

ANDERSON-LEE LIBRARY
Board of Trustees Meeting
March 18, 2024
7:00 P.M.

- I. Call to Order
- II. Attendance
- III. Annis, Barber, Bowers, Cole, Falcone, Fiebelkorn, Morabito, O'Connell & Woolley
Excused- Bowers, Falcone
- IV. Secretary's Report-
- V. Treasurer's Report-
- VI. Librarian's Report-
- VII. Old Business
 - A. 2 hrs continuing education
 - B. Audit Committee report
 - C.
 - D.
 - E.
- VIII. New Business
 - A. Sales Tax
 - B.
 - C.
 - D.
 - E.
 - F.
 - G.
 - H.
- VIII. Adjournment

Next Meeting: Monday, April 17, 2023 at 7 pm

Anderson-Lee Library
Board of Trustees Meeting
February 26, 2024

Call to Order: 7:11 PM

Attendance: M. Morabito, G. Cole, M. Bowers, R. Falcone, M. Woolley, T. Annis , B. O'Connell

Excused: Fr. Dan Fiebelkorn, G. Barber

Secretary's Report: G. Cole presented the Secretary's Report.
Motion made by R. Falcone to accept the report. Seconded by B. O'Connell. Motion carried.

Treasurer's Report: M. Morabito delivered the Treasurer's Report. We learned that the Annual Report had been completed.
Motion made by M. Bowers to accept the report. Seconded by R. Falcone. Motion carried.

Director's Report:

The library is currently undergoing a data wiring project. Due to a collective purchase deal we are getting a substantial upgrade at a cost of about \$2000.

We are also working with Mike and the Library System to get new hard drives for library computers. We will upgrade 10 new patron machines and 3 staff systems. We are also working with Mike on the upgrade of RAM and hard drives for our laptop computers. For 16 laptops we are estimating a cost of the project to be around \$400. We may possibly qualify for Library System funding on this project.

Tyler is searching for a provider of new bookmarks. It appears that Hae Jude is temporarily closed so we need an alternative source. We have also ordered more solar eclipse glasses due to great demand.

We took out a Yearbook ad for SCCS. The cost is \$95 for a half-page ad. Tyler has requested the payment from SCCS for Pre-K programming. We are awaiting payment at this time.

We learned that Rich Erdle is providing new art pieces for our library. Rich will rotate art works on a regular basis. We also learned that candy bar sales are bringing in about \$300 per month and the book sale is bringing in about \$200 per month!

The library has a number of old, unused items that we need to dispose of. We discussed a dumpster rental .

We learned that Angelica Delgado recently volunteered 12 hours and 45 minutes of her time to assist with library projects. We appreciate her community service.

M. Bowers made a motion to approve the Library Director's report. Seconded by R. Falcone.
Motion Carried

Old Business:

- The Library Resolutions are on hold for one year due to current circumstances in the Forestville and Silver Creek school districts
- Library Trustees must complete 2 hours of professional development each year. Tyler will provide us with web links for training resources.
- The audit committee met and found all records to be in order.

New Business:

- We will send the proposition fund request to SCCS.
- We received a nice appreciation card from Cristine Huff.
- A motion was made by B. O'Connell to authorize Tyler to conduct the technology upgrades. Seconded by M. Bowers. Motion Carried.
- A motion was made by B. O'Connell to authorize Tyler to rent a dumpster. Seconded by G. Cole. Motion Carried.

Adjournment: 7:57 PM

Next Meeting: Monday, March 18, 2024 at 7 pm.

Respectfully Submitted by Gregory Cole



Director's Report

March 2024

NEW INFORMATION

1. Data Wiring Project Going ahead

- a. Our Data Wiring project is good to go. We are scheduled for work to begin this Wednesday. The crew should only take a few days to finish up work and we will have minimal interruption to our regular operation.

2. New Bookmarks Ordered

- a. Hae Jude has reopened and being so, we've ordered new bookmarks. The total for this was ~\$60 and we have 1,000 new bookmarks. This should last us a long while into the future. The bookmarks should be exactly the same as last time. They just came in today and I will get them tomorrow.

3. More solar glasses have arrived

- a. Working with the County and the CCLS, we've gotten ~500 pairs in. Just in time, as demand has only increased and we get questions and calls daily about these glasses. Currently limiting 2 per person and lowering our publicizing efforts as they're going so fast even without any.

4. Solar Eclipse Closing

- a. I wanted to see how everyone felt about closing for the Solar Eclipse. Schools, businesses, CARTS buses, etc are all shutting down for the day. Given the amount of people coming into the area and the warnings and advice from the local government, I think we should join in closing for the day.

5. Computer Upgrades

- a. We were able to get new hard drives in all of our staff computers and the computer lab machines. We also upgraded 2 of our laptops to their maximum extent, which will let us see the difference in power and consider upgrading the rest. All of this was able to be done under budget, for \$326.

6. SCCS Check Requested

- a. I did end up getting in contact with Shannon Matson who let me know they'd like to send one check at the end of the year, for the total sum of UPK sessions we held. This check should come in around the end of May, which we are fast approaching.

7. Even More New Art

- a. We've already gotten some great artwork from Rich Erdle and the non-profit he's hosting it here on behalf of. We've also agreed to swap out our previous collection in the tech room, which will go to the historical society and be replaced with brand new art pieces. All of these new pieces will be regularly updated and exchanged, giving us fresh material every so often.

8. Extermination

- a. Bed bugs were recently sighted in the library. At least two had been seen. Being as they are so invasive, I had exterminators come and examine our space and destroy any possible infestation before it had a chance to become a real problem. Upon examination of our building, no signs of their presence were detected. Our computer lab and our chairs were treated, just in case any that may have been hiding would have been killed. No problems since.

9. Dumpster Was Rented

- a. We were able to rent a dumpster from All Out Disposal, a local waste removal company. They delivered it quickly and I was able to work just as quickly to fill it up. A large amount of unused/outdated or unwanted material was removed and now our library looks much tidier and will allow us much needed room for our book sale storage, record storage or whatever else we might need going forward.

10. Summer Reading Program Scheduling

- a. We have begun working on our Summer Reading program. It will run from the last week in June to the first week of August. Performers are being contacted and booked and we should also be able to have the Last Bite of Summer event again this year.

11. Possible Telescope Program

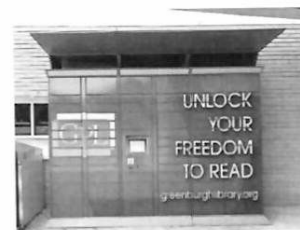
- a. Working with the Martz Observatory, we can hopefully join in their telescope program. We should be able to be included in their upcoming grant, which will fund one or two telescopes that can be checked out from the library. Given all the interest this year in the eclipse, we could have some very in-demand items for our patrons.

12. Library Merchandise

- a. In order to help raise revenue and since our merchandise sales are now part of our library organization as opposed to the Friend's group, I've begun exploring a print on demand service that we can offer various merchandise from. Most services like this allow for free registration and offer design tools. A portion of the sale is split with the provider. We could have a passive online e-store as well as a qr-code based "shop" in the library, all without the need of buying stock and managing inventory.

13. Remote Lockers

- a. Considering ways to expand our services to Forestville, I came across remote outdoor lockers. They're basically an electronic self-serve library, where books that people have ordered can be placed inside and picked up at their convenience. Instead of patrons choosing between our library or Fredonia, it's possible we could place one of these in Forestville and bring materials directly to the town itself, from here. I'm exploring pricing and feasibility at the moment and also considering if one would be a good fit here, for off hours.



Anderson-Lee Library
Balance Sheet
 As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	17,978.31
Total Checking/Savings	17,978.31
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	129,199.12
Total Other Current Assets	129,299.12
Total Current Assets	147,277.43
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
TOTAL ASSETS	257,277.43
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	222,044.81
Net Income	1,554.59
Total Equity	257,277.43
TOTAL LIABILITIES & EQUITY	257,277.43