & Morin PC	Attorney for the Town

Town Board Member \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, there has been a vacancy on the Irondequoit Library Board since January 1, 2025; and

WHEREAS, the Irondequoit Library Board advertised the vacancy, encouraged interested parties to apply to fill the vacancy, and conducted interviews of interested parties in order to fill this vacancy; and

WHEREAS, based on the application materials and results of the interviews, the Irondequoit Library Board recommends that the Town Board appoint Patricia Gogniat To the Town Library Board.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Irondequoit approves the following appointment:

Patricia Gogniat      Trustee, Library Board      Term Expires: December 31, 2029

This resolution shall take effect immediately upon its adoption.

Seconded by the Town Board Member \_\_\_\_\_ and duly put to vote, which resulted as follows:

Town Board Member	Perticone	voting	_____
Deputy Town Supervisor	Wehner	voting	_____
Town Board Member	Malone	voting	_____
Town Board Member	Cunningham	voting	_____

Town Supervisor

Evans

Voting

\_\_\_\_\_

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WHEREAS, there has been a vacancy on the Irondequoit Library Board since January 1, 2025; and

WHEREAS, the Irondequoit Library Board advertised the vacancy, encouraged interested parties to apply to fill the vacancy, and conducted interviews of interested parties in order to fill this vacancy; and

WHEREAS, based on the application materials and results of the interviews, the Irondequoit Library Board recommends that the Town Board appoint O. Nicholas Robertson To the Town Library Board.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Irondequoit approves the following appointment:

O. Nicholas Robertsion      Trustee, Library Board      Term Expires: December 31, 2029

This resolution shall take effect immediately upon its adoption.

Seconded by the Town Board Member \_\_\_\_\_ and duly put to vote, which resulted as follows:

Town Board Member	Perticone	voting	_____
Deputy Town Supervisor	Wehner	voting	_____
Town Board Member	Malone	voting	_____
Town Board Member	Cunningham	voting	_____

Town Supervisor

Evans

Voting

\_\_\_\_\_



**EXTRACTION OF THE MINUTES OF A MEETING FOR THE TOWN BOARD  
ADOPTING A RESOLUTION AUTHORIZING AN APPOINTMENT TO THE TOWN  
LIBRARY BOARD**

At a regular meeting of the Town Board of the Town of Irondequoit, Monroe County, New York held at the Town Hall, 1280 Titus Avenue, in said Tow of Irondequoit, on the 22<sup>nd</sup> day of April 2025 at 7:00 p. m. local time; there were:

**PRESENT:**

Andraé Evans	Town Supervisor
Ann Cunningham	Town Board Member
Grant Malone	Town Board Member
John Perticone	Town Board Member
Peter Wehner	Deputy Town Supervisor
McConville, Considine Cooman & Morin PC	Attorney for the Town

Town Board Member \_\_\_\_\_ offered the following resolution and moved its adoption:

WHEREAS, there has been a vacancy on the Irondequoit Library Board since January 1, 2025 and

WHEREAS, the Irondequoit Library Board advertised the vacancy, encouraged interested parties to apply to fill the vacancy, and conducted interviews of interested parties in order to fill this vacancy; and

WHEREAS, based on the application materials and results of the interviews, the Irondequoit Library Board recommends that the Town Board appoint Nick Zinni To the Town Library Board.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Irondequoit approves the following appointment:

Nick Zinni      Trustee, Library Board      Term Expires: December 31, 2029

This resolution shall take effect immediately upon its adoption.

Seconded by the Town Board Member \_\_\_\_\_ and duly put to vote, which resulted as follows:

Town Board Member	Perticone	voting	_____
Deputy Town Supervisor	Wehner	voting	_____
Town Board Member	Malone	voting	_____
Town Board Member	Cunningham	voting	_____

Town Supervisor

Evans

Voting

\_\_\_\_\_

## Draft Committee Charters

## Finance Committee Charter

### Purpose

Obtains adequate financial resources to enable the library to continue meeting the needs of the Irondequoit community. Provides guidance on financial matters and fiscal oversight by ensuring compliance with relevant regulations and best practices. Considers and discusses unanticipated financial needs and opportunities.

### Meeting Frequency

Monthly, second Monday of the month

### Charges

As a standing committee, the Finance Committee meets monthly to review and discuss matters related to the short-term and long-term financial health of the library.

#### On Going

- Review expenses, with the treasurer signing vouchers for payment
- Review reports related to the status of the library budget and bank accounts

#### Annually

- Support, review, and discuss annual library budget proposal as drafted by library director, finance library assistant, and relevant library staff for consideration by the full library board
- Support the library director by researching, evaluating and making recommendations on current library funding and employees' pay rates, salaries, and benefits.
- Reviews organizational documents used to orient new board members and key stakeholders to financial practices and budget process
- Revisions and updates to the following policies and documents for approval by the library board: *IPL Cash Handling Policy & Procedures*, *IPL Fund Balance Policy*, new/other financial policies, library fines and fees

#### As Needed

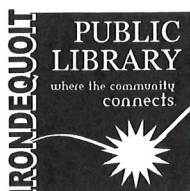
- Review unanticipated or unusual expenses
- Consider requests for budget transfers
- Discuss and develop opportunities for funding from outside organizations and grants
- Monitor progress on the expenditure of grant funds
- Review status of and consider use of the library fund balance
- Identify long-term financial needs related to the maintenance, replacement, or upgrade of large equipment and building facilities

### Committee Organization & Reporting Structure

- The Finance Committee is chaired by the treasurer of the library board.
- The committee includes the library board president, the library director, and finance library assistant.
- Provides a brief written monthly report for inclusion in the library board meeting packet.
- Reports to the library board of trustees of the Irondequoit Public Library and makes recommendations to the full board for the board's review and approval.
- Membership of the committee is selected on an annual basis.

### Term Length

Term lengths shall consist of one year, which may be renewable



#### **Irondequoit Public Library**

1290 Titus Ave.  
Rochester, NY 14617

(585) 336-6064  
irondequoit@libraryweb.org

**Adopted:** March 19, 2025



## **Community Engagement Committee Charter**

### **Purpose**

Assists the Library Director and library staff in building strategic, mutually beneficial partnerships with local organizations and nonprofits. Helps position the Irondequoit Public Library a desirable community partner for organizations with similar goals and user groups. Facilitates sharing of information and healthy relationships with mission critical organizations like the Friends of the Irondequoit Public Library, Irondequoit Public Library Foundation, and local schools.

### **Meeting Frequency**

Monthly, [INSERT MEETING DATE HERE]

### **Charges**

As a standing committee, the Community Engagement Committee meets monthly to review and discuss a broad range of matters related to partnerships with outside organizations.

#### **On Going**

- Assists library director and library staff in identifying viable education, healthcare, government and nonprofit organizations that might be willing to offer educational programming in partnership with Irondequoit Public Library
- Review advocacy and/or fundraising efforts by the Friends of the Irondequoit Public Library and Irondequoit Public Library Foundation. Identifies ways to enhance and amplify existing efforts.
- Identifies local nonprofit and student lead donation drives for potential collaboration with Irondequoit Public Library

#### **As Needed**

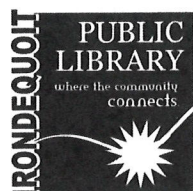
- Facilitates collaboration with local schools by recruiting student liaisons to the library board
- Recruit students to assist with Friends of the Irondequoit Public Library fundraisers
- Promotes planned library and nonprofit partner donations drives to students in local schools
- Assists library director and library staff in promoting student lead donation drives to library users

### **Committee Organization & Reporting Structure**

- The Community Engagement Committee is chaired by Sarah Yannello
- The committee includes the library director and student liaisons to the library board
- The committee provides a written monthly report for inclusion in the library board meeting packet
- Committee reports to the library board of trustees of the Irondequoit Public Library and makes recommendations to the full board for the board's review and approval
- Membership of the committee is selected on an annual basis

### **Term Length**

Term lengths shall consist of one year, which may be renewable



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**Adopted:** March 19, 2025

## **Executive Committee Charter**

### **Purpose**

The Executive Committee shall perform the duties and responsibilities of the board when circumstances require urgent action, which cannot wait for the next scheduled meeting of the board or for a special meeting to be called.

### **Meeting Frequency**

As needed

### **Charges**

The Executive Committee provides oversight and guidance on matters relating to legal issues, contracts, media relations, library advocacy, and government relations in addition to unforeseeable or urgent matters.

#### **Annually**

- Conduct an annual review of the library director

#### **As Needed**

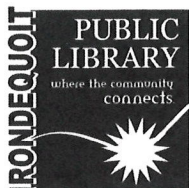
- Review written requests for funding to Irondequoit Public Library Foundation as drafted by the library director
- Review press releases, public remarks, and media talking points drafted by the library director
- Review contracts with vendors, community partners, program presenters, and others
- Offer guidance on media and government relations as needed
- Lead the negotiation of the collective bargaining agreements
- Confer with the library director when emergencies (weather, public health, safety, etc.) occur
- Confer with council on legal matters not covered by the purview of other committees

### **Committee Organization & Reporting Structure**

- The Executive Committee is chaired by the president of the library board
- As stipulated in NYS Education Law §226 (2), the committee must consist of five Trustees
- The committee consists of the library board president, vice president, treasurer, secretary, and a trustee at-large appointed by the full library board
- The committee includes the library director
- The committee provides a written report for inclusion in the library board meeting packet
- Committee reports to the library board of trustees of the Irondequoit Public Library and makes recommendations to the full board for the board's review and approval
- Membership of the committee is selected on an annual basis

### **Term Length**

Term lengths shall consist of one year, which may be renewable



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**Adopted:** March 19, 2025

## Long Range Plan Committee Charter

### Purpose

Ensures that the library makes consistent progress on the action items and goals associated with the long range plan, as required by the New York State minimum standards for libraries.

### Meeting Frequency

Monthly, [INSERT MEETING DATE HERE]

### Charges

As a standing committee, the Long Range Plan Committee meets monthly to develop and review the long range plan for Irondequoit Public Library.

#### On Going

- Review progress on action items outlined in long range plan
- Discuss emerging and unanticipated opportunities associated with action items
- Discuss and resolve any delays or roadblocks associated with accomplishing action items

#### Annually

- Enumerate accomplished action items
- Perform qualitative analysis of effectiveness of action items
- Communicate any budgetary needs related to long range plan to Finance Committee

#### As Needed

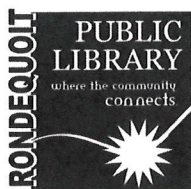
- Evaluate and select strategic planning method for the creation of new long range plan
- Select consultant to facilitate strategic planning sessions
- Recruit stakeholders consisting of library staff, trustees, town representatives, and library users to participate in strategic planning sessions
- Develop timetable, metrics, and deliverables for long range plan

### Committee Organization & Reporting Structure

- The Long Range Plan Committee is chaired by Erin Dougherty
- The committee includes the library director and a library staff liaison
- The committee provides a written monthly report for inclusion in the library board meeting packet
- Committee reports to the library board of trustees of the Irondequoit Public Library and makes recommendations to the full board for the board's review and approval
- Membership of the committee is selected on an annual basis

### Term Length

Term lengths shall consist of one year, which may be renewable



#### **Irondequoit Public Library**

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irondequoit@libraryweb.org

**Adopted:** March 19, 2025

## Organizational Committee Charter

### Purpose

Ensures healthy and respectful relationships between library employees, library management, library trustees, important stakeholders, and the public. Promotes staff and trustee continuing education and professional development. Supports and advises library director on policy development, operational changes, and administrative matters as needed.

### Meeting Frequency

Monthly, second Thursday of the month

### Charges

As a standing committee, the Organizational Development Committee meets monthly to review and discuss matters related to staffing, operations, library policies, library board development, and institutional relationship building.

#### On Going

- Review *Personnel Report* outlining staffing changes for approval by library board
- Conduct procedural review of unchanged library policies

#### Annually

- Review changes to the library's organization chart as drafted by the library director
- Review changes to onboarding documents used to orient new library trustees and other stakeholders
- Ensure that library trustees complete the two hours of required annual education
- Review and update committee charters
- Monitor the balance of the professional development budget and ensure all staff have opportunities for continuing education

#### As Needed

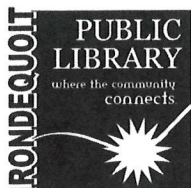
- Advise the library director on personnel and administrative matters
- Determine when policy, personnel, or operational matters warrant consultation with outside experts
- Consider policy revisions/new policies as drafted by the library director for approval by library board
- Provide oversight and guidance on relationships with town departments that provide operational support to the library
- Recruit prospective members for vacant library board and committee positions
- Assist Friends of the Irondequoit Public Library and Irondequoit Public Library Foundation in recruiting volunteers and board members

### Committee Organization & Reporting Structure

- The Organizational Development Committee is chaired by [INSERT NAME OR TITLE].
- The committee includes the library board president as an ex officio member and the library director. Additional library staff may be invited to participate in discussions relevant to the roles and duties.
- Provides a brief written monthly report for inclusion in the library board meeting packet.
- Committee reports to the Library Board of Trustees of the Irondequoit Public Library and makes recommendations to the full board for the board's review and approval.
- Membership of the committee is selected on an annual basis.

### Term Length

Term lengths shall consist of one year, which may be renewable



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(585) 336-6064  
irondequoit@libraryweb.org

**Adopted:** March 19, 2025



*DRAFT - 2024 Annual Report for Public and Association Libraries*

# Irondequoit Public Library

## Annual Report For Public And Association Libraries - 2024

### 1. GENERAL LIBRARY INFORMATION

#### Library / Director Information

#### Outline of Major Changes

Please be advised of two improvements that have been implemented:

- The report now saves automatically after every new entry or change.
- Multiple users can now view and edit reports at the same time. When logging in, you will receive a pop-up message notifying you if someone else is also using the report to enable coordination.

Report all information in Part 1 as of December 31, 2024, except for questions related to the current library director/manager (questions 1.37 through 1.44).

- |      |   |                                       |
|------|---|---------------------------------------|
| 1.1  | Library ID Number   | 4200263180                            |
| 1.2  | Library Name  | IRONDEQUOIT PUBLIC LIBRARY            |
| 1.3  | Name Status (State use only)  | 00 (for no change from previous year) |
| 1.4  | Structure Status (State use only)   | 00 (for no change from previous year) |
| 1.5  | Community   | Irondequoit                           |
| 1.6  | Beginning Fiscal Reporting Year   | 01/01/2024                            |
| 1.7  | Ending Fiscal Reporting Year  | 12/31/2024                            |
| 1.8  | Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?                | No                                    |
| 1.9  | If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8. | N/A                                   |
| 1.10 | Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.            | N/A                                   |
| 1.11 | Beginning <u>Local</u> Fiscal Year  | 01/01/2024                            |
| 1.12 | Ending <u>Local</u> Fiscal Year   | 12/31/2024                            |

1.13	Address Status	00 (for no change from previous year)
1.14	Street Address	1290 TITUS AVENUE
1.15	City	ROCHESTER
1.16	Zip Code	14617
1.17	Mailing Address	1290 TITUS AVENUE
1.18	City	ROCHESTER
1.19	Zip Code	14617
1.20	Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(585) 336-6062
1.21	Fax Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	(585) 336-6066
1.22	E-Mail Address (enter M (Missing) if no E-Mail)	greg.benoit@libraryweb.org
1.23	Library Home Page URL (Enter M (Missing) if no home page URL)	irondequoitlibrary.org
1.24	Population Chartered to Serve (per 2020 Census)	51,043
1.25	Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.26	Indicate the area chartered to serve as stated in the library's charter (select one):	Town
1.27	During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.28	Indicate the type of charter the library currently holds (select one):	Absolute
1.29	Date the library was granted its absolute charter <u>or</u> the date of the provisional charter if the library does not have an absolute charter	04/23/1965
1.30	Date the library was last registered	07/14/1969

1.31 Federal Employer Identification Number 166002287

1.32 County MONROE

1.33 School District West Irondequoit

1.34 Town/City Irondequoit

1.35 Library System Monroe County Library System

**THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.**

1.36a President/CEO Name

1.36b President/CEO Phone Number

1.36c President/CEO Email

NOTE: For questions 1.37 through 1.44, report all information for the current library director/manager.

1.37 First Name of Library Director/Manager Greg

1.38 Last Name of Library Director/Manager Benoit

1.39 NYS Public Librarian Certification Number 17703

1.40 What is the highest education level of the library manager/director? Master's Degree

1.41 If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science? Y

1.42 Do all staff working in the budgeted Librarian (certified) positions reported in 6.4 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note. Y

1.43 E-mail Address of the Director/Manager greg.benoit@libraryweb.org

1.44 Fax Number of the Director/Manager (585) 336-6068

1.45 Does the library charge fees for library cards to people residing outside the system's service area? Y



## Public Votes / Contracts

1.46 Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2024? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.47. N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district holding the public vote N/A

2. Indicate the type of municipality or district holding the public vote N/A

3. Date the vote was held (mm/dd/2024) N/A

4. Was the vote successful? Y/N N/A

5. What type of public vote was it? N/A

6a. Most recent prior year approved appropriation from a public vote: N/A

6b. Proposed increase in appropriation as a result of the vote held on the date reported in question number 3: N/A

6c. Total proposed appropriation (manually sum of 6a and 6b): N/A

**This question should only be answered if "No" was answered in Q1.46 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.**

1.47 Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2024) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.48. N

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of municipality or district N/A  
holding the public vote
2. Indicate the type of municipality N/A  
or district holding the public vote
3. Date the last successful vote was N/A  
held (mm/dd/yyyy)
4. What type of public vote was it? N/A
5. What was the total dollar N/A  
amount of the appropriation from tax  
dollars resulting from the last successful  
vote?

**Unusual Circumstances**

1.48 Does the reporting library have N  
a contractual agreement with a  
municipality or district to provide  
library services to residents of an area  
not served by a chartered library? Enter  
Y for Yes, N for No. If yes, please  
complete one record for *each* contract.  
If no, go to question 1.49.

Please Note: last year's answers for repeating groups cannot be displayed.

1. Name of contracting N/A  
municipality or district
2. Is this a written contractual N/A  
agreement?
3. Population of the geographic N/A  
area served by this contract
4. Dollar amount of contract N/A
5. Enter the appropriate code for N/A  
range of services provided (select one):

1.49 For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection. N

## 2. LIBRARY COLLECTION

### Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange.

### PRINT MATERIALS

#### Cataloged Books

2.1	Adult Fiction Books	31,033
2.2	Adult Non-fiction Books	32,217
2.3	Total Adult Books (Total questions 2.1 & 2.2)	63,250
2.4	Children's Fiction Books	9,238
2.5	Children's Non-fiction Books	5,918
2.6	Total Children's Books (Total questions 2.4 & 2.5)	15,156
2.7	Total Cataloged Books (Total questions 2.3 & 2.6)	78,406

#### Other Print Materials

2.8	Total Uncataloged Books	798
-----	-------------------------	-----

2.9	Total Print Serials	66
2.10	All Other Print Materials	19,696
2.11	Total Other Print Materials (Total questions 2.8 through 2.10)	20,560
2.12	Total Print Materials (Total questions 2.7 and 2.11)	98,966

#### **ALL OTHER MATERIALS**

2.13	Audio - Physical Units	13,045
2.14	Video - Physical Units	17,789
2.15	Other Circulating Physical Items	11
2.16	Total Other Physical Materials (Total questions 2.13 through 2.15)	30,845

#### **Grand Total / Additions to Holdings**

2.17	<b>GRAND TOTAL HOLDINGS</b>	129,811
	(Total questions 2.12 and 2.16)	

#### **ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.**

2.18	Cataloged Books	6,087
2.19	All Other Print Materials	436
2.20	All Other Materials	1,152
2.21	Total Additions (Total questions 2.18 through 2.20)	7,675

### **3. LIBRARY PROGRAMS, POLICIES, AND SERVICES**

#### **Visits / Borrowers / Policies / Accessibility**

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2024 calendar year. Please click [here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

#### **LIBRARY USE**



3.1	Library visits (total annual attendance)	175,788
3.1a	Regarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	CT - Annual Count
3.2	Registered resident borrowers	28,871
3.3	Registered non-resident borrowers	33

Please report information on WRITTEN POLICIES as of 12/31/24.

**WRITTEN POLICIES (Answer Y for Yes, N for No)**

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4	Does the library have an open meeting policy?	N
3.5	Does the library have a policy protecting the confidentiality of library records?	Y
3.6	Does the library have an Internet use policy?	Y
3.7	Does the library have a disaster plan?	Y
3.8	Does the library have a board-approved conflict of interest policy?	Y
3.9	Does the library have a board-approved whistle blower policy?	Y
3.10	Does the library have a board-approved sexual harassment prevention policy?	Y

Please report information on ACCESSIBILITY as of 12/31/24.

**ACCESSIBILITY (Answer Y for Yes, N for No)**

3.11	Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12	Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N

3.13 Does the library have large print books? Y

3.14 Does the library have assistive technology for people who are visually impaired or blind? Y

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS,  
Windoweyes or NVDA

refreshable Braille commonly  
referred to as a refreshable Braille  
display

screen magnification software,  
such as Zoomtext

electronic scanning and reading software, such as OpenBook Yes

3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)? N

#### **Library Sponsored Programs**

## **LIVE PROGRAM SESSIONS and ATTENDANCE**

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

### **Live Program Sessions**

- A live program session is any planned event which introduces the group attending to library services or which provides information to participants.
- Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information.
- Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.
- For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

**IMPORTANT:** If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

**NOTE:** Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17a Number of Sessions Targeted at 264  
Children Ages 0-5

3.17b Attendance at Sessions Targeted 7,465  
at Children Ages 0-5

3.18a Number of Sessions Targeted at 93  
Children Ages 6-11

3.18b Attendance at Sessions Targeted 1,731  
at Children Ages 6-11

3.19a Number of Sessions Targeted at 132  
Young Adults Ages 12-18

3.19b Attendance at Sessions Targeted 873  
at Young Adults Ages 12-18

3.20a Number of Sessions Targeted at 524  
Adults Age 19 or Older

3.20b Attendance at Sessions Targeted 5,022  
at Adults Age 19 or Older

3.21a Number of General Interest 29  
Program Sessions

3.21b Attendance at General Interest 2,842  
Program Sessions

3.22 Total Sessions of Live Programs 1,042  
Categorized by Age (sum of 3.17a,  
3.18a, 3.19a, 3.20a, 3.21a)

3.23 Total Attendance at Live 17,933  
Programs Categorized by Age (sum of  
3.17b, 3.18b, 3.19b, 3.20b, 3.21b)

#### Live Programs Categorized by Venue

3.24a Total Live Onsite Program 978  
Sessions

3.24b Total Live Onsite Program 16,292  
Attendance

3.25a Total Live Offsite Program 44  
Sessions

3.25b Total Live Offsite Program 1,041  
Attendance

3.26a Total Live Virtual Program 20  
Sessions

3.26b Total Live Virtual Program 600  
Attendance

3.27 Total Sessions of Live Programs 1,042  
Categorized by Venue (sum of 3.24a,  
3.25a, 3.26a)

3.28 Total Attendance at Live 17,933  
Programs Categorized by Venue (sum of  
3.24b, 3.25b, 3.26b)

#### Prerecorded and One-on-One Programs

3.29 Total Number of Prerecorded 8  
Program Presentations

3.30 Total Views of Prerecorded 465  
Program Presentations within 30 Days

3.31 One-on-One Program Sessions 192

3.32 Attendance at One-on-One 360  
Program Sessions

- 3.33 Did your library offer teen-led activities during the 2024 calendar year? Y
- 3.34a Do library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library? Yes
- 3.34b Does your library use Facebook for promotion? Yes
- 3.34c Does your library use Instagram for promotion? Yes
- 3.34d Does your library use Twitter/X for promotion? Yes
- 3.34e Does your library use TikTok for promotion? No

Please report information on SUMMER READING PROGRAMS for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

#### **SUMMER READING PROGRAM**

- 3.35 Did the library offer a summer reading program in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y
- 3.36 Library outlets offering the summer reading program 1
- 3.37 Children registered for the library's summer reading program 264
- 3.38 Young adults registered for the library's summer reading program 50
- 3.39 Adults registered for the library's summer reading program 64
- 3.40 Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39) 378
- 3.41a Children's program sessions - Summer 2024 1



3.41b Children's program attendance - 264  
Summer 2024

3.42a Young adult program sessions - 1  
Summer 2024

3.42b Young adult program attendance 50  
- Summer 2024

3.43a Adult program sessions - 1  
Summer 2024

3.43b Adult program attendance - 64  
Summer 2024

3.44 Total program sessions - 3  
Summer 2024 (total 3.41a + 3.42a +  
3.43a)

3.45 Total program attendance - 378  
Summer 2024 (total 3.41b + 3.42b +  
3.43b)

3.46 Did the library use the Summer Y  
Reading at New York Libraries name  
and/or logo?

3.47 Did the library use the N  
Collaborative Summer Library Program  
(CSLP) Manual, provided through the  
New York State Library?

### **COLLABORATORS**

3.48 Public school district(s) and/or 4  
BOCES

3.49 Non-public school(s) 2

3.50 Childcare center(s) 3

3.51 Summer camp(s) 1

3.52 Municipality/Municipalities 2

3.53 Literacy provider(s) 1

3.54 Other (describe using the State  
note)

3.55 Total Collaborators (total 3.48 13  
through 3.54)

### **Early Literacy**

Please report information on EARLY LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

### EARLY LITERACY PROGRAMS

3.56 Did the library offer early literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.57a Focus on birth - school entry (kindergarten) sessions 0

3.57b Focus on birth - school entry (kindergarten) attendance 0

3.58a Focus on parents & caregivers sessions 0

3.58b Focus on parents & caregivers attendance 0

3.59a Combined audience sessions 0

3.59b Combined audience attendance 0

3.60 Total Sessions 0

3.61 Total Attendance 0

3.62 - Collaborators (check all that apply):

- a. Childcare center(s)
- b. Public School District(s) and/or BOCES
- c. Non-Public School(s)
- d. Health care providers/agencies
- e. Other (describe using the State note)

### Adult Literacy

Please report information on ADULT LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

### **ADULT LITERACY**

3.63 Did the library offer adult literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. N

3.64a Total group program sessions

3.64b Total group program attendance

3.65a Total one-on-one program sessions

3.65b Total one-on-one program attendance

3.66 - Collaborators (check all that apply)

a. Literacy NY (Literacy Volunteers of America)

b. Public School District(s) and/or BOCES

c. Non-Public Schools

d. Other (see instructions and describe using Note)

### **ESOL / Digital Literacy**

Please report information on ESOL, for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

### **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS**

3.67 Did the library offer English for Speakers of Other Languages (ESOL) programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section. Y

3.68a	Children's program sessions	0
3.68b	Children's program attendance	0
3.69a	Young adult program sessions	0
3.69b	Young adult program attendance	0
3.70a	Adult program sessions	158
3.70b	Adult program attendance	523
3.71	Total program sessions (total 3.68a + 3.69a + 3.70a)	158
3.72	Total program attendance (total 3.68b + 3.69b + 3.70b)	523
3.73a	One-on-one program sessions	202
3.73b	One-on-one program attendance	310
3.74	Collaborators (check all that apply):	
a.	Literacy NY (Literacy Volunteers of America)	Yes
b.	Public School District(s) and/or BOCES	Yes
c.	Non-Public School(s)	
d.	Other (describe using the Note)	

Please report information on DIGITAL LITERACY for the 2024 calendar year. These are a subset of Library Sponsored Programs and should *also* be entered there.

### **DIGITAL LITERACY**

3.75	Did the library offer digital literacy programs in 2024? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76a	Total group program sessions	0
3.76b	Total group program attendance	0
3.77a	Total one-on-one program sessions	182
3.77b	Total one-on-one program attendance	279



## 4. LIBRARY TRANSACTIONS

### Circulation / Reference Transactions

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

### CATALOGED BOOK CIRCULATION

4.1	Adult Fiction Books	88,160
4.2	Adult Non-fiction Books	66,849
4.3	Total Adult Books (Total questions 4.1 & 4.2)	155,009
4.4	Children's Fiction Books	39,125
4.5	Children's Non-fiction Books	20,076
4.6	Total Children's Books (Total questions 4.4 & 4.5)	59,201
4.7	Total Cataloged Book Circulation (Total question 4.3 & 4.6)	214,210

### CIRCULATION OF OTHER MATERIALS

4.8	Circulation of Adult Other Materials	78,127
4.9	Circulation of Children's Other Materials	93,090
4.10	Circulation of Other Physical Items (Total questions 4.8, 4.9)	171,217
4.11	Physical Item Circulation (Total questions 4.7 & 4.10)	385,427

4.12 As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due? Yes

4.13 Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur. Yes

## REFERENCE TRANSACTIONS

- 4.14 Total Reference Transactions 68,967
- 4.14a Regarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks? CT - Annual Count
- 4.15 Does the library offer virtual reference? Y

### Interlibrary Loan / E-Rate

## INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

- 4.16 TOTAL MATERIALS RECEIVED 36,580

## INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

- 4.17 TOTAL MATERIALS PROVIDED 17,881

### E-RATE

- 4.18 Does the library file for E-rate benefits? Y
- 4.19 Is the library part of a consortium for E-rate benefits? Y
- 4.20 If yes, in which consortium are you participating? Monroe County Library System

## 5. ELECTRONIC USE

### Electronic Holdings

These are new questions added by IMLS that will be required to be answered for the 2025 report, and are voluntary for this year. All questions are simply reformulated methods of gathering data that has been previously required; no new data gathering should be needed by libraries to answer these questions.

For all questions: Answer *Missing* if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

### **Electronic Books**

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1 Did the library provide access to Yes  
e-books purchased solely by the library?

5.2 Did the library provide access to Yes  
e-books purchased via a consortium,  
cooperative, or other similar group at  
the local, regional, or state level?

5.3 Did the library provide access to No  
e-books provided by the New York State  
Library at no or minimal cost to the  
library?

### **Electronic Serials**

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4 Did the library provide access to No  
e-serials purchased solely by the  
library?

5.5 Did the library provide access to No  
e-serials purchased via a consortium,  
cooperative, or other similar group at  
the local, regional, or state level?

5.6 Did the library provide access to No  
e-serials provided by the New York  
State Library at no or minimal cost to  
the library?

### **Electronic Audio**

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7 Did the library provide access to Yes  
e-audio purchased solely by the library?

5.8 Did the library provide access to Yes  
e-audio purchased via a consortium,  
cooperative, or other similar group at  
the local, regional, or state level?

5.9 Did the library provide access to No  
e-audio provided by the New York State  
Library at no or minimal cost to the  
library?

### **Electronic Video**

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10 Did the library provide access to Yes  
e-videos purchased solely by the  
library?

5.11 Did the library provide access to Yes  
e-videos purchased via a consortium,  
cooperative, or other similar group at  
the local, regional, or state level? (Do  
not include New York State Library-  
provided content here; that should be  
entered in 5.12.)

5.12 Did the library provide access to No  
e-videos provided by the New York  
State Library at no or minimal cost to  
the library?

### **Databases / Online Learning / E-Material Circulation**

#### **Research Databases**

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13 Did the library provide access to Yes  
research databases purchased solely by  
the library?

5.14 Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.15 Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)? Yes

### Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16 Did the library provide access to online learning platforms purchased solely by the library? No

5.17 Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? Yes

5.18 Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library? No

### E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19 The total circulation of e-books during the reporting period 34,362

5.20 The total circulation of e-serials during the reporting period. 0

5.21 The total circulation of e-audio during the reporting period 34,779

5.22 The total circulation of e-videos during the reporting period. 1,483

## 6. STAFF INFORMATION



All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

Include the FTE for all positions funded in the library's budget whether those positions are filled or not.

This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

### **FTE (FULL-TIME EQUIVALENT CALCULATION)**

6.1 The number of hours per 35  
workweek used to compute FTE for all  
paid library personnel in this section.

### **BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS**

6.2	Library Director (certified)	1
6.3	Vacant Library Director (certified)	0
6.4	Library Manager (not certified)	0
6.5	Vacant Library Manager (not certified)	0
6.6	Librarian	7.5
6.7	Vacant Librarian	0
6.8	Library Specialist/Paraprofessional	0
6.9	Vacant Library Specialist/Paraprofessional	0
6.10	Other Staff	18
6.11	Vacant Other Staff	0
6.12	TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	26.50
6.13	VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

### **SALARY INFORMATION**

6.14	FTE - Library Director (certified)	1
6.15	Salary - Library Director (certified)	\$100,978

6.16	FTE - Library Manager (not certified)	0
6.17	Salary - Library Manager (not certified)	\$0
6.18	FTE - Librarian	1
6.19	Salary - Librarian	\$48,247

## 7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of **December 31, 2024**. Please click [here](#) to read general instructions before completing this section. [Helpful information for meeting minimum public library standards](#) is available on the State Library's website.

1. Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law. Y
2. Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff. Y
3. Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service. Y
4. Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law. Y
5. Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service. Y
6. Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service. Y

7. Is open the minimum standard number of public service hours for population served. (see instructions) Y

8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

8a. space Y

8b. lighting Y

8c. shelving Y

8d. seating Y

8e. power infrastructure Y

8f. data infrastructure Y

8g. public restroom Y

9. Provides programming to address community needs, as outlined in the library's long-range plan of service. Y

10. Provides

10a. a circulation system that facilitates access to the local library collection and other library catalogs Y

10b. equipment, technology, and internet connectivity to address community needs and facilitate access to information. Y

11. Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above. Y

12. Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8. Y

13. Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service. Y

14. Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service. Y

## 8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1	Main Library	1
8.2	Branches	0
8.3	Bookmobiles	0
8.4	Other Outlets	0
8.5	TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6 Minimum Weekly Total Hours - 55.00  
Main Library

8.7 Minimum Weekly Total Hours - 0.00  
Branch Libraries

8.8 Minimum Weekly Total Hours - 0.00  
Bookmobiles

8.9 Minimum Weekly Total Hours - 55.00  
Total Hours Open (Total questions 8.6 - 8.8)

8.10 Annual Total Hours - Main Library 1,125.00

8.11 Annual Total Hours - Branch Libraries 0.00

8.12 Annual Total Hours - Bookmobiles 0.00

8.13 Annual Hours Open - Total 1,125.00  
Hours Open (Total questions 8.10  
through 8.12)

## 9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please click [here](#) to read general instructions before completing this section. Questions 1–14, 20–25, and 34–36 are pre-filled with prior year answers but not locked to allow updating.

**NOTE:** Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

**NEW OUTLETS:** If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter *New* in the note for Question 40.

**CLOSED OUTLETS:** Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either *Closed*, *will reopen* or *Closed permanently* in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you will enter the data into the spreadsheet form available in the survey by clicking [a link](#) to an Excel sheet listing prior year outlets is located in section 9. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com) and your data will be uploaded into CollectConnect within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5–6, 11–14, and 20–23 should be locked.

1.	Outlet Name	IRONDEQUOIT PUBLIC LIBRARY
2.	Outlet Name Status	00 (for no change)
3.	Street Address	1290 TITUS AVENUE
4.	Outlet Street Address Status	00 (for no change)
5.	City	ROCHESTER
6.	Zip Code	14617
7.	Phone (enter 10 digits only)	(585) 336-6060
8.	Fax Number (enter 10 digits only)	(585) 336-6066
9.	E-mail Address	irondequoit@libraryweb.org
10.	Outlet URL	irondequoitlibrary.org
11.	County	MONROE



12.	School District	West Irondequoit
13.	Library System	Monroe County Library System
14.	Outlet Type Code (select one):	CE
15.	Public Service Hours Per Year for This Outlet	1,125
16.	Number of Weeks This Outlet is Open	52
17.	Does this outlet have meeting space available for public use (non-library sponsored programs, meetings and/or events)?	Y
18.	Is the meeting space available for public use even when the outlet is closed?	N
19.	Total number of non-library sponsored programs, meetings and/or events at this outlet	7,978
20.	Enter the appropriate outlet code (select one):	LRF
21.	Who owns this outlet building?	Town
22.	Who owns the land on which this outlet is built?	Town
23.	Indicate the year this outlet was initially constructed	2015
24.	Indicate the year this outlet underwent a major renovation costing \$25,000 or more	2015
25.	Square footage of the outlet	38,000
26.	Number of Internet Computers Used by General Public	33
27.	Number of uses (sessions) of public Internet computers per year	15,520
27a	Reporting Method for Number of Uses of Public Internet Computers Per Year	CT - Annual Count
28.	Type of connection on the outlet's public Internet computers	Fiber

29.	Maximum <u>download</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps
30.	Maximum <u>upload</u> speed of connection on the outlet's public Internet computers	12 Greater than or equal to 1 gbps
31.	Internet Provider	Crown Castle Fiber
32.	WiFi Access	Password required
33.	Wireless Sessions	20,131
33a	Reporting Method for Wireless Sessions	CT - Annual Count
34.	Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	Y
35.	Is every public part of the outlet accessible to a person in a wheelchair?	Y
36.	Does your <b>outlet</b> have a Makerspace?	Y
37.	<i>LIBID</i>	4200263180
38.	<i>FSCSID</i>	NY0518
39.	<i>Number of Bookmobiles in the Bookmobile Outlet Record</i>	0
40.	<i>Outlet Structure Status</i>	00 (for no change from previous year)

## 10. OFFICERS AND TRUSTEES

### Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2024. All public and association libraries are required by Education Law to hold at least four meetings a year.

### BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2024 to December 31, 2024) 11

### NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, enter N/A. 5-15

10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, enter N/A. 9

10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, enter N/A here. N/A

10.5 What is the **trustee term length, as stated in your library's charter documents (incorporation)**? If a term length is not stated, please explain in a Note. 5

10.6 I attest that all trustees participated in trustee education in the last calendar year (2024). If entering No, provide explanation in a Note. Y

#### **BOARD MEMBER SELECTION**

10.7 Enter Board Member Selection Code (select one): A - board members are appointed by municipality(ies)

List Officers and Board Members as of February 1 of the CURRENT year.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Baker and Taylor the data for this section to be uploaded into CollectConnect. If you choose to send your data for uploading, you must enter the data into the spreadsheet form available [here](#) . Please Note: It is customized and contains previously entered data in need of updating. Complete this form and email it to [collectconnect@baker-taylor.com](mailto:collectconnect@baker-taylor.com).

1. Status Vacant
2. First Name of Board Member
3. Last Name of Board Member
4. Mailing Address
5. City
6. Zip Code (5 digits only)
7. E-mail address

- |     |   |  |
|-----|---|--|
| 8.  | Office Held or Trustee  | Trustee                                      |
| 9.  | Term Begins - Month   | January                                      |
| 10. | Term Begins - Year (year)   | 2025   |
| 11. | Term Expires  | December                                     |
| 12. | Term Expires - Year (yyyy)  | 2029   |
| 13. | Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. |  |
| 14. | The date the Oath of Office (mm/dd/yyyy) was taken  |  |
| 15. | The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)  |  |
| 16. | Is this a brand new trustee?  |  |
| 1.  | Status  | Filled                                       |
| 2.  | First Name of Board Member  | Erin   |
| 3.  | Last Name of Board Member   | Dougherty                                    |
| 4.  | Mailing Address   | 255 Vinal Ave.                               |
| 5.  | City  | Rochester                                    |
| 6.  | Zip Code (5 digits only)  | 14609  |
| 7.  | E-mail address  | Erin.Dougherty@HeritageChristianServices.org |
| 8.  | Office Held or Trustee  | Vice President                               |
| 9.  | Term Begins - Month   | January                                      |
| 10. | Term Begins - Year (year)   | 2022   |
| 11. | Term Expires  | December                                     |
| 12. | Term Expires - Year (yyyy)  | 2026   |

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken

09/10/2021

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

09/10/2021

16. Is this a brand new trustee?

Y

1. Status

Vacant

2. First Name of Board Member

3. Last Name of Board Member

4. Mailing Address

5. City

6. Zip Code (5 digits only)

7. E-mail address

8. Office Held or Trustee

Trustee

9. Term Begins - Month

January

10. Term Begins - Year (year)

2025

11. Term Expires

December

12. Term Expires - Year (yyyy)

2029

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.



14. The date the Oath of Office  
(mm/dd/yyyy) was taken

15. The date the Oath of Office was  
filed with town or county clerk  
(mm/dd/yyyy)

16. Is this a brand new trustee?

1.	Status	Filled
2.	First Name of Board Member	Susan
3.	Last Name of Board Member	Kramarsky
4.	Mailing Address	400 Huntington Hills Center
5.	City	Rochester
6.	Zip Code (5 digits only)	14622
7.	E-mail address	sus.kram1@gmail.com
8.	Office Held or Trustee	Financial Officer
9.	Term Begins - Month	January
10.	Term Begins - Year (year)	2022
11.	Term Expires	December
12.	Term Expires - Year (yyyy)	2026
13.	Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.	Yes

14.	The date the Oath of Office (mm/dd/yyyy) was taken	06/15/2022
-----	---	------------

15.	The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)	06/15/2022
-----	--	------------

16.	Is this a brand new trustee?	N
-----	------------------------------	---

1.	Status	Filled
2.	First Name of Board Member	Michael

3. Last Name of Board Member Huntone
  4. Mailing Address 45 Carol Dr.
  5. City Rochester
  6. Zip Code (5 digits only) 14617
  7. E-mail address mhuntone@yahoo.com
  8. Office Held or Trustee Trustee
  9. Term Begins - Month January
  10. Term Begins - Year (year) 2022
  11. Term Expires December
  12. Term Expires - Year (yyyy) 2026
  13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
  14. The date the Oath of Office (mm/dd/yyyy) was taken 06/17/2022
  15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 06/17/2022
  16. Is this a brand new trustee? Y
- 
1. Status Filled
  2. First Name of Board Member Rachel
  3. Last Name of Board Member Snyder
  4. Mailing Address 74 Tamarack Dr
  5. City Rochester
  6. Zip Code (5 digits only) 14622
  7. E-mail address rachelaksnyder@gmail.com
  8. Office Held or Trustee President
  9. Term Begins - Month January

10. Term Begins - Year (year) 2023
11. Term Expires December
12. Term Expires - Year (yyyy) 2027
13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date. Yes
14. The date the Oath of Office (mm/dd/yyyy) was taken 07/27/2021
15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy) 07/27/2021
16. Is this a brand new trustee? N
1. Status Filled
2. First Name of Board Member Meaghan
3. Last Name of Board Member de Chateauvieux
4. Mailing Address 378 Thomas Ave
5. City Rochester
6. Zip Code (5 digits only) 14617
7. E-mail address meaghan.lacey.dechateauvieux@gmail.com
8. Office Held or Trustee Trustee
9. Term Begins - Month January
10. Term Begins - Year (year) 2023
11. Term Expires December
12. Term Expires - Year (yyyy) 2027

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Yes

14. The date the Oath of Office (mm/dd/yyyy) was taken

04/19/2023

15. The date the Oath of Office was filed with town or county clerk (mm/dd/yyyy)

04/19/2023

16. Is this a brand new trustee?

Y

1. Status

Filled

2. First Name of Board Member

Sarah

3. Last Name of Board Member

Yannello

4. Mailing Address

1719 Winton Rd. North

5. City

Rochester

6. Zip Code (5 digits only)

14609

7. E-mail address

molasses04@gmail.com

8. Office Held or Trustee

Trustee

9. Term Begins - Month

January

10. Term Begins - Year (year)

2023

11. Term Expires

December

12. Term Expires - Year (yyyy)

2027

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

Yes

14. The date the Oath of Office 04/19/2023  
(mm/dd/yyyy) was taken

15. The date the Oath of Office was 04/19/2023  
filed with town or county clerk  
(mm/dd/yyyy)

16. Is this a brand new trustee? Y

1. Status Vacant

2. First Name of Board Member

3. Last Name of Board Member

4. Mailing Address

5. City

6. Zip Code (5 digits only)

7. E-mail address

8. Office Held or Trustee

9. Term Begins - Month January

10. Term Begins - Year (year) 2025

11. Term Expires December

12. Term Expires - Year (yyyy) 2029

13. Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose unexpired term is being filled, and should identify the beginning and ending date of the unexpired previous trustee's term. Example: Trustee is filling the remainder of [name]'s term, which was to run from beginning date to ending date.

14. The date the Oath of Office  
(mm/dd/yyyy) was taken

15. The date the Oath of Office was  
filed with town or county clerk  
(mm/dd/yyyy)

16. Is this a brand new trustee?

## 11. OPERATING FUNDS RECEIPTS



**Local Public Funds / System Cash  
Grants / Other State**

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

**LOCAL PUBLIC FUNDS**

Specify by name the municipalities or school districts which are the source of funds.

11.1 Does the library receive any Y  
local public funds? If yes, complete one  
record for each taxing authority; if no,  
go to question 11.3.

Please Note: last year's answers for repeating groups cannot be displayed.

- |    |   |                     |
|----|---|---------------------|
| 1. | Source of Funds   | Town                |
| 2. | Name of funding County,<br>Municipality or School District                              | Town of Irondequoit |
| 3. | Amount  | \$2,686,417         |
| 4. | Subject to public vote held in<br>reporting year or in a previous reporting<br>year(s). | N                   |
| 5. | Written Contractual Agreement   | N                   |

11.2 **TOTAL LOCAL PUBLIC FUNDS** \$2,686,417

**SYSTEM CASH GRANTS TO MEMBER LIBRARY**

- |      |  |          |
|------|--|----------|
| 11.3 | Local Library Services Aid<br>(LLSA)   | \$16,696 |
| 11.4 | Record all Central Library<br>Services Aid monies received from<br>system headquarters | \$0      |
| 11.5 | Additional State Aid received<br>from the System                                       | \$0      |
| 11.6 | Federal Aid received from the<br>System  | \$0      |
| 11.7 | Other Cash Grants  | \$0      |
| 11.8 | <b>TOTAL SYSTEM CASH GRANTS</b> (Add Questions 11.3, 11.4,<br>11.5, 11.6 and 11.7)     | \$16,696 |

**OTHER STATE AID**

11.9 State Aid other than LLSA, \$0  
Central Library Aid (CLDA and/or  
CBA), or other State Aid reported as  
system cash grants

**Federal Aid / Other Receipts****FEDERAL AID FOR LIBRARY OPERATION**

11.10 LSTA \$0

11.11 Other Federal Aid \$0

11.12 **TOTAL FEDERAL AID** (Add \$0  
Questions 11.10 and 11.11)

11.13 **CONTRACTS WITH** \$0  
**PUBLIC LIBRARIES AND/OR**  
**PUBLIC LIBRARY SYSTEMS IN**  
**NEW YORK STATE**

**OTHER RECEIPTS**

11.14 Gifts and Endowments \$0

11.15 Fund Raising \$0

11.16 Income from Investments \$0

11.17 Library Charges \$29,881

11.18 Other \$81,623

11.19 **TOTAL OTHER RECEIPTS** \$111,504  
(Add Questions 11.14, 11.15, 11.16,  
11.17 and 11.18)

11.20 **TOTAL OPERATING FUND** \$2,814,617  
**RECEIPTS** (Add Questions 11.2, 11.8,  
11.9, 11.12, 11.13 and 11.19)

11.21 **BUDGET LOANS** \$0

**Transfers / Grand Total****TRANSFERS**

11.22 From Capital Fund (Same as \$0  
Question 14.8)

11.23 From Other Funds \$0

11.24 **TOTAL TRANSFERS** (Add \$0  
Questions 11.22 and 11.23)

11.25 **BALANCE IN OPERATING** \$12,468  
**FUND - Beginning Balance for Fiscal**  
**Year Ending 2024** (Same as Question  
12.39 of previous year if fiscal year has  
not changed)

11.26 **GRAND TOTAL RECEIPTS,** \$2,827,085  
**BUDGET LOANS, TRANSFERS**  
**AND BALANCE** (Add Questions  
11.20, 11.21, 11.24 and 11.25; Same as  
Question 12.40)

## 12. OPERATING FUND DISBURSEMENTS

**Staff / Collection / Capital**  
**Operation and Maintenance**

**Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.**

### STAFF EXPENDITURES

#### Salaries & Wages Paid from Library Funds

12.1 Certified Librarians \$558,488

12.2 Other Staff \$603,657

12.3 **Total Salaries & Wages** \$1,162,145  
**Expenditures** (Add Questions 12.1 and  
12.2)

12.4 **Employee Benefits** \$439,236  
**Expenditures**

12.5 **Total Staff Expenditures** (Add \$1,601,381  
Questions 12.3 and 12.4)

### COLLECTION EXPENDITURES

12.6 Print Materials Expenditures \$107,705

12.7 Electronic Materials \$49,169  
Expenditures

12.8 Other Materials Expenditures \$23,194  
12.9 **Total Collection Expenditures** \$180,068  
(Add Questions 12.6, 12.7 and 12.8)

#### **CAPITAL EXPENDITURES FROM OPERATING FUNDS**

12.10 From Local Public Funds \$11,336  
(71PF)  
12.11 From Other Funds (71OF) \$0  
12.12 **Total Capital Expenditures** \$11,336  
(Add Questions 12.10 and 12.11)

#### **OPERATION AND MAINTENANCE OF BUILDINGS**

##### **Repairs to Building & Building Equipment**

12.13 From Local Public Funds \$0  
(72PF)  
12.14 From Other Funds (72OF) \$0  
12.15 **Total Repairs** (Add Questions \$0  
12.13 and 12.14)  
12.16 Other Disbursements for \$217,953  
Operation & Maintenance of Buildings  
12.17 **Total Operation &** \$217,953  
**Maintenance of Buildings** (Add  
Questions 12.15 and 12.16)

#### **MISCELLANEOUS EXPENSES**

12.18 Office and Library Supplies \$18,230  
12.19 Telecommunications \$6,167  
12.21 Professional & Consultant Fees \$4,473  
12.22 Equipment \$11,336  
12.23 Other Miscellaneous \$38,365  
12.24 **Total Miscellaneous Expenses** \$78,571  
(Add Questions 12.18, 12.19, 12.21,  
12.22 and 12.23)

**Contracts / Debt Service / Transfers / Grand Total**

12.25 **CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE** \$75,204

**DEBT SERVICE**

**Capital Purposes Loans (Principal and Interest)**

12.26 From Local Public Funds (73PF) \$620,800

12.27 From Other Funds (73OF) \$0

12.28 **Total** (Add Questions 12.26 and 12.27) \$620,800

**Other Loans**

12.29 Budget Loans (Principal and Interest) \$0

12.30 Short-Term Loans \$0

12.31 **Total Debt Service** (Add Questions 12.28, 12.29 and 12.30) \$620,800

12.32 **TOTAL OPERATING FUND DISBURSEMENTS** (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31) \$2,785,313

**TRANSFERS**

**Transfers to Capital Fund**

12.33 From Local Public Funds (76PF) \$0

12.34 From Other Funds (76OF) \$0

12.35 **Total Transfers to Capital Fund** (Add Questions 12.33 and 12.34; same as Question 13.8) \$0

12.36 **Transfer to Other Funds** \$0

12.37 **TOTAL TRANSFERS** (Add Questions 12.35 and 12.36) \$0

12.38 **TOTAL DISBURSEMENTS AND TRANSFERS** (Add Questions 12.32 and 12.37) \$2,785,313



12.39 BALANCE IN OPERATING \$41,772  
FUND - Ending Balance for the Fiscal  
Year Ending 2024

12.40 **GRAND TOTAL** \$2,827,085  
**DISBURSEMENTS, TRANSFERS &  
BALANCE** (Add Questions 12.38 and  
12.39; same as Question 11.26)

### **ASSURANCE**

12.41 The Library operated in 03/19/2025  
accordance with all provisions of  
Education Law and the Regulations of  
the Commissioner, and assures that the  
"Annual Report" was reviewed and  
accepted by the Library Board on (date -  
mm/dd/yyyy).

### **FISCAL AUDIT**

12.42 Last audit performed 05/13/2024  
(mm/dd/yyyy)

12.43 Time period covered by this 01/01/2023 - 12/31/2023  
audit (mm/dd/yyyy) - (mm/dd/yyyy)

12.44 Indicate type of audit (select Private Accounting Firm  
one):

### **CAPITAL FUND**

12.45 Does the library have a separate Y  
Capital Fund? Enter Y for Yes, N for  
No. If No, stop here. If Yes, complete  
the Capital Fund Report.

## **13. CAPITAL FUND RECEIPTS**

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. *ROUND TO THE NEAREST DOLLAR*. Please click [here](#) to read general instructions before completing this section.

### **REVENUES FROM LOCAL SOURCES**

13.1 Revenues from Local \$0  
Government Sources

13.2 All Other Revenues from Local \$0  
Sources

13.3 **Total Revenues from Local \$0  
Sources** (Add Questions 13.1 and 13.2)

## STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction \$0

13.5 Other State Aid \$0

13.6 **Total State Aid** (Add Questions 13.4 and 13.5) \$0

## FEDERAL AID FOR CAPITAL PROJECTS

13.7 **TOTAL FEDERAL AID** \$0

## INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35) \$0

13.9 **TOTAL REVENUES** (Add Questions 13.3, 13.6, 13.7 and 13.8) \$0

13.10 **NON-REVENUE RECEIPTS** \$0

13.11 **TOTAL CASH RECEIPTS** (Add Questions 13.9 and 13.10) \$0

13.12 **BALANCE IN CAPITAL FUND** - Beginning Balance for Fiscal Year Ending 2024 (Same as Question 14.11 of previous year, if fiscal year has not changed) \$0

13.13 **TOTAL CASH RECEIPTS AND BALANCE** (Add Questions 13.11 and 13.12; same as Question 14.12) \$0

## 14. CAPITAL FUND DISBURSEMENTS

**Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please click [here](#) to read general instructions before completing this section.**

### PROJECT EXPENDITURES

14.1 Construction \$0

14.2 Incidental Construction \$0

### Other Disbursements

14.3 Purchase of Buildings \$0

14.4 Interest \$0

14.5	Collection Expenditures	\$0
14.6	Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7	<b>TOTAL PROJECT EXPENDITURES</b> (Add Questions 14.1, 14.2 and 14.6)	\$0
14.8	<b>TRANSFER TO OPERATING FUND</b> (Same as Question 11.22)	\$0
14.9	<b>NON-PROJECT EXPENDITURES</b>	\$0
14.10	<b>TOTAL CASH DISBURSEMENTS AND TRANSFERS</b> (Add Questions 14.7, 14.8 and 14.9)	\$0
14.11	<b>BALANCE IN CAPITAL FUND</b> - Ending Balance for the Fiscal Year Ending 2024	\$0
14.12	<b>TOTAL CASH DISBURSEMENTS AND BALANCE</b> (Add Questions 14.10 and 14.11; same as Question 13.13)	\$0

## 15. CENTRAL LIBRARIES

PART 15 EXISTS FOR THE CENTRAL/CO-CENTRAL LIBRARIES ONLY. PLEASE PROCEED TO SECTION 16. FEDERAL TOTALS AND CONTINUE ON WITH YOUR SURVEY

## 16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

*Note:* See instructions for definitions and calculations of each of these Federal Totals.

16.1	Total ALA-MLS	7.44
16.2	Total Librarians	7.44
16.3	All Other Paid Staff	15.75
16.4	Total Paid Employees	23.19
16.5	State Government Revenue	\$16,696
16.6	Federal Government Revenue	\$0
16.7	Other Operating Revenue	\$111,504

16.8	Total Operating Revenue	\$2,814,617
16.9	Other Operating Expenditures	\$371,728
16.10	Total Operating Expenditures	\$2,153,177
16.11	Total Capital Expenditures	\$11,336
16.12	Print Materials	79,270
16.12a	Total Physical Items in Collection	110,115
16.13	Circulation of Children's Physical Material	152,291
16.14	Total Registered Borrowers	28,904
16.15	Other Capital Revenue and Receipts	\$0
16.16	Number of Internet Computers Used by General Public	33
16.17	Total Uses (sessions) of Public Internet Computers Per Year	15,520
16.18	Wireless Sessions	20,131
16.19	Total Capital Revenue	\$0

## 17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1	<i>LIB ID</i>	4200263180
17.2	<i>Interlibrary Relationship Code</i>	ME
17.3	<i>Legal Basis Code</i>	CI
17.4	<i>Administrative Structure Code</i>	SO
17.5	<i>FSCS Public Library Definition</i>	Y
17.6	<i>Geographic Code</i>	CD1
17.7	<i>FSCS ID</i>	NY0518
17.8	<i>SED CODE</i>	260803700168
17.9	<i>INSTITUTION ID</i>	800000050687

## SUGGESTED IMPROVEMENTS

Library Name:

IRONDEQUOIT PUBLIC LIBRARY

Library System: Monroe County Library System  
Name of Person Completing Form: Greg Benoit

Phone Number: (585) 336-6064

I am satisfied that this resource (Collect) is meeting library needs: Agree

Applying this resource (Collect) will help improve library services to the public: Neither Agree nor Disagree

Please share with us your suggestions for improving the *Annual Report*. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!



FUND	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACTUAL		2025 %
								YTD FEB 25	BALANCE	
410010	Property taxes	\$2,507,625	\$2,495,508	\$2,680,059	\$2,695,213	\$2,686,417	\$2,793,421	\$2,793,421	\$0	100.0%
427000	Misc income (book sales, printing, faxing)	\$23,605	\$47,996	\$54,662	\$70,141	\$75,244	\$76,000	\$11,678	\$64,322	15.4%
420800	Library charges (overdue & lost fines)	\$32,500	\$42,465	\$40,188	\$35,237	\$29,881	\$28,260	\$3,478	\$24,782	12.3%
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	\$2,808,577	\$103,704	96.4%

FUND	DESCRIPTION	2025 ACTUAL										2025
		2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	YTD FEB 25	CES	BALANCE	2025 %	
	Salaries	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,162,145	\$1,224,192	\$148,067		\$1,076,125	12.1%	
	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	\$17,352		\$162,648	9.6%	
	Services & supplies	\$342,006	\$425,579	\$402,058	\$406,649	\$233,598	\$376,375	\$23,474	\$11,464	\$341,437.37	9.3%	
	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	\$94,417		\$413,497	18.6%	
		\$2,518,450	\$2,635,126	\$2,626,286	\$2,778,469	\$2,637,308	\$2,912,281	\$283,310	\$11,464	\$2,617,508	10.1%	

## 2/28/2025

[illegible]

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	\$3,418.15
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	
<b>Total</b>	<b>\$22,973.30</b>	<b>\$29,217.46</b>	<b>\$31,730.93</b>	<b>\$34,647.51</b>	<b>\$33,480.23</b>	<b>\$11,530.07</b>	<b>\$26,885.29</b>	<b>\$32,833.60</b>	<b>\$42,183.84</b>	<b>\$43,986.19</b>	<b>\$6,798.31</b>



## CHASE ACCOUNTS

FEBRUARY 2025

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2025	Opening balance			\$27,956.00
2/24/2025	Refund of uncashed money order #9877612279 for Constructive Playthings	\$137.99		\$28,093.99
2/24/2025	Reissue of money order for Constructive Playthings*		\$137.99	\$27,956.00
2/24/2025	Payment to Daniel Jones for Internet Security, Privacy & Safety on 2/25/25 (LIF purchase)		\$120.00	\$27,836.00
2/24/2025	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 3/19/25 (LIF purchase)		\$90.00	\$27,746.00
2/24/2025	Payment to Mackenzie Reed for author visit on 3/15/25 (LIF purchase)		\$200.00	\$27,546.00
2/28/2025	Interest	\$12.76		<b>\$27,558.76</b>

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2025	Opening balance			\$6,914.96
2/28/2025	Interest	\$3.18		<b>\$6,918.14</b>

## 2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2025	Opening balance			\$1,368.51
2/28/2025	No transactions			<b>\$1,368.51</b>

## LEGISLATIVE INITIATIVE FUNDING FOR LIBRARY PROGRAMS

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2025	Opening balance			\$11,271.10
2/24/2025	Payment to Daniel Jones for Internet Security, Privacy & Safety on 2/25/25		\$120.00	\$11,151.10
2/24/2025	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 3/19/25		\$90.00	\$11,061.10
2/24/2025	Payment to Mackenzie Reed for author visit on 3/15/25		\$200.00	<b>\$10,861.10</b>

\*Original money order #9877612279 mailed to Constructive Playthings 9/25/24 and never cashed. Payment stopped and money order reissued at vendor's request.



Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes	In Munis?
Alliance Entertainment	14	PLS85653744	2/28/2025	Adult DVDs	540500	Library materials	\$106.24		Y
Amazon	17	1NYR-FNTX-939Y	2/24/2025	Corner braces for 3D printer	544080	Professional services, programming	\$19.99	Wrong size, returned for refund	Y
Amazon	17	1NYR-FNTX-939Y	2/24/2025	Glass marbles for STEAM Lab	544080	Professional services, programming	\$6.29		Y
Amazon	17	1NYR-FNTX-11JV-4QGX-	2/24/2025	HDMI adapters	545700	Supplies, office	\$12.95		Y
Amazon	17	1HXM-DKHX-G4NM	2/27/2025	Bulk seeds for seed library	544080	Professional services, programming	\$577.71		Y
Amazon	17	1HXM-DKHX-KP63	2/27/2025	Credit memo for invoice #11JV-4QGX-G4NM	544080	Professional services, programming	-\$22.57	Item missing from order	Y
Amazon	17	1Q9Q-T9HL-33F7	3/6/2025	Corner braces for 3D printer	544080	Professional services, programming	\$13.98		Y
Amazon	17	1Q9Q-T9HL-	3/6/2025	HDMI adapters	545700	Supplies, office	\$29.68		Y
Amazon	17	13XN-QYXK-JF91	3/7/2025	Replacement chargers for catalog iPads, child-safe disinfecting wipes	545700	Supplies, office	\$53.78		Y
Amazon	17	14QQ-6CVC-NGR4	3/8/2025	Credit memo for invoice #1NYR-FNTX-939Y	544080	Professional services, programming	-\$19.99		Y
Amazon	17	1TCH-337P-PN7V	3/13/2025	Bulk seeds for seed library	544080	Professional services, programming	\$22.54		Y
Amy Holland	946	NA	2/14/2025	Postage for Playaway return (reimbursement)	543800	Postage	\$5.40		Y
Baker & Taylor	28	2038859382	2/4/2025	Print books	540500	Library materials	\$195.57		Y
Baker & Taylor	28	2038860560	2/5/2025	Print books	540500	Library materials	\$173.72		Y
Baker & Taylor	28	2038863438	2/6/2025	Print books	540500	Library materials	\$518.18		Y
Baker & Taylor	28	2038866272	2/7/2025	Print books	540500	Library materials	\$768.32		Y
Baker & Taylor	28	2038872079	2/10/2025	Print books	540500	Library materials	\$87.01		Y
Baker & Taylor	28	2038874358	2/11/2025	Print books	540500	Library materials	\$489.92		Y
Baker & Taylor	28	2038873822	2/12/2025	Print books	540500	Library materials	\$175.87		Y
Baker & Taylor	28	2038865991	2/14/2025	Print books	540500	Library materials	\$71.90		Y
Baker & Taylor	28	2038881868	2/14/2025	Print books	540500	Library materials	\$139.18		Y
Baker & Taylor	28	2038882221	2/14/2025	Print books	540500	Library materials	\$447.20		Y
Baker & Taylor	28	2038886678	2/14/2025	Print books	540500	Library materials	\$91.60		Y
Baker & Taylor	28	2038891672	2/20/2025	Print books	540500	Library materials	\$356.92		Y
Baker & Taylor	28	2038905932	2/24/2025	Print books	540500	Library materials	\$197.42		Y
Baker & Taylor	28	2038905641	2/25/2025	Print books	540500	Library materials	\$1,128.51		Y
Baker & Taylor	28	2038907613	2/25/2025	Print books	540500	Library materials	\$45.40		Y
Baker & Taylor	28	2038902646	2/26/2025	Print books	540500	Library materials	\$126.27		Y
Baker & Taylor	28	3311593	3/3/2025	Credit memo for incorrect processing	540500	Library materials	-\$25.00		Y
Baker & Taylor	28	2038915162	3/3/2025	Print books	540500	Library materials	\$761.46		Y
Baker & Taylor Entertainment	831	H71697560	2/10/2025	Adult DVDs	540500	Library materials	\$24.81		Y
Baker & Taylor Entertainment	831	H71722520	2/11/2025	Adult DVDs	540500	Library materials	\$35.40		Y
Baker & Taylor Entertainment	831	H71722521	2/11/2025	Adult DVDs	540500	Library materials	\$24.10		Y
Baker & Taylor Entertainment	831	H71770960	2/17/2025	Adult DVDs	540500	Library materials	\$213.29		Y
Baker & Taylor Entertainment	831	H71828820	2/25/2025	Adult DVDs	540500	Library materials	\$17.71		Y
Baker & Taylor Entertainment	831	H71891510	2/27/2025	Adult DVDs	540500	Library materials	\$18.43		Y
Baker & Taylor Entertainment	831	H71891511	2/27/2025	Adult music CDs	540500	Library materials	\$29.78		Y
Baker & Taylor Entertainment	831	H71835080	3/4/2025	Adult DVDs	540500	Library materials	\$228.14		Y
Baker & Taylor Entertainment	831	H71835081	3/4/2025	Adult DVDs	540500	Library materials	\$42.48		Y
Baker & Taylor Entertainment	831	H71960680	3/7/2025	Adult DVDs	540500	Library materials	\$26.93		Y
Baker & Taylor Entertainment	831	H71960681	3/7/2025	Adult DVDs	540500	Library materials	\$12.05		Y



Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes	In Munis?
Baker & Taylor Entertainment	831	H71960682	3/7/2025	Adult music CDs	540500	Library materials	\$9.44		Y
Baker & Taylor Entertainment	831	H71964540	3/7/2025	J DVDs	540500	Library materials	\$7.08		Y
Baker & Taylor Entertainment	831	H71968160	3/10/2025	Adult music CDs	540500	Library materials	\$13.08		Y
Baker & Taylor Entertainment	831	H71968161	3/10/2025	Adult music CDs	540500	Library materials	\$17.71		Y
Barnes & Noble	835	NA	3/9/2025	YA book	540500	Library materials	\$11.99		Y
Cengage Learning	96	86967541	3/4/2025	Large print books	540500	Library materials	\$225.67		Y
De Lage Landen	148	83559409	2/22/2025	Public fax lease	541200	Contracted services	\$165.90		Y
Demco	156	7607459	2/21/2025	J library programming supplies	544080	Professional services, programming	\$51.52		Y
Demco	156	7607459	2/21/2025	Book repair supplies	545760	Supplies, library processing	\$48.48		Y
Elaine Ellis	999999	41	2/19/2025	Customer service training	541000	Conference/training	\$500.00		Y
EnvisionWare	291	INV-US-74774	2/1/2025	Print station equipment maintenance renewal, 5/1/25 - 4/30/26	540900	Computer software	\$2,099.63		Y
EnvisionWare	291	INV-US-74775	2/1/2025	Print station software license renewal, 5/1/25 - 4/30/26	540900	Computer software	\$2,394.69		Y
EnvisionWare	291	INV-US-75456	3/5/2025	RFID tags	545760	Supplies, library processing	\$865.00		Y
Everwilde Farms	260	NA	2/19/2025	Bulk seeds	544080	Professional services, programming	\$206.30	Charged to town credit card	Y
Ingram	396	86868745	2/28/2025	Adult audiobooks	540500	Library materials	\$155.97		Y
Margaret Travis	999999	NA	2/24/2025	LPFR reimbursement	420800	Library charges	\$17.99		Y
Margaret Travis	999999	NA	2/25/2025	LPFR reimbursement	420800	Library charges	\$5.00		Y
Midwest Tape LLC	516	506824311	3/1/2025	Hoopla usage for February 2025	540500	Library materials	\$2,476.95		Y
OverDrive	564	5039	3/7/2025	Adult ebooks	540500	Library materials	\$1,704.24		Y
Playaway Products	269	492855	3/6/2025	Replacement Playaway	540500	Library materials	\$24.99		Y
Smithsonian	1201	NA	NA	Subscription renewal	540500	Library materials	\$29.99		Y
Staples	684	6024699321	2/20/2025	Toner	545700	Supplies, office	\$86.02		Y
Staples	684	6026225985	3/6/2025	Badge holders, toner	545700	Supplies, office	\$95.00		Y
W.B. Mason	1250	252493072	2/20/2025	Painter's tape and gluesticks for STEAM Lab	544080	Professional services, programming	\$28.04		Y
W.B. Mason	1250	252496174	2/20/2025	Coin envelopes	545700	Supplies, office	\$138.52		Y
W.B. Mason	1250	252514464	2/21/2025	Scotch tape for STEAM Lab	544080	Professional services, programming	\$17.40		Y
W.B. Mason	1250	252793269	3/6/2025	Broom	545700	Supplies, office	\$17.99		Y
<b>Total</b>							<b>\$18,643.16</b>		

<b>Account no.</b>	<b>Account description</b>	<b>Total</b>
420800	Library charges	\$22.99
540500	Library materials	\$11,205.92
540900	Computer software	\$4,494.32
541000	Conference/training	\$500.00
541200	Contracted services	\$165.90
543800	Postage	\$5.40
544080	Professional services, programming	\$901.21
545700	Supplies, office	\$433.94
545760	Supplies, library processing	\$913.48
<b>Total</b>		<b>\$18,643.16</b>