

Minutes of the Stamford Library Association Meeting Monday, June 24, 2024

Present at Stamford Library: Trustees Barbara Balliet, Millie Faulkner, John Hubbard, Stephanie Rubin-Ruquet, Linda Stratigos, Mike Teitelbaum, Ellen Thorn, Janet Wenner; Director Erika Eklund; absent: Trustees Katy Graves, Pat Heath

Call to order: President Barbara called the meeting to order at 5:29 p.m.

Minutes: Minutes of the May 20, 2024, Regular board meetings were approved (motion by John; second by Stephanie).

Financial reports

Financial reports were distributed electronically in advance of the meeting.

P&L statements through May 2024 show total income as \$15,295.24 against an annual budget of \$165,918.00. Total expense year-to-date is shown as \$85,139.97, against a budget of \$185,929.30. New library income year-to-date is shown as \$250,000, against a budget of \$4,500,407. New library expense year-to-date is shown as \$3,927.52, against a budget of \$4,348,383.61.

Wayne Bank Checking account statement on May 31, 2024, had a balance of \$3,317.30. **Wayne Bank Investor** account statement on May 31, 2024, had a balance of \$46,156.45, which includes interest for 2024 year-to-date of \$80.32.

Wayne Bank Business checking (construction) account statement on May 31, 2024, had a balance of \$10,367.39.

Millie reviewed the bank accounts: check sequence, deposits, bank statements; and the investment income amounts and updated her spreadsheet through which she reports monthly income by investment source (Homestead, Tompkins, Money Market interest). Through May, year-to-date income includes \$1,236.57 from Homestead; \$31,504.49 from Tompkins; and \$80.32 from MM, for a year-to-date total of \$32,821.38.

Homestead Funds Regular account statement and **Homestead Building Fund** account statement for 2024 are reported after the end of the quarter.

Tompkins Financial Advisors account statement is reported after the quarter.

The **Balance Sheet** as of May 31, 2024, lists total assets at \$3,310,895.01. Millie confirmed that the assets and balance sheet match.

The school district budget vote included an increase to the library tax levy (from \$45,000 annually to \$70,000). The vote was 153 to 147 to support the increase. (By comparison, at the same election, the school budget passed 170 to 130.) We expect to see the first portion of the increased amount in November.

Linda reported that she stripped the amounts from a copy of the P&L and sent the spreadsheet to the Gilboa Historical Society, for a useful P&L model.

Millie reported that our taxes were filed.

The board accepted (motion by Millie; second by John) the financial report.

Library director's report

Erika distributed a report electronically in advance of the meeting. In addition to the standard ongoing tasks related to payroll, invoices, spreadsheet recordkeeping, filing, and weeding, progress was made on the following items.

Operations

Annual report: Final corrections to the 2023 Annual Report were submitted in May to New York State, which officially approved the report. Its summarized content was shared with the community via the website and other social media.

Computer upgrade: To be compliant with 4CLS, our computer equipment will need to be upgraded by October 2025. We requested costs from the 4CLS Reseller program for four patron computers in 2024 and three staff computers in early 2025. We expect to submit grants to O'Connor Foundation and to CORE Values for the bulk of the \$4,060 needed; the rest will come from our annual appeal.

Robinson Broadhurst grant: In May, Robinson Broadhurst Foundation provided the library with a \$26,318 grant for annual support.

Tax filing: The IRS granted us an extension for filing our 990, which has been forwarded to our bookkeeping service.

New library sign: The new sign arrived larger than expected and will require a building permit before it can be installed. It will also require finding and hiring someone either to mount it on the current posts or to build a new frame.

New logo: A new logo was created based on the new sign, to be used on letterhead, tote bags, and other items.

Programs and Outreach

Promotion Go Box: Erika created an updated "go box" for tables at local events with pencils, stickers, bookmarks, library card applications, Check It Out newsletters, copies of the Annual Report to the community, and a "Stamford Library at a Glance" display. Easels and durable 24 × 36 inch foam board displays of floor plans of the new library are also ready for public presentation.

Veteran outreach: Mark Dunlop of Delaware County Veterans Affairs said they were too busy this summer to schedule an informational session or other event to inform local veterans of services available to them, but that he'd try to get back in the fall. He confirmed this area currently has no outreach.

Summer Reading Program: We are making final arrangements. Beth Mowry will volunteer with Camp HERE in July and will lead a community scavenger hunt in August. We are partnering with Julie Rockefeller and Hobart Book Nook to run the Self-Led Summer Reading Challenge in August.

Didgeridoo Down Under: This show is on July 26 at 10 a.m. at the First Presbyterian Church, to accommodate more people than we can in the library. Camp HERE and Kiddie Corner Preschool will attend. The event is open to the general public.

Hobart-Rotary Inner Wheel donations: We received a \$100 donation in addition to a \$25 donation to purchase a book on travel in memory of Linda Palm. We have purchased the book *Great American Road Trips* by Lonely Planet and sent a thank-you card for the donation.

Sophie Blackall donation: Caldecott Award-winning children's book author Sophie Blackall donated approximately 200 books. We've invited Julie Rockefeller from the Book Nook to select books from those that duplicated our collection before we offer them to other 4CLS libraries. We want them available to as many children as possible.

Lucille Dalpe Family reception: We had a well-attended and well-received reception at the library as a memorial to a previously active patron. The family is interested in providing a donation of \$11,150 toward the new library.

Mark and Rosa Sullivan donation: Stephanie reported that the late Mark Sullivan, a highly regarded local history enthusiast, has donated an 1896 painting by D. F. Hasbrouck to the library. His brother Anthony arranged to deliver it to Stephanie and Erika at the Old Stone Fort Museum in Schoharie.

Village lawn sale: We registered and paid the fee for participating in Stamford's August 10 lawn sale.

Because of limited space at the library, donated items should not be dropped off before the morning of the sale. Millie has volunteered her truck if needed. Stephanie has offered to donate whatever the library doesn't sell to the Jefferson Historical Society sale the following week.

Stamford Library Writers Circle video: Chris Hauser made and donated a video of the group's latest reading at Liberty Rock Books. Erika added the video to our Stamford Library YouTube Channel and was able to share it on the library's Facebook account.

Hobart Exchange: Erika and Lindsay met with several other community service organizations and representatives, to share information about programs, activities, missions, and possible collaborations.

Youth worker partnership: The library is partnering with CDO [Chenago-Delaware-Otsego] Workforce Solution and the Summer Youth Employment Program to bring in a youth worker this summer. Gabe has been approved to work 70 hours between July 8 and August 9 and will help with Summer Reading Program and book sale prep, shelf cleaning, and other tasks.

Construction-related items

Department of Library Development (DLD) grant application: Linda and Erika met via Zoom with Paul Mays to finalize plans for our 2024 Construction Aid grant application; we submitted an intent to apply form to 4CLS on June 6,

requesting \$382,500 to be matched by \$127,000 in local funds. It is aimed at covering the cost of installing a complete HVAC system in the new library building. 4CLS will notify us of the amount we can actually apply for.

Robinson Broadhurst grant: In May, Robinson Broadhurst provided the library with a \$200,000 grant toward our construction costs.

Naming opportunities: Erika worked with the Fundraising committee to prepare a list of naming opportunities and forms of recognition for donations to the new library. A sample of a physical display for the larger donations is an indigenous tree with different kinds of leaves embossed with donor names for different donation levels, which Barbara and Erika will propose to Paul and Matt. This would be separate from a list acknowledging all donors who supported construction, which could appear on the library's website.

Committees

Finance (fiscal oversight): Millie, Katy, John, Ellen

Millie reported that NBT Bank's Sean Land agreed to provide Stamford Library Association with a "community" credit card that does not require an individual's personal identification. The board agreed (motion by Millie; second by Stephanie) to this option for Erika's use and to retire using the personal card Linda has been providing these past years.

Millie reported that all paperwork has been signed to transfer the library's investments from Tompkins Financial Advisors and from Homestead accounts to NBT Wealth Management.

Millie made a motion (second by Barbara) that we take the money that was in Homestead Construction account and move it into the current Construction account at Wayne Bank.

Millie will explore further details of a possible money market account versus a CD (variable rates; maximum allowed; expiration dates; withdrawal penalty; reduced balance, length of term, etc.), so we can vote knowledgeably in July.

Fundraising: Mike (chair), Millie, Pat, Stephanie, Janet

Mike asks that board members continue to sign up for events at which the library will have a table for public information. New events continue to be added and Mike will keep updating the list.

Adjournment: 6:48 p.m. (motion by Barbara; second by Janet)

Next meeting: Monday, July 22, at 5:30 p.m.: Regular board meeting

Respectfully submitted,

Ellen Thorn, Secretary