



FRIENDS OF THE W.K. SANFORD COLONIE TOWN LIBRARY MEETING MINUTES MAY 14, 2024 6:00PM

ATTENDING

Edye Benson, Susan Gorman, Bonnie Hetfield, Nicole Hoffman, Mary Ellen Jung, Becky Klope, Queen Lewis, Louise McColgin, Leslye Milos, Amy Sonder, Jennifer Soucy, Claudia Thornton, Elissa Valente, Mary Van Ullen.

LIBRARY REPORT

WK Sanford Colonie library was again voted the best library in 2024 in the Times Union poll! This is the 9th year in a row. The library's Practice Conversational English for Adult Learners program won the 2023 Adult program award from the Upper Hudson Library System. The new WiFi system has been installed and is being adjusted. A new events calendar platform with improved filtering capabilities is being introduced and Elissa gave a brief demo.

TREASURER'S REPORT

Leslye presented the Treasurer's Report.

		\$45,383.00	2024 Actual	2024 Budget	Percentage	2023 Actual
I. INCOME						
Annual Appeal		\$135.00	\$2,075.93	\$5,000.00	41.52%	\$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			\$175.00	\$100.00	175.00%	\$145.00
Donations		\$52.80	\$594.22	\$1,000.00	59.42%	\$3,120.35
Ebay sales		\$409.42	\$1,662.70	\$5,000.00	33.25%	\$7,722.99
Hearts fundraiser			\$1,799.73	\$1,000.00	179.97%	\$1,094.93

Hoffmans		\$80.00	\$158.00	\$200.00	79.00%	\$357.50
Interest/Divident Income		\$0.14	\$577.79	\$500.00	115.56%	\$1,140.97
Membership		\$25.00	\$194.83	\$5,000.00	3.90%	\$6,805.94
Misc income/sales			\$0.00	\$100.00	0.00%	\$110.00
Thrift books		\$41.22	\$328.37	\$500.00	65.67%	\$1,313.63
Total Income		\$743.58	\$7,566.57	\$34,400.00	22.00%	\$54,457.11
EXPENSES						
II. Book Sale Expenses						
Annual Booksale supplies			\$0.00	\$200.00	0.00%	\$44.53
Book Nook Supplies		\$237.99	\$237.99	\$500.00	47.60%	\$93.21
Total BS expenses		\$237.99	\$237.99	\$700.00	34.00%	\$137.74
III. Library Requests						
Collection project			\$0.00	\$5,000.00	0.00%	\$1,897.71
ESL supplies			\$712.95	\$1,000.00	71.30%	
Garden			\$60.00	\$250.00	24.00%	\$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			\$2,500.00	\$2,500.00	100.00%	\$2,430.00
Mystery Book Club			\$16.17	\$300.00	5.39%	\$50.01
Non-fiction signage			\$760.77	\$1,000.00	76.08%	
Prizes - Summer Reading Program			\$0.00	\$2,000.00	0.00%	\$1,000.00
Programs (Visa GCs)			\$500.00	\$2,000.00	25.00%	\$2,000.00
Service desk signage			\$0.00	\$5,000.00	0.00%	
Summer Reading Kickoff			\$4,000.00	\$4,000.00	100.00%	\$3,000.00
Trunk or Treat			\$0.00	\$500.00	0.00%	
Water - Crystal Rock		\$339.24	\$1,127.62	\$3,500.00	32.22%	\$2,406.91
YS book display piece			\$3,305.25	\$2,500.00	132.21%	
Total Library Requests		\$339.24	\$12,982.76	\$32,550.00	39.89%	\$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		\$32.79	\$56.54	\$500.00	11.31%	\$210.02
Non-Profit postage certificate			\$320.00	\$300.00	106.67%	\$275.00
Postage		\$103.11	\$178.43	\$600.00	29.74%	\$306.17
Total Marketing and Mailing Expenses		\$135.90	\$554.97	\$3,050.00	18.20%	\$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			\$6.95	\$50.00		\$41.70
Volunteer expense			\$0.00	\$500.00		\$135.84
Total Misc. Expenses			\$6.95	\$1,200.00		\$311.11
TOTAL ALL EXPENSES		\$713.13	\$13,782.67	\$37,500.00		
Accounts						
Checking		\$70,005.26		\$76,800.65		
Savings		\$1,140.13		\$1,139.55		
Capital Projects Improvements Accounts 5 CD's		\$53,782.21		\$53,204.80		
Total Accounts		\$124,927.60		\$131,145.00		
Encumber for storage shed				\$20,000.00		-
Grants						
Sensory Space	\$5,000.00					
Miller grant for YS program	\$250.00					
Grants Total	\$5,250.00			\$5,250.00		\$5,250.00

REQUESTS

1. Name: Karrie McLellan Funding Amount:\$340

What is the funding for? Upgrading and replacing signage

This funding requests includes three types of items. Our standing sign holders are battered and ready to be replaced. The sign indicating where the line at circulation starts is often abused by those standing in line and we would like to replace it with a floor decal sign. Finally, we would like to purchase more letters and punctuation for the outdoor signs to give more flexibility in messaging.

Category: Infrastructure Date funding is requested for: ASAP

Friends approved the request

2. Name: Jennifer Soucy Funding Amount:\$500

What is the funding for? Request or funding for supplies for library programs. This has already been approved in the budget.

Category: Programming Date funding is requested for: ASAP

This has prior approval

3.Name: Jennifer Soucy Funding Amount:\$1,000

What is the funding for? Prizes for summer reading program, for all ages.

Category: Summer reading Date funding is requested for: ASAP

Friends approved the request

4. Name: Jennifer Soucy Funding Amount:\$1,000

What is the funding for? Visa gift card to purchase prizes and gift cards at local businesses. T

Category: Summer reading Date funding is requested for: ASAP

This has prior approval

5. Name:Elissa Valente Funding Amount:\$1,500

What is the funding for? Capital Region Leadership Development Program. I am requesting matching funding with theTown to participate in the Capital Region Chamer's Leadership Development Program. This program will provide and opportunity for me to not only develop my leadership skills, but also to make essential connections with other leaders in our community to help the library continue to prosper and grow. I have emailed the brochure about the program to Becky

Category: Training Date funding is requested for: 8/1/2024

Amy noted that this program offers some scholarships. Friends asked Elissa to apply

for a scholarship and to write up a statement of how the program will help her professionally and benefit the library.

Friends approved funding up to \$1,500, with the understanding that this amount will be reduced if she is awarded a scholarship.

Website, Facebook, Publicity, Newsletter

No report

April 20th, 12-4pm: EARTH DAY-REPAIR CAFE and Free Book Giveaway

This event was very successful. Friends gave away a lot of books and seed packets.

MEMBERSHIP RENEWAL

Letters went out and responses are coming in. We discussed options to move some people to electronic communications for thank you notes, etc.

BOOK NOOK

Sales are going very well. We purchased a large feather flag type sign for the Nook and other sales events. Volunteer spots are available.

Friends discussed the possibility of buying a large book sale sign that could be used at the Crossings and for the annual book sale. There was interest in a sign. Jenn will investigate options for the sign. Because the Nook opens fairly soon, Friends wanted to move on getting the sign ordered. Louise moved that we earmark up to \$1,000 for the purchase of two signs. Edye seconded the motion. Jenn will get back to Becky with more information.

SUMMER READING KICKOFF

We will sell books during the event

June 25th, 4-7pm in the library parking lot

3-5 shift includes set-up

5-7:30 shift includes clean-up

We need volunteers for both shifts

COMMENTS/QUESTIONS

Jenn has reserved the Stedman room from Sept. 14-25 for the fall book sale. We discussed possible schedules for set-up, the sale and bag day and clean-up.

Jenn would like to have help wrapping books for the Summer Reading program and will send dates for those who would like to volunteer.

The meeting was adjourned at 7:25 pm. **The next meeting will be held on Tues. June 11th, in person at the library at 6:00pm.**

Meeting Minutes respectfully submitted by Mary Van Ullen, Secretary.