

Librarian’s Report –February 11, 2025

1. Contract Account Balance: \$1,101.01

Checks written since the last board meeting

2515	Modern Disposal Services	\$74.08
2516	Dynamic Electrical Solutions – Timer Replacement	\$369.26
2517	Hawk Creek – Program 11/23 remaining balance	\$200.00
2518	USPS Stamps	\$73.00
2519	Nickolas Kowalski Building Supplies	\$92.13
2520	Diane Sypniewski – Program	\$50.00
2521	USPS Post Office Box for 2025	\$188.00
2522	Boston Free Library Association – Programming Reimbursement	\$122.33
2523	Lydia Herren – Program Supplies Reimbursement	\$30.59
2524	Void	
2525	Travelers Insurance	\$2732.00
2526	Modern Disposal Services	\$74.08
2527	Lydia Herren – Mileage for 2024	\$185.46
2528	Parkside Fire and Security Alarm Monitoring for 2025	\$360.00
2529	Travelers – Premium Increase – Additional Coverage Added	\$594.00
2530	Modern Disposal Services	\$74.08
2531	Erie County Water Authority	\$70.33
2532	Modern Disposal Services	\$74.08

2. Additional Financial Information:

- a. The last estimate received showed the library well within our system paid expenses for 2024. Based off of the 2024 ledger, the library should not be responsible for a Return to System payment, but this will be calculated by the Business Office within the next two months.
- b. For 2025, page wages increase to \$15.50 per hour to reflect New York State’s minimum wage increase. Senior page wages also increased \$0.50 to maintain the differential between the positions.
- c. The 2025 Budget includes an increase of \$1,000 in Miscellaneous Program Expenses per location. These funds had previously been managed under the Year End Appeals Funding.
- d. An additional \$1,000 is also included for each location to cover general operating expenses, such as supplies not provided by the system, building and equipment maintenance and repairs, or additional programming expenses.
- e. We received a county appropriation of \$3,000 for the first quarter of 2025 to help cover operating expenses.
- f. We have hired a new Page. The library is also currently restructuring positions to account for the departure of our Library Assistant. Our Senior Page position is being upgraded to a Clerk Typist position and an additional part time Clerk Typist position is being added. These changes keep us at approximately the same FTE, but come in below budget.

3. Association Budget 2025

- a. Please review the proposed Association Budget for 2025. The first page shows last year's income and expenses, however this is significantly different from what is expected this year due to the completion of the NYS Construction Grant (see totals without pavilion funding/expenses). The second page details expected income and expenses for 2025. Not included in these figures is the final grant payment received on January 28<sup>th</sup> as I did not consider this a part of the current year budget. It can be added in if the board thinks it should be listed in either 2024 or 2025. Also unknown is any Legislative funding we may receive. In the past, we have received \$2,000 secured by Legislator Mills, but we did not receive that in 2024 so it is not clear if it will be available in 2025. Also donations/memorials and Association memberships are estimates based off of previous years.

4. Program Expense and Petty Cash Logs

- a. 2024 Program Expenses are detailed in the attached document. Funds used include Year End Appeals \$1,000, General Program Funds \$500, Wilson Grant Funds \$1,000 and Association Funding \$1170.
- b. The Petty Cash Log is completed for 2024. Income includes donations specifically for programming supplies, income from the ongoing book sale and 3d printing charges. Expenses generally include small craft supplies and building maintenance supplies.

5. Insurance Changes

- a. With the completion of the Pavilion, it became necessary to update our insurance policy through Aebly and Associates through Travelers Insurance. Additional coverage added includes the Pavilion insured at \$50,000, the sheds insured at \$3,500 and \$3,000 and an increase in building content insurance to \$70,000. This resulted in a premium increase of \$594. The amount has been covered by the contract account and is expected to continue to be paid from that account.

6. Building Maintenance

- a. Recently we have been asked a few times about a changing table in the restroom. We could purchase and install a folding table for approximately \$70 or a wall-mounted changing station for approximately \$150.
- b. Parkside Security recommends updating our fire panel because it is not currently performing the weekly test it is supposed to complete. It is an antiquated system with no available manual. I'm waiting on an estimate for the cost. Our other option is to send in a manual weekly test to ensure that the system is still working.

7. State Report and Annual Report

- a. 2024 Statistics:
  - 15,424 library visits, a 8% increase from 2023
  - 36,905 items circulated, a 4% increase from 2023
  - 811 computer sessions, a 17% increase from 2023
  - 2,460 Wi-Fi logins, a 15% increase from 2023

- b. Programming for 2024:
  - 52 Children 5 and Under Programs with 864 attending
  - 18 Children 6-11 Programs with 268 attending
  - 11 Teen Programs with 72 attending
  - 34 Intergenerational Programs with 1197 attending
  - 51 Adult Programs with 455 attending
  - 11 Outreach Sessions with 785 attending*
  - 423 One-on-One Programs (guided and self-directed)*
  - Total of Attendees 3,279**
- c. The non-financial section of the state report is completed and I am currently waiting on information from the business office to complete the financial section. As part of the state report, I will begin working on the annual report to the community that we mail out in May. Are there any suggestions for format, distribution, or content?
- d. Will the board approve the Annual Mailing via email or should we call an additional meeting to approve it once it is drafted?

8. Correspondences:

- a. Thank you letters have been sent for memorial donations received in memory of Joyce Jensen.

9. Statistics:

**New Library Cards:** Since the beginning of November we have had 49 new library card users sign up at Boston.

	<b>November</b>	<b>December</b>	<b>January</b>
Library Visits:	1,095 visits	977 visits	998 visits
Circulation:	2,434 items	2,925 items	2,763 items
Wi-Fi:	215 log ins	184 log ins	188 log ins
PAC Usage:	42 sessions	31 sessions	46 sessions

10. Programming:

- a. Programs from November through the end of January
  - 11 Preschool Story Times with 190 attendees
  - 10 Craft Programs with 179 attendees
  - 1 Outreach Program with 35 attendees
  - 3 Lego Clubs with 42 attendees
  - 6 Chi Flow Sessions with 39 attendees
  - 6 Ukulele Clubs with 44 attendees
  - 4 special programs with 95 attendees
  - 162 One-on-One Sessions including Tech One-on-One Assistance, Library Therapy Reading Dog Sessions, Take and Make Crafts and Scavenger Hunts

11. Summer Program Ideas

- a. Summer Kickoff/Ribbon Cutting Event in the Pavilion

- i. As an official recognition of our completed pavilion, we could host an event to kickoff our summer programming season in June of 2025. Ideas include a band, food truck, and family yard games. While we don't want it to overshadow the summer fundraiser, it would be a nice way of showcasing the pavilion and bringing in the community.
- b. Summer Fundraiser
  - i. The Summer Fundraiser date is tentatively set for Thursday, July 24<sup>th</sup> keeping with our previous schedule. The plans will be discussed in detail with the Friends group at tonight's meeting, but we anticipate following the same model as previous years.
  - ii. Does the Board recommend hiring the Boston Town Band again this year? The cost last year was covered by a sponsorship provided by Brunner's Eatery. Their performance last year was \$500.
  - iii. Last year we were able to bring in mini golf courtesy of the Wilson Sports Foundation grant. The cost was \$495 for 9 holes. Should we pursue funding to bring mini golf back?
  - iv. Other ideas or suggestions

## 12. Pavilion Construction Updates

- a. The NYS Library Construction Aid Grant 2022-23 is now closed and the library received the final 10% of the grant funding on January 28<sup>th</sup>.

## 13. Equipment and Technology Funding

- a. The BECPL is offering funding opportunities for libraries to add equipment or technology for public use. Boston applied for funding to cover the purchase of convertible bench/table furniture for the pavilion. The library also applied for funding to purchase an Epson photo printer, portable power charging stations, a laminator, fax machine and a paper shredder for public use. Grant requests are currently being reviewed and decisions on funding are expected in March.

## 14. Policy for Annual Review

- a. Conflict of Interest Policy – must be reviewed and signed by each board member annually
- b. Procurement Policy
- c. Investment Policy
- d. Whistleblower Policy
- e. Rules of Conduct

## 15. New Policy for Discussion

- a. Exhibits and Display Policy – edited to add Exhibits and Display Application and Release Form, mirrors policy used by East Aurora for artist exhibits
- b. Fixed Assets Policy – Scheduled for 4 year review
- c. Pavilion Use Policy and Signage

## 16. System Policy Updates

- a. Personnel Policies and Procedures Updated in 2024
  - i. Chapter 4, Section 1 – Personnel Files – updated to reflect change in FOIL Law requiring notification when an employee’s disciplinary record is requested
  - ii. Chapter 5, Section 10 – Nursing Mothers in the Workplace – Updated to reflect changes in the law allowing paid break time to express breast milk separate from other paid/unpaid breaks
  - iii. Chapter 10 – New chapter to expand and clarify previous one-section policy regarding professional development and travel and update the approval and expense procedures to reflect new internal process
  - iv. Chapter 11 – Renumbered (no changes)
- b. The following policies have been updated by the BECPL Board for adoption at the system level:
  - i. Accessibility of Library Services – Added language adopting the Web Content Accessibility Guidelines and adding digital technology in the list of accessible services.
  - ii. Confidentiality of Library Records – minor language change about requests for photocopies
  - iii. EEO & Anti-Harassment Policy – minor language changes, adds information about who should be notified of harassment claims, changes “Equality, Diversity and Inclusion Officer” to “Human Resources and System Library Director”
  - iv. State of Emergency Policy – changes terminology from quarantine to disaster, adds regular part-time employees, removes self-quarantine language.
  - v. Volunteer Policy – added statement that submitting a volunteer application does not guarantee acceptance into the library’s volunteer program

## 17. Meeting Schedule

- a. 2025 Schedule
  - i. February 11 – Policy Updates
  - ii. June 10 – Annual Meeting for Consistent Trustee Terms
  - iii. Floating Meeting in June, July or August for Contract Approval
  - iv. September 9 – Fundraiser, Book Sale, Maintenance Updates
  - v. November 18 – Final Meeting of the Year, Financial Wrap Up

## 18. Trustee Education Requirements

- a. General Reminder that Trustees must complete 2 hours of education this year. Webinars count as would any ACT meetings.
- b. ACT Meetings are posted on the Trustee Website.
- c. Trustee Education Self Assurances need to be turned in by the end of the year.