

January 2026 Board Meeting Agenda (Community Room)

Members: Pat Adams 2029, Cindy Barton 2029, Nathan Davis 2026, Ginny Downs 2028, Rebecca Leggieri 2027, Julia Walter 2028, Denise Klug 2030, Elizabeth Hackney 2030, Catherine Ryder 2030

Treasurer: Linda Carpenter

Excused (Six to meet quorum): Ginny Downs

Determination of a quorum

Call to Order and Additional Agenda items

Guests and Public Comment: Cathy Weidman presentation of Friends check

Minutes of the previous meeting

Communications:

Director's Report

Friends Report: Kim Walchko

Treasurer's Report

Presentation of the Bills and Actions

Committee Reports: Standing Committees (* indicates chair)

- a. **Finance** – Linda, Ginny*, Cathie
2026 Budget Reallocation/2027 Budget Formulation meetings
Directors Account ACH approval
- b. **Building & Grounds** – Nathan*, Cindy, Liz, Denise, Tania
Capital Campaign committee meetings
- c. **Personnel** – Julia*, Nathan, Denise
Director's Evaluation
Library Assistant Position
- d. **Policy** –Pat*, Nathan, Julia
Next meeting is January 29 to review Library Card Registration, 2026 Fee Schedule, code of conduct & a new policy
- e. **Board Development** –Pat*, Ginny, Cathie, Tania
Bylaw changes in regards to meeting day and time
Trustee Candidates
Trustee Training share out
- f. **Long Range Plan of Service Committee** - Cindy*, Liz, Julia
Committee input on review of draft LRPOS and Renovation Plans
Request Committees review 2025 Self-Assessment to include items in LRPOS sections

Unfinished Business:

New Business:

Adjournment: Next Board Meeting 2/24/26 at 4pm

Committee Meetings: Building & Grounds - First Thursday of the month at 4 pm, Development - Third Tuesday of the month at 11 am, Policy - Last Thursday of the month at 4pm, Long Range Plan of Service First Tuesday of the Month at 2pm, and Finance & Budget, Personnel - called by chairs.

The Community Library**Board of Trustees Meeting****December 11, 2025**

Call to Order: As a quorum was present, President Becky Leggieri called the meeting to order at 1:10 PM

Present: Pat Adams, Cynthia Barton (Cindy), Denise Klug, Becky Leggieri, Kim Zimmer (Library Director), Nathan Davis, Julia Walter, Catherine Ryder (Cathie) via zoom, Virginia (Ginny) Downs, Liz Hackney, Linda Carpenter (treasurer)

Excused: NA

Guests and Public Comment: . Tania Konwinski, (to be nominated for appointment to the board for a vacant term)

Minutes: The Minutes of November Meeting were reviewed, motion made by Ginny, seconded by Julia and unanimously passed.

Communications: Spaulding, our lawn care contractor sent a thank you for doing business card. Kim presented a historic roof slate that was painted with the entry of The Community Library that former board member, Janet Sand, purchased and donated to the Library to be put on display in the building. A thank you note will be sent to Ms. Sand for her generous donation. The slate was painted and donated by Cynthia Wilson, a long time library patron and advocate. A thank you note will also be sent to Ms. Wilson. Received holiday cards from Mid Tel and Bank of Richmondville.

Directors' Report: Kim states that the library and operations have been extremely busy. She has had to do some closures/early closings for snow already this winter. There will be an attempt to make "snow date make-ups" for programs that have to be cancelled due to weather. There has been noted appreciation of the items set up by the Friends for the "Giving Tree" and also ornaments and decorations available for donation on tables in the entryway. She will be meeting with Catholic Charities in regard to services available for the un-housed population and coordinating library involvement as appropriate to assist that local population need. Of note is Heather's "who's who" in the library on which work continues...she needs a photo and short bio of all board members to add to this important new resource. The donated Book bin has been removed from the parking lot for replacement later in December by the company that owns it. Kim says the best thing for the public to do with the donated books is bring them in to the front circulation desk. Library staff will sort them and get them moving to the programs that are best suited to their type and genre. The used book program helps the environment, promotes appropriate re-use by our community, MVLS and other book re-use companies and even raises money for the Friends of the library. The board extends a thank you to all who help with the sorting and transporting of the books to MVLS.

Friends: Kim Walchco thanked everyone again for the assistance with the slate auction. They netted approx. \$4500 from that event. The gift wrapping station is set up for use by donation on the second floor. There is also hot chocolate available by the Giving Tree and the ornament/decoration table is set up for "by donation" giving. Kim notes that the Friends is included as part of the upcoming new long range plan for the library and for the completion of the renovation project. She is uncertain how much more new fundraising beyond the annual basket raffle the Friends can do to support the library due to their small numbers of active participants. The board recommends that they consider visiting other libraries such as Schenectady to see how their Friends group grows volunteers and creative fund-raising projects. It was also noted that the Friends will be key in working with the Capital Campaign committee as it is formed and begins to actively work toward the goal of significant fundraising to be able to finish and furnish the renovation project. Kim thanked all of the board for their help with all of the Friends efforts and likewise the board sincerely appreciates the Friends and all they do to support the library and the patrons of the library. A question rose in regard to the Battle of the Books and it appears that will only occur for the Middle School and that elementary school is not planning to do a Battle of the Books at this time. Library staff in the school has been reduced by budget process as well as a vacancy. Kim stated that

library staff is in process of deciding what they can do that is similar but not the usual Battle of the Books program for the elementary school.

Treasurers Report: Linda presented the financial reports. The bookkeeper was again late in providing the final reports to Linda as she just received them this morning. The bookkeeper is in receipt of the letter of intention to discontinue her services in 2026 as we prepare to change to a new accountant and pay roll system. After some discussion and clarification of details in the reports, Ginny made the motion to approve the financial reports and Pat seconded the motion and the reports were passed unanimously. Of note, the 2025 Tax Levy was received in full and deposited in the Bank of Richmondville account. It will be transferred to our NYCLAS account where it may accrue interest.

Committee Reports:

Finance:

Ginny and Linda began discussion of the costs of the annual fees in regard to Tretter CPA (for bookkeeping) and GTM (for payroll.) It appears that GTM cannot enter NYS Retirement and Deferred Compensation information. There was concern regarding the extra cost of his services but this important information entry not being included. He simply is not professionally able to enter information into that state system. Discussion was tabled on this item to be followed up at the end of meeting in regard to any competitive bids from other payroll companies.

After clarification and discussion, Ginny of the finance committee made the motion that the library utilize Tretter CPA for Bookkeeping to start in January of 2026. This motion was unanimously passed. It is noted that the fee for Tretter CPA will be \$1000 per month with any additional services as required by law to be between \$1000 and a max of \$4000 per year. This transition will be coordinated with the current bookkeeper, Ms. Lawyer.

Ginny then made the motion to pay the bills seconded by Pat and passed unanimously. The check for the NYS Retirement was written early in order to avoid late fees. It will be sent for timely December delivery. Work continues on the budget reallocation formulation for the tax levy.

Building and Grounds: Nathan reported that our NEW sign is in place and that there are a couple of things that need to be addressed/remedied by the AJ Sign. (One decorative cap is “crooked” and the upright columns are not set evenly on the stone bases on each side.) We need additional “letters and numbers” and Nathan moved that we purchase them as needed out of the left-over funds that have been dedicated to the sign and grounds projects. The motion passed unanimously, Kim will contact AJ Sign with the items that need correction prior to final payment. A Photo event with press will take place soon to publicize the sign and thank key contributors! The Board extended a personal thank you to Cindy and Scott Barton for their help with design and bid/installation process. The interior light of the new sign will not be turned on until the new sign law passes in the village. Thanks to Cindy and Denise for holiday decorations on the sign in time for the parade.

Buildings and Grounds will be meeting with Spaulding in regard to design plans for landscaping design for the library grounds. The fee will be \$75 per design with work to then be quoted based on design chosen. Meeting will be Dec. 30 at 5 PM. All interested board members are invited to attend.

Kim reports we are still waiting for water heater repair to be done. She also notes that the fire hydrant that was not working, was replaced and just in time for a neighboring building fire several days ago. No damages occurred to Library property.

Nathan reminded the board of our desire to set up a Capital Campaign Committee for the purpose of raising funds for the completion of the renovation project. He has set up two meetings to take place on Wed Jan 14 at 6 PM and Sat Jan 24 at 11 AM. Board members can be on the committee but may not be the committee chair. We are seeking a well-connected, capable, experienced and energetic community person/people to head up this important initiative for our library.

Personnel: Interviews for the open clerk position have taken place. A recommendation is forthcoming. The employee handbook has been completed. Some discussion and clarification took place and then Julia moved to approve the handbook. It was unanimously approved. Julia also reminded everyone that she is still collecting each member's evaluation of the Director. Please get that to Julia in the next few days.

Policy: Policies were presented for review. The following were moved for approval by Pat and passed unanimously: Borrowing from Other Libraries, Room Reservation/Room Reservation Form. The Library Card Registration and 2026 Fee Schedule will need further work and will be presented again at the next meeting.

Board Development: Pat presented Tania Konwinski as a nomination to fill a vacant board seat effective immediately through June of 2026. She was unanimously approved for board membership. It is noted that as an appointed member that she will need to run on the ballot of the June 2026 School Tax and Library Tax vote for full election to an open seat.

Pat presented the most popular "new time" for monthly board meetings. It was moved that the monthly board meeting changed to the fourth Tuesday of each month from 4 to 6 PM starting January 27th. The motion was passed but one board member did not support the change of day/time due to intermittent conflicts with the day of the week and time. It was noted that the change of meeting time will have to be noted and the change added to the Board By-laws by the next meeting. It is the goal of the board to have a regular time for board meetings that would be more inclusive to attract diverse board members who work during "regular" work times.

Long Range Planning: A first draft was provided for all board members today. It is requested that the committee chairs take the document to committee and review, update, change, add etc. and also be sure to think about specific goals/tasks and timeframes for completion related to the items that have been identified as being in the realm of each committee. Once we have everyone's input, we will put it all together and then ask Wade to come back in to help us put it in a functional format for action and intermittent tracking. Please note that there are two documents; one for regular library operations and one specific to the renovation project. The goals in "red" are examples of how you can write measurable goals with timeframes. Get any input to Cindy as soon as possible. Thank you!

Finance Discussion Re-opened: At 3:30 PM Linda presented information from Priority 1 payroll with a rate of \$4000 but not details as to exactly what items they can and cannot perform and any additional fees associated with additional work, time tracking etc. It was determined that there was not enough information to make a decision on GTM or Priority 1 today. Finance will seek more details and get info to us for a possible special meeting to review the payroll contracts early next week.

Unfinished Business: NYSCA grant.

New Business: CPR class reminder. (Sat. Dec. 13 at 8:30 AM at the Hospital)

Adjournment: Julia made the motion to adjourn, seconded by Denise and the meeting was adjourned at 3:40 PM

Next Meeting: Tuesday January 27 4PM to 6PM.

Submitted by: Cynthia Barton (Cindy), Secretary

The Community Library Board of Trustees End of Year Meeting Minutes December 30, 2025

Call to Order: As a quorum was present, President Becky Leggieri called the meeting to order at 3:32PM

Present: Pat Adams, Cynthia Barton (Cindy), Denise Klug, Becky Leggieri, Kim Zimmer (Library Director), Nathan Davis, Julia Walter, Virginia (Ginny) Downs, Liz Hackney, Tania Konwinski (Tanja), Linda Carpenter (treasurer).

Excused: Cathie Ryder

Guests and Public Comment: NA

Minutes: Minutes of December 11 will be reviewed at the first meeting of 2026 on January 27.

Finance: Linda led presentation and discussion, questions/answers in regard to the comparison of the proposals of 3 different businesses to carry out the library payroll services in 2026. These were Priority One, GTM and Lyn Lawyer. Lyn's payroll contract is \$1600 for the year. (The library will continue to pay the additional quickbooks online and direct deposit fees of \$1486.) For comparison with the other companies the total for payroll using Lyn Lawyer would be \$3086 which is the lowest estimate of the 3 obtained. For Lyn to complete the 2025 financials and the 2025 990 there is a fee of \$2050. After discussion, Ginny made the motion to engage with Lyn Lawyer to provide payroll services, including entry of data into NYS compensation and retirement system. The motion was passed unanimously.

The vendor list was provided for all to review and approve payment of the vendors for their services in a timely manner prior to the monthly board meeting. This was proposed because the meeting is now at the end of the month rather than at the beginning of the month and pre-approval of the listed vendors will prevent late fees and penalties. After review and discussion, MVLS was removed from the list and Ginny made the motion to pay the vendors in a timely manner each month. The motion passed unanimously. All board members present signed the approved vendor list to be held on file with the Finance committee. Ginny then presented the contract for Lyn Lawyer to complete 2025 financials and the 2025 990-form filing. The same contract also contains the services for the 2026 payroll. The board agreed unanimously to sign the contract with Lyn Lawyer for the services and amounts contained therein.

Buildings and Grounds:

Arrangements are being made for a press event and picture for the new sign. Becky will send out invitations to the major contributors for a date the first full week of 2026. The sign was "repaired" with the cap being straightened, the main sign posts were re-centered in the stone base and the sign board turned correctly to hold the letters securely. Kim will order additional letters and numbers so she has sufficient characters for full display of events and dates.

Information about organizing the Renovation Capital Campaign Committee will be posted in the Library news and in the newspaper and on the website and social media. Meetings are scheduled for Wed. Jan 14 at 6 PM and Jan 24 at 11 AM.

Adjournment: There being no further discussion the meeting was adjourned at 3:55 PM.

Next Board meeting: January 27, 2026 at 4 PM

Kimberly Zimmer's Director Report for the month of December, 2025

Correspondence:

- Received correspondence from the Board of Supervisors Clerk to update our contact information. They have us listed as Cobleskill-Richmondville. I requested that they include the other towns that we serve.
- CPI requested membership renewal and request for our involvement and participation in their community meetings.

Finance related projects:

- Provided new bookkeeper with access to QuickBooks.
- Received/deposited tax levy check and requested Linda move to NYClass.
- Continue working on the reallocation of 2026 budget and the draft 2027 budget. Will present this to finance in January.
- Schoharie County Community Foundation Fund application received notice of \$3,000 in funding for Library of Things resources. The check for this had to be resent, first one was lost in the mail.

- Employee Retention Credit – Received notice from the IRS that the review has been extended another 60 days.

Building and Grounds related projects:

- Issues with air handler #2 and heat. The unit keeps alarming and TBS has been unable to figure out the issue. I now know how to reset and save a service call.
- Discussed with Committee and landscaper the ideas for creating outdoor space.
- Completed final report for the Lee-Hodge grant and received the CPI grant reimbursement for the sign in the amount of \$1500
- Better World Book bin has been replaced with a new unit.
- The fire hydrant in front of the building was repaired and is now working. Just in time for the Harmony Acres fire.
- Continue to have issues with fire alarm panel. Brendon and I discussed increasing the temperature in the vestibule. This seems to be a promising solution. Brendon will have the unit insulated.
- Working with Cindy to get some table legs made for the extra table top in the Study Room.
- Hot water heater was fixed, he installed a switch.
- CPR/AED training on 12/13 had 9 participants.
- The sign was installed and they had to come back to make some adjustments. Also worked with electrician to get the power to the sign.
- Shingles were replaced and I have noticed a few new issues.

Renovation related projects:

- Spoke with Brendon about ordering two outside exit doors for the back. Brendon has indicated these have been ordered.
- 2025 DLD SF 10 forms have been submitted and funds should arrive soon for the ramp and stair work at the back of the building. Requested Brendon to bid this project out.
- Requested DLD grant amendment paperwork. Still need new information from Brendon.
- Gave Brendon national grid and NYSEG bills. Nothing yet.

Personnel related projects

- Continue working with Courtney on the emergency plan.
- Attended director's evaluation meeting and requested an assessment follow up meeting
- Vacation February 26 through March 5. Medical leave March 18 and 19.
- Staff completed their self assessment paperwork and I completed reviews in December.
- Received Clerk applications and initiated review and civil service approval.
- Completed Staff handbook.
- Completed staff timesheets for 2026
- My Trainings: MVLS trustee training on the future of libraries
- My Meetings (doesn't include TCL board committee meetings): Village Board Meeting, MVLS trustee, MVLS Outreach, Staff meeting, Friends, Integra HR, JA fee meeting, Senior Planet year end

Policy related projects

- Reviewed and drafted changes to fees, library card registration, room registration and borrowing from other libraries policies.
- Met with committee to discuss policies.
- Started to review a dog policy and code of conduct policies.

LRPOS related projects:

- Updating the current plan to include the end of 2025 items.
- Started to work on the staff section of new plan.

- Attended the Committee meeting to discuss drafts.

Development related projects:

- Met with the committee to discuss changes to the meeting day and times. We also went over changes needed for the Bylaws.

MVLS Updates:

- JA meeting to discuss 2027 fees suggested a 5% increase.

Program related projects:

- Working with NYS Tax Department to provide tax help for our patrons in 2026.
- December Sr. Planet program on virtual museum tours December 18 at 1pm. 2 attended. I was asked if more programs will be offered, these are great!

Collection

- Working with Amy and Don to close out year end Polaris and collection acquisitions.
- Continue to rearrange furniture and make collection more accessible.
- Received the Community Foundation grant to improve the Library of Things collection and started researching new museum passes. Purchased the Saratoga Childrens Museum pass and the Saratoga Automobile Museum pass.
- Attendance:
 - December: 961 adults, 84 teens, 86 kids, 93 reference, 36 digital literacy, 1 curbside
 - November: 1155 adults, 81 teens, 127 kids, 38 reference, 38 digital literacy, 1 curbside, 155 early vote
 - October: 1613 adults, 86 teens, 166 kids, 123 reference, 41 digital literacy, 3 curbside, 375 early vote
 - September: 1478 adults, 103 teens, 188 kids, 114 reference, 41 digital literacy, 2 curbside
 - August: 1301 adults, 100 teens, 301 kids, 108 reference, 38 digital literacy, 1 curbside
 - July: 1683 adults, 152 teens, 407 kids, 160 reference, 75 digital literacy, 3 curbside
 - June: 1186 adults, 90 teens, 150 kids, 124 reference, 60 digital literacy, 2 curbside
 - May: 1229 adults, 79 teens, 170 kids, 160 reference, 44 digital literacy, 3 curbside
 - April: 1366 adults, 91 teens, 195 kids, 185 references, 58 digital literacy, 1 curbside
 - March: 1327 adults, 68 teens, 206 kids, 176 references, 50 digital literacy, 3 curbside
 - February: 1128 adults, 67 teens, 196 kids, 167 references, 47 digital literacy
 - January: 1243 adults, 56 teens, 193 kids, 163 references, 44 digital literacy, 1 curbside.
- Ancestry searches:

Equipment:

- Spent time updating the website.
- We have been having issues with calendars after the new Microsoft update and all the calendars we are managing. We have requested a trial run of WhoFi to condense our calendars and eliminate the potential for over looking or overbooking a room use. WhoFi also tracks data that we are currently collecting in numerous spreadsheets.
- Installed new printer to improve wireless printing. Still working on fax access.
- WiFi: 714 (Dec), 815 (Nov), 984 (Oct), 811 (Sep), 916 (Aug), 1067 (July), 908 (June), 1058 (May), 913 (April), 828 (March), 802 (Feb), 804 (Jan)
- Public Computers: 61 (Dec), 92 (Nov), 100 (Oct), 155 (Sep), 135 (Aug), 148 (July), 115 (June), 96 (May), 145 (April), 128 (March), 108 (Feb), 151 (Jan)

History Room

- Pam will be out for a few more months. Questions will be forwarded to her for appointments only.

Friends

- Bob took the remainder of books to MVLS to finish the clean out of the Friends closet.
- Wrapping station had a few uses for the holidays.
- November 14th event Slate fundraiser was very successful and over 100 people attended.
- Next meeting is January 10 at 10. There will be no February meeting.

Outreach:

- We provided space for a therapy dog in training observation.
- Schohary 250th efforts underway. Working on displays, book collections and loanable kits for all four Schoharie Co. Libraries.
- Invited back to Maple Festival on April 25 in Progressland at the Fair Grounds
- . Please let me know if you are interested in participating. I will be scheduling from 8:45-5 which includes setup and cleanup.

Don LaPlant, Adult Services Librarian Report for month of December 2025

Professional Activities

- Programming: Day Writers (x2), Adult D&D (x2), Fan Favorites, Short Fiction Workshop (x2), Fuzzy Belly Fiber Friends, Game Explorers, Trivia Night, Soap Making, Tiny Book Ornaments
- Professional Development Webinar:
 - o “Web Accessibility” through CDLC
 - o Basic Lifesaving Training at Cobleskill Regional Hospital
- Curated three book displays with the assistance of clerk Heather Heckman
- Developed marketing materials for adult programs
- Coordinated adult collection management and acquisitions
- Assisted clerk Brooke Battista with January calendar
- Coordinated and produced social media postings with Courtney Little
- Maintained and updated library website
- Designed and produced monthly library newsletter
- Attended 2 library staff meetings
- Planned and produced Polar Bear Reading Challenge materials with Courtney Little
- Met with representatives of WhoFi to assess potential new library calendar management software

December 2025 Programs/Events Attendance: 81 total (78A, 3T)

<i>Adult D&D</i> , Dec. 2—weather cancellation.....	0
<i>Tiny Book Ornaments</i> , Dec. 4	17A, 1T
<i>Fan Favorites</i> , Dec. 5	8A
<i>Day Writers</i> , Dec. 6	3A
<i>Short Fiction Workshop</i> , Dec. 9	4A
<i>Soap Making with Mineral Springs Soap</i> , Dec. 10—weather cancellation	0
<i>Fuzzy Belly Fiber Friends</i> , Dec. 11	4A, 2T
<i>Adult D&D</i> , Dec. 16	7A
<i>Game Explorers</i> , Dec. 17	4A
<i>Trivia Night</i> , Dec. 18	16A
<i>Day Writers</i> , Dec. 19	5A
<i>Short Fiction Workshop</i> , Nov. 25	7A

December Display title circulation

Jane Austen’s 250th Anniversary: fiction display: 8 circs
 World Religions and Myths: nonfiction display: 0 circs
 Papercrafts: nonfiction display: 2 circs

December Events Calendar: 41 print copies distributed; 9 copies downloaded from Newsletter

New Library Card Sign-Ups in December: 13

Marketing/Promotion Followers

<u>Social Platform</u>	<u>December 25</u>	<u>November 25</u>
Facebook	1443	1,437
Instagram	302	295
Mailchimp Newsletter	887	870

Courtney Little Library Assistant Report for the month of December 2025

- Recurring Children's Programs
 - Storytime:
 - December 3: 4K, 3A
 - December 10: 2K, 1A
 - December 17: 3K, 3A
 - LEGO Club, December 9: 1K, 1A
 - Paws for Reading
 - December 9 (dog): 2A, 1K, 1T
 - December 11 (dog): 2A, 3K
 - December 16 (dog): 2A, 2K, 2T
- Recurring Teen Programs:
 - Anime Club, December 9: 9T
 - Teen D&D, December 16: 11T, 1A
- Special Programs:
 - Tiny Book Ornaments, December 4: 17A, 1T
 - Engineering Challenge with SMIST, December 18: 5K, 2T
 - Teen Game Night, December 23: 5T
- Displays:
 - Juvenile Fiction: Stories Set in Winter
 - Juvenile Picture Books: December Holidays
 - Teen Fiction: Jane Austen retellings to celebrate the author's 250th birthday
- Other Professional Activities:
 - Planned and facilitated programs for preschoolers, elementary schoolers, and teens
 - Curated displays for picture books, juvenile fiction, and young adult fiction
 - Created marketing materials for youth programs for December and January
 - Planned social media calendar with Don LaPlant
 - Ordered books for youth collections
 - Attended Basic Life Support training at Bassett, December 13
 - Ordered new sensory materials for expanded Wiggle Worms program
 - Met with Kim for end of year evaluation and 2026 planning
 - Created updated Polar Bear Reading bookmarks and marketing materials with Don LaPlant
 - Planned new homeschool program series to launch in January

Library Clerk Reports December 2025: This section provides the library clerks with the opportunity to share projects they are working on in addition to circulation desk tasks.

Amy Mele:

- Participated in the CPR and AED training.
- Helped Kim with Polaris end of year acquisitions cleanup

- Continue cleaning and new spine labels for the adult nonfiction collection.
- Updated the Museum Library Pass bulletin board.
- Continue to sort books for the Friends book sale with Heather. Sent 1 boxes to Better World Books.

Heather Heckman:

- Trainings: Ryan Dowd conflict prevention training, Libraries Foster Social Connection
- ILLs: Returned 3, Received 9 requests from patrons, 1 request was not available, 2 I was able to find free PDFs for, 3 filled, and 3 still waiting.
- Posted Events to VisitSchoharieCounty.com and ShopenTV
- Worked on Adult displays with Don for January
- Made end signs for the Young Adult section
- Prepped Polar Bear bookmarks, spreadsheet, and suggestion list
- Added patrons Mail Chimp newsletter list
- Need a few photos for “Who’s Who,” Ginny, Cathie, Tanja and some of the volunteers

Brooke Battista

- Created the January calendar
- Tested out different fonts for the backs of calendars going forward, collected feedback from other staff members before making a decision
- Changed the back of the calendar to have definitions for recurring programs as per Don's suggestion
- Created the Wrapping Station signage upstairs
- Created a layout for March's calendar so it'd be ready to populate with program information in case we are still using Canva for the calendars by then
- Reviewed February and March's calendar layouts and adjusted the contrast and fonts to be more in line with ADA Accessibility standards

Statistics:

2025 statistics:

Visits: Adults = 15,670, Teens = 1,057, Kids = 2,385, Total = 19,112

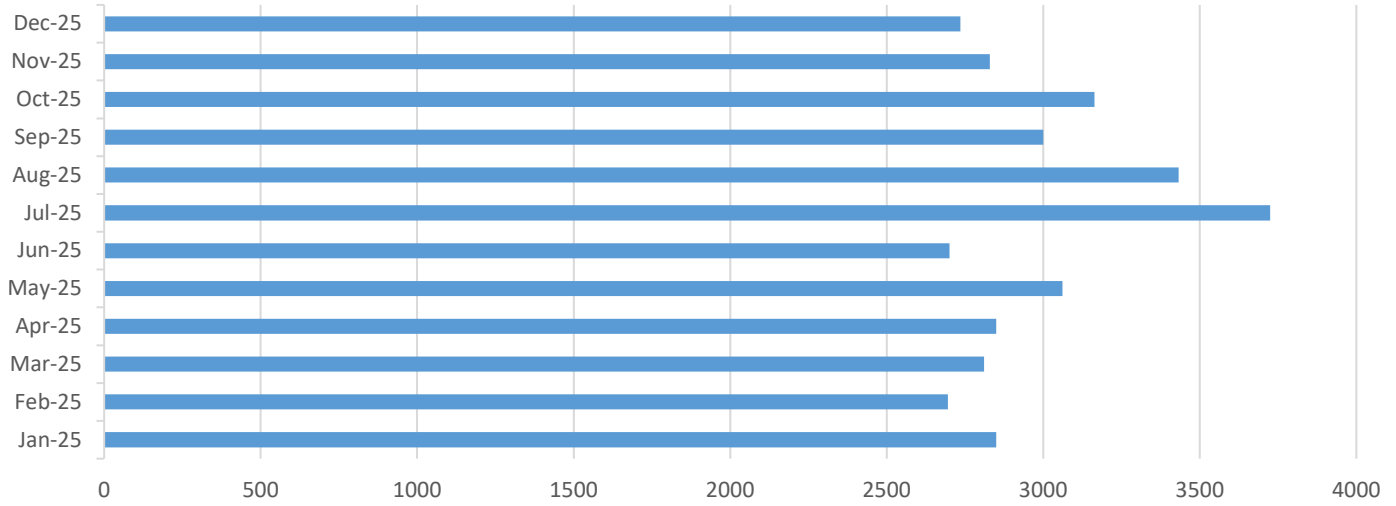
Reference: 1,611

Digital Literacy: 572

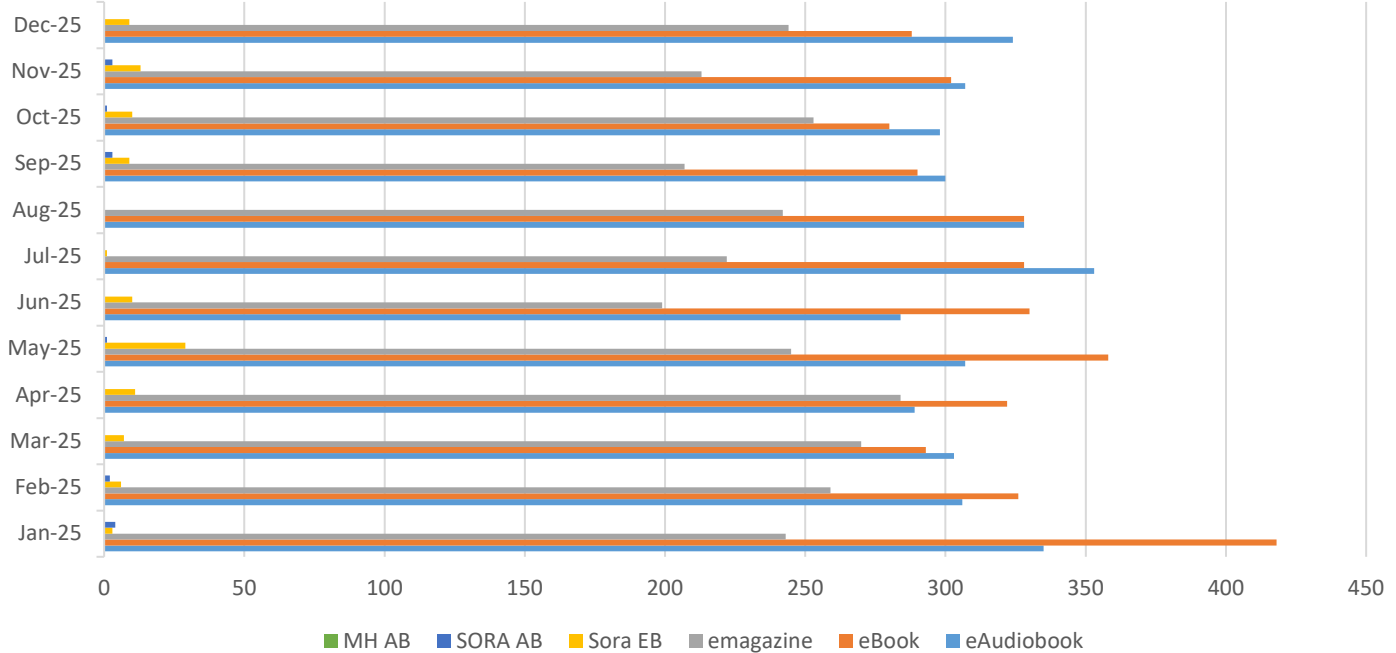
Curbside Deliveries: 21

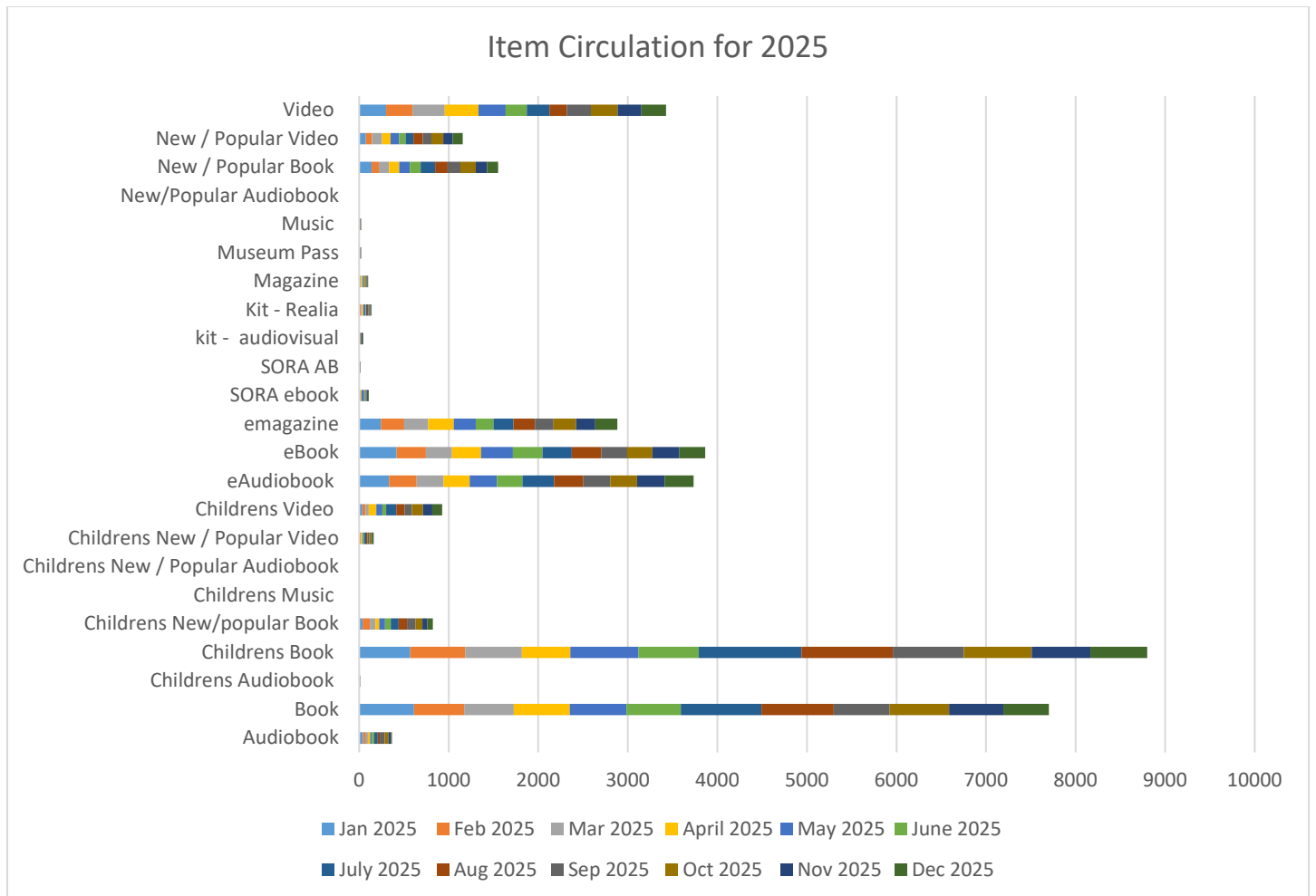
Early Voting Voter Participation: 530

Total Circulation



Libby Usage





Finances: Will be sent out prior to meeting.

Current Financial Claims for approval

	Summary of Claims		1/1/2026	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7150007	CDPHP		February Bill	\$ 820.92
8130001	Midtel		10533520	\$330.60
8130001	Midtel		10535059	\$80.95
8180001	Ingram	book purchases	92386260, 92602467, 92652310, 92693877, 92730677, 92866527, 92949320, 93047220, 93270562	\$815.50
8182001	Midwest Tapes	DVDs	508148291, 5081618869, 508246036	\$167.18
8210011	Cleaning by Maria	Cleaning	December Bill	\$400.00
8210017	TBS/Stark Tech	Boiler/Air handler 2 issues	10036293, 10037310	\$1,554.53

8210018	Home Town Haul & Recycle	trash and recycling	December Bill	\$90.00
8210030	Hartford	The Hartford	building Insurance	\$9,392.41
8220001	NYSEG	1002-8403-052	December Bill	\$950.10
8220002	National Grid	07664-27114	December Bill	\$949.67
8220002	National Grid	07664-27123	December light	\$48.82
8220003	Village of Cobleskill	utility	Q4 sewer & water	\$95.80
			Total:	\$ 15,696.48

Financial Claims Paid In Advance

	Summary of Claims		1/1/2026	
Budget Line	Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
7540000	Mineral Springs Soap			
8530002	CPI	Membership		\$ 25.00
8210020	Aubuchon ACE Hardware	Spreader		\$ 47.69
8180002	Rivistas	Magazines		\$ 27.98
8530004	PLA Membership			\$90.00
8530005	ALA Membership			\$269.00
9830003	MVLS	Cassie software for 7 machines	5796	\$198.50
9910001	MVLS	JA Fee January		\$698.60
Total				\$ 1,356.77

Director's Account

	bank statement date	Summary of Claims		1/1/2026	
Budget Line		Claimant	Note/Acct#	Invoice#/Subtotal/Due	Amount
		Director's Account			
8190000	7-Jan	Empire Pass	Museum Pass	renewal	\$ 72.00
8110001	24-Dec	Staples	paper, folder		\$47.48
8110000	22-Dec	The Good Stuff	Wiggle Worms items, correction from last month	Stewarts grant	\$(38.38)
8110000	23-Dec	The Good Stuff	tax credit	Stewarts grant	\$(21.60)
8110001	22-Dec	amazon	magazine rack		\$138.94
8110001	17-Dec	Walmart	disinfectant wipes		\$11.98
	12/17/2026		CPR & AED training staff and trustees	check #369	\$36.00
	12/17/2025	Deposit	Cash from Trustees for AED class		\$(12.00)

	12/16/2026	USPS	TBS contract	check #366	\$ 2.17
8130003		Mail Chimp	email newsletter account	monthly fee	\$ 22.52
Total Reimbursement					\$259.11