

Librarian’s Report –February 13, 2024

1. Contract Account Balance: \$1785.03

Checks written since the last board meeting

2471	Modern Disposal Services - Garbage	\$67.35
2472	Fire Safety Systems – Alarm Inspection and Testing	\$222.00
2473	Traveler’s Insurance	\$2489.00
2474	US Postal Service – PO Box Renewal	\$186.00
2475	Modern Disposal Services - Garbage	\$67.35
2476	Lydia Herren – Mileage Reimbursement	\$130.34
2477	Modern Disposal Services - Garbage	\$67.35
2478	Chevalier Outdoor Living – Salting 1/15	\$150.00
2479	Erie County Water Authority	\$64.54
2480	Modern Disposal Services – Garbage	\$67.35

2. Additional Financial Information:

- a. The final 2023 Systems Paid Expenses are expected in the next couple of days.
- b. Payroll Report through Pay Period 24 had a projected surplus of \$2,499.15. We should be getting the updated numbers for 2023 in the next couple of weeks but we will be within budget.
- c. Association Budget 2024
  - i. Please review the proposed budget for the Association account for 2024. This is based on 2023’s income and expenses and 2024’s known/anticipated expenses such as the pavilion construction.
- d. Petty Cash Log for 2023 details expenses taken from the account (mainly incidental programming or maintenance supplies) and the income from the ongoing book sale and donations given specifically for craft programs.
- e. Year End Appeal – The library will receive \$1,000 from the B&ECPL Year End Appeal to be used to purchase items that will benefit our patrons, such as equipment, furniture, and programming. We will submit the expense for the TV to be reimbursed from this funding.
- f. The Library received \$1,000 for the 2024 Lease and Depository Agreement with the Town of Boston and a thank you letter was sent to the town supervisor.
- g. Additional estimates and designs are being gathered for the pavilion with construction anticipated this spring/summer.

3. Statistics:

**New Library Cards:** Since the beginning of November we have had 30 new library card users sign up at Boston.

	<b>November</b>	<b>December</b>	<b>January</b>
Library Visits:	951 visits	1,019 visits	1,055 visits
Circulation:	2,714 items	2,709 items	2,709 items
Wi-Fi:	151 log ins	179 log ins	149 log ins
PAC Usage:	41 sessions	71 sessions	63 sessions

4. State Report Statistics and Annual Report:

- a. 2023 Statistics:
    - 10,567 library visits
    - 26,969 items circulated
    - 545 computer sessions
    - 1,647 Wi-Fi logins
    - 2,272 program attendance
  - b. Programming for 2023:
    - 54 Children 5 and Under Programs with 787 attending
    - 19 Children 6-11 Programs with 307 attending
    - 10 Teen Programs with 52 attending
    - 31 Intergenerational Programs with 945 attending
    - 24 Adult Programs with 181 attending
    - Total of 130 Group In-Library Programs**
    - Total of 1,738 Attendees**
    - 8 Outreach Sessions with 534 attending*
    - 306 One-on-One Programs (guided and self-directed)*
  - c. One of the requirements of the State Report is the Annual Report to the Community that is typically mailed out in May. Are there any suggestions for specific information to include in the brochure or any changes to the membership form?
5. Winter/Spring Programming
- a. Since our last meeting we have had 10 preschool story times with 102 total attending, 10 ukulele classes with 54 total attending, 7 craft programs with 125 total attending, 3 Lego clubs with 33 attending, outreach at Churchill Child Care and the Boston Young at Heart Seniors group, a winter seed sowing class with 17 attending, Take Your Child to the Library day with 26 attending, a kids creative writing workshop with 9 attending as well as several Tech One-on-One sessions and Therapy Dog reading sessions.
  - b. Upcoming programs include:
    - i. Local Author Linda Smolarek on Thursday, February 22<sup>nd</sup> at 6:00 PM
    - ii. Solar Eclipse Programs: March 2<sup>nd</sup> and March 19<sup>th</sup>
    - iii. How to Use Canva: March 12<sup>th</sup> at 5:30 PM
    - iv. Internet Basics: March 25<sup>th</sup> at 1:00 PM
    - v. Lego Club: March 26<sup>th</sup> and April 23<sup>rd</sup>
    - vi. Easter Crafts: March 21<sup>st</sup> at 5:00 PM
6. Policy Updates
- a. Annual Review: The following policies should be reviewed on an annual basis, but no changes have been made
    - i. Conflict of Interest – must be signed annually by all members of the board
    - ii. Procurement Policy
    - iii. Investment Policy

- iv. Whistleblower Policy
    - v. Rules of Conduct – annual review was completed in November 2023.
  - b. Other Policy Updates set for scheduled review
    - i. Ethics Policy
    - ii. Library of Things Policy
    - iii. Open Meetings Policy
  - c. System Policy Updates
    - i. Sexual Harassment Prevention Policy
    - ii. Collection Development Policy
    - iii. New Construction/Library Expansion Policy
  - d. Resolution 2024-01 to accept policy updates
- 7. Trustee Education Requirements
  - a. General Reminder that Trustees must complete 2 hours of education this year. Webinars count as would any ACT meetings. Self-certification must be signed and turned in to me in order to meet our NYS Minimum State Standards.
  - b. The ACT Annual Workshop is at the Central Library on Saturday, March 9th from 8:30 AM – 1:00 PM. Registration is required for this meeting ahead of time. Please let me know if you are able to go.
  - c. ACT Meetings are also posted on the Trustee Website.