WHITESVILLE PUBLIC LIBRARY MONTHLY MEETING AGENDA December 16, 2025

Brian Hildreth, STLS Executive Director

- I. Public Comment
- II. Accept Minutes—November, 2025
- III. Director's Report
- IV. Fundraising
- VII. Financial/Budget
 - a. Accept Financial Report—November, 2025
 - b. Bills for Review
 - c. Vote on budget
- VIII. Building Maintenance
 - a. Snow Removal
- IX. Policy and Procedures
 - a. 5 Year Plan 2026-2030
- X. Old Business
 - a. Book Sale Kiosk
 - b. Grant for Storage Space
- XI. New Business
- XII. Next Meeting January 20, 2026; 6:00 pm
- XIII. Adjourn Meeting

BOARD MEETING DATES:

February 17 May 19 August 18 November 17 March 17 June 16 September 15 December 15

April 21 July 21 October 20

FUNDRAISING:

WHITESVILLE PUBLIC LIBRARY Minutes November 18, 2025

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

- Meeting was called to order by Gay at 6:01 PM
- II. Public Comment- none
- III. Accept Oct 2025 Minutes: A motion to accept the minutes was put forth by Marsha and seconded by Alice. All agreed.
- IV. Director's Report:
 - A. Discussed volunteers that will be provided by the County
 - B. Discussed snow removal. Karen will ask Mark Richmond if he is interested again this year at last years rate at \$40 each time the walks are plowed.
 - C. STLS is in the process of making a deal with Amazon for a 30% discount on anything purchased from them.
 - D. Dec 13 is the Christmas Family Craft and Game night. Any assistance will be appreciated.
 - E. Marsha made the motion to accept the Directors Report. Alice seconded it and all agreed.
- V. Fundraising
 - A. So far \$440 have been donated for the Blue Jay "funraiser".
- VI. Financial/Budget
 - A. A motion to accept the October report was made by Gay and seconded by Marsha and all agreed.
 - A. No bills for review.
 - B. 2026 Budget Planning
 - a. STLS will not have definite contribution numbers until the end of November.
 - b. Updated budget was discussed
- VII. Building and Maintenance
 - A. A motion to accept Angie Boyd's resignation as cleaner was put forth by Gay and seconded by Marsha and all agreed
 - B. Board had discussion on candidates for cleaner. Marsha interviewed four candidates. One removed herself from the list because she needed more than 2 hours/week. Gay made the motion to hire Julia Kailbourne as the new cleaner. Marsha seconded it and all agreed.
- VIII. Policy and Procedures
 - A. Gay made the motion to accept the "No Animals in the Library" policy as presented. Alice seconded it and all agreed
- IX. Old Business
 - A. Book sale kiosk-Gay has a message to the teacher in Andover.
 - B. French Foundation grant for storage cabinets was submitted in October 2025. No word yet.
- X. New Business
 - A. Marsha made the motion to accept Caleb Cutler's request for a leave of absence from Library Board duties until January because of his current job situation. Gay seconded it and all agreed.
- XI. Marsha made the motion to adjourn the meeting at 6:37, Gay seconded it and all agreed.
- XII. Next meeting will be December. 16, 2025 at 6 PM

Director's Report December, 2025

- **Matthew told me in his original email that the community service for SNAP would begin in December, but I have not heard any more, so I don't know if they have anyone coming to the library.
- **The budget is complete, I think. I have sent it to Lori to go over my numbers. I will send it along when I receive it back from her.
- **Mark has agreed to do snow removal at \$40/plow. I am not pleased with his work, a board member may need to contact him. He is running down our sidewalk one time, and not always getting it clean. He does shovel from the door to the road now, but does not touch the parking lane. {Today, when it snowed before opening and throughout the morning/early afternoon he has not touched it.}
- **The first Spanish program will be on Tuesday, January 13, at 5:30 pm.
- **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. Armstrong donated snacks and the town board gave us \$100 to purchase door prizes and crafts.
- **We had one donor for FLX Gives. We received \$20.
- **WCS will be printing a yearbook with elementary students only. The advisor thinks this will be \$20. Administration has been approached about adding a class picture of grades 7-12 in the book. They were turned down. Since Whitesville students are at ACS I felt it would not be fair to not purchase a yearbook from them. That book was \$48.xx.
- **I have about 10 hours of personal time I need to take by 12/31. I am not sure when I will be taking them, most likely on Tuesday or Wednesdays when Mary is here as I don't have any plans to travel or be away in the next couple of weeks.

**IMPORTANT DATES

**PERSONAL TIME:

HOLIDAYS: 12/24-26; 1/1 &1/2

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

ADULT PROGRAMS: 1/6 Show and Tell Book Club

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



2025 MONTHLY STATS													
	JAN	FEB	MAR	APR	MAY	JUNE	IIIIV	AUG	SEPT	ОСТ	NOV	DEC	TOTAL
CIRC/RENEWAL	194	200	246	288	311	260	523	377	322	295	324		3340
ADULT	121	113	126	139	138	117	208	163	162	139			1545
JUVENILE	73	87	120	149	173	143	315	214	160	156			1795
HOLDS PROVIDED	85	71	77	83	63	65	70	68	66	74			794
HOLDS RECEIVED	52	52	62	77	105	43	143	107	83	40			866
ITEMS ADDED	56	60	45	53	52	45	61	134	29	44	-		628
NEW CARDS ISSUED	1	1	2	. 1	1	6	10	154	1	6			34
MAGAZINE CIRC	2	4	3	3	2	3	3	2	4	4			34
PATRONS	119	109	155	181	170	170			-				
							333	275	157	163	137		1969
COMPUTER HOURS	16	21	27	24	21	31	29	55	23	25	20	157 11	292
ADULT USERS	16	18	27	22	26	26	27	25	25	24			254
JUVENILE USERS	0	0	0	1	0	. 0	0	0	0				4
WIFI HOURS	29	4	42	31	95	42	213	134	50	176		2	958.5
WIFI USERS	12	5	22	31	42	21	56	61	18	138			442
WEB SITE VISITS	99	86	124	116	121	112	144	127	121	132	156		1338
EBOOK CIRC	125	112	113	129	146	144	156	157	158	138	120		1498
E MAGAZINES	0	8	12	7	7	10	13	9	6	10	8		90
PROGRAM SESSIONS	5	4	6	10	9	7	9	6	6	5	3	Marka.	70
ADULT	1	0	1	2	*	4	2	0	2	2	2		16
TEEN	0	0	0	0	0	3	0	0	0	0	0		-3
ELEMENTARY	1	1	1	2	1	1	4	2	1	2	1		17
EARLY LIT	1	1	1	2	1	1	1	1	1	1	1		12
ARC	2	2	3	4	2	1	2	3	2	1	3		25
PROGRAM ATTENDANCE	33	15	32	55	63	53	122	107	23	152	31	on of	686
ADULT	3	0	5	10	40	26	11	0	10	8	5	Hillory's	118
TEEN	0	0	0	0	0	9	0	0	0	0	0	i III i	9
ELEMENTARY	17	,9	17	30	17	14	105	97	5	32	19		362
EARLY LIT	9	2	4	7	2	2	2	4	4	10	7	al target	53
ARC	4	4	6	8	4	2	4	6	4	2	3		47
EVENT	0	0	0	0	130*	60	42	146	45	0	0		293
ONLINE													. Les ado
FACEBOOK RECORDINGS	0	0	0	0	0	0	0	0	0	0	0		C
VIEWS	0	0	0	0	0	0	0	0	0	0	0		0
COMMENTS	0	0	0	0	0	0	0	0	0	0			0
LIKES	0	0	0	0	0	0	0	0	0	0	-		0
SHARES	0	0	0	0	0	0	0	0	0	0	-		0
OTHER SESSIONS	0	0	0	0	0	0	0	0	0				0
PASSIVE	0	0	0	0	0	0	0	0	0	0			
ENGAGEMENT	0	0	0	0	0	0	0	0	0	0			C
	0	0	2	2	0	3	20	9	0		-		
PASSIVE PROGRAM (not	+	0		3	0	9				151	2		189
ATTENDANCE online)	0		4				69	15	15	151	4		270
ONE ON ONE	0	1	2	0	0	0	0	0	4	3	-		59
KANOPY	0	0	0	0	0	0	0	1	0	0	0		1