

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of October 15, 2025

Call meeting to order: 6:31 pm.

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

Guests: Greg Benoit, library director; Ann Cunningham, town board liaison; John Scalzo, media librarian (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Meaghan de Chateaufieux, Michael Huntone, and Nick Robertson, trustees at large.

Approval of agenda: Approved.

Approval of minutes: Minutes of September 17, 2025 approved.

Attendance: Next meeting November 19, 2025. Ms. Gogniat and Ms. Kramarsky noted possible conflicts.

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

President's remarks: Ms. Snyder thanked Mr. Benoit for going above and beyond to keep the board up to date during a challenging budget season.

Town board liaison

- Ms. Cunningham affirmed that this budget season has been a challenging one, reiterating that the town will make changes to the process for 2026. Due to factors beyond the control of the town comptroller, town board members were unable to review departmental budget requests until this week.
- As in previous years, available land is largely developed and the town has few options for increasing revenue.
- Town budget meetings are scheduled to begin next week, with a public hearing and final adoption in November. See director's report for dates.

Foundation report

- A flyer for the Foundation's fundraising campaign was shared with board members. Copies will be displayed in the library atrium along with posters and forest-themed children's books.
- Donations in response to the Foundation's mailers are beginning to roll in, along with contributions in memory of Craig Wilson, the artist who created the Giving Tree sculpture in the library entrance.

Friends report

- The October craft show raised over \$2,000 according to preliminary figures, and several new volunteers have joined thanks to the Friends' table at the town senior expo.
- The Friends are planning to attend Trunk or Treat on October 24 and are organizing a mailing campaign for National Friends of Libraries Week.
- Ms. Yannello indicated that she has a contact in the East Irondequoit school district interested in partnering with the Friends for student and family volunteer opportunities.

Staff liaison

- This month's staff liaison was media librarian John Scalzo, who oversees the library website and social media in addition to DVD and CD collections.
- As in previous years, Mr. Scalzo collaborated with RIT and Roc Game Dev on Game Fest, an annual festival for games made in Rochester and New York State. The library had a table at the event promoting gaming-related programming and collections, as well as the Maker's Lab, and Mr. Scalzo reported a significant increase in Maker's Lab demand.
- Mr. Scalzo shared meeting room statistics from Synn Lymn McLaughlin and passed along an update that the seed library will be closing for the season later this month.

Long-range plan check-in

- The committee reviewed available translation applications and settled on Google Translate as the best option for the library's needs. iPads loaded with the application may be ready before the November board meeting.
- An effort is underway across the library system to identify nontraditional circulating items and catalog them consistently. Items may be tagged "Library of Things" or "Beyond Books."

Finance committee, invoices, financial report

Financial report

- Revenue: In September, the library received a \$15,000 state aid payment and the bookstore had another solid month, bringing overall revenue collection up to 99.2 percent of budget with 75 percent of the year elapsed. 76.4 percent of miscellaneous income and 71.3 percent of library charges have been collected.
- Expenses: Overall spending is under budget at 66.6 percent, albeit with substantial retirement and interest payments coming up before year-end. The library has spent 67.7 percent of budget for salaries, 53.6 percent for library materials, and 60.4 percent for services and supplies. Expenditures were posted to the maintenance chargeback line for the second time this year.

Invoices

- Invoices of note: Purchasing librarians spent about \$2,400 at Barnes & Noble this month, as compared to just \$2,300 at Baker & Taylor, as Baker & Taylor winds down its operations.

- All October 2025 invoices and September 2025 interim invoices were approved for payment (see spreadsheets for details).

Organizational development committee

- See attached for personnel report. Mr. Benoit noted that Kristy Ramirez's start date was moved back to October 27.
- Motion to approve the promotion of Rheanna Barney to part-time library assistant, effective 9/29/25, and the hire of Kristy Ramirez as a part-time library assistant, effective 10/27/25. Seconded. Motion carried.

Community engagement committee

- About 50 people attended last month's clothing swap. All leftover items were donated to East Irondequoit schools and Goodwill. Mr. Benoit noted that student volunteers recruited by Ms. Yannello made the event manageable and thanked Mr. Zinni for volunteering on both Friday and Saturday.
- Ms. Yannello reported that she has received a letter of intent from an Eastridge student interested in serving as a student representative and is awaiting letters of intent from two Irondequoit High School students who expressed interest in the position.

Technology updates: iPads with Google Translate should be available soon, possibly ahead of the next board meeting. Instructions for staff and signage in select languages will be provided.

Director's report: See attached. Ms. Snyder asked that Mr. Benoit thank acquisitions librarian Virginia Payne on behalf of the board for overseeing the transition from Baker & Taylor to Ingram and for keeping staff updated.

2026 library budget

- A tentative version of the 2026 budget was shared with the board, along with key dates for town board budget meetings.
- Mr. Benoit thanked Ms. Schubmehl for her assistance with preparing the budget documents, purchasing librarians for identifying cost savings wherever possible, and town comptroller Diana Marsh for her guidance during a uniquely challenging budget year.
- Giving an overview of the proposed budget, Mr. Benoit noted that it does provide for an increase higher than the town tax cap and the elimination of hold fees. However, the library's request for a new maker's lab librarian position was not met, nor does the budget include extra shifts for processing staff.
- The finance committee will meet to assess the 2026 overtime budget, which the town is holding flat. It may be necessary to close on a few additional Sundays to reduce overtime costs.
- In response to a question from Ms. Gogniat, Mr. Benoit explained that internet service is part of the cost share Irondequoit pays to the Monroe County Library System. The impact of any federal cuts to the E-Rate program would be felt in 2027.
- See director's report for discussion of potential additional ARPA funds.

Adjournment: Meeting adjourned at 7:39 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Sarah Yannello

9/30/2025

Financial summary

FUND	DESCRIPTION	2020 ACTUAL		2021 ACTUAL		2022 ACTUAL		2023 ACTUAL		2024 ACTUAL		2025		2025 %
		2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD SEP 25	2025 BALANCE					
410010	Property taxes	\$2,507,625	\$2,495,508	\$2,680,059	\$2,695,213	\$2,686,417	\$2,793,421	\$2,793,421	\$0	\$0	100.0%			
427000	Misc income (book sales, printing, faxing)	\$23,605	\$47,996	\$54,662	\$70,141	\$75,244	\$76,000	\$58,059	\$17,941	\$17,941	76.4%			
420800	Library charges (overdue & lost fines)	\$32,500	\$42,465	\$40,188	\$35,237	\$29,881	\$28,260	\$20,162	\$8,099	\$8,099	71.3%			
438890	State aid - oth culture & rec (Local Library Systems Aid)	\$12,263	\$16,860	\$16,142	\$14,642	\$16,696	\$14,600	\$16,914	(\$2,314)	(\$2,314)	115.8%			
427010	Refund prior year expenses	\$4,838	\$464	\$168	\$6,379	\$6,379	\$0	\$0	\$0	\$0	0.0%			
		\$2,655,615	\$2,660,497	\$2,794,750	\$2,817,690	\$2,814,617	\$2,912,281	\$2,888,555	\$23,726	\$23,726	99.2%			

FUND	DESCRIPTION	2020 ACTUAL		2021 ACTUAL		2022 ACTUAL		2023 ACTUAL		2024 ACTUAL		2025		2025 %
		2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 YTD SEP 25	2025 BALANCE					
540500	Salaries	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,162,145	\$1,224,192	\$829,063	\$395,129	\$395,129	67.7%			
	Equipment & capital	\$4,529	\$977	\$2,468	\$772	\$11,336	\$59,002	\$0	\$59,002	\$59,002	0.0%			
	Library materials	\$169,598	\$175,369	\$171,848	\$179,859	\$170,194	\$180,000	\$96,494	\$83,506	\$83,506	53.6%			
	Services & supplies	\$342,006	\$425,579	\$402,058	\$406,649	\$233,598	\$375,896	\$217,130	\$10,044	\$148,722.29	60.4%			
	Contingency - contracted	\$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	\$0	\$0	100.0%			
570100	Interest on debt	\$449,852	\$296,000	\$289,400	\$282,650	\$275,800	\$268,800	\$136,175	\$132,625	\$132,625	50.7%			
	Employee benefits	\$413,337	\$445,435	\$406,340	\$406,326	\$439,236	\$507,914	\$333,591	\$174,323	\$174,323	65.7%			
		\$2,518,450	\$2,635,126	\$2,626,286	\$2,778,469	\$2,637,308	\$2,970,804	\$1,967,453	\$10,044	\$993,308	66.6%			

9/30/2025

Cash receipts summary

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	\$863.19				\$7,661.72
UMS/refunds													
Online fines													
Fines (credit)	\$639.66	\$616.80	\$1,018.64	\$355.90	\$723.26	\$768.56	\$542.79	\$445.49	\$631.54				\$5,742.64
BFR (cash)	\$37.99	\$27.97	\$53.98	\$41.98	\$18.98	\$71.99	\$49.99	\$30.00	\$98.08				\$430.96
BFR (credit)	\$149.14	\$261.12	\$312.64	\$53.97	\$171.84	\$239.21	\$110.97	\$173.84	\$259.79				\$1,732.52
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	\$4,134.09				\$33,843.06
Misc. (cash)	\$65.64	\$89.90	\$54.95	\$30.10	\$34.38	\$127.88	\$59.37	\$78.23	\$65.28				\$605.73
Misc. (credit)	\$32.65	\$10.61	\$85.51	\$89.95	\$83.14	\$95.03	\$121.57	\$90.11	\$80.50				\$689.07
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	\$1,828.00				\$12,231.90
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	\$1,329.47				\$10,689.57
State aid/LLSA													
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	\$24,527.64	\$0.00	\$0.00	\$0.00	\$96,780.71

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	\$4,134.09
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	\$33,843.06

CHASE ACCOUNTS

SEPTEMBER 2025

NON-PUBLIC FUNDS MMDA ***9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2025	Opening balance			\$16,392.89
9/10/2025	Donation from Rogers School Retirement Group IMO Anne Rife	\$50.00		\$16,442.89
9/10/2025	Payment to Erin Wafer for teen/tween yoga program on 9/22/25 (LIF purchase)		\$115.00	\$16,327.89
9/10/2025	Payment to Katherine Lynch for Music & Movement Groups on 7/26/25 (LIF purchase)		\$180.00	\$16,147.89
9/10/2025	Payment to Jennifer Kierecki for yoga storytime on 8/9/25 (LIF purchase)		\$60.00	\$16,087.89
9/10/2025	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 9/19/25 (LIF purchase)		\$90.00	\$15,997.89
9/17/2025	Payment to Interprettek for ASL interpretation for coding class on 7/29/25 (2021 bullet aid purchase)		\$109.00	\$15,888.89
9/17/2025	Payment to Irondequoit Public Library for circulating NES controller (Gustav Apai memorial donation; reimbursement for purchase w/town credit card)		\$98.54	\$15,790.35
9/22/2025	Donation from George W. McNiel IMO Janet Sarbou	\$50.00		\$15,840.35
9/30/2025	Interest	\$7.62		\$15,847.97

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2025	Opening balance			\$6,939.08
9/30/2025	Interest	\$3.30		\$6,942.38

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

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2025	Opening balance			\$1,014.26
9/17/2025	Payment to Interprettek for ASL interpretation for coding class on 7/29/25		\$109.00	\$905.26

LEGISLATIVE INITIATIVE FUNDING FOR LIBRARY PROGRAMS

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
9/1/2025	Opening balance			\$4,457.47
9/10/2025	Payment to Erin Wafer for teen/tween yoga program on 9/22/25		\$115.00	\$4,342.47
9/10/2025	Payment to Katherine Lynch for Music & Movement Groups on 7/26/25		\$180.00	\$4,162.47
9/10/2025	Payment to Jennifer Kierecki for yoga storytime on 8/9/25		\$60.00	\$4,102.47
9/10/2025	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 9/19/25		\$90.00	\$4,012.47

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount
Alliance Entertainment	14	PLS88180840	7/14/2025	Video games	540500	Library materials	\$228.99
Alliance Entertainment	14	PLS88567063	8/5/2025	Adult DVDs	540500	Library materials	\$85.46
Amazon	17	1XRC-PNFY-4JCL	9/17/2025	Planner and hand sanitizer	545700	Supplies, office	\$38.76
Amazon	17	1XRC-PNFY-4JCL	9/17/2025	Brushes and primer for Maker Mondays programs	544080	Professional services, programming	\$23.98
Baker & Taylor Entertainment	831	H73141470	8/8/2025	Adult DVDs	540500	Library materials	\$40.41
Baker & Taylor Entertainment	831	H73141471	8/8/2025	Adult DVDs	540500	Library materials	\$31.90
Baker & Taylor Entertainment	831	H73227440	8/19/2025	Adult DVDs	540500	Library materials	\$53.85
Baker & Taylor Entertainment	831	H73227441	8/19/2025	Adult DVDs	540500	Library materials	\$28.35
Baker & Taylor Entertainment	831	H73232420	8/22/2025	Adult DVDs	540500	Library materials	\$41.10
Baker & Taylor Entertainment	831	H73270990	8/29/2025	Adult DVDs	540500	Library materials	\$14.17
Baker & Taylor Entertainment	831	H73288270	8/29/2025	Adult DVDs	540500	Library materials	\$36.85
Baker & Taylor Entertainment	831	H73288271	8/29/2025	Adult music CDs	540500	Library materials	\$31.22
Baker & Taylor Entertainment	831	H73313320	9/4/2025	Adult music CDs	540500	Library materials	\$10.89
Baker & Taylor Entertainment	831	H73313321	9/4/2025	Adult DVDs	540500	Library materials	\$221.79
Baker & Taylor Entertainment	831	H73313322	9/4/2025	Adult DVDs	540500	Library materials	\$34.01
Baker & Taylor Entertainment	831	H73316510	9/5/2025	Adult music CDs	540500	Library materials	\$55.15
Baker & Taylor Entertainment	831	H73316511	9/5/2025	Adult DVDs	540500	Library materials	\$17.71
Barnes & Noble	835		9/16/2025	Adult fiction books	540500	Library materials	\$253.18
Barnes & Noble	835		9/18/2025	Adult fiction books	540500	Library materials	\$96.74
Emily Baker	832		9/18/2025	Mileage	543500	Mileage	\$70.56
Ingram	396	90532326	9/16/2025	Adult audiobooks	540500	Library materials	\$187.95
OverDrive	564	01327CO25284929	9/16/2025	J ebooks	540500	Library materials	\$1,614.22
Wegmans Food Markets Inc.	775		9/17/2025	Stamps	543800	Postage	\$156.00
Total							\$3,373.24

Vendor	Total
Alliance Entertainment	\$314.45
Amazon	\$62.74
Baker & Taylor Entertainment	\$617.40
Barnes & Noble	\$349.92
Ingram	\$187.95
OverDrive	\$1,614.22
Emily Baker	\$70.56
Wegmans Food Markets Inc.	\$156.00
Grand Total	\$3,373.24

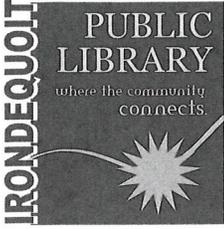
Account description	Total
540500	\$3,083.94
Library materials	\$3,083.94
544080	\$23.98
Professional services, programming	\$23.98
545700	\$38.76
Supplies, office	\$38.76
543500	\$70.56
Mileage	\$70.56
543800	\$156.00
Postage	\$156.00
Grand Total	\$3,373.24

Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Amazon	17	1R6P-HL11-9XGW	9/24/2025 Receipt paper	545700	Supplies, office	\$62.99	
Amazon	17	1R6P-HL11-9XGW	9/24/2025 3D printing filament		Professional services,		
Amazon	17	1VG1-CRYW-1QD3	9/29/2025 Batteries	544080	programming	\$22.99	
Amazon	17	1L3H-1TVC-1TJK	9/29/2025 Flash drives for patron use	545700	Supplies, office	\$39.94	
Amazon	17	1WVK-FQ4T-6PHV	10/2/2025 Adult fiction books	545700	Supplies, office	\$45.99	
Amazon	17	1C77-6VTY-VLHG	10/3/2025 Receipt paper	540500	Library materials	\$195.83	
Amazon	17	1HYN-KXV9-H6MY	10/10/2025 Adult fiction books	545700	Supplies, office	\$58.99	
Amazon	17	1C6T-LVQG-PY6F	10/13/2025 Desk riser	540500	Library materials	\$82.15	
Baker & Taylor	28	2039266269	9/8/2025 Print books	545700	Supplies, office	\$123.49	
Baker & Taylor	28	2039270697	9/8/2025 Print books	540500	Library materials	\$89.36	
Baker & Taylor	28	2039270020	9/9/2025 Print books	540500	Library materials	\$564.45	
Baker & Taylor	28	2039272732	9/11/2025 Print books	540500	Library materials	\$44.07	
Baker & Taylor	28	2039272925	9/11/2025 Print books	540500	Library materials	\$234.91	
Baker & Taylor	28	2039274559	9/11/2025 Print books	540500	Library materials	\$603.27	
Baker & Taylor	28	2039274558	9/16/2025 Print books	540500	Library materials	\$96.42	
Baker & Taylor	28	2039279831	9/17/2025 Print books	540500	Library materials	\$78.62	
Baker & Taylor	28	2039283226	9/24/2025 Print books	540500	Library materials	\$308.46	
Baker & Taylor	28	2039281545	9/25/2025 Print books	540500	Library materials	\$109.78	
Baker & Taylor	28	2039283623	9/26/2025 Print books	540500	Library materials	\$17.82	
Baker & Taylor	831	H73348880	9/19/2025 J DVDs	540500	Library materials	\$157.16	
Barnes & Noble	835	4673082	9/4/2025 J fiction & NF	540500	Library materials	\$53.87	
Barnes & Noble	835	4675368	9/12/2025 J fiction & NF	540500	Library materials	\$89.46	
Barnes & Noble	835	4678337	9/22/2025 J fiction & NF	540500	Library materials	\$75.13	
Barnes & Noble	835	4678888	9/24/2025 Adult fiction books	540500	Library materials	\$609.81	
Barnes & Noble	835	4679061	9/24/2025 YA books	540500	Library materials	\$64.00	
Barnes & Noble	835	4679416	9/25/2025 YA books	540500	Library materials	\$9.59	
Barnes & Noble	835	4679623	9/26/2025 Adult nonfiction books	540500	Library materials	\$306.16	
Barnes & Noble	835	4680929	9/30/2025 YA books	540500	Library materials	\$156.39	
Barnes & Noble	835	4680928	9/30/2025 YA books	540500	Library materials	\$372.49	
Barnes & Noble	835	4680927	9/30/2025 J fiction & NF	540500	Library materials	\$10.39	
Barnes & Noble	835	4681472	10/2/2025 J fiction & NF	540500	Library materials	\$118.72	
Barnes & Noble	835	4681420	10/2/2025 Adult fiction books	540500	Library materials	\$82.53	
Barnes & Noble	835	4681420	10/2/2025 Adult fiction books	540500	Library materials	\$228.20	
Barnes & Noble	835	4681420	10/5/2025 Adult fiction books	540500	Library materials	\$26.60	
Barnes & Noble	835	4681420	10/7/2025 Adult fiction books	540500	Library materials	\$108.77	
Barnes & Noble	835	4681420	10/12/2025 Adult fiction books	540500	Library materials	\$68.78	
Barnes & Noble	835	4681420	10/14/2025 Adult nonfiction books	540500	Library materials	\$96.79	

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Cengage Learning	96	999101577557	10/9/2025	Large print books	540500	Library materials	\$255.66	
Daniel Jones	139	IPL37	9/22/2025	Shopping Online tech education program on 9/15/2025	A2907410-541202	ARPA	\$120.00	
Erin Wafer	1548		10/6/2025	Embodied Movement adult yoga	A2907410-	ARPA	\$130.00	
Greg Benoit	35		10/9/2025	Pumpkins for sister libraries	A2907410-	ARPA	\$17.97	
Ingram	396	87609998	4/14/2025	Adult audiobooks	540500	Library materials	\$24.74	
Ingram	396	87616207	4/14/2025	Adult audiobooks	540500	Library materials	\$43.98	
Kasia Pelepko	437	Pelepko100725	10/4/2025	Chair yoga program on 10/7/25	A2907410-541202	ARPA	\$65.00	
Kasia Pelepko	437	Pelepko101425	10/4/2025	Chair yoga program on 10/14/25	A2907410-	ARPA	\$65.00	
Kasia Pelepko	437	Pelepko102125	10/4/2025	Chair yoga program on 10/21/25	A2907410-	ARPA	\$65.00	
MidAmerica Books	515	0073749	9/19/2025	J NF	540500	Library materials	\$24.95	
MidAmerica Books	515	0076007	9/26/2025	J fiction & NF	540500	Library materials	\$218.55	
Midwest Tape LLC	516	507822575	10/1/2025	Hoopla usage, September 2025	540500	Library materials	\$2,823.76	
Online Labels	1135	8665859	10/7/2025	Printable labels	545700	Supplies, office	\$88.35	
Playaway Products	269	512554	9/24/2025	J audiobooks	540500	Library materials	\$1,778.43	
Playaway Products	269	514152	10/8/2025	J audiobooks	540500	Library materials	\$53.24	
Playaway Products	269	514608	10/13/2025	YA audiobook	540500	Library materials	\$53.24	
Playaway Products	269	514610	10/13/2025	YA audiobooks	540500	Library materials	\$335.57	
Staples	684	6043464187	9/26/2025	Copy paper, planner	545700	Supplies, office	\$282.04	
T-Mobile	211		9/27/2025	Wifi hotspots data 8/27 -	541200	Contracted services	\$57.40	
W.B. Mason	1250	257393570	10/8/2025	Office supplies	545700	Supplies, office	\$34.10	
W.B. Mason	1250	257425105	10/9/2025	Disinfecting wipes	545700	Supplies, office	\$29.94	
Total							\$11,981.29	

Vendor	Total
Amazon	\$632.37
Baker & Taylor	\$2,304.32
Baker & Taylor Entertainment	\$53.87
Barnes & Noble	\$2,423.81
Cengage Learning	\$255.66
Daniel Jones	\$120.00
Erin Wafer	\$130.00
Greg Benoit	\$17.97
Ingram	\$68.72
Kasia Pelepko	\$195.00
MidAmerica Books	\$243.50
Midwest Tape LLC	\$2,823.76
Online Labels	\$88.35
Playaway Products	\$2,220.48
Staples	\$282.04
T-Mobile	\$57.40
W.B. Mason	\$64.04
Grand Total	\$11,981.29

Account description	Total
540500	\$10,672.10
Library materials	\$10,672.10
541200	\$57.40
Contracted services	\$57.40
544080	\$22.99
Professional services, programming	\$22.99
545700	\$765.83
Supplies, office	\$765.83
A2907410-541202	\$462.97
ARPA	\$462.97
Grand Total	\$11,981.29



Irondequoit Public Library

Director's Report

Wednesday, October 15, 2025

1. Irondequoit Public Library

2026 Library Budget

The timetable for the remainder of the 2026 budget process has been determined. Important upcoming dates related to the budget are:

- Budget Workshop 1: **Wednesday, October 22 at 5:00 PM**
- Preliminary Budget Adoption: Monday, October 27 at 4:00 PM at a Special Town Board Meeting
- Public Hearing on budget: **Thursday, November 6 at 7:35 PM**
- Final budget adoption: Thursday, November 13 at 4:00 PM at a Special Town Board meeting

Library Board of Trustee members should attend the dates in bold if at all possible to show support for the library's budget, and to hear feedback from the Town Board and public.

These dates for these meetings were confirmed on Monday night. I will have a version of the finalized 2026 library budget that was prepared by Diana Marsh after our meeting on October 3rd available at the October Library Board meeting. This version will take into consideration both the fiscal circumstances of the town and the library's initiatives as outlined in our preliminary budget that has been discussed at prior Library Board meetings and was presented to the Town Supervisor on September 3rd. This is difficult budget year, and I appreciate the Library Board's willingness to be flexible and patient as we work our way through this process.

Diana has also made me aware that there is a significant sum of ARPA funds available to the Town of Irondequoit that were previously unknown to her. These funds must be used to provide programs for seniors and families. She encouraged me to reach out to Shannon Grieve, the Town of Irondequoit Recreation Director, and explore a collaboration between our two organizations. I am also planning on meeting with Diana after the budget workshop to explore possible ways to apply these funds in such a way that would help seniors and families while simultaneously reducing expenses and/or increasing revenue in the 2026 library budget.

Major Disruption from Our Primary Library Materials Vendor

Last week our primary book vendor, Baker & Taylor, announced that they are going out of business. This news came after plans for them to be acquired by ReaderLink, a major retail book distributor, fell through. Not long ago, Baker & Taylor was considered the premier vendor in the industry; but more recently they have been plagued by supply chain difficulties (as I briefed you about in June) and significant financial difficulties, which they are now ultimately unable to overcome. This news came as a shock and has an enormous impact not only for us but for many libraries, and for the entire industry.

We are now in the process of pivoting to use Ingram, their main competitor, to supply us with books, and this is quite an undertaking for us. Fortunately, we already have an established

relationship with Ingram, although only on a small scale up until now, so we have been able to get our foot in the door. Naturally, however, Ingram is receiving an unusually high volume of requests, so the onboarding process for ordering books is not a typical one.

Shipments of the very newest book title releases from Baker & Taylor have already ceased. Meanwhile, until our book shipments from Ingram start to flow, we are using traditional retail vendors such as Barnes & Noble and Amazon to obtain select titles that are most in demand by our patrons.

Publishers Weekly's recent headline, "Baker & Taylor's Closing Leaves Librarians Scrambling," sums up the situation. In addition to our purchasing librarians, there are impacts for our acquisitions team, including materials processing and bookkeeping functions. Most notably, the plastic (mylar) jackets used to cover the books will need to be affixed in-house for now, since Ingram is unable to provide former Baker & Taylor customers with this service until 2026. The speculation is that they cannot scale up the operations associated with their pre-processing service quickly enough to accommodate the abrupt increase in customers.

This will result in a temporary, but significant increase in the workload for our processing team which is led by Adriana Schubmehl. In order to expedite the turnaround time and reduce delays for our patrons, I will be permitting the part-time staff members who have been trained to process incoming materials to work additional hours. As discussed at the September Library Board meeting, we have an anticipated surplus of funds in the full-time salaries budget line that will make this course of action possible.

The majority of this update was prepared by Ginny Payne, who is our primary point of contact with our physical materials vendors including Baker & Taylor and Ingram.

Hoopla Discontinuation

The Irondequoit Public Library is preparing to discontinue the Hoopla digital download and streaming service because it is no longer financially sustainable. Earlier this year the Webster Public Library discontinued their Hoopla service, and most of the libraries in Monroe County that currently offer it are planning to discontinue it because of similar concerns.

Hoopla is projected to account for only 3% of our circulation this year while consuming a projected 20% - 25% of our materials budget. Presently, the per circulation cost for Hoopla is \$2.36. In comparison, the per circulation cost for physical items is \$0.24, and the per circulation cost for OverDrive, our other digital platform, is \$0.23. I have included a table that was prepared by John Scalzo, Synn Lymn McLaughlin prepared that outlines financial figures and circulation statistics related to the different format types below.

During the pandemic and its immediate aftermath, Hoopla played a critical role in helping us stay relevant and connected to our patrons who were not always able to come to the library, either because we were only open for curbside services, or because they were concerned for their health. Each year since then the service has consumed an increasingly disproportionate percentage of our materials budget, and I no longer feel I can justify the cost.

The most popular items in Hoopla have largely been audiobooks. To help us accommodate this demand, the library will allocate some of the funds that were previously spent on Hoopla to add additional audiobook titles to OverDrive and to create a collection of Playaway audiobooks for the physical collection.

I know that many who use Hoopla will be disappointed. To accommodate our users who wish to continue to use Hoopla, we will create a section on our website that walks users through the process of obtaining a free Queens Public Library card and/or New York Public Library card. Anyone living in New York State is eligible to receive a library card from the public libraries in New York City. Both Queens Public Library and New York Public Library offer Hoopla to anyone who possesses a library card from their library.

	2022	2023	2024	2025 (YTD)
TOTAL CIRCULATION	402,114	400,152	465,555	365,194
TOTAL BUDGET	\$176,058	\$177,717	\$172,469	\$109,908
HOOPLA Circulation				
	5,681	6,394	9,889	10,655
OVERDRIVE Circulation				
	54,609	57,993	61,107	48,922
PHYSICAL ITEMS Circulation				
	341,824	335,765	396,559	305,617
HOOPLA Percent of Total Circulation				
	1.41%	1.60%	2.12%	2.92%
OVERDRIVE Percent of Total Circulation				
	13.58%	14.49%	13.13%	13.40%
PHYSICAL ITEMS Percent of Total Circulation				
	85.01%	83.91%	85.18%	83.69%
HOOPLA Budget				
	\$11,964	\$15,547	\$23,590	\$25,107
OVERDRIVE Budget				
	\$15,794	\$12,998	\$17,978	\$11,489
PHYSICAL ITEMS Budget				
	\$148,298	\$149,171	\$130,899	\$73,311
HOOPLA Percent of Budget				
	6.80%	8.75%	13.68%	22.84%
OVERDRIVE Percent of Budget				
	8.97%	7.31%	10.42%	10.45%
PHYSICAL ITEMS Percent of Budget				
	84.23%	83.94%	75.90%	66.70%
HOOPLA Cost Per Circulation				
	\$2.11	\$2.43	\$2.39	\$2.36
OVERDRIVE Cost Per Circulation				
	\$0.29	\$0.22	\$0.29	\$0.23
PHYSICAL ITEMS Cost Per Circulation				
	\$0.43	\$0.44	\$0.33	\$0.24

Lastly, I anticipate modeling our messaging about the discontinuation after Webster Public Library, who reported that they received only a few complaints about the decision to discontinue Hoopla.

Clothing Exchange in Partnership with Irondequoit Community Cupboard

The Irondequoit Public Library hosted our first children's clothing exchange on September 27th. That day, 50 people attended the three hour event. I was particularly touched when I noticed that young girl was ecstatic when her mother told her that she could pick out and keep anything she wanted. I got the impression that this might be one of only a few instances where she could have whatever she wanted when selecting clothes.

Thank you to Nick Zinni for helping organize clothing and to Sarah Yannello for helping to recruit student volunteers. Lastly, I want to thank the Irondequoit Community Cupboard and Debbie Evans for helping us promote this event.

ROG Game Dev

John Scalzo reports: the Irondequoit Library, RIT MAGIC, and ROG Game Dev co-sponsored the 2025 Rochester Game Festival at RIT on Saturday, September 27.

More than 1,000 attendees got to try out new and upcoming projects from more than 50 exhibitors from across New York State on the exhibitor floor. Other activities were also available, including a Cosplay Contest, a Make-A-Game Workshop, and a keynote speech from a local game developer. As a co-sponsor, staff members from the library received an exhibitor table and we were able to share information about our gaming-related programs and collections, as well as the 1839 Maker's Lab, with the public.

Planning has already begun on Rochester Game Festival events in 2026, including an April event at the library and a September event at RIT.

Memorial Service for Craig Wilson

On Sunday, October 12th a memorial service for Craig Wilson was held in the Irondequoit Public Library meeting rooms. Craig Wilson has a number of connections to our library through the Irondequoit Public Library Foundation. Craig is the artist who created the "giving tree" that is located just inside the main entrance. Craig's family reported that they were thrilled that we were able to let them use the meeting rooms for his memorial service.

2. Town of Irondequoit

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 a number of Trustees on the Library Board. If you have not returned your financial disclosure statements to Linda, please email them to Imosley@irondequoit.gov.

3. Facilities Report

Children's Library Renovation & Foundation Fundraiser

We are approaching the home stretch and looking forward to the installation of the stage, entryway, and shelving endcaps which will occur on November 17th and 18th. Once the installation is complete, the library will pay Mind the Gap the final installment using funds from the fund balance that were previously approved by the Library Board. I am working closely with Erin Magee, Commission of Public Works, on coordinating the electrical work, and the relocation of several shelving units.

The Irondequoit Public Library Foundation's fundraising efforts related other the children's library renovation are currently underway. You can view information about the fundraiser on the Foundation's [webpage](#). The Foundation has also mailed a brochure about the renovation and fundraiser to their donors during the first week of October. A news story about the renovation and fundraiser was also included as the headline story in our October 6th newsletter. On Thursday, October 16th a display announcing the upcoming renovation will be setup in our atrium. It will include posers featuring the mockups of the different fixtures and copies of the Foundation brochure.

I will have copies of the brochure available for you to distribute to anyone who you think might be interested in donating to the Foundation's effort.

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 October 2025 Director Report.

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. *10 2025 Personnel Report*

Irondequoit Public Library
 Statistical Report to the Library Board
October 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	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
January	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
February	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
March	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
April	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
May	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
June	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
July	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
August	6,151	5,026	14,088	13,615	78	69	1,015	1,279	1,284	1,348	40,370	38,833	37	57	6	24
September	6,441	0	15,178	0	112	0	3,311	0	1,331	0	41,150	0	40	0	7	0
October	5,288	0	14,152	0	87	0	1,322	0	1,116	0	39,783	0	43	0	10	0
November	4,130	0	12,182	0	83	0	1,455	0	1,102	0	38,794	0	111	0	9	0
December	68,967	44,532	175,788	132,017	1,032	826	19,554	12,653	15,520	11,339	468,028	364,164	724	417	122	153
Total	5,747	4,948	14,649	14,669	86	92	1,630	1,406	1,293	1,260	39,002	40,463	60	46	10	17
YTD Average																

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

10 2025 Personnel Report

**Organizational Development Committee
October 2025 Employee Changes**

Kristy Ramirez

New Hire: Part-Time Library Assistant

Notes: Kristy recently relocated from Texas where she worked as a freelance writer and at a public library in Plano, TX. Kristy has also worked as a Library Clerk and Library Aide at Brighton Memorial Library and Pittsford Community Library.

This position was previously held by Emily Forbes.

Kristy's start date will be October 19th, 2025.

Rheanna Barney

Promotion: Part-Time Library Assistant

Notes: Rheanna has worked at the Irondequoit Public Library as a Library Page and then as a Library Clerk. She is currently enrolled in a Masters in Library Science program with the intention of becoming a librarian.

This position was previously held by Elis Martinez-Kranz

Rheanna's start date was September 29th, 2025.