

Elma Public Library
Board of Trustees Meeting
February 8th, 2022
6:30 p.m.

Agenda

Minutes

Librarian's Report

Treasurer's Report

Subcommittee Reports

ACT, Friends, B & G, Publicity

Old Business

Close Out EFII Grant

Discuss Purchase of Display Case

New Business

Election of Officers

Sign Conflict of Interest Statements

2022 Holiday Closings

Review Annual Report to the Community

ELMA PUBLIC LIBRARY
Librarian's Report
December 31st, 2021
***Fewer programs due to COVID-19 restrictions**

<u>Circulation</u>	<u>2021</u>	<u>2020*</u>	<u>% change</u>		
December		4,383	1,875	133.8%	
Jan – Dec	56,791	46,346		22.5%	
					YTD All B&ECPL 16.7%
					YTD Town Libraries 25.4%

Library Visitors

December		2,467	897	175.0%	Jan – Dec	30,322
23,817	27.3%					
						YTD All B&ECPL 25.3%
						YTD Town Libraries 27.8%

Computer Users

December		171	6	2750.0%	Jan – Dec	
1,911	1,630		17.2%			
						YTD All B&ECPL 8.7%
						YTD Town Libraries 15.6%

Wi-Fi Users

December		236	146	61.6%		
Jan – Dec		3,019	2,254	33.9%		
						YTD All B&ECPL 60.1%
						YTD Town Libraries 69.4%

Library Programs December 2021

	<u>Attendance</u>	
Virtual Toddler Time (12/7)		8 1-minute views
Preschool Storytime (2 sessions)	8	
Take & Make Craft Kits		15
LEGO Club (12/4)		7
K-3 Storytime (12/8)		9
Graham Cracker Houses (12/11)		60
Teen Christmas Creations (12/20)	9	
Adult Christmas Crafts (12/1)	7	
Book Club (12/15)		8
A Celebration of Kate (12/29)		<u>25</u>

Total Programs 10 Attendance 156

Community Room

The library held a “Mini” Book Sale in the Community Room from December 16-18.

Staff Activities

- 12/8 – Tom attended the Manager/Director meeting on Zoom.

**ELMA PUBLIC LIBRARY
 Librarian's Report
 January 31st, 2021**

<u>Circulation</u>	<u>2022</u>	<u>2021</u>	<u>% change</u>	
January	4,483	2,797	60.3%	
		YTD All B&ECPL		23.6%
		YTD Town Libraries	39.5%	

Library Visitors

January	2,585	1,365	89.4%	
		YTD All B&ECPL		63.7%
		YTD Town Libraries	68.2%	

Computer Users

January	189	49	285.7%	
		YTD All B&ECPL		62.5%
		YTD Town Libraries	97.0%	

Wi-Fi Users

January	232	218	6.4%	
		YTD All B&ECPL		53.7%
		YTD Town Libraries	59.9%	

Library Programs January 2021

Attendance

Preschool Storytime (3 sessions)	22	
LEGO Club (1/15)		14
K-3 Storytime (12/8)		9
Book Club (1/19)		7
Scrapbooking Crop (1/22)		<u>6</u>

Total Programs 7 Attendance 58

Community Room

None.

Staff Activities

- 1/12 – Tom attended the Manager/Director meeting on Zoom.

Treasurer's Report - Elma Public Library - 1/1/2022

Operating Checking		
<u>11/30/2021</u>		\$ 9,124.35
Income	12/31, fines/printing	\$ 368.90
	<i>Total</i>	\$ 368.90
Expenses	12/14, Tom Carloni, travel & mileage; check #1334	\$ 27.25
	12/14, Emily McDonald, travel & mileage; check #1335	\$ 53.76
	12/27, Kenny Carpets, carpet installation; check #1336	\$ 1,815.00
	12/31, Commercial Refrigeration, no heat 12/30; check #1337	\$ 532.61
	<i>Total</i>	\$ 2,428.62
<u>1/31/2022</u>		\$ 7,064.63
Five Star Gift Checking		
<u>11/30/2021</u>		\$ 23,963.32
Income	12/31, book sale, sales tax, donation jar, S. Sudlik, S. Schildkamp, E. Holden	\$ 704.31
	<i>Total</i>	\$ 704.31
Expenses	12/27, Kenny Carpets, carpet installation; check #1223	\$ 7,385.00
	<i>Total</i>	\$ 7,385.00
<u>1/31/2022</u>		\$ 17,282.63
Five Star Gift Savings		
<u>11/30/2021</u>		\$ 53,833.72
Income	12/31, interest	\$ 1.83
	1/31, interest	\$ 1.83
	<i>Total</i>	\$ 3.66
Expenses	none	
	<i>Total</i>	\$ -
<u>1/31/2022</u>		\$ 53,837.38
Heintz Estate		
<u>11/30/2021</u>		\$ 12,616.15
Income	12/31, interest	\$ 0.21
	1/31, interest	\$ 0.22
	<i>Total</i>	\$ 0.43
Expenses	none	
	<i>Total</i>	\$ -
<u>1/31/2022</u>		\$ 12,616.58
CDs		
	Gift Funds CD (\$101,096.25 deposit 11/14/21 at .20%, matures 11/28/22)	\$101,096.25
	Heintz Fund CD (\$50,548.13 deposit, 11/16/21 at .20%, matures 11/28/22)	\$50,548.13
	<i>Total</i>	\$151,644.38
Total gift accounts		\$ 235,380.97