

## Marilla Free Library – 03/19/19 Board Meeting Minutes

1. **Call to order** - 6:36pm. In attendance: Shannon Thompson, Rachelle Walker, Marty Mummery, Marsha Wingate, and Joanne Goellner. 6:31pm. Missing: Judy Farmer.
2. **Minutes** - A motion was made by Marsha Wingate to approve February's meeting minutes as written. Second motion by: Marty Mummery. All were in favor with none opposed.
3. **Public Expression** – No public expression.
4. **Reports**
  - a. **Treasurer's** - (*for full account details including all transactions and balances, see the Treasurer's Report on file at the library*) Marsha & Shannon updated the board regarding February's finances, transactions and account balances. A motion was made by Joanne Goellner to approve the Treasurer's Reports as presented. A second motion to accept was made by Marty Mummery. All in favor with none opposed.
  - b. **Librarian's** - (*see attached Librarian Report for complete report details*)
    1. Circulation, Laptop Use and Wi-Fi Use were all up. Computer Use and Patron Count were both down. The Library was closed Feb 25<sup>th</sup> due to a power outage.
    2. Dr. Seuss Birthday Activity was successful with 36 participants.
    3. March Madness of Books is continuing.
    4. The Library is continuing to collect for Legislator Lorigo's, Veteran's One Stop, toiletries until the end of March.
    5. National Library Week is in April and patrons can come in and make a bookmark. Story Hour, Lego Club and make a Graham Cracker Peep House are some of April's Activities. The Library will also participate in a Health and Wellness Fair in April.
    6. Discard Sale will be in May.
  - c. **Friends'**- The Friend's of the Marilla Free Library met 03/12/19 at 7pm.
    1. Shannon attended the meeting and answered bank and expansion questions.
    2. They are still working on their pamphlet and membership plan.
    3. They are considering a fall fundraiser.
  - d. **Fundraising Committee** - the committee is waiting on news from the town regarding whether there will be a carnival.
  - e. **Town Report** - Bonnie was not present at the meeting. In an e-mail she updated the board on the status of the elevator project.
5. **Unfinished Business**
  - a. **Long Range Plan**
    1. **Review/Revision of Draft** – (*see attached*) the board reviewed the Long Range Plan Draft, discussed the Vision Statement and decided on an end date of three years for review. A Motion was made by Marty Mummery with a second by Marsha Wingate to adopt the Marilla Free Library Long Range Plan.
    2. **Community Input Questions** – Shannon shared with the Board a survey that the library sent out years ago. She went over questions, the Board

offered input on survey questions and more research will be done regarding the best way to get feedback from the community.

6. **New Business** - Shannon is researching purchasing games to have for the Family Game nights hosted at the library and for possible future circulation. Several board members offered suggestions about types of games and game quality.
7. **Other Business**
  - a. **ACT Meeting: 03/02/19 Recap** – The Board was given a summary of the ACT meeting held at Central. Topics included the New York State Minimum Standards updates, Trustee Education, and the presentations “Library of Things” “Fundraising/Partnerships/Advocacy & Programming” and “STEAM”. The next ACT Meeting will be May 4<sup>th</sup> at the Town of Aurora Library.
  - b. **Policies** – Shannon shared with the Board a spreadsheet of policies she organized with a schedule to ensure that the Board/Library routinely reviews and updates.
8. **Next Meeting: 04/16/19 6:30pm**
9. **Adjournment** A motion to adjourn the meeting was made by Joanne Goellner at 8:22pm with a second by Marty Mummery. All were in favor with none opposed.

*Minutes respectfully submitted, March 21<sup>st</sup>, 2019, by Joanne Goellner, Secretary.*

## Librarians Report – March 19, 2019

### **Operating Budget**

#### *Receipts*

February Receipts: \$ 395.19

System Appropriation: \$1,374.00

**Receipts** year to date: \$ 2,008.12

This represents fine/copy/print revenue. This year our revenue commitment is \$3,526.

#### *Expenditures*

February: \$ 80.00

**Expenditures** year to date: \$ 2,113.31. This year our expenditure allotment is \$4,900.

**Return to System:** \$1,366.91

### **Circulation**

February was 3,008. This was **up by 173** or 6.1%

Year to date is 5,921. This is **down by 83** or -1.4%

### **Computer Use**

February was 74. This was **down by 5** or -6.3%

Year to date is 131. This is **down by 38** or -22.5%

### **Laptop Use**

February was 12. This was **up by 9**

Year to date is 27. This is **up by 23**

### **Wireless Usage**

February was 96. This was **up by 5** or 5.5%

Year to date is 214. This is **up by 18** or 9.2%

### **Patron Count**

February was 1,172. This was **down by 34** or -2.8%

Year to date is 2,278. This is **down by 209** or -8.4%

### **Closed February 25<sup>th</sup> due to Power Outage due to Wind Storm**

#### **Fall/Winter Programs**

- **Lego Club** – Thursday, February 21<sup>st</sup> at 6:00 pm – ages 5 and up (**7 attended**)
- **Create Your Own Book** – Saturday, February 23<sup>rd</sup> at 11:00 am – ages 7 to 12 (**7 attended**)
- **Family Game Night** – Thursday, February 28<sup>th</sup> from 5-7:30 pm (**5 attended**)

#### **Spring Programs**

- **March Madness Tournament of Books** – All Month
- **Dr. Seuss' Birthday** –Saturday, March 2<sup>nd</sup> till 7<sup>th</sup> (**36 Participated**)

- **St. Patrick's Day Story Hour** – Thursday, March 14<sup>th</sup> at 6:00 pm – ages 3 to 6 **(5 attended)**
- **Build a Leprechaun Trap** – Saturday, March 16<sup>th</sup> at 11:00 am – ages 6 and up **(7 attended)**
- **Lego Club** – Thursday, March 21<sup>st</sup> at 6:00 pm – ages 5 and up
- **It's Spring! Story Hour** – Tuesday, March 26<sup>th</sup> at 6:00 pm – ages 3 to 6
- **Family Game Night** – Thursday, March 28<sup>th</sup> from 5-7:30 pm
- **National Library Week** – Make a Bookmark April 7<sup>th</sup> through April 13<sup>th</sup> during regular hours
- **Fun With Peep: Make a Graham Cracker Peep House** – Thursday, April 11<sup>th</sup> at 6 pm or Saturday, April 13<sup>th</sup> at 11 am – Family Event
- **Lego Club** – Thursday, April 18<sup>th</sup> at 6:00 pm – ages 5 and up
- **Easter Story Hour** – Monday, April 22<sup>nd</sup> at 10:30 am – ages 3 to 6
- **Family Game Night** – Thursday, April 25<sup>th</sup> from 5-7:30 pm

### **Book Club**

- **Tuesdays at 2 pm**
  - February 26<sup>th</sup> – The Marriage Lie by Kimberly Belle **(6 attended)**
  - March 26<sup>th</sup> – Two From the Heart by James Patterson

### **Other**

- **Assembly Grant Update**
- **Veteran's One Stop / Legislator Lorigo** – Toiletries Drive runs till March 29<sup>th</sup>
- **It Takes a Community Drug and Alcohol Coalition - Health and Wellness Fair** – Saturday, April 6<sup>th</sup>

# **Marilla Free Library Long Range Plan 2019-2022**

## **Mission Statement**

The Marilla Free Library is dedicated to providing access to information, supporting life-long learning, and encouraging a love of reading through resources, programs and services.

## **Vision Statement**

The vision of the Marilla Free Library is deeply rooted in the community: promoting partnerships and fostering the development of a literate and informed citizenry through free and equal access to cultural, intellectual, recreational and information resources. We strive to become increasingly integral to our community, and to serve that inclusive community with excellence.

## **Goals and Objectives**

**Goal I: Offer quality information service by providing library materials in a variety of formats, which adequately serve the informational, educational, cultural, and recreational needs, and demands of the community.**

- A. Maintain a quality book and materials collection.
- B. Pursue technology that can enhance library service and to support programming (including extensive one-on-one training) and outreach to allow the community to incorporate these technologies into daily life.
- C. Support the Central Library in its efforts to provide uniform technological services throughout the B&ECPL System.
- D. Regularly evaluate the effectiveness of the library's programs, services, and collections.

**Goal II: Promote public awareness of the Library's services and needs.**

- A. Explore new forms of media and methods of promotion to inform the public of important and upcoming events at the library. In addition, printed information on library programs and events will be made available to the public at the library.
- B. The library will maintain various social media accounts and publish programs, news, and other information for the community through these outlets.
- C. The Director will continue to actively work with local schools and other local agencies, both to encourage library use and to determine community needs. The Director will actively pursue materials specified by the schools, such as mandated summer reading.
- D. Continue to provide extensive quality programming for a variety of ages to meet the community's needs and to promote these programs through a variety of sources.

**Goal III: Maintain the library facility, parking areas, and access.**

- A. Maintain a welcoming and pleasant environment for patrons and the library collection including routine evaluation of the furnishings, layout and condition of the building.
- B. Regularly assess the library grounds, building, furnishings, and configurations.

**Goal IV: Pursue private and public funding necessary to fulfill the Library's Mission.**

- A. Support the Buffalo and Erie County Public Library (B&ECPL) Board of Trustees in their ongoing strategy to maintain pressure upon the County of Erie and State of New York to increase the annual budget.

**Marilla Free Library  
Long Range Plan  
2019-2022**

- B.** Explore the idea of a Marilla Free Library Association.
- C.** Encourage donations of memorials and other gifts to the Library.
- D.** Continue to support and encourage the Friends of the Marilla Free Library in fundraising and other activities that support and strengthen the library's vision and mission.
- E.** Continue to seek grants and other outside funding to aid in the maintenance of the building and in the presentation of arts and cultural programming.

**Goal V: Maintain open communication between the Marilla Free Library and Community.**

- A.** Communicate with the Marilla Town Board, County Legislature, State Representatives, and B&ECPL Board.
- B.** Continue to participate in the Association of Contracting Library Trustees meetings.
- C.** Encourage community feedback and participation through surveys and focus groups to shape future library services, programs, materials, and resources.
- D.** Deliver a board-approved, written annual report to the community on the library's progress in meeting its mission, goals, and objectives.

**Adopted by the Marilla Free Library Board of Trustees: March 19th, 2019**