Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of September 17, 2025

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

Guests: Emily Baker, young adult librarian (staff liaison); Greg Benoit, library director; Ann Cunningham, town board liaison; Stephanie Schubmehl, library bookkeeper.

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

Call meeting to order: 6:30 pm.

Approval of agenda: Approved.

Approval of minutes: Minutes of August 27, 2025 approved.

Attendance: Next meeting October 15, 2025; no conflicts noted.

Public forum (three minutes per person): None; no comments submitted to board email.

Town board liaison report

- Ms. Cunningham congratulated the library on its tenth anniversary and on hosting a successful event with the visiting Ukrainian delegation earlier this week.
- The town board met last night and approved a transfer from the library's fund balance to its operating budget for the children's library renovations. Also approved at last night's meeting were new regulations on short-term rentals, an issue the town will continue to monitor closely.
- Ms. Cunningham noted that this budget season has been an unusual one and that changes to the process are planned for next year, including an earlier start. Mr. Benoit or Ms. Snyder will ensure the library's full budget request is shared with the town board.

Foundation report

- Mailers will go out soon soliciting donations to renovate the children's library, along with flyers and signage in the library itself. Media librarian John Scalzo is working with a Foundation member to set up a website with information about the Foundation and fundraiser, a link to donate online, and mockups of the renovated children's area.
- Mind the Gap has received its September progress payment, and installation of the larger elements is scheduled for November. The children's library will close for two days, but Mr. Benoit does not anticipate significant noise or disruption in other areas of the building.

- State and town elected officials, major donors, and Foundation members will be invited to a ribbon-cutting ceremony when renovations are complete.
- Mr. Benoit has invited Foundation president Elaine Cole to the next board meeting, and she plans to attend meetings of the library staff and the community engagement committee by Zoom.

Friends report

- The Friends have a new board member and are busy processing registrations, preparing floor plans, and coordinating volunteers for their upcoming craft sale. Ms. Gogniat will send out information on donating to a library board-sponsored gift basket for the accompanying raffle.
- A beer tasting fundraiser and membership drive are also in the works for this year. The Friends will discuss 2026 plans when they meet next week.

Staff liaison report

- This month's staff liaison was young adult librarian Emily Baker. Ms. Baker shared statistics on meeting room usage, summer reading participation, and program attendance, all of which increased since 2024.
- In total the library held 111 youth programs over the summer which drew 2,296 participants. Most popular were the Code Ninjas beginner coding series, teen coding programs through Brooklyn Robot Foundry, babysitting and home-alone preparedness courses through EPIC Trainings, and yoga classes with Erin Wafer.
- Ms. Baker will email board members with items needed for the hygiene cabinet in the teen library, which has seen increased use lately.

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

Finance committee, invoices, financial report

Financial report

- Revenue: With about 66.7 percent of the year elapsed, the library has collected 66.6 percent of anticipated miscellaneous income and 64.9 percent of library charges. Overall revenue collection stands at 98.3 percent of budget.
- Expenses: Library-driven spending is below budget at 60.4 percent for salaries, 45.2 percent for materials, and 56.1 percent for services and supplies; the library has spent 62.8 percent of budget overall. A number of substantial payments are scheduled later in the year, including the second half of the library's payment for interest on bonds, which typically posts in October, and a year-end retirement payment. Spending on library materials also ramps up toward the end of the year.

Invoices

- Invoices of note: #1VVF-RHDC-PJKJ, Amazon; #391, RNC DJ Service; 8/15/25, Walmart: Supplies and DJ service for Back to School Bash on 8/16/25 (Tri for Wellness event coordinated by town recreation department); Tyghan Cinanni, 9/2/25, and Wegmans Food

Markets, 8/21/25: Supplies and program coordination for community garden (coordinated by town recreation department).

- All invoices listed on the attached spreadsheet were approved for payment.

Finance committee

- See director's report for details on a possible transfer within the personnel budget before year-end. There will be no overall budget impact.
- Ideas for increasing revenue were requested from all department heads at a recent meeting. For the library, one possibility discussed was a convenience fee for credit card transactions in order to offset credit card processing fees, which have spiked in recent years. IT director Kevin LaBarr is looking into whether this is feasible with the library's current payment processing setup. Another idea raised was to lease space in the building to a Starbucks or other business. Attendees did acknowledge that eliminating hold fees is a reasonable step given that nearly every other MCLS library has already done so.
- A meeting with the town comptroller is scheduled next week to discuss reducing expenses, although no specific dollar amount has been given. Ms. Kramarsky emphasized that while the library makes every effort to be responsible with funds, its purpose is to provide services to the public, not generate profit. Mr. Benoit added that Irondequoit outperforms many suburban libraries on revenue thanks to the library bookstore.
- In response to a question from Ms. Baker, Mr. Benoit indicated that few other libraries charge a credit card convenience fee, but the practice is becoming increasingly common among businesses and other town departments.
- Ms. Cunningham added that the opportunities to expand the town's tax base by bringing in new businesses are extremely limited, as the land is close to 100 percent developed.

Organizational development committee

- See director's report for personnel updates.
- Motion to approve the promotion of Emily Forbes to full-time librarian trainee, effective 9/29/25, and the hire of Max Feger as a part-time page, effective 7/23/25. Seconded. Motion carried.

Community engagement committee

- The committee discussed partnership with Irondequoit Community Cupboard and student rep recruitment at their August meeting.
- A community clothing swap has been scheduled for Saturday 9/27, with setup to begin on the Friday afternoon before. Volunteers are needed for both dates. The library will accept donations beginning 9/20.

Technology team: Continuing to work with Kevin LaBarr on cost estimates to upgrade AV systems in the large meeting rooms.

Director's report: See attached.

- 51 people attended Sunday's presentation on veterans services featuring delegates from five Ukrainian cities. The town was gifted armbands worn by soldiers and a commemorative stamp honoring libraries in Ukraine, which will go on display in a shadow box.
- The Punk Rock Book Club program on 8/30 drew 76 attendees, many of them eager to know when the next event would take place.

Adjournment: Meeting adjourned at 7:44 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Sarah Yannello

Financial summary

8/31/2025

FUND	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACTUAL YTD AUG 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	$50,622	$25,378	66.6%
420800	Library charges (overdue & lost fines)	$32,500	$42,465	$40,188	$35,237	$29,881	$28,260	$18,329	$9,931	64.9%
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**	**$2,864,028**	**$48,253**	**98.3%**

FUND	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACTUAL YTD AUG 25	ENCUMBRANCES	2025 BALANCE	2025 %
	Salaries	$964,129	$966,766	$1,019,173	$1,162,213	$1,162,145	$1,224,192	$739,973		$484,219	60.4%
	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	$81,293		$98,707	45.2%
	Services & supplies	$342,006	$425,579	$402,058	$406,649	$233,598	$376,433	$196,988	$14,051	$165,393.82	56.1%
	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	$305,430		$202,484	60.1%
		$2,518,450	**$2,635,126**	**$2,626,286**	**$2,778,469**	**$2,637,308**	**$2,912,339**	**$1,814,859**	**$14,051**	**$1,083,429**	**62.8%**

Cash receipts summary 8/31/2025

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	$799.87	$891.94	$828.36	$831.42					$6,798.53
UMS/refunds			-$22.99										-$22.99
Online fines							$6,282.93						$6,282.93
Fines (credit)	$639.66	$616.80	$1,018.64	$355.90	$723.26	$768.56	$542.79	$445.49					$5,111.10
BFR (cash)	$37.99	$27.97	$53.98	$41.98	$18.98	$71.99	$49.99	$30.00					$332.88
BFR (credit)	$149.14	$261.12	$312.64	$53.97	$171.84	$239.21	$110.97	$173.84					$1,472.73
Book sale	$3,380.16	$3,418.15	$4,477.16	$3,490.05	$3,669.85	$3,541.99	$3,810.04	$3,921.57					$29,708.97
Misc. (cash)	$65.64	$89.90	$54.95	$30.10	$34.38	$127.88	$59.37	$78.23					$540.45
Misc. (credit)	$32.65	$10.61	$85.51	$89.95	$83.14	$95.03	$121.57	$90.11					$608.57
Refund prior year													$0.00
Copy/print/fax (cash)	$1,260.30	$1,198.20	$1,304.40	$1,409.40	$1,441.00	$830.80	$1,738.20	$1,221.60					$10,403.90
Copy/print/fax (credit)	$1,099.60	$1,122.40	$1,257.84	$990.70	$1,108.58	$1,288.37	$1,445.01	$1,047.60					$9,360.10
State aid/LLSA				$1,655.90									$1,655.90
Interfund transfer													
Total	**$7,675.99**	**$7,535.85**	**$9,459.24**	**$8,846.23**	**$8,050.90**	**$7,855.77**	**$14,989.23**	**$7,839.86**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$72,253.07**

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	$3,541.99
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	$3,810.04
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	$3,921.57
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**	**$29,708.97**

CHASE ACCOUNTS **AUGUST 2025**

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
8/1/2025	Opening balance			$18,425.47
8/5/2025	Payment to Rochester Museum & Science Center for RMSC Delivers: Dinosaurs! program on 8/25/25 (LIF purchase)		$300.00	$18,125.47
8/5/2025	Payment to Living Soil MDV, Inc. for Worms & Living Soil program on 8/6/25 (Apai programming donation)		$100.00	$18,025.47
8/5/2025	Payment to Game Night Rochester for game night program on 8/5/25 (LIF purchase)		$150.00	$17,875.47
8/5/2025	Payment to Interpretek for ASL interpretation for coding class on 7/22/25 (2021 bullet aid purchase)		$109.00	$17,766.47
8/12/2025	Payment to Game Night Rochester for game night program on 9/2/25 (LIF purchase)		$150.00	$17,616.47
8/12/2025	Payment to EPIC Trainings for Home Alone Safety program on 8/4/25 (LIF purchase)		$175.00	$17,441.47
8/12/2025	Payment to Jaclyn Warren for flute storytime program on 8/6/25 (LIF purchase)		$75.00	$17,366.47
8/12/2025	Payment to Greg Benoit (reimbursement for purchase of NES controller for Maker's Lab; Gus Apai memorial donation)		$9.99	$17,356.48
8/12/2025	Payment to Matt Krueger (reimbursement for purchase of sensory garden plants; Alconero donation)		$87.26	$17,269.22
8/12/2025	Payment to Elizabeth Bauld for Eating a Rainbow cooking program on 8/15/25 (LIF purchase)		$195.00	$17,074.22
8/12/2025	Payment to Erin Wafer for teen/tween yoga program on 8/18/25 (LIF purchase)		$115.00	$16,959.22
8/15/2025	Payment to Jennifer Sanfilippo for Death Café facilitation on 6/10, 7/8, and 8/12/25 (LIF purchase)		$225.00	$16,734.22
8/15/2025	Payment to Cris Johnson for I Love To Read magic show on 9/12/25 (LIF purchase)		$350.00	$16,384.22
8/29/2025	Interest	$8.67		**$16,392.89**

PUBLIC FUNDS MMDA ******2587

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
8/1/2025	Opening balance			$6,935.55
8/29/2025	Interest	$3.53		**$6,939.08**

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

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
8/1/2025	Opening balance			$1,123.26
8/5/2025	Payment to Interpretek for ASL interpretation for coding class on 7/22/25		$109.00	**$1,014.26**

LEGISLATIVE INITIATIVE FUNDING FOR LIBRARY PROGRAMS

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
8/1/2025	Opening balance			$6,192.47
8/5/2025	Payment to Rochester Museum & Science Center for RMSC Delivers: Dinosaurs! program on 8/25/25		$300.00	$5,892.47
8/5/2025	Payment to Game Night Rochester for game night program on 8/5/25		$150.00	$5,742.47
8/12/2025	Payment to Game Night Rochester for game night program on 9/2/25		$150.00	$5,592.47
8/12/2025	Payment to EPIC Trainings for Home Alone Safety program on 8/4/25		$175.00	$5,417.47
8/12/2025	Payment to Jaclyn Warren for flute storytime program on 8/6/25		$75.00	$5,342.47
8/12/2025	Payment to Elizabeth Bauld for Eating a Rainbow cooking program on 8/15/25		$195.00	$5,147.47
8/12/2025	Payment to Erin Wafer for teen/tween yoga program on 8/18/25		$115.00	$5,032.47
8/15/2025	Payment to Jennifer Sanfilippo for Death Café facilitation on 6/10, 7/8, and 8/12/25		$225.00	$4,807.47
8/15/2025	Payment to Cris Johnson for I Love To Read magic show on 9/12/25		$350.00	**$4,457.47**

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Amazon	17	1WVK-CMDT-N77P	7/22/2025	First aid and cleaning supplies	545700	Supplies, office	$42.95	
Amazon	**17**	**1VVF-RHDC-PJKJ**	**8/15/2025**	**Supplies for Back to School Bash on 8/16/25 (Tri for Wellness)**	**A2907410-541202**	**ARPA**	**$27.99**	
Amazon	17	11ML-W3G3-3NJ1	8/22/2025	Supplies for Maker Monday programs, September - December 2025	544080	Professional services, programming	$78.43	
Amazon	17	11ML-W3G3-3NJ1	8/22/2025	Batteries, USB chargers	545700	Supplies, office	$45.13	
Amazon	17	1GTK-PVCG-H3NC	8/23/2025	Adult fiction books	540500	Library materials	$39.00	
Amazon	17	1FFM-W99R-4FQD	8/27/2025	Video games	540500	Library materials	$79.32	
Amazon	17	1MPP-FKPD-33YJ	9/2/2025	Adult fiction books	540500	Library materials	$57.87	
Amazon	17	1YCX-NMP4-JMRC	9/9/2025	Adult fiction books	540500	Library materials	$85.56	
Amazon	17	17GQ-KQJX-1MWH	9/15/2025	Supplies for Maker Monday programs, September - December 2025	544080	Professional services, programming	$143.46	
American Library Association	18		9/15/2025	Membership renewal for Amy Holland	541000	Conference/training	$93.00	Charged to town credit card
Baker & Taylor	28	2039220242	8/4/2025	Print books	540500	Library materials	$51.90	
Baker & Taylor	28	2039218882	8/5/2025	Print books	540500	Library materials	$132.88	
Baker & Taylor	28	2039219676	8/5/2025	Print books	540500	Library materials	$5.19	
Baker & Taylor	28	2039218839	8/7/2025	Print books	540500	Library materials	$497.80	
Baker & Taylor	28	2039223490	8/7/2025	Print books	540500	Library materials	$102.64	
Baker & Taylor	28	2039224274	8/7/2025	Print books	540500	Library materials	$750.43	
Baker & Taylor	28	2039230258	8/12/2025	Print books	540500	Library materials	$211.41	
Baker & Taylor	28	2039230893	8/12/2025	Print books	540500	Library materials	$383.85	
Baker & Taylor	28	2039232575	8/12/2025	Print books	540500	Library materials	$308.38	
Baker & Taylor	28	2039240510	8/18/2025	Print books	540500	Library materials	$396.50	
Baker & Taylor	28	2039242297	8/18/2025	Print books	540500	Library materials	$61.05	
Baker & Taylor	28	2039236499	8/19/2025	Print books	540500	Library materials	$43.35	
Baker & Taylor	28	2039243019	8/19/2025	Print books	540500	Library materials	$159.46	
Baker & Taylor	28	2039243660	8/20/2025	Print books	540500	Library materials	$512.27	
Baker & Taylor	28	2039243032	8/22/2025	Print books	540500	Library materials	$104.92	
Baker & Taylor	28	2039256302	8/25/2025	Print books	540500	Library materials	$175.44	
Baker & Taylor	28	2039250571	8/26/2025	Print books	540500	Library materials	$374.33	
Baker & Taylor	28	2039263854	8/29/2025	Print books	540500	Library materials	$107.80	
Baker & Taylor	28	2039257033	9/2/2025	Print books	540500	Library materials	$833.50	
Baker & Taylor	28	2039259385	9/2/2025	Print books	540500	Library materials	$28.45	
Baker & Taylor	28	2039264589	9/3/2025	Print books	540500	Library materials	$450.26	

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Baker & Taylor Entertainment	831	H73135040	8/8/2025	Adult DVDs	540500	Library materials	$96.38	
Baker & Taylor Entertainment	831	H73183400	8/18/2025	Adult DVDs	540500	Library materials	$57.42	
Barnes & Noble	835	4665473	8/5/2025	YA books	540500	Library materials	$261.53	
Barnes & Noble	835	4667785	8/14/2025	Adult fiction books	540500	Library materials	$71.15	
Barnes & Noble	835	4668086	8/15/2025	YA books	540500	Library materials	$35.98	
Barnes & Noble	835	4668589	8/17/2025	Adult fiction books	540500	Library materials	$33.55	
Barnes & Noble	835	4669329	8/20/2025	YA books	540500	Library materials	$27.12	
Barnes & Noble	835	4670330	8/24/2025	Adult fiction books	540500	Library materials	$95.96	
Barnes & Noble	835		9/7/2025	Adult fiction books	540500	Library materials	$99.96	
Brodart	76	662533	8/22/2025	Processing supplies	545760	Supplies, library processing	$748.65	
Cengage Learning	96	999100822436	8/18/2025	Large print books	540500	Library materials	$197.93	
Cengage Learning	96	999100834099	8/19/2025	Large print books	540500	Library materials	$28.49	
Cengage Learning	96	999101344979	9/10/2025	Large print books	540500	Library materials	$169.44	
Daniel Jones	139	IPL36	8/15/2025	What Is X? tech education program on 8/26/25	A2907410-541202	ARPA	$120.00	
EnvisionWare	291	INV-US-77883	8/19/2025	RFID tags	545760	Supplies, library processing	$1,453.40	
Erin Wafer	1548		8/21/2025	Embodied Movement yoga on 9/22/25	A2907410-541202	ARPA	$130.00	
Greg Benoit	35		9/16/2025	Reimbursement for motanka doll craft program supplies	A2907410-541202	ARPA	$24.95	
Ingram	396	89847321	8/18/2025	Adult audiobooks	54500	Library materials	$39.99	
Michelle Halpin	999999		8/20/2025	Refund for lost & paid/found & returned book	420800	Library charges	$20.00	
Midwest Tape LLC	516	507679145A	9/1/2025	Hoopla usage for August 2025	540500	Library materials	$1,716.48	
Nora Pelish	579		9/4/2025	Mileage	543500	Mileage	$30.80	
OverDrive	564	01327CO25249468	8/14/2025	Adult ebooks	540500	Library materials	$199.97	
OverDrive	564	01327CO25271876	9/3/2025	Adult ebooks	540500	Library materials	$1,186.15	
Penworthy	716	0610431-IN	8/28/2025	J picture books	540500	Library materials	$882.79	
Penworthy	716	0610701-IN	9/8/2025	J fiction & NF	540500	Library materials	$370.61	
Playaway Products	269	511491	9/12/2025	J audiobooks	540500	Library materials	$863.85	
RNC DJ Service	**1081**	**391**	**8/16/2025**	**DJ service for Back to School Bash on 8/16/25 (Tri for Wellness)**	**A2907410-541202**	**ARPA**	**$450.00**	

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Staples	684	6040012320	8/19/2025	Copier paper, sticky notes	545700	Supplies, office	$226.03	
Staples	684	6040012321	8/19/2025	First aid supplies	545700	Supplies, office	$6.09	
T-Mobile	211		8/27/2025	Data for wifi hotspots, 7/27 - 8/26/25	541200	Contracted services	$57.40	
Tyghan Cinanni	**999999**		**9/2/2025**	**Community garden programs, August - September 2025**	**A2907410-541202**	**ARPA**	**$500.00**	
W.B. Mason	1250	256384145	8/22/2025	Labels	545700	Supplies, office	$50.16	
Walmart	**1251**		**8/15/2025**	**Supplies for Back to School Bash on 8/16/25 (Tri for Wellness)**	**A2907410-541202**	**ARPA**	**$20.98**	
Walmart	**1251**		**8/15/2025**	**Supplies for Back to School Bash on 8/16/25 (Tri for Wellness)**	**A2907410-541202**	**ARPA**	**$196.09**	
Wegmans Food Markets Inc.	**775**		**8/21/2025**	**Supplies for community garden program**	**A2907410-541202**	**ARPA**	**$32.55**	
Total							**$16,886.37**	

Vendor	Total
Amazon	$599.71
Baker & Taylor	$5,691.81
Baker & Taylor Entertainment	$153.80
Barnes & Noble	$625.25
Cengage Learning	$395.86
EnvisionWare	$1,453.40
Ingram	$39.99
Midwest Tape LLC	$1,716.48
OverDrive	$1,386.12
Playaway Products	$863.85
Staples	$232.12
W.B. Mason	$50.16
Erin Wafer	$130.00
Penworthy	$1,253.40
T-Mobile	$57.40
RNC DJ Service	$450.00
Wegmans Food Markets Inc.	$32.55
Nora Pelish	$30.80
Walmart	$217.07
Daniel Jones	$120.00
Greg Benoit	$24.95
Tyghan Cinanni	$500.00
American Library Association	$93.00
Brodart	$748.65
Michelle Halpin	$20.00
Grand Total	**$16,886.37**

Account description	Total
420800	**$20.00**
Library charges	$20.00
540500	**$12,348.32**
Library materials	$12,348.32
541000	**$93.00**
Conference/training	$93.00
541200	**$57.40**
Contracted services	$57.40
544080	**$221.89**
Professional services, programming	$221.89
545700	**$370.36**
Supplies, office	$370.36
545760	**$2,202.05**
Supplies, library processing	$2,202.05
543500	**$30.80**
Mileage	$30.80
A2907410-541202	**$1,502.56**
ARPA	$1,502.56
54500	**$39.99**
Library materials	$39.99
Grand Total	**$16,886.37**

Irondequoit Public Library
Director's Report
Wednesday, September 17, 2025

1. **Irondequoit Public Library**

Timetable of Major 2025 Projects & Commitments - In Progress & Not Yet Started

In Progress: ARPA Funds - Community Garden

Irondequoit Recreation continue to order supplies and equipment for the community garden.

Not Yet Started: ARPA Funds - Travelogues & Youth Film Festival

The Irondequoit Public Library currently hiring for a vacant part-time Library Assistant position. This position will be responsible for coordinating our monthly travelogue series, which is being made possible by the ARPA funds the town allocated of our adult program series. I anticipate that these programs will begin in last 2025 or at the beginning of 2026.

The library anticipates debuting the two year run of the *Joe Black Memorial Youth Film Festival* in 2026, with the preparation and groundwork beginning in the fall of 2025.

Literacy Rochester - Article on Digital Literacy

In July I participated in an interview with Literacy Rochester on the success of their digital literacy program that they operate in partnership with Irondequoit Public Library. This interview was adapted into an article which has been included as an item of information.

During the 2024 - 2025 season, Literacy Rochester's volunteers spent 368 hours helping 216 library patrons. This service is used by people of all ages, but it is extremely popular with seniors specifically.

Poltava & Irondequoit Student Art & Poetry Show

I have made several attempts to setup a meeting to begin planning the previously discussed student art and poetry show, but I have not heard back from the school administrator in Poltava for several months. I will continue to try to connect with them, but this delay may shift the timeline for when this event will occur.

Annual Trustee Training

Several weeks ago I emailed the Library Board a list of recordings and webinars that count towards the annual two hours of training library trustees in New York State are required to take. Please make sure you participate in two hours of training before the end of December.

Also, all trustees are also mandated to annually take Sexual Harassment Prevention Training as per New York State Human Rights Law. This training does not count towards the minimum of two hours of trustee education mandated by New York State Education Law, it is in addition to that mandate. New York State has produced two short training videos that satisfy this requirement. You can view them here:

- https://www.youtube.com/watch?v=sL7LwBsV9bM

- https://www.youtube.com/watch?v=1za7gs9S2H0

Unexpected Grant Funds

On September 4th I received a phone call from a representative from Assembly Member Sarah Clark's staff. I was informed that Assembly Member Clark has obtained grant funds up to $125,000 for library improvements. I indicated that the library is considering an overhaul to the first floor meeting rooms, and that these funds might be helpful in expanding upon the scope of that project. I am working with IT Director Kevin Labarr to determine the cost of the AV system replacement relative to these funds. I anticipate that there is a good chance that these funds could provide for additional meeting room enhancements like a hearing loop, motorized partition walls, or other features.

Long Range Plan - Updates

Now that the busy summer months have passed, work resume on the library's long range plan. I have included an updated spreadsheet with the current status of the action items in the items of information section of this report.

2. Town of Irondequoit

2026 Library Budget - Update

Diana Marsh, the Town of Irondequoit Comptroller has asked all town departments to identify additional revenue and/or reductions in expenses in order to stay within the tax cap.

Last week I met with Diana to discuss the possibility of including a convince fee on credit card transactions that would offset the processing fee, which has nearly doubled in 2025. Kevin Labarr, the Town of Irondequoit IT Director, is determining how to implement that on our various credit card point of sale terminals. This issue was discussed at length at the budget presentation on September 3rd. The general consensus among the Library Board and staff is that a convince fee is preferable to only accepting cash and/or raising fines and prices offset the processing fee.

Financial Disclosure Statements

Linda Mosely from the Town of Irondequoit HR Department wanted me to remind you that the financial disclosure document is due. She still needs copies from Rachel, Erin, Michael, Sarah, Meghan, and Nicholas R. I will have copies of the form at the meeting. I have also included it as an item of information.

3. Facilities Report

Children's Library Renovation

At the request of Mind the Gap, the company fabricating the stage proscenium, entryway arch and end caps, the installation date has been pushed back to November 17th and 18th. This is preferable for both the Irondequoit Public Library and the Irondequoit Public Library Foundation. A November date will give us more time to get the electrical work completed and stage installed, and will give the Foundation a little more time to get their fundraising documents out to prospective donors.

4. Monroe County Library System

There are no major updates to report from the Monroe County Library System this month.

5. Personnel Report

A personnel report has been included with the September 2025 Director Report. It includes one update from July.

With this most recent full-time hire, and Sarah Knight's return from parental leave this August, we are now back up to full staffing levels with regard to our full-time positions.

For the last 13 months we have been down at least one full-time person in our reference staff, and for extended times during that period, we have been down two full-time people. Both positions are directly responsible for coordinating adult programming. I took care to mitigate the impact these vacancies/absences had on our operations by delegating essential program coordination to other employees, but an unavoidable outcome was fewer adult programs doing that time period.

These vacancies/absences also resulted in additional reference desk shifts for both part-time and full-time staff. Consequently, the part-time personnel budget will likely be overspent, but there will be a corresponding savings in the full-time personnel budget to offset those expenses.

I want to thank everyone on the library staff for helping to manage the absences and for shouldering a greater than normal workload.

6. Financial Report & Vouchers

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

7. Correspondence

There is no formal correspondence since the last Library Board meeting.

8. Items of Information

1. *09 2025 Personnel Report*
2. *2025 LRP Update*
3. *Financial Disclosure Statement - Form*
4. *Literacy Rochester Article*

Irondequoit Public Library

Statistical Report to the Library Board

July 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	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	4,890	13,839	11,621	93	80	2,869	1,148	1,295	1,106	40,791	40,725	74	71	15	15
July	6,953	4,974	12,784	15,170	89	80	1,649	1,439	1,239	1,310	46,068	43,663	69	43	9	22
August	6,522	5,172	14,500	14,328	76	184	1,126	948	1,284	1,265	45,250	42,108	59	44	7	21
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**	**39,506**	**175,788**	**118,402**	**1,032**	**757**	**19,554**	**11,374**	**15,520**	**9,991**	**468,028**	**325,331**	**724**	**360**	**122**	**129**
YTD Average	5,747	4,938	14,649	14,800	86	95	1,630	1,422	1,293	1,249	39,002	40,666	60	45	10	16

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

09 2025 Personnel Report

Organizational Development Committee
July & September 2025 Employee Changes

Max Feger

New Hire: Part-Time Library Page

Notes: Max is a high school student with previous experience working as a volunteer at Compassionate Chiropractic. This position is provided for in the 2025 library budget and was previous held by Aliyah Bozkurt.

Max's start date was July 23, 2025.

Emily Forbes

Promotion: Full-Time Librarian Trainee

Notes: Emily joins us as a full-time Librarian Trainee.

This job title enables a student enrolled in a Master of Library Science graduate program to perform tasks that are typically assigned to a Librarian I, with the intention that they will be promoted to a Librarian I job title once they graduate and are reachable on that civil service list. Many years ago, John Scalzo held this title before being promoted to the Librarian I title.

Emily will be responsible for ordering nonfiction materials for the adult collection, coordinating book discussion and writing groups, and working on the reference desk. Emily is currently a part-time Library Assistant and has also worked as a part-time Library Clerk at Irondequoit Public Library. She also has experience working as a Library Clerk at Rochester Public Library and as an Assistant Manager at Harvest Table Culinary Services, which operated a Starbucks café on the campus of the University of Rochester. She is currently enrolled in graduate school at Kent State University.

This position is provided for in the 2025 library budget and was previous held by Kelly Rosengren.

Emily's start date will be September 29, 2025.

2025 LRP Update

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	In Progress
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	In Progress
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	In Progress
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

Financial Disclosure Statement - Form

TOWN OF IRONDEQUOIT
Annual Statement of Financial Disclosure
For Calendar Year 2024

Please Type or Print Legibly and do not leave lines blank, write N/A if a particular question is not applicable to your specific situation.

1. Name _____

2. Title of Position _____

   (a) Marital Status: _____

   (b) If married, please give spouse's full name, including maiden name where applicable: _____

   (c) List the names of all dependent children:

   _____ _____

   _____ _____

   _____ _____

Answer each of the following questions completely, with respect to ***calendar year 2024****, unless another period of date is otherwise specified. If additional space is needed, attach additional pages.*

Whenever a "value" amount is required to be reported herein, such value or amount shall be reported either as the actual amount or as being within one of the following categories:

Category A – $5,000 or under
Category B - $5,001 to $50,000
Category C - $50,001 to $100,000
Category D - $100,001 or over

*** Please indicate the Category by letter only. ***

3. List any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary or not-for-profit organization, excluding memberships, held by you, your spouse, and dependent children, if any, and indicate whether these businesses are involved with the Town of Irondequoit in any manner.

_____

_____

_____

4. Describe any outside occupation, employment, trade, business, or profession. other than your association with the Town.

Position	Name and Address of Organization	Description

5. Identify the source and nature of any current income in excess of $1,000 per year from any prior employer of your self or your spouse's which includes deferred income, contributions to a pension or retirement fund, profit sharing plan, severance pay or payments under a buy-out agreement.

Source of Income	Self or Spouse or Dependent	Category of Value

6. Other than investments in securities and interests in real property, list the name, principal, address and general description or the nature of the business activity of any entity in which you, your spouse and dependent children had an investment in excess of $1,000.

Name and Address	Description	Self, Spouse or Dependent	Category of Value

7. Itemize and describe all investments in excess of $5,000 or five percent (5%) of the value in any business, corporation, partnership, or other assets, including stocks, bonds, loans, pledged collateral and other investments, for you, your spouse, and dependent children, if any.

Nature of Investment	Self, Spouse, or Dependent	Category of Value

8. List the location of all real estate within the Town of Irondequoit or within five (5) miles thereof in which you, your spouse, or dependent children, if any, have an interest, regardless of its value.

Property Address	Self, Spouse or Dependent
_____	_____
_____	_____
_____	_____

9. Identify each interest in a trust or estate or similar beneficial interest in any assets in excess of $2,000, except for IRS eligible retirement plans or interests in an estate or trust of a relative, for you, your spouse, and dependent children.

Interest	Self, Spouse, or Dependent	Category of Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. List the source of all gifts aggregating in excess of $75 from the same donor, received during the last year by you, your spouse, or dependent children. The term "gifts" includes gifts of cash, property, personal items, payments to third parties on your behalf, forgiveness of a debt, honorariums and any other payments that are not reportable as income. It does not include campaign contributions or gifts from relatives.

Gift	Donor	Category of Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Identify and describe the source of any third-party reimbursement for travel-related expenditures in excess of $250 for any matter that relates to your official duties. The terms "reimbursement" includes any travel related expenses provided by anyone other than the Town of Irondequoit for speaking engagements, conferences or fact-finding events that relate to your official duties.

Source	Category of Amount

12. Describe all debts in excess of $1,000 of yours, your spouse's, and your dependent children. Do not list money owed to relatives or credit card debts unless you have owed the money for at least 90 days.

Debt	Self Spouse or Dependent	Category of Amount

13. Describe any interest of yours, your spouse's or your dependent children in any contract involving the Town of Irondequoit.

Interest	Self, Spouse or Dependent

14. List any position you, your spouse, or dependent children, if any, held within the last five (5) years as an officer of any political party, political committee, or political organization. The term "political organization" includes any independent body or any organization that is affiliated with or a subsidiary of a political party.

Self, Spouse or Dependent	Position	Organization	Date Held

I do solemnly swear that all statements contained herein are true and accurate to the best of my knowledge.

Signature	Date

Literacy Rochester Article

July DL Story – Greg from Irondequoit Public Library

This month, we chatted with Irondequoit Public Library (IPL) Director, Greg Benoit, to discuss our partnership in the Digital Literacy (DL) program.

About the Library and Beginning of Partnership

The DL program and IPL began their partnership in July 2022 after the COVID-19 pandemic started to settle down. It was a perfect opportunity as both organizations wanted to help the community with digital literacy skills; so naturally goals aligned.

IPL has a rich history in the community, starting operations in 1947. Their most current building though will be celebrating its 10th anniversary this September! The library space is the 2nd largest suburban library with seven rooms on the 2nd floor and three on the 1st floor. With all that space, there were over 9,000 uses for the community rooms last year from support groups, tutoring, workshops, and of course computer help.

Today, the partnership continues to flourish, and IPL is one of the most popular site locations in the DL program. Every week there are three different occasions for drop-in computer help at varied times. Often, community members hear about the DL program through the library's events calendar, handouts, and flyers. On occasion, library staff will inform and guide customers over to the DL volunteer when more attention is required.

Why Digital Literacy and Libraries are Important

With technology being more integrated in everyday life, some people have felt disconnected from friends and family as we shift towards a parasocial reality. Traditionally, third spaces such as parks, cafes, and especially libraries served as meeting places to interact and connect. Greg mentioned that interactive and interesting programs help to build relationships for everyone. Even when visiting for computer help, patrons are still gaining those valuable connections. For example, often there are patrons who will return to a DL volunteer because of the positive experience they had and conversations that expanded beyond the initial request.

"make the library a viable institution in the community"

"education is a social experience"

Common Digital Literacy Topics

We also discussed some digital topics that have become more prevalent in everyday conversations and important for community members to be aware of.

1. Scams/fraud/phishing

One of the most discussed digital topics recently has been online scams. Greg noted that scams have become extremely sophisticated and uniquely tailored to the intended target. Scammers are now doing anything they can to gather personal information through social media, emails, and more. Therefore, community awareness efforts such as workshops and programs are being scheduled more frequently to teach and inform patrons. DL volunteers have also been a great resource for addressing individual questions and concerns about scams.

2. Artificial Intelligence (AI)

Another trending and controversial topic of discussion is AI. More and more individuals have been wanting to be informed about AI, whether to use it in their own life, how it can potentially impact jobs, or the level of security of private information. Again, scams have become more sophisticated and have even integrated AI to create deep fakes or compelling stories. IPL and the DL program are open to having conversations with patrons about AI and informing the public.

3. The Basics

Many basic digital tasks are often taken for granted, but at one point or another, we all had to learn from the beginning. Some foundational skills such as using websites, sending emails, searching for jobs, or building a resume need to be established first before completing more complicated operations. Because our world has become so reliant on technology, it's not uncommon to believe that everyone already has those foundational digital skills. So, breaking the stigma and helping community members to build basic skills is important.

An interesting note that Greg commented on is the trend that younger folks, in high school and early college, tend to know about sophisticated features, but lack the basics. These basics tend to include typing, word formatting, and other tasks traditionally used in professional settings. This could be a potential digital challenge that will be more prevalent in the coming years.

Stats about IPL & DL

During the 2024-2025 program year specifically at the IPL library.

- Volunteers spent **368 hours** helping customers.
- A total of **216 customers** were helped
- Top three tasks
    - Learning basic computer skills
    - Device management assistance

- Learning new smartphone/tablet/iPad skills

Visit a Volunteer!

You can find a volunteer at the IPL on Mondays from 10am-1pm; Wednesdays from 5:30-8:30pm; and Saturday from 10am-12:30pm. These times are all drop-in, so no appointment is necessary.