

Elma Public Library  
Board of Trustees Meeting  
March 8<sup>th</sup>, 2022  
6:30 p.m.

## **Agenda**

Minutes

Librarian's Report

Treasurer's Report

Subcommittee Reports

ACT, Friends, B & G, Publicity

Old Business

Display Case Policy Draft Review

New Business

Resolution for Personnel Policies & Procedures Review (*3 revisions*)

Personnel Changes

**ELMA PUBLIC LIBRARY  
 Librarian's Report  
 February 28<sup>th</sup>, 2021**

<u>Circulation</u>	<u>2022</u>	<u>2021</u>	<u>% change</u>	
February		4,372	4,761	-8.2%
Jan – Feb	8,855	7,558	17.2%	
			YTD All B&ECPL	3.6%
			YTD Town Libraries	14.9%

**Library Visitors**

February		2,611	2,151	21.4%
Jan - Feb	5,196	3,516	47.8%	
			YTD All B&ECPL	42.2%
			YTD Town Libraries	42.6%

**Computer Users**

February		165	135	22.2%
Jan - Feb		354	184	92.4%
			YTD All B&ECPL	37.9%
			YTD Town Libraries	49.9%

**Wi-Fi Users**

February		266	217	22.6%
Jan – Feb		498	435	14.5%
			YTD All B&ECPL	42.5%
			YTD Town Libraries	40.4%

**Library Programs** February 2021

Attendance

Preschool Storytime (3 sessions)		23	
Take Your Child to Library Day (2/5)		31	
K-3 Storytime (2/9)			4
LEGO Club (2/19)			22
Stuffed Animal Sleepover (2/22-2/23)		26	

Book a Tech Trainer (2/11)		3
Lissa Marie Redmond & Dennis Adams (2/12)	24	
Book Club (2/16)		8
Intro to Libby (2/26)		2
Mindfulness Mondays (2/28)		<u>3</u>

Total Programs 13    Total Attendance 146

**Community Room**

2/17 – Daughters of the American Revolution.

**Staff Activities**

- 2/9 – Tom attended the Manager/Director meeting on Zoom.

## Treasurer's Report - Elma Public Library - 2/28/2022

<b>Operating Checking</b>		
<b><u>1/31/2022</u></b>		<b>\$ 7,064.63</b>
<b>Income</b>	1/31, fines/printing, county appropriation	\$ 2,457.65
	2/28, fines/printing	\$ 183.35
	<i>Total</i>	\$ 2,641.00
<b>Expenses</b>	2/8, Elma Water Dept, water bill; check #1338	\$ 45.50
	2/8, A.C.T., annual dues; check #1339	\$ 20.00
	2/8, Waste Management, refuse 2/22-4/22; check #1340	\$ 101.44
	<i>Total</i>	\$ 166.94
<b><u>2/28/2022</u></b>		<b>\$ 9,538.69</b>
<b>Five Star Gift Checking</b>		
<b><u>1/31/2022</u></b>		<b>\$ 17,282.63</b>
<b>Income</b>	1/31, book sale, sales tax, donation jar	\$ 255.36
	2/28, book sale, sales tax, donation jar, final 10% EFIL grant	\$ 1,980.06
	<i>Total</i>	\$ 2,235.42
<b>Expenses</b>	none	
	<i>Total</i>	\$ -
<b><u>2/28/2022</u></b>		<b>\$ 19,518.05</b>
<b>Five Star Gift Savings</b>		
<b><u>1/31/2022</u></b>		<b>\$ 53,837.38</b>
<b>Income</b>	2/28, interest	\$ 1.65
	<i>Total</i>	\$ 1.65
<b>Expenses</b>	none	
	<i>Total</i>	\$ -
<b><u>2/28/2022</u></b>		<b>\$ 53,839.03</b>
<b>Heintz Estate</b>		
<b><u>1/31/2022</u></b>		<b>\$ 12,616.58</b>
<b>Income</b>	2/28, interest	\$ 0.19
	<i>Total</i>	\$ 0.19
<b>Expenses</b>	none	
	<i>Total</i>	\$ -
<b><u>2/28/2022</u></b>		<b>\$ 12,616.77</b>
<b>CDs</b>		
	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
<b>Total gift accounts</b>		<b>\$237,618.23</b>

# Elma Public Library Display Case Policy

*The Elma Public Library display case is intended for displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of displays does not indicate Library endorsement of the ideas, issues or events promoted by those displays.*

1. Potential exhibitors must complete the Display Case Application a minimum of 14 days in advance for consideration by the Library Director. No installations are permitted without authorization by the Library Director.
2. The Elma Public Library reserves the right to review the content of any exhibit or display before it is displayed to ensure compliance with this Policy and the Elma Public Library Rules of Conduct.
3. The duration of any approved display is subject to the discretion of the Library Director. The needs of the library take precedence over those of exhibitors. Should the Elma Public Library require a display case for its own use, the Elma Public Library reserves the right to pre-empt such space upon notification via phone or email to the exhibitor.
4. In fairness to numerous community groups, the Elma Public Library may limit the frequency with which displays may be used by the same organization.
5. Exhibitors are responsible for removing their display by the end date listed on the Display Case Application.
6. Neither the Elma Public Library nor the Elma Public Library Board of Trustees accepts responsibility for loss or damage to any display.
7. Display space may not be used for commercial purposes.
8. Permission to use a display is based on the provisions of the Elma Public Library policies and not on the content, viewpoints, beliefs or affiliations of the organizations responsible for those displays. Failure to comply with Elma Public Library and B&ECPL policies may result in denial of display privileges.

Adopted:

# Elma Public Library Display Application & Release Form

*The Elma Public Library display cases are intended for displays related to library business or library-sponsored activities and public service items of educational, cultural or civic interest to the community. Mounting of displays does not indicate Library endorsement of the ideas, issues or events promoted by those displays.*

*The case is kept locked for security. Please ask library staff to adjust or remove shelves if necessary.*

Description of display and theme:

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Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Display Dates: \_\_\_\_\_

***I agree that I have read and will abide by the rules of the Elma Public Library Display Policy. I hereby release, indemnify and hold harmless the Elma Public Library and the Elma Public Library Board of Trustees from any claim, suit, or loss related to this display.***

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Approval By: \_\_\_\_\_

Date of Approval: \_\_\_\_\_