

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of January 21, 2026

Call meeting to order: 6:35 pm.

Present: Rachel Snyder, president; Susan Kramarsky, treasurer; Patricia Gogniat, Michael Huntone, Nick Robertson, and Nick Zinni, trustees at large.

Present via teleconference: Erin Dougherty, vice president.

Guests: Greg Benoit, library director; Ann Cunningham, town board liaison; Stephanie Schubmehl, library bookkeeper.

Absent: Meaghan de Chateauvieux, trustee at large; Sarah Yannello, secretary.

Approval of agenda: Approved.

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

Attendance: Next meeting February 18, 2026. No conflicts noted.

Public forum: None; no comments submitted to board email. Mr. Benoit has been corresponding with a library user about installing a hearing loop system in the large meeting rooms, as well as responding to patron questions about discontinuing Hoopla.

Town board liaison report

- A new town board member will be appointed to fill John Perticone's seat until the next election.
- Two new stop signs will be installed on Pardee Road in response to concerns about speeding from local residents.
- The board voted to approve a one-year moratorium on small cell site applications at last night's meeting.
- While both Casella and Waste Management had their licenses to operate in the town extended through the end of February, there are many concerns yet to be addressed. A public hearing in December was standing room only.
- Ms. Cunningham and Supervisor Perticone recently met with Lifespan to discuss setting up a volunteer transportation program to cover trips other than medical appointments for older adults. They are exploring funding sources.
- The town's comprehensive master plan is a decade old and will be up for review this year.

- Ms. Cunningham will attend a meeting with Supervisor Perticone and Assemblymember Sarah Clark to release funds for construction of a playground on the town hall campus.
- In response to a question from Mr. Robertson, Ms. Cunningham confirmed an ICE raid at Home Depot earlier today, clarifying that the Irondequoit Police Department was not informed and had no involvement. Mr. Benoit added that he has been following updates from public libraries in Minneapolis and is not aware of any ICE sweeps of public libraries in New York State, although it is legal for ICE to enter public areas of the library. In response to a question from Ms. Snyder, Mr. Benoit indicated that he would re-share information from staff trainings on ICE response. For the safety of its students, OACES is no longer offering ESL classes at the library or any other off-campus sites, he said.

Foundation report: See director's report. The Foundation received a large donation from the estate of Leonard Messineo and would like to offer naming rights to the children's library. Mr. Benoit will consult with the family and with the library board if a vote is required.

Friends report: See director's report for proposed benefit concert. The Friends will hold elections next week.

Staff liaison: None. See attached for meeting room statistics compiled by Synn Lynn McLaughlin.

Finance committee, financial report, invoices

Financial report

- Revenue: As anticipated, the library bookstore had another record-setting year in 2025, surpassing last year's earnings by over \$2,000. This brings miscellaneous income up to 102.3 percent of budget, with library charges at 84.5 percent and overall revenue at 100 percent. A \$7,200 check for online fines paid during the second half of 2025 will be reflected when this report is updated next month, bringing the total up even further.
- Expenses: As of this report, spending stood at 99.6 percent of budget overall. While library-driven expenses were on track to remain at or under budget, there were significant overruns in services and supplies due to the maintenance chargeback line and in employee benefits due to health insurance costs. This report also reflects several year-end budget transfers that, while routine, were performed before all 2025 invoices had been submitted; most notably, \$6,844 was transferred out of the library materials budget. The library has been in communication with the town comptroller's office about these issues and there should be a clearer picture of actual 2025 spending with next month's report.

Finance committee

- As expected, spending on part-time clerical salaries was over budget at year-end, although overall personnel spending remained within budget due to vacancies. What looks like a surplus in the overtime budget is an artifact of the transition to Munis for payroll.

- The library is on track to end the year about \$2,000 over budget for library materials due to orders for print books that unexpectedly shipped late in December (see invoices of note below).
- Mr. Benoit reiterated that the library board is happy to take recommendations from the comptroller's office but must approve any budget transfers. 2025 transfers could be brought to a vote at the February board meeting before accounts are closed out for the year.
- Mr. Benoit has requested an itemized breakdown of spending on the maintenance chargeback line, which unexpectedly ended the year \$49,000 over budget after not being updated since May. Additionally, spending on health insurance ran \$41,000 over budget. Mr. Benoit has also asked the town to confirm that the amount budgeted for these items in 2026 is adequate.

Invoices

- 2025 invoices of note: #93318350, 93318351, and 93318352, Ingram: All dated December 31 and normally would have been canceled if due to arrive this late in the year, but were left in place in order to maintain the library's relationship with this vendor and keep our place in line.
- 2026 invoices of note: #2221881, Center Point: Standing order for large print books; #93248044, Lakeshore Learning: New benches for children's library (part of state construction grant); #11011, Law Office of Stephanie Adams: Sexual harassment prevention training for February staff training day.
- Motion to approve December 2025 and January 2026 invoices for payment. Seconded. Motion carried.

Organizational development committee

- The library's emergency closing policy, last updated in 2009, was brought forward for review following a weather-related closing on December 26. In addition to removing references to two separate library branches, it was recommended that the policy specify per diem staff will be paid for their scheduled hours and that staff with previously scheduled time off would not need to draw on their time banks.
- Motion to approve changes to the emergency closing policy as written. Seconded. Motion carried.

Community engagement committee

- See director's report for proposed after-hours fundraiser event, tentatively branded "Emo Night @ the library." Alternative names and entertainment possibilities were discussed.
- Motion to permit use of the first-floor library meeting rooms after closing on Saturday 4/11/2026 for an after-hours fundraiser for the Friends of Irondequoit Public Library. Seconded. Motion carried.

Technology team

- Fusion Digital will be at the library tomorrow to demonstrate user interface for the proposed new AV system, as well as to discuss installing a hearing loop to maintain ADA compliance.
- The library's public PCs cannot run Windows 11 and will need replacement this year as Microsoft ends support for Windows 10. Town IT director Kevin LaBarr is gathering quotes for the project, but anticipates that the town IT budget will cover it in full.

New business: Officer nominations

- Motion to nominate Erin Dougherty and Sarah Yannello as co-secretaries, Patricia Gogniat as vice president, and Susan Kramarsky as president. Seconded. Motion carried.
- Motion to nominate Rachel Snyder as treasurer. Seconded. Motion carried.

Adjournment: Meeting adjourned at 7:43 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretaries Erin Dougherty and Sarah Yannello

Financial summary

12/31/2025

FUND	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACTUAL YTD DEC 25	2025 BALANCE	2025 %
410010	Property taxes	\$2,507,625	\$2,495,508	\$2,680,059	\$2,695,213	\$2,686,417	\$2,793,421	\$2,793,421	\$0	100.0%
427000	Misc income (book sales, printing, faxing)	\$23,605	\$47,996	\$54,662	\$70,141	\$75,244	\$76,000	\$77,760	(\$1,760)	102.3%
420800	Library charges (overdue & lost fines)	\$32,500	\$42,465	\$40,188	\$35,237	\$29,881	\$28,260	\$23,874	\$4,386	84.5%
438890	State aid - oth culture & rec (Local Library Systems Aid)	\$12,263	\$16,860	\$16,142	\$14,642	\$16,696	\$14,600	\$16,914	(\$2,314)	115.8%
427010	Refund prior year expenses	\$4,838	\$464	\$168		\$6,379			\$0	0.0%
		\$2,655,615	\$2,660,497	\$2,794,750	\$2,817,690	\$2,814,617	\$2,912,281	\$2,911,969	\$312	100.0%

FUND	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACTUAL YTD DEC 25	ENCUMBRA NCES	2025 BALANCE	2025 %
	Salaries	\$964,129	\$966,766	\$1,019,173	\$1,162,213	\$1,162,145	\$1,224,192	\$1,151,535		\$72,657	94.1%
	Equipment & capital	\$4,529	\$977	\$2,468	\$772	\$11,336	\$59,002	\$32,150	\$15,000	\$11,852	79.9%
540500	Library materials	\$169,598	\$175,369	\$171,848	\$179,859	\$170,194	\$173,156	\$160,806		\$12,350	92.9%
	Services & supplies	\$342,006	\$425,579	\$402,058	\$406,649	\$233,598	\$382,740	\$424,816	\$121	-\$42,197.25	111.0%
	Contingency - contracted	\$0	\$0	\$0	\$0						
560100	Principal on debt	\$175,000	\$325,000	\$335,000	\$340,000	\$345,000	\$355,000	\$355,000		\$0	100.0%
570100	Interest on debt	\$449,852	\$296,000	\$289,400	\$282,650	\$275,800	\$268,800	\$268,800		\$0	100.0%
	Employee benefits	\$413,337	\$445,435	\$406,340	\$406,326	\$439,236	\$507,914	\$549,710		-\$41,796	108.2%
		\$2,518,450	\$2,635,126	\$2,626,286	\$2,778,469	\$2,637,308	\$2,970,804	\$2,942,817	\$15,121	\$12,866	99.6%

Cash receipts summary

12/31/2025

DESCRIPTION	JAN ACTUAL	FEB ACTUAL	MAR ACTUAL	APR ACTUAL	MAY ACTUAL	JUN ACTUAL	JUL ACTUAL	AUG ACTUAL	SEP ACTUAL	OCT ACTUAL	NOV ACTUAL	DEC ACTUAL	YTD 2024
Fines (cash)	\$1,010.85	\$790.70	\$917.11	\$728.28	\$799.87	\$891.94	\$828.36	\$831.42	\$863.19	\$839.31	\$905.14	\$755.16	\$10,161.33
UMS/refunds			-\$22.99						-\$20.00			-\$1,381.05	-\$1,424.04
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	\$635.65	\$7,588.09
BFR (cash)	\$37.99	\$27.97	\$53.98	\$41.98	\$18.98	\$71.99	\$49.99	\$30.00	\$98.08	\$197.95	\$13.00	\$56.93	\$698.84
BFR (credit)	\$149.14	\$261.12	\$312.64	\$53.97	\$171.84	\$239.21	\$110.97	\$173.84	\$259.79	\$175.96	\$202.84	\$101.99	\$2,213.31
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	\$4,201.68	\$46,040.79
Misc. (cash)	\$65.64	\$89.90	\$54.95	\$30.10	\$34.38	\$127.88	\$59.37	\$78.23	\$65.28	\$31.25	\$32.53	\$54.66	\$724.17
Misc. (credit)	\$32.65	\$10.61	\$85.51	\$89.95	\$83.14	\$95.03	\$121.57	\$90.11	\$80.50	\$26.19	\$40.20	\$34.99	\$790.45
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	\$1,212.72	\$15,897.42
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	\$805.20	\$14,307.19
State aid/LLSA				\$1,655.90					\$15,257.70				\$16,913.60
Interfund transfer													
Total	\$7,675.99	\$7,535.85	\$9,459.24	\$8,846.23	\$8,050.90	\$7,855.77	\$14,989.23	\$7,839.86	\$24,527.64	\$9,680.79	\$7,254.65	\$6,477.93	\$120,194.08

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	\$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	\$4,201.68
Total	\$22,973.30	\$29,217.46	\$31,730.93	\$34,647.51	\$33,480.23	\$11,530.07	\$26,885.29	\$32,833.60	\$42,183.84	\$43,986.19	\$46,040.79

CHASE ACCOUNTS

DECEMBER 2025

NON-PUBLIC FUNDS MMDA ***9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2025	Opening balance			\$13,843.48
12/12/2025	Donation from James Duffy in memory of Elizabeth McGrath (undirected)	\$100.00		\$13,943.48
12/12/2025	Donation from Rochester Button Society in support of children's programming	\$25.00		\$13,968.48
12/12/2025	Payment to Prismatic Gardens for Floral Air Plant Terrarium Workshop on 11/24/25 (LIF purchase)		\$300.00	\$13,668.48
12/12/2025	Payment to Petit Paper Stories for teen/tween paper art workshop on 12/29/25 (LIF purchase)		\$300.00	\$13,368.48
12/12/2025	Payment to Jaclyn Warren for Flute Storytime on 12/30/25 (Apai programming donation)		\$75.00	\$13,293.48
12/12/2025	Payment to Deborah Collier for Memory Wire Bracelets program on 12/30/25 (LIF purchase; withdrew incorrect amount. See 12/17/25)		\$170.00	\$13,123.48
12/17/2025	Anonymous donation to support seed library	\$200.00		\$13,323.48
12/17/2025	Refund of 12/12 money order for Deborah Collier in incorrect amount	\$170.00		\$13,493.48
12/17/2025	Payment to Deborah Collier for Memory Wire Bracelets program on 12/30/25 (LIF purchase; corrected from 12/12/25)		\$175.00	\$13,318.48
12/17/2025	Payment to Sarah Yannello (reimbursement for staff holiday gifts)		\$1,150.00	\$12,168.48
12/23/2025	Payment to Petit Paper Stories for children's paper art workshop on 12/29/25 (LIF purchase)		\$300.00	\$11,868.48
12/31/2025	2025 legislative initiative funding for library programs	\$10,000.00		\$21,868.48
12/31/2025	Interest	\$5.17		\$21,873.65

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2025	Opening balance			\$6,948.45
12/31/2025	Interest	\$2.75		\$6,951.20

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

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2025	Opening balance			\$796.06
12/31/2025	No transactions			\$796.06

LEGISLATIVE INITIATIVE FUNDING FOR LIBRARY PROGRAMS

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
12/1/2025	Opening balance			\$2,737.47
12/12/2025	Payment to Prismatic Gardens for Floral Air Plant Terrarium Workshop on 11/24/25		\$300.00	\$2,437.47
12/12/2025	Payment to Petit Paper Stories for teen/tween paper art workshop on 12/29/25		\$300.00	\$2,137.47
12/17/2025	Payment to Deborah Collier for Memory Wire Bracelets program on 12/30/25		\$175.00	\$1,962.47
12/23/2025	Payment to Petit Paper Stories for children's paper art workshop on 12/29/25		\$300.00	\$1,662.47
12/31/2025	2025 legislative initiative funding for library programs	\$10,000.00		\$11,662.47

Invoices for January 2026 check run (2025 BUDGET)

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Alliance Entertainment	14	PLS84976408	1/7/2025	Adult DVDs	540500	Library materials	\$370.15	
Alliance Entertainment	14	PLS91990950	12/16/2025	Adult DVDs	540500	Library materials	\$610.76	
Alliance Entertainment	14	PLS91979397	12/16/2025	Adult music CDs	540500	Library materials	\$255.38	
Amazon	17	1FWK-HGT4-C36P	11/18/2025	J DVDs	540500	Library materials	\$126.79	
Amazon	17	1M4J-4LTM-LHJH	12/18/2025	Adult nonfiction books	540500	Library materials	\$200.02	
Amazon	17	1W9D-PH6L-6K9P	12/21/2025	Credit memo for damaged item	540500	Library materials	-\$10.19	
Amazon	17	1WRQ-GCGC-DQKL	12/23/2025	Batteries, label tape	545700	Supplies, office	\$72.99	
Amazon	17	1LT3-T74D-7N1M	12/29/2025	Maker's lab equipment and supplies	544080	Professional services, programming	\$581.73	
Barnes & Noble	835	4700685	12/9/2025	J fiction & NF	540500	Library materials	\$613.06	
Barnes & Noble	835	4704732	12/28/2025	Adult fiction books	540500	Library materials	\$96.94	
Demco	156	7744417	12/26/2025	Book covers, media cases	545760	Supplies, library processing	\$649.48	
Demco	156	C42728	12/26/2025	Credit memo for incorrect items shipped	545760	Supplies, library processing	-\$184.50	
East Ridge Printing	171	57489	5/8/2025	Bookmarks	543900	Printing services	\$306.35	
East Ridge Printing	171	57705	11/28/2025	IPL logo envelopes	543900	Printing services	\$156.60	
Eryk Olson	999999	1	11/15/2025	Sound bath for November 2025 Tri for Wellness event	A2907410- 541202	ARPA	\$400.00	Awaiting budget update
Ingram	396	93053471	12/22/2025	Adult nonfiction books	540500	Library materials	\$58.46	
Ingram	396	93224965	12/29/2025	Adult nonfiction books	540500	Library materials	\$682.23	
Ingram	396	93318350	12/31/2025	Adult fiction books	540500	Library materials	\$254.21	
Ingram	396	93318351	12/31/2025	J picture books	540500	Library materials	\$611.41	
Ingram	396	93318352	12/31/2025	Adult nonfiction books	540500	Library materials	\$1,635.86	
Library Ideas LLC	355	121674	12/20/2025	J picture books	540500	Library materials	\$1,099.93	
Midwest Tape LLC	516	508252618	12/31/2025	Hoopla usage, December 2025	540500	Library materials	\$2,910.65	
OverDrive	564	01327CO25398337	12/17/2025	Adult ebooks	540500	Library materials	\$2,940.99	
OverDrive	564	01327CO25399858	12/19/2025	J ebooks	540500	Library materials	\$1,201.19	
OverDrive	564	01327CO25399768	12/19/2025	Adult ebooks	540500	Library materials	\$672.95	
OverDrive	564	01327CO25404179	12/27/2025	Adult ebooks	540500	Library materials	\$1,448.04	
OverDrive	564	01327CO25404175	12/27/2025	Adult ebooks	540500	Library materials	\$2,888.77	
Playaway Products	269	520922	12/23/2025	YA audiobooks	540500	Library materials	\$1,827.90	
Sue Piccirilli	999999	1	11/15/2025	Zumba class for November 2025 Tri for Wellness event	A2907410- 541202	ARPA	\$30.00	Awaiting budget update
T-Mobile	211		12/27/2025	Mobile hotspots data 11/27 - 12/26/25	541200	Contracted services	\$57.40	
Travon Stevens	999999		12/27/2025	Refund for lost & paid/found & returned library item	420800	Library charges	\$23.00	
Total							\$22,588.55	

Vendor	Total
Alliance Entertainment	\$1,236.29
Amazon	\$971.34
Barnes & Noble	\$710.00
Demco	\$464.98
East Ridge Printing	\$462.95
Eryk Olson	\$400.00
Ingram	\$3,242.17
Library Ideas LLC	\$1,099.93
Midwest Tape LLC	\$2,910.65
OverDrive	\$9,151.94
Playaway Products	\$1,827.90
Sue Piccirilli	\$30.00
T-Mobile	\$57.40
Travon Stevens	\$23.00
Grand Total	\$22,588.55

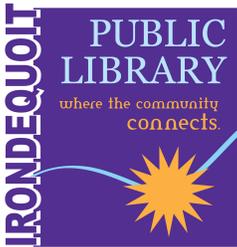
Account description	Total
420800	\$23.00
Library charges	\$23.00
540500	\$20,495.50
Library materials	\$20,495.50
541200	\$57.40
Contracted services	\$57.40
543900	\$462.95
Printing services	\$462.95
544080	\$581.73
Professional services, programming	\$581.73
545700	\$72.99
Supplies, office	\$72.99
545760	\$464.98
Supplies, library processing	\$464.98
A2907410-541202	\$430.00
ARPA	\$430.00
Grand Total	\$22,588.55

Invoices for January 2026 check run (2026 BUDGET)

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Amazon	17	13P6-W96D-VGG4	1/1/2026	Community garden supplies	A2907410-541202	ARPA	\$485.72	Awaiting budget update
Amazon	17	1DYM-1KMX-13VT	1/6/2026	Community garden supplies	A2907410-541202	ARPA	\$790.53	Awaiting budget update
Amazon	17	1V9P-PKXM-1GTR	1/14/2026	Baby wipes for children's library	546500	Supplies, other misc.	\$22.04	
Amazon	17	1V9P-PKXM-1GTR	1/14/2026	Tote bags for Braille books	545760	Supplies, library processing	\$111.92	
Amazon	17	1V9P-PKXM-1GTR	1/14/2026	Tape dispenser	545700	Supplies, office	\$14.85	
Amazon	17	1XD6-KX6L-1RTC	1/20/2026	Adult fiction books	540500	Library materials	\$57.75	
Barnes & Noble	835		1/8/2026	Adult fiction books	540500	Library materials	\$90.20	
Breakout EDU	1283	63399	1/9/2026	Escape room service subscription renewal	544080	Professional services, programming	\$119.00	
Brooklyn Robot Foundry	1536	288	1/17/2026	Teen robotics program on 1/9/26	A2907410-541202	ARPA	\$54.00	Awaiting budget update
Cengage Learning	96	999101858473	1/8/2026	Large print books	540500	Library materials	\$260.16	
Center Point Large Print	97	2221881	1/1/2026	Large print books	540500	Library materials	\$3,049.20	
Daniel Jones	139	IPL40	1/2/2026	"TV Today" tech education program on 1/15/2026	A2907410-541202	ARPA	\$120.00	Awaiting budget update
Daniel Jones	139	IPL141	1/2/2026	"The Right Computer 4U" tech education program on 2/19/26	A2907410-541202	ARPA	\$120.00	Awaiting budget update
Ingram	396	93353327	1/2/2026	Adult fiction books	540500	Library materials	\$259.74	
Ingram	396	93400549	1/5/2026	Adult fiction books	540500	Library materials	\$539.95	
Ingram	396	93510021	1/7/2026	Adult nonfiction book	540500	Library materials	\$11.19	
Ingram	396	93510020	1/7/2026	Adult nonfiction books	540500	Library materials	\$531.46	
Ingram	396	93668442	1/13/2026	Adult fiction books	540500	Library materials	\$284.68	
Lakeshore Learning Materials, LLC	497	93248044	1/9/2026	Benches for children's library	520190	Capital improvements	\$8,319.48	Awaiting budget update
Law Office of Stephanie Adams, PLLC	5	11011	1/14/2026	Sexual harassment prevention training for 2/16/26 staff training day	541000	Conference/training	\$1,500.00	
New York Times	715	35069D5E2550	12/14/2025	Subscription renewal, 12/14/25 - 12/12/26	540500	Library materials	\$1,196.00	
OverDrive	564	01327CO26011479	1/14/2026	Adult ebooks	540500	Library materials	\$1,303.95	
Playaway Products	269	522002	1/12/2026	Replacement cases and battery covers	545760	Supplies, library processing	\$108.55	
Staples	684	6052469989	1/8/2026	Bandages for first aid kits	545700	Supplies, office	\$6.19	
Staples	684	6052469982	1/8/2026	First aid and vending supplies	545700	Supplies, office	\$47.75	
Staples	684	6052469985	1/8/2026	Bandages for first aid kits	545700	Supplies, office	\$12.79	
Staples	684	6052469987	1/8/2026	Burn cream for first aid kits	545700	Supplies, office	\$7.39	
Staples	684	6052469983	1/8/2026	Dish sponges, disinfecting wipes	545700	Supplies, office	\$55.37	
Staples	684	6052558545	1/9/2026	Disposable cups and lids	545700	Supplies, office	\$80.46	
Staples	684	6052662830	1/10/2026	Cleaning wipes	545700	Supplies, office	\$121.66	
Staples	684	6053034060	1/15/2026	Tape, correction fluid	545700	Supplies, office	\$44.35	
Staples	684	6053034057	1/15/2026	File tray	545700	Supplies, office	\$29.99	
Total							\$19,756.32	

Vendor	Total
Amazon	\$1,482.81
Barnes & Noble	\$90.20
Breakout EDU	\$119.00
Brooklyn Robot Foundry	\$54.00
Cengage Learning	\$260.16
Center Point Large Print	\$3,049.20
Daniel Jones	\$240.00
Ingram	\$1,627.02
Lakeshore Learning Materials, LLC	\$8,319.48
Law Office of Stephanie Adams, PLLC	\$1,500.00
New York Times	\$1,196.00
OverDrive	\$1,303.95
Playaway Products	\$108.55
Staples	\$405.95
Grand Total	\$19,756.32

Account description	Total
520190	\$8,319.48
Capital improvements	\$8,319.48
540500	\$7,584.28
Library materials	\$7,584.28
541000	\$1,500.00
Conference/training	\$1,500.00
544080	\$119.00
Professional services, programming	\$119.00
545700	\$420.80
Supplies, office	\$420.80
545760	\$220.47
Supplies, library processing	\$220.47
546500	\$22.04
Supplies, other misc.	\$22.04
A2907410-541202	\$1,570.25
ARPA	\$1,570.25
Grand Total	\$19,756.32



Irondequoit Public Library

Director Report

January 21, 2026

1. Irondequoit Public Library

February 2026 Staff Training Day

I am finalizing the February 16th staff train day agenda. It will include brief remarks and a staff meet and greet with Supervisor Perticone, sexual harassment training from Stephanie "Cole" Adams, and seizure preparedness and first aid training from EPI, a nonprofit that helps people with epilepsy, brain injuries, and other related disabilities.

After-Hours Friends of the Irondequoit Public Library Fundraiser

The Friends of the Irondequoit Public Library planning a fundraiser concert featuring local bands, vintage clothing and merchandise vendors, and the sale of food like pizza slices, soft drinks, and desserts. The door price has yet to be determined, but will be somewhere between \$5 - \$10, with no one turned away for lack of funds.

The evening's lineup has been confirmed. The acts are:

- Cut Me Up Genny, a popular local cover band that performs early 2000s emo and pop-punk songs.
- Milo, an indie rock band that will appeal to fans of the popular band Rilo Kiley.
- Pluck, an indie rock band that will appeal to fans of My Morning Jacket.
- Goo Phase, a new Rochester indie rock band. Goo Phase is lead by notable local yoga instructor Jesse Amesmith.

Pending Library Board approval, this event is scheduled to take place on Saturday, April 11th after the library closes. This event will potentially be marketed as "Emo Night @ the Library." If the concert proves to be a successful fundraiser it may become something that the Friends of the Irondequoit Public Library organize on an occasional or seasonal basis. Much of the legwork of coordinating the bands and vendors is being done by by sister-in-law and brother who are in the band Milo. They will attend the January Friends of the Irondequoit Public Library meeting to discuss specifics about the fundraiser in greater detail.

I am requesting that the Library Board vote to permit the first floor library meeting rooms to remain open after the library closes on Saturday, April 11th for a Friends of the Irondequoit Public Library after-hours fundraiser.

Irondequoit & Poltava - Sister Libraries Update

This month I met with Olena, the librarian in charge of the "Windows on America" program in Poltava, Ukraine, and Tamara Denysenko from the Ukrainian American Community Foundation via Zoom. We brainstormed projects and programs that we can collaborate on in 2026. We selected five projects to collaborate on. They are:

- Irondequoit will coordinate a live-streamed jazz concert in April that can be viewed by people in both countries. April is jazz appreciation month and Olena indicated that there is interest from their users in learning about the popular genre of music that originates in America.
- Irondequoit will send Poltava video tour of our 1839 Maker's Lab.
- Olena will send us video instructions on how to make pysanky eggs. The Irondequoit Public Library Sister Libraries Team has expressed interest in leading a craft program using this video.
- The youth services staff at Irondequoit Public Library will help identify a short book about western New York or New York State for students in Poltava who are enrolled in an English language class at their library. Students enrolled in this class will participate in a quiz show style competition based on the facts and events in the book.
- Olena indicated that she thought their users might be interested in learning about Susan B. Anthony and Tamara happens to have a connection to multiple staff at the Susan B. Anthony House. She offered to look into whether they have a video tour of the house and museum or a short video biography about Susan B. Anthony's life that could be shared with Poltava.
- I sent Olena links to videos of past Irondequoit Historical Society presentations. Some of these videos will be shown to their library users as a part of a series on history. The list of videos includes some of the most popular presentations that the Irondequoit Historical Society and Irondequoit Public Library have coordinated. They are:
 - *The History Seabreeze Amusement Park*
 - *The American St. Nicholas* (World War II history with a Rochester connection)
 - *The History of Cobblestone Buildings in Western New York*
 - *The History of Irondequoit Beer Company*
 - *The History of Hooker Pioneer Cemetery*

2025 Volunteer Hours

Nora Pelish reports that in 2025 our volunteers donated a total of 2,275.76 hours to the Irondequoit Public Library.

Family Game Night - East Irondequoit Central School District

On Thursday, February 5th, the youth services staff will be attending a family game night at East Irondequoit Middle School to promote library services.

Credit Card Processing

Last month Susan Kramarsky put me in contact with a payment processing company that caters to nonprofit organizations in hopes that they might be able to provide the library with a cheaper credit card processing fees. After some discussion with the representative we determined that they would not be able to get us a better rate.

Proposed Revision to *Emergency Closing Policy*

I have reviewed proposed changes to the library's *Emergency Closing Policy with the Organizational Development Committee* for consideration and discussion at the January 2026 Library Board meeting. The policy was most recently enacted when the library closed early due to inclement weather on December 26th.

The current policy has not been updated since 2009. Text referencing the two branch libraries has been removed. The revisions include new text that indicate on-call/per diem/substitute staff will be paid for their scheduled shift if the library closes. Previously only permanent staff were paid. If per diem staff are scheduled on a day that the library closes due to an emergency the change could potentially cost the library \$67 - \$98 depending on the job title of the per diem staff scheduled. Additionally, the revision indicates that in the event of an emergency closing, previously scheduled paid time off will not be deducted from employee time banks during the hours the library is closed.

A markup copy of the revised policy has been included with the January 2026 Director Report. Highlighted text indicates additions to the policy and text with a strikethrough has been deleted.

Changes to Staff PTO Accrual Record Keeping

Last month Stephanie and I met with Human Resources Director, Jason Vinette to reconcile our internal employee paid time off accrual records with the Munis payroll system.

In 2025 the Town of Irondequoit switched to the Munis payroll system. This system offers employees the ability to check the balance of their PTO accrual via a website. Prior to using Munis, employee PTO accrual balances were recorded and maintained by Stephanie on a spreadsheet.

Stephanie, Jason, and I have ensured that the PTO balance for each employee is correct and updated Munis to reflect those balances. We also gave Stephanie and the supervisory staff access to their direct reports' PTO balances in Munis and devised a process for keeping the PTO balances up to date.

Starting this January all employees who have been working at Irondequoit Public Library for one year or longer received their PTO allotment for the year on January 12th. Moving forward they will receive their PTO allotment for the year on January 1st instead of their employment anniversary date.

New hires will continue to receive six months of PTO on their six-month employment anniversary date. They will receive their first full allotment of PTO time on their one-year employment anniversary date, and on January 1st every year after that.

2. Town of Irondequoit

Administration Transition Documents

I have been working with the Executive Committee and Organizational Development Committee to update the packet of orientation documents we use to onboard new library trustees and elected stakeholders for an upcoming meeting with Supervisor Perticone. I have also drafted an outline of library related projects, initiatives, and needs as requested by the Supervisor.

Additional ARPA Funds for Seniors and Youth Programs

Earlier in January I met with Shannon Grieve, Director of Recreation, to discuss the feasibility of using some of the town's unanticipated ARPA funds for seniors and youth programming at the Irondequoit Public Library. I worked with the youth services staff and adult services librarian Emily Forbes to draft a request for funding to cover the cost of a monthly 55+ seniors writing program in partnership with Writers & Books. Additionally, this request included a youth writing series also in partnership with Writers & Books, a magic show, and a visit from a popular bubble artist.

A copy of the funding request has been included with the January 2026 Director Report.

3. Facilities Report

Upgrading the AV System

Town of Irondequoit IT Director, Kevin Labarr, and I will be meeting with a representative from Fusion Digital on January 22nd to view a demonstration of the user interface for the proposed audio visual system upgrade. We will also be inquiring about the incorporation of a hearing loop assistive listening system into the meeting room. The new audio visual system must include some sort of assistive listening technology in order for the library to comply with the Americans with Disabilities Act.

Upgrading the Public Computers

Kevin Labarr indicated that the library will need to replace its public PCs sometime this year. Kevin has budgeted funds for this project in his IT budget. Microsoft is discontinuing support for Windows 10, which is the version on our public PCs, and our server-based system is too old to run Windows 11. He is proposing that the library replace the ten year old server-based system with traditional desktop PCs. I will share updates throughout the replacement process and as more information becomes available.

Children's Library Renovation - Phase Two

The Irondequoit Public Library Foundation is interested in purchasing additional woodland themed fixtures to create an entryway arch at the front of the children's library. Additional tree trunks and tree canopies will also adorn the pillars on the opposite side of the children's library. The Foundation is interested in commissioning a new information desk for the children's library that would match the existing woodland theme. Matt and I are working to obtain a quote for these fixtures and desk from Janice Davis Designs and Mind the Gap. This phase of the project will likely be paid for using funds for the Foundation only.



4. Monroe County Library System

MiFi Hotspots

The Monroe County Library System has offered to fund the purchase of MiFi hotspots for any public library in the county to circulate to their users. We anticipate circulating these hotspots as soon as they are available to us which should be in the next few weeks. Irondequoit Public Library will have 20 hotspots available for checkout.



MOCKUP OF THE ENTRYWAY CANOPY AND CHILDREN'S LIBRARY INFORMATION DESK

5. Personnel Report

There are no personnel changes to report at the January 2026 Library Board meeting.

6. Financial Report & Vouchers

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

7. Correspondence

2026 Polling Site Agreement

The Irondequoit Public Library will serve as a polling site for the primary election in June 23rd and on election day on November 3rd.

A copy of the agreement has been included with the January 2026 Director Report.

Irondequoit Community Cupboard - Thank You Letter

The Irondequoit Public Library received a thank you letter from Debbie Evans, Director of the Irondequoit Community Cupboard, for our "Food for Fines" promotion.

A copy of the thank you letter has been included with the January 2026 Director Report.

8. Items of Information

- 1. East Irondequoit Schools - Family Game Night Flier*
- 2. Emergency Closing Policy (Draft Revision)*
- 3. ARPA Funds Proposal - 2026*
- 4. 2026 Polling Site Agreement*
- 5. Irondequoit Community Cupboard - Thank You Letter*

Irondequoit Public Library
Statistical Report to the Library Board
January 2026

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
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	4,598	12,182	12,008	83	85	1,455	1,220	1,102	1,013	38,794	37,004	111	136	9	21
Total	68,967	58,989	175,788	171,494	1,032	1,074	19,554	16,384	15,520	14,718	468,028	479,227	724	691	122	211
YTD Average	5,747	4,916	14,649	14,291	86	90	1,630	1,365	1,293	1,227	39,002	39,936	60	58	10	18

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

East Irondequoit Schools - Family Game Night Flier



**District-Wide
Connecting Through Play**



FAMILY GAME NIGHT

Free Event for Students (Pre-K-12) & Their Families

February 5, 2026

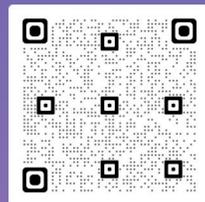
5:30–7:30 PM

*El Middle School
155 Densmore Road*

Join us for an exciting evening filled with dinner, games, and activities for all ages!

- *Pizza & water provided.*
- *Fun for everyone:*
 - *Sensory-friendly & inclusive activities*
 - *LEGO building stations*
 - *Crafts*
 - *Board & card games*
 - *Bounce house (grade level times below):*
 - *K-2: 5:45-6:15 pm, 3-5: 6:15-6:45 pm, 6-12: 6:45-7:15 pm*

**Register to
attend by
January 27th**



Sponsored by: PTSA, Community Schools, Center for Youth & Peaceful Schools



Emergency Closing Policy (Draft Revision)

Irondequoit Public Library
Emergency Closing Policy

A library building may need to close due to weather or some other emergency situation.

The decision to close is an administrative decision of the director or in the absence of the director the senior librarian in charge of the building at the time of the emergency. If the library director is not present in the library staff will make every effort to contact the library director to apprise them of the emergency.

The library buildings will close whenever the Town of Irondequoit or Monroe County officials declare a “state of emergency” or request that there be “no unnecessary travel”. The library may also close due to inclement weather that does not rise to the level of a state of emergency or weather related travel ban. When assessing whether to close the library, the library director will base the decision on weather reports, closure of other Irondequoit institutions (school districts, town hall, recreation center, shopping centers), and guidance from public safety officials and representatives.

The library director management will make every effort to notify employees and the Library Board in a timely manner of any closing situation. Library management will also contact media, the Monroe County Library System and Town Supervisor’s office to inform the town of the closing.

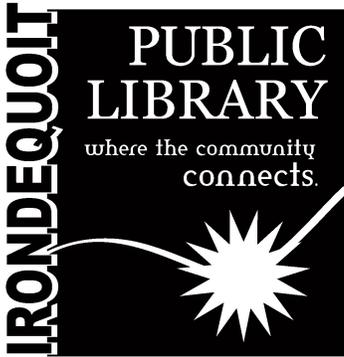
~~Full-time employees:~~ If the library closes on a day that an employee is scheduled to work the employee will be paid for the time they were scheduled regardless of the employee’s job title or status as a full-time, part-time, or substitute/per diem employee. In the event of an emergency closing previously scheduled paid time off will not be deducted from employee time banks during the hours the library is closed.

If the employee chooses to not report to work due to hazardous weather conditions and the library does not close the employee must use vacation or personal time to make up the hours not worked. If the employee chooses to leave early due to hazardous weather conditions the employee must use vacation or personal time to make up the hours not worked.

~~Part-time employees:~~ If the library closes on a day the employee is scheduled to work the employee will be paid for the hours the employee was scheduled to work. If the library closes after the employee has reported for scheduled work time the employee will be paid for the number of hours scheduled. If the employee chooses to not report to work due to hazardous weather conditions and the library does not close the employee must use vacation or personal time to make up the hours that were scheduled but not worked. If the employee chooses to leave early due to hazardous weather conditions the employee must use vacation or personal time to make up the hours scheduled but not worked.

~~Library pages are not regular permanent staff. They are not paid when the library is closed. They are only paid for hours worked.~~

ARPA Funds Proposal - 2026



Summary

The Irondequoit Public Library seeks funds to offset the costs associated with educational library programs for youth and seniors. These programs will focus on creative writing workshops and educational programming.

Youth Programs

Summer Youth Programs: Magician & “The Bubble Guy”

The Irondequoit Public Library seeks funding to bring two performers (Doug Rougeux, “The Bubble Guy” and Cris Johnson, magician) for unique and exciting programs. These educational programs are designed to bring children into the library and engage them in our Summer Reading Program to prevent learning loss while out of school by encouraging reading. These popular programs have been demonstrated to attract large crowds in past years and are certain to be well attended.

Doug Rougeux's *Bubblemania* program costs \$450 and Cris Johnson's *Jurassic Journeys: Dino-Extravaganza Experience* costs \$495 for a total of \$945.

Writers & Books Presents: Teen Screenwriting

The Irondequoit Public Library seeks funds to offset the cost associated with operating a screenwriting workshop for teens. This workshop will be taught by an instructor from Writers & Books and will run for five days, Monday through Friday, 3 hours each day. Participants will have an opportunity to develop a unique idea into a script while reinforcing vital writing and communication skills. Teens will also learn about narrative structure, character development, and crafting realistic sounding dialog.

A weeklong screenwriting workshop costs \$2,340.

Senior Programs

Writers & Books Presents: Legacy Writing - A Letter They'll Remember

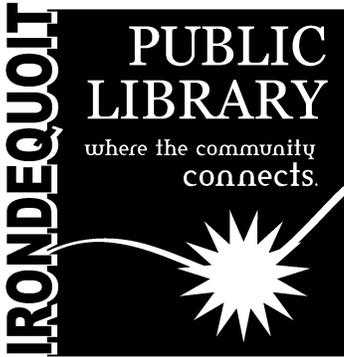
The Irondequoit Public Library seeks funding for a monthly series of writing workshops designed to keep adults age 55+ engaged with the community and connected to their families. Participants will learn to write a creative and heartfelt legacy letter to a loved one. Tyler Barton, author of *Eternal Night at the Nature Museum* and *The Quiet Part Loud* will help seniors explore the depth and breadth of the life they have lived as well as the values and blessings they wish to impart.

This year long series costs \$3,600, with each session lasting between 90 and 120 minutes.

Date: January 15, 2026

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org



Date: January 15, 2026

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

ARPA Funded Library Programs	
Description	Subtotal
<i>Bubblemania</i>	\$450
<i>Jurassic Journeys: Dino-Extravaganza Experience</i>	\$495
Teen Screenwriting Workshops	\$2,340
55+ Legacy Writing Workshop	\$3,600
Total	\$6,885

2026 Polling Site Agreement

POLL SITE AGREEMENT

Lessor: IRONDEQUOIT PUBLIC LIBRARY

Lessee: Monroe County Board of Elections

Address: 1290 TITUS AVE

39 West Main St.

ROCHESTER, NY 14617

Rochester, NY 14614

Address of Premises: 1290 TITUS AVE, ROCHESTER, NY 14617

Reserved Room:

Term: 5 a.m. to 10 p.m. on the days of June 23 and November 3, 2026.

TERMS:

1. Lessee will pay to Lessor the sum of \$0.00 on or before December 31, 2026 as rent for the Term. Lessor will provide a W-9 to Lessee to facilitate payment.
2. Lessee may use the Premises as a Poll Site consistent with New York State and federal law and for no other purpose. Lessee may permit poll workers, voters, poll watchers and media ("Invitees") access to the Premises for lawful election-related purposes.
3. Lessee will hold Lessor harmless and will defend and indemnify it from third-party claims arising against Lessor out of this Agreement. Lessor will hold Lessee harmless and will defend and indemnify it from third-party claims arising against Lessee out of this Agreement.
4. During the Term, Lessee shall have exclusive access and control of only the Reserved Room and no other part of the Premises. Lessee and Invitees shall have shared access to common areas of the Premises only as strictly necessary to reach the Reserved Room, and shall have shared access to sidewalks, parking lots and other portions of the exterior of the Premises only as necessary for access to the Premises and to reach the Reserved Room.
5. Lessor will (*select one*):
 - a. ___ meet Lessee's poll workers at the Premises at 5 a.m. on the date of the Term to unlock the Reserved Room and deliver possession.
 - b. ___ deliver keys and/or passcodes sufficient to access the Premises and/or Reserved Room to Lessee before 5 p.m. on the Friday immediately preceding the Term.
6. Lessor will permit Lessee access to the Premises and Reserved Room for inspection no later than June 1, 2026 (for Primary) and October 13, 2026 (for General). If Lessee determines that the conditions at the Premises are not suitable for use as a poll site, Lessee may withdraw from this Agreement without penalty.
7. Lessor will permit Lessee's agents to access the Premises and Reserved Room for the purpose of delivering equipment and supplies no later than June 18, 2026 (for Primary) and October 28, 2026 (for General). Lessor will use reasonable efforts to prevent damage to, interference with or theft of

Lessee's equipment and supplies at the Premises between the date of delivery and the beginning of the Term.

8. Lessor will maintain the Reserved Room at a comfortable room temperature; will assure that the Premises and Reserved Room, entrances thereto, exterior walkways and parking areas are safely lighted and will permit Lessee and its Invitees adequate access to restrooms during the Term.
9. Lessor will immediately inform Lessee if Lessor learns of any condition or change of circumstances that may interfere with Lessor's use of the Reserved Room during the term or with Lessee's delivery of supplies and equipment. In the event the Reserved Room is unavailable, Lessor will use best efforts to provide Lessee access to a suitable alternate room at the Premises.
10. Lessor represents that the Premises and Reserved Room are, to the best of its knowledge, ADA-compliant. Lessor will permit Lessee to make temporary, non-destructive modifications to the Premises to assure safe access to the Premises for disabled voters, and will permit Lessee to reserve ADA-accessible parking spaces at the Premises for the use of voters.
11. Lessor acknowledges that Lessee's intended use of the Premises and Reserved Room are of vital public importance and that irreparable harm may come to voters as a result of any impairment of Lessee's rights under this Agreement. Accordingly, Lessor will designate and authorize a staff person ("Designee") to address issues arising out of Lessee's rights under this Agreement. Lessee will assure that Designee is available by phone on an emergency basis at ALL TIMES during the Term and will instruct Designee to immediately assist Lessee in the event that Lessee's use of the Premises is impaired in any way.

Lessor designates the following person pursuant to this paragraph:

Name: GREG BENOIT Title: LIBRARY DIRECTOR
Telephone Number: 585-703-4963 Email: gbenoit@irondequoit.gov

___ Lessor will provide Designee's name, email address and telephone number to Lessee before 5 p.m. on the Friday immediately preceding the Term.

Date: 1/6/26
[Signature]
(print name)

Lessor
GREG BENOIT

Ph.: 585-703-4963

Em.: gbenoit@irondequoit.gov

Date: _____

(print name)

Lessee
39 West Main Street
Rochester, NY 14614

Ph.: 585 753 1550

Em.: NatalieSheppard@monroecounty.gov & MattAnthony@monroecounty.gov

Irondequoit Community Cupboard - Thank You Letter



IRONDEQUOIT COMMUNITY CUPBOARD, INC.

PO Box 17834
Rochester, NY 14617
(585) 336-9107
Info@IrondequoitCommunityCupboard.org

Neighbors Helping Neighbors

Mission: "To provide emergency assistance to Irondequoit residents with dignity, kindness and without prejudice."

January 2026

Town of Irondequoit Library
1290 Titus Ave
Rochester NY 14617

Dear Greg,

Thank you so much for your kind and thoughtful donation to ICC. Your generous donation from the use of library fines was a great idea! Your donation goes a long way to "Help us Help others" in our community. We realize there are many organizations out there that need support during these difficult and uncertain times, we are so grateful that you have chosen us.

Because of your generosity, we can support programs like our Weekend Backpack Program where we provide food for children in Irondequoit to help their families over the weekend and long breaks from school; currently we provide assistance to all of the area elementary and primary schools at a cost of \$38,000 per year.

We are also able to continue to provide school supplies, backpacks, hygiene products and paper goods.

In addition to these programs, we have been able to continue to provide Thanksgiving and Christmas baskets to families, disabled adults, and senior citizens who otherwise might not have been fortunate enough to have a holiday meal. We also coordinate and assist those who sign up for our Special Santa Program which provides gifts to children and stockings to one-person households in our community.

Last but certainly not least we are able to provide a weeks' worth of food assistance to residents who are in need, especially during these difficult times. Thank you again for your generosity and your kindness toward the Irondequoit Community Cupboard!

Sincerely,


Debbie Evans

Founder and President

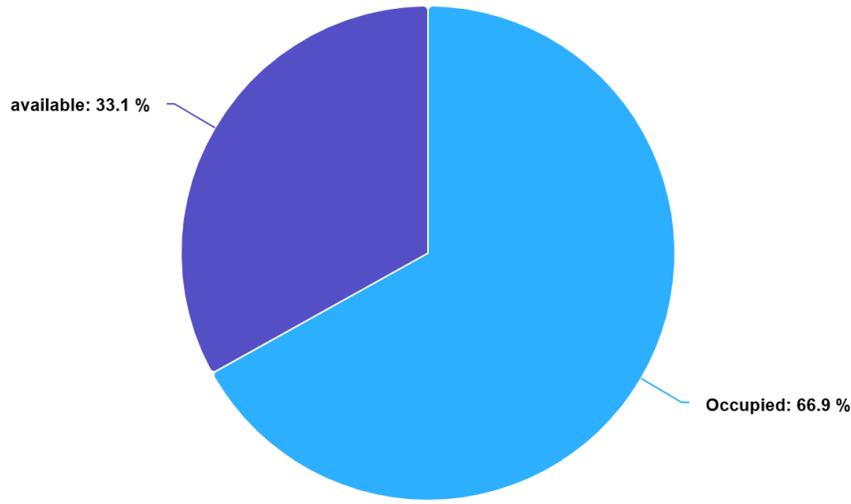
* no goods or services were exchanged for this donation
ICC is recognized as a 501c3 tax exempt organization

Meeting and Study Room Reservations December 2025

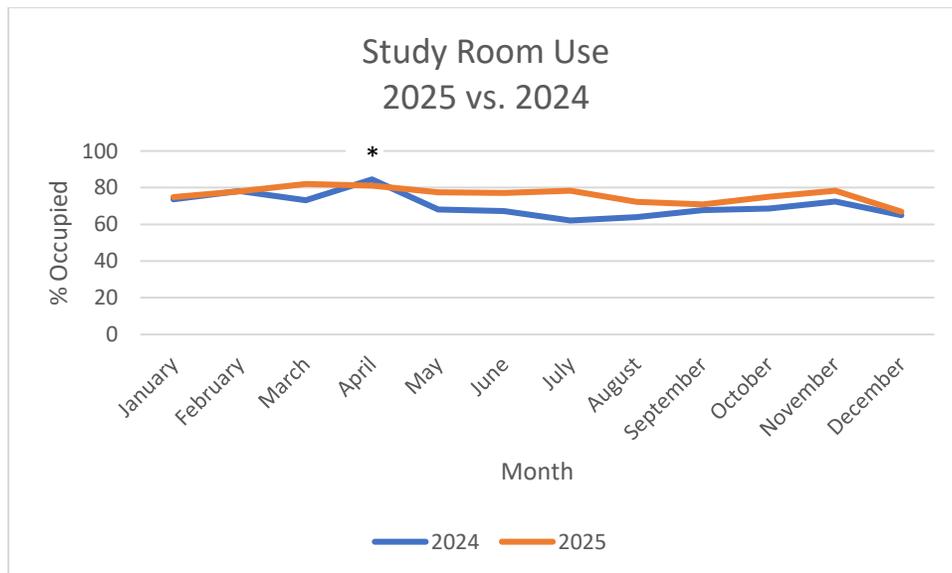
2025 Study and Meeting Room usage showed modest increases over 2024. Total number of bookings for both were up but the average duration of bookings remained statistically unchanged between the 2 years, indicating that the gains were due to a higher number of bookings for both types of rooms. 2025 also brought a greater number of BOCES tutors using the Study rooms during the school year, which will continue into the first half of 2026.

Study Rooms (Second Floor)

Aggregate Occupancy Ratio
Monday, December 1, 2025 - Wednesday, December 31, 2025



Average Booking Duration for December 2 hr. 9 min.
Number of Bookings 616



* April 2024 Boost from Friends of the Library Art & Craft Sale.

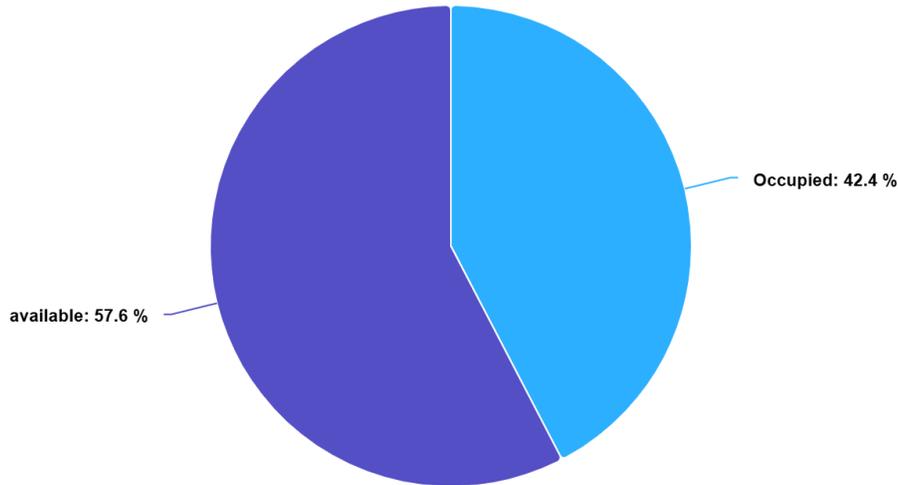
Summary of Usage:

2025: Average duration 2hrs 5mins, 76% occupancy, 8,462 total bookings

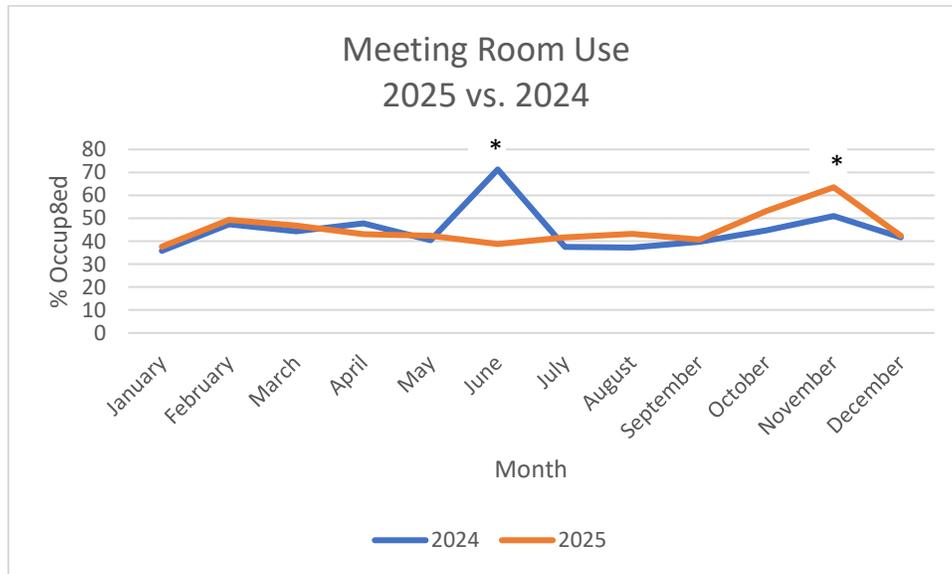
2024: Average duration 2hrs 10mins., 70.9% occupancy, 7,598 total bookings

Meeting Rooms (First Floor)

Aggregate Occupancy Ratio Monday, December 1, 2025 - Wednesday, December 31, 2025



Average Booking Duration for December 2 hours 51 minutes
Number of Bookings 147



*Meeting room usage received a boost from Monroe County Primary (June 2024) and General (November 2024 and 2025) Elections.
October 2025 received a boost from Friends Craft Sale.

Summary of Usage:

2025: Average duration 3hrs 3mins, 45.1% occupancy, 1,720 total bookings
2024: Average duration 3hrs 5mins, 44.7% occupancy, 1,682 total bookings