

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

**Call meeting to order:** 6:32 pm.

**Present:** Rachel Snyder, president; Erin Dougherty, vice president; Sarah Yannello, secretary; Meaghan de Chateauvieux, Patricia Gogniat, Michael Huntone, and Nick Zinni, trustees at large.

**Present via teleconference:** Susan Kramarsky, treasurer.

**Guests:** Greg Benoit, library director; Ann Cunningham, town board liaison; Stephanie Schubmehl, library bookkeeper; Sarah Taffner, circulation supervisor (staff liaison).

**Absent:** Nick Robertson, trustee at large.

**Approval of agenda:** Approved.

**Approval of minutes:** Minutes of October 15, 2025 approved.

**Attendance:** Next meeting December 17, 2025. Mr. Huntone may be unable to attend; no other conflicts noted.

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

#### **Town board liaison report**

- Ms. Cunningham shared the following update by email ahead of tonight's meeting:  
*Now that the end of the year is approaching, agreements and calendars for 2026 are being approved. The board will be holding two public hearings on 12/16 at 7:35p to address issues the town (and residents) have had with Waste Management and Casella. This is in response to both companies suddenly suspending service to almost 200 households this summer, thus violating their contracts with the town. As a result, the town had to fast track new providers to take up the slack. Representatives from both companies will be asked to attend to speak to the issue and there will be time for public comments as well. Apparently, love for waste hauling companies is quite emotional, so we expect a large crowd. No decisions have been made at this time.*  
*With the change in administration after the first of the year, John Perticone has been spending a bit more time at town hall to work with staff on the transition. I will make sure he keeps Greg in the loop as well. The Irondequoit Democratic Committee will be voting on a recommendation for a new Town Justice this evening (that's where I will be). This will replace the opening left when Brian Green was appointed the Monroe County DA. That recommendation will then come to the Town Board for approval. The same process will no doubt occur to fill the vacated position on the board to fill John's term.*
- Mr. Benoit added that he is preparing transition documents to familiarize the incoming supervisor with library operations.

### **Foundation report**

- Renovation work on the children's library is complete.
- An after-hours social event for donors is scheduled to take place at the library on December 12.

### **Friends report**

- Final earnings for the October craft show were tallied at \$2,300.
- A custom IPL coffee blend is now for sale at Sips, with \$5 from every bag sold going to the Friends.
- Planning for 2026 is underway.

### **Staff liaison report**

- This month's staff liaison was circulation supervisor Sarah Taffner. She has been in her current position for two years, with a total of eight years at the library.
- Ms. Taffner recently hired new part-time and substitute clerks. See personnel report for details.
- In anticipation of SNAP benefits being suspended, the library launched a food-for-fines initiative beginning November 1, with each food item donated to the Irondequoit Community Cupboard good for \$1 off fines and hold fees. The program has generated so many food donations that ICC volunteers are making daily or even twice-daily pickups. Ms. Taffner mentioned one patron who was able to begin using his library card again for the first time in years after paying off \$90 in fines with food donations.
- Mr. Zinni confirmed that the outpouring of support from the community has left ICC extremely well-stocked.

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

### **Finance committee, invoices, financial report**

#### Financial report

- Revenue: Monthly bookstore revenue exceeded \$4,000 for the third time this year, and the public printer, fax machine, and copier also saw heavy use, bringing miscellaneous income up to 86.6 percent of budget with 83.3 percent of the year elapsed. Although fine revenue continues to run behind at 78.2 percent, the library is on track to meet or exceed its revenue budget for 2025 if current patterns continue.
- Expenses: Spending currently stands at 78.9 percent of budget for salaries, 62.1 percent for materials, 61.7 percent for services and supplies, and 77.7 percent overall. The remaining half of the library's annual interest payment posted in October.

### Invoices

- Invoices of note: #1LRT-G4C7-HXV7, Amazon: light fixtures for children's library; #1RD3-RM3M-6GTM, Amazon: iPads for Google Translate at service desks; #9274081, Ebsco: annual magazine subscription renewals; #303977, Matthews & Fields: Lumber for children's library stage.
- Motion to approve all invoices in the attached spreadsheet for payment. Seconded. Motion carried.

### Hold cards

- Although the library will not be selling hold cards this year in anticipation of hold fees being eliminated January 1, many patrons still have unused or partially used cards from past years. Ms. Taffner proposed allowing patrons to put these cards toward bookstore purchases.
- Possible measures to limit the financial and operational impact were discussed, including a cap on the total amount permitted to be used for bookstore purchases or a time limit. The consensus was a deadline of September 1.

### Votes

- Motion to approve food for fines program for the month of November. Seconded. Motion carried.
- Motion to approve use of hold cards as bookstore credit through September 1, 2026. Seconded. Motion carried.
- Motion to transfer \$200 from miscellaneous supplies (L5741000-546500) to mileage (L5741000-543500). Seconded. Motion carried.
- Motion to approve the expenditure of \$1,125 from the trustee account to purchase a gift card from Little Bits, Sips, Unreliable Narrator, or Wegmans in the amount of \$25 for each library staff member. Seconded. Motion carried.

### **Organizational development committee**

- See attached for personnel report.
- Motion to approve the promotion of Binti Pulley to permanent part-time library clerk, effective 11/24/2025, and the hire of Maya Santiago-Smith as substitute library clerk, effective 12/8/2025. Seconded. Motion carried.
- Ms. Snyder proposed sending a card on behalf of the library board to retiring substitute librarian Trisha Vanable.
- See director's report for proposed 2026 holidays and closings. The 2026 calendar includes additional Sunday and weekend closures in order to work within the overtime budget, which is being held flat next year.
- Motion to approve 2026 holidays and closings as listed in director's report. Seconded. Motion carried.
- Mr. Benoit noted that during the coming year the library will be updating its personnel policy in consultation with Jason Vinette and Stephanie Cole Adams, as well as creating a

policy for library programming similar to the one currently in place for collection development.

### **Community engagement committee**

- Ms. Yannello has received several resumes and is awaiting letters of intent from prospective student representatives.
- The library will have a table at an upcoming East Irondequoit parents' night focused on artificial intelligence and digital citizenship.

### **Technology team**

- See director's report for AV system replacement proposals from five companies.
- Mr. Benoit asked for two trustees to represent the library board on the committee selecting the new AV system; Mr. Huntone volunteered to be one of them. Library IT clerk Tariq Hudson will also be involved.

**Director's report:** See attached.

- During this section, Mr. Benoit also noted that additional ARPA funds may be available through the town for projects benefiting older adults and families. Possible uses for these funds include a series of memoir writing workshops; a volunteer-run floating collection to rotate through senior living facilities in the town; or a free printing program for older adults and students.

**Adjournment:** Meeting adjourned at 7:30 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Sarah Yannello

10/31/2025

Financial summary

| FUND   | DESCRIPTION   | 2020 ACTUAL        |                    | 2021 ACTUAL        |                    | 2022 ACTUAL        |                    | 2023 ACTUAL        |                    | 2024 ACTUAL     |                 | 2025 ACTUAL     |                 | 2025            |                 |              |
|--------|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|
|        |   | BALANCE            | YTD                | BALANCE            | YTD                | BALANCE            | YTD                | BALANCE            | YTD                | BALANCE         | YTD             | BALANCE         | YTD             | BALANCE         | YTD             | 2025 %       |
| 410010 | Property taxes  | \$2,507,625        | \$2,495,508        | \$2,680,059        | \$2,680,059        | \$2,686,417        | \$2,686,417        | \$2,793,421        | \$2,793,421        | \$2,793,421     | \$2,793,421     | \$0             | \$0             | \$0             | \$0             | 100.0%       |
| 427000 | Misc income (book sales, printing, faxing)                | \$23,605           | \$47,996           | \$54,662           | \$54,662           | \$70,141           | \$75,244           | \$76,000           | \$76,000           | \$65,810        | \$65,810        | \$10,190        | \$10,190        | \$10,190        | \$10,190        | 86.6%        |
| 420800 | Library charges (overdue & lost fines)                    | \$32,500           | \$42,465           | \$40,188           | \$40,188           | \$35,237           | \$29,881           | \$28,260           | \$28,260           | \$22,091        | \$22,091        | \$6,169         | \$6,169         | \$6,169         | \$6,169         | 78.2%        |
| 438890 | State aid - oth culture & rec (Local Library Systems Aid) | \$12,263           | \$16,860           | \$16,142           | \$16,142           | \$14,642           | \$16,696           | \$14,600           | \$14,600           | \$16,914        | \$16,914        | (\$2,314)       | (\$2,314)       | (\$2,314)       | (\$2,314)       | 115.8%       |
| 427010 | Refund prior year expenses                                | \$4,838            | \$464              | \$168              | \$168              | \$6,379            | \$6,379            | \$0                | \$0                | \$0             | \$0             | \$0             | \$0             | \$0             | \$0             | 0.0%         |
|        |   | <b>\$2,655,615</b> | <b>\$2,660,497</b> | <b>\$2,794,750</b> | <b>\$2,817,690</b> | <b>\$2,814,617</b> | <b>\$2,912,281</b> | <b>\$2,898,236</b> | <b>\$2,898,236</b> | <b>\$14,045</b> | <b>\$14,045</b> | <b>\$14,045</b> | <b>\$14,045</b> | <b>\$14,045</b> | <b>\$14,045</b> | <b>99.5%</b> |

| FUND   | DESCRIPTION              | 2020 ACTUAL        |                    | 2021 ACTUAL        |                    | 2022 ACTUAL        |                    | 2023 ACTUAL        |                    | 2024 ACTUAL        |                    | 2025 ACTUAL    |                | 2025           |                  | 2025 %       |
|--------|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------|----------------|----------------|------------------|--------------|
|        |                          | BALANCE            | YTD                | BALANCE        | YTD            | BALANCE        | YTD              |              |
| 540500 | Salaries                 | \$964,129          | \$966,766          | \$1,019,173        | \$1,019,173        | \$1,162,213        | \$1,162,213        | \$1,162,213        | \$1,162,213        | \$1,162,145        | \$1,162,145        | \$966,161      | \$966,161      | \$966,161      | \$966,161        | 78.9%        |
|        | Equipment & capital      | \$4,529            | \$977              | \$2,468            | \$2,468            | \$772              | \$772              | \$11,336           | \$11,336           | \$59,002           | \$59,002           | \$0            | \$0            | \$0            | \$0              | 0.0%         |
|        | Library materials        | \$169,598          | \$175,369          | \$171,848          | \$171,848          | \$179,859          | \$179,859          | \$170,194          | \$170,194          | \$180,000          | \$180,000          | \$111,789      | \$111,789      | \$111,789      | \$111,789        | 62.1%        |
|        | Services & supplies      | \$342,006          | \$425,579          | \$402,058          | \$402,058          | \$406,649          | \$406,649          | \$375,896          | \$375,896          | \$230,294          | \$230,294          | \$1,492        | \$1,492        | \$1,492        | \$1,492          | 61.7%        |
|        | Contingency - contracted | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0            | \$0            | \$0            | \$0              | 0.0%         |
| 560100 | Principal on debt        | \$175,000          | \$325,000          | \$335,000          | \$335,000          | \$340,000          | \$340,000          | \$345,000          | \$345,000          | \$355,000          | \$355,000          | \$0            | \$0            | \$0            | \$0              | 100.0%       |
| 570100 | Interest on debt         | \$449,852          | \$296,000          | \$289,400          | \$289,400          | \$282,650          | \$282,650          | \$275,800          | \$275,800          | \$268,800          | \$268,800          | \$268,800      | \$268,800      | \$268,800      | \$268,800        | 100.0%       |
|        | Employee benefits        | \$413,337          | \$445,435          | \$406,340          | \$406,340          | \$439,236          | \$439,236          | \$507,914          | \$507,914          | \$373,827          | \$373,827          | \$134,087      | \$134,087      | \$134,087      | \$134,087        | 73.6%        |
|        |                          | <b>\$2,518,450</b> | <b>\$2,635,126</b> | <b>\$2,626,286</b> | <b>\$2,778,469</b> | <b>\$2,637,308</b> | <b>\$2,637,308</b> | <b>\$2,970,804</b> | <b>\$2,970,804</b> | <b>\$2,305,871</b> | <b>\$2,305,871</b> | <b>\$1,492</b> | <b>\$1,492</b> | <b>\$1,492</b> | <b>\$663,441</b> | <b>77.7%</b> |

10/31/2025

Cash receipts summary

| DESCRIPTION             | JAN<br>ACTUAL     | FEB<br>ACTUAL     | MAR<br>ACTUAL     | APR<br>ACTUAL     | MAY<br>ACTUAL     | JUN<br>ACTUAL     | JUL<br>ACTUAL      | AUG<br>ACTUAL     | SEP<br>ACTUAL      | OCT<br>ACTUAL     | NOV<br>ACTUAL | DEC<br>ACTUAL | YTD 2024            |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|--------------------|-------------------|---------------|---------------|---------------------|
| Fines (cash)            | \$1,010.85        | \$790.70          | \$917.11          | \$728.28          | \$799.87          | \$891.94          | \$828.36           | \$831.42          | \$663.19           | \$839.31          |               |               | \$8,501.03          |
| UMS/refunds             |                   |                   | -\$22.99          |                   |                   |                   |                    |                   | -\$20.00           |                   |               |               | -\$42.99            |
| 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          | \$631.54           | \$716.45          |               |               | \$6,459.09          |
| BFR (cash)              | \$37.99           | \$27.97           | \$53.98           | \$41.98           | \$18.98           | \$71.99           | \$49.99            | \$30.00           | \$98.08            | \$197.95          |               |               | \$628.91            |
| BFR (credit)            | \$149.14          | \$261.12          | \$312.64          | \$53.97           | \$171.84          | \$239.21          | \$110.97           | \$173.84          | \$259.79           | \$175.96          |               |               | \$1,908.48          |
| 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         | \$4,252.65        |               |               | \$38,095.71         |
| Misc. (cash)            | \$65.64           | \$89.90           | \$54.95           | \$30.10           | \$34.38           | \$127.88          | \$59.37            | \$78.23           | \$65.28            | \$31.25           |               |               | \$636.98            |
| Misc. (credit)          | \$32.65           | \$10.61           | \$85.51           | \$89.95           | \$83.14           | \$95.03           | \$121.57           | \$90.11           | \$80.50            | \$26.19           |               |               | \$715.26            |
| 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         | \$1,624.00        |               |               | \$13,855.90         |
| 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         | \$1,817.03        |               |               | \$12,506.60         |
| State aid/LLSA          |                   |                   |                   | \$1,655.90        |                   |                   |                    |                   | \$15,257.70        |                   |               |               | \$16,913.60         |
| Interfund transfer      |                   |                   |                   |                   |                   |                   |                    |                   |                    |                   |               |               |                     |
| <b>Total</b>            | <b>\$7,675.99</b> | <b>\$7,535.85</b> | <b>\$9,459.24</b> | <b>\$8,846.23</b> | <b>\$8,050.90</b> | <b>\$7,855.77</b> | <b>\$14,989.23</b> | <b>\$7,839.86</b> | <b>\$24,527.64</b> | <b>\$9,680.79</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$106,461.50</b> |

**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         | \$4,252.65         |
| November     | \$2,274.22         | \$2,052.25         | \$2,396.25         | \$3,180.29         | \$1,901.41         | \$493.25           | \$3,018.12         | \$3,248.08         | \$3,398.70         | \$3,965.75         |                    |
| December     | \$1,653.62         | \$2,506.47         | \$3,489.61         | \$3,142.75         | \$2,350.28         | \$2,338.53         | \$2,861.60         | \$2,789.00         | \$3,695.67         | \$3,937.01         |                    |
| <b>Total</b> | <b>\$22,973.30</b> | <b>\$29,217.46</b> | <b>\$31,730.93</b> | <b>\$34,647.51</b> | <b>\$33,480.23</b> | <b>\$11,530.07</b> | <b>\$26,885.29</b> | <b>\$32,833.60</b> | <b>\$42,183.84</b> | <b>\$43,986.19</b> | <b>\$38,095.71</b> |

CHASE ACCOUNTS

OCTOBER 2025

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

| DATE       | DESCRIPTION  | DEPOSITS | WITHDRAWALS | BALANCE            |
|------------|--|----------|-------------|--------------------|
| 10/1/2025  | Opening balance  |          |             | \$15,847.97        |
| 10/3/2025  | Payment to Game Night<br>Rochester for game night program<br>10/7/25 (LIF purchase)                                  |          | \$150.00    | \$15,697.97        |
| 10/3/2025  | Payment to Pioneer Reptiles for<br>children's program on 10/13/25<br>(Apai programming donation)                     |          | \$325.00    | \$15,372.97        |
| 10/3/2025  | Payment to Seneca Park zoo<br>Society for Storytime Safari<br>program on 10/17/25 (LIF<br>purchase)                  |          | \$90.00     | \$15,282.97        |
| 10/3/2025  | Payment to Greg Benoit<br>(reimbursement for Tim Horton's<br>purchase--refreshments for<br>clothing swap volunteers) |          | \$32.98     | \$15,249.99        |
| 10/9/2025  | Donation from Janice Hoffman in<br>memory of Mary Ann Roesch   | \$100.00 |             | \$15,349.99        |
| 10/16/2025 | Payment to Jennifer Sanfilippo for<br>Death Café facilitation on 9/9 and<br>10/14/25 (LIF purchase)                  |          | \$150.00    | \$15,199.99        |
| 10/16/2025 | Payment to Cris Johnson for New<br>York Spirits magic show on<br>10/22/25 (LIF purchase)                             |          | \$350.00    | \$14,849.99        |
| 10/16/2025 | Payment to Deb Coller for One<br>Color Spooky Painting program on<br>10/29/25 (LIF purchase)                         |          | \$175.00    | \$14,674.99        |
| 10/16/2025 | Payment to Writers & Books for<br>workshop on 11/1/25 (Apai<br>programming donation)                                 |          | \$300.00    | \$14,374.99        |
| 10/16/2025 | Payment to Erin Wafer for<br>teen/tween yoga program on<br>10/20/25 (LIF purchase)                                   |          | \$115.00    | \$14,259.99        |
| 10/23/2025 | Payment to Madison Hurley for<br>Quick Fix Mending Support<br>program on 10/25/25 (Gus Apai<br>memorial donation)    |          | \$100.00    | \$14,159.99        |
| 10/23/2025 | Payment to Amazon Capital<br>Services for adaptive scissors<br>(2021 bullet aid purchase)                            |          | \$39.66     | \$14,120.33        |
| 10/23/2025 | Payment to School Specialty LLC<br>for adaptive scissors (2021 bullet<br>aid purchase)                               |          | \$69.54     | \$14,050.79        |
| 10/30/2025 | Donation from Daryl Dear Cubitt  | \$25.00  |             | \$14,075.79        |
| 10/31/2025 | Interest   | \$6.84   |             | <b>\$14,082.63</b> |

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

| DATE      | DESCRIPTION     | DEPOSITS | WITHDRAWALS | BALANCE    |
|-----------|-----------------|----------|-------------|------------|
| 10/1/2025 | Opening balance |          |             | \$6,942.38 |

10/31/2025 Interest

\$3.22

**\$6,945.60**

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

**2021 BULLET AID**

| <b>DATE</b> | <b>DESCRIPTION</b>                                       | <b>DEPOSITS</b> | <b>WITHDRAWALS</b> | <b>BALANCE</b>  |
|-------------|--|-----------------|--------------------|-----------------|
| 10/1/2025   | Opening balance  |                 |                    | \$905.26        |
| 10/23/2025  | Payment to Amazon Capital Services for adaptive scissors |                 | \$39.66            | \$865.60        |
| 10/23/2025  | Payment to School Specialty LLC for adaptive scissors    |                 | \$69.54            | <b>\$796.06</b> |

**LEGISLATIVE INITIATIVE FUNDING FOR LIBRARY PROGRAMS**

| <b>DATE</b> | <b>DESCRIPTION</b>   | <b>DEPOSITS</b> | <b>WITHDRAWALS</b> | <b>BALANCE</b>    |
|-------------|--|-----------------|--------------------|-------------------|
| 10/1/2025   | Opening balance  |                 |                    | \$4,012.47        |
| 10/3/2025   | Payment to Game Night Rochester for game night program                         |                 | \$150.00           | \$3,862.47        |
| 10/3/2025   | Payment to Seneca Park zoo Society for Storytime Safari program on 10/17/25    |                 | \$90.00            | \$3,772.47        |
| 10/16/2025  | Payment to Jennifer Sanfilippo for Death Café facilitation on 9/9 and 10/14/25 |                 | \$150.00           | \$3,622.47        |
| 10/16/2025  | Payment to Cris Johnson for New York Spirits magic show on 10/22/25            |                 | \$350.00           | \$3,272.47        |
| 10/16/2025  | Payment to Deb Coller for One Color Spooky Painting program on 10/29/25        |                 | \$175.00           | \$3,097.47        |
| 10/16/2025  | Payment to Erin Wafer for teen/tween yoga program on 10/20/25                  |                 | \$115.00           | <b>\$2,982.47</b> |

| Vendor                 | Vendor no. | Invoice no.    | Invoice date | Description                                    | Account no.     | Account description                | Amount    | Notes                              |
|------------------------|------------|----------------|--------------|--|-----------------|------------------------------------|-----------|------------------------------------|
| Alliance Entertainment | 14         | PLS89711703    | 9/30/2025    | Video games                                    | 540500          | Library materials                  | \$122.97  |                                    |
| Alliance Entertainment | 14         | PLS90110730    | 10/16/2025   | Video games                                    | 540500          | Library materials                  | \$176.96  |                                    |
| Alliance Entertainment | 14         | PLS90130328    | 10/17/2025   | Video games and adult DVDs                     | 540500          | Library materials                  | \$847.82  |                                    |
| Alliance Entertainment | 14         | PLS90265511    | 10/24/2025   | Adult music CDs                                | 540500          | Library materials                  | \$115.41  |                                    |
| Alliance Entertainment | 14         | PLS90400434    | 10/31/2025   | Adult DVDs                                     | 540500          | Library materials                  | \$454.16  |                                    |
| Alliance Entertainment | 14         | PLS90665510    | 11/12/2025   | Adult DVDs                                     | 540500          | Library materials                  | \$296.68  |                                    |
| Amazon                 | 17         | 1GFN-JR1W-4Y6H | 10/19/2025   | Supplies for Maker Mondays craft programs      | 544080          | Professional services, programming | \$48.14   |                                    |
| Amazon                 | 17         | 1JDG-LWN7-6K3D | 10/20/2025   | Supplies for Maker Mondays craft programs      | 544080          | Professional services, programming | \$29.94   |                                    |
| Amazon                 | 17         | 14R6-RKFN-6LGG | 10/20/2025   | Baby-safe disinfectant wipes                   | 545700          | Supplies, office                   | \$55.76   |                                    |
| Amazon                 | 17         | 1LRT-G4C7-HXV7 | 10/21/2025   | Light fixtures for children's library          | 520190          | Capital improvements               | \$344.70  |                                    |
| Amazon                 | 17         | 1G9C-1JX3-NKHY | 10/27/2025   | 3D printer filament                            | 544080          | Professional services, programming | \$29.99   |                                    |
| Amazon                 | 17         | 1G9C-1JX3-NKHY | 10/27/2025   | Charging cables                                | 545700          | Supplies, office                   | \$7.19    |                                    |
| Amazon                 | 17         | 1YC4-T91R-19D4 | 10/27/2025   | Supplies for November Tri for Wellness program | A2907410-541202 | ARPA                               | \$213.98  |                                    |
| Amazon                 | 17         | 14NC-YT1C-994M | 11/2/2025    | Supplies for November Tri for Wellness program | A2907410-541202 | ARPA                               | \$224.90  |                                    |
| Amazon                 | 17         | 1LFY-LYLX-JFHN | 11/3/2025    | Adult fiction books                            | 540500          | Library materials                  | \$154.15  |                                    |
| Amazon                 | 17         | 1NY9-NGP7-JJQ  | 11/3/2025    | Video games                                    | 540500          | Library materials                  | \$253.34  |                                    |
| Amazon                 | 17         | 1JKD-DVXY-HV9W | 11/3/2025    | Thread and bobbins for Maker's Lab             | 544080          | Professional services, programming | \$31.69   |                                    |
| Amazon                 | 17         | 1JKD-DVXY-HV9W | 11/3/2025    | iPad cases and cables                          | 545700          | Supplies, office                   | \$77.10   |                                    |
| Amazon                 | 17         | 14MR-3XQ6-3VTV | 11/4/2025    | Adult fiction books                            | 540500          | Library materials                  | \$165.69  |                                    |
| Amazon                 | 17         | 1VX3-Q46Y-9WTM | 11/4/2025    | Supplies for November Tri for Wellness program | A2907410-541202 | ARPA                               | \$25.99   |                                    |
| Amazon                 | 17         | 191T-LX3Q-L6H4 | 11/10/2025   | Adult fiction books                            | 540500          | Library materials                  | \$148.37  | See 11/14/25 credit memo           |
| Amazon                 | 17         | 1NXH-9G47-N777 | 11/14/2025   | Credit memo for undelivered order              | 540500          | Library materials                  | -\$148.37 | Refund for invoice #1NXH-9G47-N777 |
| Amazon                 | 17         | 1DKF-TPKH-7D4T | 11/17/2025   | Supplies for November Tri for Wellness program | A2907410-541202 | ARPA                               | \$817.89  |                                    |
| Amazon                 | 17         | 1FLD-1WPW-93JR | 11/17/2025   | Supplies for November Tri for Wellness program | A2907410-541202 | ARPA                               | \$587.27  |                                    |
| Amazon                 | 17         | 1RD3-RM3M-KJXL | 11/17/2025   | iPad cases                                     | 545700          | Supplies, office                   | \$47.18   |                                    |
| Amazon                 | 17         | 17NP-WP3F-DKV9 | 11/17/2025   | Receipt paper                                  | 545700          | Supplies, office                   | \$159.98  |                                    |
| Amazon                 | 17         | 1RD3-RM3M-6GTM | 11/17/2025   | iPads for service desks                        | 545700          | Supplies, office                   | \$561.76  |                                    |
| Baker & Taylor         | 28         | 2039279321     | 9/22/2025    | Adult nonfiction books                         | 540500          | Library materials                  | \$31.34   |                                    |
| Baker & Taylor         | 28         | 2039285714     | 9/30/2025    | Print books                                    | 540500          | Library materials                  | \$385.61  |                                    |
| Baker & Taylor         | 28         | 2039283656     | 10/1/2025    | Print books                                    | 540500          | Library materials                  | \$127.42  |                                    |
| Baker & Taylor         | 28         | 2039283680     | 10/1/2025    | Print books                                    | 540500          | Library materials                  | \$25.24   |                                    |
| Baker & Taylor         | 28         | 2039288594     | 10/2/2025    | Print books                                    | 540500          | Library materials                  | \$55.48   |                                    |
| Baker & Taylor         | 28         | 2039287841     | 10/2/2025    | Print books                                    | 540500          | Library materials                  | \$211.64  |                                    |
| Baker & Taylor         | 28         | 2039290025     | 10/13/2025   | Print books                                    | 540500          | Library materials                  | \$673.60  |                                    |
| Baker & Taylor         | 28         | 2039291331     | 10/14/2025   | Print books                                    | 540500          | Library materials                  | \$96.69   |                                    |
| Baker & Taylor         | 28         | 2039292329     | 10/14/2025   | Print books                                    | 540500          | Library materials                  | \$4.54    |                                    |
| Baker & Taylor         | 28         | 2039292789     | 10/20/2025   | Print books                                    | 540500          | Library materials                  | \$264.38  |                                    |
| Baker & Taylor         | 28         | 2039293317     | 10/21/2025   | Print books                                    | 540500          | Library materials                  | \$198.00  |                                    |
| Baker & Taylor         | 28         | 2039293781     | 10/23/2025   | Print books                                    | 540500          | Library materials                  | \$447.36  |                                    |
| Baker & Taylor         | 28         | 2039294361     | 10/29/2025   | Print books                                    | 540500          | Library materials                  | \$123.65  |                                    |
| Baker & Taylor         | 28         | 2039294508     | 11/4/2025    | Print books                                    | 540500          | Library materials                  | \$121.96  |                                    |
| Baker & Taylor         | 28         | 2039294589     | 11/4/2025    | Print books                                    | 540500          | Library materials                  | \$153.50  |                                    |
| Barnes & Noble         | 835        | 4682549        | 10/6/2025    | J fiction/NF books                             | 540500          | Library materials                  | \$172.59  |                                    |
| Barnes & Noble         | 835        | 4682550        | 10/6/2025    | YA books                                       | 540500          | Library materials                  | \$67.13   |                                    |
| Barnes & Noble         | 835        | 4683177        | 10/8/2025    | YA books                                       | 540500          | Library materials                  | \$128.73  |                                    |
| Barnes & Noble         | 835        | 4685081        | 10/15/2025   | YA books                                       | 540500          | Library materials                  | \$478.54  |                                    |

11-25-25 check run as of 11-18-25

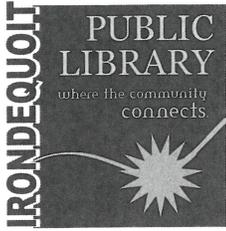
| Vendor                        | Vendor no. | Invoice no.     | Invoice date      | Description                          | Account no.   | Account description         | Amount            | Notes            |
|-------------------------------|------------|-----------------|-------------------|--------------------------------------|---------------|-----------------------------|-------------------|------------------|
| Barnes & Noble                | 835        | 4685356         | 10/16/2025        | YA books                             | 540500        | Library materials           | \$19.58           |                  |
| Barnes & Noble                | 835        | 4686774         | 10/20/2025        | YA books                             | 540500        | Library materials           | \$78.33           |                  |
| Barnes & Noble                | 835        | 4686901         | 10/21/2025        | Adult fiction books                  | 540500        | Library materials           | \$236.80          |                  |
| Barnes & Noble                | 835        | 4688964         | 10/28/2025        | Adult fiction books                  | 540500        | Library materials           | \$186.38          |                  |
| Barnes & Noble                | 835        | 4689177         | 10/28/2025        | J picture books                      | 540500        | Library materials           | \$393.27          |                  |
| Barnes & Noble                | 835        | 4689193         | 10/28/2025        | YA books                             | 540500        | Library materials           | \$14.39           |                  |
| Barnes & Noble                | 835        | 4689306         | 10/30/2025        | Adult nonfiction books               | 540500        | Library materials           | \$269.57          |                  |
| Barnes & Noble                | 835        |                 | 11/1/2025         | Adult fiction books                  | 540500        | Library materials           | \$138.38          |                  |
| Barnes & Noble                | 835        |                 | 11/2/2025         | Adult DVDs                           | 540500        | Library materials           | \$59.98           |                  |
| Barnes & Noble                | 835        |                 | 11/4/2025         | Adult nonfiction books               | 540500        | Library materials           | \$299.93          |                  |
| Barnes & Noble                | 835        |                 | 11/9/2025         | Adult fiction books                  | 540500        | Library materials           | \$83.89           |                  |
|                               |            |                 |                   | J picture books, J fiction, adult    |               |                             |                   |                  |
| Barnes & Noble                | 835        |                 | 11/12/2025        | DVD                                  | 540500        | Library materials           | \$341.67          |                  |
| Barnes & Noble                | 835        |                 | 11/15/2025        | Adult fiction books                  | 540500        | Library materials           | \$127.10          |                  |
| Cengage Learning              | 96         | 999101694680    | 11/6/2025         | Large print books                    | 540500        | Library materials           | \$252.66          |                  |
| Cengage Learning              | 96         | 999101704038    | 11/10/2025        | Large print books                    | 540500        | Library materials           | \$56.23           |                  |
|                               |            |                 |                   | Adult tech education                 | A2907410-     |                             |                   |                  |
| Daniel Jones                  | 139        | IPL38           | 10/20/2025        | presentation on 10/21/25             | 541202        | ARPA                        | \$120.00          |                  |
|                               |            |                 |                   | Book jackets, spine labels,          |               | Supplies, library           |                   |                  |
| Demco                         | 156        | 7717208         | 10/24/2025        | adhesive                             | 545760        | processing                  | \$160.49          |                  |
|                               |            |                 |                   | Subscription renewal (10/8/25 -      |               |                             |                   | \$93.47 to 2025, |
| Democrat & Chronicle          | 157        | DC100725        | 10/7/2025         | 10/31/26)                            | 540500        | Library materials           | \$560.79          | \$467.32 to 2026 |
| <b>Ebsco</b>                  | <b>174</b> | <b>9274081</b>  | <b>11/5/2025</b>  | <b>Magazine subscriptions</b>        | <b>540500</b> | <b>Library materials</b>    | <b>\$3,341.40</b> |                  |
|                               |            |                 |                   |                                      | A2907410-     |                             |                   |                  |
| Elizabeth Bauld               | 840        |                 | 11/17/2025        | Adult cooking class on 11/29/25      | 541202        | ARPA                        | \$245.00          |                  |
| Ingram                        | 396        | 91451937        | 10/23/2025        | Adult fiction books                  | 540500        | Library materials           | \$273.52          |                  |
| Ingram                        | 396        | 91584020        | 10/29/2025        | Adult fiction books                  | 540500        | Library materials           | \$278.93          |                  |
| Ingram                        | 396        | 91683903        | 11/3/2025         | Adult fiction books                  | 540500        | Library materials           | \$296.98          |                  |
| Ingram                        | 396        | 91784032        | 11/6/2025         | Adult fiction books                  | 540500        | Library materials           | \$544.16          |                  |
| Ingram                        | 396        | 91857019        | 11/10/2025        | Adult audiobooks                     | 540500        | Library materials           | \$292.93          |                  |
| Ingram                        | 396        | 91856502        | 11/10/2025        | Adult nonfiction books               | 540500        | Library materials           | \$419.05          |                  |
| Ingram                        | 396        | 91929525        | 11/12/2025        | Adult fiction books                  | 540500        | Library materials           | \$159.59          |                  |
| Ingram                        | 396        | 91929526        | 11/12/2025        | Adult fiction books                  | 540500        | Library materials           | \$134.40          |                  |
| Ingram                        | 396        | 91957391        | 11/13/2025        | Adult nonfiction books               | 540500        | Library materials           | \$300.50          |                  |
| Ingram                        | 396        | 91982676        | 11/14/2025        | YA books                             | 540500        | Library materials           | \$569.94          |                  |
| Ingram                        | 396        | 91982675        | 11/14/2025        | Adult fiction books                  | 540500        | Library materials           | \$292.18          |                  |
| Ingram                        | 396        | 92026869        | 11/17/2025        | Adult nonfiction books               | 540500        | Library materials           | \$735.03          |                  |
| Ingram                        | 396        | 92027296        | 11/17/2025        | YA books                             | 540500        | Library materials           | \$64.18           |                  |
|                               |            |                 |                   | "Sculptorial Art" artist lecture on  | A2907410-     |                             |                   |                  |
| Jeffrey Lennox                | 999999     |                 | 10/20/2025        | 10/28/25                             | 541202        | ARPA                        | \$150.00          |                  |
|                               |            |                 |                   | <b>Lumber for children's library</b> |               |                             |                   |                  |
| <b>Matthews &amp; Fields</b>  | <b>384</b> | <b>303977</b>   | <b>10/22/2025</b> | <b>stage</b>                         | <b>520190</b> | <b>Capital improvements</b> | <b>\$545.68</b>   |                  |
| MidAmerica Books              | 515        | 0078123         | 10/24/2025        | J fiction/NF books                   | 540500        | Library materials           | \$233.55          |                  |
| Midwest Tape LLC              | 516        | 507969129       | 11/1/2025         | Hoopla usage for October 2025        | 540500        | Library materials           | \$3,253.20        |                  |
| National Learning Corporation | 1459       | BC2682          | 10/28/2025        | Adult nonfiction books               | 540500        | Library materials           | \$1,528.35        |                  |
| Nora Pelish                   | 579        |                 | 11/5/2025         | Mileage                              | 543500        | Mileage                     | \$5.74            |                  |
| OverDrive                     | 564        | 01327CO25332445 | 10/27/2025        | J ebooks                             | 540500        | Library materials           | \$1,175.36        |                  |
| OverDrive                     | 564        | 01327CO25335904 | 10/29/2025        | J ebooks                             | 540500        | Library materials           | \$271.73          |                  |
| OverDrive                     | 564        | 01327CO25351411 | 11/5/2025         | Adult ebooks                         | 540500        | Library materials           | \$837.72          |                  |
| Playaway Products             | 269        | 517347          | 11/11/2025        | J picture books                      | 540500        | Library materials           | \$58.99           |                  |
|                               |            |                 |                   | Catering for November Tri for        | A2907410-     |                             |                   | Charged to town  |
| Rubino's                      | 1182       |                 | 11/15/2025        | Wellness event                       | 541202        | ARPA                        | \$1,793.88        | credit card      |
|                               |            |                 |                   | Catering for November Tri for        | A2907410-     |                             |                   | Charged to town  |
| Rubino's                      | 1182       |                 | 11/15/2025        | Wellness event                       | 541202        | ARPA                        | \$132.88          | credit card      |
|                               |            |                 |                   | Supplies for Maker Mondays           |               | Professional services,      |                   |                  |
| Sarah Knight                  | 491        |                 | 9/26/2025         | craft programs (reimbursement)       | 544080        | programming                 | \$45.49           |                  |
| Staples                       | 684        | 6045464226      | 10/18/2025        | Badge holders, copier paper          | 545700        | Supplies, office            | \$73.25           |                  |

11-25-25 check run as of 11-18-25

| Vendor                                   | Vendor no. | Invoice no. | Invoice date | Description  | Account no.     | Account description          | Amount             | Notes                                  |
|--|------------|-------------|--------------|--|-----------------|------------------------------|--------------------|--|
| Staples                                  | 684        | 6045844665  | 10/24/2025   | Folders for book discussion kits                     | 545760          | Supplies, library processing | \$92.79            |  |
| Staples                                  | 684        | 6046329283  | 10/28/2025   | Custom book stamps                                   | 545760          | Supplies, library processing | \$63.98            |  |
| Staples                                  | 684        | 6047944916  | 11/14/2025   | Paper, badge holders, gloves                         | 545700          | Supplies, office             | \$121.18           |  |
| Staples                                  | 684        | 6048211937  | 11/18/2025   | Tape dispenser                                       | 545700          | Supplies, office             | \$13.69            |  |
| Stephanie Schubmehl                      | 657        |             | 10/29/2025   | Reimbursement for Fedex poster printing              | 543900          | Printing services            | \$34.50            |  |
| Stephanie Schubmehl                      | 657        |             | 11/13/2025   | Mileage  | 543500          | Mileage                      | \$21.98            |  |
| T-Mobile                                 | 211        |             | 10/27/2025   | Wifi hotspots data, 9/27-10/26/25                    | 541200          | Contracted services          | \$57.40            |  |
| Valsoft Ireland Limited DBA collectionHQ | 1431       | INV-474994  | 9/22/2025    | collectionHQ subscription renewal, 8/17/25 - 8/16/26 | A2907410-541202 | ARPA                         | \$4,000.00         | \$1,166.67 to 2025, \$2,833.33 to 2026 |
| W.B. Mason                               | 1250       | 257849465   | 10/29/2025   | Labels, tape   | 545700          | Supplies, office             | \$42.88            |  |
| <b>Total</b>                             |            |             |              |  |                 |                              | <b>\$35,519.49</b> |  |

11-25-25 check run as of 11-18-25

| Vendor                                   | Total              | Account description                | Total              |
|--|--------------------|------------------------------------|--------------------|
| Alliance Entertainment                   | \$2,014.00         | <b>540500</b>                      | <b>\$24,535.22</b> |
| Amazon                                   | \$3,836.64         | Library materials                  | \$24,535.22        |
| Baker & Taylor                           | \$2,920.41         | <b>541200</b>                      | <b>\$57.40</b>     |
| Barnes & Noble                           | \$3,096.26         | Contracted services                | \$57.40            |
| Cengage Learning                         | \$308.89           | <b>544080</b>                      | <b>\$185.25</b>    |
| Daniel Jones                             | \$120.00           | Professional services, programming | \$185.25           |
| Demco                                    | \$160.49           | <b>545700</b>                      | <b>\$1,159.97</b>  |
| Democrat & Chronicle                     | \$560.79           | Supplies, office                   | \$1,159.97         |
| Ebsco                                    | \$3,341.40         | <b>545760</b>                      | <b>\$317.26</b>    |
| Elizabeth Bauld                          | \$245.00           | Supplies, library processing       | \$317.26           |
| Ingram                                   | \$4,361.39         | <b>543500</b>                      | <b>\$27.72</b>     |
| Jeffrey Lennox                           | \$150.00           | Mileage                            | \$27.72            |
| Matthews & Fields                        | \$545.68           | <b>A2907410-541202</b>             | <b>\$8,311.79</b>  |
| MidAmerica Books                         | \$233.55           | ARPA                               | \$8,311.79         |
| Midwest Tape LLC                         | \$3,253.20         | <b>520190</b>                      | <b>\$890.38</b>    |
| National Learning Corporation            | \$1,528.35         | Capital improvements               | \$890.38           |
| Nora Pelish                              | \$5.74             | <b>543900</b>                      | <b>\$34.50</b>     |
| OverDrive                                | \$2,284.81         | Printing services                  | \$34.50            |
| Playaway Products                        | \$58.99            | <b>Grand Total</b>                 | <b>\$35,519.49</b> |
| Rubino's                                 | \$1,926.76         |                                    |                    |
| Sarah Knight                             | \$45.49            |                                    |                    |
| Staples                                  | \$364.89           |                                    |                    |
| Stephanie Schubmehl                      | \$56.48            |                                    |                    |
| T-Mobile                                 | \$57.40            |                                    |                    |
| Valsoft Ireland Limited DBA collectionHQ | \$4,000.00         |                                    |                    |
| W.B. Mason                               | \$42.88            |                                    |                    |
| <b>Grand Total</b>                       | <b>\$35,519.49</b> |                                    |                    |



## **Irondequoit Public Library**

Director's Report

Wednesday, November 19, 2025

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

#### **Library Materials Vendor - Update**

Ingram is experiencing “an extraordinary surge in demand” following the closure of Baker & Taylor, and, in response, they are working to scale up their operations. Meanwhile, we have encountered shipping delays on orders for hundreds of in-stock print books pending with Ingram. Many of these orders were placed weeks ago, and, notably, the service of affixing plastic (mylar) jackets is not included.

We continue to rely heavily on other vendors, including Barnes & Noble and Amazon.com during this period of transition to serve our patrons to the best of our ability. At the November 2025 Library Board meeting I will be requesting a transfer of \$200 from the “Miscellaneous Supplies” budget line into the “Mileage Reimbursement” budget line to cover the cost of reimbursing staff for mileage for unanticipated trips to Barnes & Noble.

The closure of Baker & Taylor is now having ripple effects in the publishing industry as publishers absorb their losses. Baker & Taylor was responsible for making the software that New York State requires public libraries to use when submitting their annual statistics and financial figures. New York State is working to identify a replacement that can be used in Q1 2026, but a solution has not been identified yet.

#### **Food for Fines - Update**

Throughout the month of November, the library will waive the hold fee or \$1.00 in fines for every nonperishable food item that is donated at the checkout desk. While some people have taken us up on the offer to waive fines, the overwhelming majority of donations are coming from people who are not requesting an fine forgiveness.

The promotion has been generating a greater than anticipated volume of food donations during the initial weeks. We have collected two to six 4' x 2.5' Rubbermaid totes worth of food everyday this month. It has not been uncommon for people to drop off an entire shopping cart worth of groceries. The Irondequoit Community Cupboard has had to come to the library everyday to pickup the donations, and multiple days they have needed to make two trips. For comparison, the food donation drop box we have in our atrium year round generates enough food donations for the ICC to come two to three time per week.

Donations have slowed down slightly since the announcement that the government will reopen, but we are still generating enough donations to warrant that the ICC come to the library once or twice a day to pickup food.

This promotion needs to be retroactively approved by the Library Board because it has an impact on revenue.

### **Unused Free Holds Cards**

Irondequoit Public Library has sold prepaid hold punch cards in November and December for many years, however we will not be selling the cards this year in anticipation of eliminating the holds fee in 2026. These cards are popular holiday gifts. Avid readers also like to stock up on cards because they offer a 40% discount over the regular hold fee rate.

Circulation desk staff are concerned that users with a supply of unused hold cards might be disappointed or frustrated to find that their investment in prepaid holds cards is now worthless. To remedy this, I would like to propose to the Library Board that the balance of any unused holds cards can be applied towards a comparable discount at the library's bookstore.

This change would need to be approved by the Library Board because it has an impact on revenue.

### **Long Range Plan Action Items - Update**

We have a number of updates to the long range plan action items, which include four of the action items on the spreadsheet being given to the "completed" status. An updated copy of the LRP goal tracking spreadsheet has been included as an item of information. The "completed" action items are:

**Strategy #2, Task 1:** Develop training to increase staff competence and confidence in responding to criticisms, attacks, and harassment both online and in-person.

- Adrienne Pettinelli, Henrietta Public Library Director, will be giving an hour and half long presentation on responding to attacks and online criticism at the November 11th staff training day.

**Strategy #3, Task #1:** Collaborate with staff across MCLS libraries to create a resource listing the specialized and unique services offered at libraries and branches throughout the system.

- The 1839 Maker's Lab team collaborated with librarians around MCLS to update an internal spreadsheet of unique items available through libraries in Monroe County and make it available to the public on the MCLS website. You can access the list [here](#). This list will be added to and kept up to date on a continuous basis. MCLS staff are also working on getting the items available through the above link listed in the catalog using a uniform identifier to make it easier for people to find these items when browsing the online catalog.

**Strategy #4, Task #1:** 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.

- We have purchased two iPads that will be loaded with the Google Translate app. We will use these iPads to communicate with individuals who speak other languages. We are in the process of developing training materials for the staff, but the consensus so far is that it is very easy to use and require very little practice to master.

**Strategy #4, Task #3:** 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.

- Our most recent vacancy was advertised to ERASE members through their newsletter. I anticipate continuing this practice anytime a vacancy occurs that we do not have to hire off a civil service list

### **Legislative Initiative Funding from Senator Brouk - Advocacy Meeting with Senator Brouk**

At the November 12th MCLS Library Director's Council meeting I was informed that Irondequoit Public Library would be receiving \$10,000 in Legislative Initiative Funding from State Senator Brouk's office. I have not yet received the official award letter from the Senator's office that outlines how those funds are to be spent, but at this stage we can be assured that we will receive \$10,000 in funds from the Senator's office for some type of programming.

Our advocacy meeting with State Senator Brouk that was supposed to take place last Thursday has been rescheduled for Wednesday, November 19th at 11:00 AM. You should have received an Outlook Calendar invite with the Zoom login.

### **2026 Holidays & Closing Dates**

A copy of the proposed list of holidays and closed dates for 2026 has been included and must be approved by the Library Board. The proposed list of 2026 holidays and closings has been reviewed by and discussed with the Finance Committee.

The 2026 list differs from the 2025 list in that it includes additional closed dates on select weekends. In order to stay within our 2026 overtime budget, the library will be closed on the weekends following Thanksgiving and Christmas as well as the Sundays that coincide with Mother's Day and Father's Day. Additional measures will also be taken to help us stay within the 2026 overtime budget; the library will be adjusting our scheduling practices on Sundays. Previously full-time staff had been scheduled to work 10 Sundays throughout the year. In 2026 the full-time staff will be scheduled to work 9 weekends throughout the year.

### **December 12th After-Hours Foundation Event**

The Irondequoit Public Library Foundation is hosting an after-hours event for the donors who contributed to the fund drive for the children's library renovation. This event will feature remarks, drinks, and light snacks.

The Library Board of Trustees is invited to attend on Friday, December 12th at 6:30 PM. A draft invitation has been included as an item of information.

### **EICSD Tabling Event at Technology/AI Parent Night**

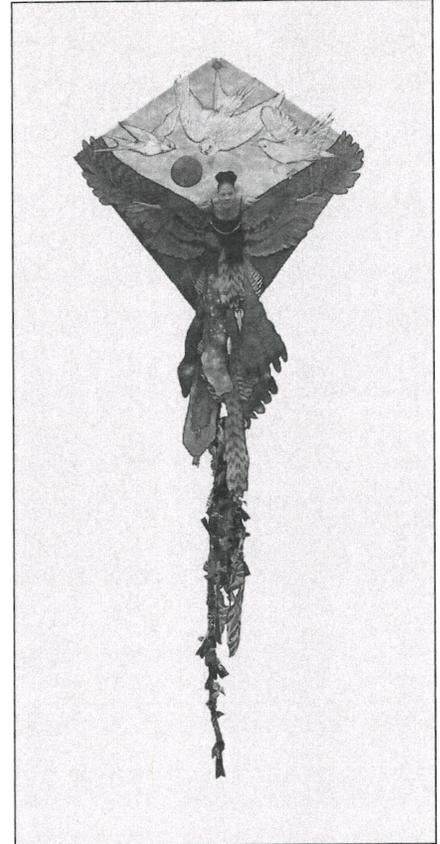
On November 19th, from 6:00 -7:30 PM, there will be a parent night coordinated by the East Irondequoit Central School District with a focus around technology use and AI. Library staff will be present that evening to sign up children and teens for new library cards and to promote library services.

## **2. Town of Irondequoit**

### **Lydia Boddie-Rice Art Exhibit**

In March 2026 the Irondequoit Public Library and Gloria Hunter will be partnering to coordinate a presentation and exhibit featuring the artwork of nationally renowned artist and Irondequoit native, Lydia Boddie-Rice.

The Irondequoit Public Library will be displaying a selection of kites which will be suspended above the atrium. Lydia will also give a presentation on her work, influences, and process. This exhibit will immediately follow an immersive exhibit featuring the kites at RIT. The immersive kite exhibit uses the same technology that the popular *Van Gogh Exhibition: The Immersive Experience*, and Lydia expects that the RIT show will help generate interest and excitement for our exhibit and presentation.



### **3. Facilities Report**

#### **Meeting Room Audio Visual System Upgrades**

Town of Irondequoit IT Director, Kevin Labarr has received five quotes for the replacement first floor meeting room AV system. We have been asked to prepare a review committee of at least five people, and it should include Kevin, Diana, myself, and at least one Trustee and at least one other library employee. Rachel has volunteered to be on the review committee, but I would like one more Trustee to participate if possible.

Copies of the quotes have been included as items of information.

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

If everything goes according to plan, by the time we meet on Wednesday, November 19th the installation of the fixtures associated with the Children's Library renovation will be complete. The new lighting, electrical rewiring, and new phone lines will be installed after. The furniture will be purchased once the grant funds are officially released later this year.

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

#### **Circulating Wi-Fi Hotspots**

The Monroe County Library System has obtained funding for member libraries to have a collection of 17 mobile internet enabled hotspots available at each library for their patrons to borrow. The Monroe County Library System will also continue to make hotspots available for loan through the Central Library and library catalog.

### **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. *11 2025 Personnel Report*
2. *2025 Long Range Plan Action Item Spreadsheet*
3. *2026 Holidays & Closing Dates*
4. *December 12 After-Hours Event Invitation*
5. *AV System Quotes*

**Irondequoit Public Library**  
 Statistical Report to the Library Board  
**November 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         | 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         | 5,026         | 14,088         | 13,615         | 78                 | 69         | 1,015              | 1,279         | 1,284          | 1,348         | 40,370         | 38,833         | 37                | 57         | 6                       | 24         |
| October      | 6,441         | 5,513         | 15,178         | 15,542         | 112                | 82         | 3,311              | 1,391         | 1,331          | 1,330         | 41,150         | 40,589         | 40                | 96         | 7                       | 16         |
| 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          |
| <b>Total</b> | <b>68,967</b> | <b>50,045</b> | <b>175,788</b> | <b>147,559</b> | <b>1,032</b>       | <b>908</b> | <b>19,554</b>      | <b>14,044</b> | <b>15,520</b>  | <b>12,669</b> | <b>468,028</b> | <b>404,753</b> | <b>724</b>        | <b>513</b> | <b>122</b>              | <b>169</b> |
| YTD Average  | 5,747         | 5,005         | 14,649         | 14,756         | 86                 | 91         | 1,630              | 1,404         | 1,293          | 1,267         | 39,002         | 40,475         | 60                | 51         | 10                      | 17         |

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**

*11 2025 Personnel Report*

**Organizational Development Committee  
November 2025 Employee Changes**

**Binti Pulleyn**

Promotion: Part-Time Library Clerk

Notes: Binti has been working at Irondequoit Public Library since January as an on-call/substitute Library Clerk. She is an Irondequoit resident who has prior experience working as a Library Aid at the Pittsford Community Library. During her time as an on-call Library Clerk, Binti has demonstrated that she is an exceptional employee who is easy to get along with, and eager to help library users.

This position was previously held by Rheanna Barney.

Binti's start date in her new job title will be November 24<sup>th</sup>, 2025.

**Maya Santiago-Smith**

New Hire: On-Call Part-Time Library Clerk

Notes: Maya comes to Irondequoit Public Library with previous experience working as a part-time Library Aide at Pittsford Community Library. She was also an Assistant Archivist with the Sisters of St. Joseph.

This position was previously held by Binti Pulleyn.

Maya's start date will be December 8<sup>th</sup>, 2025.

**Patricia Venable**

Resignation: On-Call Part-Time Librarian

Notes: Patricia is resigning her on-call position as a substitute Librarian to fully enjoy her retirement. Patricia is well liked by staff and patrons alike, and we wish her well during the next chapter of her life.

Patricia's last day was November 17<sup>th</sup>, 2025.

*2025 Long Range Plan Action Item Spreadsheet*

| <b>Goal: IPL is a leader in ensuring equal and safe access to the materials and services</b>  |                    |   |               |
|---|--------------------|---|---------------|
| <b>ACTION STEPS</b>   | <b>TIMING</b>      | <b>OWNER/S</b>  | <b>STATUS</b> |
| <b>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.</b>  |                    |   |               |
| 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   |
| <b>Strategy #2: Improve staff confidence and safety within the library through formal, consistent staff training.</b>   |                    |   |               |
| 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  | Completed     |
| 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   |
| <b>Strategy #3: Maximize the new services offered in the library through partnerships.</b>  |                    |   |               |
| 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  | Completed     |
| 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   |
| <b>Strategy #4: Better represent and serve the people of the Irondequoit Community through staff and signage in the library.</b>  |                    |   |               |
| 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  | Completed     |
| 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  | Completed     |

*2026 Holidays & Closing Dates*

Irondequoit Public Library  
**2026 Holidays and Closings**

**Paid Holidays**

Thursday January 1, 2026  
Monday January 19, 2026  
Monday May 25, 2026  
Friday June 19, 2026  
Friday July 3, 2026  
Monday September 7, 2026  
Thursday November 26, 2026  
Friday November 27, 2026  
Thursday December 24, 2026  
Friday December 25, 2026

Floating Holiday for July 4

**Early Closings**

Wednesday November 25, 2026 (Close at  
5:00 PM, Thanksgiving Eve)  
Thursday December 31, 2026 (Close at 5:00  
PM, New Year's Eve)

**Unpaid Closed Days**

Saturday, February 7, 2026 (Winterfest)  
Saturday April 4, 2026 (Easter)  
Sunday April 5, 2026 (Easter)  
Sunday May 10, 2026 (Mother's Day)  
Saturday May 23, 2026 (Memorial Day)  
Sunday May 24, 2026 (Memorial Day)  
Sunday, June 21, 2026 (Father's Day)  
Saturday July 4, 2026 (Fourth of July)  
Saturday September 5, 2026 (Labor Day)  
Sunday September 6, 2026 (Labor Day)  
Saturday November 28, 2026 (Thanksgiving)  
Sunday November 29, 2026 (Thanksgiving)  
Saturday December 26, 2026 (Christmas)  
Sunday December 27, 2026 (Christmas)

All Sundays in July & August

**Staff Training Closed Days**

Monday February 16, 2026  
Friday May 1, 2026  
Monday October 12, 2026

**Summer Hours:** July 1 – August 31