

Elma Public Library  
Board of Trustees Meeting  
February 11, 2025  
6:30 p.m.

## **Agenda**

Minutes

Librarian's Report

Treasurer's Report

Subcommittee Reports

ACT, Friends, B & G, Publicity

Old Business

Term renewals

Norris Fund Update

CD Renewal Update

New Business

University Express

Bindery

Whistleblower officer position (per Whistleblower policy)

Sign conflict of interest statements

2025 Trustee Education

**ELMA PUBLIC LIBRARY**

**Librarian's Report  
February 11, 2025**

<u>Circulation</u>	<u>2024</u>	<u>2023</u>	<u>% change</u>
December	7,592	8,122	-6.5%
Jan - Dec	107,928	112,400	-4.0%
	YTD All B&ECPL		4.6%
	YTD Member Libraries		-0.8%
*First-Time Circ. December	3,474	4,118	-15.6%

**Library Visitors**

December	2,685	2,918	-8.0%
Jan - Dec	41,962	41,042	2.2%
	YTD All B&ECPL		10.6%
	YTD Member Libraries		8.3%

**Computer Users**

December	165	167	-1.2%
Jan - Dec	2,269	2,368	-4.2%
	YTD All B&ECPL		0.4%
	YTD Member Libraries		1.5%

**Wi-Fi Users**

December	342	383	-10.7%
Jan - Dec	4,643	4,441	4.5%
	YTD All B&ECPL		18.6%
	YTD Member Libraries		16.4%

**Library Programs**      December 2024

Attendance

Family Story Time (5 sessions)	98
Graham cracker houses (3 sessions, 12/7)	35
K-3 Story Time (12/11)	12
Kid's Cooking (12/4)	12
Kid's waffle pajama party (12/30)	18
Toddler Dance Party (12/6)	13
Teen craft - Yule logs (12/21)	21
Teen/tween book boxes	11
Book Club (12/18)	6
Chair Yoga (1 session, 12/2)	13
Cookbook Club (12/2)	12
Create your own wrapping paper (12/14)	14
Jan Hess Author Visit (12/4)	6
Mocktail & craft night (12/6)	22
Paws 4 Love (12/28)	15
Take (or Stay) & Make Craft	50
Univ Expr - Christmas Shopping in Buffalo (12/5)	<u>15</u>

Total Programs 23      Total Attendance 373

**Community Room**

12/3 - Elma Meadows Women's Golf Club

**Staff Activities**

- Former Library Director Tom Carloni attended the Managers/Directors Meeting on 12/11.
- Library Technology Clerk Shannon Carnall completed one "Words in the Workplace" webinar provided by B&ECPL and "Accommodations in the Library: Employee Edition" by ESLN.
- In total for 2024, our staff members completed 84.5 hours of continuing education.

**ELMA PUBLIC LIBRARY**

**Librarian's Report  
February 11, 2025**

<b><u>Circulation</u></b>	<u>2025</u>	<u>2024</u>	<u>% change</u>
January	8,078	8,617	-6.3%
	YTD All B&ECPL		-1.7%
	YTD Member Libraries		-5.1%
*First-Time Circ. January	4,389	4,543	-3.4%

**Library Visitors**

January	2,901	2,887	0.5%
	YTD All B&ECPL		5.2%
	YTD Member Libraries		2.8%

**Computer Users**

January	165	156	5.8%
	YTD All B&ECPL		14.0%
	YTD Member Libraries		3.2%

**Wi-Fi Users**

January	355	291	22.0%
	YTD All B&ECPL		26.7%
	YTD Member Libraries		17.3%

**Library Programs**      January 2025

Attendance

Family Story Time (12 sessions)	293
K-3 Story Time (1/4)	2
Lego Club (1/18)	11
It's Snow Much Fun! Story Time (1/25)	23
Elma Primary Book Club (outreach, 1/16 & 1/30)	28
Bubble Rave (1/22)	19
Chair Yoga (3 sessions)	30
Paws 4 Love (1/4)	11
Take (or Stay) & Make Craft	50
Sound Bath (1/27)	19
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Total Programs 24      Total Attendance 486

**Community Room**

1/11 - Elma Meadows Women's Golf Club

**Display case**

Watercolor paintings/books by local artist Cathy Kraynik.

**Staff Activities**

- Library Director Stephanie Molnar completed the "Public Libraries Standing Up and Standing Together" webinar by PLA.
- Librarian Jessica Gavin attended the following meetings in January: YALSA Division/Membership Committee (1/14), Battle Replacement Committee (1/17), and Literacy Plan Committee (1/28). She also completed one "Words in the Workplace" webinar provided by B&ECPL.
- Librarian Ashley Cassidy completed the "Early Learning Environments: Engagement and Learning" webinar by We Skoolhouse.
- Library Technology Clerk Shannon Carnall completed three "Words in the Workplace" webinars.

# Treasurer's Report - Elma Public Library - 12/31/2024

## Operating Checking

**12/31/2024** **\$ 6,174.09**

**Income** 12/10, fines/printing \$ 76.72

12/31, fines/printing \$ 94.10

*Total* \$ 170.82

### **Expenses**

*Total* \$ -

**12/31/2024** **\$ 6,344.91**

## Five Star Gift Checking

**12/31/2024** **\$ 26,513.57**

**Income** 12/10, book sales, sales tax, donation \$ 190.13

**Income** 12/31, book sales, sales tax, donation \$ 173.00

*Total* \$ 363.13

### **Expenses**

\$ -

**12/31/2024** **\$ 26,876.70**

## Five Star Gift Savings

**12/31/2024** **\$ 53,920.04**

**Income** 12/31, interest \$ 1.77

*Total* \$ 1.77

### **Expenses none**

*Total* \$ -

**12/31/2024** **\$ 53,921.81**

## Heintz Estate

**12/31/2024** **\$ 2,379.28**

**Income** 12/11, transfer from CD, with interest accrued as of 12/11/24 \$ 4,048.22

12/31, interest \$ 0.04

*Total* \$ 4,048.26

### **Expenses none**

*Total* \$ -

**12/31/2024** **\$ 6,427.54**

## CDs

added \$4,168.51 on 12/11/24 Gift Funds CD (\$108,096.43 deposit 12/11/24 at 4.0%, matures 8/11/2025) \$ 108,096.43

transferred \$4,048.22 to checking on 12/11/24 Heintz Fund CD (\$50,000.00 deposit, 12/11/24 at 4.0%, matures 8/11/2025) \$ 50,000.00

*Total* \$ 158,096.43

**Total gift accounts** **\$ 245,322.48**

## Treasurer's Report - Elma Public Library - 1/31/2025

### Operating Checking

1/31/2025 \$ 6,174.09

**Income** none

*Total* \$ -

**Expenses** 1/24, Amherst Alarm, backup battery and annual service; check \$ 566.25

*Total* \$ 566.25

1/31/2025 \$ 5,607.84

### Five Star Gift Checking

1/31/2025 \$ 26,876.70

**Income** none

*Total* \$ -

**Expenses** Check #1308 voided, printer error

1/24, New Sky Coaching, chair yoga; check #1309 \$ 225.00

1/24, Brodart; check #1310 \$ 35.87

1/24, Brittney Healy, reissue check for medium event 7/2024; check #1311 \$ 150.00

\$ 410.87

1/31/2025 \$ 26,465.83

### Five Star Gift Savings

1/31/2025 \$ 53,921.81

**Income** 1/31 interest \$ 1.95

*Total* \$ 1.95

**Expenses** none

*Total* \$ -

1/31/2025 \$ 53,923.76

### Heintz Estate

1/31/2025 \$ 6,427.54

**Income** 1/31, interest \$ 0.06

*Total* \$ 0.06

**Expenses** none

*Total* \$ -

1/31/2025 \$ 6,427.60

### CDs

added \$4,168.51 on 12/11/24 Gift Funds CD (\$108,096.43 deposit 12/11/24 at 4.0%, matures 8/11/2025) \$ 108,096.43

transferred \$4,048.22 to checking on 12/11/24 Heintz Fund CD (\$50,000.00 deposit, 12/11/24 at 4.0%, matures 8/11/2025) \$ 50,000.00

*Total* \$ 158,096.43

**Total gift accounts** \$ 244,913.62