Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of May 21, 2025

Call meeting to order: 6:34 pm.

Present: Rachel Snyder, president; Erin Dougherty, vice president; Susan Kramarsky, treasurer; Sarah Yannello, secretary; Patricia Gogniat, Michael Huntone, and Nick Zinni, trustees at large.

Guests: Greg Benoit, library director; Ann Cunningham, town board liaison; Nora Pelish, library manager of public services (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Meaghan de Chateauvieux and Nick Robertson, trustees at large.

Approval of agenda: Approved.

Approval of minutes: Minutes of April 16, 2025 and March 19, 2025 approved.

Attendance: Next meeting June 18, 2025. Ms. Cunningham is unable to attend but will submit a written update. Ms. Snyder may have a conflict as well. No other conflicts noted.

Public forum: None; no comments submitted to board email. Mr. Benoit shared a letter praising library staff from a grateful patron.

Town board liaison report

- After widespread public input on the issue, the town is holding off on any ban on short-term rentals and will seek a compromise.
- Many residents have also expressed concern about proposed new cell antennas in residential areas. While this matter is federally regulated and not under the jurisdiction of the town board, the board has been gathering feedback from the public and is in touch with Joe Morelle.
- Plans for making Irondequoit an age-friendly community are moving forward. Ms. Cunningham emphasized that many aspects of the project will benefit all community members regardless of age, and with little or no financial impact. Mr. Benoit offered the library's support.

Foundation report

- Several new members have joined thanks to flyers distributed at the library or information in the library newsletter.
- The Foundation is gathering updated quotes for renovation of the children's library.

Friends report

- Mr. Benoit has been in touch with Will Cleveland about holding a fundraiser with the Friends, possibly at a local restaurant or brewery. The Friends have also approached Sips Coffee about selling a custom library blend.
- The next craft and vendor sale is scheduled for October 4-5. Vendor applications will open in June.
- The Friends will be on hand at the summer reading kickoff June 26 to provide ice cream and promote library merchandise.
- As noted in the director's report, the Rochester Parkinson Network is donating to the Friends and will attend next week's meeting of the Friends board.

Staff liaison report

- This month's staff liaison was Nora Pelish, manager of public services. In addition to coordinating adult volunteers, scheduling reference desks, and communicating with maintenance staff, Ms. Pelish is also responsible for training and onboarding new reference staff. The training process has grown in complexity as scheduling software, meeting room bookings, multiple logins, and two-factor authentication have been added to the workload. Ms. Pelish also oversees the library's collections of ebooks, books on CD, magazines, and newspapers.
- Upcoming events for adults include the ever-popular Daniel Jones technology program series, an Irondequoit Historical Society presentation on the history of lacrosse, an introduction to Zentangles from the Irondequoit Art Club, and a cooking class on summer salads. Teens and tweens have yoga, anime club, and robotics programs coming up, and the children's library has hosted yoga storytime and music and movement groups. School visits to promote summer reading are underway.
- The seed library has given away over 1,400 seed packets since reopening for the season in March.

Long-range plan check-in: See director's report.

Finance committee, invoices, financial report

Financial report

- Revenue: With about a third of the year elapsed, miscellaneous revenue collection is on track at 32.7 percent. However, the library has collected only 24.5 percent of anticipated fines and fees.
- Expenses: 100 percent of the principal and 50 percent of the interest on bonds for the year have now been posted, as has the first quarterly installment on the maintenance chargeback line (see "Maintenance chargebacks through April 2025" for details). Overall spending now stands at 41.3 percent of budget: 27.1 percent for salaries, 23.2 percent for library materials, and 38.3 percent for services and supplies.

Invoices

- All invoices for the May 22, 2025 check run have been submitted in Munis and are listed in the spreadsheet "May 2025 invoices." Invoices received between the April board meeting and the April check run are listed in the spreadsheet "April 2025 interim invoices." Copies of all invoices have been uploaded to the May board meeting folder.
- Invoices of note: #72041220, 72121398, and 72268759, Scholastic: Books for community children's book giveaway; #5482, New York Library Association: Organizational membership renewal.
- Motion to approve May 2025 and April 2025 interim invoices for payment. Seconded. Motion carried.

Monroe County Library System 2026 budget: See director's report.

Organizational development committee

- See director's report for drafts of the fund balance policy and library funds and accounts policy. The proposed policies were also discussed at the most recent meeting of the finance committee.
- Per Kevin LaBarr, the AV system for the library's large meeting rooms is nearing the end of its expected lifespan. The library may need to draw on its fund balance in order to replace it, as this is no longer part of a townwide upgrade and could not be accommodated by the regular operating budget. Ms. Kramarsky raised the idea of fast-tracking the replacement in anticipation of future price increases.
- A motion to approve the Irondequoit Public Library Funds & Accounts Policy as written was seconded and carried. Ms. Snyder requested that all trustees review the proposed fund balance policy ahead of next month's board meeting.

Community engagement committee

- The committee met last month via Zoom and will meet again next week. They are committed to providing any support the Friends need.
- John Scalzo and Tariq Hudson have received the student rep "job description" and are designing a recruitment flyer.

Technology team

- The computer lab will revert to the previous practice of having a standalone printer rather than a single multifunction device. Combining printing with copying created many customer service issues.
- All staff computers will be upgraded to Windows 11 next week.
- Mr. LaBarr is gathering quotes for a replacement AV system.

New business

Summer reading: ARPA giveaway books have arrived and school visits are scheduled. The library will also have an opportunity to promote summer reading and tween programs to local middle school students when they visit this week as part of a field trip to the town hall campus.

Director's report: See attached.

Review of meeting action items: Update library website with headshots and bios for new board members.

Adjournment: Meeting adjourned at 7:29 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Sarah Yannello

Financial summary **4/30/2025**

FUND	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACTUAL YTD APR 25	2025 BALANCE	2025 %
410010	Property taxes	$2,507,625	$2,495,508	$2,680,059	$2,695,213	$2,686,417	$2,793,421	$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	$24,868	$51,132	32.7%
420800	Library charges (overdue & lost fines)	$32,500	$42,465	$40,188	$35,237	$29,881	$28,260	$6,938	$21,322	24.5%
438890	State aid - oth culture & rec (Local Library Systems Aid)	$12,263	$16,860	$16,142	$14,642	$16,696	$14,600	$1,656	$12,944	11.3%
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**	**$2,826,882**	**$85,399**	**97.1%**

FUND	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACTUAL YTD APR 25	ENCUMBRANCES	2025 BALANCE	2025 %
	Salaries	$964,129	$966,766	$1,019,173	$1,162,213	$1,162,145	$1,224,192	$332,112		$892,080	27.1%
	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	$41,837		$138,163	23.2%
	Services & supplies	$342,006	$425,579	$402,058	$406,649	$233,598	$376,375	$112,503	$31,525	$232,347.30	38.3%
	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	100.0%
570100	Interest on debt	$449,852	$296,000	$289,400	$282,650	$275,800	$268,800	$136,175		$132,625	50.7%
	Employee benefits	$413,337	$445,435	$406,340	$406,326	$439,236	$507,914	$194,830		$313,084	38.4%
		$2,518,450	**$2,635,126**	**$2,626,286**	**$2,778,469**	**$2,637,308**	**$2,912,281**	**$1,172,457**	**$31,525**	**$1,708,299**	**41.3%**

FUND	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
A001	A1162200	510000		LIB MAINT PERSONEL FT REG	41,591	41,591	21,656.39	6,300.00	0.00	19,935	52.10
A001	A1162200	510002		LIB MAINT PERSONEL FT OT	250	250	140.70	0.00	0.00	109	56.30
A001	A1162200	510200		LIB MAINT PERSONEL PT REG	17,680	17,680	4,595.00	1,360.00	0.00	13,085	26.00
A001	A1162200	541200		LIB MAINT CONT SERV	22,000	21,777	7,727.99	4,365.44	9,295.55	4,754	78.20
A001	A1162200	541650		LIB MAINT GARBAGE COLLECT	1,500	1,500	496.88	203.92	1,003.12	0	100.00
A001	A1162200	542570		LIB MAINT ELEVATOR MAINT	2,000	2,000	704.24	176.06	1,408.48	-113	105.60
A001	A1162200	542650		LIB MAINT HEATING AIR MAINT	15,000	15,000	0.00	0.00	6,320.00	8,680	42.10
A001	A1162200	543700		LIB MAINT PLMB EXPENSE	0	0	109.72	0.00	0.00	-110	100.00
A001	A1162200	544500		LIB MAINT RENTAL MOPS	2,300	2,125	348.19	105.05	1,051.81	725	65.90
A001	A1162200	545210		LIB MAINT CUSTODIAL SUPPLY	5,500	5,500	2,205.03	753.90	2,204.04	1,091	80.20
A001	A1162200	545300		LIB MAINT ELECTRICAL SUPPLY	200	200	49.75	49.75	520.06	-370	284.90
A001	A1162200	545730		LIB MAINT PAPER SUPPLY	2,200	2,200	1,032.80	526.50	727.20	440	80.00
A001	A1162200	545740		LIB MAINT PAINT SUPPLY	100	100	0.00	0.00	50.00	50	50.00
A001	A1162200	546250		LIB MAINT TOOL SUPPLY	100	275	243.76	220.44	31.24	0	100.00
A001	A1162200	546500		LIB MAINT MISC	100	323	248.89	0.00	0.00	74	77.10
A001	A1162200	547300		LIB MAINT UNIFORMS	150	150	205.00	205.00	95.00	-150	200.00
A001	A1162200	580100		LIB MAINT RETMENT	6,726	6,726	1,709.42	1,709.42	0.00	5,017	25.40
A001	A1162200	580200		LIB MAINT SS TAX	3,690	3,690	1,545.01	468.78	0.00	2,145	41.90
A001	A1162200	580300		LIB MAINT MEDICARE TAX	863	863	361.32	109.63	0.00	502	41.90
A001	A1162200	580400		LIB MAINT HEALTH INS	10,670	10,670	2,723.88	2,461.54	0.00	7,946	25.50
A001	A1162200	580900		LIB MAINT WORKERS COMP	2,580	2,580	600.00	0.00	0.00	1,980	23.30
A001				Total A001 GENERAL FUND	135,200	135,200	46,703.97	19,015.43	22,706.50	65,790	51.30
				Expense Total	135,200	135,200	46,703.97	19,015.43	22,706.50	65,790	51.30

JANUARY THROUGH APRIL 2025

Cash receipts summary 4/30/2025

DESCRIPTION	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUN ACTUAL	JUL ACTUAL	AUG ACTUAL	SEP ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	YTD 2024
Fines (cash)	$1,010.85	$790.70	$917.11	$728.28									$3,446.94
UMS/refunds			-$22.99										-$22.99
Online fines													$0.00
Fines (credit)	$639.66	$616.80	$1,018.64	$355.90									$2,631.00
BFR (cash)	$37.99	$27.97	$53.98	$41.98									$161.92
BFR (credit)	$149.14	$261.12	$312.64	$53.97									$776.87
Book sale	$3,380.16	$3,418.15	$4,477.16	$3,490.05									$14,765.52
Misc. (cash)	$65.64	$89.90	$54.95	$30.10									$240.59
Misc. (credit)	$32.65	$10.61	$85.51	$89.95									$218.72
Refund prior year													$0.00
Copy/print/fax (cash)	$1,260.30	$1,198.20	$1,304.40	$1,409.40									$5,172.30
Copy/print/fax (credit)	$1,099.60	$1,122.40	$1,257.84	$990.70									$4,470.54
State aid/LLSA				$1,655.90									$1,655.90
Interfund transfer													
Total	**$7,675.99**	**$7,535.85**	**$9,459.24**	**$8,846.23**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$33,517.31**

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	$4,477.16
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	$3,490.05
May	$2,176.68	$2,421.28	$2,084.10	$2,578.75	$3,250.41	$0.00	$1,984.45	$2,433.16	$3,324.14	$3,450.44	
June	$1,815.83	$2,179.91	$2,377.03	$2,412.75	$3,022.36	$0.00	$2,471.25	$3,049.11	$3,301.26	$3,237.80	
July	$1,669.83	$2,649.47	$2,310.50	$2,463.35	$2,327.85	$0.00	$2,267.70	$2,728.57	$3,597.55	$3,709.60	
August	$804.03	$2,845.65	$2,939.75	$2,923.96	$2,269.19	$0.00	$2,310.40	$3,262.66	$4,181.33	$3,349.27	
September	$1,338.94	$2,305.98	$2,960.88	$3,677.35	$2,583.29	$0.00	$2,353.05	$2,916.39	$3,567.17	$3,606.05	
October	$2,571.56	$2,418.06	$2,598.09	$2,793.75	$1,837.73	$754.85	$2,493.10	$2,640.46	$3,782.42	$3,254.25	
November	$2,274.22	$2,052.25	$2,396.25	$3,180.29	$1,901.41	$493.25	$3,018.12	$3,248.08	$3,398.70	$3,965.75	
December	$1,653.62	$2,506.47	$3,489.61	$3,142.75	$2,350.28	$2,338.53	$2,861.60	$2,789.00	$3,695.67	$3,937.01	
Total	**$22,973.30**	**$29,217.46**	**$31,730.93**	**$34,647.51**	**$33,480.23**	**$11,530.07**	**$26,885.29**	**$32,833.60**	**$42,183.84**	**$43,986.19**	**$14,765.52**

CHASE ACCOUNTS **APRIL 2025**

NON-PUBLIC FUNDS MMDA ******9050

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
4/1/2025	Opening balance			$24,916.56
4/10/2025	Payment to Deborah Coller for DIY earring class on 4/16/25 (LIF purchase)		$175.00	$24,741.56
4/10/2025	Payment to Rachel Snyder (reimbursement for pizza for National Library Workers' Day)		$97.30	$24,644.26
4/10/2025	Payment to Greg Benoit (reimbursement for doughnuts for National Library Workers' Day)		$47.00	$24,597.26
4/10/2025	Payment to Matt Krueger (reimbursement for refreshments for Teen Hunger Games on 3/29/25; LIF purchase)		$174.64	$24,422.62
4/10/2025	Payment to Michael Callari (reimbursement for supplies for Teen Hunger Games on 3/29/25; LIF purchase)		$85.38	$24,337.24
4/10/2025	Payment to Shawnda Urie for Classic Book Group facilitation on 3/27/25 (Apai donation)		$100.00	$24,237.24
4/17/2025	Payment to Jennifer Kierecki for Yoga Storytime on 4/12/25 (Apai donation)		$50.00	$24,187.24
4/17/2025	Payment to Synn Lymn McLaughlin for Amigurumi Too! Program on 4/8/25 (Apai donation)		$150.00	$24,037.24
4/30/2025	Cash donation from anonymous	$20.00		$24,057.24
4/30/2025	Payment to Synn Lymn McLaughlin for Rocket Science program on 4/14/25 (Apai memorial donation)		$100.00	$23,957.24
4/30/2025	Payment to Amazon Capital Services for garden hose (sensory garden)		$64.69	$23,892.55
4/30/2025	Payment to Cornell Cooperative Extension for Raised Bed Gardening program on 4/24/25 (Apai donation)		$50.00	$23,842.55
4/30/2025	Payment to Deborah Coller for Paint with Me Watercolor on 4/28/25 (Apai donation)		$175.00	$23,667.55
4/30/2025	Interest	$11.99		**$23,679.54**

PUBLIC FUNDS MMDA ******2587

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
4/1/2025	Opening balance			$6,921.66
4/30/2025	Interest	$3.41		**$6,925.07**

BULLET AID & LEGISLATIVE INITIATIVE FUNDS HELD IN ******9050

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
4/1/2025	Opening balance			$1,368.51
4/30/2025	No transactions			**$1,368.51**

LEGISLATIVE INITIATIVE FUNDING FOR LIBRARY PROGRAMS

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
4/1/2025	Opening balance			$10,055.47
4/10/2025	Payment to Deborah Coller for DIY earring class on 4/16/25		$175.00	$9,880.47
4/10/2025	Payment to Matt Krueger (reimbursement for refreshments for Teen Hunger Games on 3/29/25)		$174.64	$9,705.83
4/10/2025	Payment to Michael Callari (reimbursement for supplies for Teen Hunger Games on 3/29/25)		$85.38	**$9,620.45**

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes	In Munis?
Amazon	17	1KFM-N47G-W99R	4/16/2025	Maker's Lab equipment & cases	544080	Professional services, programming	89.66	Int	Y
Baker & Taylor Entertainment	831	H71992650	3/17/2025	Adult DVDs	540500	Library materials	164.40	Int	Y
Baker & Taylor Entertainment	831	H71992651	3/17/2025	Adult DVDs	540500	Library materials	21.27	Int	Y
Baker & Taylor Entertainment	831	H72094450	3/28/2025	Adult music CDs	540500	Library materials	7.23	Int	Y
Baker & Taylor Entertainment	831	H72094451	3/28/2025	Adult DVDs	540500	Library materials	233.08	Int	Y
Baker & Taylor Entertainment	831	H72094452	3/28/2025	Adult DVDs	540500	Library materials	78.68	Int	Y
Baker & Taylor Entertainment	831	H72107780	3/28/2025	Adult DVDs	540500	Library materials	21.27	Int	Y
Baker & Taylor Entertainment	831	H72107781	3/28/2025	Adult music CDs	540500	Library materials	10.17	Int	Y
Baker & Taylor Entertainment	831	H72177340	4/4/2025	Adult music CDs	540500	Library materials	10.17	Int	Y
Baker & Taylor Entertainment	831	H72179670	4/4/2025	Adult music CDs	540500	Library materials	21.06	Int	Y
Baker & Taylor Entertainment	831	H72179671	4/4/2025	Adult DVDs	540500	Library materials	24.81	Int	Y
Baker & Taylor Entertainment	831	H72185300	4/4/2025	Adult DVDs	540500	Library materials	32.56	Int	Y
Baker & Taylor Entertainment	831	H72185301	4/4/2025	Adult DVDs	540500	Library materials	17.71	Int	Y
Baker & Taylor Entertainment	831	H72185302	4/4/2025	Adult music CDs	540500	Library materials	12.34	Int	Y
Baker & Taylor Entertainment	831	H72193000	4/14/2025	Adult DVDs	540500	Library materials	14.17	Int	Y
Baker & Taylor Entertainment	831	H72193001	4/14/2025	Adult DVDs	540500	Library materials	77.96	Int	Y
Baker & Taylor Entertainment	831	H72228390	4/10/2025	Adult DVDs	540500	Library materials	237.30	Int	Y
Baker & Taylor Entertainment	831	H72234240	4/14/2025	Adult DVDs	540500	Library materials	21.26	Int	Y
Barnes & Noble	835	4633706	4/8/2025	YA books	540500	Library materials	275.86	Int	Y
Brodart	76	655982	4/11/2025	CD and display cases	545760	Supplies, library processing	365.96	Int	Y
Total							**$1,736.92**		

Vendor	Total
Amazon	$89.66
Baker & Taylor Entertainment	$1,005.44
Barnes & Noble	$275.86
Brodart	$365.96
Grand Total	**$1,736.92**

Account description	Total
540500	**$1,281.30**
Library materials	$1,281.30
544080	**$89.66**
Professional services, programming	$89.66
545760	**$365.96**
Supplies, library processing	$365.96
Grand Total	**$1,736.92**

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes	In Munis?
Amazon	17	1GQK-DCRR-7G6M	4/22/2025	Adult fiction books	544050	Library materials	39.35		Y
Amazon	17	1L7Y-V9MH-697V	5/2/2025	Video games	540500	Library materials	376.14		Y
Amazon	17	19TL-CLNX-9WNT	5/6/2025	Coin envelopes and cable organizers	545700	Supplies, office	142.42		Y
Amazon	17	19TL-CLNX-9WNT	5/6/2025	CD envelopes	545760	Supplies, library processing	21.99		Y
Amazon	17	13XF-RJ4X-1YYR	5/13/2025	Replacement marbles for STEAM Lab	544080	Professional services, programming	13.18		Y
Amazon	17	14L1-HK3M-XT7T	5/16/2025	Blu-ray cases	545760	Supplies, library processing	45.98		Y
Amy Holland	946	INV01694050	4/29/2025	Reimbursement for Bitly subscription	543600	Misc. expenses	120.00		Y
Baker & Taylor	28	2038993334	4/8/2025	Print books	540500	Library materials	165.77		Y
Baker & Taylor	28	2038998985	4/10/2025	Print books	540500	Library materials	320.23		Y
Baker & Taylor	28	2039002844	4/11/2025	Print books	540500	Library materials	1115.79		Y
Baker & Taylor	28	2039010154	4/14/2025	Print books	540500	Library materials	64.94		Y
Baker & Taylor	28	2039011533	4/16/2025	Print books	540500	Library materials	324.65		Y
Baker & Taylor	28	2039018184	4/17/2025	Print books	540500	Library materials	340.04		Y
Baker & Taylor	28	2039021416	4/17/2025	Print books	540500	Library materials	167.65		Y
Baker & Taylor	28	2038998654	4/18/2025	Print books	540500	Library materials	19.11		Y
Baker & Taylor	28	2039020458	4/18/2025	Print books	540500	Library materials	33.78		Y
Baker & Taylor	28	2039025435	4/21/2025	Print books	540500	Library materials	121.47		Y
Baker & Taylor	28	2039025995	4/22/2025	Print books	540500	Library materials	123.76		Y
Baker & Taylor	28	2039026543	4/22/2025	Print books	540500	Library materials	756.70		Y
Baker & Taylor	28	2039039106	4/28/2025	Print books	540500	Library materials	383.04		Y
Baker & Taylor	28	2039010487	4/28/2025	Print books	540500	Library materials	57.83		Y
Baker & Taylor	28	2039042938	4/29/2025	Print books	540500	Library materials	115.54		Y
Baker & Taylor	28	2039048443	4/30/2025	Print books	540500	Library materials	95.50		Y
Baker & Taylor	28	2039049075	5/2/2025	Print books	540500	Library materials	829.74		Y
Baker & Taylor	28	2039056084	5/5/2025	Print books	540500	Library materials	228.69		Y
Baker & Taylor	28	2039063880	5/7/2025	Print books	540500	Library materials	460.68		Y
Baker & Taylor	28	2039062200	5/8/2025	Print books	540500	Library materials	398.50		Y
Baker & Taylor Entertainment	831	71992450	3/12/2025	J DVDs	540500	Library materials	78.68		Y
Baker & Taylor Entertainment	831	72002720	3/13/2025	J DVDs	540500	Library materials	14.17		Y
Baker & Taylor Entertainment	831	72234160	4/10/2025	J DVDs	540500	Library materials	36.86		Y
Baker & Taylor Entertainment	831	H72236230	4/11/2025	Adult DVDs	540500	Library materials	21.23		Y
Baker & Taylor Entertainment	831	H72236231	4/11/2025	Adult DVDs	540500	Library materials	46.07		Y
Baker & Taylor Entertainment	831	72284440	4/17/2025	Adult music CDs	540500	Library materials	21.03		Y
Baker & Taylor Entertainment	831	72284441	4/17/2025	Adult DVDs	540500	Library materials	21.26		Y
Baker & Taylor Entertainment	831	72295550	4/28/2025	Adult DVDs	540500	Library materials	64.47		Y
Baker & Taylor Entertainment	831	72295551	4/28/2025	Adult DVDs	540500	Library materials	150.85		Y
Baker & Taylor Entertainment	831	72342970	4/29/2025	Adult DVDs	540500	Library materials	14.85		Y
Baker & Taylor Entertainment	831	H72376960	4/30/2025	Adult DVDs	540500	Library materials	42.52		Y
Baker & Taylor Entertainment	831	H72376961	4/30/2025	Adult DVDs	540500	Library materials	16.30		Y
Baker & Taylor Entertainment	831	H72378310	5/1/2025	Adult DVDs	540500	Library materials	17.71		Y
Baker & Taylor Entertainment	831	H72378311	5/1/2025	Adult DVDs	540500	Library materials	42.52		Y
Baker & Taylor Entertainment	831	H72390220	5/12/2025	Adult music CDs	540500	Library materials	23.97		Y
Baker & Taylor Entertainment	831	H72390221	5/12/2025	Adult DVDs	540500	Library materials	114.12		Y
Baker & Taylor Entertainment	831	H72390222	5/12/2025	Adult DVDs	540500	Library materials	124.00		Y
Barnes & Noble	835	4636750	4/17/2025	J fiction & nonfiction books	540500	Library materials	99.13		Y
Barnes & Noble	835	4640577	4/29/2025	YA books	540500	Library materials	228.61		Y
Barnes & Noble	835		5/11/2025	Adult fiction books	540500	Library materials	122.75		Y
Barnes & Noble	835		5/15/2025	Adult fiction books	540500	Library materials	47.38		Y
Brooklyn Robot Foundry				Smart Applause-O-Meter youth	A290741				
Rochester	999999	233	5/13/2025	robotics class	0-541202	ARPA	108.00		Y
Cengage Learning	96	999100374839	4/20/2025	Adult fiction (large print)	540500	Library materials	203.93		Y
Cengage Learning	96	999100405534	5/8/2025	Large print books	540500	Library materials	223.42		Y
Christine Charles	999999		5/15/2025	"Print Club of Rochester" presentation on 5/27/25	A290741 0-541202	ARPA	50.00		Y
Demco	156	7644694	5/8/2025	Media pouches	545760	Supplies, library processing	107.08		Y
Elaine Cohen	999999		5/15/2025	"Print Club of Rochester" presentation on 5/27/25	A290741 0-541202	ARPA	50.00		Y

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes	In Munis?
Elizabeth Bauld	840		5/7/2025	Summer salads cooking program	A290741 0-541202	ARPA	245.00		Y
Emily Baker	832		5/18/2025	Refreshments for YA meeting on 5/21/25 (reimbursement)	541000	Conference & training	43.95		Y
Erin Wafer	999999		5/19/2025	Adult yoga class 5/19/25	A290741 0-541202	ARPA	130.00		Y
Home Depot	948		4/8/2025	Community garden hardware	A290741 0-541202	ARPA	37.44		Y
Ingram	396	87860086	4/29/2025	Adult audiobook	540500	Library materials	44.99		Y
Ingram	396	87867897	4/29/2025	Adult audiobook	540500	Library materials	39.99		Y
Ingram	396	87965696	5/5/2025	Adult audiobook	540500	Library materials	44.99		Y
Interactive Sciences, Inc.	471	2025-2286-1	5/13/2025	Wowbrary renewal, 5/7/25 - 5/6/26	540900	Computer software	570.00		Y
Interpretek	475	51341	4/20/2025	ASL interpretation for Pioneer Reptiles program on 4/17/25	544080	Professional services, programming	96.00		Y
Irondequoit Art Club	999999		5/13/2025	Winter and spring art lectures	A290741 0-541202	ARPA	600.00		Y
Irondequoit Historical Society	999999		5/19/2025	"Pumpkins, Pranks & Poltergeists" w/Christopher Bensch on 10/3/24	A290741 0-541202	ARPA	60.00		Y
Irondequoit Historical Society	999999		5/19/2025	"The American St. Nick" w/David Brookins on 12/5/24	A290741 0-541202	ARPA	60.00		Y
Irondequoit Historical Society	999999		5/19/2025	"Sharing Our Stories Past & Present" w/Tina Chapman on 2/6/25	A290741 0-541202	ARPA	60.00		Y
Irondequoit Historical Society	999999		5/19/2025	"History Through the Eyes of a Fourth Grader" w/Dan Reardon on 3/6/25	A290741 0-541202	ARPA	60.00		Y
Irondequoit Historical Society	999999		5/19/2025	"History of Seneca Park Zoo" w/Maureen Whelan on 4/3/25	A290741 0-541202	ARPA	60.00		Y
Law Office of Stephanie Adams, PLLC	5	10392	4/7/2025	Finance policy consultation	544150	Professional services, legal	2012.50	Budget transfer made	Y
Madeline Corsaro	999999		5/15/2025	"Print Club of Rochester" presentation on 5/27/25	A290741 0-541202	ARPA	50.00		Y
Matthews & Fields	384	289478	4/14/2025	Fencing for community garden	A290741 0-541202	ARPA	718.44		Y
MidAmerica Books	515	0061063	4/21/2025	J nonfiction books	540500	Library materials	121.80		Y
MidAmerica Books	515	0061517	4/21/2025	J nonfiction books	540500	Library materials	162.70		Y
Midwest Tape LLC	516	507111714	5/1/2025	April Hoopla usage	540500	Library materials	2682.32		Y
New York Library Association	993	5482	4/28/2025	Organizational membership renewal, 6/1/25 - 5/31/26)	541000	Conference & training	1500.00		Y
OverDrive	564	01327CO25142047	5/1/2025	Adult ebooks	540500	Library materials	837.92		Y
Penworthy	716	0607402-IN	4/15/2025	J nonfiction books	540500	Library materials	583.08		Y
Playaway Products	269	497796	4/25/2025	J audiobook	540500	Library materials	24.99		Y
Playaway Products	269	500370	5/15/2025	YA audiobooks	540500	Library materials	1,149.18		Y
Rochester Mandolin Orchestra	1498		2/7/2025	Concert on 6/2/25	544080	Professional services, programming	300.00		Y
Scholastic	1019	72041220	4/30/2025	Books for community children's book giveaway	A290741 0-541202	ARPA	25558.25	Verify address	Y
Scholastic	1019	72121398	5/3/2025	Books for community children's book giveaway	A290741 0-541202	ARPA	355.00		Y
Scholastic	1019	72268759	5/6/2025	Books for community children's book giveaway	A290741 0-541202	ARPA	201.00		Y
Scientific American	1187			Subscription renewal	540500	Library materials	44.99		Y
T-Mobile	211		4/27/2025	Wifi hotspots data, 3/27 - 4/26/25	541200	Contracted services	57.40		Y
W.B. Mason	1250	253672262	4/16/2025	Stapler	545700	Supplies, office	13.59		Y
Total							**47498.90**		

Vendor	Total
Amazon	$639.06
Amy Holland	$120.00
Baker & Taylor	$6,123.41
Baker & Taylor Entertainment	$850.61
Barnes & Noble	$497.87
Cengage Learning	$427.35
Demco	$107.08
Ingram	$129.97
Midwest Tape LLC	$2,682.32
OverDrive	$837.92
Playaway Products	$1,174.17
W.B. Mason	$13.59
Brooklyn Robot Foundry Rochester	$108.00
Christine Charles	$50.00
Elaine Cohen	$50.00
Elizabeth Bauld	$245.00
Emily Baker	$43.95
Erin Wafer	$130.00
Home Depot	$37.44
Interactive Sciences, Inc.	$570.00
Interpretek	$96.00
Irondequoit Art Club	$600.00
Irondequoit Historical Society	$300.00
Law Office of Stephanie Adams, PLLC	$2,012.50
Madeline Corsaro	$50.00
Matthews & Fields	$718.44
MidAmerica Books	$284.50
New York Library Association	$1,500.00
Penworthy	$583.08
Rochester Mandolin Orchestra	$300.00
Scholastic	$26,114.25
Scientific American	$44.99
T-Mobile	$57.40
Grand Total	**$47,498.90**

Account description	Total
540500	**$14,012.33**
Library materials	$14,012.33
540900	**$570.00**
Computer software	$570.00
541000	**$1,543.95**
Conference & training	$1,543.95
541200	**$57.40**
Contracted services	$57.40
544080	**$409.18**
Professional services, programming	$409.18
545700	**$156.01**
Supplies, office	$156.01
545760	**$175.05**
Supplies, library processing	$175.05
544050	**$39.35**
Library materials	$39.35
543600	**$120.00**
Misc. expenses	$120.00
A2907410-541202	**$28,403.13**
ARPA	$28,403.13
544150	**$2,012.50**
Professional services, legal	$2,012.50
Grand Total	**$47,498.90**

Irondequoit Public Library
Director's Report
Wednesday, May 21, 2025

1. **Irondequoit Public Library**
   2025 - 2026 Long Range Plan - Updates

   The action items associated with the 2025 - 2026 long range plan have been updated to include a timeframe for when those items will be addressed. This timetable has been included in the May 2025 Director Report.

   Action items have we have begun work on:

   Evaluate communication within the library and look for ways to fill information gaps that might be contributing to staff not having a full knowledge or understanding of all the events, tools, projects, and new initiatives that are going on.

   - Matt, Nora, and I are working towards developing a new process for training newly hired reference staff. This process will see the library move away from a training and onboarding model that relies on one or two people training a new employee, and move toward a process that is democratized to include multiple potentially all existing reference staff. In pursuit of this, a checklist of skills will be shared with all existing employees to test themselves against. This checklist will be integrated with the employee manual found in LibGuides.

   Develop training to increase staff competence and confidence in responding to criticisms, attacks, and harassment both online and in-person.

   - Training has been coordinated for the fall 2025 staff training day that will feature a presentation by Adrienne Pettinelli, Library Director at the Henrietta Public Library. Adrienne has developed a presentation about the experience staff at Henrietta Public Library had when their library was subject to a multiple weeks long campaign of harassment several years ago. We are also looking into having the Ghana Institute conduct conflict resolution training.

   Periodically run drills with staff that test scenarios from the emergency response plan.

   - The library practiced our evacuation procedure at the most recent staff training day. Updates to the evacuation procedure were made based on feedback from staff that was gathered at the training. We will practice responding to a different scenario at each staff training day moving forward.

   Extend the reach of nonprofit and community organizations by disseminating their information to library patrons.

- The Community Engagement Committee has invited Debbie Evans, the founder and director of the Irondequoit Community Cupboard to an upcoming Community Engagement Meeting to discuss ways the ICC and library can potentially collaborate.

A Partner with community organizations to translate signage into other languages spoken in the community, such as Spanish and Ukrainian. Print and display signs at service points.

- The Ukrainian Federal Credit Union has agreed to translated a limited number of library signs and brochure into Ukrainian. A request for help or a referral to someone who might be able to help in a similar capacity has been sent to the Latino Rotary Club of Rochester, who regularly use the library's meeting rooms to host their larger meetings.

A For non-competitive staff positions, request that cultural organizations like Ibero and ERASE circulate library job postings to their members and in their newsletters.

- Nicholas Robertson indicated that ERASE might be willing to publicize job postings form the library on their email list.

Timetable of Major 2025 Projects & Commitments - In Progress

ARPA Funds - 2025 Summer Reading Book Giveaway

The Irondequoit Public Library has received delivery of the books for the 2025 summer reading program book giveaway. Bookmarks promoting the summer reading oprorbam and library services have been ordered.

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

The materials for the Irondequoit Recreation community garden to be located on the town hall campus have been ordered. The first program associated with the Sri for Wellness series has also been announced.

Children's Library Renovation Grant

Janice Davis has contacted three vendors requesting quotes for fabricating the stage proscenium, entryway, and shelf end caps. Vendors have until the end of May to respond.

Timetable of Major 2025 Projects & Commitments - Not Yet Started

ARPA Funds - Library Program Series

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

Library Financial Policies

Library Funds and Accounts Policy

The finalized draft of the *IPL Library Funds and Accounts Policy* has been included with the May 2025 Director Report for formal approval.

Library Fund Balance Policy - Draft

A preliminary draft copy of the *IPL Fund Balance Policy* has also been included with this Director Report. This was drafted by attorney Stephanie Adams and is a companion policy to the *IPL Fund Balance Policy*. This policy will establish categories of expenses that will be considered for

fund balance use. It also establishes a rough process for making a determination, and references the guidance and determinations of the New York State Comptroller relevant to the policy.

This policy will potentially be voted on at the June 2025 Library Board meeting.

Friends of Irondequoit Public Library - Rochester Parkinson Network Donation

The Irondequoit Public Library has been partnering with the Rochester Parkinson Network to provide health and wellness related programming. Although these programs are targeted towards members of the community who live with, or care for someone impacted by Parkinson's Disease, they are frequently applicable to people in the broader who are interested in health.

The Rochester Parkinson Network has been very happy with the meeting room space, and publicity and promotional support provided by the Irondequoit Public Library, and have communicate that they will attend an upcoming Friends of the Irondequoit Public Library meeting to make a donation recognizing the success of the partnership.

1839 Maker's Lab

Circulating Retro Videogame Consoles

The Irondequoit Public Library will be circulating reissued versions of popular 1980's and 1990's video game consoles including a Nintendo Entertainment System, a Super Nintendo, and a Sega Genesis. These video game consoles will join our modern video game systems, the Nintendo Switch and Meta Quest 2, and will be available for home use through the 1839 Maker's Lab. The retro video game consoles connect to a TV using an HDMI cord, and come preloaded with dozens of classic video games.

Seed Library Update

The seed library is off to a great start for the 2025 planting season. We have distributed 1,400 seed packets to community members since opening the seed library on arch 2nd.

Irondequoit Historical Society - 2025 - 2026 Program Lineup

The Irondequoit Historical Society has communicated the lineup of speakers and topics for the 2025 - 2026 season.

2025

- September: The Interurban Era
- October: Slave Experience and the Underground Railroad
- November: Selma Hospital and the Civil Rights Movement
- December: A Walk Through a Disappeared Downtown

2026

- February: History of the Winona Woods
- March: Presentation from Town of Irondequoit Historical, Tim Judd
- April: Rochester Area Connections to the RMS Titanic
- May: Rochester Baseball History

2. Town of Irondequoit

3. **Facilities Report**

   2022 NYS SAMs Grant - Closeout Process

   The 2022 New York State SAMs Grant is inching closer to being completely closed out. In order to release the funds, I need to provide New York State with the name and email address of the attorney who will be signing a copy of the document titled *Exhibit B: Opinion of Counsel.* A copy of the document has been included with the May 2025 Director Report as an item of information. Because I have worked with prior town attorneys on this matter, I have contacted the town attorney and asked if this is document that he would be able to sign. I am awaiting his response.

4. **Monroe County Library System**

   2026 Monroe County Library System Budget

   The Monroe County Library System has finalized their 2026 budget. A copy of the budget summary has been included with the May 2025 Director Report. The full 2026 Monroe County Library System budget, including all budget spreadsheets and a budget PowerPoint presentation have been uploaded to the Trustees OneDrive for reference.

   2026 NYS Budget - Library Funding

   The 2026 New York State budget has been finalized. I forwarded an email from the Rochester Regional Library Council to the library trustees on May 13th that outlines the library funding included in the budget. The budget either increases various types of library funding or holds them flat, which I interpret as a positive development even the uncertain economic outlook.

5. **Personnel Report**

   No personnel changes occurred since the April 2025 Library Board meeting.

6. **Financial Report & Vouchers**

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

7. **Correspondence**

8. **Items of Information**

   1. *IPL LRP Goal Year #3 - Timetable.pdf*
   2. *MCLS 2026 Budget - Summary.pdf*
   3. *Exhibit B - Opinion of Counsel.pdf*
   4. *IPL Library Fund Balance Policy (DRAFT).pdf*
   5. *IPL Library Funds and Accounts Policy (v.3).pdf*

Irondequoit Public Library

Statistical Report to the Library Board

May 2025

Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Circulation		Maker's Lab Usage		Maker's Lab Circulation	
Year	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025	2024	2025
January	5,469	5,400	15,393	13,711	81	79	1,123	1,274	1,300	1,197	34,717	40,310	36	81	7	11
February	5,548	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	4,933	15,862	16,933	84	94	1,245	1,587	1,484	1,361	33,875	41,970	49	42	16	14
April	5,432	4,733	18,309	15,365	80	91	1,355	1,931	1,499	1,302	34,778	39,851	70	25	17	21
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**	**20,113**	**175,788**	**59,701**	**1,032**	**343**	**19,554**	**6,531**	**15,520**	**5,204**	**468,028**	**159,797**	**724**	**189**	**122**	**51**
YTD Average	5,747	5,028	14,649	14,925	86	86	1,630	1,633	1,293	1,301	39,002	39,949	60	47	10	13

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

IPL LRP Goal Year #3 - Timetable.pdf

Goal: IPL is a leader in ensuring equal and safe access to the materials and services			
ACTION STEPS	**TIMING**	**OWNER/S**	**STATUS**
Strategy #1: Demonstrate that the library is a safe haven for all community members through intentional communications, marketing, and promotion efforts that meet the ALA Core Values.			
T1: Evaluate communication within the library and look for ways to fill information gaps that might be contributing to staff not having a full knowledge or understanding of all the events, tools, projects, and new initiatives that are going on.	Spring/Summer 2025	Management Staff	In Progress
T2: Create a document or brand standard that includes welcoming and non-inflammatory language that the library can use publicly around diversity, equity, and inclusion concepts, book challenges and intellectual freedom, and other polarizing topics. The brand standard should be consistently used in all public messaging and programming descriptions.	Fall 2025	Community Reflections Team	Not Started
T3: Provide consistent and annual staff training about creating messaging and programming descriptions that effectively incorporate language from the brand standard. Training should also help staff understand why it is important to use the changed language and how it supports a welcoming atmosphere for all community members.	Fall/Winter 2025	Community Reflections Team	Not Started
Strategy #2: Improve staff confidence and safety within the library through formal, consistent staff training.			
T1: Develop training to increase staff competence and confidence in responding to criticisms, attacks, and harassment both online and in-person.	Fall 2025	Director & Assistant Directors	In Progress
T2: Record safety training and make videos available to substitute staff who are not able to attend quarterly staff training days. Substitute staff should be paid to watch the safety training videos.	Fall 2025	Library Director, Meida Librarian, IT Clerk	Not Started
T3: Periodically run drills with staff that test scenarios from the emergency response plan.	Spring 2025	Director & Assistant Directors	In Progress
Strategy #3: Maximize the new services offered in the library through partnerships.			
T1: Collaborate with staff across MCLS libraries to create a resource listing the specialized and unique services offered at libraries and branches throughout the system.	Winter 2025	Librarians	Not Started
T2: Begin collecting data about the information and services people are asking for when they call or visit the reference desk. Use the data to help identify organizations that would be potential partners. Increase the number of partner organizations and total number of hours they spend in the library offering services accordingly.	Spring/Summer 2025	Director & Assistant Directors	Not Started
T3: Extend the reach of nonprofit and community organizations by disseminating their information to library patrons.	Summer 2025	Library Director/Community Engagement Committee/Programming Librarian	In Progress
Strategy #4: Better represent and serve the people of the Irondequoit Community through staff and signage in the library.			
T1: Obtain funding to purchase technology to deploy communication tools like Google Translate to improve communication with non-English speakers in the library. Provide training to all staff on how to use Google Translate.	Winter 2025	Community Reflections Team	Not Started
T2: Partner with community organizations to translate signage into other languages spoken in the community, such as Spanish and Ukrainian. Print and display signs at service points.	Spring 2025	Library Director	In Progress
T3: For non-competitive staff positions, request that cultural organizations like Ibero and ERASE circulate library job postings to their members and in their newsletters.	Spring 2025	Library Director	In Progress

MCLS 2026 Budget - Summary.pdf

Monroe County Library System

2026 Proposed Budget

Expense

SAP CODE	DESCRIPTION	2025 PROPOSED	2026 PROPOSED	+/-
503000	Cash Capital	190,000	200,000	10,000
	Sub-Total	**190,000**	**200,000**	**10,000**
504005	Meeting & Training	10,000	8,000	(2,000)
504205	Commercial Services	4,000	1,500	(2,500)
504285	Computer Maintenance	180,600	229,900	49,300
504320	Professional Services	342,920	375,450	32,530
504620	Membership	95,800	54,200	(41,600)
504630	Postage	7,000	7,000	0
504800	Contract Services	3,522,803	3,554,500	31,697
	Sub-Total	**4,163,123**	**4,230,550**	**67,427**
505020	Computer Software	200	0	(200)
505035	Computer Equipment	250,000	250,000	0
505080	Library Materials	98,438	29,810	(68,628)
	Sub-Total	**348,638**	**279,810**	**(68,828)**
508245	Minor Sales	30,000	25,000	(5,000)
968675	Vehicle Maintenance & Service	40,000	40,000	0
961256	Medical Insurance/Retirees	0	0	0
	Sub-Total	**70,000**	**65,000**	**(5,000)**
	Total	**4,771,761**	**4,775,360**	**3,599**
	County Library Support			
504800	Agency Contracts (Central Library)	7,660,100	7,780,000	119,900
509045	Contribution Debt	33,414	33,414	0
	Reserve Fund	0	0	0
	Total	**7,693,514**	**7,813,414**	**119,900**
	TOTAL EXPENSE	**12,465,275**	**12,588,774**	**123,499**

Revenue				
SAP CODE	**DESCRIPTION**	**2025 PROPOSED**	**2026 PROPOSED**	**+/-**
404000	State Aid	2,487,700	2,512,400	24,700
406115	Contract Payments MCLS	1,163,600	1,180,500	16,900
410000	Minor Sales	30,000	25,000	(5,000)
410210	Misc. Grants & Payments	900,460	857,460	(43,000)
	Fund Balance 8904010000	0	0	0
	Total	**4,581,760**	**4,575,360**	**(6,401)**
412000	Transfer from Gen. Fund/MCLS	223,414	233,414	10,000
412000	Transfer from Gen. Fund/RPL	7,660,100	7,780,000	119,900
	Total	**7,883,514**	**8,013,414**	**129,900**
	TOTAL REVENUE	**12,465,275**	**12,588,774**	**123,500**

Exhibit B - Opinion of Counsel.pdf

EXHIBIT B: Opinion of Counsel

DASNY
General Counsel
515 Broadway
Albany, New York 12207

Re: crb0b_description ("crb0b_granttypename") Grant
crb0b_projectdescription
Project ID: crb0b_name

Ladies and Gentlemen:

I have acted as counsel to crb0b_accountname (the "Grantee") in connection with the Project referenced above. In so acting, I have reviewed a certain Grant Disbursement Agreement between you and the Grantee (the "Agreement") and such other documents as I consider necessary to render the opinion expressed hereby.

Based on the foregoing, I am of the opinion that:

1. the Grantee is duly organized, validly existing and in good standing under the laws of the State of New York; **or**

the Grantee is duly organized and validly existing under the laws of another jurisdiction, and the Grantee is in good standing and authorized to do business in the State of New York;

2. the Grantee has full power and authority to execute and deliver the Agreement and to perform its obligations thereunder; **and**

3. the Agreement was duly authorized, executed and delivered by the Grantee and is binding on and enforceable against the Grantee in accordance with its terms.

By selecting this option and providing my electronic signature, I hereby execute and deliver a validly binding legal opinion in the form of this Exhibit B, just the same as a pen-and-paper signature on a separate document.

SAMPLE COPY

Approved – Legal Opinion attached

***Instructions – Grantee's Attorney will choose appropriate response . If **"Approved as to form"** is checked, the Attorney will DocuSign form. If **"Approved – Legal Opinion attached"** is checked, the Attorney must attach a legal opinion using the language provided in this exhibit.*

IPL Library Fund Balance Policy (DRAFT).pdf

Background

The State Comptroller regards a "Fund Balance" as "the total accumulation of operating surpluses and deficits since the beginning of a local government's existence."

In the case of the Irondequoit Public Library, the Fund Balance includes all funds received and expensed, whether from taxation, donations, grants or other revenue sources.

As a town public library, the Irondequoit Public Library is an entity separate from the Town, governed by an independent board of trustees appointed by the Town Board.
Funds levied and collected from the taxpayers belong to the Library, and the Library Board of Trustees manages, expends, and accounts for them as governed by state and federal law.

As part of that responsibility, the Library adopts this Fund Balance Policy.

Policy

A. Accounting

Consistent with GAAP, the Fund Balance of the Irondequoit Public Library may consist of the following account types:

Nonspendable (accounts 806 & 807)

Restricted (accounts 814-898)

Committed (account 913)

Assigned (accounts 914 & 915)

Unassigned (account 917)

When the Library experiences a surplus in a fiscal year, the balance shall be applied to the Fund Balance.

B. Purpose of Fund Balance

The Library's Fund Balance shall be maintained for the follow reasons:

- Improve long-term planning initiatives (strategic plan, service enhancement)
- Capital improvements
- Offset revenue shortfalls
- Unexpected expenditures (sudden emergency, sudden opportunity)
- Stabilize revenues to maintain services without budget cutbacks
- Reduce the cost of borrowing for cash flow (note: such borrowing is not a standard practice)

C. Decisions Regarding Fund Balance

In consultation with the Library Director, the Finance Committee shall review the amount of the Fund Balance for the categories above to meet upcoming needs, make written recommendations as to purpose and amounts in each category, and present the document to the Board for approval.

Prior to:

a.) Spending from the unrestricted portions of the Fund Balance;
b.) Attributing all or a part of an annual surplus to the ensuing year's budget; or
c.) Determining how much unrestricted fund balance it is "reasonable" to include in the Fund Balance;

The Library Board will consider the recommendation of the Finance Committee, and the following factors:

- Planned initiatives (capital expenses, programming, workforce investment)
- Composition of the Fund Balance (how much in cash, how much in investments)
- Timing of anticipated receipts and disbursements
- Volatility of revenues and expenditures
- Contingent appropriations
- Established legal reserves
- Potential for one-time outlays not provided for by reserves
- Dependence on resources from other funds as well as the need to provide resources to other funds
- Size of the Fund Balance
- Experience in prior fiscal years
- Address the timing for balances to be replenished to the desired level

All such decisions must be approved by a majority vote of the Library Board of Trustees.

D. Annual Budget

The Library's annual budget shall contain a statement, prepared by the Finance Committee, regarding the Fund Balance estimated to be on hand at the close of the current fiscal year, together with a breakdown of such Fund Balance estimated for:

- Encumbrances and budgeted initiatives
- Any surplus from the previous year that the Board has voted be appropriated for following ensuing year's budget
- Amounts reserved for stated purpose
- Remaining unappropriated amounts

Such statement shall apply the above factors to show why the unrestricted Fund Surplus does not to exceed a "reasonable amount".

E. Compliance

This Policy is based on guidance from the State Comptroller, and shall be revised by the Board to reflect recent legal changes and guidance.

The Irondequoit Public Library relies on the Town of Irondequoit to serve as the custodial and reporting agency for library funds, including those that comprise the Fund Balance.

IPL Library Funds and Accounts Policy (v.3).pdf

Irondequoit Public Library

Library Funds and Accounts Policy

Reviewed by the Board: Annually in November

Related Policies: Budget, Fund Surplus, Investment

Purpose

The Library uses a combination of different bank accounts and sub-accounts, and different fund names, to perform its fiscal responsibilities of properly budgeting, authorizing, monitoring, and accounting for library funds. This policy sets out these accounts and sub-types, what they are called, and how they are used.

Governmentally Held Funds		
Fund Type	**How Used**	**Other Information**
Governmentally Held Funds	All funds held by the Town of Irondequoit as a fiduciary for the Library.	The Library may have both Governmentally Held Operating Funds and Governmentally Held Surplus Funds, both of which can only be expended or transferred upon a duly approved resolution of the Library Board of Trustees. At the end of the fiscal year, any unused operating funds will be reported to the Board, who will approve transitioning them to the Library's Governmentally Held Fund Surplus account.
Governmentally Held Operating Funds	Funds held by the Town of Irondequoit for the Library that are used for annual expenses.	The Library's Governmental Funds are held in bank accounts solely maintained by the Town.
Governmentally Held Fund Surplus	The Library's Governmentally Held Fund Surplus is the total amount of money held by the Town for the Library, aside from the Governmental Operating Funds for a current Fiscal Year. It is a part of the Library's Total Surplus Funds Balance.	The Library's Governmental Funds are held in bank accounts solely maintained by the Town.

Invested Funds		
Fund Type	**How Used**	**Other Information**
Investment Funds	Investment funds are funds that are invested in allowed investment vehicles.	All investments of library money shall be per the Library's Investment Policy.
Governmentally Invested Funds	Governmentally Invested Funds are library moneys held and invested by the Town of Irondequoit.	The revenue from library moneys held and invested by the Town of Irondequoit shall annually be attributed to the Library's Governmentally Held Fund Surplus.
Non-Governmentally Held Investment Account	Library moneys held and invested by the Library per the Library's Investment Policy.	

Other Funds		
Fund Type	**How Used**	**Other Information**
General Fund	This is a fund used for the annual operating expenses of the Library. The Fund many have many sub-accounts, as created and tracked on the "Balance Sheet" and "Statement of Revenues and Expenditures" maintained by the Town.	The General Fund is kept in a Town bank account and administered by the Town after approval by the Library Board.
Unrestricted Surplus Funds Balance	The total amount of unrestricted surplus funds (regardless of custodian)	The purpose and limit of the Unrestricted Surplus Fund Balance are set in the Library's Fund Balance Policy.
Total Surplus Funds Balance	The total amount of Governmental and Non-Governmental surplus funds, including restricted funds.	The Library's Fund Balance Policy confirms that restricted funds do not count towards the Unrestricted Fund Balance.

Bank Accounts		
Account Name	**How Used**	**Other Information**
"Chase Account 1"	A bank account controlled by Library, used to hold Non-Governmentally Held restricted funds	This account is used to hold moneys whose used is restricted to a certain purposes, such as a grant.
"Chase Account 2"	An account use to hold Non-Governmentally Held unrestricted funds	This account is used to hold unrestricted moneys. Like all library moneys, use of money in the Chase Account 2 may only be authorized by the Library Board