

Elma Public Library  
Board of Trustees Meeting  
October 10<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

HVAC Plan Update

Bridgett & Holly Trustee Training

*AED Delivery*

New Business

CD Renewal End of November

Claims Audit Policy Review

2024 Holiday Calendar

**ELMA PUBLIC LIBRARY**  
**Librarian's Report**  
**September 30<sup>th</sup>, 2023**

<b><u>Circulation</u></b>	<b><u>2023</u></b>	<b><u>2022</u></b>	<b><u>% change</u></b>
September	8,751	8,796	-0.5%
Jan – Sept	85,820	69,124	24.2%
		YTD All B&ECPL	16.5%
		YTD Town Libraries	21.2%
*First-Time Circ.	4,531	4,572	-0.9%
YTD	46,219	43,721	5.7%

**Library Visitors**

September	3,166	3,020	4.8%
Jan – Sept	31,008	28,450	9.0%
		YTD All B&ECPL	10.0%
		YTD Town Libraries	8.8%

**Computer Users**

September	183	123	48.8%
Jan – Sept	1,841	1,600	15.1%
		YTD All B&ECPL	4.2%
		YTD Town Libraries	3.2%

**Wi-Fi Users**

September	351	319	10.0%
Jan – Sept	3,284	2,859	14.9%
		YTD All B&ECPL	4.6%
		YTD Town Libraries	8.5%

**Library Programs** September 2023

	<u>Attendance</u>
Book Babies (3 sessions)	14
Toddler Time (6 sessions)	77
Preschool Storytime (3 sessions)	23
Apple Celebration (9/27)	10
Take (or Stay) & Make Craft	75
Story Walk	22
Emergency Kit Distribution (9/13)	32
Book Club (9/20)	12
Mindfulness Mondays (9/25)	<u>1</u>

Total Programs 18 Total Attendance 266

**Community Room**

9/2, 9/9 & 9/16 – Watercolor Painting group.

**Staff Activities**

- 9/12 – Tom attended a *Planning for a Library Construction Project* webinar presented by the Massachusetts Board of Library Commissioners.
- 9/13 – Tom attended the Managers/Directors Meeting at Central.
- 9/15 – Jessica attended a WNYLRC meeting on Zoom to prepare for the upcoming Unconference.
- 9/29 – Jessica attended a WNYLRC meeting on Zoom to prepare for the upcoming Unconference.

## Treasurer's Report - Elma Public Library - 9/30/2023

### Operating Checking

<b><u>8/31/2023</u></b>			<b>\$ 6,313.68</b>
<b>Income</b>	none		
		<i>Total</i>	\$ -
<b>Expenses</b>	9/9, Thomas Carloni, travel & mileage; check #1370		\$ 90.00
		<i>Total</i>	\$ 90.00
<b><u>9/30/2023</u></b>			<b>\$ 6,223.68</b>

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### Five Star Gift Checking

<b><u>8/31/2023</u></b>			<b>\$ 25,350.44</b>
<b>Income</b>	none		
		<i>Total</i>	\$ -
<b>Expenses</b>	9/9, Brodart, shelf sponsor books; check #1265		\$ 26.90
	9/9, Amazon, name tags; check #1266		\$ 26.20
	9/9, Crystal Rock, bottled water; check #1267		\$ 77.04
			\$ 130.14
<b><u>9/30/2023</u></b>			<b>\$ 25,220.30</b>

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### Five Star Gift Savings

<b><u>8/31/2023</u></b>			<b>\$ 53,892.98</b>
<b>Income</b>	10/1, interest		\$ 1.83
		<i>Total</i>	\$ 1.83
<b>Expenses</b>	none		
		<i>Total</i>	\$ -
<b><u>9/30/2023</u></b>			<b>\$ 53,894.81</b>

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### Heintz Estate

<b><u>8/31/2023</u></b>			<b>\$ 10,055.56</b>
<b>Income</b>	10/1, interest		\$ 0.17
		<i>Total</i>	\$ 0.17
<b>Expenses</b>	none		
		<i>Total</i>	\$ -
<b><u>9/30/2023</u></b>			<b>\$ 10,055.73</b>

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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
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	Heintz Fund CD (\$50,652.55 deposit, 11/28/22 at 2.5%, matures 12/11/2023)	\$ 50,652.55
	<i>Total</i>	<u>\$ 151,957.64</u>
<b>Total gift accounts</b>		<b>\$ 241,128.48</b>