

Irondequoit Public Library Board of Trustees

APRIL MEETING AGENDA



Wednesday, April 15, 2026 at the Irondequoit Public Library at 6:30 PM

CALL MEETING TO ORDER

ROLL CALL AND ATTENDANCE

- Next meeting scheduled for May 20, 2026 at 6:30 PM - SY/ED

IPL MISSION MOMENT

NEW IPL BUSINESS

APPROVAL OF MINUTES

- VOTE: Approval of February Meeting Minutes

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
- Student Representative
- Team Liaison
- IPL Foundation
- IPL Friends
- Long Range Plan
- Finance
 - Financial Report - GB/SS
 - Voucher Report - GB/SS
 - VOTE: Approve March Vouchers

DIRECTOR SUPPORT AND REPORT

- VOTE: NYS Annual Report Approval

UNFINISHED IPL BUSINESS

- VOTE: Approval of End of Year (2025) Budget Transfers

EXECUTIVE SESSION (IF NEEDED)

APRIL 2026 IPL COMMITTEE UPDATES

- **Executive Committee**
 - No meeting in April
- **Finance Committee**
 - Guest: Diana Marsh attended to discuss
 - Review of year end transfers. Written recap of \$\$ to be provided to BoT. VOTE if numbers received by BoT meeting.
 - Clarification about 2025 Maintenance budget line. Clerical Error due to change over in 2025 financial system. Two cleaners charged to library, only one was actually employed at Library. Stephanie to be granted access to Maintenance in Finance System to track expenses and report to BoT.
 - Discussion about 2027 budget planning process/April 22 preliminary meeting to discuss revenue projections.
 - Question about additional \$700 AV system replacement cost. Hold till end of FY 2026 before utilizing FB \$\$\$. Updates on YTD balance for review at meeting.
- **People & Planning Committee**
 - Erin & Greg met to update the new People & Planning Committee charter - we went through and merged the Org Dev and Long Range Plan charters into a new document that made sense for the scope of this new committee. The updated charter is in the Trustee One Drive for review and feedback
 - Members still need to discuss best time/dates for regular monthly meetings
- **Community Engagement Committee**
 - The committee made progress on multiple community initiatives, including customer satisfaction survey development, youth engagement planning, and upcoming fundraising events. Emily Forbes and Morgan Collari are researching library customer satisfaction surveys with results expected before the next meeting.
 - Survey research delegation: Two library staff members (Emily Forbes from reference desk, Morgan Collari from circulation) will research and compile sample customer satisfaction surveys from other libraries
 - Teen liaison onboarding: Winnie will receive a library tour on Tuesday and potentially attend future committee meetings, pending group approval
 - Partnership collaborations: Library will partner with Pizza Wizard and Knox Entertainment for arcade event

- Customer satisfaction survey samples to be distributed via email before next Zoom meeting if available early
- Teen liaison will identify school donation drives and volunteer opportunities that library can support through publicity and serving as collection point; Library successfully served as collection point for student sock drives and Willow donations in past years; Friends seeking student volunteers for craft sales and social events; students may need volunteer hours
- Vendor inquiries for Saturday event exceeded capacity; waitlist created for fall craft sale 30 Children's Library Renovation (Phase 2); Foundation invoice submitted for \$45,000+ deposit toward \$70,000 total fabrication cost for fixtures
- Exploring college assistance program with Black professors from RIT, University of Rochester, and other area universities meeting with high school students; Program would address college applications, recommendation letters, and other student-identified needs
- Connect with youth services staff about RIT K-12 partnership for summer reading or July 22nd event; Meet with East Ridge BSU students to identify needs before finalizing college assistance program format; Schedule meeting with RIT K-12 leadership to explore partnership opportunities 19

Irondequoit Public Library Board of Trustees
Monthly meeting
Minutes of April 15, 2026

Call meeting to order: 6:36 pm.

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

Guests: Greg Benoit, library director; Ann Cunningham, town board liaison; Emily Forbes, librarian trainee (staff liaison); Winnie Jiang, student representative; Stephanie Schubmehl, library bookkeeper.

Absent: Meaghan de Chateauvieux, trustee at large.

Approval of agenda: Approved.

Attendance: Next meeting May 20, 2026. Mr. Robertson may have a conflict; no other conflicts noted.

Approval of minutes: Minutes of March 18, 2026 approved.

Mission moment from Ms. Gogniat: At Friends Fest on Saturday, a formerly reluctant library visitor shared that he “Couldn’t believe he was in a public library listening to live music, eating pizza, and paying with Venmo.” The event drew about 250 people and raised over \$2,000.

Public forum: None. Mr. Benoit received a thank-you letter and \$300 donation from Good Grief, a local nonprofit hosting grief support groups at the library.

Town board liaison report

- The town is working with owners of a Ridge Road property declared a public nuisance. Any residents with safety concerns about a property or business are encouraged to reach out.
- Ms. Cunningham attended a ribbon-cutting at Capone’s on Cooper Road. Another new restaurant, Pura Vida Ville, recently opened in I-Square, and Chipotle has expressed interest in opening a location at Irondequoit Plaza.
- A town board workshop is scheduled for April 13, and the board will vote on library budget amendments to fund the meeting room AV upgrades and Auracast system at its meeting on April 21.

- The budgeting process will begin early this year with a meeting on April 22. The 2027 budget is expected to be a difficult one.
- Paving and brush pickup season are underway, and the town has paper shredding and electronics recycling events coming up.

Student representative report

- Almost 100 students assisted with volunteer projects at the library and throughout Irondequoit for Give Back Day on March 27.
- Uplift Irondequoit and Reality Check are holding a townwide kickball tournament for teens in July.
- Mr. Benoit invited Ms. Jiang to attend the next community engagement committee meeting.

Foundation report

- The Foundation has made a down payment for additional fixtures from Janice Davis Designs, and a Mind the Gap representative visited to take measurements today.
- Decorative plaques honoring donors are now complete.

Friends report: See agenda for community engagement committee report.

People and planning committee: See agenda for report.

Staff liaison report

- This month's staff liaison was librarian trainee Emily Forbes, who began working at the library in 2023 and transitioned into a full-time role in fall 2025. Her current responsibilities include managing the adult nonfiction collection and facilitating writing and book discussion groups, and she will assume further programming responsibilities when she graduates with her MLS in May. Planning is underway for summer reading and programs commemorating the 250th anniversary of US independence.
- In addition to sharing meeting room statistics from Synn Lymn McLaughlin, Ms. Forbes passed on concerns from several staff members about an incident on April 10 in which the Rochester Police Department used part of the library parking lot as a staging ground for a SWAT drill at a nearby vacant property. The library was not informed of the drill, and some patrons heading into the library turned around and left at the sight of military-style vehicles and armed personnel.
- Mr. Benoit added that he met with IPD Chief Scott Peters and received an apology. Chief Peters indicated that any upcoming training exercises would be relocated or communicated ahead of time. Ms. Cunningham will raise the issue with Supervisor Perticone. Ms. Kramarsky praised library staff and leadership for their handling of the incident and emphasized that staff safety is a top priority for the library board.

Finance committee

Committee meeting: See agenda for report.

Financial report

- Revenue: The library bookstore once again cleared \$4,000 in March, making this its best quarter ever. With 25 percent of the year elapsed, the library has earned 30 percent of anticipated miscellaneous income and 24 percent of budget for fines and fees. Our first installment of local library systems aid was also received this month.
- Expenses: The library has spent 16.7 percent of budget overall, with spending currently at 19.7 percent of budget for salaries, 15.3 percent for library materials, 16.4 percent for services and supplies, and 24.9 percent for employee benefits.

Invoices

- Invoices of note: #13RT-LLF3-6HYN, Amazon, \$169.99 for miscellaneous supplies: New wireless mic system for meeting rooms; #11132, Law Office of Stephanie Cole Adams, \$1,725 for legal services: Personnel policy consultation; Invoice for Lydia Boddie-Rice, \$350 for ARPA funds: Artist lecture on 4/9/26.
- Motion to approve all invoices detailed in the attached spreadsheet for payment. Seconded. Motion carried.

Director's report: See attached. Below items were also discussed during this section.

- Patron alert: Flyers attacking Henrietta director Adrienne Petinelli were left on cars in the IPL parking lot last night, apparently by a patron who had threatened her after being asked to leave the Henrietta library. The patron is now subject to a systemwide ban and Ms. Petinelli is pursuing an order of protection. No other MCLS libraries received flyers.
- National Library Workers Day: Motion to authorize use of up to \$150 from the trustee account for celebration of National Library Workers Day on April 21. Seconded. Motion carried.

Adjournment: Meeting adjourned at 7:35 pm.

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

Meeting and Study Room Reservations

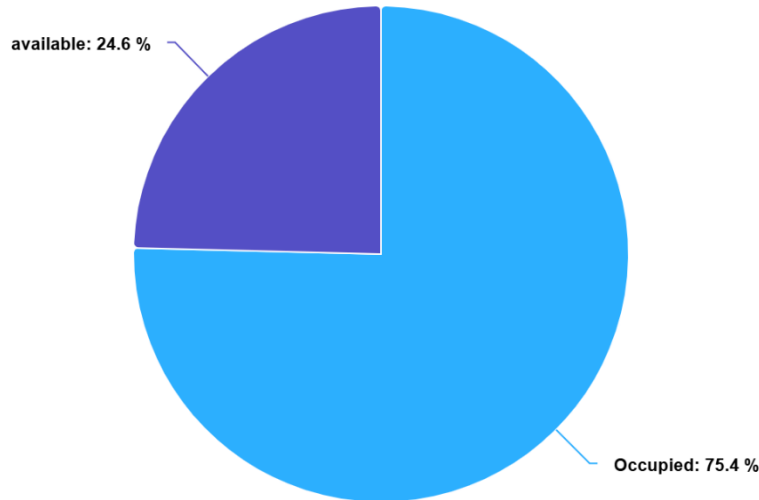
March 2026

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.

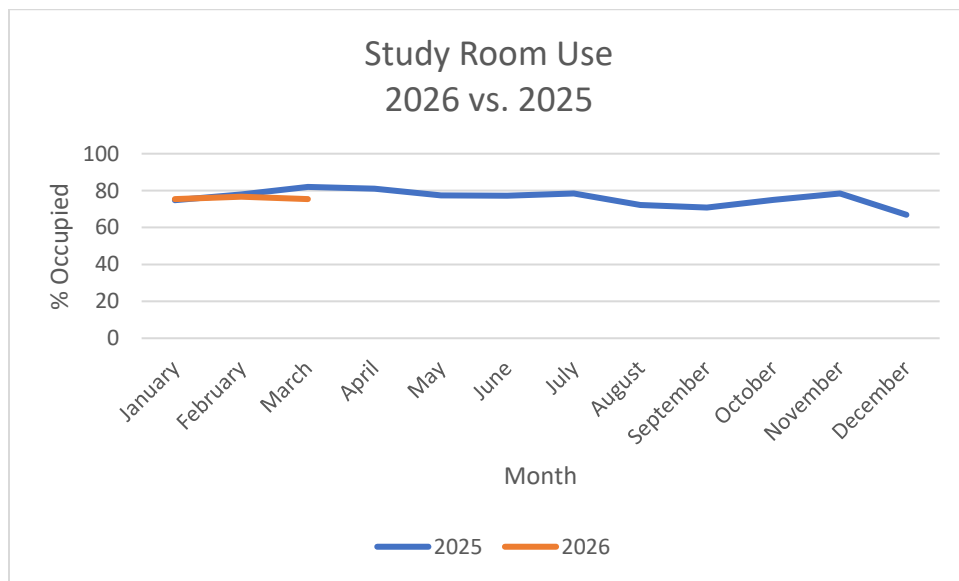
Study Rooms (Second Floor)

Aggregate Occupancy Ratio

Sunday, March 1, 2026 - Tuesday, March 31, 2026



Average Booking Duration for March 1 hr. 58 min.
Number of Bookings 816



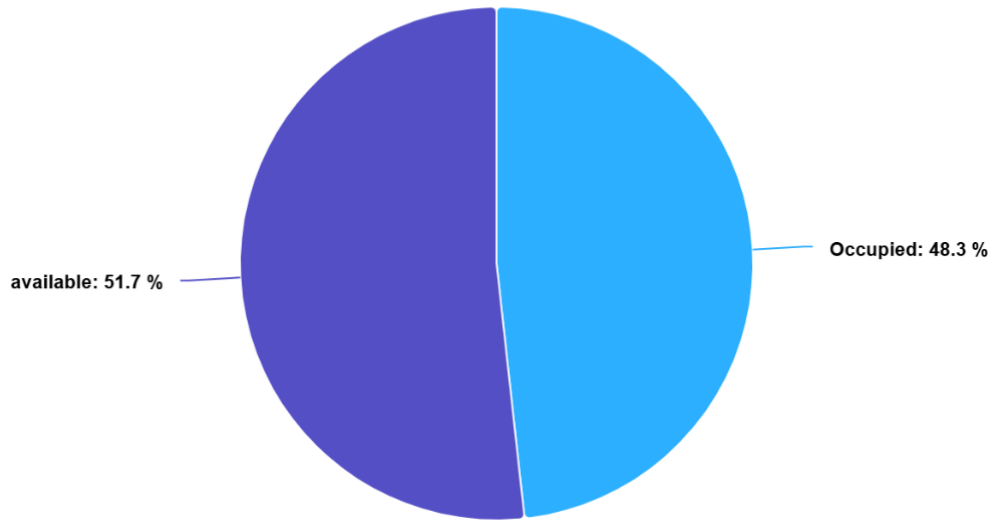
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Summary of Usage:

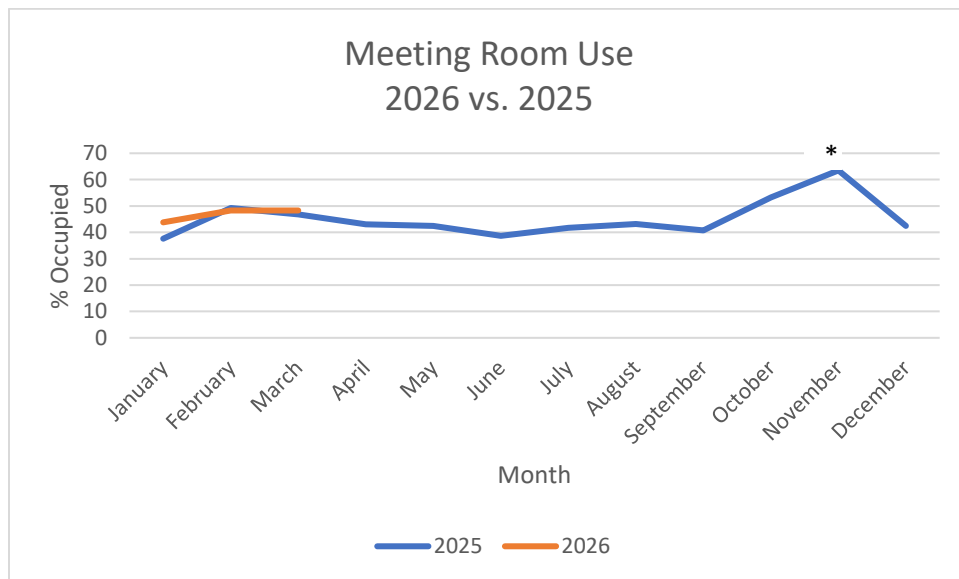
2025: Average duration 2hrs 5mins, 76% occupancy, 8,462 total bookings

Meeting Rooms (First Floor)

Aggregate Occupancy Ratio Sunday, March 1, 2026 - Tuesday, March 31, 2026



Average Booking Duration for March 3 hours 2 minutes Number of Bookings 169



*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

Financial summary

3/31/2026

FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2026 ACTUAL YTD MAR 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	\$22,197	\$51,673	30.0%
420800	Library charges (overdue & lost fines)	\$42,465	\$40,188	\$35,237	\$29,881	\$31,083	\$17,717	\$4,243	\$13,474	24.0%
438890	State aid - oth culture & rec (Local Library Systems Aid)	\$16,860	\$16,142	\$14,642	\$16,696	\$16,914	\$14,600	\$1,695	\$12,905	11.6%
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	\$2,966,030	\$78,051	97.4%

FUND	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2026 ACTUAL YTD MAR 26	ENCUMBRA NCES	2026 BALANCE	2026 %
	Salaries	\$966,766	\$1,019,173	\$1,162,213	\$1,162,145	\$1,187,532	\$1,264,877	\$249,487		\$1,015,390	19.7%
	Equipment & capital	\$977	\$2,468	\$772	\$11,336	\$32,366	\$0	\$23,319		-\$23,319	
540500	Library materials	\$175,369	\$171,848	\$179,859	\$170,194	\$182,362	\$180,000	\$27,568		\$152,432	15.3%
	Services & supplies	\$425,579	\$402,058	\$406,649	\$233,598	\$429,592	\$411,469	\$55,256	\$12,331	\$343,882	16.4%
	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	\$141,105		\$424,980	24.9%
		\$2,635,126	\$2,626,286	\$2,778,469	\$2,637,308	\$3,008,114	\$3,044,081	\$496,735	\$12,331	\$2,535,014	16.7%

3/31/2026

[illegible]

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	\$4,365.90
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	\$12,306.86

CHASE ACCOUNTS

MARCH 2026

NON-PUBLIC FUNDS MMDA *****9050

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
3/1/2026	Opening balance			\$19,708.33
3/2/2026	Payment to Game Night Rochester for Gather & Game on 3/10/26 (LIF purchase)		\$150.00	\$19,558.33
3/2/2026	Payment to Stage Presence Dance Collective for Let's Dance: Got Rhythm on 2/20/26 (LIF purchase)		\$100.00	\$19,458.33
3/11/2026	Donation from Barbara Harvey in memory of Jody Low for book purchase	\$25.00		\$19,483.33
3/11/2026	Payment to Playaway Products LLC for YA audiobooks (Lions SEE grant)		\$141.47	\$19,341.86
3/11/2026	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 3/18/26 (LIF purchase)		\$90.00	\$19,251.86
3/11/2026	Payment to Artwork for the Soul LLC for creative wellness class on 3/3/26 (LIF purchase)		\$200.00	\$19,051.86
3/19/2026	Payment to Interpretetek for ASL interpretation for yoga storytime on 3/14/26 (2021 bullet aid purchase)		\$109.00	\$18,942.86
3/19/2026	Payment to Shawnda Urie for writers' group facilitation on 3/25/26 (LIF purchase)		\$100.00	\$18,842.86
3/19/2026	Payment to Erin Wafer for teen/tween yoga program on 3/30/26 (LIF purchase)		\$165.00	\$18,677.86
3/19/2026	Payment to Deaneay Weaney Blooms for paper flower popup card class on 3/16/26 (LIF purchase)		\$300.00	\$18,377.86
3/20/2026	Payment to Jennifer Kierecki for yoga storytime on 3/14/26 (LIF purchase)		\$60.00	\$18,317.86
3/20/2026	Payment to Elizabeth Bauld for Will It Waffle? teen/tween cooking program on 4/2/26 (LIF purchase)		\$195.00	\$18,122.86
3/20/2026	Payment to Deborah Collier for Paint With Me Watercolor & Dinosaur Collage art programs on 4/2/26 (LIF purchase)		\$350.00	\$17,772.86
3/31/2026	Anonymous cash donation for children's library	\$20.00		\$17,792.86
3/31/2026	Payment to Wegmans Food Markets for Maker Movie Night refreshments (Apai memorial donation)		\$25.73	\$17,767.13
3/31/2026	Interest	\$7.13		\$17,774.26

PUBLIC FUNDS MMDA ***2587**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
3/1/2026	Opening balance			\$6,956.25
3/31/2026	Interest	\$2.66		\$6,958.91

BULLET AID & LEGISLATIVE INITIATIVE FUNDS HELD IN ***9050****2021 BULLET AID**

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
3/1/2026	Opening balance			\$687.06
3/19/2026	Payment to Interpretek for ASL interpretation for yoga storytime on 3/14/26		\$109.00	\$578.06

LEGISLATIVE INITIATIVE FUNDING FOR LIBRARY PROGRAMS

DATE	DESCRIPTION	DEPOSITS	WITHDRAWALS	BALANCE
3/1/2026	Opening balance			\$9,867.47
3/2/2026	Payment to Game Night Rochester for Gather & Game on 3/10/26		\$150.00	\$9,717.47
3/2/2026	Payment to Stage Presence Dance Collective for Let's Dance: Got Rhythm on 2/20/26		\$100.00	\$9,617.47
3/11/2026	Payment to Seneca Park Zoo Society for Storytime Safari Zoomobile on 3/18/26		\$90.00	\$9,527.47
3/11/2026	Payment to Artwork for the Soul LLC for creative wellness class on 3/3/26		\$200.00	\$9,327.47
3/19/2026	Payment to Shawnda Urie for writers' group facilitation on 3/25/26		\$100.00	\$9,227.47
3/19/2026	Payment to Erin Wafer for teen/tween yoga program on 3/30/26		\$165.00	\$9,062.47
3/19/2026	Payment to Deane Weaney Blooms for paper flower popup card class on 3/16/26		\$300.00	\$8,762.47
3/20/2026	Payment to Jennifer Kierecki for yoga storytime on 3/14/26		\$60.00	\$8,702.47
3/20/2026	Payment to Elizabeth Bauld for Will It Waffle? teen/tween cooking program on 4/2/26		\$195.00	\$8,507.47
3/20/2026	Payment to Deborah Collier for Paint With Me Watercolor & Dinosaur Collage art programs on 4/2/26		\$350.00	\$8,157.47

Invoices for April 2026 check run (as of 4/14/26)

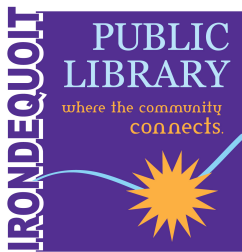
Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Alliance Entertainment	14	PLS93927148	3/18/2026	Adult DVDs	540500	Library materials	\$349.21	
				Fishing line and swivel hooks for Lydia Boddie-Rice art	A2907410-			Awaiting budget
Amazon	17	1M17-L9HQ-JP6L	3/19/2026	installation	541202	ARPA	\$38.47	update
Amazon	17	1WP9-QRX4-3VN7	3/23/2026	Adult nonfiction books	540500	Library materials	\$17.00	
Amazon	17	1J9Q-7HVV-P9RY	3/23/2026	Adult nonfiction books	540500	Library materials	\$49.95	
Amazon	17	1NNN-LC49-9F9L	3/23/2026	Adult fiction books	540500	Library materials	\$43.20	
				String lights, cable, and ties for Lydia Boddie-Rice art	A2907410-			Awaiting budget
Amazon	17	1PRV-D49W-NN9P	3/25/2026	installation	541202	ARPA	\$317.94	update
				Cable for Lydia Boddie-Rice art	A2907410-			Awaiting budget
Amazon	17	17MJ-NXD7-JMC9	3/27/2026	installation	541202	ARPA	\$50.19	update
Amazon	17	1DLM-VF43-MLFF	3/27/2026	Microwave for staff kitchen	545700	Supplies, office	\$93.59	
				String lights for Lydia Boddie-	A2907410-			Awaiting budget
Amazon	17	1V9D-X93K-R7Y6	4/1/2026	Rice art installation	541202	ARPA	\$89.42	update
Barnes & Noble	835	4726343	3/16/2026	J fiction & NF	540500	Library materials	\$60.85	
				Subscription renewal (April 2026 - March 2027)				Account #I0013; \$891 to 2026, \$297 to 2027
BookPage	71	S88051	3/25/2026	Large print books	540500	Library materials	\$1,188.00	
Cengage Learning	96	999102557044	3/26/2026	HDMI adapters	540500	Library materials	\$87.72	
Amazon	17	1CFK-XMGK-6JK6	4/9/2026	Barcelona travelogue on 3/19/26	A2907410-			Awaiting budget
Christy Simons	999999		3/20/2026		541202	ARPA	\$50.00	update
						Supplies, library		
Demco	156	7779478	3/18/2026	Media pouches	545760	processing	\$102.36	
				Letter writing workshop on 4/28/26		Professional services,		
Dr. Melody Cofield	999999	2025-032	3/18/2026		544080	programming	\$100.00	
Cornell Cooperative Extension	121	RI05588	4/8/2026	Mushroom cultivation workshop on 4/9/26	544080	Professional services, programming	\$195.65	
Ingram	396	94955629	3/4/2026	Credit memo	540500	Library materials	-\$0.99	
Ingram	396	95307394	3/19/2026	Adult fiction books	540500	Library materials	\$31.36	
Ingram	396	95307395	3/19/2026	Adult nonfiction books	540500	Library materials	\$396.92	
Ingram	396	95340402	3/20/2026	Adult fiction books	540500	Library materials	\$287.07	
Ingram	396	95357289	3/22/2026	Adult fiction books	540500	Library materials	\$272.59	
Ingram	396	95446551	3/25/2026	J picture books	540500	Library materials	\$539.20	
Ingram	396	95462975	3/26/2026	iPage reviews subscription	540500	Library materials	\$350.00	
Ingram	396	95519093	3/29/2026	Adult fiction books	540500	Library materials	\$181.53	
Ingram	396	95519094	3/29/2026	Adult fiction books	540500	Library materials	\$262.88	
Ingram	396	95601401	4/1/2026	Adult nonfiction books	540500	Library materials	\$471.73	
Ingram	396	95601402	4/1/2026	Adult fiction books	540500	Library materials	\$194.28	
				Library Apps tech seminar on 5/19/26	A2907410-			Awaiting budget
Daniel Jones	139	IPL44	1/2/2026		541202	ARPA	\$120.00	update
				Refund for lost and paid/found and returned book				
Pam Brady	999999		3/24/2026		420800	Library charges	\$3.00	
Playaway Products	269	528497	3/19/2026	Adult audiobooks	540500	Library materials	\$2,776.77	
								Sales tax removed by vendor
SmileMakers	999999	9891687	3/24/2026	Stickers for children's library	546500	Supplies, miscellaneous	\$107.88	
Staples	684	6058741665	3/19/2026	Shredder, office supplies	545700	Supplies, office	\$263.16	
Staples	684	6058822789	3/20/2026	Receipt paper	545700	Supplies, office	\$106.49	
				Data for wifi hotspots, 2/27 - 3/26/26				
T-Mobile	211		3/27/2026		541200	Contracted services	\$57.40	
				Copier paper, laminating sheets, duster refills				
Staples	684	6059482004	3/27/2026		545700	Supplies, office	\$259.58	
Staples	684	6059482003	3/27/2026	Glue	545700	Supplies, office	\$4.90	
Staples	684	6059795634	3/31/2026	Display easels	545700	Supplies, office	\$67.20	
				Wireless mic system for meeting rooms				
Amazon	17	13RT-LLF3-6HYN	4/6/2026		546500	Supplies, miscellaneous	\$169.99	
						Supplies, library		
Brodart	76	674077	3/31/2026	Book jackets	545760	processing	\$132.63	

Invoices for April 2026 check run (as of 4/14/26)

Vendor	Vendor no.	Invoice no.	Invoice date	Description	Account no.	Account description	Amount	Notes
Law Office of Stephanie Adams, PLLC				Professional services,				
	5	11132	4/6/2026	Personnel policy consultation	544150	legal	\$1,725.00	
Amazon	17	11H3-RP7D-7FNF	4/6/2026	Adult fiction books	540500	Library materials	\$44.67	
W.B. Mason	1250	261119983	4/3/2026	Painter's tape	545700	Supplies, office	\$35.60	
				Creamer for public coffee				
W.B. Mason	1250	261119822	4/3/2026	machine, tape	545700	Supplies, office	\$64.82	
Staples	684	6060372578	4/3/2026	Office supplies	545700	Supplies, office	\$214.20	
Staples	684	6060462088	4/4/2026	Wall clocks	545700	Supplies, office	\$46.40	
Staples	684	6060462085	4/4/2026	Disinfecting wipes	545700	Supplies, office	\$72.57	
Amazon	17	14K4-GXQV-9F31	4/7/2026	Adult fiction books	540500	Library materials	\$52.06	
					A2907410-			Awaiting budget
Erin Wafer	1548		4/2/2026	Adult yoga program on 4/20/26	541202	ARPA	\$165.00	update
Ingram	396	95660007	4/3/2026	Adult fiction books	540500	Library materials	\$298.46	
Ingram	396	95696614	4/6/2026	Adult fiction books	540500	Library materials	\$296.80	
Ingram	396	95737261	4/7/2026	Credit memo	540500	Library materials	-\$10.63	
Ingram	396	95756148	4/8/2026	Adult nonfiction books	540500	Library materials	\$418.02	
Ingram	396	95785439	4/9/2026	Adult fiction books	545700	Library materials	\$314.37	
Ingram	396	95813247	4/10/2026	Young adult books	545700	Library materials	\$283.45	
Ingram	396	95813248	4/10/2026	J fiction & NF	545700	Library materials	\$666.26	
Ingram	396	95850124	4/13/2026	Adult fiction books	545700	Library materials	\$220.04	
					A2907410-			Awaiting budget
Lydia Boddie-Rice	999999		4/9/2026	Artist lecture on 4/9/26	541202	ARPA	\$350.00	update
					A2907410-			Awaiting budget
Mary Bryant	999999		3/20/2026	Artist lecture on 3/24/26	541202	ARPA	\$150.00	update
MidAmerica Books	515	0090675	4/8/2026	J fiction & NF	540500	Library materials	\$335.30	
MidAmerica Books	515	0090830	4/8/2026	J fiction & NF	540500	Library materials	\$121.80	
Online Labels	1135	9091978	4/6/2026	Printable labels for bookstore	545700	Supplies, office	\$148.84	
OverDrive	564	01327CO26116789	4/7/2026	Adult ebooks	540500	Library materials	\$1,674.32	
Staples	684	6060803364	4/10/2026	Labelmaker tape	545700	Supplies, office	\$44.99	
Total							\$17,716.32	

Vendor	Total
Alliance Entertainment	\$349.21
Amazon	\$1,061.34
Barnes & Noble	\$60.85
BookPage	\$1,188.00
Brodart	\$132.63
Cengage Learning	\$87.72
Christy Simons	\$50.00
Cornell Cooperative Extension	\$195.65
Daniel Jones	\$120.00
Demco	\$102.36
Dr. Melody Cofield	\$100.00
Erin Wafer	\$165.00
Ingram	\$5,473.34
Law Office of Stephanie Adams, PLLC	\$1,725.00
Lydia Boddie-Rice	\$350.00
Mary Bryant	\$150.00
MidAmerica Books	\$457.10
Online Labels	\$148.84
OverDrive	\$1,674.32
Pam Brady	\$3.00
Playaway Products	\$2,776.77
SmileMakers	\$107.88
Staples	\$1,079.49
T-Mobile	\$57.40
W.B. Mason	\$100.42
Grand Total	\$17,716.32

Account description	Total
540500	\$10,790.07
Library materials	\$10,790.07
541200	\$57.40
Contracted services	\$57.40
544080	\$295.65
Professional services, programming	\$295.65
545700	\$3,001.32
Library materials	\$1,484.12
Supplies, office	\$1,517.20
545760	\$234.99
Supplies, library processing	\$234.99
420800	\$3.00
Library charges	\$3.00
544150	\$1,725.00
Professional services, legal	\$1,725.00
546500	\$277.87
Supplies, miscellaneous	\$277.87
A2907410-541202	\$1,331.02
ARPA	\$1,331.02
Grand Total	\$17,716.32



Irondequoit Public Library

Director Report

April 2026

1. Irondequoit Public Library

Upcoming Library Programs Planned in Partnership with Gloria Hunter

The Irondequoit Public Library has a number of notable library programs on the horizon. These programs are a part of the library's Community Reflection series, and were planned with close support from Gloria Hunter, who works for the town and has helped with many program in this series.

Rising On The Wind: The Messengers: Art, Digital Technology, and Sustainable Storytelling Thursday, April 9, 7:00 - 8:00 PM

This lecture features local artist Lydia Boddie-Rice, who has graciously loaned the library a collection of kites she made for a series called "Rising On The Wind: The Messengers." Each kite represents the story of an individual in Lydia's life. The kites are on display in the library's atrium for the next three months. We had hoped to have the kite display up in time for Women's History Month in March, but Lydia's works was on display at RIT last month.

Lydia's lecture explores the intersection of art, digital technology, and sustainability through the *Rising On The Wind: The Messengers* kite display. It considers how contemporary digital tools can expand artistic storytelling and engage audiences in immersive ways, allowing artworks to move beyond traditional gallery formats.

It also explores how traditional craft and contemporary digital technologies can work together to deepen audience engagement and amplify artistic narratives. Digital tools support the creative process and extend how the work is documented and shared, helping sustainable artistic practices reach wider audiences.

In this context, the kites act as symbolic messengers—bridging storytelling, craft traditions, innovation, and ecological awareness. Through the Messengers display, the presentation invites viewers to reflect on how art can repurpose materials, amplify the voice of the muse, and inspire more thoughtful relationships between creativity, technology, and the environment.



Explore Japanese Matcha Culture: the Art of Tea - Matcha Tasting & Demonstration

Thursday, May 28, 6:00 - 8:00 PM

In recognition of Asian American and Pacific Islander Heritage Month, Gloria and the library have coordinated an authentic matcha tea brewing demonstration.

Attendees will enjoy a charming evening with RieMaywar from Ways of Matcha, as we celebrate the rich flavors and culture of Japan.

- Discover the Art of Tea, known as the Tea Ceremony in English, through Rie's informative slide presentation and a live demonstration.
- Afterward, treat yourself to a tasting of authentic Japanese matcha paired with delightful seasonal sweets.

Rie grew up in Japan, enjoying matcha with her family. She discovered her passion for the Art of Tea at the age of 15, and even after moving to the U.S., she continues to cherish the peaceful and beautiful moments spent in the tearoom. Rie founded Ways of Matcha in 2023 to share diverse ways of enjoying matcha, both as a beverage and as an enriching experience.

Ikebana Show & Demonstration

Saturday, May 30, 10:30 AM - 4:00 PM

Irondequoit Public Library will be hosting an ikebana show and demonstration in partnership with the Rochester chapter of Ikebana International. This event was also coordinated in partnership with Gloria Hunter and is in recognition of Asian American and Pacific Islander Heritage Month.

Ikebana, the Japanese art of flower arrangement, uses seasonal flowers and other natural materials, such as leaves and branches, which are carefully placed in vases or other vessels, to create aesthetic form and balance. Teachers and members of Ikebana International Chapter 53 will exhibit and demonstrate floral arrangements from four different schools of Ikebana: Hijiri Ikenobo, Ichiyo, Ohara, and Sogetsu.

There will be a demonstration by a teacher at noon, 1:00 pm, 2:00 pm and 3:00 pm.

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

The Friends of the Irondequoit Public Library *Friends Fest '26: Music & Market* fundraiser is scheduled for Saturday, April 11th at 6:00 PM.

Live music will be provided by Cut Me Up Genny, Milo, Pluck, and Goo Phase. Local vendors include: 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.

Library Board Committee Charters

The committee charters have all been updated. They can be found on the Trustee OneDrive in the *Committee Charters* folder. A copy of the updated "People & Planning Committee" charter has been included with the Director Report. The People & Planning Committee merges the Organizational Development Committee and Long Range Plan Committee into one committee.

1839 Maker's Lab Update - Seed Library Donation

Synn Lymn McLaughlin has coordinated a significant donation of seeds from Harris Seeds. These seeds will be made available to the public through the seed library. Thank you to Michelle Dexter and Harris Seeds!

2. Town of Irondequoit

Supervisor's Transition Team - Listening Session

On Friday, March 27 I met with two members of Supervisor Perticone's transition team, Nicole Genier and Ray Giamartino to discuss library initiatives, operations, and our needs and goals moving forward. We have a productive and engaging conversation that lasted about an hour. We discussed how I see libraries evolving in five years, our community partnerships and programs, library governance. Ray is a retired school superintendent and had a high degree of awareness of the New York State Dept. of Education's relationship with public libraries, library governance, and current issues impacting education and educational institutions.

Capital Improvement Plan

I have submitted a funding proposal for funds to convert a walk-in closet into a nursing room and sensory room. A copy of the proposal has been included with the Director Report at the April 2026 Library Board meeting.

3. Facilities Report

Phase #2 of the Children's Library Renovation

I have included the schematics for the fixtures that will be installed as a part of phase #2 of the children's library renovation.

AV Upgrades & Auracast Quotes

Fusion Digital has finished installing the new AV system. They will be in the library on Monday, April 6 to make additional adjustments and train staff on the use of the system.

I have also requested that they reconfigure the AV systems that rooms audio can be sent to rooms 114 and 115 when combined together, while room 113 operates separately. We frequently have a library programs that use rooms 114 and 115 combined and I want the audio to work in that configuration. Because of misunderstanding on Fusion's part, this was not built into the original pricing. This change will add an additional \$700 to the project, but can be billed separately if needed.

4. Monroe County Library System

Annual Report to NYS

I have completed the preliminary draft of the 2025 annual report to New York State. A copy of the draft report has been included with the Director Report and needs to be approved by the Library Board at the April meeting.

2027 Monroe County Library System Draft Budget

I have included a copy of the proposed 2027 and budget presentation slides have been included as an item of information. Please do not feel obligated to read the presentation before the Library Board meeting.

The highlights are: The Monroe County Library System indicated that they anticipate a difficult budget year ahead, with rising utilities costs, healthcare costs, retirement costs, and Microsoft licensing fees having a significant impact on the library system's finances.

An additional complicating factor is that the New York State budget has not been finalized, and there are ongoing negotiations and competing proposals regarding aid to library systems across the state. The Governor's initial proposal has reduced state aid for libraries, while the Assembly's proposal increases it by \$76,800, and the Senate's proposal increases it by \$205,200. The MCLS budget assume flat funding from New York State.

To close the budget gap, the Monroe County Library System has proposed a 5% increase on cost shares for member libraries. This would workout to be a \$3,874 increase for Irondequoit Public Library. They are also proposing eliminating some spending to fill holds on high demand ebooks, eliminating access to the online *Consumer Reports* database of reviews, eliminating the purchase of the onsite movie license, eliminating a genealogy database, and reducing the training budget. The elimination of staff positions is also under consideration.

5. Personnel Report

There have been no personnel changes since the last 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

No notable correspondence in April 2026.

8. Items of Information

1. *People & Planning Committee Charter*
2. *2026 Capital Improvement Plan Proposal*
3. *Children's Library Phase #2 Designs*
4. *2026 Draft Annual Report to New York State*
5. *MCLS Budget Documents*

Irondequoit Public Library
Statistical Report to the Library Board
April 2026

Report	Reference		Library Visits		Number of Programs		Program Attendance		Internet Usage		Circulation		Maker's Lab Usage		Maker's Lab Circulation	
Year	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	5,841	16,933	16,060	96	95	1,625	1,610	1,361	1,416	41,970	41,885	42	109	14	38
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	16,364	171,494	43,323	1,076	269	16,422	4,101	14,718	4,898	479,227	117,901	691	291	211	85
YTD Average	4,916	5,455	14,291	14,441	90	90	1,369	1,367	1,227	1,633	39,936	39,300	58	97	18	28

People & Planning Committee Charter

People & Planning Committee Charter

Purpose

Ensures healthy and respectful relationships between library employees, library management, library trustees, important stakeholders, and the public. Promotes staff and trustee continuing education and professional development. Supports and advises library director on policy development, operational changes, and administrative matters as needed. Ensures that the library makes consistent progress on the action items and goals associated with the long range plan.

Meeting Frequency

Monthly, [INSERT MEETING DATE HERE]

Charges

As a standing committee, the People & Planning Committee meets monthly to review and discuss matters related to staffing, operations, library policies, library board development, the long range plan, and institutional relationship building.

On Going

- Review *Personnel Report* outlining staffing changes for approval by library board
- Review progress on action items outlined in long range plan
- Conduct procedural review of unchanged library policies

Annually

- Review changes to the library's organization chart as drafted by the library director
- Review changes to onboarding documents used to orient new library trustees and other stakeholders
- Ensure that library trustees complete the two hours of required annual education
- Review accomplished long range plan action items
- Monitor the balance of the professional development budget and ensure all staff have opportunities for continuing education

As Needed

- Confer with the library director on personnel and administrative matters
- Determine when policy, personnel, or operational matters warrant consultation with outside experts
- Consider new policies/policy revisions as drafted by the library director for approval by library board
- Provide oversight and guidance on relationships with town departments that provide operational support to the library
- Recruit prospective members for vacant library board and committee positions
- Assist Friends of the Irondequoit Public Library and Irondequoit Public Library Foundation in recruiting volunteers and board members
- Evaluate and select strategic planning method for the creation of new long range plan that includes timetable, metrics, and deliverables

Committee Organization & Reporting Structure

- The Organizational Development Committee is chaired by [INSERT NAME OR TITLE].
- The committee includes the library board president as an ex officio member and the library director. Additional library staff may be invited to participate in discussions relevant to the roles and duties.
- Provides a brief 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

2026 Capital Improvement Plan Proposal



a town for a lifetime
IRONDEQUOIT *New York*

Town of Irondequoit Capital Improvement Program (CIP) Request

Project Title: _____ Department: _____

Please provide a description of the project- explain the need/justification for the project and how the work is planned to be accomplished: (Please provide any relevant information-i.e.: estimates, plans, pictures, etc.)

Amount of funds requested: \$_____ (please itemize below):

Description	Estimated Cost

Anticipated Timeline(planning, design, completion): _____

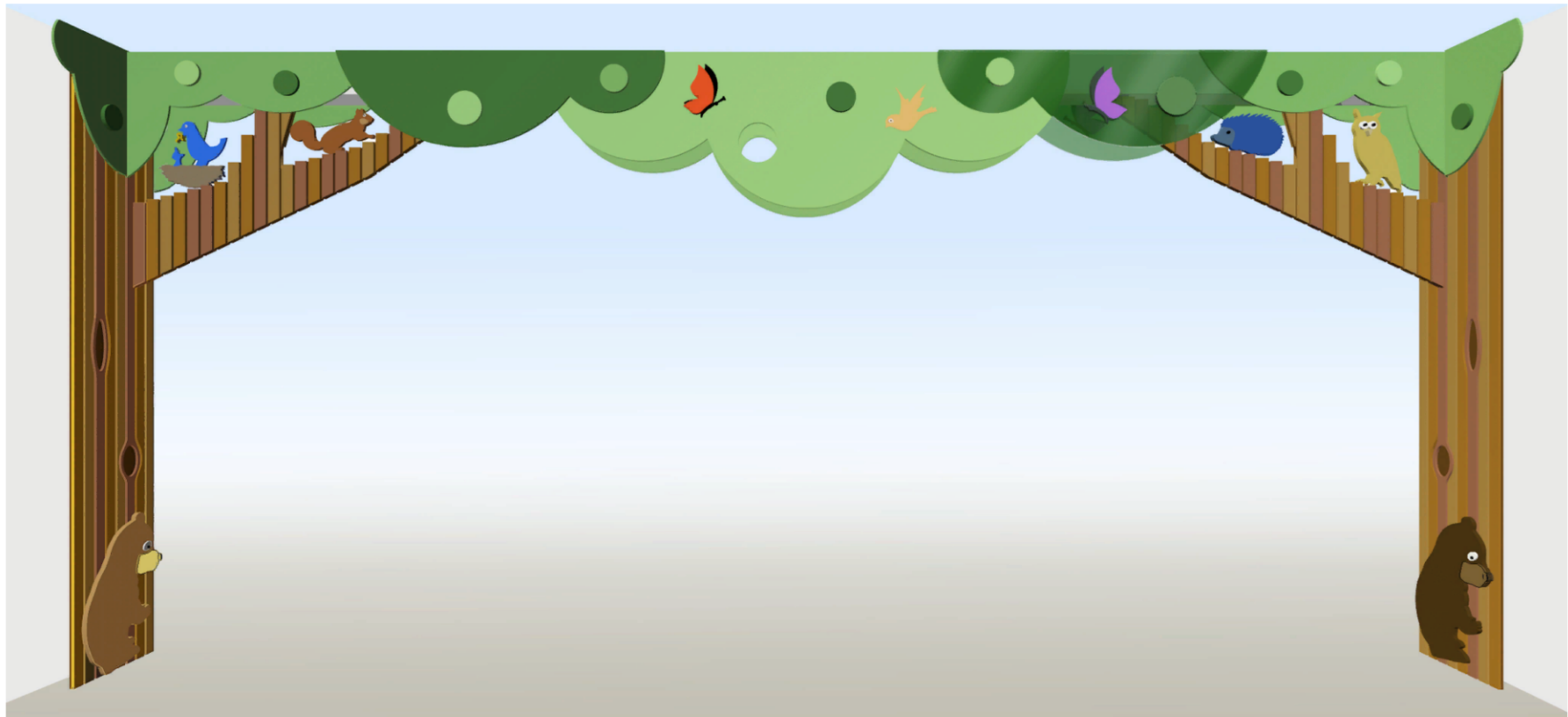
Expected Useful Life of Asset: _____

Any operational or maintenance impacts (if yes, explain):

Any consequences of deferring project? (if yes, explain):

Submitted By: _____ Date: _____

Children's Library Phase #2 Designs



ENTRANCE ARCH WITH DOUBLE-SIDED TREETOPS (Similar to Phase 1 two arches leading into play area)



CHILDREN'S ROOM DESK FACADE AND WALL LETTERING

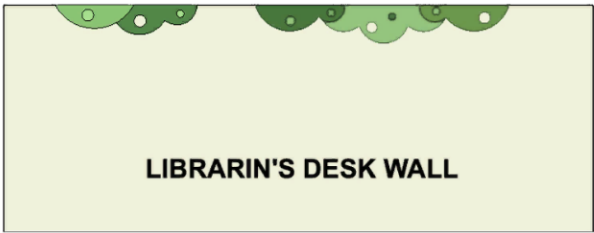


ONE END CAP
Identical to ones in Phase 1
Refer to earlier drawing

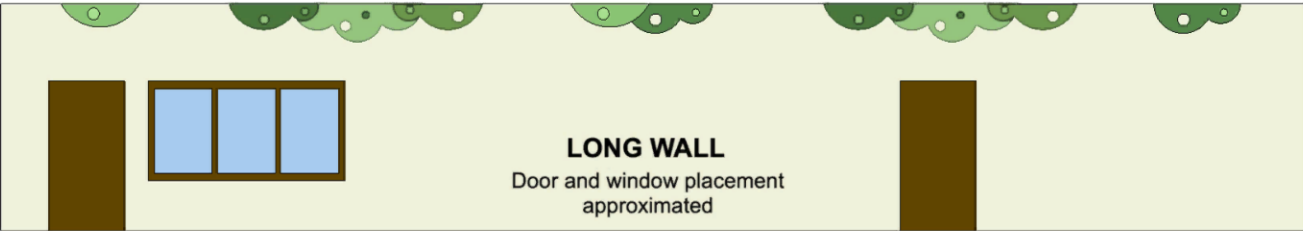
**DESIGNER WILL PROVIDE
VECTOR FILES FOR BIRD, NEST,
AND ALL OTHER ANIMALS
SHOWN IN THESE DRAWINGS**



WALL FACING LIBRARIN'S DESK



LIBRARIN'S DESK WALL



**"TREE TOP" PIECES FOR TWO ENTRANCE AREA WALLS AND
ONE LONG WALL IN MAIN ROOM**



101 CLARK STREET, 27B
BROOKLYN, NY 11201

917.520.7354
jd@janicedavisdesign.com

WWW.JANICEDAVISDESIGN.COM

IRONDEQUOIT PUBLIC LIBRARY CHILDREN'S ROOM DECOR

**Greg Benoit,
Library Director**

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DRAWING TITLE:

**Children's Room
Decor
Part 2**

SCALE: **Page not scaleable**

STATUS: **FOR ESTIMATE ONLY**

REVISION:

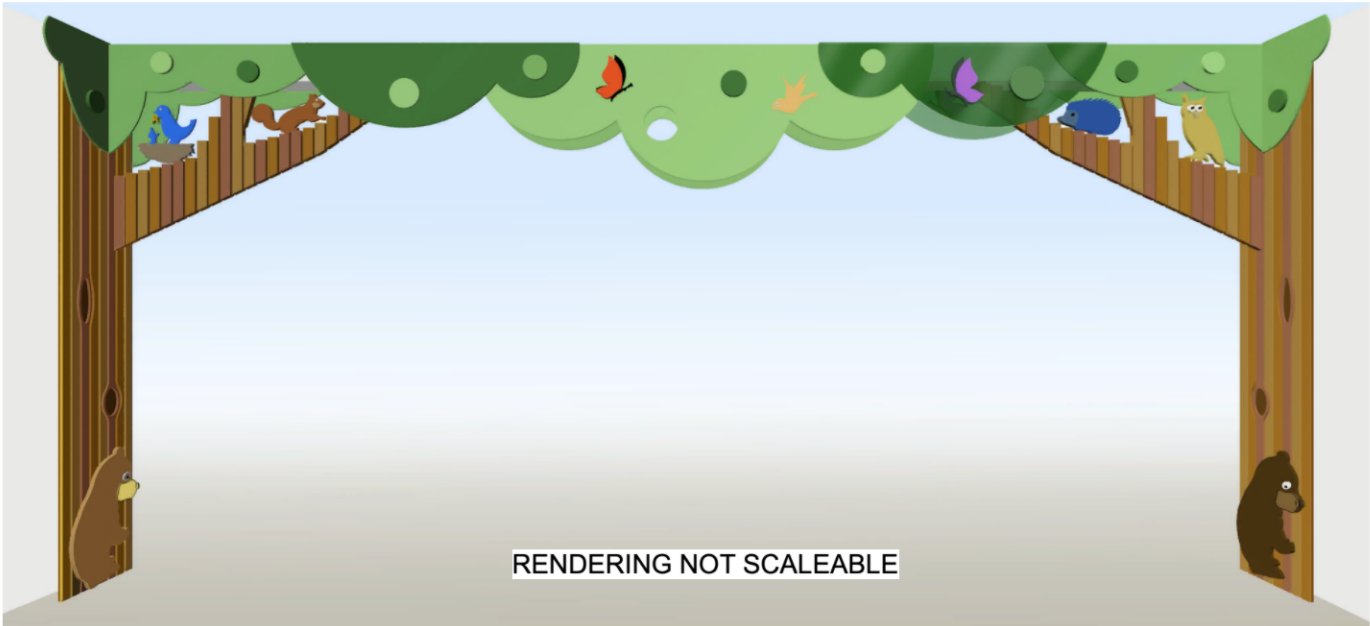
DATE: **28 April 2025**

DRAWING # :

1

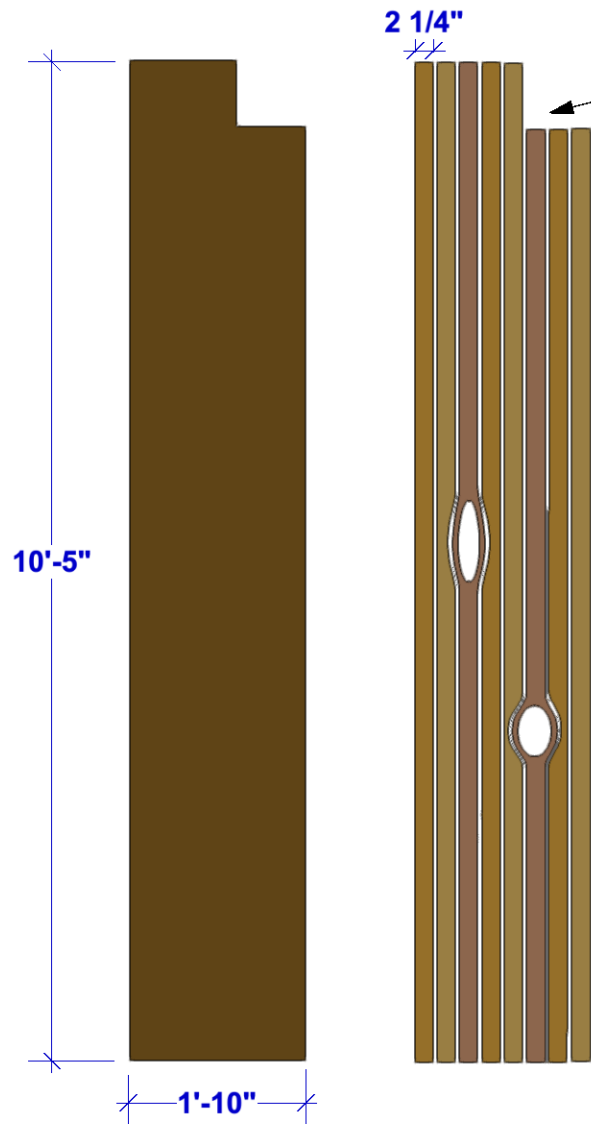
DRAWN BY: **JD**

SHEET # : **of 4**



RENDERING NOT SCALEABLE

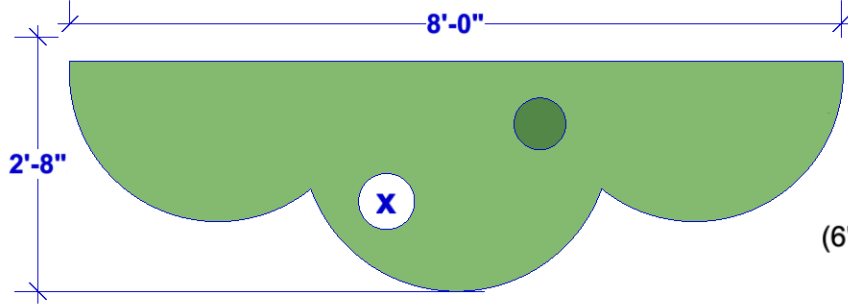
TREE TRUNKS: Make two - one as drawn, one reverse



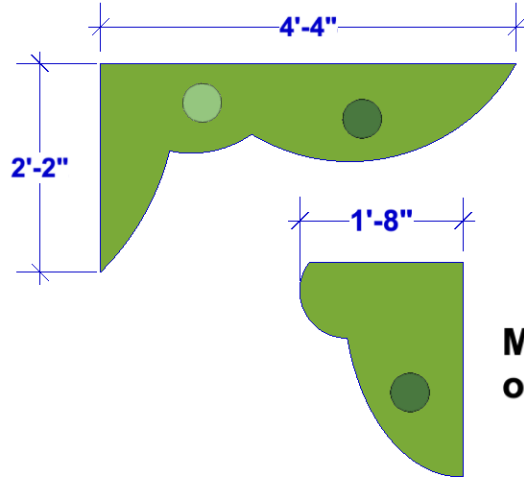
NOTCH height and depth
to accommodate existing
beam (confirm measurements
at site survey)

BASE 3/4" THICKNESS
matt finish pine cone 2106-30

TREE SLATS 3/4" THICKNESS
gloss finish
peanut shell 2162-40
golden retriever 2165-30
antique rose 2173-40



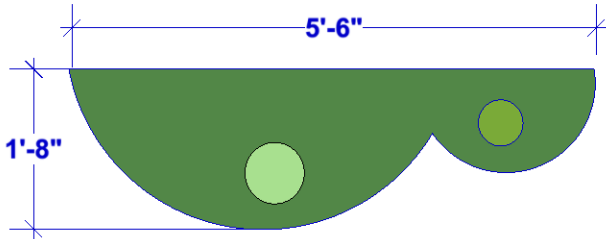
MAKE TWO:
lime tart 2033-40
textured fabric finish
(6" diameter circle grassy fields)



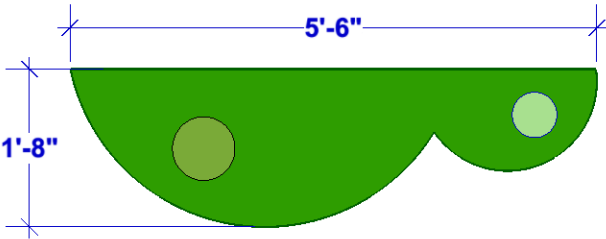
MAKE FOUR:
two as drawn; two reverse

sweet pea 2031-30 gloss finish
(5" diameter circle grassy fields;
4" diameter circle lime tart)

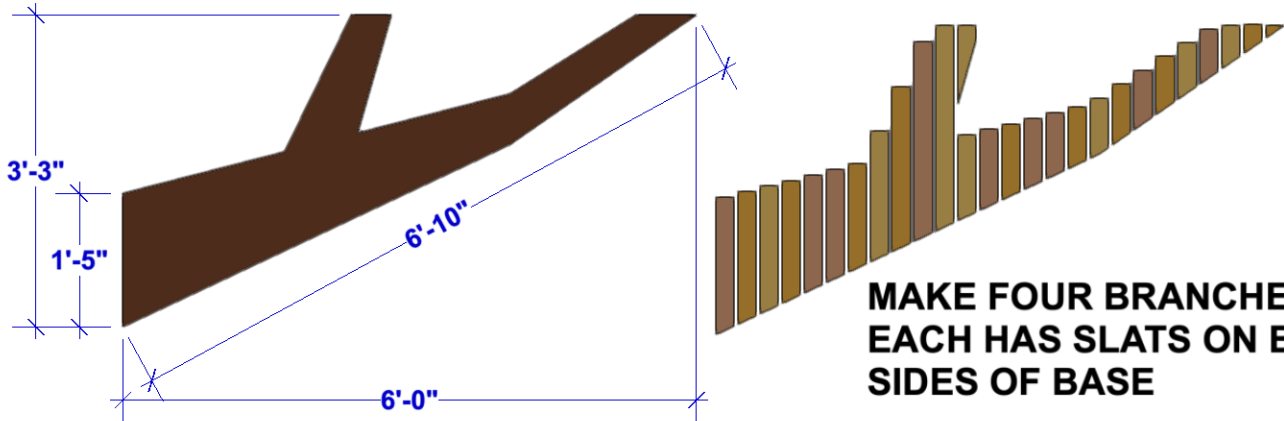
MAKE TWO:
one as drawn; one reverse



MAKE TWO:
two as drawn; two reverse
grassy fields 2034-30 gloss finish
(5" diameter circle lime tart)



MAKE TWO:
two as drawn; two reverse
translucent plexi, HHC 2092 or similar
(5" diameter circle lime tart)



MAKE FOUR BRANCHES:
EACH HAS SLATS ON BOTH
SIDES OF BASE



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BROOKLYN, NY 11201

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jd@janicedavisdesign.com

WWW.JANICEDAVISDESIGN.COM

**IRONDEQUOIT
PUBLIC LIBRARY
CHILDREN'S ROOM
DECOR**

Greg Benoit,
Library Director

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DAVIS DESIGN LLC.

DRAWING TITLE:

New Entrance
Arch

SCALE: 1/2" = 1'-0"

STATUS: **FOR ESTIMATE ONLY**

REVISION:

DATE: 5 April 2026

DRAWING #:

2

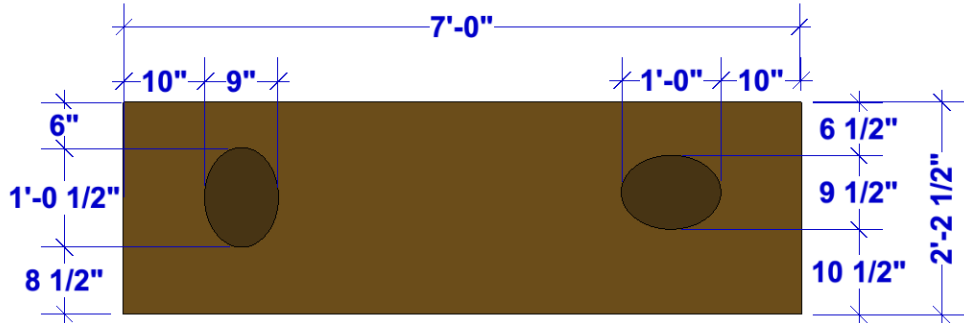
DRAWN BY: JD

SHEET #: of 4

DESK FACING AND WALL LETTERING



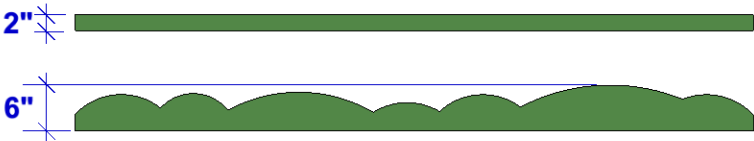
RENDERING NOT SCALEABLE



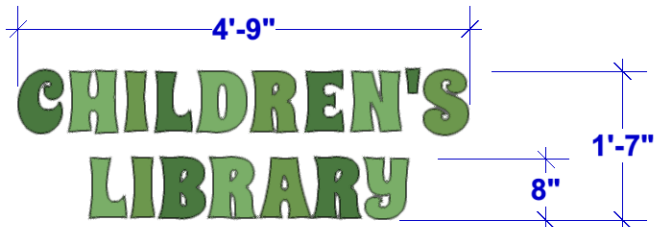
BASE 3/4" THICKNESS
matt finish
pine cone 2106-30



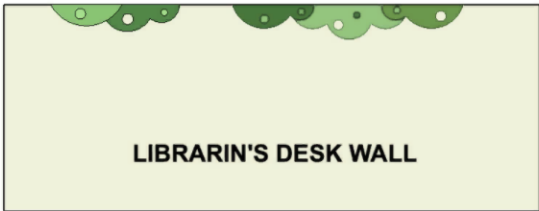
SLATS 3/4" THICKNESS
gloss finish
peanut shell 2162-40
golden retriever 2165-30
antique rose 2173-40



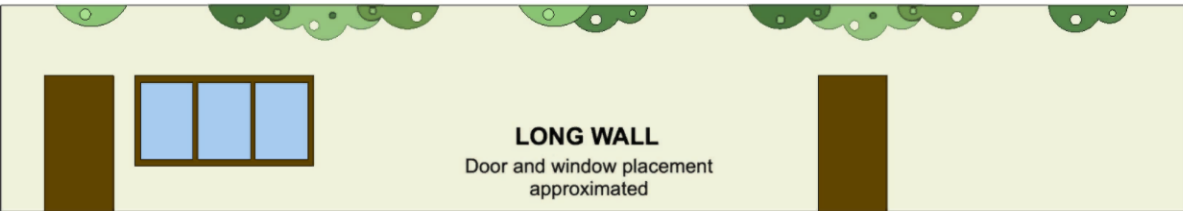
GRASS & TOP TRIM
1/2" THICKNESS
matt finish grassy fields 2034-30



WALL FACING LIBRARIN'S DESK



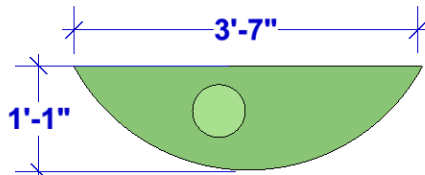
LIBRARIN'S DESK WALL



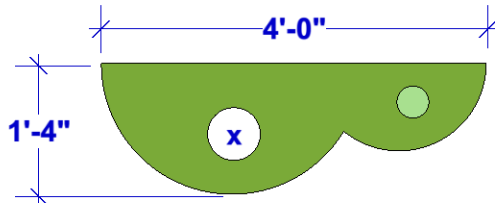
LONG WALL
Door and window placement
approximated

RENDERING NOT SCALEABLE

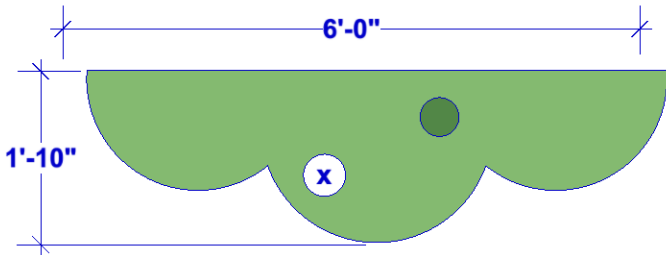
TREETOP PIECES FOR WALLS



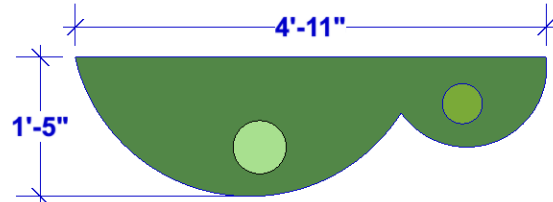
lime tart 2033-40
textured fabric finish
(6" diameter circle grassy fields)



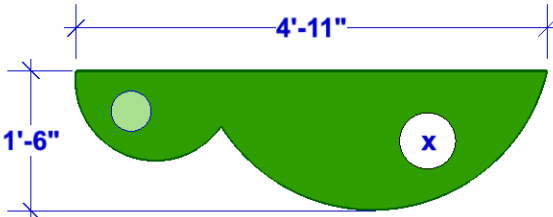
sweet pea 2031-30 gloss finish
(5" diameter circle grassy fields;
4" diameter circle lime tart)



lime tart 2033-40
textured fabric finish
(6" diameter circle grassy fields)



grassy fields 2034-30 gloss finish
(5" diameter circle lime tart)



translucent plexi, HHC 2092 or similar
(5" diameter circle lime tart)



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IRONDEQUOIT
PUBLIC LIBRARY
CHILDREN'S ROOM
DECOR

Greg Benoit,
Library Director

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DRAWING TITLE:

Desk Front
and
Wall Treetops

SCALE: 1/2" = 1'-0"

STATUS: FOR ESTIMATE ONLY

REVISION:

DATE: 5 April 2026

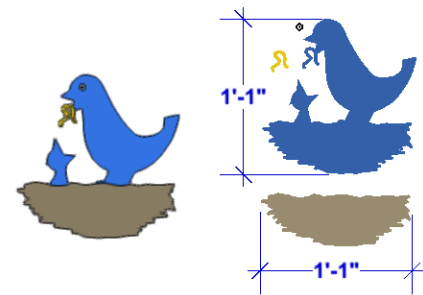
DRAWING #:

3

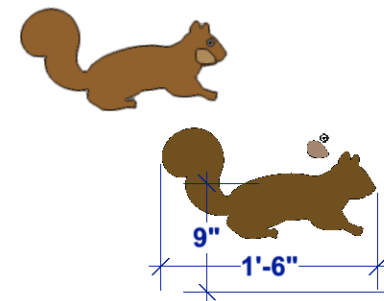
DRAWN BY: JD

SHEET #: of 4

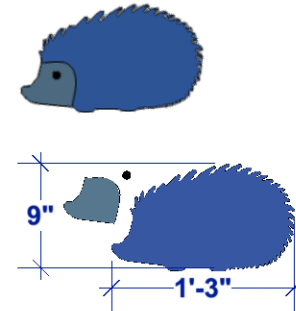
ANIMALS FOR ENTRANCE ARCH (Scale: 3/4" = 1'-0")



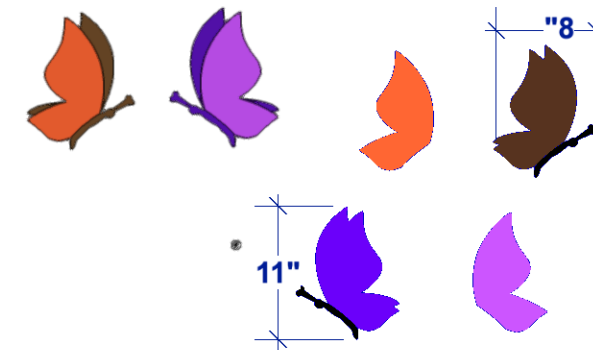
MAMA & BABY BIRD:
MAKE ONE DOUBLE-SIDED
Worm, nest and eye are
second layer



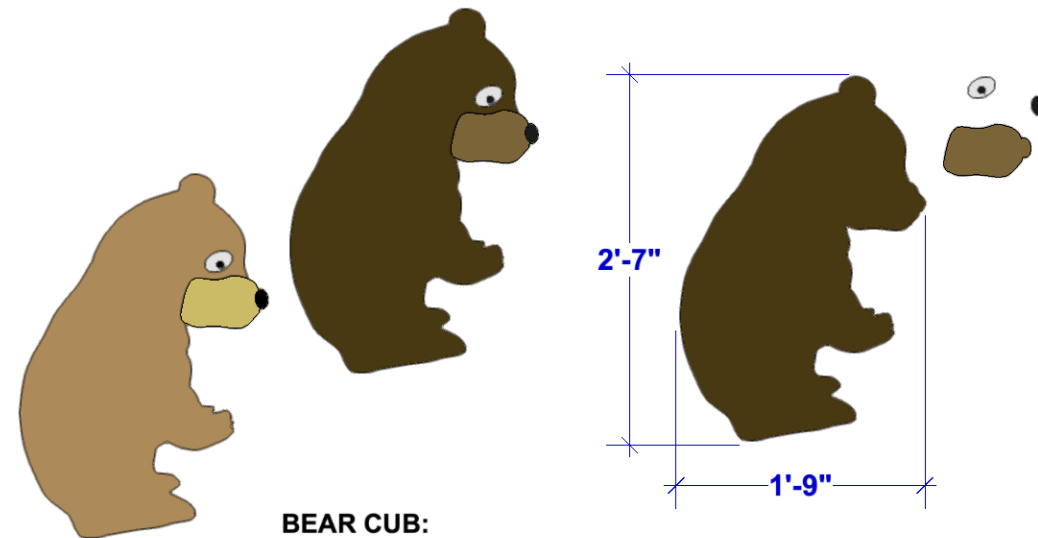
SQUIRRELS:
MAKE ONE DOUBLE-SIDED
Cheek and eye are second layer



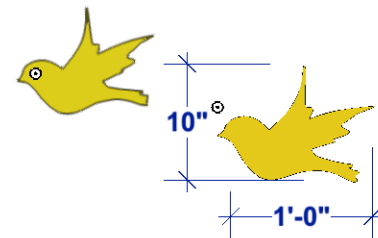
**PORCUPINE: MAKE ONE
DOUBLE SIDED**
Snout and Eye are
second layer; eye third



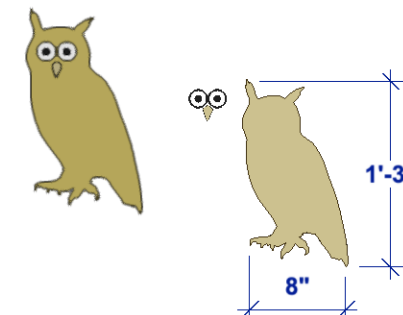
**BUTTERFLIES: MAKE TWO
SINGLE SIDED OF EACH COLOR**
Wing is second layer



BEAR CUB:
MAKE ONE DOUBLE-SIDED
Snout and Eye are second layer; nose third

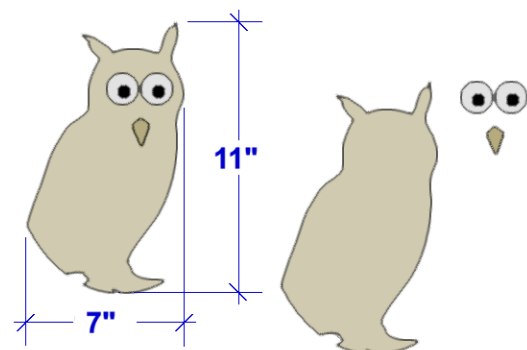


BIRD:
MAKE FOUR SINGLE SIDED
Eye is second layer

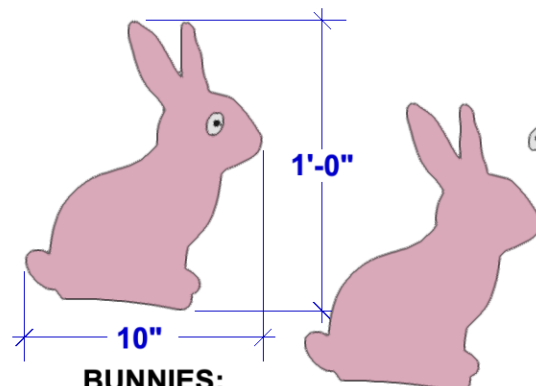


**OWL: MAKE ONE
DOUBLE-SIDED**
Beak and Eye are
second layer

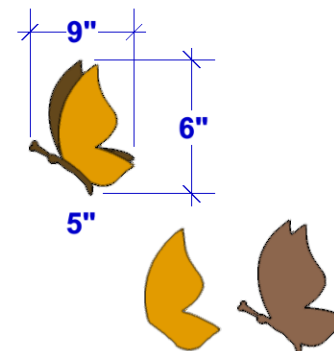
ANIMALS FOR DESK FACE (Scale: 1 1/2" = 1'-0")



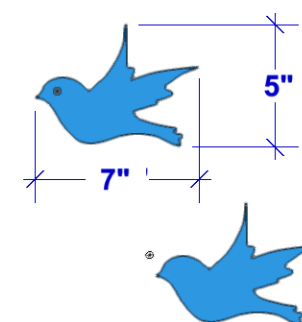
OWLS:
Eyes and beak are second layer



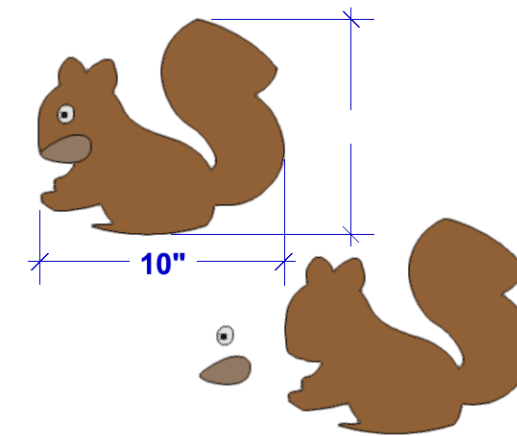
BUNNIES:
Eyes are second layer



BUTTERFLIES:
Wings are second layer



BIRDS:
Eyes are second layer



SQUIRRELS:
Cheek and eye are second layer



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IRONDEQUOIT PUBLIC LIBRARY CHILDREN'S ROOM DECOR

Greg Benoit,
Library Director

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DRAWING TITLE:

Animals for
Entrance Arch
and Desk

SCALE: AS NOTED

STATUS: FOR ESTIMATE ONLY

REVISION:

DATE: 5 April 2026

DRAWING #:

4

DRAWN BY: JD

SHEET #: of 4

2026 Draft Annual Report to New York State

Annual Report For Public And Association Libraries

The State Library due date for the annual reports will be April 16, 2026.

[Instructions](#)

1. GENERAL LIBRARY INFORMATION

Library / Director Information

The report saves automatically after every new entry or change.

Multiple users can view and edit reports at the same time.

Report all information in Part 1 as of December 31, 2025, except for questions related to the current library director/manager (questions 1.37 through 1.44).

1.1Library ID Number	4200263180
1.2Library Name	IRONDEQUOIT PUBLIC LIBRARY
1.3Name Status (State use only)	no change from the prior year
1.4Structure Status (State use only)	no change
1.5Community	Irondequoit
1.6Beginning Fiscal Reporting Year	01/01/2025
1.7Ending Fiscal Reporting Year	12/31/2025
1.8Is the library now reporting on a different fiscal year than it reported on in the previous Annual Report?	No
1.9If yes, please indicate the beginning date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	
1.10Please indicate the ending date of library's new reporting year. Enter N/A if No was answered to Question 1.8.	
1.11Beginning Local Fiscal Year	01/01/2025
1.12Ending Local Fiscal Year	12/31/2025
1.13Address Status	no change from the prior year
1.14Street Address	1290 TITUS AVENUE
1.15City	ROCHESTER
1.16Zip Code	14617
1.17Mailing Address	1290 TITUS AVENUE
1.18City	ROCHESTER
1.19Zip Code	14617
1.20Telephone Number (enter 10 digits only and hit the Tab key; enter M (Missing) if no telephone number)	5853366062
1.21E-Mail Address (enter M (Missing) if no E-Mail)	greg.benoit@libraryweb.org
1.22Library Home Page URL (Enter M (Missing) if no home page URL)	irondequoitlibrary.org
1.23Population Chartered to Serve (per 2020 Census)	51,043

1.24Indicate the type of library as stated in the library's charter (select one):	PUBLIC
1.25Indicate the area chartered to serve as stated in the library's charter (select one):	Town
1.26During the reporting year, has there been any change to the library's legal service area boundaries? Changes must be the result of a Regents charter action. Answer Y for Yes, N for No.	N
1.27Indicate the type of charter the library currently holds (select one):	Absolute
1.28Date the library was granted its absolute charter or the date of the provisional charter if the library does not have an absolute charter	04/23/1965
1.29Date the library was last registered	07/14/1969
1.30Federal Employer Identification Number	166002287
1.31County	MONROE
1.32School District	West Irondequoit
1.33Town/City	Irondequoit
1.34Library System	Monroe County Library System

-
THESE QUESTIONS ARE FOR NYC LIBRARIES ONLY. PLEASE PROCEED TO THE NEXT QUESTION.

1.35aPresident/CEO Name	
1.35bPresident/CEO Phone Number	
1.35cPresident/CEO Email	

-
For questions 1.36 through 1.42, report all information for the current library director/manager.

1.36First Name of Library Director/Manager	Greg
1.37Last Name of Library Director/Manager	Benoit
1.38NYS Public Librarian Certification Number	17703
1.39What is the highest education level of the library manager/director?	Master's Degree
1.40If the library manager/director holds a Master's Degree, is it a Master's Degree in Library/Information Science?	Yes
1.41Do all staff working in the budgeted Librarian (certified) positions reported in 6.6 have an active NYS Public Librarian Certificate? If No, list the name and e-mail address of each staff member without an active certificate in a Note.	Yes
1.42E-mail Address of the Director/Manager	greg.benoit@libraryweb.org
1.43Does the library charge fees for library cards to people residing outside the system's service area?	Y

Public Votes / Contracts

1.44Was all or part of the library's funding subject to a public vote(s) held during Calendar Year 2025? (Please respond even if the vote was unsuccessful). Enter Y for Yes, N for No. If Yes, complete one record for the public vote from each funding source. If no, go to question 1.45.	N
---	---

-
Please Note: last year's answers for repeating groups cannot be displayed.

1.44a Name of municipality or district holding the public vote	1.44b Indicate the type of municipality or district holding the public vote	1.44c Date the vote was held(mm/dd/2025)	1.44d Was the vote successful? Y/N	1.44e What type of public vote was it?	1.44f.i Most recent prior year approved appropriation from a public vote:	1.44f.ii Proposed increase in appropriation as a result of the vote held on the date reported in question number 3:	1.44f.iii Total proposed appropriation (manually sum of 6a and 6b):

-

This question should only be answered if "No" was answered in Q1.44 OR the library has votes from different municipalities/districts that were held in different years, both current and prior.

1.45Did the library receive funding from an appropriation which was approved by public vote in a prior year? (Prior to Calendar Year 2025) Enter Y for Yes, N for No. If Yes, complete one record for the vote from each funding source. If No, go to question 1.46.	N
--	---

-

Please Note: last year's answers for repeating groups cannot be displayed.

1.45a Name of municipality or district holding the public vote	1.45b Indicate the type of municipality or district holding the public vote	1.45c Date the last successful vote was held (mm/dd/yyyy)	1.45d What type of public vote was it?	1.45e What was the total dollar amount of the appropriation from tax dollars resulting from the last successful vote?
--	---	---	--	---

Contractual Agreements

1.46Does the reporting library have a contractual agreement with a municipality or district to provide library services to residents of an area not served by a chartered library? Enter Y for Yes, N for No. If yes, please complete one record for each contract. If no, go to question 1.47.	N
---	---

-

Please Note: last year's answers for repeating groups cannot be displayed.

1.46a Name of contracting municipality or district	1.46b Is this a written contractual agreement?	1.46c Population of the geographic area served by this contract	1.46d Dollar amount of contract	1.46e Enter the appropriate code for range of services provided
--	--	---	---------------------------------	---

--

(select one):

Unusual Circumstances

1.47For the reporting year, has the library experienced any unusual circumstance(s) that affected the statistics reported (e.g., natural disaster, fire, closed for renovations, massive weeding of collection, etc.)? If yes, please annotate explaining the circumstance(s) and the impact on the library using the Note; if no, please go to Part 2, Library Collection.	
---	--

2. LIBRARY COLLECTION

Physical Holdings

Report holdings, additions, and subscriptions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please read general information instructions below before completing this section.

<https://ny.countingopinions.com/docs/ny/Instructions2025AnnualReportPublicAssociationLibraries.pdf>

This section of the survey (2.1-2.16) collects data on selected types of materials.

It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Materials Expenditures (questions 12.6, 12.7 and 12.8). Under this category report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available online.

PRINT MATERIALS

Cataloged Books

2.1Adult Fiction Books	30,525
2.2Adult Non-fiction Books	32,787
2.3Total Adult Books (Total questions 2.1 & 2.2)	63,312
2.4Children's Fiction Books	9,080
2.5Children's Non-fiction Books	5,938
2.6Total Children's Books (Total questions 2.4 & 2.5)	15,018
2.7Total Cataloged Books (Total questions 2.3 & 2.6)	78,330

Other Print Materials

2.8Total Uncataloged Books	767
2.9Total Print Serials	66
2.10All Other Print Materials	19,820
2.11Total Other Print Materials (Total questions 2.8 through 2.10)	20,653
2.12Total Print Materials (Total questions 2.7 and 2.11)	98,983

ALL OTHER MATERIALS

2.13Audio - Physical Units	12,088
2.14Video - Physical Units	17,975
2.15Other Circulating Physical Items ¹	2
2.16Total Other Physical Materials(Total questions 2.13 through 2.15)	30,065

Grand Total / Additions to Holdings

2.17GRAND TOTAL HOLDINGS (Total questions 2.12 and 2.16)	129,048
--	---------

ADDITIONS TO HOLDINGS - Do not subtract withdrawals or discards.

2.18Cataloged Books	4,931
2.19All Other Print Materials	312
2.20All Other Materials	972
2.21Total Additions (Total questions 2.18 through 2.20)	6,215

3. LIBRARY PROGRAMS, POLICIES, AND SERVICES

Report all information on questions 3.1 through 3.3 and 3.17a through 3.34e as of the last day of the fiscal year stated in 1.6. and 1.7 in Part 1; report information on questions 3.4 through 3.16 and 3.35 through 3.77b based on the 2025 calendar year. Please [click here](#) to read general instructions before completing this section.

Please report information on LIBRARY USE as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1.

LIBRARY USE

3.1Library visits (total annual attendance)	178,186
3.1aRegarding the number of Library Visits entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
3.2Registered resident borrowers	28,699
3.3Registered non-resident borrowers	43

WRITTEN POLICIES (Answer Y for Yes, N for No)

Please report information on WRITTEN POLICIES as of 12/31/25.

Answers are prefilled with the prior year's answers. If a change is made please add a note of explanation.

3.4Does the library have an open meeting policy?	Y
3.5Does the library have an Internet use policy?	Y
3.6Does the library have a board-approved conflict of interest policy?	Y
3.7Does the library have a board-approved whistle blower policy?	Y
3.8Does the library have a board-approved sexual harassment prevention policy?	Y

ACCESSIBILITY (Answer Y for Yes, N for No)

Please report information on ACCESSIBILITY as of 12/31/25.

3.11 Does the library provide service to persons who cannot visit the library (homebound persons, persons in nursing homes, persons in jail, etc.)?	Y
3.12 Does the library have assistive devices for persons who are deaf and hearing impaired (TTY/TDD)?	N
3.13 Does the library have large print books?	Y
3.14 Does the library have assistive technology for people who are visually impaired or blind?	N

3.15 - If so, what do you have? If no, go to next question

screen reader, such as JAWS, Windoweyes or NVDA	N
refreshable Braille commonly referred to as a refreshable Braille display	N
screen magnification software, such as Zoomtext	N
electronic scanning and reading software, such as OpenBook	N
3.16 Is the library registered for services from either the New York State Talking Book and Braille Library (New York State Library, Albany) or the Andrew Heiskell Braille and Talking Book Library (The New York Public Library, New York)?	N

Library Sponsored Programs

LIVE PROGRAM SESSIONS and ATTENDANCE

Report information on Library Program Sessions and Attendance based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Live Program Sessions

A live program session is any planned event which introduces the group attending to library services or which provides information to participants. Program sessions may cover use of the library, library services, or library tours. Program sessions may also provide cultural, recreational, or educational information. Examples of these types of program sessions include, but are not limited to, film showings, lectures, story hours, literacy programs, citizenship classes, and book discussions.

For specific examples of live and prerecorded programs (previously called synchronous and asynchronous), please refer to the chart in Instructions.

IMPORTANT: If no programs within a category were offered/attended, enter 0. If they were offered/attended but that data is not available, enter M (Missing). N/A should not be entered for any programs.

NOTE: Summer Reading, Early Literacy, Adult Literacy, ESOL, and Digital Literacy programs are subsets of Live and Prerecorded programs and should be entered in those sections as well as in the appropriate subsequent section.

3.17aNumber of Sessions Targeted at Children Ages 0-5	198
3.17bAttendance at Sessions Targeted at Children Ages 0-5	5,710
3.18aNumber of Sessions Targeted at Children Ages 6-11	126
3.18bAttendance at Sessions Targeted at Children Ages 6-11	2,435
3.19aNumber of Sessions Targeted at Young Adults Ages 12-18	117
3.19bAttendance at Sessions Targeted at Young Adults Ages 12-18	2,175
3.20aNumber of Sessions Targeted at Adults Age 19 or Older	336
3.20bAttendance at Sessions Targeted at Adults Age 19 or Older	6,284
3.21aNumber of General Interest Program Sessions	13
3.21bAttendance at General InterestProgram Sessions	678
3.22Total Sessions of Live Programs Categorized by Age (sum of 3.17a, 3.18a, 3.19a, 3.20a, 3.21a)	790
3.23Total Attendance at Live Programs Categorized by Age (sum of 3.17b, 3.18b, 3.19b, 3.20b, 3.21b)	17,282

Live Programs Categorized by Venue

3.24aTotal Live Onsite Program Sessions	736
3.24bTotal Live Onsite Program Attendance	14,260
3.25aTotal Live Offsite Program Sessions	50
3.25bTotal Live Offsite Program Attendance	2,446
3.26aTotal Live Virtual Program Sessions	4
3.26bTotal Live Virtual Program Attendance	576
3.27Total Sessions of Live Programs Categorized by Venue (sum of 3.24a, 3.25a, 3.26a)	790
3.28Total Attendance at Live Programs Categorized by Venue (sum of 3.24b, 3.25b, 3.26b)	17,282

Prerecorded and One-on-One Programs

3.29Total Number of Prerecorded Program Presentations	4
3.30Total Views of Prerecorded Program Presentations within 30 Days	576
3.31One-on-One Program Sessions	201
3.32Attendance at One-on-One Program Sessions	287

Teen-Led Promotions

3.33Did your library offer teen-led activities during the 2025 calendar year?	Y
3.34aDo library staff, trustees and/or volunteers reach outside of the library to promote library programs and services through group presentations, information tables and/or other similar educational activities sponsored by the Library?	Yes
3.34bDoes your library use Facebook for promotion?	Yes
3.34cDoes your library use Instagram for promotion?	Yes
3.34dDoes your library use Twitter/X for promotion?	Yes
3.34eDoes your library use TikTok for promotion?	No

SUMMER READING PROGRAM

Please report information on SUMMER READING PROGRAMS for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.35Did the library offer a summer reading program in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.36Library outlets offering the summer reading program	1
3.37Children registered for the library's summer reading program	263
3.38Young adults registered for the library's summer reading program	111
3.39Adults registered for the library's summer reading program	121
3.40Total number registered for the library's summer reading program (total 3.37 + 3.38 + 3.39)	495
3.41aChildren's program sessions - Summer 2025	1
3.41bChildren's program attendance - Summer 2025	263
3.42aYoung adult program sessions - Summer 2025	1
3.42bYoung adult program attendance - Summer 2025	111
3.43aAdult program sessions - Summer 2025	1
3.43bAdult program attendance - Summer 2025	121
3.44Total program sessions - Summer 2025 (total 3.41a + 3.42a + 3.43a)	3
3.45Total program attendance - Summer 2025 (total 3.41b + 3.42b + 3.43b)	495
3.46Did the library use the Summer Reading at New York Libraries name and/or logo?	Y
3.47Did the library use the Collaborative Summer Library Program (CSLP) Manual, provided through the New York State Library?	N

COLLABORATORS

3.48Public school district(s) and/or BOCES	4
3.49Non-public school(s)	2
3.50Childcare center(s)	3
3.51Summer camp(s)	1
3.52Municipality/Municipalities	2
3.53Literacy provider(s)	1
3.54Other (describe using the State note)	0
3.55Total Collaborators (total 3.48 through 3.54)	13

Early Literacy

Please report information on EARLY LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.56Did the library offer early literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
--	---

EARLY LITERACY PROGRAMS

3.57aFocus on birth - school entry (kindergarten) sessions	0
3.57bFocus on birth - school entry (kindergarten) attendance	0
3.58aFocus on parents & caregivers sessions	0
3.58bFocus on parents & caregivers attendance	0
3.59aCombined audience sessions	178
3.59bCombined audience attendance	5,243
3.60Total Sessions	178
3.61Total Attendance	5,243

3.62 - Collaborators (check all that apply):

3.62a.Childcare center(s)	Yes
3.62b.Public School District(s) and/or BOCES	Yes
3.62c.Non-Public School(s)	Yes
3.62d.Health care providers/agencies	Yes
3.62e.Other (describe using the State note)	No

Adult Literacy

Please report information on ADULT LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ADULT LITERACY

3.63Did the library offer adult literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	N
--	---

ESOL / Digital Literacy

Please report information on ESOL, for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) PROGRAMS

3.67Did the library offer English for Speakers of Other Languages (ESOL) programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.68aChildren's program sessions	0
3.68bChildren's program attendance	0
3.69aYoung adult program sessions	0
3.69bYoung adult program attendance	0
3.70aAdult program sessions	41
3.70bAdult program attendance	646
3.71Total program sessions (total 3.68a + 3.69a + 3.70a)	41
3.72Total program attendance (total 3.68b + 3.69b + 3.70b)	646
3.73aOne-on-one program sessions	0
3.73bOne-on-one program attendance	0

3.74 - Collaborators (check all that apply):

3.74a.Literacy NY (Literacy Volunteers of America)	Yes
3.74b.Public School District(s) and/or BOCES	Yes
3.74c.Non-Public School(s)	No
3.74d.Other (describe using the Note)	

DIGITAL LITERACY

Please report information on DIGITAL LITERACY for the 2025 calendar year. These are a subset of Library Sponsored Programs and should also be entered there.

3.75Did the library offer digital literacy programs in 2025? (Enter Y for Yes, N for No) If entering no, proceed to the next section.	Y
3.76aTotal group program sessions	11
3.76bTotal group program attendance	243
3.77aTotal one-on-one program sessions	201
3.77bTotal one-on-one program Attendance	287

4. LIBRARY TRANSACTIONS

Report all transactions as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. (Please note: Internal Library usage is not considered part of circulation.)

Circulation / Reference Transactions

- The total annual circulation of all physical library materials of all types, including renewals.
- Count all physical materials in all formats that are charged out for use outside the library. Circulation of uncataloged books, and other non-book materials should be reported in the appropriate category - Adult or Children's Other Materials. Include non-traditional items that are charged out, such as cake pans, tools, Roku sticks, etc. under Circulation of Other Materials.
- Interlibrary loan transactions included are only items borrowed for users. Include items borrowed for users of the reporting library through interlibrary loan (materials received) and charged out for home use by the reporting library's patrons.
- Items loaned in bulk (bulk loans) by your library to schools or other institutions for circulation by the school or institution are counted as one circulation per item (the initial loan from your library to the school or institution).
- Do not include items checked out to another library. Items sent to another autonomous library as interlibrary loan are not counted as circulation by the reporting library.
- Items sent from one outlet of the reporting library to another, i.e., from main library to a branch, are not counted as circulation.
- Items packaged together as a unit which are generally checked out as a unit, should be counted once for each loan of the unit (e.g., two compact discs, two films, two videocassettes, a kit or a set of 25 slides).

CATALOGED BOOK CIRCULATION

4.1 Adult Fiction Books	87,783
4.2 Adult Non-fiction Books	65,894
4.3 Total Adult Books (Total questions 4.1 & 4.2)	153,677
4.4 Children's Fiction Books	38,857
4.5 Children's Non-fiction Books	19,414
4.6 Total Children's Books (Total questions 4.4 & 4.5)	58,271
4.7 Total Cataloged Book Circulation (Total question 4.3 & 4.6)	211,948

CIRCULATION OF OTHER MATERIALS

4.8aCirculation of Adult Other Materials - Non-Audio/Visual ²	0
4.8bCirculation of Adult Other Materials - Audio/Visual	80,602
4.9aCirculation of Children's Other Materials - Non-Audio/Visual ³	0
4.9bCirculation of Children's Other Materials - Audio/Visual	95,296
4.10Circulation of Other Physical Items (Total questions 4.8a, 4.9a)	0
4.11Physical Item Circulation (Total questions 4.7 & 4.8 b & 4.9b & 4.10)	387,846
4.12As of the end of the reporting period, does the library charge overdue fines to any users when they fail to return physical print materials by the date due?	Yes
4.13Did your library offer automatic renewal for any physical materials during the reporting period? NOTE: Patrons do not have to take any action for automatic renewals. The Integrated Library System [ILS] rules determine how/when automatic renewals occur.	Yes

REFERENCE TRANSACTIONS

4.14Total Reference Transactions	58,989
4.14aRegarding the number of Reference Transactions entered, is this an annual count or an annual estimate based on a typical week or weeks?	Annual Count
4.15Does the library offer virtual reference?	Y

INTERLIBRARY LOAN - MATERIALS RECEIVED (BORROWED)

4.16TOTAL MATERIALS RECEIVED	36,586
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INTERLIBRARY LOAN - MATERIALS PROVIDED (LOANED)

4.17TOTAL MATERIALS PROVIDED	20,698
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E-RATE

4.18Does the library file for E-ratebenefits?	N
4.19Is the library part of a consortium for E-rate benefits?	Y
4.20If yes, in which consortium are you participating?	Monroe County Library System

5. ELECTRONIC USE

Electronic Holdings

For all questions: Answer Missing if the answer is unknown

Report information for Electronic Use based on the fiscal reporting year entered for Questions 1.6 and 1.7 in Section 1 General Library Information.

Electronic Books

E-books are the digital equivalent of printed books that may be accessed online from an electronic device. E-books also include e-comics. Do not consider resources available for free in the public domain when answering the following questions.

5.1Did the library provide access to e-books purchased solely by the library?	Yes
5.2Did the library provide access to e-books purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.3Did the library provide access to e-books provided by the New York State Library at no or minimal cost to the library?	No

Electronic Serials

E-serials are periodic digital publications equivalent to printed newspapers, magazines, and similar media that are viewed as entire issues rather than as single articles returned from a research query. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.4Did the library provide access to e-serials purchased solely by the library?	No
5.5Did the library provide access to e-serials purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	No
5.6Did the library provide access to e-serials provided by the New York State Library at no or minimal cost to the library?	No

Electronic Audio

E-audio are digital files of sound only (e.g., audiobooks, music) that may be accessed online from an electronic device. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.7Did the library provide access to e-audio purchased solely by the library?	Yes
5.8Did the library provide access to e-audio purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.9Did the library provide access to e-audio provided by the New York State Library at no or minimal cost to the library?	No

Electronic Video

E-videos are digital files of moving visual images with or without sound (e.g., movies, television shows) that may be accessed online from an electronic device. Examples include Hoopla, Kanopy, and cloudlibrary. Do not consider resources available for free in the public domain when answering the following questions. Answer Yes/No/Missing (Unknown)

5.10Did the library provide access to e-videos purchased solely by the library?	Yes
5.11Did the library provide access to e-videos purchased via a consortium, cooperative, or other similar group at the local, regional, or state level? (Do not include New York State Library-provided content here; that should be entered in 5.12.)	No
5.12Did the library provide access to e-videos provided by the New York State Library at no or minimal cost to the library?	No

Research Databases

Research databases are organized collections of electronic data or records (e.g., facts, abstracts, articles, bibliographic data, texts, photographs) that can be searched to retrieve information. Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.13Did the library provide access to research databases purchased solely by the library?	Yes
5.14Did the library provide access to research databases purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.15Did the library provide access to research databases provided by the New York State Library at no or minimal cost to the library (e.g., NOVELny)?	Yes

Online Learning

Online learning platforms primarily provide instruction, tools, and resources to enhance education, lifelong learning, and skill building. Platforms may offer homework assistance, language learning, test preparation, professional development, resume assistance, hobby instruction, etc. Answer Yes if library provided access to a platform even if the platform itself is not owned by the library (e.g., paying for access to Ryan Dowd's Homeless Library). Do not consider resources available for free when answering the following questions. Answer Yes/No/Missing (Unknown)

5.16Did the library provide access to online learning platforms purchased solely by the library?	No
5.17Did the library provide access to online learning platforms purchased via a consortium, cooperative, or other similar group at the local, regional, or state level?	Yes
5.18Did the library provide access to online learning platforms provided by the New York State Library at no or minimal cost to the library?	No

E-Material Circulation

Electronic (digital) materials can be accessed online from an electronic device. Types of electronic materials include e-books, e-serials, e-audio, and e-video. Only count items that require user authentication and have a limited period of use. Count all checkouts, including renewals.

5.19The total circulation of e-books during the reporting period	36,052
5.20The total circulation of e-serials during the reporting period.	0
5.21The total circulation of e-audio during the reporting period	41,079
5.22The total circulation of e-videos during the reporting period.	2,842

6. STAFF INFORMATION

All staff questions refer to PAID staff.

Note: Report figures as of the last day of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Include the FTE for all positions funded in the library's budget whether those positions are filled or not. This report requires conversion of part-time hours to full-time equivalents (FTE). To compute the FTE of employees in any category, take the total number of hours worked per week for all budgeted positions in that category and divide that total by the number of hours per week the library considers to be full-time. Report the FTE to two decimal places.

FTE (FULL-TIME EQUIVALENT CALCULATION)

6.1The number of hours per workweek used to compute FTE for all paid library personnel in this section.	35.00
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BUDGETED POSITIONS IN FULL-TIME EQUIVALENTS

6.2Library Director (certified)	1.00
6.3Vacant Library Director (certified)	0.00
6.4Library Manager (not certified)	0.00
6.5Vacant Library Manager (not certified)	0.00
6.6Librarian	1.00
6.7Vacant Librarian	0.00
6.8Library Specialist/Paraprofessional	0.00
6.9Vacant Library Specialist/Paraprofessional	0.00
6.10Other Staff	18.00
6.11Vacant Other Staff	0.00
6.12TOTAL PAID STAFF (Total questions 6.2, 6.4, 6.6, 6.8 & 6.10)	20.00
6.13VACANT TOTAL PAID STAFF (Total questions 6.3, 6.5, 6.7, 6.9 & 6.11)	0.00

SALARY INFORMATION

6.14FTE - Library Director(certified)	1
6.15Salary - Library Director (certified)	\$102,978
6.16FTE - Library Manager (not certified)	0
6.17Salary - Library Manager (notcertified)	\$0
6.18FTE - Librarian	1
6.19Salary - Librarian	\$49,694

7. MINIMUM PUBLIC LIBRARY STANDARDS

All public, free association and Indian libraries in New York State are required to meet the minimum standards listed below. Please indicate which of these standards your library meets as of December 31, 2025. Please [click here](#) to read general instructions before completing this section. Helpful information for meeting minimum public library standards is available on the State Library's website. <https://nyslibrary.libguides.com/publiclibrarystandards>

7.1.Is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.	Y
7.2.Has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.	Y
7.3.Provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service.	Y
7.4.Has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.	Y
7.4.a.Does the Library have a Board-approved policy for the selection of library materials and reconsideration of such selection?	Y
7.4.b.Does the Library have a Board-approved policy explaining the public usage of library space and meeting rooms?	Y
7.4.c.Does the Library have Board-approved Codes of conduct?	Y
7.4.d.Does the library have a policy protecting the confidentiality of library records?	Y
7.4.e.Does the library have Board-approved personnel policies ensuring consistent staff management and fair employment practices?	Y
7.4.f.Does the library have a disaster plan?	Y
7.4.g.Does the Library have Board-approved financial control policies that fulfill the legal and fiduciary responsibilities of the governing body and promote fiscal oversight, accountability, and sustainable management?	Y
7.5.Annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service.	Y
7.6.Periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service.	Y
7.7.Is open the minimum standardnumber of public service hours for population	Y

served. (see instructions)	
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7.8. Maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate:

7.8a.space	Y
7.8b.lighting	Y
7.8c.shelving	Y
7.8d.seating	Y
7.8e.power infrastructure	Y
7.8f.data infrastructure	Y
7.8g.public restroom	Y

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7.9.Provides programming to address community needs, as outlined in the library's long-range plan of service.	Y
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7.10. Provides

7.10a.a circulation system that facilitates access to the local library collection and other library catalogs	Y
7.10b.equipment, technology, and internet connectivity to address community needs and facilitate access to information.	Y

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7.11.Provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in numbers (1) through (5) above.	Y
7.12.Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.	Y
7.13.Provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service.	Y
7.14.Establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.	Y

8. PUBLIC SERVICE INFORMATION

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 8.1-8.4 are pre-filled with prior year answers but not locked to allow updating.

PUBLIC SERVICE OUTLETS - Libraries reporting main libraries, branches and bookmobiles should complete Service Outlets Information in Part 9.

8.1Main Library	1
8.2Branches	0
8.3Bookmobiles	0
8.4Other Outlets	0
8.5TOTAL PUBLIC SERVICE OUTLETS (Total questions 8.1 - 8.4)	1

PUBLIC SERVICE HOURS - Report hours to two decimal places.

8.6Minimum Weekly Total Hours - Main Library	55.00
8.7Minimum Weekly Total Hours - Branch Libraries	
8.8Minimum Weekly Total Hours - Bookmobiles	
8.9Minimum Weekly Total Hours - Total Hours Open (Total questions 8.6 - 8.8)	55.00
8.10Annual Total Hours - Main Library	2,860.00
8.11Annual Total Hours - Branch Libraries	
8.12Annual Total Hours - Bookmobiles	
8.13Annual Hours Open - Total Hours Open (Total questions 8.10 through 8.12)	2,860.00

9. SERVICE OUTLET INFORMATION

Outlets should be arranged in alphabetical order if possible.

Report all information as of the end of the fiscal year reported in Questions 1.6 and 1.7 in Part 1. Please [click here](#) to read general instructions before completing this section. Questions 1-14, 20-25, and 34-36 are pre-filled with prior year answers but not locked to allow updating.

NOTE: Libraries reporting Public Service Outlets in questions 8.1, 8.2 and 8.3 of Part 8 are required to complete this part of the Annual Report. Use this section to enter outlet information on main libraries, branches or bookmobiles. Complete one record for each main library, branch or bookmobile.

NEW OUTLETS: If a new outlet was open in the reporting year for any amount of time, it must be entered here. For locked fields, use the note to input information; enter New in the note for Question 40.

CLOSED OUTLETS: Even if an outlet was closed for the entire year it still must be reported and not simply left out of reporting. In these cases, enter either Closed, will reopen or Closed permanently in the note for Question 40. Permanently closed outlets will be removed and not appear in subsequent reports.

If you have multiple libraries, you may 1) enter the data for the Service Outlet Information section directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you will enter the data into the spreadsheet that Counting Opinions will provide. Complete this spreadsheet and email it to support@countingopinions.com and your data will be uploaded into LibPAS within 24 hours. The data will be loaded in the same order in which it appears in your file, so libraries should be in the correct order on the spreadsheet.

Outlet fields 5-6, 11-14, and 20-23 should be locked.

Name

Location	1. Outlet Name	2. Outlet Name Status
HELEN MCGRAW BRANCH		
IRONDEQUOIT PUBLIC LIBRARY	IRONDEQUOIT PUBLIC LIBRARY	no change from the prior year

Address

Location	3. Street Address	4. Outlet Street Address Status
HELEN MCGRAW BRANCH		
IRONDEQUOIT PUBLIC LIBRARY	1290 TITUS AVENUE	no change from the prior year

Address / Phone

Location	5. City	6. Zip Code	7. Phone (enter 10 digits only)
HELEN MCGRAW BRANCH IRONDEQUOIT PUBLIC LIBRARY	ROCHESTER	14617	n/a (585) 336-6060

Contact

Location	8. E-mail Address	9. Outlet URL
HELEN MCGRAW BRANCH IRONDEQUOIT PUBLIC LIBRARY	N/A irondequoit@libraryweb.org	N/A irondequoitlibrary.org

-

Location	10. County	11. School District	12. Library System	13. Outlet Type Code (select one):
HELEN MCGRAW BRANCH IRONDEQUOIT PUBLIC LIBRARY	MONROE	West Irondequoit	Monroe County Library System	Central Library

Hours / Meetings

Location	14. Public Service Hours Per Year for This Outlet	15. Number of Weeks This Outlet is Open	16. Total number of meeting spaces available to the public	17. How many of the above meeting spaces are reservable?	18. Number of times members of the public reserved meeting spaces	19. Is the meeting space available for public use even when the outlet is closed?
HELEN MCGRAW BRANCH IRONDEQUOIT PUBLIC LIBRARY	0 2,860	0 52	0 13	0 13	0 8,815	N N

Building

Location	20. Enter the appropriate outlet code (select one):	21. Who owns this outlet building?	22. Who owns the land on which this outlet is built?	23. Indicate the year this outlet was initially constructed	24. Indicate the year this outlet underwent a major renovation costing \$25,000 or more
HELEN MCGRAW BRANCH	N/A				N/A
IRONDEQUOIT PUBLIC LIBRARY	LRF	Town	Town	2015	2025

Space / Use

Location	25. Square footage of the outlet	26. Number of Internet Computers Used by General Public	27. Number of uses (sessions) of public Internet computers per year	27a Reporting Method for Number of Uses of Public Internet Computers Per Year
HELEN MCGRAW BRANCH	-3	0	0	Annual Count
IRONDEQUOIT PUBLIC LIBRARY	38,000	33	14,718	Annual Count

Internet Connection

Location	28. Type of connection on the outlet's public Internet computers	29. Maximum download speed of connection on the outlet's public Internet computers	30. Maximum upload speed of connection on the outlet's public Internet computers
HELEN MCGRAW BRANCH	Fiber	12 Greater than or equal to 1 gbps	12 Greater than or equal to 1 gbps
IRONDEQUOIT PUBLIC LIBRARY	Fiber	12 Greater than or equal to 1 gbps	12 Greater than or equal to 1 gbps

Internet / WiFi

Location	31. Internet Provider	32. WiFi Access	33. Wireless Sessions	33a Reporting Method for Wireless Sessions Annual Count
HELEN MCGRAW BRANCH	Crown Castle Fiber	Password required	0	
IRONDEQUOIT PUBLIC LIBRARY	Crown Castle Fiber	Password required	19,185	Annual Count

Accessibility / Makerspace

Location	34. Does the outlet have a building entrance that is physically accessible to a person in a wheelchair?	35. Is every public part of the outlet accessible to a person in a wheelchair?	36. Does your outlet have a Makerspace?
HELEN MCGRAW BRANCH	Y	Y	N
IRONDEQUOIT PUBLIC LIBRARY	Y	Y	Y

ID

Questions 35-39 37-40 are locked fields for New York State Library use only.

Location	37. LIBID	38. FSCSID	39. Number of Bookmobiles in the Bookmobile Outlet Record	40. Outlet Structure Status
HELEN MCGRAW BRANCH				
IRONDEQUOIT PUBLIC LIBRARY	4200263180	NY0518	0	no change

10. OFFICERS AND TRUSTEES

Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.

Trustees and Terms / Trustee Names

Report information about trustee meetings as of December 31, 2025. All public and association libraries are required by Education Law to hold at least four meetings a year.

BOARD MEETINGS

10.1 Total number of board meetings held during calendar year (January 1, 2025 to December 31, 2025)	12
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NUMBER OF TRUSTEES AND TERMS

10.2 If the library's charter documents (incorporation) state a range of trustees, what is it? If a range is not stated, select N/A.	5 - 15
10.3 If your library has a range, how many voting positions are stated in the library's current by-laws? If a range is not stated, select N/A.	9
10.4 If your library does not have a range, how many voting positions are stated in the library's charter documents (incorporation)? If library does have a range, select N/A here.	N/A
10.5 What is the trustee term length, as stated in your library's charter documents (incorporation)? If a term length is not stated, please explain in a Note.	5
10.6 I attest that all trustees participated in trustee education in the last calendar year (2025). If entering No, provide explanation in a Note.	

BOARD MEMBER SELECTION

10.7 Enter Board Member Selection Code (select one):	EP - board members are elected in a public election
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List Officers and Board Members as of February 1, 2026.

Trustee information has been pre-filled with prior year answers but not locked; please make sure to delete former trustees, add new ones, and update position titles, dates and make any other needed changes. You may 1) enter the data for the Officers and Board Members directly into the survey as usual or 2) send Counting Opinions the data for this section to be uploaded into LibPAS. If you choose to send your data for uploading, you must enter the data into the spreadsheet that Counting Opinions will send you. Please Note: It is customized and contains previously entered data in need of updating. Complete this spreadsheet and email it to support@countingopinions.com.

10 .7a Status	10 .7b First Name of Board Member	10. 7c Last Name of Board Member	10 .7d Mailing Address	10 .7e City	10. 7f Zip Code (5 digits only)	10 .7g E- mail address	10 .7h Office Held or Trustee	10. 7i Term Begins - Month	10. 7j Term Begins - Year (year)	10. 7k Term Expires	10. 7l Term Expires - Year (yyyy)	10.7m Is the trustee serving a full term? If No, add a Note. The Note should identify the previous trustee whose u nexpired term is being filled, and should identify the begi nning and ending date of the unex	10 .7n The date the Oath of Office (mm/dd/y yyy) was taken	10 .7o The date the Oath of Office was filed with town or county clerk (m m/dd/yy yy)	10.7p Is this a brand new trustee?
---------------------	---	--	---------------------------------	----------------	---	---------------------------------	---	-------------------------------------	--	---------------------------	---	--	--	--	--

			Winton r		04@gmai		r		3	3
			Rd. North		l.com					
Filled	Patricia	Gogniat	92 Pine	Rocheste 14617	patricia.g Vice	January 2025	Decembe 2029	Yes	04/16/2020	04/16/202Y
			Grove r		ogniat@g President		r		5	5
			Ave.		mail.com					

11. OPERATING FUNDS RECEIPTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

LOCAL PUBLIC FUNDS

11.1 Does the library receive any local public funds? If yes, complete one record for each taxing authority; if no, go to question 11.3.	
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11.1.a Source of Funds	11.1.b Name of funding County, Municipality or School District	11.1.c Amount	11.1.d Subject to public vote held in reporting year or in a previous reporting year(s).	11.1.e Written Contractual Agreement
	Town of Irondequoit	\$2,912,281	N	N

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Please Note: last year's answers for repeating groups cannot be displayed.

11.2 TOTAL LOCAL PUBLIC FUNDS	\$2,912,281
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SYSTEM CASH GRANTS TO MEMBER LIBRARY

11.3 Local Library Services Aid (LLSA)	\$16,914
11.4 Record all Central Library Services Aid monies received from system headquarters	\$0
11.5 Additional State Aid received from the System	\$0
11.6 Federal Aid received from the System	\$0
11.7 Other Cash Grants	\$0
11.8 TOTAL SYSTEM CASH GRANTS (Add Questions 11.3, 11.4, 11.5, 11.6 and 11.7)	\$16,914

OTHER STATE AID

11.9State Aid other than LLSA, Central Library Aid (CLDA and/or CBA), or other State Aid reported as system cash grants	\$0
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FEDERAL AID FOR LIBRARY OPERATION

11.10LSTA	\$0
11.11Other Federal Aid	\$0
11.12TOTAL FEDERAL AID (Add Questions 11.10 and 11.11)	\$0
11.13CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$0

OTHER RECEIPTS

11.14Gifts and Endowments	\$0
11.15Fund Raising	\$0
11.16Income from Investments	\$0
11.17Library Charges	\$31,083
11.18Other	\$77,760
11.19TOTAL OTHER RECEIPTS (Add Questions 11.14, 11.15, 11.16, 11.17 and 11.18)	\$108,843
11.20TOTAL OPERATING FUND RECEIPTS (Add Questions 11.2, 11.8, 11.9, 11.12, 11.13 and 11.19)	\$3,038,038
11.21BUDGET LOANS	

Transfers / Grand Total

TRANSFERS

11.22From Capital Fund (Same as Question 14.8)	\$0
11.23From Other Funds	\$129,269
11.24TOTAL TRANSFERS (Add Questions 11.22 and 11.23)	\$129,269
11.25BALANCE IN OPERATING FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 12.39 of previous year if fiscal year has not changed)	\$41,772
11.26GRAND TOTAL RECEIPTS, BUDGET LOANS, TRANSFERS AND BALANCE (Add Questions 11.20, 11.21, 11.24 and 11.25; Same as Question 12.40)	\$3,209,079

12. OPERATING FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. (Q1.6 and Q1.7, or Q1.9 and Q1.10 if the fiscal reporting year has changed since the previous annual report). ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

STAFF EXPENDITURES**Salaries & Wages Paid from Library Funds**

12.1Certified Librarians	\$524,937
12.2Other Staff	\$662,594
12.3Total Salaries & Wages Expenditures (Add Questions 12.1 and 12.2)	\$1,187,531
12.4Employee Benefits Expenditures	\$552,462
12.5Total Staff Expenditures (Add Questions 12.3 and 12.4)	\$1,739,993

COLLECTION EXPENDITURES

12.6Print Materials Expenditures	\$98,761
12.7Electronic Materials Expenditures	\$51,749
12.8Other Materials Expenditures	\$31,852
12.9Total Collection Expenditures (Add Questions 12.6, 12.7 and 12.8)	\$182,362

CAPITAL EXPENDITURES FROM OPERATING FUNDS

12.10From Local Public Funds (71PF)	\$47,150
12.11From Other Funds (71OF)	\$0
12.12Total Capital Expenditures (Add Questions 12.10 and 12.11)	\$47,150

OPERATION AND MAINTENANCE OF BUILDINGS

Repairs to Building & Building Equipment

12.13From Local Public Funds (72PF)	\$0
12.14From Other Funds (72OF)	\$0
12.15Total Repairs (Add Questions 12.13 and 12.14)	\$0
12.16Other Disbursements for Operation & Maintenance of Buildings	\$253,242
12.17Total Operation & Maintenance of Buildings (Add Questions 12.15 and 12.16)	\$253,242

MISCELLANEOUS EXPENSES

12.18Office and Library Supplies	\$16,519
12.19Telecommunications	\$2,187
12.21Professional & Consultant Fees	\$7,247
12.22Equipment	\$0
12.23Other Miscellaneous	\$44,722
12.24Total Miscellaneous Expenses (Add Questions 12.18, 12.19, 12.21, 12.22 and 12.23)	\$70,675

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12.25CONTRACTS WITH PUBLIC LIBRARIES AND/OR PUBLIC LIBRARY SYSTEMS IN NEW YORK STATE	\$76,282
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DEBT SERVICE

Capital Purposes Loans (Principal and Interest)

12.26From Local Public Funds (73PF)	\$623,800
12.27From Other Funds (73OF)	\$0
12.28Total (Add Questions 12.26 and 12.27) Other Loans	\$623,800
12.29Budget Loans (Principal and Interest)	\$0
12.30Short-Term Loans	\$0
12.31Total Debt Service (Add Questions 12.28, 12.29 and 12.30)	\$623,800
12.32TOTAL OPERATING FUND DISBURSEMENTS (Add Questions 12.5, 12.9, 12.12, 12.17, 12.24, 12.25 and 12.31)	\$2,993,504

Transfers to Capital Fund

12.33From Local Public Funds (76PF)	
12.34From Other Funds (76OF)	
12.35Total Transfers to Capital Fund (Add Questions 12.33 and 12.34; same as Question 13.8)	\$0
12.36Transfer to Other Funds	\$0
12.37TOTAL TRANSFERS (Add Questions 12.35 and 12.36)	\$0
12.38TOTAL DISBURSEMENTS AND TRANSFERS (Add Questions 12.32 and 12.37)	\$2,993,504
12.39BALANCE IN OPERATING FUND - Ending Balance for the Fiscal Year Ending 2025	\$48,044
12.40GRAND TOTAL DISBURSEMENTS, TRANSFERS & BALANCE (Add Questions 12.38 and 12.39; same as Question 11.26)	\$3,041,548

ASSURANCE

12.41The Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the Annual Report was reviewed and accepted by the Library Board on (date - mm/dd/yyyy).	2026-04-15
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FISCAL AUDIT

12.42Last audit performed (mm/dd/yyyy)	2025-05-01
12.43Time period covered by this audit (mm/dd/yyyy) - (mm/dd/yyyy)	01/01/2024 - 12/31/2024
12.44Indicate type of audit (select one):	Private Accounting Firm

CAPITAL FUND

12.45Does the library have a separate Capital Fund? Enter Y for Yes, N for No. If No, stop here. If Yes, complete the Capital Fund Report.	Y
--	---

13. CAPITAL FUND RECEIPTS

Report financial data based on the fiscal year reported in Questions 1.6 and 1.7 in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

REVENUES FROM LOCAL SOURCES

13.1 Revenues from Local Government Sources	\$0
13.2 All Other Revenues from Local Sources	\$59,002
13.3 Total Revenues from Local Sources (Add Questions 13.1 and 13.2)	\$59,002

STATE AID FOR CAPITAL PROJECTS

13.4 State Aid Received for Construction	\$0
13.5 Other State Aid	\$0
13.6 Total State Aid (Add Questions 13.4 and 13.5)	\$0

FEDERAL AID FOR CAPITAL PROJECTS

13.7 TOTAL FEDERAL AID	\$0
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INTERFUND REVENUE

13.8 Transfer from Operating Fund (Same as Question 12.35)	\$0
13.9 TOTAL REVENUES (Add Questions 13.3, 13.6, 13.7 and 13.8)	\$59,002
13.10 NON-REVENUE RECEIPTS	\$0
13.11 TOTAL CASH RECEIPTS (Add Questions 13.9 and 13.10)	\$59,002
13.12 BALANCE IN CAPITAL FUND - Beginning Balance for Fiscal Year Ending 2025 (Same as Question 14.11 of previous year, if fiscal year has not changed)	\$11,852
13.13 TOTAL CASH RECEIPTS AND BALANCE (Add Questions 13.11 and 13.12; same as Question 14.12)	\$70,854

14. CAPITAL FUND DISBURSEMENTS

Report financial data based on the fiscal reporting year reported in Part 1. ROUND TO THE NEAREST DOLLAR. Please [click here](#) to read general instructions before completing this section.

PROJECT EXPENDITURES

14.1Construction	\$47,150
14.2Incidental Construction	\$0

Other Disbursements

14.3Purchase of Buildings	
14.4Interest	
14.5Collection Expenditures	
14.6Total Other Disbursements (Add Questions 14.3, 14.4 and 14.5)	\$0
14.7TOTAL PROJECT EXPENDITURES (Add Questions 14.1, 14.2 and 14.6)	\$47,150
14.8TRANSFER TO OPERATING FUND (Same as Question 11.22)	
14.9NON-PROJECT EXPENDITURES	
14.10TOTAL CASH DISBURSEMENTS AND TRANSFERS (Add Questions 14.7, 14.8 and 14.9)	\$47,150
14.11BALANCE IN CAPITAL FUND - Ending Balance for the Fiscal Year Ending 2025	
14.12TOTAL CASH DISBURSEMENTS AND BALANCE	\$47,150

16. FEDERAL TOTALS

All questions in Part 16 are calculated, locked fields.

Note: See instructions for definitions and calculations of each of these Federal Totals.

16.1Total ALA-MLS	1.75
16.2Total Librarians	1.75
16.3All Other Paid Staff	15.75
16.4Total Paid Employees	17.50
16.5State Government Revenue	\$16,914
16.6Federal Government Revenue	\$0
16.7Other Operating Revenue	\$108,843
16.8Total Operating Revenue	\$3,038,038
16.9Other Operating Expenditures	\$400,199
16.10Total Operating Expenditures	\$2,322,554
16.11Total Capital Expenditures	\$94,300
16.12Print Materials	79,163
16.12aTotal Physical Items in Collection	116,960
16.13Circulation of Children's Physical Material	153,567
16.14Total Registered Borrowers	28,742
16.15Other Capital Revenue and Receipts	0
16.16Number of Internet Computers Used by General Public	33
16.17Total Uses (sessions) of Public Internet Computers Per Year	14,718
16.18Wireless Sessions	19,185
16.19Total Capital Revenue	\$59,002

17. FOR NEW YORK STATE LIBRARY USE ONLY

17.1LIB ID	4200263180
17.2Interlibrary Relationship Code	Member of a Federation or Cooperative
17.3Legal Basis Code	Municipal Government (city, town or village)
17.4Administrative Structure Code	Administrative Entity with a Single Direct Service Outlet
17.5FSCS Public Library Definition	Yes
17.6Geographic Code	Minor Civil Division [MCD] (e.g., town, township), entirety
17.7FSCS ID	NY0518
17.8SED CODE	
17.9INSTITUTION ID	
User defined ID. used to link two or more AEs together.	
Old FSCSKEY	

SUGGESTED IMPROVEMENTS

Library Name:	IRONDEQUOIT PUBLIC LIBRARY
Library System:	Monroe County Library System
Name of Person Completing Form:	
Phone Number:	
I am satisfied that this resource (LibPAS) is meeting library needs:	
Applying this resource (LibPAS) will help improve library services to the public:	
Please share with us your suggestions for improving the Annual Report. When providing feedback, if applicable please indicate the question number each comment/suggestion refers to. Thank you!	

¹, 2.15 The library purchased fewer maker's lab related items and Vox books in 2025 versus 2024.(0-2026-04-09)

², 4.8a Information not available from MCLS in 2025.(0-2026-04-06)

³, 4.9a Information not available from MCLS in 2025.(0-2026-04-06)

⁴, 10.7p Trustee was not appointed until April 2025.(0-2026-04-07)

MCLS Budget Documents

MCLS OPERATING EXPENSE BUDGET 2027	2025 Budget	2025 Actual	2026 Budget	2027 Budget	Variance	Notes
504005 Meeting and Training	10,000	9,974	8,000	8,000	-	Potential gap reduction
504205 Commercial Services						
Printing/Advertising	3,000	-	1,000	-	(1,000)	Savings - Previously used for summer reading
Postcards	1,000	-	500	-	(500)	Savings - Purchased through RPL, sent only to patrons without emails registered which should be decreasing
Library Cards	-	10,500	-	-	-	Cyclical - deferred to 2028
Total	4,000	10,500	1,500	-	(1,500)	
504260 Software Licenses						
Microsoft 365 Licenses	-	-	54,000	56,300	2,300	\$69 per user per year
504285 Computer Maintenance						
CARL	157,000	142,775	150,800	151,000	200	
CARL IBM Cognos (Reporting Tool)	1,700	-	1,100	-	(1,100)	Eliminated
CARL X Special Projects	5,000	-	5,000	2,500	(2,500)	Savings - remaining allocation for catalog clean up
Vertiv-Liebert UPS Maintenance	6,700	6,970	7,300	7,600	300	
HP - VM License (replacing Vmware)	4,300	13,561	8,000	3,600	(4,400)	Savings - VMWare was going to inc to 21K
SHI-VEEAM Backup and Replication	3,500	3,318	3,500	4,200	700	
PRTG Network Monitor software renewal 500 sensors	600	-	-	1,800	1,800	3-year agreement
Bluetower SSL certificate	1,000	200	200	-	(200)	
Video Server Axis	800	-	-	-	-	Savings - No annual cost for servers (capital purchase includes Syr license)
Total	180,600	166,824	175,900	170,700	(5,200)	
504320 Professional Services						
Automation Contingency Support - CampbellNet & Bluetower	10,000	6,410	8,000	5,000	(3,000)	Savings - \$5,000 CampbellNet
OverDrive-Digital Materials System Platform	10,000	10,000	10,000	10,000	-	
Consumer Reports	40,000	40,144	42,000	42,000	-	Potential cut
SpringShare LibCal calendar access	2,800	2,607	2,800	2,800	-	
SpringShare Patron Point, SMS, Recommends Subscription Fees	-	19,860	20,200	20,200	-	
SpringShare SMS Transaction Fees	-	2,278	7,500	10,000	2,500	Increase for LibCal SMS notifications
KnowBe4 - email security/risk training & PhishER	19,000	21,034	21,800	21,800	-	Three year price through 2027
Internet Access (E-rate)	26,280	24,900	27,000	18,180	(8,820)	Savings - 3gb - 1050/mo; 5gb - 1225/mo; IP \$290/mo
Digital Transmission Services (E-rate)	203,270	182,218	206,000	192,000	(14,000)	Savings - Decrease in DTS contract from 2026 RFP
UMS Collection Services	25,050	23,124	25,050	25,050	-	
Teen Read Week	1,500	-	-	-	-	Teen Read Week no longer happening
400 Freight Building Road 1/2 Rack Access (DTS) - Monroe County IS	4,920	-	5,000	5,000	-	
Monroe County Sheriff's Office (Service Notices)	100	-	100	500	400	\$67 per call, issued as chargeback
Total	342,920	332,575	375,450	352,530	(22,920)	
504620 Memberships						
ALA	1,300	1,141	1,300	1,300	-	
NYLA	1,500	3,210	3,000	3,210	210	Includes Trustee
NYLA Excelsior	-	-	-	4,400	4,400	
Library Trustee Association	500	-	-	-	-	Now through NYLA
PULISDO	500	-	500	500	-	
Public Browser - Team Software Solution	-	-	500	-	(500)	Four-year expense - next billing 2030
Website Hosting	2,200	-	2,200	1,200	(1,000)	Savings - Siteground through Mason - split with RPL LAS
Constant Contact	30,000	27,688	-	-	-	Now through PatronPoint
ProQuest- HeritageQuest Database	8,700	9,474	9,200	9,600	400	Potential reduction
Quipu - e-card annual fee	5,000	4,710	5,200	4,800	(400)	
OCLC CARLWeb - EZ Proxy hosted server	8,000	8,219	8,400	8,600	200	
RRLC Membership	-	2,250	3,800	2,300	(1,500)	
RRLC - OCLC/FirstSearch WorldCat	7,100	4,750	3,300	8,000	4,700	
RRLC EDL Hub Connection	2,000	2,373	2,100	2,400	300	
ReciteMe	-	2,954	3,000	3,000	-	Web content monitoring & ADA support
Sitelpromise	1,800	2,118	2,000	-	(2,000)	Eliminated: annual subscription 50/50 RPL split
Springshare - LibAnswer	1,600	1,692	4,000	4,000	-	Replaces Library HelpDesk
Swank Movie Licensing	-	7,113	7,200	7,400	200	Potential reduction
Knack Help Desk System	600	893	900	1,000	100	
Springshare/Patron Point	25,000	-	-	-	-	FY25 actual expense shown under professional services
Total	95,800	78,585	56,600	61,710	5,110	
504630 Postage	7,000	7,019	7,000	0	(7,000)	Savings - absorbed through RPL; 11/21/25 - 7,000 MCLS; 1/1/25 - 8,800 RPL
			3%	8%		
504800 Contract Services						
RPL System Services Administration	2,386,800	2,349,358	2,450,800	2,656,100	205,300	MCLS expense to RPL for MCLS System Services
Local Library Services Aid (LLSA)	270,300	284,218	272,300	272,300	-	
Central Program Aid	317,500	320,546	329,600	329,600	-	Reclassification of CLDA/BA
Coordinated Outreach	139,700	168,883	145,000	168,900	23,900	Revenue/Expense neutral - goes to RPL per agreement
Bullet Aid & Member Items	250,000	85,000	250,000	200,000	(50,000)	Revenue/Expense neutral - direct to member payments
State & County Corrections	8,990	7,325	9,300	9,300	-	
Miscellaneous Grants	25,000	-	25,000	25,000	-	Revenue/Expense neutral - Unanticipated (competitive application) grants
Outreach Program Aid	24,513	-	-	-	-	Now under Coordinated Outreach
Online Fine Payment Reimbursement	100,000	114,778	80,000	100,000	20,000	
Total	3,522,800	3,330,108	3,562,000	3,761,200	199,200	
505020 Computer Software	200	-	-	-		previously Adobe Acrobat Pro
505035 Computer Equipment	250,000	-	250,000	250,000	-	Offset by revenue - E-Rate Category 2 expenses
505080 Library Materials						
Overdrive Holds Maintenance Allocation	44,200	44,044	27,410	-	(27,410)	Expense eliminated - no additional State Aid assumed
Overdrive Streaming and Other Services (Kanopy)	29,240	21,000	-	-	-	
Grants	25,000	-	25,000	25,000	-	Revenue/Expense neutral - Unanticipated (competitive application) grants
Total	98,440	65,044	52,410	25,000	(27,410)	
508245 Minor Sales	30,000	23,116	25,000	20,000	(5,000)	Expense/Revenue neutral - VIP Pass Purchases, reduced based on activity
968675 Fleet Maintenance (County Chargebacks) & 978001	40,000	18,016	40,000	40,000	-	Reliant on County input fall 2026
507025-961256 Retiree Medical	-	-	-	-	-	
Total 8904010000	4,581,760	4,041,761	4,607,860	4,745,440	107,490	over budget
Debt Service						
509045-506060 Principal on Bond	31,102		31,188	3,200		
509045-506090 Interest on Bond	2,312		780	1,000		County input required
Total	33,414		31,968	4,200		
503000 Cash Capital (MCLS CIP)	190,000	190,000	200,000	210,000	10,000	Switches, servers, hardware, storage, Central PCs - separate CIP expense cycle
8904020000						
504800 Agency Contracts	7,660,100	7,660,100	7,780,000	7,780,000	-	RPL Central Library Public Services (1968 Agreement)
504800 Fund Balance	-	-	-	-	-	
Total	7,660,100	7,660,100	7,780,000	7,780,000	-	
Total MCLS Operations (8904010000+Debt+Capital+8904020000)	12,465,274	11,891,861	12,619,828	12,739,640		

MCLS OPERATING REVENUE BUDGET 2027	2025 Budget	2025 Actual	2026 Budget	2027 Budget	Notes
404000 State Aid					<i>Assuming FY25-26 enacted 106.3M</i>
Outreach	141,700	167,883	145,000	168,900	Including coordinated outreach program aid
Central Program Aid	322,200	320,456	329,600	329,600	
System Services	1,548,000	1,578,625	1,583,600	1,583,600	PLS basic aid + supplemental aid
LLSA/LSSA	466,700	494,803	477,400	477,400	
County Correctional	9,100	7,325	9,300	9,300	
Total	2,487,700	2,569,092	2,544,900	2,568,800	Rounded
406115 Charges to Other Govt					
Cost shares/NYLA	1,126,100	1,126,168	1,143,000	1,200,150	5% Cost Share increase (rounded)
E-Rate charges	37,500	-	37,500	37,500	15% re-bill E-rate Category 2, participating members (balance from E-rate expenses 505035 and 410210)
Total	1,163,600	1,126,168	1,180,500	1,237,650	
410000 Minor Sales					
System Orders/VIP Pass Charges	30,000	23,422	25,000	20,000	
Total	30,000	23,422	25,000	20,000	
410210 Misc. Grants & Payments					
Bullet Aid & State Member items	250,000	65,000	250,000	200,000	Expense/revenue neutral - legislative grants
Sale of Out of County Cards	25,000	10,975	25,000	20,000	Minor increase projected
Borrower Cards	-	-	-	-	Removing re-bill - part of Cost Share
Online Fine Payments	100,000	119,663	80,000	100,000	
E-rate Category 1	200,900	115,189	200,900	193,000	90% reimbursement
E-rate Category 2	212,500	5,632	212,500	212,500	85% reimbursement eligible Category 2 (505035)
Outreach Program Aid	23,000	-	-		Former Family/Adult Lit grants - to RPL Outreach
Misc grants	50,000	-	50,000	50,000	
Collection Services - UMS	39,060	35,196	39,060	36,000	Additional revenue of \$5 per acct
Total	900,460	351,655	857,460	811,500	
Fund Balance	-	-	-	-	-
Total 8901040000	4,581,761	4,070,337	4,607,860	4,637,950	(107,490)
412000 Transfer from Gen Fund					
Debt Postings	33,414	23,976	31,968	4,200	TBD - County input comes in fall
Cash Capital	190,000	190,000	200,000	210,000	
Total	223,414	213,976	231,968	214,200	
412000 Transfer from General Fund					
County Support	7,660,100	7,660,100	7,780,000	7,780,000	
Fund Balance	-	-	-	-	
Total	7,660,100	7,660,100	7,780,000	7,780,000	
Total 890204000	7,693,514	7,684,076	7,811,968	7,784,200	
Total Revenue (8901040000+890204000)	12,465,275	11,944,413	12,619,828	12,632,150	

MCLS 2027 Budget

Director's Council

April 8, 2026

AGENDA

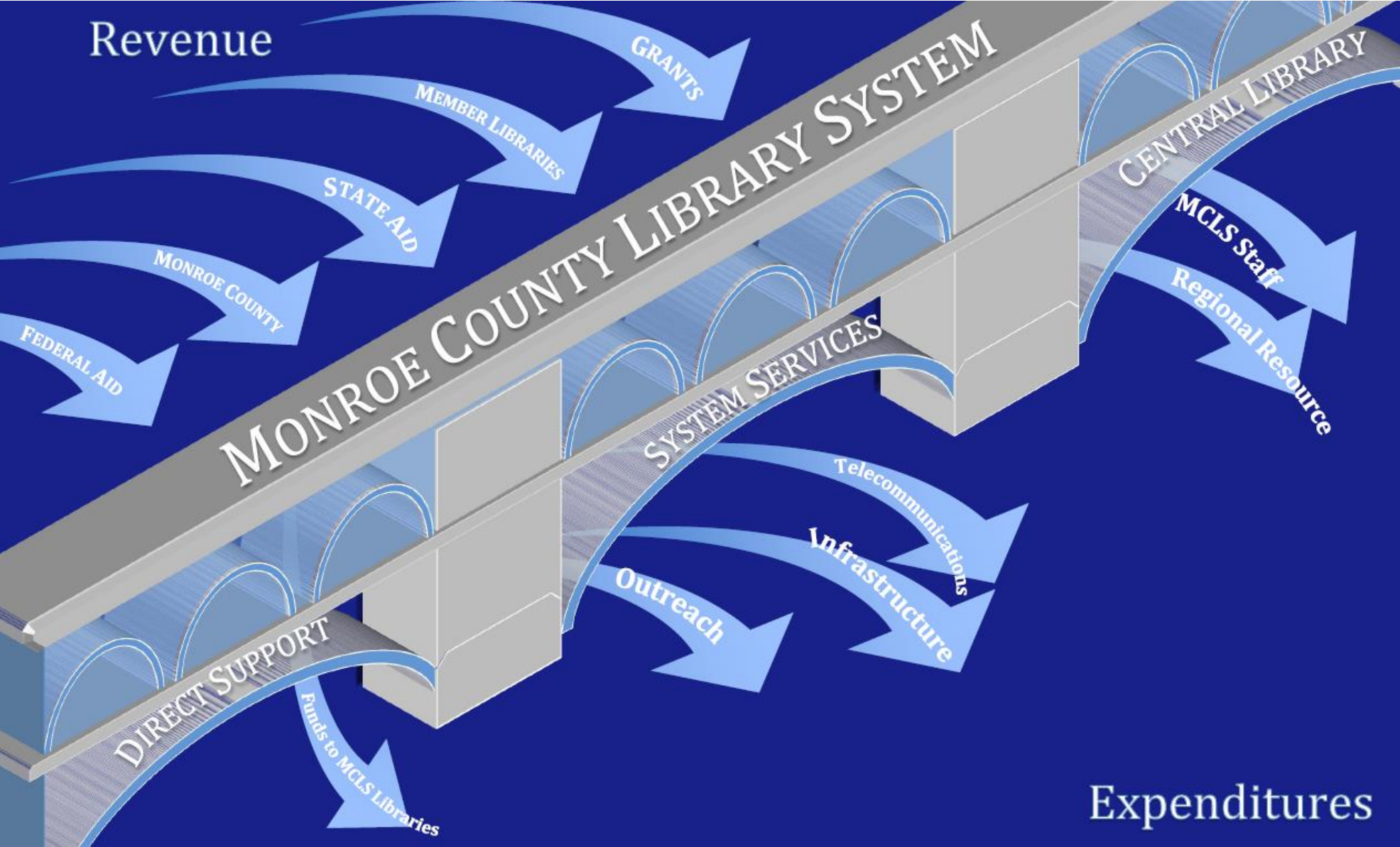
Process Review

2026 Budget

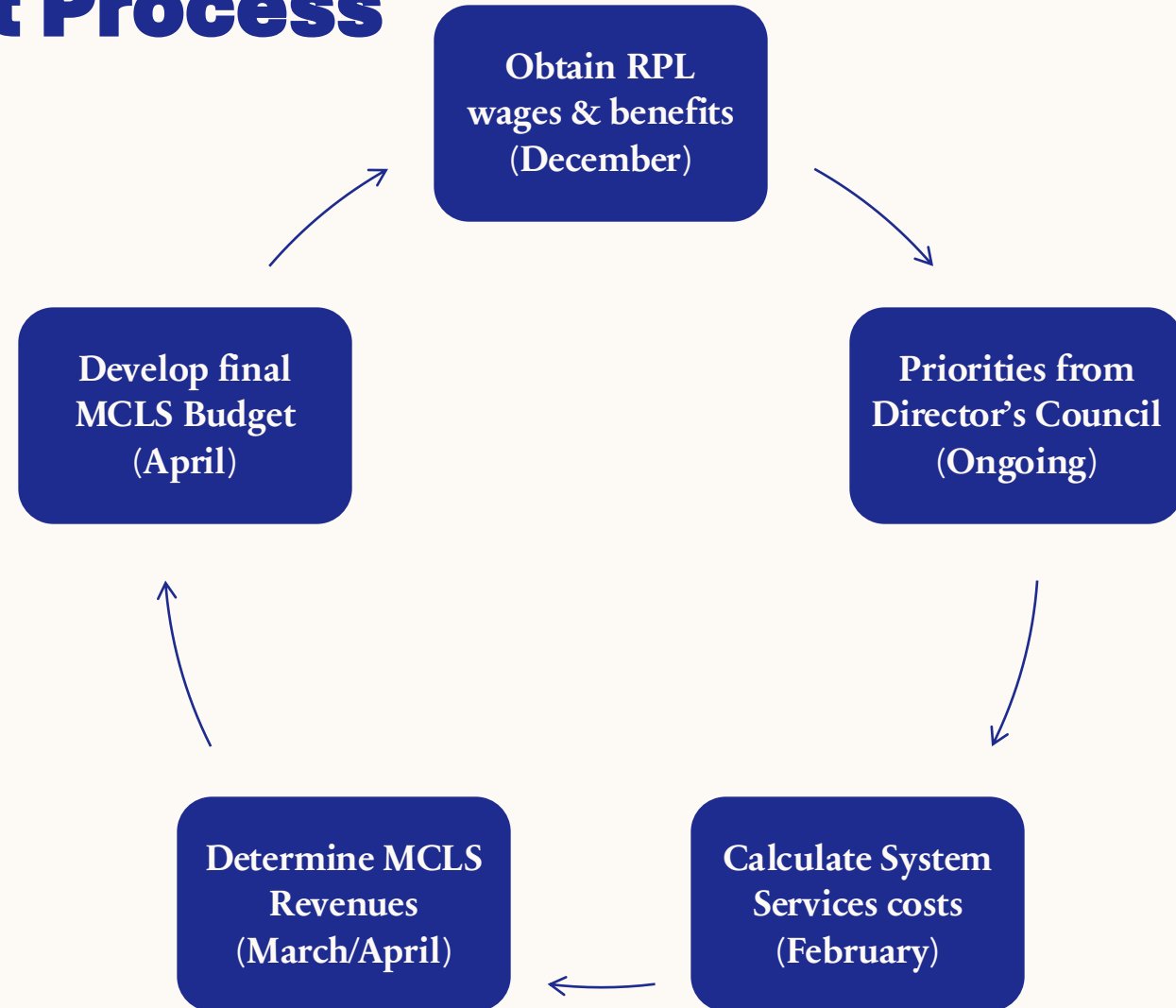
2027 Proposed Budget

Options

Next Steps

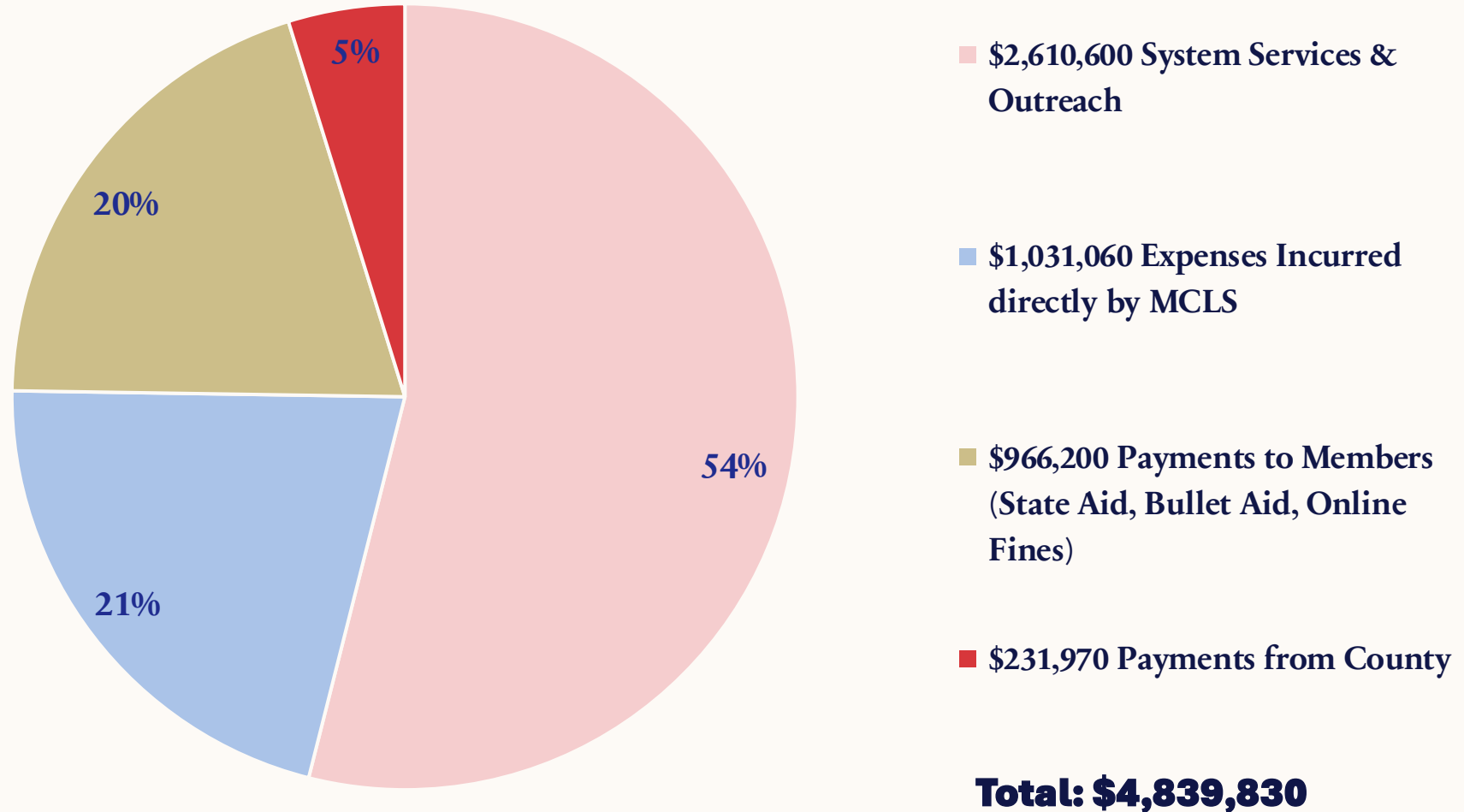


Budget Process



2026 MCLS BUDGET

2026 MCLS Expenses

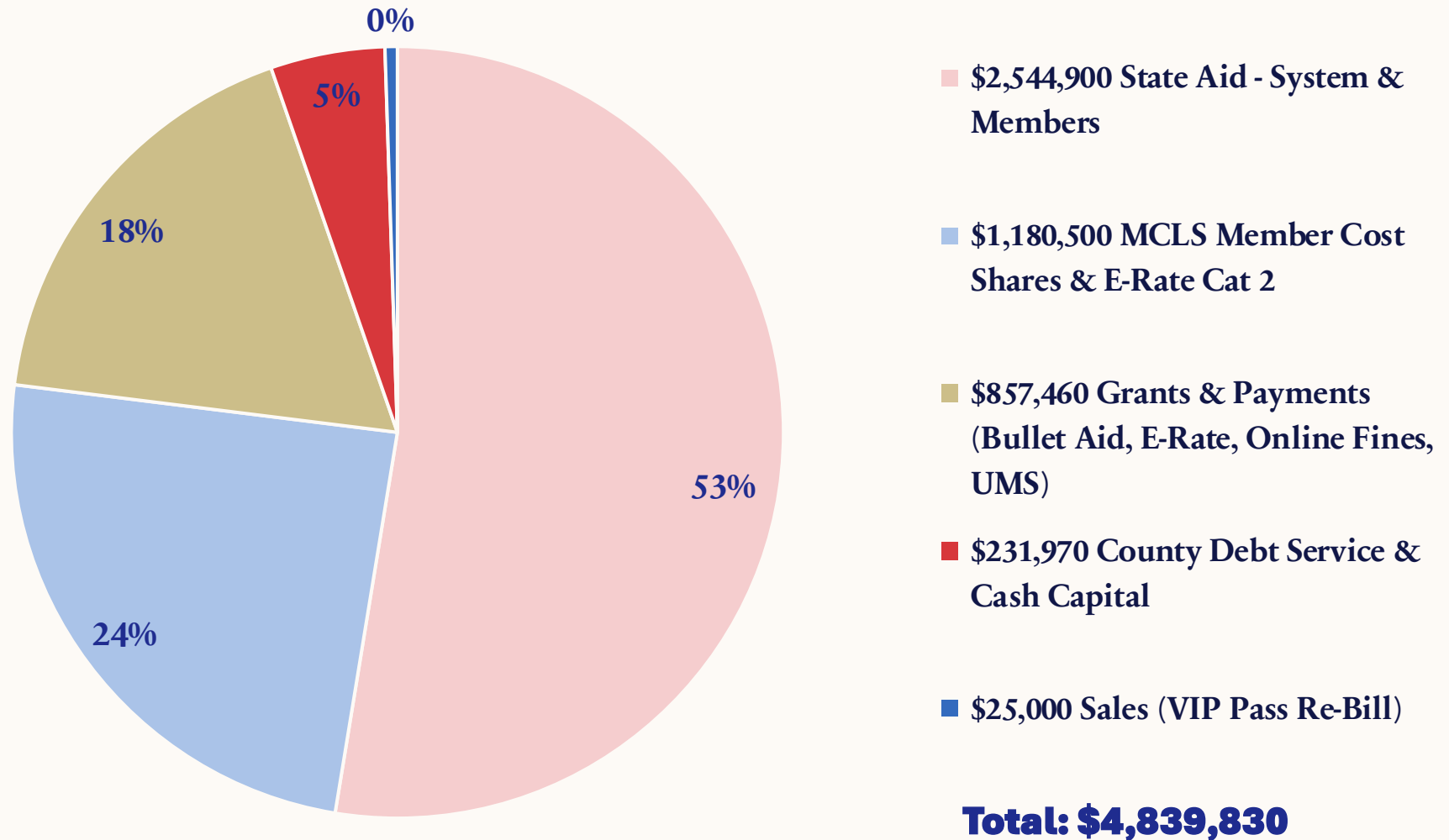


2026 Cost By Program

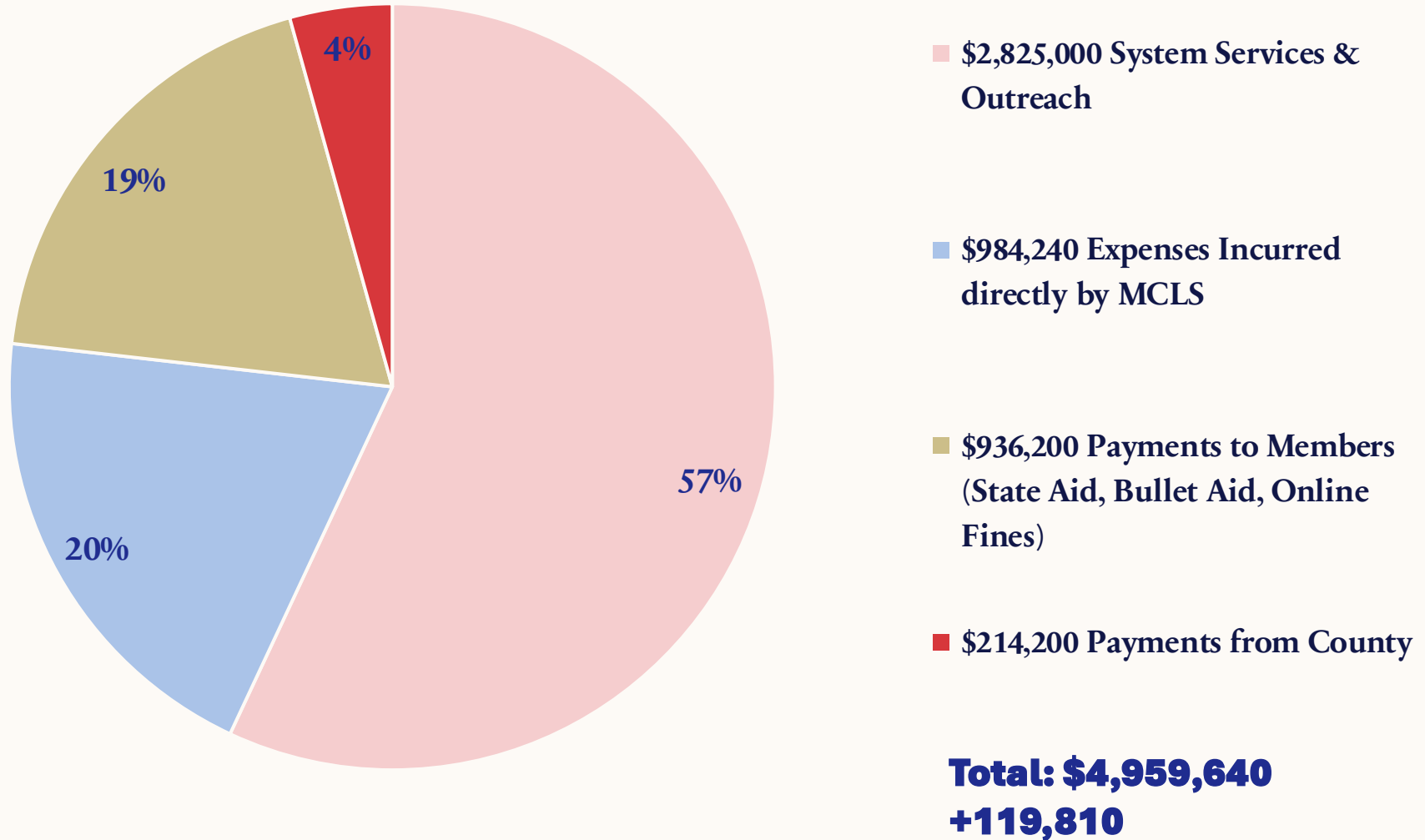
		% SHARE
Shipping/Delivery	\$597,500	12.4%
Integrated Library System	\$1,004,448	20.9%
Member Support	\$457,896	9.5%
IT Network	\$978,811	20.4%
NYS Mandated Services	\$1,248,800	26.0%
Administration & Facility	\$520,406	10.8%
Total MCLS Operations:	\$4,807,860	

**MCLS Operations (\$4,807,860) + County Debt
Service (\$31,970) = \$4,839,830**

2026 MCLS Revenues



2027 MCLS Expenses

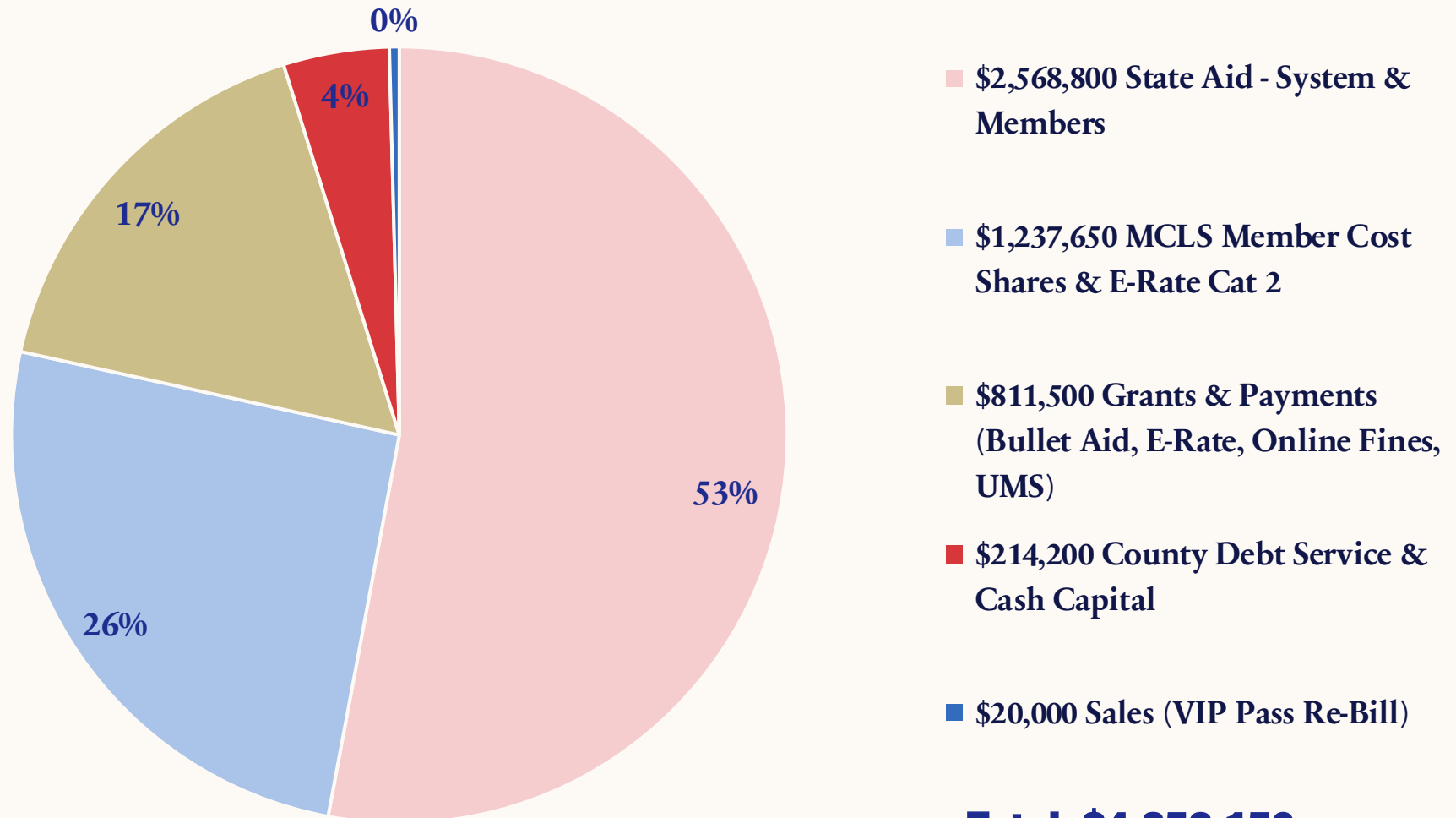


2027 Cost By Program

		% SHARE
Shipping/Delivery	\$618,200	12.5%
Integrated Library System	\$1,078,830	21.8%
Member Support	\$495,855	10.0%
IT Network	\$967,770	19.6%
NYS Mandated Services	\$1,239,750	25.1%
Administration & Facility	\$545,035	11.0%
Total MCLS Operations:	\$4,945,440	

**MCLS Operations (\$4,945,440) + County Debt
Service (\$4,200) = \$4,949,640**

2027 MCLS Revenues



**Total: \$4,852,150
+12,320**

2027 Overview

Expenses - \$4,959,640

Revenues - \$4,852,150

Remaining gap of \$107,500

REVENUE ASSUMPTIONS



Cost Share Increase of 5%
25% of the 2027 budget



State Aid Held Flat
38% of the 2027 budget

MCLS - 2027 Member Cost Shares

January-December 2027

Member	2020 Census Population of Chartered Service Area	2020 Percentage of Chartered Service Area	Prior Year Cost Share	1.5% Increase Cost Share	Variance - 1.5%	2.5% Increase Cost Share	Variance - 2.5%	3.5% Increase Cost Share	Variance - 3.5%	5% Increase Cost Share	Variance - 5%
BRIGHTON	37,137	4.93%	56,369	57,215	846	57,779	1,409	58,342	1,973	59,188	2,818
BROCKPORT	20,148	2.68%	30,582	31,041	459	31,347	765	31,653	1,070	32,111	1,529
CHILI	29,123	3.87%	44,205	44,868	663	45,310	1,105	45,752	1,547	46,415	2,210
EAST ROCHESTER	6,334	0.84%	9,614	9,758	144	9,855	240	9,951	336	10,095	481
FAIRPORT	41,074	5.45%	62,345	63,281	935	63,904	1,559	64,527	2,182	65,463	3,117
GATES	29,167	3.87%	44,272	44,936	664	45,379	1,107	45,821	1,550	46,486	2,214
GREECE	96,926	12.87%	147,122	149,329	2,207	150,800	3,678	152,271	5,145	154,478	7,356
HAMLIN	8,725	1.16%	13,243	13,442	199	13,575	331	13,707	464	13,906	662
HENRIETTA	47,096	6.25%	71,486	72,558	1,072	73,273	1,787	73,988	2,502	75,060	3,574
IRONDEQUOIT	51,043	6.78%	77,477	78,639	1,162	79,414	1,937	80,189	2,712	81,351	3,874
MENDON	9,095	1.21%	13,805	14,012	207	14,150	345	14,288	483	14,495	690
OGDEN	20,270	2.69%	30,767	31,229	462	31,537	769	31,844	1,077	32,306	1,538
PARMA	16,217	2.15%	24,615	24,985	369	25,231	615	25,477	862	25,846	1,231
PENFIELD	39,438	5.24%	59,862	60,760	898	61,359	1,497	61,957	2,095	62,855	2,993
PITTSFORD	30,617	4.07%	46,473	47,170	697	47,635	1,162	48,099	1,622	48,797	2,324
RIGA	5,586	0.74%	8,479	8,606	127	8,691	212	8,776	297	8,903	424
ROCHESTER	211,328	28.06%	320,770	325,582	4,812	328,789	8,019	331,997	11,222	336,809	16,039
RUSH	3,490	0.46%	5,297	5,377	79	5,430	132	5,483	185	5,562	265
SCOTTSVILLE (2)	4,897	0.65%	7,433	7,545	111	7,619	186	7,693	260	7,805	372
WEBSTER	45,327	6.02%	68,801	69,833	1,032	70,521	1,720	71,209	2,408	72,241	3,440
TOTAL	753,038	100.00%	1,143,020	1,160,165	17,145	1,171,596	28,576	1,183,026	40,006	1,200,171	57,151

Current proposal assumes 5% increase to Cost Shares

STATE AID

- Governor's initial proposal reduced State Aid
- Assembly = +\$76,800
- Senate = +\$205,200
- MCLS budget currently assumes flat from 2026

EXPENSES REDUCED

DTS
-\$14,000

Internet
-\$8,820

VMWare
replacement
-\$4,400

Automation
Contingency
-\$3,000

Carl Special
Projects
-\$2,500

EXPENSES ELIMINATED

Holds Fills for
Overdrive
-\$27,410

Library Cards
-\$10,500

SiteImprove
-\$2,000

Printing
-\$2,000

Carl IMB
Cognos
-\$1,100

Lost item
postcards
-\$500

ARPA FUNDS ENDING DEC. 31, 2026

- Services discontinued:
 - System-wide MiFis
 - System-wide Udemy subscription
 - Digital literacy classes & giveaways
 - Solar table maintenance & connectivity

EXPENSE INCREASES



MCLS System Services based on time studies +\$205,300



NYLA Excelsior Membership +\$4,400



SpringShare SMS Transaction Fees +\$2,500



Microsoft Licenses +\$2,300



Memberships +\$3,600 (RRLC) and subscriptions (+\$1,100)



Minor Computer Maintenance increases +\$3,000

LICENSE DISCUSSION



Assuming 845 licenses for 2027, next renewal in February



Previous recommendation of license reductions – see document included in pre-reads



Staff time for additional license equates to \$140, plus cost of license



County legal opinion regarding Trustees

PROPOSED GAP REDUCTIONS

Consumer Reports (ends 2/1/27) – \$42,000

HeritageQuest [ProQuest] (ends 6/1/27) – \$9,600

Swank Movie Licensing (ends 1/1/27) – \$7,400

Meeting & Training – \$8,000

Remaining gap with all
reductions taken & 5%
cost share increase =
\$ 40,500

NEXT STEPS

May endorsements

- MS Licensing
- Reductions
- Budget