

## **Marilla Free Library – 09/18/18 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. Mission Statement
  - b. Architect Plans
7. Other Business
8. Next Meeting: 10/16/18
9. Adjournment

## Marilla Free Library – 09/18/18 Board Meeting Minutes

1. **Call to order** - 6:38pm. *In attendance:* Shannon Thompson, Kristen Matthews, Martha Mummery, Marsha Wingate, Judy Farmer and Joanne Goellner. *Excused:* Rachelle Walker.
2. **Minutes** - August meeting minutes approved as written. *1<sup>st</sup> motion from Marty Mummery, 2<sup>nd</sup> by: Marsha Wingate. 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)* Marsha updated the board regarding August's finances and account transactions. *A motion was made by Judy Farmer and 2<sup>nd</sup> by Joanne Goellner to approve the Treasurer's Report as presented. All in favor with none opposed.*
  - b. **Librarian's** - *(see Librarian Report below for complete details)*
    1. Circulation was down by 7 for the month but up by 56 for the year. Computer use was down for the month/year but laptop use was up for both month/year.
    2. Summer programs ended successfully. Many had high registration/attendance: Independent Reading Club-71, Story Hour-Mondays-39, Mr. No the Balloon Guy-26.
    3. Assembly grant update: the final report was completed and mailed.
    4. NYS Sales Tax Filed for Discard Sale - \$44.55
    5. Shannon updated the board regarding the tree that the caretakers had concerns over. Schmidt Tree Service inspected the tree and reported that it was not ill but needed a little clean up. Schmidt did recommend that the library cut a limb from a different tree near the library walkway that curves toward the building and could cause issues in the future. The cost would be \$1500. The library board viewed the trees in question. *A motion was made to go with Schmidt Tree Service for necessary tree maintenance regarding the clean up of one tree and the cutting of a limb from another. 1<sup>st</sup> by Judy Farmer, 2<sup>nd</sup> by Marty Mummery. All in favor with none opposed.*
    6. Shannon presented the board with receipts for summer program supplies, end of summer party supplies and young adult prizes. *A motion was made to reimburse Shannon \$234.18 for program supplies and prizes. 1<sup>st</sup> Marty Mummery, 2<sup>nd</sup> Judy Farmer. All in favor with none opposed.*
  - c. **Friends'**- no meeting was held last month. October 1<sup>st</sup> is the last day to drop off books for their book sale.
  - d. **Fundraising Committee** – The FC has not met. They are looking into setting up a meeting and acquiring more members.
  - e. **Town Report** – Bonnie Waterman was unable to attend the board meeting.
5. **Unfinished Business** – None
6. **New Business**
  - a. **Mission Statement** – the board viewed the current Marilla Free Library mission statement as well as samples from other libraries including the BECPL. After

discussion, it was decided that the board would return to October's meeting with concepts/ideas to update the library's mission.

- b. Architect Plans** – Shannon presented the board with the architect plans for the capital project. Revisions and additional ideas were discussed.
- 7. Other Business** – Kristen updated the board on some of the specifics regarding the Ralph Wilson Grant as well as examples of other groups who have received funding. She shared some of the requirements that the library must fulfill to comply with application procedures.
- 8. Next Meeting: 10/23/18 @ 6pm** (changed from the agenda to accommodate board members)
- 9. Adjournment** - *A motion was made by Joanne Goellner to adjourn the meeting at 8:15pm. Judy Farmer made a second motion. All in favor with none opposed.*

**Minutes respectfully submitted, October 1, 2018, by Joanne Goellner, secretary.**

## Librarians Report - September 18, 2018

### **Operating Budget**

#### *Receipts*

August Receipts: \$ 347.25

**Receipts** year to date: \$ 3,071.41

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

#### *Expenditures*

August: \$ 392.36

**Expenditures** year to date: \$2,558.54. This year our expenditure allotment is \$5,200.

### **Circulation**

August was 3,437. This was **down by 7** or -0.2%

Year to date is 26,427. This is **up by 56** or 0.2%

### **Computer Use**

August was 91. This was **down by 40** or -30.5%

Year to date is 745. This is **down by 82** or -9.9%

### **Laptop Use**

August was 11. This was **up by 6**

Year to date is 43. This is **up by 17**

### **Wireless Usage**

August was 133. This was **down by 9** or -6.3%

Year to date is 955. This is **down by 61** or -6%

### **Patron Count**

August was 1,747. This was **down by 390** or -18.2%

Year to date is 12,198. This is **down by 860** or -6.6%

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

[www.buffalolib.org/aboutthelibrary/statistics/index.asp](http://www.buffalolib.org/aboutthelibrary/statistics/index.asp)

### **Summer Programs 2018**

- Independent Reading Club – **71 Registered**
- **Story Hour** – Mondays at 10:30 am for ages 3-5 (**39 Attended**)
- **Lego Club** – Thurs., August 16<sup>th</sup> at 6:00 pm (**5 Attended**)
- **Mr. No the Balloon Guy** – End of Summer Party – Wed., August 15<sup>th</sup> (**26 Attended**)
- **Rocking with Pete the Cat** – Thurs., August 9<sup>th</sup> at 6:30 pm (**12 Attended**)

### **Fall Programs**

- **Lego Club** – Thursday, September 20<sup>th</sup> at 6:00 pm for ages 5 and up
- **Story Hour with Ms. Shannon** – Mondays at 10:30 am starting October 1<sup>st</sup> – November 26<sup>th</sup> for ages 3-5
- **Spooky Magic** with Cris Johnson – Saturday, October 20<sup>th</sup> at 1:00 pm – All Ages [**\$275**]
- **Dragons and Unicorns** – Thursday, October 25<sup>th</sup> at 6:00 pm for ages 3-6 (Central)

- **Nature Play** – Saturday, November 10<sup>th</sup> at 11:00 am for ages 6-10

***Other***

- **Tree**
- **NYS Sales Tax Filed for Discard Sale - \$44.55**
- **Assembly Grant Update**

