

Librarian’s Report –September 10, 2024

1. Contract Account Balance: \$6561.75

Checks written since the last board meeting

2495	Boston Free Library Association – Reimbursement for Phone and Building Supplies	\$95.84
2496	Modern Disposal Services	\$67.35
2497	Nickolas Kowalski – Lawn Mower Gas	\$20.00
2498	Modern Disposal Services	\$74.08
2499	Erie County Water Authority - Water	\$69.48
2500	Modern Disposal Services	\$74.08
2501	Chevalier Outdoor Living 2024-2025 Plow Contract	\$1350.00
2502	Dynamic Electrical Solutions – Lighting Repairs (will be reimbursed \$25.32 for accidental sale tax charge)	\$314.74
2503	Nickolas Kowalski – Mulch from Lowes	\$23.88

2. Additional Financial Information:

- a. As of Pay Period 15, the library is within budget for payroll expenses for 2024.
- b. Heidi Bofinger has moved to another position in the BECPL and we are in the process of hiring a new library assistant. Interviews took place last Thursday and Friday. The new hire is expected to begin October 7<sup>th</sup>.

3. Correspondences:

- a. Thank you letters were sent to all vendors, basket raffle donors, and business sponsors after the Summer Fundraiser.
- b. A letter was sent to the Town of Colden Board yesterday requesting continued financial assistance for 2024. In the past, the board has approved \$1,000 for the library and we anticipate the same this year. The hope is to use this funding towards continued lighting upgrades in the children’s room.

4. Statistics:

**New Library Cards:** Since the beginning of June we have had 47 new library card users sign up at Boston.

	<b>June</b>	<b>July</b>	<b>August</b>
Library Visits:	1,223 visits	1,602 visits	1,498 visits
Circulation:	3,072 items	3,422 items	3,257 items
Wi-Fi:	204 log ins	231 log ins	209 log ins
PAC Usage:	106 sessions	87 sessions	83 sessions

5. Summer Programming:

- a. Programs from June through August
  - 11 Preschool Story Times with 142 attendees
  - 5 Craft Programs with 85 attendees
  - 10 Battle of the Books meetings with 66 attendees
  - 1 Outreach Programs with 45 attendees (Boston Young and Heart)
  - 3 Lego Clubs with 49 attendees

- 5 Ukulele Classes with 32 attendees
- 3 Kids Dance Classes with 33 attendees
- 2 Special Programs with 77 attendees (Outdoor Skills, Bubble Day)
- 1 Summer Jamboree with 330 attendees

6. Summer Fundraiser

- a. The Summer Fundraiser was a great success with an estimated 330 people attending. We had 20 vendors and received \$1050 in business sponsorships for the event. Total proceeds for the event was \$3869.72 compared with \$4,110.18 in 2024. The main difference was a slight drop in the basket raffle proceeds. Mini golf was a huge hit with approximately 137 people participating in the course. The Friends of the Library will be voting later this evening to donate 50% of the proceeds to the Association.

7. Fall Programming

- a. The children's fall programming schedule is underway. We have weekly Preschool Story Times every Thursday at 11:00 AM, once per month Lego Clubs, a special craft program planned each month. I am working on scheduling a sports program to use up our remaining Wilson Sports Grant funding and an educational animal program for the fall.
- b. The adult program schedule is being planned and is anticipated to include Adult Tai Chi classes, a Seed Saving class, Winterizing Your Garden, an adult art class led by Diane Sypniewski, and another workshop led by Odin's Angels on Lost Pets. We are also hoping to resume the Adult Ukulele Class.

8. Book Sale Plans

- a. The Friends of the Boston Library Book Sale is planned for October 12<sup>th</sup> – October 26<sup>th</sup> during library hours. We have lots of donations that will need to be moved, sorted, and set up, so volunteers would be greatly appreciated.
- b. Any advertising ideas?

9. Pavilion Construction Updates

- a. Chevalier Outdoor Living is working on the permitting process with the Town of Boston and we expect construction to begin soon. Once the construction is completed, NYS will issue the final payment and we will be able to officially close the grant.

10. Building Maintenance Updates

- a. Security Monitoring Contract Options
  - i. Our current monitoring and inspections are split between Parkside Fire and Security for fire extinguishers and Fire Safety Systems for smoke detectors and alarm monitoring. Fire Safety Systems has over-billed us the last several years for their inspections. The cost for the extinguisher inspections is increasing this year unless we bundle it with other services.

- ii. If we maintain our current contracts it will be \$746 annually for all services. If we switch to all services through Parkside Fire and Security, it will be \$585 annually.
- b. Carpet Cleaning
  - i. The carpets were last professionally cleaned in 2015 by Coit Carpet Cleaners for \$646.00. Although we have a carpet steamer, it is best for spot cleaning and we've reached a point where another professional cleaning seems necessary.
  - ii. Valley Flooring no longer offers carpet cleaning.
  - iii. VIP Cleaning and Carpet Services in Holland stopped in today and provided an estimate of \$520 to clean the carpets. They use a low moisture method without detergents that is supposed to get the carpets cleaner without leaving behind any residue. He could complete the work on a Wednesday within the next couple of weeks.
- c. Lighting Repairs and Updates
  - i. We had a tombstone in a light upstairs replaced and replaced one of the fixtures in the basement with a new LED fixture. Dynamic Electrical Solutions completed the work on 9/3/2024. If we want to update the other three fixtures in the children's room to LED, it would be approximately \$631.
  - ii. The timer for the front door light is also not currently working. It was fixed on 1/24/2023 by Funke Electric. I have left messages and emails with the company. Dynamic Electrical provided an estimate of \$369.28 to replace the timer with a digital timer.

## 11. Policy for Review in November

- a. The only policy up for review in November is the Disposal of Obsolete or Surplus Property Policy that was adopted in December of 2019. I will send the current policy via email so we can make any suggested changes prior to our November meeting.

## 12. Meeting Schedule

- a. 2024 Schedule
  - i. February 11 – Policy Updates
  - ii. June 10 – Annual Meeting for Consistent Trustee Terms
  - iii. Floating Meeting in June, July or August for Contract Approval
  - iv. September 9 – Fundraiser, Book Sale, Maintenance Updates
  - v. November 4 or 18 – Final Meeting of the Year, Financial Wrap Up (Veterans Day is November 11)

### 13. Trustee Education Requirements

- a. General Reminder that Trustees must complete 2 hours of education this year. Webinars count as would any ACT meetings.
- b. ACT Meetings are posted on the Trustee Website.

### 14. Bylaws

- a. At our June meeting we voted to amend the bylaws to state that there are 5 voting positions. I added the following language to ARTICLE IV Section I:
  - i. “The number of voting positions shall be five (5), the president, vice president, treasurer, secretary and one other designated trustee.”
- b. Do we need further clarification for how the final voting position is determined?