

Marilla Free Library – 03/20/18 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
7. Other Business
8. Next Meeting: 04/17/18
9. Adjournment

Marilla Free Library – 03/20/18 Board Meeting Minutes

1. Call to order - 6:32pm. *In attendance:* Shannon Thompson, Kristen Matthews, Joanne Goellner, Judy Farmer. *Absent:* Rachelle Walker, Marsha Wingate, Martha Mummery
2. Minutes - Previous meeting minutes approved as written. *1st motion Judy Farmer, 2nd by Joanne Goellner: 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*) The Operating Account had several expenses including payment of \$48.39 to ECWA, \$48.00 in ACT dues/workshop and \$142.17 for taxes. There were also several deposits totaling \$1300.82. Ending balance is \$2048.24. The CD balance is \$177,198.06. The Fundraising Account had a deposit of \$593.50 and the Town Account earned .95 in interest.
 - b. Librarian's - (*see Librarian Report below for complete details*) All areas are down except Laptop Use which is up. Spring story hour has great attendance with 12 children registered. Programs provided by central were also well attended. The library is going to try a few incentive programs to increase patron count and circulation.
 - Summer performers are booked for 2018.
 - The state report Non-financials are complete and Financial section is due at the end of March.
 - Decisions are still being made regarding Staff Development Day. The library may only be open a half day so staff can attend and participate in valuable workshops.
 - The Marilla Primary Art teacher brought more student art to be displayed at the library.
 - Regarding a changing table for the restrooms at the library, Shannon researched options and cost. Will be put for a vote at a later meeting.
 - Regarding the Library alarm, contact people need to be changed.
 - The Marilla Free Library has to register as a vendor in order to sell items and collect sales tax for NY State.
 - c. Friends' - The Friends are considering a campaign to get new members. They are also working on updating their banking information. Their 501c3 status application has been filled out and paid for. They are awaiting final paperwork.
 - They have received Legos from Toys'R'Us and are waiting for Legos from Wal-Mart for the Lego Club they are sponsoring.
 - The Friends are going to reinstate the VP position of their group.
 - The Friends are also discussing the 2018 book sale. (Feasibility/Dates)
 - d. Fundraising Committee –

- Family Funfest will be July 14th (4-7pm). The FC is going to try some new ideas in regards to ticketing and raffle items.
 - The FC has approached Kodiak Jacks to host a dinner out fundraiser.
- e. Town Report – Our new liaison is Bonnie Waterman. She was unable to make the meeting due to a Planning Board conflict but will be present at the next one.
5. Unfinished Business – the board/library is still researching cost/feasibility regarding a ramp for the library entrance. There will be policies for review next month.
 6. New Business – no new business
 7. Other Business – no other business

The Meeting Adjourned into Executive Session at 7:31pm to discuss personnel matters. **Executive Session ended at 7:45pm.** *1st motion Judy Farmer, 2nd by Joanne Goellner: all in favor with none opposed.*

8. Next Meeting: 04/17/18, 6:30pm
9. Adjournment - *The meeting adjourned at 7:47pm. 1st motion Judy Farmer, 2nd by Joanne Goellner: all in favor with none opposed.*

Meeting Minutes Respectfully Submitted, April 2nd by Joanne Goellner, Secretary.

Librarians Report

March 20, 2018

Operating Budget

Receipts

February Receipts: \$ 266.18

System Appropriation \$738.00

Receipts year to date: \$ 1,300.82

This represents fine/copy/print revenue. This year our revenue commitment is \$4,462.

Expenditures

February: \$ 0

Expenditures year to date: \$ 1,822.99. This year our expenditure allotment is \$5,200.

Circulation

February was 2,835. This was **down by 278** or -8.9%

Year to date is 6,004. This is **down by 238** or -3.8%

Computer

February was 79. This was **down by 19** or -19.4%

Year to date is 169. This is **down by 25** or -12.9%

Laptop Use

February was 3. This was **up by 2**

Year to date is 4. This is **up by 1**

Wireless Usage

February was 91. This was **down by 214** or -26%

Year to date is 196. This is **down by 28** or -12.5%

Patron Count

February was 1,206. This was **down by 234** or -16.3%

Year to date is 2,487. This is **down by 304** or -10.9%

Statistical Information comparing the Marilla Free Library to other libraries can be found at

www.buffalolib.org/aboutthelibrary/statistics/index.asp

Spring Programs

- **Story Hour** – Started Mon, March 5th at 10:30 am – 8 week session (12 children registered)
- **Easter Eggstravaganza** – Saturday, March 24th at 11 am for ages 5 to 12

Programs Provided by Central

- **If You Give a Mouse a Cookie and Friends** – Monday, Feb. 26th for ages 3-6 (**11 attended**)

- **Indoor Kids' Winter Global Games** – Saturday, March 3rd for ages 8-12 **(6 attended)**

Summer Programs 2018

- Theme is **Libraries Rock!**
- **Story Hour with Ms Shannon** – Mondays at 10:30 am for ages 3-5
- **Summer Fun Club** – Alternating Tuesdays at 2:00 pm for ages 6-11
- Following Performers have been booked:
 - **Buffalo Animal Adventures: Australia Asia** – Wednesday, July 11th at 1 pm All Ages [\$225]
 - **Buffalo & Erie County Botanical Gardens: Terrariums** – Tues., July 17th at 2 pm ages 7 & up [\$135]
 - **Paul Antonio Variety Show** – Wednesday, July 25th at 1 pm All Ages [\$125]
 - **Buffalo & Brandy** – Wednesday, August 1st at 1 pm All Ages [\$200]
 - **Mr. No the Balloon Guy** – End of Summer Party – Wednesday, August 15th at 1 pm [\$200]

Book Club Programs

- **Book Club Tuesday 2 pm**
 - February 27th – The Secret Keeper by Kate Morton **(7 attended)**
 - March 27th – Wonder by R.J. Palacio
 - April 24th – Jefferson's Daughters by Catherine Kerrison

Other

- **State Report** – Non-financials completed and Financials section open now
- **Staff Development Day** – Wednesday, May 9th at Central Library
- **Discard Sale** – May 2018 dates to be determined
- **Marilla Primary Winter Art Exhibit** – Kindergarten
- **Alarm**
- **Changing Table**