

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of March 18, 2026

Call meeting to order: 6:33 pm

Present: Susan Kramarsky, president; Patricia Gogniat, vice president; Erin Dougherty, co-secretary; Sarah Yannello, co-secretary; Meaghan de Chateauvieux, Michael Huntone, Nick Roberston, and Nick Zinni, trustees at large.

Guests: Greg Benoit, library director; Ann Cunningham, town board liaison; Winnie Jiang, student representative; Matt Krueger, assistant director for youth and family services (staff liaison); Stephanie Schubmehl, library bookkeeper.

Absent: Rachel Snyder, treasurer.

IPL mission moment

- From Ms. Snyder (via Ms. Dougherty): A friend navigating life as a new mother shared her gratitude for the space and resources available at the library.
- From Ms. Gogniat: A friend and her son attended today's storytime with the Seneca Park Zoo Society. They both appreciated the accessible seating in the children's library that allowed him to sit up on his own.

Attendance: Next meeting April 15, 2026. Ms. de Chateauvieux will need to attend virtually; no other conflicts noted.

Consent agenda

- The consent agenda containing the following resolutions was moved, seconded, and carried:
 - Approval of February meeting minutes
 - Approval of invoices as outlined in the attached spreadsheet for payment
 - Approval of a transfer of \$15,396 for installation of an Auracast hearing assistance system and \$32,870.36 for AV system upgrades from the library fund balance into the operating budget, for a total transfer of \$48,266.36
- Approval of 2025 year-end budget transfers was removed from the consent agenda pending further discussion.

2025 budget transfers

- Ms. Kramarsky noted that at last month's meeting, the consensus was to hold off on approving year-end budget transfers for 2025 pending further information from the comptroller's office; however, the board has yet to receive further details on maintenance chargeback expenditures and the comptroller has been unavailable for most of the week due to a family emergency.
- In response to a question from Ms. de Chateaufieux, Mr. Benoit indicated that there may be additional flexibility in the due date for this year's annual report to the state with final 2025 budget figures. Reporting used to take place on a platform managed by Baker & Taylor, and the new portal has yet to open. He added that it was possible to enter preliminary data and subsequently revise it.
- In the ensuing discussion, the consensus was to hold out for more information on maintenance chargeback expenditures before approving year-end budget transfers for 2025. Without an itemized list or some other indication of what drove up spending in 2025, it will be difficult to plan for the rest of 2026. Ms. Kramarsky noted that Ms. Cunningham and Supervisor Perticone had recommended inviting the comptroller to attend finance committee meetings quarterly. Ms. Cunningham offered her support in facilitating communication.
- Motion to allow Mr. Benoit to enter preliminary budget information once the annual report portal opens, pending approval of transfers. Seconded. Motion carried.
- Motion to work with the town to obtain more detailed information about the causes of 2025 budget overages requiring transfers by April 1. Seconded. Motion carried.

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

Committee updates: See agenda.

Town board liaison report

- At its meeting last night, the town board approved a bid to renovate basement and ground-floor bathrooms in town hall, a project originally scheduled for 2025, using ARPA funding. The board also approved Barton & Loguidice to conduct a feasibility study for leaf pickup; the firm will gather community input in a series of meetings ahead of a referendum.
- Passero Associates was selected to replace sanitary sewer infrastructure on Colebrook Drive.
- The town's next RFP will be for a playground, new stage, and pickleball courts as part of the backyard project. Construction will be covered by state and ARPA funding.
- Town board member Pete Wehner resigned at the end of last month ahead of a move to North Carolina. The Irondequoit Democratic Committee has designated a candidate to replace him, but no one will be appointed to the position until after a primary election in June.

Staff liaison report

- This month's staff liaison was Matt Krueger, assistant director for youth and family services. Krueger shared highlights from a snapshot of 2025 library statistics created by Synn Lymn McLaughlin (see attached).
- Krueger is also one of the library's accessibility coordinators, and they recently had an opportunity to present to youth services staff about IPL's accessibility initiatives. They noted that multiple physical and occupational therapists choose the children's library as an accessible space to meet with clients. The library has also been the recipient of a grant from the Irondequoit Lions Club for several years running, with this year's grant funding going toward audiobooks and an additional C-pen text-to-speech device.
- In February youth services staff launched a new monthly program, Our Morning Out, for young children and their caregivers to form connections. Feedback has been overwhelmingly positive.
- Planning is underway for programs commemorating the 250th anniversary of US independence.
- Programming staff have implemented a new application form for presenters interested in offering a program at the library.
- Library assistant Sarah Knight, a former teacher, has expressed interest in working with the community engagement committee as a liaison to local schools.

Friends report

- The Friends board will meet on Tuesday at the library. Many vacancies have now been filled and the organization is newly energized. Plans are moving ahead for the Friends Fest fundraiser on April 11.
- Additionally, Mr. Benoit is in communication with the owners of Pizza Wizard and Swillburger about planning popup arcade and pizza night fundraisers later in the year.

Foundation report

- See director's report for phase II of proposed children's library renovations. The Foundation will meet on March 23 to discuss.
- The library is planning a STEM-themed event to officially launch the renovated children's library in July, with state legislators Samra Brouk and Sarah Clark to attend. Irondequoit Commissioner of Public Works Erin Magee will lead a storytime at the event to promote women in STEM and honor her department's contributions to the construction process.
- Mr. Benoit will send out updated information about additional naming opportunities in the new children's library.

Finance committee

Financial report

- Revenue: The library received its second installment of property taxes and has now collected 97.1 percent of budgeted revenue for the year. Library-driven revenue is on track for both miscellaneous income and library charges. Bookstore revenue cleared \$4,000 in February despite it being a short month with multiple closed dates.
- Expenses: With about 16.7 percent of the year elapsed, the library has expended 12.1 percent of budget for salaries, 9.5 percent for library materials, 11.2 percent for services and supplies, and 19.3 percent for employee benefits. No expenses have been posted to the maintenance chargeback line. Spending on health insurance is over budget at 21.5 percent, but was already at 34.3 percent of budget this time last year.

Invoices of note: #11074, Law Office of Stephanie Adams: Legal consultation for personnel policy

Director's report

- See attached; below items were also discussed during this section.
- See report for updated the minimum standard for public libraries from the New York State Board of Regents. In the ensuing discussion, Mr. Benoit clarified that the state is not mandating any specific ratio or percentage of materials with any given viewpoint; rather, the standards are intended to ensure libraries use data-driven models to develop collections representative of their communities, including marginalized groups.
- Mr. Benoit thanked Ms. Cunningham for her assistance in setting up a meeting with the town supervisor's transition team.

Adjournment: Meeting adjourned at 8:11 pm.

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

Irondequoit Public Library Board of Trustees

MARCH MEETING AGENDA



Wednesday, March 18, 2026 at the Irondequoit Public Library at 6:30 PM

IPL MISSION MOMENT

CONSENT AGENDA

- Next meeting scheduled for April 15, 2026 at 6:30 PM - SY/ED
- VOTE: Approval of February Meeting Minutes
- VOTE: February Vouchers
- VOTE: 2025 Budget transfers
- VOTE: Hearing assistance devices (see Directors Report for more info)

PUBLIC FORUM - GB/SY/ED

- 3 minutes per person
- Please note: Public input is scheduled for one half hour at the beginning of each meeting. All speakers may sign up to speak until the commencement of the meeting; and shall be given up to three minutes to speak. Rules of decorum are available under the IPL Public Input Policy.

IPL COMMITTEE UPDATES - see next page for updates and overview summaries

IPL REPORTS

- Town Board Liaison
- Team Liaison
- IPL Foundation
- IPL Friends
- Long Range Plan
- Finance
 - Financial Report - GB/SS
 - Voucher Report - GB/SS

DIRECTOR SUPPORT & REPORT

OTHER AGENDA ITEMS

BOARD DEVELOPMENT SESSION

MARCH 2026 IPL COMMITTEE UPDATES

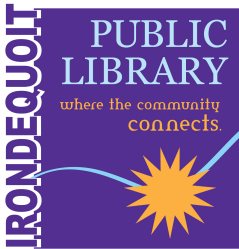
- **Executive Committee**
 - No meeting in March
 - Review retreat documents

- **Finance Committee**
 - Review of committee charter and discussion of changes-suggestions were made and are attached to the agenda for BoT review
 - Review of monthly budget documents bottom line numbers are positive, BoT to review breakdown.
 - Of note: Health insurance line to be discussed by Greg pending review with Town Finance Dept.
 - Review of Auracast assistive hearing technology quotes # quotes received recommendation by Finance Committee to use local vendor due to proximity, experience of Town, and evaluation of service by Library Director.
 - Update on closeout of 2022 SAMs grant Greg working with Comptroller to redirect communication between Town and NY State. GB to provide follow up. Maria Vecchio and Ann Cunningham have assisted in getting transfer timeline and breakdowns to Stephanie and Greg.
 - 2027 Budget documents have been distributed to Depts. timeline is significantly advanced. Board Discussion on priorities for 2027

- **People & Planning Committee**
 - No meeting in March
 - Discuss best time/dates for regular monthly meetings

- **Community Engagement Committee**
 - Patricia is the current liaison to Friends of the IPL. In her VP Board role, she may step back from this somewhat but still stay connected with the group.
 - IPL Foundation does not meet as often. Maybe one member of the committee can liaise moving forward.
 - Build inroads with administration with West Irondequoit schools, keep the connections with East Irondequoit.
 - We added "engages with the wider community of library users..." to our document.
 - New section on charter:
 - Annual Goals:
 - 1. Research and create a patron satisfaction survey. Include one or two staff members in the creation of a survey and/or assessment of results. The summer months might be the best time to conduct the first survey.
 - 2. Build better inroads with the West Irondequoit School District. Could a community member become a committee member? Contact Kim Crystal, Director of Humanities, with a specific collaborative project.
 - Monthly meeting confirmed for a Tuesday evening Zoom meeting each month (with a majority commitment).

- Establish roles for each meeting and determine who will share information at the board meeting.
- Greg will talk to staff about beginning the research on the future patron satisfaction survey and invite a staff member to our next meeting.
- Sarah will communicate with W Irondequoit regarding student reps for 2026 and 2027.



Irondequoit Public Library

Director Report

March 18, 2026

1. Irondequoit Public Library

Library Board Retreat & Updated Committee Charters

The Library Board met on Saturday, February 21st to discuss changes other than the committee structure, revisions to the committee charters, and goals for each committee in 2026. At the meeting each committee was tasked with further developing the ideas and strategies discussed at the retreat

SAMs Grant

The New York State representative assisting me with the closeout of the SAMs grant has indicated that the library and town may need to generate additional documents in order to close out the grant and release the funds. I have requested that the representative and Diana Marsh be in direct communication with one another to eliminate me as an intermediary to prevent any miscommunications. I will work with both to help facilitate a resolution to this that is a prompt as possible.

Lydia Boddie-Rice - April Art Exhibit

Earlier this month Gloria Hunter and I visited the RIT City Art Space to see Lydia Boddie-Rice's kite artwork and get a better idea of how we might hang and arrange it when it is on display in the atrium in April. Gloria and I also met with Greg Champion from the Maintenance Department to discuss the feasibility of our ideas with him.

2025 Library Statistics Infographic

Synn Lymn has created an infographic that highlights some of the usage statistics for Irondequoit Public Library in 2025. A copy of the infographic has been included as an item of information.

Irondequoit Rec Partnership - Summer Whale Science Program

Earlier this month Sarah Knight and I met with Irondequoit Rec Director, Shannon Grieve and her staff to begin planning the July 2026 Whalemobile science program. Both the library and recreation staff feel that this will be a wildly successful program, and as such, we have worked with the whale rental company to double the length of the program and number of kids who can participate.

We will be coordinating another meeting to plan publicity, crafts, and supplementary activities for kids and families to do while they wait for their turn to enter the whale.

There is much enthusiasm among both recreation and library staff for this program, and the partnership between our organizations. At our most recent meeting we discussed also having Irondequoit Rec staff attend a tour of our 1839 Maker's Lab so that they can be better informed about the services and resources available.

Sarah Knight reports, "This July, The Irondequoit Public Library and Irondequoit Rec are teaming up to bring the Whalemobile to our patrons- now with additional sessions in the works for double the fun! Children ages 6 and up will get an inside out look at Nile, the life-sized inflatable humpback whale, and learn more about whales, our oceans, and conservation. Families are welcome to observe and participate in extra activities outside the whale. This program will be held at the Rec Center gymnasium, and is just one of the many offerings of summer fun for families at the Library and Rec Center!"

New Collection - Playaway Mp3 Audiobooks

Nora Pelish reports that, "The library is pleased to launch a starter collection of Playaways to our Adult audiobook collection.

From the Findaway website: A Playaway is a small, portable, all-in-one device pre-loaded with a single audiobook, commonly checked out from libraries. Requiring no internet, downloads, or extra players, it features a headphone jack, simple playback controls, and operates on one AAA battery. They are ideal for travel and screen-free listening.

Playaways are easy to spot in their bright orange cases. Adult Playaways will be shelved on the 2nd floor next to the Books on CD. As with Children's and YA Playaways, IPL supplies the AAA battery and patrons provide their own headphones and aux cable for use in newer automobiles with no CD player.

Playaways circulate for 3 weeks. We are very pleased to offer this new format and look forward to growing the collection."

This collection is being paid for using the savings from discontinuing the Hoopla subscription.

Friends Fundraiser Update - Friends Fest '26: Market & Music

The details and final arrangements for the Friends of the Irondequoit Public Library *Friends Fest '26: Market & Music* fundraiser have been completed, and the publicity push will begin this weekend. The description that will be used to promote the event is below, and the poster has been included at the end of the document.

Join us April 11th for Friends Fest 2026, hosted by the Friends of the Irondequoit Public Library! From 6–9 pm, the Irondequoit Library's community room becomes a pop-up market with local artists, vintage finds, and live music. Food and raffle tickets will be available for sale with chances to win prizes. Admission is \$5 (or pay what you can), and all proceeds support library programs and services. We hope to see you there!

Live music by: Cut Me Up Genny, Milo, Pluck, and Goo Phase

Shop local vendors: Harnett Studio, The Vintage Aesthetic, Legacy Junk Designs Ltd., Ember & Co, Sundry Pottery, Lost Unicorn Vintage, Etymology Shop, MRC Blooms, Java Thrift, Trinket Rave, So Belly Happy, Actaea Alchemiae, and Shango Vintage

2026 ROC Game Fest Spring Mini Show

John Scalzo reports that, “planning is currently underway for the 2026 ROC Game Fest Spring Mini Show on Saturday, April 11. As of now, 15 local game developers have applied for a table to show off their in-development projects and I expect another 5-10 exhibitors to sign up before the event. This will be the seventh Rochester Game Festival event at the library and one the local gaming community looks forward to every year.”

1839 Maker’s Lab Update - Seed Library Now Open

Our seed library is fully stocked and open for the spring 2026 planting season! To celebrate the start of the planting season, Synn Lymn McLaughlin coordinated a seed swap library program on February 28th, which had at least 75 people in attendance.

Synn Lymn has also created an infographic that captures the seed library usage in 2025. The infographic has been attached to the end of this document.

2. Town of Irondequoit

Town Supervisor Administration Listening Session

I have a meeting with representatives from the Supervisor Perticone’s transition team on March 25th.

East Irondequoit Student Volunteers

On March 27th the library will be hosting student volunteers from East Irondequoit Schools. Depending on the weather, the students will help clean out and organize our storage room, dust and clean tabletops and shelving, and cleanup the town hall campus.

Capital Improvement Plan

I have emailed the IT Director, Kevin Labarr and the Commissioner of Public Works, Erin Magee asking if they are aware of any upgrades to the major technical systems in the library that might make suitable projects to be included for consideration in the town’s capital improvement plan.

3. Facilities Report

Fund Balance Transfer AV Upgrades & Auracast Quote

I am requesting that the Library Board transfer \$48,266.36 from the fund balance into the operating budget. This figure includes \$15,396 for the Auracast system and \$32,870.36 for the AV system.

Fusion Digital was in the library installing our new AV system on Monday, March 9th and Tuesday, March 10th. They will return on Monday, March 16th to complete the installation.

The library has selected a vendor to install the Auracast assistive listening technology once the AV system is installed. A copy of the quote has been included with the report as an item of information. Diana Marsh, the Town of Irondequoit Comptroller indicated that this quote meets the town’s purchasing policy.

4. Monroe County Library System

Update to Minimum Standards for Public Libraries in New York State

The New York State Board of Regents has updated the minimum standard for public libraries. These standards go into effect in 2026, and will include specific policies which must be reviewed and updated at least once every five years or earlier if required by law:

- The selection of library materials and reconsideration of such selection
- Public usage of library space and meeting rooms
- Codes of conduct
- Confidentiality of library records
- Internal library policies related to:
 - Personnel policies that ensure consistent staff management and fair employment practices
 - Disaster preparedness
 - Financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management

New York State has setup a website with guidance on these updates [here](#). Libraries will be given a year to bring their policies into compliance with these new standards. The Monroe County Library System will be reviewing specifics related to these changes at the April Director Council meeting. Irondequoit Public Library already has many of these policies, and I expect that we will be able to meet the new standards by the time they go into effect. I will keep the Library Board and Organizational Development Committee updated as detailed become available.

Library Director Mentorship Program

The Monroe County Library System has established a “new Library Director mentorship program.” I have volunteered as a mentor, and have been assigned to mentor Jen Lowden who was recently hired as the Library Director at the Chili Public Library. Jen and I plan to read and discuss the *Handbook for New Library Directors in New York State*, a companion to the popular *Handbook for Library Trustees of New York State*. I also plan to make myself available to answer questions about library management and operations as they arise.

Annual Report to NYS

New York State launched access to the new website where public libraries enter their annual statistics and financial data on March 6th. At this point in time libraries are able to log into the website but are not yet able enter the data from 2025. The Monroe County Library System indicated that they expect New York to begin collecting data from libraries shortly. I anticipate having the completed annual report to New York State available for you all to review at or before the April Library Board meeting.

5. Personnel Report

A personnel report outlining changes to the staff roster has been included as an item of information.

6. Financial Report & Vouchers

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

7. Correspondence

2024 ARPA Funds - Change of Scope Request

The Irondequoit Public Library seeks to apply \$1,300 in ARPA funds that were previously allocated for a youth film festival toward a four-part film making course instead. By pivoting to the film making course, we will be providing young people with an opportunity to learn skills that will help them pursue careers and hobbies related to the media, videography, and the digital arts industries.

Maria Vecchio has asked that changes to previously funded ARPA programs and be communicated in writing to the Town Supervisor so that the town administration can be sure that the changes fall within the funding guidelines. A copy of the letter outlining the the change and how it will benefit the community has been included as an item of information. This letter was reviewed and proofread by the Executive Committee and has been included as an item of information.

Lydia Boddie-Rice - WXXI *Connections* Interview Proposal

An email was sent to the producer of WXXI's *Connections* asking that they consider an interview with Lydia to promote both the exhibit at the RIT City Art Space and library. A copy of this email has been included as an item of information.

IPL Foundation - Revised Funding Request for Phase #2 of Children's Library Renovation

The Irondequoit Public Library Foundation requested a revision of the proposal for phase #2 of the children's library renovation to keep the total cost below \$70,000. A copy of the revised proposal and price quotes has been included as an item of information.

8. Items of Information

1. *03 2026 Personnel Report*
2. *2024 ARPA Funds - Change of Scope Proposal*
3. *2025 IPL Statistics Infographic*
4. *Community Engagement Committee Charter*
5. *Finance Committee Charter*
6. *Connections - Interview with Lydia Boddie-Rice*
7. *Friends Fest 26*
8. *Fusion Quote 13145*
9. *Pro Hearing Loops Quote 1030*
10. *IPL Foundation - Phase 2 Request*
11. *Meeting Room Report - February 2026*

Irondequoit Public Library
Statistical Report to the Library Board
March 2026

Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Circulation		Maker's Lab Usage		Maker's Lab Circulation	
	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026	2025	2026
January	5,400	5,152	13,711	13,261	79	82	1,274	1,033	1,197	2,305	40,310	39,079	81	113	11	24
February	5,047	5,371	13,692	14,002	79	92	1,739	1,458	1,344	1,177	37,666	36,937	41	69	5	23
March	4,933		16,933		94		1,587		1,361		41,970		42		14	
April	4,733		15,365		91		1,931		1,302		39,851		25		21	
May	4,357		17,582		70		1,308		1,106		39,038		13		20	
June	4,890		11,621		80		1,148		1,106		40,725		71		15	
July	4,974		15,170		80		1,439		1,310		43,663		43		22	
August	5,172		14,328		184		948		1,265		42,108		44		21	
September	5,026		13,615		69		1,279		1,348		38,833		57		24	
October	5,513		15,542		82		1,391		1,330		40,589		96		16	
November	4,346		11,927		81		1,120		1,036		37,470		42		21	
December	4,598		12,008		85		1,220		1,013		37,004		136		21	
Total	58,989	10,523	171,494	27,263	1,074	174	16,384	2,491	14,718	3,482	479,227	76,016	691	182	211	47
YTD Average	4,916	5,262	14,291	13,632	90	87	1,365	1,246	1,227	1,741	39,936	38,008	58	91	18	24

03 2026 Personnel Report

**Organizational Development Committee
March 2026 Employee Changes**

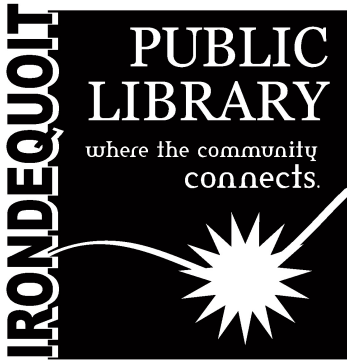
Carol Chambers

Retirement: Part-Time Library Assistant

Notes: Carol has indicated that she will be retiring and returning to Las Vegas where she lived for many years. Carol began working at Irondequoit Public Library as a Senior Library Clerk in September 1996 and was eventually promoted to the title of Young Adult Librarian. She worked at Irondequoit Public Library until 2005 when she and her family moved to Las Vegas, NV where she worked in a public library as an Assistant Branch Manager and Head of Adult Services. Carol returned to Irondequoit in 2022 as a part-time Library Clerk and was promoted to part-time Library Assistant in January 2023.

Carol's last day will be March 20, 2026.

2024 ARPA Funds - Change of Scope Proposal



Date: March 12, 2026

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

The Irondequoit Public Library seeks to apply \$1,300 in ARPA funds that were previously allocated for a youth film festival toward a four-part film making course instead. By pivoting to the film making course, we will be providing young people with an opportunity to learn skills that will help them pursue careers and hobbies related to the media, videography, and the digital arts industries.

This hands-on film making course will teach teens through adults how to import footage, structure and edit, sync sound, and choose the right settings to export projects using Davinci Resolve software. Students will get the chance to edit and work with raw video clips to learn and understand the workflow of a typical edit and gain an understanding of editing theory. They will complete a product that they've edited themselves.

This film making course will be led by an instructor from Flower City Arts Center. For 55 years, Flower City Arts Center has served Rochester as a community-focused nonprofit organization that provides education, support, and access for people to create and enjoy art. The center also functions as a gallery and exhibition space, working with local schools to provide arts programming for at-risk youth.

This film making course will be promoted as a companion to the youth screenwriting course with Writers & Books that was funded through the ARPA program earlier in 2026. These two courses will be marketed as “The Joe Black Memorial Film Making Course” and “The Joe Black Memorial Screenwriting Course” in honor of Phil Sacco, a Town of Irondequoit employee who passed away in 2023. Phil was an avid independent filmmaker who made films under the pen name Joe Black.

2025 IPL Statistics Infographic



2025 SNAPSHOT



LIBRARY VISITS

178,186



ACTIVE CARD HOLDERS

14,473



NEW CARDS ISSUED

2,072

TOTAL COLLECTION

130,186



PRINT ITEMS

102,855



NON-PRINT ITEMS

27,331



PHYSICAL ITEMS BORROWED

424,367



DIGITAL ITEMS DOWNLOADED

54,860



QUESTIONS ANSWERED

58,989



SUMMER READING PARTICIPANTS

ADULT	121
YOUNG ADULT	111
CHILDREN	263



LIBRARY PROGRAMS

1,107



PROGRAM ATTENDEES

16,445



SPACE BOOKINGS

MEETING ROOMS,
MAKER'S LAB,
SPECIAL USE
ROOMS

11,030



PUBLIC COMPUTER USE

14,718



VOLUNTEERS

ADULT 14
ADULT 2,276 HRS.
YOUTH 17
YOUTH 297 HRS.
WORK ASSESSMENT 3
WORK ASMNT. 41 HRS.

Community Engagement Committee Charter

Community Engagement Committee Charter

Purpose

Assists the Library Director and library staff in building strategic, mutually beneficial partnerships with local organizations and nonprofits. Helps position the Irondequoit Public Library a desirable community partner for organizations with similar goals and user groups. Facilitates sharing of information and healthy relationships with mission critical organizations like the Friends of the Irondequoit Public Library, Irondequoit Public Library Foundation, and local schools. Engages with the wider community of library users through surveys, focus groups, and sharing professional/community relationships.

Meeting Frequency

Strive to meet monthly with the understanding that at times in the year meetings may only occur every other month.

Annual Goals

- Create a patron satisfaction survey. Include 1-2 staff members on design of survey and/or assessment of results.
- Build better in roads with West Irondequoit Central School District.
 - Identify collaborative project to approach WICSD with.

Scope

As a standing committee, the Community Engagement Committee meets monthly to review and discuss a broad range of matters related to partnerships with outside organizations.

On Going

- Assists library director and library staff in identifying viable education, healthcare, government and nonprofit organizations that might be willing to offer educational programming in partnership with Irondequoit Public Library
- Review advocacy and/or fundraising efforts by the Friends of the Irondequoit Public Library and Irondequoit Public Library Foundation. Identifies ways to enhance and amplify existing efforts.
- Identifies local nonprofit and student lead donation drives for potential collaboration with Irondequoit Public Library

As Needed

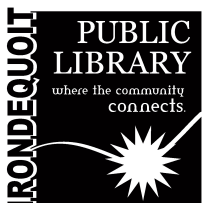
- Facilitates collaboration with local schools by recruiting student liaisons to the library board
- Recruit students to assist with Friends of the Irondequoit Public Library fundraisers
- Assists the library director and library staff in connecting with potential education and nonprofit partners

Committee Organization & Reporting Structure

- The Community Engagement Committee is chaired by Sarah Yannello with the responsibility shared as needed
- The committee includes the library director and student liaisons to the library board
- The committee provides a written monthly report for inclusion in the library board meeting packet
- Committee reports to the library board of trustees of the Irondequoit Public Library and makes recommendations to the full board for the board's review and approval
- Membership of the committee is selected on an annual basis

Term Length

Term lengths shall consist of one year, which may be renewable



Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

Revised: March 10, 2026

Finance Committee Charter

Finance Committee Charter

Purpose

Obtains adequate financial resources to enable the library to continue meeting the needs of the Irondequoit community. Provides guidance on financial matters and fiscal oversight by ensuring compliance with relevant regulations and best practices. Considers and discusses unanticipated financial needs and opportunities.

Meeting Frequency

Monthly, second Monday of the month

Annual Goals

- Develop a library capital improvement plan that is informed by, and runs concurrent to town capital improvement plan
- Identify a project that is a suitable use of the unanticipated grant funds from Assembly Member Clark
- Improved communication from Town Comptroller
- Clarify information on Library Fund Balance reporting
- Develop evergreen Processes for Finance Committee
- Explore feasibility and benefits of an investment committee
- Independent audit of policy and procedures

Scope

As a standing committee, the Finance Committee meets monthly to review and discuss matters related to the short-term and long-term financial health of the library.

On Going

- Review expenses, with the Finance Officer signing vouchers for payment
- Review reports related to the status of the library budget and bank accounts
- Reviews all policies and procedures regarding all fiscal matters

Annually

- Support, review, and discuss annual library budget proposal as drafted by library director, finance library assistant, and relevant library staff for consideration by the full library board
- Support the library director by researching, evaluating and making recommendations on current library funding and employees' pay rates, salaries, and benefits.
- Reviews organizational documents used to orient new board members and key stakeholders to financial practices and budget process
- Revisions and updates to the following policies and documents for approval by the library board: *IPL Cash Handling Policy & Procedures, IPL Fund Balance Policy, new/other financial policies, library fines and fees*

As Needed

- Review unanticipated or unusual expenses
- Consider requests for budget transfers
- Discuss and develop opportunities for funding from outside organizations and grants
- Monitor progress on the expenditure of grant funds
- Review status of and consider use of the library fund balance
- Identify long-term financial needs related to the maintenance, replacement, or upgrade of large equipment and building facilities

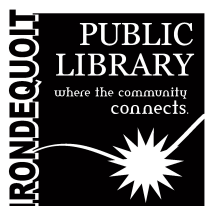
Committee Organization & Reporting Structure

- The Finance Committee is chaired by the Finance Officer of the library board.
- The committee includes the library board president, the library director, and finance library assistant.
- Provides a brief written monthly report for inclusion in the library board meeting packet.

- Reports to the library board of trustees of the Irondequoit Public Library and makes recommendations to the full board for the board's review and approval.
- Membership of the committee is selected on an annual basis.

Term Length

Term lengths shall consist of one year, which may be renewable



Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

Revised: March 9, 2026

Connections - Interview with Lydia Boddie-Rice

Friday, March 13, 2026 at 10:25:04 AM Eastern Daylight Time

Subject: Connections - Interview with Lydia Boddie-Rice
Date: Wednesday, March 11, 2026 at 11:39:01 AM Eastern Daylight Time
From: Benoit, Greg
To: MMack@wxxi.org
CC: Lydia Boddie-Rice
Attachments: Lydia Boddie Rice Press Release Pg 1.png, Lydia Boddie Rice Press Release Pg 2.png, April 9th Presentation.jpeg, RIT City Art Space.mov

Megan,

I am reaching out to see if there is interest in featuring notable artist Lydia Boddie-Rice on an episode of *Connections*.

Lydia is a mixed media artist who creates one-of-a-kind collages. Her work, *Rising on the Wind: The Messengers*, is currently on display at the [RIT City Art Space](#) through the end of the month, and will be featured in an exhibit in the Irondequoit Public Library atrium throughout April. *Rising on the Wind* is a multi-media installation based on her semi-autobiographical book of the same title, featuring her hand-crafted sculptural kites each of which represents a personal healing story of hope, transformation and resilience.

Her kite collection and background information can be found on Lydia's website:
<https://www.boddieworkscreations.com/kites>.

Lydia will be giving a presentation entitled, **Rising On The Wind: The Messengers: Art, Digital Technology, and Sustainable Storytelling featuring** her recent installation at RIT City Art Space and the display at Irondequoit Public Library's Atrium on April 9th at 7:00 PM. She and the team that assisted her in creating the digital portions of the multi-media installations can also be available for an interview remotely (they are based in Georgia — Alchemy Media Publishing). I am also happy to join to discuss the library's role in the exhibit at Irondequoit Public Library, but the interview is really about Lydia and her story come to life through her art.

I have also attached a press release, promotional flyer for the April 9th presentation, and a video of the RIT installation for further reference and use.

Greg Benoit
Irondequoit Public Library, Director

(585) 336-6064

Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

Friends Fest '26

FRIENDS FEST '26



MARKET & MUSIC

Featuring musical performances by...

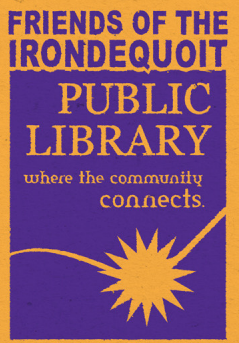
**CUT ME UP GENNY • MILO
PLUCK • GOO PHASE**

...and offerings from these excellent local vendors:

HARNETT STUDIO • THE VINTAGE AESTHETIC • LEGACY JUNK DESIGNS LTD • EMBER & CO
SUNDRY POTTERY • LOST UNICORN VINTAGE • ETYMOLOGY SHOP • MRC BLOOMS
JAVA THRIFT • TRINKET RAVE • SO BELLY HAPPY • ACTAEA ALCHEMIAE • SHANGO VINTAGE

Saturday, April 11

**IRONDEQUOIT PUBLIC LIBRARY
1290 TITUS AVE • 6-9 PM
FIVE BUCKS OR PWYC • 6PM**



Fusion Quote 13145

Fusion Digital

Phone: (585) 218-7390
 300 Main Street, Suite 4-104
 East Rochester, NY 14445
 sales@fusiondig.com

**Quote**

No.: **13145**
 Date: 11/05/2025

Prepared for:

Kevin Labarr
 TOWN OF IRONDEQUOIT
 1280 TITUS AVENUE
 Rochester, NY 14617 USA
 Phone: (585) 336-6031

Prepared by:

Ricardo Stewart
 (585) 505-5952
 rstewart@fusiondig.com
 Irondequoit Library

Line #	Description	Item ID	Quantity	Sell	Total
Audio:					
2	TesiraFORTÉ DAN AI	911.0448.900	1	\$2,278.15	\$2,278.15
3	QSC unD6IO-BT Faceplate	UND6IO-BT	3	\$1,056.01	\$3,168.03
Video:					
5	Epson PowerLite L530U Long Throw 3LCD Projector - 16:10 - Ceiling Mountable	V11HA27020	3	\$2,940.85	\$8,822.55
6	Plugable HDMI/USB-C Audio Video Adapter	USBC-HDMI8K	3	\$33.64	\$100.92
Rack & Control:					
8	Extron MLC Plus 400 MediaLink Plus Controller	60-2014-01	3	\$1,587.00	\$4,761.00
9	Netgear Business GS308EP Ethernet Switch	GS308EP-100N AS	1	\$107.79	\$107.79
10	Middle Atlantic 10-32 Rack Screws - Truss-Head - 100 Count	HP	1	\$27.90	\$27.90
11	Furman M-8x2 Line Conditioner	M-8X2	1	\$73.09	\$73.09
12	10PCS DB9 Female Solderless Breakout Connector, RS232 D-SUB DB9 Serial to 9Pin Port Terminal Block with Case Long Bolts Tail Pipe	WILLWEWON	1	\$31.03	\$31.03
13	Miscellaneous Parts Include...	MISC.	1.00	\$1,289.90	\$1,289.90
<ul style="list-style-type: none"> - HDMI Cables - Fiber HDMI Cables - Swing Brackets - Blank Cover Plates - Black Wireloom Etc. 					
Labor:					
17	AV Installation - Prevailing Wage	LBR-PW	1.00	\$7,200.00	\$7,200.00
18	Rack Configuration & Audio DSP Programming	LBR-PRGM	1.00	\$1,215.00	\$1,215.00
19	Design Engineering & System Commissioning	LBR-DSGN	1.00	\$1,800.00	\$1,800.00
20	Control Programming	LBR-PRGM	1.00	\$1,385.00	\$1,385.00
21	Project Management	LBR-PM	1.00	\$610.00	\$610.00

Due to ongoing government tariff regulations, pricing is subject to change without notice.

Total: \$32,870.36

Quote

No.: **13145**

Date: 11/05/2025

Accepted by: _____ **Date:** _____

Disclaimer

WBE Certification Number 000113

1. Pricing Disclaimer: All pricing, including quoted product and labor costs, is subject to change without notice. Unless explicitly quoted, freight and applicable taxes are not included in the total and will be added to the final invoice.
2. Shipment Receiving Disclaimer: Client is responsible for inspecting all deliveries upon arrival. Shipments with visible damage must be refused or have the damage clearly noted with the carrier at the time of delivery. Fusion Digital is not liable for damage not documented at delivery. Concealed damage must be reported immediately; items not promptly inspected and reported may not be eligible for return or replacement.
3. Site Readiness Disclaimer: Customer is responsible for ensuring that all required power, data, and infrastructure are in place, active, and compliant with project specifications prior to installation. Delays or additional labor resulting from incomplete or non-compliant site conditions will be billed accordingly.
4. RMA Disclaimer: Fusion Digital may assist with Return Merchandise Authorizations (RMA) for products under manufacturer warranty. Any labor required—including troubleshooting, removal, reinstallation, or on-site support—as well as associated costs such as shipping, packaging, or restocking fees, will be billed at standard rates. Fusion Digital is not responsible for warranty processing unless otherwise defined in an active support agreement.
5. Prevailing Wage Disclaimer: Fusion Digital complies with all applicable NYS prevailing wage laws. Labor rates are based on NYS Department of Labor classifications. Clients must notify Fusion Digital in advance if prevailing wage applies, as pricing and scheduling may be impacted.

Pro Hearing Loops Quote 1030

PRO HEARING LOOPS, LLC

PO Box 1018
Williamson, NY 14589-1018 USA
(585) 626-6639
info@prohearingloops.com
www.ProHearingLoops.com

Estimate

ADDRESS
Greg Benoit
Irondequoit Public Library
1290 Titus Ave.
Rochester, New York 14617
United States

ESTIMATE 1030
DATE 02/13/2026

DATE	DESCRIPTION	QTY	RATE	AMOUNT	
	Bettear B-Caster	B-Caster Transmitter	3	1,998.00	5,994.00T
	Bettear Transceiver B-RTX Duplex20	Transceivers w/mics	2	390.00	780.00T
	Auracast Receivers	Receivers with mixture of headphones and neckloops	10	320.00	3,200.00T
	Auracast 4 - Charging Station	B-Hive 4 Bay Charging Base	3	290.00	870.00T
	Tariff Charges	Custom handling fees, Tariff and Shipping	1	1,652.00	1,652.00T
	Bettear Installation, Materials & Calibration	Installation, materials & calibration	1	2,900.00	2,900.00T

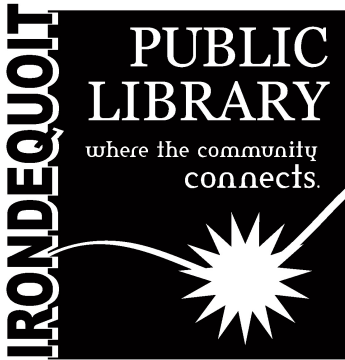
50% of the total is due 3 weeks prior to installation beginning, and the remaining balance is due when installation is completed and tested. Payment can be made by check or via bank transfer. Prices are good for 90 days.
Thank you for choosing to partner with Pro Hearing Loops for your Hearing Solution!

SUBTOTAL	15,396.00
TAX	0.00
TOTAL	\$15,396.00

Accepted By

Accepted Date

IPL Foundation - Phase 2 Request



Irondequoit Public Library
1290 Titus Ave.
Rochester, NY 14617

(585) 336-6064
irondequoit@libraryweb.org

The Irondequoit Public Library seeks \$69,990 to fund the design, fabrication, delivery, and installation of woodland themed fixtures and other elements associated with phase two of the children's library renovation.

The \$69,990 figure includes:

- \$9,000 - Design and schematics for the woodland fixtures, woodland desk façade, additional freestanding shelf endcap, and signage
 - \$20,110 – Fabrication of tree trunks and tree canopy between the north and south walls just beyond the information desk, and wall mounted tree canopies
 - \$8,290 – Fabrication of woodland themed desk façade for children's library information desk
 - \$6,260 – Fabrication of decorative children's library sign behind the information desk, wall signs identifying the collections on wall mounted shelves, and additional "buttons" identifying the collections on freestanding shelves
 - \$2,100 – Fabrication of additional end cap for freestanding shelf
 - \$24,230 – Delivery, labor, and travel costs
-



101 CLARK STREET 27B
BROOKLYN, NY 11201
www.janicedavisdesign.com
jd@janicedavisdesign.com

INVOICE

EIN# 20-1348860

Inv # IPL 26-01

9 February 2026

To: Gregory Benoit, Library Director
Irondequoit Public Library, New York

Re: Phase 2 of the Children's Room Décor Project

This invoice is for the design of additional items for the Children's Room of the Irondequoit Library, per our agreement dated 8 January 2026.

The fee for this project, assuming that our presence on site for installation will not be necessary for Phase 2, will be \$9,000, payable in three installments: \$3,000 at this time upon start-up; \$3,000 upon approval of new desk and sign designs as well as reconfiguration of new arches and endcaps; and \$3,000 upon completion of installation.

AMOUNT DUE THIS INVOICE: \$3,000.00

Janice Davis Design LLC
Is a New York State Certified Women-Owned Business



Client: Irondequoit Public Library

ESTIMATE

Date: 2/20/26

Project Name: IPL Phase 2

Venue: Irondequoit public library

Job Start Date: 2/20/26

Ship Date: TBD

MIND THE GAP INC

75 Huntington Street

Brooklyn, NY 11231

(718) 285-9145

*** Pricing may be subject to change due to updates in federal trade regulations and policy. Changes in pricing will be communicated promptly. ***

Item:	Description:	Cost
1	Arch Tree Trunks and Foliage - Approx 22' wide; QTY 1 Each arch is made from Two [2] Tree Trunks with foliage in between. Trunks and Foliage are double sided. Site survey needed to determine mounting to existing library structure. Pricing is based on 2025 Installation. Confirm all materials and finishes once final drawings are available. Site survey priced separately.	\$10,110.00
2	Endcaps - QTY 1 Units are a double layer of MDF or similar cut and painted as per client drawing. Sizing to be based on endcaps from 2025 installation. Confirm QTY prior to production Pricing and materials to be confirmed as final drawings are available.	\$2,100.00
3	Printed Buttons - Approx 48 pieces Buttons made from 1/2" sintra with graphic directly printed on the face. Client to provide print ready graphic file at least ten [10] days prior to production Pricing and QTY to be confirmed prior to production	\$1,630.00
4	Dark and Light Green Painted Buttons- QTY 40 Buttons made from 1/2" MDF. Twenty [20] Painted Dark Green and Twenty [20] Painted Light Green to match existing buttons from 2025 Installation.	\$1,150.00
5	Wall Signs - QTY 7 14" Circular Signs made from 1/2" sintra with graphics directly printed on the face. Client to provide print ready graphic file at least ten [10] days prior to delivery. Discuss attachment to existing building structure.	\$680.00
6	Desk Façade - QTY 1 - Approx 9' wide, 3' tall, 3' deep MDF or similar construction with a painted finish Confirm Sizing with Site Survey	\$8,290.00

7	Children's Sign Sign made from MDF or similar and painted with colors as specked by designer.	\$2,800.00
8	Wall Décor - ESTIMATE ONLY Wall décor is estimated as MDF or similar construction with painted finish. Estimate assumes cutout shapes and such across the wall with a rough similarity in scope to one single arch	\$10,000.00
9	Site Survey Install Coordinator Travel + Car to survey existing elements in Irondequoit	\$1,750.00
10	Delivery and Tool Return	\$3,750.00
11	Installation Labor Installation Labor consisting of one [1] Leads and Six [6] Carpenters for Two [2] days at Eight [8] hours during regular business hours. Scenic artist is estimated at 1 day of touch up during the second day of load in. Travel time for Shop lead included. Carpenters to be sourced locally	\$12,600.00
12	Travel Cost Estimate - Two Leads Costs include flight, hotel and rental car. Pricing is estimate, to be verified once project is confirmed and billed as cost plus 20%. Estimation at: Flights - \$250, Hotel - \$150 per night, one Rental Car and sundries cost	\$1,630.00
13	Project Management	\$4,500.00

Subtotal	\$60,990.00
Sales Tax (8.875%)	n/a
Total	\$60,990.00

Terms and Conditions:

Project Name: IPL Phase 2

- * Initial deposit of 75% of the total cost is due on signing of this proposal, 15% progress payment before shipping. The remaining balance, and all Change-Order fees are due on Ship Date. Late payments will result in a 15% per-annum late fee.
- *All client approved build specs and drawings - including graphic and paint specs - are due 5 days from signing of this proposal: unless otherwise noted.
- *Pricing for materials is subject to change based on market fluctuations, supplier adjustments, and the impact of any incoming or recently implemented tariffs. As a result, quoted prices may be adjusted accordingly at the time of procurement. In the event of any significant changes, we will notify you as soon as we become aware to discuss potential impacts on the final cost.
- * Changes in build schedule, installation or production schedule after signing of this proposal will affect pricing.
- * All pricing is based on the award of all items contained in this proposal. A partial award of the items contained in this proposal will result in re-pricing.
- *Pricing in this proposal is considered an ESTIMATE of materials and labor. There may be differences between this estimate and final bid specifications.
- * In the event of cancellation, Client agrees to pay in full for all pieces and or services whether partially or fully completed and for any and all pieces subcontracted or on order from third party vendors or contractors which are non-returnable for refund.
- * Pricing in this proposal is based on drawings and art received at the time of creating this proposal. If changes are made to drawings and art after signing of this proposal, prices are subject to change.
- * Work on this project will not begin until after acceptance of this proposal and initial payment.
- * Any delay in receipt of deposit or payment in-full as set forth in the payment terms will result in the delay and possible cancellation of delivery of any and all goods and services as detailed in this proposal. Client agrees that delay or failure on their part to collect fees or payment for the job will not impact nor alleviate their financial responsibilities to Mind the Gap.
- * Client is responsible for obtaining all necessary permits prior to event.
- *This proposal defines the extent of the scope of work for Mind the Gap Inc. (MTG). MTG's scope is solely limited to the content of this proposal
- * This proposal, and it's contents contain proprietary and confidential information. No part of this proposal may be shared with or provided to vendors, customers, suppliers, competitors other parties.
- * Unless noted; lading, material handling equipment, its operators and other labor required by MTG are not included in this proposal.
- * For on-site MTG labor: A one-hour meal break will be provided every three (3) to six (6) hours. If a break is not provided, an additional charge of one-hour's overtime will be charged for any and all crew members involved.
- * Time and one half (Standard Overtime rate), will be charged after ten (10) hours of work in a day, and forty (40) hours in one working week.
- * After client receives and takes possession of elements, it is the clients responsibility to maintain and keep them in safe working order. This includes visual inspections of scenery, maintenance of moving parts, paint touch-ups etc.
- * Client is responsible for verifying that the elements in this proposal and the imposed footprint and loads they will put on the venue are acceptable, and if necessary, have been verified by a certified Engineer and/or DOB official. This is the Client's responsibility and not that of Mind the Gap Inc.
- * Client agrees to hold-harmless, and indemnify MTG, it's Presidents, Managers, Employees, Agents from and against all claims, damages, losses, actions, fines, costs, expenses, and liabilities whether indirect or consequential, alleged to have arisen or resulted from any acts, errors or omissions by Client or it's agents, contractors or related parties.

Respectfully submitted,
Mind the Gap Inc.

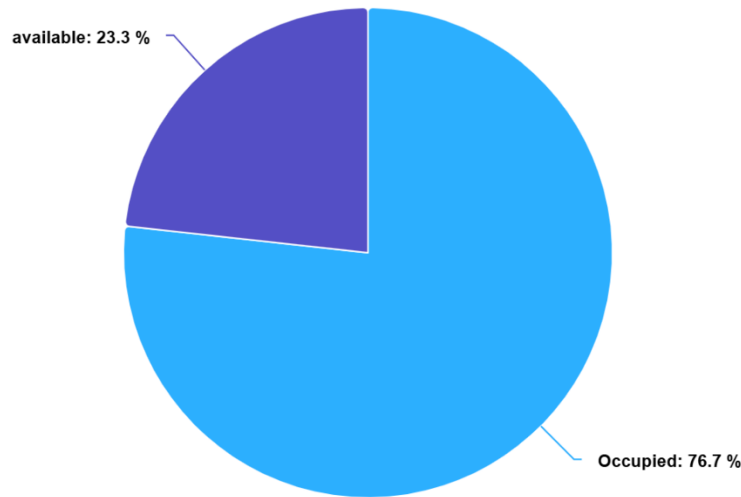
Approved by: _____
Printed Name: _____
Position: _____
Date: _____

Meeting Room Report - February 2026

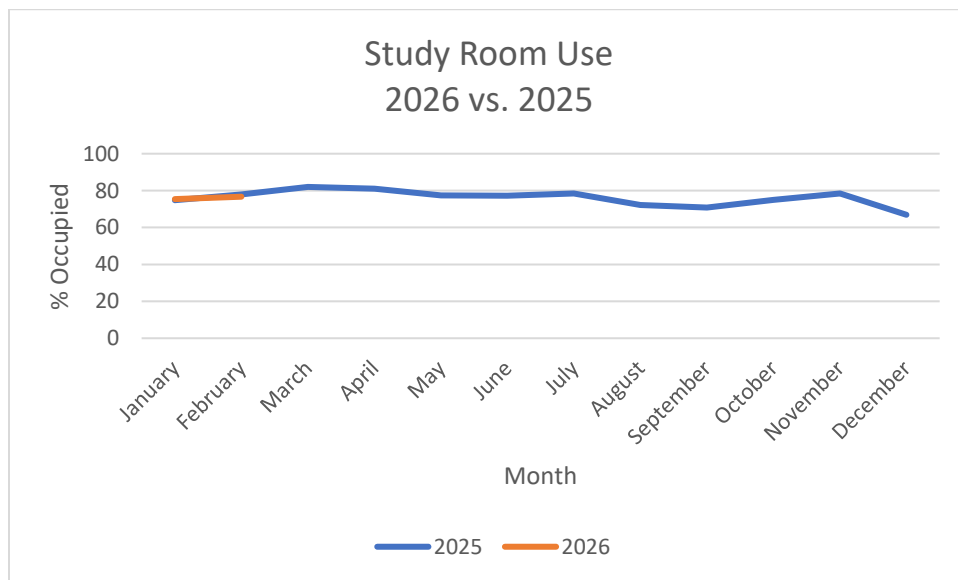
Meeting and Study Room Reservations February 2026

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
Sunday, February 1, 2026 - Saturday, February 28, 2026



Average Booking Duration for February 1 hr. 59 min.
Number of Bookings 694



*

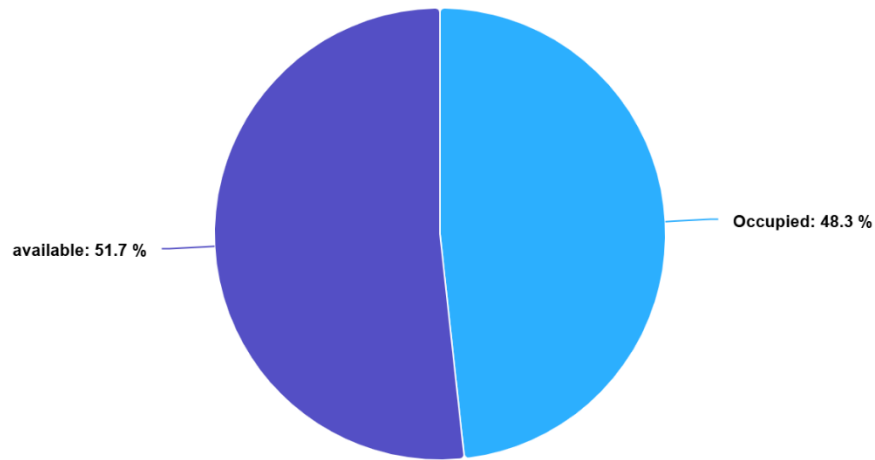
Summary of Usage:

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

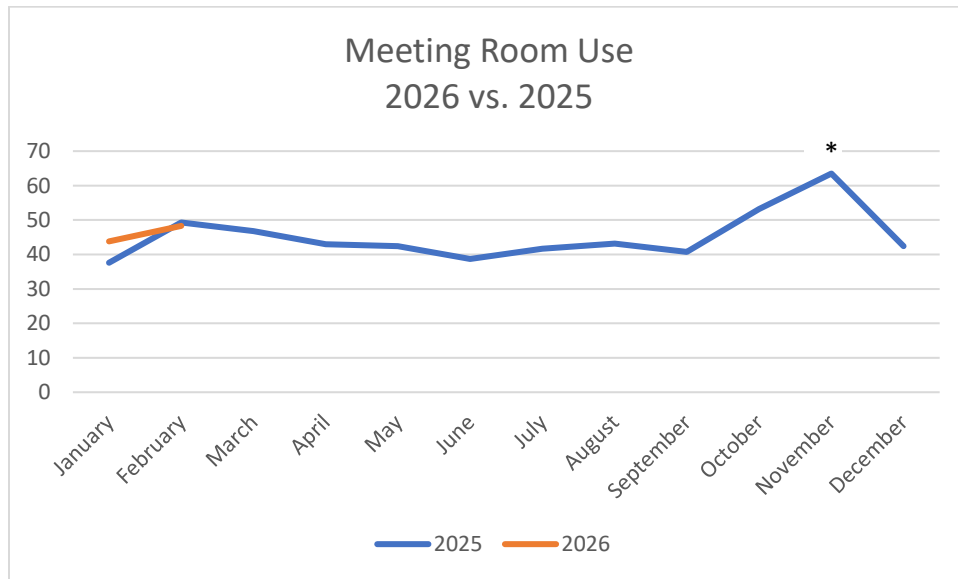
2024: Average duration 2hrs 10mins., 70.9% occupancy, 7,598 total bookings

Meeting Rooms (First Floor)

Aggregate Occupancy Ratio
Sunday, February 1, 2026 - Saturday, February 28, 2026



Average Booking Duration for February 2 hours 53 minutes
Number of Bookings 148



*Meeting room usage received a boost from Monroe County General (November 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

2025 Library Budget Year End Transfer Requests

Overview

I am requesting internal transfers within the library's 2025 budget that are necessary to close out the budget year. Most of these internal transfers are typical of what occurs at the end of each budget year.

However, as discussed at the January 2026 Library Board meeting, the employee health insurance budget line and maintenance budget line are overspent by a combined total of \$91,102. These unanticipated expenses necessitate transferring funds from the library fund balance into the 2025 library budget.

To close out the budget, funds from the library's fund balance will need to be transferred into the library's 2025 budget. Stephanie and I have prepared this document which outlines possible internal transfers and fund balance transfers that will enable the library to close out the 2025 budget.

Transfers out of personnel budget

Adopted 2025 budget: \$1,224,192

Revised 2025 budget as of 12/31/2025: \$1,224,192

Revised 2025 budget after February 2026 transfers: \$1,187,536

Transfer requests into library health insurance (L005-L5741000-580400)

\$10,506 from full-time professional hours (L005-L5741000-510000-7410)

\$4,162 from full-time clerical hours (L005-L5741000-510000-7415)

\$5,714 from full-time overtime hours (L005-L5741000-510002)

\$3,627 from full-time hospitalization reimbursement/health insurance decline (L005-L5741000-510025)

\$8,153 from part-time professional hours (L005-L5741000-510200-7410)

\$1,740 from page hours (L005-L5741000-510200-7420)

(Total of \$33,902 transferred into library health insurance (L005-L5741000-580400) from the budget lines listed above)

Transfer request into library social security tax (L005-L5741000-580200)

\$2,232 from page hours (L005-L5741000-510200-7420)

Transfer request into library Medicare tax (L005-L5741000-580300)

\$522 from page hours (L005-L5741000-510200-7420)

(Total of \$2,754 transferred out of page hours (L005-L5741000-510200-7420) into the budget lines listed above)

Transfers within operating budget

Adopted 2025 budget: \$556,375

Revised 2025 budget as of 12/31/2025: \$555,896

Revised 2025 budget after transfers: \$611,966

Transfer requests into library materials (L005-L5741000-540500)

\$870 from computer software licensing (L005-L5741000-540900)

\$640 from conference/training (L005-L5741000-541000)

\$1,883 from contracted services (L005-L5741000-541200)

\$500 from computer maintenance (L005-L5741000-542500)

\$49 from MCLS cost share (L005-L5741000-542510)

\$153 from mileage (L005-L5741000-543500)

\$68 from postage (L005-L5741000-543800)

\$213 from printing services (L005-L5741000-543900)

\$37 from legal services (L005-L5741000-544150)

\$3,304 from office supplies (L005-L5741000-545700)

\$1,492 from processing supplies (L005-L5741000-545760)

(Total of \$9,209 transferred into library materials (L005-L5741000-540500) from the budget lines listed above)

Transfer request into programming (L005-L5741000-544080)

\$39 from processing supplies (L005-L5741000-545760)

Transfer request into water (L005-L5741000-547600)

\$22 from processing supplies (L005-L5741000-545760)

\$258 from miscellaneous supplies (L005-L5741000-546500)

(Total of \$280 transferred into water (L005-L5741000-547600) from the budget lines listed above)

Transfers from library fund balance

Transfer requests into credit card fees (L005-L5741000-543610)

\$459 from processing supplies (L005-L5741000-545760)

\$1,674 from library fund balance

(Total of \$2,133 transferred into credit card fees (L005-L5741000-543610) from the budget lines listed above)

Transfer request into gas & electric (L005-L5741000-547500)

\$5,094 from library fund balance

Transfer request into general administrative charges/maintenance chargeback (L005-L5741000-549200)

\$49,302 from library fund balance

Transfer request into library health insurance (L005-L5741000-580400)

\$7,900 from library fund balance

(Total of \$63,970 transferred from fund balance into budget lines listed above)

Financial summary

2/28/2026

FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2026 ACTUAL YTD FEB 26	2026 BALANCE	2026 %
410010	Property taxes	\$2,495,508	\$2,680,059	\$2,695,213	\$2,686,417	\$2,793,421	\$2,937,894	\$2,937,894	\$0	100.0%
427000	Misc income (book sales, printing, faxing)	\$47,996	\$54,662	\$70,141	\$75,244	\$77,760	\$73,870	\$14,017	\$59,853	19.0%
420800	Library charges (overdue & lost fines)	\$42,465	\$40,188	\$35,237	\$29,881	\$31,083	\$17,717	\$3,037	\$14,680	17.1%
438890	State aid - oth culture & rec (Local Library Systems Aid)	\$16,860	\$16,142	\$14,642	\$16,696	\$16,914	\$14,600		\$14,600	0.0%
427010	Refund prior year expenses	\$464	\$168		\$6,379				\$0	0.0%
		\$2,660,497	\$2,794,750	\$2,817,690	\$2,814,617	\$2,919,177	\$3,044,081	\$2,954,947	\$89,134	97.1%

FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2026 ACTUAL YTD FEB 26	ENCUMBRA NCES	2026 BALANCE	2026 %
	Salaries	\$966,766	\$1,019,173	\$1,162,213	\$1,162,145	\$1,187,532	\$1,264,877	\$153,417		\$1,111,460	12.1%
	Equipment & capital	\$977	\$2,468	\$772	\$11,336	\$32,366	\$0	\$8,319		-\$8,319	
540500	Library materials	\$175,369	\$171,848	\$179,859	\$170,194	\$182,362	\$180,000	\$17,051		\$162,949	9.5%
	Services & supplies	\$425,579	\$402,058	\$406,649	\$233,598	\$429,592	\$411,469	\$29,439	\$16,827	\$365,203	11.2%
	Contingency - contracted	\$0	\$0	\$0							
560100	Principal on debt	\$325,000	\$335,000	\$340,000	\$345,000	\$355,000	\$360,000	\$0		\$360,000	0.0%
570100	Interest on debt	\$296,000	\$289,400	\$282,650	\$275,800	\$268,800	\$261,650	\$0		\$261,650	0.0%
	Employee benefits	\$445,435	\$406,340	\$406,326	\$439,236	\$552,463	\$566,085	\$109,345		\$456,740	19.3%
		\$2,635,126	\$2,626,286	\$2,778,469	\$2,637,308	\$3,008,114	\$3,044,081	\$317,572	\$16,827	\$2,709,682	11.0%

BOOKSTORE SALES

Month	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
January	\$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	\$3,736.51
February	\$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	\$4,204.45
March	\$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	\$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	\$2,421.28	\$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	\$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	\$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	\$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	\$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	\$2,418.06	\$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	\$2,052.25	\$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	\$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	\$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	\$7,940.96

CHASE ACCOUNTS

FEBRUARY 2026

NON-PUBLIC FUNDS MMDA ***9050**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2026	Opening balance			\$20,900.29
2/6/2026	Lions SEE grant from Irondequoit Lions Club	\$500.00		\$21,400.29
2/13/2026	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 2/25/26 (LIF)		\$90.00	\$21,310.29
2/13/2026	Payment to Amazon Capital Services for C-Pen text-to-speech reader (Lions grant)		\$354.00	\$20,956.29
2/13/2026	Payment to Deborah Coller for Paint a Snowman, Polymer Clay Snowman, and Winter Watercolor on 2/18/26 (LIF)		\$475.00	\$20,481.29
2/13/2026	Payment to Daniel Jones for TV Today on 1/15/26 (LIF)		\$120.00	\$20,361.29
2/18/2026	Payment to Jennifer Kierecki for Yoga Storytime on 1/17 and 2/24/26 (LIF)		\$120.00	\$20,241.29
2/18/2026	Payment to Katherine Lynch for Music & Movement Groups on 11/22/25, 12/27/25, 1/24/26 (LIF)		\$540.00	\$19,701.29
2/25/2026	Payment to Onebody Fitness & Nutrition for Movement, Stress, and Sleep seminar on 2/23/26 (LIF)		\$100.00	\$19,601.29
2/27/2026	Undirected donation from Eleanor Hyland in memory of Jody Low	\$100.00		\$19,701.29
2/26/2026	Interest	\$7.04		\$19,708.33

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2026	Opening balance			\$6,953.85
2/27/2026	Interest	\$2.40		\$6,956.25

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

2021 BULLET AID

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2026	Opening balance			\$687.06
2/27/2026	No transactions			\$687.06

LEGISLATIVE INITIATIVE FUNDING FOR LIBRARY PROGRAMS

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
2/1/2026	Opening balance			\$11,312.47
2/13/2026	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 2/25/26		\$90.00	\$11,222.47
2/13/2026	Payment to Deborah Coller for Paint a Snowman, Polymer Clay Snowman, and Winter Watercolor on 2/18/26		\$475.00	\$10,747.47
2/13/2026	Payment to Daniel Jones for TV Today on 1/15/26		\$120.00	\$10,627.47
2/18/2026	Payment to Jennifer Kierecki for Yoga Storytime on 1/17 and 2/24/26		\$120.00	\$10,507.47
2/18/2026	Payment to Katherine Lynch for Music & Movement Groups on 11/22/25, 12/27/25, 1/24/26		\$540.00	\$9,967.47
2/25/2026	Payment to Onebody Fitness & Nutrition for Movement, Stress, and Sleep seminar on 2/23/26		\$100.00	\$9,867.47

Invoices for March 2026 check run

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount
Alliance Entertainment	14	PLS93422104	2/23/2026	DVDs and video games	540500	Library materials	\$586.91
Alliance Entertainment	14	PLS93466783	2/25/2026	Adult music CDs	540500	Library materials	\$103.03
Alliance Entertainment	14	PLS93594365	3/3/2026	Adult DVDs	540500	Library materials	\$484.45
Amazon	17	1CFN-MP6H-WJHV	2/18/2026	Adult fiction books	540500	Library materials	\$140.79
Amazon	17	1VJK-GDCM-X7R3	2/19/2026	seed packets	544080	programming	-\$49.90
Amazon	17	1NRM-YPR7-K1CG	2/22/2026	J DVDs	540500	Library materials	\$65.88
Amazon	17	1Q7P-FTK7-KWNH	2/24/2026	Adult fiction books	540500	Library materials	\$94.68
Amazon	17	1JHV-JG6C-66MK	3/2/2026	Adult fiction books	540500	Library materials	\$129.16
Amazon	17	1KDC-DTLC-6DN4	3/3/2026	Display racks	545700	Supplies, office	\$30.67
Amazon	17	1Y1N-XKND-6C9L	3/3/2026	Destop fan	545700	Supplies, office	\$7.98
Amazon	17	1VCP-WG6C-DHM6	3/7/2026	Egg Craft on 3/17/26	541202	ARPA	\$58.85
Amazon	17	1RWR-K3KP-7D1D	3/9/2026	Adult nonfiction books	540500	Library materials	\$23.94
Amazon	17	1YC9-9K7M-7MGV	3/13/2026	Adult fiction books	540500	Library materials	\$129.52
Barnes & Noble	835	4721351	2/27/2026	J fiction & NF	540500	Library materials	\$688.95
Barnes & Noble	835		3/5/2026	Adult fiction books	540500	Library materials	\$78.37
Brodart	76	672094	2/24/2026	Labels and disc cases	545760	Supplies, library processing	\$102.06
Brodart	76	672295	2/27/2026	Disc cases	545760	Supplies, library processing	\$126.00
Brooklyn Robot Foundry	1536	298	2/26/2026	Teen robotics program on 2/6/26	541202	ARPA	\$90.00
Brooklyn Robot Foundry	1536	306	3/11/2026	Teen robotics program on 3/6/26	541202	ARPA	\$144.00
Cengage Learning	96	999102485814	3/10/2026	Large print books	540500	Library materials	\$227.92
Elizabeth Bauld	840		2/19/2026	Irish cooking class on 3/12/26	541202	ARPA	\$245.00
Greg Benoit	35		2/25/2026	Egg Craft on 3/17/26	541202	ARPA	\$12.17
Ingram	396	94555174	2/17/2026	J fiction & NF	540500	Library materials	\$8.99
Ingram	396	94555175	2/17/2026	Adult nonfiction books	540500	Library materials	\$140.24
Ingram	396	94555176	2/17/2026	Adult fiction books	540500	Library materials	\$270.50
Ingram	396	94646604	2/20/2026	YA books	540500	Library materials	\$519.69
Ingram	396	94646605	2/20/2026	Adult fiction books	540500	Library materials	\$500.58
Ingram	396	94762961	2/25/2026	Adult fiction books	540500	Library materials	\$256.76
Ingram	396	94843269	2/27/2026	Adult fiction books	540500	Library materials	\$263.75
Ingram	396	94847162	2/28/2026	Adult nonfiction books	540500	Library materials	\$863.30
Ingram	396	94852704	3/1/2026	J picture books	540500	Library materials	\$519.78
Ingram	396	94852705	3/1/2026	YA books	540500	Library materials	\$9.51
Ingram	396	94975544	3/5/2026	Adult fiction books	540500	Library materials	\$270.43
Ingram	396	95084563	3/10/2026	Adult fiction books	540500	Library materials	\$277.59
Ingram	396	95116370	3/11/2026	Adult fiction books	540500	Library materials	\$170.25
Ingram	396	95116371	3/11/2026	Adult nonfiction books	540500	Library materials	\$833.93
Ingram	396	95179318	3/13/2026	Adult fiction books	540500	Library materials	\$245.78
Irondequoit Art Club	999999		2/24/2026	Supplies for February - May art instruction programs	541202	ARPA	\$172.80
Kasia Pelepk	437	Library_2026_005	3/9/2026	Chair yoga series 3/3 - 3/31/26	541202	ARPA	\$260.00

Invoices for March 2026 check run

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount
Law Office of Stephanie Adams, PLLC	5	11074	3/6/2026	Personnel policy consultation	544150	Professional services, legal	\$525.00
Nora Pelish	579		3/16/2026	Mileage	543500	Mileage	\$14.50
OverDrive	564	01327CO26062173	2/27/2026	Adult ebooks	540500	Library materials	\$1,321.94
Penworthy	716	0615537-IN	2/25/2026	J fiction & NF	540500	Library materials	\$1,290.47
Staples	684	6056656949	2/25/2026	Laminating pouches, disinfectant wipes	545700	Supplies, office	\$66.87
Staples	684	6056843518	2/26/2026	Facial tissues	545700	Supplies, office	\$74.67
Synn Lymn McLaughlin	1082		2/24/2026	Mileage	543500	Mileage	\$10.15
T-Mobile	211		2/27/2026	Wifi hotspots data, 1/27 - 2/26/26	541200	Contracted services	\$57.40
Vocal Stylings by Ann	999999	01-26	1/27/2026	Ann Mitchell Jazz Trio concert	544080	Professional services, programming	\$275.00
W.B. Mason	1250	260295881	2/25/2026	Markers, ruler, tape measure	545700	Supplies, office	\$27.20
W.B. Mason	1250	260470668	3/5/2026	Markers, paper	545700	Supplies, office	\$32.68
Wegmans Food Markets Inc.	775		3/11/2026	Refreshments for assistant directors' meeting on 3/12/26	541000	Conference/training	\$37.23
Total							\$12,837.42

Vendor	Total
Alliance Entertainment	\$1,174.39
Amazon	\$631.57
Barnes & Noble	\$767.32
Brodart	\$228.06
Brooklyn Robot Foundry	\$234.00
Cengage Learning	\$227.92
Elizabeth Bauld	\$245.00
Greg Benoit	\$12.17
Ingram	\$5,151.08
Irondequoit Art Club	\$172.80
Kasia Pelepko	\$260.00
Law Office of Stephanie Adams, PLLC	\$525.00
Nora Pelish	\$14.50
OverDrive	\$1,321.94
Penworthy	\$1,290.47
Staples	\$141.54
Synn Lymn McLaughlin	\$10.15
T-Mobile	\$57.40
Vocal Stylings by Ann	\$275.00
W.B. Mason	\$59.88
Wegmans Food Markets Inc.	\$37.23
Grand Total	\$12,837.42

Account description	Total
540500	\$10,517.09
Library materials	\$10,517.09
541000	\$37.23
Conference/training	\$37.23
541200	\$57.40
Contracted services	\$57.40
543500	\$24.65
Mileage	\$24.65
544080	\$225.10
Professional services, programming	\$225.10
545700	\$240.07
Supplies, office	\$240.07
545760	\$228.06
Supplies, library processing	\$228.06
544150	\$525.00
Professional services, legal	\$525.00
A2907410-541202	\$982.82
ARPA	\$982.82
Grand Total	\$12,837.42