

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of June 25, 2025

Call meeting to order: 6:33 pm.

Present: Erin Dougherty, vice president; Susan Kramarsky, treasurer; Meaghan de Chateaufvieux, Patricia Gogniat, Michael Huntone, Nick Robertson, and Nick Zinni, trustees at large; Dave Heffer, honorary trustee.

Guests: Greg Benoit, library director; Ann Cunningham, town board liaison; Afiya Farrell, substitute librarian (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Rachel Snyder, president; Sarah Yannello, secretary.

Approval of agenda: Approved.

Approval of minutes: Minutes of May 21, 2025 approved.

Attendance: Next meeting July 16, 2025. Ms. Gogniat indicated that she may arrive late, and Mr. Zinni is unable to attend. No other conflicts noted.

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

Town board liaison report

- In addition to the parade, the town observed Memorial Day by marking the graves of service members at Irondequoit Cemetery. Preparations for the July 4 festival are well underway. Attendees will be able to park at the community center and take a shuttle to town hall. Ms. Cunningham also congratulated ERASE on a successful Juneteenth celebration and 5k.
- The town's short-term rental task force has met and continues its work. Findings will be presented at a public hearing in July.
- Crown Castle's application to erect cell antennas in residential rights-of-way was rejected by the planning board for inadequate information. While not an end to the issue, this will give the planning board more time to prepare.
- A representative from the Monroe County Aging Alliance spoke at the most recent town board meeting and a Facebook survey for residents 50 and over is now in progress. Results will help guide the town's master plan.

Foundation report: Mr. Benoit met with the new Foundation president, Elaine Cole. See director's report for updates on children's library renovation.

Friends report

- The Friends have raised \$2,900 over the past two months.

- In addition to the craft sale scheduled for October 4-5, a beer tasting fundraiser with Will Cleveland is in the works. The Friends will also hold a membership drive for National Friends of Libraries Week in October.
- New members for the Friends board are also needed, particularly anyone with social media expertise. Ms. Gogniat will share a recruitment flyer with library board members.

Staff liaison report

- This month's staff liaison was substitute librarian Afiya Farrell, who works weekly shifts at Irondequoit in addition to her full-time job.
- Public-facing staff encountered many would-be voters who assumed that their parties were holding primary elections and that the library would be their polling place (there was no primary election for Irondequoit residents this June).
- Summer reading launched on Monday with a balloon arch sponsored by the Friends.
- Ms. Farrell thanked the board for providing ice cream during the heat wave earlier in the week.

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

Finance committee, invoices, financial report

Financial report

- Revenue: Overall, the library has collected 97.3 percent of anticipated revenue. Miscellaneous revenue is precisely on track, with about 41 percent of the year elapsed and 41 percent collected, while library charges continue to lag at 30.6 percent.
- Expenses: Overall spending is currently at 47 percent of budget. Library-driven spending is on track at 38.3 percent for salaries, 31.5 percent for library materials, and 33.4 percent for services and supplies.

Invoices:

- Invoices of note: #INV-US80900, Bibliotheca: Annual license and maintenance renewal for RFID equipment and software; #QSI-1190074 and QSI-1190075, Quality Logo Products; #1081, RNC DJ Service; #792, Adventures in Climbing: Giveaways, DJ, and waterslide for Tri for Wellness events (coordinated by recreation with library ARPA funds).
- Motion to approve all invoices submitted for the 6/20/25 check run. Seconded. Motion carried.

Finance committee

- Motion to approve a budget transfer of \$200 from Office Supplies (L005-L5741000-545700) to Legal Services (L005-L5741000-544150) to cover the outstanding invoice from Stephanie Cole Adams for consultation on the fund balance policy. Seconded. Motion carried.
- Motion to approve the Library Fund Balance Policy as written. Seconded. Motion carried.

- Mr. Benoit noted that a transfer within the personnel budget may be necessary later this year if current trends continue.

Organizational development committee

- See attached for personnel report.
- Ms. Kramarsky encouraged all trustees to begin thinking about officer nominations for January 2026.

Community engagement committee: See director's report. Mr. Benoit also noted that the library has proposed using legislative initiative funding to pay for ESOL classes at the library if OACES is unable to continue offering them in the coming school year.

Technology team

- Mr. Benoit thanked Tariq Hudson and Kevin LaBarr for their ongoing efforts to ensure printing, copying, and faxing run smoothly for staff and patrons in the computer lab.
- The library's 3D printer is now back up and running.
- See director's report for a request for proposals to update the AV system in the library meeting rooms. Ms. Dougherty will send out an email encouraging all trustees to submit feedback or recommend changes to the RFP.

Director's report: See attached. All trustees expressed their support for the proposed author event on August 30.

Adjournment: Meeting adjourned at 7:37 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Sarah Yannello

Financial summary

5/31/2025

FUND	DESCRIPTION	2020 ACTUAL		2021 ACTUAL		2022 ACTUAL		2023 ACTUAL		2024 ACTUAL		2025		2025 %
		BUDGET	YTD MAY 25	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	\$2,793,421	\$2,793,421	\$0	\$0	100.0%	
427000	Misc income (book sales, printing, faxing)	\$23,605	\$47,996	\$54,662	\$70,141	\$75,244	\$76,000	\$31,205	\$31,205	\$44,795	\$44,795	\$44,795	41.1%	
420800	Library charges (overdue & lost fines)	\$32,500	\$42,465	\$40,188	\$35,237	\$29,881	\$28,260	\$8,652	\$8,652	\$19,608	\$19,608	\$19,608	30.6%	
438890	State aid - oth culture & rec (Local Library Systems Aid)	\$12,263	\$16,860	\$16,142	\$14,642	\$16,696	\$14,600	\$1,656	\$1,656	\$12,944	\$12,944	\$12,944	11.3%	
427010	Refund prior year expenses	\$4,838	\$464	\$168	\$6,379	\$6,379	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	
		\$2,655,615	\$2,660,497	\$2,794,750	\$2,817,690	\$2,814,617	\$2,912,281	\$2,834,933	\$2,834,933	\$77,348	\$77,348	\$77,348	97.3%	

FUND	DESCRIPTION	2020 ACTUAL		2021 ACTUAL		2022 ACTUAL		2023 ACTUAL		2024 ACTUAL		2025		2025 %
		BUDGET	YTD MAY 25	NCES	BALANCE	2025 %								
	Salaries	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,162,145	\$1,224,192	\$468,835	\$468,835	\$755,357	\$755,357	\$755,357	38.3%	
	Equipment & capital	\$4,529	\$977	\$2,468	\$772	\$11,336	\$11,336	\$11,336	\$11,336	\$11,336	\$11,336	\$11,336	31.0%	
540500	Library materials	\$169,598	\$175,369	\$171,848	\$179,859	\$170,194	\$180,000	\$55,889	\$55,889	\$124,111	\$124,111	\$124,111	31.0%	
	Services & supplies	\$342,006	\$425,579	\$402,058	\$406,649	\$233,598	\$376,375	\$119,970	\$119,970	\$5,613	\$5,613	\$250,792.61	33.4%	
	Contingency - contracted	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	
560100	Principal on debt	\$175,000	\$325,000	\$335,000	\$340,000	\$345,000	\$355,000	\$355,000	\$355,000	\$0	\$0	\$0	100.0%	
570100	Interest on debt	\$449,852	\$296,000	\$289,400	\$282,650	\$275,800	\$268,800	\$136,175	\$136,175	\$132,625	\$132,625	\$132,625	50.7%	
	Employee benefits	\$413,337	\$445,435	\$406,340	\$406,326	\$439,236	\$507,914	\$228,004	\$228,004	\$279,910	\$279,910	\$279,910	44.9%	
		\$2,518,450	\$2,635,126	\$2,626,286	\$2,778,469	\$2,637,308	\$2,912,281	\$1,363,873	\$1,363,873	\$5,613	\$5,613	\$1,542,795	47.0%	

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	\$3,669.85
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	\$18,435.37

CHASE ACCOUNTS

MAY 2025

NON-PUBLIC FUNDS MMDA ***9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2025	Opening balance			\$23,679.54
5/9/2025	Payment to Erin Wafer for teen/tween empowerment yoga program on 5/19/25 (LIF purchase)		\$115.00	\$23,564.54
5/9/2025	Payment to Elizabeth Bauld for tween pizza workshop on 5/29/25 (LIF purchase)		\$195.00	\$23,369.54
5/20/2025	Donation from Maywood Book Club in memory of Patricia Harris	\$30.00		\$23,399.54
5/20/2025	Payment to Greg Benoit as reimbursement for purchase of circulating retro gaming systems (Gustav Apai memorial donation purchase)		\$330.45	\$23,069.09
5/20/2025	Payment to Wegmans Food Markets for supplies for 5/29 pizza workshop (LIF purchase)		\$27.98	\$23,041.11
5/20/2025	Payment to Jennifer Sanfilippo for Death Café facilitation on 3/11, 4/8, and 5/13/25 (LIF purchase)		\$225.00	\$22,816.11
5/30/2025	Interest	\$11.83		\$22,827.94

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2025	Opening balance			\$6,925.07
5/30/2025	Interest	\$3.53		\$6,928.60

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

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2025	Opening balance			\$1,368.51
5/30/2025	No transactions			\$1,368.51

LEGISLATIVE INITIATIVE FUNDING FOR LIBRARY PROGRAMS

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
5/1/2025	Opening balance			\$9,620.45
5/9/2025	Payment to Erin Wafer for teen/tween empowerment yoga program on 5/19/25 (LIF purchase)		\$115.00	\$9,505.45
5/9/2025	Payment to Elizabeth Bauld for tween pizza workshop on 5/29/25 (LIF purchase)		\$195.00	\$9,310.45

5/20/2025	Payment to Wegmans Food Markets for supplies for 5/29 pizza workshop (LIF purchase)	\$27.98	\$9,282.47
5/20/2025	Payment to Jennifer Sanfilippo for Death Café facilitation on 3/11, 4/8, and 5/13/25 (LIF purchase)	\$225.00	\$9,057.47

6/20/25 all invoices

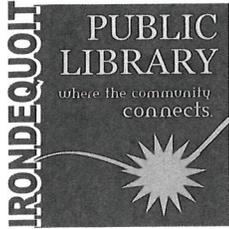
Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes	In Munis?
				Waterslide rental for Tri for	A2907410				
Adventures in Climbing, LLC	792		5/9/2025	Wellness event 5/30/25	541202	ARPA	\$350.00		Y
Alliance Entertainment	14	PLS87354710	5/29/2025	Video games	540500	Library materials	\$89.97		Y
Amazon	17	1KMC-IQR7-L6YK	5/22/2025	Receipt paper	545700	Supplies, office	\$159.98		Y
Amazon	17	1DTX-1JTL-FWVD	5/27/2025	Adult fiction books	540500	Library materials	\$38.95		Y
Amazon	17	164J-4KCJ-G7QC	6/9/2025	Fabric squares for sister	5440800	Professional services, programming	\$14.99		Y
Amazon	17	16KM-MPJ1-Y9RR	6/10/2025	Adult fiction books	540500	Library materials	\$40.47		Y
Amazon	17	1WFL-W33G-JJHH	6/12/2025	CD/DVD envelopes	545760	Supplies, library processing	\$109.95		Y
Amazon	17	1WFL-W33G-JJHH	6/12/2025	Replacement cassette digitizer	544080	Professional services, programming	\$34.99		Y
Baker & Taylor	28	2039065114	5/12/2025	Print books	540500	Library materials	\$1,359.06		Y
Baker & Taylor	28	2039071526	5/12/2025	Print books	540500	Library materials	\$208.42		Y
Baker & Taylor	28	2039076597	5/13/2025	Print books	540500	Library materials	\$61.70		Y
Baker & Taylor	28	2039072938	5/14/2025	Print books	540500	Library materials	\$137.93		Y
Baker & Taylor	28	2039073439	5/15/2025	Print books	540500	Library materials	\$756.50		Y
Baker & Taylor	28	2039086767	5/19/2025	Print books	540500	Library materials	\$96.77		Y
Baker & Taylor	28	5019525966	5/20/2025	Print books	540500	Library materials	\$52.77		Y
Baker & Taylor	28	2039087182	5/21/2025	Print books	540500	Library materials	\$391.98		Y
Baker & Taylor	28	2039097095	5/23/2025	Print books	540500	Library materials	\$144.17		Y
Baker & Taylor	28	2039095222	5/27/2025	Print books	540500	Library materials	\$466.79		Y
Baker & Taylor	28	2039107155	5/30/2025	Print books	540500	Library materials	\$278.63		Y
Baker & Taylor	28	2039101077	5/30/2025	Print books	540500	Library materials	\$584.25		Y
Baker & Taylor	28	2039112408	6/2/2025	Print books	540500	Library materials	\$23.37		Y
Baker & Taylor	28	2039107151	6/3/2025	Print books	540500	Library materials	\$45.48		Y
Baker & Taylor	28	2039114890	6/5/2025	Print books	540500	Library materials	\$478.73		Y
Baker & Taylor Entertainment	831	H72403580	5/7/2025	J DVDs	540500	Library materials	\$10.63		Y
Baker & Taylor Entertainment	831	H72463630	5/14/2025	Adult DVDs	540500	Library materials	\$24.81		Y
Baker & Taylor Entertainment	831	H72492370	5/15/2025	Adult music CDs	540500	Library materials	\$32.66		Y
Baker & Taylor Entertainment	831	H72489350	5/15/2025	Adult DVDs	540500	Library materials	\$38.95		Y
Baker & Taylor Entertainment	831	H72489351	5/15/2025	Adult music CDs	540500	Library materials	\$8.69		Y
Baker & Taylor Entertainment	831	H72476540	5/19/2025	Adult DVDs	540500	Library materials	\$19.13		Y
Baker & Taylor Entertainment	831	H72492800	5/20/2025	Adult music CDs	540500	Library materials	\$10.88		Y
Baker & Taylor Entertainment	831	H72492801	5/20/2025	Adult DVDs	540500	Library materials	\$24.80		Y
Baker & Taylor Entertainment	831	H72492802	5/20/2025	Adult DVDs	540500	Library materials	\$14.17		Y
Baker & Taylor Entertainment	831	H72489260	5/21/2025	J DVDs	540500	Library materials	\$23.37		Y
Baker & Taylor Entertainment	831	H72536990	5/22/2025	J DVDs	540500	Library materials	\$42.53		Y
Baker & Taylor Entertainment	831	H72525870	5/27/2025	Adult DVDs	540500	Library materials	\$21.27		Y
Baker & Taylor Entertainment	831	H72525871	5/27/2025	Adult DVDs	540500	Library materials	\$64.45		Y
Baker & Taylor Entertainment	831	H72525872	5/27/2025	Adult DVDs	540500	Library materials	\$70.13		Y
Baker & Taylor Entertainment	831	H72598630	6/2/2025	Adult DVDs	540500	Library materials	\$39.70		Y
Baker & Taylor Entertainment	831	H72598631	6/2/2025	Adult DVDs	540500	Library materials	\$17.71		Y
Baker & Taylor Entertainment	831	H72598632	6/2/2025	Adult music CDs	540500	Library materials	\$8.72		Y
Baker & Taylor Entertainment	831	H72602920	6/5/2025	Adult music CDs	540500	Library materials	\$13.80		Y
Baker & Taylor Entertainment	831	H72602921	6/5/2025	Adult music CDs	540500	Library materials	\$17.69		Y
Baker & Taylor Entertainment	831	H72656170	6/9/2025	Adult DVDs	540500	Library materials	\$229.52		Y

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes	In Munis?
Barnes & Noble	835	4648460	5/25/2025	Adult fiction books	540500	Library materials	\$39.20		Y
Barnes & Noble	835	4649817	5/30/2025	J fiction books	540500	Library materials	\$78.34		Y
Barnes & Noble	835		6/8/2025	Adult fiction books	540500	Library materials	\$57.79		Y
Bibliotheca	848	INV-US80900	5/20/2025	Annual renewal	540900	Computer software	\$10,306.90	\$4294.54 applied to	Y
Building Families First, Inc.	186		4/10/2025	African drumming program on	544080	Professional services, programming	\$250.00		Y
Cengage Learning	96	999100557075	6/10/2025	Large print books	540500	Library materials	\$259.41		Y
Erin Wafer	1548		6/10/2025	Embodied Movement adult yoga class on 6/30/25	A2907410	ARPA	\$130.00		Y
Ingram	396	88213224	5/19/2025	Adult audiobooks	540500	Library materials	\$39.99		Y
Ingram	396	88288240	5/22/2025	Adult audiobooks	540500	Library materials	\$39.99		Y
Ingram	396	88444691	6/2/2025	Adult audiobooks	540500	Library materials	\$207.19		Y
Law Office of Stephanie Adams, PLLC	5	10553	6/5/2025	Fund balance policy consultation	544150	Professional services, legal	\$175.00	Need budget transfer	
Mayo Clinic Health Letter	386		5/23/2025	Subscription renewal	540500	Library materials	\$32.00		Y
Monroe County Library System	523	13033	6/9/2025	Out-of-county card payments, Jan - May 2025	427000	Misc. income	\$100.00		Y
Nora Pelish	579		6/12/2025	Mileage	543500	Mileage	\$28.00		Y
Off-Monroe Players	1503		2/10/2025	Gilbert & Sullivan Revue on 6/16/25	544080	Professional services, programming	\$200.00		Y
Quality Logo Products	610	QSI-1190074	6/3/2025	Sunglasses for Tri for Wellness events	A2907410	ARPA	\$846.07		Y
Quality Logo Products	610	QSI-1190075	6/3/2025	Sunglasses for Tri for Wellness events	A2907410	ARPA	\$305.53		Y
RNC DJ Service	1081	372	6/1/2025	DJ service for Tri for Wellness event 5/30/25	A2907410	ARPA	\$450.00		Y
Sitelock	1198	3119460	5/22/2025	Website security renewal	541200	Contracted services	\$499.91	Charged to town credit card	
Staples	684	6032372537	5/20/2025	Office supplies	545700	Supplies, office	\$262.62		Y
Staples	684	6032572884	5/23/2025	Office supplies	545700	Supplies, office	\$138.90		Y
Staples	684	6033289367	5/31/2025	Dish soap	545700	Supplies, office	\$5.51		Y
Studenttreasures Publishing	999999		5/22/2025	J nonfiction book	540500	Library materials	\$29.95	Charged to town credit card	
T-Mobile	211		5/27/2025	Mobile hotspots data 4/27 - 5/26/25	541200	Contracted services	\$57.40		Y
W.B. Mason	1250	254447909	5/22/2025	Color paper	545700	Supplies, office	\$31.67		Y
W.B. Mason	1250	254761722	6/6/2025	Dymo labels	545760	Supplies, library processing	\$152.45		Y
W.B. Mason	1250	254916463	6/13/2025	Stapler	545700	Supplies, office	\$14.11		Y
Walmart	1251		5/30/2025	Supplies and refreshments for Refreshments for YA meeting on	A2907410	ARPA	\$169.39		Y
Wegmans Food Markets Inc.	775		5/20/2025	5/21/25	541000	Conference/training	\$73.71		Y
Total							\$21,640.49		

6/20/25 invoices by vendor & account

Vendor	Total
Alliance Entertainment	\$89.97
Amazon	\$399.33
Baker & Taylor	\$5,086.55
Baker & Taylor Entertainment	\$733.61
Barnes & Noble	\$175.33
Cengage Learning	\$259.41
Ingram	\$287.17
Staples	\$407.03
W.B. Mason	\$198.23
Erin Wafer	\$130.00
Law Office of Stephanie Adams, PLLC	\$175.00
T-Mobile	\$57.40
Adventures in Climbing, LLC	\$350.00
Bibliotheca	\$10,306.90
Building Families First, Inc.	\$250.00
Mayo Clinic Health Letter	\$32.00
Monroe County Library System	\$100.00
Off-Monroe Players	\$200.00
Quality Logo Products	\$1,151.60
RNC DJ Service	\$450.00
Sitelock	\$499.91
Studenttreasures Publishing	\$29.95
Wegmans Food Markets Inc.	\$73.71
Nora Pelish	\$28.00
Walmart	\$169.39
Grand Total	\$21,640.49

Account description	Total
540500	\$6,773.41
Library materials	\$6,773.41
540900	\$10,306.90
Computer software	\$10,306.90
541000	\$73.71
Conference/training	\$73.71
541200	\$557.31
Contracted services	\$557.31
544080	\$484.99
Professional services, programming	\$484.99
545700	\$612.79
Supplies, office	\$612.79
545760	\$262.40
Supplies, library processing	\$262.40
544150	\$175.00
Professional services, legal	\$175.00
A2907410-541202	\$2,250.99
ARPA	\$2,250.99
5440800	\$14.99
Professional services, programming	\$14.99
427000	\$100.00
Misc. income	\$100.00
543500	\$28.00
Mileage	\$28.00
Grand Total	\$21,640.49



Irondequoit Public Library

Director's Report

Wednesday, June 18, 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 June 2025 Director Report as an item of information.

Since the May 2025 Library Board meeting, we have made progress on the following items:

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

- The Community Engagement Committee invited Debbie Evans, the founder and director of the Irondequoit Community Cupboard (ICC) to the May 2025 Community Engagement Committee meeting to discuss ways that the library and the ICC could expand upon our partnership.

Debbie indicated that the ICC is facing an confluence of factors that has resulted in an increased demand for their services and a decrease in their food supplies. To help the ICC combat this, the Irondequoit Public Library will post a monthly list of the their top ten most needed supplies on social media and in our email newsletter.

The library and ICC are also working towards having a children's clothing swap to coincide with the start of the 2025 - 2026 school year. The event will help families save money on clothing and declutter their homes at the same time. This children's clothing swap will be modeled after a series of successful children's clothing swap events at the Gates Public Library. A similarly structured children's toy swap was also discussed, but will be further considered and developed at a later date after the clothing swap is launched.

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.

- I have contacted the Rochester Latino Rotary, who hold many of their regular meetings at Irondequoit Public Library, and asked if any one participating in the organization has an affiliation with local publications or distribution lists that our job postings could be sent to. My contact indicated that she would ask around. I am awaiting her replay but will follow up next time we speak about their room reservations if I do not har back before then .

Timetable of Major 2025 Projects & Commitments - In Progress

ARPA Funds - 2025 Summer Reading Book Giveaway

The youth services staff have begun making school visits to promote the summer reading program and to deliver the books that will be given out to students. We have also taken pictures of the books on pallets after they were relived and of the sorting of the books. The pictures will be combined with pictures taken by the school district's professional photographer of the kids selecting their books and then posted to the library's social media.

Children's Library Renovation Grant

Janice Davis has received three piece quotes for the construction of the stage proscenium, entryway, and 35 shelf endcaps. I have included these quotes as an item of information. They have also been referred to the Irondequoit Public Library Foundation for discussion and consideration.

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 Fund Balance Policy - Final Draft

A revised copy of the *IPL Fund Balance Policy* has been included with this Director Report. These revisions were made base don feedback from library trustees. This version of the draft includes definitions of the various types of funds and accounts that the library uses or could potentially use, and was revised by attorney Stephanie Adams. Other than the addition of the definitions, the text is unchanged from the version that was reviewed at the May 2025 Library Board meeting.

1839 Maker's Lab - 3D Printer

Our 3D printer has stopped working. We are waiting to have it assessed by Tristan Young from the Central Library who has helped us repair our 3D printers in the past. If Tristan is unable to help us repair the printer, we will attempt to find a local contractor who can repair it. In the mean time, a message has been posted on our website indicating that 3D printing is temporarily unavailable.

2025 Summer Reading Program - June 23rd

Our 2025 summer reading program starts on Monday, June 23rd. In addition to the school visits and book giveaway promotion, the library will be using funds provided by the Friends of the Irondequoit Public Library to purchase a balloon archway to help promote the program. This balloon archway will be on display in the atrium. Details on the summer reading program including rules and prizes can be found on our website at irondequoitlibrary.org/summer-reading.

Book Delays

We are having difficulty obtaining some titles from our primary book vendor. Acquisitions Librarian, Virginia Payne has summarized the situation succinctly:

Select titles, including some high visibility ones, are being received after their publication dates; and there are some titles that we are simply unable to obtain. These difficulties are being attributed to supply chain issues that are impacting our vendor, and other library book vendors as well. When it becomes apparent that a high visibility title is significantly delayed, we may need to acquire it from a traditional retail vendor like Amazon or Barnes & Noble. While there may be

an occasional patron complaint, we still have a wide selection of new books to offer to our patrons.

Carrying out our collection development and maintenance work in this current environment has proven to be challenging and places an additional burden on our purchasing librarians and on our Acquisitions team, including materials processing and bookkeeping functions. Some of this extra work includes: a heightened need to track and manage order status; procuring selected title from other vendors, and applying mylar jackets and spine labels to those books; taking into consideration additional factors when selecting titles to order; managing an increased number of cancelled order lines; difficulty with obtaining replacement copies for damaged, defective, and worn books; and more complex record keeping.

We are having ongoing communications with our vendor as they work to address the situation.

August 30th Author Visit

I have a significant opportunity to host an author visit that was identified through my personal involvement in a music related podcast that I co-host with Rory Van Grol, the owner/operator of the popular local coffee shop and cafe, Ugly Duck Coffee. Rory would partner to help develop this opportunity.

This event would have to take place on August 30th due to the availability of the authors. However, the library is scheduled to be closed on August 30th due to the Labor Day holiday which falls on the following Monday. I am requesting the library board's permission to open the meeting rooms only on the evening of August 30th to host this event. The rest of the library would remain closed throughout the event. I would be on site throughout the event to supervise. I have identified several community volunteers who are willing to help, and a few library staff have offered to come in to assist as well. I anticipate 50 people might attend based on the attendance at similar events with the authors in question at a bookstore in Buffalo and a Barnes & Noble in Syracuse.

The event would feature the three authors (Keith Ward, Karl Buechner, and Jeremy Mueller) of *The Unraveling: Council of Crows*, who would read a chapter of the book, answer questions from the audience, and sign autographs. *The Unraveling: Council of Crows* is the first in a three part series, and is intended for the tween and middle school audience.

The book was recently published by Simon & Schuster, one the "big five" publishing companies, and is also available as an audiobook produced by the individual who produced the audiobook adaptations of the *Redwall* series. The book also received a favorable review in *Kirkus*, which is generally regarded as the most discerning and distinguished library trade magazine. One of the three authors is the singer of the internationally recognized punk band Earth Crisis, and is a minor celebrity through his involvement in alternative music.

The event would be an all ages program, but would be targeted towards middle schoolers and older and their middle aged parents who grew up listening to alternative rock, punk, and metal, and participating in hobbies like skateboarding and tattoo collecting. The event would be a collaboration between the Irondequoit Public Library, *Common Thread Podcast*, my podcast,

and Lunchador Podcast Network. Lunchador Podcast Network is the local podcast network that distributes my podcast, library trustee Michael Huntone's podcast, *Punches and Popcorn*, and former library trustee and notable local businesswoman Kelly Metras' podcast, *Getting Real with Bossy: For Women Who Own Business*.

Food would be provided by Red Fern, who agreed to donate a portion of the catering, and Ugly Duck Coffee who agreed to donate coffee for the adults. Both restaurants agreed to help promote the event to their customers. I also hope to secure at least one more local restaurant to provide refreshments and assist with promoting the event. Attendees will have the opportunity to make pins using a 1" button press, and have a (temporary) tattoo applied by a real tattoo artist, Adrien Clark, owner/operator of Ax of Kindness, and City Newspaper's Best of Rochester runner-up in the best tattoo artist category in 2013 and 2018. The event will conclude with a short performance by local alternative rock band, Coming Down, which also features Rory from Ugly Duck Coffee.

Costs associated with this event will be paid for using programming funds provided by the Friends of the Irondequoit Public Library.

First Floor Meeting Room - AV System Replacement RFP

Town of Irondequoit IT Director, Kevin Labarr, has helped draft a request for proposals for a new audio visual system in our first floor meeting rooms. The draft of the RFP has been included in the director report. This draft has not yet been reviewed by the town attorney. Kevin also indicated that when the RFPs eventually come in, they would need to be reviewed by a committee. He proposed a committee that would consist of him, myself, and a board member.

2. Town of Irondequoit

3. Facilities Report

Children's Library Renovation - Revised Quotes

After a number of previously changes in plan and setbacks relating to the children's library renovation, I have obtained three updated quotes and a request for a fourth quote for the Irondequoit Public Library Foundation. These quotes take into account any price changes due to fluctuations in the economy or potential tariffs, and give us a more accurate understanding of the cost of the project beyond what was possible in August 2024. The companies are all based in the northeast and have done previous work fabricating installations created by Janice Davis Designs.

Mind The Gap is the lower price, and they've submitted two separate bids offering two different scenarios:

1. The higher number (\$135,040) is the cost of bringing the whole installation crew with them from Brooklyn, including airfare and hotel. They submitted this bid just to keep it "apples to apples" with the other vendors bids, since the requests for bids pre-supposed that all bidders would be bringing their own entire crew.
2. The lower number (\$123,210) is assuming that they send two supervisors, but use a local crew which they will arrange (and is included in their price). This saves money on airfare and hotel, but it also has the advantage that if a child is extraordinarily rough with something and

something small gets broken as a result, there will be a local team familiar with the project rather than having to fly someone up from Brooklyn.

These quotes have been referred to the Irondequoit Public Library Foundation for discussion and consideration. The quotes have been included as an item of information.

2022 NYS SAMs Grant - Closeout Process

The town attorney indicated that he would help with finalizing the closeout documentation when we receive it from DASNY. I provided DASNY with the town attorney's contact information, and they will reach out once his involvement is needed.

3. Monroe County Library System

4. Personnel Report

A personnel report has been included with the June 2025 Director Report.

5. Financial Report & Vouchers

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

6. Correspondence

Senator Brouk Legislative Initiative Funds Proposal

Last month State Senator Brouk's staff reach out to the library directors at the public libraries in the municipalities that she represents and asked for funding proposals and requests using New York State Legislative Initiative Funds. I provided her staff with the proposal that is included with the items of information. This proposal was reviewed by the Executive Committee before being sent to the Senator's office. I also expressed thanks for the LIF funds we are currently spending on library program, and communicated that without these funds we would not have been able to grow programming lineup in the way the we are presently able to.

Rochester Parkinson Network

I have attached a letter shared with the Irondequoit Public Library and Friends of the Irondequoit Public Library by the Rochester Parkinson Network thanking the library for their support in our programming partnership. The letter has been included as an item of information.

8. Items of Information

1. *IPL LRP Goal Year #3.pdf*
2. *IPL Library Fund Balance Policy.pdf*
3. *AV System Upgrade – Library Conference Room.pdf*
4. *Children's Library Renovation - Revised Quotes.pdf*
5. *2025 Irondequoit LIF Proposal.pdf*
6. *Rochester Parkinson Network Letter.pdf*
7. *06 2025 Personnel Report.pdf*

Irondequoit Public Library
 Statistical Report to the Library Board
 June 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	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	4,357	14,176	17,582	95	70	1,851	1,308	1,242	1,106	39,453	39,038	66	13	14	20
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	24,470	175,788	77,283	1,032	413	19,554	7,839	15,520	6,310	468,028	198,835	724	202	122	71
YTD Average	5,747	4,894	14,649	15,457	86	83	1,630	1,568	1,293	1,262	39,002	39,767	60	40	10	14

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.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	In Progress
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

IPL Library Fund Balance Policy.pdf

Irondequoit Public Library **Library Fund Balance Policy**

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 fund balance – Amounts that are not in a spendable form (e.g. inventory) or are legally or contractually required to be maintained intact (e.g. principal of a permanent fund);

Restricted fund balance – Amounts that can be spent only for a specific purpose stipulated by external parties or legislation (e.g. grants or donations);

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action of the Library Board of Trustees. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g. parking expansion and children’s room construction);

Assigned fund balance – Amounts intended for a particular purpose (e.g. health, pension) expressed by the Library Board of Trustees or by a designee to whom the governing board delegates the authority;

Unassigned fund balance – Includes all funds not contained in other classifications or not restricted in any manner. Unassigned amounts are available for any legal purpose.

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.

AV System Upgrade – Library Conference Room.pdf

Request for Proposals

AV System Upgrade – Library Conference Room

Proposals are due by: Noon on July 8, 2025

Please deliver proposal responses to:

Kevin LaBarr, Director of Information Services

1280 Titus Avenue

Rochester, New York 14617

Telephone: (585) 336-6031

E-Mail: avproject@irondequoit.gov

Notice of Request For Proposals

Dated: June 5, 2025

NOTICE IS HEREBY GIVEN that the Irondequoit Library ("Library"), Monroe County, New York, is soliciting proposals from qualified audiovisual (AV) integrators to upgrade the AV system in the Library Conference Room to support flexible usage, including zoning for three independent areas, dual projectors, and guest device inputs.

Contracts will be awarded based on best value. Irondequoit Library reserves the right to accept or reject any and all proposals.

Irondequoit Library encourages participation by disadvantaged business enterprises and reaffirms its commitment to equal opportunity.

Questions must be submitted in writing by June 27, 2025 at 12:00 p.m. Proposals must be received by 12:00 p.m. on July 8, 2025. No late proposals will be accepted.

Background

The Library Conference Room serves as a flexible meeting and programming space for staff, the Library Board, community groups, and public events. The existing audiovisual system was installed over a decade ago and no longer meets the operational needs for clarity, ease of use, or modern connectivity. Irondequoit Library is seeking a comprehensive upgrade to support dual projector configurations, audio zoning for combined or partitioned room modes (up to three zones), guest connectivity, and simplified system control. The goal is to provide reliable, user-friendly functionality that aligns with the library's evolving usage.

Scope of Work / Specifications

- Dual Projectors & Displays – Install two high-resolution ceiling-mounted projectors with wall-mounted screens or digital displays, supporting simultaneous or independent content display.
- Audio Zoning – Implement an audio system that supports at least three independent zones and full-room coverage with user-selectable control over playback in Zone A, Zone B, Zone C, or any combination thereof.
- Guest Connectivity – Provide guest input panels (minimum one per zone) with HDMI and USB-C ports, with signal routing to appropriate displays and audio paths.
- User Interface – Deliver a touchscreen control interface that enables any user, including members of the general public, to easily operate the system. The interface shall include clearly labeled, intuitive preset controls to select room mode (combined/partitioned), activate displays, and route audio and video sources with minimal steps.
- Signal Processing – Provide a DSP capable of matrix routing and preset recall with network-based administration and updates.
- Testing & Commissioning – Tune and test all components for clarity and usability. Provide system drawings and configuration files.

- Training & Documentation – Conduct training for library staff and provide printed and digital user guides.

Proposal Contents

1. Firm Information – Legal entity name, contact info, relevant licenses/certifications.
2. Experience – List at least three similar projects; include client references.
3. Design Approach – Technical narrative, equipment list, implementation timeline.
4. Pricing – Lump-sum quote with a line-item breakdown; optional support pricing.
5. Innovative Enhancements – Any proposed features that improve flexibility, performance, or usability.

Term

The project must be completed within 90 days of Notice to Proceed. Optional support services may be contracted separately.

Evaluation Criteria

- Technical compliance and innovation
- Experience and references
- Cost and value
- Timeline and project approach
- Interface simplicity and support offerings

Submission Instructions

Submit one printed copy to the address above and one electronic copy to avproject@irondequoit.gov. Please include “Library AV System Upgrade Proposal” in the subject line.

Deadline: July 8, 2025 @ 12:00 p.m.

Children's Library Renovation - Revised Quotes.pdf



Client: Janice Davis Designs

PROPOSAL

Date: 5/30/25

Project Name: Irondequoit Library

Venue: Irondequoit Library

Job Start Date:

Ship Date: 2025 TBD

MIND THE GAP INC
75 Huntington Street
Brooklyn, NY 11231
(718) 285-9145

This quotation is valid for 2 Weeks

Item:	Description:	Cost
1	Ceiling Tree Canopy Pieces - QTY 47 pieces Tree canopy pieces CNC cut from 3/4" MDF or similar material and 1/4" acrylic (specked at 2092 - translucent green). Various colors of green finish paint. Discuss attachment method to ceiling at site survey.	\$10,730.00
2	Proscenium Tree Canopy Pieces Proscenium canopy pieces CNC cut from 1/2" MDF or similar material and 1/4" acrylic (specked at 2092 - translucent green). Various colors of green finish paint. Discuss attachment method at site survey.	\$6,350.00
3	Tree Trunks - QTY 2 Tree trunk backers made from 3/4" plywood or similar material and painted a single color. Slats made from 3/4" MDF UL or similar material and painted in multiple color tones. Discuss attachment method to walls at site survey.	\$7,380.00
4	Green Window Accent Acrylic Pieces CNC Cut 1/4" acrylic in translucent green applied into existing windows of library. Confirm final sizes at site visit. Discuss attachment method to existing windows at site visit.	\$2,380.00
5	Sittable Reading Nooks - QTY 2 Reading nooks made from wood construction with MDF or similar material faces and painted a single color. Internal circle lined with green low pile carpet with backer painted a separate color from the remainder of the units. Squirrel and Rabbit logos made from 1/4" material and painted a single color.	\$18,650.00
6	Entrance Tree Trunks and Tops - QTY 6 Pieces Tree trunk backers made from 3/4" plywood or similar material and painted a single color. Slats made from 3/4" MDF UL or similar material and painted in multiple color tones. Tree tops made from 1/2" MDF UL or similar material and painted various colors of green. Confirm sizing and discuss attachment method to columns at site survey.	\$15,480.00

- | | | |
|-----------|--|--------------------|
| 7 | Endcaps - QTY 35 | \$28,930.00 |
| | Units are double layer of MDF or similar cut and painted as per client drawing. Sizing to be confirmed during site survey. 1/4" thick arrows and 3/4" thick circle plugs are included in pricing. Animals are priced separately | |
| 8 | Animals for Entrance Trees - QTY 46 Animals, 6 Circles | \$7,510.00 |
| | Layered animals made from 1/2" MDF UL or similar base layer with 1/4" MDF or similar material secondary layer applied. Some units are double sided. All edges to be softened. Animals to be painted various colors. | |
| 9 | One Way Delivery and Tool Return | \$3,000.00 |
| | Estimated at a single 26' box truck from Brooklyn to Rochester for scenic delivery and a single truck from Rochester to Brooklyn to return tools and supplies. Confirm all logistics closer to ship date. | |
| 10 | Installation Labor | \$15,800.00 |
| | Installation Labor consisting of Two [2] Lead and Six [6] Carpenters for Two [2] days at Eight [8] hours during regular business hours. Scenic artist is estimated at 1 day of touch up during the second day of load in. Travel time for Shop lead included. Carpenters to be sourced locally | |
| 11 | Travel Cost Estimate | \$2,500.00 |
| | Costs include flight, hotel and rental car. Pricing is estimate, to be verified once project is confirmed and billed as cost plus 20%. Estimation at: Flights - \$250, Hotel - \$150 per night, one Rental Car and sundries cost | |
| 12 | Project Management | \$4,500.00 |

Subtotal	\$123,210.00
Sales Tax 8.875%	n/a
Total	\$123,210.00

Terms and Conditions:

Project Name: Irondequoit Libr

* Initial deposit of 75% of the total cost is due on signing of this proposal, 15% progress payment before shipping. The remaining balance, and all Change-Order fees are due on Ship Date. Late payments will result in a 15% per-annum late fee.

* All client approved build specs and drawings - including graphic and paint specs - are due 5 days from signing of this proposal: unless otherwise noted.

* Changes in build schedule, installation or production schedule after signing of this proposal will affect pricing.

* All pricing is based on the award of all items contained in this proposal. A partial award of the items contained in this proposal will result in re-pricing.

* Pricing in this proposal is considered an ESTIMATE of materials and labor. There may be differences between this estimate and final bid specifications.

* In the event of cancellation, Client agrees to pay in full for all pieces and or services whether partially or fully completed and for any and all pieces subcontracted or on order from third party vendors or contractors which are non-returnable for refund.

* Pricing in this proposal is based on drawings and art received at the time of creating this proposal. If changes are made to drawings and art after signing of this proposal, prices are subject to change.

* Work on this project will not begin until after acceptance of this proposal and initial payment.

* Any delay in receipt of deposit or payment in-full as set forth in the payment terms will result in the delay and possible cancellation of delivery of any and all goods and services as detailed in this proposal. Client agrees that delay or failure on their part to collect fees or payment for the job will not impact nor alleviate their financial responsibilities to Mind the Gap.

* Client is responsible for obtaining all necessary permits prior to event.

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* Time and one half (Standard Overtime rate), will be charged after ten (10) hours of work in a day, and forty (40) hours in one working week.

* After client receives and takes possession of elements, it is the clients responsibility to maintain and keep them in safe working order. This includes visual inspections of scenery, maintenance of moving parts, paint touch-ups etc.

* Client is responsible for verifying that the elements in this proposal and the imposed footprint and loads they will put on the venue are acceptable, and if necessary, have been verified by a certified Engineer and/or DOB official. This is the Client's responsibility and not that of Mind the Gap Inc.

* Client agrees to hold-harmless, and indemnify MTG, it's Presidents, Managers, Employees, Agents from and against all claims, damages, losses, actions, fines, costs, expenses, and liabilities whether indirect or consequential, alleged to have arisen or resulted from any acts, errors or omissions by Client or it's agents, contractors or related parties.

Respectfully submitted,

Mind the Gap Inc.

Approved by: _____

Printed Name: _____

Position: _____

Date: _____



Client: Janice Davis Designs

PROPOSAL

Date: 5/30/25

Project Name: Irondequoit Library

Venue: Irondequoit Library

Job Start Date:

Ship Date: 2025 TBD

MIND THE GAP INC
75 Huntington Street
Brooklyn, NY 11231
(718) 285-9145

This quotation is valid for 2 Weeks

Item:	Description:	Cost
1	Ceiling Tree Canopy Pieces - QTY 47 pieces Tree canopy pieces CNC cut from 3/4" MDF or similar material and 1/4" acrylic (specked at 2092 - translucent green). Various colors of green finish paint. Discuss attachment method to ceiling at site survey.	\$10,730.00
2	Proscenium Tree Canopy Pieces Proscenium canopy pieces CNC cut from 1/2" MDF or similar material and 1/4" acrylic (specked at 2092 - translucent green). Various colors of green finish paint. Discuss attachment method at site survey.	\$6,350.00
3	Tree Trunks - QTY 2 Tree trunk backers made from 3/4" plywood or similar material and painted a single color. Slats made from 3/4" MDF UL or similar material and painted in multiple color tones. Discuss attachment method to walls at site survey.	\$7,380.00
4	Green Window Accent Acrylic Pieces CNC Cut 1/4" acrylic in translucent green applied into existing windows of library. Confirm final sizes at site visit. Discuss attachment method to existing windows at site visit.	\$2,380.00
5	Sittable Reading Nooks - QTY 2 Reading nooks made from wood construction with MDF or similar material faces and painted a single color. Internal circle lined with green low pile carpet with backer painted a separate color from the remainder of the units. Squirrel and Rabbit logos made from 1/4" material and painted a single color.	\$18,650.00
6	Entrance Tree Trunks and Tops - QTY 6 Pieces Tree trunk backers made from 3/4" plywood or similar material and painted a single color. Slats made from 3/4" MDF UL or similar material and painted in multiple color tones. Tree tops made from 1/2" MDF UL or similar material and painted various colors of green. Confirm sizing and discuss attachment method to columns at site survey.	\$15,480.00

- | | | |
|-----------|--|--------------------|
| 7 | Endcaps - QTY 35 | \$28,930.00 |
| | Units are double layer of MDF or similar cut and painted as per client drawing. Sizing to be confirmed during site survey. 1/4" thick arrows and 3/4" thick circle plugs are included in pricing. Animals are priced separately | |
| 8 | Animals for Entrance Trees - QTY 46 Animals, 6 Circles | \$7,510.00 |
| | Layered animals made from 1/2" MDF UL or similar base layer with 1/4" MDF or similar material secondary layer applied. Some units are double sided. All edges to be softened. Animals to be painted various colors. | |
| 9 | One Way Delivery and Tool Return | \$3,000.00 |
| | Estimated at a single 26' box truck from Brooklyn to Rochester for scenic delivery and a single truck from Rochester to Brooklyn to return tools and supplies. Confirm all logistics closer to ship date. | |
| 10 | Installation Labor - Full NYC Team | \$17,880.00 |
| | Installation Labor consisting of Two [2] Lead and Six [6] Carpenters for Two [2] days at Eight [8] hours during regular business hours. Scenic artist is estimated at 1 day of touch up during the second day of load in. Travel time for Shop lead included | |
| 11 | Travel Cost Estimate | \$12,250.00 |
| | Costs include flight, hotel and rental car. Pricing is estimate, to be verified once project is confirmed and billed as cost plus 20%. Estimation at: Flights - \$250, Hotel - \$150 per night, two Rental Cars and sundries cost | |
| 12 | Project Management | \$4,500.00 |

Subtotal	\$135,040.00
Sales Tax 8.875%	n/a
Total	\$135,040.00

Terms and Conditions:

Project Name: Irondequoit Libr

* Initial deposit of 75% of the total cost is due on signing of this proposal, 15% progress payment before shipping. The remaining balance, and all Change-Order fees are due on Ship Date. Late payments will result in a 15% per-annum late fee.

* All client approved build specs and drawings - including graphic and paint specs - are due 5 days from signing of this proposal: unless otherwise noted.

* Changes in build schedule, installation or production schedule after signing of this proposal will affect pricing.

* All pricing is based on the award of all items contained in this proposal. A partial award of the items contained in this proposal will result in re-pricing.

*Pricing in this proposal is considered an ESTIMATE of materials and labor. There may be differences between this estimate and final bid specifications.

* In the event of cancellation, Client agrees to pay in full for all pieces and or services whether partially or fully completed and for any and all pieces subcontracted or on order from third party vendors or contractors which are non-returnable for refund.

* Pricing in this proposal is based on drawings and art received at the time of creating this proposal. If changes are made to drawings and art after signing of this proposal, prices are subject to change.

* Work on this project will not begin until after acceptance of this proposal and initial payment.

* Any delay in receipt of deposit or payment in-full as set forth in the payment terms will result in the delay and possible cancellation of delivery of any and all goods and services as detailed in this proposal. Client agrees that delay or failure on their part to collect fees or payment for the job will not impact nor alleviate their financial responsibilities to Mind the Gap.

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* Time and one half (Standard Overtime rate), will be charged after ten (10) hours of work in a day, and forty (40) hours in one working week.

* After client receives and takes possession of elements, it is the clients responsibility to maintain and keep them in safe working order. This includes visual inspections of scenery, maintenance of moving parts, paint touch-ups etc.

* Client is responsible for verifying that the elements in this proposal and the imposed footprint and loads they will put on the venue are acceptable, and if necessary, have been verified by a certified Engineer and/or DOB official. This is the Client's responsibility and not that of Mind the Gap Inc.

* Client agrees to hold-harmless, and indemnify MTG, it's Presidents, Managers, Employees, Agents from and against all claims, damages, losses, actions, fines, costs, expenses, and liabilities whether indirect or consequential, alleged to have arisen or resulted from any acts, errors or omissions by Client or it's agents, contractors or related parties.

Respectfully submitted,

Mind the Gap Inc.

Approved by: _____

Printed Name: _____

Position: _____

Date: _____

John Creech Design & Production
607 E.56th Street,
Brooklyn, NY 11203
TEL: 718.237.1144 FAX: 718.237.4133



May 30, 2025

Proposal: Irondequoit Public Library – Children’s Room Décor.

Overview: John Creech Design & Production (JCDP) will build or supply the specified scenic elements for Irondequoit Public Library.

Current estimated pricing is based on our having access to completed designs, and having materials meet allowable specifications.

Design deadlines are to be determined.

JCDP cannot be responsible for the pricing of elements with no associated design drawings and material specifications.

All scenery will conform to NYC fire codes, notarized certificate provided.

Timeline: JCDP estimates 6-8 weeks will be necessary to meet deadlines and honor estimated pricing.

Plate 2 – Ceiling & Proscenium Pieces

\$12,129.00

Description: Ceiling and Proscenium “canopy” pieces finished as per design spec in Ben Moore 2034-30 Gloss, 2030-04 gloss, 2031-30 gloss, painted burlap in 2033-40 matte, and HHC 2092 Plexi or similar.

Designer will provide saved to size vectors

Plate 3 – Tree Trunks & Window Accent Plexi

\$5,260.00

Description: Two (2) Tree trunks to make up the legs of the proscenium at approx. 5’ x 10’ x ¾”. Base pieces are ¾” thick and painted in 2106-30 Pine Cone, with a matte finish. Tree slats are layered on top in ¾” thickness, painted in 2162-40, 2165-30 and 2173-40 in gloss. One unit built as drawn. one reversed.

Green accent window pieces are in HHC 2092 plexi or similar in 1/8” thickness. Exact sizes are TBD after a site survey, but are approx. 3’6” w and between 9” – 18” h.

Designers will provide saved to size vectors

Plate 4 – Sittable Reading Nooks

\$12,915.00

Description: Two (2) Sittable Reading Nooks at 6’ 3-1/2” x 3’ 8” h. Both reading nooks are painted in Grassy Fields, 2034-30 Gloss on the sides and front of the unit, with a back opening painted in Spring Leaf 2030-04 Gloss and have a low pile green carpet for the interior. Bunny and Squirrel characters are CNC cut painted ¾” ULF, painted in 2073-30 and 2008-20.

Designer will provide saved to size vectors for Bunny and Squirrel.

Plate 5 –Entrance Tree Trunks and Tree Tops

\$13,105.00

Description: This is inclusive of six (6) tree trunk pieces with slats at approx. 1’9” w x 10’ h. Base trunk pieces are ¾” thick and painted in 2106-30 Pine Cone, with a matte finish. Tree slats are layered on top in ¾” thickness, painted in 2162-40, 2165-30 and 2173-40 in gloss. (4) branch pieces with slats at 6’ l x 1’5” at its widest point and twenty-two (22) canopy tree-top pieces. Four (4) at 8’ x 2’8”, Eight (8) and 4’4” x 2’2”, Eight (8) at 4’11” x 1’5” and two (2) at 5’2” x 1’4” painted as per design spec. Designer will provide saved to size vectors.

Plate 6 – Endcaps

\$48,721.00

Description: Thirty-Six (36) endcaps.

Thirty-Five (35) at 2’ 0-1/2” x 48” h, and one (1) at 1’2” x 48”. Units have small variations with 7 different animal appliques.

All pieces finished as per design spec.

John Creech Design & Production
607 E.56th Street,
Brooklyn, NY 11203
TEL: 718.237.1144 FAX: 718.237.4133



Plate 7 – Endcap Category Plugs

\$9,545.00

Description: 130 Endcap Category Plugs and 75 "arrows" adjacent to plug opening. All pieces finished as per design spec. Endcap plugs have a spall graphic applied, with up to 15 different designs.

Plate 8 -Layered Animals

\$13,925.00

Description: This is Forty-Eight(48) layered animals in various sizes. Animals are layered ULF and MDF in 1/2" and 1/4", painted as per design spec. All edges will be sanded for safety. Designer will provide saved to size vectors

Paint

\$3,975.00

Description: Paint for all elements is priced together for material savings

Trucking

\$6,900.00

Description: Delivery of all elements. Please note, drivers are included with installation and two carpenters will double as drivers for cost savings.

Installation

\$22,305.00

Description: This one supervisor and four crew for a 3-day installation, plus 1 day of travel from Brooklyn NY to Irondequoit NY and 1 day of travel back. Pricing is inclusive of all travel and expenses.

Site Survey

\$2,896.00

Description: One supervisor for traveling up from Brooklyn, NY to Irondequoit, NY in 1 day, one nights stay at a hotel, site survey and return travel. Pricing is inclusive of all travel and expenses

TOTAL JOB:

Sub Total:	\$151,676.00
+Tax (if applicable)	\$Exempt
GRAND TOTAL:	\$151,676.00

*A 3% increase may be applied to this bid if funds are supplied in 2025, and the cost of materials has gone up.

*Taxes will be applied if exemption certificate is not supplied

***A 50% deposit is due to start. All balances are due in full upon completion (p/u or delivery.)**

*Inspection and approval prior to delivery or p/u is the responsibility of the client

*JCDP stands behind all of its work and will honor all of its responsibilities

*Change orders and adds will be billed accordingly

*Cancellation fees may apply

*Storage after completion of p/u will be charged accordingly.

*** Please Make Checks out to "John Creech Design and Production".**

Thanks,
John Creech

A handwritten signature in cursive script that reads "John H. Creech".

From: Scott Paige propandpaint@gmail.com 
Subject: Re: Request for Bid for the Irondequoit Library Children's Room Décor
Date: May 19, 2025 at 1:24 PM
To: JANICE DAVIS jddesign@me.com



Hi Janice,

What a great design! Unfortunately we have to respectfully decline the opportunity to bid on this project. Please let me know if you have any questions.

Best regards,

Scott

Scott Paige
Managing Partner
Prop & Paint Creative Studio, LLC
WWW.PROPANDPAINT.COM
studio workshop address:
2 Washington Street
Newburgh, NY 12550
(845) 764-0445



On May 12, 2025, at 12:20 PM, JANICE DAVIS <jddesign@me.com> wrote:

To all fabrication vendors invited to bid:

Attached is an eight-page pdf file for decorative elements for the Irondequoit Public Library's Children's Room. The library is located at 1290 Titus Avenue, Rochester, NY 14617. The library is requesting an installation date in late September, but there is some flexibility in this timing.

Regarding this bid, please note the following:

- All materials must be flame-retardant to comply with the most stringent applicable local fire laws.
- A reasonable supply of spare hardware, touch-up paint, ladders and rigging must be included in your bid and sent on site with the decor items.
- All material, finishes, and construction methods and hanging methods must be chosen with absolute attention to child safety and durability

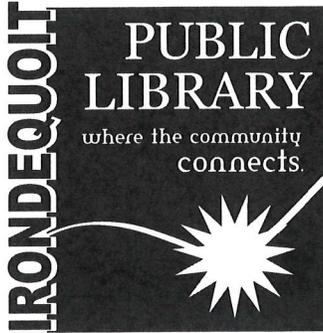
Please e-mail your bid to me at jd@janicedavisdesign.com and cc Greg Benoit, Library Director, at Greg.Benoit@libraryweb.org by end of business day on Friday, May 30th..

Please call me with any questions you may have at 917-520-7354.

Thank you,
Janice Davis

<Irondequoit Drwgs 4-28.pdf>

2025 Irondequoit LIF Proposal.pdf



Honorable Samra G. Brouk:

Thank you for supporting Irondequoit Public Library and public libraries across New York State. I have included a list of library programs and initiatives that we are seeking funding for. This proposal can be funded in full or as line-items. I am happy to discuss these worthwhile initiatives with you or your staff by phone or email if you have any followup questions.

Gardening Program Series

Cost: \$2,400

Date: May 22, 2025

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

With the Irondequoit Public Library's proximity to Durand Eastman Park, our seed library, and the popularity of gardening programs within the community, the Irondequoit Public Library would like to create a robust gardening program series.

The series would include a combination of monthly presentations from expert gardeners and horticultural professionals with the possibility of active gardening projects on campus in collaboration with the Town. Topics would cover a range of topics from garden design, permaculture, and soil health to pollinators, pruning, deer-resistant gardening, and more. These topics would appeal to beginners and experienced gardeners alike, answering some of their most persistent questions and inspiring them to bring their own projects to life. Presenters would include Cornell Cooperative Extension Master Gardeners, a bee and pollinator expert, native and local nurseries, horticulture professionals, and composting and soil health educators. In the fall, presenters would focus on preparing and preserving healthy food from garden vegetables, with hands-on cooking and nutrition classes.

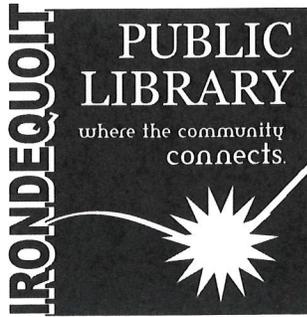
Finally, to showcase all the gardening knowledge shared during the year, Irondequoit Public Library would partner with a local nursery or the Seneca Park Zoo Butterfly Beltway project, updating a library garden for patrons to enjoy for years to come.

Potential Presenters:

- Cornell Cooperative Extension
- Seneca Park Zoo
- Bloomfield Honey Farm
- Northeast Worms
- Barefoot Edible Landscape
- MJ Creative Gardens
- Sarah's Native Nursery
- Impact Earth

Potential Partners:

- Foodlink
 - Seneca Park Zoo
 - Town of Irondequoit
-



Date: May 22, 2025

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

Video Game Development Program Series

Cost: \$1,600

Building on our successful partnership with Rochester Institute of Technology and ROC Game Dev, the Irondequoit Public Library seeks funding to offset the cost associated with launching a video game development program series.

This series would run for eight sessions and would introduce kids to the process of game development and help them join the large community of game makers that currently call Rochester home. Participants would learn coding skills that will help invigorate their excitement for a variety of careers in lucrative STEM fields.

This program series is based upon a popular video game development program that the Irondequoit Public Library coordinated in 2018.

After-Hours Murder Mystery Adult Program

Cost: \$5,000

Irondequoit Public Library is seeking \$5,000 for an after-hours murder mystery program for up to 30 adults patrons to be held at the library.

Similar programs have been very well-attended at other local libraries, including Webster, as they can engage puzzle-solving skills and attract a wide range of participants. Hosting the program at the library with no cost for attendants allows patrons to enjoy an experience they otherwise might not be able to afford, as well as potentially drawing in members of the public who aren't typical library users.

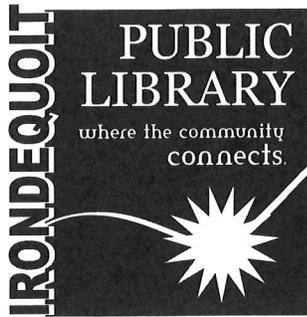
English for Speakers of Other Languages Class

Cost: \$15,000

Irondequoit Public Library is seeking \$15,000 for a series of ESOL classes that will be held once per week for the duration of a typical school year.

This series will be taught by Kendra Steele, a certified ENL instructor. Presently the Irondequoit Public Library is the only off-site OACES location offering ESOL classes in the Rochester area. In past years we have offered ESOL classes in partnership with BOCES and OACES, but future funding for this extremely popular series is uncertain.

ESOL classes are frequently requested by the public, and when we have been able to partner with an educational institution that can provide this type of instruction the classes are always full to capacity. Library staff have noticed an increase in library usage by individuals and families who have recently arrived in America, including a marked increase Ukrainians who have fled the Russian invasion. These classes would be offered free of charge to participants, and will help up to 24 people acclimate to life in the United States.



Replacement Digital Presentation Displays for Conference Rooms
Cost: \$1,600

The Irondequoit Public Library seeks funding for three LED digital displays to replace the aging units presently in our second floor conference rooms.

In 2024 these three conference rooms were used a total of 2,574 times by students, community groups, and nonprofit organizations, and educators to host meetings and presentations. New digital displays would replace the now 10 year old units that are currently in the rooms.

Date: May 22, 2025

Irondequoit Public Library

1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

Initiative	Subtotal
Gardening Program Series	\$2,400
Video Game Development Program Series	\$1,600
After-Hours Murder Mystery Adult Program	\$5,000
English for Speakers of Other Languages Class	\$15,000
Digital Display Replacement	\$1,600
Total	\$25,600

Rochester Parkinson Network Letter.pdf



May 27, 2025

Friends of Irondequoit Library
1290 Titus Ave.
Rochester, NY 14617

Dear Friends of Irondequoit Library,

In April of 2023, Rochester Parkinson Network (RPN) began its Parkinson Education and social event series. We've held over 40 such events since that time, the vast majority hosted by the Irondequoit library. The facilities are first rate but the staff has been exceptional. They've advertised our events in the weekly newsletter, have done room set-up, responded on a moment's notice when technology problems have besieged us, placed PD-related resources in the collection, and more and always done so with a smile and good humor.

Greg, Amy, Tariq, Synn Lymn and John, front desk staff, and probably others have been a joy to work with. From time to time, we've have had the need for a larger venue but this library is always the best. Their work has contributed substantially to our ability to have over 1600 attendees at those education events. With the library's help, the local PD community is better educated, more resilient and better equipped to live their best life, and for that, we're extremely grateful.

The enclosed \$500.00 donation is intended to support the fabulous work the library does for RPN and the other organizations in the community that serve to enrich all our lives. We are grateful to the Friends of Irondequoit Library for continuing that work.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin J. Hylton', written in a cursive style.

Kevin Hylton
President and Co-founder
Rochester Parkinson Network

ROCHESTER PARKINSON NETWORK, A 501(C)(3) CORPORATION
P. O. BOX 18606, ROCHESTER, NY 14618
ROCPARKNET@GMAIL.COM (585)770-1570

06 2025 Personnel Report.pdf

**Organizational Development Committee
June 2025 Employee Changes**

Aliyah Bozkurt

Resignation: Part-Time Page

Notes: Aliyah is resigning from her position at Irondequoit Public Library, which was her very first job ever. She is graduating from high school this year, and plans to take a gap year before attending college.

Aliyah's resignation date is June 25, 2025.