



## **BOARD OF TRUSTEES MEETING**

### **January 14, 2025, Agenda**

**Audit of Vouchers** – 6:30 PM.

#### **ANNUAL MEETING**

1. Call to order – 6:45 PM.
2. Pledge of Allegiance.
3. Election of 2025 Officers.
  - President
  - Vice President
  - Secretary
  - Finance Officer
4. Appointment of Treasurer.
5. Appointment of Town Board and Bancroft Trust representatives.
6. Establish regular monthly meeting time and dates for 2025.
7. Designate the official newspaper for Bancroft Public Library.
8. Public comments.

#### **REGULAR MEETING**

1. Call to order.
2. Adoption of agenda.
3. Minutes – approval of the December 3, 2024, and December 10, 2024, meeting minutes.
4. Public comments.
5. President's report.
6. Correspondence.
7. Finance Officer's report.
8. Library Director's report.
  - Trustee annual training status.
9. Committee reports.

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10. Old business.

- 2023-2024 State Aid for Library Construction grant.
- 2024 SALS Challenge Grant.
- Library expansion.
- Library sign.

11. New business.

- 2025 SALON OverDrive fees (Attachment #1).
- 2025 Construction Challenge Grants.
- Salem Community Foundation Grant (Attachment #2).
- Other business.

12. Executive session – Library Director annual performance review.

13. Public comments.

14. Next meeting – February 11, 2025.

15. Adjournment.

**From:** [Carll, Melissa](#)  
**To:** [Hickland, Karen](#)  
**Cc:** [donoghue.edward.a@gmail.com](mailto:donoghue.edward.a@gmail.com)  
**Subject:** Fw: 2025 Funding for SALON OverDrive Collection  
**Date:** Thursday, December 12, 2024 5:36:22 PM  
**Attachments:** [image001.png](#)

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For your information. Our cost for Overdrive this year.

Melissa

**Melissa Carll, Library Director**

**Salem Bancroft Public Library**

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Salem, NY 12865

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**Email: [slm-director@sals.edu](mailto:slm-director@sals.edu)**

[www.bancroftlibrary.org](http://www.bancroftlibrary.org)

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**From:** Smith, Colleen <csmith@sals.edu>  
**Sent:** Thursday, December 12, 2024 11:42 AM  
**To:** sals-directors (All directors at all SALS libraries) <sals-directors@sals.edu>  
**Cc:** Dallas,Sara <sdallas@sals.edu>; Ryder, Jill <jryder@sals.edu>; DelSignore, Pamela <pdelsignore@sals.edu>; Scott, Jack <JScott@sals.edu>; Freudenberger, Erica <EFreudenberger@sals.edu>; sals-business <sals-business@sals.edu>  
**Subject:** 2025 Funding for SALON OverDrive Collection

Greetings,

Please see the table below with 2025 SALON OverDrive fees for SALS member libraries. This table is also available on the SALS website [here](#) (click number 2 to see the Costs table).

The \$45,000 member library contribution was divided amongst the libraries based on their percentage of overall OverDrive circulation for 2023. Circulation numbers were adjusted for each library by patron residency. The OverDrive Selection Committee will choose materials for the system.

In addition to these fees, the 2025 OverDrive collection is funded with a contribution of \$5,000 from SALS, \$8,000 from Crandall Public Library for the platform fee, and \$21,250 divided between Crandall Public Library, Saratoga Springs Public Library, and Clifton Park-Half Moon Public Library to support the magazine collection. Additionally, SALS has submitted a grant application to Saratoga County for \$35,000 for OverDrive funding.

If your library wishes to pay more than your required contribution, please respond to this email by ***Friday, January 31*** with the additional amount you wish to contribute. SALS will send out OverDrive invoices at the beginning of February. Let me know if you have any questions!

Library	2023 Checkouts	2023 Checkouts Adjusted for Residency	% of Total Checkouts	2024 Cost	2025 Cost	Percentage Change in Cost
ARG	2181	3171	1.18%	\$613.25	\$531.95	-13%
BAL	11517	10896	4.06%	\$2,158.50	\$1,827.87	-15%
BOL	3870	3809	1.42%	\$572.42	\$638.98	12%
BRL	750	865	0.32%	\$172.45	\$145.11	-16%
BUR	15078	17169	6.40%	\$2,872.33	\$2,880.20	0%
CAM	4077	3871	1.44%	\$753.17	\$649.38	-14%
CHT	1724	2030	0.76%	\$429.74	\$340.54	-21%
COR	2224	2513	0.94%	\$501.40	\$421.57	-16%
CPH	63644	61593	22.96%	\$9,866.46	\$10,332.59	5%
EAS	541	718	0.27%	\$134.60	\$120.45	-11%
FTE	198	771	0.29%	\$163.09	\$129.34	-21%
GAL	5485	5825	2.17%	\$906.91	\$977.18	8%
GLE	52139	48148	17.95%	\$7,348.60	\$8,077.11	10%
GRA	2580	2541	0.95%	\$611.34	\$426.27	-30%
GRN	4151	4191	1.56%	\$790.81	\$703.06	-11%
HUD	3351	3419	1.27%	\$761.67	\$573.56	-25%
ILT	834	835	0.31%	\$170.54	\$140.08	-18%
IND	1864	1889	0.70%	\$344.90	\$316.89	-8%
JBG	1544	1713	0.64%	\$383.18	\$287.37	-25%
LGL	1756	1451	0.54%	\$287.70	\$243.41	-15%
LKG	1429	2322	0.87%	\$516.29	\$389.53	-25%
LKP	1800	1693	0.63%	\$313.64	\$284.01	-9%
LUZ	6875	7685	2.86%	\$829.51	\$1,289.20	55%
MEC	4311	4457	1.66%	\$980.69	\$747.69	-24%
RAQ	388	387	0.14%	\$43.17	\$64.92	50%
RDL	8080	10603	3.95%	\$1,998.17	\$1,778.72	-11%
SAR	81032	42239	15.75%	\$6,556.73	\$7,085.84	8%
SLM	3059	3334	1.24%	\$501.19	\$559.30	12%
STI	2181	4271	1.59%	\$848.64	\$716.49	-16%
STO	277	391	0.15%	\$61.03	\$65.59	7%
SVL	5407	6960	2.59%	\$1,280.09	\$1,167.58	-9%
WAR	1721	2045	0.76%	\$352.34	\$343.06	-3%
WAT	3015	3121	1.16%	\$641.75	\$523.57	-18%
WHI	1096	1321	0.49%	\$233.69	\$221.61	-5%

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It will be reviewed by staff and acted upon appropriately.

## Salem Community Foundation

### Grant Application Procedure

In an attempt to secure private, charitable funds to improve the quality of life of the greater Salem, NY community, the Salem Community Foundation (SCF), a regional affiliate of the Glens Falls Foundation (GFF) ([www.glensfallsfoundation.org](http://www.glensfallsfoundation.org)) will evaluate local needs and opportunities and look to fund projects that address the areas of community development, education, art & culture, environment, health, or social needs and that:

- represent an innovative, start-up effort or are capital in nature (e.g., construction, renovation, equipment)
- promote cooperation among agencies without duplicating services
- obtain the necessary additional funding to implement and maintain the project
- are for the benefit of citizens residing in the communities that comprise the Town of Salem, Washington County, New York
- strengthen or improve self-sufficiency or efficiency
- yield substantial community benefits for the resources invested
- serve a broad segment of the community
- encourage additional and permanent funding or matching gifts from other donors
- are managed by nonprofit organizations, including churches, schools, government agencies and community groups with a 501 (c) (3) nonprofit status. (Applications from religious organizations, for a non-religious purpose, will be considered. Grant proposals from religious organizations for a religious purpose, and proposals to fund scholarships for individuals, will not be considered.)

### **Organizations seeking a grant are invited to submit a letter providing information on the proposed use of funds, as follows:**

1. **Overview:** Background information on the organization including a brief history, a description of the activities or services carried out by the organization, and a list of officers, directors and board members.
2. **Purpose of request:** (a) A detailed description of the proposed project including the need the project is intended to address, (b) the scope of the project in terms of goals and objectives, impact on area residents and who, specifically, will benefit, (c) the plan of action and a timetable, the time period to be covered by the requested grant, (d) the amount of the grant requested (e) the benefits to be derived and how success will be determined/evaluated, and (f) the groups/individuals who have agreed to manage the project.
3. **Finances:** Provide a current budget of the organization/cause, and if applicable, a budget for the project, showing sources of other funding and the use of funds. Grants for general operating expenses are discouraged.
4. **Supporting Documents:** Exhibits consisting of media stories, photos, support letters, references, brochures, are welcome if they are appropriate.
5. **Length:** Application should not exceed 12 pages, with enclosures.

6. **Consideration:** The Salem Community Foundation will review the grants up to 2 times per year. Grants must be submitted to [administrator@glensfallfoundation.org](mailto:administrator@glensfallfoundation.org) by the 1<sup>st</sup> of February and August, initially for distribution to SCF for review and then for recommendation to the Distribution Committee of the Glens Falls Foundation by the 20<sup>th</sup> of the following month. The Glens Falls Foundation Distribution Committee meets 4 times a year and will anticipate any recommended applications from the Salem Community Foundation to the Distribution Committee of the Glens Falls Foundation be made by the 20<sup>th</sup> of March and September, to be considered at meetings in April and October.
7. **Notification:** Applicants will receive written notice of the Salem Community Foundation's decision no later than 10 business days after the April or October meeting of the Glens Falls Foundation Distribution Committee.

### Scoring Criteria

- **Viability of project** – Does the project have potential for success?
- **Viability of the organization** – Does the organization have sustainability?
- **Continuing impact of the grant** – Will the project have long term impact?
- **Number of beneficiaries** – Will a significant number of people benefit from the project?
- **Overall impact on community** – Will the project provide substantial benefit to the community?
- **Financial need of the applicant** – Is there a real need for the Foundation to contribute?
- **Number and size of recent grants to applicants** – Has the applicant received previous grants?