

Elma Public Library  
Board of Trustees Meeting  
February 13<sup>th</sup>, 2024  
6:30 p.m.

## **Agenda**

Minutes

Librarian's Report

Treasurer's Report

Subcommittee Reports

    ACT, Friends, B & G, Publicity

Old Business

    Spring Programming

    Notary Update

New Business

    Library Advocacy Day in Albany

    Display Case Ideas

    Bindery

    New Trustee Handbooks

**ELMA PUBLIC LIBRARY**  
**Librarian's Report**  
**December 31<sup>st</sup>, 2023**

<u><b>Circulation</b></u>	<u><b>2023</b></u>	<u><b>2022</b></u>	<u><b>% change</b></u>
December	8,122	7,669	5.9%
Jan – Dec	112,400	94,463	19.0%
		YTD All B&ECPL	16.5%
		YTD Town Libraries	18.3%
*First-Time Circ.	4,118	3,753	9.7%
YTD	59,431	56,385	5.4%

**Library Visitors**

December	2,918	2,442	19.5%
Jan – Dec	41,042	36,441	12.6%
		YTD All B&ECPL	14.0%
		YTD Town Libraries	12.2%

**Computer Users**

December	167	137	21.9%
Jan – Dec	2,368	2,005	18.1%
		YTD All B&ECPL	6.5%
		YTD Town Libraries	6.5%

**Wi-Fi Users**

December	383	259	47.9%
Jan – Dec	4,441	3,673	20.9%
		YTD All B&ECPL	8.9%
		YTD Town Libraries	13.3%

**Library Programs** December 2023

	<u>Attendance</u>
Book Babies (2 sessions)	10
Toddler Time (5 sessions)	82
Preschool Storytime (2 sessions)	11
Graham Cracker Houses (12/9)	63
K-3 Storytime (12/13)	24
LEGO Club (12/16)	8
Pancake Pajama Party (12/27)	13
Paws for Love (12/30)	7
Take (or Stay) & Make Craft	100
Teen Cookie Escape Room (12/18)	5
Teen/Tween Book Boxes	31
Adult & Teen Craft (2 sessions)	27
Book a Tech Trainer (12/11)	2
Book Club (12/20)	<u>10</u>

Total Programs 21 Total Attendance 393

**Community Room**

None.

**Staff Activities**

- 12/13 – Tom attended the Manager/Director Meeting at the Central Library.
- Jessi viewed 'Patron De-escalation Techniques' and 'How to Calm an Angry Person' webinars presented by Library 2.0.

**ELMA PUBLIC LIBRARY**  
**Librarian's Report**  
**January 31<sup>st</sup>, 2024**

<u><b>Circulation</b></u>	<u><b>2024</b></u>	<u><b>2023</b></u>	<u><b>% change</b></u>
January	8,617	9,270	-7.0%
	YTD All B&ECPL		8.8%
	YTD Town Libraries		2.6%
*First-Time Circ.	4,543	5,203	-12.7%

**Library Visitors**

January	2,887	2,766	4.4%
	YTD All B&ECPL		6.2%
	YTD Town Libraries		6.7%

**Computer Users**

January	156	170	-8.2%
	YTD All B&ECPL		-7.7%
	YTD Town Libraries		0.3%

**Wi-Fi Users**

January	291	291	0.0%
	YTD All B&ECPL		11.7%
	YTD Town Libraries		16.1%

**Library Programs** January 2024

**Attendance**

Book Babies ( <i>4 sessions</i> )	18
Toddler Time ( <i>7 sessions</i> )	130
Preschool Storytime ( <i>2 sessions</i> )	15
Toddler Dance with Me ( <i>1/5</i> )	39
Family Movie Matinee ( <i>1/6</i> )	6
K-3 Storytime ( <i>1/10</i> )	6
Elma Primary Book Club Outreach ( <i>1/11</i> )	38
LEGO Club ( <i>1/20</i> )	3
Paws for Love ( <i>1/27</i> )	19
Take (or Stay) & Make Craft	50
Snowflake Scavenger Hunt	55
Chair Yoga ( <i>2 sessions</i> )	34
1-on-1 Tech Training ( <i>1/12</i> )	1
Intro to Mediumship ( <i>1/24</i> )	20
Mindfulness Mondays ( <i>1/29</i> )	<u>1</u>

Total Programs 26   Total Attendance 435

**Community Room**

None.

**Staff Activities**

- 1/10 – Tom attended the Manager/Director Meeting at on Zoom.
- Jessi attended a Youth Services Group meeting about upcoming Summer Reading.

## Treasurer's Report - Elma Public Library - 12/31/2023

### Operating Checking

<u>11/30/2023</u>		<b>\$ 5,696.04</b>
<b>Income</b>	12/1, fines/printing	\$ 59.05
		<i>Total</i> \$ 59.05
<b>Expenses</b>	12/11, Thomas Carloni, travel & mileage 2024; check #1375	\$ 109.38
		<i>Total</i> \$ 109.38
<u>12/31/2023</u>		<b>\$ 5,645.71</b>

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### Five Star Gift Checking

<u>11/30/2023</u>		<b>\$ 25,872.20</b>
<b>Income</b>	12/1, book sale,sales tax,donation jar, Sue Sudlik	\$ 383.07
		<i>Total</i> \$ 383.07
<b>Expenses</b>	12/11, Brodart Co, shelf sponsor books; check #1273	\$ 95.72
		\$ 95.72
<u>12/31/2023</u>		<b>\$ 26,159.55</b>

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### Five Star Gift Savings

<u>11/30/2023</u>		<b>\$ 53,898.36</b>
<b>Income</b>	12/31, interest	\$ 1.83
		<i>Total</i> \$ 1.83
<b>Expenses</b>	none	
		<i>Total</i> \$ -
<u>12/31/2023</u>		<b>\$ 53,900.19</b>

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### Heintz Estate

<u>11/30/2023</u>		<b>\$ 10,056.06</b>
<b>Income</b>	12/31, interest	\$ 0.17
		<i>Total</i> \$ 0.17
<b>Expenses</b>	none	
		<i>Total</i> \$ -
<u>12/31/2023</u>		<b>\$ 10,056.23</b>

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### CDs

added \$2,622.83 on 12/11/23	Gift Funds CD (\$103,927.92 deposit 12/11/23 at 4.0%, matures 12/11/2024)	\$ 103,927.92
added \$1,311.42 on 12/11/23	Heintz Fund CD (\$51,963.97 deposit, 12/11/23 at 4.0%, matures 12/11/2024)	\$ 51,963.97
		<i>Total</i> \$ 155,891.89

<b>Total gift accounts</b>	<b>\$ 246,007.86</b>
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## Treasurer's Report - Elma Public Library - 1/31/2024

### Operating Checking

<u>12/31/2023</u>		\$ 5,645.71
<b>Income</b>	1/4, fines/printing	\$ 109.24
		Total \$ 109.24
<b>Expenses</b>	none	
		Total \$ -
<u>1/31/2024</u>		\$ 5,754.95

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### Five Star Gift Checking

<u>12/31/2023</u>		\$ 26,159.55
<b>Income</b>	1/4, book sale,sales tax,donation jar, Mary Kraft-Weber, Anonymous	\$ 697.00
		Total \$ 697.00
<b>Expenses</b>	1/11, Bruce Ruark, balloon show; check #1274	\$ 245.00
	1/11, Brodart Co, shelf sponsor books; check #1275	\$ 193.80
	1/11, Thomas Carloni, book club & craft supplies; check #1276	\$ 85.79
	1/11, Brittany Healy, mediumship program; check #1277	\$ 100.00
		\$ 624.59
<u>1/31/2024</u>		\$ 26,231.96

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### Five Star Gift Savings

<u>12/31/2023</u>		\$ 53,900.19
<b>Income</b>	1/31, interest	\$ 1.83
		Total \$ 1.83
<b>Expenses</b>	none	
		Total \$ -
<u>1/31/2024</u>		\$ 53,902.02

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### Heintz Estate

<u>12/31/2023</u>		\$ 10,056.23
<b>Income</b>	1/31, interest	\$ 0.17
		Total \$ 0.17
<b>Expenses</b>	1/11, Amazon, electric piano; check #176	\$ 488.98
		Total \$ 488.98
<u>1/31/2024</u>		\$ 9,567.42

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### CDs

added \$2,622.83 on 12/11/23	Gift Funds CD (\$103,927.92 deposit 12/11/23 at 4.0%, matures 12/11/2024)	\$ 103,927.92
added \$1,311.42 on 12/11/23	Heintz Fund CD (\$51,963.97 deposit, 12/11/23 at 4.0%, matures 12/11/2024)	\$ 51,963.97

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**Total gift accounts**

*Total* \$ 155,891.89  
**\$ 245,593.29**