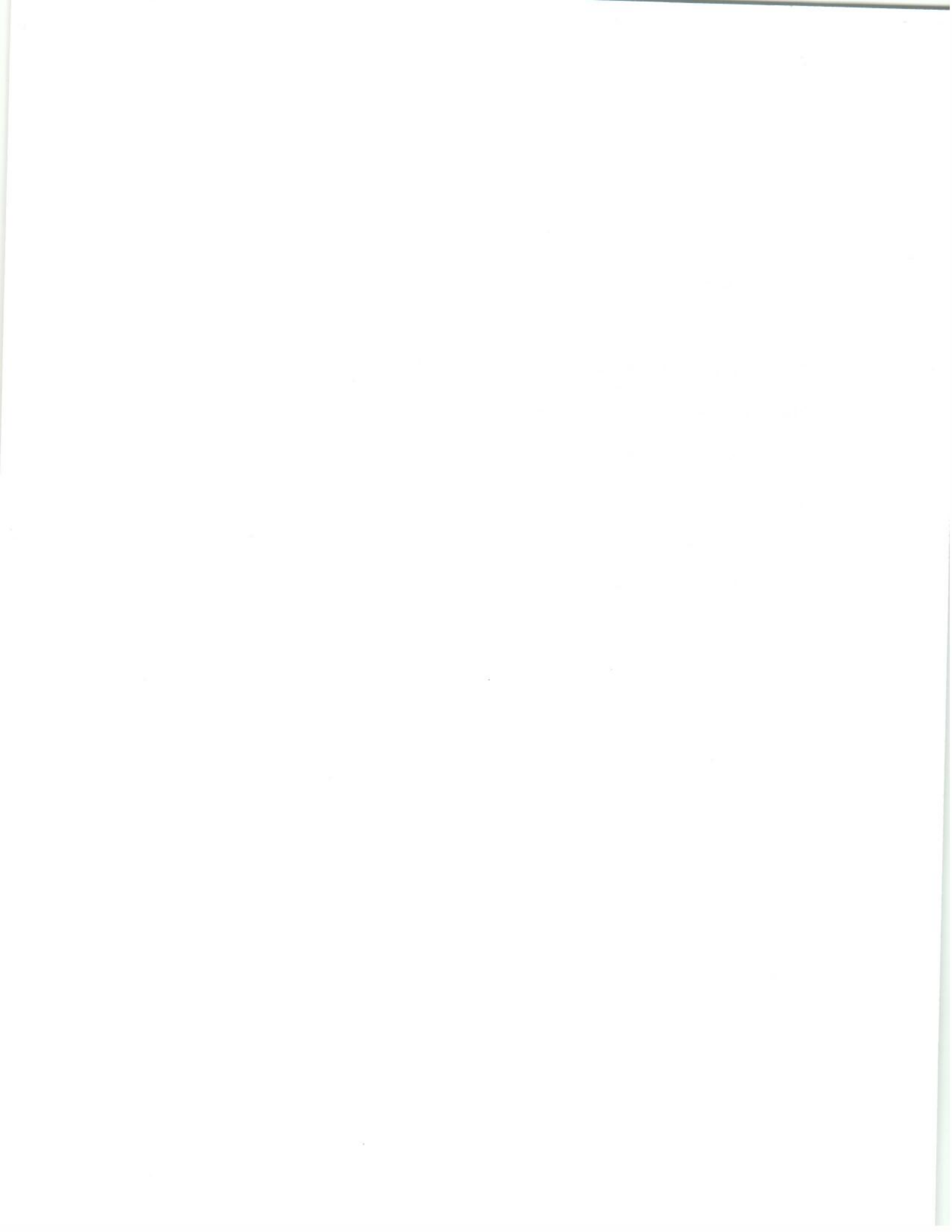
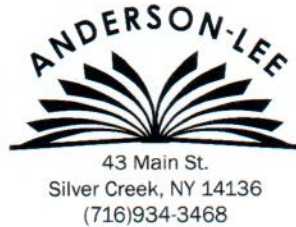


ANDERSON-LEE LIBRARY
Board of Trustees Meeting
November 20, 2023
7:00 P.M.

- I. Call to Order
- II. Attendance
- III. Annis, Barber, Bowers, Cole, Falcone, Fiebelkorn, Morabito, O'Connell & Woolley
Excused- Falcone?
- IIIA Friends Report- Kathy Brinkman- book sale, etc.
- IV. Secretary's Report-
- V. Treasurer's Report-
- VI. Librarian's Report-
- VII. Old Business
 - A. update on School Budget discussion
 - B.
 - C.
 - D.
 - E.
- VIII. New Business
 - A. Review & approve budget for 2024
 - B. Minimum wage will be \$15.00 as of 1/1/24 (is \$14.20 now) & will increase
.50c/hr in 2025 & 2026
 - C.
 - D. Review who is doing snow shoveling this year
 - E. Were Fire Extinguishers inspected this year
 - F. Employee Gift cards for Christmas?
 - G. Complete Continuing Education before end of December
 - H.
- VIII. Adjournment

Next Meeting: Monday, December 18, 2023? at 7 pm





Director's Report

November 2023

NEW INFORMATION

1. November Programming Begins

- a. Our November Native American Programming is off to a fantastic start. We are about halfway into our events and we've had some really great turn out, similar to previous years. We ended up with 8 events this year. We were also able to livestream a majority of them, so people who would otherwise be unable to attend could still join in. Of course, these recordings are also available so if the timing didn't work out, they could still watch later.
- b. This brought up an interesting point where we wondered if more people were attending online because it was easier and more convenient. We talked about our goal with the programs. A)Get the information to as many people as possible or B)Get people into the building. For these events, we decided to continue putting them online and went with A.

2. No Parking Signs up

- a. Since there were no contractors available to come in to install our No Parking Signs I was able to install them myself. I purchased industrial adhesive tape that will hold the signs up for as long as we wish. They can be removed easily later on if we no longer need them. I'm not yet sure if they have an effect, but hopefully it will help relations between us and our neighboring businesses and help with traffic issues.

3. NYLA Notes

- a. I attended NYLA this year in Saratoga Springs over the first week of November. It was a very busy week! Here is an outline of the talks I attended.

- i. Reimagining the library's space
 1. Two courses on how to arrange the library so that people visiting want to come in, use the space and can navigate and successfully retrieve the materials they would like.
- ii. Chat GPT and AI
 1. Lots of interesting implications and uses for AI and ChatGPT in particular, in the library. We've set up a small demonstration of ChatGPT and we're exploring how to get an instance of ChatGPT to work on our webpage as a book recommendation service that can run 24/7.
- iii. Challenges to materials/programs
 1. It's currently popular to challenge library materials and programs. Some challenges come from well funded and organized groups with the aim to disrupt library function. We learned current methods to work with these challenges and continue to work towards our mission.
- iv. How libraries can fill in niches left by tech/streaming
 1. Streaming is becoming very popular but it's not a perfect system. Libraries and physical media still have an important role to play and it's a unique service we can offer.
- v. Staff Empowerment
 1. This talk covered how to keep staff energized and excited, especially in the wake of Covid and even during potential future challenges like it. How to cultivate skills and encourage the expression of strengths.
- vi. Collection maintenance and weeding practices
 1. A focus on the proper and perennial practices of collection development through weeding. How to get a good policy and practice to maintain the collection so it's only current, relevant and sought after material that our library in particular can provide.
- vii. Tech on a budget
 1. The basic idea here is that while most high tech experiences and services are expensive, not all are. There are many, low-budget methods and alternatives that we can provide for our community.

4. Bob Returns

- a. Bob is ready to return to work. The severity of his condition has passed and his doctor believes it was something else causing him the trouble. Being so, he's been medically cleared to return to work. He'd like to return to his previous capacity.
- b. If everyone is okay with that, I'd like to go ahead in this direction but I know there was some concern about his hours at the last meeting so I wanted to clear everything first.

5. Snow Removal Exploration

- a. I heard back from another Snow Removal (JD) service. Total is \$1,600 for the season or \$80 per plow. No salt.
- b. However, I've also contacted the Village Mayor, Jeffery Hornburg for help with this. I've asked him if the village could plow our parking lot and entry way as they pass by while plowing the road by our library. He's promised to get back to me and is fairly certain he can help with this.

6. Cleaning Services

- a. I'm exploring other options as requested. So far, I've yet to receive a call back. There was a problem with the cleaner not showing up, which hopefully has been fixed. I'm working with them to adjust our past bills.

7. New Policies

- a. I've been writing some new policies. They are attached in the documents here but this is the brief summary of each. If there's anything to change, let's change it and then officially approve these policies.
 - i. Material Reconsideration Policy
 - 1. A policy for challenged materials. If patrons have an issue with materials in the collection, this is the way to resolve it.
 - ii. The Accompanying Material Reconsideration Policy Form
 - 1. A form that people can use to submit requests for material reconsideration.
 - iii. Weeding Policy
 - 1. A simple policy that states the why's and how's of how we weed our collection.

8. Continuing Education

- a. Going over my folder with the training certificates, I seem to be missing CE forms from Rose Ann, Marianne, Father Dan and Gary Barber. Greg, Mark, Barbara and Maureen are all present. If you remember handing this over, I'll check my stacks again as it was likely, simply set somewhere else.

Material Reconsideration Policy

1. Introduction

- At Anderson-Lee Library, we respect the diverse tastes and interests of our readers. We encourage intellectual freedom and the open exchange of ideas. However, not all material may in fact be a good fit for our community and we are open to reviewing materials that may fall in this category.

2. Purpose

- This policy outlines the procedures for addressing concerns or reconsiderations raised by patrons or staff regarding library materials.

3. Definition of Reconsideration

- A reconsideration is a formal, written notification regarding the inclusion or removal of specific library materials.

4. Filing a Reconsideration

- Reconsiderations must be submitted in writing to the library director. The reconsideration form should be completely filled out before being submitted to help us properly identify the issues at hand and best serve our community. Only one Reconsideration Request may be submitted at a time. The original request must be resolved before further requests will be considered. This is so we can dedicate the proper attention, time and consideration to your request.

5. Review Committee

- A committee, consisting of library staff and community members, will be formed to review reconsiderations. The committee's members will be selected based on their ability to provide a balanced and informed perspective, or else, whoever is available to serve in this capacity.

6. Review Process

- The committee will conduct a thorough review, considering the library's collection development policy, the principles of intellectual freedom, the issues posed by the individual submitting the reconsideration and the perceived needs and wishes of our community.

7. Decision

- After careful consideration, the committee will make a recommendation to retain or remove the material being reviewed. The final decision will be made by the library director.

8. Notification

- The patron or staff member who filed the reconsideration form will be informed of the decision in writing.

9. Appeals

- If the patron is not satisfied with the decision, they may appeal to the library board.

10. Confidentiality

- The identities of individuals filing reconsiderations will remain confidential.

Reconsideration Request Form

Patron Information:

- Full Name:
- Library Card Number:
- Address (within the chartered service area):
- Phone Number:
- Email Address:

Material Details:

- Type of Resource (Book, Film, etc.):
- Title of the Material:
- Author/Creator:

Reconsideration Details:

- Please provide the exact issues you have with the material and specify where these issues occur (page number, timestamp, etc.):

Engagement with the Material:

- Confirm that you have engaged with the material in its totality (e.g., read the entire book, watched the entire film):
 -

Concern Details:

- How did this material come to your attention?

Alternate Resources:

- Are there resources you suggest to add different viewpoints or information on the topic?

Awareness of Library Policies:

- I acknowledge that I can submit only one reconsideration request at a time and must wait until it's resolved before submitting another.
 -

Proposed Action:

- What action do you propose regarding the material (e.g., relocation, removal, other)? Please provide a brief explanation:

Submission Date:

- Date:

We take your concerns seriously and will resolve the concern as soon as we are able to. You will be notified in writing as to the result of this submission. **Thank you for helping us build a better library together!**

Weeding Policy

1. Introduction

- At Anderson-Lee Library we are committed to maintaining a vibrant and relevant collection that serves the needs and interests of our community. This weeding policy outlines the procedures for the systematic removal of materials from our collection.

2. Purpose

- The purpose of this policy is to ensure that our collection remains current, in good condition, and aligned with the community's changing preferences and needs.

3. Criteria for Weeding

- Weeding decisions will be based on the following criteria:
 - Circulation Statistics: Materials not checked out for a defined period.
 - Generally, materials that have less than 10 checkouts over their time in the system beyond 4 years, will be considered for weeding.
 - Physical Condition: Materials in poor condition.
 - Mold, water damage, biological material, rips, tears, broken spines, odors are among some examples of things that would qualify for weeding.
 - Relevance: Materials no longer relevant to community interests.
 - Duplicate Copies: Multiple copies of the same title in our library.
 - Outdated or Inaccurate Information: Materials with information no longer accurate.
 - Found elsewhere in the system: Materials available through system loan may be removed from our shelves to free up space for materials not found elsewhere.

4. Weeding Process

- Weeding will be an ongoing process, conducted by trained library staff under supervision of the library Director.
- Regular weeding will be a perpetual process to help ensure a healthy collection.
- However, there may be times when an area of the collection needs more aggressive weeding, and larger weeding projects may occur as needed.

5. Disposal

- Removed materials may be sold, donated, or recycled, as appropriate.
- Rare or historically significant materials will be evaluated on a case-by-case basis.

11/04/01 -

M

- Service Animal -

Policy - legit animal?

are there any more

things in the other system? -

no - Storage for windows -

many

Jill? -

✓ Approved Nov 20 8:00 O.O.

Old Business - No new stuff -
No negotiability -
Lisa Reloff -

Language - Check Ownership
for all of successful (over)

Electric + Increase usage vs Price?
Content for study!
Usage? NYLEG study... -

Libby over don 1,600
3,000

Jill - time cost UPK ~~8~~

5:03 PM

11/15/23

Cash Basis

Anderson-Lee Library
Balance Sheet
As of October 31, 2023

	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
102 · M&T Bank Checking	19,138.85
Total Checking/Savings	19,138.85
Other Current Assets	
105 · Petty Cash	100.00
204 · Vanguard GNMA	115,969.89
Total Other Current Assets	116,069.89
Total Current Assets	135,208.74
Other Assets	
1347 · Capital Fund	110,000.00
Total Other Assets	110,000.00
TOTAL ASSETS	<u>245,208.74</u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	33,678.03
3900 · Retained Earnings	204,944.29
Net Income	6,586.42
Total Equity	245,208.74
TOTAL LIABILITIES & EQUITY	<u>245,208.74</u>

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Anderson-Lee Library Balance Sheet Prev Year Comparison As of October 31, 2023

	Oct 31, 23	Oct 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings	19,138.85	2,695.25	16,443.60	610.1%
102 · M&T Bank Checking				
Total Checking/Savings	19,138.85	2,695.25	16,443.60	610.1%
Other Current Assets				
105 · Petty Cash	100.00	100.00	0.00	0.0%
204 · Vanguard GNMA	115,969.89	144,529.95	-28,560.06	-19.8%
Total Other Current Assets	116,069.89	144,629.95	-28,560.06	-19.8%
Total Current Assets	135,208.74	147,325.20	-12,116.46	-8.2%
Other Assets				
1347 · Capital Fund	110,000.00	110,000.00	0.00	0.0%
Total Other Assets	110,000.00	110,000.00	0.00	0.0%
TOTAL ASSETS	245,208.74	257,325.20	-12,116.46	-4.7%
LIABILITIES & EQUITY				
Equity				
3000 · Opening Bal Equity	33,678.03	33,678.03	0.00	0.0%
3900 · Retained Earnings	204,944.29	224,055.92	-19,111.63	-8.5%
Net Income	6,586.42	-408.75	6,995.17	1,711.4%
Total Equity	245,208.74	257,325.20	-12,116.46	-4.7%
TOTAL LIABILITIES & EQUITY	245,208.74	257,325.20	-12,116.46	-4.7%

4:58 PM

11/15/23

Cash Basis

Anderson-Lee Library
Profit & Loss
October 2023

	Oct 23
Ordinary Income/Expense	
Income	
1121 · Interest	555.41
1122 · Fines	390.00
1123 · Copier	292.00
1124 · Fax	218.18
1126 · Misc Income	5.00
1130 · Donations General	66.00
1150 · Best Sellers	118.85
1220 · Donations Unspecified	20.00
1230 · Memorials Unspecified	100.00
1348 · recycling income	14.00
Total Income	1,779.44
Expense	
1260 · Books	947.04
1270 · Serials	494.00
1290 · e book/overdrive	62.50
1310 · Payroll	6,844.32
1311 · Payroll Taxes	1,958.54
1318 · POSTAGE / SHIPPING	195.99
1320 · Insurance	321.00
1321 · Electric	555.48
1323 · Office Supplies	7.89
1326 · Telephone	79.98
1327 · Computer Exp	69.00
1336 · Library Supplies	36.93
1340 · Staff	0.00
1341 · Library Staff Training	967.31
1343 · SUMMER READING EXPENSES	63.91
1401 · program expenses	2,537.00
1402 · BOOK CLUB EXPENSES	85.85
1403 · children's program	237.04
Total Expense	15,463.78
Net Ordinary Income	-13,684.34
Net Income	-13,684.34

THE
LIFE
OF
SAMUEL JOHNSON
BY
BIOGRAPHICAL
SKETCHES
BY
MRS. HANNAH MORE
AND
OTHER
AUTHORS
IN
EIGHT VOLUMES
VOL. I.

Anderson-Lee Library
Profit & Loss Prev Year Comparison
January through October 2023

	Jan - Oct 23	Jan - Oct 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
1000 · PAYROLL PROTECTION PROGRAM	320.67	0.00	320.67	100.0%
1112 · Friends	0.00	1,828.00	-1,828.00	-100.0%
1115 · NYS Library Service Aid	2,871.30	3,677.48	-806.18	-21.9%
1117 · Chaut Catt Grant	0.00	250.00	-250.00	-100.0%
1118 · No Chau Comm Foundation	5,828.00	0.00	5,828.00	100.0%
1120 · Fund Raisers	1,041.00	1,417.00	-376.00	-26.5%
1121 · Interest	5,765.93	4,908.72	857.21	17.5%
1122 · Fines	1,083.55	915.68	167.87	18.3%
1123 · Copier	1,072.77	1,038.59	34.18	3.3%
1124 · Fax	633.98	536.71	97.27	18.1%
1125 · Dues	25.00	35.00	-10.00	-28.6%
1126 · Misc Income	3,675.35	142.21	3,533.14	2,484.5%
1130 · Donations General	938.00	574.91	363.09	63.2%
1132 · Northern Chaut Comm Foundation	0.00	5,480.00	-5,480.00	-100.0%
1133 · Library System Book Plan	2,574.00	1,631.56	942.44	57.8%
1150 · Best Sellers	741.27	850.98	-109.71	-12.9%
1220 · Donations Unspecified	139.00	0.00	139.00	100.0%
1230 · Memorials Unspecified	675.00	841.12	-166.12	-19.8%
1240 · Library Proposition	98,750.00	98,750.00	0.00	0.0%
1300 · universal pre k	3,500.00	500.00	3,000.00	600.0%
1348 · recycling income	41.00	33.00	8.00	24.2%
Total Income	129,675.82	123,410.96	6,264.86	5.1%
Expense				
1260 · Books	6,936.29	11,589.51	-4,653.22	-40.2%
1270 · Serials	1,567.56	1,211.40	356.16	29.4%
1280 · Cd/audio/Cassettes	482.70	800.26	-317.56	-39.7%
1290 · e book/overdrive	629.00	566.50	62.50	11.0%
1310 · Payroll	65,849.93	62,919.55	2,930.38	4.7%
1311 · Payroll Taxes	19,752.49	18,997.32	755.17	4.0%
1312 · Compensation Ins	907.00	1,144.33	-237.33	-20.7%
1313 · Disability Ins	788.78	0.00	788.78	100.0%
1315 · Cleaning	2,221.24	395.82	1,825.42	461.2%
1316 · Building Maint	2,450.12	6,711.23	-4,261.11	-63.5%
1317 · Entertainment	150.00	2,177.35	-2,027.35	-93.1%
1318 · POSTAGE / SHIPPING	234.57	116.00	118.57	102.2%
1320 · Insurance	2,709.38	2,468.01	241.37	9.8%
1321 · Electric	3,952.33	2,875.02	1,077.31	37.5%
1322 · Copier Expense	1,430.51	3,363.81	-1,933.30	-57.5%
1323 · Office Supplies	94.51	308.87	-214.36	-69.4%
1324 · Water & Sewer	599.86	569.81	30.05	5.3%
1325 · Gas	3,074.31	1,707.97	1,366.34	80.0%
1326 · Telephone	699.80	599.80	100.00	16.7%
1327 · Computer Exp	405.92	458.71	-52.79	-11.5%
1330 · Misc Expenses	1,320.92	574.95	745.97	129.8%
1336 · Library Supplies	221.81	469.27	-247.46	-52.7%
1340 · Staff	0.00	0.00	0.00	0.0%
1341 · Library Staff Training	1,457.31	0.00	1,457.31	100.0%
1343 · SUMMER READING EXPENSES	581.44	576.70	4.74	0.8%
1399 · universal pre k expenses	6.39	0.00	6.39	100.0%
1401 · program expenses	3,522.33	64.96	3,457.37	5,322.3%
1402 · BOOK CLUB EXPENSES	136.37	302.91	-166.54	-55.0%
1403 · children's program	873.56	2,849.65	-1,976.09	-69.4%
1404 · board games	32.97	0.00	32.97	100.0%
Total Expense	123,089.40	123,819.71	-730.31	-0.6%
Net Ordinary Income	6,586.42	-408.75	6,995.17	1,711.4%
Net Income	6,586.42	-408.75	6,995.17	1,711.4%

Anderson-Lee Library
Profit & Loss YTD Comparison
October 2023

	Oct 23	Jan - Oct 23
Ordinary Income/Expense		
Income		
1000 · PAYROLL PROTECTION PROGRAM	0.00	320.67
1115 · NYS Library Service Aid	0.00	2,871.30
1118 · No Chau Comm Foundation	0.00	5,828.00
1120 · Fund Raisers	0.00	1,041.00
1121 · Interest	555.41	5,765.93
1122 · Fines	390.00	1,083.55
1123 · Copier	292.00	1,072.77
1124 · Fax	218.18	633.98
1125 · Dues	0.00	25.00
1126 · Misc Income	5.00	3,675.35
1130 · Donations General	66.00	938.00
1133 · Library System Book Plan	0.00	2,574.00
1150 · Best Sellers	118.85	741.27
1220 · Donations Unspecified	20.00	139.00
1230 · Memorials Unspecified	100.00	675.00
1240 · Library Proposition	0.00	98,750.00
1300 · universal pre k	0.00	3,500.00
1348 · recycling income	14.00	41.00
Total Income	1,779.44	129,675.82
Expense		
1260 · Books	947.04	6,936.29
1270 · Serials	494.00	1,567.56
1280 · Cd/audio/Cassettes	0.00	482.70
1290 · e book/overdrive	62.50	629.00
1310 · Payroll	6,844.32	65,849.93
1311 · Payroll Taxes	1,958.54	19,752.49
1312 · Compensation Ins	0.00	907.00
1313 · Disability Ins	0.00	788.78
1315 · Cleaning	0.00	2,221.24
1316 · Building Maint	0.00	2,450.12
1317 · Entertainment	0.00	150.00
1318 · POSTAGE / SHIPPING	195.99	234.57
1320 · Insurance	321.00	2,709.38
1321 · Electric	555.48	3,952.33
1322 · Copier Expense	0.00	1,430.51
1323 · Office Supplies	7.89	94.51
1324 · Water & Sewer	0.00	599.86
1325 · Gas	0.00	3,074.31
1326 · Telephone	79.98	699.80
1327 · Computer Exp	69.00	405.92
1330 · Misc Expenses	0.00	1,320.92
1336 · Library Supplies	36.93	221.81
1340 · Staff	0.00	0.00
1341 · Library Staff Training	967.31	1,457.31
1343 · SUMMER READING EXPENSES	63.91	581.44
1399 · universal pre k expenses	0.00	6.39
1401 · program expenses	2,537.00	3,522.33
1402 · BOOK CLUB EXPENSES	85.85	136.37
1403 · children's program	237.04	873.56
1404 · board games	0.00	32.97
Total Expense	15,463.78	123,089.40
Net Ordinary Income	-13,684.34	6,586.42
Net Income	-13,684.34	6,586.42

Anderson-Lee Library Budget

Income/Acct #	Category	2023 budgeted	2023 actual
			As of 11/30
1111	Memorials Books	0	
1112	Friends	1000	
1115	NYS Library Service Aid	1250	
1118	No. Chaut. Comm Found	5000	
1119	Summer Reading	500	
1120	Fund Raisers	1500	
1121	Interest	3500	
1122	Fines	800	
1123	Copier	1000	
1124	Fax	500	
1125	Dues	40	
1126	Misc Income/Recycling	200	
1130	Donations General & Kiwanis	1600	
1133	Library System Book Plan	4000	
1140	Federal & State Grants	500	
1150	Best Sellers	750	
1230	Memorials Unspecified	500	
1240	Library Proposition	98750	
1300	Universal PreK	0	
	TOTAL	123,890	



Anderson-Lee Library Budget

Expense/Acct#	Category	2023 budgeted	2023 actual
			As of 11/30
1260	Books	7500	
1270	Serials	1300	
1280	CD/Audio/DVD	1000	
1290	Overdrive/Zinio	1000	
1310 & 1311	Payroll & Payroll Tax	100,000	
1312	Compensation Insurance	1350	
1315	Cleaning	3000	
1316	Building/Property Maint.	5500	
1317	Entertainment	1000	
1318	Postage & shipping	200	
1320	Health & General Insurance	2500	
1321	Electric	2500	
1322	Copier Expense	2000	
1323	Office Supplies	350	
1324	Water & Sewer	800	
1325	Gas	2500	
1326	Telephone	900	
1327	Computer Expense	750	
1328	Travel Expense	300	
1330	Misc. Expense	750	
1336	Library Supplies	500	
1340	Staff Recognition	600	
1341	Professional Development	500	
2009	Capital Improvement	5,000	
1399	Universal PreK	500	
1400	Memorial Books	0	
1401	Program Expenses	350	
1402	Book Club Expenses	300	
1403	Children's Program	2000	
	TOTAL	144,950	
	Over budget amount	(21,060)	

Anderson-Lee Library
Board of Trustees Meeting
October 16, 2023

Call to Order: 7:09 PM

Attendance: M. Morabito, G. Cole, M. Bowers, R. Falcone, G. Barber, M. Woolley

Excused: Fr. Dan Fiebelkorn, T. Annis, B. O'Connell

Secretary's Report: G. Cole presented the Secretary Report for Sep 2023.
Motion made by R. Falcone to accept the report. Seconded by M. Bowers. Motion carried.

Treasurer's Report: M. Morabito delivered the Treasurer's Report.
Motion made by M. Bowers to accept the report. Seconded by G. Barber. Motion carried.

Director's Report:

The construction grant is fully submitted to CCLA and the State.

The library participated in the Forestville Fall Festival. Our table was well attended and we passed out a lot of information to local residents.

Mike Jones of CCLS came to the library with a representative from Spectrum. They are working on enhancing wireless connectivity for the library and for the community.

Following up on previous conversations, we learned that the "Friends" have voted to dissolve. We will await further developments on that front.

Window Wizards of Dunkirk cleaned the windows recently and we are very satisfied with their service.

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Adjournment: 8:36 PM

Next Meeting: Monday, November 20 at 7:00 pm

Respectfully Submitted by Gregory Cole



Director's Report

November 2023

NEW INFORMATION

1. November Programming Begins

- a. Our November Native American Programming is off to a fantastic start. We are about halfway into our events and we've had some really great turn out, similar to previous years. We ended up with 8 events this year. We were also able to livestream a majority of them, so people who would otherwise be unable to attend could still join in. Of course, these recordings are also available so if the timing didn't work out, they could still watch later.
- b. This brought up an interesting point where we wondered if more people were attending online because it was easier and more convenient. We talked about our goal with the programs. A)Get the information to as many people as possible or B)Get people into the building. For these events, we decided to continue putting them online and went with A.

2. No Parking Signs up

- a. Since there were no contractors available to come in to install our No Parking Signs I was able to install them myself. I purchased industrial adhesive tape that will hold the signs up for as long as we wish. They can be removed easily later on if we no longer need them. I'm not yet sure if they have an effect, but hopefully it will help relations between us and our neighboring businesses and help with traffic issues.

3. NYLA Notes

- a. I attended NYLA this year in Saratoga Springs over the first week of November. It was a very busy week! Here is an outline of the talks I attended.

- i. Reimagining the library's space
 1. Two courses on how to arrange the library so that people visiting want to come in, use the space and can navigate and successfully retrieve the materials they would like.
- ii. Chat GPT and AI
 1. Lots of interesting implications and uses for AI and ChatGPT in particular, in the library. We've set up a small demonstration of ChatGPT and we're exploring how to get an instance of ChatGPT to work on our webpage as a book recommendation service that can run 24/7.
- iii. Challenges to materials/programs
 1. It's currently popular to challenge library materials and programs. Some challenges come from well funded and organized groups with the aim to disrupt library function. We learned current methods to work with these challenges and continue to work towards our mission.
- iv. How libraries can fill in niches left by tech/streaming
 1. Streaming is becoming very popular but it's not a perfect system. Libraries and physical media still have an important role to play and it's a unique service we can offer.
- v. Staff Empowerment
 1. This talk covered how to keep staff energized and excited, especially in the wake of Covid and even during potential future challenges like it. How to cultivate skills and encourage the expression of strengths.
- vi. Collection maintenance and weeding practices
 1. A focus on the proper and perennial practices of collection development through weeding. How to get a good policy and practice to maintain the collection so it's only current, relevant and sought after material that our library in particular can provide.
- vii. Tech on a budget
 1. The basic idea here is that while most high tech experiences and services are expensive, not all are. There are many, low-budget methods and alternatives that we can provide for our community.

4. Bob Returns

- a. Bob is ready to return to work. The severity of his condition has passed and his doctor believes it was something else causing him the trouble. Being so, he's been medically cleared to return to work. He'd like to return to his previous capacity.
- b. If everyone is okay with that, I'd like to go ahead in this direction but I know there was some concern about his hours at the last meeting so I wanted to clear everything first.

5. Snow Removal Exploration

- a. I heard back from another Snow Removal (JD) service. Total is \$1,600 for the season or \$80 per plow. No salt.
- b. However, I've also contacted the Village Mayor, Jeffery Hornburg for help with this. I've asked him if the village could plow our parking lot and entry way as they pass by while plowing the road by our library. He's promised to get back to me and is fairly certain he can help with this.

6. Cleaning Services

- a. I'm exploring other options as requested. So far, I've yet to receive a call back. There was a problem with the cleaner not showing up, which hopefully has been fixed. I'm working with them to adjust our past bills.

7. New Policies

- a. I've been writing some new policies. They are attached in the documents here but this is the brief summary of each. If there's anything to change, let's change it and then officially approve these policies.
 - i. Material Reconsideration Policy
 - 1. A policy for challenged materials. If patrons have an issue with materials in the collection, this is the way to resolve it.
 - ii. The Accompanying Material Reconsideration Policy Form
 - 1. A form that people can use to submit requests for material reconsideration.
 - iii. Weeding Policy
 - 1. A simple policy that states the why's and how's of how we weed our collection.

8. Continuing Education

- a. Going over my folder with the training certificates, I seem to be missing CE forms from Rose Ann, Marianne, Father Dan and Gary Barber. Greg, Mark, Barbara and Maureen are all present. If you remember handing this over, I'll check my stacks again as it was likely, simply set somewhere else.

Material Reconsideration Policy

1. Introduction

- At Anderson-Lee Library, we respect the diverse tastes and interests of our readers. We encourage intellectual freedom and the open exchange of ideas. However, not all material may in fact be a good fit for our community and we are open to reviewing materials that may fall in this category.

2. Purpose

- This policy outlines the procedures for addressing concerns or reconsiderations raised by patrons or staff regarding library materials.

3. Definition of Reconsideration

- A reconsideration is a formal, written notification regarding the inclusion or removal of specific library materials.

4. Filing a Reconsideration

- Reconsiderations must be submitted in writing to the library director. The reconsideration form should be completely filled out before being submitted to help us properly identify the issues at hand and best serve our community. Only one Reconsideration Request may be submitted at a time. The original request must be resolved before further requests will be considered. This is so we can dedicate the proper attention, time and consideration to your request.

5. Review Committee

- A committee, consisting of library staff and community members, will be formed to review reconsiderations. The committee's members will be selected based on their ability to provide a balanced and informed perspective, or else, whoever is available to serve in this capacity.

6. Review Process

- The committee will conduct a thorough review, considering the library's collection development policy, the principles of intellectual freedom, the issues posed by the individual submitting the reconsideration and the perceived needs and wishes of our community.

7. Decision

- After careful consideration, the committee will make a recommendation to retain or remove the material being reviewed. The final decision will be made by the library director.

8. Notification

- The patron or staff member who filed the reconsideration form will be informed of the decision in writing.

9. Appeals

- If the patron is not satisfied with the decision, they may appeal to the library board.

10. Confidentiality

- The identities of individuals filing reconsiderations will remain confidential.

Reconsideration Request Form

Patron Information:

- Full Name:
○
- Library Card Number:
○
- Address (within the chartered service area):
○
- Phone Number:
○
- Email Address:
○

Material Details:

- Type of Resource (Book, Film, etc.):
○
- Title of the Material:
○
- Author/Creator:
○

Reconsideration Details:

- Please provide the exact issues you have with the material and specify where these issues occur (page number, timestamp, etc.):

Engagement with the Material:

- Confirm that you have engaged with the material in its totality (e.g., read the entire book, watched the entire film):
 -

Concern Details:

- How did this material come to your attention?

Alternate Resources:

- Are there resources you suggest to add different viewpoints or information on the topic?

Awareness of Library Policies:

- I acknowledge that I can submit only one reconsideration request at a time and must wait until it's resolved before submitting another.
 -

Proposed Action:

- What action do you propose regarding the material (e.g., relocation, removal, other)? Please provide a brief explanation:

Submission Date:

- Date:

We take your concerns seriously and will resolve the concern as soon as we are able to. You will be notified in writing as to the result of this submission. **Thank you for helping us build a better library together!**

Weeding Policy

1. Introduction

- At Anderson-Lee Library we are committed to maintaining a vibrant and relevant collection that serves the needs and interests of our community. This weeding policy outlines the procedures for the systematic removal of materials from our collection.

2. Purpose

- The purpose of this policy is to ensure that our collection remains current, in good condition, and aligned with the community's changing preferences and needs.

3. Criteria for Weeding

- Weeding decisions will be based on the following criteria:
 - Circulation Statistics: Materials not checked out for a defined period.
 - Generally, materials that have less than 10 checkouts over their time in the system beyond 4 years, will be considered for weeding.
 - Physical Condition: Materials in poor condition.
 - Mold, water damage, biological material, rips, tears, broken spines, odors are among some examples of things that would qualify for weeding.
 - Relevance: Materials no longer relevant to community interests.
 - Duplicate Copies: Multiple copies of the same title in our library.
 - Outdated or Inaccurate Information: Materials with information no longer accurate.
 - Found elsewhere in the system: Materials available through system loan may be removed from our shelves to free up space for materials not found elsewhere.

4. Weeding Process

- Weeding will be an ongoing process, conducted by trained library staff under supervision of the library Director.
- Regular weeding will be a perpetual process to help ensure a healthy collection.
- However, there may be times when an area of the collection needs more aggressive weeding, and larger weeding projects may occur as needed.

5. Disposal

- Removed materials may be sold, donated, or recycled, as appropriate.
- Rare or historically significant materials will be evaluated on a case-by-case basis.



Anderson-Lee Library
Board of Trustees Meeting
October 16, 2023

Call to Order: 7:09 PM

Attendance: M. Morabito, G. Cole, M. Bowers, R. Falcone, G. Barber, M. Woolley

Excused: Fr. Dan Fiebelkorn, T. Annis, B. O'Connell

Secretary's Report: G. Cole presented the Secretary Report for Sep 2023.
Motion made by R. Falcone to accept the report. Seconded by M. Bowers. Motion carried.

Treasurer's Report: M. Morabito delivered the Treasurer's Report.
Motion made by M. Bowers to accept the report. Seconded by G. Barber. Motion carried.

Director's Report:

The construction grant is fully submitted to CCLA and the State.

The library participated in the Forestville Fall Festival. Our table was well attended and we passed out a lot of information to local residents.

Mike Jones of CCLS came to the library with a representative from Spectrum. They are working on enhancing wireless connectivity for the library and for the community.

Following up on previous conversations, we learned that the "Friends" have voted to dissolve. We will await further developments on that front.

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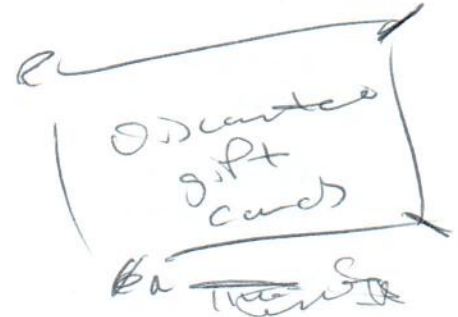
Respectfully Submitted by Gregory Cole

Summer Receipts increase -

Deposit check to MIT

Push - Best Sellers -

Buy a book?



\$165,000

\$150,000 up prop

\$170?

Ear named proposition?

NVLA

me

in my name

Linda -
Tim Hortons

Ear?
?