

## Minutes of the Stamford Library Association Meeting, Monday, March 24, 2025

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

**Call to order:** Barbara called the meeting to order at 5:30 p.m. and suggested we hurry through the agenda because the building's boiler, which gave out almost two weeks ago and which the Village then disconnected, has not yet been replaced; the building circuits cannot accommodate more electric space heaters and the rooms are too chilly for a regular meeting.

**Minutes:** The February 24, 2025, Regular board meeting minutes were approved by trustees attending that meeting (motion by Barbara; second by Linda).

### Financial reports

Financial reports were distributed in advance by Erika and by Millie.

The **P&L statement** through February 2025 lists an income of \$15,450.19 against an annual budget of \$168,898.00; and an expense of \$33,814.03 against an annual expense of \$195,434.10.

The **Balance Sheet** as of February 28, 2025, lists total assets at \$4,010,724.68. Millie confirmed that the assets and balance sheet match.

**Wayne Bank Business Checking** account #2720 statement on February 28, 2025, had a balance of \$2,526.12. **Wayne Bank Investor** account #3242 statement on February 28, 2025, had a balance of \$71, 325.88, which includes interest for 2025 of \$40.73 (and 2024 year-to-date interest of \$151.12). **Wayne Bank Business checking (construction)** account #8612 statement on February 28, 2025, had a balance of \$33,031.76.

**NBT Wealth Management** investment summary through February lists a market value of \$3,009,123.36. The portfolio percentages include cash equivalents of 1.95%, fixed income of 44.21%, and stocks/ real assets of 53.84%. The estimated annual income is \$86,028.86.

Millie will confirm that Antonacci at NBT Wealth Management has the library's most current investment policy.

Millie reviewed check sequence, deposits, bank statements, invoices, and interest income through February, with MM interest amounting to \$40.73; NBT Wealth Management at \$26,939.34; ME total at \$26,980.07; and NBT fees at \$3,160.74.

Millie reported that two CDs with NBT are maturing shortly. The board voted (motion by Millie; second by Linda) to roll over one with its interest into a new CD; and to put the other back into the Construction fund for use for clearing the space at the new lot.

Millie notified Evening Star of a correction needed in the P&L, from the line item "Raffles" to "Fundraising."

The report was approved (motion by Millie; second by Linda).

### **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, weeding, maintaining an up-to-date website, and 4CLS involvement, the following items were reported.

In addition, Erika submitted a summary comparing library data from 2024 against 2023 figures, which will be broadly shared with the community. This report is appended to these minutes.

### **Operations**

Following up on a persistent noxious smell of fuel, and calls to DPW and the Village Hall, resulted in the building's boiler being shut down on March 12. We are told that heat will eventually be coming.

Strong wind gusts on Sunday, March 16, led to a power surge that knocked out the multifunction printer. A serviceman replaced the hard drive that afternoon.

The Robinson Broadhurst Spring Report will include a new photo collage to better demonstrate the impact of our services and programming to the community.

New computers on order, running the Windows 11 operating system, should be arriving in April.

A progress report with the State Education Department for the 2024 DLD grant award for site clearing was completed. A new timeline document includes email screenshots of key project dates, the official award announcement, and the project start date of when we sent bid packets to contractors.

Erika participated in a Zoom meeting with architect Paul Mays on March 3 and with Matt Blumenfeld at FDA on March 4.

Erika shared a few more samples for the sign at the library's new site with the board.

Erika provided Evening Star with the approved 2025 budget for preparing P&L financials that include actual versus budget data. Tax documents from NBT and Tompkins have been scanned and forwarded to Evening Star before filing them at the library.

Insurance information from Shelterpoint and from The Hartford have been sent to Evening Star for employee details.

A new Letter of Engagement, TR-579-WT, TR 2000, and Form 8821 were completed and returned to Evening Star.

The 2025 E-Rate Contract with 4CLS was completed and returned to 4CLS. Proposed changes to the 4CLS Automation Fee in future years were shared with the libraries. The proposal calls for fees to increase from \$7,260 in 2025 to \$7,728 (up 6.4%) in 2026, \$7,960 in 2027, and \$8,199 in 2028. 4CLS has scheduled a director's meeting to discuss proposed changes.

The library received a \$1,250 donation from Stewart's Holiday Match program. This is down from last year by \$250, which was explained in an accompanying letter that more requests with fewer donations were made over a shorter holiday season.

The carpets were cleaned by Complete Carpet Care on March 1–2.

Erika completed a massive weeding of our audiobooks on CD, reducing the collection by more than 200 and clearing a shelf for games. Some of the audiobooks were set aside for book sales and others were donated to the Worcester Library shop.

Erika shared a first-quarter report of activities from SLA's archives clerk, Karen Cuccinello. It included historical research for an adopted family and for a SUNY Oneonta student; sorting and organizing boxes of ephemera from Barb Smith, niece to Village historians Anne Willis and Daisy DeSilva; travel to the Catskill Center in Arkville to research and collect material they were donating to our collection; visits to Anne Slatin's collection to identify items to be returned or to be added to the SLA collection. Karen continued to share local history with the public by submitting several articles monthly to the *Mountain Eagle*, posting on Facebook, and hosting a monthly History Hour in the library for queries from the public.

Erika has been exploring the possibility of selling the Chinese vases and some sculpture through a gallery in Hudson, which will offer SLA a reduced, 20% commission. The trustees and library director are inclined to hold onto the eagle but are willing to consider selling other items of historic value housed. Selling items that belong to the library that are not part of the circulating or reference collections under supervision by the library director requires formal deaccession by the board of trustees, with income derived from deaccessioned items to be reported to New York State.

### **Programs and Outreach**

Megan Avery's donation through her Skate-a-Thon fundraiser resulted in a total of \$1,445 to the library.

The library donated \$50 to the Stamford Earth Day 5K Fun Run as a sponsor, which includes the library on promotional materials and event T-shirts.

The library will host a program later in March led by Simona David of WCCRC on how to make presentations in PowerPoint and other platforms.

We had 15 paid participants attending a pottery-glazing workshop in March

with the Studio for Art and Craft in Cobleskill. Final pieces were stunning and generated a lot of activity on social media; positive feedback requested scheduling this program yet again.

## **Committees**

**Building (planning, plant, resources):** Linda (chair), Barbara, Pat, John, Mike

Barbara, Pat, and Janet attended a Stamford Village board meeting and did a presentation that included our physical plans and current status. The public seemed particularly interested.

Barbara and Katy attended a Hobart Village board meeting to present our plans. The board seemed actively interested.

Matt Blumenfeld at FDA provided a job description for what skills we'll need to hire. Trustees are providing him with a list of potential donors.

Since we'll be clearing less than an acre, we're not likely to need to fill out forms; Millie will reach out to Rich Irwin to confirm this and let Barbara know. The Stamford Planning board meets only on demand. Architect Paul Mays will schedule to meet with that board once we know more from Rich Irwin.

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

Erika shared sample designs for banners for each of the three roads the new site faces, announcing it as the "Future home of Stamford Library" in black letters on solid pale yellow background. Pat has the dimensions.

The committee will meet to plan and construct a timeline.

Barbara and Erika will meet with Amy at the O'Connor Foundation to discuss a grant for community-driven events and to learn about her priorities.

## **Old business**

**Lease at Churchill Building:** We have not received a signed copy of the new lease from the Village office, which supposedly goes into effect in April.

**Adjournment:** The meeting was adjourned at 6:15 p.m. (motion by Barbara; second by Mike).

## **Upcoming meetings**

- Monday, April 28, 2025, at 5:30: Regular board meeting
- Monday, May 26, 2025, at 5:30: Regular board meeting

Respectfully submitted,

Ellen Thorn, Secretary

## Stamford Library at a Glance 2023/2024 Comparison

### 2023 Figures are in (Parenthesis) when available

#### Services:

Population Chartered to Serve – 2,505

Resident Cardholders (within Stamford Central School District) – 850 (793)

Non-Resident Cardholders (Jefferson, Gilboa, Hobart, South Kortright, etc...) – 581 (566)

Total Cardholders – 1,431 (1,359)

Hours Open to the Public – 1,718 (1,703)

Use of Public Computers – 1,256 (1,713)

Use of our FREE WiFi – 13,870

Total Number of Prints & Copied Pages Provided (Color & B&W) – 20,341

Annual Library Visits – 12,463 (11,748)

#### Our Collection:

##### Holdings:

Print Materials: 21,712 (21,501)

Non-Print Materials (DVDs, Games, Tonie Boxes, Puzzles, etc.) – 2,553 (2,543)

Total Number of Physical Materials Available with a Stamford Library Card – 24,265

*\*The Annual Report stopped tracking the number of ebooks & other digital items available through Libby & Hoopla & instead asks if we offer those services.*

*However, the Annual Report still tracks the usage of such materials, which is reflected in the circulation numbers below.*

##### Circulation:

Adult Books (Fiction & Non-Fiction) – 5,750 (5,589)

Children's Books (Fiction & Non-Fiction) – 3,673 (3,885)

Total Book Circulation – 9,423 (9,474)

Total Non-Book Circulation (DVDs, Audiobooks, Games, etc.) – 1,732

Total Circulation of All Physical Collections – 11,155 (11,615)

Electronic Content Use – 3,556 (2,833)

Total Use of All Physical & Electronic Materials – 14,711 (14,448)

##### Interlibrary Loan:

Stamford Library Holdings Sent to Other 4CLS Libraries: 4,394 (3,721)

Items Received from Other 4CLS Libraries for Stamford Patrons: 3,081 (3,438)

#### Our Programs:

Number of Programs Targeted to Serve Children Ages 0 to 11 – 79 (83)

Attendance at Programs Targeted to Serve Children Ages 0 to 11 – 1,198 (1157)

Number of Programs Targeted to Serve YA Ages 12 to 18 – 24 (36)  
Attendance at Programs Targeted to Serve YA Ages 12 to 18 – 182 (216)

Number of Programs Targeted to Serve Adults – 109 (124)  
Attendance at Programs Targeted to Serve Adults – 891 (940)

Number of All-Ages (General Interest) Programs – 21 (24)  
Attendance at All-Ages (General Interest) Programs – 758 (622)

Total Onsite Programs Held – 233 (238)  
Total Onsite Program Attendance – 3,029 (2,573)

### **Highlights of Programming:**

#### **Onsite Ongoing Programs/Clubs:**

Garden Discussion Group  
Writers Group  
Literature Discussion Group  
Knitting Club  
Dungeons & Dragons RPG (Both Adult & YA Groups)  
Retro Gaming Night  
Night Owl Book Club  
Book Journaling & Scrapbooking Group  
Little Ones Storytime  
Adult Computer & Digital Literacy Help  
Large Print Book Program at The Pavilion: Assisted Living Facility

#### **Special Events/Programs:**

Mocktails & Masterpieces Painting Series  
Earth Day “Trail Tale” Story Walk  
Sewing Series (Aprons, Embroidery, Quilting)  
Vanilla Making Workshop  
Home & Financial Wellness (Radon, Scam Prevention, Business Planning)  
Blind Date with a Book Challenge  
Summer Reading Program & Book Bingo Challenge  
Stoneware Glazing Workshop  
Alcohol Ink Dying Workshop  
Didgeridoo Down Under Cultural Performance  
Plant Swap/Seed Swap  
Afternoon Tea party  
Kamishibai Japanese Paper Theater Storytelling Program  
Scarecrow Festival Pumpkin Painting  
S’morey Time Camp-Out Themed Story & Craft Program  
Eclipse Program & Glasses Giveaway  
Neighborhood Forest Free Tree Giveaway  
Guitar in the Mountains All-Ages Guitar Classes & Ensemble  
Christmas at the Library Event  
Christmas Caroling