

North Collins Public Library Board of Trustees Meeting

05/08/24 - Director's Report, submitted by Alice Yoder

Programming in March and April

- Virtual and Take/Make crafts
- Chess Club
- ABC Story Time
- Dungeons and Dragons
- Freestyle LEGOs
- Teen Book Boxes
- Book Clubs (Kids/Teen/Adult)
- Art Club
- Teen Writing Club (final meeting for the season)
- Leprechauns in the library scavenger hunt
- Buffalo Museum of Science – Eclipse Program
- Cooking with Carolyn
- Eclipse Day
- Bookmark Painting

Meetings

- ACT 3/9; Managers 3/13 in person; 4/10 via zoom (missed); YSG 3/14 via zoom

Training

- 3/28 Summer Reading Buddies Webinar
- Kantola Compliance Training for all staff: Workplace Violence, Sexual Harassment, Cybersecurity
- 4/22 Recorded Webinar: Public and Association Library Construction: A Step-by-Step Guide to the Application Process

Personnel

- No changes
- I created an annual evaluation checklist to ensure evaluations take place at least once annually for all staff members.

Upcoming New Programs:

- Cooking with Carolyn: 2nd program in May – 2 sessions
- SRP 2024 Adventures in Reading
- August 27 Hot dog Roast and Nickel City Reptiles and Exotics
- Puzzle contest

Miscellaneous

- Purchased Steam Mop
- Clean carpets?

March 2024 Statistics:

Type	March			Year to Date		
	2024	2023	Change	2024	2023	Change
Circulation	1491	2226	-33%	4423	5553	-20.3%
Library Visits	1203	1261	-4.6%	3143	3160	-0.5%
Computer Use	96	97	-1.0%	283	281	0.7%
WIFI	368	457	-19.5%	1021	1119	-8.8%
Virtual Programming	261	450	-42%	938	689	36%
Traditional Programming	409	389	5.1%	1015	942	7.7%
First Time Checkouts	867	1295	-33%	2502	3194	-21.6%

April 2024 Statistics:

Type	April			Year to Date		
	2024	2023	Change	2024	2023	Change
Circulation	1546	2230	-30.7%	5969	7783	-23.3%
Library Visits	1342	1053	27.4%	4485	4213	6.5%
Computer Use	105	92	14.1%	388	373	4.0%
WIFI	426	332	28.3%	1447	1451	-0.3%
Virtual Programming	321	488	-34%	1259	1177	6.9%
Traditional Programming	280	251	11.5%	1295	1193	8.5%
First Time Checkouts	910	1061	-14.2%	3412	4255	-19.8%

Financial Report Mar/Apr 2024

Community Bank – County Funds (ending 1486)					
Date	Check #	Description	Deposit	Payment	Balance
2/29/24		Beginning Balance			4,988.23
3/1/24		Deposit – Feb library revenue	90.10		5,078.33
3/1/24		Deposit – County appropriation	5420.00		10,498.33
3/4/24	2164-08	Village of NC – water bill		107.00	10,391.33
3/4/24	2165-09	Eden-North Collins pennysaver – Feb ad		175.00	10,216.33
3/13/24	2166-10	Alice Yoder – march mileage		68.92	10,147.41
3/13/24	2167-11	CN A Surety - insurance		100.00	10,047.41
3/25/24	2168-12	Nickel City Reptile Deposit		100.00	9,947.41
3/31/24		Deposit - interest	.08		9,947.49
4/1/24		Deposit – March library revenue	105.80		10,053.29
4/10/24	2169-13	Eden-North Collins Pennysaver – March ad		175.00	9,878.29
4/14/24	2170-14	Beth Chambers – April Art Club		50.00	9,828.29
4/30/24		interest	.08		9,828.37
*check not yet cleared bank			Balance as of April 30, 2024 \$9,828.37		

Community Bank – Private Funds (ending 1585)					
Date	Check #	Description	Deposit	Payment	Balance
2/29/24		Beginning Balance			\$38,987.67
3/1/24	BANK-14	NYS Sales tax		49.46	38,938.21
3/1/24	WEB-15	Amazon – craft supplies		40.87	38,897.34
3/3/24	DEB-16	Cricut annual subscription		95.88	38,801.46
3/4/24	2004-17	Beth Chambers – March Art Club		50.00	38,751.46
3/6/24	2005-18	CSLP		234.16	38,517.30
3/11/24	DEB-19	Dollar General – cleaning		20.90	38,496.40
3/18/24	DEB-20	Dollar General – easter egg hunt supplies		34.75	38,461.65
3/18/24	DEB-21	Piz-A-Italia – Teen Book Club		46.49	38,415.16
3/18/24	2006-22	Carolyn Scheible – March Cooking supplies		84.52	38,330.64
3/25/24		Deposit – Pat Romano Memorial gift	100.00		38,430.64
3/31/24		interest	.33		38,430.97
4/1/24		Town stipend	15000.00		53,430.97
4/2/24	2007-23	Jason – Teen snacks/WC book party		143.94	53,287.03
4/2/24	WEB-24	Amazon – teen book boxes/steam mop, art sup		284.74	53,002.29
4/10/24	2008-25	Gui’s lumber – closed sign/doorstop		13.77	52,988.52
4/15/24	DEB-26	Piz-A-Italia – Teen Book Club		43.23	52,945.29
4/23/24	2009-27*	Brodart (book jacket covers)		57.95	52,877.34
4/30/24	WEB-28*	Amazon – program supplies		57.13	52,830.21
4/30/24		interest	.44		52,830.65
*check not yet cleared bank			Balance as of April 30, 2024: \$52,830.85		

Foundation – \$2977.47 Foundation CD: \$25,000 (matures 5/10/25) Petty Cash - \$50.01
Local CD \$104,090.70 (matures 5/28/24) Money Market Account - \$43,304.27