



FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTES FEBRUARY 13, 2024 6:00PM

ATTENDING

Dave Ferrill, Judi Gallop, Mary Ellen Jung, Becky Klope, Karen Langell, Louise McColgin, Leslye Milos, Sharon Parkis, Amy Sonder, Jennifer Soucy, Elissa Valente, Mary Van Ullen.

LIBRARY REPORT

Elissa reported that the WiFi will be fixed very soon, with upgraded security. The annual report has been completed. Use statistics are up significantly in major categories including visits, checkouts, reference transactions, website visits, program participation, etc., exceeding pre-COVID levels. The alarm system is working again.

The library is planning for February break week, with various candy themed activities in honor of the Willie Wonka movie. March 16th will be a Mini Glow Golf event, along with an opportunity to meet the director. The Repair Cafe will be held in the spring and the library is looking for people who have skills they wish to share with the community by serving as coaches. Interested people can apply on the website.

Elissa confirmed that we would be covered by the town's liability insurance for any Friends events taking place at town facilities.

TREASURER'S REPORT

Leslye presented the Treasurer's Report.

		January 2024	2024 Actual	2024 Budget	Percentage	2023 Actual
I. INCOME						
Annual Appeal		\$1,185.93	\$1,185.93	\$5,000.00	23.72%	\$10,914.35
Annual Book sale			\$0.00	\$8,000.00	0.00%	\$13,008.40
Book Nook			\$0.00	\$8,000.00	0.00%	\$8,723.05
C.A.L. Cards/Bookmarks			\$0.00	\$100.00	0.00%	\$145.00

Donations		\$200.00	\$200.00	\$1,000.00	20.00%	\$3,120.35
Ebay sales		\$255.58	\$255.58	\$5,000.00	5.11%	\$7,722.99
Hearts fundraiser LYL		\$18.96	\$18.96	\$1,000.00	1.90%	\$1,094.93
Hoffmans			\$0.00	\$200.00	0.00%	\$357.50
Interest/Divident Income		\$15.57	\$15.57	\$500.00	3.11%	\$1,140.97
Membership		\$52.49	\$52.49	\$5,000.00	1.05%	\$6,805.94
Misc income/sales			\$0.00	\$100.00	0.00%	\$110.00
Thrift books			\$0.00	\$500.00	0.00%	\$1,313.63
Total Income		\$1,728.53	\$1,728.53	\$34,400.00	5.02%	\$54,457.11
EXPENSES						
II. Book Sale Expenses						
Annual Booksale supplies			\$0.00	\$200.00	0.00%	\$44.53
Book Nook Supplies			\$0.00	\$500.00	0.00%	\$93.21
Total BS expenses			\$0.00	\$700.00	0.00%	\$137.74
III. Library Requests						
Collection project			\$0.00	\$5,000.00	0.00%	\$1,897.71
ESL supplies		\$482.00	\$482.00	\$1,000.00	48.20%	
Garden			\$0.00	\$250.00	0.00%	\$250.00
Lights outside (back) Stedman Room door			\$0.00	\$2,500.00	0.00%	
Misc			\$0.00	\$500.00	0.00%	\$350.00
Museum passes & Annual Fee FASNY			\$0.00	\$2,500.00	0.00%	\$2,430.00
Mystery Book Club			\$0.00	\$300.00	0.00%	\$50.01
Non-fiction signage			\$0.00	\$1,000.00	0.00%	
Prizes - Summer Reading Program			\$0.00	\$2,000.00	0.00%	\$1,000.00
Programs (Visa GCs)			\$0.00	\$2,000.00	0.00%	\$2,000.00
Service desk signage			\$0.00	\$5,000.00	0.00%	
Summer Reading Kickoff			\$0.00	\$4,000.00	0.00%	\$3,000.00
Trunk or Treat			\$0.00	\$500.00	0.00%	
Water - Crystal Rock		\$335.25	\$335.25	\$3,500.00	9.58%	\$2,406.91
YS book display piece		\$3,305.25	\$3,305.25	\$2,500.00	132.21%	

Total Library Requests		\$4,122.50	\$4,122.50	\$32,550.00	12.67%	\$13,384.63
III. Marketing and Mailing Expenses						
Advertisement			\$0.00	\$1,500.00	0.00%	
Facebook boost			\$0.00	\$150.00	0.00%	\$33.29
Mailing supplies			\$0.00	\$500.00	0.00%	\$210.02
Non-Profit postage certificate		\$320.00	\$320.00	\$300.00	106.67%	\$275.00
Postage		\$75.32	\$75.32	\$600.00	12.55%	\$306.17
Total Marketing and Mailing Expenses		\$395.32	\$395.32	\$3,050.00	12.96%	\$824.48
IV. Misc. Expenses						
Banking			\$0.00	\$100.00		\$0.00
Love Your Library			\$0.00	\$50.00		\$11.35
Other Staff Expense			\$0.00	\$500.00		\$122.22
Visa Gift Card Fees			\$0.00	\$50.00		\$41.70
Volunteer expense			\$0.00	\$500.00		\$135.84
Total Misc. Expenses			\$0.00	\$1,200.00		\$311.11
TOTAL ALL EXPENSES		\$4,517.82	\$4,517.82	\$37,500.00		
Accounts						
Checking		\$73,945.79		\$76,800.65		
Savings		\$1,139.70		\$1,139.55		
Capital Projects Improvements Accounts 5 CD's		\$53,220.22		\$53,204.80		
Total Accounts		\$128,305.71		\$131,145.00		
Encumber for storage shed				\$20,000.00		-
Grants						
Sensory Space	\$5,000.00					
Miller grant for YS program	\$250.00					
Grants				\$5,250.00		\$5,250.00

Dave and Queen met with Leslye to perform the annual audit. Dave noted that the books were in excellent shape. We have a large balance, but we also have a substantial sum earmarked for projects for this year. Leslye will need to file with the IRS differently this year because of the increased income.

REQUESTS

There was one funding request. Elissa circulated an illustration of the item being requested.

Name: Elissa Valente Amount: \$4,000

What is the funding for?

Summer Reading Kick-Off on June 25th. The programming team is asking for a grant to sponsor the Summer Reading Kick-Off event for all ages on Tuesday, June 25th from 4-7pm. The grant will be used for a bounce house, carnival games, balloon twisters, face painters, a dj, and a petting zoo. Friends are invited to join with the library staff.

Category: Library Wide Event

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

Name: Elissa Valente Amount: \$734

What is the funding for?

Karrie McLellan and Jessica Kaercher have been working on an audit of our signage and finding a solution to better communicate with patrons. Currently, many of our signs are scotch taped to doors or shelves. Often, they are brochure holders that do not accommodate the size. This grant request is to help the library maintain a level of professionalism that matches our new space and provides clearer directionality. A spreadsheet of items requested was circulated.

Category: Infrastructure Date Funding is required: 3/2024

Louise moved to approve the request. Mary seconded it. Friends approved the request.

WEBSITE, FACEBOOK, PUBLICITY, ETC.

Becky suggested that the newsletters should feature individuals who volunteer with the Friends. Mary will contact library staff to ask for a write up about the memory kids purchased by the Friends.

LOVE YOUR LIBRARY FUNDRAISER

The fundraiser was a huge success and we raised over \$1500! Many thanks to all who crafted flowers, manned the table and made this a success. Special thanks to Jenn for all her efforts in helping out.

END OF YEAR APPEAL

Thank you letters were sent out.

HANNAFORD “Bloomin’ 4 Good Program”

We will receive \$1 for each specially marked “Bloomin’ 4 Good” flowers purchased in March.

EARTH DAY-REPAIR CAFE

This event will be held at the library on April 20, 12-4pm and the Friends will give out free books. We will need volunteers to help.

BOOK NOOK

Elissa asked about the possibility of expanding the space used for the Book Nook at the Crossings, but the space is already utilized.

We had previously discussed purchasing aprons for volunteers to wear during shifts at the Book Nook and Book Sale. We are going to order 12 plain aprons for \$30 and purchase vinyl for fabricating the Friends logo for the aprons for an additional \$17 dollars.

FALL BOOK SALE

Tentative dates for the sale are having the \$5 entry presale on September 19 and running the sale through the 23rd.

COMMENTS/QUESTIONS

Amy will write something up to solicit ideas for bus trips sponsored by the Friends.

The meeting was adjourned at 7:14 pm. **The next meeting will be held on Tues.**

March 12th, in person at the library at 6:00pm.

Meeting Minutes respectfully submitted by Mary Van Ullen, Secretary.