

Librarian’s Report –June 11, 2024

1. Contract Account Balance: \$8501.20

Checks written since the last board meeting

2481	Sandra Quinlan – Sewer Bill	\$477.00
2482	Return to the System 2023	\$935.52
2483	Fire Safety Systems Alarm Monitoring 2024	\$360.00
2484	Modern Disposal Services	\$67.35
2485	Modern Disposal Services	\$67.35
2486	USPS Stamps	\$68.00
2487	Nickolas Kowalski Lowes – Supplies to Repair Basement Wall	\$42.62
2488	Nickolas Kowalski Lowes - Supplies to Patch Basement Wall	\$31.14
2489	VOID	
2490	Erie County Water Authority	\$69.48
2491	Nickolas Kowalski Lawn Mower Gas	\$19.67
2492	Modern Disposal Services	\$67.35
2493	Parkside Fire and Security – Fire Extinguisher Annual Inspection	\$75.00
2494	Nickolas Kowalski – Paint for Stairwell from Sherwin Williams	\$42.41

2. Additional Financial Information:

- a. 2023 ended with a surplus of \$217.60 in the System Paid budget and \$850.69 in the Payroll Budget so the library completed the year under budget, but without a significant surplus in either category.
- b. The Return to System was \$935.52 for 2023 which is the calculated difference between total incoming revenues and total direct expenditures. A check was written to the BECPL to cover this amount. The Boston Free Library received a County Appropriation of \$8,750.00 to cover anticipated costs in 2024.

3. Correspondences:

- a. Letters were sent from the Friends of the Boston Library to approximately 50 local businesses requesting sponsorship for our Summer Fundraiser.
- b. Association Annual Report Mailing was sent to 254 people on our mailing list. To date we have received \$1,945.00 in memberships.

4. Statistics:

New Library Cards: Since the beginning of March we have had 43 new library card users sign up at Boston.

	February	March	April	May
Library Visits:	1,258 visits	1,478 visits	1,209 visits	1,149 visits
Circulation:	2,912 items	3,344 items	3,758 items	3,204 items
Wi-Fi:	179 log ins	251 log ins	188 log ins	208 log ins
PAC Usage:	69 sessions	68 sessions	76 sessions	79 sessions

5. Programming:

- a. Programs from February through May
 - 16 Preschool Story Times with 233 attendees
 - 60 One-on-One Programs with 152 attendees (includes technology assistance, take and make crafts, therapy dog sessions, and scavenger hunts)
 - 5 Craft Programs with 107 attendees
 - 3 Outreach Programs with 117 attendees (Churchill Child Care and Boston Seniors Meeting)
 - 18 Ukulele Classes with 125 attendees
 - 2 Technology Classes with 17 attendees
 - 12 Misc. Programs with 194 attendees (Book Club, Lego Club, Solar Eclipse Programs, Homeschool Tour, Take Your Child to the Library Day, Kids Yoga, Local Author Presentation)
- b. Upcoming Program Plans

This summer we have a busy schedule with weekly Preschool Story Times, 4 all ages craft programs, Lego Club once a month, and Battle of the Books for teens running through June and August. We received a grant from the Ralph Wilson Foundation that will be cover the cost of 3 kids dance classes, 2 teen martial arts classes (Tai Chi and Kung Fu) and the addition of mini golf to our Summer Fundraiser. We also have the NYS Parks Department presenting an Outdoor Skills program for kids covering camping and hiking safety. For adult programs, we have our weekly ukulele club led by Suzanne and Heidi's bi-monthly adult book club.

6. Summer Fundraiser

- a. Business Sponsorships and Donations
 - i. 5 \$100 business sponsors (Nick Charlaps, Jennifer Warren State Farm, Cappellino Chevrolet, Bank of Holland, Comfort Zone Cafe)
 - ii. \$50 from Rucker Lumber, pizza gift certificates from Bella Pizza, 3 \$25 gift certificates from The Dog Bar, \$50 gift certificate from Boston Hill Nursery, 2 family day passes from the Buffalo Ski Club, basket and \$50 gift certificate for service from Cappellino Chevrolet.
 - iii. Wegmans Online Request was submitted in May.
 - iv. An email request was sent to Tops on 5/28 requesting a gift certificate to cover supplies.
 - v. Legislator Mills will donate 40 pounds of hot dogs again this year.
- b. Basket Raffle
 - i. Donations are currently being accepted and the raffle will run from 7/1-7/25. Please consider donating a basket or a gift card for the raffle and spread the word!
- c. Vendors
 - i. We currently have 19 confirmed vendors. I passed out letters at Windy Acres Nursery's Garden Fest as well as the Springville Art Crawl.

- ii. If you know of anyone you think would be interested, please take a letter and flyer to them. I would like to have approximately 25 confirmed vendors.
 - iii. The Ashford Junction Ice Cream truck is no longer available for our fundraiser. I have did reach out to Nick Charlap, but they are unable to participate. We are tentatively on the schedule for Our Ice Cream Truck out of East Aurora. They sell pre-packaged ice cream and would not require a minimum or a deposit. They also do not need a health permit because of the pre-packaged state of their products.
 - iv. This year we are adding Mini Golf! WE have reserved a 9-hole portable mini golf course through Fun Buffalo Party Rentals. They will bring 40 golf clubs and balls and set up the course. We will need volunteers to monitor it during the event.
- d. Advertising
 - i. Community Calendars, Facebook, Flyers, Roadside Signs, Banner at Town Hall.
 - ii. Additional ideas: Spectrum news, radio ads, article in Springville Journal

7. Policy Updates

- a. Gift and Donor Recognition Policy adopted December 10, 2019 – no suggested changes
- b. Fund Balance and Reserve Policy adopted February 11, 2020 – no suggested changes
- c. Claims Audit adopted April 9, 2019 – no suggested changes
- d. Finances and Donated Funds Accountability adopted April 9, 2019 – no suggested changes
- e. Resolution 2024-02 to accept policy review

8. Annual Report

- a. The Annual Report has been submitted and accepted by New York State. A resolution must be passed by the board asserting that the library operated under its plan of service in accordance with the provisions of the Education law and that the financial information provided to the Buffalo & Erie County Public Library and New York State is true and complete.
- b. Resolution 2024-03 to accept the Annual Report

9. Pavilion Construction

- a. Background

- i. NYS has awarded the library \$29,497 towards this project and the Association is required to match at least 25% of the total project cost (at least \$9, 832).
 - ii. Costs were based on estimates received when the grant was submitted in 2022 and material costs have changed since then.
 - iii. We received funds secured by Assemblyman DiPietro in 2022 when he presented the library with a \$25,000 check
 - b. Review of Estimates Received:
 - i. Chevalier Outdoor Living
 - 1. \$42,945.28
 - 2. Includes detailed site plans and work descriptions
 - 3. Includes site preparation and extensive grading as well as re-seeding the lawn
 - 4. The company also handles permitting with the town including providing the necessary construction drawings and details
 - ii. Fine Line Painting
 - 1. \$39,755.00
 - 2. Includes some electrical by only 4 x 4 posts and minimal site grading
 - iii. Superior Decks
 - 1. \$40,500.00
 - 2. Estimate provides very little detail and no mention of site preparation or grading
 - iv. Country Lane Gazebos
 - 1. 41,509.44
 - 2. Price is for a structure kit only, not the actual construction, concrete or site preparation.

10. Bylaws

- a. It was stated at a recent manager's meeting that any boards that have a range of members stated in their bylaws need to clarify the number of voting positions in order to set the quorum.
- b. A sentence needs to be added to ARTICLE IV Section 1 stating voting positions and how those are determined.

11. Board Member Re-appointments

- a. Suzanne Borowicz – President new term 2024-2029
- b. Matthew Boyle – Vice President new term 2024-2029
- c. Kami Callahan – Trustee new term 2024-2029