

#### WHITESVILLE PUBLIC LIBRARY Minutes October 21, 2025

Present: Gay Thistle, Karen Smith, Alice Schlichting, Marsha Van Vlack, Sue Beckhorn

- Meeting was called to order by Gay at 6:01 PM
- II. **Public Comment-** Tom Bissett requested that we paint the playground equipment every year so that it will be preserved. He estimated a cost of about \$1000 to have it done. The Board agreed and realized that we missed the opportunity to paint this year but should plan it for next Spring. See further discussion in budget planning below.
- III. Accept Sept 2025 Minutes: A motion to accept the minutes was put forth by Alice and seconded by Marsha. All agreed.

### IV. Director's Report:

- a. Will try Book Club again after the holidays
- b. Karen wants to book a summer program that has come highly recommended with George Sweatt, who will do a 45 minute magic show followed by an hour make your own extreme animal ballons for \$400. The show is good for 4-12 year olds. The board agreed that we should put the deposit down to book this performance for next summer
- c. Gay put a motion forward to pay the deposit for George Sweatt and accept the Directors Report. Sue seconded it and all agreed.

# V. Fundraising

A. So far \$340 have been donated for this "funraiser". We will keep it going until 10/30/25. It has worked out well that the Board members have split up the responsibilities for moving and placing the Jays. Sherri Sherman has volunteered to paint and repair the Jays over the winter.

# VI. Financial/Budget

- VII. A. A motion to accept the September report was made by Alice- and seconded by Sue and all agreed.
  - B. No bills for review.
  - C. 2026 Budget Planning
    - a. Painting playground- added \$100 to the Repair budget to cover the playground painting
    - b. Discussed other numbers in the draft budget. Will continue to work on this next meeting.
    - c. STLS will not have definite contribution numbers until the end of November.

# VIII. Building and Maintenance

### IX. Policy and Procedures

A. Karen will work on a policy for not allowing pets in the library for next meeting

#### X. Old Business

- a. Book sale kiosk- Marsha has not heard back from Wellsville High School STEAM program.
   Gay will pursue Andover.
- b. French Foundation grant for storage cabinets- Gay will send it in this week. We have all the materials for it.

## XI. New Business

- XII. Gay made the motion to adjourn the meeting at 6:38, Marsha seconded it and all agreed.
- XIII. Next meeting will be Nov. 18, 2025 at 6 PM (5:30 for required Sexual Harassment Training part 2)

# Director's Report November 2025

- \*\*Remember to plan to be at the meeting at 5:30 for the annual Sexual Harassment session. If you have done it at work please bring a note from you supervisor so it can be put in the file and we will be in compliance with NYS mandates.
- \*\*We had 99 Trick or Treaters plus parents/grandparents.
- \*\*Matthew from the Allegany County Job Training has asked libraries to provide locations for SNAP recipients to fill required volunteer hours to fulfill the requirements they need to continue receiving assistance. I have agreed to do this for a few hours/week. This will not be at any cost to the library. We have also been asked by Matthew to consider having a teen work at the library a few hours/week. It is a twin program to the summer program. I thought it would work, but I am not sure what time she gets back to Whitesville from Andover. It may not be worth it to work only 1 to 1½ hours 2 nights a week.
- \*\*Brian will attend the December 16th meeting.
- \*\*I needed to make some changes to the budget. When I was doing it the first time I forgot that our Armstrong phone bill is still going to STLS. They bill us quarterly, so on my spreadsheet we still had plenty to carry over. When we got the 3<sup>rd</sup> quarterly bill from STLS I realized we may not have enough without an increase. I have indicated that included with my reports. Gay met with our insurance agent. He recommended we add cyber security to our policy. I have indicated that increase also.
- \*\*I used a template from STLS and Cuba to write a policy on pets in the library. I am including that also.
- \*\*We will be needing a snow remover soon. What will the rate of pay be?
- \*\*We received a grant from COSAC to continue crafts at the senior center.
- \*\*Bring the whole family to the library for Family Spanish Class. This will be a fun and welcoming way to learn together! Taught by Keri Coleman, certified Spanish teacher with experience working with all ages, these free classes will meet twice per month the 2nd and 4th Tuesdays at 5:30 pm. All skill levels and ages are welcome, and no prior Spanish experience is needed. Families are encouraged to learn side by side so you can keep practicing and having fun at home. Kerri was Spanish teacher at WCS. She is now at Canisteo/Greenwood and has offered to teach this class. She does ask for a fee for supplies. I have a grant that I will be applying for to help offset the cost.
- \*\*The Family Game Craft & Game night is going to be 12/13 at the fire hall. If anyone wants to join to help with snacks, crafts etc it would be appreciated.

#### \*\*IMPORTANT DATES

\*\*PERSONAL TIME: 11/8; 11/13-1/2 day; 12/6 HOLIDAYS: 11/27 &11/28; 12/24-26; 1/1 &1/2

PROGRAMS: 11/24, all day crafts, 12/13, Annual Game/Craft Night 6-9 pm; Spanish Program 1/13 & 27, 5:30

ADULT PROGRAMS: 11/18, Senior Center; 12/2 Welcome Mat Craft

STLS SPONSORED MEETINGS, WORKSHOPS/TRAININGS PROGRAMS: 12/9 Allegany County directors

Y PROGRAMS: 2ND Tuesday of each month, 2:00 in the Day Care, 4:00 After School

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JUVENILE		73	87	120	149	173	143	315	214	160	156				1590
HOLDS PROVIDED		85	71	77	83	63	65	70	68	66	74				722
HOLDS RECEIVED		52	52	62	77	105	43	143	107	83	40		3		764
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UTILITIES	11.01.11.001	NAME FARMS APPROPRIES
Armstrong	\$1,700.00	\$1,800.00
National Fuel	\$1,500.00	\$1,500.00
National Grid	\$1,500.00	\$1,500.00
TOTAL	\$4,700.00	\$4,800.00
CUSTODIAL AND MAINTENANCE		2.3
Lawn Mowing & Snow Removal	\$1,400.00	\$1,400.00
Garbage Pick-Up	\$400.00	\$425.00
Repairs (building & grounds)	\$800.00	\$800.00
Cleaning Supplies	\$275.00	\$275.00
Paper Products	\$175.00	\$175.00
TOTAL	\$3,050.00	\$3,075.00
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OFFICE EXPENSES		
Postage and Box Rent	\$250.00	\$250.00
Supplies	\$200.00	\$200.00
Bookkeeper	\$3,600.00	\$3,600.00
Dues	\$50.00	\$50.00
Tax Return	\$400.00	\$400.00
TOTAL	\$4,500.00	\$4,500.00
EQUIPMENT		neitur neomacii e'as
Equipment Purchases	\$550.00	\$550.00
Paper & Ink	\$825.00	\$800.00
Technology Repair & Upgrade	\$700.00	\$700.00
Toshiba	\$400	\$425.00
TOTAL	\$2,475.00	\$2,500.00
PROGRAM		ds:
Programming for Children (Supplies & Performers)	\$3,200.00	\$3,200.00
Programming for Adults	\$900.00	\$900.00
TOTAL	\$4,100.00	\$4,100.00
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TOTAL EXPENDITURES	\$79,660.00	eniggas yes

Bringing animals, not trained as service animals, into the library is prohibited. Animals must be under the control of their handler at all times. If not immediately apparent that the animal is a trained service animal, staff may ask the patron if the animal is required because of a disability and what work or task the animal has been trained to perform.

This is for the benefit of both patrons and the animals. The best trained pet can become agitated if accidentally stepped on by a small child or loud noises.

Many are also afflicted with allergies from pet dander. This can be aggravated after an animal has left the building.

Adopted by the Board of Trustees on November 18, 2025.