

Keeseville Free Library
Board Meeting Agenda
January 21, 2025

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
- 3. TREASURERS REPORT**
 - Checking Account
 - AVCS Account
 - CD Account-Rolled over to 3.85% for 9 months.
- 4. COMMUNICATION**
 - Invitation to apply for DozerFest funding
- 5. Old Business**
 - Review Invoices
 - QuickBooks
 - Library Maintenance
 - Friends
- 6. New Business**
 - Calcutta
 - Technology Upgrades
 - Trustee training
 - Five year plan renewal
- 7. DIRECTOR'S REPORT**
- 8. Adjourn**

Next Meeting _____

Budget vs. Actuals_Budget_FY25_P&L_Report

January-December, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
Income				
AVCS	22,000.00	22,000.00	0.00	100.0 %
Books Sales	28.50	650.00	-621.50	4.38 %
Donations	\$0.00	\$0.00	\$0.00	
Annual Fund Drive	2,389.50	22,500.00	-20,110.50	10.62 %
Program Donations	745.00	1,000.00	-255.00	74.5 %
Memorial Donations	0.00	500.00	-500.00	0.0 %
Total for Donations	\$3,134.50	\$24,000.00	-\$20,865.50	13.06 %
Fees/Services	231.00	600.00	-369.00	38.5 %
Fundraising	3,346.00	4,000.00	-654.00	83.65 %
Interest	75.78	750.00	-674.22	10.1 %
Stewarts Grant	850.00	1,000.00	-150.00	85.0 %
Town of AuSable	22,000.00	22,000.00	0.00	100.0 %
Town of Chesterfield	22,000.00	22,000.00	0.00	100.0 %
Grants	0.00	1,000.00	-1,000.00	0.0 %
LLSA from CEFLS	0.00	2,000.00	-2,000.00	0.0 %
Total for Income	\$73,665.78	\$100,000.00	-\$26,334.22	73.67 %
Cost of Goods Sold	0.00	0.00	0.00	
Gross Profit	\$73,665.78	\$100,000.00	-\$26,334.22	73.67 %
Expenses				
Accounting Services	829.64	2,000.00	-1,170.36	41.48 %
Books, Magazines, CD's Media	5,430.16	12,000.00	-6,569.84	45.25 %
Building Repairs & Maint.	150.00	5,000.00	-4,850.00	3.0 %
Cleaning & Maint. Sup.	89.93	250.00	-160.07	35.97 %
DBL/PFL & WC Insurance	270.90	750.00	-479.10	36.12 %
Director's Salary	13,846.14	40,000.00	-26,153.86	34.62 %
Electric	431.02	1,300.00	-868.98	33.16 %
General Insurance	3,911.33	4,500.00	-588.67	86.92 %
Horizon/Operating System	70.00	1,100.00	-1,030.00	6.36 %
Library Supplies	47.73	800.00	-752.27	5.97 %
Miscellaneous	100.00	250.00	-150.00	40.0 %
Part-Time Salary	2,821.50	8,000.00	-5,178.50	35.27 %
Payroll Expenses	\$0.00	\$0.00	\$0.00	
Taxes	1,662.06	4,500.00	-2,837.94	36.93 %
Total for Payroll Expenses	\$1,662.06	\$4,500.00	-\$2,837.94	36.93 %
Postage	83.50	700.00	-616.50	11.93 %
Programs	4,739.40	7,100.00	-2,360.60	66.75 %
Propane	1,293.52	1,500.00	-206.48	86.23 %
Rent & Lease	600.00	600.00	0.00	100.0 %

Budget vs Actuals_Budget_FY25_P&L_Report
January-December, 2025

DISTRIBUTION ACCOUNT	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET BY	PERCENT OF BUDGET
Technology	487.96	1,000.00	-512.04	48.8 %
Telephone/Internet	279.96	1,750.00	-1,470.04	16.0 %
Trash Removal	384.00	400.00	-16.00	96.0 %
Employee Retirement	0.00	5,000.00	-5,000.00	0.0 %
Summer Reading	0.00	1,000.00	-1,000.00	0.0 %
Training	0.00	500.00	-500.00	0.0 %
Total for Expenses	\$37,528.75	\$100,000.00	-\$62,471.25	37.53 %
Net Operating Income	\$36,137.03	\$0.00	\$36,137.03	
Other Income	0.00	0.00	0.00	
Other Expenses	0.00	0.00	0.00	
Net Other Income	\$0.00	\$0.00	\$0.00	
Net Income	\$36,137.03	\$0.00	\$36,137.03	

Keeseville Free Library

AVCS Checking, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/06/2025

Reconciled by: Sheila Vanags

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	25,282.92
Checks and payments cleared (16)	-4,261.25
Deposits and other credits cleared (2)	2,932.00
Statement ending balance	<u>23,953.67</u>
Uncleared transactions as of 03/31/2025	-1,129.96
Register balance as of 03/31/2025	22,823.71

Details

Checks and payments cleared (16)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/14/2025	Check	351	Baker & Taylor	-346.50
02/27/2025	Check	355	Baker & Taylor	-259.42
03/03/2025	Expense		National Mahjongg League	-112.00
03/04/2025	Expense		Amazon	-77.25
03/05/2025	Check	357	Sam's Club	-64.02
03/06/2025	Expense		Dollar General	-25.00
03/07/2025	Expense		Amazon	-35.82
03/08/2025	Check	358	Katina Provencal	-80.00
03/10/2025	Expense		Adirondack Hardware	-1,169.17
03/10/2025	Expense		Adirondack Hardware	-551.00
03/12/2025	Check	359	Baker & Taylor	-351.49
03/13/2025	Check	360	Martha Gallagher	-800.00
03/13/2025	Expense		Amazon	-81.83
03/17/2025	Expense		NY Times	-20.00
03/19/2025	Expense		Amazon	-47.75
03/20/2025	Check	361	Katina Provencal	-240.00
Total				-4,261.25

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/05/2025	Deposit		Fundraiser	2,742.00
03/20/2025	Deposit		Donation	190.00
Total				2,932.00

Additional Information

Uncleared checks and payments as of 03/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/27/2025	Check	356	Baker & Taylor	-422.30
03/28/2025	Check	362	Baker & Taylor	-707.66
Total				-1,129.96

Keeseville Free Library

Operations Checking, Period Ending 03/31/2025

RECONCILIATION REPORT

Reconciled on: 04/08/2025

Reconciled by:

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	131,080.68
Checks and payments cleared (12)	-5,107.74
Deposits and other credits cleared (4)	24,875.80
Statement ending balance	150,848.74
Uncleared transactions as of 03/31/2025	-1,740.50
Register balance as of 03/31/2025	149,108.24
Cleared transactions after 03/31/2025	0.00
Uncleared transactions after 03/31/2025	-2,522.69
Register balance as of 04/08/2025	146,585.55

Details

Checks and payments cleared (12)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/12/2025	Check	4114	Amerigas	-296.03
02/26/2025	Payroll Check	4116	Robyn M. Pray	-1,204.98
02/26/2025	Payroll Check	4115	Sheila J. Vanags	-217.34
02/26/2025	Check	4117	Amerigas	-284.20
03/04/2025	Expense		Spectrum	-139.98
03/05/2025	Expense		NYSEG	-218.37
03/06/2025	Expense		Intuit	-146.88
03/10/2025	Expense		Pasquales	-100.00
03/10/2025	Expense		NYS Tax	-138.62
03/12/2025	Payroll Check	4119	Sheila J. Vanags	-231.83
03/12/2025	Payroll Check	4118	Robyn M. Pray	-1,204.97
03/14/2025	Tax Payment		IRS	-924.54
Total				-5,107.74

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/03/2025	Deposit		Donation	15.00
03/20/2025	Deposit			24,850.00
03/31/2025	Deposit		Donation	5.00
03/31/2025	Deposit		Interest	5.80
Total				24,875.80

Additional Information

Uncleared checks and payments as of 03/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/26/2025	Payroll Check	4122	Sheila J. Vanags	-320.22
03/26/2025	Payroll Check	4121	Robyn M. Pray	-1,204.99
03/28/2025	Check	4120	Amerigas	-215.29
Total				-1,740.50

Uncleared checks and payments after 03/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/07/2025	Expense		NYS Tax	-140.02
04/09/2025	Payroll Check	4124	Sheila J. Vanags	-235.82
04/09/2025	Payroll Check	4123	Robyn M. Pray	-1,209.75
04/15/2025	Tax Payment		IRS	-937.10
Total				-2,522.69

MonthlyActivity Report - By Day-of-week for Jan 2024

Checkin (continued from previous page)

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
08:00PM	0	0	0	0	0	0	0	0
09:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	0	0	0	0
1:00PM	0	0	0	0	0	0	0	0
TOTAL	0	1	293	107	130	135	67	743

Holds Placed

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	0	0
05:00AM	0	0	0	0	0	0	0	0
06:00AM	0	0	0	0	0	0	0	0
07:00AM	0	0	0	0	0	0	0	0
08:00AM	0	0	0	0	0	0	0	0
09:00AM	0	0	0	0	0	0	0	0
10:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
12:00PM	0	0	0	0	0	0	0	0
01:00PM	0	0	0	0	0	0	0	0
02:00PM	0	0	0	0	0	0	0	0
03:00PM	0	0	0	0	0	0	0	0
04:00PM	0	0	0	0	0	0	0	0
05:00PM	0	0	0	0	0	0	0	0
06:00PM	0	0	0	0	0	0	0	0
07:00PM	0	0	0	0	0	0	0	0
08:00PM	0	0	0	0	0	0	0	0
09:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	0	0	0	0
1:00PM	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0

Holds Resolved

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0

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MonthlyActivity Report - By Day-of-week for Jan 2025

Locations on this report: Keeseville Free Library

Checkout

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	0	0
05:00AM	0	0	0	0	0	0	0	0
06:00AM	0	0	0	0	0	0	0	0
07:00AM	0	1	0	1	3	0	0	5
08:00AM	0	0	0	0	1	0	0	1
09:00AM	0	0	1	0	8	1	2	12
10:00AM	0	0	18	6	26	17	31	98
11:00AM	1	2	40	10	40	17	22	132
12:00PM	0	0	31	8	6	3	19	67
01:00PM	0	0	29	30	1	29	18	17
02:00PM	0	0	28	20	33	20	4	105
03:00PM	0	0	20	17	16	14	0	67
04:00PM	2	1	12	9	19	20	1	64
05:00PM	0	0	12	0	5	0	0	17
06:00PM	0	0	1	0	0	0	0	1
07:00PM	0	0	2	0	0	0	0	2
08:00PM	0	1	0	0	0	0	0	1
09:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	0	0	0	0
11:00PM	0	0	0	0	0	0	0	0
TOTAL	3	5	194	101	168	121	97	689

Checkout Stock Rotation

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	0	0
05:00AM	0	0	0	0	0	0	0	0
06:00AM	0	0	0	0	0	0	0	0
07:00AM	0	0	0	0	0	0	0	0
08:00AM	0	0	0	0	0	0	0	0
09:00AM	0	0	0	0	0	0	0	0

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MonthlyActivity Report - By Day-of-week for Jan 2025

Weekin (continued from previous page)

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
3:00PM	0	22	0	0	0	0	0	22
3:00PM	0	0	0	0	0	0	0	0
3:00PM	0	0	0	0	0	0	0	0
00PM	0	0	0	0	0	0	0	0
TOTAL	3	26	178	10	137	144	72	670

Holds Placed

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
2:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
2:00AM	0	0	0	0	0	0	0	0
3:00AM	0	0	0	0	0	0	0	0
4:00AM	0	0	0	0	0	0	0	0
5:00AM	0	0	0	0	0	0	0	0
6:00AM	0	0	0	0	0	0	0	0
7:00AM	0	0	0	0	0	0	0	0
8:00AM	0	0	0	0	0	0	0	0
9:00AM	0	0	0	0	0	0	0	0
0:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
2:00PM	0	0	0	0	0	0	0	0
1:00PM	0	0	0	0	0	0	0	0
2:00PM	0	0	0	0	0	0	0	0
3:00PM	0	0	0	0	0	0	0	0
4:00PM	0	0	0	0	0	0	0	0
5:00PM	0	0	0	0	0	0	0	0
6:00PM	0	0	0	0	0	0	0	0
7:00PM	0	0	0	0	0	0	0	0
8:00PM	0	0	0	0	0	0	0	0
9:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	0	0	0	0
11:00PM	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0

Holds Resolved

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0

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MonthlyActivity Report - By Day-of-week for Feb 2024

Locations on this report: Keeseville Free Library

Checkout

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	0	0
05:00AM	0	0	0	0	0	0	0	0
06:00AM	0	0	0	0	0	1	0	1
07:00AM	0	0	0	1	0	0	0	1
08:00AM	0	0	0	0	2	0	0	2
09:00AM	0	0	0	0	4	4	16	24
10:00AM	0	1	14	4	28	7	13	67
11:00AM	0	0	42	19	75	20	23	179
12:00PM	0	0	21	1	19	9	67	127
01:00PM	0	0	15	10	25	27	19	96
02:00PM	0	0	26	23	16	21	24	110
03:00PM	0	1	18	8	25	49	0	101
04:00PM	0	0	9	19	1	6	0	45
05:00PM	0	0	1	0	1	1	0	3
06:00PM	0	0	0	1	0	0	0	1
07:00PM	0	0	0	0	1	0	0	1
08:00PM	0	0	0	0	0	0	0	0
09:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	1	0	0	1
11:00PM	0	0	0	0	0	0	0	0
TOTAL	0	2	146	96	208	145	162	759

Checkout Stock Rotation

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	0	0
05:00AM	0	0	0	0	0	0	0	0
06:00AM	0	0	0	0	0	0	0	0
07:00AM	0	0	0	0	0	0	0	0
08:00AM	0	0	0	0	0	0	0	0
09:00AM	0	0	0	0	0	0	0	0

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MonthlyActivity Report - By Day-of-week for Feb 2024

Checkin (continued from previous page)

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
8:00PM	0	0	0	0	0	0	0	0
9:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	1	0	0	1
11:00PM	0	0	0	0	0	0	0	0
TOTAL	0	10	238	80	156	129	14	727

Holds Placed

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
12:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
2:00AM	0	0	0	0	0	0	0	0
3:00AM	0	0	0	0	0	0	0	0
4:00AM	0	0	0	0	0	0	0	0
5:00AM	0	0	0	0	0	0	0	0
6:00AM	0	0	0	0	0	0	0	0
7:00AM	0	0	0	0	0	0	0	0
8:00AM	0	0	0	0	0	0	0	0
9:00AM	0	0	0	0	0	0	0	0
10:00AM	0	0	0	0	0	0	0	0
11:00AM	0	0	0	0	0	0	0	0
12:00PM	0	0	0	0	0	0	0	0
1:00PM	0	0	0	0	0	0	0	0
2:00PM	0	0	0	0	0	0	0	0
3:00PM	0	0	0	0	0	0	0	0
4:00PM	0	0	0	0	0	0	0	0
5:00PM	0	0	0	0	0	0	0	0
6:00PM	0	0	0	0	0	0	0	0
7:00PM	0	0	0	0	0	0	0	0
8:00PM	0	0	0	0	0	0	0	0
9:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	0	0	0	0
11:00PM	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0

Holds Resolved

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
12:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
2:00AM	0	0	0	0	0	0	0	0

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MonthlyActivity Report - By Day-of-Week for Feb 2025

Locations on this report: Keeseville Free Library

Checkout

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
2:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
2:00AM	0	0	0	0	0	0	0	0
3:00AM	0	0	0	0	0	0	0	0
4:00AM	0	0	0	0	0	0	0	0
5:00AM	0	0	0	0	0	0	0	0
6:00AM	0	0	2	0	0	0	0	2
7:00AM	0	0	0	0	0	0	0	0
8:00AM	0	0	0	0	0	0	0	0
9:00AM	0	0	6	0	7	2	15	30
10:00AM	0	0	9	25	1	8	1	64
11:00AM	0	0	41	7	19	15	15	97
12:00PM	0	0	8	25	8	18	25	84
1:00PM	0	5	19	5	14	41	15	99
2:00PM	0	1	13	16	15	37	17	99
3:00PM	0	0	27	9	4	19	0	59
4:00PM	0	3	9	1	12	14	0	49
5:00PM	0	0	10	0	4	1	0	15
6:00PM	0	0	7	0	0	0	0	7
7:00PM	0	2	0	7	2	0	0	11
8:00PM	0	0	0	0	0	2	0	2
9:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	0	0	0	0
11:00PM	0	0	2	0	0	0	0	2
TOTAL	0	1	153	105	96	57	98	620

Checkout Stock Rotation

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
2:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
2:00AM	0	0	0	0	0	0	0	0
3:00AM	0	0	0	0	0	0	0	0
4:00AM	0	0	0	0	0	0	0	0
5:00AM	0	0	0	0	0	0	0	0
6:00AM	0	0	0	0	0	0	0	0
7:00AM	0	0	0	0	0	0	0	0
8:00AM	0	0	0	0	0	0	0	0
9:00AM	0	0	0	0	0	0	0	0
10:00AM	0	0	0	0	0	0	0	0

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MonthlyActivity Report - By Day-of-week for Feb 2025

Checkin (continued from previous page)

	SUN	MON	TUE	WED	THR	FRI	SA	TOAL
08:00PM	0	0	0	0	0	2	0	2
09:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	0	0	0	0
1:00PM	0	0	2	0	0	0	0	2
TOTAL	0	19	175	125	70	166	80	635

Holds Placed

	SUN	MON	TUE	WED	THR	FRI	SA	TOAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	0	0
05:00AM	0	0	0	0	0	0	0	0
06:00AM	0	0	0	0	0	0	0	0
07:00AM	0	0	0	0	0	0	0	0
08:00AM	0	0	0	0	0	0	0	0
09:00AM	0	0	0	0	0	0	0	0
10:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
12:00PM	0	0	0	0	0	0	0	0
01:00PM	0	0	0	0	0	0	0	0
02:00PM	0	0	0	0	0	0	0	0
03:00PM	0	0	0	0	0	0	0	0
04:00PM	0	0	0	0	0	0	0	0
05:00PM	0	0	0	0	0	0	0	0
06:00PM	0	0	0	0	0	0	0	0
07:00PM	0	0	0	0	0	0	0	0
08:00PM	0	0	0	0	0	0	0	0
09:00PM	0	0	0	0	0	0	0	0
0:00PM	0	0	0	0	0	0	0	0
0:00PM	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0

Holds Resolved

	SUN	MON	TUE	WED	THR	FRI	SA	TOAL
2:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
2:00AM	0	0	0	0	0	0	0	0

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MonthlyActivity Report - By Day-of-week for Mar 2024

Locations on this report: Keeseville Free Library

Checkout

	SUN	MON	TUE	WED	THR	FRI	SAT	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	0	0
05:00AM	0	0	0	0	0	0	0	0
06:00AM	0	0	0	0	0	0	0	0
07:00AM	0	0	0	0	0	0	0	0
08:00AM	4	0	0	0	1	0	0	5
09:00AM	0	0	7	0	1	4	5	17
10:00AM	0	0	6	12	5	13	14	50
11:00AM	0	1	32	8	32	12	29	114
12:00PM	0	0	35	10	14	14	31	104
01:00PM	0	0	23	26	35	38	1	123
02:00PM	0	0	13	25	33	33	34	138
03:00PM	0	0	9	2	20	20	7	58
04:00PM	1	0	20	30	46	28	0	125
05:00PM	0	0	2	0	2	1	0	5
06:00PM	0	0	5	0	0	0	0	5
07:00PM	0	0	0	0	0	0	0	0
08:00PM	0	0	0	0	0	0	0	0
09:00PM	0	0	1	0	0	0	0	1
10:00PM	0	0	0	0	0	0	0	0
11:00PM	2	0	0	0	0	0	0	2
TOTAL	7	1	153	13	189	163	121	747

Checkout Stock Rotation

	SUN	MON	TUE	WED	THR	FRI	SAT	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	0	0
05:00AM	0	0	0	0	0	0	0	0
06:00AM	0	0	0	0	0	0	0	0
07:00AM	0	0	0	0	0	0	0	0
08:00AM	0	0	0	0	0	0	0	0
09:00AM	0	0	0	0	0	0	0	0

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MonthlyActivity Report - By Day-of-week for Mar 2024

Checkin (continued from previous page)

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
08:00PM	0	0	0	0	0	0	0	0
09:00PM	0	0	1	0	0	0	0	1
10:00PM	0	0	0	0	0	0	0	0
1:00PM	2	0	0	0	0	0	0	2
TOTAL	7	8	190	10	154	143	133	745

Holds Placed

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	0	0
05:00AM	0	0	0	0	0	0	0	0
06:00AM	0	0	0	0	0	0	0	0
07:00AM	0	0	0	0	0	0	0	0
08:00AM	0	0	0	0	0	0	0	0
09:00AM	0	0	0	0	0	0	0	0
10:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
12:00PM	0	0	0	0	0	0	0	0
01:00PM	0	0	0	0	0	0	0	0
02:00PM	0	0	0	0	0	0	0	0
03:00PM	0	0	0	0	0	0	0	0
04:00PM	0	0	0	0	0	0	0	0
05:00PM	0	0	0	0	0	0	0	0
06:00PM	0	0	0	0	0	0	0	0
07:00PM	0	0	0	0	0	0	0	0
08:00PM	0	0	0	0	0	0	0	0
09:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	0	0	0	0
1:00PM	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0

Holds Resolved

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0

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MonthlyActivity Report - By Day-of-Week for Mar 2025

Locations on this report: Keeseville Free Library

Checkout

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
2:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
2:00AM	0	0	0	0	0	0	0	0
3:00AM	0	0	0	0	0	0	0	0
4:00AM	0	0	0	0	0	0	0	0
5:00AM	0	0	0	0	0	0	0	0
6:00AM	0	0	0	4	0	0	0	4
7:00AM	0	0	0	0	0	0	0	0
8:00AM	0	0	0	0	7	0	8	15
9:00AM	0	0	4	5	23	29	1	72
10:00AM	0	0	27	19	1	22	27	106
11:00AM	0	0	33	9	14	10	43	109
12:00PM	0	0	17	10	13	10	29	79
1:00PM	0	0	15	17	29	17	29	107
2:00PM	0	0	1	13	8	16	16	64
3:00PM	0	0	18	3	6	22	0	49
4:00PM	0	0	8	8	1	3	0	35
5:00PM	0	0	2	0	0	0	2	4
6:00PM	0	0	1	0	0	0	0	1
7:00PM	0	0	0	0	0	4	0	4
8:00PM	0	0	0	0	0	0	0	0
9:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	0	0	0	0
11:00PM	0	0	0	0	0	0	0	0
TOTAL	0	0	136	88	122	138	165	649

Checkout Stock Rotation

	SUN	MON	TUE	WED	THUR	FRI	SAT	TOTAL
2:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
2:00AM	0	0	0	0	0	0	0	0
3:00AM	0	0	0	0	0	0	0	0
4:00AM	0	0	0	0	0	0	0	0
5:00AM	0	0	0	0	0	0	0	0
6:00AM	0	0	0	0	0	0	0	0
7:00AM	0	0	0	0	0	0	0	0
8:00AM	0	0	0	0	0	0	0	0
9:00AM	0	0	0	0	0	0	0	0

(continued on next page)

MonthlyActivity Report - By Day-of-week for Mar 2025

Checkin (continued from previous page)

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
08:00PM	0	0	0	0	0	0	0	0
09:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	0	0	0	0
1:00PM	0	0	0	0	0	0	0	0
TOTAL	0	21	183	12	93	15	107	631

Holds Placed

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0
03:00AM	0	0	0	0	0	0	0	0
04:00AM	0	0	0	0	0	0	0	0
05:00AM	0	0	0	0	0	0	0	0
06:00AM	0	0	0	0	0	0	0	0
07:00AM	0	0	0	0	0	0	0	0
08:00AM	0	0	0	0	0	0	0	0
09:00AM	0	0	0	0	0	0	0	0
10:00AM	0	0	0	0	0	0	0	0
1:00AM	0	0	0	0	0	0	0	0
12:00PM	0	0	0	0	0	0	0	0
01:00PM	0	0	0	0	0	0	0	0
02:00PM	0	0	0	0	0	0	0	0
03:00PM	0	0	0	0	0	0	0	0
04:00PM	0	0	0	0	0	0	0	0
05:00PM	0	0	0	0	0	0	0	0
06:00PM	0	0	0	0	0	0	0	0
07:00PM	0	0	0	0	0	0	0	0
08:00PM	0	0	0	0	0	0	0	0
09:00PM	0	0	0	0	0	0	0	0
10:00PM	0	0	0	0	0	0	0	0
1:00PM	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0

Holds Resolved

	SUN	MON	TUE	WED	THR	FRI	SA	TOTAL
12:00AM	0	0	0	0	0	0	0	0
01:00AM	0	0	0	0	0	0	0	0
02:00AM	0	0	0	0	0	0	0	0

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Keeseville Free Library Long Range Plan of Service 2016 -2020
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The Keeseville Free Library Board of Trustees developed and approved this Long Range Plan of Service in accordance with State Education Regulation 90.2 establishing outlining the library's mission in the community as a center for information, recreation, culture and lifelong education.

During the summer of 2015, members of the community and Board of Trustees responded to surveys with questions about the library's strengths and current resources, as well as opportunities for improvement and expansion of services. The following priorities and strategies draw on input from the surveys and discussions among the Trustees, Director and community.

Priorities and Strategies

1. Address facility issues

The Board identified a number of essential maintenance and repair projects that have been completed or are underway—including roof repair, installation of ice guards, repair to damaged brick wall in front of building and upgrading the back entrance. A construction grant has been approved by New York State to help fund these projects. The small size of the library significantly limits on-site resources, programs and activities.

- 1.1. Complete the identified maintenance and repair projects
- 1.2. Continue to apply for construction grants when they become available to help fund ongoing building projects
- 1.3. Research feasibility and costs of facility expansion and develop a plan to move forward

2. Expand library programs

In the 2016 budget, the Board approved establishment of a part time position to assist the director with developing and implementing expanded programs for all age groups. Numerous ideas have been generated from the surveys, through board discussions and by the director.

- 2.1. Consider the survey results / other ideas and develop priorities for additional library programs
- 2.2. Involve individuals who have offered to assist as volunteers at the library and continue to recruit additional volunteers

3. Plan for upcoming personnel changes / needs

The KFL Director may retire within the next couple of years, so the Board needs to focus on succession planning—documentation of procedures and other information

that will help with a smooth transition and knowledge / skill-building for the new director. Protocols and resources for all library staff—paid and volunteer—need to be updated and/or developed.

- 3.1. Develop calendar of events and updated procedure manuals for day-to-day running of the library, ordering and culling books, developing the annual budget, etc.
- 3.2. Develop plan for adequate staffing for regular story hour, planned workshops & activities, and coverage when the director and substitute are not available.
- 3.3. Provide written job responsibilities / resources for director, volunteers, trustees and part time staff
- 3.4. Recruit and train additional volunteers to assist with various library functions and program expansion
- 3.5. Develop a list of potential trustees for the board when positions become available

4. Expand public / community relations activities

- 4.1. Develop a Facebook page and web page
- 4.2. Expand appreciation and recognition for "sponsors"-- those who donate time and/or money
- 4.3. Build partnerships with organizations that can be advocates for the library—schools, service clubs, etc.
- 4.4. Document the history of the library, including annual and special events
- 4.5. Invite elected officials to special events at the library

5. Update technology

- 5.1. Consider transition to all laptops for patron's use
- 5.2. Consider adding technology resources for teens
- 5.3. Obtain technical assistance and problem-solving as needed
- 5.4. Research 3-D printers—cost, space requirements, use

6. Pursue additional funding for library operation and expansion

- 6.1. Consider regular requests for increased allocations from towns and school district
- 6.2. Continue the annual fund drive / letter from the board president to patrons and other community members
- 6.3. Continue annual golf tournament in collaboration with Elks Club
- 6.4. Expand participation in TD Bank Affinity Program
- 6.5. Continue regular art exhibits
- 6.6. Research and apply for grants from local service organizations and larger funders
- 6.7. Apply for construction grants as they become available

Director's Report for March

2025

PROGRAMS

- Mah Jongg (9,8,7,8)
- Tech Tuesday (3)
- Story Time (7,11,7,5)
- Seed Swap (4)_
- Olympic Torch Relay Team Talk (11)
- Kid's Felting (4)
- Emergency Preparedness (31)
- Martha Gallagher Harp in the library (17)
- Teen VR/Mac & Cheese (3)
- Adult Felting (13)
- Creating Writing (2,2,3)
- GED (3,5,4,3)
- Keeseville Country Gardens VR (1)
- Book Clubs (8,6,6)

We are now a diaper distribution center.

We have a laundry gift program

Bathroom hygiene products= 330

Narcan Kits 2

Fentanyl strips 6

Pregnancy tests 3

Received \$711.00 from the Cultural Assistance Program for a stained-glass workshop with Michelle Whitford. This grant only gives 50% of total project cost, making it a matching grant.

Received \$850.00 from Stewarts Holiday Match Fund

Working on \$500.00 Aldi Grant for healthy snacks

Working on a Adk. Quad County Region Statewide Community Re-grants for Art & Music

Applied for Dozerfest funding from the Plattsburgh Breakfast Kiwanis \$1,000 (need volunteers to qualify)

Wrote letters to school about summer reading and met with Kids Cove with Jennifer Grundherr to discuss programming.

Looking into providing summer reading outreach to summer program at AVCS

Plan to start story time outreach in the fall at Kids Cove

Wanting to offer homework helper (Jennifer) @ Kid Cove and Keeseville Elementary after school program