

January Meeting Minutes 2024

Genesee Area Library Board Meeting Minutes for 1/15/2024. Meeting was called to order by President Chris Moser at 6:30 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Nate Pott Jr. (Vice Pres.), Reed (Sec), Laura Bryant, Alexadra Pott and Erica Moses (Lib Director)

Absent: Trinity Cowburn

Motion was made to accept the November meeting minutes by Kristine and 2nd by Nate, unanimous motion carried.

Treasurer Report by Kristine Smith

Year end reports still need to be finished.

Ending balance in the checking account: \$35,795.27

Ending balance in the savings account: \$3,711.72

Motion was made to accept the November Treasurer report by Nate, 2nd by Sue, unanimous motion carried.

Directors Report by Erica Moses

November Patron Count: 73 adults, 9 kids (1 New)

New Items: 105

Deleted Items: 8

Resource Sharing IN: 3

Resource Sharing OUT: 8

December Patron Count: 81 adults, 23 kids (2 New)

New Items: 43

Deleted Items: 2

Resource Sharing IN: 6

Resource Sharing OUT: 8

New Branding has been published. The website and all other materials have been changed over.

The Document Retention policy has been drafted and needs approval. I did start pulling files and organizing boxes.

Still looking at printers. I did reach back out to DataBranch asking for other options, but they came back with another HP printer with the same cost on ink that we're paying now. Will work on this when I have the opportunity.

Christmas in July?

Breakfast with Santa fundraiser?

Library of Things borrowing policies need to be determined. Do we want things to go out for 2 weeks? Just 1? Do we want to put fines or deposits on anything? I can get something drafted, just like everyone thought.

Applied for a small and rural library grant supplied by Penguin Random House. This is a \$1,000 grant to help purchase supplies for our Library of Things. Notification of funding will be sent by March 8th, and funds must be used by the end of year.

Updated general borrowing policies. Removed two lines about overdue materials and expanded them into fines/fees section which now includes overdue books and how they're addressed. Also added in a section on new patrons and limited their checkouts to two items at a time until they have a history. Also added in a line about replacement charges on dvd's and audiobooks that become damaged if returned to the drop box. Created a summary of this policy to be handed out with new library card registrations with a note that the full policy can be viewed online, or we can print them a copy.

I want to add the following holiday closings based on the closings of other area libraries and patron counts on those days. Our current holidays are:

New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day,

Thanksgiving Day, Christmas Eve, Christmas Day

Would like to add: Good Friday, Saturday before Memorial Day, Saturday before Labor Day, day after Thanksgiving, day after Christmas. Early Closing on New Year's Eve.

Awarded Play and Grow grant. Monthly zoom meetings instructed by Nina White (district youth consultant), funded by LSTA and IMLS. Includes a kit of early childhood education materials with an estimated value of 2k.

Applied for a scholarship to attend the Public Library Association Conference held in Columbus in April but was declined.

Working on applying for the ARSL Leadership Academy.

Elected as the RSL Round table secretary again this year.

Old Business:

Hiring of Assistant - Only received 2 applicants, one sent a resume the other just a cover letter. Since there are only 2 applicants and no rush to fill this position, we will table this for the next couple months.

Tri-County Grant - Chris stated we did receive this grant.

Time Commissioners Grant - this was received and deposited at the end of December.

Eco-friendly printer update on quotes - not finding anything reasonable yet, will keep looking.

Christmas in July - This will be a go, with a date of 6/22/24.

Library of Things - Discussed that we should make these a sign out of 1 week at a time. A policy and form about a fine will need to be created. Erica will work on this.

Chris shared that there was one complaint after our Holiday Bizarre by the Fire Dept regarding our clean up. The Fire Dept has implemented a new policy going forward for 2024 that \$100 deposit is required.

New Business:

Approval of Documentation Retention and Destruction Policy - Motion made to approve by Nate, 2nd by Alex, unanimous motion carried.

Approval of Borrowing Policy - Motion made to amend as written by Kristine, 2nd by Chris, unanimous motion carried.

Approval of Circulation Summary - Motion made to approve by Kristine, 2nd by Sue, unanimous motion carried.

Approval of Destruction and Kept Log - Motion made by Chris, 2nd by Nate, unanimous motion carried.

Approval of extra Holiday closings - Motion made by Kristine, 2nd by Chris, unanimous motion carried.

Fundraising - Valentine Bake Sale - we will not be doing this for Valentine's day, instead we will coordinate our Bake Sale with the Fireman's Annual Chicken BBQ for the 1st day of fishing season which will be April 6th. We plan to set up at Reed's and then move to the Fire hall before noon when they open doors for selling of BBQ.

Induction cook-top and weather safe sign - Both items came in. The sign is up and in use, looks great and eye catching. The cooktop is in and Feb 3rd will be the first activity scheduled for its use.

New hot water heater - Chris will attend the next township meeting on Feb 13th do ask for their help to purchase and replace.

Chris attended the Potter Tioga meeting and said that the budget passed.

The library was awarded the Play and Grow Grant.

Board positions for 2024 - Motion was made to leave all positions as they currently are by Kristine, 2nd by Nate, unanimous motion carried. Positions will remain with...

Pres - Christine Moser

Vice Pres - Nate Pott Jr

Sec. - Sue Reed

Treas -Kristine Smith

Next meeting will be 3/11/24 @ 6:30 at the Library.

Motion made to adjourn the meeting at 7:55 pm by Kristine, 2nd by Sue, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

March Meeting Minutes 2024

Genesee Area Library Board Meeting Minutes for 3/11/2024. Meeting was called to order by President Chris Moser at 6:31 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Nate Pott Jr. (Vice Pres.), Sue Reed (Sec) (conference call), Laura Bryant(conference call), Alexadra Pott and Erica Moses (Lib Director)

Absent: Trinity Cowburn

Motion was made to accept the January meeting minutes by Kristine and 2nd by Nate, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances as of 2/29/24:

Checking \$33,397.12

Savings: \$3,713.10

Credits in the month of \$2,889.15, debits of \$4,785.32. I completed a deposit on 3/7/24 of \$8,617.63, which included 90% state aid in the amount of \$8,236.44. Files were delivered to the tax accountant, payroll liability quarterly and annual reports were completed before the end of Jan, thank you to Erica for her help. Experienced an issue with Quickbooks system and needed to upgrade to their online system in order for us to have the payroll program. Thank you to Erica for all the work she did in getting this new system and obtaining the credit from the previously charged Intuit charges.

Motion was made to accept the March Treasurer report by Chris, 2nd by Laura, unanimous motion carried.

Directors Report by Erica Moses

January Patron Count: 75 adults, 17 kids (3 New)

New Items: 19

Deleted Items: 0

Resource Sharing IN: 10

Resource Sharing OUT: 12

February Patron Count: 68 adults, 28 kids

New Items: 49

Deleted Items: 90

Resource Sharing IN: 3

Resource Sharing OUT: 26

Still shredding files, only three more boxes to go.

Library of things policy written for approval, already spoke with Spark and they are ready to go when we are.

Penguin Random House grant decision should come on March 8th so I might have an update during our meeting.

Also submitted a Preserving History grant, but the deadline was extended so I haven't heard back yet. The deadline for the ASRL Leadership Institute was also extended. Nina White, the district youth consultant came for a visit.

March 26th there is a workshop at the Milton Library I'll be attending.

Starting a Homesteading series, the first two are planned but looking for more ideas. The idea is to teach others how to be more self-sufficient.

Slowly planning Summer Reading.

I've been cleaning out and organizing the back room.

Donation mailer to help gather funds for teen room creation, moving of early and juvenile sections, and library of things.

Old Business:

Bake Sale – Chris shared that we are all set to set up in front of Reed's and she received approval from Rhonda. Call list was divided up. Need posters made up, cash box for day of sales, advertise and banner. Set up to begin by 8:30, Kristine, Sue (and Cole), Nate & Alex will work

June 22nd Fundraiser, the decision was made to call this the "Genesee Area Library Craft & Vendor Bazaar". Erica will get letters out to vendors and some advertising going for this event. Chris motioned to allow Erica to purchase a large Kindle as a library giveaway at event. 2nd by Nate, unanimous. Discussions were held at the type of things we could host during this event, like a Rhubarb bake off competition, children's games.

Chris went to the township meeting and the board decided to have Travis gather pricing for the hot water tank, they will finalize at their next meeting

"Library of Things" borrowing policy and Liability Waiver was reviewed, Kristine motioned to accept and implement as is, Chris 2nd motion, unanimous

New Business:

A donation mailer will be sent out to patrons to help with the costs of moving rooms for the teens and children areas, library of things and any other item a donator would like their donation to be spent on.

We will need electric in the old kids' room to plug in the tv and gaming consoles. Kristine motioned to approve, Nate 2nd – unanimous.

Board approved closing the library on 3/26/24 so Erica can attend training seminar.

Erica shared that the homesteading series will begin, 1st is Kirsten discussing chickens & quails. 2nd – Lisa presenting on growing food. 3rd Erica presenting on canning. Still looking for a forager, any other homesteading ideas are welcomed.

Solar Eclipse party is set for 4/8/24, 2-4pm, we will have Stash there to discuss what is going on, viewing glasses, crafts, and snacks.

Discussion held on obtaining an insurance liability plan to cover events we host throughout the year. Kristine spoke with Karshner's and obtained the quote of \$300 for a one-year policy that would cover all the events we host. Nate motioned to obtain policy, Sue 2nd – unanimous

Annual Report submitted

Motion made to adjourn the meeting at 7:06 pm by Nate, 2nd by Chris, unanimous motion carried.

Next meeting will be 4/15/24 @ 6:30 at the Library.

Respectfully submitted,

Kristine Smith
(on behalf of Sue due to joining via conference call)

April Meeting Minutes 2024

Genesee Area Library Board Meeting Minutes for 4/15/2024. Meeting was called to order by President Chris Moser at 6:30 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Nate Pott Jr. (Vice Pres.), Sue Reed (Sec) (conference call), Laura Bryant (conference call), Alexandra Pott and Erica Moses (Lib Director)

Absent: Trinity Cowburn

Motion was made to accept the March meeting minutes by Sue and 2nd by Nate, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances as of 3/31/24:

Checking \$38,483.93

Savings: \$3,713.10

Credits in the month of \$8,657.63, debits of \$3,215.71. I completed a deposit on 4/11/24 of \$2,880.70, which included 90% state aid in the amount of \$8,236.44. Quarterly payroll liabilities to be completed by month end. I've got behind on entry of some data, will work to get caught up as soon as I can.

Motion was made to accept the March Treasurer report by Nate, 2nd by Laura, unanimous motion carried.

Directors Report by Erica Moses

March Patron Count: 94 adults, 18 kids (1 New)

New Items: 33

Deleted Items: 75

Resource Sharing IN: 7

Resource Sharing OUT: 10

Files are now completely destroyed.

Spark has us set up for the library of things and I've begun cataloging what we have.

I did not receive the Penguin Random House grant.

Preserving History grant decision pushed until June.

Jenny Jackson sent me a message asking about doing “an art show through the library and people list their prices on them in available to sell.” I told her I would bring it up during our next meeting.

Ruth Davis discusses an idea the watershed had about visiting a fish hatchery. I love the idea but am concerned with possible liability issues.

Mailed out just over 200 donation letters during the last week of March. I plan on doing an email version during the last week or so of April, and then would like to hold an open house on the first Saturday in June. Received \$500 as of 4/10/2024.

Received a phone call from “A Way Out,” they would like to know if we will waive their fee for the craft and vendor bazaar.

I’ve been keeping an eye on UGI this year and I am happy to say that as of our April bill, we have a credit of roughly \$25. I programmed the thermostat to drop to 60 when the library was closed and while we’ve had a mild winter, the temperature difference between last year and this year has only been a degree or two, so I plan on keeping the program it’s set to and hope the trend continues next winter.

With our library being in a title one school district, I was able to acquire an account with First Book Marketplace. I’ve had the account since last year and have ordered from them often, but they offered 4 different eBook collections geared towards kids, all for free. I ordered 100 licenses for each collection. I plan on giving out codes/pins to all my summer reading kids and using the rest for whoever wants to take advantage. There will be links from our website to access the books along with an FAQ. We also have access to CodeSpark and Boodle and I plan on loading them to the tablets in our library of things, as well as on our website.

I can’t remember if I mentioned it or not, but last year I had applied for an ALA grant “Thinking Money for Kids.” We were awarded it, and it was accepted back in December. They’re taking their time rolling things out, but kits are supposed to be distributed starting this summer. We are one of only 200 libraries across the country who received this grant.

Applied to be a fish and tackle loaner site. It takes about 5-6 weeks to be approved and the items sent. These will be added to the library of things and are provided free of charge by the PA Fish and Boat Commission. We were approved.

A new water heater has been installed!

Need to discuss the regulations draft. A couple of areas of concern for us.

Share summer reading mockups, Sherry will cover Wednesday afternoons for summer reading. Smokey the Bear is coming, and the headwaters will have their picnic on the last date. Sherry is part of the headwaters association and usually goes to the picnic. Is it okay to close that Wednesday at 4:30 so she can still attend.

Need to discuss the cost of printer ink and postage and start to consider a new printer.

April 25, the Potter Directors are meeting with the commissioners at the Coudy library. Sherry is going to cover until the meeting is over.

May 23rd is the next Brodart collection connection. I attended in the fall and found it super helpful, Sherry said she would cover so I can attend this.

Raise for Sherry

Old Business:

Bake Sale – went well, discussed improvement ideas of cutting costs when we move to Fire Hall if we still have a large item count.

June 22nd Craft & Vendor Bazaar Fundraiser, we currently only have five vendors signed up, need more. We will discuss food options at next months meeting. Chris talked with Alayna at the bank regarding them purchasing a big item. We will need auction items, discussion held on soliciting from local stores and putting out a public notice for “new or gently used” items.

Erica updated board on needs for in house improvements, it was determined that we would need plywood. Kristine motioned for approval to purchase plywood, Sue 2nd motion, unanimous

Solar Eclipse event was a success, although the clouds did not cooperate, we had a good turn out with a nice group of ages, Erica noted that she wished she hadn't printed so much, but it was an unknown need.

Kristine updated board that the liability policy was purchased and it should cover all our current/planned events for the year.

Financial review update, Kristine to check with Linda Twigg on the status

New Business:

Erica asked about selling community art in the library as she was asked by a patron, board felt that this is not the area we want to get into.

Field trip to the Fish Hatchery as part of summer reading was discussed. While it was felt that this was a good idea, the transportation liability could become a concern as private vehicles would be needed. Discussed making this a separate trip with the Headwaters at another time.

Open House for the library will be held on Saturday June 1, 2024

“A Way Out” contacted the library requesting a waive of vendor fee at the Craft & Vendor Bazaar, Chris motioned to not charge nonprofits, Kristine 2nd the motion, unanimous – motion carried.

Discussion was held to close early on 6/17so Sherry can attend picnic, Kristine motioned to close early, Chris 2nd the motion, unanimous – motion carried.

Erica shared that she would like to attend the Brodart Collection Event to take advantage of good pricing, Chris motioned for Erica to attend, Nate 2nd motion, unanimous – motion carried.

Erica requested a raise for Sherry Cornell, Chris motioned to increase by .50, making new rate \$8.75/hour, Sue 2nd motion, unanimous – motion carried.

Discussion on printer was held, current printer is having issues with the display and being able to make selections. There are several options that Erica feels would fit our need, the biggest concern is the cost of ink. Erica shared that she spent more than half of the office budget on ink. She’s been looking into options and brands and presented the board with her research. Chris motioned to purchase the Epson for \$900., Alex 2nd motion, unanimous – motion carried. Erica will order and will wait till current printer either dies or ink supply is all used.

Discussion held on Inter Library loans and the expenses associated with participation. We pay when we send an item out and we have had roughly \$100 in ILL expenses so far this year.

Discussion held on draft regulations. Erica meets certification at this time, however, these potential changes may cause issues for other libraries in the system, our open hours will need to be reviewed to maintain compliance with draft regulations. Chris and Erica shared that they are unsure of what the future hold and how we will meet the new draft regulations, we need to be aware of potential changes. At this time the draft regulations have only been released to libraries and boards for review and feedback prior to public release.

Erica shared that she will be meeting with the Commissioners on 4/25, Sherry will be filing in so she can attend.

Next meeting will be 5/20/24 @ 6:30 at the Library.

Motion made to adjourn the meeting at 7:57 pm by Nate, 2nd by Kristine, unanimous motion carried.

Respectfully submitted,

Kristine Smith
(on behalf of Sue due to joining via conference call)

Official Copy at Library

May Meeting Minutes 2024

Genesee Area Library Board Meeting Minutes for 5/20/2024. Meeting was called to order by President Chris Moser at 6:35 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Nate Pott Jr. (Vice Pres.), Laura Bryant(conference call), Alexadra Pott and Erica Moses (Lib Director)

Absent: Trinity Cowburn, Sue Reed (Sec)

Motion was made to accept the April meeting minutes by Nate and 2nd by Chris, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances on bank statements as of 4/30/24:

Checking \$36,127.15

Savings: \$3,713.10

Credits in the month of \$3,290.65, debits of \$6,012.18. Quarterly payroll liabilities were completed.

Motion was made to accept the April Treasurer report by Alex, 2nd by Nate, unanimous motion carried.

Directors Report by Erica Moses

April Patron Count: 123 Adults, 42 Kids

New Items: 19

Deleted Items: 82

Resource Sharing IN: 6

Resource Sharing OUT: 17

Applied for Dollar General Literacy Grant

There are a couple of other PA grants I've been looking at, however Pa's eGrant system migrated to PDESuite and I need a local administrator in order to access anything. Jumped through all the hoops required and was able to apply for three different grants. Two are for improving our youth collections and the last is a professional development grant.

The ASRL Leadership grant determination was received. I was not selected in the first round; however, they did say they loved my application, and I am on a "wait list".

All of summer reading is set and ready to go. Spoke with Chuck and Chris, they're going to have the FD join us when Smokey visits and for our Toddler/Preschool program on Fire

Safety. Summer reading is live on the website, along with sign-ups as of May 13th. I have mock-ups to share for adult and YA summer reading challenges.

Open house is set for June 1st during our open hours. I will take care of refreshments. Jared has promised to have the new electric in by then. I will also start gathering a “wish list” of items to complete the new Teen Room. So far, we’ve collected \$525 specifically for the teen room, and another \$550 designated as “donation” or “in memory of.” Making the total from the mailer drive \$1075. We’ve collected almost 4k in donations since the beginning of the year. This does not include the donation jar I’ve started setting out during homesteading and cooking classes.

Homestead and Cooking classes currently get the most sign-ups and attendance rates.

Invoice for our annual AccessPa fees went to Blossburg. Bev is supposed to be getting them and delivering them during book drop off/pick up.

Old Business:

New printer arrived, Erica will get in touch with Data Branch for set up and will utilize current printer until our stock of ink supply is used.

Open House for the library set for Saturday June 1, 2024. Erica will make cookies.

June 22nd Craft & Vendor Bazaar Fundraiser, we currently have 10 vendors signed up. Board members are asked to bring a donation item for auction, Erica to put out another round of soliciting for donations of “new or gently used items” for auction. We will hold an event planning meeting on 6/10/24 at 6:30pm to finalize food and plans for the day of Bazaar.- Kristine to provide insurance certificate to park for event.

Financial review update, Kristine touched base with Linda Twigg and she expects to be completed soon.

Erica attended the meeting with the Commissioners on 4/25/24 and felt the meeting went well.

New Business:

Resolution to allow Erica Moses to sign off on received grants through the online portal was motioned by Kristine and 2nd by Alex, unanimous, motion carried.

Next meeting will be 7/15/24 @ 6:30 at the Library.

Motion made to adjourn the meeting at 7:37 pm by Kristine, 2nd by Nate, unanimous motion carried.

Respectfully submitted,

Kristine Smith
(on behalf of Sue)

Official Copy at Library

July Meeting Minutes 2024

Genesee Area Library Board Meeting Minutes for 7/15/2024. Meeting was called to order by President Chris Moser at 6:40 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Nate Pott Jr.(Vice Pres.), Sue Reed (Sec), Alexadra Pott and Erica Moses (Lib Director)

Absent: Trinity Cowburn

Motion was made to accept the May meeting minutes by Alex and 2nd by Nate, unanimous motion carried.

Treasurer Report by Kristine Smith

Checking balance at bank 6/30/24 \$ 33,616.52

Savings \$ 3,714.53

Debits in month of \$2,949.83

Credits \$ 2,795.29

Deposit of \$500 in hand, deposited \$6,157.90 on 7/3

Craft & Vendor Bazaar

Vendor Spots = \$410.00

Auction = \$550.00

Food = \$ 14.21 in Profit, spent \$150.79 is supplies

Total \$ 974.21

Quarterly reports to be completed

Motion was made to accept the June Treasurer report by Sue, 2nd by Chris, unanimous motion carried.

Directors Report by Erica Moses

May Patron Count: 102 Adults, 22 Kids (1 New)

New Items: 49

Deleted Items: 3

Resource Sharing IN: 1

Resource Sharing OUT: 15

June Patron Count: 110 Adults, 65 Kids

New Items: 65

Deleted Items: 25

Resource Sharing IN:

Resource Sharing OUT: 7

Followed up with the fish and tackle program because fulfillment was supposed to be between 5-6 week, and it has been twice that now. Response said that nothing ever got ordered for whatever reason, but everything should be here soon.

Need to discuss a possible issue with a vendor. A vendor purchased two tables, however, one of those tables was for a separate vendor and not a second table for themselves.

I took a complete inventory of supplies as I was putting everything away after the craft and vendor bazaar. We will have two flavors of soda that will be out of date by November so I'm planning on use them for the Summer Reading/Headwaters picnic.

I sent thank you letters to the business that donated gift certificates. Are there other businesses I need to send letters to that I may have missed?

Need to discuss changing policy for what can be placed in windows/bulletin board and shared on social media in regard to outside businesses/groups

Canceled Summer Reading on 6/19 due to heat. It was well received by those who responded. There were three families that did not acknowledge the cancellation, but I did reach out in each form of contact that I had for them. Overall, summer reading has been odd. We had a great signup rate of 36 kids in total. One family has not come at all, and another family came, but never signed up. I have not had anyone complain as of yet about splitting up the age groups so I will probably continue that trend for next year. The first week was great for all the groups, but only the teen group has remained full. However, I do feel that weather has played into it a lot this year.

Sam.gov UEID renewal was submitted, received, and renewed.

SPARK membership fees will see a 5% increase for the 2025 membership year. There will also be another increase the following year but will be no greater than 10%. Pricing has not increased since 2018.

Baker and Taylor fees are increasing. Barcodes are going from 0.25 to 0.34, label protectors are going from 0.11 to 0.21, mylar jackets are going from 0.99 to 1.19 and laminate covers are going from 1.59 to 2.15. They are also going to start charging a 5% 'transportation surcharge' per invoice.

I would like to attend the Association for Rural and Small Libraries Annual Conference this year and I'm wondering if the library can help cover some of the cost, in particular, the cost of the room and some of the milage. It is being held in Springfield Mass this year.

I joined the PaLA conference committee for next year and will help out specifically on the registration committee. It is being held in Erie. While most of the meetings prior will be held virtually, there will be two in-person that I need to commit to, as well as conference attendance.

I was also asked if I would be interested in heading the West Branch Chapter of PaLA and declined. I will, however, be part of the Rural and Small Libraries Roundtable again next year. I am currently the secretary, however I let our current chair know to add my name to the list for vice chair next year. I will also maintain my spot as part of the scholarship committee. Voting begins in August.

The ALA grant "Thinking Money for Kids" is finally moving forward. This was a grant that was awarded back in December. It contains programming materials set to ship in late July, as well as a set of six Playaway Launchpads that will ship sometimes in August. A representative from Playaway reached out and we had a virtual meeting in early July. She is also going to send us a couple of Playaway Launchpads to "try out" but said we can keep them for as long as we'd like, whether it's 2 weeks or 6 months. She is also supposed to send out a couple of Wonder books that are ours to keep indefinitely.

The state aid library subsidy (SALSA) opened July 10th and closes August 8th. We are currently meeting the standards for incentive aid. In order to meet the standards for quality aid (which we are currently receiving), we need to be open 45 hours a week, with 7 hours on a Saturday. With the new regulation changes, every library in the system needs to meet standards for quality aid. If even one library does not meet it, then the entire system no longer qualifies.

Wishlist for finishing the Teen Room:

We collected \$725 designated specifically for the Teen Room. We've already spent the \$200 that was approved to add in the extra outlet, wiring, and having the TV mounted. The other items that I would like to purchase are:

Nintendo Switch: \$289
Fold Up Seating x 2: \$84 each
Astronaut Galaxy Light: \$35
4x6 area for Kids room: \$34

Holiday Fest: clean up the mailing list. I was going to send everyone on our list an email to see who is still interested in receiving a registration form. We have a total of 116 vendors in the list, 75 of which have emails. I would pull out those who have been to Holiday fest since we resumed having it so that they stay on the list. I also have a place holder ready to go on the website.

6 Month Stats (Jan-June 2024 v 2023)

Patrons: 765 v 662
Libby Circ: 91 v 94
In Person Circ: 576 v 643
Website Visits: 3534 v 1039

Old Business:

Craft and Vendor Bizarre - Erica sent out thank you's. We had a profit of \$974.21. There was 1 vendor issue, spot was with extra space when it was actually 2 vendors. Input from vendors was needed for better promotion of event. Posters need to be put up all around. Nate will check with Sue Ransom to see if we can book the park for this event again next year on 6/14/25 being first choice, or 6/28 as the second choice.

Audit - Kristine turned this in to Erica. There was a price increase to \$630.

New Business:

Policy change for putting window, bulletin board, social media for outside businesses and groups. - Erica is working on this, needs proper verbage. She will bring to next meeting.

Board Resolution Waiver of Standards was signed by Chris, Kristine, Sue and Erica and will be sent to Leslie.

Salsa and hours - We will need to increase the hours the Library is open for 2025. The hours will be set at 35 hours, motion for this was made by Kristine, 2nd by Chris, unanimous motion carried.

Erica attending Conference in Springfield Massachusetts Sept 11-14 at a cost of \$973.80. Motion made for her to attend made by Chris, 2nd by Kristine, unanimous motion carried.

Teen Room wish list- \$725 collected to use, Erica proposed purchase TV mount, outlet, Nintendo Switch, fold up seating, Galaxy light and area rug for kids room. Chris made motion to purchase, 2nd by Sue, unanimous motion carried.

Holiday Fest - this will be held on 11/9/24, fees will remain the same. Erica will send out email and letters the first week of August. Sue will also check with Sacred Heart for Parish Hall to be reserved in case we need the extra space this year.

PTLS - Chris was unable to attend but was able to vote on all topics.

Board member resignation was rec'd for Laura Bryant, it was the end of her term as well.

New Board member - Jackie Sprow needs approved at Township meeting and she should be able to join us at our Sept meeting.

Little Free Library - Erica proposed for this with installation at/near the Genesee Park entrance. Needs to be discussed with members of Park Board. Motion made to move ahead with this by Kristine and 2nd by Chris, unanimous motion carried.

Next meeting: Sept 16th at 6:30

Motion made to adjourn meeting at 8:30 by Sue, 2nd by Kristine, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

September Meeting Minutes 2024

Genesee Area Library Board Meeting Minutes for 9/16/2024. Meeting was called to order by President Chris Moser at 6:35 pm.

Attendance: Chris Moser (Pres/Co- Tres), Kristine Smith (Tres), Nate Pott Jr.(Vice Pres.), Sue Reed (Sec), Alexadra Pott, Jackie Sprow and Erica Moses (Lib Director)

Absent: Trinity Cowburn

Motion was made to accept the July meeting minutes by Kris and 2nd by Alex, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances at bank 7/31/24:

Checking \$38,596.28

Savings \$3,714.53

Debits in the month of \$5,016.09

Credits of \$332.09

Quarterly reports were completed and submitted. Ordered new checks supply

Motion was made to accept the July Treasurer report by Sue, 2nd by Jackie, unanimous motion carried.

Directors Report by Erica Moses

July Patron Count: 92 adults, 42 kids (5 new)

New Items: 68

Deleted Items: 34

Resource Sharing IN: 5

Resource Sharing OUT: 11

August Patron Count: 84 adults, 36 kids (1 New)

New Items: 32

Deleted Items: 3

Resource Sharing IN: 9

Resource Sharing OUT: 16

Received some clarification from June on hours and what we needed to address on our SALSA. Until the new regulations are passed, we don't need to worry about the director working full-time (35 hours). Also, the way I worded why we need a waiver for not meeting the open hours standard will give us some more wiggle room and we can stay at 30 /hours for the time being unless OCL comes back and says otherwise. SALSA was approved on 8/7/24

Purchases were made for the lighting, Nintendo switch, and area rug. I held off on the chairs because they had gone up in price. Continuing to look for others.

Played phone tag with Barb Gilner. Yes, we can have the church for holiday fest. She'll bring the contract around when she has the opportunity to do so.

Members of the park board would like to stop in and chat about the Little Free Library proposal.

We did receive a shipment of items from the "thinking money for kids grant," but still waiting for the Playaway Launchpads

Sent a final notice to a patron on 8/16/2024 for two books that were not returned. The patron did find one and paid the replacement fee for the second. Second Notice letters were sent out to two more patrons.

I cleaned up the holiday fest mailing list. A few people responded to the email I sent, asking to be removed. Letters were sent during the first week of August and opened online two weeks later. We currently have 7 confirmed, and 1 awaiting payment.

New policies are ready for approval.

The cheaper room for the conference was no longer available when I got home after July's meeting and I went with the next cheapest, but it added approximately \$63 on to the total I gave in July.

All of the PTLIS libraries survived with the flooding that occurred in August with little to no damage. Our library closed early that day and while the basement was damp in the one corner, we had no flooding issues. Sherry was also unscathed.

Millie Hulbert sent in a payment of \$50 for two spaces. She overpaid by \$10.

We had an issue with our large format printer. Databranch was called to stop out and service it however they couldn't fix it. They allowed us to extend our warranty and bill it against our TSR. Once that goes through, we're covered through HP for another 3 years and an HP tech will come out to fix the printer.

In contact with the Bloomsburg Children's museum to bring programming in. They started in Tioga county libraries last year and all of the sessions they've done have been a big hit. They started working their way into Potter County and have been to Galeton. I reached out to see if they would want to come to Genesee too. They will be here monthly, starting September 18th.

The library won two of the three grants I submitted back in May. Both are youth services focused and are reimbursement grants. The main contact for the Sustaining Success Grant has already reached out outlining the next steps. Currently we are waiting for a contract to be created, however "contract execution time can be lengthy and you will be unable to submit for reimbursement until the contract is fully executed." It was suggested that we wait to purchase items until that happens. I did reach out to ask about the reporting and timeline requirements as this grant was supposed to be determined by the end of June so my timeline started with July. I am currently in the process of curating a list of items to purchase for each of the grants.

Old Business:

Holiday Fest - 100 letters sent out by Erica, with a pre-registered vendor count of 9 at time of meeting. With multiple craft and fall festivals coming up, board members asked to attend if can and scout for more vendors. Applications can be picked up from Erica to take and also get updated vendor lists so we are careful not to have same vendors. To help advertise will need to get flyers hung, post on Solomon's, and Erica will share with at her next Library directors meeting. Food for the festival will be discussed at our Oct meeting and Chris will still be doing the is mapping of vendors. We will have a planning meeting on November 4th just to finalize festival details and also a short meeting after festival.

Little Free Library - This is pending as we have concerns with liability, safety and where to locate this since the park is closed in the winter season.

SALSA - State Aid Library Subsidy Application this was approved on 8/7/24.

Waffle waiver was completed by Erica to cover us only being open 30 hrs a week, states that we are not open 35 hrs.

New Business:

The library won 2 Grants, one for Sustaining Success for \$2,500 and the second is Excellent and Equitable for \$5,000, for a total of \$7,500. The first Grant is for birth to 5 yrs old - Play and Grow, the 2nd is for ages birth to 18 yrs old for anything that can go into circulation as far as Erica is aware.

Approval of New Policies for the display board - Erica composed a policy for this and it was reviewed by all members in attendance at the meeting. Motion made to approve the policy made by Alex, 2nd by Kris, unanimous motion carried.

Trick or Treat is 10/31/24, Alex and Nate agreed to dress up and hand out candy and books at the Library from 5-7 pm.

Large format printer display board is not working properly. It is going to be covered under warranty, Data Branch tried to fix but unable so HP will have to send someone.

Next meeting: Oct 14th at 6:30

Motion made to adjourn the meeting at 8:04 by Nate, 2nd by Chris, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary

October Meeting Minutes

Genesee Area Library board meeting minutes for 10/14/24. Meeting was called to order by President Chris Moser at 6:36 pm.

Attendance: Chris Moser (Pres/Co-Tres), Nate Pott Jr (Vice Pres), Kristine Smith (Tres), Sue Reed(Sec), Alexandra Pott, Trinity Cowburn, and Erica Moses(Lib Director)

Absent: Jackie Sprow

Motion was made to accept the September meeting minutes by Trinity, 2nd by Nate, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances at bank 9/30/24:

Checking \$33,917.07

Savings \$3,715.93

Debits in the month of \$3,487.69

Credits of \$0

Quarterly reports will be filed.

Treasurers report given during November Meeting and a motion was made to accept the September treasurer report by Jackie, 2nd by Trinity, unanimous motion carried.

Directors Report by Erica Moses

September Patron Count: 93 Adults, 34 Kids (7 New)

New Items: 37

Deleted Items: 5

Resource Sharing IN: 7

Resource Sharing OUT: 16

I sent write ups for the Holiday fest out to Solomons, the Big Pig, WJQZ and a few other Facebook groups.

HP Tech was in and fixed our large format printer.

In order to receive reimbursements for the grants, I needed to apply for a vendor number with the state and be approved to do business with them. The number was received on 10/8

We currently have a discount with Frontier set to expire in November. Reached out to Zitomeia about fiber and phone but have not received a reply. Currently the discount on frontier is \$40. I can

try and secure another discount, but nothing is guaranteed, and it would lock us back under a contract.

In contact with the local Homeschool Co-op. Hoping to partner with them on an ongoing basis to provide programming and support.

CFTT Grant was submitted on 9/18 to fund the Little Free Library and confirmation of receipt received.

Director's Meeting: Leslie wants to increase the monies for the Directors for next year. With the conference being in Erie, she feels a lot of us would be able to attend and by increasing it would cover almost all of the cost. This comes from the CCA funds received and we also discussed what else to use that money for.

Leslie was also approached by KINBER about applying for a system wide grant. If it gets approved, all of our libraries will be receiving a stipend over a three-year period for hosting someone hired to discuss and collect data on community needs in regard to broadband and technology access.

DAC is looking for more trustees to attend their meetings if anyone is interested in going.

Old Business:

Holiday Fest- currently have 21 vendors, using 30 tables. Ann Reiter dropped off some business cards to Erica to contact possibly more vendors. Sue will plan to go to Whitesville and NOPO's vendor and craft shows to try and scout out more vendors. After attending NOPO's will need to let Chris know if anyone filled out application and paid as she will be working on the mapping. The sign up for vendors will close on 11/4. Yard signs will need to be put up. Sue will do Genesee, Chris will do Whitesville, Kristine will do Wellsville, Nate will do Gold and Alex will do Coudersport, and more posters should be put up in town and surrounding areas. Menu items will remain the same. Each board member is asked to supply a Chinese Auction item. Board members assigned to make either chili, sloppy joes, hamburger soup and bake for the bake sale. Assignments will be determined at 11/4 Bizarre meeting.

Printer - it has been fixed!

New Business:

Budget - Erica asked to increase collections, office supplies and increase in wages & salary & benefits. Motion made by Kristine to approve the budget, 2nd by Chris, unanimous motion carried. Chris will go to the next Township meeting on 11/12/24 to propose the budget to them.

Chris will attend the PTLs meeting on Oct 15th.

Nalox box is here and needs added to the front. Kristine made motion to put it up, 2nd by Nate, unanimous motion carried.

CFTT grant was received for the Little Free Library.

Frontier discount is set to end in January. Erica made a recommendation to check into Zito who is putting up fiber in our area. She will call and get prices. Once she has prices she will contact the board via email for us to make a decision on what we should do.

Next meeting: 11/4/24 - Holiday Fest organizational meeting

Next regular board meeting: Nov. 18 2024 @ 6:30

Motion was made to adjourn the meeting at 7:35 by Trinity Cowburn, 2nd by Kristine, unanimous motion carried.

Respectfully submitted,

Sue Reed

Official Copy at Library

November Meeting Minutes

Genesee Area Library board meeting minutes for 11/18/24.

Meeting was called to order by President Chris Moser at 6:32 pm.

Attendance: Chris Moser (Pres/Co-Tres), Nate Pott Jr (Vice Pres), Kristine Smith (Tres), Sue Reed(Sec), Alexandra Pott, Trinity Cowburn, Jackie Sprow and Erica Moses(Lib Director) - all present

Motion was made to accept the October meeting minutes by Nate, 2nd by Chris, unanimous motion carried.

Treasurer Report by Kristine Smith

Balances at bank as of 10/31/2024

Checking: \$28,377.99

Savings: \$3,715.93

Debits in the month: \$3,795.26

Credits: \$1,736.25

All members present at the meeting tonight also reviewed the October Treasurer's report that was not available at last month's meeting.

Motion was made to accept Treasurer's Report by Jackie and 2nd by Trinity, unanimous motion carried.

Directors Report by Erica Moses

October Patron Count: 83 adults, 26 kids (1 New)

New Items: 40

Deleted Items: 2

Resource Sharing IN: 6

Resource Sharing OUT: 12

Zito was here on 10/30 and 10/31. We did not have phone service from 11/1 until 11/4, however everything is set up and working. Return kit for frontier was sent back on 11/11. First bill for Zito already arrived. \$121 which covers the first month, plus a prorated bit for half a month. It looks like our normal total will be roughly \$85 going forward.

Grants on hold due to un-filed tax liability. I found the payment voucher and the bank statement showing it was paid, but quickbooks never sent it to be filed. Kristine had started the process of creating a MyPath account, so with her permission, I finished the set up and filed the return. We received the clearance certificate, and it was forwarded on to the email address provided in the notification email. They responded on 11/8 that it was sent to the Clearance office for processing. Will keep everyone in the loop.

Plan for State Aid was approved on 11/8/2024

Holiday Fest: No complaints were left on the forms, but I did hear of someone complaining we didn't advertise enough, and they didn't even know it was that weekend. We did have almost all the

soda left over. The only one to see through was pepsi. Sold a few diet, a few sprite, and only one or two mt dew. Two packages of hot dogs were left, we cooked two, and several rolls.

The District dissolved its STEM collection, and the items were distributed throughout the district. Every library that replied wanted one of the button makers, but there were only two to hand out, so the district decided to use some of its PR and Marketing budget line to purchase button makers for each library within the district. We should have ours by the end of November. The district's graphic designer is also creating a button design with our logo for us to use.

Completed inventory on the entire youth collection.

69 items lost

3 items lost and paid

213 items missing

Working on the rest of the collection as time allows.

Talk and Learn.ORG is a text-based learning service for libraries. The rate is based on service population, so for us it would be roughly \$80 per year. It does look like their year from July-June, so if we started it in Jan, it would be a prorated amount.

Holiday Closings for 2025:

Jan 1	Wed	New Year's Day
Apr 18	Fri	Good Friday
Apr 19	Sat	Easter - New
May 24	Sat	Memorial Day Observance
Jun 14	Sat	Vendor Bazaar
Jun 19	Thu	Juneteenth - New
Jul 4/5	Fri/Sat	Independence Day
Aug 30	Sat	Labor Day Observance
Nov 8	Sat	Holiday Fest
Nov 11	Tue	Veteran's Day
Nov 27/28	Thu/Fri	Thanksgiving
Dec 24-26	Wed-Fri	Christmas
Dec 31	Wed	New Year's Eve

My yearly review needs to be set for January.

Old Business:

Holiday Fest - Feedback was that we need to promote the Bizarre earlier. We need to get out signs and posters much earlier in hopes that better advertising will get us bigger crowds and more vendors. Food and bake sales went well, profit of \$2565.73 overall.

Budget - Chris attended the 11/12/24 Township meeting and give our budget.

PTLS - Chris attending this meeting, nothing new to report.

Zito - Zito has been installed and will be our new carrier rather than Frontier. This was decided via group email after Erica got pricing and shared that information with all board members. The price was cheaper, and we are also hoping for more reliable service.

New Business:

Erica's review is due in January. The plan is for board members to meet at 6:00 to complete her review. Following this we will then have our regular monthly meeting scheduled and review it with Erica then.

Cash boxes for all fundraising events will need to be designated for 2 board members only. Motion made to accept this new policy made by Alex, 2nd by Jackie, unanimous motion carried.

Holiday close dates for 2025 will be the same as 2024

Next Meeting: January 20, 2025 @ 6:30 pm

Adjourn: Motion made to adjourn the meeting at 7:20 pm made by Sue, 2nd by Kristine, unanimous motion carried.

Respectfully submitted,

Sue Reed, Secretary