

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

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

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

**Absent:** Meaghan de Chateauvieux, trustee at large.

**Guests:** Greg Benoit, library director; Virginia Payne, acquisitions librarian (staff liaison); Stephanie Schubmehl, library bookkeeper.

**Approval of agenda:** Approved.

**Approval of minutes:** Minutes of November 19, 2025 approved.

**Attendance:** Next meeting January 21, 2026. Ms. Yannello may be unable to attend; no other conflicts noted.

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

**Town board liaison report:** Town board liaison Ann Cunningham was unable to attend but submitted the following update by email.

*I attended the donor gathering for the new children's room installation. It's just beautiful and there were many smiles, oohs and aahs! Yesterday, we celebrated Judge Jennifer Whitman Devoe's last day as one of our town court judges. Alison Camp has been elected to fill her seat. We also welcomed and swore in Judge Roman Misula, who now fills the seat vacated by District Attorney Brian Green. We are continuing to seek input from community members who were directly impacted by Waste Management and Casella's discontinuation of services. We have extended their permits for 2 months in the hopes of coming to a solution that benefits all our residents. We will be holding a public hearing on 1/20 to consider a one-year moratorium on small cell pole installations so we can spend some time looking at data, research and our zoning codes, in response to much public concern. We are looking forward to being sworn in on 1/1, with our organizational meeting on 1/5.*

**Foundation report:** Mr. Benoit, Ms. Snyder, and Mr. Zinni all attended a reception recognizing donors who contributed to the children's library renovation. The Foundation has expressed interest in funding additional decorative elements.

## Friends report

- The Friends earned \$195 in November from their fundraiser with Sips Coffee, which continues through February. Thanks to the Sips fundraiser, donations, and sales of library merchandise on Bonfire, they are rapidly approaching their \$11,000 fundraising goal for the year.

## Staff liaison

- This month's staff liaison was acquisitions librarian Virginia Payne, who works closely with the processing department and bookkeeper as well as purchasing librarians. Ms. Payne reported that this year has been especially challenging for all involved due to the shutdown of Baker & Taylor, formerly the library's main book vendor.
- See updates on the transition from Baker & Taylor to Ingram included in director's report. In response to a question from Ms. Snyder, Ms. Payne indicated that patrons have been very understanding about the changes. Mr. Benoit added that Ms. Payne and her colleagues have done an excellent job identifying high-demand titles to be purchased in-store at Barnes & Noble to ensure availability for patrons.
- Ms. Payne also shared a recent article from 404 Media about the role of libraries in the resurgence of interest in physical media. IPL's John Scalzo was one of the librarians featured.

**Long-range plan check-in:** No updates.

## Finance committee, invoices, financial report

### Financial report

- Revenue: The library has collected 99.8 percent of budgeted revenue—94 percent for miscellaneous income and 83.9 percent for library charges—with 91.7 percent of the year elapsed. Bookstore sales are on track to surpass last year's record.
- Expenses: As of November 30 library spending stood at 83.7 percent of budget, although that figure will rise significantly following a retirement payment that typically posts in December, quarterly expenditures on the maintenance chargeback line, and substantial payments to Monroe County Library System and Mind the Gap included with this month's invoices. The library has spent 86.6 percent of budget for salaries, 75.5 percent for library materials, and 65.3 percent for services and supplies.

### Invoices

- Invoices of note: #4439, Mind the Gap: balance invoice for children's library renovation; #523, Monroe County Library System: member cost share for July – December 2025.
- Motion to approve invoices in the attached spreadsheet for payment as listed. Seconded. Motion carried.

### 2026 budget transfers

- See attached for details. Ms. Kramarsky noted that the proposed transfers have been reviewed at length by both the finance committee and the organizational development committee.
- Motion to approve 2026 library budget transfer requests as outlined in the attached document. Seconded. Motion carried.

### **Organizational development committee**

- See director's report for personnel updates.
- Motion to promote Adriana Schubmehl from full-time Library Assistant to full-time Librarian I, effective 12/22/2025. Seconded. Motion carried.
- In addition to new equipment, the Maker's Lab team is tentatively planning a repair café event in partnership with Monroe Community College. The library will also have a table at next year's Maker Faire.

**Community engagement committee:** Although other students have expressed interest in the student rep positions, only one has submitted a letter of intent. Ms. Yannello will invite her to attend the January board meeting.

### **Technology team**

- Consensus is building around Fusion Digital as the best candidate to update the meeting room AV system. In addition to offering the lowest bid, they are the only vendor located in Rochester.
- The updated system will offer a more intuitive user interface than the current one, which staff have compared to a vintage thermostat. Fusion has offered to set up a demonstration for the selection committee.

**Director's report:** See attached. A motion to authorize use of \$300 from the trustee account to purchase gift cards for 2025 library volunteers was approved.

### **Adjournment**

- Adjourned to executive session to discuss matters of personnel at 7:24 pm.
- Came out of executive session at 7:32 pm.
- Meeting adjourned at 7:32 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Sarah Yannello

Financial summary

11/30/2025

FUND	DESCRIPTION	2020 ACTUAL		2021 ACTUAL		2022 ACTUAL		2023 ACTUAL		2024 ACTUAL		2025 ACTUAL		2025 %
		BALANCE	YTD NOV 25	BALANCE	YTD NOV 25									
410010	Property taxes	\$2,507,625	\$2,495,508	\$2,680,059	\$2,695,213	\$2,686,417	\$2,793,421	\$2,793,421	\$2,793,421	\$2,793,421	\$2,793,421	\$2,793,421	\$0	100.0%
427000	Misc income (book sales, printing, faxing)	\$23,605	\$47,996	\$54,662	\$70,141	\$75,244	\$76,000	\$76,000	\$76,000	\$76,000	\$76,000	\$76,000	\$4,549	94.0%
420800	Library charges (overdue & lost fines)	\$32,500	\$42,465	\$40,188	\$35,237	\$29,881	\$28,260	\$28,260	\$28,260	\$28,260	\$28,260	\$28,260	\$4,555	83.9%
438890	State aid - oth culture & rec (Local Library Systems Aid)	\$12,263	\$16,860	\$16,142	\$14,642	\$16,696	\$14,600	\$14,600	\$14,600	\$14,600	\$14,600	\$16,914	(\$2,314)	115.8%
427010	Refund prior year expenses	\$4,838	\$464	\$168	\$6,379	\$6,379	\$6,379	\$6,379	\$6,379	\$6,379	\$6,379	\$6,379	\$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>\$2,912,281</b>	<b>\$2,912,281</b>	<b>\$2,912,281</b>	<b>\$2,912,281</b>	<b>\$2,905,491</b>	<b>\$6,790</b>	<b>99.8%</b>

FUND	DESCRIPTION	2020 ACTUAL		2021 ACTUAL		2022 ACTUAL		2023 ACTUAL		2024 ACTUAL		2025 ACTUAL		2025 %	
		BALANCE	YTD NOV 25	BALANCE	YTD NOV 25										
540500	Salaries	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,162,145	\$1,224,192	\$1,162,145	\$1,162,145	\$1,162,145	\$1,162,145	\$1,059,655	\$164,537	86.6%	
	Equipment & capital	\$4,529	\$977	\$2,468	\$772	\$11,336	\$59,002	\$890	\$890	\$890	\$890	\$890	\$43,112	26.9%	
	Library materials	\$169,598	\$175,369	\$171,848	\$179,859	\$170,194	\$180,000	\$135,907	\$135,907	\$135,907	\$135,907	\$135,907	\$44,093	75.5%	
	Services & supplies	\$342,006	\$425,579	\$402,058	\$406,649	\$233,598	\$375,896	\$244,943	\$244,943	\$244,943	\$244,943	\$244,943	\$692	65.3%	
	Contingency - contracted	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	
560100	Principal on debt	\$175,000	\$325,000	\$335,000	\$340,000	\$345,000	\$355,000	\$355,000	\$355,000	\$355,000	\$355,000	\$355,000	\$0	100.0%	
570100	Interest on debt	\$449,852	\$296,000	\$289,400	\$282,650	\$275,800	\$268,800	\$268,800	\$268,800	\$268,800	\$268,800	\$268,800	\$0	100.0%	
	Employee benefits	\$413,337	\$445,435	\$406,340	\$406,326	\$439,236	\$507,914	\$404,594	\$404,594	\$404,594	\$404,594	\$404,594	\$103,320	79.7%	
		<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>\$2,970,804</b>	<b>\$2,469,790</b>	<b>\$2,469,790</b>	<b>\$2,469,790</b>	<b>\$2,469,790</b>	<b>\$2,469,790</b>	<b>\$15,692</b>	<b>\$485,322</b>	<b>83.7%</b>

11/30/2025

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	\$839.31	\$905.14		\$9,406.17
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	\$493.35		\$6,952.44
BFR (cash)	\$37.99	\$27.97	\$53.98	\$41.98	\$18.98	\$71.99	\$49.99	\$30.00	\$98.08	\$197.95	\$13.00		\$641.91
BFR (credit)	\$149.14	\$261.12	\$312.64	\$53.97	\$171.84	\$239.21	\$110.97	\$173.84	\$259.79	\$175.96	\$202.84		\$2,111.32
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	\$3,743.40		\$41,839.11
Misc. (cash)	\$65.64	\$89.90	\$54.95	\$30.10	\$34.38	\$127.88	\$59.37	\$78.23	\$65.28	\$31.25	\$32.53		\$669.51
Misc. (credit)	\$32.65	\$10.61	\$85.51	\$89.95	\$83.14	\$95.03	\$121.57	\$90.11	\$80.50	\$26.19	\$40.20		\$755.46
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	\$828.80		\$14,684.70
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	\$995.39		\$13,501.99
State aid/LLSA									\$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>\$7,254.65</b>	<b>\$0.00</b>	<b>\$113,716.15</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	\$2,988.37	\$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	\$3,743.40
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>\$41,839.11</b>

**CHASE ACCOUNTS**

**NOVEMBER 2025**

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2025	Opening balance			\$14,082.63
11/4/2025	Donation from Jean & William Stephens in memory of Craig Wilson	\$300.00		\$14,382.63
11/4/2025	Refund of money order for teen/tween yoga program on 10/20/25 (LIF purchase; presenter canceled)	\$115.00		\$14,497.63
11/13/2025	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 11/21/25 (LIF purchase)		\$90.00	\$14,407.63
11/13/2025	Payment to Game Night Rochester for Gather & Game on 11/18/25 (Apai programming donation)		\$150.00	\$14,257.63
11/26/2025	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 12/19/25 (LIF purchase)		\$90.00	\$14,167.63
11/26/2025	Payment to John Gaspar for Lyre/Lyre Holiday Harps on 12/15/25 (LIF purchase)		\$90.00	\$14,077.63
11/26/2025	Payment to Roxanne Ziegler for Lyre/Lyre Holiday Harps on 12/15/25 (LIF purchase)		\$90.00	\$13,987.63
11/26/2025	Payment to Game Night Rochester for Gather & Game on 12/2/25 (Apai programming donation)		\$150.00	\$13,837.63
11/28/2025	Interest	\$5.85		\$13,843.48

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

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2025	Opening balance			\$6,945.60
11/28/2025	Interest	\$2.85		\$6,948.45

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

**2021 BULLET AID**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
11/1/2025	Opening balance			\$796.06
11/28/2025	No transactions			\$796.06

**LEGISLATIVE INITIATIVE FUNDING FOR LIBRARY PROGRAMS**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>DEPOSITS</b>	<b>WITHDRAWALS</b>	<b>BALANCE</b>
11/1/2025	Opening balance			\$2,982.47
11/4/2025	Refund of money order for teen/tween yoga program on 10/20/25 (presenter canceled)	\$115.00		\$3,097.47
11/13/2025	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 11/21/25		\$90.00	\$3,007.47
11/26/2025	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 12/19/25		\$90.00	\$2,917.47
11/26/2025	Payment to John Gaspar for Lyre/Lyre Holiday Harps on 12/15/25		\$90.00	\$2,827.47
11/26/2025	Payment to Roxanne Ziegler for Lyre/Lyre Holiday Harps on 12/15/25		\$90.00	<b>\$2,737.47</b>

Invoices for December 2025 check run

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Alliance Entertainment	14	PLS90265409	10/24/2025	Video games	540500	Library materials	\$147.95	
Alliance Entertainment	14	PLS90814157	11/18/2025	Adult DVDs	540500	Library materials	\$426.96	
Alliance Entertainment	14	PLS90922621	11/21/2025	Video games	540500	Library materials	\$135.97	
Alliance Entertainment	14	PLS91404079	12/2/2025	Adult DVDs	540500	Library materials	\$364.95	
Alliance Entertainment	14	PLS91631002	12/8/2025	Adult DVDs	540500	Library materials	\$485.28	
Alliance Entertainment	14	PLS91634513	12/8/2025	Adult music CDs	540500	Library materials	\$162.94	
Amazon	17	1XMW-DTTV-VH13	11/19/2025	Video games	540500	Library materials	\$439.83	
Amazon	17	1MKY-M97C-QCJT	11/21/2025	Yoto audio player cards	540500	Library materials	\$394.87	
Amazon	17	1JP6-WGKV-HWYF	11/22/2025	3D printer filament and Glowforge wood for maker's lab	544080	Professional services, programming	\$85.38	
Amazon	17	1KM9-X4PX-FMQ6	11/24/2025	Supplies for November 2025 Tri	A2907410-			
Amazon	17	1T4T-GFQD-KPF3	11/24/2025	for Wellness event Adult fiction books	541202	ARPA	\$40.98	
Amazon	17	1VK1-FD3G-CFRF	11/24/2025	Adult fiction books	540500	Library materials	\$220.65	
Amazon	17	1YDP-FKYH-67G4	11/25/2025	Professional services, Glowforge wood for maker's lab	544080	programming	\$66.58	
Amazon	17	1LRY-19VG-6IDJ	11/25/2025	Video games	540500	Library materials	\$99.97	
Amazon	17	1LRY-19VG-6IDJ	11/25/2025	Paper and acrylic sheets for maker's lab	544080	Professional services, programming	\$81.94	
Amazon	17	1LRY-19VG-6IDJ	11/25/2025	Webcams for public laptops	545700	Supplies, office	\$149.97	
Amazon	17	13LC-VGL6-VTD7	11/26/2025	Supplies, library CD/DVD envelopes	545760	processing	\$21.99	
Amazon	17	1KKC-PCV-FQDF	12/8/2025	Keyboard	545700	Supplies, office	\$119.99	
Amazon	17	14XY-L4RK-94L9	12/8/2025	Bulbs for children's library	546500	Supplies, other misc.	\$83.90	
Amazon	17	13PW-LYWQ-7CR4	12/10/2025	Adult fiction books	540500	Library materials	\$19.43	
Amazon	17	1JYG-INKF-VC61	12/10/2025	Video games	540500	Library materials	\$407.12	
Amazon	17	14CW-37N1-CJWC	12/11/2025	Adult fiction books	540500	Library materials	\$302.81	
Amazon	17	1JGC-NQTD-X4HV	12/13/2025	J DVDs	540500	Library materials	\$114.79	
Amazon	17	14GF-WC9H-F9Y6	12/15/2025	Adult fiction books	540500	Library materials	\$142.04	
Baker & Taylor	28	2039294766	11/7/2025	Adult nonfiction books	540500	Library materials	\$101.89	
Baker & Taylor	28	2039294760	11/11/2025	Adult nonfiction books	540500	Library materials	\$400.21	
Barnes & Noble	835	4689801	10/30/2025	YA books	540500	Library materials	\$14.39	
Barnes & Noble	835	4690675	11/2/2025	YA books	540500	Library materials	\$111.91	
Barnes & Noble	835	4690877	11/3/2025	YA books	540500	Library materials	\$275.09	
Barnes & Noble	835	4690891	11/3/2025	J fiction & NF books	540500	Library materials	\$507.56	
Barnes & Noble	835	4691264	11/4/2025	YA books	540500	Library materials	\$13.29	
Barnes & Noble	835	4691908	11/6/2025	J fiction & NF books	540500	Library materials	\$12.99	

Invoices for December 2025 check run

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Barnes & Noble	835	4692525	11/10/2025	J fiction & NF books	540500	Library materials	\$78.55	
Barnes & Noble	835	4692764	11/11/2025	J fiction & NF books	540500	Library materials	\$100.12	
Barnes & Noble	835	4693687	11/14/2025	J fiction & NF books	540500	Library materials	\$16.79	
Barnes & Noble	835	4696118	11/21/2025	J fiction & NF books	540500	Library materials	\$55.95	
Barnes & Noble	835	4696849	11/24/2025	J fiction & NF books	540500	Library materials	\$478.78	
Barnes & Noble	835	BN120525A	12/5/2025	Adult nonfiction books	540500	Library materials	\$56.00	
Barnes & Noble	835	BN120525C	12/5/2025	Adult nonfiction books	540500	Library materials	\$35.96	
Barnes & Noble	835	BN120525B	12/5/2025	Adult nonfiction books	540500	Library materials	\$639.78	
Barnes & Noble	835	BN121625B	12/16/2025	Adult nonfiction books	540500	Library materials	\$418.76	
Barnes & Noble	835	BN121625A	12/16/2025	Adult nonfiction books	540500	Library materials	\$85.60	
Brooklyn Robot Foundry	1536	271	11/20/2025	"Smart Chatterbox" teen robotics program on 11/14/25	A2907410-541202	ARPA	\$126.00	
Brooklyn Robot Foundry	1536	278	12/10/2025	"Smart Racecar" teen robotics program on 12/10/25	A2907410-541202	ARPA	\$126.00	
Cengage Learning	96	999101764741	12/5/2025	Large print books	540500	Library materials	\$200.93	
Daniel Jones	139	IPL39	11/24/2025	Adult tech education program on 11/25/25	A2907410-541202	ARPA	\$120.00	
Demco	156	7732965	12/1/2025	Sticker mosaic craft projects	546500	Supplies, other misc.	\$250.97	
Demco	156	7734918	12/3/2025	DVD cases	545760	processing	\$228.00	
Demco	156	7739351	12/10/2025	Magazine covers	545760	processing	\$102.00	
Demco	156	7740221	12/12/2025	Book repair tape	545760	processing	\$173.64	
Elizabeth Bauld	840		12/8/2025	Holiday brunch cooking demo on 12/13/25	A2907410-541202	ARPA	\$245.00	
Emily Baker	832		11/14/2025	Mileage	543500	Mileage	\$29.40	Awaiting budget transfer
Emily Forbes	999999		11/14/2025	Mileage	543500	Mileage	\$32.90	Awaiting budget transfer
Ingram	396	92160297	11/21/2025	Adult nonfiction books	540500	Library materials	\$33.99	
Ingram	396	92160296	11/21/2025	Adult fiction books	540500	Library materials	\$274.75	
Ingram	396	92176846	11/23/2025	Adult nonfiction books	540500	Library materials	\$489.27	
Ingram	396	92208370	11/24/2025	Adult fiction books	540500	Library materials	\$391.92	
Ingram	396	92208369	11/24/2025	Adult nonfiction books	540500	Library materials	\$36.96	

Invoices for December 2025 check run

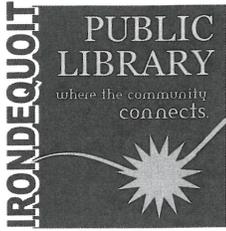
Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Ingram	396	11/24/2025	Adult nonfiction books	540500	Library materials	\$54.60	
Ingram	396	11/25/2025	J picture books	540500	Library materials	\$273.66	
Ingram	396	11/25/2025	Adult fiction books	540500	Library materials	\$293.38	
Ingram	396	12/2/2025	Adult fiction books	540500	Library materials	\$247.73	
Ingram	396	12/9/2025	Adult fiction books	540500	Library materials	\$291.54	
Ingram	396	12/11/2025	Adult nonfiction books	540500	Library materials	\$620.82	
Ingram	396	12/15/2025	YA books	540500	Library materials	\$211.49	
Ingram	396	12/15/2025	YA books	540500	Library materials	\$8.63	
Ingram	396	12/15/2025	Adult fiction books	540500	Library materials	\$496.59	
Janway	1483	12/2/2025	Library logo tablecloth	546500	Supplies, other misc.	\$185.01	
Jennifer Kierecki	999999	115	Yoga storytime programs on 11/8 and 12/13/25	544080	Professional services, programming	\$120.00	
Midwest Tape LLC	516	12/1/2025	Hoopla usage for November 2025	540500	Library materials	\$3,183.02	
<b>Mind the Gap, Inc.</b>	<b>999999</b>	<b>4439</b>	<b>11/18/2025 Children's library renovation</b>	<b>520190</b>	<b>Capital improvements</b>	<b>\$30,802.50</b>	
Monroe County Library System	523	13111	11/20/2025 UMS charges May - Oct 2025	420800	Library charges	\$1,381.05	
<b>Monroe County Library System</b>	<b>523</b>	<b>13120</b>	<b>11/20/2025 2025 Member cost share Jul - Dec</b>	<b>542510</b>	<b>MCLS cost share</b>	<b>\$38,166.05</b>	
Monroe County Library System	523	13138	12/8/2025 November 2025	427000	Miscellaneous income	\$300.00	
OverDrive	564	01327C025392595	12/11/2025 Adult ebooks	540500	Library materials	\$616.22	
Penworthy	716	0613011-IN	11/20/2025 J picture books	540500	Library materials	\$692.11	
Showcases	669	331277	11/19/2025 CD/DVD hub labels	545760	Supplies, library processing	\$225.72	
Staples	684	6046396424	10/29/2025 Notepads, disinfecting wipes	545700	Supplies, office	\$38.77	
Staples	684	6047337249	11/5/2025 Tape, tissues, pencil sharpeners	545700	Supplies, office	\$91.08	
Staples	684	6047589089	11/8/2025 Disposable tableware	545700	Supplies, office	\$80.43	
Staples	684	6047589090	11/8/2025 Disposable tableware	545700	Supplies, office	\$21.03	
Staples	684	6048447105	11/20/2025 Dusters, laminating sheets	545700	Supplies, office	\$108.79	
Staples	684	6049005678	11/26/2025 Disinfecting wipes	545700	Supplies, office	\$48.38	
Staples	684	6049102458	11/29/2025 Retractable banners	543900	Printing services	\$229.98	
Staples	684	6049874658	12/5/2025 Tape dispenser	545700	Supplies, office	\$13.69	
The Library Store	1232	769142	12/15/2025 Magazine covers	545760	Supplies, library processing	\$246.73	

Invoices for December 2025 check run

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
T-Mobile	211		11/27/2025	Wifi hotspots data for 10/27 - 11/26/25	541200	Contracted services	\$57.40	
Tyghan Cinanni	999999		11/1/2025	Community garden harvest & cleanup	A2907410-541202	ARPA	\$250.00	
W.B. Mason	1250	258373974	11/21/2025	Cable ties for book discussion kits	545760	Supplies, library processing	\$16.55	
<b>Total</b>							<b>\$90,154.59</b>	

<b>Vendor</b>	<b>Total</b>
Alliance Entertainment	\$1,724.05
Amazon	\$2,792.24
Baker & Taylor	\$502.10
Barnes & Noble	\$2,901.52
Brooklyn Robot Foundry	\$252.00
Cengage Learning	\$200.93
Daniel Jones	\$120.00
Demco	\$754.61
Elizabeth Bauld	\$245.00
Emily Baker	\$29.40
Emily Forbes	\$32.90
Ingram	\$3,725.33
Janway	\$185.01
Jennifer Kierecki	\$120.00
Midwest Tape LLC	\$3,183.02
Mind the Gap, Inc.	\$30,802.50
Monroe County Library System	\$39,847.10
OverDrive	\$616.22
Penworthy	\$692.11
Showcases	\$225.72
Staples	\$632.15
The Library Store	\$246.73
T-Mobile	\$57.40
Tyghan Cinanni	\$250.00
W.B. Mason	\$16.55
<b>Grand Total</b>	<b>\$90,154.59</b>

<b>Account description</b>	<b>Total</b>
<b>520190</b>	<b>\$30,802.50</b>
Capital improvements	\$30,802.50
<b>540500</b>	<b>\$15,686.79</b>
Library materials	\$15,686.79
<b>541200</b>	<b>\$57.40</b>
Contracted services	\$57.40
<b>543500</b>	<b>\$62.30</b>
Mileage	\$62.30
<b>543900</b>	<b>\$229.98</b>
Printing services	\$229.98
<b>544080</b>	<b>\$353.90</b>
Professional services, programming	\$353.90
<b>545700</b>	<b>\$672.13</b>
Supplies, office	\$672.13
<b>545760</b>	<b>\$1,014.63</b>
Supplies, library processing	\$1,014.63
<b>546500</b>	<b>\$519.88</b>
Supplies, other misc.	\$519.88
<b>420800</b>	<b>\$1,381.05</b>
Library charges	\$1,381.05
<b>427000</b>	<b>\$300.00</b>
Miscellaneous income	\$300.00
<b>542510</b>	<b>\$38,166.05</b>
MCLS cost share	\$38,166.05
<b>A2907410-541202</b>	<b>\$907.98</b>
ARPA	\$907.98
<b>Grand Total</b>	<b>\$90,154.59</b>



## **Irondequoit Public Library**

Director's Report

Wednesday, December 17, 2025

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

#### **2026 Library Budget Transfer Requests**

I am requesting several transfer within the 2026 library budget. These transfers will help us accomplish multiple goals proposed during the 2026 budget development process, carry forward some established staff scheduling practices, and resolve minor differences between the figures in the adopted budget and the figures that Stephanie and I have calculated we will need in the personnel budget in 2026.

These transfers are outlined in much greater detail in a report that has been included in the "Items of Information" section of this report. The transfers have been discussed at length at the last two Finance Committee meetings.

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

Acquisitions Librarian, Ginny Payne reports: Year end is typically a challenging time for our purchasing librarians and our Acquisitions team, and this year has been extraordinarily so due to the closure of Baker & Taylor. Recall that in October we pivoted to using Ingram, B&T's main competitor, to obtain our print books.

Although Ingram is working to scale up their operations, naturally, absorbing so many Baker & Taylor customers at once has proved to be quite an undertaking for them. Our orders for in-stock print books are taking many weeks to ship. In response, we have made unprecedented use of other vendors, including retail vendors such as Barnes & Noble and Amazon, to acquire print books. With the closure of B&T Entertainment as well, media purchases have also been impacted.

We do have strategies in place to manage our materials expenditures during these last days of the 2025 fiscal year. We presently anticipate that the materials budget will be spent by the end of the year.

#### **2025 Volunteer Recognition**

The library staff and I are requesting \$300 from the Trustee account to pay for 13 \$20 Wegmans gift cards and one \$40 gift card for our 13 adult volunteers and the volunteers from Lifetime Assistance.

Every January we recognize our most dedicated volunteers and provide them with a gift card. We also provide a gift card to the group home from Lifetime Assistance that volunteers at the library every week so that they can use it to organize a party for the clients who volunteer.

#### **2026 SMART Goals**

As a part of my performance evaluation, I have been asked to draft goals for 2026 in the SMART Goal format. I have shared and discussed these with Rachel, and have also included these goals as an item of information.

### **Donation Drives**

The Irondequoit Public Library is currently hosting a drop off box for a holiday toy drive organized by the Allendale Columbia Black Student Union. In January we will be hosting a drop off box for a donation drive organized by a local high school senior at Our Lady of Mercy. As a part of her senior capstone project, she is collecting food and goods to be donated to Eagle Star Housing, a nonprofit organization that helps veterans reacclimatize to civilian life.

## **2. Town of Irondequoit**

### **Town Administration Transition Updates**

The Irondequoit Public Library has made meeting rooms available to the Supervisor Elect and his transition teams that they can hold public listening sessions.

I am working on updating the binder of documents that we have used to orient newly elected officials and Library Trustees that we have used in the past. A considerable amount of this information might be review for Supervisor Elect Perticone because he was the Town Board Liaison leading up to the construction of the library. A copy of the updated binder of documents will be uploaded to the Trustee OneDrive when it is completed.

## **3. Facilities Report**

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

On Friday, December 12th the Irondequoit Public Library Foundation hosted a reception to thank people who donated towards the campaign associated with the children's library renovation. The event was a success and seemed to be well received by those who attended.

Elaine Cole, the President of the Irondequoit Public Library Foundation, indicated that the fundraising around the renovation exceeded expectations and that almost all of the items and fixtures available have been claimed by donors. Because of the overwhelming response, the Foundation is interested in purchasing additional tree trunks, tree canopies, and a decorative information desk for the children's library. The youth services staff and I are working with Janice Davis Designs to obtain quotes for these additional elements. A mockup of how the additional elements will look will be available in the near future.

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

### **Training for Library Directors with Stephanie Adams**

The Monroe County Library System has coordinated training on public relations preparedness for Library Directors featuring Stephanie Adams. This workshop will be held on Wednesday, December 17th at the Rochester Regional Library Council offices.

## **5. Personnel Report**

A personnel report has been included with the December 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**

### **Senator Brouk - Legislative Initiative Funding**

Irondequoit Public Library will be receiving \$10,000 in Legislative Initiative Funding from Senator Brouk's office. After receiving the official award letter, I confirmed the types of programs Senator Brouk wishes to see use these funds. They are: STEM programs and coding programs for families and youth, general youth and family programming, and services for seniors. We anticipate inviting the Senator to Irondequoit Public Library for a grand opening of the renovated children's library and also for a visit to coincide with one of the STEM/coding programs this summer.

## **8. Items of Information**

1. *2026 Materials to Personnel (v.2)*
2. *Benoit - SMART Goals (December 2025)*
3. *12 2025 Personnel Report*

**Irondequoit Public Library**  
 Statistical Report to the Library Board  
**December 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	4,346	14,152	11,927	87	81	1,322	1,120	1,116	1,036	39,783	37,470	43	42	10	21
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>54,391</b>	<b>175,788</b>	<b>159,486</b>	<b>1,032</b>	<b>989</b>	<b>19,554</b>	<b>15,164</b>	<b>15,520</b>	<b>13,705</b>	<b>468,028</b>	<b>442,223</b>	<b>724</b>	<b>555</b>	<b>122</b>	<b>190</b>
<b>YTD Average</b>	5,747	4,945	14,649	14,499	86	90	1,630	1,379	1,293	1,246	39,002	40,202	60	50	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**

*2026 Materials to Personnel (v.2)*

## **2026 Library Budget Transfer Requests**

### **Overview**

Additional funds are needed in the 2026 personnel budget to:

- Promote a full-time Library Assistant to a full-time Librarian I to oversee the 1839 Maker's Lab
- Continue the established scheduling practices for part-time staff during weekend hours
- Resolve minor discrepancies between the library's 2026 personnel budget request and the adopted 2026 budget in the Library Page budget line and longevity budget line

Total salaries budget after transfers: \$1,279,719 (2026 adopted budget + \$14,842)

Total employee benefits budget after transfers: \$567,213 (2026 adopted budget + \$1,128)

Total library materials budget after transfers: \$164,030 (2026 adopted budget - \$15,970)

### **Specifics**

#### **Transfers into the Full-Time Professional Budget (L005-L5741000-510000-7410)**

Adopted 2026 Budget: \$479,067

Revised 2026 Budget: \$530,488 (\$479,067 + \$51,421)

Reason for Transfer: Figure needed for to convert full-time Library Assistant job title to full-time Librarian I job title to oversee the operations of the 1839 Maker's Lab

Transfer Request: Transfer \$45,838 from full-time clerical budget (L005-L5741000-510000-7415) and \$5,583 from library materials (L005-L5741000-540500) to full-time professional budget (L005-L5741000-510000-7410)

#### **Transfers Out of the Full-Time Support Budget (L005-L5741000-7415)**

Adopted 2026 Budget: \$304,793

Revised 2026 Budget: \$258,954.76 (\$304,793 - \$45,838)

Reason for Transfer: \$45,838 is needed to convert full-time Library Assistant job title to Librarian I job title to oversee the operations of the 1839 Maker's Lab

Transfer Request: Transfer \$45,838 to full-time professional budget (L005-L5741000-510000-7410) to full-time support budget (L005-L5741000-7415)

#### **Transfers Out of the Library Materials Budget (L005-L5741000-540500)**

Adopted 2026 Budget: \$180,000

Revised 2026 Budget: \$164,030 (\$180,00 - \$15,970)

Reason for Transfer: A total of \$15,970 is needed in other budget lines to accomplish objectives explained elsewhere in this document.

Although this represents a decrease in the library materials budget for 2026, the savings from discontinuing Hoopla will result in a greater selection of physical titles on our shelves and digital in OverDrive compared to the materials selection available in 2025.

In 2025, the price per checkout was \$2.36 for Hoopla titles, \$0.23 per checkout for OverDrive, and \$0.24 per checkout for our physical collection. Hoopla accounts for only 3% of our circulation in 2025 while consuming a over 20% our materials budget.

**Transfer Request:**

- Transfer \$5,583 into full-time professional budget (L005-L5741000-510000-7410)
- Transfer \$9,141 into part-time support budget (L005-L5741000-7415)
- Transfer \$19 into library page budget (L005-L5741000-510200-7420)
- Transfer \$100 transfer into longevity budget (L005-L5741000-510009)
- Transfer \$1,128 into employee benefits lines (L005-741000-580100, L005-741000-580200, L005-741000-580300, L005-741000-580400, L005-741000-580420, L005-741000-580470, L005-741000-580700, L005-741000-580900)

**Transfers Out of the Part-Time Professional Budget (L005-L5741000-510200-7410)**

Adopted 2026 Budget: \$79,535

Revised 2026 Budget: \$57,577 (\$79,535 - \$21,958)

Reason for Transfer: Only \$57,577 is needed to cover cost of part-time Librarian II salary (\$39,978) and substitute Librarian I hours based on 2025 usage (\$17,599)

Transfer Request: Transfer \$21,958 to part-time clerical budget (L005-L5741000-510200-7415) to part-time professional/substitute budget (L005-L5741000-510200-7410) to cover weekend hours for part-time reference desk staff

**Transfers into the Part-Time Clerical Budget (L005-L5741000-510200-7415)**

Adopted 2026 Budget: \$308,269

Revised 2026 Budget: \$339,368 (\$308,269 + \$31,099)

Reason for Transfer: \$339,368 is needed to cover cost of 3.5% cost-of-living increase and weekend hours for all part-time clerical positions

Transfer Request: Transfer \$21,958 from part-time professional/substitute budget (L005-L5741000-510200-7410) and \$9,141 from library materials (L005-L5741000-540500) to part-time clerical budget (L005-L5741000-510200-7415)

**Transfers into the Library Page Budget (L005-L5741000-510200-7420)**

Adopted 2026 Budget: \$69,363

Revised 2026 Budget: \$69,382 (\$69,363 + \$19)

Reason for Transfer: An additional \$19 is needed to cover the cost of the 3.5% cost-of-living increase for all Library Page positions

Transfer Request: Transfer \$19 from library materials (L005-L5741000-540500) to Library Page budget (L005-L5741000-510200-7420)

**Transfers into the Longevity Budget (L005-L5741000-510009)**

Adopted 2026 Budget: \$5,850

Revised 2026 Budget: \$5,950 (\$5,850 + \$100)

Reason for Transfer: An additional \$100 is needed to cover the cost of contractually mandated longevity increase for 2026

Transfer Request: Transfer \$100 from library materials (L005-L5741000-540500) to longevity budget (L005-L5741000-510009)

**Transfers into the Employee Benefits Budgets Lines (L005-741000-580100, L005-741000-580200, L005-741000-580300, L005-741000-580400, L005-741000-580420, L005-741000-580470, L005-741000-580700, L005-741000-580900)**

Adopted 2026 Budget: \$566,085

Revised 2026 Budget: \$567,213 (566,085 + \$1,128)

Reason for Transfer: An additional \$1,128 is needed to accommodate the 20% increase in benefits cost increase when full-time Library Assistant job title is converted to a full-time Librarian I job title to oversee the operations of the 1839 Maker's Lab

Transfer Request: Transfer \$1,128 from library materials (L005-L5741000-540500) to employee benefits budgets lines (L005-741000-580100, L005-741000-580200, L005-741000-580300, L005-741000-580400, L005-741000-580420, L005-741000-580470, L005-741000-580700, L005-741000-580900)

*Benoit - SMART Goals (December 2025)*

<b>Goal 1</b>	<b>Improve communication with internal stakeholders</b>
<p><b>S: SPECIFIC</b> What do you want to accomplish? Who needs to be included?</p>	<p>Send regular written “mid-month” reports to the full staff roster, Library Board of Trustees, and Town Board liaison in between Library Board meetings.</p> <p>Reports will include updates on library services, partnerships, programs, changes to policies/procedures, the implementation of the long range plan, patron feedback, and customer service success stories.</p> <p>Every month I will also ask library staff if they have anything that they would like to include in the mid-month report or Director report. To differentiate these reports from the segments that I write, I will denote these are being written by the employee in question.</p>
<p><b>M: MEASURABLE</b> How can you measure/assess progress and know if you have met your goal?</p>	<p>Written reports will be emailed to internal stakeholders once per month as a mid-month update, and once per month as the Library Director report to be included with the Library Board meeting documents.</p>
<p><b>A: ACHIEVABLE</b> Do you have the skills/resources/time needed to achieve this goal? If not, can you obtain them?</p>	<p>This goal is achievable with existing resources/time.</p>
<p><b>R: RELEVANT</b> How is this goal aligned with goals for the library as an institution?</p>	<p>I have received informal feedback from library staff that I could be more consistent with sharing updates about emerging developments related to library operations. Additionally, by creating written mid-month updates, I will speed up drafting the monthly Library Director report and have it to Library Trustees farther in advance of the monthly Library Board meeting.</p>
<p><b>T: TIME-BOUND</b> What is the timeline for achieving this goal?</p>	<p>Moving forward, these reports will be sent to internal stakeholder on an ongoing basis. Prior to the monthly Library Board meeting, that month’s mid-month report will be revised to include updates on previously reported topics. New topics that have emerged will be added. This revised mid-month report will be the basis for the Library Director report for the monthly Library Board meeting.</p>

<b>Goal 2</b>	<b>Improve consistency on policy development and review</b>
<p><b>S: SPECIFIC</b> What do you want to accomplish? Who needs to be included?</p>	<p>Regularly include new and existing library policies in monthly Library Board meeting documents packet.</p>
<p><b>M: MEASURABLE</b> How can you measure/assess progress and know if you have met your goal?</p>	<p>With support from the Organizational Development Committee, I will include at least <u>eight</u> policies in the monthly Director Report throughout 2026. This can include review of unchanged policies already in existence, revisions to existing policies, or completely new policies.</p> <p>In 2026, I anticipate:</p> <ul style="list-style-type: none"> <li>• Revising the Personnel Policy in consultation from Stephanie Adams and Jason Vinette</li> <li>• Redeveloping the Conflict of Interest Policy and Whistleblower Policy</li> <li>• Drafting a Public Artwork Display Policy</li> <li>• Drafting a Program Policy informed by the Collection Development Policy</li> </ul> <p>I also anticipate reviewing or revising at least five other library policies in 2026.</p>
<p><b>A: ACHIEVABLE</b> Do you have the skills/resources needed to achieve this goal? If not, can you obtain them?</p>	<p>This goal is achievable with existing resources/time.</p>
<p><b>R: RELEVANT</b> How is this goal aligned with goals for the library as an institution?</p>	<p>The Organizational Development Committee and I have discussed the intention of being more consistent with policy review and development. This intention been shared at the Library Board meetings but has not yet come to pass in the manner we envisioned.</p>
<p><b>T: TIME-BOUND</b> What is the timeline for achieving this goal?</p>	<p>This effort will begin in January 2026 and be a regular item on the Organizational Development Committee and Library Board agendas.</p>

<b>Goal 3</b>	<b>Make use of unanticipated grant funds</b>
<p><b>S: SPECIFIC</b> What do you want to accomplish? Who needs to be included?</p>	<p>Identify a large scale, high impact project that makes use of the \$125,000 in grant funds available to Irondequoit Public Library through Assembly Member Clark's office.</p>
<p><b>M: MEASURABLE</b> How can you measure/assess progress and know if you have met your goal?</p>	<p>Success will be measured by how much of the initial \$125,000 is expended on a project that significantly impacts patron services, facilities, staff workflow, or library operations.</p> <p>Input will be gathered from library staff, the Library Board of Trustees, and community partners on potential use of these funds.</p>
<p><b>A: ACHIEVABLE</b> Do you have the skills/resources needed to achieve this goal? If not, can you obtain them?</p>	<p>This goal is achievable with existing resources.</p>
<p><b>R: RELEVANT</b> How is this goal aligned with goals for the library as an institution?</p>	<p>The library faces an uncertain financial forecast in the immediate future; there are indications that the United States is facing the prospect of a recession and potentially unprecedented changes to the labor market brought on by a convergence of changes related to technology, national economic policies, and trade agreements. On the local level, it has been communicated to me that the 2027 budget might be a particularly difficult one. These factors necessitate that the library make shrewd financial decisions and maximize the impact of the funds available to us.</p>
<p><b>T: TIME-BOUND</b> What is the timeline for achieving this goal?</p>	<p>A suitable use for these grant funds will be identified in 2026, and preliminary work will begin. However, a large scale project could likely take multiple years to complete and may not be completed in one year.</p>

*12 2025 Personnel Report*

**Organizational Development Committee  
December 2025 Employee Changes**

**Adriana Schubmehl**

Promotion: Full-Time Library Assistant to Full-Time Librarian I

Notes: Adriana has worked at Irondequoit Public Library in a full-time capacity since September 2013 when she was hired as a Senior Library Clerk. In May 2015 she was promoted to the job title Library Assistant. The library finds itself in a position where it needs a full-time staff member to oversee the operations of the 1839 Maker's Lab, which has experienced substantial growth in its usage over the recent years. Adriana is uniquely suited to fulfill this role as she has had a significant hand in helping to develop the maker's lab services that enabled it to increase its usage.

This position will be provided for by combining Adriana's existing salary with savings from the cancellation of Hoopla once those funds are transferred into the full-time professional salaries budget line.

Adriana's start date in her new job title will be December 22<sup>nd</sup>, 2025.