

Marilla Free Library – 01/16/18 Board Meeting Agenda

1. Call to order
2. Minutes
3. Public Expression
4. Reports
 - a. Treasurer's
 - b. Librarian's
 - c. Friends'
 - d. Fundraising Committee
 - e. Town Report
5. Unfinished Business
6. New Business
 - a. 2018 Goals
7. Other Business
8. Next Meeting: TBD
9. Adjournment

Marilla Free Library – 01/16/18 Board Meeting Minutes

1. Call to order - 6:30pm. *In attendance:* Shannon Thompson, Kristen Matthews, Joanne Goellner, Marsha Wingate, Martha Mummery, Judy Farmer. *Absent:* Rachelle Walker
2. Minutes - Previous meeting minutes approved as written. *1st motion Judy Farmer, 2nd by Martha Mummery: all 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)* Memorial Checking has a balance of \$92.62. It gained \$5.62 from the Amazon Smile Program and paid out \$96.61 for summer program supplies. The Memorial Savings account earned .89 in interest for November and December and has a balance of \$27,959.17 after summer program reimbursement from Central. The Fundraising Account is at \$19,618.28, Town Funds \$31,037.39 (earned \$2.07 interest), Operating \$2642.24 after revenue deposits and payouts and the CD has a balance of \$177,176.99.
 - b. Librarian's - *(see Librarian Report on file at Library for complete details)* Circulation was down for the year as was computer use, wireless use and patron count. Laptop use was up for the year. The Graham Cracker house program sponsored by the Friends of the Library had four successful sessions. 77 people attended total! Looking ahead, February has "Take Your Child to the Library" and a "Story Time with Shannon" in March. Central is also providing programming in February and March. November Book Club had eight patrons in attendance and the next one meets January 23rd.

Shannon had to fill out new paperwork regarding the Special Legislative Grant. She submitted for items including: a flat screen TV, wall mount, shelf for blu-rays and computer carrels.

The Marilla Free Library holiday gift card fundraiser raised \$325.

Library staff had to do policy certification & review the employee handbook.

Summer incentives have been ordered. *A motion was made to approve payment of \$208.19 to Dem Co. 1st motion made by Joanne Goellner, 2nd by Marty Mummery; all in favor and none opposed.*

Shannon learned that regardless of the amount of days the library or Friends of the Library has a book or discard sale, we are required to charge sales tax. The same applies to coasters or cards or anything else the library decides to sell.

- c. Friends' - No meeting until March 13th
- d. Fundraising Committee – will set a date for the next meeting to discuss grant information, set goals for 2018 and make decisions regarding the next fundraiser. Looking into a town wide letter.

- e. Town Report – No one present. Kristen did find out that Bonnie Waterman would be our next liaison.
- 5. Unfinished Business – no unfinished business
- 6. New Business
 - a. 2018 Goals – some 2018 goal ideas suggested by trustees for the Marilla Free Library included new programming, trying to widen the ages and types of groups that utilize the library, try to increase our social media presence, inviting the community to use the library.
- 7. Other Business – no other business
- 8. Next Meeting: 02/20/18 6:30pm.
- 9. Adjournment - *The meeting adjourned at 7:42pm. First motion made by Judy Farmer followed by Marsha Wingate. All in favor with none opposed.*

Meeting Minutes Respectfully Submitted, January 27th by Joanne Goellner, Secretary.

Librarians Report

January 16, 2018

Operating Budget

Receipts

November receipts: \$ 336.39

December receipts: \$ 412.25

Receipts year to date: \$ 5,015.47

This represents fine/copy/print revenue. This year our revenue commitment is \$4,628.

Expenditures

November: \$ 0

December: \$ 105.77

Expenditures year to date: \$ 3,934.03. This year our expenditure allotment is \$5,069.

Circulation

November was 2,762. This was **down by 714** or -20.5%

December was 2,781. This was **down by 418** or -13.1%

Year to date is 37,522. This was **down by 6,088** or -14%

Computer

November was 104. This was **down by 11** or -9.6%

December was 72. This was **down by 22** or -23.4%

Year to date is 1,192. This was **down by 336** or -22%

Laptop Use

November was 9. This was **up by 9**.

December was 1. This was the same as December 2016.

Year to date is 40 uses. This is **up by 12 uses**.

Wireless Usage

November was 128. This was **down by 41** or -24.3%

December was 109. This was **down by 58** or -34.7%

Year to date is 1,471. This was **down by 376** or -20.4%

Patron Count

November was 1,309. This was **down by 203** or -13.4%

December was 1,225. This was **down by 279** or -18.6%

Year to date is 18,636. This was **down by 358** or -1.9%

Statistical Information comparing the Marilla Free Library to other libraries can be found at www.buffalolib.org/aboutthelibrary/statistics/index.asp

Fall Programs

- **Graham Cracker House Program**
 - Saturday, December 16th three sessions at 11:00, 12:00 and 1:00 **(56 attended)**
 - Tuesday, December 19th at 6:30 pm **(21 attended)**

Future Programs

- **Take Your Child to the Library Day** – Saturday, February 3rd All Day – will have a craft available for kids
- **Story Time with Shannon** – Scheduled to start Monday, March 5th at 10:30 am – 8 week session

Programs Provided by Central

- **If You Give a Mouse a Cookie and Friends** – Monday, February 26th at 10:30 am for ages 3-6
- **Indoor Kids' Winter Global Games** – Saturday, March 3rd at 11:00 am for ages 8-12

Book Club Programs

- **Book Club Tuesday 2 pm**
 - November 28th – Our Souls at Night by Kent Haruf **(8 attended)**
 - January 23rd – Sweet Salt Air by Barbara Delinsky

Other

- **Winter Reading Challenge** – System-wide Program for all ages
- **ACT Meeting** – Saturday, January 20, 2018 at *City of Tonawanda Library*
- **Special Legislative Grant Update**