



Board of Trustees Meeting Agenda
September 14, 2026 at 7:00 pm - Jacobs Family Reading Room

Board of Trustees: Alicia Zysman-Cromwell (President), Tom Dooley (Vice President), Mary McCabe (Treasurer), Katie Corey (Corresponding Secretary), Katie Ghidiu, Alison Zero Jones, Tom Ochsenhirt
Library Director: Lyla Grills
Recording Secretary: Emily Brincka
Town Liaison: Rebecca Kreuzer

Call to Order

Public Comment

Town Report

Consent Agenda:

Approval of Minutes (August 3 Regular Meeting, Sustainability Committee Meeting, Policies Committee)

President's Report

Treasurer's Report

Approval of Financial Report

Corresponding Secretary's Report

Committees

- Budget
- Policies
 - Revision of Code of Ethics Policy – Discussion, Approval
- Long Range Planning
- Sustainability
 - Sustainable Facilities Plan – Discussion, Approval
 - Site Management Plan - Discussion, Approval

Director's Report

Old Business

New Business

- ACTION REQUIRED: A motion to approve the Monroe County Library System Direct Access Plan of Service for 2027–2031 and authorize the MCLS Director to submit the plan to the New York State Library Division of Library Development.
- DISCUSSION: 2027 regular BOT meetings and conflicting dates with other Town/Village meetings

Executive Session

- To discuss a personnel matter

Public Comment

**MENDON PUBLIC LIBRARY BOARD OF TRUSTEES
REGULAR MEETING
Monday, August 3, 2026, 7:00 PM
Mendon Public Library**

Unapproved

PRESENT: Alicia Zysman- Cromwell (President), Tom Dooley (Vice President) , Mary McCabe, (Treasurer), Katie Ghidiu, Alison Zero Jones, Tom Ochsenhirt

EXCUSED: Katy Corey (Corresponding Secretary)

OTHERS PRESENT: Lyla Grills (Director), Emily Brincka (Recording Secretary), Rebecca Kreuzer (Town Liaison)

The meeting was called to order at 7:02 PM by Alicia Zysman- Cromwell.

PUBLIC COMMENT: None

TOWN REPORT: (Rebecca Kreuzer)

The Town had discussions with the 20 Main St. developers and the Village regarding Urgent Care plans, but no formal documents received yet.

Joe Alati said he doesn't want to hold up the process but does want it done right. Some concerns expressed about needing a ramp for sidewalk access by strollers or walkers.

The Town is currently working on reviewing their policies. The Town needs to update the employee handbook. They will start by using the new payroll provider's version of an employee handbook as a model for the new Town employee handbook.

APPROVAL OF CONSENT AGENDA:

Mary proposed the last sentence of the second paragraph of the Budget minutes be changed to:

"There was a decrease in the personnel line from the previous meeting to bring the overall **budget increase to a more acceptable range**".

A motion was made to approve the Consent Agenda for August 3, 2026, Mendon Public Library Board of Trustees Regular Meeting which included:

- Agenda for Board of Trustees regular meeting on August 3, 2026
- Minutes from the Board of Trustees regular meeting on July 1, 2026
- Minutes from the Budget Committee meeting on July 8, 2026

Unanimously approved, with the proposed Budget Minutes sentence change

PRESIDENT'S REPORT: (Alicia Zysman-Cromwell)

Alicia thanked Lyla for being a great leader throughout the Urgent Care issues and updates. Noting how Lyla provided information to the community, got others involved, to ensure all the concerns could be heard.

Lyla, similarly, thanked all the board members for their assistance getting the issues raised.

The board suggested sending letters of appreciation to the participants involved with the urgent care revised plans.

TREASURER'S REPORT: (Mary McCabe)

Financial report the MPL Board of Trustees was distributed for the August 3, 2026 Regular Meeting. The Library's account transfers, vouchers, and deposits were reviewed, as well as the Board of Trustees' account balances, deposits, and payments.

A Motion was made to accept the Financial Report of the MPL Board of Trustees for the August 1, 2026 Regular Meeting including the payment of vouchers 2026-08a-98 through 2026-08a-105 in the amount of \$1,790.02, and vouchers 2026-07b-106 through 2026-07b-110 in the amount of \$9,100.88.

Motion: Mary McCabe Second: Alicia Zysman-Cromwell Unanimously approved

CORRESPONDING SECRETARY'S REPORT – None

COMMITTEE REPORTS

- **Budget Committee: (Lyla)**
See New Business below.

- **Policies:** (Lyla)

Lyla mentioned the need for an updated employee handbook. Lyla also asked if there were any changes regarding vacation or PTO (Paid Time Off) carryover and maybe include part-timers some paid sick leave or vacation.

Lyla reported that the NY Regent's Law requires a "disaster preparedness" policy as well as a "collection management" policy that addresses AI created materials. The Board scheduled a Policy Committee meeting on Monday, August 10 at 5 PM. Lyla will determine what policies to review, while not duplicating policies the Town is already working on.

- **Long Range Planning:** No update
- **Sustainability:** No update; will be meeting on August 31.

The board asked about the CauseWave "mini marketing plan" Lyla reported that Mary Church of the Friends of MPL got a lot out of it, like how to use the people and contacts to benefit MPL. Lyla said she will show the Board the booklet.

DIRECTOR'S REPORT: (Lyla Grills)

The Library Director's Report to the Board of Trustees, August 3, 2026 was distributed and reviewed. The following items were discussed:

- New door counter works much better than the old one.
- The Monroe County Library System will get a new ILS because the existing provider did not submit a bid. Matt Filipski is attending and evaluating the providers' demonstrations.
- The new staff members have been very good.
- The Friends of MPL are a very active group, and Mary Church is a great leader. They need more publicity and donations to meet the endowment goal. The trustees were asked to please spread the word.
- The library will be getting new access points. This will be a group purchase to get a lower rate as well as still using the eRate subsidy to reduce the cost.
- The StoryWalk proof was shared with the Town. The location at Dreisbach Field was approved. A press release will be sent out soon. The pedestals have been ordered and should arrive in 6-8 weeks. Saturday, October 17 is the tentative grand opening.

OLD BUSINESS:

- 20 North Main St. Urgent Care development -- the revised plan passed (board members received text reports of the passage during this meeting.)
- The group agreed to re-table the issue of getting legal services.

NEW BUSINESS:

- 2027 Budget

The Draft *Mendon Public Library 2027 Budget* was reviewed and discussed. Mary McCabe stated the additional Town numbers are needed.

A motion was made to approve the *MPL 2027 Budget*, with the caveat that the Town numbers will be entered.

Motion: Alicia Zysman- Cromwell

Unanimously approved

PUBLIC COMMENT: None

Regular meeting adjourned at 8:07 PM.

MPL/SUSTAINABLE LIBRARY INITIATIVE MEETING NOTES

Location: Mendon Public Library

Date: August 31, 2026

Time: 7:00 PM

AGENDA DETAILS

REVIEW OF ACTION ITEMS

Energy Audit – remains an open item. Tom will pursue this through
NYSERDA to see if progress can be made.

Because of the issue around 20 N Main St there was not much done over
the summer.

OLD BUSINESS

Review of Section A

- Tom D. to pursue the Energy Audit.
- Lyla submitted the reflection Question

Review of Section B

- Tom D. to take photos to document B11, B12 and B16 related to bioswales and lighting.
- Tom D. to update Operation and Maintenance plan as discussed for B1
- Katie C. to work on a Facilities plan related to B10 and C12
- Emily to work on light meter kit for B2

Review of Section C.

- For C12 see note above

Review of Section D

- Lyla will create a “no idling” sign.

Discussion of Section K – Financial Sustainability.

- The group thought it would be appropriate for the Budget Committee to tackle this once the Budget is submitted. To be discussed at the next Board meeting.

NEW BUSINESS

Review Site Management Plan = Changes were discussed and Tom D. will update and resubmit.

CONCLUSION

Next Meeting –September 28, 2026



BOARD OF TRUSTEES POLICIES COMMITTEE

Meeting Notes from August 10, 2026, 5:00 pm

In attendance: Alison Zero Jones, Mary McCabe, Lyla Grills (Director)

The committee and director met to discuss the Employee Handbook. The current handbook and a draft handbook for The Town, created by Complete Payroll, were reviewed.

It was decided to try to use the new draft being compiled for the Town with some library-specific revisions. The draft uses a lot of boilerplate language, but this will work for our purposes.

The Dress Code section of the current Library Employee Manual is outdated. The new draft doesn't mention anything too specific, just appropriate and neat/clean clothing which will work for us.

The earned absences, holidays off, and related areas are different for the Library than for The Town, so this would need to be changed in the manual.

We discussed whether background checks should be a part of the hiring process and it was a consensus that it would be good to have these conducted, at a basic level.

Lyla will continue to work with the Town on the Handbook, and can hopefully utilize their framework with the Library-specific changes.

Financial Report
Mendon Public Library Board of Trustees
September 14, 2026

LIBRARY OPERATING FUNDS

Budget Amendment: n/a

Payment of Claims:

Voucher 2026-09a-111 through 2026-09a-119 for a total amount of \$1,853.05.

Voucher 2026-09b-120 through 2026-09b-129 for a total amount of \$4,662.22.

Acceptance of Deposits:

Date	Memo	Check	Amount	Deposit
8/27/2026	Deposit (L2082: Charges & Copies)			\$ 535.40
	Cash register deposit for period ending 7/16/2026	Cash	68.60	
	Cash register deposit for period ending 7/23/2026	Cash	145.40	
	Cash register deposit for period ending 7/30/2026	Cash	26.85	
	Cash register deposit for period ending 8/6/2026	Cash	78.45	
	Cash register deposit for period ending 8/20/2026	Cash	216.10	
	Total:			\$ 535.40

The above funds were deposited to the Town Controlled accounts, and financial reports were forwarded to the Town of Mendon

BOARD OF TRUSTEE ACCOUNTS:

Account Balances:

Account	Date	Balance	Reconciled
M&T Checking Account	3/31/2026	\$ 5,049.03	4/2/2026
M&T Savings Account	3/31/2026	\$ 2,597.35	4/2/2026

Acceptance of Deposits: n/a

Payment of Claims:

Date	Check	Vendor	Memo	Amount
9/14/2026	524	Honeoye Falls Marketplace	SRP26 – Youth program	\$ 5.97
9/14/2026	525	Lyla Grills	Unrestricted	165.50
9/14/2026	526	Hanna Berga	SRP26 – Program 8/1	200.00
9/14/2026	527	G+L Music Studio	SRP26 – Programs 8/4	150.00
9/14/2026	528	Scarlett Webb	SRP26 – Program 8/5	150.00
9/14/2026	529	Erie Canal Museum	SRP26 – Program 8/5	225.00
9/14/2026	530	Cris Johnson	SRP26 – Program 8/6	400.00
9/14/2026	531	Niki Januzzi	SRP26 – Program 8/6	100.00
9/14/2026	532	Cornell Cooperative Extension – Monroe County	SRP26 – Program 8/12, 8/19, 8/26	290.50
9/14/2026	533	Deborah Collier	SRP26 – Program 8/13	175.00
9/14/2026	534	Jen Kuhn	SRP26 – Program 8/14	300.00
			Total	\$2,161.97

ABSTRACT OF LIBRARY VOUCHERS 2026-09a

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
111	BXI Consutants, Inc.	7410.4		\$ 148.04
112	Casella Waste Services	7410.4		\$ 111.85
113	Clearfly	7410.4		\$ 48.47
114	De Lage Landen Financial Services	7410.4		\$ 129.59
115	Frontier	7410.4		\$ 227.57
116	Monroe County Water Authority	7410.4		\$ 162.13
117	National Fuel	7410.4		\$ 97.30
118	National Grid	7410.4		\$ 865.10
119	Simple Tech Innovations, Inc	7410.2		\$ 63.00
			Total	\$ 1,853.05

ABSTRACT OF LIBRARY VOUCHERS 2026-09b

Number	Vendor	Acct.	Acct. Amt.	Total Amt.
120	Beyer's Carpet Care	7410.4		\$ 980.00
121	Brodart Co.	7410.4		\$ 2,354.16
122	Clearly	7410.4		\$ 48.47
123	De Lage Landen Finacial Services	7410.4		\$ 129.59
124	Fish Window Cleaning	7410.4		\$ 369.05
125	Grills, Lyla	7410.4		\$ 36.60
126	Midwest Tape, LLC	7410.4		\$ 428.83
127	Sentinel Publications	7410.2		\$ 56.75
128	Simple Tech Innovations	7410.4		\$ 63.00
129	Staples	7410.4		\$ 195.77
			Total	\$ 4,662.22

MENDON PUBLIC LIBRARY

Budget vs. Actuals: FY_2026_3/2/2026 - FY26 P&L

January - December 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1001 Real Property Tax Income	421,000.00	421,000.00	0.00	100.00 %
2081 Departmental Income				
2082 Library Charges and Copies	3,918.97	4,000.00	-81.03	97.97 %
Total 2081 Departmental Income	3,918.97	4,000.00	-81.03	97.97 %
2401 Use of Money and Property				
2401.1 Interest and Earnings	2,257.63	3,000.00	-742.37	75.25 %
Total 2401 Use of Money and Property	2,257.63	3,000.00	-742.37	75.25 %
2701 Miscellaneous Local Sources				
2770 Other	1,450.00	1,450.00	0.00	100.00 %
2781 FFRPL Grant	11,618.11		11,618.11	
Total 2701 Miscellaneous Local Sources	13,068.11	1,450.00	11,618.11	901.25 %
3800 State Aid				
3840 Library Aid	287.30	2,750.00	-2,462.70	10.45 %
Total 3800 State Aid	287.30	2,750.00	-2,462.70	10.45 %
Total Income	\$440,532.01	\$432,200.00	\$8,332.01	101.93 %
GROSS PROFIT	\$440,532.01	\$432,200.00	\$8,332.01	101.93 %
Expenses				
66000 Payroll Expenses				
7410 Personnel Services				
.100 Director	55,938.67	80,340.00	-24,401.33	69.63 %
.110 Clerks	85,503.42	125,500.00	-39,996.58	68.13 %
.120 Pages	768.00	1,600.00	-832.00	48.00 %
.130 Custodian	7,424.38	10,800.00	-3,375.62	68.74 %
.140 Librarian Trainee	6,400.00	10,000.00	-3,600.00	64.00 %
.150 Librarian 1 PT	10,512.50	15,300.00	-4,787.50	68.71 %
.160 Library Assistant	19,329.04	27,100.00	-7,770.96	71.32 %
.190 Bookkeeper		3,600.00	-3,600.00	
Total 7410 Personnel Services	185,876.01	274,240.00	-88,363.99	67.78 %
Total 66000 Payroll Expenses	185,876.01	274,240.00	-88,363.99	67.78 %
7410.2 Equipment/Captial outlay				
.200 Software		500.00	-500.00	
.210 Technical Services	592.73	1,000.00	-407.27	59.27 %
.220 MCLS Cost Shares	6,902.55	13,805.00	-6,902.45	50.00 %
.230 Hardware	1,513.00	6,000.00	-4,487.00	25.22 %
Total 7410.2 Equipment/Captial outlay	9,008.28	21,305.00	-12,296.72	42.28 %
7410.4 Materials				
.400 Adult Books	10,448.77	18,500.00	-8,051.23	56.48 %
.401 Youth Books	9,422.96	13,200.00	-3,777.04	71.39 %
.404 Periodicals	50.00	3,200.00	-3,150.00	1.56 %
.405 Database subscriptions	6,013.29	8,000.00	-1,986.71	75.17 %
.407 Tapes	2,437.45	3,500.00	-1,062.55	69.64 %

MENDON PUBLIC LIBRARY

Budget vs. Actuals: FY_2026_3/2/2026 - FY26 P&L

January - December 2026

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
.408 FFRPL Grant	1,059.98		1,059.98	
.409 Visiting Artist		500.00	-500.00	
Total 7410.4 Materials	29,432.45	46,900.00	-17,467.55	62.76 %
7410.5 Contractual				
.410 Office Supplies	931.59	2,500.00	-1,568.41	37.26 %
.414 Grants	3,305.00		3,305.00	
.420 Telephone	2,381.34	3,800.00	-1,418.66	62.67 %
.424 Postage/Freight	117.00	100.00	17.00	117.00 %
.426 Publicity/Printing	40.00	500.00	-460.00	8.00 %
.427 Mileage/Dues	21.75	300.00	-278.25	7.25 %
.428 Training	1,450.00	2,450.00	-1,000.00	59.18 %
.430 Equipment Repair	322.57	900.00	-577.43	35.84 %
.440 Xerox	2,007.66	3,100.00	-1,092.34	64.76 %
.445 County Card Fee	375.00	900.00	-525.00	41.67 %
.450 Utilities	11,616.02	15,000.00	-3,383.98	77.44 %
.455 Custodial Supplies	889.16	2,000.00	-1,110.84	44.46 %
.460 Building Maint/Repairs		500.00	-500.00	
.470 Insurance - Liability, D and O		2,600.00	-2,600.00	
.473 Window Cleaning	1,349.05	1,800.00	-450.95	74.95 %
Total 7410.5 Contractual	24,806.14	36,450.00	-11,643.86	68.06 %
9000 Employee Benefits				
9010 State Retirement	20,067.00	20,100.00	-33.00	99.84 %
9030 Social Security	4,261.11	20,705.00	-16,443.89	20.58 %
9040 Worker's Comp	1,500.00	1,500.00	0.00	100.00 %
9060 Medical/Dental Insurance	5,140.64	11,000.00	-5,859.36	46.73 %
Total 9000 Employee Benefits	30,968.75	53,305.00	-22,336.25	58.10 %
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$280,091.63	\$432,200.00	\$ -152,108.37	64.81 %
NET OPERATING INCOME	\$160,440.38	\$0.00	\$160,440.38	0.00%
NET INCOME	\$160,440.38	\$0.00	\$160,440.38	0.00%

MENDON PUBLIC LIBRARY

Transaction List by Vendor
August 10-26, 2026

Date	Num	Memo	Item split account	Amount
BXI Consultants				
08/25/2026	282026	Service 6/25-7/24	Xerox	148.04
Total for BXI Consultants				\$148.04
Casella Waste Services				
08/25/2026	CWS- 20260801	Garbage for July 2026	Utilities	111.85
Total for Casella Waste Services				\$111.85
Clearly				
08/25/2026	INV842958	8/1-8/31	Telephone	48.47
Total for Clearly				\$48.47
De Lage Landen Financial Services				
08/25/2026	598113461	Lease 8/15-9/14	Xerox	129.59
Total for De Lage Landen Financial Services				\$129.59
Frontier				
08/25/2026	F-20260818	Phone service 7/18-8/17	Telephone	227.57
Total for Frontier				\$227.57
Monroe County Water Authority				
08/25/2026	MCWS-20260811	Water 4/29-7/28	Utilities	162.13
Total for Monroe County Water Authority				\$162.13
National Fuel				
08/25/2026	NF-20260904	Gas service 7/9(est)-8/6	Utilities	97.30
Total for National Fuel				\$97.30
National Grid				
08/25/2026	NG-20260825	Electric Service 7/24-8/25	Utilities	865.10
Total for National Grid				\$865.10
Simple Tech Innovations, Inc.				
08/25/2026	154731	Webhosting 7/2026	Technical Services	63.00
Total for Simple Tech Innovations, Inc.				\$63.00
TOTAL				\$1,853.05

DRAFT

Mendon Public Library

Sustainable Facilities Plan

The Mendon Public Library will strive to have current and future facilities that will be functional, accessible, safe, welcoming and diverse. We will work with the community, staff and board members to create a plan that meets current and unexpected needs when considering any change or additions to the current library facility.

Library Facility Goals

In fulfilling the charge to maintain a facility that meets the library's and community's needs, directors and their board should work to create sustainable, resilient, biophilic and regenerative library facility that is designed to respond to current and anticipated needs. This will require consideration of accessibility, flexibility, and the health and well-being of library workers as well as the public.

Operational procedures for library facilities should reflect a commitment to environmental stewardship by conserving energy and water; producing healthy indoor air quality and natural light for patrons and staff. The library should also respect the source and amount of natural resources being used to construct, maintain, and furnish the facility.

Library facilities are increasingly seen as a place of refuge in the face of climate change-driven impacts on our communities. Library facilities not only house traditional library services but are also called upon as cooling and warming centers, sanctuaries from air pollution caused by wildfires, and "first restorer" hubs that help the community find refuge during extended power outages and in the aftermath of major, destructive weather events.

The concept of libraries as "first restorers" requires strong work in the area of not only disaster preparedness but also a library's contribution to the resilience of their community. First restorers help community members pick up the pieces after a disruptive event. This can include the use of library facilities as a pick-up point for needed supplies like water, food and ice; library staff trained to help community members connect with the State and Federal Emergency Management Agencies' resources; and providing connections to electricity and the Internet to stay connected with family, work, and access the resources they need in the aftermath of a disaster.

The future of library facility planning should prioritize sustainable and resilient design, ensuring the library facility will stand up to the test of increasingly severe weather,

including storms, heat waves, and the potential for extended power outages, given the current and predicted impact of climate change on our communities. The implementation of whole building generators, increasing the number of electrical outlets, emergency communication equipment, and alternative and renewable energy sources can all contribute to the resilience of the library facility and increase the likelihood that your library can be what your community needs in challenging times.

Future Construction and Renovation

Sometimes the library can only meet the needs of a growing community by adding to, or reconstructing, existing space or building an entirely new facility. A major capital project requires a complex and extensive planning process that may require the Board to seek the services of a consultant or library system staff.

All future construction should start by understanding our goals, constraints and opportunities. These elements should be written into a document that would become the foundation of communication between the library and design professionals. All new building should reaffirm our sustainability mission, goals, staff and community needs.

The board will consider:

- A meeting space that accommodates 100 people to help in the goal of being a first restorer as well as to meet community educational needs.
- Net-zero design and energy efficiency investigate meeting a sustainable designation such as being [Leadership in Energy & Environmental Design](#) (LEED) certified, or participating the [Green Globes](#) or [Living Building Challenge](#).
- Input from staff, the board and the community
- Outdoor spaces such as parking lots, community gardens, performance spaces, reading areas, children learning centers, makers spaces will also be considered
- A biophilic design that will meet the needs of library staff and the community

Citation

<https://nysllibrary.libguides.com/HandbookForDirector> updated: Feb 4, 2026 10:47 AM

[Link to NYS lib guide](#)

Mendon Public Library

Operations Maintenance Manual

Introduction:

This manual is designed to aid the staff of the Mendon Public Library upholding best practices identified through the System's Sustainable Library Certification efforts.

Site Management Plan

Landscaping

- Native Plants and water-smart landscapes should be implemented on site.
- Mulch is to be used around plantings to prevent weeds and to reduce the need for watering
- Invasive Plants are to be removed regularly.
- Herbicides: Limit, if not eliminate, the use of herbicides.
- Pesticides: Limit, if not eliminate, the use of chemical pesticides.
- Facilities staff should ensure the site is litter free on a weekly basis.

Stormwater

- Facilities Staff are responsible for ensuring all stormwater drains are unobstructed.
- A spill kit to catch/cleanup spills from leaking vehicles or liquid material spills is on hand. Facilities staff should review how to use a spill kit annually.

Outdoor Lighting

- Outdoor lighting should be limited to what is necessary for safety purposes. Should new lighting be added it should respect local lighting ordinances and be within the context of the Dark Sky Assessment Guide to avoid unnecessary light pollution.

Indoor Air Quality

- Cleaning Protocols
- All Facilities Staff will take the online courses through New York's Green Cleaning Program.
- Cleaning products will meet the Safer Choice Standard. Staff are advised to use the least toxic yet effective cleaners possible.
- When purchasing neutral cleaners, glass cleaners, bathroom cleaners and disinfectants, staff are advised to consider products that have high dilution rates, are designed to reduce waste and have lower end-use costs.
- Material safety data sheets (MSDS) should be on-site for all products used to clean the facilities.
- Vacuum cleaners used on site will feature a high efficiency particulate air (HEPA) filter.
- The MPL "Facility Cleaning Manual" will reflect these goals as well.

Ventilation Standards

- The HVAC system will have an annual inspection and a preventative maintenance schedule.
- Air filters will meet at least a MERV 13 rating.
- All windows will remain operable.

Thermal Comfort

Mendon Public Library

Operations Maintenance Manual

- To have “thermal comfort” means that a person wearing a normal amount of clothing for the season feels neither too cold nor too warm. Thermal comfort is important both for one's well-being and for productivity.
- Temperature preferences vary greatly among individuals and there is no one temperature that can satisfy everyone. Nevertheless, an office which is too warm makes its occupants feel tired; on the other hand, one that is too cold causes the occupants' attention to drift, making them restless and easily distracted.
- The Occupational Safety and Health Administration (OSHA) of the US Department of Labor recommends temperature control in the range of 68-76° F and humidity control in the range of 20%-60%.
- Blinds will be provided on all windows.
- Ceiling fans have been installed throughout the building. In the summer, operate the ceiling fan in a counterclockwise direction. In the winter reverse the direction of the ceiling fan to operate clockwise and set on a low speed to move warm air from the ceiling to the living levels of the space.

Managing Excess Moisture

- Facilities staff will conduct routine moisture inspections.
- Indoor humidity levels will be maintained between 20 and 60 percent.
- Moisture problems will be addressed promptly. Dry wet areas within 24 to 48 hours.

Other

- MPL complies with the New York State Clean Indoor Air Act.
- MPL has a no idling rule for vendor and personal vehicles on system property.
- All aerosols should be replaced with pump dispensers whenever feasible.
- Staff are advised to use low-toxicity and low-emitting paint.
- Staff are advised to use formaldehyde-free materials.

Energy Consumption

- Business Office Staff will routinely monitor electricity and fuel usage to ensure consumption is stable or declining.
- All staff are responsible for turning off lights in office and meeting spaces that are not being used.
- ENERGY STAR rated equipment should be purchased whenever possible and economically feasible.
- Breakroom refrigerators should be set between 35°-38°F and freezers between 0-5°F.
- Personal refrigerators, heaters, and coffee makers are prohibited. Exceptions will be made for space heaters at the discretion of the Facilities Manager.
- All workstations, including monitors, should be shut down at the end of the workday.
- Technology Operations Staff are asked to ensure all computers are using energy saving settings including eliminating the use of screen savers. Utilize sleep/standby mode for equipment, including computers and copiers after a specified time of non-use (example: 15 minutes).

Water Conservation

Mendon Public Library

Operations Maintenance Manual

- Business Office Staff will routinely monitor water usage to ensure consumption is stable or declining.
- Staff are asked to ensure leaks are detected regularly and fixed immediately.
 - Staff are advised to purchase WaterSense13 labeled products whenever possible and economically feasible.

Materials Management

- All purchasing will be centralized through the MPL Business Office.
- Business office staff responsible for ordering supplies and materials will:
 - Be familiar with The Zero Waste Hierarchy from the Zero Waste International Alliance
 - Maintain an inventory of existing office, cleaning, program and technical service supplies
 - Source and purchase environmentally-friendly office supplies, for examples: FSC certified and high post-consumer recycled content copy paper and reusable rather than disposable office supplies such as refillable pens, erasable wall calendars and reusable notebooks.
 - Source commonly used products with recycled content (i.e. envelopes, business cards, paper towels, tissues, toilet paper, boxes).
 - Ensure Bisphenol A (BPA)-free receipt paper is purchased
 - Ensure single-serving bottled water is not purchased
 - Ensure a receptacle for reusable single-sided office paper is maintained
 - Recycle toner cartridges.

Facility staff will:

- Provide clearly marked recycling bins near printers, copy machines, staff work areas and
- breakrooms along with signage that clarifies what is recyclable as per carting company rules.
- Provide e-waste containers for smaller items such as batteries and cell phones which are available from recyclers. Provide clear signage as to what may be placed in these containers.
- Ensure hazardous and special waste items, such as Compact Fluorescent Lightbulbs (CLFs) which contain mercury, are appropriately disposed of or turned over to a specialty recycler rather than being put into landfills.
- Provide training for all staff on proper practices for solid waste disposal, recycling and composting.

Technology staff will:

- Printer and copy machine default settings are for two-sided printing
- Work with Facilities staff to recycle larger e-waste (i.e. computers, monitors, printers, microfiche readers) with a third-party certified company.

All staff will, when feasible:

- Scan rather than copy items.
- Convert paper forms to electronic forms.

Mendon Public Library
Operations Maintenance Manual

- Reduce the number of copies necessary for member workshops via electronic transmission of materials.



DIRECTOR'S MONTHLY REPORT TO THE MENDON PUBLIC LIBRARY BOARD OF TRUSTEES

SEPTEMBER 14, 2026 - LYLA GRILLS REPORTING:

The windows and carpets had their annual professional cleaning.

The Friends of MPL's next meeting is on September 16. Kathleen Phillips is taking the lead on a new fundraiser: a Gift Basket Raffle during National Friends of Libraries Week, which is October 18-24.

We unveiled a new Plant Propagation Station on September 8. Thank you to Katie C for the idea, and to clerk Erica (and her husband and daughter) for getting it up and running.

The StoryWalk pedestals will be shipped around September 18. Lyla is meeting with Kevin and Joe on September 15 at Dreisbach to plan out the trail and the installation. The school district has generously agreed to let us use their large lamination machine to laminate the pages of our first StoryWalk book, *In the Middle of Fall*, by Kevin Henkes. The tentative date for a Grand Opening is still Saturday, October 17, but that may need to be adjusted based on how quickly the installation can take place!

There are numerous grant opportunities open for applications right now, administered by RRLC. Are there any ideas from the Board of Trustees? The Harold Hacker Grant is one of the grants we may wish to submit an application for, perhaps for the Environmental Film Fest we had written up a proposal for. Lyla looked into getting an author visit from Eric Klinenberg (*Palaces for the People*) but the cost would be too high.

The Long Range Planning Board Focus Group, led by MCLS Director Emily Clasper, will be held on September 23 from 5:00-6:15 pm.

Lyla also attended these meetings: MCLS Directors Council – Sep 2, Village Business Association – Sep 9, Phone conversation with Emily C regarding LRP- Sep 9. Emily E attended a YA/J Meeting on Sep 9.

MPL Visits		2019	2020	2021	2022	2023	2024	2025	2026
Jan		3288	3549	1763	1061	3444	3713	3288	3268
Feb		3090	3292	2006	1011	3258	3928	3594	3310
March		3852	1982	2776	2046	3892	4229	4189	3472
April		4286	0	2490	1905	3765	4113	4061	2741
May		3902	0	2203	1487	3707	3904	3526	2860
June		3748	0	2984	1696	3652	3914	4015	1703
July		5134	4503?	3319	1759	4139	4903	5623	4139
Aug		4399	1982	3062	3610	4649	4118	4685	5082
Sept		3965	3462	2587	1902	3891	3743	3992	
Oct		3996	2633	2351	2000	3749	4194	4803	
Nov		3328	2507	2247	3050	3532	3556	3523	
Dec		2512	2108	1663	2794	3219	3406	3332	
Total		45500	21515	29451	24321	44897	47721	48631	26575

*Sensor was malfunctioning from April-June 2026 or earlier

** New sensor, July 2026 stat is July 8 3 pm-July 31 3pm

MPL TOTAL CIRCULATIONS					
	2025	2026		% Difference Last Year to Current	
JAN	9,130	9,883		8%	
FEB	9,286	9,169		-1%	
MAR	10,324	9,848		-5%	
APR	9,870	10,150		3%	
MAY	8,890	8,869		0%	
JUNE	9,144	9,760		7%	
JULY	11,680	12,679		9%	
AUG	11,050	11,521		4%	
SEP	9,520				
OCT	9,949				
NOV	9,180				
DEC	8,485				

TOTAL	116,508	81,879
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MPL PHYSICAL CIRCULATIONS

	2025	2026
JAN	7120	7490
FEB	7347	7106
MAR	8080	7719
APR	7710	8179
MAY	6793	6876
JUNE	7058	7718
JULY	9661	10434
AUG	8822	9299
SEP	7554	
OCT	7948	
NOV	7173	
DEC	6891	
TOTAL	92157	64821

MPL DIGITAL CIRCULATIONS

	2025	2026
JAN	2,010	2,393
FEB	1,909	2,063
MAR	2,244	2,129
APR	2,160	1,971
MAY	2,097	1,993
JUNE	2,086	2,042
JULY	2,019	2,245
AUG	2,228	2,222
SEP	1,966	
OCT	2,001	
NOV	2,007	
DEC	1,594	
TOTAL	24,321	17,058

Summer Reading Program Statistics 2026

	2018	2019	2020	2021	2022	2023	2024	2025	2026
Reading Program Participants									
Adults	20	18	3	21	16	15	19	23	14
Teens	20	23	2	16	21	20	9	23	22
Children Registered	578	601	200	221	265	235	330	323	284
Children Who Met Requirements	<u>126</u>	<u>174</u>	<u>33</u>	<u>86</u>	<u>65/199</u>	<u>43/203</u>	<u>150</u>	<u>150</u>	<u>125</u>
2024 Adventure Passport *22-23 Include Bingo Boards									
Total	618	642	205	123	102/199	78/203	178	196	161
Adults—Total books read	74	77	11	47	59	36	52	65	55
Teens—Total books read	80	214	19	56	62	55	47	72	98
# Kids who counted books read	90		27	79	52	31/620	330	323	284
Total books read (*22-23 includes BB)	1800		520	1600	1239	1240	11550	11305	9940
# Kids counting minutes read	36	601	6	13	13	12	NA	NA	NA
Total minutes read	26125	36060	18701	18000	11000	9898	NA	NA	NA
MPL SRP Events (#)									
Adults	16	21	3	8	20	48	30	36	34
Teens	11	13	4	7	26	9	31	32	37
Children	22	21	4	29	29	45	55	62	55
(Early Literacy—inc in above #s)	14	11		7	11	18	16	18	29
Family	22	22	3	29	21	38	33	16	43
Total	85	88	11	80	107	158	165	164	198
SRP Event Participation									
Adults	287	343	45	369	430	492	652	842	676
Teens	N/A	45	5	13	3	36	76	171	73
Children	<u>433</u>	<u>718</u>	<u>84</u>	<u>596</u>	<u>748</u>	<u>662</u>	<u>1040</u>	<u>1337</u>	<u>1048</u>
Total	720	1106	134	978	1181	1190	1768	2350	1797
Take & Makes for Teens/Adults					350	350	NA		
Take & Makes for Kids					700	700	875	875	875
TOTAL PARTICIPATION in SRP	1536	1840	339	1101	1482	1471	1946	2546	1958

HUGE THANKS to The Friends of Mendon Public Library, Honeoye Falls Marketplace, Honeoye Falls Salvatores, M&T Bank, Memorial Art Gallery, Mill Art Center, 20 Deep Winery, Back Yard Barnyard, Canandaigua Sailboard, Cottage Hotel, Dipper Dan, Genesee Country Village and Museum, Kiwanis, Lander's River Trips, Lavendar Moon, Rochester Museum and Science Center, Rochester Red Wings, Seabreeze, Seneca Park Zoo, Strong Museum of Play, and Yoga Love. Support from these institutions allows us to provide reading incentives and offer fun activities throughout the summer.

Summer Reading Program Statistics 2026

Mendon Public Library Summer Reading Program We had fun celebrating “Unearth A Story” this summer! Our community embraced many opportunities to try something new, enjoyed recording their reading and adventures in their field journals, and expressed a lot of gratitude for all that the Summer Reading Program had provided.

Adult Participation Beth Adams won the HFMP Gift Card for reading. Rory Allison, Jennifer DeVille Catalano, Mary Anne Magee, Cathy Rawlins, Gretchen Schober, and Nancy Yohannes, were valued adult volunteers.

Teen Participation Teens submitted book reviews, and we had four winners for the \$25 Visa Gift Card (Sam Ameen, Asra Mayar, Adrian Reznikov, and Alex Reznikov. Hattie Auyer, Violet Catalano, Kate Lighthouse, and Charlotte Staples helped out at programs. Our Teen Services Librarian, Emily English, offered awesome programming on Tuesday and Thursdays. Participation and involvement was impressive, especially around vegetable and flower plantings featured in our donated raised garden beds from Taproot Collective.

Child Participation Kids in Mendon had a blast this summer unearthing a story at the Mendon Public Library. Programming was interesting and fun. We were thrilled to share our love of reading with all the children who completed their Field Journals and brought them in each week to earn their weekly prizes. Overall, almost 2000 people participated in Summer Reading either by attending events or recording adventures in Field Journals. Amazingly, children recorded nearly 10,000 books read!

Participation by Grade in Reading Log/Bingo Board Program Children’s Summer Reading Program

2015-2025

	Pre-K	K	1	2	3	4	5	6	Total
2026	58	38	33	45	39	25	26	20	284
2025	55	42	50	44	37	35	24	36	323
2024	102	63	34	35	31	35	17	13	330
2023	23	13	13	16	11	17	5	3	101
2022	23	8	25	16	12	11	21	6	122
2021	22	8	16	16	7	8	5	4	86
2020	8	5	3	5	3	4	3	2	33
2019	28	20	22	31	26	24	9	6	166
2018	26	8	26	18	11	17	8	12	126
2017	43	8	24	20	24	25	18	10	175
2016	32	18	21	26	22	20	18	18	175

Special Prize Winners

Back Yard Barnyard, A. Reznikov

Back Yard Barnyard, C. Pascucci

Canandaigua Sailboard, Michael

Canandaigua Sailboard, A. Wilson

Canandaigua Sailboard, C. Carter

Canandaigua Sailboard, S. Bennett

Summer Reading Program Statistics 2026

Canandaigua Sailboard, A. Reakes
Club House Fun Center, Landon
Genesee Country Village, A. Chapman
Genesee Country Village, C. Livingston
Genesee Country Village, Michael
Landers River Trips, A. Wilson
Landers River Trips, E. Kniley
Lavender Moon Prize Bag, K. Livingston
Memorial Art Gallery, Vera
Memorial Art Gallery, Andre
Okay Gift Bag, K. Fornot
Okay Gift Bag, H. Potter
Red Wings, M. Livingston
RMSC Family Pack, Fornot
Seabreeze, Arcadia
Seabreeze, B. Fabretti
Seabreeze, Reznikov
Seneca Park Zoo, A. Bennett
Seneca Park Zoo, E. Searles
Strong Museum, H. Galvsha
Strong Museum, L. Phelan
Strong Museum, Cooper Family
Strong Museum, C. Lenahan
20 Deep Gift Card, B. Bigham
Yoga Love Gift Card, Phelan Family
Salvatore's Gift Card, A. Esquivel
Scratch Off Album Poster, Allie B
Coloring Book, M. Viscardi
Coloring Book, Abigail K
Coloring Book, E. Bergman
Pirate Book, Otto
Dino Puzzle and Book, H. Evans
Dino Puzzle and Book, S. Harris

Summer Reading Program Statistics 2026



**Monroe County
Library System**
www.libraryweb.org

115 South Avenue | Rochester | New York | 14604

Direct Access Plan of Service

2027–2031

Purpose

The Direct Access Plan of Service is an agreement between the Monroe County Library System and the State Education Department's Division of Library Development. As required by the Commissioner of Education Regulations 90.3 (a) through (d) (4). The plan asserts the position of the Monroe County Library System that all residents of Monroe County will have access to direct or on-site service in any of the system's member libraries. No library users will be subject to discrimination on the basis of age, cultural, economic, gender, or civic status. The Plan does assert the right of member libraries to identify and place restrictions on excessive or unfair use of resources that have a negative impact on services rendered to residents of their chartered service area. This Plan also addresses the use of Monroe County Library System resources by non-Monroe County residents.

Definitions

- **The State Education Department, Division of Library Development of The New York State Library** is a state agency organized to oversee library services in New York State and authorizes local library systems to operate and receive state funding.
- **Monroe County Library System (MCLS)** is a 20-member library system located in Monroe County in Rochester, New York. The system is governed by a Board of Trustees appointed by the Monroe County Legislature.
- **The Directors' Council (DC)** is an association of Directors of each member library of the MCLS. The DC acts in an advisory capacity to the MCLS Director and considers policy and procedure decisions for the entire system. The DC is governed by a System Services and Operations Committee which vets policies, procedures, and other system actions prior to presentation to the full DC group. The DC sets the work priorities for the MCLS each year based on the System Five-Year Plan of Service.
- **Member Libraries** refers to the 20 members of the Monroe County Library System: Brighton Memorial Library, Chili Public Library, East Rochester Public Library, Fairport Public Library, Gates Public Library, Greece Public Library, Hamlin Public Library, Henrietta Public Library, Irondequoit Public Library, Mendon Public Library, Newman Riga Library, Ogden Farmers' Library, Parma Public Library, Penfield Public Library, Pittsford Community Library, Rochester Public Library, Rush Public Library, Scottsville Free Library, Seymour Library (Brockport, Clarkson, Sweden), and Webster Public Library.
- **Direct Access** refers to the ability of any resident of Monroe County to access freely the materials, services, and programs of all MCLS member libraries, either remotely or onsite, through the use of a system library card.
- **Chartered Service Area** refers to the area of Monroe County designated as the approved geographical area to which individual member libraries provide service as designated in an official charter issued to each library by the New York State Board of Regents.

- **Resident Borrower** refers to residents of Monroe County. Residents are defined by those living in Monroe County. This term includes residential students at a school, college, or university located in Monroe County as well as any owner paying real estate taxes on property located in Monroe County.
- **Out of County Borrower** refers to borrowers and potential borrowers who reside outside of Monroe County and do not own property in Monroe County. Out of County Borrowers pay an annual fee to use the materials, services, and programs of the Monroe County Library System.
- **Materials, Services, and Programs** means the physical materials located in library buildings that can be borrowed, digital content that may be borrowed through the MCLS website, services provided directly to a user such as computer training, and programs offered by an MCLS library regardless of location.
- **On Site Use** refers to the ability of a patron to use the library resources in or on the physical premises of the library.
- **Serious Inequities or Hardships** refers to those conditions which adversely affect resident borrowers or member libraries.
- **Unserved** refers to those residents of Monroe County who live in a geographic area of the county not included in a chartered service area of any library in MCLS. A technical term, it describes locations not subject to a tax that financially supports a public library.
- **Underserved** refers to residents of Monroe County who live in a geographical area deemed unable to financially support a public library.

Plan Development, Revisions, and Appeals

The MCLS Director and Associate Director will annually review the Direct Access Plan and seek feedback from member library directors. Such feedback will be incorporated into the Direct Access Plan as appropriate, with the revised plan approved by majority vote of the Directors Council. The Direct Access Plan will then be presented to the MCLS Board of Trustees for review and feedback, and ultimately approval. The Plan will then be submitted to the Division of Library Development as part of the System Five-Year Plan of Service, and will be posted on the system website, <http://libraryweb.org>.

Appeals to the Direct Access Plan must be made in writing to the MCLS Director and Board of Trustees.

Description and Procedures

Monroe County Library System serves the approximately 750,000 residents of the County of Monroe, a 1,366 square mile area located in the Genesee Valley area of the Finger Lakes and Western New York regions. The 20 member libraries of MCLS are independently chartered and governed municipal, association, and school district libraries. A total of 32 buildings provide library service in Monroe County.

The MCLS supports the activities of the member libraries by providing information technology, delivery, interlibrary loan, and technical services. Direct service to borrowers is provided by the member libraries. The responsibilities of the system and its members are detailed in a Document of Understanding developed every 3 years by the MCLS Director and a committee of member library directors. This document also sets the cost shares assessed to each member library to support system services.

Unserved Areas

There are approximately 7,000 system residents who live in unserved areas which are not included in any member library chartered service area. In Monroe County, those residents are limited to small strips of

land located in the Town of Perinton, which is largely served by the Fairport Public Library, a school district library. Despite living in an area that does not financially support a public library via taxes, residents of the “Perinton Strip” have full borrowing privileges at all MCLS libraries.

Underserved Areas

There are no underserved areas in Monroe County.

Claims and Procedures

Monroe County Resident

Membership in the Monroe County Library System is governed by a Document of Understanding which is prepared every three years by a committee consisting of the MCLS Director and Associate Director, and 4 representatives from member libraries. This DOU sets forth the conditions under which the system and members operate, including language that member libraries are expected to provide borrowing privileges to patrons of other libraries in the system. (DOU, section C.2)

Should any member library determine that providing open, direct, unlimited access to residents of Monroe County residing outside their chartered service area presents a serious inequity or hardship, the member library board of trustees may submit a complaint in writing to the MCLS Board of Trustees. The MCLS Board and MCLS Director will thoroughly investigate the claims within 30 days of the receipt of the complaint. The MCLS Director and Board will prepare a report and recommendation, which will then be presented to the member library board. Both boards will work together to determine a resolution to the issue. The resolution must be approved by the Directors’ Council, member library boards and the MCLS Board of Trustees.

Out of County Residents

The Monroe County Library System has established a process by which users who live outside Monroe County and do not own property within Monroe County can annually purchase a MCLS borrowers card giving them full borrowing and usage privileges at all MCLS libraries. Out of County residents must complete an application for a MCLS borrower’s card and submit it either online or by mail, along with payment, to the MCLS Finance Office or designated member libraries.

Residents of the Caledonia-Mumford School District pay property taxes that are split between the Caledonia and Mumford libraries and are included as Monroe County taxpayers. Residential students of educational institutions within Monroe County, including Rochester School for the Deaf are eligible for a MCLS card without paying an Out-of-District fee.

Member libraries may elect to offer restricted cards to Out of County residents at no cost. These cards allow full use of a single member library collection and services but may not be used freely at other MCLS libraries. Typically, libraries on the outer edge of the county offer these cards to out of county residents who live near a single member library.

Exceptions to Direct Access

The following exceptions are limited to library resources purchased with funds obtained from a local source.

- Member libraries may give preference to the residents of their chartered service area for attendance at programs.
- Member libraries may give preference to the residents of their chartered service area for use of computers and digital resources.
- Member libraries may give preference to local library visitors for onsite use and borrowing of materials purchased with local funds. These materials will be designated as NEW in the ILS and will not be available for delivery to other libraries while marked as such. However, these items will be available for use and borrowing to any MCLS card holder physically within the owning library.

Serious Inequities and Hardships

Onsite and system use may lead to serious inequities and hardships for a member library when residents from outside the library's chartered service area make excessive use of a library's resources and that excessive use affects the access provided to residents of the library's chartered service area.

Under this plan, claims of serious inequities and hardships may be made by a member library and its board of trustees when:

- Non-residents of the chartered service area, in the aggregate and from multiple areas, represent 51% or more of a library's total circulation based on a three-year average.
- Non-residents of the chartered service area from a single area represent 40% or more of a library's total circulation based on a three-year average.
- Non-residents of the chartered service area from unserved areas represent 5% or more of a library's total circulation based on a three-year average.

The following restrictions to direct and on-site access may be applied on the basis of residency in verified cases of serious inequities and hardships:

- Restrictions upon the loan of library resources. Such restrictions shall be limited to loanable materials and equipment less than one year old. Materials must have been purchased with local funds.
- Restrictions upon attendance at programs where local municipal residents are given preference. All restricted programs must be funded using local funds (i.e. not federal or state funds such as LSTA).
- Restrictions on computer use where local municipal users are given preference for use of computer equipment.

Users residing in an area served by a member library that elects to withdraw from the system may not be restricted from *on-site* use of materials and computers at other member libraries. In addition, these individuals shall continue to have borrowing privileges at the Central Library.

Endorsed by the MCLS Directors' Council, November 7, 2012

Approved by the MCLS Board of Trustees, November 2012

Revision Endorsed by the MCLS Directors' Council, June 7, 2017

Revised and approved by the MCLS Board of Trustees, June 19, 2017

Revision Endorsed by the MCLS Director's Council, July 8, 2026

Revised and approved by the MCLS Board of Trustees, August 17, 2026

MCLS Direct Access Plan of Service 2027–2031

Member Library Board Fact Sheet

What is the Direct Access Plan?

The MCLS Direct Access Plan of Service is a required agreement between the Monroe County Library System (MCLS) and the New York State Education Department's Division of Library Development. It establishes the principle that Monroe County residents may use any MCLS member library, regardless of where in the county they live.

MCLS includes 20 independently chartered member libraries operating 32 library buildings and serving approximately 750,000 Monroe County residents.

What does "Direct Access" mean?

Direct Access = One county, one shared network of library access.

A Monroe County resident with an MCLS library card may freely access the materials, services, and programs of all MCLS member libraries, either in person or remotely.

Member libraries are therefore expected to provide borrowing privileges to residents served by other MCLS libraries.

In practical terms:

A resident of Library A can:

- Visit Library B
- Borrow materials from Library B
- Use eligible services and resources at Library B
- Participate in programs at Library B
- Request materials from libraries throughout MCLS

Direct access greatly expands the resources available to every Monroe County resident while allowing the 20 independently governed libraries to share their collections and services.

Can our library still prioritize our own residents?

Yes.

The plan recognizes that individual libraries are funded primarily by their local communities. Libraries may give their own residents preference for certain resources purchased with local funds, including:

- Programs — local residents may receive registration preference.
- Computers and digital resources — local residents may receive preference.
- New materials — locally purchased items designated NEW in the shared catalog do not have to be sent to other libraries through delivery while they retain that status.

However, any MCLS cardholder who physically visits the owning library may still use or borrow those new materials.

What if people from outside our service area are using too many of our resources?

The plan provides a formal protection for member libraries experiencing a "serious inequity or hardship."

A library and its Board may make a claim when outside use reaches any of these thresholds, calculated using a three-year average:

Outside Use	Threshold
Residents from multiple areas outside the library's service area	51%+ of total circulation
Residents from one particular outside service area	40%+ of total circulation
Residents from areas not served by any library	5%+ of total circulation

If a threshold is reached and local service is being negatively affected, the member library Board may submit a written complaint to the MCLS Board. MCLS must investigate the complaint within 30 days and work with the member library toward a resolution.

What restrictions could be permitted?

If a serious inequity or hardship is verified, restrictions may include:

- Limiting borrowing of locally funded materials or equipment less than one year old
- Giving local residents preference for locally funded programs
- Giving local residents preference for computer use

This provides a safeguard so that participation in countywide access does not unreasonably diminish services available to the residents who directly support a member library.

What about Monroe County residents who don't live in a library service area?

Approximately 7,000 Monroe County residents live in technically "unserved" areas—small strips of land in the Town of Perinton that are not within the chartered service area of an MCLS member library.

These residents retain full borrowing privileges at all MCLS libraries.

There are no areas of Monroe County classified as underserved under the plan.

What about people who live outside Monroe County?

People who live outside Monroe County and do not own property within the county may purchase an annual MCLS borrower card, which provides full MCLS privileges.

Individual member libraries may also choose to issue free restricted cards to out-of-county residents. These cards provide access to that individual member library but do not provide unrestricted borrowing throughout MCLS.

Residential students attending educational institutions in Monroe County and people who own property in Monroe County are eligible for MCLS cards without paying the out-of-county fee.

What is our Board being asked to approve?

By approving the 2027–2031 Direct Access Plan, the Board affirms the library's continued participation in the MCLS principle of countywide access:

Monroe County residents should be able to benefit from the collective resources of all MCLS member libraries, regardless of municipal boundaries.

At the same time, the plan protects the interests of individual member libraries and their local taxpayers by allowing reasonable preferences for locally funded resources and establishing a formal process for addressing excessive outside use.

The Bottom Line

Direct Access provides:

- **More access for residents**
Every Monroe County resident benefits from the collections, resources, programs, and expertise available across the MCLS network.
- **Protection for local investment**
Libraries retain the ability to prioritize certain locally funded programs, technology, and new materials for their own residents.
- **A remedy for excessive use**
Clear thresholds and a formal review process protect libraries if outside use begins to negatively affect local service.
- **A stronger countywide library system**
Twenty independently governed libraries can collectively provide residents with far more than any single library could provide on its own.

Recommended Board Action

A motion to approve the Monroe County Library System Direct Access Plan of Service for 2027–2031 and authorize the MCLS Director to submit the plan to the New York State Library Division of Library Development.

The revised plan was endorsed by the MCLS Directors' Council on July 8, 2026, and approved by the MCLS Board of Trustees on August 17, 2026.

Full Plan: [MCLS Direct Access Plan of Service 2027–2031](#)