

Elma Public Library  
Board of Trustees Meeting  
November 12<sup>th</sup>, 2024  
6:30 p.m.

## **Agenda**

Minutes

Librarian's Report

Treasurer's Report

Subcommittee Reports

ACT, Friends, B & G, Publicity

Old Business

University Express Update

Norris Fund Update

Lancaster Depew Elma Chamber of Commerce

CD Renewals in December

Notary Update

New Business

Pirrung & Clinard Terms Renewal

Holiday Programming

Equipment & Tech Grant

**ELMA PUBLIC LIBRARY**  
**Librarian's Report**  
**October 31<sup>st</sup>, 2024**

<u>Circulation</u>	<u>2024</u>	<u>2023</u>	<u>% change</u>
October	9,231	9,924	-7.0%
Jan – Oct	92,136	95,744	-3.8%
		YTD All B&ECPL	5.7%
		YTD Town Libraries	0.0%
*First-Time Circ. October	4,473	5,011	-10.7%

**Library Visitors**

October	3,341	4,227	-21.0%
Jan – Oct	36,211	35,235	2.8%
		YTD All B&ECPL	12.9%
		YTD Town Libraries	10.1%

**Computer Users**

October	194	209	-7.2%
Jan – Oct	1,917	2,050	-6.5%
		YTD All B&ECPL	1.4%
		YTD Town Libraries	3.1%

**Wi-Fi Users**

October	437	418	4.5%
Jan – Oct	3,917	3,702	5.8%
		YTD All B&ECPL	19.5%
		YTD Town Libraries	18.2%

**Library Programs** October 2024

Attendance

Book Babies (4 sessions)	28
Toddler Time (6 sessions)	135
Preschool Storytime (4 sessions)	14
Kids Cooking Demo (10/7)	14
K-3 Storytime (10/9)	12
LEGO Club (10/18)	3
Not-So-Spooky Storytime (10/21)	32
Elma Primary Outreach (10/22)	18
Take (or Stay) & Make Craft	150
Halloween Scavenger Hunt	60
Adult & Teen Craft Night (10/14)	24
Teen Book Boxes	17
Chair Yoga (2 sessions)	32
Univ Expr – Watercolors (10/1)	11
Univ Expr – What Your Survivors Need to Know (10/2)	11
Univ Expr - Bad Boy Plants (10/3)	13
Univ Expr - Balance is Key (10/10)	12
Univ Expr - What is A.I. (10/17)	23
Univ Expr - Erie County Park History (10/23)	12
Univ Expr – Improving Your Pickleball Game (10/24)	12
Book Club (10/16)	9
1-on-1 Tech Training (10/28)	<u>2</u>

Total Programs 34      Total Attendance 644

**Community Room**

10/19 – Elma Democratic Committee  
10/29 – Elma Meadows Women’s Golf Club

**Staff Activities**

10/4 – Shannon completed Americans with Disabilities Act (ADA) and Disability Awareness Training online.

10/7 – Tom attended a Librarians’ Association contract negotiations meeting at Central.

10/9 – Tom attended the Manager/Director’s Meeting via Zoom.

10/19 – Tom, along with several board members, attended the ACT meeting at the East Aurora Library.

10/23 - Jessi completed a ‘Words in the Workplace Series: Comm. Skills for Professionals’ webinar online.

10/29 - Shannon completed a ‘Words in the Workplace Series: Comm. Skills for Professionals’ webinar online.

## Treasurer's Report - Elma Public Library - 10/31/2024

### Operating Checking

<u>9/30/2024</u>		<b>\$ 6,238.62</b>
<b>Income</b>	10/2, fines/printing	\$ 141.59
		<i>Total</i> \$ 141.59
<b>Expenses</b>	10/29, Waste Management, refuse; check #1386	\$ 125.13
	10/29, Kieffer's Sales & Service, fire exting. insp.; check #1387	\$ 80.00
		<i>Total</i> \$ 205.13
 <u>10/31/2024</u>		 <b>\$ 6,175.08</b>

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### Five Star Gift Checking

<u>9/30/2024</u>		<b>\$ 26,389.66</b>
<b>Income</b>	10/2, book sales, sales tax donation	\$ 771.76
		<i>Total</i> \$ 771.76
<b>Expenses</b>	10/5, Brodart, shelf sponsor books; check #1299	\$ 63.86
	10/5, Thomas Carloni, programming supplies; check #1300	\$ 270.29
	10/29, Brodart, shelf sponsor books; check #1301	\$ 67.07
	10/29, Thomas Carloni, programming supplies; check #1302	\$ 42.26
		\$ 443.48
 <u>10/31/2024</u>		 <b>\$ 26,717.94</b>

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### Five Star Gift Savings

<u>9/30/2024</u>		<b>\$ 53,916.37</b>
<b>Income</b>	10/31, interest	\$ 1.84
		<i>Total</i> \$ 1.84
<b>Expenses</b>	none	
		<i>Total</i> \$ -
 <u>10/31/2024</u>		 <b>\$ 53,918.21</b>

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### Heintz Estate

<u>9/30/2024</u>		<b>\$ 2,379.24</b>
<b>Income</b>	10/31, interest	\$ 0.02
		<i>Total</i> \$ 0.02
<b>Expenses</b>	none	
		<i>Total</i> \$ -
 <u>10/31/2024</u>		 <b>\$ 2,379.26</b>

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CDs

added \$2,622.83 on  
12/11/23

Gift Funds CD (\$103,927.92 deposit 12/11/23 at 4.0%,  
matures 12/11/2024)

\$ 103,927.92

added \$1,311.42 on  
12/11/23

Heintz Fund CD (\$51,963.97 deposit, 12/11/23 at 4.0%,  
matures 12/11/2024)

\$ 51,963.97

*Total* \$ 155,891.89

**Total gift accounts**

**\$ 238,907.30**