

Elma Public Library
Board of Trustees Meeting
September 9, 2025
6:30 p.m.

Agenda

Minutes

Librarian's Report

Treasurer's Report

Subcommittee Reports

ACT, Friends, B & G, Publicity, Three-Year Plan

Old Business

New "things" update

New promotional magnet

Three-Year Plan Review

New Business

Assess staff areas for areas of improvement

Eastern Lakes Paranormal investigation

Library of Things Equipment Loan Agreement

Petschke Plumbing quote for sink

Mahjong at the library

Treasurer's Report - Elma Public Library - 7/31/2025

Operating Checking

6/30/2025 \$ 8,590.88

Income 7/7, fines, lost books, printing \$ 147.70

Total \$ 147.70

Expenses 7/7, CFBT, copier maintenance; check #1403 \$ 212.06
 7/16, CFBT, copier maintenance; check #1404 \$ 73.37
 7/24, Jessica Gavin, travel and mileage; check #1405 \$ 92.65
 7/31, Foam Rider LLC, foam party; check #1406 \$ 325.00
 7/31, Buffalo Dance Center, dance classes; check #1407 \$ 500.00

Total \$ 1,203.08

7/31/2025 \$ 7,535.50

Five Star Gift Checking

6/30/2025 \$ 26,316.00

Income 7/7, shelf sponsor, book sale, donation jar, gift books \$ 463.56

Total \$ 463.56

Expenses 7/7, Stephanie Molnar, tooth fairy program; check #1339 \$ 43.95
 7/7, Brodart, shelf sponsor; check #1340 \$ 256.40
 7/7, Uline, café table and chairs; check #1341 \$ 739.50
 7/7, Lakeshore Learning, pic book room toys/table; check #1343 \$ 803.73
 7/7, Ashley Cassidy, messtival supplies; check #1344 \$ 105.44
 7/16, Locust Street Art, comic book class; check #1345 \$ 315.00
 7/24, The Stony Brook Foundation, art classes; check #1346 \$ 75.00
 7/31, Brodart, shelf sponsor; check #1347 \$ 68.23
 7/31, Stephanie Molnar, 4imprint magnets & Amazon; check #1348 \$ 293.50

\$ 2,700.75

7/31/2025 \$ 24,078.81

Five Star Gift Savings

6/30/2025 \$ 53,932.51

Income 7/31 interest \$ 1.83

Total \$ 1.83

Expenses none

Total \$ -

7/31/2025 \$ 53,934.34

Heintz Estate

6/30/2025 \$ 6,427.86

Income 7/31 interest \$ 0.05

Total \$ 0.05

Expenses none

Total \$ -

7/31/2025 \$ 6,427.91

CDs

added \$4,168.51 on 12/11/24 Gift Funds CD (\$108,096.43 deposit 12/11/24 at 4.0%, matures 8/11/2025) \$ 108,096.43

transferred \$4,048.22 to checking on 12/11/24 Heintz Fund CD (\$50,000.00 deposit, 12/11/24 at 4.0%, matures 8/11/2025) \$ 50,000.00

Total \$ 158,096.43

Total gift accounts \$ 242,537.49

Treasurer's Report - Elma Public Library - 8/31/2025

Operating Checking

7/31/2025 \$ 5,535.50

Income 8/4, fines, book bags, printing \$ 157.09

Total \$ 157.09

Expenses 8/12, Elma Water Department; check #1408 \$ 53.41

8/13, Robin Howell, balloon twisting; check #1409 \$ 150.00

8/13, Waste Management; check #1410 \$ 118.19

Total \$ 321.60

8/31/2025 \$ 5,370.99

Five Star Gift Checking

7/31/2025 \$ 24,078.81

Income 8/4, book sale, gift books \$ 290.35

Total \$ 290.35

Expenses 8/13, Crystal Rock, water delivery; check #1349 \$ 75.65

8/22, Lakeshore Learning, light table access.; check #1350 \$ 137.82

8/22, Jessica Gavin, programming supplies; check #1351 \$ 157.97

\$ 371.44

8/31/2025 \$ 23,997.72

Five Star Gift Savings

7/31/2025 \$ 53,934.34

Income 8/29 interest \$ 1.89

Total \$ 1.89

Expenses none

Total \$ -

8/31/2025 \$ 53,936.23

Heintz Estate

7/31/2025 \$ 6,427.91

Income 8/11, interest transfer from CD \$ 1,331.51

8/29, interest \$ 0.07

Total \$ 1,331.58

Expenses none

Total \$ -

8/31/2025 \$ 7,759.49

CDs

added \$2,878.62 on 8/11/2025 Gift Funds CD (\$108,096.43 deposit 8/11/25 at 3.85%, matures 2/11/2026) \$ 110,975.05

transferred \$1,331.51 to checking on 8/11/2025 Heintz Fund CD (\$50,000.00 deposit, 8/11/2025 at 3.85%, matures 2/11/2026) \$ 50,000.00

Total \$ 160,975.05

Total gift accounts \$ 246,668.49

ELMA PUBLIC LIBRARY

**Librarian's Report
September 9, 2025 (July)**

<u>Circulation</u>	<u>2025</u>	<u>2024</u>	<u>% change</u>
July	10,203	10,758	-5.2%
Jan - Jul	60,742	63,448	-4.3%
	YTD All B&ECPL		-1.6%
	YTD Member Libraries		-4.3%
*First-Time Circ. July	5,973	6,056	-1.4%

Library Visitors

July	5,053	4,445	13.7%
Jan - Jul	24,552	25,297	-2.9%
	YTD All B&ECPL		-1.4%
	YTD Member Libraries		-2.0%

Computer Users

July	205	217	-5.5%
Jan - Jul	1,232	1,315	-6.3%
	YTD All B&ECPL		5.5%
	YTD Member Libraries		0.6%

Wi-Fi Users

July	451	413	9.2%
Jan - Jul	2,685	2,672	0.5%
	YTD All B&ECPL		18.0%
	YTD Member Libraries		12.2%

Library Programs July 2025

Attendance

Family Storytime (8 sessions)	241
Summer Dance (2 sessions)	16
Candyland (6/27-7/5)	203
K-3 Storytime & Craft (7/9)	13
Messtival (7/10)	230
Outreach-Story Time at Bright Path (7/18)	30
Locust St Art: Create a Comic Strip (7/19)	6
Book Nook Book Club (7/22)	2
Red Scavenger Hunt	76
Orange Scavenger Hunt	76
Yellow Scavenger Hunt	98
Green Scavenger Hunt	90
Astronomy Night (7/2)	80
Book Club (7/16)	12
Art on the Beach Workshop (7/24)	4
Mocktail & craft night (7/28)	37
Cookbook Club (7/30)	<u>13</u>

Total Programs 26 Total Attendance 1227

Community Room

Not used by any outside organization.

Display case

Artist Paul Brinkworth, oil paintings of local scenes.

New Library Cards

Adult:	16
Out of County:	4
Educator	1
Youth (all types):	<u>18</u>

Total: 39

Staff Activities

- Librarian Jessica Gavin completed the webinar "Shift Work, Long Hours, and Fatigue" on July 31, sponsored by RRLC. She also had a Literacy Plan meeting on July 25 for the library system.
- Library Director Stephanie Molnar completed the webinar "Fortifying Your Library: Protecting Your Library and Staff through Policy" on July 9, sponsored by CLRC.

ELMA PUBLIC LIBRARY

**Librarian's Report
September 9, 2025 (August)**

<u>Circulation</u>	<u>2025</u>	<u>2024</u>	<u>% change</u>
August	9,677	10,389	-6.9%
Jan - Aug	70,419	73,837	-4.6%
	YTD All B&ECPL		-1.5%
	YTD Member Libraries		-4.3%
*First-Time Circ. Aug	4,912	5,688	-13.6%

Library Visitors

August	4,141	4,286	-3.4%
Jan - Aug	28,693	29,583	-3.0%
	YTD All B&ECPL		-1.4%
	YTD Member Libraries		-1.8%

Computer Users

August	232	196	18.4%
Jan - Aug	1,464	1,511	-3.1%
	YTD All B&ECPL		4.6%
	YTD Member Libraries		0.4%

Wi-Fi Users

August	449	422	6.4%
Jan - Aug	3,134	3,094	1.3%
	YTD All B&ECPL		17.4%
	YTD Member Libraries		12.2%

Library Programs August 2025

Attendance

Family Storytime (4 sessions)	110
Summer Dance (2 sessions)	14
Leti the Yeti Storytime (8/5)	6
Superhero Camp (8/6)	20
End of Summer Carnival (8/21)	150
Lego Club (8/23)	4
Paddy the Reading Dog (8/23)	4
Blue Scavenger Hunt	59
Purple Scavenger Hunt	87
Black Scavenger Hunt	63
Book Club (8/20)	8
Capture the Light Workshop (8/28)	11
Mocktail & craft night (8/25)	28
Cookbook Club (8/27)	<u>9</u>

Total Programs 19 Total Attendance 629

Community Room

August 4: Bead making with Dr. Elizabeth Love
August 26: American Red Cross Blood Drive

Display case

WNY Book Arts Center, displayed sample art created at their classes.

New Library Cards

Adult: 11
Out of County: 3
Youth (all types): 6

Total: 20

Staff Activities

- Librarian Ashley Cassidy completed the webinar "Utilizing Outcome Measurement to Improve Library Services" by PLA on August 28 and "Patterns of Play - Understanding Stages and Schemas" by We Skoolhouse on August 20.
- Librarian Jessica Gavin completed the webinar "Rooting out Dysfunction and Creating Successful Teams" by RRLC on August 8 sponsored by RRLC. She also had a Literacy Plan meeting on July 25 for the library system. She also had a Continuing Education Committee meeting for WNYRLC on August 5.
- Library Director Stephanie Molnar completed the webinar "Building Community Through Craft Programs" from Web Junction on August 12. She attended a Records Management

Committee Meeting on August 13. She will be co-presenting on records management at the WNYLRC Unconference at the Buffalo Naval Park on October 3. She also volunteered to be the chairperson of the Committee for Health Information Access (CHIA) for WNYLRC.