

Elma Public Library  
Board of Trustees Meeting  
March 14<sup>th</sup>, 2023  
6:30 p.m.

**Agenda**

Minutes

Librarian's Report

Treasurer's Report

Subcommittee Reports

ACT, Friends, B & G, Publicity

Old Business

Staff Updates

New Business

Seed Library

Personnel Policies & Procedures Annual Approval

**ELMA PUBLIC LIBRARY  
 Librarian's Report  
 February 28<sup>th</sup>, 2023**

<u>Circulation</u>	<u>2023</u>	<u>2022</u>	<u>% change</u>	
February		8,872	4,372	102.9%
Jan – Feb		18,142	8,855	104.9%

YTD All B&ECPL 37.0%  
 YTD Town Libraries 84.2%

*First-Time Circ.	4,811	4,064	18.4%	
YTD	10,014	8,250	21.4%	

**Library Visitors**

February		3,080	2,611	18.0%
Jan - Feb		5,846	5,196	12.5%

YTD All B&ECPL 18.2%  
 YTD Town Libraries 12.3%

**Computer Users**

February		191	165	15.8%
Jan – Feb		361	354	2.0%

YTD All B&ECPL 21.6%  
 YTD Town Libraries 11.0%

**Wi-Fi Users**

February	263	266	-1.1%	
Jan - Feb		554	498	11.2%

YTD All B&ECPL 7.7%  
 YTD Town Libraries 5.6%

**Library Programs** February 2023

**Attendance**

Toddler Time (5 sessions)		117	
Preschool Storytime (3 sessions)	25		
Stuffed Animal Sleepover (2/22-23)		44	
Take (or Stay) & Make Craft		208	
Lego Club (2/25)			12
Teen Yoga (2/13)		7	
Teen Book Boxes		7	
Adult Painting Class (2/11)		21	
Book Club (2/15)			7
Book a Tech Trainer (2/18)		4	
SilverSneakers Balance (2/22)		<u>10</u>	

Total Programs 18 Total Attendance 462

**Community Room**

2/6 – Girl Scouts.

**Staff Activities**

- 2/8 – Tom attended the Manager/Director Meeting on Zoom.
- 2/18 – Jessica received technology training on Hoopla and MS Publisher.
- 2/23 – Kate received technology training on Hoopla and Libby.
- 2/27 – Denise began New Hire Orientation.

## Treasurer's Report - Elma Public Library - 2/28/2023

### Operating Checking

<u>1/31/2023</u>		<b>\$</b> <b>7,943.61</b>
<b>Income</b>	2/28, fines/printing	\$ 73.75
		<i>Total</i> \$ 73.75
<b>Expenses</b>	2/10, Elma Water Dept, water service 11/22-1/23; check #1361	\$ 25.18
	2/10, Waste Management, refuse 2/23-4/23; check #1362	\$ 121.72
	2/10, New Sky Coaching, chair yoga 3/20; check #1363	\$ 45.00
		<i>Total</i> \$ 191.90
 <u>2/28/2023</u>		 <b>\$</b> <b>7,825.46</b>

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### Five Star Gift Checking

<u>1/31/2023</u>		<b>\$</b> <b>23,439.19</b>
<b>Income</b>	2/10, AmazonSmile, donation	\$ 10.53
	2/28, book sale, sales tax, donation jar	\$ 195.25
		<i>Total</i> \$ 205.78
<b>Expenses</b>	2/10, Locust Street Art, second class on 2/11/23; check #1248	\$ 112.00
	2/10, Brodart, shelf sponsor books; check #1249	\$ 58.59
	2/10 Robert Adler, 2023 ACT dues; check #1251	\$ 20.00
	<i>*check #1250 VOIDED due to printing error</i>	\$ 190.59
 <u>2/28/2023</u>		 <b>\$</b> <b>23,454.38</b>

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### Five Star Gift Savings

<u>1/31/2023</u>		<b>\$</b> <b>53,880.46</b>
<b>Income</b>	2/28, interest	\$ 1.66
		<i>Total</i> \$ 1.66
<b>Expenses</b>	none	
		<i>Total</i> \$ -
 <u>2/28/2023</u>		 <b>\$</b> <b>53,882.12</b>

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Heintz Estate

1/31/2023

\$  
**10,354.36**

**Income** 2/28, interest

\$ 0.16

*Total* \$ 0.16

**Expenses** none

\$ -

*Total* \$ -

2/28/2023

\$  
**10,354.52**

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CDs

Gift Funds CD (\$101,305.09 deposit 11/28/22 at 2.5%,  
matures 12/11/2023)

\$101,305.09

Heintz Fund CD (\$50,652.55 deposit, 11/28/22 at 2.5%,  
matures 12/11/2023)

\$50,652.55

*Total* \$151,957.64

**Total gift accounts**

**\$239,648.66**