

## **Marilla Free Library – 02/20/18 Board Meeting Agenda**

1. Call to order
2. Minutes
3. Public Expression
4. Reports
  - a. Treasurer's
  - b. Librarian's
  - c. Friends'
  - d. Fundraising Committee
  - e. Town Report
5. Unfinished Business
6. New Business
  - a. State Aid for Library Construction
7. Other Business
  - a. Ralph Wilson Grant
8. Next Meeting: 03/20/18
9. Adjournment

## Marilla Free Library – 02/20/18 Board Meeting Minutes

1. Call to order - 6:37pm. *In attendance:* Shannon Thompson, Kristen Matthews, Joanne Goellner, Marsha Wingate, Martha Mummery, Judy Farmer. *Absent:* Rachelle Walker
2. Minutes - Previous meeting minutes approved as written. *1<sup>st</sup> motion Judy Farmer, 2<sup>nd</sup> by Martha Mummery: all in favor with none opposed.*
3. Public Expression – No public Expression
4. Reports
  - a. Treasurer's - *(for full account details including all transactions and balances, see the Treasurer's Report on file at the library)* Memorial Checking has a balance of \$84.43. It had a deposit of \$200 and paid out \$208.19 to Demco. The Memorial Savings account had a withdrawal of \$200, earned .47 in interest and has a balance of \$27,759.64. The Fundraising Account had no activity since last month, Town Funds \$31,038.38, Operating \$981.98 after payment of \$1554.49 to Foremost Insurance Company and the CD has a balance of \$177,187.52.
  - b. Librarian's - *(see Librarian Report below for complete details)* Circulation and Wireless Usage is up. Computer Use and Patron Count was down and Laptop Use was down but just by 1.

Take Your Child to the Library Day saw 19 children and adults in attendance.

Story Time with Shannon will start on March 5<sup>th</sup> for 8 weeks. Central is also providing a few programs for 3-6 year olds and 8-12 year olds.

Summer theme for 2018 is: Libraries Rock! Some programs: Story Hour with Ms Shannon, Summer Fun Club and a few performers already booked include Buffalo Animal Adventures and Mr. No the Balloon Guy.

6 attended January book club. Next book club is Feb. 27<sup>th</sup>.

The town contract was sent for board review.

Staff development day will be on May 9<sup>th</sup>. Shannon will get more information so a decision can be made regarding whether the event is beneficial for all staff and requires closing the library for the day.

Additional prizes were needed for summer programs. *A motion was made to approve payment of \$69.90 to Oriental Trading. 1<sup>st</sup> motion made by Joanne Goellner, 2<sup>nd</sup> by Marty Mummery; all in favor and none opposed.*

Cathy Urquhart purchased a \$20 gift card as a library raffle prize. *A motion was made to approve reimbursement of \$20.00 to Cathy Urquhart. 1<sup>st</sup> motion made by Judy Farmer, 2<sup>nd</sup> by Marsha Wingate; all in favor and none opposed.*

- c. Friends' - Next meeting March 13<sup>th</sup>

- d. Fundraising Committee – The FC decided on the date of July 14<sup>th</sup> (4-7pm) for the Marilla Free Library Family Funfest. They will find out if the date is available for use of the Community Center. The committee also discussed several other fundraising ideas including Ford Drive 4UR Community, a dinner out a Kodiak Jacks and possibly a lottery board raffle.
  - e. Town Report – The new town liaison Bonnie Waterman was unable to attend due to a flight delay.
5. Unfinished Business – No Unfinished Business
6. New Business
- a. State Aid for Library Construction – trustees should register for The New York State Library sponsored webinar on the NY State Library Construction Grant Program. The webinar is free but trustees must register to view it. It will take place March 13<sup>th</sup> at 10:00am.
  - b. Library Restroom Changing Table – Patrons have asked the library about having a changing table in the restroom.

*A motion was made to investigate the rules and/or laws as well as the cost of installing changing tables into the restrooms of the Marilla Free Library. 1st motion made by Marty Mummery, 2nd by Judy Farmer; all in favor and none opposed.*

7. Other Business
- a. Ralph Wilson Grant – The requirements for the Ralph Wilson Grant have changed and while there is still money available, it would be in the library's best interest to apply for the grant ASAP. This should be a primary library goal for 2018 and means a meeting with the architect to update plans on the capital project and getting paperwork rolling.
8. Next Meeting: 03/20/18, 6:30pm
9. Adjournment - *The meeting adjourned at 7:50pm. First motion made by Marty Mummery followed by Judy Farmer. All in favor with none opposed.*

Meeting Minutes Respectfully Submitted, February 25<sup>th</sup> by Joanne Goellner, Secretary.

## **Librarians Report**

February 20, 2018

### ***Operating Budget***

#### *Receipts*

January Receipts: \$ 296.64

**Receipts** year to date: \$ 296.64

This represents fine/copy/print revenue. This year our revenue commitment is \$4,462.

#### *Expenditures*

January: \$1,822.99

**Expenditures** year to date: \$ 1,822.99. This year our expenditure allotment is \$5,200.

**Return to System:** \$1,078.44

### ***Circulation***

January (and YTD) was 3,169. This was **up by 40** or 1.3%

### ***Computer***

January (and YTD) was 90. This was **down by 6** or -6.3%

### ***Laptop Use***

January (and YTD) was 1. This was **down by 1**.

### ***Wireless Usage***

January (and YTD) was 105. This was **up by 4** or 4%

### ***Patron Count***

January (and YTD) was 1,281. This was **down by 70** or -5.2%

Statistical Information comparing the Marilla Free Library to other libraries can be found at

[www.buffalolib.org/aboutthelibrary/statistics/index.asp](http://www.buffalolib.org/aboutthelibrary/statistics/index.asp)

### ***Future Programs***

- ***Take Your Child to the Library Day*** – Sat., February 3<sup>rd</sup>      **(19 kids and adults attended)**
- ***Children Movie Quote Contest***    **(5 entered)**
- ***Story Time with Shannon*** – Scheduled to start Monday, March 5<sup>th</sup> at 10:30 am – 8 week session

### ***Programs Provided by Central***

- ***If You Give a Mouse a Cookie and Friends*** – Monday, February 26<sup>th</sup> at 10:30 am for ages 3-6
- ***Indoor Kids' Winter Global Games*** – Saturday, March 3<sup>rd</sup> at 11:00 am for ages 8-12

### ***Summer Programs 2018***

- Theme is **Libraries Rock!**
- Incentives/Posters ordered from Upstart/Demco – Received
- Summer weekly prizes (for 2 weeks) – Oriental Trading Company ordered cost is \$69.90
- **Story Hour with Ms Shannon** – Mondays at 10:30 am for ages 3-5
- **Summer Fun Club** – Alternating Tuesdays at 2:00 pm for ages 6-11
- Following Performers have been booked:
  - **Buffalo Animal Adventures: Australia Asia** – Wednesday, July 11<sup>th</sup> at 1 pm All Ages [\$225]
  - **Paul Antonio Variety Show** – Wednesday, July 25<sup>th</sup> at 1 pm All Ages [\$125]
  - **Buffalo & Brandy** – Wednesday, August 1<sup>st</sup> at 1 pm All Ages [\$200]
  - **Mr. No the Balloon Guy** – End of Summer Party – Wednesday, August 15<sup>th</sup> at 1 pm [\$200]

### ***Book Club Programs***

- **Book Club Tuesday 2 pm**
  - January 23<sup>rd</sup> – Sweet Salt Air by Barbara Delinsky **(6 attended)**
  - February 27<sup>th</sup> – The Secret Keeper by Kate Morton

### ***Other***

- **ACT Workshop** – Saturday, March 10<sup>th</sup> at Central Library
- **Staff Development Day**
- **Town Contract**
- **Marilla Primary Winter Art Exhibit**