

Elma Public Library
Board of Trustees Meeting
October 14, 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

Eastern Lake Paranormal investigation

Mahjong at the library

Landscaping (weeds and bushes)

New Business

New shed

2026 Holiday Schedule/2025 December holidays

November Book Sale

Treasurer's Report - Elma Public Library - 9/30/2025

Operating Checking

8/31/2025

\$ 5,370.99

Income 9/2, fines, book bags, printing

\$ 127.60

Total \$ 127.60

Expenses 9/6, Lawrence Brudz, weed killer; check #1411

\$ 29.99

9/25, Stephanie Molnar, stamps; check #1412

\$ 44.46

Total \$ 74.45

9/30/2025

\$ 5,424.14

Five Star Gift Checking

8/31/2025

\$ 23,997.72

Income 9/2, book sale, gift books, donation jar, copier

\$ 361.05

Total \$ 361.05

Expenses 9/6, Brodart, shelf sponsor titles; check #1352

\$ 158.75

9/6, Amazon Capital Services, book stands; check #1353

\$ 166.75

9/6, Stephanie Molnar, end of summer carnival; check #1354

\$ 127.22

9/9, Crystal Rock, water delivery; check #1355

\$ 33.97

9/25, New Sky Coaching, chair yoga; check #1356

\$ 180.00

9/25, BECPL, YA genre labels; check #1357

\$ 44.20

9/25, Stephanie Molnar, Library of Things; check #1358

\$ 348.91

\$ 1,059.80

9/30/2025

\$ 23,298.97

Five Star Gift Savings

8/31/2025

\$ 53,936.23

Income 9/30, interest

Total \$ -

Expenses none

Total \$ -

9/30/2025

\$ 53,936.23

Heintz Estate

9/30/

\$ 7,759.49

Income 9/30, interest

Total \$ -

Expenses none

Total \$ -

9/30/2025

\$ 7,759.49

CDs

added \$2,878.62 on 8/11/2025

Gift Funds CD (\$10,975.05 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

\$ 245,969.74

ELMA PUBLIC LIBRARY

Librarian's Report October 14, 2025

<u>Circulation</u>	<u>2025</u>	<u>2024</u>	<u>% change</u>
Sept	8,136	9,068	-10.3%
Jan - Sept	78,555	82,905	-5.2%
	YTD All B&ECPL		-1.5%
	YTD Member Libraries		-4.2%
*First-Time Circ. Sept	3,721	4,335	-14.1%

Library Visitors

Sept	3,039	3,287	-7.5%
Jan - Sept	31,732	32,870	-3.5%
	YTD All B&ECPL		-0.7%
	YTD Member Libraries		-1.1%

Computer Users

Sept	184	212	-13.2%
Jan - Sept	1,648	1,723	-4.4%
	YTD All B&ECPL		4.7%
	YTD Member Libraries		0.7%

Wi-Fi Users

Sept	387	386	0.3%
Jan - Sept	3,521	3,480	1.2%
	YTD All B&ECPL		17.2%
	YTD Member Libraries		12.7%

Library Programs September 2025

	<u>Attendance</u>
Family Storytime (7 sessions)	175
K-3 Storytime & Craft (9/10)	7
Lego Club with Paddy the Dog (9/20)	13
White Scavenger Hunt	68
Hispanic Heritage Month Scavenger Hunt	54
Chair Yoga (4 sessions)	63
Book Club (9/17)	8
Cookbook Club (9/24)	12
Viva la Vida Workshop (9/25)	4
Mocktail & craft night (9/29)	<u>15</u>
Total Programs 20 Total Attendance	461

Community Room

9/11: AARP Tax Assistance tabling in library
9/13: Red Cross Blood Drive

Display case

Artist Laura Chenault, book art.

New Library Cards

Adult:	17
Out of County:	3
Youth (all types):	<u>2</u>
Total:	22

Staff Activities

- Librarian Jessica Gavin completed the webinar "Dynamic Duo: Collaboration between School and Public Librarians" on September 18, sponsored by System Youth Outreach Services/YSG. She also attended the YSG meeting on Zoom on September 18 and two WNYLRC Continuing Education Committee Meetings on September 9 and 25.
- Librarian Ashley Cassidy completed the webinar "Summer of Play Series (Part 3): Bold & Brave Play: Risk, Weapons, & Destructive Play," sponsored by We Skoolhouse on September 24 and the webinar "Web Accessibility Series #1: Web Accessibility Overview: Web Content Accessibility Guidelines & ADA," sponsored by STLS on September 30.
- Library Director Stephanie Molnar attended the Managers/Directors Meeting at the Central Library on September 10, with the Record Management Committee Meeting afterwards. She also completed the webinar "Using Grant-Funded Projects to Attract New Partners and Funders" on

September 17, sponsored by PLA. She attended the WNYRLC Annual Meeting at Tewksbury Lodge in Buffalo on September 23. She attended a meeting of the Preschool Programming Kit Committee on September 24. She has had several planning meetings for her upcoming group presentation on Records Management at the WNYLRC Unconference at the Central Library on October 3.

- Staff began their annual compliance training through Tralient with courses on harassment, workplace violence, and cybersecurity.

Elma Public Library Board of Trustees Meeting

Tuesday September 9, 2025

Attendees: Stephanie Molnar ; Sue Sudlik ; Eileen Holden ; Bridgett Jacyna ; Tom Pirrung ; Paul Schwiegerling ; Holly Neu ; Amanda Wyzkiewicz

Meeting Opened: 6:35pm EST. Minutes of the meeting held on July 8th, 2025, were reviewed and approved.

Librarian's Report:

- **July:** Circulation decreased 5.2% and computer visitors decreased 5.5% compared to July 2024. Conversely, library visitors increased 13.7% and Wi-Fi users increased 9.2% compared to July 2024. 39 new library cards were issued. Summer programs were a great success, with 203 participants in the life size Candyland game and 230 participants at the Messtival. The Mocktail and craft night continue to be well attended with 37 participants this month.
- **August:** Circulation decreased 6.9% and library visitors decreased 3.4% compared to August 2024. Circulation across the entire system decreased 4.3% YTD. Positively, computer users increased 18.4% and Wi-Fi users increased 6.4% compared to August 2024. 20 new library cards were issued. Programs continue to be well attended. The library staff completed several webinars and meetings. Stephanie to present on records management at the WNYLRC Unconference. She is also now the chairperson of the Committee for Health Information Access for WNYLRC. A Blood Drive was hosted at the library on 8/26 and we will continue to host them when the Mobile is in our area. The WNY Book Arts Center displayed their sample art created during their classes. As a result, the display case is now booked through the end of the year! Stephanie is currently researching the possibility of hosting Mahjong and will provide a list of materials needed at the next meeting.

Treasurer's Report:

- Review of income/expenses for July and August (please refer to *Treasurer's Report – Elma Public Library – 7/31/2025 & 8/31/2025* for detail).
- CD's (Both Gift Fund & Heintz Fund) were renewed in the month of August 2025.

Subcommittees Report:

- **ACT:** No update.
- **Friends:** Next meeting to be held on 10/27 @6pm. This group is still in great need of new members! The summer ice cream/float sales were a success, with left over ice cream to be donated at the Apple Palooza program.
- **Building & Grounds:** The Boxwoods affected by the moth blight have been removed. Replacement of the bushes and cleanup of the middle island gardens will be evaluated in the spring. Parking lot was sealed on 8/31. The town was notified of the heating coil is falling off the roof. Decision made to hire Petchkey's plumbing to fix the pump and vent in the kitchen.
- **Publicity:** Stephanie made contact with the Bee. They apologized for not placing the library events in as often and will try to do so more in the future. The foam party and super-hero camp photos were in the Advertiser.

Old/New Business:

- **Old Business:** The purchase of a DVD player, CD player, and ghost hunting kit will be ordered. The book sale will be held on 11/6-11/8. Donations are not being accepted at this time due to a lack of storage space. 500 promotional magnets were ordered and handed out to patrons. Library of Things loan agreement was reviewed and will be posted.
- **New Business:** Changes to the 3-Year Plan were approved. Eastern Lakes Paranormal investigation contacted the library and a 3-4 hour paranormal investigation at the library has been approved. Stephanie to contact local author Mason Winfield for possible presentation. A tour of the library staff space was conducted. It was noted that MUCH progress has been made to clean up the back storage areas. Once the book sale occurs a lot of storage space will become available again. Assistance is needed to continue cleanup and an evaluation of reorganization/renovation options for space will continue to be discussed.

All minutes and reports were submitted and were approved 7-0. Meeting was adjourned at 7:52 pm.

The next regular meeting will be held Tuesday, October 14th, 2025, at 6:30pm.