



FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTES JANUARY 9, 2024 6:00PM

ATTENDING

Tori Behrmann, Emily Berberich, Dave Ferrill, Becky Klope, Louise McColgin, Leslye Milos, Cathy Molloy, Amy Sonder, Jennifer Soucy, Elissa Valente, Mary Van Ullen.

LIBRARY REPORT

Elissa reported that the library started accepting book donations again. She is getting settled into her new role. Some changes have been made to library policies concerning interlibrary loan and requests to purchase books. These services will be restricted to town residents only. Hoopla is now active. Hoopla allows patrons immediate access to content, with no waitlists. The pricing model for Hoopla is not a subscription, like most online databases, but rather pay-per-view. This makes managing the cost of the service much more unpredictable for the library. Elissa's prior position is posted.

TREASURER'S REPORT

Leslye presented the Treasurer's Report.

			2023 Budget	December	2023 Actual	Percentage
I. Income						
Membership			\$3,000.00	\$229.99	\$6,805.94	226.86%
Donations			\$500.00	\$360.00	\$3,120.35	624.07%
Amazon Smile			\$50.00		\$24.92	49.84%
Annual Appeal			\$5,000.00	\$5,111.33	\$10,914.35	218.29%
Hoffmans			\$200.00	\$122.00	\$357.50	178.75%
Hearts fundraiser			\$1,000.00		\$1,094.93	109.49%
Holiday Craft Sale				\$242.00	\$242.00	
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	\$470.55	\$1,313.63	131.36%

Ebay sales			\$5,000.00	\$464.74	\$7,722.99	154.46%
C.A.L. Cards/Bookmarks			\$150.00		\$145.00	96.67%
Misc income/sales			\$200.00		\$110.00	55.00%
Interest/Divident Income			\$500.00	\$373.41	\$1,140.97	228.19%
Total Income			\$29,600.00	\$7,374.02	\$54,724.03	
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		\$136.91	68.46%
Bike repair station			\$1,788.00		\$2,063.25	115.39%
Water Crystal Rock			\$3,000.00	\$215.33	\$2,406.91	80.23%
Mystery Book Club			\$500.00	\$48.00	\$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	\$263.33	\$15,684.79	95.13%
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	\$4.67	\$306.17	61.23%
Mailing supplies			\$500.00		\$210.02	42.00%
FB boost			\$250.00		\$33.29	13.32%
Total marketing and mailing			\$1,500.00	\$4.67	\$824.48	54.97%
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	\$35.99	\$122.22	24.44%
Total Misc. Expenses			\$1,250.00	\$35.99	\$311.11	24.89%
YS Entrance			\$15,000.00		\$15,275.00	101.83%
Accounts						
Checking					\$76,800.65	
Savings					\$1,139.55	
Capital Accounts 5 CD's					\$53,204.80	

TOTAL					\$131,145.00	
December Income					\$7,374.02	
December Expenses					\$303.99	

It's time for the annual self-audit of the financials. Queen and Dave will meet with Leslye for the audit.

Becky gave an overview of the proposed 2024 Friends of the Library budget:

	<u>2024 Friends of the Library Budget</u>				
			2023 Budget	2023 Actual	2024 Budget
I. INCOME					
Annual Appeal			\$5,000.00	\$10,914.35	\$5,000.00
Annual Book sale			\$5,000.00	\$13,008.40	\$8,000.00
Book Nook			\$8,000.00	\$8,723.05	\$8,000.00
C.A.L. Cards/Bookmarks			\$150.00	\$145.00	\$100.00
Donations			\$500.00	\$3,120.35	\$1,000.00
Ebay sales			\$5,000.00	\$7,722.99	\$5,000.00
Hearts fundraiser			\$1,000.00	\$1,094.93	\$1,000.00
Hoffmans			\$200.00	\$357.50	\$200.00
Interest/Divident Income			\$500.00	\$1,140.97	\$500.00
Membership			\$3,000.00	\$6,805.94	\$5,000.00
Misc income/sales			\$200.00	\$110.00	\$100.00
Thrift books			\$1,000.00	\$1,313.63	\$500.00
Total Income			\$29,550.00	\$54,457.11	\$34,400.00

Grants	Sensory Space		\$5,000.00		\$5,000.00
	Miller grant for YS program		\$250.00		\$250.00
Total Grants Received			\$5,250.00		\$5,250.00
EXPENSES					
II. Book Sale Expenses					
Annual Booksale supplies			\$200.00	\$44.53	\$200.00
Book Nook Supplies			\$500.00	\$93.21	\$500.00
Total BS expenses			\$700.00	\$137.74	\$700.00
III. Library Requests					
Collection project			\$3,000.00	\$1,897.71	\$5,000.00
ESL supplies					\$1,000.00
Garden			\$250.00	\$250.00	\$250.00
Lights outside (back) Stedman Room door					\$2,500.00
Misc			\$3,000.00	\$350.00	\$500.00
Museum passes & Annual Fee FASNY			\$2,000.00	\$2,430.00	\$2,500.00
Mystery Book Club			\$500.00	\$50.01	\$300.00
Non-fiction signage					\$1,000.00
Prizes - Summer Reading Program			\$1,000.00	\$1,000.00	\$2,000.00
Programs (Visa GCs)			\$2,000.00	\$2,000.00	\$2,000.00
Service desk signage					\$5,000.00
Summer Reading Kickoff			\$4,000.00	\$3,000.00	\$4,000.00
Trunk or Treat					\$500.00
Water - Crystal Rock			\$3,000.00	\$2,406.91	\$3,500.00
YS book display piece					\$2,500.00

Total Library Requests			\$18,750.00	\$13,384.63	\$32,550.00
Grants					
	Sensory Space		\$5,000.00		
	Miller grant for YS space		\$250.00		
III. Marketing and Mailing Expenses					
Advertisement					\$1,500.00
Facebook boost			\$250.00	\$33.29	\$150.00
Mailing supplies			\$500.00	\$210.02	\$500.00
Non-Profit postage certificate			\$250.00	\$275.00	\$300.00
Postage			\$500.00	\$306.17	\$600.00
Total Marketing and Mailing Expenses			\$1,500.00	\$824.48	\$3,050.00
IV. Misc. Expenses					
Banking			\$100.00	\$0.00	\$100.00
Love Your Library			\$100.00	\$11.35	\$50.00
Other Staff Expense			\$500.00	\$122.22	\$500.00
Visa Gift Card Fees			\$50.00	\$41.70	\$50.00
Volunteer expense			\$500.00	\$135.84	\$500.00
Total Misc. Expenses			\$1,250.00	\$311.11	\$1,200.00
TOTAL ALL EXPENSES					\$37,500.00
Accounts					
Checking					
Savings					

Capital Projects Improvements Accounts 5 CD's					
	Encumber for storage shed				\$20,000.00
TOTAL					

Becky noted that the timing of the annual appeal means that funds will come in during both the 2023 and 2024 fiscal years. We were conservative with the proposed budget. Elissa noted that we may not need to expend funds for lighting because the library has found a solution that seems to be working using solar lights.

Dave moved to approve the 2024 proposed budget. Cathy seconded the motion. Friends voted to approve.

REQUESTS

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

Name: Elissa Valente Amount: \$3305.25

What is the funding for?

YS Display shelving unit. The YS department has been waiting for the signage install in order to choose and purchase a display piece. They have been using a table that can be repurposed for seating as planned. The piece will provide a spot for targeting new titles, holidays, trends, etc.

Category: Youth Services Date funding is required: Jan 2024

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

WEBSITE, FACEBOOK, PUBLICITY, ETC.

Nothing to report.

LOVE YOUR LIBRARY FUNDRAISER

We will sell paper hearts and handcrafted flowers from Jan. 29th-Feb. 14th and sign ups are open to volunteer. We may ask teens to volunteer.

BOOK WRAPPING-BLIND DATE WITH A BOOK

Volunteers are needed to help wrap books January 31st from 12-4pm.

END OF YEAR APPEAL

Donations have been received and thank you letters will go out soon. Several friends volunteered to help with the letters.

COMMENTS/QUESTIONS

Elissa needs to check with the town about possible insurance issues if we were to sponsor off-site trips.

Elissa noted that UHLS Advocacy Day for libraries is February 7th, if anyone is interested in participating.

Becky looked into purchasing aprons for volunteers to wear during shifts as has been previously discussed. They are very expensive to purchase in small volumes. We may be able to make our own by buying plain aprons. Tori may be able to design a logo and Jenn may be able to help using a Cricut to fabricate the aprons.

The meeting was adjourned at 7:12 pm. **The next meeting will be held on Tues. February 13th, in person at the library at 6:00pm.**

Meeting Minutes respectfully submitted by Mary Van Ullen, Secretary.