



FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTES DECEMBER 12, 2023 6:00PM

ATTENDING

Edye Benson, Judi Gallop, Mary Ellen Jung, Becky Klope, Louise McColgin, Leslye Milos, Evelyn Neale, Amy Sonder, Jennifer Soucy, Claudia Thornton, Elissa Valente, Mary Van Ullen.

LIBRARY REPORT

Evelyn thanked the Friends for their support over the years and introduced Elissa Valente, the new Library Director. Evelyn reported that the budget is coming together. She anticipated that Friends could be asked to help funding a signage project in 2024. The library will be purchasing some foreign language materials with library funds and with funds requested from the Friends (see request below).

TREASURER'S REPORT

Leslye presented the Treasurer's Report.

			2023 Budget	November	2023 Actual	Percentage
I. Income						
Membership			\$3,000.00	\$343.97	\$6,575.95	219.20%
Donations			\$500.00	\$725.63	\$2,760.35	552.07%
Amazon Smile			\$50.00		\$24.92	49.84%
Annual Appeal			\$5,000.00		\$8,505.35	170.11%
Hoffmans			\$200.00		\$235.50	117.75%
Hearts fundraiser			\$1,000.00		\$1,094.93	109.49%
Book Nook			\$8,000.00		\$8,723.05	109.04%
Annual Book sale			\$5,000.00		\$13,008.40	260.17%
Thrift books			\$1,000.00	\$58.34	\$843.08	84.31%
Ebay sales			\$5,000.00	\$1,061.34	\$7,258.25	145.17%
C.A.L.			\$150.00		\$145.00	96.67%

Cards/Bookmarks						
Misc income/sales/credits, reimburse			\$200.00		\$110.00	55.00%
Returns/Reimbursements			\$50.00	\$31.76	\$40.61	81.22%
Interest/Divident Income			\$500.00	\$67.29	\$767.56	153.51%
Total Income			\$29,650.00	\$2,288.33	\$50,092.95	
Grants	Sensory Space		\$5,000.00		\$5,000.00	100.00%
	Miller grant for YS program		\$250.00		\$250.00	100.00%
Total Grants Received			\$5,250.00		\$5,250.00	100.00%
EXPENSES						
II. Book Sale Expenses						
Book Nook Supplies			\$500.00		\$93.21	18.64%
Annual Booksale supplies			\$200.00		\$44.53	22.27%
Total BS expenses			\$700.00		\$137.74	19.68%
III. Library Requests						
Passbooks/collection request			\$3,000.00		\$1,897.71	63.26%
Visa GCs for programs			\$2,000.00		\$2,000.00	100.00%
Prizes - Summer Reading Program			\$1,000.00		\$1,000.00	100.00%
Museum passes & Annual Fee FASNY			\$2,000.00		\$2,430.00	121.50%
You Tube			\$200.00	\$16.99	\$170.89	85.45%
Bike repair station			\$1,788.00		\$2,063.25	115.39%
Water			\$3,000.00	\$440.64	\$3,050.39	101.68%
Mystery Book Club			\$500.00		\$50.01	10.00%
Misc			\$3,000.00		\$350.00	11.67%
	Cornel Garden Program x2	\$100.00			\$100.00	100.00%
	Library Garden shrubs	\$250.00			\$250.00	100.00%
	SRC kickoff	\$4,000.00			\$3,000.00	75.00%

Total Library Requests			\$16,488.00	\$457.63	\$16,362.25	99.24%
Grants						
	Sensory Space		\$5,000.00			
	Miller grant for YS space		\$250.00			
III Marketing and Mailing expenses						
Non-Profit postage certificate			\$250.00		\$275.00	110.00%
Postage			\$500.00	\$103.11	\$418.62	83.72%
Mailing supplies			\$500.00	\$441.51	\$651.53	130.31%
FB boost			\$250.00		\$33.29	13.32%
Total marketing and mailing			\$1,500.00	\$544.62	\$1,378.44	91.90%
IV Misc. Expenses						
Banking			\$100.00			
LYL			\$100.00		\$11.35	11.35%
Visa Gift Card Fees			\$50.00		\$41.70	83.40%
Volunteer expense			\$500.00		\$135.84	27.17%
Other Staff Expense			\$500.00	\$90.00	\$122.22	24.44%
			\$1,250.00	\$90.00	\$311.11	24.89%
YS Entrance			\$15,000.00		\$9,978.75	66.53%
Accounts						
Checking					\$70,262.14	
Savings					\$1,139.40	
Capital Accounts 5 CD's					\$52,831.54	
TOTAL					\$124,233.08	

November Income	\$2,288.33					
November Expenses	\$1,092.25					

We will vote on the 2024 budget at our meeting next month. Friends wish to thank Emily Berberich for her work making origami craft items for sale.

REQUESTS

There was one funding request.

Name: Jessica Kaercher Amount: \$667.32

What is the funding for?

Practice Conversational English began in May, 2023 to help people in our community gain confidence speaking English. There are 7-10 adult volunteers and 9-15 adult students every week. Overall, we've reached over 50 students. The students have a wide range of abilities, from not understanding any English, to only having a few words, to understanding but not speaking, to being longtime American citizens but not speaking English at home and work and still having a very heavy accent. With the sudden increase of asylum seekers and immigrants in Colonie we know there is a great need for these people to become part of society and have opportunities to learn English. So far, the vast majority of students are residents of the community and not from this population.

Over the last few months, we've found opportunities where we could use more ELL picture dictionaries, student-centered guides, games and flashcards. We would also benefit from having more formal lesson materials and worksheets, which will be found in the subscription to Ellii. By speaking with other English speaking teachers in similar programs, and with volunteers within our program, I've compiled this list of supplies that would be very beneficial to us and the students. This program will continue indefinitely.

With the funds, I would purchase 17 books, 3 games, 3 sets of flashcards, storage bins, and a one-year subscription to ellii.com.

The volunteers helping with this program are from the Friends of the Library, the Library Board, RISSE, and patrons of the library. Students have moved on to attend college at HVCC, work towards their GED, been referred to Literacy Volunteers and RISSE for additional learning.

Category: Adult Programming

Date funding is required: Jan 2024

Louise moved to approve the request. Edye seconded it. The Friends approved.

WEBSITE, FACEBOOK, PUBLICITY, ETC.

Mary reported that the website has been updated with Jessica's help. A newsletter went out with the appeal letters.

LOVE YOUR LIBRARY FUNDRAISER

We will sell paper hearts and handcrafted flowers from Jan. 31st-Feb. 14th and sign ups are open to volunteer.

END OF YEAR APPEAL

The letters have been sent out.

COMMENTS/QUESTIONS

Becky noted that we have been looking at aprons for volunteers to wear at the Nook and book sale. These would be worn in lieu of tags as they are more noticeable to shoppers and would be worn for the duration of the shift. Edye will look at pricing. This would be more economical and easier to manage than t-shirts because they would all be one size.

Amy is looking into the possibility of having some Friends of the Library sponsored trips next year. Other local libraries have done this. Elissa will check with the town about legal issues and Amy will look into insurance coverage issues.

The meeting was adjourned at 7:40 pm. **The next meeting will be held on Tues. January 9th, in person at the library at 6:00pm.**

Meeting Minutes respectfully submitted by Mary Van Ullen, Secretary.